

## City of Alexandria, Virginia

## MEMORANDUM

DATE: DECEMBER 10, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: FY 2004 WORKFORCE UTILIZATION ANALYSIS AND FY 2004  
APPLICANT TRACKING REPORT

---

**ISSUE:** City Council consideration of the FY 2004 Workforce Utilization Analysis and the FY 2004 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 in this memorandum. A letter from the Commission on Persons with Disabilities is provided as Attachment 3.

**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 2004 Workforce Utilization Analysis, the FY 2004 Applicant Tracking Report, and the 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 the current fiscal year 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 the fiscal year.

Community Labor Statistics based on the 2000 U.S. Census data, which show the availability of workers in this area by race, gender and ethnicity for different job groupings, only became available to localities at the end of calendar 2003. Although the City added these new Community Labor Statistics to its Department of Personnel Services database in the spring of 2004, the old availability statistics, which were based on the 1990 census data, continued to be used during the remaining months of the fiscal year for consistency. Beginning with the next report, the FY 2005 Workforce Utilization and Applicant Tracking reports, the updated statistics will allow the City to make a more accurate comparison of its workforce with the available workforce in the Washington, D. C., Metropolitan Area, and to target our recruitment efforts to attract representatives of any underutilized group in any job group.

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 has a work environment that reflects the value the City places on diversity. City employees participate in the City's diversity training program, which is offered several times each year so that new employees can complete it soon after they are hired.

The annual Workforce Utilization Analysis and the Applicant Tracking Report are 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 City has ensured that, beginning on July 1, 2004, data have been captured to match the new categories and classifications of the Community Labor Statistics. The statistics in the Applicant Tracking Report enable managers to monitor the selection rates for specific protected classes, to identify whether any barriers to equal opportunity are apparent, and, where appropriate and possible, to take the necessary steps to remove or correct such barriers.

Since the City implemented its Affirmative Action Program in the mid-1970s, the representation of protected classes in the City's workforce has increased as a result of broad recruitment of qualified candidates from among those available in the labor force of the Washington metropolitan area. Highlights of the activities conducted in the past fiscal year, which have enhanced the diversity of the City's workforce, are described below.

#### Initiatives Undertaken in FY 2004

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, and to internet services, the print media, and colleges with large populations of minority students.

During FY 2004, the City's Affirmative Action Officer, staff from the Department of Personnel Services, and representatives from City departments 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, including the Multi-Cultural Services Initiative Coordinator, participated in job fairs sponsored by the NAACP, Congressman Albert Wynn (Maryland), the Congressional Black Caucus, colleges and universities, and local churches. The Affirmative Action Officer maintained a database of colleges and universities that have been identified and defined as historically serving Blacks or Hispanics, and used the information to notify schools of employment opportunities in the City. The Affirmative Action Officer initiated an outreach program, moreover, to colleges and universities, offering to have City staff visit and speak directly to students and alumni about City employment.

In FY 2004, Police personnel staff and patrol officers from the Field Operations Bureau attended seven job fairs targeted to minorities and women. The Police Department advertised position vacancies on various law enforcement job-related web sites. During FY 2004, the department hired thirty new officers, three of whom are females and twelve of whom are minorities. Further, the Police Department promoted one Black male and one Hispanic male to Captain, one Black male to Lieutenant, and one female and one Black male to Sergeant. There were thirty transfers within the department, of which twelve, or 40%, were minority and six were female officers. Police Department personnel compete for these transfers, which often signify positive career development.

The Sheriff 's Office staff attended job fairs with other City staff, in addition to those attended at military bases and regional colleges. These outreach efforts continue to attract a diverse group of highly qualified candidates for the City's public safety jobs. The Sheriff's Office also advertised position vacancies on law enforcement job-related web sites and continued their outreach efforts to local church and community groups.

City outreach efforts specifically targeted to older workers resulted in the hiring during FY 2004 of twenty-two applicants age 40-44, thirteen applicants age 45-49, seventeen applicants age 50-54, twelve applicants age 55-59, seven applicants age 60-64, and two applicants age 65 and over. Additionally, twenty-two employees, who are age 40 and over, were selected as a result of internal promotions. More specifically, in FY 2004, there were six applicants age 40-44 selected, six applicants in the 45-49 category, nine applicants in the 50-54 age category, and one applicant in the 65 and over pool.

Recruitment efforts in FY 2004 with advocacy organizations for persons with disabilities resulted in the promotion of three persons with disabilities. The City's Department of Personnel Services partnered with the Department of Human Services, particularly its *JobLink* Division, and collaborated on initiatives to increase the hiring of persons with disabilities. *JobLink*, through its Disability Resources Coordinator, actively recruited persons with disabilities for employment in City government. The *JobLink* program continues to assist in coaching and preparing persons with a disability to pursue both private and public employment.

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, by assisting them with educational expenses related to attaining a degree that is relevant to the career paths available in City government. In FY 2004, 330 City employees received tuition assistance, compared to 310 employees in FY 2003.

In FY 2004 the Personnel Services Department continued to work with department heads to increase employee advancement opportunities and developed a career ladder program for employees. Also, several City departments cross-train 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. In FY 2004, Personnel Services expanded the City's in-service

training offerings to provide more 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. During FY 2004, the Department of Human Services continued its Eligibility Intern Program, which is for clerical staff who want to advance to the level of Eligibility Worker. Also, the City's Multi-Cultural Services Initiative Coordinator worked with City departments on cultural competence self-assessment tools: language assistance, interpreter services, and document translation.

### Statistical Analysis

The FY 2004 Workforce Utilization Analysis, which appears in Tables I through III-A of the report (Attachment 1), provides a statistical comparison between the representation of minorities and females in the City work force, and the availability of qualified minorities and females in the Washington Metropolitan Area according to the 1990 Community Labor Statistics available from the federal government. The FY 2004 Applicant Tracking Report (Attachment 2) provides data on the selection rates for males, females, Whites, African-Americans, Hispanics, Asians, persons with disabilities, older workers, and Vietnam-era veterans, at each stage of the City's hiring process: certification, interview, and selection. 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 25, 2004, when the City had 2,195 regular full-time positions filled, compared to 2,176 filled positions at the end of FY 2003. The Applicant Tracking statistics show that the City received 6,500 employment applications with relevant affirmative action data in FY 2004 for 192 advertised, full-time vacant positions, compared to 6,569 applications in FY 2003 for 271 advertised, full-time vacant positions. This report captures the data provided by the applicants who completed at least one part of the voluntary affirmative action data form in FY 2004. Of the 6,500 applicants for open positions in FY 2004, 4,920 were certified as meeting the minimum requirements for the jobs advertised. The City interviewed 781 of these applicants. The City filled 192 jobs (by either hiring an outside applicant or promoting a current employee).

It is important to note that the applicant tracking statistics rely on data provided in the voluntary affirmative action form. While the data on certification and interview rates relate to those who filled out this form, the 192 individuals who were selected for the jobs advertised are made up of a combination of those who filled out the form and those who did not. Staff continues to work on ways to ensure that more applicants complete this form in the future.

Highlights of the Workforce Utilization Analysis and the Applicant Tracking Report for FY 2004, are summarized below.

**Females:** The number of female employees in regular, full-time positions, 44.5% of the workforce, slightly decreased to 978 in FY 2004. In comparison, as of June 24, 2003, the City's full-time work force was 45.8% female. Most of the gains made by females in FY 2004 were in job groups in which there had been some decreases or sustained under-representation of females

in the past. Of note is a gain of 2% and 4%, respectively, in the Skilled Craft and Service/Maintenance job groups which have shown little growth since 1992. The representation of females in the Professional-Attorney job group improved to 66.7%, compared to 57.9% in the previous fiscal year. There was an increase of four females in the Professional-Other category, which opens opportunities for upward mobility. In FY 2004, the representation of females increased in four job groups (Official-Administrator, Professional-Attorney, Professional-Other, and Technical-Senior).

The Applicant Tracking Report showed that: (i) females represented 37.6% of the individuals who applied for City positions and submitted affirmative action data; (ii) of these female applicants, 71% were certified; (iii) of these certified female applicants, 19% were chosen to be interviewed; and (iv) of these female interviewees, 27% were selected for the position and hired.

**African Americans:** The number of African American employees in regular full-time positions (788) increased in FY 2004 to 35.8%, compared to 35.3% (776) in FY 2003. African-Americans met or exceeded availability in seven job groups: Professional-Other, Technical-Senior, Technical-Other, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

Once again, the representation of African Americans in the largest Professional category -- Professional-Other -- increased from 32.2%, or 157 employees in FY 2003 to 33.1%, or 166 in FY 2004. With this 32.2% utilization, the representation of African Americans in this job group for the fourth year exceeds the census availability of qualified workers, currently 27.7% (1990 Census data). "Professional-Other" is the job group that represents the most direct line of upward mobility to the City's top jobs.

The Applicant Tracking Report showed that: (i) African Americans represented 30% of the individuals who applied for City positions; (ii) of these African-American applicants, 74% were certified; (iii) of these certified African American applicants, 16% were chosen to be interviewed; and (iv) of these African Americans who were interviewed, 36% were selected and hired.

**Hispanics:** The number of Hispanic employees in regular, full-time positions increased to 156 in FY 2004 (or 6.8% of the workforce) from 144 in FY 2003. In FY 2004, Hispanic representation exceeded availability in 10 job groups: Professional-Attorney, Professional-Librarian, Professional-Other, Technical-Senior, Technical-Other, Para-Professional, Public Safety, Administrative Support, Skilled Craft, and Service-Maintenance.

The Applicant Tracking Report showed that: (i) Hispanics represented 5% of the individuals who applied for City positions and submitted affirmative action data; (ii) of these Hispanic applicants 73% were certified; (iii) of these certified Hispanic applicants, 21% were chosen to be interviewed; and (iv) of these Hispanics who interviewed, 50% were selected and hired.

**Asians:** The number of Asian employees in regular, full-time positions increased slightly in FY 2004 to 74 (or 3.3% of the workforce), up from 68 employees in FY 2003 and 62 employees in

FY 2002. The utilization rate for Asians met or exceeded availability in seven job groups. Those groups were: Professional-Librarian, Professional-Other, Technical-Senior, Para-Professional, Administrative Support, Public Safety and Skilled Craft. The representation of Asians in the City's workforce remained fairly static in most job groups in FY 2004.

The Applicant Tracking Report shows that: (i) Asians represented 5% of the individuals who applied for City positions and submitted affirmative action data; (ii) of these Asian applicants, 81% were certified; (iii) of these certified Asian applicants, 13% were chosen to be interviewed; and (iv) of these Asian interviewees, 21% were selected and hired.

**Native Americans:** In FY 2004, there were seven 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. Because Native Americans represent such a small percentage of the work force, and of the applicant pool, any statistics are insignificant.

**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. The City uses 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 the data voluntarily, so the information below covers only those who chose to self-identify.

**Persons with Disabilities:** There were 125 self-identified applicants with disabilities in FY 2004. 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, 73% were certified; of these certified applicants, 15% were interviewed; and of those interviewed, 21% were selected and hired.

The City encourages persons with disabilities to complete the voluntary self-identification form. However, the ability to identify accurately 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 not accurately reflect all of the persons with disabilities who applied for jobs, or were hired.

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

**Older Workers:** In FY 2004, there were 1,230 applicants who self-identified in this category, compared to 1,063 in FY 2003. Of these applicants, 991 were certified, while 747 were certified

in FY 2003. The certification (73%), interview (24%), and selection (30%) rates for older workers in FY 2004 was higher than for the overall pool of applicants.

**Vietnam-era Veterans:** There were 99 applicants from this category, of which 81 (82%) were certified and 16 were interviewed. Three of the candidates were selected for positions with the City in FY 2004. The number of candidates that self-identify in this category increased this fiscal year, even though the number of Vietnam Veterans in the job market declines.

### **Promotional Data**

In FY 2004, of the 192 positions that were filled, 32 (17%) were filled through the promotional process by internal candidates.

Over one-half (60%) of the applicants for promotional opportunities were female. Of those females who were certified and interviewed, 28% were selected to fill positions through the promotional process. This rate is slightly lower than the overall selection rate (32%) for all promotional applicants.

African Americans represented 40% of the individuals who applied for promotional opportunities. Of those applicants who were certified and interviewed, 46% were selected for promotion. African Americans represented 47% of all the employees selected for promotion; a figure that is higher than the 41% rate for African American employees promoted in FY 2003.

Hispanic applicants in the promotional process were 4% of those who applied, lower than the rate in FY 2003 (7%). Of those applicants who were certified and interviewed, 67% were selected for promotion, which is higher than the overall selection rate of 32%.

Six Asian employees applied for internal promotional opportunities. Of these six applicants, five (83%) were certified, two (40%) were interviewed and both were selected.

Three self-identified applicants with disabilities applied for promotional opportunities; one individual was selected for promotion.

Forty-six percent of the employees applying for promotional opportunities were over the age of 40. Of those who were certified and interviewed, 31% were selected for promotion, a rate comparable to the overall selection rate of 32% for internal applicants.

Staff worked with the Human Rights Commission, the Commission on Persons with Disabilities, the Commission for Women, and the Commission on Aging to review statistics and prepare the Workforce Utilization Analysis and the Applicant Tracking Report. Each Commission offers its assistance by designating a member to serve on a committee comprised of representatives of the four commissions, and staff from the City Manager's Office, the Office of Human Rights and the Department of Personnel Services. The committee members are provided with information that

- The annual ADA training with ADA coordinators that highlights the employment of persons with disabilities.
- The summer youth employment program that provides actual employment and hands on work opportunities for students with disabilities.
- The Employer Awards Program, recognizing exemplary employers in the City who employ and assist persons with disabilities, was, once again, a success.

In a letter (Attachment 3), the Commission listed its observations and possible courses of action with respect to the City's Workforce Utilization Analysis and Applicant Tracking Report, directing the City's attention to three areas. First, because persons with disabilities are not included in the Workforce Utilization Analysis, and relevant data for persons with disabilities are not available in the 2000 Census, the Commission urges the City to develop alternatives for measuring utilization for FY 2005. Second, the Commission believes upward mobility training and tuition assistance are used by too few persons with disabilities, and asks the City to determine why the number is so low and take action to rectify the problem, or report more accurately if the number reported is too low. Third, the Commission observes that, while progress is being made in hiring persons with disabilities in increasing numbers, promotion trends are difficult to assess, because the number of promotions tracked is statistically insignificant. The City will seek the input of the Commission in designing a new report format for FY 2005, and will ask the committee members to discuss these data-reporting concerns.

### **Comments of the Commission for Women**

**Overall Assessment:** The Commission reiterated its suggestions for systemic changes in the collection and reporting of applicant and employment data, and commented that the Commission looks forward to participating in the restructuring of the Workforce Utilization Analysis and Applicant Tracking Report, now that the new employment census information is available. Commenting on the current format, the Commission noted that testing for statistical significance of any increases or decreases in percentages, if possible, should be included in future reports. Staff will solicit the Commission's assistance in determining the inclusion of such testing in future reports. Also, the Affirmative Action Officer and Personnel Services staff will work closely with the Commission on restructuring the Workforce Utilization Analysis and Applicant Tracking Reports.

**Applications and Certification:** The Commission expressed concern that, while there has been an increase in the certification rate for women, there have not been increases in the selection rate. The Commission noted that the reports on certification can be misleading, since they only tell how many applicants had minimum qualifications, but do not identify those applicants that would be "willing" to work in a particular work category. The Commission renewed its interest in seeing some context for review of the applicant tracking data. The City uses minimum qualifications identified by a job's classification to certify that an individual has the knowledge, skills, and abilities to perform a particular job.

**Outreach:** The Commission recommends that the City take a more long-term view and work within the Alexandria school system to introduce girls and other members of protected classes to



includes 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' designees discuss their findings with their respective Commissions and Chairs, and offer comments, advice and assistance to City staff. This year they 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, D. C., metropolitan recruitment area.

The following points were made by the Commissions:

### **Comments of the Human Rights Commission**

**Monitor certification, interview, and selection rates of protected classes:** Although the Commission noted that the certification rate for Hispanics was just slightly lower than the overall certification rate, the Commission remained concerned that the number of Hispanics applying for City jobs is still relatively low. The Commission recommended that the City find ways to attract more Hispanics to the applicant pool and the City's workforce. The Commission also noted that the selection rate for most minority protected classes exceeded the overall selection rate, but that the interview rate for Asians continues to be a problem. The Commission urged the City to continue to monitor this trend. Staff will identify possible employment barriers.

**Monitor submission rate of the Affirmative Action Data form:** Acknowledging that submission of the information is voluntary, the Commission once again encouraged staff to examine ways to encourage applicants to complete the affirmative action data forms when submitting applications.

### **Comments of the Commission on Persons with Disabilities**

The Commission commended the City staff for their openness and responsiveness during the data review period, and noted that the City has a reputation for sensitivity to the needs of persons with disabilities. The Commission highlighted achievements and activities during FY 2004:

- *JobLink* has moved to its new location and exemplary efforts by DHS, GSA, and T&ES have ensured physical and programmatic access for persons with disabilities.
- *JobLink's* grant "Paths to Employment" was approved and earmarks funds for services for job seekers with disabilities.
- City Personnel and OAAS staff are developing a program "How to get a job with the City" to expose persons with disabilities to the employment process.
- The annual Proclamation issued by the Mayor and City Council in October during Disability Employment Awareness month.
- The annual Student Mentoring Day sponsored by the City's Personnel Department that exposes students with disabilities to the work activities of City government.

non-traditional career paths. Further, the Commission wants the City to consider taking a closer look at applicants to understand if it can hire candidates who may have valuable skills to offer the City, but who may require some training for the job for which they are applying. The Commission renewed its suggestion that the City participate in a "best practices" exercise, in which the hiring practices of other municipalities and corporations are reviewed. In FY 2004, the Affirmative Action Officer continued his discussions with various municipal governments and corporations regarding successful hiring practices, and will continue to study information that will assist the City in its recruiting efforts.

**Public Safety:** The Commission expressed interest in learning more about the hiring process in public safety positions and has involved its liaison representative to the Human Rights Commission in its review of statistics provided by the Police and Fire Departments and the Sheriff's Office. Staff will continue to facilitate the sharing of information across departmental lines.

**Recruitment:** The Commission wants to know more about where Personnel Services advertises and wondered if the Office on Women and the Commission would serve as good resources in helping identify additional areas for targeting women. The Affirmative Action Officer has provided the Commission with a list of print media and internet services the City currently uses for recruiting purposes and has had discussions with the Office on Women regarding viable recruiting tools, and will continue to consult the Commission in the future.

The Commission renewed its recommendation that comparisons be made of salaries by subgroup, in addition to the comparison of salary grade bands. These comparisons exist and address the Commission's concerns, while satisfying a requirement for EEOC survey reporting. The Affirmative Action Officer will provide the information to the Commission.

### **Comments of the Commission on Aging**

**Applicant Tracking Analysis -- Satisfaction with applicant numbers, but concern about interview and promotion rates:** The Commission on Aging notes with satisfaction that older workers are applying to work for the City, and are being certified in steadily increasing numbers. The Commission cautions, however, that an age range of 55 and older would be more relevant to their concerns than that currently used - the legal definition of "Older Workers" as age 40 and older, and suggests the City consider using a more appropriate age range in future reports.

In response to the Commission's suggestion on age ranges, as staff prepares to review and incorporate the data from the 2000 census, we will review alternative methods by which to capture accurate and representative information to present in these reports. We will continue the collaborative work of staff and the Commissions to identify barriers, as well as outreach and recruitment opportunities to ensure that qualified and diverse applicants are attracted to City employment.

I want to thank the Human Rights Commission, the Commission on Persons with Disabilities, the Commission for Women, and the Commission on Aging for their review of, and for their

comments and suggestions on, these reports. Their assistance is extremely helpful to the City in our effort to find ways to increase workforce diversity.

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

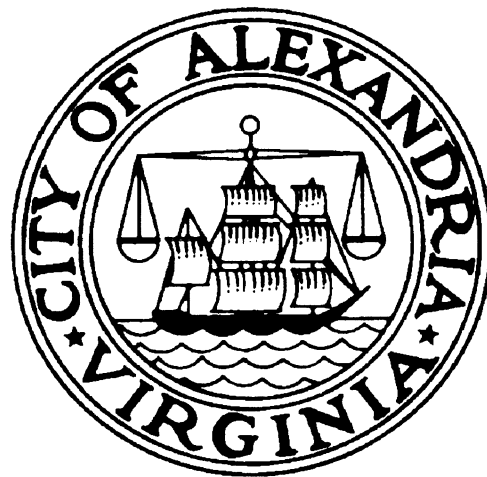
**ATTACHMENTS:**

- Attachment 1. FY 2004 Workforce Utilization Analysis Report
- Attachment 2. FY 2004 Applicant Tracking Report
- Attachment 3. Letter from the Commission on Persons with Disabilities

**STAFF:**

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

City of Alexandria  
Workforce Utilization Analysis  
for  
Fiscal Year 2004



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

---

If you require this report in an alternative format,

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

# FY 2004 Workforce Utilization Analysis

---

## Table of Contents

<b>Introduction</b> .....	1
<b>About this Report</b> .....	3
Description of Job Groups .....	3
Methodology .....	4
<b>Summary of Initiatives Undertaken in FY 2004</b> .....	5
<b>Workforce Summary by Protected Class Group</b> .....	12
Chart A - Comparison of Workforce Representation ( FY 02, FY03 and FY 04 Availability) .....	12
Chart B - Females in the City Workforce, 2001 - 2004 .....	13
Chart C - African Americans in the City Workforce, 2001 - 2004 .....	14
Chart D - Hispanics in the City Workforce, 2001 - 2004 .....	16
Chart E - Asians in the City Workforce, 2001 - 2004 .....	18
<b>FY 2005 Diversity Plan</b> .....	19
<b>Overview of Tables I, I-A, II, III and III-A</b> .....	21
<b>Workforce Distribution Tables</b>	
<b>Table I:</b> FY 04 Comparisons of Percent of Utilization and Availability	
<b>Table II:</b> FY 04 Comparisons of Percent of Utilization and Availability	
<b>Table III:</b> FY 04 Workforce Distribution - All Departments by Race & Sex	
<b>Table III-A:</b> FY 04 Workforce Distribution - All Departments by Age Bands	
<b>Table A:</b> FY 04 General Pay Scales- Gender/Race/Ethnicity	
<b>Table B:</b> FY 04 Public Safety Pay Scales- Gender/Race/Ethnicity	
<b>Table C:</b> FY 04 General Pay Scales- Age Bands	
<b>Table D:</b> FY 04 Public Safety Pay Scales - Age Bands	
<b>Appendix A:</b> Utilization Analysis by City Department	

# FY 2004 AFFIRMATIVE ACTION PROGRAM WORKFORCE UTILIZATION ANALYSIS

---

## Introduction

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

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

The **Workforce Utilization Analysis** is designed to identify areas of underutilization for four protected classes: Females, African-Americans, Asians, and Hispanics. It is based on a comparison of the percentages of minorities and females employed in regular, full-time positions in the City's work force ("**utilization**") with the percentages of minorities and females with similar training and education in the Washington, D.C. metropolitan area ("**availability**"). The availability figures for the Washington metropolitan area are based on the 1990 census data. This report represents the final

time 1900 census data will be utilized for comparison purposes. The City has begun to update its data base with the year 2000 census figures made available by the United States Census Bureau. This comparison of the City's "**utilization**" of minorities and females with the metropolitan area's census "**availability**" of qualified minorities and females is made for twelve different EEO job groups. In each job group in which the City's number of incumbents or "utilization" is less than the census availability, an "**underutilization**" exists. In keeping with the City's Affirmative Action Plan, underutilization is noted to alert City departments to the specific job groups where targeted recruitment efforts should be made as vacancies arise.

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

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

The City values the diversity of its workforce and continually tracks its workforce composition in comparison to the available labor force in the Washington D. C. metropolitan area. When minorities or females are underutilized in a particular job group, the City's Affirmative Action Plan provides for managers and supervisors to design their recruitment efforts in such a way as to attract a strong representation of the underutilized group in the applicant pool to fill vacancies as they occur. The City's Department of Personnel Services and the Affirmative Action Office also monitor areas of underutilization in the City's workforce and develop recruitment strategies, along with department managers, aimed at attracting applicants from the underutilized groups. These efforts reiterate the City's commitment to address, over time, areas of underutilization and to employ a diverse 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. The Department of Personnel Services processes the requisition and advertises the position, targeting areas where the underutilized group is more likely to be reached. The City's training program includes several

classes to prepare employees for upward mobility, the tuition reimbursement program has been amplified and made more accessible, and workforce diversity training is attended by new employees as part of their orientation program.

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

## **About This Report**

---

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

### **Description of Job Groups**

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

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



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

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

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

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

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

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

### Methodology

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

- ▶ City positions are combined into twelve EEO job groups. The jobs within a particular job group have similar work content, wage rates, and levels of responsibility.
- ▶ The City computes the representation of minorities and females in each of the city's job groups as of the end of each fiscal year (June 30), and compares this representation with the availability of qualified minorities and females in the labor market within the Washington, D.C. metropolitan area. The last full pay period ended on June 26, 2004 and the tables for this report were run the next day.
- ▶ The statistical data indicating the availability of qualified minorities and females are based on the 1990 census data provided by the Census Bureau. Future reports will reflect 2000 census data.
- ▶ Areas of underutilization are identified in those particular job groups where the female or minority representation in the workforce is less than the availability of qualified minorities or females in those job groups in the metropolitan area; and
- ▶ Targeted employment outreach efforts are made in recruiting for vacancies in those job groups where minorities or females are underutilized.

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

The affirmative action data for this report were run on June 25, 2004, to incorporate the last closed FY04 payroll date of June 17, 2004. On that date, the City had 2,195 full-time, filled positions as compared to 2,176 positions at the end of FY 03. These figures do not include state positions, elected positions, vacant positions or positions outside the City's classification system.

### **Summary of Initiatives Undertaken in FY 2004**

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

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

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

### **Recruitment**

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

In FY 2004, the Affirmative Action Officer, the Multi-cultural Coordinator and staff of the Personnel Services Department attended several job fairs individually and together, and conducted outreach and networking efforts in order to expand the pool of qualified applicants for City job vacancies. Together they worked to attract increased numbers of persons with disabilities, minorities, women, and older workers to the City's workforce. These efforts included job fairs targeted to women, African American, and Hispanic applicants.

In FY 2004, major efforts to attract diverse, qualified applicants were made by the Personnel Services Department and the Affirmative Action Officer. These efforts included attending job fairs on military bases to attract military retirees, churches, an NAACP sponsored job fair, and the Congressional Black Caucus Diversity Job Fair, where minority and women applicants could be recruited. Additionally, the recruitment efforts were extended to local colleges and organizations with large minority population. The city's recruitment efforts will continue to be specific and designed to increase exposure of the department to women and minorities. In particular, the recruitment program will continue to focus on advertising/marketing campaigns to promote vacancies widely, including in-person recruitment efforts by the Affirmative Action Officer.

In keeping with its efforts to have a department reflective of the community it serves, the City's Police Department continued its targeted recruitment efforts. Police Personnel staff attended seven job fairs — the majority of which were directed to the recruitment of qualified women and minorities, particularly African Americans — during FY 2004. During this period, the department hired thirty new officers, three of which are female and twelve are minority. Further, the department

promoted one black male and one Hispanic male to Captain, one black male to Lieutenant, and one female and one black male to Sergeant. There were 30 transfers within the department to specialized assignments during FY 2004, of which twelve, or 40% were minority and six were female officers.

During FY 2004, the Human Services Department staff completed culture competence self-assessments for three City departments - Finance, Housing, and Mental Health . The departments examined the diversity of their respective workforce, then completed an even more extensive examination of individual units within the department. Additionally, the Multi-cultural Services Initiative Coordinator conducted outreach activities in various ethnic communities to promote career opportunities with the City.

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

The Department of Transportation and Environmental Services (T&ES) and the General Services Department sought to fill a number of vacancies with females and minorities by advertising in targeted trade publications. Professional staff have provided outreach to their respective career organizations, such as the American Society of Women Engineers to locate candidates for engineer vacancies in T&ES. Full time positions are advertised on computer bulletin boards, networks and at professional conferences to attract a diverse pool of applicants. During FY 2004, the department hosted a Public Works Equipment Show for high school students at T.C. Williams High School, which provided an understanding of the department's operation and its non-traditional jobs, and exposed students to the operation of heavy equipment.

### **Upward Mobility Programs**

The City continues to encourage employees to enhance their professional skills by accessing the tuition assistance program for college level work related to the attainment of a degree or a specialized certification. During FY 2004, 330 employees received tuition assistance under this program, compared to 310 City employees in FY 2003, and 354 in FY2002. **Additionally, a third group of employees selected to participate in the City Manager's Leadership Institute of the City of Alexandria (LICA) graduated on June 16, 2003.** LICA is the City's on-line learning program that was created to provide a supplemental learning track to the traditional training and college programs. The following charts provide a graphic distribution by demographic group and level of education pursued.

**Tuition Assistance Distribution  
By Gender, Race, Ethnic Group  
FY 2004**

DATA SET	MALE	FEMALE	DISABLED	WHITE	BLACK	HISPANIC	OTHER	TOTAL
# Tuition Assistance	145	185	2	142	144	19	25	330
% Tuition Assistance	44	56	1	43	44	6	8	N/A
% Employees*	47	53	100	49	41	7	4	N/A

\* This figure represents distribution of all eligible employees in the categories expressed as a percent based on the Utilization Analysis Report for the end of FY 2004.

**Tuition Assistance Distribution  
By Age Group  
FY 2004**

DATA SET	< 40	40 - 44	45 - 49	50 - 54	55+	TOTAL
# Tuition Assistance	201	33	50	24	22	330
% Tuition Assistance	61	10	15	7	7	N/A
% Employees*	49	8	8	7	22	N/A

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

**Tuition Assistance Distribution  
By Degree Pursued  
FY 2004**

DEGREE	MALE	FEMALE	TOTALS
Doctoral	1	0	1
Master	23	37	60
Bachelor	89	60	149
Associate	50	47	97
Other	13	29	42
Totals*	176 50.4%	173 49.6%	349

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

**Assistance Participation by Race and Sex,  
Tuition Age Greater than 40 and Disability  
for Fiscal Years 2001 to 2004**

	FY 2001	FY 2002	FY 2003	FY 2004
Total Number of Employees Receiving Tuition Assistance	156	356	310	330
# Minority Employees Participating and as a % of Total Participating	79 50.6%	205 67.2%	164 52.9%	188 56.9%
# Women Employees Participating and as a % of Total Participating	75 48%	173 53%	150 48%	185 56%
# Age 40 and up Employees Participating and as a % of Total Participating	85 54.4%	151 42.4%	120 38.7%	129 39%
# Employees with Disabilities Participating and as a % of Total Participating	3 2%	1 1%	3 1%	2 1%

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

Focusing on retention of critical skills and internal promotion, City department heads continue to identify areas where career ladders would open cross training to promote upward mobility opportunities. In FY 2003 the Personnel Services Department continued to work with individual department heads who expressed interest in implementing a career ladder system in their respective departments, which would allow for upward mobility within a particular job class. Career ladders exist in the City Attorney's Office, the Office of the Commonwealth's Attorney, the Transportation and Environmental Services Department, General Services, the Purchasing Division of the Finance Department, and in the Police Department, Office of the Sheriff, and the Fire Department.

During Fiscal Year 2004, the Personnel Services Department continued its review of the internal training programs available to employees. This effort assesses the opportunities available for employees to improve their skills and increase their chances for promotion. Some of the current training programs include basic and advanced computer training, interpersonal training, skill development, such as the Family Medical Leave Act class for supervisors, and classes that allow an employee to prepare for promotion or retirement.

The following tables provide a comparison of hours of training and number of courses taken by all employees during Fiscal Year 2004.

**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>2004</b>	# of Training Hours	8,568	3,727	4,841	3,298	3,178	544	1,548
	% of Training Hours		43	57	38	37	6	18
	# of Trained Employees	1,038	472	566	439	335	86	178
	% of Trained Employees		45	55	42	32	8	17
	% of Employees*		47	53	49	41	7	4

**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>2004</b>	# of Training Hours	8,568	4,491	858	1,099	954	1,166
	% of Training Hours		52	10	13	11	14
	# of Trained Employees	1,038	566	107	118	95	152
	% of Trained Employees		55	10	11	9	15
	% of Employees*		49	8	8	7	22

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

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

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

<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>2004</b>	# of Training Hours	8,568	3,727	4,841	3,298	3,178	544	1,548
	% of Training Hours		43	57	38	37	6	18
	# of Courses***	1,879	822	1,057	777	652	127	323
	% of Courses		44	56	41	35	7	17
	% of Employees*		47	53	49	41	7	4

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

<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>2004</b>	# of Training Hours	8,568	4,491	858	1,099	954	1,166
	% of Training Hours		52	10	13	11	14
	# of Courses***	1,879	922	189	223	194	281
	% of Courses		53	10	12	10	15
	% of Employees*		49	8	8	7	22

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

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

\*\*\* Represents the amount of courses taken by the number of trained employees listed above. (e.g. out of the 1,038 trained employees, 1,879 courses were taken.

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



## Workforce Summary by Protected Class Group

The major findings and conclusions of the Workforce Utilization Analysis Report are summarized in the section that follows by protected class group. This analysis highlights major changes in utilization of each of these protected class groups in the last year, from FY 2003 to FY 2004. Chart A provides a summary of the FY 2003 and FY 2004 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 1997-2004 trend data for each of these respective groups.

**Chart A - Comparison of % Workforce Representation  
FY 03 and FY 04**

EEO JOB GROUP	% FEMALE			% AFRICAN AMER.			% HISPANIC			% ASIAN		
	FY 03	FY 04	FY 04 Avail	FY 03	FY 04	FY 04 Avail	FY 03	FY 04	FY 04 Avail	FY 03	FY 04	FY 04 Avail
Official/Admin.	40.2	37.8	41.9	15.2	16.8	17.8	.08	1.4	2.8	0.8	1.4	2.8
Profess. - Attorney	57.9	66.7	30.7	10.5	4.8	7.7	5.3	4.8	2.1	0.0	0.0	1.9
- Librarian	81.8	81.8	75.1	0.0	0.0	18.0	9.1	13.6	2.7	9.1	9.1	4.7
- Public Safety	8.9	8.6	8.7	12.5	15.5	24.5	1.8	1.7	2.4	0.0	0.0	0.4
- Other	65.5	64.5	58.9	32.2	33.1	27.7	5.7	7.2	2.9	4.7	4.8	3.3
Technical - Senior	23.4	23.3	26.4	23.4	23.3	24.1	5.0	4.4	2.9	4.5	4.4	2.6
- Other	54.8	54.7	54.6	41.1	41.9	30.5	9.0	9.5	3.8	2.7	2.4	3.5
Public Safety	18.2	18.0	17.9	29.0	29.4	32.7	5.7	6.1	2.6	1.9	2.6	0.7
Para-Professional	62.6	61.4	57.1	54.0	55.0	32.1	5.8	3.6	3.6	5.0	6.4	3.2
Admin. Support	88.3	87.3	86.5	54.8	54.3	32.9	10.2	11.2	3.9	3.6	3.6	3.6
Skilled Craft	7.6	5.4	6.8	58.2	58.1	36.2	10.1	10.8	7.2	2.5	2.7	2.9
Service/Maintenance	15.3	12.0	19.2	66.7	70.7	53.2	15.3	17.3	8.7	0.0	0.0	1.8

**Females:** The number of female employees in regular, full-time positions decreased slightly to 978 in FY 2004, compared to 981 in FY 2003. As of June 10, 2004, last payroll of the fiscal year, the City's full time work force was 44.5% female, a 1.3% decrease compared to FY 2003.

During FY 2004, females made gains in four of the twelve job groups; Official-Administrator, Professional-Attorney, Professional-Other, and Technical-Senior. In the Professional-Attorney and

Professional-Other job groups, the representation of females grew to 66.7% and 64.5%, respectively, which far exceeds the market availability of 30.7% and 58.9%, respectively. The representation of females remained approximately the same in two job groups (Professional-Librarian and Professional-Public Safety).

**Chart B - Females in the City Workforce, 2001-2004**

<b>EEO Job Group</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2004</b>
<b>JG</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>#</b>	<b>%</b>
	<b>% of JG</b>	<b>% of JG</b>	<b>% of JG</b>	<b>% of JG</b>	<b>Avail</b>
<b>Officials</b>	50 40%	54 41.5%	53 40.2%	54 37.8%	41.9%
<b>Professional Attorney</b>	9 52.9%	10 50%	11 57.9%	14 66.7%	30.7%
<b>Professional Librarian</b>	15 831.3%	17 83.3%	18 77.3%	18 81.8%	75.1%
<b>Professional Public Safety</b>	4 7.5%	4 7.5%	5 8.9%	5 8.6%	8.7%
<b>Professional Other</b>	265 62.5%	292 64.6%	319 65.5%	323 64.5%	58.9%
<b>Technical Senior</b>	47 23.6%	47 23.5%	47 23.4%	48 23.3%	26.4%
<b>Technical Other</b>	150 55.6%	145 54.1%	164 54.8%	162 54.7%	54.6%
<b>Public Safety</b>	79 17.5%	85 18.6%	86 18.2%	83 18.0%	17.9%
<b>Para-Professional</b>	76 63.3%	85 60.7%	87 62.6%	86 61.4%	57.1%
<b>Administrative Support</b>	159 86.4%	157 87.2%	174 88.3%	172 87.3%	86.5%
<b>Skilled Craft</b>	2 2.7%	4 5.7%	6 7.6%	4 5.4%	6.8%
<b>Service-Maintenance</b>	5 10.5%	9 11.5%	11 15.3%	9 12.0%	19.2%

**African Americans:** The number of African-American employees in regular full-time positions increased during FY 2004 to 788, or 35.8% of the full time workforce. During FY 2003, the number was

770, an increase from the 723 of FY 2002. The representation of African/Americans met or exceeded census availability in seven jobs groups: Professional-Other, Technical-Senior, Technical-Other, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

Once again, the representation of African/Americans in the largest Professional category -- Professional-Other -- increased from 32.2%, or 157 employees in FY 2003 to 33.1%, or 166 in FY 2004. With this 33.1% utilization, the representation of African Americans in this job group for the third year exceeds the census availability of qualified workers, currently 27.7%. "Professional-Other" is the job group that represents the most direct line of upward mobility to the City's top jobs.

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

Efforts will continue to target increasing numbers of African American applicants to the City's various positions. Additionally, the AAO will offer assistance in attracting increased numbers of qualified African American applicants to non-traditional job groups. To review recent trends in the African American segment of the City's workforce, please see the below chart which details the workforce composition .

**Chart C - African Americans in the City Workforce, 2001-2004**

Job Group (JG)	2001	2002	2003	2004	FY 04 Avail.
	# % of JG	# % of JG	# % of JG	# % of JG	%
Officials / Admin	19 15.2%	21 16.2%	20 15.2%	25 16.8%	17.8%
Professional Attorney	1 5.9%	2 10.0%	2 10.5%	1 4.8%	7.7%
Professional Librarian	0 0%	0 0%	0 0%	0 0%	18%
Professional Public Safety	7 13.2%	8 14.5%	7 12.5%	9 15.5%	24.5%
Professional Other	128 30.2%	138 30.5%	157 32.2%	166 33.1%	27.7%
Technical Senior	47 23.6%	48 24.0%	47 23.4%	48 23.3%	24.1%

Job Group (JG)	2001	2002	2003	2004	FY 04 Avail.
	# % of JG	# % of JG	# % of JG	# % of JG	%
Technical Other	112 41.5%	108 40.3%	123 41.1%	124 41.9%	30.5%
Public Safety	129 28.5%	130 28.4%	137 29.0%	136 29.4%	32.7%
Para- professional	71 59.2%	75 53.6%	75 54.0%	77 55.0%	32.1%
Administrative Support	102 58.0%	96 55.4%	108 53.3%	107 54.8%	32.9%
Skilled Craft	46 63.0%	42 60.0%	46 58.2%	43 58.1%	36.2%
Service- Maintenance	62 72.1%	55 70.51%	48 66.7%	53 70.7%	53.2%

**Hispanics:** The number of Hispanic employees in regular, full-time positions increased to 156 employees in FY 2004, a net increase of 12 individuals from the 144 in FY 2003. Hispanic representation in the FY 2004 work force exceeded availability in ten job groups: Professional - Attorney, Professional-Librarian, Professional-Other, Technical-Senior, Technical-Other, Public Safety, Para-Professional, Administrative Support, Skilled Craft and Service Maintenance. The representation of Hispanics in Technical-Other positions continues to exceed census availability: (availability remains at 3.8% while the City's utilization rate is currently 9.5%).

Underutilization by percentage exists for Hispanics in only two job groups: Official-Administrator (.8% vs. 2.8% availability) and Professional-Public Safety (1.7% vs. 2.4% availability).

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

To review recent trends in the Hispanic segment of the City's workforce, please see the chart on the next page which details the representation of Hispanics within the workforce from 2001 to 2004.

**Chart D - Hispanics in the City Workforce, 2001-2004**

Job Group (JG)	2001	2002	2003	2004	FY04 Avail
	# % of JG	# % of JG	# % of JG	# % of JG	%
Officials / Admin	2 1.6%	1 0.8%	1 0.8%	2 1.4%	2.8%
Professional Attorney	0 0%	0 0%	1 5.3%	1 4.8%	2.1%
Professional Librarian	1 5.6%	1 4.5%	2 9.1%	3 13.6%	2.7%
Professional Public Safety	1 1.9%	1 1.8%	1 1.8%	1 1.7%	2.4%
Professional Other	28 6.6%	29 6.4%	28 5.7%	36 7.2%	2.9%
Technical Senior	9 4.5%	12 6.0%	10 5.0%	9 4.4%	2.9%
Technical Other	21 7.8%	23 8.6%	27 9.0%	28 9.5%	3.8%
Public Safety	24 5.3%	26 5.7%	27 5.7%	28 6.1%	2.6%
Para - professional	5 4.2%	7 5.0%	8 5.8%	5 3.6%	3.6%
Administrative Support	19 10.3%	19 10.6%	20 10.2%	22 11.2%	3.9%
Skilled Craft	5 6.8%	7 10.0%	8 10.1%	8 10.8%	7.2%
Service Maintenance	8 9.3%	11 14.1%	11 15.3%	13 17.3%	8.7%

**Asians:** The number of Asian employees in regular, full-time positions (3.3% of the workforce, or 74 employees) increased in FY 2004 from 68 in FY 2003, 62 in FY 2002 and 53 in FY 2001. The utilization rate for Asians met or exceeded availability in seven job groups. Those groups were: Professional-Librarian, Professional-Other, Technical-Senior, Para-Professional, Administrative Support, Public Safety and Skilled Craft. The representation of Asians in the City's workforce continued to increase in most job groups in FY 2004. Underutilization exists for Asians in the following job groups: Official-

Administrator (City 1.4% versus an area availability of 2.8%), Professional-Attorney (City 0% versus an area availability of 1.9%), Professional-Public Safety (City 0% versus an area availability of 0.4%), Technical-Other (City 2.4% versus an area availability of 3.5%), and Service-Maintenance (City 0% versus an area availability of 1.8%).

To review recent trends in the Asian segment of the City's workforce, please see the chart on the next page which details the representation of Asians within the workforce from 2001 to 2004.

**Native Americans:** In FY 2004, there were seven employees in regular full-time positions who had identified themselves as Native American. Native Americans constituted .3% of the work force. Since Native Americans represent such a small percentage of the work force, utilization figures are not statistically significant. However, data about their representation in the work force are provided annually for informational purposes. Please see Tables I-III of this report for a breakdown of Native Americans in the City's workforce.

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

**Chart E - Asians in the City Workforce, 2001-2004**

Job Group (JG)	2001	2002	2003	2004	FY04 Avail
	# % of JG	# % of JG	# % of JG	# % of JG	%
Officials / Admin	0 0%	1 0.8%	1 0.8%	2 1.4%	2.8%
Professional Attorney	1 5.0%	0 0%	0 0%	0 0%	1.9%
Professional Librarian	1 5.6%	2 9.1%	2 9.1%	3 9.1%	4.7%
Professional Public Safety	0 0%	0 0%	0 0%	0 0%	0.4%
Professional Other	18 4.2%	21 4.6%	23 4.7%	24 4.8%	3.3%
Technical Senior	5 2.5%	5 2.5%	9 4.5%	9 4.4%	2.6%
Technical Other	8 3.0%	8 3.0%	8 2.7%	7 2.4%	3.5%
Public Safety	8 2.0%	8 1.7%	8 1.9%	12 2.6%	0.7%
Para - professional	3 2.5%	7 5.0%	7 5.0%	9 6.4%	3.2%
Administrative Support	6 3.3%	8 4.4%	7 3.6%	7 3.6%	3.6%
Skilled Craft	3 4.1%	3 2.91%	3 2.5%	2 2.7%	2.9%
Service Maintenance	0 0%	0 0%	0 0%	0 0%	1.8%

## FY 2005 Diversity Plan

During FY 2005, City staff will continue the following actions to attract a diverse workforce which reflects full utilization of the available labor force within our recruiting area. Particular efforts will be made in the following job groups, in response to the underutilization of women or minorities depicted in Table I.

Job Group	Underutilized Groups	FY 2005 Initiatives
<b>Official-Administrator</b>	Females African Americans, Hispanics, Asians	As vacancies occur, aggressively advertise with publications and agencies targeting women and minorities. Network with professional associations and organizations which target women and minorities.
<b>Professional-Public Safety</b>	Females African Americans, Hispanics, Asians	Continue inclusive recruitment efforts and outreach strategies to attract women and minorities to entry level Public Safety jobs (the feeder group for Professional-Public Safety). Continue to develop a presence for the City in the employment market through attendance at job fairs, college career days and organizations with high representation of women and minorities. Monitor promotional selection process to ensure no barriers hinder diverse Public Safety employees from moving into management/ professional positions within Fire, Police, and the Office of the Sheriff.
<b>Technical-Senior</b>	Females African Americans, Asians	The Affirmative Action Officer to expand contacts with trade/technical schools and colleges. Initiate an outreach recruitment program with organizations and professional associations that represent the job titles in this category, such as Public Safety, paralegal, community advocates and the construction and automotive trades that include a high representation of minorities.
<b>Skilled Craft</b>	Females, Asians	Network with and advertise vacancies with organizations targeting women and Asians. Develop relationships with trade schools that have high representations of women and minorities; advertise vacancies with these organizations. Develop cross training programs to create promotional opportunities for women and minorities currently in Service Maintenance jobs which feed into the Skilled Craft positions.



<b>Job Group</b>	<b>Underutilized Groups</b>	<b>FY 2005 Initiatives</b>
<b>Service-Maintenance</b>	Females, Asians	Explore creative strategies for attracting increasing numbers of women and Asians. Research apprentice programs for possible implementation, to use as recruiting tool in attracting diverse applicants.
<b>All Job Groups</b>	Persons with Disabilities	Attend job fairs targeting persons with disabilities. Continue networking with organizations advocating on behalf of persons with disabilities to promote referrals of qualified applicants. Explore development of increased internship opportunities to enable persons with disabilities to gain relevant job experience and to compete effectively for vacancies as they arise. Monitor selection process to ensure that no barriers exist which may prevent the hiring of persons with disabilities. Solicit assistance from the Commission on Persons with Disabilities in identifying ways to better advertise job opportunities in city government.
<b>All Job Groups</b>	Older workers	Continue to network with organizations, particularly the Commission on Aging, advocating on behalf of older workers. Attend job fairs targeting senior applicants. Monitor hiring process to ensure no barriers exist which may prevent selection of older workers.
<b>All Job Groups</b>	Females Minorities	Personnel and AAO to do specific outreach with colleges and universities to encourage women and minorities to apply for the City's internships and entry level professional jobs.

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

---

**Table I, "Comparisons of Percent of Utilization to Availability,"** compares the FY 2003 percentage of qualified females and minorities available in the Washington, D.C. metropolitan area ("Census Avail.") with the percentage of females and minorities employed full-time in the City work force ("City Util."). This comparison is made for each job group. An underutilization ("Underutil.") exists when the City utilization is lower than the census availability of qualified workers. The percentage of underutilization is shown for each job group having an underutilization. For those job groups having no underutilization, an asterisk appears.

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

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

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

# Table I Comparison of Percents of Utilization to Availability

FY2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group	Female			Black			Hispanic			Asian			American Indian		
	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %
21 OFFICIAL-ADMIN	41.9	37.8	10	17.8	16.8	6	2.8	1.4	50	2.8	1.4	50	0.3	0.0	-
22 PROFESSIONAL ATTORNEYS	30.7	66.7	***	7.7	4.8	38	2.1	4.8	***	1.9	0.0	100	0.1	0.0	-
LIBRARIAN	75.1	81.8	***	18	0.0	100	2.7	13.6	***	4.7	9.1	***	0.1	0.0	-
PUBLIC SAFETY*	8.7	8.6	1	24.5	15.5	37	2.4	1.7	28	0.4	0.0	100	0.1	0.0	-
OTHER	58.9	64.5	***	27.7	33.1	***	2.9	7.2	***	3.3	4.8	***	0.3	0.4	-
23 TECHNICAL SENIOR	26.4	23.3	12	24.1	23.3	3	2.9	4.4	***	2.6	4.4	***	0.3	1.0	-
OTHER	54.6	54.7	***	30.5	41.9	***	3.8	9.5	***	3.5	2.4	32	0.4	0.0	-
24 PUBLIC SAFETY*	17.9	18.0	***	32.7	29.4	10	2.6	6.1	***	0.7	2.6	***	0.1	0.6	-
25 PARA-PROFESSIONAL	57.1	61.4	***	32.1	55.0	***	3.6	3.6	1	3.2	6.4	***	0.2	0.0	-
26 ADMINISTRATIVE SUPPORT	86.5	87.3	***	32.9	54.3	***	3.9	11.2	***	3.6	3.6	1	0.4	0.0	-
27 SKILLED CRAFT	6.8	5.4	21	36.2	58.1	***	7.2	10.8	***	2.9	2.7	7	0.6	0.0	-
28 SERVICE - MAINTENANCE	19.2	12.0	38	53.2	70.7	***	8.7	17.3	***	1.8	0.0	100	1	0.0	-

\* "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 Professional Public Safety jobs in the Washington D.C. Metropolitan Statistical Area are female. 37.8% of the full-time Alexandria City employees in this job are female. Dividing the utilization percent by the availability percent (37.8/41.9) and multiplying by 100 yields a utilization percent of 90.2. Therefore the underutilization = (100 - 90.2) or 9.8, rounded to 10% underutilization. No underutilization is indicated by "\*\*\*\*" in the applicable data area.

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

# Table II Direct Comparison of Utilization to Availability FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

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	143	54	41.9	60	-6	24	17.8	25	-1	2	2.8	4	-2	0	0.3	0	0					
22 PROFESSIONAL ATTORNEYS	21	14	30.7	6	8	1	7.7	2	-1	1	2.1	0	1	0	1.9	0	0	0				
LIBRARIAN	22	18	75.1	17	1	0	18	4	-4	3	2.7	1	2	2	4.7	1	1	0	0			
PUBLIC SAFETY*	58	5	8.7	5	0	9	24.5	14	-5	1	2.4	1	0	0	0.4	0	0	0	0			
OTHER	501	323	58.9	295	28	166	27.7	139	27	36	2.9	15	21	24	3.3	17	7	2	0.3	2	0	
23 TECHNICAL SENIOR	206	48	26.4	54	-6	48	24.1	50	-2	9	2.9	6	3	9	2.6	5	4	2	0.3	1	1	
OTHER	296	162	54.6	162	0	124	30.5	90	34	28	3.8	11	17	7	3.5	10	-3	0	0.4	1	-1	
24 PUBLIC SAFETY*	462	83	17.9	83	0	136	32.7	151	-15	28	2.6	12	16	12	0.7	3	9	3	0.1	0	3	
25 PARA-PROFESSIONAL	140	86	57.1	80	6	77	32.1	45	32	5	3.6	5	0	9	3.2	4	5	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	197	172	86.5	170	2	107	32.9	65	42	22	3.9	8	14	7	3.6	7	0	0	0.4	1	-1	
27 SKILLED CRAFT	74	4	6.8	5	-1	43	36.2	27	16	8	7.2	5	3	2	2.9	2	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	75	9	19.2	14	-5	53	53.2	40	13	13	8.7	7	6	0	1.8	1	-1	0	1	1	-1	
	2195	978				788				156				74							7	

\* "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 143 full time city employees, 54 are female. 41.9% of the qualified candidates in the Washington D.C. Metropolitan Statistical Area are female. Applying this to the 143 city employees, it is expected that 60 of the city employees in this group would be female. Subtracting the expected value from the existing value yields -6, demonstrating that females are underutilized in this job group by 6 individuals.

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

22

# Table III Workforce Distribution All Departments FY2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 143 %	54 38	28 20	69 48	46 32	17 12	7 5	2 1	0 0	1 1	1 1	0 0	0 0
22 PROFESSIONAL	# 21 %	14 67	2 10	7 33	12 57	0 0	1 5	0 0	1 5	0 0	0 0	0 0	0 0
LIBRARIAN	# 22 %	18 82	5 23	2 9	15 68	0 0	0 0	2 9	1 5	0 0	2 9	0 0	0 0
PUBLIC SAFETY	# 58 %	5 9	10 17	45 78	3 5	7 12	2 3	1 2	0 0	0 0	0 0	0 0	0 0
OTHER	# 501 %	323 64	228 46	99 20	174 35	56 11	110 22	9 2	27 5	13 3	11 2	1 0	1 0
23 TECHNICAL	# 206 %	48 23	68 33	107 52	31 15	34 17	14 7	7 3	2 1	8 4	1 0	2 1	0 0
SENIOR	# 296 %	162 55	159 54	74 25	63 21	44 15	80 27	11 4	17 6	5 2	2 1	0 0	0 0
24 PUBLIC SAFETY	# 462 %	83 18	179 39	250 54	33 7	95 21	41 9	20 4	8 2	12 3	0 0	2 0	1 0
25 PARA-PROFESSIONAL	# 140 %	86 61	91 65	19 14	30 21	31 22	46 33	1 1	4 3	3 2	6 4	0 0	0 0
26 ADMINISTRATIVE SUPPORT	# 197 %	172 87	136 69	15 8	46 23	6 3	101 51	2 1	20 10	2 1	5 3	0 0	0 0
27 SKILLED CRAFT	# 74 %	4 5	53 72	20 27	1 1	40 54	3 4	8 11	0 0	2 3	0 0	0 0	0 0
28 SERVICE - MAINTENANCE	# 75 %	9 12	66 88	9 12	0 0	46 61	7 9	11 15	2 3	0 0	0 0	0 0	0 0
TOTALS:	# 2195 %	978 45	1025 47	716 33	454 21	376 17	412 19	74 3	82 4	46 2	28 1	5 0	2 0

# Table III Workforce Distribution All Departments FY2004

City of Alexandria, Virginia  
Part-time Employees  
As of June 25, 2004

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 7	3	3	2	2	2	1	0	0	0	0	0	0
	%	43	43	29	29	29	14	0	0	0	0	0	0
22 PROFESSIONAL	# 21	20	3	1	17	0	2	0	0	0	1	0	0
LIBRARIAN	%	95	14	5	81	0	10	0	0	0	5	0	0
OTHER	# 48	38	17	4	27	5	8	1	1	0	1	0	1
	%	79	35	8	56	10	17	2	2	0	2	0	2
23 TECHNICAL	# 3	2	1	1	1	0	1	0	0	0	0	0	0
SENIOR	%	67	33	33	33	0	33	0	0	0	0	0	0
OTHER	# 14	7	8	2	4	1	3	3	0	0	0	1	0
	%	50	57	14	29	7	21	21	0	0	0	7	0
25 PARA-PROFESSIONAL	# 216	135	161	15	40	58	82	2	3	6	8	0	2
	%	63	75	7	19	27	38	1	1	3	4	0	1
26 ADMINISTRATIVE SUPPORT	# 71	47	32	15	24	6	19	2	4	1	0	0	0
	%	66	45	21	34	8	27	3	6	1	0	0	0
28 SERVICE - MAINTENANCE	# 395	238	110	118	167	31	61	6	5	2	4	0	1
	%	60	28	30	42	8	15	2	1	1	1	0	0
TOTALS:	# 775	490	335	158	282	103	177	14	13	9	14	1	4
	%	63	43	20	36	13	23	2	2	1	2	0	1

# Table III-A

## Age Bands/EEO Groups Full-time Workforce Distribution All Departments FY2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

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	# 143	0	1	1	5	10	16	26	33	32	16	2	1
	%	0	1	1	3	7	11	18	23	22	11	0	1
<b>22 PROFESSIONAL</b>													
ATTORNEYS	# 21	0	0	3	8	3	2	4	1	0	0	0	0
	%	0	0	14	38	14	10	19	5	0	0	0	0
LIBRARIAN	# 22	0	0	0	2	2	3	0	4	3	5	3	0
	%	0	0	0	9	9	14	0	18	14	23	0	0
PUBLIC SAFETY	# 58	0	0	0	0	8	17	18	11	3	1	0	0
	%	0	0	0	0	14	29	31	19	5	2	0	0
OTHER	# 501	0	4	44	63	56	78	86	79	53	29	6	3
	%	0	1	9	13	11	16	17	16	11	6	0	1
<b>23 TECHNICAL</b>													
SENIOR	# 206	0	2	8	11	28	39	49	32	23	12	2	0
	%	0	1	4	5	14	19	24	16	11	6	0	0
OTHER	# 296	0	10	28	33	50	43	45	48	27	8	4	0
	%	0	3	9	11	17	15	15	16	9	3	0	0
<b>24 PUBLIC SAFETY</b>													
	# 462	0	14	48	87	114	92	61	32	13	1	0	0
	%	0	3	10	19	25	20	13	7	3	0	0	0
<b>25 PARA-PROFESSIONAL</b>													
	# 140	0	5	24	15	19	20	17	20	7	9	2	2
	%	0	4	17	11	14	14	12	14	5	6	0	1
<b>26 ADMINISTRATIVE SUPPORT</b>													
	# 197	0	14	24	34	20	26	28	21	18	9	3	0
	%	0	7	12	17	10	13	14	11	9	5	0	0
<b>27 SKILLED CRAFT</b>													
	# 74	0	0	5	4	12	9	20	12	8	3	1	0
	%	0	0	7	5	16	12	27	16	11	4	0	0
<b>28 SERVICE - MAINTENANCE</b>													
	# 75	0	1	4	8	12	12	16	13	5	3	0	1
	%	0	1	5	11	16	16	21	17	7	4	0	1
<b>TOTALS</b>													
	# 2195	0	51	189	270	334	357	370	306	192	96	23	7
	%	0	2	9	12	15	16	17	14	9	4	1	0

# TABLE A

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

FY 2004

Grade	Salary Range	Total:	Total		WHITE		BLACK		HISPANIC		ASIAN		AMERICAN IND.	
			Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
32	83,112.93 - 134,432.94	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
31	79,155.00 - 128,031.10	# 7 %	2	0	5	2	0	0	0	0	0	0	0	0
30	75,390.88 - 121,942.74	# 9 %	2	2	6	0	1	1	0	1	0	0	0	0
29	71,804.52 - 116,141.92	# 8 %	5	2	3	3	0	1	0	0	0	1	0	0
28	68,382.72 - 110,607.23	# 15 %	4	2	9	4	2	0	0	0	0	0	0	0
27	65,126.42 - 105,340.24	# 17 %	11	2	5	10	1	1	0	0	0	0	0	0
26	62,196.25 - 100,600.80	# 11 %	7	0	4	7	0	0	0	0	0	0	0	0
25	59,232.49 - 95,806.97	# 17 %	9	2	7	8	1	1	0	0	0	0	0	0
24	56,417.67 - 91,254.08	# 65 %	32	11	26	24	6	5	1	3	0	0	0	0
23	53,733.66 - 86,912.76	# 12 %	5	4	3	5	2	0	0	0	2	0	0	0
22	51,173.79 - 82,772.23	# 41 %	30	10	7	21	2	7	1	2	1	0	0	0
21	48,740.52 - 78,836.49	# 88 %	46	26	28	31	10	7	1	2	3	6	0	0
20	46,419.09 - 75,081.62	# 83 %	46	28	25	35	11	8	1	2	3	7	0	0
19	44,211.04 - 71,510.17	# 94 %	51	28	26	34	9	13	3	3	5	5	0	0
18	42,109.58 - 68,111.14	# 34 %	13	8	18	7	1	5	1	0	1	1	0	0
17	40,101.26 - 64,862.72	# 101 %	58	37	20	36	18	14	2	6	2	1	1	1
16	38,194.02 - 61,777.81	# 59 %	30	27	16	13	11	15	1	2	1	0	0	0
15	36,372.05 - 58,830.82	# 72 %	45	33	16	22	19	25	2	3	2	0	0	0
		# 72 %	63	46	22	28	7	29	4	0	4	6	0	0



# TABLE A

## Gender/Race/Ethnicity Full-time Workforce Distribution All Departments - General Scale Only \* FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

Grade	Salary Range	Total:		WHITE		BLACK		HISPANIC		ASIAN		AMERICAN IND.	
		#	%	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
14	34,644.79 - 56,037.00	87		46	12	19	25	21	2	6	2	0	0
				53	14	22	29	24	2	7	2	0	0
				55	14	22	29	24	2	7	2	0	0
13	32,979.54 - 53,343.55	127		75	21	30	22	36	8	8	1	0	0
				59	17	24	17	28	6	6	1	0	0
				47	13	17	10	26	1	5	1	0	0
12	31,490.69 - 50,935.35	74		49	18	17	14	26	1	7	1	0	0
				66	18	23	14	35	1	7	1	0	0
				51	8	19	29	51	0	8	1	0	0
11	30,073.31 - 48,642.78	118		80	7	16	25	43	0	7	1	0	0
				68	16	17	10	34	0	5	1	0	0
				57	19	20	12	40	0	6	1	0	0
10	28,717.42 - 46,449.66	84		68	12	7	12	34	0	5	1	0	0
				11	5	3	27	9	8	0	0	0	0
				19	20	2	46	15	14	0	0	0	0
9	27,513.05 - 44,501.64	59		24	15	7	2	13	1	4	0	0	0
				75	16	22	6	41	3	13	0	0	0
				49	13	7	13	36	3	4	0	0	0
8	26,199.29 - 42,376.65	32		24	5	7	2	13	1	4	0	0	0
				8	17	9	17	46	4	5	0	0	0
				63	17	9	17	46	4	5	0	0	0
7	25,031.43 - 40,487.67	78		49	13	7	13	36	3	4	0	0	0
				63	17	9	17	46	4	5	0	0	0
				25	4	6	3	15	0	6	1	0	0
6	23,917.95 - 38,686.64	41		33	4	6	3	15	0	6	1	0	0
				80	10	15	7	37	0	15	2	0	0
				4	2	0	12	4	4	0	0	0	0
5	22,870.45 - 36,992.33	22		18	9	0	55	18	18	0	0	0	0
				5	0	0	2	3	1	2	0	0	0
				63	0	0	25	38	13	25	0	0	0
4	22,956.86 - 35,363.92	8		63	0	0	25	38	13	25	0	0	0
				0	2	0	12	0	1	0	0	0	0
				0	13	0	80	0	7	0	0	0	0
3	23,040.33 - 33,802.40	15		0	1	0	10	3	2	2	0	0	0
				5	5	0	53	16	11	11	0	0	0
				26	68	0	0	16	0	0	0	0	0
2	23,119.28 - 32,303.04	19		3	0	2	0	1	0	0	0	0	0
				100	33	67	0	33	0	0	0	0	0
1	23,234.53 - 30,918.17	3		3	0	2	0	1	0	0	0	0	0
				837	333	376	255	360	45	73	27	27	2
				56	45	25	17	24	3	5	2	2	0
<b>TOTALS</b>		1500		837	672	333	255	360	45	73	27	27	2
				56	45	22	17	24	3	5	2	2	0

The following positions included in this table are ones that are not appointed by the City Manager:

Undersheriff, Deputy Library Director, Deputy Commonwealth's Attorney, and Health Department staff.

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

# TABLE B

## Gender/Race/Ethnicity Full-time Workforce Distribution All Departments - Public Safety Scale Only \* FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

Grade	Salary Range	Total:	Total		WHITE		BLACK		HISPANIC		ASIAN		AMERICAN IND.	
			Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
18	62,196.25 - 100,600.80	# 1	0	0	1	0	0	0	0	0	0	0	0	0
		%	0	0	100	0	0	0	0	0	0	0	0	0
17	59,232.49 - 95,806.97	# 21	1	6	14	0	5	1	1	0	0	0	0	0
		%	5	29	67	0	24	5	5	0	0	0	0	0
16	56,417.67 - 91,254.08	# 1	0	0	1	0	0	0	0	0	0	0	0	0
		%	0	0	100	0	0	0	0	0	0	0	0	0
15	53,733.66 - 86,912.76	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
14	51,173.79 - 82,772.23	# 45	4	6	36	3	5	1	0	0	0	0	0	0
		%	9	13	80	7	11	2	0	0	0	0	0	0
13	48,740.52 - 78,836.49	# 1	0	0	1	0	0	0	0	0	0	0	0	0
		%	0	0	100	0	0	0	0	0	0	0	0	0
12	46,419.09 - 75,081.62	# 82	14	18	47	11	13	2	5	1	2	0	1	0
		%	17	22	57	13	16	2	6	1	2	0	1	0
11	44,211.04 - 71,510.17	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
10	42,109.58 - 68,111.14	# 2	0	0	2	0	0	0	0	0	0	0	0	0
		%	0	0	100	0	0	0	0	0	0	0	0	0
9	40,101.26 - 64,862.72	# 111	13	22	77	8	15	4	3	1	2	0	1	0
		%	12	20	69	7	14	4	3	1	2	0	1	0
8	38,194.02 - 61,777.81	# 212	39	61	118	23	37	14	9	1	8	0	1	0
		%	18	29	56	11	17	7	4	0	4	0	0	0
7	36,372.05 - 58,830.82	# 182	48	73	76	19	44	24	9	5	5	0	0	0
		%	26	40	42	10	24	13	5	3	3	0	0	0
6	34,644.79 - 56,037.00	# 2	2	0	0	2	0	0	0	0	0	0	0	0
		%	100	0	0	100	0	0	0	0	0	0	0	0
5	32,979.54 - 53,343.55	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
4	31,490.69 - 50,935.35	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
3	30,073.31 - 48,642.78	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
2	28,717.42 - 46,449.66	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
1	27,513.05 - 44,501.64	# 0	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>		# 660	121	186	373	66	119	46	27	8	17	0	3	0
		%	18	28	57	10	18	7	4	1	3	0	0	0

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

# TABLE C

## Age Bands/Pay Grades Full-time Workforce Distribution

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

### All Departments - General Scale Only \* FY2004

Grade: Salary Range	Total:	< 20:	20 - 24:	25 - 29:	30 - 34:	35 - 39:	40 - 44:	45 - 49:	50 - 54:	55 - 59:	60 - 64:	65 - 69:	70 UP:
32 83,112.93 - 134,432.94	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
31 79,155.00 - 128,031.10	# 7 %	0	0	0	0	0	1	0	1	5	0	0	0
30 75,390.88 - 121,942.74	# 9 %	0	0	0	0	0	1	1	3	2	2	0	0
29 71,804.52 - 116,141.92	# 8 %	0	0	0	0	0	1	13	25	13	13	0	13
28 68,382.72 - 110,607.23	# 15 %	0	0	0	0	0	1	7	40	20	13	3	0
27 65,126.42 - 105,340.24	# 17 %	0	0	0	1	3	2	18	12	5	1	0	0
26 62,196.25 - 100,600.80	# 11 %	0	0	0	0	1	1	5	2	0	2	0	0
25 59,232.49 - 95,806.97	# 17 %	0	0	0	1	0	6	9	18	0	18	0	0
24 56,417.67 - 91,254.08	# 65 %	0	0	2	6	4	10	13	16	6	7	1	0
23 53,733.66 - 86,912.76	# 12 %	0	0	0	17	25	25	17	0	2	0	0	0
22 51,173.79 - 82,772.23	# 41 %	0	0	1	3	5	8	8	8	6	0	1	1
21 48,740.52 - 78,836.49	# 88 %	0	1	7	16	12	12	14	11	11	4	0	0
20 46,419.09 - 75,081.62	# 83 %	0	0	4	11	4	12	25	12	8	6	1	0
19 44,211.04 - 71,510.17	# 94 %	0	1	6	8	10	11	13	15	15	8	6	1
18 42,109.58 - 68,111.14	# 34 %	0	0	4	7	6	3	6	4	0	4	0	0
17 40,101.26 - 64,862.72	# 101 %	0	1	9	9	8	17	14	23	11	8	1	0

Grade:	Salary Range	Total:	< 20:	20 - 24:	25 - 29:	30 - 34:	35 - 39:	40 - 44:	45 - 49:	50 - 54:	55 - 59:	60 - 64:	65 - 69:	70 UP:
16	38,194.02 - 61,777.81	# 59 %	0	0	4	5	8	15	10	10	5	1	1	0
15	36,372.05 - 58,830.82	# 72 %	0	1	8	13	7	12	6	11	8	6	0	0
14	34,644.79 - 56,037.00	# 87 %	0	3	18	7	7	7	14	13	12	5	0	1
13	32,979.54 - 53,343.55	# 127 %	0	4	13	11	16	25	14	25	15	3	1	0
12	31,490.69 - 50,935.35	# 74 %	0	4	8	5	12	4	14	14	5	6	2	0
11	30,073.31 - 48,642.78	# 118 %	0	3	12	10	24	13	23	16	8	6	2	1
10	28,717.42 - 46,449.66	# 84 %	0	1	7	12	14	11	13	11	8	4	3	0
9	27,513.05 - 44,501.64	# 59 %	0	0	3	2	15	11	17	6	6	4	2	0
8	26,199.29 - 42,376.65	# 32 %	0	1	5	4	1	5	6	3	2	5	0	0
7	25,031.43 - 40,487.67	# 78 %	0	5	6	15	10	11	8	11	8	3	0	1
6	23,917.95 - 38,686.64	# 41 %	0	6	11	7	0	6	5	3	3	0	0	0
5	22,870.45 - 36,992.33	# 22 %	0	1	0	3	4	2	6	5	1	0	0	0
4	22,956.86 - 35,363.92	# 8 %	0	2	1	0	3	2	0	0	0	0	0	0
3	23,040.33 - 33,802.40	# 15 %	0	0	3	2	4	2	3	1	0	0	0	0
2	23,119.28 - 32,303.04	# 19 %	0	0	1	0	3	3	4	4	2	2	0	0
1	23,234.53 - 30,918.17	# 3 %	0	0	1	2	0	0	0	0	0	0	0	0
<b>TOTALS</b>		# 1500 %	0	34	134	161	178	218	257	240	159	92	21	6

# TABLE D

## Age Bands/Pay Grades Full-time Workforce Distribution All Departments - Public Safety Scale Only \* FY2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

Grade: Salary Range	Total:	<20:	20 - 24:	25 - 29:	30 - 34:	35 - 39:	40 - 44:	45 - 49:	50 - 54:	55 - 59:	60 - 64:	65 - 69:	70 UP:
18 62,196.25 - 100,600.80	# 1 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 100	0 0	0 0	0 0
17 59,232.49 - 95,806.97	# 21 %	0 0	0 0	0 0	0 0	3 14	4 19	7 33	3 14	3 14	1 5	0 0	0 0
16 56,417.67 - 91,254.08	# 1 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 100	0 0	0 0	0 0
15 53,733.66 - 86,912.76	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
14 51,173.79 - 82,772.23	# 45 %	0 0	0 0	0 0	0 0	6 13	14 31	14 31	9 20	2 4	0 0	0 0	0 0
13 48,740.52 - 78,836.49	# 1 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 100	0 0	0 0	0 0	0 0
12 46,419.09 - 75,081.62	# 82 %	0 0	0 0	1 10	3 48	19 68	15 46	27 112	10 12	7 4	0 0	0 0	0 0
11 44,211.04 - 71,510.17	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
10 42,109.58 - 68,111.14	# 2 %	0 0	0 0	0 0	1 50	0 0	0 0	0 0	0 0	1 50	0 0	0 0	0 0
9 40,101.26 - 64,862.72	# 111 %	0 0	0 0	0 0	2 2	14 13	31 28	33 30	25 23	5 5	1 1	0 0	0 0
8 38,194.02 - 61,777.81	# 212 %	0 0	1 13	10 41	23 52	32 42	46 22	22 10	6 12	2 4	0 0	0 0	0 0
7 36,372.05 - 58,830.82	# 182 %	0 0	7 7	7 7	29 29	23 23	12 12	5 5	1 1	1 1	0 0	0 0	0 0
6 34,644.79 - 56,037.00	# 2 %	0 0	1 50	0 50	0 0	1 50	0 0	0 0	0 0	0 0	0 0	0 0	0 0
5 32,979.54 - 53,343.55	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
4 31,490.69 - 50,935.35	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
3 30,073.31 - 48,642.78	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
2 28,717.42 - 46,449.66	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
1 27,513.05 - 44,501.64	# 0 %	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>	# 660 %	0 0	16 2	52 8	106 16	153 23	132 20	112 17	61 9	26 4	2 0	0 0	0 0

# Direct Comparison of Utilization to Availability By Department FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CIRCUIT COURT JUDGES

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

3

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

**CIRCUIT COURT JUDGES**

**Workforce  
Distribution By  
Departments FY 2004**

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>													
ATTORNEYS	# 3 %	2	0	1	2	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 9 %	4	2	3	4	0	0	1	0	1	0	0	0
<b>23 TECHNICAL</b>													
SENIOR	# 1 %	0	0	1	0	0	0	0	0	0	0	0	0
OTHER	# 0 %	0	0	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
<b>25 PARA-PROFESSIONAL</b>													
	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>													
	# 0 %	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
<b>28 SERVICE - MAINTENANCE</b>													
	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	# 13 %	6	2	5	6	0	0	1	0	1	0	0	0
		46	15	38	46	0	0	8	0	8	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

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

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



# Workforce Distribution By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CITIZENS ASSISTANCE

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2 %	2 100	1 50	0 0	1 50	0 0	1 50	0 0	0 0	0 0	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	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 2 %	1 50	2 100	0 0	0 0	1 50	1 50	0 0	0 0	0 0	0 0	0 0	0 0
<b>23 TECHNICAL</b>													
SENIOR	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
<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
<b>25 PARA-PROFESSIONAL</b>													
	# 1 %	1 100	1 100	0 0	0 0	1 100	1 100	0 0	0 0	0 0	0 0	0 0	0 0
<b>26 ADMINISTRATIVE SUPPORT</b>													
	# 2 %	2 100	2 100	0 0	0 0	1 50	1 50	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
<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
<b>TOTALS:</b>	# 7 %	6 86	6 86	0 0	14 14	4 57	4 57	0 0	14 14	0 0	0 0	0 0	0 0

# Direct Comparison of Utilization to Availability By Department FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CITY ATTORNEY

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	1	0	41.9	0	0	17.8	0	0	1	2.8	0	1	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	6	5	30.7	2	3	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	3	2	58.9	2	0	27.7	1	1	0	2.9	0	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	32.1	0	1	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	2	2	86.5	2	0	32.9	1	0	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	13	10							4				1							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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CITY ATTORNEY

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Total Female:	Total Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1	0	1	0	0	0	0	1	0	0	0	0	0
	%	0	100	0	0	0	0	100	0	0	0	0	0
<b>22 PROFESSIONAL</b>													
ATTORNEYS	# 6	5	0	1	5	0	0	0	0	0	0	0	0
	%	83	0	17	83	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 3	2	2	1	0	0	2	0	0	0	0	0	0
	%	67	67	33	0	0	67	0	0	0	0	0	0
<b>23 TECHNICAL</b>													
SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
<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
<b>25 PARA-PROFESSIONAL</b>													
	# 1	1	1	0	0	0	1	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>													
	# 2	2	1	0	1	0	1	0	0	0	0	0	0
	%	100	50	0	50	0	50	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
<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
<b>TOTALS:</b>	# 13	10	5	2	6	0	4	1	0	0	0	0	0
	%	77	38	15	46	0	31	8	0	0	0	0	0

# Direct Comparison of Utilization to Availability By Department FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CITY CLERK/CITY COUNCIL

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

15

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CITY CLERK/CITY COUNCIL

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	2	1	0	1	0	1	0	0	0	0	0	0
	%	100	50	0	50	0	50	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	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
<b>23 TECHNICAL</b>													
SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
<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
<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
<b>26 ADMINISTRATIVE SUPPORT</b>													
	# 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
<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
<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
<b>TOTALS:</b>	# 3	3	1	0	2	0	1	0	0	0	0	0	0
	%	100	33	0	67	0	33	0	0	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CITY MANAGER

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	6	3	41.9	3	0	17.8	1	-1	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	6	3	58.9	4	-1	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	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	32.1	0	1	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	1	1	86.5	1	0	32.9	0	1	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	14	8			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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CITY MANAGER

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 6 %	3 50	0	3 50	3 50	0	0	0	0	0	0	0	0
22 PROFESSIONAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 6 %	3 50	1 17	2 33	3 50	1 17	0	0	0	0	0	0	0
23 TECHNICAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
SENIOR	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1 %	1 100	1 100	0	0	0	1 100	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1 %	1 100	1 100	0	0	0	1 100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	# 14 %	8 57	3 21	5 36	6 43	1 7	2 14	0	0	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	1	0	41.9	0	0	17.8	0	0	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	1	1	75.1	1	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	0	0	58.9	0	0	27.7	0	0	0	2.9	0	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	22	13	86.5	19	-6	32.9	7	-2	2	3.9	1	1	3	3.6	1	2	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	24	14			5				2				3					0		

45

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## CLERK OF COURT

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
22 PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 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
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
23 TECHNICAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
SENIOR	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 22	13	10	5	7	1	4	1	1	2	1	0	0
	%	59	45	23	32	5	18	5	5	9	5	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 24	14	10	6	8	1	4	1	1	2	1	0	0
	%	58	42	25	33	4	17	4	4	8	4	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## COMMONWEALTH ATTORNEY

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

55

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## COMMONWEALTH ATTORNEY

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	1	0	1	1	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
22 PROFESSIONAL	# 12	7	2	5	5	0	1	0	1	0	0	0	0
ATTORNEYS	%	58	17	42	42	0	8	0	8	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 2	1	0	1	1	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
23 TECHNICAL	# 2	2	0	0	2	0	0	0	0	0	0	0	0
SENIOR	%	100	0	0	100	0	0	0	0	0	0	0	0
OTHER	# 3	3	1	0	2	0	0	0	1	0	0	0	0
	%	100	33	0	67	0	0	0	33	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 5	5	1	0	4	0	1	0	0	0	0	0	0
	%	100	20	0	80	0	20	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 26	19	4	7	15	0	2	0	2	0	0	0	0
	%	73	15	27	58	0	8	0	8	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## FINANCE

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian								
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff						
21 OFFICIAL-ADMIN	5	2	41.9	2	0	1	17.8	1	0	0	2.8	0	0	0	2.8	0	0	0.3	0	0		
22 PROFESSIONAL																						
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0	
OTHER	31	20	58.9	18	2	12	27.7	9	3	2	2.9	1	1	4	3.3	1	3	0	0.3	0	0	
23 TECHNICAL																						
SENIOR	5	2	26.4	1	1	4	24.1	1	3	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0	
OTHER	17	14	54.6	9	5	10	30.5	5	5	0	3.8	1	-1	1	3.5	1	0	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	1	1	57.1	1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	28	25	86.5	24	1	17	32.9	9	8	2	3.9	1	1	0	3.6	1	-1	0	0.4	0	0	
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0	
	87	64				44				4				5					0			

49

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## FINANCE

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 5	2	1	3	1	0	1	0	0	0	0	0	0
	%	40	20	60	20	0	20	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	# 31	20	18	5	8	3	9	1	1	2	2	0	0
	%	65	58	16	26	10	29	3	3	6	6	0	0
23 TECHNICAL	# 5	2	4	1	0	2	2	0	0	0	0	0	0
SENIOR	%	40	80	20	0	40	40	0	0	0	0	0	0
OTHER	# 17	14	11	2	4	0	10	0	0	1	0	0	0
	%	82	65	12	24	0	59	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	# 28	25	19	2	7	1	16	0	2	0	0	0	0
	%	89	68	7	25	4	57	0	7	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>	# 87	64	53	13	21	6	38	1	3	3	2	0	0
	%	74	61	15	24	7	44	1	3	3	2	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## FIRE

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian							
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff					
21 OFFICIAL-ADMIN	15	1	41.9	6	-5	3	17.8	3	0	0	2.8	0	0	0	2.8	0	0	0.3	0	0	
22 PROFESSIONAL	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
ATTORNEYS	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	25	1	8.7	2	-1	4	24.5	6	-2	0	2.4	1	-1	0	0.4	0	0	0	0.1	0	0
OTHER	17	5	58.9	10	-5	2	27.7	5	-3	1	2.9	0	1	2	3.3	1	1	0	0.3	0	0
23 TECHNICAL	42	6	26.4	11	-5	6	24.1	10	-4	2	2.9	1	1	1	2.6	1	0	0	0.3	0	0
SENIOR	42	6	26.4	11	-5	6	24.1	10	-4	2	2.9	1	1	1	2.6	1	0	0	0.3	0	0
OTHER	95	40	54.6	52	-12	16	30.5	29	-13	3	3.8	4	-1	4	3.5	3	1	0	0.4	0	0
24 PUBLIC SAFETY	92	4	17.9	16	-12	17	32.7	30	-13	2	2.6	2	0	0	0.7	1	-1	0	0.1	0	0
25 PARA-PROFESSIONAL	1	0	57.1	1	-1	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	3	3	86.5	3	0	1	32.9	1	0	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	3	0	6.8	0	0	0	36.2	1	-1	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	1	0	19.2	0	0	0	53.2	1	-1	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	294	60				49				8				7					0		

51

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## FIRE

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 15 %	1	3	11	1	3	0	0	0	0	0	0	0
		7	20	73	7	20	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 25 %	1	4	21	0	3	1	0	0	0	0	0	0
OTHER	# 17 %	5	5	10	2	0	2	0	1	2	0	0	0
		29	29	59	12	0	12	0	6	12	0	0	0
23 TECHNICAL													
SENIOR	# 42 %	6	9	28	5	5	1	2	0	1	0	0	0
OTHER	# 95 %	14	21	67	12	12	2	5	0	2	0	0	0
		40	23	42	30	8	8	2	1	3	1	0	0
		42	24	44	32	8	8	2	1	3	1	0	0
24 PUBLIC SAFETY	# 92 %	4	19	69	4	17	0	2	0	0	0	0	0
PARA-PROFESSIONAL	# 1 %	0	0	1	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	# 3 %	3	1	0	2	0	1	0	0	0	0	0	0
SKILLED CRAFT	# 3 %	0	0	3	0	0	0	0	0	0	0	0	0
SERVICE - MAINTENANCE	# 1 %	0	0	1	0	0	0	0	0	0	0	0	0
TOTALS:	# 294 %	60	64	186	44	36	13	6	2	6	1	0	0
		20	22	63	15	12	4	2	1	2	0	0	0

52

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group	Total	Female		Black		Hispanic		Asian		American Indian						
		Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff					
21 OFFICIAL-ADMIN	7	0	41.9	3	-3	1	17.8	1	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	1.9	0	0
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	5	1	58.9	3	-2	1	27.7	1	0	0	2.9	0	0	3.3	0	1
23 TECHNICAL SENIOR	21	3	26.4	6	-3	5	24.1	5	0	1	2.9	1	0	2.6	1	0
OTHER	10	0	54.6	5	-5	4	30.5	3	1	1	3.8	0	1	3.5	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0.7	0	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	1	32.1	0	1	0	3.6	0	0	3.2	0	0
26 ADMINISTRATIVE SUPPORT	8	3	86.5	7	-4	3	32.9	3	0	0	3.9	0	0	3.6	0	0
27 SKILLED CRAFT	17	1	6.8	1	0	11	36.2	6	5	0	7.2	1	-1	2.9	0	2
28 SERVICE - MAINTENANCE	5	0	19.2	1	-1	4	53.2	3	1	1	8.7	0	1	1.8	0	0
	74	9				30			3			4				0

53

Exist - Number of employees as of date displayed at top of report  
Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

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



**GENERAL SERVICES**

**Workforce  
Distribution By  
Departments FY 2004**

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	7	0	0	1	14	6	0	1	0	0	0	0	0	0	0
22 PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	5	1	20	2	40	3	0	0	1	0	0	1	0	0	0
23 TECHNICAL	21	3	7	12	2	4	1	1	0	1	0	1	0	0	0
SENIOR	14	14	33	57	10	19	5	0	0	5	0	0	0	0	0
OTHER	10	0	5	5	0	4	0	1	0	0	0	0	0	0	0
24 PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	1	1	100	0	0	0	0	0	1	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	8	3	38	4	13	1	2	1	0	0	0	0	0	0	0
SKILLED CRAFT	17	1	13	3	6	11	0	0	0	0	2	0	0	0	0
SERVICE - MAINTENANCE	5	0	5	0	0	4	0	1	0	0	0	0	0	0	0
TOTALS:	74	9	37	33	4	25	5	3	0	4	0	4	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HEALTH

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

55

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HEALTH

American

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1 %	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
23 TECHNICAL	# 1 %	1 100	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
SENIOR	# 1 %	1 100	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 1 %	1 100	1 100	0 0	0 0	1 100	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
PARA-PROFESSIONAL	# 1 %	1 100	1 100	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0
ADMINISTRATIVE SUPPORT	# 2 %	2 100	1 50	0 0	1 50	0 0	0 0	0 50	1 50	0 0	0 0	0 0	0 0
SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 6 %	5 83	3 50	1 17	2 33	0 0	2 33	0 0	1 17	0 0	0 0	0 0	0 0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EO 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	4	41.9	3	1	17.8	1	0	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0
2 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	6	4	58.9	4	0	27.7	2	-1	0	2.9	0	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	1	0	26.4	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	4	3	57.1	2	1	32.1	1	-1	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	0	0	86.5	0	0	32.9	0	0	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	17	11			2				0				0					0		

5

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HISTORIC ALEXANDRIA

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 6 %	4 67	1 17	1 17	4 67	1 17	0 0	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 6 %	4 67	1 17	2 33	3 50	0 0	1 17	0 0	0 0	0 0	0 0	0 0	0 0
23 TECHNICAL													
SENIOR	# 1 %	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
24 PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
25 PARA-PROFESSIONAL	# 4 %	3 75	0 0	1 25	3 75	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
26 ADMINISTRATIVE SUPPORT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
27 SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
28 SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 17 %	11 65	2 12	5 29	10 59	1 6	1 6	0 0	0 0	0 0	0 0	0 0	0 0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HOUSING

EO 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	4	2	41.9	2	0	17.8	1	0	2.8	0	0	2.8	0	0	0.3	0	0
2 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	2.7	0	0	4.7	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0.1	0	0
OTHER	8	2	58.9	5	-3	27.7	2	-1	2.9	0	1	3.3	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	24.1	0	0	2.9	0	0	2.6	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	3.8	0	0	3.5	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	3.6	0	0	3.2	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	4	4	86.5	3	1	32.9	1	3	3.9	0	0	3.6	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	1	0	0
	16	8			6			1			0			0			

59

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HOUSING

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 4 %	2 50	1 25	2 50	1 25	0 0	1 25	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 8 %	2 25	2 25	4 50	2 25	1 13	0 0	1 13	0 0	0 0	0 0	0 0	0 0
23 TECHNICAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
SENIOR	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
24 PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
25 PARA-PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
26 ADMINISTRATIVE SUPPORT	# 4 %	4 100	4 100	0 0	0 0	0 0	4 100	0 0	0 0	0 0	0 0	0 0	0 0
27 SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
28 SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 16 %	8 50	7 44	6 38	3 19	1 6	5 31	1 6	0 0	0 0	0 0	0 0	0 0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HUMAN RIGHTS

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

19

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HUMAN RIGHTS

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2 %	1 50	1 50	0 0	1 50	1 50	0 0	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 2 %	2 100	1 50	0 0	1 50	0 0	0 0	0 0	0 0	0 0	1 50	0 0	0 0
23 TECHNICAL													
SENIOR	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
24 PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
25 PARA-PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
26 ADMINISTRATIVE SUPPORT	# 1 %	1 100	1 100	0 0	0 0	0 0	0 0	0 100	0 0	0 0	0 0	0 0	0 0
27 SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
28 SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 5 %	4 80	3 60	0 0	2 40	1 20	0 0	0 20	1 20	0 0	1 20	0 0	0 0

29

# Direct Comparison of Utilization to Availability By Department FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## HUMAN 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					
01 OFFICIAL-ADMIN	14	9	41.9	6	3	5	17.8	2	3	0	2.8	0	0	0	2.8	0	0	0.3	0	0	
12 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	96	78	58.9	57	21	34	27.7	27	7	11	2.9	3	8	0	3.3	3	-3	0	0.3	0	0
23 TECHNICAL SENIOR	5	4	26.4	1	3	2	24.1	1	1	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	58	44	54.6	32	12	28	30.5	18	10	15	3.8	2	13	2	3.5	2	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	10	8	57.1	6	2	5	32.1	3	2	1	3.6	0	1	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	26	24	86.5	22	2	16	32.9	9	7	7	3.9	1	6	0	3.6	1	-1	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	3	2	19.2	1	1	3	53.2	2	1	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	212	169				93				34				2					0		

63

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

# HUMAN SERVICES

## Workforce Distribution By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		Indian American	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 14	9	5	2	7	3	2	0	0	0	0	0	0
	%	64	36	14	50	21	14	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	# 96	78	45	9	42	8	26	1	10	0	0	0	0
	%	81	47	9	44	8	27	1	10	0	0	0	0
23 TECHNICAL	# 5	4	2	1	2	0	2	0	0	0	0	0	0
SENIOR	%	80	40	20	40	0	40	0	0	0	0	0	0
OTHER	# 58	44	45	4	9	5	23	4	11	1	1	0	0
	%	76	78	7	16	9	40	7	19	2	2	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	# 10	8	6	0	4	1	4	1	0	0	0	0	0
	%	80	60	0	40	10	40	10	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 26	24	23	0	3	1	15	1	6	0	0	0	0
	%	92	88	0	12	4	58	4	23	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	# 3	2	3	0	0	1	2	0	0	0	0	0	0
	%	67	100	0	0	33	67	0	0	0	0	0	0
TOTALS:	# 212	169	129	16	67	19	74	7	27	1	1	0	0
	%	80	61	8	32	9	35	3	13	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## INFORMATION TECHNOLOGY SERVICES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	7	3	41.9	3	0	17.8	1	-1	0	2.8	0	0	1	2.8	0	1	0	0.3	0	0
22 PROFESSIONAL	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	27	9	58.9	16	-7	27.7	7	-2	0	2.9	1	-1	5	3.3	1	4	0	0.3	0	0
23 TECHNICAL	11	4	26.4	3	1	24.1	3	0	1	2.9	0	1	2	2.6	0	2	0	0.3	0	0
SENIOR	11	4	26.4	3	1	24.1	3	0	1	2.9	0	1	2	2.6	0	2	0	0.3	0	0
OTHER	4	3	54.6	2	1	30.5	1	1	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	32.1	0	0	1	3.6	0	1	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	5	4	86.5	4	0	32.9	2	3	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	55	24				15			2				8					0		

59

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## INFORMATION TECHNOLOGY SERVICES

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 7	3	1	4	2	0	0	0	0	0	0	1	0
	%	43	14	57	29	0	0	0	0	0	0	14	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	# 27	9	10	11	6	3	2	0	0	4	1	0	0
	%	33	37	41	22	11	7	0	0	15	4	0	0
23 TECHNICAL SENIOR	# 11	4	6	4	1	1	2	1	0	1	1	0	0
	%	36	55	36	9	9	18	9	0	9	9	0	0
OTHER	# 4	3	2	1	1	0	2	0	0	0	0	0	0
	%	75	50	25	25	0	50	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1	1	1	0	0	0	0	0	1	0	0	0	0
	%	100	100	0	0	0	0	0	100	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 5	4	5	0	0	1	4	0	0	0	0	0	0
	%	80	100	0	0	20	80	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	# 55	24	25	20	10	5	10	1	1	5	3	0	0
	%	44	45	36	18	9	18	2	2	9	5	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## JUVENILE & DOMESTIC RELATIONS

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian					
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff			
21 OFFICIAL-ADMIN	1	1	41.9	0	1	17.8	0	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	13	11	58.9	8	3	27.7	4	-1	2.9	0	1	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	24.1	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	2	1	54.6	1	0	30.5	1	-1	3.8	0	1	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	3	3	86.5	3	0	32.9	1	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	19	16			4			2			0					0			

67

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## JUVENILE & DOMESTIC RELATIONS

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1	1	0	0	1	0	0	0	0	0	0	0	0
	%	100	0	0	100	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 13	11	4	1	8	1	2	0	1	0	0	0	0
	%	85	31	8	62	8	15	0	8	0	0	0	0
23 TECHNICAL													
SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 2	1	1	0	1	0	0	1	0	0	0	0	0
	%	50	50	0	50	0	0	50	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 3	3	1	0	2	0	1	0	0	0	0	0	0
	%	100	33	0	67	0	33	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 19	16	6	1	12	1	3	1	1	0	0	0	0
	%	84	32	5	63	5	16	5	5	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## LIBRARY

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian			
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	
21 OFFICIAL-ADMIN	2	1	41.9	1	0	17.8	0	0	2.8	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL																	
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0.1	0	0
LIBRARIAN	21	17	75.1	16	1	18	4	-4	2.7	1	2	4.7	1	1	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0.1	0	0
OTHER	2	2	58.9	1	1	27.7	1	-1	2.9	0	0	3.3	0	1	0.3	0	1
23 TECHNICAL																	
SENIOR	2	0	26.4	1	-1	24.1	0	0	2.9	0	0	2.6	0	1	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	3.8	0	0	3.5	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0.1	0	0
25 PARA-PROFESSIONAL	22	15	57.1	13	2	32.1	7	-4	3.6	1	1	3.2	1	7	0.2	0	0
26 ADMINISTRATIVE SUPPORT	2	1	86.5	2	-1	32.9	1	-1	3.9	0	0	3.6	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	1	0	0
	51	36			3			5			12		1				

69

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



# Workforce Distribution By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## LIBRARY

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Total Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2 %	1 50	0	1 50	1 50	0	0	0	0	0	0	0	0
22 PROFESSIONAL ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 21 %	17 81	5 24	2 10	14 67	0	0	2 10	1 5	0	0	2 10	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 2 %	2 100	2 100	0	0	0	0	0	0	0	0	1 50	1 50
23 TECHNICAL SENIOR	# 2 %	0	1	1	0	0	0	0	0	0	1	0	0
OTHER	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 22 %	15 68	13 59	3 14	6 27	2 9	1 5	0	2 9	2 9	2 9	6 27	0
26 ADMINISTRATIVE SUPPORT	# 2 %	1 50	0	1 50	1 50	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 51 %	36 71	21 41	8 16	22 43	2 4	1 2	2 4	3 6	3 6	9 18	0	1 2

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## MANAGEMENT AND BUDGET

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

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

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

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

Diff - Calculated for each job group: Exist - Expec

11

# Workforce Distribution By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## MANAGEMENT AND BUDGET

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	1	0	1	1	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 8	5	4	1	3	2	1	0	1	0	0	0	0
	%	63	50	13	38	25	13	0	13	0	0	0	0
23 TECHNICAL													
SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	# 10	6	4	2	4	2	1	0	1	0	0	0	0
	%	60	40	20	40	20	10	0	10	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## MH/MR/SA

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian							
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff					
21 OFFICIAL-ADMIN	11	5	41.9	5	0	17.8	2	-2	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0	
22 PROFESSIONAL	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0	
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0	
OTHER	126	91	58.9	74	17	45	27.7	35	10	13	2.9	4	9	4	3.3	4	0	0.3	0	0	
23 TECHNICAL	4	3	26.4	1	2	24.1	1	1	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0	
SENIOR	4	3	26.4	1	2	24.1	1	1	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0	
OTHER	14	10	54.6	8	2	10	30.5	4	6	0	3.8	1	-1	0	3.5	0	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	54	34	57.1	31	3	41	32.1	17	24	1	3.6	2	-1	0	3.2	2	-2	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	26	23	86.5	22	1	16	32.9	9	7	5	3.9	1	4	3	3.6	1	2	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	2	1	19.2	0	1	53.2	1	1	1	8.7	0	0	0	1.8	0	0	0	1	0	0	
	237	167				116				19				7				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 2004

MH/MR/SA

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 11	5	0	6	5	0	0	0	0	0	0	0	0
	%	45	0	55	45	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	# 126	91	62	16	48	16	29	3	10	0	4	0	0
	%	72	49	13	38	13	23	2	8	0	3	0	0
23 TECHNICAL	# 4	3	2	1	1	0	2	0	0	0	0	0	0
SENIOR	%	75	50	25	25	0	50	0	0	0	0	0	0
OTHER	# 14	10	10	1	3	3	7	0	0	0	0	0	0
	%	71	71	7	21	21	50	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 54	34	42	1	11	19	22	0	1	0	0	0	0
	%	63	78	2	20	35	41	0	2	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 26	23	24	2	0	1	15	0	5	0	3	0	0
	%	88	92	8	0	4	58	0	19	0	12	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	# 2	1	2	0	0	1	1	0	0	0	0	0	0
	%	50	100	0	0	50	50	0	0	0	0	0	0
TOTALS:	# 237	167	142	27	68	40	76	3	16	0	7	0	0
	%	70	60	11	29	17	32	1	7	0	3	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## OFFICE ON WOMEN

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

75

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## OFFICE ON WOMEN

American

EEO Job Group:	Total	Total Female:		White		Black		Hispanic		Asian		Indian	
		#	%	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
	%												
22 PROFESSIONAL													
ATTORNEYS	# 0	0		0	0	0	0	0	0	0	0	0	0
	%												
LIBRARIAN	# 0	0		0	0	0	0	0	0	0	0	0	0
	%												
PUBLIC SAFETY	# 0	0		0	0	0	0	0	0	0	0	0	0
	%												
OTHER	# 7	7		0	7	0	0	0	0	0	0	0	0
	%												
23 TECHNICAL													
SENIOR	# 5	5		2	3	0	1	0	0	0	0	0	0
	%												
OTHER	# 3	3		2	1	0	2	0	0	0	0	0	0
	%												
24 PUBLIC SAFETY	# 0	0		0	0	0	0	0	0	0	0	0	0
	%												
25 PARA-PROFESSIONAL	# 1	1		0	1	0	0	0	0	0	0	0	0
	%												
26 ADMINISTRATIVE SUPPORT	# 1	1		1	0	0	1	0	0	0	0	0	0
	%												
27 SKILLED CRAFT	# 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
	%												
<b>TOTALS:</b>	# 18	18		5	13	0	4	0	1	0	0	0	0
	%												

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## PARKS, RECREATION & CULTURAL ACTIVITIES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian							
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff					
21 OFFICIAL-ADMIN	6	2	41.9	3	-1	2	17.8	1	1	0	2.8	0	0	0	2.8	0	0	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		
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	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		
OTHER	47	25	58.9	28	-3	26	27.7	13	13	2	2.9	1	1	1	3.3	2	-1	1	0.3	0	1
23 TECHNICAL SENIOR	6	0	26.4	2	-2	4	24.1	1	3	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	10	0	54.6	5	-5	9	30.5	3	6	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	1	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	2	0	57.1	1	-1	0	32.1	1	-1	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	6	6	86.5	5	1	6	32.9	2	4	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	11	1	6.8	1	0	6	36.2	4	2	2	7.2	1	1	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	23	5	19.2	4	1	15	53.2	12	3	6	8.7	2	4	0	1.8	0	0	0	1	0	0
	112	39				68				10				1					1		

77

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## PARKS, RECREATION & CULTURAL ACTIVITIES

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 6	2	2	2	2	2	0	0	0	0	0	0	0
	%	33	33	33	33	33	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	# 47	25	30	9	8	11	15	1	1	0	1	1	0
	%	53	64	19	17	23	32	2	2	0	2	2	0
23 TECHNICAL	# 6	0	4	2	0	4	0	0	0	0	0	0	0
SENIOR	%	0	67	33	0	67	0	0	0	0	0	0	0
OTHER	# 10	0	9	1	0	9	0	0	0	0	0	0	0
	%	0	90	10	0	90	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 2	0	0	2	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 6	6	6	0	0	0	6	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
27 SKILLED CRAFT	# 11	1	8	3	0	5	1	2	0	0	0	0	0
	%	9	73	27	0	45	9	18	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 23	5	21	2	0	12	3	4	2	0	0	0	0
	%	22	91	9	0	52	13	17	9	0	0	0	0
<b>TOTALS:</b>	# 112	39	80	22	10	43	25	7	3	0	1	1	0
	%	35	71	20	9	38	22	6	3	0	1	1	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## 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	8	4	41.9	3	1	2	17.8	1	1	1	2.8	0	1	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0.1	0	0
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	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	0.1	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	0.1	0	0
OTHER	9	6	58.9	5	1	3	27.7	2	1	2	2.9	0	2	0	3.3	0	0	0.3	0	0
23 TECHNICAL	0	0	26.4	0	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0.3	0	0
SENIOR	0	0	26.4	0	0	0	24.1	0	0	0	2.9	0	0	0	2.6	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	0.4	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	0.1	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	0.2	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	0.4	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	0.6	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	1	0	0
	22	15				8				3				0				0		0

79

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## PERSONNEL SERVICES

EEO Job Group:	Total	Total Female:		Total Minority	White		Black		Hispanic		Asian		American Indian	
		Female:	Male:		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 8	4	0	3	1	4	2	0	1	0	0	0	0	0
	%	50	0	38	13	50	25	0	13	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	# 9	6	3	5	1	3	1	2	1	1	0	0	0	0
	%	67	33	56	11	33	11	22	11	11	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	# 3	3	0	1	0	2	0	1	0	0	0	0	0	0
	%	100	0	33	0	67	0	33	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	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 2	2	0	2	0	0	0	2	0	0	0	0	0	0
	%	100	0	100	0	0	0	100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	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>	# 22	15	7	11	2	9	3	5	2	1	0	0	0	0
	%	68	32	50	9	41	14	23	9	5	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

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

18

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

**PLANNING & ZONING**

**Workforce  
Distribution By  
Departments FY 2004**

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 6	3	0	3	3	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 17	8	2	8	7	1	1	0	0	0	0	0	0
	%	47	12	47	41	6	6	0	0	0	0	0	0
23 TECHNICAL													
SENIOR	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
OTHER	# 7	5	3	1	3	1	2	0	0	0	0	0	0
	%	71	43	14	43	14	29	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 2	2	2	0	0	0	2	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	# 34	18	7	14	13	2	5	0	0	0	0	0	0
	%	53	21	41	38	6	15	0	0	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## POLICE

EEO Job Group	Total	Female		Black		Hispanic		Asian		American Indian							
		Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff						
21 OFFICIAL-ADMIN	7	1	41.9	3	-2	2	17.8	1	1	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	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	0.1	0	0
PUBLIC SAFETY	22	2	8.7	2	0	4	24.5	5	-1	1	2.4	1	0	0	0.1	0	0
OTHER	17	10	58.9	10	0	2	27.7	5	-3	0	2.9	0	0	2	3.3	1	1
23 TECHNICAL SENIOR	51	14	26.4	13	1	9	24.1	12	-3	3	2.9	1	2	1	2.6	1	0
OTHER	41	22	54.6	22	0	22	30.5	13	9	4	3.8	2	2	0	3.5	1	-1
24 PUBLIC SAFETY	229	37	17.9	41	-4	40	32.7	75	-35	19	2.6	6	13	8	0.7	2	6
25 PARA-PROFESSIONAL	31	12	57.1	18	-6	19	32.1	10	9	0	3.6	1	-1	1	3.2	1	0
26 ADMINISTRATIVE SUPPORT	22	22	86.5	19	3	10	32.9	7	3	1	3.9	1	0	0	3.6	1	-1
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0
28 SERVICE - MAINTENANCE	5	0	19.2	1	-1	4	53.2	3	1	0	8.7	0	0	0	1.8	0	0
	425	120				112				28			12				3

83

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## POLICE

EEO Job Group:	Total	Total Female:		White		Black		Hispanic		Asian		Indian American			
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
21 OFFICIAL-ADMIN	7	1	14	2	29	4	57	1	14	2	29	0	0	0	0
22 PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	22	2	9	5	23	15	68	2	9	4	18	1	5	0	0
OTHER	17	10	59	4	24	5	29	8	47	1	6	1	6	1	6
23 TECHNICAL	51	14	27	14	27	26	51	11	22	7	14	2	4	2	4
SENIOR	41	22	54	26	63	12	29	3	7	6	15	1	3	0	3
OTHER	10	59	24	5	29	8	47	1	6	1	6	1	6	1	6
24 PUBLIC SAFETY	229	37	16	69	30	135	59	25	11	33	14	7	14	5	8
PARA-PROFESSIONAL	31	12	39	20	65	9	29	2	6	9	10	0	0	1	3
ADMINISTRATIVE SUPPORT	22	22	100	11	50	0	0	11	50	0	0	0	1	0	0
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE - MAINTENANCE	5	0	0	5	100	0	0	0	0	4	80	0	0	0	0
TOTALS:	425	120	28	156	37	206	48	63	15	66	16	46	18	10	11
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%

84

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## REAL ESTATE ASSESSMENTS

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

58

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## REAL ESTATE ASSESSMENTS

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Total Female:	Total Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	1	0	1	1	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
22 PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
23 TECHNICAL	# 4	0	0	4	0	0	0	0	0	0	0	0	0
SENIOR	%	0	0	100	0	0	0	0	0	0	0	0	0
OTHER	# 3	1	2	1	0	0	1	1	0	0	0	0	0
%	33	33	67	33	0	0	33	33	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 3	3	1	0	2	0	1	0	0	0	0	0	0
%	100	33	33	0	67	0	33	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	# 12	5	3	6	3	0	2	1	0	0	0	0	0
%	42	25	50	25	0	17	8	0	0	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## REGISTRAR OF VOTERS

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

87

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## REGISTRAR OF VOTERS

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

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## SHERIFF

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian										
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff								
21 OFFICIAL-ADMIN	4	1	41.9	2	-1	1	17.8	1	0	0	2.8	0	0	0	2.8	0	0	0	0	0	0.3	0	0	
22 PROFESSIONAL																								
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0	0	0.1	0	0	
PUBLIC SAFETY	11	2	8.7	1	1	1	24.5	3	-2	0	2.4	0	0	0	0.4	0	0	0	0	0	0.1	0	0	
OTHER	19	15	58.9	11	4	15	27.7	5	10	0	2.9	1	-1	0	3.3	1	-1	0	0	0.3	0	0	0	
23 TECHNICAL																								
SENIOR	14	2	26.4	4	-2	4	24.1	3	1	0	2.9	0	0	1	2.6	0	1	1	0.3	0	0	0	1	
OTHER	3	3	54.6	2	1	0	30.5	1	-1	1	3.8	0	1	0	3.5	0	0	0	0.4	0	0	0	0	
24 PUBLIC SAFETY	140	42	17.9	25	17	79	32.7	46	33	7	2.6	4	3	4	0.7	1	3	1	0.1	0	0	0	1	
25 PARA-PROFESSIONAL	1	1	57.1	1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0	0	0	
26 ADMINISTRATIVE SUPPORT	13	13	86.5	11	2	10	32.9	4	6	1	3.9	1	0	1	3.6	0	1	0	0.4	0	0	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	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	0	0	
	205	79		25	17	110		46	33	9		4	3	6		1	3	1	0.1	0	0	0	1	

68

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 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## SHERIFF

EEO Job Group:	Total	Total Female:		Total Minority	White		Black		Hispanic		Asian		American Indian	
		Female:	Male:		Male	Female	Male	Female	Male	Female	Male	Female		
21 OFFICIAL-ADMIN	# 4	1	25	1	25	3	75	0	0	0	0	0	0	0
	%	25		25		75		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
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	# 11	2	18	1	9	1	9	0	0	0	0	0	0	0
	%	18		9	82	9	9	0	0	0	0	0	0	0
OTHER	# 19	15	79	15	79	0	21	4	11	0	0	0	0	0
	%	79		79		0	21	21	58	0	0	0	0	0
23 TECHNICAL														
SENIOR	# 14	2	14	6	43	7	50	3	21	0	7	1	1	0
	%	14		43		7	50	21	7	0	7	1	7	0
OTHER	# 3	3	100	1	33	0	67	0	0	0	0	0	0	0
	%	100		33		0	67	0	0	33	0	0	0	0
24 PUBLIC SAFETY	# 140	42	91	45	32	4	45	34	4	3	4	0	0	1
	%	30	65	32		3	32	24	3	2	3	0	0	1
25 PARA-PROFESSIONAL	# 1	1	100	0	0	1	100	0	0	0	0	0	0	0
	%	100		0		100		0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 13	13	100	12	92	0	8	10	0	1	0	1	0	0
	%	100		92		8	77	10	0	8	0	8	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>	# 205	79	127	64	31	14	52	58	4	5	5	1	1	1
	%	39	62	31		7	25	28	2	2	2	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## TRANS & ENVIORN SERVICES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian								
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff						
21 OFFICIAL-ADMIN	15	2	41.9	6	-4	2	17.8	3	-1	0	2.8	0	0	1	2.8	0	1	0	0.3	0	0	
22 PROFESSIONAL																						
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	-0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	-0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	-0.1	0	0	
OTHER	22	11	58.9	13	-2	6	27.7	6	0	1	2.9	1	0	2	3.3	1	1	0	0.3	0	0	
23 TECHNICAL																						
SENIOR	30	2	26.4	8	-6	8	24.1	7	1	1	2.9	1	0	2	2.6	1	1	0	0.3	0	0	
OTHER	22	9	54.6	12	-3	15	30.5	7	8	1	3.8	1	0	0	3.5	1	-1	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	-0.1	0	0	
25 PARA-PROFESSIONAL	6	5	57.1	3	2	4	32.1	2	2	0	3.6	0	0	0	3.2	0	0	0	-0.2	0	0	
26 ADMINISTRATIVE SUPPORT	6	6	86.5	5	1	3	32.9	2	1	1	3.9	0	1	0	3.6	0	0	0	0.4	0	0	
27 SKILLED CRAFT	43	2	6.8	3	-1	26	36.2	16	10	6	7.2	3	3	0	2.9	1	-1	0	0.6	0	0	
28 SERVICE - MAINTENANCE	36	1	19.2	7	-6	24	53.2	19	5	6	8.7	3	3	0	1.8	1	-1	0	1	0	0	
	180	38				88			16	5				0								

19

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

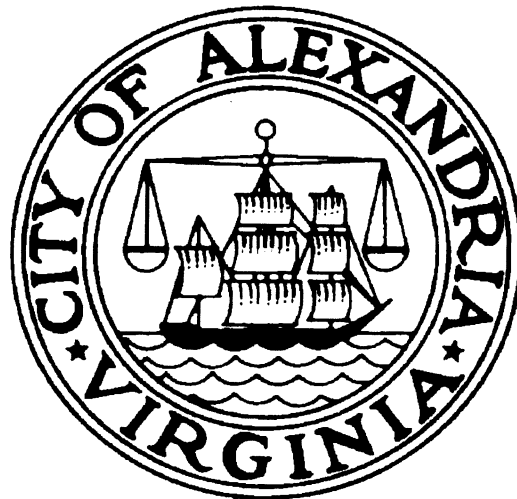
# Workforce Distribution By Departments FY 2004

City of Alexandria, Virginia  
Full-time Employees  
As of June 25, 2004

## 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	# 15 %	2	13	3	10	2	2	13	0	0	0	1	0	0	0
22 PROFESSIONAL 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	# 22 %	11	50	9	7	6	2	4	0	0	1	2	0	0	0
23 TECHNICAL SENIOR	# 30 %	2	11	17	2	8	0	1	0	2	0	0	0	0	0
OTHER	# 22 %	7	37	57	7	27	0	3	0	7	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	# 6 %	5	4	1	1	0	4	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 6 %	6	4	0	2	0	3	0	1	0	0	0	0	0	0
27 SKILLED CRAFT	# 43 %	2	32	11	0	24	2	6	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 36 %	1	30	6	0	23	1	6	0	0	0	0	0	0	0
<b>TOTALS:</b>	# 180 %	38	109	56	15	67	21	14	2	5	0	0	0	0	0

# City of Alexandria Applicant Tracking Report Fiscal Year 2004



---

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 2004 Applicant Tracking Report

---

## Table of Contents

<b>Introduction</b> .....	1
<b>Methodology</b> .....	1
<b>Phase I: Applied and Certified</b> .....	2
<b>Phase II: Certified and Interviewed</b> .....	7
<b>Phase III: Interviewed and Selected</b> .....	10
<b>Summary of Promotional Data</b> .....	14
<b>Conclusion</b> .....	16

### Applicant Tracking Tables

#### Gender/Race/Ethnicity

Table IV: <b>Certification Rates</b> .....	17
Table V: <b>Interview Rates</b> .....	19
Table VI: <b>Selection Rates</b> .....	21

#### Persons with Disabilities, Older Workers and Vietnam Veterans

Table IV-A: <b>Certification Rates</b> .....	23
Table V-A: <b>Interview Rates</b> .....	25
Table VI-A: <b>Selection Rates</b> .....	27

#### Age Bands

Table IV-B: <b>Certification Rates</b> .....	29
Table V-B: <b>Interview Rates</b> .....	31
Table VI-B: <b>Selection Rates</b> .....	33

#### Promotional Selection Rates

#### Gender/Race/Ethnicity

Table IV-C: <b>Certification Rates</b> .....	35
Table V-C: <b>Interview Rates</b> .....	37
Table VI-C: <b>Selection Rates</b> .....	39

**Persons with Disabilities, Older Workers and Vietnam Veterans**

Table IV-D:	<b>Certification Rates</b> .....	41
Table V-D:	<b>Interview Rates</b> .....	43
Table VI-D:	<b>Selection Rates</b> .....	45

**Age Bands**

Table IV-E:	<b>Certification Rates</b> .....	47
Table V-E:	<b>Interview Rates</b> .....	49
Table VI-E:	<b>Selection Rates</b> .....	51

## **INTRODUCTION**

---

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

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

**Methodology.** Staff compiles the applicant tracking report from the voluntary affirmative action data forms that are provided to every City job applicant. Because completion of the affirmative action data form is voluntary, this report tracks the applicants who completed and submitted this form. In FY 2004, the City received a total of 6,500 applications for full-time positions. At least one part of the voluntary affirmative action data was provided with each application. The data for this report are compiled from the applicant tracking software program in place for FY2004, and they reflect all job requisitions filled during FY 2004. The City filled 192 full-time regular positions during FY2004, a decrease compared to the 231 full-time regular positions filled during FY2003.

**Summary of Applicant Tracking Tables.** Tables IV through VI-E show the comparative selection rates at each stage of the selection process: certification, interview and hiring. The first three columns of each table show the overall numbers of individuals who were certified, interviewed, or selected as a raw number and as a percent. The subsequent columns show the individual selection

rates for males, females, Whites, African Americans, Hispanics, Asians, persons with disabilities, older workers and Vietnam veterans. The term "older worker" refers to persons over the age of 40, as defined by the Federal Age Discrimination in Employment Act. Included is a breakdown of the certification, interview, and selection rates for persons over the age of 40 by age bands (40-44, 45-49, 50-54, 55-59, 60-64, and 65 and older). Additionally, Tables IV-C, V-C, and VI-C; Tables IV-D, V-D, and VI-D; and Tables IV-E, V-E, and VI-E detail the selections which were made via the City's internal promotional process.

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

**Overview of Application Process.** The City's hiring process begins when the hiring official completes a personnel requisition package and submits it to the Department of Personnel Services. Once the necessary budgetary and personnel approvals are obtained, the position is advertised. Most positions are advertised as internal promotional opportunities for seven calendar days. This policy reflects the City's strong commitment to upward mobility for City employees. If the position is not filled via the promotional process, the position is advertised through external recruitment sources for fourteen calendar days. The figures contained in this analysis represent an aggregation of all the applicants and hires for FY 2004 positions — including both internal or promotional and external candidates.

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

**Processing Applications and "Certification."** Applications are submitted to the Department of Personnel Services, along with the voluntary affirmative action data forms. The affirmative action data forms are separated from the original applications and logged into the applicant tracking system

for statistical purposes only. The information on each applicant's affirmative action data form is kept confidential and is not released to the hiring officials. The application is reviewed by a Personnel Analyst to determine whether the applicant meets the minimum eligibility requirements (i.e., whether the applicant is "certified").

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

**ANALYSIS OF CERTIFICATION RATES BY PROTECTED CLASS**

In FY 2004 the City processed 6,500 applications with relevant affirmative action data to prepare this report; 4,920 (76%) were certified, and 192 full-time positions were filled. By comparison, in FY 2003 the City processed 6,569 applications with relevant affirmative action data; 4,554 (69%) were certified, and 231 full-time positions were filled. The certification rate for applications increased over last year's rate, which indicates the City continues to attract candidates better qualified than those the previous year.

**Comparison of Applications Received and Certified  
FY2001 to FY2004**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
<b># Applicants providing voluntary information</b>	<b>10,680</b>	<b>6,246</b>	<b>6,569</b>	<b>6,500</b>
<b># Certified and % of total above</b>	<b>6,234 58%</b>	<b>4,548 73%</b>	<b>4,554 69%</b>	<b>4,920 76%</b>
<b># Full time Regular positions Filled</b>	<b>217</b>	<b>423</b>	<b>271</b>	<b>192</b>

### Female Applications by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
# Applied (with Female stated)	5,265	2,961	2,596	2,447
# Certified	2,915	2,099	1,598	1,746
% Rate Certified	55%	71%	62%	71%
% of All Applications with Voluntary Information Supplied	49% of 10,680	47% of 6,246	39.5% of 6,569	29.8% of 6,500

**Trends:** In FY 2004, the certification rate for males (80%) was greater than the rate for females (71%). Additionally, the certification rate for females was slightly lower than the overall pool of applicants (76%). Female applicants exceeded male applications in the following: Professional - Other (1110 female/ 965 male), Para-Professional (191 female/102 male), and Administrative Support (288 female/96 male). Overall, during FY 2004, females applied for City positions at lower rates than males (2447 female/2552 male). There continues to be a challenge in attracting females for jobs in the most non-traditional job groups. For example, 5 females (vs. 535 males) applied for Skilled Craft positions, and only 19 females (vs. 253 males) applied for Service-Maintenance positions.

### African American Applications by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
# Applied (with Race stated)	4,214	2,336	2,116	1,939
# Certified	2,453	1,665	1,352	1,435
% Rate Certified	58%	71%	64%	74%
% of All Applications with Voluntary Information Supplied	35.4% of 10,680	39.4% of 6,246	20.5% of 6,569	29.8% of 6,500

**Trends:** The certification rate (74%) for African Americans was slightly lower than the overall certification rate for all applicants (76%). However, 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, Public Safety, Administrative Support, Skilled Craft, and Service/Maintenance. The number of FY 2004 African American applicants was 1,939, a decrease compared to FY 2003.

### Hispanic Applications by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
# Applied (with Race stated)	569	321	337	325
# Certified	339	237	237	236
% Rate Certified	60%	74%	74%	73%
% of All Applications with Voluntary Information Supplied	5.3% of 10,680	5.1% of 6,246	5.1% of 6,569	5% of 6,500

**Trends:** The certification rate for Hispanics was 73%, which is slightly lower than the overall certification rate of 76%. Applications from Hispanics decreased from 337 in FY 2003 to 325 in FY2004. Hispanics continue to apply in very small numbers for City positions — 5.0% of all applicants in FY 2004 were Hispanic.

### Asian Applications by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
# Applied (with Race stated)	399	302	272	316
# Certified	238	243	178	255
% Rate Certified	60%	80%	65%	81%
% of All Applications with Voluntary Information Supplied	3.7% of 10,680	4.8% of 6,246	3.9% of 6,569	4.9% of 6,500

**Trends:** Asians were certified at 73%, slightly lower than the overall pool rate of 76%. The overall number of applicants increased in FY 2004. In FY 2004 there were 316 applicants, an increase from the 272 Asian applicants in FY 2003. The percentage of Asian applicants who provided voluntary affirmative action information, compared to all applications with supplied information, increased from 3.9% in FY 2003 to 4.9% in FY 2004.

**Applicants with Disabilities by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
# Applied (with Disability stated yes)	198	103	107	125
# Certified	115	79	65	91
% Rate Certified	58%	77%	61%	73%
% of All Applications with Voluntary Information Supplied	1.8% of 10,680	1.2% of 6,246	1.0% of 6,569	1.9% of 6,500

**Trends:** The certification rate for persons with disabilities (73%) was lower than the overall certification rate for all applicants (76%). A total of 125 self-identified persons with disabilities submitted applications in FY 2004, and 91 of those applicants were certified as meeting minimum requirements.

**Applicants Over Age 40 by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
# Applied (with age >40 provided)	2,164	1,339	1,063	1,230
# Certified	1,324	1,061	747	991
% Rate Certified	61%	79%	70%	81%
% of All Applications with Voluntary Information Supplied	20.2% of 10,680	21.4% of 6,246	16.1% of 6,569	18.9% of 6,500

**Trends:** In FY 2004, the certification rate for older workers (81%) was higher than the overall certification rate of 76%; with the total number of applicants for this group increasing to 1,230 in FY 2004, up from the 1,063 in FY 2003. A large portion of these applicants (40.8%) applied for Professional Other positions. Also, applicants in this category accounted for 33.4% of the total Official Administrator applicant pool, while accounting for only 12.9% and 12.6% of the Public Safety and Para-Professional applicant pools, respectively.

**American Indians:** These applicants (23) accounted for .4% of the total applications received. The EEO job category most of these individuals applied for was Professional Other (14) followed by Official Administrator (5). None of these applicants applied for positions in: Professional Attorneys,



Para-Professional, Skilled Craft, or Service-Maintenance positions. The certification rate for these applicants was 70%, below the overall average of 76%. Because there is little data for this EEO group, no visible trends have emerged.

**Vietnam Veterans:** The certification rate for Vietnam veterans was 82% in FY 2004, compared to 65% in FY 2003. The overall number of applicants who self-identified for this group was 99, an increase from the 54 who applied during FY 2003. Because the qualifying dates for Vietnam-era veteran’s status are between August 5, 1964 and May 7, 1975, many of these same individuals are already included in the over-forty protected class charts above.

**PHASE II: CERTIFIED AND INTERVIEWED**

**Overview.** As indicated in Table IV, of the 6,500 individuals who applied<sup>1</sup> for positions with the City in FY 2004, 4,920 (76%) were certified as meeting the minimum qualifications for the position for which they applied. Tables V through V-E show the numbers of individuals who were certified and interviewed for City positions in FY 2004, as well as the interview rate (percentage of the number interviewed divided by the number certified). Of the 4,920 individuals who were certified, 781 were interviewed, for an overall interview rate of 16%.

**ANALYSIS OF INTERVIEW RATES BY PROTECTED CLASS**

**Female Applicants Interviewed by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
# Certified (with “female” stated)	2,915	2,099	1,598	1,746
# Interviewed	857	529	417	324
% Rate Interviewed	29%	25%	26%	19%
% of All Interviewed Applicants with Voluntary Information Supplied	46.9 % of 1,826	52.3% of 991	45.2% of 922	41.4% of 781

**Trends:** In FY 2004 there were 1,1746 females certified, and 324 were interviewed, for an interview rate of 19%. The overall interview rate for females was higher than the overall rate of 17%

for males. The interview rate for females was higher than the rate for males in six job groups: Professional-Other, Technical-Senior, Public Safety, Administrative Support, Skilled Craft, and Service-Maintenance.

**African Americans Interviewed by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
# Certified (African American stated)	2,453	1,665	1,665	1,435
# Interviewed	779	406	346	230
% Rate Interviewed	32%	22%	26%	16%
% of All Interviewed Applicants with Voluntary Information Supplied	42.6% of 1,826	41% of 991	37.5% of 992	29.4% of 781

**Trends:** Of the 1,435 African Americans who were certified for City positions in FY 2004, 230 or 16% were selected for an interview. This interview rate was comparable to the overall rate for all applicants (16%). The interview rates of African Americans were higher than or comparable to the overall interview rates in four job groups: Professional-Other, Public Safety, Para-Professional, and Administrative Support.

**Hispanic Applicants Interviewed by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
# Certified (with Hispanic stated)	339	237	234	236
# Interviewed	147	67	58	50
% Rate Interviewed	43%	28%	25%	21%
% of All Interviewed Applicants with Voluntary Information Supplied	8% of 1,826	6.8% of 1,991	6.3% of 922	6.4% of 781

**Trends:** In FY 2004, 236 Hispanics were certified for City jobs, a slight increase compared to 234 certified in FY 2003. The interview selection rate for Hispanic applicants was 21% compared to 16% for the overall interview rate. The interview rate for Hispanic applicants was higher than or comparable to the overall interview rate in five job groups: Professional-Other, Public Safety, Administrative Support, Skilled Craft, and Service-Maintenance.

### Asian Applicants Interviewed by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
# Certified (with Asian stated)	238	243	178	236
# Interviewed	73	43	25	34
% Rate Interviewed	31%	18%	14%	13%
% of All Interviewed Applicants with Voluntary Information Supplied	3.9% of 1,826	4.3% of 991	2.7% of 922	4.3% of 781

**Trends:** Of the 178 Asian individuals who were certified, 25 were selected for an interview, for an interview rate of 14%, lower than the interview rate for all applicants of 20%. The interview rates for Asian applicants were higher than the overall group in two job categories: Technical-Senior and Public Safety.

### Applicants with Disabilities Interviewed by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
# Certified (with Disability stated yes)	115	79	65	91
# Interviewed	36	18	14	14
% Rate Interviewed	31%	23%	22%	15%
% of All Interviewed Applicants with Voluntary Information Supplied	1.9% of 1,826	1.8% of 991	1.5% of 922	1.8% of 781

**Trends:** In FY 2004, of 91 persons with disabilities who were certified for City positions, 14 were selected for interview, an interview rate of 15%. This is slightly lower than the 16% interview selection rate for all applicants. The interview rates for persons with disabilities were higher than or comparable to the overall interview rates in four job groups: Professional-Other, Public Safety, Administrative Support, and Service-Maintenance.

### Applicants Over Age 40 Interviewed by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
# Certified (with age >40 stated)	1,324	1,061	747	991
# Interviewed	511	332	259	241
% Rate Interviewed	39%	31%	35%	24%
% of All Interviewed Applicants with Voluntary Information Supplied	38% of 1,826	33.5% of 991	28% of 922	31% of 781

**Trends:** Of the 991 applicants over the age of 40 who were certified for City positions, 241 were selected for an interview, for an interview rate of 24%— higher than the overall interview rate of 16%. The level of job experience this age group presents on applications makes them more likely to meet or exceed the preferred requirements, and, therefore, they are more likely to be interviewed. This group met or interviewed at a higher rate than the overall pool of applicants in nine job groups. In Table V-B, the interview rate for individuals over 40, broken down by age bands demonstrates the same trend. More specifically, the interview rate of those ages 50-54 was 24%; in the 55-59 age group the interview rate was 30%; in the 60-64 age group the interview rate was 30%, and the interview rate for those age 65 and over was 33%. All of these groups interviewed at a significantly higher rate than the rate for all applicants.

**Vietnam Veterans:** Of the 81 self-identified Vietnam veterans who were certified, 13, or 16%, were interviewed, an interview rate same as the overall interview rate of 16% for all applicants.

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

---

**Overview.** As a requirement of the recruitment process, every hiring official must complete a form indicating whether the position they are filling is in a job group in which females or minorities are underutilized. Additionally, to ensure the use of diverse panels, the hiring official must indicate the name, race, and gender of each individual who will participate on the interview panel. This form is submitted to the Affirmative Action Officer for approval. The Personnel Services Department and the Affirmative Action Officer worked closely with the hiring departments on the development of interview questions, panel selections, and other hiring questions regarding the hiring process. 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 2004, of the 781 individuals who were interviewed, 192 were selected for hire, for an overall selection rate of 24.5%, which is slightly lower than FY 2003, when 922 individuals were interviewed and 231 individuals were hired for an overall selection rate of 25%. The number of vacancies decreased during FY 2004, but the City was able to continue its trend of adding more diversity to the work place. Fiscal Year 2004 mirrored the previous four fiscal years, with the exception of FY 2001, which was a peak year for filled jobs.

**ANALYSIS OF SELECTION RATES BY PROTECTED CLASS**

**Female Applicants Selected by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
<b># Interviewed (with female stated)</b>	857	529	417	324
<b># Selected</b>	219	142	111	87
<b>% Rate Selected</b>	26%	27%	27%	27%
<b>% of All Selected Applicants with Voluntary Information Supplied</b>	52% of 423	52% of 271	48% of 231	45% of 192

**Trends:** Of the 192 jobs advertised, females filled 87 in FY 2004. The overall selection rate for females was 27%, which is higher than the overall selection rate of all selected at 25%. Females represented 35% of all certified applicants, and 45% of all applicants selected for City positions in FY 2004, while males represented 41% of the total certified applicant pool and 54% of those selected.

**African American Applicants Selected by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
<b># Interviewed (with African American stated)</b>	779	406	346	230
<b># Selected</b>	187	104	94	83

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
<b>% Rate Selected</b>	24%	26%	27%	36%
<b>% of All Selected Applicants with Voluntary Information Supplied</b>	44% of 423	38% of 271	40% of 231	43% of 192

**Trends:** The selection rate for African American applicants was 83 (43%) of 192 positions filled; this selection rate far exceeds the overall selection rate for all candidates of 25%. During FY 2004, African Americans were selected at a rate higher than the overall selection rate in nine categories: Official - Administrator, Professional-Other, Technical Senior, Technical Other, Public Safety, Para-Professional, Administrative Support, Skilled Craft, Service-Maintenance. The adverse impact test rate for selection is 18%, so African Americans as a group exceeded that test rate in eight of nine filled job categories.

#### **Hispanic Applicants Selected by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
<b># Interviewed (with Hispanic stated)</b>	147	67	58	50
<b># Selected</b>	36	24	21	25
<b>% Rate Selected</b>	24%	36%	36%	50%
<b>% of All Selected Applicants with Voluntary Information Supplied</b>	8% of 423	9% of 271	9% of 231	13% of 192

**Trends:** Hispanics were selected at a rate of 50%, well above the rate for all applicants of 25%. This group has made steady gains for the three fiscal years of 2001 through 2004, with FY 2001 being a peak year for Hispanic selection (36). Hispanics were selected at rates comparable to, or higher than, the overall selection rates for all applicants in nine job groups; Official-Administrator, Professional-Other, Technical-Senior, Technical-Other, Public Safety, Para-Professional, Administrative Support, Skilled Craft, and Service-Maintenance.

**Asian Applicants Selected by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
<b># Interviewed (with Asian stated)</b>	73	43	25	34
<b># Selected</b>	11	9	7	7
<b>% Rate Selected</b>	15%	21%	28%	21%
<b>% of All Selected Applications with Voluntary Information Supplied</b>	2.6% of 423	3% of 271	3% of 231	3.6% of 192

**Trends:** The selection rate for Asians was 21% in FY 2004. Although there was an increase in applicants from this group, the small numbers of Asians who applied make it difficult to provide meaningful statistical comparisons. Of the 192 positions filled in FY 2004, 7, or 3.6% of the individuals selected were Asian. These percentages have slightly increased since FY 2001.

**Applicants with Disabilities Selected by Fiscal Year**

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>	<b>FY2004</b>
<b># Interviewed (with Disability stated yes)</b>	36	18	14	14
<b># Selected</b>	10	6	3	3
<b>% Rate Selected</b>	28%	33%	21%	21%
<b>% of All Selected Applicants with Voluntary Information Supplied</b>	2.3% of 423	2.2% of 271	1.3% of 231	1.5% of 192

**Trends:** The selection rate for persons with disabilities in FY 2004 was 21%; 14 self identified persons with disabilities were interviewed. Two of the three individuals selected were hired from outside the City workforce. The accuracy of the numbers of individuals with disabilities applying for City jobs depends solely on the applicants' willingness to voluntarily disclose their disabilities on the Affirmative Action Data Form. Therefore, with respect to disabilities, the numbers reflected in this report may not accurately capture all of the hires of persons with disabilities, or those who could qualify under this protected class if they chose to self identify.

### Applicants Over Age 40 Selected by Fiscal Year

	FY2001	FY2002	FY2003	FY2004
<b># Interviewed (with age &gt;40 stated)</b>	511	332	259	241
<b># Selected</b>	138	104	85	73
<b>% Rate Selected</b>	27%	31%	33%	30%
<b>% of All Selected Applicants with Voluntary Information Supplied</b>	33% of 423	38% of 271	36.8% of 231	38% of 192

**Trends:** The FY 2004 selection rate for older workers was 30%; 73 of 241 interviewed applicants were selected for City positions. This selection rate is higher than the overall selection rate of 25% for all hires in FY 2004. Additionally, in FY 2004, there were 17 applicant selections in the 50-54 age category, 12 applicant selections in the 55-59 age group, 7 applicant selections from the 60-64 age bracket and 2 applicant selections from the age 65 and over pool.

**Vietnam Veterans:** The selection rate for self-identified Vietnam veterans was 23%. Three out of 13 applicants interviewed were selected. These individuals are included in the greater than age 40 chart above, assuming they also supplied the voluntary age data.

### **SUMMARY OF PROMOTIONAL DATA**

---

**Commitment to Upward Mobility** The City continues its strong commitment to upward mobility for its employees. During FY 2004, keeping with this commitment, the City closely examined its internal promotion process and made some significant changes, to include extending the internal advertising to 14 days, versus seven days. Further, the City's Personnel Analysts received additional training in the certification of applications to ensure City employees the best opportunity to be certified for an interview.

**Overview of Promotional Tables** The following section summarizes the outcomes of the promotional hires made in FY 2004. Tables IV-C, V-C, and VI-C; Tables IV-D, V-D, and VI-D; and Tables IV-E, V-E, and VI-E break down the promotional data by the number applied/certified, certified/interviewed, and interviewed/selected, respectively, according to gender, race, ethnicity,



disability status, age 40 and older, Vietnam Veteran-status, and by five-year age bands. Of the 192 positions that were filled in FY 2004, 66 (32%) were filled by internal candidates through the promotional process. Table IV-C shows that 333 City employees applied for vacancies and 292 (88%) of their applications were certified. Of those certified, 207 (71%) were interviewed (Table VII-A), and subsequently 66 (32%) of those interviewed were selected (Table VII-B). The following general trends are evident in the promotional applicant tracking data, according to protected class:

**Females:** Over half (59%) of the applicants for promotional opportunities were female, and 88% of these female applicants were certified -- slightly higher than the certification rate for males. Of the 174 females who were certified for internal opportunities, 71% (123) were interviewed. Of the females interviewed, 28% (35) were selected, a selection rate which was slightly lower than the group as a whole. Male internal candidates were selected at a 37% rate. Females were selected for 53% of the 66 jobs that were filled internally. (See Tables IV-C, V-C, and VI-C.)

**African Americans:** Of the 103 African Americans who applied for promotional positions, 91% (94) were certified — a certification rate higher than the overall certification rate for all internal applicants. Of the African Americans who were certified, 72% (68) were interviewed, a rate slightly higher than the overall interview rate of 71%; well above the adverse impact test rate. Of the 68 African Americans who were interviewed, 46% (31) were selected for the job, a rate significantly higher than the overall selection rate of 32%. African Americans represented 47% of the current City employees hired via the promotional process, higher than the percentage of Whites hired (41%). (See Tables IV-C, V-C, and VI-C.)

**Hispanics:** Approximately 4% of the City employees who applied for promotional opportunities were Hispanic, and 92% (12) of the Hispanics who applied were certified. Of the 12 Hispanic employees who were certified, 75% (9) were selected for an interview. Of those Hispanic individuals interviewed, six were hired, for a selection rate of 67%, which represents a significant increase from FY 2003 (38%). This selection rate is higher than the overall selection rate of 32%. Of the 66 City employees who were selected internally, 9% (6) of these individuals were Hispanic. (See Tables IV-C, V-C, and VI-C.)

**Asian:** The number of Asian employees who applied for vacancies through the internal promotional process (6) was too small to make meaningful comparisons. The tracking figures show that of the six Asian employees who applied for promotion, five of these individuals were certified, two were

interviewed and two employees were selected. (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, three self-identified persons with disabilities applied for promotional opportunities in FY 2004, and three individuals were certified. Of those certified, 67% (2) were interviewed. Of those interviewed, one person was for internal promotions.

**Older Workers (over age 40):** According to the applicant tracking data displayed in Tables IV-D, V-D, and VI-D, of the City employees applying for promotional opportunities, 46% were workers over the age of 40. Specifically, 88% (134) of all the applicants over the age of 40 who applied were certified. Of the 100 older workers interviewed, 31% (31) were selected, a selection rate comparable to the overall promotional selection rate of 29%. Therefore, of the 66 City employees who were selected for internal promotional opportunities, 47% of these individuals were over the age of 40. Further, Tables IV-E, V-E, and VI-E provide a more detailed look at the promotional tracking by age band.)

**Vietnam-era Veterans:** In FY 2004, three City employees who are Vietnam Veterans applied for promotional opportunities. Two Vietnam Veterans were certified, one was interviewed, but none were selected.

## **CONCLUSION - APPLICANT TRACKING**

The City remains firmly committed to recruiting a qualified, diverse pool of applicants into its workforce, particularly in job groups in which females or minorities are underutilized. Although employee turnover is fairly low, the City continues its aggressive recruitment efforts to improve the diversity of the workforce. As the City's workforce becomes more diverse, one would expect that upward mobility efforts will impact concomitantly the diversity at all levels of employment.

Staff will continue to monitor the City's workforce composition as well as the applicant tracking data to ensure that no barriers exist to hinder the development of an inclusive and representative workforce. Currently, the City is conducting a review of its demographics to compare with the new Census 2000 data. and will continue its recruitment outreach efforts to ensure that highly qualified applicants who are representative of the diversity of the recruitment area are attracted to employment opportunities within the workforce of the City of Alexandria.

**TABLE IV**

17

20

---

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

EEO Job Group	Overall Appl Cert	%	Male Appl Cert	%	Female Appl Cert	%	White Appl Cert	%	Black Appl Cert	%	Hispanic Appl Cert	%	Asian Appl Cert	%	Am Indian Appl Cert	%									
21 OFFICIAL-ADMIN	677	495	73	324	245	76	202	141	70	251	191	76	113	77	68	25	16	64	23	17	74	5	2	40	
22 PROFESSIONAL ATTORNEYS	1	1	100	1	1	100	0	0	0	1	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	2740	2026	74	965	766	79	1110	766	69	793	624	79	580	391	67	123	77	63	202	167	83	14	11	79	
23 TECHNICAL SENIOR	310	234	75	145	122	84	98	64	65	86	74	86	75	44	59	20	16	80	24	22	92	1	1	100	
OTHER	777	629	81	207	164	79	357	281	79	141	110	78	255	195	76	48	40	83	28	23	82	1	0	0	
24 PUBLIC SAFETY	750	750	100	406	406	100	177	177	100	109	109	100	364	364	100	30	30	100	12	12	100	1	1	100	
25 PARA-PROFESSIONAL	352	242	69	102	74	73	191	131	69	57	32	56	141	98	70	13	12	92	10	4	40	0	0	0	
26 ADMINISTRATIVE SUPPORT	496	299	60	96	65	68	288	176	61	63	30	48	210	136	65	30	23	77	13	8	62	1	1	100	
27 SKILLED CRAFT	73	24	33	53	19	36	5	1	20	5	4	80	37	8	22	3	2	67	1	0	0	0	0	0	
28 SERVICE - MAINTENANCE	324	220	68	253	178	70	19	9	47	21	14	67	164	122	74	33	20	61	3	2	67	0	0	0	
<b>Totals</b>	<b>6500</b>	<b>4920</b>	<b>76</b>	<b>2552</b>	<b>2040</b>	<b>80</b>	<b>2447</b>	<b>1746</b>	<b>71</b>	<b>1527</b>	<b>1189</b>	<b>78</b>	<b>1939</b>	<b>1435</b>	<b>74</b>	<b>325</b>	<b>236</b>	<b>73</b>	<b>316</b>	<b>255</b>	<b>81</b>	<b>23</b>	<b>16</b>	<b>70</b>	

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

Example: Looking at Females in the OFFICIAL -ADMIN Job Group: 202 Females applied for Official Admin jobs. 141 are certified. Dividing the amount certified by the amount applied (141/202) and multiplying by 100 yields a percentage of 69.8, rounded to 70%.

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

**TABLE V**

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

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	495	58 12	245	31 13	141	19 13	191	19 9.9	77	8 10	16	1 6.3	17	1 5.9	2	0 0
22 PROFESSIONAL ATTORNEYS	1	1 100	1	1 100	0	0 0	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	2026	325 16	766	135 18	766	143 19	624	100 16	391	71 18	77	13 17	167	22 13	11	2 18
23 TECHNICAL SENIOR	234	66 28	122	37 30	64	21 33	74	29 39	44	11 25	16	1 6.3	22	4 18	1	0 0
OTHER	629	93 15	164	38 23	281	36 13	110	18 16	195	27 14	40	8 20	23	5 22	0	0 0
24 PUBLIC SAFETY	750	36 5	406	18 4	177	15 8.5	109	5 4.6	364	24 6.6	30	3 10	12	1 8.3	1	0 0
25 PARA-PROFESSIONAL	242	74 31	74	26 35	131	36 27	32	9 28	98	37 38	12	1 8.3	4	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	299	61 20	65	7 11	176	50 28	30	7 23	136	23 17	23	12 52	8	0 0	1	0 0
27 SKILLED CRAFT	24	16 67	19	13 68	1	1 100	4	3 75	8	4 50	2	2 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	220	51 23	178	43 24	9	3 33	14	4 29	122	25 20	20	9 45	2	1 50	0	0 0
<b>Totals</b>	4920	781 16	2040	349 17	1746	324 19	1189	195 16	1435	230 16	236	50 21	255	34 13	16	2 13

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

Example: Looking at Females in the OFFICIAL -ADMIN Job Group: 141 Females Certified for Official Admin jobs. 19 were interviewed. Dividing the amount interviewed by the amount certified (19/141) and multiplying by 100 yields a percentage of 13.48, rounded to 13%.

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

**TABLE VI**

# Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

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	58	10 17	31	8 26	19	2 11	19	6 32	8	2 25	1	1 100	1	1 100	0	0 0
22 PROFESSIONAL ATTORNEYS	1	1 100	1	1 100	0	0 0	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	325	70 22	135	33 24	143	37 26	100	38 38	71	22 31	13	7 54	22	3 14	2	0 0
23 TECHNICAL SENIOR	66	17 26	37	9 24	21	8 38	29	11 38	11	5 45	1	0 0	4	1 25	0	0 0
OTHER	93	26 28	38	12 32	36	14 39	18	8 44	27	11 41	8	6 75	5	1 20	0	0 0
24 PUBLIC SAFETY PARA-PROFESSIONAL	36	25 69	18	15 83	15	10 67	5	4 80	24	18 75	3	2 67	1	1 100	0	0 0
26 ADMINISTRATIVE SUPPORT	74	11 15	26	6 23	36	5 14	9	2 22	37	9 24	1	0 0	0	0 0	0	0 0
27 SKILLED CRAFT	61	13 21	7	3 43	50	10 20	7	4 57	23	5 22	12	4 33	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	16	6 38	13	6 46	1	0 0	3	2 67	4	2 50	2	2 100	0	0 0	0	0 0
Totals	51	13 25	43	12 28	3	1 33	4	1 25	25	9 36	9	3 33	1	0 0	0	0 0
Totals	781	192 25	349	105 30	324	87 27	195	77 39	230	83 36	50	25 50	34	7 21	2	0 0

25

Percentages are: selected (Sel) as a percentage of interviewed (Int).  
Example: Looking at Males in the OFFICIAL-ADMIN Job Group: 19 Females interviewed for Official Admin jobs. 2 were selected. Dividing the amount selected by the amount interviewed (2/19) and multiplying by 100 yields a percent of 10.53, rounded to 11%.

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**

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

**Persons With Disabilities, Older Workers, Vietnam Veterans**

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %
21 OFFICIAL-ADMIN	677	495 73	20	14 70	226	174 77	36	31 86
22 PROFESSIONAL ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0
OTHER	2740	2026 74	50	40 80	502	410 82	38	30 79
23 TECHNICAL SENIOR	310	234 75	8	5 63	71	63 89	5	5 100
OTHER	777	629 81	17	13 76	140	108 77	7	6 86
24 PUBLIC SAFETY	750	750 100	5	5 100	97	97 100	4	4 100
25 PARA-PROFESSIONAL	352	242 69	8	2 25	48	36 75	2	1 50
26 ADMINISTRATIVE SUPPORT	496	299 60	12	8 67	80	57 71	5	3 60
27 SKILLED CRAFT	73	24 33	0	0 0	14	7 50	1	1 100
28 SERVICE - MAINTENANCE	324	220 68	5	4 80	52	39 75	1	0 0
<b>Totals</b>	<b>6500</b>	<b>4920 76</b>	<b>125</b>	<b>91 73</b>	<b>1230</b>	<b>991 81</b>	<b>99</b>	<b>81 82</b>

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

Example: Looking at disabled in the OFFICIAL -ADMIN Job Group: 20 disabled persons applied for Official Admin jobs. 14 were certified. Dividing the amount certified by the amount applied (14/20) and multiplying by 100 yields a percentage of 70%.

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

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

**TABLE V-A**

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

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

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran					
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %				
21 OFFICIAL-ADMIN	495	58	12	14	2	14	174	22	13	31	2	6
22 PROFESSIONAL ATTORNEYS	1	1	100	0	0	0	0	0	0	0	0	0
OTHER	2026	325	16	40	6	15	410	99	24	30	8	27
23 TECHNICAL SENIOR	234	66	28	5	1	20	63	26	41	5	2	40
OTHER	629	93	15	13	1	8	108	30	28	6	0	0
24 PUBLIC SAFETY	750	36	5	5	0	0	97	7	7	4	0	0
25 PARA-PROFESSIONAL	242	74	31	2	1	50	36	21	58	1	1	100
26 ADMINISTRATIVE SUPPORT	299	61	20	8	2	25	57	17	30	3	0	0
27 SKILLED CRAFT	24	16	67	0	0	0	7	7	100	1	0	0
28 SERVICE - MAINTENANCE	220	51	23	4	1	25	39	12	31	0	0	0
<b>Totals</b>	<b>4920</b>	<b>781</b>	<b>16</b>	<b>91</b>	<b>14</b>	<b>15</b>	<b>991</b>	<b>241</b>	<b>24</b>	<b>81</b>	<b>13</b>	<b>16</b>

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

Example: Looking at 40 and Older in the OFFICIAL-ADMIN Job Group: 174 people 40 years or older certified for Official Admin jobs. 22 were interviewed. Dividing the amount interviewed by the amount certified (22/174) and multiplying by 100 yields a percentage of 12.64, rounded to 13%.

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, Selection Rates  
Interviewed and Selected  
Persons With Disabilities, Older Workers, Vietnam Veterans**

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	58	10 17	2	0 0	22	8 36	2	1 50
22 PROFESSIONAL ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0
OTHER	325	70 22	6	2 33	99	25 25	8	1 13
23 TECHNICAL SENIOR	66	17 26	1	0 0	26	5 19	2	1 50
OTHER	93	26 28	1	0 0	30	11 37	0	0 0
24 PUBLIC SAFETY	36	25 69	0	0 0	7	5 71	0	0 0
25 PARA-PROFESSIONAL	74	11 15	1	0 0	21	7 33	1	0 0
26 ADMINISTRATIVE SUPPORT	61	13 21	2	1 50	17	5 29	0	0 0
27 SKILLED CRAFT	16	6 38	0	0 0	7	5 71	0	0 0
28 SERVICE - MAINTENANCE	51	13 25	1	0 0	12	2 17	0	0 0
<b>Totals</b>	<b>781</b>	<b>192 25</b>	<b>14</b>	<b>3 21</b>	<b>241</b>	<b>73 30</b>	<b>13</b>	<b>3 23</b>

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

Example: Looking at 40 and Older in the OFFICIAL -ADMIN Job Group: 22 people 40 years and older interviewed for Official Admin jobs. 8 were selected. Dividing the amount selected by the amount interviewed (8/22) and multiplying by 100 yields a percentage of 36.36, rounded to 36%.

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

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

**TABLE IV-B**

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

EEO Job Group	Overall		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older	
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %
21 OFFICIAL-ADMIN	677	495 73	53	39 74	71	53 75	64	48 75	24	20 83	12	12 100	2	2 100
22 PROFESSIONAL ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	2740	2026 74	198	164 83	129	97 75	87	74 85	62	54 87	24	19 79	2	2 100
23 TECHNICAL SENIOR	310	234 75	34	28 82	15	14 93	6	6 100	13	12 92	3	3 100	0	0 0
OTHER	777	629 81	53	39 74	32	27 84	28	20 71	21	17 81	3	3 100	3	2 67
24 PUBLIC SAFETY	750	750 100	55	55 100	28	28 100	10	10 100	2	2 100	1	1 100	1	1 100
25 PARA-PROFESSIONAL	352	242 69	18	13 72	11	9 82	9	4 44	7	7 100	1	1 100	2	2 100
26 ADMINISTRATIVE SUPPORT	496	299 60	31	22 71	13	10 77	21	14 67	10	8 80	5	3 60	0	0 0
27 SKILLED CRAFT	73	24 33	6	3 50	6	2 33	1	1 100	1	1 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	324	220 68	23	19 83	17	11 65	9	7 78	2	1 50	1	1 100	0	0 0
<b>Totals</b>	6500	4920 76	471	382 81	322	251 78	235	184 78	142	122 86	50	43 86	10	9 90

33

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

Example: Looking at 40 - 44 in the OFFICIAL -ADMIN Job Group:53 individuals between the ages of 40 and 44, applied for Official Admin jobs. 39 are certified. Dividing the amount certified by the amount applied (39/53) and multiplying by 100 yields a percentage of 73.58, rounded to 74%.

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**

Applicant Tracking

Table V-B, Interview Rates  
Certified and Interviewed  
Age Bands

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

EEO Job Group	Overall			40 - 44			45 - 49			50 - 54			55 - 59			60 - 64			65 and Older		
	Cert	Int	%	Cert	Int	%	Cert	Int	%	Cert	Int	%	Cert	Int	%	Cert	Int	%	Cert	Int	%
21 OFFICIAL-ADMIN	495	58	12	39	3	8	53	8	15	48	6	13	20	2	10	12	2	17	2	1	50
22 PROFESSIONAL ATTORNEYS	1	1	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	2026	325	16	164	39	24	97	22	23	74	18	24	54	16	30	19	4	21	2	0	0
23 TECHNICAL SENIOR	234	66	28	28	10	36	14	5	36	6	1	17	12	8	67	3	2	67	0	0	0
OTHER	629	93	15	39	8	21	27	6	22	20	10	50	17	4	24	3	1	33	2	1	50
24 PUBLIC SAFETY	750	36	5	55	5	9	28	2	7	10	0	0	2	0	0	1	0	0	1	0	0
25 PARA-PROFESSIONAL	242	74	31	13	8	62	9	4	44	4	4	100	7	3	43	1	1	100	2	1	50
26 ADMINISTRATIVE SUPPORT	299	61	20	22	4	18	10	5	50	14	4	29	8	2	25	3	2	67	0	0	0
27 SKILLED CRAFT	24	16	67	3	3	100	2	2	100	1	1	100	1	1	100	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	220	51	23	19	5	26	11	5	45	7	1	14	1	0	0	1	1	100	0	0	0
<b>Totals</b>	<b>4920</b>	<b>781</b>	<b>16</b>	<b>382</b>	<b>85</b>	<b>22</b>	<b>251</b>	<b>59</b>	<b>24</b>	<b>184</b>	<b>45</b>	<b>24</b>	<b>122</b>	<b>36</b>	<b>30</b>	<b>43</b>	<b>13</b>	<b>30</b>	<b>9</b>	<b>3</b>	<b>33</b>

35

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

Example: Looking at 40 - 44 in the OFFICIAL -ADMIN Job Group: 39 individuals between the ages of 40 and 44. Certified for Official Admin jobs. 3 were interviewed. Dividing the amount interviewed by the amount certified (3/39) and multiplying by 100 yields a percentage of 7.69, rounded to 8%.

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**

30

36

---

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

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	58	10 17	3	1 33	8	0 0	6	3 50	2	1 50	2	2 100	1	1 100
22 PROFESSIONAL ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	325	70 22	39	8 21	22	4 18	18	5 28	16	5 31	4	3 75	0	0 0
23 TECHNICAL SENIOR	66	17 26	10	2 20	5	2 40	1	0 0	8	1 13	2	0 0	0	0 0
OTHER	93	26 28	8	3 38	6	1 17	10	5 50	4	1 25	1	1 100	1	0 0
24 PUBLIC SAFETY	36	25 69	5	3 60	2	2 100	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	74	11 15	8	3 38	4	0 0	4	1 25	3	1 33	1	1 100	1	1 100
26 ADMINISTRATIVE SUPPORT	61	13 21	4	0 0	5	1 20	4	2 50	2	2 100	2	0 0	0	0 0
27 SKILLED CRAFT	16	6 38	3	1 33	2	2 100	1	1 100	1	1 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	51	13 25	5	1 20	5	1 20	1	0 0	0	0 0	1	0 0	0	0 0
<b>Totals</b>	<b>781</b>	<b>192 25</b>	<b>85</b>	<b>22 26</b>	<b>59</b>	<b>13 22</b>	<b>45</b>	<b>17 38</b>	<b>36</b>	<b>12 33</b>	<b>13</b>	<b>7 54</b>	<b>3</b>	<b>2 67</b>

37

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

Example: Looking at 40 - 44 in the OFFICIAL -ADMIN Job Group: 3 individuals between the ages of 40 and 44, interviewed for Official Admin jobs. 1 were selected. Dividing the amount selected by the amount interviewed (1/3) and multiplying by 100 yields a percentage of 33.33, rounded to 33%.

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

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

**TABLE IV-C**

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

EEO Job Group	All Promotional Appl Cert	%	Male Appl Cert	%	Female Appl Cert	%	White Appl Cert	%	Black Appl Cert	%	Hispanic Appl Cert	%	Asian Appl Cert	%	Am Indian Appl Cert	%									
21 OFFICIAL-ADMIN	37	27	73	24	16	67	13	11	85	9	7	78	8	5	63	0	0	0	0						
22 PROFESSIONAL ATTORNEYS	1	1	100	1	1	100	0	0	0	1	1	100	0	0	0	0	0	0	0						
OTHER	136	122	90	40	36	90	96	86	90	19	19	100	40	37	93	3	3	100	2	2	100	0	0	0	0
23 TECHNICAL SENIOR	25	23	92	13	13	100	12	10	83	11	11	100	4	4	100	1	1	100	0	0	0	0	0	0	0
OTHER	41	35	85	18	14	78	23	21	91	5	5	100	11	9	82	2	2	100	1	1	100	0	0	0	0
24 PUBLIC SAFETY	9	9	100	4	4	100	5	5	100	1	1	100	5	5	100	0	0	0	1	1	100	0	0	0	0
25 PARA-PROFESSIONAL	12	12	100	4	4	100	8	8	100	0	0	0	7	7	100	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	42	35	83	4	4	100	38	31	82	2	1	50	15	15	100	1	1	100	0	0	0	0	0	0	0
27 SKILLED CRAFT	12	11	92	11	10	91	1	1	100	2	2	100	4	3	75	1	1	100	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	18	17	94	17	16	94	1	1	100	1	1	100	9	9	100	5	4	80	0	0	0	0	0	0	0
Totals	333	292	88	136	118	87	197	174	88	51	48	94	103	94	91	13	12	92	6	5	83	0	0	0	0

Percentages are: certified(Cert) as a percentage of applied(Appl).  
Example: Looking at Males in the OFFICIAL -ADMIN Job Group: 24 Males applied for Official Admin jobs. 16 were certified. Dividing the amount certified by the amount applied (16/24) and multiplying by 100 yields a percentage of 66.67, rounded to 67%.

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

**TABLE V-C**

Applicant Tracking

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

City of Alexandria, Virginia  
 Full-time Employees  
 Requisitions that closed in FY 2004

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	27	20 74	16	13 81	11	7 64	7	6 86	5	4 80	0	0 0	1	1 100	0	0 0
22 PROFESSIONAL																
ATTORNEYS	1	1 100	1	1 100	0	0 0	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	122	78 64	36	23 64	86	55 64	19	15 79	37	22 59	3	2 67	2	1 50	0	0 0
23 TECHNICAL																
SENIOR	23	23 100	13	13 100	10	10 100	11	11 100	4	4 100	1	1 100	0	0 0	0	0 0
OTHER	35	26 74	14	10 71	21	16 76	5	5 100	9	9 100	2	2 100	1	0 0	0	0 0
24 PUBLIC SAFETY	9	0 0	4	0 0	5	0 0	1	0 0	5	0 0	0	0 0	1	0 0	0	0 0
25 PARA-PROFESSIONAL	12	7 58	4	2 50	8	5 63	0	0 0	7	4 57	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	35	30 86	4	2 50	31	28 90	1	1 100	15	14 93	1	1 100	0	0 0	0	0 0
27 SKILLED CRAFT	11	10 91	10	9 90	1	1 100	2	2 100	3	3 100	1	1 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	17	12 71	16	11 69	1	1 100	1	1 100	9	8 89	4	2 50	0	0 0	0	0 0
<b>Totals</b>	<b>292</b>	<b>207 71</b>	<b>118</b>	<b>84 71</b>	<b>174</b>	<b>123 71</b>	<b>48</b>	<b>42 88</b>	<b>94</b>	<b>68 72</b>	<b>12</b>	<b>9 75</b>	<b>5</b>	<b>2 40</b>	<b>0</b>	<b>0 0</b>

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

Example: Looking at Males in the OFFICIAL -ADMIN Job Group: 16 Males Certified for Official Admin Jobs. 13 were interviewed. Dividing the amount interviewed by the amount certified (13/16) and multiplying by 100 yields a percentage of 81.25, rounded to 81%.

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**

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

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	20	3 15	13	2 15	7	1 14	6	1 17	4	1 25	0	0 0	1	1 100	0	0 0
22 PROFESSIONAL																
ATTORNEYS	1	1 100	1	1 100	0	0 0	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	78	23 29	23	7 30	55	16 29	15	10 67	22	10 45	2	2 100	1	1 100	0	0 0
23 TECHNICAL																
SENIOR	23	8 35	13	5 38	10	3 30	11	7 64	4	1 25	1	0 0	0	0 0	0	0 0
OTHER	26	9 35	10	3 30	16	6 38	5	4 80	9	4 44	2	1 50	0	0 0	0	0 0
24 PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	7	4 57	2	1 50	5	3 60	0	0 0	4	4 100	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	30	6 20	2	0 0	28	6 21	1	1 100	14	4 29	1	1 100	0	0 0	0	0 0
27 SKILLED CRAFT	10	5 50	9	5 56	1	0 0	2	2 100	3	2 67	1	1 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	12	7 58	11	7 64	1	0 0	1	1 100	8	5 63	2	1 50	0	0 0	0	0 0
<b>Totals</b>	<b>207</b>	<b>66 32</b>	<b>84</b>	<b>31 37</b>	<b>123</b>	<b>35 28</b>	<b>42</b>	<b>27 64</b>	<b>68</b>	<b>31 46</b>	<b>9</b>	<b>6 67</b>	<b>2</b>	<b>2 100</b>	<b>0</b>	<b>0 0</b>

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

Example: Looking at Males in the OFFICIAL-ADMIN Job Group: 13 Males interviewed for Official Admin. 2 were selected. Dividing the amount selected by the amount interviewed (2/13) and multiplying by 100 yields a percentage of 15.38, rounded to 15%.

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**

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %
21 OFFICIAL-ADMIN	37	27 73	1	1 100	22	17 77	2	1 50
22 PROFESSIONAL								
ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	136	122 90	2	2 100	61	55 90	0	0 0
23 TECHNICAL								
SENIOR	25	23 92	0	0 0	11	10 91	0	0 0
OTHER	41	35 85	0	0 0	20	16 80	0	0 0
24 PUBLIC SAFETY	9	9 100	0	0 0	1	1 100	0	0 0
25 PARA-PROFESSIONAL	12	12 100	0	0 0	7	7 100	0	0 0
26 ADMINISTRATIVE SUPPORT	42	35 83	0	0 0	18	16 89	0	0 0
27 SKILLED CRAFT	12	11 92	0	0 0	6	6 100	1	1 100
28 SERVICE - MAINTENANCE	18	17 94	0	0 0	6	6 100	0	0 0
<b>Totals</b>	<b>333</b>	<b>292 88</b>	<b>3</b>	<b>3 100</b>	<b>152</b>	<b>134 88</b>	<b>3</b>	<b>2 67</b>

Percentages are: Selected(SeI) as a percentage of Interviewed(InI).

Example: Looking at People 40 and Older in the OFFICIAL-ADMIN Job Group: 22 people 40 and Older applied for Official Admin jobs. 17 was certified. Dividing the amount certified by the amount applied (17/22) and multiplying by 100 yields a percentage of 77.27, rounded to 77%.

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

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

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %
21 OFFICIAL-ADMIN	27	20 74	1	1 100	17	12 71	1	1 100
22 PROFESSIONAL								
ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	122	78 64	2	1 50	55	37 67	0	0 0
23 TECHNICAL								
SENIOR	23	23 100	0	0 0	10	10 100	0	0 0
OTHER	35	26 74	0	0 0	16	13 81	0	0 0
24 PUBLIC SAFETY	9	0 0	0	0 0	1	0 0	0	0 0
25 PARA-PROFESSIONAL	12	7 58	0	0 0	7	5 71	0	0 0
26 ADMINISTRATIVE SUPPORT	35	30 86	0	0 0	16	13 81	0	0 0
27 SKILLED CRAFT	11	10 91	0	0 0	6	6 100	1	0 0
28 SERVICE - MAINTENANCE	17	12 71	0	0 0	6	4 67	0	0 0
<b>Totals</b>	<b>292</b>	<b>207 71</b>	<b>3</b>	<b>2 67</b>	<b>134</b>	<b>100 75</b>	<b>2</b>	<b>1 50</b>

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

Example: Looking at People 40 and older in the OFFICIAL-ADMIN Job Group: 17 people 40 and Older were certified for Official Admin jobs. 12 were interviewed. Dividing the amount interviewed by the amount certified (12/17) and multiplying by 100 yields a percentage of 70.59, rounded to 71%.

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

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

**TABLE VI-D**

Applicant Tracking

Table VI-D, Promotional Selection Rates  
Interviewed and Selected

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

Persons With Disabilities, Older Workers, Vietnam Veterans

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	20	3 15	1	0 0	12	2 17	1	0 0
22 PROFESSIONAL								
ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	78	23 29	1	1 100	37	9 24	0	0 0
23 TECHNICAL								
SENIOR	23	8 35	0	0 0	10	2 20	0	0 0
OTHER	26	9 35	0	0 0	13	6 46	0	0 0
24 PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	7	4 57	0	0 0	5	3 60	0	0 0
26 ADMINISTRATIVE SUPPORT	30	6 20	0	0 0	13	4 31	0	0 0
27 SKILLED CRAFT	10	5 50	0	0 0	6	4 67	0	0 0
28 SERVICE - MAINTENANCE	12	7 58	0	0 0	4	1 25	0	0 0
<b>Totals</b>	<b>207</b>	<b>66 32</b>	<b>2</b>	<b>1 50</b>	<b>100</b>	<b>31 31</b>	<b>1</b>	<b>0 0</b>

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

Example: Looking at People 40 and Older in the OFFICIAL -ADMIN Job Group: 12 people in the 40 and Older group were interviewed for Official Admin jobs. 2 were selected. Dividing the amount selected by the amount interviewed (2/12) and multiplying by 100 yields a percentage of 16.67, rounded to 17%.

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**

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

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	37	27 73	2	2 100	11	6 55	5	5 100	3	3 100	1	1 100	0	0 0
22 PROFESSIONAL														
ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	136	122 90	29	24 83	10	9 90	13	13 100	5	5 100	4	4 100	0	0 0
23 TECHNICAL														
SENIOR	25	23 92	4	4 100	1	1 100	1	1 100	4	3 75	1	1 100	0	0 0
OTHER	41	35 85	5	4 80	4	3 75	9	7 78	1	1 100	1	1 100	0	0 0
24 PUBLIC SAFETY	9	9 100	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	12	12 100	4	4 100	0	0 0	0	0 0	1	1 100	0	0 0	2	2 100
26 ADMINISTRATIVE SUPPORT	42	35 83	4	3 75	3	3 100	7	6 86	1	1 100	3	3 100	0	0 0
27 SKILLED CRAFT	12	11 92	2	2 100	2	2 100	1	1 100	1	1 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	18	17 94	3	3 100	3	3 100	0	0 0	0	0 0	0	0 0	0	0 0
<b>Totals</b>	<b>333</b>	<b>292 88</b>	<b>54</b>	<b>47 87</b>	<b>34</b>	<b>27 79</b>	<b>36</b>	<b>33 92</b>	<b>16</b>	<b>15 94</b>	<b>10</b>	<b>10 100</b>	<b>2</b>	<b>2 100</b>

15

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

Example: Looking at 45 - 49 in the OFFICIAL -ADMIN Job Group: 11 individuals between the ages of 45 and 49, applied for Official Admin jobs. 6 were certified. Dividing the amount certified by the amount applied (6/11) and multiplying by 100 yields a percentage of 54.54, rounded to 55%.

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**

Applicant Tracking

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

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY2004

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	27	20 74	2	2 100	6	5 83	5	3 60	3	1 33	1	1 100	0	0 0
22 PROFESSIONAL														
ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	122	78 64	24	16 67	9	8 89	13	6 46	5	4 80	4	3 75	0	0 0
23 TECHNICAL														
SENIOR	23	23 100	4	4 100	1	1 100	1	1 100	3	3 100	1	1 100	0	0 0
OTHER	35	26 74	4	2 50	3	2 67	7	7 100	1	1 100	1	1 100	0	0 0
24 PUBLIC SAFETY	9	0 0	1	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	12	7 58	4	3 75	0	0 0	0	0 0	1	1 100	0	0 0	2	1 50
26 ADMINISTRATIVE SUPPORT	35	30 86	3	3 100	3	3 100	6	4 67	1	1 100	3	2 67	0	0 0
27 SKILLED CRAFT	11	10 91	2	2 100	2	2 100	1	1 100	1	1 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	17	12 71	3	2 67	3	2 67	0	0 0	0	0 0	0	0 0	0	0 0
	292	207 71	47	34 72	27	23 85	33	22 67	15	12 80	10	8 80	2	1 50

53

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

Example: Looking at 45 - 49 in the OFFICIAL -ADMIN Job Group: 6 individuals between the ages of 45 and 49, Certified for Official Admin jobs. 5 were interviewed.

Dividing the amount interviewed by the amount certified (5/6) and multiplying by 100 yields a percentage of 83.33, rounded to 83%.

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**

Applicant Tracking

Table VI-E, Promotional Selection Rates  
Interviewed and Selected  
Age Bands

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2004

EEO Job Group	All Promotional		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	20	3 15	2	1 50	5	0 0	3	0 0	1	0 0	1	0 0	0	0 0
22 PROFESSIONAL														
ATTORNEYS	1	1 100	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	78	23 29	16	2 13	8	2 25	6	1 17	4	0 0	3	0 0	0	0 0
23 TECHNICAL														
SENIOR	23	8 35	4	0 0	1	1 100	1	0 0	3	0 0	1	0 0	0	0 0
OTHER	26	9 35	2	0 0	2	0 0	7	5 71	1	0 0	1	0 0	0	0 0
24 PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	7	4 57	3	2 67	0	0 0	0	0 0	1	0 0	0	0 0	1	1 100
26 ADMINISTRATIVE SUPPORT	30	6 20	3	0 0	3	1 33	4	2 50	1	0 0	2	0 0	0	0 0
27 SKILLED CRAFT	10	5 50	2	0 0	2	2 100	1	1 100	1	0 0	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	12	7 58	2	1 50	2	0 0	0	0 0	0	0 0	0	0 0	0	0 0
<b>Totals</b>	<b>207</b>	<b>66 32</b>	<b>34</b>	<b>6 18</b>	<b>23</b>	<b>6 26</b>	<b>22</b>	<b>9 41</b>	<b>12</b>	<b>0 0</b>	<b>8</b>	<b>0 0</b>	<b>1</b>	<b>1 100</b>

55

Percentages are: Selected (Sel) as a percentage of Interviewed (Int).  
Example: Looking at 45 - 49 in the OFFICIAL -ADMIN Job Group 5 individual between the ages of 45 and 49, interviewed for an Official Admin job. 0 were selected. Dividing the amount selected by the amount interviewed (0/5) and multiplying by 100 yields a percentage of 0%.

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.

## ALEXANDRIA COMMISSION ON PERSONS WITH DISABILITIES

December 8, 2004

Ms. Michele Evans,  
Assistant City Manager  
City Hall  
301 King Street  
Alexandria, Virginia 22314

Dear Ms. Evans:

This letter transmits comments and recommendations of the Alexandria Commission on Persons with Disabilities (ACPD) regarding the FY 2004 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 your responsiveness and openness during this review period

***The City Continues to Sponsor or Co-sponsor an Array of Activities Targeted at Employing Persons with Disabilities.***

Alexandria has had a notable reputation for its sensitivity to the needs of people with disabilities. Regarding employment, in 2004 the City continued its efforts to improve their outreach efforts to persons with disabilities.

A few examples of the City's efforts in 2004 are listed below.

- ◆ JobLink has moved to its new location and exemplary efforts by DHS, GSA, and T&ES have ensured physical and programmatic access for people with disabilities.
- ◆ JobLink's grant "Paths to Employment" was approved and the grant earmarks funds for services for job seekers with disabilities.
- ◆ City Personnel and OAAS staff have developed a program "How to get a job with the City" to expose persons with disabilities to the employment process.

In addition to these efforts the City has continued with these following yearly activities.

- ◆ The annual Proclamation issued by the Mayor and City Council in October during Disability Employment Awareness month.
- ◆ The annual Student Mentoring Day sponsored by the City's Personnel Department. It exposes students with disabilities to the work activities of city government.

- ◆ The annual ADA training with ADA coordinators that highlights employment of persons with disabilities.
- ◆ The summer youth employment program that provides actual employment and hands on work opportunities for students with disabilities.
- ◆ The Employer Awards Program, recognizing exemplary employers in the City who employ and assist persons with disabilities.

Unfortunately, in a short correspondence such as this there are too many of these examples to cover in detail so we have highlighted only a few. Regarding the City's UA and AT reports, the Commission has listed its observations below along with some possible courses of action.

**People with Disabilities are not Included in the City's Workforce Utilization Analysis**

The City's Workforce Utilization Analysis is designed to determine areas of underutilization for some protected classes. In short, the analysis compares percentages of relevant City employees in designated EEO job categories with percentages for similar employees in the Census. The Census data used for comparison is for employees in the Washington D.C. metropolitan area. The City performs the analysis for females, African-Americans, Asians and Hispanics. Utilization information on people with disabilities and other protected groups does not currently exist.

The lack of information on people with disabilities in the Utilization Analysis Report has been a topic of concern for this Commission for the past 5 years. This has been noted in our official correspondences to the City. The City's response to our concern has been to wait for the results of the 2000 Census in hope that the new data will clear up the problem.

It is now our understanding that the relevant data for people with disabilities will not be available in the 2000 Census. This essentially makes this information unavailable for the next decade at least. Consequently, one of the City's major monitoring tools for identifying barriers to equal employment opportunities does not exist for people with disabilities. This discrepancy needs to be rectified in FY 2005 if the City is to continue to fully support its commitment to equal opportunity.

To rectify this problem, the City should determine where people with disabilities now work, and develop another comparison base (in place of the Census) for their utilization analysis. The Commission urges the City to immediately develop alternatives for measuring utilization for FY 2005.

**The City needs to determine where people with disabilities now work.**

A vital component of any plan designed to measure worker utilization is knowledge of the status quo. The City has little information on which City jobs are currently occupied by people with disabilities. A key action required to deal with this is to develop a new survey instrument to determine the status of persons with disabilities now in the City workforce. In 1999 the City developed and



administered such a survey. For a variety of reasons discussed in previous Commission letters the survey needs to be re-designed and re-implemented.

We recognize the difficulties in accomplishing this task, not the least of which are privacy concerns, but this action needs to be undertaken in FY 2005. The Commission would be pleased to work with the City on the design of this survey.

The City needs to develop another workforce utilization comparison base. Since Census data will not be available for people with disabilities for at least another decade the City should develop another basis for comparison. Other data may be available in the Federal or State governments. For example, EEOC collects employment data by job category for people with disabilities in the Federal workforce. A methodology using this or other data could be developed to shed some light on the City's utilization of people with disabilities.

#### **Upward Mobility Programs Include Few People with Disabilities**

The City encourages employees to enhance their professional skills through providing tuition assistance for college level work and through internal training programs. Information on tuition assistance indicates that 330 people in the protected groups received tuition assistance in FY 2004. Of this total, only 2 people with disabilities, less than one percent of the total, benefited from this upward mobility program. This total number of people has not changed significantly during the past 4 years, ranging from 1 to 4 annually. Since people with disabilities probably make up more than one percent of the City's workforce we believe the City needs to determine why the upward mobility numbers are so low for people with disabilities and take action to rectify the problem.

#### **Progress Continues in Hiring People with Disabilities but Promotion Trends are Difficult to Assess.**

In FY 2004 the City filled 192 full-time regular positions through promotions and hiring. This total includes 3 people with disabilities, 1 promotion and 2 hires. There have been between 1 and 3 promotions annually in the past 5 year period. Considering the small numbers we are dealing with, little can be said about trends. Without any information on the total number of people with disabilities in the City workforce it is difficult to determine whether promotions continue to be proportional to the size of this workforce as it is in other public organizations.

Considering trends for hires and promotions together as a percentage of those certified (shown below), people with disabilities fared better than the protected groups as a whole in 4 out of the last 6 years. This trend is encouraging and the City should continue to track this data.

**Percent of People Certified That Were Hired and Promoted**

<b>Year</b>	<b>People with disabilities</b>	<b>All protected Groups</b>
1998	1.8%	6.5%
1999	12.5%	8.1%
2000	6.5%	6.4%
2001	8.7%	6.7%
2002	7.6%	6.0%
2003	4.6%	5.1%
2004	3.3%	3.9%

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

Sincerely,

Chet Avery,

/s/

Chair, Alexandria Commission on Persons with Disabilities

cc:

Steven J. Mason, Affirmative Action Officer

Henry Howard, Director, Personnel Services

Kathleen Schramm, Deputy Director, Personnel Services

Jean Kelleher Niebauer, Director, Human Rights

Commission Committee Representatives

30  
12-14-04

---

**ALEXANDRIA COMMISSION FOR WOMEN**  
*ALEXANDRIA, VA*

---

**TO:** STEVE MASON  
**FROM:** LAURA MANDALA, ALEXANDRIA COMMISSION FOR WOMEN  
**SUBJECT:** RESPONSE TO WORKFORCE UTILIZATION AND APPLICANT TRACKING REPORTS  
**DATE:** 12/15/2004

---

The following are comments on the City's Workforce Utilization and Applicant Tracking reports for the FY 2004.

As we have indicated in prior years, we would find it helpful to have a work session both before and after the release of the reports to City Council. Since we take a significant interest in these data and spend considerable time doing our own analysis, we have an interest in understanding how the City responds to our recommendations.

**Overall Assessment**

The Commission has serious concerns about some downward trends in the application, interview, and selection rates for women applying for work with the City of Alexandria. Our detailed comments are included under Applicant Tracking Report.

Regarding Workforce Utilization, we realize that the reports are being based on 1990 Census data, making it difficult to draw meaningful conclusions about the City's workforce utilization and its efforts to attract qualified candidates in protected classes.

We are aware that the 2000 Census data will be incorporated into the next year's report. We appreciate your assurance that we will be involved in the process of developing the new report format so that our input on statistical significance and other data issues can be considered. As several of our following comments indicate, we have some problems with the current format and the way certain data are presented.

**Workforce Utilization Analysis Report**

We applaud the City's efforts to increase usage of the tuition reimbursement program. We are happy to see that comparable numbers of women and men are taking advantage of this important employment benefit. We believe, however, that more could be done to ensure that managers are encouraging participation in training and development activities and that the city training courses are scheduled to maximize attendance. In enhancing

career development opportunities for employees, the City should consider establishing formal mentoring programs, such as those in place in numerous public and private sector organizations.

We are less enthusiastic about the report's description of "gains" made in female employment during the past year. As we mentioned in last year memo, describing all increases in the employment of women as "gains" can be misleading. For example, we do not consider additional women in traditional women's jobs (for example, administrative assistants) "gains, particularly if these positions have historically been lower paying positions. Even more disturbing is the way some of the data are interpreted to indicate gains. For example, on page 12 the report states that females made gains in four of twelve job groups, including the official-administrator category. Chart B on page 13 shows that the number of women in official-administrator category did indeed increase from 53 to 54. However, at the same time, women's share of these positions dropped from over 40% to 38%. We do not consider this a "gain" in female representation in this very important job group.

Furthermore, some points that we made in our memo to you last year bear repeating.

- We are curious to know where the Department is advertising and wonder if the Office on Women or Commission for Women would serve as good resources in helping to identify additional areas for targeting women.
- We believe that the City should extend its outreach efforts to the Alexandria schools. Educating youth about career opportunities at an early age can help overcome some of the "institutional barriers" the City cites as reasons for underutilization of some protected classes. Based on our experience and based on academic research, we know that career paths are influenced at early ages. We suggest that the City take a more long-term view and work within the Alexandria school system to introduce girls and other members of protected classes to non-traditional career paths.
- As stated in last year's memo, we continue to recommend a comparison of salaries by sub group, in addition to the current comparison of salary grade bands. We suggest as a first step the comparison of women to other sub groups in the following categories: annual incomes less than \$50,000 and annual incomes greater than \$50,000. The current table for displaying salary information makes it extremely difficult to make conclusions about salary differentials. In addition, the use of means and medians would also enhance everyone's ability to evaluate the salary data.
- In addition to showing the number of men and women in management positions, we would like to know which departments are being managed by those men and women (e.g. administration, finance, engineering, etc.). We are also interested in reviewing the salary levels of men and women who have similar responsibilities/job titles and the starting salaries of new recruits (men and women) compared with current employees who hold similar positions.

- Again, as we suggested in previous years, we think that the City should consider participating in a “best practices” exercise to review the practices of other municipalities and even corporations that are successful in attracting talented individuals from underrepresented groups.

### **Applicant Tracking Report**

We are very concerned about what appears to be a significant downward trend in application, interview, and selection rates for women applying for work with the City of Alexandria. Something is obviously happening, but the report does not provide sufficient information to understand these trends. Furthermore, the tables are difficult to follow. For example, the table on page 3 indicates that the applicants providing voluntary information totaled 6,500, but does not say how many applicants did not provide voluntary information. In addition, some statements in the report are unclear. For example, p.11 says females were 35% of the certified applicants and males were 41% of the certified applicants. This does not add to 100% (The report may have intended to say that 35% of the female applicants were certified and that 41% of the male applicants were certified.)

Interestingly, while the report indicates decreases in the number and proportion of applicants who are women, and a decline in the percentage of women interviewed as a proportion of those certified, it also reports a big increase in the proportion of women certified (from 49% in 2001 to 71% in 2004). This may be due to City efforts to reexamine the minimum requirements for positions. We encourage the City to continue to review minimum requirements to ensure that only the knowledge, skills and abilities essential for competent job performance are included, and that the certification process does not inadvertently screen out eligible individuals.

The City describes the increase in certification as positive, since they view it as a sign they are attracting more qualified candidates. Our observation, however, is that this trend in certification needs to be viewed in light of the types of jobs that are advertised each year. Clearly if in 2004 there were more clerical jobs advertised, where large numbers of applicants would meet the minimum qualifications, we would expect certification to increase that year. Conversely, if the City is advertising a disproportionate number of highly technical jobs, where fewer people meet the qualifications, we would expect lower certification rates. Thus, as in our 2002 and 2003 memos, we restate our interest in seeing some context for review of the applicant tracking data.

### **Public Safety**

We have some specific comments regarding public safety positions and the continued relatively low representation of women in those positions.

We are aware that several City departments (Police, Sherriff, and Human Resources) are conducting outreach efforts. In some cases, several City departments are attending the same conference and all are paying conference fees and booth fees. We suggest that a

more integrated approach may be effective in attracting prospects to the City of Alexandria while at the same time saving money. We also believe that there needs to be more communication about openings and special outreach efforts in the community.

The Fire, Sheriff, and Police Departments may want to consider engaging the Office on Women or Commission for Women in their recruitment efforts. In particular, these departments should consider asking Office on Women personnel to serve on job interview panels. We are aware that this has been done in some departments and would encourage further use to take advantage of the important perspectives that the Office on Women could bring to that process.

And, as already stated, these departments would benefit from beginning earlier outreach efforts in the school system, and educating youth about the opportunities and requirements for a career in public safety.

Thank you for an opportunity to comment on these two reports. We look forward to working with you in developing the new report format.