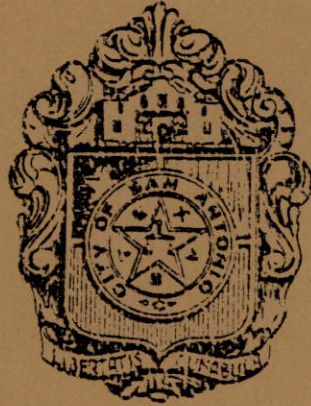


ZS 100.8 Eg 64 1980

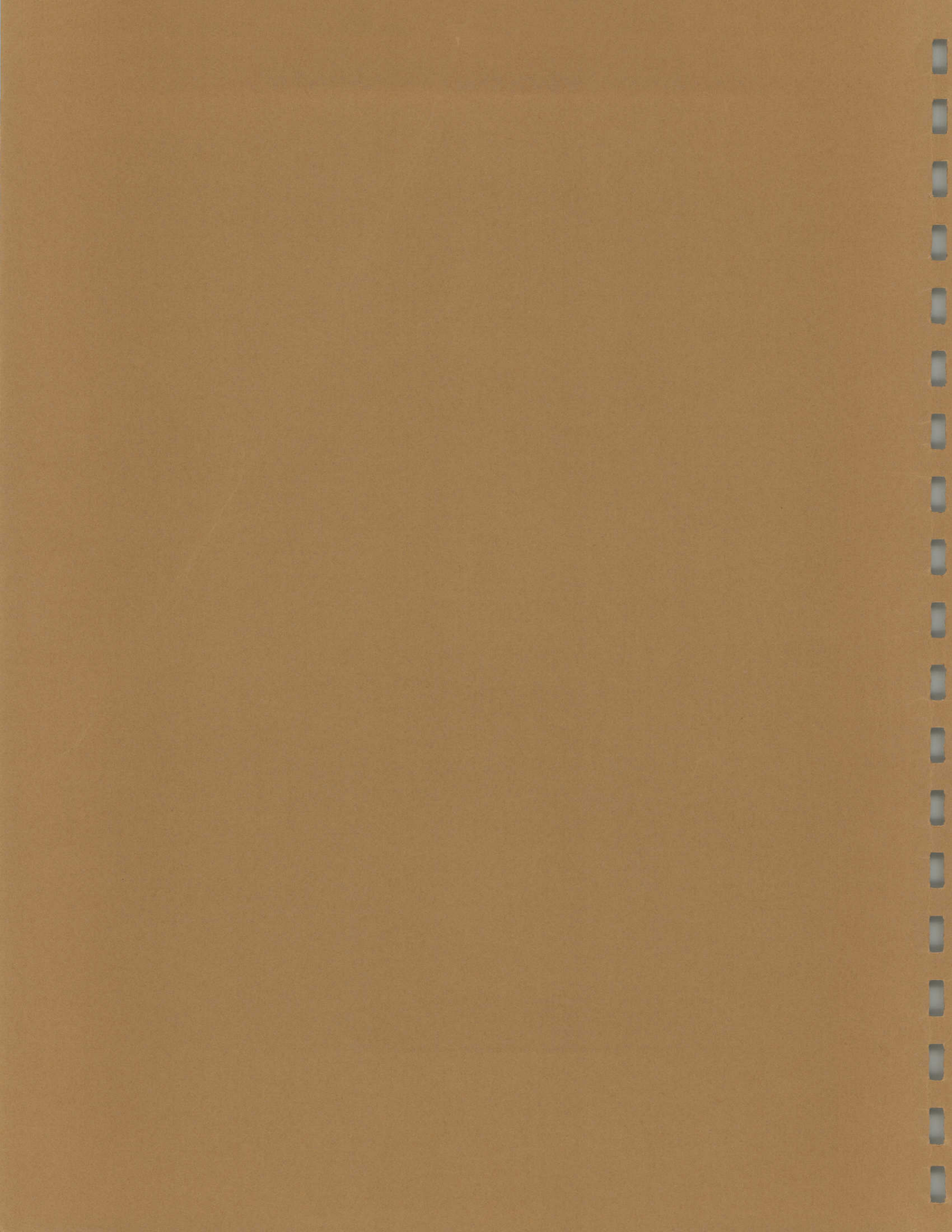
TX

STX-0051



EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
OF THE
CITY OF SAN ANTONIO
MARCH, 1980

ST. MARY'S UNIVERSITY LIBRARY



EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
OF THE
CITY OF SAN ANTONIO
MARCH, 1980



CITY OF SAN ANTONIO

March 14, 1980

TO THE CITIZENS OF SAN ANTONIO:

This publication represents the fifth modification of the City of San Antonio's Affirmative Action Plan which was first adopted on June 27, 1974. The current document was adopted by the City Council on March 13, 1980.

This plan examines the City's progress from 1974 to 1979. After reviewing this progress, the City has set new goals for the next three years which include increasing minorities in the Fire and Police Departments, increasing non-minorities in Skilled Craft, Office & Clerical and Technician positions and increasing the overall representation of women, especially in non-traditional positions.

Equal employment opportunity will continue to be the policy of the City of San Antonio. Personnel actions such as recruitments, hiring, training, performance evaluations, promotions, transfers, disciplinary actions, demotions, suspensions and terminations will be accomplished without regard to race, color, national origin, religion, sex, age, handicap, or political belief or affiliation. In addition City services and use of City facilities will be provided to the public in a nondiscriminatory manner.

In order to increase the City's utilization of small and/or minority contractors, the Small and/or Minority Business Enterprise Program is incorporated in this Plan. The SMBE Program is intended to assist these enterprises to compete more effectively for City contracts. Included in this program are efforts to assist businesses owned by women and handicapped individuals.

Full support of the City's Equal Employment Opportunity Program and this Affirmative Action Plan is expected from all City officials, administrators, and supervisory staff.

Progress toward the goals set forth in this Plan will be monitored by the Department of Equal Employment Opportunity and the Plan will be amended annually or as required.

Sincerely,

A handwritten signature in cursive script that reads "Thomas E. Huebner".

Thomas E. Huebner
City Manager

TEH:GJ:pb

AN ORDINANCE **51954**

(Handwritten mark)

ADOPTING AN AMENDED AFFIRMATIVE ACTION PLAN FOR THE CITY OF SAN ANTONIO; ESTABLISHING A SMALL AND/OR MINORITY BUSINESS ENTERPRISE PROGRAM; AND DIRECTING IMMEDIATE IMPLEMENTATION OF SAID PROGRAM.

* * * * *

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The amended Affirmative Action Plan for Equal Employment Opportunity is hereby adopted. A copy of said amended plan is attached hereto and incorporated herein by reference.

SECTION 2. The Small and/or Minority Business Enterprise (SMBE) Program, included in the amended Affirmative Action Plan as Addendum I is adopted.

SECTION 3. The City Manager is directed to implement the amended Affirmative Action Plan and SMBE Program immediately.

PASSED AND APPROVED this 13th day of March, 1980.

Lela Cockrell
M A Y O R

ATTEST: *Norma S. Rodriguez*
City Clerk

APPROVED AS TO FORM: *Tom Stulley*
City Attorney

AFFIRMATIVE ACTION PLAN

TABLE OF CONTENTS

	<u>Page No.</u>
I. NARRATIVE	1
II. DEPARTMENTAL GOALS:	
Aviation	26
Budget & Research	34
Building & Zoning	38
Centro 21	45
Citizen Action & Public Information.	47
City Clerk.	51
Convention Facilities & Hemisfair Plaza.	54
Convention & Visitors Bureau.	61
Department of Economic & Employment Development	67
Equal Employment Opportunity	73
Finance	76
Fire Department	82
Human Resources	89
Legal	98
Library	103
Market Square	111
Metropolitan Health District.	116
Municipal Courts.	125
Office of the City Manager.	130
Parks & Recreation.	134

	<u>Page No.</u>
Personnel	152
Planning.	158
Police Department	163
Public Utilities.	173
Public Works.	175
Purchasing.	188
Traffic & Transportation.	194
III. OFFICIALS & ADMINISTRATORS.	202
IV. ADDENDA	
Small and/or Minority Business Enterprise Program	207
Community Service Administration.	218
Equal Employment Opportunity External Dissemination Directory (Local Resources).	239
V. EXHIBITS	
A. Public Service Careers Training Program Sex & Ethnic Breakdown	248
B. Overall Staffing Pattern.	249-251
C. Five Year Utilization Analysis 1974-1979.	252-256
D. San Antonio Labor Force Population Data	257

NARRATIVE

INTRODUCTION

The City of San Antonio is committed to a policy of equal employment opportunities for all City employees and applicants for employment. It is the objective of the City of San Antonio to insure that full equal employment opportunities are afforded to all City employees and applicants for employment without regard to race, color, national origin, religion, sex, age, handicap, or political belief or affiliation. As a result of this commitment, the City Council adopted an Affirmative Action Plan for the City of San Antonio with the passage of Ordinance No. 43956 on June 27, 1974. The Council has approved and adopted subsequent modifications of the original Affirmative Action Plan with the passage of Ordinance No. 45990 on November 20, 1975; Ordinance No. 47656 on February 1, 1977; Ordinance No. 49104 on March 2, 1978; and Ordinance No. 50616 on April 12, 1979. This document represents the fifth modification of the City's Affirmative Action Plan.

It is the purpose of this document to establish a positive results-oriented plan as a means to implement this policy and to reaffirm the City's commitment to the policy of equal employment opportunity and nondiscrimination.

Periodic modifications to this plan are necessary for various reasons. First, it is an opportunity for the City to reaffirm its commitment to the principles of equal employment opportunity and its policy of nondiscrimination on the basis of race, color, national origin, religion, sex, age, handicap, or political belief or affiliation. Second, since affirmative action is an on-going venture, modifications provide a medium whereby the City can analyze and assess the status and effectiveness of affirmative action related programs and the performance of its various departments in their efforts to achieve immediate and intermediate-range affirmative action goals. Thus, the City provides an on-going system that measures program effectiveness. Third, modifications afford an opportunity to update the Affirmative Action Plan in terms of staffing patterns and immediate goals; and, in accordance with the current federal and/or state requirements, local policies and employment conditions which may have an effect on future goals and staffing patterns. In this way the City provides an evaluation and review system that measures program performance against goals and objectives. Finally, the City through subsequent modifications can plan for and direct remedies toward specific problem areas.

For the past five years particular attention has been directed toward various affirmative action areas, such as the achievement of parity with respect to ethnicity with the civilian labor force in various job categories and increasing the placement of females in all job categories. Despite some hindrances, such as the hiring freeze of 1976, progress has been made toward having a balanced labor force and insuring that equitable practices are followed in employment. Equal opportunity in all aspects of employment and services will continue to be the policy of the City of San Antonio.

The initial Affirmative Action Plan for the City of San Antonio established a five-year planning period, the goal of which was to achieve a balanced

work force with respect to sex and ethnicity approximately equivalent to the ratios of the civilian labor force within its various job categories. Although the City of San Antonio has had an extensive program of affirmative action for the past five years, much remains to be done. This document represents the conclusion of the five-year planning period and the inception of a new three-year planning period. Within this new three-year planning period the City of San Antonio will continue to strive toward assuring the full realization of its goals through a continuous program of equal opportunity.

SECTION I. SCOPE OF THE AFFIRMATIVE ACTION PLAN

This Affirmative Action Plan applies to all administrative departments or offices, applicants for employment and employees of the City of San Antonio.

In addition, some provisions contained in this Plan are passed on to City of San Antonio contractors and subcontractors depending on the dollar amount of the contract or subcontract, and the funding source. For specific information on contractor requirements see Sections VII and VIII of this plan and the Addendum dealing with the Small and/or Minority Business Enterprise Program.

SECTION II. DEFINITIONS

For the purposes of this Affirmative Action Plan, the following definitions apply:

- A. Equal Employment Opportunity - An environment wherein employment decisions affecting employees at all levels, as well as applicants for employment, are based on individual merit and ability to perform a given job, without regard to race, color, national origin, religion, sex, age, handicap, or political belief or affiliation.
- B. Affirmative Action - Specific and result-oriented efforts to insure that a policy of equal employment opportunity exists, that staffing pattern imbalances are corrected within a reasonable period of time, and that relief is provided to members of affected classes who continue to experience the effects of past discriminatory practices.
- C. Parity - A condition wherein the City of San Antonio's work force pattern shows a ratio of male, female, minority, and nonminority employees in every job category approximately equivalent to the ratios they represent in similar job categories within the available labor force in the City's prime recruitment area.
- D. Underutilization - A condition wherein members of a particular sex, race, or ethnic group are underrepresented in the City's work force as compared to their availability in similar job categories in the San Antonio labor force; or in the case of City contractors, a condition wherein there is an underrepresentation of business enterprises owned

and controlled by members of a particular sex or ethnic group, as compared to their availability in the San Antonio SMSA.

- E. Goals - Affirmative Action Goals are specific targets toward the achievement of employment parity which are significant, measurable, and reasonably attainable by means of applying every good faith effort over a period of time. Goals are designed to correct identifiable underutilization, are flexible and responsive to changing conditions, and are not to be construed as rigid quotas.

SECTION III. GOALS

The City of San Antonio has identified its goals relative to equal employment opportunity according to three categories--long-range, intermediate-range, and immediate-range.

The long-range goal of the City is to end discriminatory practices and to take affirmative action so that the effects of discrimination cease to exist. This is a massive task requiring a change of attitude and expectation on the part of many citizens in the private sector, as well as the public sector. It will require vital assistance from the educational and training institutions to change the self-image of many minorities, females and handicapped persons, as well as their employers. The accomplishment of this task can be expected to take at least a generation.

The intermediate-range goal of the City is to achieve parity for males, females, minorities and non-minorities in every job category approximately equivalent to the ratios in which they occur in those job categories within the available labor force. When the City's original Affirmative Action Plan was adopted in June of 1974, the intermediate-range goal was to reach parity within five years. Although substantial progress has been made toward achieving the goal, some work remains undone. Therefore, a new three-year planning period has been established, the goal of which will be to maintain parity where it has been achieved and to continue striving for parity where it has not been achieved.

In accordance with Department of Justice guidelines, the goals for the Protective Service category of the Police Department are based on population rather than the available labor force. This plan also uses population figures as the basis of goals for the Protective Service category of the Fire Department.

These two departments also operate under state law establishing the Police and Fire Civil Service Commission and procedures for advancement within these services. The number of minorities and females within these departments can be increased through intensified recruitment, but time in service is considered in advancement. Increasing the number of minorities and females in the upper level positions will take more than three years.

Immediate-range goals are specific tasks that can reasonably be expected to be accomplished within 12 months or the date that this plan is adopted. Immediate-range goals for each department will be stated in the section of this Plan dealing with that department. These goals are based on projected vacancies within each job category.

The City has not adopted quotas for hiring and promotions, since quotas are discriminatory in and of themselves. Department heads and supervisors should not construe affirmative action goals as requirements to hire any particular person to correct an imbalance that may exist on his or her staff. However, all department heads and supervisors must recognize that it is against the law to discriminate against any person in recruitment, hiring, rates of pay or other forms of compensation, training, up-grading, promotion, transfer, demotion, suspension, lay-off and termination because of race, color, national origin, religion, sex, age, handicap or political belief or affiliation. Although quotas have not been adopted, department heads and supervisors are expected to make every reasonable, non-discriminatory effort to fill vacancies with their departmental affirmative action goals in mind. Every person on the City staff who has hiring responsibilities is expected to be thoroughly familiar with his or her particular department's affirmative action goals and existing staff imbalances.

Except for Police and Fire Protective Service employees, it is reasonable to assume that staffing patterns will approximate the ethnic ratios of the available labor force within the next three years. Parity with regard to sex may take somewhat longer to achieve especially in Skilled Craft, Protective Service and Officials & Administrators categories where many positions are non-traditional occupations for women.

In many cases, accurate data are not available for determining the number of persons in the available labor force by sex and ethnicity. Therefore, the projected goals are staff estimates of availability based on local data relative to a City job class.

SECTION IV. DESIGN OF THE AFFIRMATIVE ACTION PLAN

This Plan is designed to achieve approximate parity in City employment with the sex and ethnic ratios at all levels of employment in San Antonio's available labor force. The Police and Fire Departments are exceptions to the definition of "parity" as given in Section II in that parity for Protective Service employees in those two departments is based on the ratios of Whites, Blacks and Mexican-Americans as are found in the City's overall population, rather than the available labor force. A significant disparity is deemed to exist in the Fire and Police Departments when the percentages of minorities in those departments is not at least 70.0% of the percentage of minorities in the San Antonio population.

In 1974 at the time of the adoption of the City's original Affirmative Action Plan, a significant disparity, as defined above, existed in the Fire Department for Blacks and in the Police Department for both Blacks and Mexican-Americans. As of September 30, 1979, the significant disparity in the Fire Department has been overcome, although neither Blacks nor Mexican-Americans have yet reached 100.0% parity. The significant disparities in the Police Department, while still existing, have been reduced somewhat.

The staffing pattern breakdowns in this Plan reflect data on persons employed by the City of San Antonio as of September 30, 1979. Labor force and population figures used in the establishment of affirmative action goals are taken from the 1970 U.S. Census compiled by the Lawrence Berkeley Laboratory on August 4, 1973, for San Antonio. The City's Department of Equal Employment Opportunity has made several attempts to acquire more current census data, but has found

that projections based on the 1970 census are not comprehensive and detailed enough to support goals such as those established in this Plan. It should be emphasized, however, that since employment statistics are constantly changing, all figures should be viewed as approximations of present conditions, and indicators of a general situation and practice.

This Plan does not set specific affirmative action goals for the employment of ethnic groups whose representation in the population and/or available labor force is less than 3.0%.

In addition to the above, this Plan incorporates by reference the City's publication entitled Equal Employment Opportunity Program of the City of San Antonio, which outlines the City's EEO Complaint Procedure and other EEO policies and guidelines, and establishes the EEO Counselor Program.

SECTION V. EVALUATION OF THE AFFIRMATIVE ACTION PLAN

The Department of Equal Employment Opportunity is developing a new system to monitor and evaluate the progress toward achievement of affirmative action goals.

This system will require EEO Officers to make periodic contacts with designated representatives in each administrative department or office to review personnel changes and the effect of those changes on staffing patterns. This will allow the EEO Officers to make an informal assessment of each department's efforts to reach its goals.

In addition, EEO Officers will monitor the Personnel Department to assess recruiting and referral from the standpoint of affirmative action goal attainment. The EEO Department will assist Personnel in developing new recruiting or training programs for positions where goals have been difficult to achieve.

Also during the coming year the EEO Department plans to establish a formal compliance review procedure to allow a systematic in-depth evaluation of City administrative departments and offices as well as City contractors. Under this formal procedure EEO Officers will examine all aspects of the employment process and make written recommendations to facilitate achievement of goals and eliminate any potentially discriminatory practice.

SECTION VI. DISSEMINATION OF THE AFFIRMATIVE ACTION PLAN

This Affirmative Action Plan will be disseminated to all department heads, Equal Employment Opportunity Counselors, and Personnel Placement Officers on City staff. Appropriate agencies of the United States Government and the State of Texas will receive copies. Local groups interested in equal employment opportunity will also receive copies depending upon availability and cost of reproduction. Copies of the Plan may also be provided, upon request, to school districts, colleges, and universities, research organizations, employers in the private sector, and other cities, again depending on availability and cost of reproduction.

Members of the public may review copies of this Plan at the Main Library or any branch library.

SECTION VII. CONTRACTORS

The City of San Antonio awards various types of contracts involving monies from several different funding sources. Federal agencies which grant funds to the City have developed and published guidelines and regulations for the enforcement of such statutes and Executive Orders as Titles VI and VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act as amended in 1978; Section 503 and 504 of the Rehabilitation Act of 1973; Sections 121(a) and 132(a) of the Housing and Urban Development Act of 1968; Executive Order 11246 (as amended by E.O. 11375); Executive Order 11247; Executive Order 11625; and Revised Order No. 4. It is the policy of the City of San Antonio to take affirmative action to comply with equal opportunity requirements set forth by the aforementioned laws and Executive Orders, as well as with any additional requirements resulting from state or federal initiatives. All requirements placed on the City by the various funding sources have been passed on to contracts involving those funds.

In addition to passing on state and federal affirmative action requirements to its contractors, the City's Affirmative Action Plan and Small and/or Minority Business Enterprise (SMBE) Program (see Section VIII, and Addendum I) require potential contractors seeking construction or professional service contracts of \$10,000 or more to submit a written affirmative action plan to the City's Department of Equal Employment Opportunity. The plan must be approved prior to execution of the contract. The Department of Equal Employment Opportunity will provide technical assistance and standardized formats as required and monitor compliance of successful bidders and professional service selectees on a quarterly basis. Vendors seeking to provide supplies or equipment of \$3,000 or more shall fulfill EEO and SMBE requirements by submitting along with the bid or estimate a signed Assurance of Compliance form.

The following Nondiscrimination Clause will apply to City of San Antonio Contractors as provided herein:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, handicap or political belief or affiliation. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, color, national origin, religion, sex, age, handicap, or political belief or affiliation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay or other forms of compensation and selection for training including apprenticeship.
- B. The Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this Nondiscrimination Clause.

- C. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive fair consideration for employment without regard to race, color, national origin, religion, sex, age, handicap or political belief or affiliation. The Contractor will notify each labor union or representative of workers with which it may have a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of this contract and this Nondiscrimination Clause.
- D. The Contractor agrees to affirmatively abide by and cooperate in the implementation of the policies and practices set forth in this Nondiscrimination Clause, and any additional policies as may be required as a result of local, state, or federal initiatives. The Contractor will furnish all information and reports requested by the City of San Antonio and will permit access to books, records and accounts for purposes of review and investigation to ascertain compliance with such rules and regulations.
- E. In the event of the Contractor's failure or refusal to comply with this Nondiscrimination Clause, this contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be debarred from further contracts with the City of San Antonio.
- F. Contractors, excluding vendors, doing business with the City, must submit an affirmative action plan to the Equal Employment Opportunity Department. The format of the affirmative action plan will be designated by the EEO Department which shall evaluate the plan and provide technical assistance. The plan must be approved by the Director of EEO prior to the execution of the contract.
- G. The Contractor agrees to implement its affirmative action plan as approved by the Department of Equal Employment Opportunity which shall monitor and evaluate compliance with this paragraph.

SECTION VIII. SMALL AND/OR MINORITY BUSINESS ENTERPRISE PROGRAM

In late 1978, after having reviewed its contracting procedures, and researched its performance over a period of time, the City of San Antonio recognized

an apparent underutilization of minority business enterprises. Because of this internal assessment, and in view of the fact that various Federal agencies such as the Environmental Protection Agency and Department of Labor require efforts on the part of the City to contract with minority business enterprises, the City established a task force for the purpose of formulating a Small and/or Minority Business Enterprise Program.

The task force, composed of representatives from the Office of the City Manager, Legal Department, EEO Department, Department of Economic & Employment Development, Public Works Department, Purchasing Department, and the Department of Budget & Research, presented its recommendations for an SMBE Program on April 26, 1979. On that date, City Council passed Resolution No. 79-21-42 adopting the report containing the recommendations and directing the City Manager to proceed with the necessary steps to implement an SMBE Program.

The City of San Antonio's Small and/or Minority Business Enterprise Program is incorporated in this Affirmative Action Plan as Addendum I.

In addition to the Nondiscrimination Clause in Section VII, above, the following SMBE Clause will apply to all vendors providing supplies or equipment of \$3,000 or more, and to all contractors having construction or professional service contracts of \$10,000 or more:

SMALL AND/OR MINORITY BUSINESS ENTERPRISE CLAUSE

1. It is the policy of the City of San Antonio that small and/or minority business enterprises shall have the maximum practicable opportunity to participate in the awarding of City contracts.
2. The Contractor agrees to use its best efforts to carry out this policy through award of subcontracts to small and/or minority business enterprises to the fullest extent consistent with the efficient performance of this contract.
3. The Contractor shall maintain records showing (a) subcontract awards to minority business enterprises; and (b) specific efforts to identify and award contracts to minority business enterprises.
4. The Contractor shall submit periodic reports of subcontracts to minority business enterprises in such form and manner and at such time as the City of San Antonio shall prescribe, and shall provide access to books, records, and accounts to authorized officials of the City, state or federal agencies for the purpose of verifying good faith efforts to carry out this SMBE policy.
5. The Contractor shall appoint a high level official to administer and coordinate the Contractor's efforts to carry out this SMBE policy.
6. If the contract is for construction or professional service of \$10,000 or more, the Contractor shall

submit an affirmative action plan for equal employment opportunity, and properly completed SMBE status certification form(s). The affirmative action plan must address utilization of minority business enterprises, and must be approved by the City's Department of Equal Employment Opportunity prior to the award of the contract.

7. If the contract is for construction or professional service of \$200,000 or more, the Contractor shall submit an affirmative action plan for equal employment opportunity, and properly completed SMBE status certification form(s). The affirmative action plan must include specific minority business enterprise utilization goals based on those prescribed for this type of contract (construction or professional service), and must be approved by the City's Department of Equal Employment Opportunity prior to the award of the contract.
8. If the contract is for the purchase of supplies or equipment of \$3,000 or more, the Contractor shall submit along with the bid or estimate an Assurance of Compliance with equal employment opportunity and SMBE Program requirements prescribed for this type of contract (non-construction). The Contractor shall also submit properly completed SMBE status certification form(s). These documents must be reviewed and approved by the City's Department of Equal Employment Opportunity prior to the award of the contract.
9. In the event of the Contractor's failure or refusal to comply with this SMBE Clause, either during the bidding process or at any time during the term of this contract, this contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be debarred from further contracts with the City of San Antonio.

SECTION IX. PERSONNEL POLICIES

The current Municipal Civil Service Rules of the City of San Antonio were passed and approved by the San Antonio City Council November 3, 1977 by Ordinance No. 48670 and became effective November 14, 1977. The Rules include nondiscrimination clauses which are in support of the City's Equal Employment Opportunity Program and assure that all Personnel Rules will be administered equally to all applicants for employment and employees regardless of race, color, national origin, religion, sex, age, handicap or political belief or affiliation.

Administration of the Rules is monitored on a continuous basis, and since they are not inflexible, it is expected that amendments may be made from time to time to insure effective application and compliance with existing and future equal employment opportunity initiatives.

SECTION X. TEST VALIDATION

The results of a recent validation study gave the City the capability to conduct in-house studies into all areas of selection, placement and promotion. Such studies are being conducted on a continuous basis by the Personnel Department. Actions resulting from these studies include modifying written instruments so that they more closely reflect the actual requirements of the job. Job descriptions are also modified so that they more closely reflect the actual requirements of the job, and so that they are more realistic in terms of the actual tasks that are to be performed by individuals holding those particular jobs.

SECTION XI. RECRUITMENT

The City of San Antonio advertises externally through its Weekly Position Vacancies Announcement, which is distributed to some 126 different organizations and places around the community. Such organizations include the Texas Employment Commission, employment services, various community groups, women's organizations, and colleges and universities.

Vacancies are advertised internally for one work week before they are advertised to the general public. This is accomplished through a Department Vacancy List which the Personnel Department distributes to all City administrative departments or offices. The individual departments or offices are responsible for insuring that the list is disseminated to all divisions and activities under them. The purpose of the Department Vacancy List is to alert City employees to the vacancies existing with the City and for which City employees have preference. The list is designed to give employees an opportunity to apply for positions of a promotional nature or to give them an opportunity to transfer to another activity. This is in keeping with the City's policy of providing opportunities for upward mobility to its employees.

In addition, the Personnel Department has begun distribution of an Entry Level Position Vacancy Announcement to all City Departments. The purpose of this announcement is to notify CETA workers of available entry level positions with the City for which they are given preference during the initial five days.

Other media for advertising vacancies such as newspapers and professional journals are for special purposes such as to advertise positions that are particularly difficult to fill. Media such as these are not used on a continuous basis, however, because of the cost involved.

SECTION XII. ACCESSIBILITY OF EMPLOYEE QUALIFICATIONS

The City of San Antonio recently implemented a new Payroll/Personnel Management Information System which was designed to improve the capability for storing and retrieving employee data, as well as for obtaining more accurate and concise reports of a periodic nature. In addition to improving the accessibility of employee qualifications and other personnel related data, the system should provide a much improved capability for monitoring personnel actions such as recruitment of minorities, females and handicapped persons; hires; transfers; promotions; suspensions; and terminations.

SECTION XIII. PUBLIC SERVICE CAREERS TRAINING RECEIVED BY
CITY EMPLOYEES

The Public Service Careers Division of the Personnel Department has the responsibility for conducting the City's training programs, and currently offers training in areas ranging from skilled craft and clerical to management and supervision. There is also a tuition refund program that allows City employees to take college courses with their tuition refunded if they maintain satisfactory grades.

The Department of Equal Employment Opportunity has worked in coordination with Public Service Careers to improve the quality of EEO-related training given to new employees during orientation and to supervisors in supervisory training. Over the past year the EEO Department has developed a special course for supervisors in EEO policy. This course is scheduled by PSC and taught by personnel from the EEO Department. It is anticipated that this course will be given once a month to approximately 20 supervisors. Efforts to improve this training will continue as more resources become available.

Public Service Careers training is available to all City employees and employees of CETA agencies. The employees of CETA-funded agencies are not included in the chart which follows, however, because CETA-funded agencies are not part of the City of San Antonio's administrative departments and offices. CETA employees are reported separately in the Alamo Manpower Consortium Affirmative Action Plan.

The following comparative data shows the sex and ethnic ratios of City employees who completed PSC training courses in relation to the sex and ethnic ratios of the overall City work force:

Table 1

	Male	Female	White	Black	M/A	Other
No. in City Work Force	5,552	1,855	2,388	798	4,203	18
% in City Work Force	75.0%	25.0%	32.2%	10.8%	56.7%	0.3%
No. completing training	403	339	241	115	378	8
% completing training	54.3%	45.7%	32.5%	15.5%	51.0%	1.0%

The work force figures in Table 1 above represent the City's staffing pattern as of September 30, 1979; and the training figures represent City employees who completed PSC training courses during the period from January 1, 1979, through November 30, 1979.

The City has maintained a very good ethnic representation among those City employees who have received training, as compared to the ethnic ratios in the City's total work force.

Females, however, have received a greater proportion of the City's training than their male counterparts. Over 45.0% of the City's employees who completed PSC training were female, as compared to their representation in the City's total work force (25.0%). Of the 742 City employees who received training, only 54.3% were male, as compared to a City work force of 75.0% male. However, as discussed in Section XVIII of this Plan, females are underrepresented in the City's work force, especially at the higher levels. Therefore, these statistics should be viewed as a positive step in the preparation of women for promotional opportunities.

Monitoring of the Public Service Careers training program will continue in order to insure that adequate representation continues; and that no City employee is on the basis of race, color, national origin, religion, sex, age, handicap, or political belief or affiliation, denied the opportunity to participate in training to improve his or her skills.

For a more detailed breakdown of City employees who received Public Service Careers training between January 1, 1979, and November 30, 1979, see Exhibit A in the Exhibits section of this Plan.

SECTION XIV. CAREER LADDERS

Career ladders have been developed for all positions in each City department. Upward mobility is enhanced by a procedure that coordinates similar jobs in various departments, which allows employees to transfer and move into different career ladders.

SECTION XV. RECORDS OF APPLICANTS

The Personnel Department will keep on file for one year from the date of application all records on all applicants for employment or promotion. The records will include the name, sex, race or ethnic code, and qualifications of each applicant, any referrals made and the reasons for acceptance or rejection of the applicant. In cases where an applicant or an employee files a complaint with the City's Department of Equal Employment Opportunity, the Federal Equal Employment Opportunity Commission or other State or federal agency(s) having jurisdiction, the Department of Equal Employment Opportunity will notify the Personnel Department of the complaint and the records will be kept on file until the Personnel Department is notified that the records are no longer needed.

SECTION XVI. ELIGIBILITY LISTS

The Personnel Department is maintaining eligibility lists on all City job classes which are tested positions.

SECTION XVII. EMPLOYEE PERFORMANCE APPRAISALS

The spirit of equal employment opportunity requires that City employees be evaluated on their job performance. A new Employee Performance Appraisal System went into effect in February, 1979, and was scheduled for a thorough review by the Employee Performance Appraisal Committee after it had been in use one full year.

The new system includes five major modifications:

1. Revised Form:

The Performance Appraisal form itself underwent a major revision listing those rating factors which, in the judgment of the Committee are the most job-related. The performance standards that can be checked by the rater have been reduced to three: "Exceeds Work Performance Standards," "Meets Work Performance Standards", and "Below Work Performance Standards". Any performance which is below or which exceeds work performance standards must be justified in writing by the rater. It is anticipated that the new form will help maximize rater objectivity.

2. Standard Form:

The Performance Appraisal Form has been standardized to allow its use for annual, special, and probationary evaluations. This simplifies the system by eliminating the use of different forms for different types of evaluations.

3. Increased Employee/Supervisor Interaction:

The new Employee Performance Appraisal System requires each employee and his or her supervisor to confer at the beginning of each rating period to mutually establish at least five major tasks that the employee will be responsible for accomplishing. The major tasks will be within the parameters of the employee's general job description, and the supervisor will rate the employee's job performance in relation to the manner in which the major tasks were accomplished.

4. Appeal System:

The Employee Performance Appraisal System includes a procedure whereby an employee may appeal a rating with which he or she does not agree.

5. Monitoring:

There will be improved monitoring by the Personnel Department to insure that supervisory personnel are accomplishing Employee Performance Appraisals in a timely manner, and that appraisals are being properly filed.

Under the Employee Performance Appraisal System, employees receive performance appraisals at the following times:

1. Annually on the employee's Anniversary Date .
2. On the third and fifth month of an employee's initial probationary period.
3. Upon change of status due to completion of a six-month promotional probationary period; demotion; transfer or change of supervisor.

Appraisals are rendered on specific task standards and expectations which are established by the employee and his or her supervisor during the first week of each new evaluation period.

To support the ratings given, each supervisor will continuously maintain written documentation of all job-related activity that is below or exceeds job performance standards. This documentation will be in the form of a "Critical Incident File." Entries in the Critical Incident File should be reviewed with the employee at the time they are made and should be accessible to the employee at all times.

The supervisor and employee should informally review performance standards and discuss the employee's progress every three to four months.

Employees who are supervisors will be rated on their supervisory skills in addition to other performance factors. One of the rating factors included in the supervisory skills area is "Support of EEO Policy," as the supervisor's efforts in this regard are considered an integral part of his or her overall performance.

The Public Service Careers Division of the Personnel Department will periodically schedule supervisory classes dealing with the Employee Performance Appraisal System. An instruction manual published by the Personnel Department is also available with detailed information about the system.

a. Probationary and Temporary Employees

As soon as possible, but no later than one week after probationary and temporary employees report to the job site, they will be given a briefing by their supervisor. The briefing shall include, but not be limited to the following:

1. Explanation of the employee's job description.
2. Explanation of the chain of command within the City and the department.
3. Explanation of the personnel policies within the City and the department.
4. Establishment of at least five major job tasks to be recorded on the Employee Performance Appraisal form, and explanation of the job performance expected.

5. Explanation of the fringe benefits provided by the City, e.g., sick leave, annual leave, insurance and retirement system.
6. Rights of the employees including:
 - a. Equal Employment Opportunity policy and procedure and the name of their EEO Counselor.
 - b. City policy on unions and union activities. When applicable, the employee will be given the name of the union steward.
 - c. Evaluation of job performance.
7. Rights of management including rendering evaluations of employee's job performance and the right to terminate employment of an individual for just cause.

It is recommended that supervisors provide probationary and temporary employees with verbal evaluations at the end of their first four weeks on the job. In order to minimize any confusion on the part of the employee concerning this informal evaluation the supervisor will explain to the employee that the evaluation is a recommended part of the Employee Performance Appraisal System. Upon completion of their first three months on the job, all probationary employees will be evaluated in writing. A second written evaluation will be done at the end of the fifth month of employment. The decision on whether or not the probationary employee will be retained after the probationary period will be based on the two written evaluations primarily.

Nothing in the entire Plan, or particularly in this Section, is considered as prohibiting the termination of any employee for just cause. It should be emphasized, however, that the fact that an employee is probationary does not in and of itself constitute just cause for termination. Should termination of a probationary employee become necessary, the employee's supervisor must show just cause for such termination with proper documentation of the affected employee's work record.

B. Permanent Employees

All permanent City employees will be evaluated at least annually in writing. An Annual Employee Performance Appraisal shall be rendered on each employee's anniversary date, which is one year after the date the

employee completes his or her six-month probation period within the current position. The annual evaluation, as well as any special evaluation(s), will become part of each employee's personnel record and will be considered in decisions affecting any transfers or promotions for which the employee applies. Evaluations will also be used to determine an employee's eligibility for a merit increase.

Although the evaluations are not to be the only information considered in determining such actions as transfers, promotions, and merit pay increases, they are a major factor in such decisions. Review of an employee's job performance shall be limited to the last two performance appraisals when considering him or her for transfer or promotion, and shall be limited to the most recent performance appraisal in determining eligibility for a merit increase.

SECTION XVIII. 1979 UTILIZATION ANALYSIS

This section examines the employment posture of minorities and women on the overall City work force. The departmental sections of this Plan contain more detailed utilization analyses for each City administrative department or office.

A. Employment by Race and Ethnicity

The City has generally maintained a relatively good ethnic breakdown on its overall work force as compared to the available labor force in San Antonio.

Table 2

Ethnicity	City Staff % 9-30-78	City Staff % 9-30-79	Available Labor Force %
White	31.6%	32.2%	45.5%
Black	12.6%	10.8%	7.3%
M/A	55.5%	56.7%	45.4%
Other	0.3%	0.3%	0.8%

The figures in Table 2 above indicate a slight increase in the representation of Whites and Mexican-Americans, and a small decrease in the representation of Blacks in the City's work force over the past year. The changes are the exact opposite of what took place in the City's work force in 1978 when White and Mexican-American representation decreased and Black representation increased.

A closer look at the City's staffing pattern by EEOC job category (see Exhibits B-1 thru B-3) indicates that minorities, taken as a group, are heavily concentrated in the Service/Maintenance, Skilled Craft and Office & Clerical categories; 61.1% of all Mexican-Americans; 55.1% of all Blacks; and only 20.0% of all Whites in the City's total work force are concentrated in these three categories. Although Whites are

underutilized in all EEOC categories (see Exhibit C-3) this group is concentrated in the Paraprofessional, Protective Service, Technician, Professional and Officials & Administrators categories.

Black representation, despite its decrease in 1979, is at or above parity in each EEOC category, from Service/Maintenance to Officials & Administrators, (see Exhibit C-4). The only exception to this situation is the Protective Service Category of the Police and Fire Departments. Parity for the Fire and Police Departments' Protective Service category is measured against population figures rather than available labor force. Blacks constitute 6.8% of Fire and 5.1% of Police among the Protective Service employees of these departments. Parity, based on population, would be 7.6% (see Exhibit D).

As with Blacks, Mexican-Americans also exceed parity in all EEOC categories, from Service/Maintenance to Officials & Administrators, (See Exhibit C-5), except for the Protective Service Category of the Police and Fire Departments. Parity for the Police and Fire Departments' Protective Service Category is measured against population figures. According to the 1970 Census data, parity for the Police and Fire Departments' Protective Service Category would be at 52.2% for Mexican-Americans (see Exhibit D). Utilization of Mexican-Americans in the Protective Service Category is 41.8% in the Fire Department and 34.8% in the Police Department (see respective departmental narratives).

Based on this analysis, a top priority over the next twelve months will be to take affirmative action to continue to increase the representation of both Blacks and Mexican-Americans among the Protective Service ranks of the Fire and Police Departments. Affirmative Action should also be taken to employ Whites in all EEOC Categories reflective of White representation in the labor force.

B. Employment by Sex

The City of San Antonio's staffing pattern with respect to sex, as compared to the available labor force is as follows:

Table 3

Sex	City Staff % 9-30-78	City Staff % 9-30-79	Available Labor Force %
Male	77.2%	75.0%	63.1%
Female	22.8%	25.0%	36.9%

Table 3 shows that 25.0% of the City's work force on September 30, 1979 was female. This represents a increase of 2.2 percentage points over the percentage of females on September 30, 1978, and an increase of eight percentage points over the 17.0% figure for February, 1974, when the City's Affirmative Action Plan was first developed.

Underutilization of females in the City's work force is very evident when compared to the available labor force data. An analysis of the City's work force reveals that as of September 30, 1979, 59.5% of all female employees of the City were concentrated in the Service/Maintenance and Office & Clerical categories (see Exhibit C-2). The Office & Clerical category is the only category where females are at or above parity. The largest underrepresentation of females exists in the Officials & Administrators category, where only 4.4% of employees are female, as compared to 18.6% of the available labor force.

Clearly, a pattern of underutilization of females in the City of San Antonio's work force can be seen. The reasons for this underutilization of females in the City's work force may be many. The City's three largest departments, Public Works, Police and Fire contain many jobs that have been traditional male strongholds (i.e. Laborers, Equipment Operators, Police Officers & Firefighters). These jobs present barriers to the employment of many women because of strength, agility and other physical requirements. If the Fire, Police and Public Works Departments are not considered, females constitute 40.4% of the remaining City work force.

In light of this analysis it can be concluded that the overall underutilization of women can be largely attributed to the small number of women employed in non-traditional occupations. Therefore, the City will give a higher priority over the next three years to the recruitment and training of women for non-traditional employment.

SECTION XIX. FIVE-YEAR PROGRESS ANALYSIS

In 1974, the City Council adopted an Affirmative Action Program in response to a recognized need to increase employment opportunities for persons who has historically been limited in their opportunities within City government.

The goals of this program, as enunciated in the first formal Affirmative Action Plan, were divided into long-range, intermediate-range and immediate-range.

Then, as now, the long range goal was to end discriminatory practices and to take affirmative action so that even the effects of past discrimination would cease to exist.

The intermediate-range goal in 1974 was stated as follows: "to achieve a ratio of male/female and minority employees approximately equivalent to the ratios of the civilian labor force at all levels of employment within the next five years."

Five years have elapsed since that goal was established, so it is now appropriate to examine how the City has fared over the last five years in its pursuit of equal employment opportunity for all City employees.

This section presents an in-depth look at the City's employment practices between 1974 and 1979. Sex and ethnic breakdowns of the City's work force are compared to the 1970 Census data on the City's civilian labor force and population. Parity, a condition wherein the City's work force reflects the sex and ethnic composition for each EEOC category within the available labor force of San Antonio, is measured against the 1970 Census.

A. Employment by Race and Ethnicity

The City, over the past five years, has maintained a relatively good ethnic breakdown on its overall work force as compared to the available labor force in San Antonio. The figures in Table 4 at the end of this section show the overall ethnic staffing pattern of the City from 1974 to 1979. More detailed analyses, by EEOC Category can be found in the Exhibits section of this Plan, Exhibits C-3 through C-6.

The trend over the past five years has been an increase in the percentage of Blacks and Mexican-Americans in City employment and a corresponding decrease in the percentage of Whites. A slight underutilization of Blacks which existed in the 1974 overall work force has been eliminated.

A review of the City's staffing pattern from 1974 to 1979 by EEOC Category, however, as detailed in Exhibit C-3, reveals that Whites have continuously been concentrated in the Paraprofessional, Protective Service and Officials and Administrators categories. At the same time, Whites have been substantially underrepresented in the Skilled Craft, Office & Clerical and Technician categories and these underutilizations have been steadily increasing.

Table 4, at the end of this section, also shows that Blacks have been employed overall by the City at levels at or above parity since 1975. Exhibit C-4 shows further that Blacks are at parity in all job categories, based on labor force data. It must be pointed out, however, that parity for Police Officers and Firefighters is based on the general population figures rather than available labor force. When analyzed in this light, therefore, it is noted that Blacks are still below parity in both police and fire ranks. It should also be noted that while the overall breakdown for Blacks is acceptable, some City administrative departments or offices still have not attained parity for Blacks in various job categories.

The employment of Mexican-Americans has risen throughout the past five years. Mexican-Americans, more than any other ethnic group, have been clustered in the Service/Maintenance, Skilled Craft and Office & Clerical categories with an average utilization of 15.2 percentage points above parity. However, this situation is changing. From 1974 to 1979 the percentage

of Mexican-Americans has increased in the Officials & Administrators and Paraprofessional categories to the point where previous underutilizations no longer exist (see Exhibit C-5). Mexican-American overutilization in the Service/Maintenance category has declined. Those changes may be taken as evidence of increased upward mobility for Mexican-Americans. As with Blacks, however, Mexican-Americans are still underrepresented among Police Officers and Firefighters and within some City departments.

A major emphasis in affirmative action over the next three-year planning period should be to increase minority representation in the Police and Fire ranks. Efforts at providing upward mobility for minorities, especially Mexican-Americans, should continue. Steps should also be taken to increase the percentage of Whites, particularly in the Skilled Craft, Office & Clerical and Technician categories, so as to maintain an appropriate ethnic balance in all City positions.

It should be recognized that the 1970 Census data, although a useful guide, has a major shortcoming, which may affect the current concept of parity as reflected in the statistics of Exhibits C-3 through C-5. The U. S. Census Bureau, by its own admission, undercounted minorities, especially Spanish-speaking people, in 1970. Blacks were also undercounted in the 1970 Census. Therefore, it is hoped that the 1980 Census will present a more accurate picture of minorities in the labor force of San Antonio. Nevertheless, the Census data provides the most comprehensive planning figures available, although they are probably conservative in the estimates of available minorities.

B. Employment by Sex

The City's record in the employment of women over the last five years has been one of steady, although slow, gains. Table 5, at the end of this section, compares the City's underutilization of women with the available labor force during this period.

Table 5 shows that the percentage of women employed by the City has increased each year, except for the period 1975-1976 when the percentage of women declined slightly. In 1979, a substantial overall underutilization of women still existed although this underutilization has decreased by about one-third over the past five years.

The employment of women overall in the City has increased from 17.0% in 1974 to 25.0% in 1979. This shows an average increase of 1.6 percentage points a year since 1974. If gains continue at this rate, it will take more than eight years to attain overall work force parity for women based on the 1970 Census data.

An analysis by EEOC Category (see Exhibit C-2) indicates that the heaviest concentration of females is, and always has been, in the Office & Clerical category. In fact this is the only category in which females do not suffer a

substantial underutilization. It should be noted that included in the Service/Maintenance category in Exhibit C-2 are approximately 300 part-time school crossing guards, most of whom are females. If these positions were deleted from the overall count, a large underutilization of females would be apparent in this category.

While not attempting to justify the City's underutilization of women, it is important to recognize certain factors that may limit opportunities for women. Three of the City's largest departments - Fire, Police and Public Works - have positions which are traditionally male-dominated. Furthermore, many females may be deterred from working in these departments because of physical strength and agility requirements.

In 1979, however, two women were accepted into a training class for Firefighters. These women, who are scheduled to be sworn in on June 6, 1980, will be the first women to serve the City in this capacity. Women have served as uniformed police officers for many years and have held various positions in Public Works. Therefore, physical requirements do not necessarily exclude all women from these occupations and further progress for women is expected over the next three years in these departments.

It is also noteworthy that women have made their largest gains over the last five years in the Professional and Paraprofessional categories. Since 1974, the representation of women professionals has increased by 13.8 percentage points and the percentage of female paraprofessionals by 33.8 percentage points. These figures are encouraging in that it appears women have advanced to higher levels of employment.

During the next three years, the City will take positive actions to recruit, train, and promote more women of all races and ethnic backgrounds, especially in non-traditional occupations and in the higher ranking categories of Professional and Officials & Administrators.

OVERALL ETHNIC UTILIZATION
1974-1979
City Staff Percentage

Table 4

Ethnicity		2-18-74	5-23-75	5-23-76	5-31-77	9-30-78	9-30-79	Net Change 1974-1979
White 46.5% Parity	Actual	39.7%	35.8%	35.7%	35.3%	31.6%	32.2%	-7.5%
	Utilization	-5.8%	-10.7%	-10.8%	-11.2%	-14.9%	-14.3%	
Black 7.3% Parity	Actual	6.7%	8.8%	8.8%	8.8%	12.6%	10.8%	+4.1%
	Utilization	-0.6%	+1.5%	+1.5%	+1.5%	+5.3%	+3.5%	
Mexican-Am. 45.4% Parity	Actual	53.2%	55.1%	55.5%	55.7%	55.5%	56.7%	+3.5%
	Utilization	+7.8%	+9.7%	+10.1%	+10.3%	+10.1%	+11.3%	
Other 0.8% Parity	Actual	0.4%	0.1%	0.1%	0.2%	0.3%	0.3%	-0.1%
	Utilization	-0.4%	-0.7%	-0.7%	-0.2%	-0.5%	-0.5%	

Parity = 1970 Census data on available labor force
 Actual = Actual percentage breakdown on given date
 Utilization = Difference between Parity and Actual. A plus sign indicates utilization
 in excess of labor force availability. A minus signifies an underutilization.

OVERALL UTILIZATION BY SEX
1974-1979
City Staff Percentage

Table 5

Sex		2-18-74	2-23-75	5-23-76	5-31-77	9-30-78	9-30-79	Net Change 1974-1979
Male 63.9% Parity	Actual	83.0%	80.2%	80.5%	78.8%	77.1%	75.0%	-8.0%
	Utilization	+22.1%	+19.3%	+19.6%	+17.9%	+16.2%	+14.1%	
Female 36.1% Parity	Actual	17.0%	19.8%	19.5%	21.2%	22.9%	25.0%	+8.0%
	Utilization	-22.1%	-19.3%	-19.6%	-17.9%	-16.2%	-14.1%	

Parity = 1970 Census data on available labor force
 Actual = Actual percentage breakdown on given date
 Utilization = Difference between Parity and Actual. A plus indicates utilization in
 excess of labor force availability. A minus signifies an underutilization.

SECTION XX. EMPLOYMENT OF THE HANDICAPPED

Section XX "Employment Of The Handicapped," examines the City of San Antonio's efforts to provide equal employment opportunities and barrier free environments for handicapped citizens. For decades, unawareness of the full employment potential of handicapped individuals resulted in these citizens being isolated and thus overlooked as sources of employable talent. The employment rights of the handicapped have now been recognized as being equally important as those of other protected classes such as women and ethnic minorities. This recognition has resulted in federal, state and local laws and implementing regulations designed to achieve the complete removal of all artificial employment barriers encountered by handicapped citizens.

Pursuant to Sections 503 and 504 of the Rehabilitation Act of 1973 and through the establishment of a Handicapped Access Office and compliance monitoring by the Departments of Equal Employment Opportunity and Personnel, the City of San Antonio has continuously increased its efforts in the area of equal employment opportunity with regard to handicapped individuals. Sections 503 and 504 of the Rehabilitation Act of 1973, the strongest directive regarding the handicapped, prohibits discrimination in employment, promotions, training, transfers and terminations by employers who have federal contracts, subcontracts, grants and/or federally assisted projects in excess of \$2,500.00.

The City of San Antonio's establishment of a Handicapped Access Program in 1976 and this program's designation as a unit of the Department of Planning in June, 1977, reflects the City's initial efforts in this area. This program is designed to assure that all City facilities, programs and employment opportunities are accessible to handicapped citizens. Presently, a division of the Department of Citizen Action and Public Information, the program functions as a joint venture involving all City departments, with direct assistance and input by such departments as Personnel, Equal Employment Opportunity and Public Works. In this connection, the City's Handicapped Access Office staff coordinated a survey of all City facilities to determine which facilities needed modifications to accommodate or facilitate access to handicapped persons. After the survey results were analyzed, a plan to accomplish all modifications was developed. This plan is in its first year of implementation and is expected to result in the modification of approximately 20 facilities. Some initial accomplishments of this program have been the completion of a downtown curb and ramp modification program, the designation of handicapped parking spaces throughout the City and in conjunction with federal and state initiatives, a plan for completing modifications to all City owned facilities. The previously stated activities and accomplishments of the Handicapped Access Office are performed in direct communication and coordination with an Advisory Committee of Handicapped Citizens appointed by City Council.

As of May 31, 1977, it was determined that 272 or 4.0% of the City's 6,716 full-time employees were handicapped. Since it was known that approximately 11.3% of San Antonio's labor force was handicapped, the Department of Equal Employment Opportunity was able to determine that

handicapped persons were underutilized by 7.3 percentage points within the City's organization. This underutilization analysis enabled the City to set a specific affirmative action goal of attempting to fill 11.3% of each department's projected vacancies between 1978 and 1979 with handicapped persons.

The City has established bona fide occupational qualifications for a number of City occupations, especially in the Fire, Police and Public Works departments. Such jobs as Firefighters, Police Officers and Refuse Collectors require a high degree of physical ability and thus may restrict the employment of some handicapped individuals. Therefore it is doubtful that these departments can achieve this goal at the same rate as other departments. However, emphasis on and knowledge of the personal, rather than the general needs and abilities of the handicapped in individual employee selection will greatly assist the City in addressing this problem.

The general unavailability of internal data on handicapped employees is a second problem that has hindered the City's ability to monitor progress toward the 11.3% goal. However, the City has attempted to remedy this problem with the development of a statistical profile on the handicapped. (Table 6), and the establishment of a coordinating committee that developed and conducted a Handicapped Employee Survey of all City employees.

During the month of November, 1979, the City's Handicapped Employee Survey was conducted. As of November 30, 1979, it was reported that 5,809 or 83.1% of the City's 6,992 full-time employees (as of October 30, 1979), voluntarily participated in the survey. These results also reflected that 1,183 or 16.9% of the City's full-time workforce chose not to participate in the survey. Three hundred eighty-one of the participants indicated they were handicapped. Assuming this proportion remained constant for the non-participants, it would indicate that approximately 461 or 6.6% of the City's full-time employees were handicapped. Compared with 1970 census figures reflecting 11.3% handicapped in the available labor force, this proportion indicates an underutilization of handicapped employees of 4.7 percentage points, but progress of 2.6 percentage points toward the City's goal. Without the above assumption, however, and using only available data, 381 employees or 5.4% of the City's full-time workforce as of October 30, 1979, is known to be handicapped as a result of the survey analysis. This reflects progress toward the 11.3% census figures for the handicapped in the available labor force of 1.4 percentage points, or an average yearly increase of 7/10ths of a percentage point for 1978 and 1979 respectively.

The final Handicapped Survey report has been scheduled for publication in April of 1980. In addition, the coordinating committee will provide continuous information via an on-going data collection system on handicapped employees, part of which includes the employee intake form redesigned to encourage disabled applicants to designate their handicap, thus giving the City the opportunity to maintain accurate statistical records, in addition to affirmatively hiring disabled persons on a continuing basis. This procedure will also facilitate periodic monitoring of each individual department's progress toward achieving an equitable representation of the handicapped, as the City strives to achieve parity with the 11.3% census figure.

Table 6

DISABLED POPULATION STATISTICAL PROFILE*

It is estimated that disabled people account for approximately 20% of the total U.S. population. Access to the "Mainstream" for handicapped citizens is now assured through a series of National and State legislative actions. Responsible implementation of this legislation requires a sound statistical base developed from a comprehensive census of handicapped persons in order to plan properly and continually measure the impact of the laws.

In an effort to develop a universal statistical framework for persons affected with one of the major disabilities the Handicapped Access Office assembled known information by disabilities and applied this information to several categories. In some categories data was not available. This statistical overview is intended to set the stage for further development of the necessary and valid numbers so important to wise use of both human and monetary resources.

GEOGRAPHIC TOTALS BY DISABILITY FOR TEXAS, BEXAR COUNTY, & SAN ANTONIO

(Best Estimates Available)

	U.S. (MILLION)	TEXAS	BEXAR COUNTY	SAN ANTONIO	DISABLED POP. % OF U.S. TOTAL
Orthopedically Impaired	11.7	690,300	50,116	43,696	5.3%
Deaf & Hearing Impaired	13.4	790,600	57,397	50,045	6.1%
Blind & Visually Impaired	9.5	560,500	40,692	35,480	4.3%
Mentally Retarded	6.8	401,200	29,127	25,396	3.1%
(All Degrees of Severity)					
TOTAL HANDICAPPED PERSONS	41.4	2,442,000	177,332	154,617	18.8%

BEXAR COUNTY TOTALS

<u>CHARACTERISTICS</u>	<u>DISABILITIES BY SELECTED CHARACTERISTICS</u>				
	<u>ORTHOPEDIC IMPAIRED</u>	<u>DEAF/HEARING IMPAIRED</u>	<u>BLIND/VISUALLY IMPAIRED</u>	<u>MENTALLY RETARDED</u>	<u>TOTAL</u>
<u>AGE:</u>					
Under 17	NA	3,372	2,747	9,402	15,521
17-44	NA	12,555	7,589		NA
45-64	NA	18,870	9,847	19,725	NA
65+	NA	22,600	20,509		NA
All Ages	50,116	57,397	40,692	29,127	177,332
<u>SEX:</u>					
Male	28,416	31,167	21,038	14,176	94,797
Female	21,700	26,230	19,654	14,951	82,535
<u>RACE:</u>					
White	44,453	52,961	35,931	NA	NA
All Others	5,663	4,436	4,761	NA	NA

Degree of Activity¹

(% of Total Disabled Population in Bexar County for All Ages)

Unable to Carry On Major Activity	1,554 (4.1%)	402 (4.1%)	1,587 (4.1%)	NA	NA
Limited in Amount or Kind of Major Activity	6,766 (3.8%)	746 (4.1%)	1,994 (1.1%)	NA	NA
Limited, but NOT in Major Activity	22,802 (12.9%)	1,148 (1%)	1,506 (4.1%)	NA	NA
Not Causing Limitation	18,994 (10.7%)	55,101 (31.1%)	35,605 (20.1%)	NA	NA

Income

Median Income by Number of Individuals
(For Bexar County - Jan. 1978 - \$13,700)

\$13,700 or Less	NA	47,481	33,508	NA	NA
\$13,700+	NA	9,916	7,184	NA	NA

¹Major Activity Refers to Ability to Work, Keep House, or Engage in School or Pre-School Activities as Defined by: U.S. Dept. of HEW, 1971

NA - Denotes Data Not Available

*SOURCE: 18 Specific sources were used to develop this Profile. Details available from Handicapped Access Program Office.

Compiled by City of San Antonio
Handicapped Access Program Office
Citizen Action & Public Information Dept.
November, 1978

DEPARTMENTAL GOALS

AVIATION

The Department of Aviation is authorized 193 positions. Of these, 38 are vacant, 37 are filled by White males, five by Black males, 81 by Mexican-American males, 12 by White females, 3 by Black females, 16 by Mexican-American females and one by a female classified as Other.

This reflects a sex and ethnic breakdown in the overall staff of 79.3% male, 20.7% female, 31.6% White, 5.2% Black, 62.6% Mexican-American and .6% Other.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

Forty-seven positions are authorized in this category, of which 10 are vacant. The remaining positions are filled by six White males, two Black males, 23 Mexican-American males, one White female, one Black female and four Mexican-American females.

This constitutes a ratio of 83.8% male, 16.2% female, 18.9% White, 8.1% Black and 73.0% Mexican-American. These ratios indicate an underrepresentation of females, Whites and Blacks in this category.

Three vacancies, in addition to the existing ten vacancies, are anticipated over the next twelve months.

A total of 19 vacancies are expected over the next three years.

EEOC CATEGORY -- SKILLED CRAFT

Fifty positions are authorized in this category, of which 16 are vacant. The remaining positions are filled by five White males, one Black male and 28 Mexican-American males.

This constitutes a ratio of 100.0% male, 14.7% White, 2.9% Black and 82.4% Mexican-American. These ratios indicate an underrepresentation of females, Whites and Blacks.

In addition to the existing 16 vacancies, three vacancies are anticipated over the next twelve months. A total of 26 vacancies are projected for the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

Thirty-two positions are authorized, of which eight are vacant. The remaining positions are filled by three White males, five Mexican-American males, seven White females, one Black female, seven Mexican-American females and one female classified as Other.

This constitutes a ratio of 33.3% male, 66.7% female, 41.6% White, 4.2% Black, 50.0% Mexican-American and 4.2% Other. These ratios indicate an underrepresentation of females, Whites and Blacks in this category.

Three vacancies, in addition to the existing eight vacancies, may occur over the next twelve months.

A total of 18 vacancies are projected over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Eight positions are authorized in this category, of which one is vacant. The remaining positions are filled by three White males, one Mexican-American male, one White female, one Black female and one Mexican-American female.

This constitutes a ratio of 57.1% male, 42.9% female, 57.1% White, 14.3% Black and 28.6% Mexican-American. These ratios indicate an underrepresentation of females, Blacks and Mexican-Americans.

In addition to the existing one vacancy, no vacancies are anticipated over the next twelve months. A total of two vacancies are projected over the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICE

The 45 positions authorized in this category are filled by 14 White males, two Black males, 23 Mexican-American males, three White females and three Mexican-American females.

This breakdown constitutes a ratio of 86.7% male, 13.3% female, 37.8% White, 4.4% Black and 57.8% Mexican-American. These ratios indicate an underrepresentation of males and Whites.

Two vacancies may occur over the next twelve months and seven vacancies are projected for the next three years.

EEOC CATEGORY -- TECHNICIAN

One position is authorized and it is filled by a White male. This position is not anticipated to become vacant during the next three years.

EEOC CATEGORY -- PROFESSIONAL

Eight positions are authorized in this category, of which three are vacant. The remaining positions are filled by three White males, one Mexican-American male and one Mexican-American female.

This constitutes a ratio of 80.0% male, 20.0% female, 60.0% White and 40.0% Mexican-American. These ratios indicate an underrepresentation of females, Whites and Blacks in this category.

In addition to the existing three vacant positions, one vacancy may occur during the next twelve months and five vacancies are projected for the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category and are filled by White males.

These positions are not anticipated to become vacant during the next three years.

GOALS

The one-year goals established for this department last year were partially met.

During the next twelve months, every reasonable, nondiscriminatory effort should be made to achieve the following goals:

1. Service/Maintenance
 - a. Increase percentage of females to 19.0%
 - b. Increase percentage of Whites to 21.0%
 - c. Increase percentage of Blacks to 11.0%
2. Skilled Craft
 - a. Increase percentage of females to 6.0%
 - b. Increase percentage of Whites to 30.0%
 - c. Increase percentage of Blacks to 6.0%
3. Office & Clerical
 - a. Increase percentage of females to 69.0%
 - b. Increase percentage of Whites to 53.0%
 - c. Increase percentage of Blacks to 6.0%
4. Paraprofessional
 - a. Increase percentage of females to 50.0%
 - b. Increase percentage of Mexican-Americans to 38.0%
5. Protective Services
 - a. Increase percentage of males to 89.0%
 - b. Increase percentage of Whites to 40.0%

6. Professional

- a. Increase percentage of females to 38.0%
- b. Increase percentage of Whites to 50.0%

In order to reach parity with the labor force within the next three years, every reasonable, nondiscriminatory effort should be made to achieve the following goals:

1. Service/Maintenance

If one year goals are attained this category will be at parity

2. Skilled Craft

Increase percentage of Whites to 38.0%

3. Office & Clerical

If one year goals are attained this category will be at parity

4. Paraprofessional

- a. Increase percentage of females to 62.5%
- b. Increase percentage of Mexican-Americans to 50.0%

5. Protective Services

- a. Increase percentage of males to 91.0%
- b. Increase percentage of Whites to 49.0%

6. Professional

- a. Increase percentage of Whites to 75.0%
- b. Increase percentage of Blacks to 12.5%

DEPARTMENT: AVIATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0412	Nursery Specialist	26	1	0	1			1		1					
7400	Equipment Operator I	215	1	0	1			1		1					
7410	Equipment Operator II	224	5	0	5	1		4		5					
7420	Equipment Operator III	231	2	0	2			2		2					
7560	Building Custodian	20	28	10	38	5	2	15		22	1	1	4		6
	Sub-total		37	10	47	6	2	23		31	1	1	4		6
	SKILLED CRAFT														
7450	Plant Electrician	30	1	0	1	1				1					
7520	Plant Equipment Opera. I	25	0	3	3										
7530	Plant Equipment Opera. II	27	0	1	1										
7540	Plant Equipment Opera. III	30	1	0	1	1				1					
7550	Chief Plant Equip. Opera.	32	1	0	1	1				1					
7580	Maintenance Mechanic I	20	1	1	2			1		1					
7590	Maintenance Mechanic II	22	13	7	20			13		13					
7610	Carpenter Foreman	32	1	0	1	1				1					
7660	Asst. Airport Maint. Supv.	30	1	0	1			1		1					
7580	Carpenter	28	1	1	2			1		1					
7690	Electrician	30	1	1	2			1		1					

DEPARTMENT: AVIATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
7700	Electrician Supervisor	32	0	1	1										
7710	Plumber	30	1	0	1			1		1					
7770	Automotive Mechanic Helper	24	0	1	1										
7790	Automotive Mechanic I	28	1	0	1			1		1					
7800	Automotive Mechanic II	30	1	0	1		1			1					
7820	Bldg. Maint. Foreman I	23	2	0	2			2		2					
7830	Bldg. Maint. Foremen II	26	4	0	4			4		4					
7840	Painter	27	2	0	2			2		2					
7980	Airport Maint. Supt.	33	1	0	1			1		1					
7920	Bldg. Operations Supv.	33	1	0	1	1				1					
	Sub-total		34	16	50	5	1	28		34					
	OFFICE & CLERICAL														
0004	Clerk III	24	1	0	1						1				1
0010	Clerk Typist II	23	0	1	1										
0021	Messenger	20	1	0	1			1		1					
0094	Airport Informa. Spec.	20	3	3	6								3		3
0810	Parking Toll Attendant	24	14	4	18	3		3		6	5		3		8
0821	Stock Clerk	20	1	0	1							1			1
0823	Stockroom Supt.	30	1	0	1			1		1					

DEPARTMENT: AVIATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0872	Account Clerk III	25	2	0	2								1	1	2
1076	Executive Secretary	102	1	0	1						1				1
	Sub-total		24	8	32	3		5		8	7	1	7	1	16
	PARAPROFESSIONAL														
0041	Administrative Asst. II	28	2	0	2						1	1			2
0805	Parking Manager	36	1	0	1	1				1					
0806	Asst. Parking Manager	30	4	1	5	2		1		3			1		1
	Sub-total		7	1	8	3		1		4	1	1	1		3
	PROTECTIVE SERVICE														
0629	Airport Police Officer	27	22	0	22	5	1	13		19	2		1		3
0630	Airport Police Sgt.	30	4	0	4	3		1		4					
0631	Airport Police Lt.	32	1	0	1	1				1					
0632	Airport Police Chief	36	1	0	1			1		1					
0634	Security Guard I	24	6	0	6	2		3		5	1				1
0637	Airport Police Cadet	24	8	0	8		1	5		6			2		2
0638	Airport Police Captain	28	3	0	3	3				3					
	Sub-total		45	0	45	14	2	23		39	3		3		6
	TECHNICIAN														
0131	Engineers Assistant II	31	1	0	1	1				1					
	Sub-total		1	0	1	1				1					

DEPARTMENT: AVIATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROFESSIONAL														
0043	Administrative Asst. IV	33	1	0	1								1		1
0044	Administrative Asst. V	37	1	0	1	1				1					
0089	Airport Facilities Mgr.	35	1	0	1			1		1					
0097	Airport Manager	40	1	3	4	1				1					
0098	Chief Management Analyst	40	1	0	1	1				1					
	Sub-total		5	3	8	3		1		4			1		1
	OFFICIALS & ADMINISTRATORS														
1029	Director of Aviation	130	1	0	1	1				1					
1061	Asst. Director of Aviation	110	1	0	1	1				1					
	Sub-total		2		2	2				2					
	TOTAL		155	38	193	37	5	81		123	12	3	16	1	32

BUDGET AND RESEARCH

The Budget and Research Department is authorized 23 positions. Of these, 11 are filled by White males, two by Mexican-American males, four by White females, two by Black females, three by Mexican-American females, and one position is vacant. This reflects a sex and ethnic breakdown in the overall staff of 59.1% male, 40.9% female, 68.2% White, 9.1% Black and 22.7% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Three positions are authorized in this category. The positions are filled by one Black female and two Mexican-American females.

This constitutes a ratio of 100.0% female, 33.3% Black and 66.7% Mexican-American. This indicates an underrepresentation of males and Whites in this category.

No vacancies are anticipated over the next twelve months. One vacancy is expected over the next three years.

EEOC CATEGORY -- PROFESSIONAL

Nineteen positions are authorized in this category, of which one is vacant. Ten positions are filled by White males, two by Mexican-American males, four by White females, one by a Black female and one by a Mexican-American female.

The sex and ethnic breakdown of the professional staff is 66.7% male, 33.3% female, 77.8% White, 5.5% Black and 16.7% Mexican-American. There is an underrepresentation of females and Mexican-Americans in this category.

Turnover rates for this category indicate that one vacancy may occur over the next 12 months in addition to the present one. A total of five vacancies (including the present one) are expected to occur in this category over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

One position is authorized in this category and is filled by a White male.

No vacancies are projected in this category over the next 12 months or the next three years.

GOALS

The Budget and Research Department achieved the goals established last year for the Professional category by increasing Mexican-American and female representation.

The goal of increasing White representation in the Office and Clerical category was not met.

The following Affirmative Action goals are established for FY 1980:

1. Professional
 - a. Increase female representation to 37.0%
 - b. Increase Mexican-American representation to 21.0%

The Budget and Research Department has established the following goals for the next three years:

1. Office & Clerical
Increase White representation to 33.0%
2. Professional
Increase female representation to 42.0%

DEPARTMENT: BUDGET & RESEARCH

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0004	Clerk III	24	1	0	1							1		1	
0010	Clerk Typist II	23	1	0	1						1			1	
1076	Executive Secretary	102	1	0	1							1		1	
	Sub-total		3	0	3						1	2		3	
	PROFESSIONAL														
0054	Capital Program Coord.	46	1	0	1	1				1					
0098	Chief Management Analyst	40	1	0	1	1				1					
0843	Budget Officer	39	1	0	1	1				1					
0874	Accountant II	35	1	0	1						1			1	
0881	Budget Analyst II	35	8	1	9	2		2		4	2	1	1	4	
0882	Budget Analyst III	37	1	0	1	1				1					
0883	Systems Analyst III	41	2	0	2	2				2					
0884	Financial Systems Manager	43	1	0	1	1				1					
0900	Operations Manager	43	1	0	1						1			1	
0966	Environmental Protection Analyst	36	1	0	1	1					1				
	Sub-total		18	1	19	10		2		12	4	1	1	6	

BUILDING AND ZONING

The Department of Building and Zoning is authorized 97 positions. Of these, seven are vacant, 25 are filled by White males, three by Black males, 40 by Mexican-American males, five by White females, three by Black females and 14 by Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 75.6% male, 24.4% female, 33.3% White, 6.7% Black and 60.0% Mexican-American.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

Four positions are authorized in this category. These positions are filled by four Mexican-American males.

This constitutes a ratio of 100.0% male and 100.0% Mexican-American. These ratios indicate an underrepresentation of Whites, Blacks and females in this category.

No vacancies are anticipated over the next twelve months. One vacancy is projected for the next three years.

EEOC CATEGORY -- SKILLED CRAFT

There are 37 positions authorized in this category of which three are vacant. The remaining positions are filled by 17 White males, one Black male, 15 Mexican-American males and one Mexican-American female.

This constitutes a ratio of 97.1% male, 2.9% female, 50.0% White, 2.9% Black and 47.1% Mexican-American. These ratios indicate an underrepresentation of Blacks, Mexican-Americans and females.

Three vacancies, in addition to the three existing vacancies, are anticipated over the next twelve months.

A total of 12 vacancies, including the existing vacancies, are expected over the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

There are 24 positions authorized in this category, of which three are vacant. The remaining positions are filled by three Mexican-American males, three White females, three Black females and 12 Mexican-American females.

This constitutes a ratio of 14.3% male, 85.7% female, 14.3% White, 14.3% Black and 71.4% Mexican-American. These ratios indicate an underrepresentation of Whites and males.

Two vacancies, in addition to the existing vacancies, are anticipated over the next twelve months.

Nine vacancies, in addition to the existing vacancies, are anticipated over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Eleven positions are authorized in this category. These positions are filled by three White males, one Black male, six Mexican-American males and one White female.

This constitutes a ratio of 90.9% male, 9.1% female, 36.4% White, 9.1% Black and 54.5% Mexican-American. These ratios indicate an underrepresentation of females and Blacks.

One vacancy is anticipated over the next twelve months and a total of two vacancies may occur over the next three years.

EEOC CATEGORY -- TECHNICIAN

Seven positions are authorized in this category. These positions are filled by one Black male, four Mexican-American males and two Mexican-American females.

This constitutes a ratio of 71.4% male, 28.6% female, 14.3% Black, and 85.7% Mexican-American. These ratios indicate an underrepresentation of males and Whites.

No vacancies are anticipated over the next twelve months, One vacancy may occur over the next three years.

EEOC CATEGORY -- PROFESSIONAL

There are 12 positions authorized in this category. These positions are filled by three White males, eight Mexican-American males and one White female.

This constitutes a ratio of 91.7% male, 8.3% female, 33.3% White, and 66.7% Mexican-American. The ratios indicate an underrepresentation of females, Whites and Blacks.

One vacancy is anticipated over the next twelve months and two additional vacancies are projected for the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category and both are filled by White males.

No vacancies are anticipated over the next twelve months or the next three years.

GOALS

The Building and Zoning Department made progress toward meeting last year's goal by increasing female representation in the Office & Clerical category. No other goals were met.

The following Affirmative Action goals are established for FY'80:

1. Skilled Craft
 - a. Increase Mexican-American representation to 48.6%
 - b. Increase female representation to 5.4%
 - c. Increase Black representation to 5.4%
2. Office & Clerical
 - a. Increase White representation to 25.0%
 - b. Increase male representation to 16.7%
3. Paraprofessional
 - a. Increase female representation to 18.2%
 - b. Increase Black representation to 18.2%
4. Professional
 - a. Increase female representation to 16.6%
 - b. Increase Black representation to 8.3%

For the next three years the Building & Zoning Department will attempt to meet these goals:

1. Service/Maintenance
 - a. Increase female representation to 25.0%
 - b. Increase White representation to 25.0%
2. Skilled Craft
Increase Mexican-American representation to 54.1%

3. Office & Clerical
 - a. Increase male representation to 29.2%
 - b. Increase White representation to 45.8%
4. Paraprofessional
Increase female representation to 27.3%
5. Technician
 - a. Increase male representation to 85.7%
 - b. Increase White representation to 14.3%
6. Professional
 - a. Increase female representation to 33.3%
 - b. Increase White representation to 66.6%

DEPARTMENT: BUILDING & ZONING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
7400	SERVICE/MAINTENANCE Equipment Operator I	215	3	0	3			3		3					
7420	Equipment Operator III	231	1	0	1			1		1					
	Sub-total		4	0	4			4		4					
	SKILLED CRAFT														
0500	Building Inspector I	29	9	0	9	2	1	5		8			1	1	
0501	Building Inspector II	31	1	0	1			1		1					
0510	Electrical Inspector	31	7	0	7	5		2		7					
0515	Chief Elect. Inspector	34	1	0	1	1				1					
0535	Sign Inspector	26	0	1	1										
0520	Plumbing Inspector	31	7	0	7	6		1		7					
0521	Chief Plbg. Inspector	34	1	0	1	1				1					
0526	Chief Htg & A/C Inspector	31	4	0	4			4		4					
0527	Htg & A/C Inspector	34	1	0	1	1				1					
0573	Senior Inspector	33	3	2	5	1		2		3					
	Sub-total		34	3	37	17	1	15		33			1	1	

DEPARTMENT: BUILDING & ZONING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE AND CLERICAL														
0002	Clerk I	20	1	0	1								1		1
0003	Clerk II	22	1	2	3								1		1
0009	Clerk Typist I	21	7	1	8						2	2	3		7
0017	Secretary	25	4	0	4							1	3		4
0508	Permit Writer I	22	2	0	2			1		1			1		1
0509	Permit Writer II	24	3	0	3			1		1	1		1		2
0547	Bldg. Location Spec.	26	1	0	1			1		1					
0872	Account Clerk III	25	1	0	1								1		1
1076	Executive Secretary	41	1	0	1								1		1
	Sub-total		21	3	24			3		3	3	3	12		18
	PARAPROFESSIONAL														
0040	Administrative Asst. I	25	2	0	2			1		1	1				1
0166	Planning Adm. I	28	1	0	1			1		1					
0506	Minimum Housing Insp	28	5	0	5	1	1	3		5					
0507	Supervisor of M. H.	31	1	0	1			1		1					
0575	Plan Checker	29	2	0	2	2				2					
	Sub-total		11	0	11	3	1	6		10	1				1

DEPARTMENT: BUILDING AND ZONING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	TECHNICIAN														
0121	Drafting Tech. II	27	6	0	6			4		4			2		2
0120	Drafting Tech I	25	1	0	1		1			1					
	Sub-total		7	0	7		1	4		5			2		2
	PROFESSIONAL														
0042	Administrative Asst.III	31	1	0	1	1				1					
0044	Administrative Asst.V	37	1	0	1	1				1					
0158	Historical Pres. Off.	38	1	0	1						1				1
0167	Planning Adm. II	30	5	0	5			5		5					
0168	Planning Adm. III	32	3	0	3	1		2		3					
1069	Sr. Planning Adm.	39	1	0	1			1		1					
	Sub-total		12	0	12	3		8		11	1				1
	OFFICIAL/ADMINISTRATORS														
1011	Director	118	1	0	1	1				1					
1063	Asst. Director	110	1	0	1	1				1					
	Sub-total		2	0	2	2				2					0
	TOTAL		91	6	97	25	3	40		68	5	3	15		23

CENTRO 21
(NON DEPARTMENTAL)

Centro 21 is authorized two positions. Both are filled, one by a White male and one by a Black female. This reflects a sex and ethnic breakdown in the overall staff of 50.0% male, 50.0% female, 50.0% White and 50.0% Black.

ANALYSIS

EEOC CATEGORY -- PARAPROFESSIONAL

One position is authorized and filled by a Black female.

This position is not anticipated to become vacant during the next twelve months.

No vacancy is expected over the next three years in this category.

EEOC CATEGORY -- PROFESSIONAL

One position is authorized and filled by a White male.

This position is not anticipated to become vacant during the next twelve months.

No vacancy is expected over the next three years in this category.

GOALS

This is the first year Centro 21 staff has been reported separately in the Affirmative Action Plan. There were no goals to be met.

There are only two positions for Centro 21 and no vacancies are expected in the next twelve months or the next three years. Therefore no goals are established.

DEPARTMENT: CENTRO 21 (NON DEPARTMENTAL)

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PARAPROFESSIONAL														
0041	Admin. Assistant II	028	1	0	1							1			1
	Sub-total		1	0	1							1			1
	PROFESSIONAL														
0063	Capital Program Administrator	048	1	0	1	1				1					
	Sub-total		1	0	1	1				1					
	TOTAL		2	0	2	1				1		1			1

CITIZEN ACTION AND PUBLIC INFORMATION

The Department of Citizen Action and Public Information is authorized 18 positions. Of these, three are vacant, one is filled by a White male, one by a Black male, three by Mexican-American males, two by White females, two by Black females and six by Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 33.3% male, 66.7% female, 20.0% White, 20.0% Black and 60.0% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

There are eight positions authorized in this category, of which one is vacant. The positions are filled by one White female, two Black females and four Mexican-American females.

This constitutes a ratio of 100.0% female, 14.3% White, 28.6% Black and 57.1% Mexican-American. These ratios indicate an underrepresentation of males and Whites in this category.

One vacancy in addition to the existing vacancy is anticipated over the next twelve months.

A total of three vacancies are expected over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Two positions are authorized in this category, of which one is vacant. One position is filled by a Mexican-American male.

This constitutes a ratio of 100.0% male and indicates an underrepresentation of females in this category.

One additional vacancy is anticipated over the next twelve months and the next three years.

EEOC CATEGORY -- PROFESSIONAL

Seven positions are authorized in this category. One is vacant. One position is filled by a White male, one by a Black male, one by a Mexican-American male, one by a White female and two by Mexican-American females.

The sex and ethnic breakdown of the staff in this category is 50.0% male, 50.0% female, 33.3% White, 16.7% Black and 50.0% Mexican-American.

There is an underrepresentation of Whites in this category.

The turnover rate for this category indicates that no vacancies in addition to the existing vacancies are expected over the next twelve months.

One vacancy is expected to occur over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

One position is authorized in this category. The position is filled by a Mexican-American male.

No vacancy is expected to occur during the next twelve months or the next three years.

GOALS

The Department of Citizen Action and Public Information did not achieve the goals established last year for the Office & Clerical category of increasing male representation to 12.0% and White representation to 25.0%. The following Affirmative Action goals are established for the next twelve months:

1. Office & Clerical
 - a. Increase White representation to 25.0%
 - b. Increase male representation to 12.0%
2. Paraprofessional
Increase female representation to 50.0% which will represent parity for this category.

The following goals are established for the next three years:

1. Office & Clerical
 - a. Increase White representation to 37.5%
 - b. Increase male representation to 25.0%
2. Paraprofessional
If one-year goal is met, parity will have been reached and the present balance will be maintained.
3. Professional
Increase White representation to 57.0%

DEPARTMENT: CITIZEN ACTION AND PUBLIC INFORMATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0009	Clerk Typist I	21	0	1	1										
0010	Clerk Typist II	23	1	0	1							1			1
0020	Switchboard Operator	23	3	0	3							1	2		3
0007	Switchboard Operator Supv.	23	1	0	1								1		1
0017	Secretary	25	2	0	2						1		1		2
	Sub-total		7	1	8						1	2	4		7
	PARAPROFESSIONAL														
0159	Planner I	31	1	0	1			1		1					
0040	Admin. Assistant I	25	0	1	1										
	Sub-total		1	1	2			1		1					
	PROFESSIONAL														
0938	CA Officer I	29	2	0	2			1		1			1		1
0939	CA Officer II	35	1	0	1								1		1
0070	PI Officer I	33	1	0	1	1				1					
0071	PI Officer II	36	0	1	1										
0160	Planner II	33	1	0	1		1			1					
0163	Planner V	44	1	0	1						1				1
	Sub-total		6	1	7	1	1	1		3	1		2		3

CITY CLERK

Nine positions are authorized for the City Clerk's Office. All positions are filled. One is filled by a White male, one by a Mexican-American male, two by White females and five by Mexican-American females. The sex and ethnic breakdown of this department's staff by percentages is 22.2% male, 77.8% female, 33.3% White and 66.7% Mexican-American.

EEOC CATEGORY -- OFFICE & CLERICAL

Five positions are authorized in this category. One is filled by a Mexican-American male, two by White females and two by Mexican-American females for a sex and ethnic percentage composition of 20.0% male, 80.0% female, 60.0% Mexican-American and 40.0% White.

No vacancies are anticipated in this category during the next twelve months.

One vacancy is expected over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

One position is authorized in this category and it is filled by a Mexican-American female.

No vacancy is expected in this category during the next twelve months.

No vacancy is expected over the next three years.

EEOC CATEGORY -- PROFESSIONAL

One position is authorized in this category and it is filled by a Mexican-American female.

No vacancy is expected in this category during the next twelve months.

No vacancy is expected over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category and both are filled. One is filled by a White male and one by a Mexican-American female. This constitutes a sex and ethnic ratio of 50.0% male, 50.0% female, 50.0% White and 50.0% Mexican-American.

No additional vacancies are expected to occur in this category during the next twelve months.

No vacancies are expected over the next three years.

GOALS

The City Clerk's Office met its one-year Affirmative Action Goal for last year of increasing White representation to 33.0% in the Office & Clerical category.

The City Clerk's Office has maintained a relatively good sex and ethnic representation on its small staff. However, there is currently an under-utilization of Blacks in the Office & Clerical Category.

No Affirmative Action Goals are established for the next twelve months.

The following Affirmative Action Goals are established for the next three years:

1. Office & Clerical
 - a. Maintain present sex breakdown of 20.0% male and 80.0% female
 - b. Increase Black representation to 20.0%

DEPARTMENT: CITY CLERK

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLEPICAL														
0004	Clerk III	24	1	0	1					1				1	
0010	Clerk-Typist II	23	2	0	2			1		1		1		1	
0009	Clerk-Typist I	21	1	0	1					1				1	
1076	Executive Secretary	102	1	0	1							1		1	
	Sub-total		5	0	5			1		1	2	2		4	
	PARAPROFESSIONAL														
0040	Administrative Asst. I	25	1	0	1							1		1	
	Sub-total		1	0	1							1		1	
	PROFESSIONAL														
0042	Administrative Asst. III	31	1	0	1							1		1	
	Sub-total		1	0	1							1		1	
	OFFICIALS & ADMINISTRATORS														
1015	City Clerk	118	1	0	1							1		1	
0083	Asst. City Clerk	42	1	0	1	1				1					
	Sub-total		2	0	2	1				1		1		1	
	TOTAL		9	0	9			1		2	2	5		7	

CONVENTION FACILITIES & HEMISFAIR PLAZA

There are 140 positions authorized in this department. Twenty-one are filled by White males, 11 by Black males, 82 by Mexican-American males, three by White females, four by Black females, and 17 by Mexican-American females. Two positions are vacant. The sex and ethnic ratio of this department is 82.6% male, 17.4% female, 17.4% White, 10.9% Black and 71.7% Mexican-American.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

There are 84 positions authorized in this category. Seven are filled by White males, eight by Black males, 56 by Mexican-American males, two by Black females, 10 by Mexican-American females and one position is vacant. The staff sex and ethnic composition in this category is 85.5% male, 14.5% female, 8.5% White, 12.1% Black and 79.4% Mexican-American. Females and Whites are underrepresented in this category.

Six vacancies, in addition to the existing one vacancy, are anticipated over the next twelve months.

A total of 18 vacancies are expected to occur over the next three years.

EEOC CATEGORY -- SKILLED CRAFT WORKERS

There are 22 positions authorized in this category. Of these, seven are filled by White males, two by Black males and 13 by Mexican-American males. This staff composition represents 100.0% male, 31.8% White, 9.1% Black and 59.1% Mexican-American. Females and Whites are underrepresented in this category.

One vacancy is anticipated over the next twelve months.

A total of five vacancies are expected to occur in this category over the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

There are 15 positions authorized in this category. One is filled by a Black male, two by Mexican-American males, three by White females, two by Black females and seven by Mexican-American females. The sex and ethnic ratio of this staff is 20.0% male, 80.0% female, 20.0% White, 20.0% Black and 60.0% Mexican-American. Males and Whites are underrepresented in this category.

One vacancy is anticipated over the next twelve months.

A total of three vacancies are expected to occur over the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICE

There are eight positions authorized in this category. All positions are filled by Mexican-American males. The sex and ethnic ratio of this staff is 100.0% male and 100.0% Mexican-American. Females, Blacks and Whites are underrepresented in this category.

No vacancies are anticipated to occur during the next twelve months.

One vacancy is expected to occur in this category over the next three years.

EEOC CATEGORY -- TECHNICIAN

One position is authorized and is filled by a White male.

No vacancy is expected to occur within the next twelve months and one vacancy is anticipated to occur over the next three years.

EEOC CATEGORY -- PROFESSIONAL

Eight positions are authorized in this category. Five positions are filled by White males and three by Mexican-American males. The sex and ethnic ratio of this staff is 100.0% male, 62.5% White and 37.5% Mexican-American. There is no representation of females or Blacks in this category.

One vacancy is expected to occur within the next twelve months and two vacancies are expected to occur during the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category. One is vacant and one is filled by a White male.

No additional vacancy is expected to occur during the next twelve months or the next three years.

GOALS

The Convention Facilities & Hemisfair Plaza Department partially achieved its Affirmative Action goals established last year.

The goals set for the Service/Maintenance category to increase female representation to 18.0% was partially met; the goal to increase White representation in this category to 22.0% was not met. The goal to increase female representation to 6.0% in the Skilled Craft category was not met, and the goal to increase White representation to 35.0% was partially met. The goals to increase both male and White representation to 28.0% in the Office & Clerical category was not met. The goals set for the Protective Services category to increase male representation was met, however, all female representation was lost by either transfers or voluntary requests for reassignments. The goal to increase White representation was not met. The goals set for the Professional category were not met.

The following Affirmative Action goals are established for the next twelve months:

1. Service/Maintenance
 - a. Increase female representation to 15.5%
 - b. Increase White representation to 9.5%
2. Skilled Craft Workers
Increase White representation to 36.0%
3. Office & Clerical
Increase White representation to 26.6%
4. Professional
Increase female representation to 12.5%

The following goals are established for the next three years:

1. Service/Maintenance
 - a. Increase female representation to 18.1%
 - b. Increase White representation to 13.0%
2. Skilled Craft Workers
 - a. Increase female representation to 5.0%
 - b. Increase White representation to 36.0%
3. Office & Clerical
 - a. Increase male representation to 26.7%
 - b. Increase White representation to 33.0%
4. Protective Services
 - a. Increase female representation to 12.5%

- b. Increase Black representation to 12.5%

5. Professional

- a. Increase female representation to 25.0%

- b. Increase Black representation to 12.5%

DEPARTMENT: CONVENTION FACILITIES
& HEMISFAIR PLAZA

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
7000	Laborer I	211	72	1	73	4	7	49		60		2	10		12
7030	Labor Foreman I	219	4	0	4			4		4					
7040	Labor Foreman II	227	4	0	4	1		3		4					
7090	Asst. Maint. & Op. Officer	30	2	0	2	1	1			2					
7110	Maint. & Oper. Officer	32	1	0	1	1				1					
	Sub-total		83	1	84	7	8	56		71		2	10		12
	SKILLED CRAFT														
0084	Stage Manager	27	1	0	1	1				1					
7590	Maint. Mech. II	22	5	0	5		1	4		5					
7680	Carpenter	28	1	0	1			1		1					
7740	Stagehand	22	1	0	1			1		1					
7820	Bldg. Maint. Foreman I	23	4	0	4	2	1	1		4					
7830	Bldg. Maint. Foreman II	26	8	0	8	3		5		8					
7840	Painter	27	1	0	1			1		1					
7920	Bldg. Oper. Supv.	33	1	0	1	1				1					
	Sub-total		22	0	22	7	2	13		22					
	OFFICE & CLERICAL														
0002	Clerk I	20	4	0	4		1	1		2	1	1			2

DEPARTMENT: CONVENTION FACILITIES & HEMISFAIR PLAZA

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0003	Clerk II	22	3	0	3								3		3
0009	Clerk-Typist I	21	1	0	1								1		1
0497	Asst. Mun. Ent. Mgr.	26	1	0	1			1		1					
0499	Mun. Ent. Mgr.	28	1	0	1						1				1
0801	Cashier	22	3	0	3							1	2		3
0871	Account Clerk II	23	1	0	1								1		1
1076	Executive Secretary	102	1	0	1						1				1
	Sub-total		15	0	15		1	2		3	3	2	7		12
	PROTECTIVE SERVICE														
0634	Security Guard I	24	4	0	4			4		4					
0635	Security Guard II	26	4	0	4			4		4					
	Sub-total		8	0	8			8		8					
	TECHNICIAN														
0690	Communications Tech.	36	1	0	1	1				1					
	Sub-total		1	0	1	1				1					
	PROFESSIONAL														
0042	Admin. Assistant III	31	1	0	1			1		1					
0044	Admin. Assistant V	37	1	0	1			1		1					
0056	Booking & Contr. Supv.	37	1	0	1	1				1					

CONVENTION & VISITORS BUREAU

There are 53 authorized positions for this department. Of these, eight are vacant, four are filled by White males, one by a Black male, one by a Mexican-American male, 23 by White females, two by Black females and 14 by Mexican-American females. This sex and ethnic composition represents a ratio of 13.3% male, 86.7% female, 60.0% White, 6.7% Black and 33.3% Mexican-American.

Thirty-eight of the authorized positions are full-time and 15 are other than full-time positions. There are currently four vacancies in the full-time positions. Four of these positions are filled by White males, one by a Black male, one by a Mexican-American male, 13 by White females, two by Black females and 13 by Mexican-American females. The sex and ethnic composition of the full-time staff represents a ratio of 17.6% male, 82.4% female, 50.0% White, 8.8% Black and 41.2% Mexican-American.

Of the other than full-time authorized positions, four are vacant. Ten of these positions are filled by White females and one position is filled by a Mexican-American female. The sex and ethnic composition represents a ratio of 100.0% female, 90.9% White and 9.1% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

A total of 27 positions (12 full-time and 15 other than full-time) are authorized in this category. There are presently six vacancies (two full-time and four other than full-time).

The full-time positions are filled by one White male, two White females, one Black female and six Mexican-American females. This constitutes a sex and ethnic representation of 10.0% male and 90.0% female, 30.0% White, 10.0% Black and 60.0% Mexican-American. Males and Whites are underrepresented in the full-time positions.

A total of three vacancies, including the existing vacancies, are expected over the next twelve months.

A total of five vacancies, including the existing vacancies, are anticipated over the next three years.

The other than full-time positions are filled by 10 White females and one Mexican-American female. This constitutes a sex and ethnic breakdown of 100.0% female, 90.9% White and 9.1% Mexican-American. Males, Blacks and Mexican-Americans are underrepresented in this category.

A total of five vacancies, including the existing vacancies, are projected for the next twelve months.

A total of eight vacancies, including the existing vacancies, are expected over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

A total of 10 positions are authorized in this category. These positions are filled by one Black male, two White females, one Black female, and six Mexican-American females. This represents a sex and ethnic composition of 10.0% male, 90.0% female, 20.0% White, 20.0% Black and 60.0% Mexican-American. Males are underrepresented in this category.

One vacancy is expected over the next twelve months.

Two vacancies are anticipated over the next three years.

EEOC CATEGORY -- PROFESSIONAL

A total of 14 positions are authorized in this category. One is vacant, two are filled by White males, one by a Mexican-American male, nine by White females and one by a Mexican-American female. This sex and ethnic composition represents a ratio of 23.0% male, 77.0% female, 84.6% White, and 15.4% Mexican-American. Blacks, Mexican-Americans and males are underrepresented in this category.

Two vacancies, including the one existing vacancy, are expected over the next twelve months.

Four vacancies, including the one existing vacancy, are anticipated over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

There are two positions authorized in this category. One is vacant and one is filled by a White male.

No further vacancies are expected over the next three years.

GOALS

This department met a one-year goal established last year for the Professional category, which was to increase male representation to 20.0%. However, the department did not meet its goal for the Office & Clerical Category, which was to increase the percentage of Blacks to 7.0% and increase the percentage of males to 27.0% in the other than full-time positions. The department failed to meet its goal to increase Black representation to 10.0% in the Professional Category.

Every reasonable, nondiscriminatory effort should be made to fill vacancies as follows during the next twelve months:

1. Office & Clerical (full-time)
 - a. Increase male representation to 24.9%
 - b. Increase White representation to 41.5%

Office & Clerical (Other than full-time)

- a. Increase male representation to 26.4%
- b. Increase Black representation to 6.6%
- c. Increase Mexican-American representation to 27.4%

2. Paraprofessional

Increase male representation to 20.0%

3. Professional

- a. Increase male representation to 29.5%
- b. Increase Black representation to 7.1%
- c. Increase Mexican-American representation to 21.3%

Three year goals for this department are:

1. Office & Clerical (full-time)

Increase White representation to 49.8%

Office & Clerical (Other than full-time)

- a. Increase Mexican-American representation to 33.0%
- b. Maintain balance of males and females if one year goals are achieved

2. Paraprofessional

Increase male representation to 30.0%

3. Professional

- a. Increase male representation to 36.6%
- b. Increase Mexican-American representation to 28.4%

DEPARTMENT: CONVENTION & VISITORS BUREAU

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0003	Clerk II	22	2	0	2						1		1	2	
0012	MTST Operator	23	4	0	4							1	3	4	
0013	MTST Operator Supervisor	27	1	0	1								1	1	
0026	Visitor Information Spec.	20	2	0	2	1				1	1			1	
0821	Stock Clerk	20	0	2	2										
1076	Executive Secretary	102	1	0	1								1	1	
	Sub-total		10	2	12	1				1	2	1	6	9	
	PARAPROFESSIONAL														
0022	Visitor Sales Assistant	26	1	0	1								1	1	
0025	Assistant Service Executive	26	1	0	1								1	1	
0027	Visitor Sales Represent.	30	1	0	1						1			1	
0032	Promotion Specialist	31	1	0	1		1			1					
0040	Admin. Assistant I	25	2	0	2							1	1	2	
0047	Convention Comm. Spec.	24	3	0	3						1		2	3	
0049	Housing Specialist	24	1	0	1								1	1	
	Sub-total		10	0	10		1			1	2	1	6	9	
	PROFESSIONAL														
0024	Senior Account Executive	31	3	0	3	1				1	2			2	
0030	Admin. Services Supv.	40	1	0	1						1			1	

DEPARTMENT: CONVENTION & VISITORS BUREAU

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0037	Marketing Manager	45	0	1	1										
0048	Visitor Relations Manager	42	1	0	1						1				1
0050	Convention Sales Manager	42	1	0	1						1				1
0051	Service Executive	31	3	0	3	1				1	1		1		2
0070	Public Information Officer I	33	1	0	1						1				1
0071	Public Info. Officer II	36	1	0	1						1				1
0080	Internal Relations Manager	42	1	0	1						1				1
0874	Accountant II	35	1	0	1			1		1					
	Sub-total		13	1	14	2		1		3	9		1		10
	OFFICIALS & ADMINISTRATORS														
1013	Director of Convention & Visitors Bureau	118	0	1	1										
1059	Assistant Director of Convention & Vis. Bureau	116	1	0	1	1				1					
	Sub-total		1	1	2	1				1					
	TOTAL		34	4	38	4	1	1		6	13	2	13		28

ECONOMIC & EMPLOYMENT DEVELOPMENT

The Department of Economic and Employment Development is authorized 97 positions. Of these, eight are vacant, seven are filled by White males, seven by Black males, 24 by Mexican-American males, nine by White females, 11 by Black females, and 31 by Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 42.7% male, 57.3% female, 18.0% White, 20.2% Black and 61.8% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Thirty-five positions are authorized in this category, of which two are vacant. The positions are filled by four Mexican-American males, one White female, seven Black females, and 21 Mexican-American females.

This constitutes a ratio of 12.1% male, 87.9% female, 3.0% White, 21.2% Black and 75.8% Mexican-American. These ratios indicate an underrepresentation of males and Whites in this category.

Three vacancies, in addition to the two existing vacancies, are anticipated over the next twelve months.

A total of 12 vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

Eight positions are authorized and filled in this category. The positions are filled by two Mexican-American males, two White females, one Black female and three Mexican-American females.

This constitutes a ratio of 25.0% male, 75.0% female, 25.0% White, 12.5% Black and 62.5% Mexican-American. These ratios approximate parity in this category.

One vacancy is expected over the next three years.

EEOC CATEGORY -- TECHNICIAN

Four positions are authorized and filled in this category. The positions are filled by one White male, two Mexican-American males, and one Mexican-American female.

This constitutes a ratio of 75.0% male, 25.0% female, 25.0% White, and 75.0% Mexican-American. These ratios indicate an underutilization of males, Whites and Blacks.

No positions are expected to become vacant over the next three years.

EEOC CATEGORY -- PROFESSIONAL

Forty-six positions are authorized in this category, of which 40 are filled. The positions are filled by five White males, five Black males, 15 Mexican-American males, six White females, three Black females, and six Mexican-American females.

This constitutes a ratio of 62.5% male, 37.5% female, 27.5% White, 20.0% Black, and 52.5% Mexican-American. There is an underrepresentation of Whites and females in this category.

Three vacancies in addition to the existing six vacancies are anticipated over the next twelve months.

A total of 15 vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Four positions are authorized and filled in this category. The positions are filled by one White male and three Mexican-American males.

This constitutes a ratio of 100.0% male, 25.0% White, and 75.0% Mexican-American.

No positions are expected to become vacant over the next three years.

GOALS

The Economic and Employment Development Department achieved its Para-professional goals established last year by increasing female and White representation. The goals in the Professional category were partially met by increasing the percentage of females.

The following Affirmative Action goals are established for the next 12 months:

1. Office & Clerical
 - a. Increase White representation to 11.4%
 - b. Increase male representation to 17.2%
2. Professional
 - a. Increase female representation to 43.5%
 - b. Increase White representation to 39.1%

The following goals are established for the next three years:

1. Office & Clerical

- a. Increase White representation to 20.0%
- b. Increase male representation to 28.5%

2. Professional

- a. Increase White representation to 48.0%
- b. If the one year goal is met, female representation will be at parity.

DEPARTMENT: ECONOMIC & EMPLOYMENT DEVELOPMENT

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE AND CLERICAL														
0002	Clerk I	20	7	1	8			1		1		2	4	6	
0003	Clerk II	22	4		4						3	1		4	
0004	Clerk III	24	6		6			2		2	1	3		4	
0009	Clerk Typist I	21	6		6							6		6	
0010	Clerk Typist II	23	4		4					1		3		4	
0016	Clerk Steno II	24	0	1	1										
0017	Secretary	25	3		3						1	2		3	
0020	Switchboard Operator	21	1		1							1		1	
0971	Account Clerk II	23	1		1			1		1					
1076	Executive Secretary	102	1		1							1		1	
	Sub-total		33	2	35			4		4	1	7	21	29	
	PARAPROFESSIONAL														
0040	Administrative Asst. I	25	5		5		1			1	2		2	4	
0041	Administrative Asst. II	28	3		3		1			1		1	1	2	
	Sub-total		8		8		2			2	2	1	3	6	
	TECHNICIAN														
0075	Personnel Technician I	30	4		4	1		2		3			1	1	
	Sub-total		4		4	1		2		3			1	1	

DEPARTMENT: ECONOMIC & EMPLOYMENT DEVELOPMENT

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROFESSIONAL														
0035	Economic Development Spec.	35	1		1			1		1					
0036	Contract Specialist	35	1		1	1				1					
0042	Administrative Asst. III	31	3		3			2		2	1			1	
0043	Administrative Asst. IV	33	1		1								1	1	
0044	Administrative Asst. V	37	1		1			1		1					
0088	Coord. of Manpower Prog.	41	1		1			1		1					
0092	Coord. of Public Empl. Prog.	39	1		1		1			1					
0161	Planner III	37	3		3						1	1	1	3	
0162	Planner IV	40	2		2			1		1	1			1	
0873	Accountant I	32	2		2			1		1			1	1	
0874	Accountant II	35	1	1	2			1		1					
0875	Accountant III	37	1		1	1				1					
0891	Financial Specialist	43	1		1						1			1	
0392	Fiscal Officer	38	1		1						1			1	
0920	Senior Monitor	36	3		3		1	1		2	1			1	
0921	Project Monitor	33	2		2	1				1			1	1	
0927	Evaluation Specialist	36	1		1			1		1					
0929	Program Monitor	34	13	4	17	1	3	5		9		2	2	4	

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Equal Employment Opportunity is authorized 19 positions. Of these, two are vacant, two are filled by White males, three by Black males, four by Mexican-American males, two by White females, two by Black females and four by Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 52.9% male, 47.1% female, 23.5% White, 29.4% Black and 47.1% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Six positions are authorized in this category of which two are vacant. The positions are filled by one White female, one Black female and two Mexican-American females.

This constitutes a ratio of 100.0% female, 25.0% White, 25.0% Black and 50.0% Mexican-American. These ratios indicate an underrepresentation of Whites in this category.

One vacancy in addition to the two existing vacancies is anticipated over the next twelve months.

A total of four vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

One position is authorized and filled by a Mexican-American female.

This position is not anticipated to become vacant during the next twelve months.

No vacancies are expected over the next three years in this category.

EEOC CATEGORY -- PROFESSIONAL

Ten positions are authorized and filled. Two positions are filled by White males, two by Black males, three by Mexican-American males, one by a White female, one by a Black female and one by a Mexican-American female.

The sex and ethnic breakdown of the Professional staff is 70.0% male, 30.0% female, 30.0% White, 30.0% Black and 40.0% Mexican-American. There is an underrepresentation of females and Whites in this category.

Turnover rates for this category indicate that one vacancy may occur over the next twelve months.

Two vacancies are expected to occur in this category over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized and filled in this category. One position is filled by a Black male and one by a Mexican-American male.

No vacancies are projected in this category over the next twelve months or the next three years.

GOALS

The Equal Employment Opportunity Department achieved the goals established last year for the Office & Clerical category by increasing Black representation to 25.0%. The goals of increasing White representation in the Office & Clerical and Professional categories were not met. The goal of increasing female representation in the Professional category was not met.

The following Affirmative Action goals are established for FY'80:

1. Office & Clerical
Increase White representation
to 50.0%
2. Professional
 - a. Increase female representation
to 40.0%
 - b. Increase White representation
to 40.0%

For the next three years the EEO Department has established the following goals:

1. Office & Clerical
If one year goals are attained
the Clerical force will be at parity.
2. Professional
Increase White representation
to 50.0%

DEPARTMENT: Equal Employment Opportunity

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0010	Clerk-Typist II	23	0	1	1										
0016	Clerk-Steno II	24	2	1	3							1	1		2
0017	Secretary	25	1	0	1						1				1
1076	Executive Secretary	102	1	0	1								1		1
	Sub-total		4	2	6						1	1	2		4
	PARAPROFESSIONAL														
0069	EEO Technician	30	1	0	1								1		1
	Sub-total		1	0	1								1		1
	PROFESSIONAL														
0043	Admin. Assistant IV	33	1	0	1							1			1
0061	EEO Officer I	35	7	0	7	1	2	3		6			1		1
0062	EEO Officer II	39	2	0	2	1				1	1				1
	Sub-total		10	0	10	2	2	3		7	1	1	1		3
	OFFICIALS & ADMINISTRATORS														
1026	Director of EEO	116	1	0	1		1			1					
1070	Asst. Director of EEO	108	1	0	1			1		1					
	Sub-total		2	0	2		1	1		2					
	TOTAL		17	2	19	2	3	4		9	2	2	4		8

FINANCE

The Finance Department is authorized 132 positions. Of these positions, 15 are vacant, 27 are filled by White males, five by Black males, 24 by Mexican-American males, 17 by White females, five by Black females, and 39 by Mexican-American females. This represents a sex and ethnic breakdown in the overall staff of 47.9% male, 52.1% female, 37.6% White, 8.6% Black, and 53.8% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Fifty-six positions are authorized in this category, of which six are vacant. The positions are filled by two Black males, three Mexican-American males, nine White females, four Black females, and 32 Mexican-American females.

This constitutes a ratio of 10.0% male, 90.0% female, 18.0% White, 12.0% Black, and 70.0% Mexican-American. These ratios indicate an underrepresentation of males and Whites in this category.

Six vacancies in addition to the six existing vacancies are anticipated over the next twelve months.

A total of 23 vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

Nine positions are authorized in this category, of which one is vacant. The positions are filled by two White males, one Black male, one White female, one Black female, and three Mexican-American females.

This constitutes a ratio of 37.5% male, 62.5% female, 37.5% White, 25.0% Black, and 37.5% Mexican-American. Based on the 1970 Census Labor Force Breakdown by EEOC Category, these ratios indicate an underrepresentation of females and Mexican-Americans and three vacancies are projected for the next three years.

One vacancy in addition to the one existing vacancy is anticipated over the next twelve months.

EEOC CATEGORY -- TECHNICIAN

Twelve positions are authorized for this category, of which two are vacant. The positions are filled by two White males, one Black male, five Mexican-American males, and two Mexican-American females.

This constitutes a ratio of 80.0% male, 20.0% female, 20.0% White, 10.0% Black and 70.0% Mexican-American. This ratio indicates an underrepresentation of males and Whites.

One vacancy in addition to the two existing vacancies is anticipated over the next year.

A total of four vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- PROFESSIONAL

Fifty-three positions are authorized in this category, of which six are vacant. The positions are filled by 22 White males, one Black male, 15 Mexican-American males, seven White females, and two Mexican-American females.

This constitutes a ratio of 80.8% male, 19.2% female, 61.7% White, 2.1% Black and 36.2% Mexican-American. This ratio indicates an underrepresentation of females, Whites and Blacks.

Four vacancies in addition to the six existing vacancies are anticipated over the next twelve months.

A total of 17 vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized and filled in this category. One position is filled by a White male and one by a Mexican-American male.

No vacancies are projected in this category over the next twelve months.

No vacancies are anticipated over the next three years.

GOALS

The Finance Department achieved 50.0% of the goal established last year in the Technician category by increasing the representation of Blacks. The goals of increasing Whites in Office & Clerical and Technician categories and increasing females in the Professional category were not met.

The following Affirmative Action Goals are established for the next twelve months:

1. Office & Clerical
 - a. Increase male representation to 21.0%
 - b. Increase White representation to 32.0%
2. Paraprofessional
 - a. Increase female representation to 67.0%
 - b. Increase Mexican-American representation to 44.0%

3. Technician
 - a. Increase male representation to 83.0%
 - b. Increase White representation to 25.0%
4. Professional
 - a. Increase female representation to 30.0%
 - b. Increase White representation to 66.0%
 - c. Increase Black representation to 6.0%

For the next three years the Finance Department has established the following goals:

1. Office & Clerical
 - a. Increase male representation to 30.0%
 - b. Increase White representation to 42.0%
2. Technician
Increase White representation to 33.0%
3. Professional
 - a. Increase female representation to 40.0%
 - b. Increase White representation to 70.0%

DEPARTMENT: FINANCE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0002	Clerk I	20	14	4	18		1	2		3	1		10		11
0003	Clerk II	22	4	0	4			1		1	1		2		3
0004	Clerk III	24	8	0	8						4		4		8
0009	Clerk-Typist I	21	5	2	7							2	3		5
0010	Clerk-Typist II	23	1	0	1								1		1
0016	Clerk-Steno II	24	2	0	2							1	1		2
0017	Secretary	25	1	0	1						1				1
0801	Cashier	22	5	0	5						1		4		5
0852	Records Facility Supv.	27	1	0	1		1			1					
0870	Account Clerk I	21	2	0	2								2		2
0871	Account Clerk II	23	2	0	2								2		2
0872	Account Clerk III	25	3	0	3						1		2		3
0878	Account Clerk IV	27	1	0	1								1		1
1076	Executive Secretary	102	1	0	1							1			1
	Sub-total		50	6	56		2	3		5	9	4	32		45
	PARAPROFESSIONAL														
0040	Admin. Assistant I	25	2	0	2						1		1		2
0842	Tax Information Analyst	26	5	1	6	2				2		1	2		3

DEPARTMENT: FINANCE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0879	Revenue Billing Manager	28	1	0	1		1			1					
	Sub-total		8	1	9	2	1			3	1	1	3	5	
	TECHNICIAN														
0121	Drafting Technician II	27	1	0	1			1		1					
0829	Special Tax Investigator	26	6	0	6	2		3		5			1	1	
0850	Microfilmer I	20	2	2	4		1			1			1	1	
0851	Microfilmer II	23	1	0	1			1		1					
	Sub-total		10	2	12	2	1	5		8			2	2	
	PROFESSIONAL														
0042	Administrative Asst. III	31	1	0	1	1				1					
0043	Administrative Asst. IV	33	4	0	4		1			1	2		1	3	
0830	Tax Assessor	41	1	0	1			1		1					
0831	City Treasurer (Collector)	43	1	0	1	1				1					
0832	Deputy Treasurer Supv.	35	1	0	1	1				1					
0834	Deputy Tax Assessor	38	1	0	1	1				1					
0854	Claims Coordinator	29	1	0	1						1			1	
0856	Insurance & Prop. Div. Chief	38	1	0	1	1				1					
0857	Internal Auditor	39	1	0	1	1				1					
0865	Personal Property Dist. Supv.	32	1	0	1	1				1					

DEPARTMENT: FINANCE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0873	Accountant I	32	9	1	10	1		5		6	2		1		3
0874	Accountant II	35	16	3	19	10		4		14	2				2
0875	Accountant III	37	5	2	7	1		4		5					
0876	Chief Accountant	39	1	0	1			1		1					
0877	Controller	43	1	0	1	1				1					
0885	Systems Analyst I	35	1	0	1	1				1					
0900	Operations Manager	43	1	0	1	1				1					
	Sub-total		47	6	53	22	1	15		38	7		2		9
	OFFICIALS & ADMINISTRATORS														
1001	Director of Finance	126	1	0	1	1				1					
1052	Asst. Director of Finance	110	1	0	1			1		1					
	Sub-total		2	0	2	1		1		2					
	TOTAL		117	15	132	27	5	24		56	17	5	39		61

FIRE

The Fire Department is authorized 1,117 positions. Of these, 87 are vacant, 507 are filled by White males, 54 by Black males, 442 by Mexican-American males, 5 by males classified as Other, 7 by White females, 2 by Black females, and 13 by Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 97.8% males, 2.2% females, 49.9% White, 5.4% Black, 44.2% Mexican-American and 0.5% Other.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

Two positions are authorized in this category and both are filled. One is filled by a White male and one by a Mexican-American male. Males constitute 100.0% of the staff in this category, 50.0% White and 50.0% Mexican-American.

No vacancies are projected in this category over the next 12 months. No vacancies are projected over the next three years.

EEOC CATEGORY -- SKILLED CRAFT

Nineteen positions are authorized and filled in this category. One position is filled by a White male, four by Black males, and 14 by Mexican-American males.

Males constitute 100.0% of the staff in this category, 5.3% White, 21.0% Black, 73.7% Mexican-American. This ratio indicates an underrepresentation of Whites and females.

One vacancy is anticipated over the next 12 months. A total of four vacancies are expected over the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

Twenty-one positions are authorized in this category. None are vacant. The positions are filled by five White females, two Black females, 12 Mexican-American females and two Mexican-American males.

This constitutes a ratio of 90.5% females, 9.5% males, 23.8% White, 9.5% Black, 66.7% Mexican-American. Males and Whites are underrepresented.

Two vacancies are anticipated over the next 12 months. A total of six vacancies are expected over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Four positions are authorized in this category and are filled by one White male, one Mexican-American male, one White female and one Mexican-American female.

This reflects a ratio of 50.0% male, 50.0% female, 50.0% White and 50.0% Mexican-American.

There is an underrepresentation of Blacks and females in this category.

No vacancies are expected over the next 12 months. One vacancy is projected over the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICE

A total of 821 positions are authorized in this category of which 87 are vacant. The positions are filled by 372 White males, 50 Black males, 307 Mexican-American males and five by males classified as Other.

This constitutes a ratio of 50.7% White, 6.8% Black, 41.8% Mexican-American, .7% Other and 100.0% male. This ratio indicates an underrepresentation of females, Blacks and Mexican-Americans, based on the overall population.

Sixteen vacancies in addition to the 87 existing vacancies are anticipated over the next twelve months, for a total of 103.

A total of 135 vacancies including the existing vacancies are expected over the next three years.

EEOC CATEGORY -- TECHNICIAN

A total of four positions are authorized and filled. Seventy-five percent are filled by males, 25.0% by females. One is filled by a White male, two by Mexican-American males and one by a White female.

This represents an ethnic breakdown of 50.0% Mexican-American and 50.0% White. Considering the size of this staff, the present breakdown approximates parity.

No vacancies are projected for the next 12 months, however, one vacancy can be expected over the next three years.

EEOC CATEGORY -- PROFESSIONAL

There are 238 positions authorized in this category. These positions are filled by 127 White males and 111 Mexican-American males.

The sex and ethnic breakdown of the Professional staff is 100.0% male, 53.4% White and 46.6% Mexican-American. Blacks and Mexican-Americans are underutilized. The underutilization of females cannot be addressed until females gain experience in the Protective Services category.

Ten vacancies may occur over the next 12 months. Thirty vacancies are expected to occur in this category over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Eight positions are authorized and filled in this category. Four positions are filled by White males and four by Mexican-American males.

No vacancies are projected over the next 12 months. No vacancies are anticipated over the next three years.

GOALS

The goals established last year for the Skilled Craft, Office & Clerical and

Professional categories were not met. However, the department did partially meet the established goal for Protective Services by increasing the representation of Blacks and Mexican-Americans.

The following Affirmative Action goals are established for 1980 and the next three years:

12-Month Goals

1. Skilled Craft
 - a. Increase representation of females to 5.0%
 - b. Increase representation of Whites to 10.0%
2. Protective Services
 - a. Increase representation of females to 1.0%
 - b. Increase representation of Blacks to 7.0%
 - c. Increase representation of Mexican-Americans to 44.0%
3. Office & Clerical
 - a. Increase male representation to 15.0%
 - b. Increase White representation to 33.6%
4. Professional
 - a. Increase percentage of Blacks to 1.0%
 - b. Increase percentage of Mexican-Americans to 48.0%

3-Year Goals

1. Skilled Craft

Increase White representation to 16.0%

2. Office & Clerical
 - a. Increase male representation to 23.0%
 - b. Increase White representation to 43.0%
3. Paraprofessional
Increase Black representation to 25.0%
4. Protective Services
 - a. Increase female representation to 1.5%
 - b. Increase Mexican-American representation to 46.0%
 - c. Increase Black representation to 7.6%
5. Professional
 - a. Increase Black representation to 2.0%
 - b. Increase Mexican-American representation to 52.2%

DEPARTMENT: FIRE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
7370	Truck Driver	215	2	0	2	1		1		2					
	Sub-total		2	0	2	1		1		2					
	SKILLED CRAFT														
7160	Heavy Equipment Mechanic	32	6	0	6			6		6					
7421	Heavy Equipment Operations Supervisor	33	2	0	2	1		1		2					
7770	Automotive Mechanic Helper	24	11	0	11		4	7		11					
	Sub-total		19	0	19	1	4	14		19					
	OFFICE & CLERICAL														
0002	Clerk I	20	1	0	1							1		1	
0003	Clerk II	22	1	0	1						1			1	
0009	Clerk Typist I	21	6	0	6						1		5	6	
0010	Clerk Typist II	23	2	0	2			1		1	1			1	
0019	Telephone Clerk	20	10	0	10			1		1	2	2	5	9	
1076	Executive Secretary	102	1	0	1								1	1	
	Sub-total		21	0	21			2		2	5	2	12	19	
	PARAPROFESSIONAL														
0040	Admin. Assistant I	25	2	0	2						1		1	2	
0644	Personnel Invest. II	28	2	0	2	1		1		2					
	Sub-total		4	0	4	1		1		2	1		1	2	

DEPARTMENT: FIRE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROTECTIVE SERVICE														
0658	Probationary Firefighter	301	23	0	23	6		17		23					
0660	Firefighter	305	386	38	424	173	38	172	3	386					
0661	Engineers	309	325	49	374	193	12	118	2	325					
	Sub-total		734	87	821	372	50	307	5	734					
	TECHNICIAN														
0075	Personnel Technician I	30	1	0	1						1				1
0689	Communications Technician (Trainee)	20	1	0	1			1		1					
0690	Communications Tech.	36	2	0	2	1		1		2					
	Sub-total		4	0	4	1		2		3	1				1
	PROFESSIONAL														
0028	Civil Defense Coordinator	32	1	0	1	1				1					
0029	Asst. Civil Defense Coord.	30	1	0	1	1				1					
0662	Lieutenant	313	120	0	120	70		50		120					
0663	Captain	317	95	0	95	50		45		95					
0664	District Chief	323	21	0	21	5		16		21					
	Sub-total		238	0	238	127		111		238					

HUMAN RESOURCES AND SERVICES

This department has 544 positions authorized. Of these, 50 are in the Community Action Division and will be analyzed in the pages following this narrative, since federal regulations require a separate breakdown of activities funded by the Community Services Administration. The 544 positions less the 50 Community Action Division authorized leave 494 authorized positions addressed in the following pages. Of these 72 are vacant, 22 are filled by White males, 31 by Black males, 88 by Mexican-American males, one by a male classified as Other, 34 by White females, 65 by Black females, 179 by Mexican-American females, and two by females classified as Other. Males constitute 33.7%, females 66.3%, Whites 13.2%, Blacks 22.8%, Mexican-Americans 63.3% and Others 0.7% of the overall staff in this department.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

There are 176 positions authorized in this category. Of these, 21 are vacant, four are filled by White males, 13 by Black males, 46 by Mexican-American males, one by a male classified as Other, 12 by White females, 18 by Black females and 61 by Mexican-American females. The staff in this category is 41.3% male, 58.7% female, 10.3% White, 20.0% Black, 69.0% Mexican-American and 0.7% Other. Males and Whites are underrepresented in this category.

Turnover rates for this category indicate that, in addition to the existing 21 vacancies, 12 positions may become vacant during the next twelve months and 58 vacancies are projected over the next three years.

EEOC CATEGORY -- SKILLED CRAFT

Three positions are authorized in this category. One is filled by a Black male, and two are filled by Mexican-American males. The staff in this category is 100.0% male, 33.3% Black and 66.7% Mexican-American. Females and Whites are underrepresented in this category.

One vacancy is projected to occur over the next three years in this category.

EEOC CATEGORY -- OFFICE & CLERICAL

Thirty-six positions are authorized in this category. Seven are vacant, two are filled by White females, four by Black females, 21 by Mexican-American females and two by females classified as Other. This staff is 100.0% female, 6.9% White, 13.8% Black, 72.4% Mexican-American and 6.9% Other. Males and Whites are underrepresented in this category.

Turnover rates for this category indicate that, in addition to the existing seven vacancies, four positions may become vacant during the next twelve months and 18 vacancies are projected over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

There are 185 positions authorized in this category. Thirty-four are vacant, six are filled by White males, five by Black males, 12 by Mexican-American males, 11 by White females, 35 by Black females and 82 by Mexican-American females. This staff is 15.2% male, 84.8% female, 11.3% White, 26.5% Black and 62.2% Mexican-American. Males and Whites are underrepresented in this category.

Turnover rates for this category indicate that in addition to the 34 existing vacancies, 11 positions may become vacant during the next twelve months and 67 vacancies are projected to occur during the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICE

One position is authorized in this category and it is filled by a Black male.

No vacancy is projected to occur over the next three years.

EEOC CATEGORY -- TECHNICIAN

Two positions are authorized in this category. One is vacant and the other is filled by a Mexican-American female.

In addition to the existing one vacancy, no vacancies are projected during the next three years.

EEOC CATEGORY -- PROFESSIONAL

There are 89 positions authorized in this category. Of these, nine are vacant, 11 are filled by White males, 10 by Black males, 28 by Mexican-American males, nine by White females, eight by Black females and 14 by Mexican-American females. The sex and ethnic ratio of this staff is 61.3% male, 38.7% female, 25.0% White, 22.5% Black and 52.5% Mexican-American. Females and Whites are underrepresented in this category.

Turnover rates for this category indicate that in addition to the nine existing vacancies, six positions may become vacant during the next twelve months and 28 vacancies are projected for the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized. One is filled by a White male and the other is filled by a Black male.

No vacancies are expected to occur during the next three years.

GOALS

The Human Resources and Services Department partially achieved its goals set last year. The goals addressing increases in Mexican-American representation in Service/Maintenance, and Professional categories were met. The goals established for Office & Clerical (increasing male White representation) were not met. The goal to increase White males in the Paraprofessional category was also not met.

As indicated in the staff analysis, ethnic and sexual imbalances exist in several categories. Some of the imbalances are due to the absorption in the department of the Family Services Homemaker Program in October of 1978, the NCOA program in April of 1979 and other EODC related staff. This department will make every reasonable, nondiscriminatory effort to achieve the following twelve month goals:

1. Service/Maintenance
 - a. Increase male representation to 51.7%
 - b. Increase White representation to 13.1%
2. Office & Clerical
 - a. Increase male representation to 2.8%
 - b. Increase White representation to 22.2%
3. Paraprofessional
 - a. Increase male representation to 20.0%
 - b. Increase White representation to 16.2%
4. Professional
 - a. Increase female representation to 39.3%
 - b. Increase White representation to 33.7%

The following goals are established for the next three years:

1. Service/Maintenance
 - a. Increase male representation to 63.1%
 - b. Increase White representation to 16.5%
2. Skilled Craft
 - a. Increase female representation to 33.3%
 - b. Increase White representation to 33.3%

3. Office & Clerical
 - a. Increase male representation to 8.0%
 - b. Increase White representation to 33.3%
4. Paraprofessional
 - a. Increase male representation to 23.8%
 - b. Increase White representation to 19.5%
5. Professional
 - a. Increase female representation to 45.0%
 - b. Increase White representation to 43.8%

DEPARTMENT: HUMAN RESOURCES

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0187	SCSEP Enrollee	201	128	17	145	4	4	34	1	43	11	14	60		85
0907	Pass. Vehicle Chauffeur	224	10	0	10		4	5		9	1				1
0994	Cook	23	2	0	2		2			2					
0995	Cook Helper	20	3	0	3							3			3
7560	Building Custodian	20	7	2	9		3	3		6		1			1
7580	Maintenance Mech.	20	5	2	7			4		4			1		1
	Sub-total		155	21	176	4	13	46	1	64	12	18	61		91
	SKILLED CRAFT														
0106	Crew Leader	24	1	0	1			1		1					
0951	Estimator	26	1	0	1			1		1					
7030	Labor Foreman	219	1	0	1		1			1					
	Sub-total		3	0	3		1	2		3					
	OFFICE & CLERICAL														
0002	Clerk I	20	2	1	3							1	1		2
0009	Clerk Typist I	21	10	3	13							2	8		10
0010	Clerk Typist II	23	4	0	4								2	2	4
0015	Clerk Steno I	22	2	0	2								2		2
0016	Clerk Steno II	24	1	0	1								1		1

-93-

DEPARTMENT: HUMAN RESORUCES

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0017	Secretary	25	8	3	11						2	1	5		8
0111	Clerk Typist	20	1	0	1								1		1
1076	Exeuctive Secretary	102	1	0	1								1		1
	Sub-total PARAPROFESSIONAL		29	7	36						2	4	21	2	29
0040	Admin. Assistant I	25	3	0	3	1		1		2			1		1
0041	Admin. Assistant II	28	7	1	8	1	1	3		5		1	1		2
0185	Job Counselor	26	1	0	1			1		1					
0186	Job Developer	26	1	2	3								1		1
0268	Home Health Aides	20	118	28	146			1		1	8	32	77		117
0440	Recreation Leader Aide	20	5	0	5	1	2	2		5					
0450	Recreation Specialist I	22	6	0	6	3		1		4	2				2
0904	Counselor	29	3	0	3			1		1	1		1		2
0961	Intake Worker I	27	2	0	2			2		2					
0984	Nutrition Manager	26	2	0	2		1			1		1			1
0985	Outreach Worker	24	3	3	6		1			1		1	1		2
	Sub-total		151	34	185	6	5	12		23	11	35	82		128
	PROTECTIVE SERVICE														
0634	Security Guard I	24	1	0	1		1			1					
	Sub-total		1	0	1		1			1					

-94-

DEPARTMENT: HUMAN RESOURCES

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	TECHNICIAN														
0240	L.V.N. Aide	20	1	0	1								1		1
0267	L.V.N	23	0	1	1										
	Sub-total		1	1	2								1		1
	PROFESSIONAL														
0042	Admin. Assistant III	31	1	0	1		1			1					
0043	Admin. Assistant IV	33	1	1	2	1				1					
0044	Admin. Assistant V	37	2	0	2		1	1		2					
0045	Management Analyst I	32	2	0	2	1				1			1		1
0046	Management Analyst II	35	4	0	4	3				3	1				1
0091	Deputy Coordinator (SSEP)	34	1	0	1		1			1					
0104	Housing Counselor	26	1	1	2			1		1					
0146	Program Evaluator (EODC)	26	1	0	1			1		1					
0162	Planner IV	40	1	0	1			1		1					
0184	Project Director (SCSP)	35	1	0	1	1				1					
0286	Nutritionist	32	1	0	1								1		1
0451	Recreation Specialist II	30	0	1	1										
0873	Accountant I	32	2	0	2	1		1		2					
0903	Coordinator	36	1	0	1						1				1

DEPARTMENT: HUMAN RESOURCES

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0904	Counselors	29	3	0	3			1		1	1		1		2
0905	Coordinator-Advocacy Pgm. Victims of Crime	38	1	0	1	1				1					
0910	Evaluator	33	1	0	1						1				1
0918	Program Manager (MSC)	39	1	0	1			1		1					
0919	Project Monitor (EODC)	26	1	0	1			1		1					
0921	Project Monitor	33	1	0	1							1			1
0941	Youth Services Project Director	37	1	0	1			1		1					
0942	Coordinator of Program Development & Research	35	1	0	1			1		1					
0943	Youth Project Ctr. Supv.	32	5	1	6		1	2		3	1		1		2
0944	Youth Worker	29	18	0	18	1	2	6		9	2	3	4		9
0960	Multi-Service Coordinator	39	2	0	2		1	1		2					
0971	Caseworkers	29	11	3	14			7		7	1	1	2		4
0972	Caseworker Supervisors	35	4	0	1	1		1		2	1		1		2
0973	Admin. of Public Welfare	40	1	0	1							1			1
0977	Administrator (MDA)	40	1	0	1							1			1
0979	Fiscal Officer	35	1	0	1						1				1
0980	Food Service Coordinator	30	0	1	1										
0982	Project Director	39	1	0	1		1			1					
0983	Supportive Serv. Coord.	35	1	0	1								1		1

DEPARTMENT: HUMAN RESOURCES

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0988	Multi-Serv. Asst. Coord.	37	2	0	2		2			2					
0989	Field Serv. Coord.	32	3	0	3			1		1			1	1	2
0990	Program Director (Carver)	39	0	1	1										
0990	Program Director (H.P.)	39	1	0	1	1				1					
	Sub-total		80	9	89	11	10	28		49	9	8	14		31
	OFFICIALS & ADMINISTRATORS														
1030	Director of Human Resources	130	1	0	1		1			1					
1050	Asst. Director of Human Resources	110	1	0	1	1				1					
	Sub-total		2	0	2	1	1			2					
	TOTAL		422	72	494	22	31	88	1	142	34	65	179	2	280

LEGAL-

The Legal Department is authorized 45 positions. Of these, two are vacant, 16 are filled by White males, seven by Mexican-American males, one by a Black male, 10 by White females, three by Black females and six by Mexican-American females. The ethnic and sex composition for the Legal Department constitutes a ratio of 60.5% White, 9.3% Black, 30.2% Mexican-American, 55.8% male and 44.2% female.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Thirteen positions are authorized in this category. They are filled by two White females, three Black females and six Mexican-American females. Two positions are vacant.

This constitutes a ratio of 100.0% female, 18.2% White, 27.3% Black and 54.5% Mexican-American. Males and Whites are underrepresented in this category.

In addition to the two existing vacancies, one additional vacancy is anticipated over the next twelve months.

A total of four vacancies are expected over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Four positions are authorized in this category. These positions are filled by two White males, one Mexican-American male and one White female.

This constitutes a sex and ethnic breakdown within this category of 75.0% male, 25.0% female, 75.0% White and 25.0% Mexican-American. This breakdown would indicate an underrepresentation of females, Blacks and Mexican-Americans.

Turnover rates for this category would indicate that one vacancy will occur in this category over the next twelve months, while one additional vacancy may be expected within the next three years.

EEOC CATEGORY -- PROFESSIONAL

There are 24 positions authorized in this category. These positions are filled by six White females, 12 White males, one Black male and five Mexican-American males.

The sex and ethnic ratio of the Professional staff is 75.0% male, 25.0% female, 75.0% White, 4.2% Black and 20.8% Mexican-American.

Turnover rates for this category indicate that two vacancies may occur

in this category within the next twelve months. Five vacancies are expected to occur in this category over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Four positions are authorized in this category and there are currently no vacancies. One position is filled by a White female, two by White males and one position is filled by a Mexican-American male.

The sex and ethnic ratio for this category is 75.0% male, 25.0% female, 75.0% White and 25.0% Mexican-American.

No vacancies are expected within this category in the next twelve months and no vacancies are expected in this category within the next three years.

GOALS

Because the Legal Department did not hire any males in the Office & Clerical category, the projected goal was not met. In calculating an equitable representation of lawyers in the Professional category, it was necessary to identify the availability of attorneys in San Antonio registered with the State Bar of Texas and the San Antonio Bar.

After careful evaluation, it was determined from the best records and data that the percentages of lawyers by sex and ethnic breakdown are as follows; 93.7% males, 6.3% females, 92.0% White, 1.0% Black and 7.0% Mexican-American.

The following Affirmative Action goals are established for the Legal Department for FY'1980:

1. Office & Clerical
 - a. Increase male representation to 8.0%
 - b. Increase White representation to 23.0%
2. Paraprofessional
 - a. Increase female representation to 50.0%
 - b. Increase Mexican-American representation to 50.0%

The following Affirmative Action goals are established for the Legal Department for the next three years:

1. Office & Clerical
 - a. Increase male representation to 15.0%
 - b. Increase White representation to 31.0%
2. Paraprofessional
Increase Black representation to 25.0%

DEPARTMENT: LEGAL

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0003	Clerk II	22	1	0	1								1		1
0009	Clerk Typist I	21	2	0	2								2		2
0010	Clerk Typist II	23	3	0	3							2	1		3
0016	Clerk Steno II	23	3	0	3						1	1	1		3
0017	Secretary	25	0	1	1										
0093	Legal Secretary	30	1	1	2								1		1
1076	Executive Secretary	102	1	0	1						1				1
	Sub-total		11	2	13						2	3	6		11
	PARAPROFESSIONAL														
0038	Paralegal/Law Librarian	27	1	0	1						1				1
0058	Chief Legal Investigator	35	1	0	1	1				1					
0059	Legal Investigator	31	2	0	2	1		1		2					
	Sub-total		4	0	4	2		1		3	1				1
	PROFESSIONAL														
0065	Attorney I	37	1	0	1						1				1
0066	Attorney II	39	8	0	8	4		2		6	2				2
0067	Attorney III	41	6	0	6	1		2		3	3				3
0068	Attorney IV	48	8	0	8	6	1	1		8					

LIBRARY

The Library Department is authorized a total of 242 positions, 179 full-time and 63 other than full-time.

Of the 179 full-time positions, 26 are vacant, 16 are filled by White males, 5 by Black males, 32 by Mexican-American males, 56 by White females, 11 by Black females and 33 by Mexican-American females. This reflects a sex and ethnic breakdown of 34.6% male, 65.4% female, 47.0% White, 10.5% Black and 42.5% Mexican-American.

Of the 63 other than full-time positions, 10 are vacant, six are filled by White males, two by Black males, 13 by Mexican-American males, three by White females, four by Black females and 25 by Mexican-American females. This reflects a sex and ethnic breakdown of 39.6% male, 60.4% female, 17.0% White, 11.3% Black, and 71.7% Mexican-American.

The sex and ethnic ratio of the overall staff is 39.3% White, 10.7% Black, 50.0% Mexican-American, 35.9% male and 64.1% female.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

Twenty-five positions are authorized in this category of which six are vacant. The positions are filled by 15 Mexican-American males, two Black males, one Mexican-American female and one Black female.

There are eleven full-time positions authorized. There are two vacancies and nine are filled by Mexican-American males, which reflects a sex and ethnic ratio of 100.0% Mexican-American males.

There are 14 other than full-time positions authorized. There are four vacancies and two are filled by Black males, six by Mexican-American males, one by a Black female and one by a Mexican-American female. This reflects a sex and ethnic breakdown of 80.0% male, 20.0% female, 30.0% Black, and 70.0% Mexican-American.

Females, Whites and Blacks are underrepresented in the full-time positions and Whites are underrepresented in the other than full-time positions in this category.

In addition to the existing six vacancies (two full-time and four other than full-time) two vacancies (one full-time and one other than full-time) are expected to occur during the next twelve months and 11 vacancies (four full-time and seven other than full-time) are expected to occur during the next three years.

EEOC CATEGORY -- SKILLED CRAFT

Three positions are authorized and filled. One position is filled by a Black male and two by Mexican-American males.

This constitutes a ratio of 100.0% male, 33.3% Black and 66.7% Mexican-American. These ratios indicate an underrepresentation of females and Whites.

These positions are not anticipated to become vacant during the next twelve months.

One vacancy may occur in this category over the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

One hundred twelve positions (63 full-time and 49 other than full-time) are authorized in this category. Of these 24 (18 full-time and six other than full-time) are vacant. The positions are filled by six White males, one Black male, 17 Mexican-American males, 10 White females, nine Black females and 45 Mexican-American females.

Of the 63 full-time positions authorized, 18 are vacant. One is filled by a Black male, 10 by Mexican-American males, seven by White females, six by Black females and 21 by Mexican-American females.

The sex and ethnic ratio of staff occupying the full-time positions is 24.4% male, 75.6% female, 15.5% White, 15.5% Black and 69.0% Mexican-American.

Of the 49 other than full-time positions, six are vacant, six are filled by White males, seven by Mexican-American males, three by White females, three by Black females and 24 by Mexican-American females.

The sex and ethnic ratio for the staff in the other than full-time positions is 30.2% male, 69.8% female, 21.0% White, 7.0% Black and 72.0% Mexican-American.

These ratios indicate an underrepresentation of males and Whites in the full-time positions and Whites in the other than full-time positions.

Turnover rates for this category indicate that 11 vacancies (six full-time and five other than full-time) in addition to the 24 existing vacancies (18 full-time and six other than full-time) may occur over the next 12 months.

Fifty-eight (37 full-time and 21 other than full-time) vacancies are expected to occur in this category over the next three years including the existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

Thirty-one positions are authorized and four are vacant. The positions are filled by four White males, three Black males, eight Mexican-American males, three White females, four Black females and five Mexican-American females.

This constitutes a ratio of 55.6% males, 44.4% females, 25.9% White, 25.9% Black, and 48.2% Mexican-American. These ratios indicate an underrepresentation of females, Whites and Mexican-Americans in this category.

EEOC CATEGORY -- PROTECTIVE SERVICE

Two positions are authorized and are vacant.

EEOC CATEGORY -- PROFESSIONAL

Approximately 98.5% of the job classifications authorized for this department's Professional staff are for Librarians. Therefore, the staff analysis and goals for this category were based on the Bexar County Library Association 1978-1979 Directory sex figures of 12.9% male and 87.1% female, and the San Antonio 1970 Census Manpower Data ethnic figures of 72.8% White, 2.0% Black, 22.8% Mexican-American, 2.4% Other for Librarians in the available labor force.

Sixty-seven positions are authorized and filled in this category. Eleven positions are filled by White males, three by Mexican-American males, 45 by White females, one by a Black female and seven by Mexican-American females.

This breakdown constitutes a sex and ethnic composition of 20.9% male, 79.1% female, 83.6% White, 1.5% Black and 14.9% Mexican-American. When compared with the Library Association's and 1970 census figures for Librarians this breakdown indicates an underrepresentation of females, Blacks and Mexican-Americans.

Turnover rates for this category indicate that five positions may become vacant during the next twelve months and fourteen vacancies are projected over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized and filled in this category. One position is filled by a White male and the other by a White female. The sex and ethnic composition is 100.0% White, 50.0% male and 50.0% female.

No vacancies are expected to occur in this category during the next three years.

GOALS

The Library Department did not achieve the goals established last year, however, a reduction in staff did occur during the year, which has some effect on the goals.

The following Affirmative Action goals are established for FY'80:

1. Service/Maintenance (full-time positions)
 - a. Increase female representation to 18.0%
 - b. Increase White representation to 18.0%
 - c. Increase Black representation to 11.0%

(Other than full-time positions)

Increase White representation to 22.0%

2. Office & Clerical (full-time positions)
 - a. Increase male representation to 30.2%
 - b. Increase White representation to 31.8%

(other than full-time positions)

Increase White representation to 30.6%
3. Paraprofessional
 - a. Increase female representation to 51.2%
 - b. Increase White representation to 28.8%
 - c. Increase Mexican-American representation to 51.2%
4. Professional
 - a. Increase female representation to 85.5%
 - b. Increase Mexican-American representation to 16.5%

For the next three years, the Library Department has established the following goals:

1. Service/Maintenance

If one year goals are attained the Service/Maintenance force will be at parity
2. Skilled Craft

Increase White representation to 33.0%
3. Office & Clerical

Increase White representation to 54.0% in full-time and other than full-time
4. Paraprofessional

Increase female representation to 60.8%

5. Professional

- a. Increase female representation to 87.0%
- b. Increase Mexican-American representation to 22.5%

DEPARTMENT: LIBRARY

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0756	Building Custodian	20	9	2	11			9		9					
	Sub-total		9	2	11			9		9					
	SKILLED CRAFT														
0782	Bldg. Maint. Foreman I	23	2	0	2		1	1		2					
0783	Bldg. Maint. Foreman II	26	1	0	1			1		1					
	Sub-total		3	0	3		1	2		3					
	OFFICE & CLERICAL														
0002	Clerk I	20	17	2	19			5		5	2	1	9		12
0003	Clerk II	22	2	0	2			1		1	1				1
0009	Clerk-Typist I	21	25	15	40		1	4		5	4	5	11		20
0010	Clerk-Typist II	23	1	0	1								1		1
0017	Secretary	25	0	1	1										
	Sub-total		45	18	63		1	10		11	7	6	21		34
	PARAPROFESSIONAL														
0301	Library Asst. I	22	17	4	21	1	3	5		9	3	2	3		8
0302	Library Asst. II	25	6	0	6	2		2		4		1	1		2
0040	Admin. Asst. I	25	1	0	1								1		1
0041	Admin. Asst. II	28	3	0	3	1		1		2		1			1
	Sub-total		27	4	31	4	3	8		15	3	4	5		12

DEPARTMENT: LIBRARY

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROTECTIVE SERVICE														
0634	Security Guard	24	0	2	2										
	Sub-total		0	2	2										
	PROFESSIONAL														
0873	Accountant I	32	1	0	1							1		1	
0305	Librarian I	32	27	0	27	6		1		7	19		1	20	
0306	Librarian II	34	22	0	22	3		1		4	13	1	4	18	
0307	Librarian III	37	15	0	15	2		1		3	11		1	12	
0308	Superv. Librarian	39	2	0	2						2			2	
	Sub-total		67	0	67	11		3		14	45	1	7	53	
	OFFICIALS & ADMINISTRATORS														
0334	Library Director	48	1	0	1	1				1					
0335	Asst. Library Director	44	1	0	1						1			1	
	Sub-total		2	0	2	1				1	1			1	
	TOTAL		153	26	179	16	5	32	0	53	56	11	33	100	

MARKET SQUARE

This Department has 35 positions authorized and 11 of these are vacant.

Of those positions that are filled, one is filled by a White male, 16 by Mexican-American males, one by a White female and six by Mexican-American females.

The overall work force sex and ethnic percentage breakdown is 70.8% male, 29.2% female, 8.3% White and 91.7% Mexican-American.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

There are 18 positions authorized and seven of these are vacant. Eight are filled by Mexican-American males and three by Mexican-American females. The sex and ethnic ratio is 72.8% male and 27.2% female; and 100.0% Mexican-American. Whites and Blacks are underrepresented in this category.

Turnover rates indicate eight vacancies, including the existing vacancies, will occur within the next twelve months.

A total of 11 vacancies are expected to occur within the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

Two positions are authorized in this category. One position is vacant and one is filled by a Mexican-American female. The sex and ethnic breakdown is 100.0% female and 100.0% Mexican-American. Whites and Blacks are underrepresented in this category.

No additional vacancy is expected within the next twelve months. Two vacancies are expected within the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Only one position is authorized in this category and it is filled by a Mexican-American male.

No vacancy is expected within the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICES

Of the five positions authorized in this category, three are vacant. One is filled by a White male and one by a Mexican-American male. This constitutes a sex and ethnic ratio of 100.0% male, 50.0% White and 50.0% Mexican-American. Blacks and females are underrepresented in this category.

The three existing vacancies are the only ones expected over the next twelve months and four vacancies are expected over the next three years.

EEOC CATEGORY -- PROFESSIONAL

Of the seven positions authorized, four are filled by Mexican-American males, two by Mexican-American females and one by a White female.

This constitutes a percentage breakdown of 57.1% male, 42.9% female, 14.3% White and 85.7% Mexican-American. Whites and Blacks are underrepresented in this category.

No vacancies are expected to occur over the next twelve months and one vacancy is anticipated over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

There are two positions authorized in this category and both are filled by Mexican-American males. This constitutes a sex and ethnic ratio of 100.0% male and 100.0% Mexican-American.

GOALS

This Department met last year's Affirmative Action goals for Whites and Mexican-Americans in the Protective Services category.

The Department did not meet one year goals established last year to increase the percentage of Whites to 22.0% and the percentage of Blacks to 11.0% in the Service/Maintenance category; to hire 8.0% Blacks in the Protective Services category; and to increase the percentage of Whites to 25.0% in the Professional Category.

The following Affirmative Action goals are established for the next twelve months:

1. Service/Maintenance
 - a. Increase representation of Whites to 22.0%
 - b. Increase representation of Blacks to 11.0%
 - c. Increase representation of males to 82.0%
2. Protective Services
 - a. Increase representation of Whites to 40.0%
 - b. Increase representation of Blacks to 20.0%
 - c. Increase female representation to 20.0%

3. Office & Clerical

Increase Black representation
to 50.0%

For the next three years this department has established the following goal:

Professional

Increase Black representation
to 14.3%

DEPARTMENT: MARKET SQUARE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0546	Market Attendant	21	11	7	18			8		8			3		3
	Sub-total		11	7	18			8		8			3		3
	OFFICE & CLERICAL														
0002	Clerk I	20	0	1	1										
0009	Clerk Typist I	21	1	0	1								1		1
	Sub-total		1	1	2								1		1
	PARAPROFESSIONAL														
0544	Asst. Market Supervisor	27	1	0	1			1		1					
	Sub-total		1	0	1			1		1					
	PROTECTIVE SERVICE														
0633	Security Guard Sgt.	27	0	1	1										
0634	Security Guard I	24	2	2	4	1		1		2					
	Sub-total		2	3	5	1		1		2					
	PROFESSIONAL														
0451	Recreation Specialist II	30	1	0	1						1				1
0543	Market Master	31	1	0	1			1		1					
0545	Market Supervisor	31	2	0	2			2		2					
0043	Adm. Asst. IV	33	1	0	1								1		1

-114-

DEPARTMENT: MARKET SQUARE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROFESSIONAL														
0057	Special Activities Supv	33	2	0	2			1		1			1		1
			7	0	7			4		4	1		2		3
	OFFICIALS & ADMINISTRATORS														
1069	Asst Market Square Dir	106	1	0	1			1		1					
1034	Market Square Director	114	1	0	1			1		1					
			2	0	2			2		2					
	TOTAL		24	11	35	1		16		17	1		6		7

METROPOLITAN HEALTH DISTRICT

The San Antonio Metropolitan Health District is authorized 552 positions. Of these allotted positions, 48 are vacant, 90 are filled by White males, 13 by Black males, 86 by Mexican-American males, three by males classified as Other, 101 by White females, 56 by Black females, 154 by Mexican-American females and one by a female classified as Other. This reflects a sex and ethnic breakdown in the overall staff of 38.1% male, 61.9% female, 37.8% White, 13.7% Black, 47.7% Mexican-American and less than .8% classified as Other.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

There are 36 positions authorized in this category of which two are vacant. Positions occupied are filled by one White male, four Black males, 16 Mexican-American males, one male classified as Other, three White females, two Black females and seven Mexican-American females. Staff in this category are 11.7% White, 17.7% Black, 67.7% Mexican-American and 2.9% Other. The sex breakdown is 64.7% male and 35.3% female. Males and Whites are underrepresented in this category.

Six vacancies in addition to the two existing vacancies are anticipated over the next twelve months and 11 vacancies can be expected during the next three years.

EEOC CATEGORY -- SKILLED CRAFT

Two positions are authorized in this category and both are filled. One position is filled by a Mexican-American male and one position is filled by a Black male. The percentage breakdown of workers in this category is 100.0% male, 50.0% Mexican-American and 50.0% Black.

No vacancies are projected in this category over the next twelve months. There are no anticipated vacancies over the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

There are 99 positions authorized in this category of which 11 are vacant. The positions are filled by two White males, one Black male, five Mexican-American males, 22 White females, three Black females and 55 Mexican-American females.

The sex and ethnic ratio of staff in this category is 9.1% male, 90.9% female, 27.3% White, 4.5% Black and 68.2% Mexican-American. Whites and males are underrepresented in this category.

In addition to the 11 existing vacancies, nine vacancies are anticipated in the next twelve months and 25 are expected to occur during the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

There are 152 positions authorized in this category. Ten positions are vacant. Positions filled are occupied by 13 White males, two Black males, 44 Mexican-American males, one male classified as Other, two White females, 23 Black females and 57 Mexican-American females. The ethnic and sex breakdown is 10.6% White, 17.6% Black, 71.1% Mexican-American, 0.7% Other, 42.3% male and 57.7% female. Whites and females are underrepresented in this category.

Ten vacancies are expected to occur during the next twelve months in addition to the 10 existing vacancies and a total of 36 vacancies will occur in this category within the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICE

Five positions are authorized in this category. Of these, two are filled by Mexican-American males, one by a male classified as Other and two are vacant. Staff in this category is 100.0% male, 66.7% Mexican-American and 33.3% Other. Whites are underrepresented in this category.

One vacancy in addition to the two existing vacancies is anticipated over the next twelve months. A total of four vacancies can be expected over the next three years including the existing vacancies. Because these positions are funded by CETA, and because CETA funds have been cut, it is unlikely these vacancies will be filled.

EEOC CATEGORY -- TECHNICIAN

There are 20 positions authorized in this category and three of these are vacant. Five positions are filled by White males, one by a Black male, five by Mexican-American males, one by a White female, one by a Black female, three by Mexican-American females and one by a female classified as Other.

The sex and ethnic breakdown for this category is 64.7% male, 35.3% female, 35.3% White, 11.8% Black, 47.1% Mexican-American and 5.8% Other. Males and Whites are underrepresented in this category.

Five vacancies in addition to the three vacancies can be anticipated over the next twelve months.

A total of 16 vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- PROFESSIONAL

There are 237 positions authorized in this category. Sixty-eight are filled by White males, four by Black males, 13 by Mexican-American males, 73 by White females, 27 by Black females, 32 by Mexican-American females and 20 positions are vacant.

The sex and ethnic breakdown of this staff is 39.2% male, 60.8% female, 65.0% White, 14.3% Black and 20.7% Mexican-American. There is an underrepresentation of males, Whites and Mexican-Americans in this category.

Turnover rates in this category indicate that 15 vacancies in addition to present vacancies may occur over the next twelve months.

Forty-three vacancies may occur in this category over the next three years in addition to the existing vacancies.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

One position is authorized in this category and it is filled by a White male. No vacancy is projected in this category over the next three years.

GOALS

The San Antonio Metropolitan Health District only partially achieved the goals established last year for the Service/Maintenance, Protective Services and Technician categories. The department did not meet any of its established goals in Office & Clerical, Paraprofessional, and Professional categories. In view of the above and that the department recruits and selects all personnel from Certificates of Eligibles of the Merit System for the State of Texas, it should be pointed out that failure to meet goals established should not indicate that there was no effort to reach goals.

Should present vacancies be filled and projected vacancies occur during the next twelve months, every reasonable, nondiscriminatory effort will be made to fill vacancies as follows:

1. Service/Maintenance
 - a. Increase male representation to 70.0%
 - b. Increase White representation to 14.0%
2. Office & Clerical
 - a. Increase male representation to 14.0%
 - b. Increase White representation to 32.0%
3. Paraprofessional
 - a. Increase White representation to 16.0%
 - b. Increase female representation to 59.0%
4. Technician
 - a. Increase male representation to 70.0%
 - b. Increase White representation to 40.0%

5. Professional
 - a. Increase male representation to 44.0%
 - b. Increase White representation to 66.2%
 - c. Increase Mexican-American representation to 22.0%

For the next three years the following goals have been established:

1. Service/Maintenance
 - a. Increase male representation to 75.0%
 - b. Increase White representation to 22.0%
2. Office & Clerical
 - a. Increase male representation to 17.0%
 - b. Increase White representation to 40.0%
3. Paraprofessional
 - a. Increase White representation to 22.0%
 - b. Increase female representation to 68.0%
4. Technician
 - a. Increase male representation to 75.0%
 - b. Increase White representation to 50.0%
5. Professional
 - a. Increase male representation to 50.2%
 - b. Increase White representation to 69.2%
 - c. Increase Mexican-American representation to 24.1%

DEPARTMENT: METROPOLITAN HEALTH DISTRICT

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0225	Euthanasia Chamber Operator	26	1	0	1			1		1					
0226	Kennel Worker II	26	1	0	1						1				1
0227	Kennel Worker I	22	13	0	13	1	1	5	1	8	2		3		5
0287	Laboratory Worker	20	6	1	7							2	4		6
7380	Truck Driver II	221	1	0	1			1		1					
7560	Bldg. Custodian	20	12	1	13		3	9		12					
	Sub-total		34	2	36	1	4	16	1	22	3	2	7		12
	SKILLED CRAFT														
7820	Bldg. Maint. Foreman I	23	1	0	1		1			1					
7830	Bldg. Maint. Foreman II	26	1	0	1			1		1					
	Sub-total		2	0	2		1	1		2					
	OFFICE & CLERICAL														
0003	Clerk II	22	4	0	4								4		4
0014	Clerk III	24	12	1	13			1		1	2	1	8		11
0009	Clerk Typist I	21	57	8	65			1		1	13	2	41		56
0010	Clerk Typist II	23	2	0	2			1		1	1				1
0016	Clerk Steno II	24	1	0	1								1		1
0017	Secretary	25	3	0	3						3				3

DEPARTMENT: METROPOLITAN HEALTH DISTRICT

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0224	Dispatcher	26	3	1	4	2		1		3					
0821	Stock Clerk	20	1	0	1		1			1					
0870	Account Clerk I	21	1	0	1							1		1	
0871	Account Clerk II	23	3	0	3		1			1	2			2	
0872	Account Clerk III	25	0	1	1										
1076	Executive Secretary	102	1	0	1						1			1	
	Sub-total		88	11	99	2	1	5		8	22	3	55	80	
	PARAPROFESSIONAL														
0041	Admin. Assistant II	28	4	0	4			2	1	3			1	1	
0205	Sanitation Inspector	24	6	2	8	2		4		6					
0207	Meat Inspector I	28	9	1	10	7		2		9					
0208	Meat Inspector II	31	2	0	2	1		1		2					
0221	Animal Control Officer Supervisor	30	1	0	1			1		1					
0222	Kennel Supervisor	30	1	0	1			1		1					
0223	Animal Control Officer	28	18	1	19	1	1	15		17		1		1	
0240	Nurse Aide	20	13	1	14						2	2	9	13	
0253	Vector Control Equipment Operator	21	6	0	6	1		5		6					
0254	Equipment Operator II	25	11	0	11		1	10		11					
0268	Home Health Aide	20	3	1	4							2	1	3	

DEPARTMENT: METROPOLITAN HEALTH DISTRICT

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0269	Dental Assistant	21	11	0	11								11		11
0292	Community Service Aide	20	57	4	61	1		3		4		18	35		53
	Sub-total		142	10	152	13	2	44	1	60	2	23	57		82
	PROTECTIVE SERVICE														
0634	Security Guard I	24	3	2	5			2	1	3					
	Sub-total		3	2	5			2	1	3					
	TECHNICIAN														
0209	Veterinarian Technician	26	0	1	1										
0231	Laboratory Tech. I	26	2	1	3		1			1		1			1
0232	Laboratory Tech. II	28	11	0	11	3		3		6	1		3	1	5
0235	X-ray Tech.	25	2	1	3			2		2					
0236	X-ray Tech. Supv.	28	1	0	1	1				1					
0275	Statistician	26	1	0	1	1				1					
	Sub-total		17	3	20	5	1	5		11	1	1	3	1	6
	PROFESSIONAL														
0043	Admin. Assistant IV	33	1	0	1						1				1
0052	Training Coordinator I	31	1	0	1			1		1					
0053	Training Coordinator II	33	1	0	1	1				1					
0135	Junior Engineer	35	0	1	1										

DEPARTMENT: METROPOLITAN HEALTH DISTRICT

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0141	Professional Engineer III	42	1	0	1	1				1					
0200	Sanitarian I	30	50	7	57	39	1	6		46	4				4
0202	Sanitarian II	33	7	0	7	5		2		7					
0203	Chief Sanitarian	36	4	0	4	4				4					
0213	Animal Control Vet.	42	1	0	1						1				1
0214	Supervising Vet.	46	1	0	1	1				1					
0215	Bacteriologist I	31	7	0	7	2		1		3	4				4
0216	Bacteriologist II	33	1	0	1						1				1
0219	Animal Control Supt.	38	1	0	1	1				1					
0220	Animal Control Deputy Supt.	34	1	0	1	1				1					
0233	Laboratory Director	39	1	0	1	1				1					
0234	Asst. Laboratory Director	37	1	0	1			1		1					
0246	Public Health Nurse II	33	72	7	79		2	1		3	46	9	14		69
0247	Public Health Nurse III	35	13	1	14						7	1	5		13
0248	Assistant Public Health Nurse Director	37	1	0	1						1				1
0249	Public Health Nurse Director	42	1	0	1							1			1
0262	Public Health Physician II	48	5	2	7	4				4	1				1
0267	Licensed Vocational Nurse	23	27	1	28						1	15	11		27
0270	Dentist	42	3	0	3	1	1			2	1				1

DEPARTMENT: METROPOLITAN HEALTH DISTRICT

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0271	Dental Hygienist	29	5	1	6						4		1		5
0273	Dental Health Coordinator	46	1	0	1						1				1
0281	Registrar Vital Statistics	30	1	0	1					1					
0282	Health Program Specialist	33	1	0	1	1				1					
0283	Air Pollution Control Officer	35	1	0	1	1				1					
0284	Health Program Coord.	34	1	0	1	1				1					
0286	Nutritionist	32	2	0	2							1	1		2
0293	Health Planner	39	1	0	1	1				1					
0873	Accountant I	32	1	0	1	1				1					
0874	Accountant II	35	2	0	2	1		1		2					
	Sub-total		217	20	237	68	4	13		85	73	27	32		132
	OFFICIALS & ADMINISTRATORS														
1005	Director of Public Health	130	1	0	1	1				1					
	Sub-total		1	0	1	1				1					
	TOTAL		504	48	552	90	13	86	3	192	101	56	154	1	312

MUNICIPAL COURTS

The Municipal Courts Department is authorized a total of 73 positions; 67 full-time and six other than full-time.

The full-time positions are filled by seven White males, two Black males, 17 Mexican-American males, eight White females, five Black females and 26 Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 40.0% males, 60.0% females, 23.1% White, 10.8% Black, and 66.1% Mexican-American. There are two vacant positions in the authorized full-time positions.

Of the six other than full-time positions, one is filled by a White male, one by a Black male, and three by Mexican-American males, and one by a male classified as Other. This reflects a sex and ethnic breakdown of 100.0% males, 16.7% White, 16.7% Black, 50.0% Mexican-American and 16.7% Other.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Fifty-one positions are authorized in this category of which one is vacant. The positions are filled by three White males, nine Mexican-American males, eight White females, five Black females, and 25 Mexican-American females. The sex breakdown of the staff in this category is 24.0% males and 76.0% females. The ethnic ratio in this category is 22.5% White, 10.0% Black, and 68.0% Mexican-American. These ratios indicate an underrepresentation of males and Whites in this category.

Five vacancies are anticipated over the next 12 months plus the one existing vacancy. However, within the next three years a total of 15 vacancies are expected based on the turnover rate for this category of positions.

EEOC CATEGORY -- PROTECTIVE SERVICE

Eight positions are authorized in this category of which one is vacant. The positions are filled by one White male, and six Mexican-American males. This reflects a sex and ethnic breakdown of 100.0% males; 14.3% White, and 85.7% Mexican-American. These ratios indicate an underrepresentation of females, Whites and Blacks in this category.

Other than the existing vacancy, no other vacancy is anticipated over the next twelve months. However, within the next three years a total of three vacancies are expected due to the turnover rate.

EEOC CATEGORY -- PROFESSIONAL

Six positions are authorized in this category. The positions are filled by three White males, one Black male, one Mexican-American male, and one Mexican-American female. These ratios represent an 83.3% male and 16.7% female ratio of which 50.0% is White, 16.7% is Black and 33.3% is Mexican-American. These ratios indicate an underrepresentation of females and Whites in this category. There are no vacancies anticipated for this category.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category. The positions are filled by one Black male and one Mexican-American male. This constitutes a ratio of 100.0% male; 50.0% Black and 50.0% Mexican-American. There are no vacancies anticipated over the next twelve months or the next three years in this category.

GOALS

The following Affirmative Action Goals are established for FY'80:

1. Office & Clerical
 - a. Increase male representation from 24.0% to 29.0%
 - b. Increase White representation from 22.0% to 33.0%
2. Protective Service
 - a. Increase female representation to 10.0%
 - b. Increase White representation to 25.0%
 - c. Increase Black representation to 3.0%

For the next three years Municipal Courts Department has established the following goals:

1. Office & Clerical
Increase White representation to 50.0%
2. Protective Service
Increase White representation to 50.0%
3. Professional

The only professionals in this category are the judges in Municipal Court and they are appointed by City Council. No vacancies are anticipated; however, if one comes available every nondiscriminatory effort should be made to fill it with a female.

DEPARTMENT: MUNICIPAL COURTS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0002	Clerk I	20	13	0	13			3		3	2		8	10	
0003	Clerk II	22	5	0	5	1		2		3	1		1	2	
0009	Clerk-Typist I	21	16	1	17						1	4	11	16	
0017	Secretary	25	1	0	1								1	1	
0019	Telephone Operator	20	1	0	1			1		1					
0801	Cashier	22	5	0	5			3		3	2			2	
0820	Data Control	21	3	0	3						1	1	1	3	
0871	Account Clerk II	23	2	0	2								2	2	
0872	Account Clerk III	25	3	0	3	2				2			1	1	
1076	Executive Secretary	102	1	0	1						1			1	
	Sub-total		50	1	51	3		9		12	8	5	25	38	
	PROTECTIVE SERVICE														
0064	Court Officers	21	7	1	8	1		6		7					
	Sub-total		7	1	8	1		6		7					

-127-

OFFICE OF THE
CITY MANAGER

This department presently has 15 full-time positions authorized. Of these, three are filled by White males, two by Mexican-American males, four by White females, one by a Black female and five by Mexican-American females. This staff composition reflects a sex and ethnic ratio of 33.3% male, 66.7% female, 46.7% White, 6.6% Black and 46.7% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

There are presently six positions authorized in this category. They are filled by two White females and four Mexican-American females. This staff is 100.0% female, 33.3% White and 66.7% Mexican-American. Males, Whites and Blacks are underrepresented in this category.

No vacancies are anticipated over the next 12 months, however, one vacancy may occur over the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

One position is authorized and it is filled by a Black female.

No vacancies are anticipate in this category within the next 12 months. One vacancy may occur over the next three years.

EEOC CATEGORY -- PROFESSIONAL

Four positions are authorized in this category. One is filled by a White male, two by White females and one by a Mexican-American female. The sex and ethnic breakdown of this staff is 25.0% male, 75.0% female, 75.0% White and 25.0% Mexican-American. Males and Blacks are underrepresented in this category.

No vacancies are anticipated within 12 months although one vacancy may occur over the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Four positions are authorized in this category. These positions are filled by two White males and two Mexican-American males. The sex and ethnic breakdown in this category is 100.0% male, 50.0% White and 50.0% Mexican-American.

No vacancies are expected to occur over the next three years.

GOALS

The City Manager's Office partially met the goals it established last year for the Office & Clerical category by increasing White representation to 33.0%. The goal to increase male representation to 17.0% was not met. None of the goals established for the Professional category were met partly because the number of authorized positions in the category decreased.

The Office of the City Manager will make every nondiscriminatory effort to achieve the following goals over the next three years:

1. Office & Clerical
 - a. Increase male representation to 17.0%
 - b. Increase White representation to 50.0%
2. Paraprofessional
 - a. Increase Mexican-American representation to 100.0%
 - b. Maintain female representation at 100.0%
3. Professional
 - a. Increase male representation to 50.0%
 - b. Increase Black representation to 25.0%

OFFICE OF THE
DEPARTMENT: CITY MANAGER

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOT
	OFFICE & CLERICAL														
0010	Clerk-Typist II	23	1	0	1								1	1	
1075	Sec. to City Manager	105	1	0	1						1			1	
1076	Executive Secretary	102	4	0	4						1		3	4	
	Sub-total		6	0	6						2		4	6	
	PARAPROFESSIONAL														
0041	Administrative Asst. II	28	1	0	1							1		1	
	Sub-total		1	0	1							1		1	
	PROFESSIONAL														
0039	Executive Assistant	41	1	0	1						1			1	
0044	Administrative Asst. V	37	2	0	2	1				1			1	1	
1071	Assistant to C. Council	106	1	0	1						1			1	
	Sub-total		4	0	4	1				1	2		1	3	

PARKS AND RECREATION

A total of 1,614 positions (925 full-time and 689 other than full-time) are authorized for this department. Of the 689 other than full-time positions authorized, 51 are part-time and 638 are seasonal.

Of the 925 full-time positions authorized, 184 are vacant, 100 are filled by White males, 87 by Black males, 412 by Mexican-American males, 42 by White females, 30 by Black females and 70 by Mexican-American females. This constitutes a breakdown of approximately 80.8% male, 19.2% female, 19.2% White, 15.8% Black and 65.0% Mexican-American.

Of the 689 other than full-time positions authorized (51 part-time and 638 seasonal) 13 of the part-time positions are vacant and all 638 seasonal positions are vacant. The remaining part-time positions are filled by 17 White males, one Black male, 13 Mexican-American males, five White females and two Mexican-American females. This breakdown constitutes a sex and ethnic breakdown of 81.6% male, 18.4% female, 57.9% White, 2.6% Black and 39.5% Mexican-American.

The overall sex and ethnic breakdown of this department's work force is 80.9% male, 19.1% female, 21.1% White, 15.1% Black and 63.8% Mexican-American.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

A total of 478 positions (466 full-time, 10 other than full-time part-time and two other than full-time seasonal) are authorized. Of the total number of authorized positions 102 (97 full-time, three other than full-time part-time and two other than full-time seasonal) are vacant. The remaining positions are filled by 36 White males, 47 Black males, 277 Mexican-American males, one White female, six Black females and nine Mexican-American females. This staff sex and ethnic composition constitutes a ratio of 95.7% male, 4.3% female, 9.8% White, 14.1% Black and 76.1% Mexican-American. These ratios indicate an overall underrepresentation of females and Whites in this category.

The 466 full-time positions are filled by 33 White males, 47 Black males, 273 Mexican-American males, one White female, six Black females, nine Mexican-American females and 97 positions are vacant. The sex and ethnic ratio of the work force in this category is 95.7% male, 4.3% female, 9.2% White, 14.4% Black and 76.4% Mexican-American. This ratio indicates an underrepresentation of females and Whites.

Three of the other than full-time (part-time) positions are vacant. The remaining seven are filled by three White males, and four Mexican-American males. The sex and ethnic ratio of this staff is 100.0% male, 42.9% White and 57.1% Mexican-American. Females, Blacks and Mexican-Americans are under-represented in the other than full-time positions.

In addition to the existing 102 (97 full-time, three other than full-time part-time) and two other than full-time (seasonal) vacancies, 34 vacancies (33 full-time and one other than full-time part-time) are anticipated over the next twelve months. A total of 101 vacancies (97 full-time and two

other than full-time part-time) are anticipated to occur in the overall staff in this category over the next three years including the existing vacancies.

EEOC CATEGORY -- SKILLED CRAFT

A total of 71 full-time positions are authorized in this category. Of these, nine are vacant, eight are filled by White males, three by Black males and 51 by Mexican-American males. The sex and ethnic ratio of the staff in this category is 100.0% males, 12.9% White, 4.8% Black and 82.3% Mexican-American. Females and Whites are underrepresented in this category.

In addition to the existing nine vacancies, five vacancies are anticipated to occur over the next twelve months. A total of 24 vacancies are anticipated to occur in the overall staff in this category over the next three years including the existing vacancies.

EEOC CATEGORY -- OFFICE & CLERICAL

A total of 99 positions (41 full-time and 58 other than full-time part-time) are authorized in this category. All 58 other than full-time part-time positions are vacant. Of the full-time positions, six are vacant, one is filled by a White male, two by Mexican-American males, four by White females, six by Black females and 22 by Mexican-American females. This constitutes a sex and ethnic ratio for the full-time staff of 8.6% male, 91.4% female, 14.3% White, 17.1% Black and 68.6% Mexican-American. Males and Whites are underrepresented in this category.

In addition to the existing 64 (six full-time and 58 other than full-time, part-time) vacancies, turnover rates indicate that four full-time vacancies may occur over the next twelve months. Eighteen full-time vacancies are anticipated to occur in this category in the next three years including existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

Approximately 92.8% of the job classifications authorized for this department's Paraprofessional staff are for jobs providing recreational services directly to the public. Therefore, the sex and ethnic composition of the Paraprofessional staff should represent the sex and ethnic composition of the 1970 San Antonio Census population figures, rather than the available labor force.

A total of 686 positions (154 full-time, 38 other than full-time part-time and 494 other than full-time seasonal) are authorized in this category. Of the total number of authorized positions, 544 are vacant (42 full-time, eight other than full-time, part-time and 494 other than full-time seasonal), 20 are filled by White males, 23 by Black males, 36 by Mexican-American males, 23 by White females, 13 by Black females and 27 by Mexican-American females. The sex and ethnic ratio of the overall staff in this category is 55.6% male, 44.4% female, 30.3% White, 25.3% Black and 44.4% Mexican-American. The ratio of the total staff in this category appears to have a fair representation of males, Blacks and Mexican-Americans; however, females and Whites are underrepresented.

Of the 154 full-time positions authorized in this category, 42 are vacant. Of the remaining 112 positions, seven are filled by White males, 22 by Black males, 27 by Mexican-American males, 18 by White females, 13 by Black females and 25 are filled by Mexican-American females. The sex and ethnic ratio of the work force in this category is 50.0% male, 50.0% female, 22.3% White, 31.3% Black and 46.4% Mexican-American. Females, Whites and Mexican-Americans are underrepresented in this category.

The 38 other than full-time part-time positions are filled by 13 White males, one Black male, nine Mexican-American males, five White females, two Mexican-American females and eight are vacant. The sex and ethnic ratio of this staff is 76.7% male, 23.3% female, 60.0% White, 3.3% Black and 36.7% Mexican-American. Females, Blacks and Mexican-Americans are underrepresented in the other than full-time part-time positions in this category.

In addition to the existing 544 (42 full-time, eight part-time and 494 seasonal) vacancies, turnover rates indicate that 11 (nine full-time and two part-time) vacancies are anticipated to occur over the next twelve months. A total of 85 (70 full-time and 15 part-time) vacancies are projected for the next three years in addition to existing vacancies.

EEOC CATEGORY -- PROTECTIVE SERVICE

A total of 72 full-time positions are authorized in this category. Of these, 17 are vacant, 15 are filled by White males, six by Black males, 29 by Mexican-American males, two by White females, and three are filled by Mexican-American females. The sex and ethnic composition constitutes a ratio of 90.9% male, 9.1% female, 30.9% White, 10.9% Black and 58.2% Mexican-American. Whites are underrepresented in this category.

In addition to the 17 vacancies presently existing, turnover rates indicate four positions are anticipated to become vacant over the next twelve months. A total of 37 vacancies are anticipated over the next three years in this category.

EEOC CATEGORY -- TECHNICIAN

A total of 17 full-time positions are authorized for this category. Of these, two are vacant, seven are filled by White males and eight are filled by Mexican-American males. The sex and ethnic ratio of the staff in this category is 100.0% male, 46.7% White and 53.3% Mexican-American. Females and Blacks are underrepresented in this category.

In addition to existing vacancies, turnover rates indicate that one vacancy is anticipated to become vacant over the next twelve months. A total of three vacancies are anticipated over the next three years in this category.

EEOC CATEGORY -- PROFESSIONAL

The Professional category staff analysis and goals for this department are based on the 1970 Census figures for the San Antonio labor force and on population figures depending on the job classification.

As in the Paraprofessional category, the sex and ethnic composition of the staff in this category providing certain services directly to the public should approximate the sex and ethnic composition of the population.

A total of 232 positions (102 full-time, three other than full-time, part-time and 127 other than full-time, seasonal) are authorized in this category. Of this total, 140 (11 full-time, two part-time and 127 seasonal) are vacant. The remaining positions are filled by 28 White males, nine Black males, 22 Mexican-American males, 17 White females, five Black females, and 11 are filled by Mexican-American females. This constitutes a sex and ethnic ratio of the total staff in this category of 64.1% male, 35.9% female, 48.9% White, 15.2% Black and 35.9% Mexican-American.

Forty of the 102 full-time positions authorized for this category are for jobs providing park administration services and must be compared to the 1970 census labor force figures. Those figures reflect a sex and ethnic ratio of 55.6% males, 44.4% females, 69.5% White, 5.5% Black, 24.1% Mexican-American and 0.9% Other.

Five of the 40 positions are vacant, 20 are filled by White males, six by Mexican-American males, seven by White females and two by Mexican-American females. These figures constitute a sex and ethnic ratio of 74.3% male, 25.7% female, 77.1% White and 22.9% Mexican-American. Females, Blacks and Mexican-Americans are underrepresented.

There are 192 (62 full-time, three other than full-time, part-time and 127 other than full-time, seasonal) positions whose job classes must be compared to the population figures. There are 135 (six full-time, 2 part-time and 127 seasonal) positions that are vacant. The remaining positions are filled by eight White males, (of which one position is other than full-time, part-time), nine Black males, 16 Mexican-American males, 10 White females, five Black females and nine Mexican-American females. These figures constitute a sex and ethnic ratio of 57.9% male, 42.1% female, 31.6% White, 24.6% Black and 43.8% Mexican-American. Females, Whites and Mexican-Americans are underrepresented in this category.

In addition to the existing 140 vacancies (five full-time park administrations, six full-time recreational services, 2 part-time and 127 seasonal) in this category, turnover rates indicate that seven (three full-time park administrations and four full-time recreational services) may become vacant during the next twelve months. Thirty-two vacancies (13 full-time park development, 18 full-time recreational services and one other than full-time part-time) are projected for the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category. Both positions are filled by White males. No vacancies are anticipated to occur during the next three years.

GOALS

The large number of authorized and unfilled positions in the Department of Parks and Recreation, particularly in the Paraprofessional and Professional categories, are the result of summer positions which are filled on a seasonal basis.

The one year goals met for the Parks & Recreation Department during 1979, were those of increasing Black representation to 5.0% in the Skilled Craft Workers category and Mexican-American representation to 49.0% in the Protective Service Category. This department did not meet its one year goals established for the Service/Maintenance, Office and Clerical, Paraprofessional and Professional categories.

The following Affirmative Action goals are established for the next twelve months:

1. Service/Maintenance
 - a. Increase female representation to 18.0% in the full-time positions and 20.0% in the other than full-time part-time positions
 - b. Increase White representation to 22.0% in the full-time positions
 - c. Increase Black representation to 10.0% in the other than full-time and part-time positions
 - d. Increase Mexican-American representation to 66.0% in the full-time and other than full-time part-time positions
2. Skilled Craft Workers
 - a. Increase female representation to 5.6% in the full-time positions
 - b. Increase White representation to 18.3% in the full-time positions
3. Office & Clerical
 - a. Increase male representation to 14.6% in the full-time positions
 - b. Increase White representation to 24.4% in the full-time positions
4. Paraprofessional
 - a. Increase female representation to 52.6% in the full-time positions and 31.6% in the other than full-time positions
 - b. Increase White representation to 29.2% in the full-time positions
 - c. Increase Black representation to 5.3% in the other than full-time part-time positions
 - d. Increase Mexican-American representation to 51.9% in the full-time positions and to 42.1% in the other than full-time part-time positions.

5. Protective Service

Increase White representation to 42.3% in the full-time positions

6. Technician

a. Increase female representation to 5.8% in the full-time positions

b. Increase Black representation to 5.8% in the full-time positions

7. Professional

a. Increase the percentage of females to 32.5%, Blacks to 2.5% and Mexican-Americans to 25.0% in the full-time job classes dealing with park development (included in this department's narrative and chart listing of job classifications entitled Professional Labor force).

b. Increase percentage of females to 46.8%, Whites to 33.9% and Mexican-Americans to 46.8% in the full-time positions in job classes dealing with recreational services (included in this department's narrative and chart listing of job classifications entitled Professional Population)

c. Increase the percentage of females and Mexican-Americans to 33.3% in the other that full-time, part-time positions.

Every reasonable, nondiscriminatory effort should be made to meet the following goals within the next three years:

1. Service/Maintenance

If one year goals are attained this category will be at parity.

2. Skilled Craft

Increase White representation to 23.9% in the full-time positions

3. Office & Clerical

a. Increase male representation to 19.5% in the full-time positions

b. Increase White representation to 36.6% in the full-time positions

4. Paraprofessional

- a. Increase female representation to 39.5% in the other than full-time part-time positions
- b. Increase White representation to 33.8% in the full-time positions
- c. Increase Black representation to 7.9% in the other than full-time part-time positions
- d. Increase Mexican-American representation to 52.6% in the full-time positions

5. Protective Service

Increase White representation to 54.2% in the full-time positions

6. Technician

Increase female representation to 17.6% in the full-time positions

7. Professional

- a. Increase percentage of females to 37.5% and Blacks to 5.0% in the full-time positions in job classes dealing with park development (included in this department's narrative and chart listing of job classifications entitled Professional Labor Force)
- b. Increase the percentage of females to 53.2%, Whites to 38.7% and Mexican-Americans to 51.6% in the full-time positions in job classes dealing with Recreational Services (included in this department's narrative and chart listing of job classifications entitled Professional Population)

NOTE: The 638 Other Than Full-Time seasonal positions authorized and vacant for the Department of Parks & Recreation should be filled to approximate the 1970 San Antonio Census Population figures in the Professional and Paraprofessional categories. Those figures are 47.4% male, 52.6% female, 39.5% White, 7.6% Black, 52.2% Mexican-American and 0.7% Other. The Service/Maintenance and Office and Clerical work forces should approximate their respective 1970 San Antonio Labor Force breakdown. The percentages for the Service/Maintenance category are 81.9% male, 18.1% female, 22.1% White, 11.0% Black, 66.1% Mexican-American and 0.8% Other. The percentages for the Office & Clerical category are 29.8% male, 70.2% female, 54.5% White, 5.2% Black, 39.6% Mexican-American and 0.7% Other.

DEPARTMENT: PARKS & RECREATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0100	Surveyor's Aide I	20	0	3	3										
0102	Surveyor's Aide II	21	2	0	2			2		2					
0400	Park Worker	211	114	42	156	2	19	83		104		4	6		10
0401	Park Maintenance Foreman	27	5	0	5	1		4		5					
0402	Park Maintenance Supervisor	30	4	1	5	2		2		4					
0408	Park Const. Foreman	27	1	0	1			1		1					
0410	Gardner	23	26	2	28		1	24		25		1			1
0411	Nursery Foreman	28	1	0	1	1				1					
0412	Nursery Specialist	26	4	0	4	1		3		4					
0417	Cemetery Supt.	33	1	0	1	1				1					
0418	Park Construction Supv.	31	3	1	4			3		3					
0420	Cemetery Maint. Foreman	25	1	0	1	1				1					
0421	Cemetery Service Foreman	25	1	0	1	1				1					
0422	Tree Foreman	28	2	0	2			2		2					
0423	Tree Trimmer	25	3	0	3	1		2		3					
0424	Tree Worker	22	2	3	5			2		2					
0425	River Maint. Foreman	27	1	0	1			1		1					
0475	Golf Course Equip. Mech.	23	5	1	6			5		5					

DEPARTMENT: PARKS & RECREATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0476	Golf Course Attendant	20	24	0	24	15	3	5		23	1				1
0477	Golf Course Maint. Worker	22	3	1	4	1		2		3					
0478	Golf Course Equipment Operator I	215	7	0	7			7		7					
0491	Golf Course Maintenance Supervisor	27	2	1	3			2		2					
0495	Golf Course Maintenance Foreman	25	4	0	4			4		4					
7000	Laborer I	211	50	26	76	1	14	31		46		1	3		4
7030	Labor Foreman I	219	19	3	22	1	2	16		19					
7040	Labor Foreman II	227	4	0	4		1	3		4					
7400	Equipment Operator I	215	57	10	67	4	6	47		57					
7410	Equipment Operator II	224	16	1	17		1	15		16					
7420	Equipment Operator III	231	6	0	6			6		6					
7560	Building Custodian	20	1	2	3			1		1					
	Sub-total		369	97	466	33	47	273		353	1	6	9		16
	SKILLED CRAFT														
0019	Illustrator	27	1	0	1			1		1					
7080	Automotive Technician	32	1	0	1	1				1					
7580	Maintenance Mechanic I	20	12	1	13			12		12					
7590	Maintenance Mechanic II	22	8	0	8			8		8					
7610	Carpenter Foreman	32	2	0	2	1		1		2					

DEPARTMENT: PARKS & RECREATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
7640	Plumber Supervisor	32	1	0	1			1		1					
7670	Blacksmith	24	1	0	1			1		1					
7680	Carpenter	28	7	0	7	2		5		7					
7690	Electrician	30	4	1	5	1		3		4					
7700	Electrician Supervisor	32	1	0	1	1				1					
7710	Plumber	30	5	1	6	1	1	3		5					
7750	Welder	27	1	1	2			1		1					
7770	Automotive Mechanic Helper	24	2	0	2			2		2					
7780	Plumber Helper	23	4	3	7			4		4					
7790	Automotive Mech. I.	28	2	0	2	1		1		2					
7810	Automotive Shop Foreman	34	1	0	1			1		1					
7840	Painter	27	3	0	3			3		3					
7850	Painter Foreman	29	1	0	1			1		1					
7910	Electrician Helper	23	3	2	5		2	1		3					
7990	Concrete Finisher	229	2	0	2			2		2					
	Sub-total		62	9	71	8	3	51		62					

DEPARTMENT: PARKS & RECREATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0002	Clerk I	20	5	3	8						1	1	3		5
0003	Clerk II	22	5	0	5							1	4		5
0004	Clerk III	24	4	0	4								4		4
0009	Clerk Typist I	21	12	2	14						3	1	8		12
0010	Clerk Typist II	23	3	0	3							1	2		3
0019	Telephone Clerk	20	1	0	1							1			1
0021	Messenger	20	1	0	1			1		1					
0821	Stock Clerk	20	1	0	1			1		1					
0615	Dispatcher	27	1	0	1	1				1					
0823	Stockroom Supt.	30	0	1	1										
0871	Account Clerk II	23	1	0	1							1			1
1076	Executive Secretary	102	1	0	1								1		1
	Sub-total		35	6	41	1		2		3	4	6	22		32
	PARAPROFESSIONAL														
0040	Admin. Assistant I	25	4	0	4		1			1	2	0	1		3
0041	Admin. Assistant II	28	4	1	5			1		1	2	1			3
0331	Museum Curator	22	1	0	1							1			1
0436	Acquatic Supervisor	32	1	0	1	1				1					

DEPARTMENT: PARKS & RECREATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0440	Recreation Leader Aide	20	7	8	15			4		4	1	1	1		3
0441	Recreation Leader I	23	50	19	69	2	15	9		26	2	9	13		24
0442	Recreation Leader II	25	23	4	27	1	5	10		16	2		5		7
0450	Recreation Specialist I	22	22	10	32	3	1	3		7	9	1	5		15
	Sub-total		112	42	154	7	22	27		56	18	13	25		56
	PROTECTIVE SERVICES														
0621	Park Ranger Cadet	24	8	11	19		1	5		6	1		1		2
0626	Park Ranger	27	40	0	40	15	2	22		39	1				1
0634	Security Guard I	24	7	6	13		3	2		5			2		2
	Sub-total		55	17	72	15	6	29		50	2		3		5
	TECHNICIAN														
0110	Surveyor Party Chief	29	1	0	1			1		1					
0120	Drafting Tech. I	25	1	0	1			1		1					
0121	Drafting Technician II	27	1	0	1	1				1					
0130	Engineer's Assistant I	28	3	0	3	1		2		3					
0131	Engineer's Assistant II	31	2	0	2			2		2					
0625	Park Ranger Sergeant	30	7	1	8	5		2		7					
0640	Photographer I	27	0	1	1										
	Sub-total		15	2	17	7		8		15					

DEPARTMENT: PARKS & RECREATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROFESSIONAL (Labor Force)														
0042	Admin. Assistant III	31	5	0	5						3		2	5	
0071	Public Information Officer II	36	1	0	1						1			1	
0095	Supv. of Planning Admin.	43	2	0	2	2				2					
0140	Professional Engineer II	40	1	0	1	1				1					
0160	Planner II	33	1	0	1						1			1	
0163	Planner V	44	1	0	1	1				1					
0169	Supt. of Planning	37	1	0	1	1				1					
0406	Arborist	32	0	1	1										
0413	Asst. Supt. of Horticult. Services	36	0	1	1										
0419	Asst. Supt. of Parks	36	2	0	2	1		1		2					
0466	Supt. of Operations & Serv.	38	1	0	1			1		1					
0468	Botanical Center Supervisor	36	1	0	1	1				1					
0481	Supt. of Golf Operations	33	1	0	1			1		1					
0484	Supt. of Parks	38	1	0	1	1				1					
0489	Horticulturist III	35	0	1	1										
0490	Supt. of Horticultural Services	38	1	0	1	1				1					
0492	Horticulturist I	32	6	0	6	3		2		5	1			1	
0493	Horticulturist II	34	1	0	1						1			1	

DEPARTMENT: PARKS & RECREATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0494	Landscape Architect	36	3	0	3	3				3					
0498	Agronomist	32	0	1	1										
0622	Park Ranger Lt.	32	2	0	2	2				2					
0627	Park Ranger Chief	36	1	0	1	1				1					
7340	Landscape Const. Supv.	33	1	1	2			1		1					
0900	Operations Manager	43	2	0	2	2				2					
	Sub-total		35	5	40	20		6		26	7		2	9	
	PROFESSIONAL (Population)														
0443	Recreation Leader III	27	31	3	34	1	5	9		15	6	4	6	16	
0445	Recreation Area Supv.	30	8	0	8	1	1	3		5	1	1	1	3	
0451	Recreation Specialist II	30	5	0	5	3				3	1		1	2	
0456	Youth Athletic Coord.	31	0	1	1										
0460	Athletic Supervisor	33	1	0	1		1			1					
0461	Asst. Athletic Supv.	31	1	0	1						1			1	
0465	Recreation Center Supv.	33	0	1	1										
0470	Asst. Supt. of Rec.	39	1	0	1	1				1					
0471	Special Programs Supv.	32	0	1	1										
0473	Recreation Cent. Athletic Supervisor	30	1	0	1								1	1	
0474	Supv. of Hand. Recreation	33	1	0	1		1			1					

DEPARTMENT: PARKS & RECREATION

Other Than Full-Time (Part-Time)

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
7000	Laborer I	211	7	3	10	3		4		7					
	Sub-total		7	3	10	3		4		7					
	PARAPROFESSIONAL														
0331	Museum Curator	022	1	0	1			1		1					
0431	Recreation Attendant	207	25	8	33	12	1	8		21	3		1		4
0440	Recreation Leader Aide	20	1	0	1						1				1
0450	Recreation Specialist I	22	3	0	3	1				1	1		1		2
	Sub-total		30	8	38	13	1	9		23	5		2		7
	PROFESSIONAL														
0443	Recreation Leader III	27	1	2	3	1				1					
	Sub-total		1	2	3	1				1					
	TOTAL		38	13	51	17	1	13		31	5		2		7

DEPARTMENT: PARKS & RECREATION

Other Than Full-Time (Seasonal)

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
400	Park Worker	211	0	2	2										
	Sub-total			2	2										
	OFFICE & CLERICAL														
0002	Clerk I	20	0	11	11										
0003	Clerk II	22	0	4	4										
	Sub-total			15	15										
	PARAPROFESSIONAL														
0430	Swimming Pool Attendant	207	0	92	92										
0432	Lifeguard	217	0	123	123										
0436	Aquatic Supv.	32	0	6	6										
0437	Pool Manager	225	0	20	20										
0440	Recreation Leader Aide	20	0	89	89										
0441	Recreation Leader I	23	0	9	9										
0442	Recreation Leader II	25	0	20	20										
0450	Recreation Specialist I	22	0	27	27										
0480	Seasonal Cashier	205	0	43	43										
0940	Adult Neighborhood Leader	210	0	65	65										
	Sub-total			494	494										

-150-

PERSONNEL

The Department of Personnel is authorized 83 positions. Of these 21 are vacant, 10 are filled by White males, three by Black males, 11 by Mexican-American males, nine by White females, seven by Black females and 22 by Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 38.7% male, 61.3% female, 30.7% White, 16.1% Black and 53.2% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Thirty-seven positions are authorized in this category of which ten are vacant. The positions are filled by one Mexican-American male, five White females, six Black females and 15 Mexican-American females.

This constitutes a ratio of 3.7% male, 96.3% female, 18.5% White, 22.2% Black and 59.3% Mexican-American. These ratios indicate an underrepresentation of males and Whites in this category.

Three vacancies in addition to the ten existing vacancies are anticipated over the next twelve months.

A total of nine vacancies are expected over the next three years excluding the existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

Seven positions are authorized of which two are vacant. The positions are filled by three White males, one Mexican-American male and one Mexican-American female.

This constitutes a ratio of 80.0% male, 20.0% female, 60.0% White, and 40.0% Mexican-American. These ratios indicate an underrepresentation of females, Blacks and Mexican-Americans in this category.

No vacancy in addition to the existing vacancies is expected over the next twelve months.

No vacancies are expected over the next three years in this category other than the existing vacancies.

EEOC CATEGORY -- TECHNICIAN

Ten positions are authorized in this category of which three are vacant. The positions are filled by one Black male, two Mexican-American males, one White female, one Black female and two Mexican-American females.

This constitutes a ratio of 42.9% male, 57.1% female, 14.3% White, 28.6% Black and 57.1% Mexican-American. These ratios indicate an underrepresentation of males and Whites in this category.

- b. Increase Mexican-American representation to 42.0%
- c. Increase female representation to 42.0%
- 3. Technician
 - a. Increase White representation to 30.0%
 - b. Increase male representation to 50.0%
- 4. Professional
 - a. Increase White representation to 50.0%
 - b. Increase female representation to 45.0%

For the next three years the Personnel Department has established the following goals:

- 1. Office & Clerical
 - a. Increase White representation to 51.0%
 - b. Increase male representation to 29.0%
- 2. Paraprofessional

With no additional vacancies forecasted, parity for females, Blacks and Mexican-Americans will not be achieved.
- 3. Technician
 - a. Increase White representation to 40.0%
 - b. Increase male representation to 70.0%
- 4. Professional

Increase White representation to 58.0%

One vacancy in addition to the existing vacancies is expected over the next twelve months.

A total of two vacancies are expected over the next three years excluding the existing vacancies.

EEOC CATEGORY -- PROFESSIONAL

Twenty-six positions are authorized in this category of which six are vacant. The positions are filled by four White males, two Black males, seven Mexican-American males, three White females and four Mexican-American females.

This constitutes a ratio of 65.0% male, 35.0% female, 35.0% White, 10.0% Black and 55.0% Mexican-American. These ratios indicate an underrepresentation of females and Whites in this category.

Two vacancies in addition to the existing vacancies are expected over the next twelve months.

A total of five vacancies are expected over the next three years excluding the existing vacancies.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Three positions are authorized in this category. All three positions are filled by White males.

No vacancies are projected in this category over the next twelve months.

No vacancies are anticipated over the next three years.

GOALS

The Personnel Department did not achieve the goals established last year partly due to a reduction of authorized positions in the Paraprofessional, Technician and Professional categories. Also, the goals established for the Office & Clerical category were not met.

The following Affirmative Action goals are established for the next twelve months:

1. Office & Clerical
 - a. Increase White representation to 30.0%
 - b. Increase male representation to 13.0%
2. Paraprofessional
 - a. Increase Black representation to 14.0%

DEPARTMENT: PERSONNEL

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0002	Clerk I	20	6	3	9			1		1		2	3		5
0003	Clerk II	22	3	3	6								3		3
0004	Clerk III	24	4	0	4						2	1	1		4
0009	Clerk Typist I	21	6	1	7						1	1	4		6
0010	Clerk Typist II	23	3	0	3								3		3
0017	Secretary	25	3	2	5							2	1		3
1076	Exec. Secretary	102	1	0	1						1				1
0108	Office Clerk/EODC	20	1	0	1						1				1
0112	Clerk Typist/EODC	20	0	1	1										
	Sub-total		27	10	37			1		1	5	6	15		26
	PARAPROFESSIONAL														
0040	Admin. Assistant I	25	0	1	1										
0041	Admin. Assistant II	28	1	0	1								1		1
0091	Safety Inspector II	30	3	0	3	2		1		3					
0033	Pers. Investigator I	26	0	1	1										
0644	Pers. Investigator II	28	1	0	1	1				1					
	Sub-total		5	2	7	3		1		4			1		1

DEPARTMENT: PERSONNEL

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	TECHNICIAN														
0075	Pers. Technician I	30	6	2	8		1	1		2	1	1	2		4
0119	Illustrator	27	1	0	1			1		1					
0937	Records Technician	23	0	1	1										
	Sub-total		7	3	10		1	2		3	1	1	2		4
	PROFESSIONAL														
0011	Pers. Technician V	42	2	0	2	2				2					
0018	Chief Class Analyst	42	0	1	1										
0043	Admin. Assistant IV	33	1	0	1						1				1
0052	Training Coord. I	31	1	0	1								1		1
0053	Training Coord. II	33	4	0	4	1	1	1		3			1		1
0055	Careers Project Dir.	42	1	0	1			1		1					
0076	Pers. Technician II	32	2	1	3						1		1		2
0077	Pers. Technician III	35	3	1	4			2		2			1		1
0078	Pers. Technician IV	38	2	0	2		1	1		2					
0086	Training Analyst	30	1	1	2			1		1					
0087	Labor Relation Analyst	37	1	0	1						1				1
0873	Accountant I	32	0	1	1										
0874	Accountant II	35	1	0	1			1		1					

DEPARTMENT: PERSONNEL

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0890	WKRS Comp. Coordinator	42	1	0	1	1				1					
0920	Senior Monitor	36	0	1	1										
	Sub-total		20	6	26	4	2	7		13	3		4	7	
OFFICIALS & ADMINISTRATORS															
1009	Dir. of Personnel	118	1	0	1	1				1					
1051	Asst. Dir. of Personnel	110	1	0	1	1				1					
1037	Empl. Rel. Coord.	116	1	0	1	1				1					
	Sub-total		3	0	3	3				3					
	TOTAL		62	21	83	10	3	11		24	9	7	22	38	

PLANNING

The Department of Planning is authorized 47 positions. Of these, five are vacant, 14 are filled by White males, five by Black males, 12 by Mexican-American males, five by White females and six by Mexican-American females. This reflects a sex and ethnic breakdown in the overall staff of 73.8% male, 26.2% female, 45.2% White, 11.9% Black and 42.9% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Seven positions are authorized in this category of which one is vacant. The positions are filled by three White females and three Mexican-American females.

This constitutes a ratio of 100.0% female, 50.0% White and 50.0% Mexican-American. These ratios indicate an underrepresentation of Whites, Blacks, and males in this category.

One vacancy in addition to the one existing vacancy is anticipated over the next twelve months.

A total of four vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

Two positions are authorized in this category of which one is vacant. The remaining position is filled by a Mexican-American male.

This constitutes a ratio of 100.0% male and 100.0% Mexican-American. These ratios indicate an underrepresentation of females, Blacks and Whites in this category. However, given the size of this staff parity cannot be achieved.

No vacancies are anticipated over the next twelve months in addition to the existing vacancy.

No additional vacancies are expected over the next three years.

EEOC CATEGORY -- TECHNICIAN

Four positions are authorized in this category of which none are vacant. These positions are filled by two Black males and two Mexican-American males.

This constitutes a ratio of 100.0% male, 50.0% Black and 50.0% Mexican-American. These ratios indicate an underrepresentation of Whites and females in this category.

No vacancies are anticipated over the next twelve months.

One vacancy is expected over the next three years.

EEOC CATEGORY -- PROFESSIONAL

Thirty-two positions are authorized in this category and three are vacant. The remaining positions are filled by 12 White males, three Black males, nine Mexican-American males, two White females and three Mexican-American females.

This constitutes a ratio of 82.8% male, 17.2% female, 48.3% White, 10.3% Black and 41.4% Mexican-American. These ratios indicate an underrepresentation of Whites and females.

Two vacancies are anticipated over the next twelve months in addition to the three existing vacancies.

A total of ten vacancies are expected over the next three years including the existing vacancies.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category; one is vacant and the other is filled by a White male.

No additional vacancies are expected to occur in this category during the next three years.

GOALS

The Department of Planning did achieve last year's goal for the Office and Clerical Category in that White representation was increased to 50.0%. Male representation goals in this category were not met. In the Paraprofessional category, goals were partially met by increasing females to 50.0% and Mexican-Americans to 50.0%. In the Professional category, neither White nor female goals were met.

The following Affirmative Action goals are established for the next twelve months:

1. Office & Clerical
 - a. Increase male representation to 14.3%
 - b. Increase White representation to 57.1%
2. Paraprofessional
 - a. Increase female representation to 50.0%
 - b. Increase White representation to 50.0%

3. Professional

- a. Increase White representation to 50.1%
- b. Increase female representation to 24.9%

The following goals are established for the next three years:

1. Office & Clerical

- a. Increase male representation to 28.6%
- b. Increase Black representation to 14.3%

2. Paraprofessional

Given the size of the staff, if one year goals are attained, this staff will be at parity.

3. Technician

- a. Increase female representation to 25.0%
- b. Increase White representation to 25.0%

4. Professional

- a. Increase White representation to 59.5%
- b. Increase female representation to 34.3%

DEPARTMENT: PLANNING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0002	Clerk I	20	1	0	1						1				1
0009	Clerk Typist I	21	2	0	2						1		1		2
0017	Secretary	25	1	1	2						1				1
0016	Clerk Steno II	24	1	0	1								1		1
1076	Executive Secretary	102	1	0	1								1		1
	Sub-total		6	1	7						3		3		6
	PARAPROFESSIONAL														
0040	Admin. Assistant I	25	0	1	1										
0159	Planner I	31	1	0	1			1		1					
	Sub-total		1	1	2			1		1					
	TECHNICIAN														
0121	Drafting Technician II	27	3	0	3		1	2		3					
0122	Drafting Tech. Supv.	29	1	0	1		1			1					
	Sub-total		4	0	4		2	2		4					
	PROFESSIONAL														
0042	Admin. Assistant III	31	1	0	1								1		1
0044	Admin. Assistant V	37	1	0	1						1				1
0874	Accountant II	35	1	0	1	1				1					

DEPARTMENT: PLANNING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0160	Planner II	33	4	0	4		1	3		4					
0161	Planner III	37	11	0	11	5	1	2		8	1		2	3	
0162	Planner IV	40	7	2	9	3	1	3		7					
0163	Planner V	44	4	1	5	3		1		4					
	Sub-total		29	3	32	12	3	9		24	2		3	5	
	OFFICIALS & ADMINISTRATORS														
1068	Director of Planning	126	0	1	1										
1067	Asst. Director of Planning	114	1	0	1	1									
	Sub-total		1	1	2	1				1					
	TOTAL		41	6	47	13	5	12		30	5		6	11	

-162-

POLICE

The Police Department is authorized 1,445 full-time and 300 other than full-time positions.

Of the full-time positions, 51 are vacant, 725 are filled by White males, 60 by Black males, 420 by Mexican-American males, 67 by White females, 21 by Black females, and 101 by Mexican-American females. The percentage ethnic and sex composition of the full-time work force is 86.5% male, 13.5% female, 56.9% White, 5.8% Black and 37.3% Mexican-American.

Of the other than full-time positions, 32 are vacant, two are filled by Mexican-American males, 91 by White females, 18 by Black females, and 157 by Mexican-American females. This constitutes a sex and ethnic breakdown of .7% male, 99.3% female, 6.7% Black, 34.0% White, and 59.3% Mexican-American.

The overall sex and ethnic breakdown of this Department's work force is 72.7% male, 27.3% female, 53.1% White, 6.0% Black, and 40.9% Mexican-American.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

A total of 319 positions (19 full-time and 300 other than full-time) are authorized in this category. Thirty-five of the authorized positions are vacant, one is filled by a White male, one by a Black male, 11 by Mexican-American males, 95 by White females, 18 by Black females, and 158 by Mexican-American females. This constitutes a sex and ethnic ratio of 4.5% male, 95.5% female, 33.8% White, 6.7% Black, and 59.5% Mexican-American. These percentages indicate an underrepresentation of males and Blacks.

The 19 full-time positions are filled by one White male, one Black male, nine Mexican-American males, four White females, one Mexican-American female, and three are vacant. The sex and ethnic ratio of the work force in this category is 68.8% male, 31.2% female, 31.2% White, 6.3% Black, and 62.5% Mexican-American. Males and Blacks are underrepresented in the full-time work force in this category and Mexican-Americans are also slightly underrepresented.

Of the 300 other than full-time positions, 32 are vacant. The remaining 268 positions are filled by two Mexican-American males, 91 White females, 18 Black females, and 157 Mexican-American females. The sex and ethnic ratio of the other than full-time positions in this category is .7% male, 99.3% female, 33.9% White, 6.7% Black, and 59.4% Mexican-American. Males, Blacks, and Mexican-Americans are underrepresented in the other than full-time positions.

Turnover rates for this category indicate that, in addition to the existing 35 (three full-time and 32 other than full-time) vacant positions, 22 positions (one full-time and 21 other than full-time) in the overall staff may become vacant during the next twelve months; 66 (three full-time and 63 other than full-time) vacancies may occur during the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

A total of 166 full-time positions are authorized in this category. Of these, 10 are vacant, seven are filled by White males, three by Black males, nine by Mexican-American males, 40 by White females, 17 by Black females and 80 by Mexican-American females. The sex and ethnic ratio of the staff in this category is 12.0% male and 88.0% female, 30.1% White, 12.8% Black, and 57.1% Mexican-American. Males and Whites are underrepresented in this category.

Turnover rates for this category indicate that, in addition to the existing 10 vacancies, 17 positions may become vacant during the next twelve months and 51 vacancies may occur within the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Forty full-time positions are authorized in this category. Twelve are vacant, six are filled by White males, two by Black males, four by Mexican-American males, 11 by White females, and five by Mexican-American females. The sex and ethnic ratio of the staff in this category is 42.9% male, 57.1% female, 60.7% White, 7.1% Black and 32.2% Mexican-American. Females, Blacks, and Mexican-Americans are underrepresented in this category.

Turnover rates for this category indicate that, in addition to the existing 12 vacancies, two positions may become vacant during the next twelve months and six vacancies may occur within the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICE

There are 1,119 authorized positions, all full-time, in this category. Of these, 22 are vacant, 651 are filled by White males, 51 by Black males, 372 by Mexican-American males, nine by White females, four by Black females and 10 by Mexican-American females. This constitutes a sex and ethnic ratio of 97.9% male and 2.1% female; 60.1% White, 5.1% Black and 34.8% Mexican-American. Females, Blacks and Mexican-Americans are underrepresented in this category, when compared with overall population figures.

Turnover rates for this category indicate that, in addition to the existing two vacancies, 55 positions may become vacant during the next twelve months and 165 vacancies may occur within the next three years.

EEOC CATEGORY -- TECHNICIAN

Thirty-seven full-time positions are authorized in this category. Of these, one is vacant, 15 are filled by White males, two by Black males, 12 by Mexican-American males, two by White females, and five by Mexican-American females. This constitutes a sex and ethnic ratio of 80.5% male, 19.5% female, 47.2% White, 5.5% Black and 47.3% Mexican-American. Whites are underrepresented in this category.

Turnover rates for this category indicate that, in addition to the existing one vacancy, two positions may become vacant during the next twelve months and six vacancies may occur in the next three years.

EEOC CATEGORY -- PROFESSIONAL

A total of 57 full-time positions are authorized in this category. Of these, two are vacant, 39 are filled by White males, one by a Black male, 14 by Mexican-American males, and one by a White female. This constitutes a sex and ethnic ratio of 98.1% male, 1.9% female, 72.7% White, 1.9% Black, and 25.4% Mexican-American. Females and Blacks are underrepresented in this category.

Turnover rates for this category indicate that, in addition to the existing two vacancies, four positions may become vacant during the next twelve months and 12 vacancies may occur during the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Seven positions are authorized in this category. One of these positions is vacant, and six are filled by White males.

No further vacancies are projected for the next twelve months or the next three years in this category.

GOALS

The Police Department exceeded by .1% its 2.0% goal for placing females in the Protective Service category and also exceeded by .1% its 5.0% goal for Blacks in the Protective Service category. For the first time two males were employed in Service/Maintenance other than full-time (Crossing Guards) which may presage a break in the traditional hold on this position by females in the future.

It is apparent that goals set for placement of certain percentages of sex and ethnic categories were overly optimistic for attainment by FY'79. The following Affirmative Action Goals are established for the next twelve months:

1. Service/Maintenance

- a. Increase percentage of males to 73.7% in the full-time positions
- b. Increase the percentage of Blacks to 10.5% in the full-time positions
- c. Increase the percentage of Mexican-Americans to 63.2% in the full-time positions
- d. Increase percentage of males to 6.0% in other than full-time positions
- e. Increase percentage of Blacks to 8.0% in other than full-time positions
- f. Increase percentage of Mexican-Americans to 61.3% in other than full-time positions

2. Office & Clerical
 - a. Increase percentage of males to 18.0%
 - b. Increase percentage of Whites to 36.3%
3. Paraprofessional
 - a. Increase percentage of females to 61.0%
 - b. Increase percentage of Blacks to 10.0%
 - c. Increase percentage of Mexican-Americans to 40.0%
4. Protective Services
 - a. Increase percentage of females to 3.0%
 - b. Increase percentage of Blacks to 5.8%
 - c. Increase percentage of Mexican-Americans to 37.5%
5. Technician
Increase percentage of Whites to 51.0%
6. Professional
 - a. Increase percentage of females to 7.0%
 - b. Increase percentage of Blacks to 3.5%

The following Affirmative Action goals are established for the next three years:

1. Service/Maintenance
 - a. Increase percentage of males to 81.0% in full-time positions
 - b. Increase percentage of males to 17.0% in other than full-time positions

- c. Increase percentage of Mexican-Americans to 66.0% in other than full-time positions
 - d. Increase percentage of Blacks to 11.0% in the other than full-time positions
- 2. Office & Clerical
 - a. Increase percentage of males to 29.5%
 - b. Increase percentage of Whites to 47.5%
- 3. Paraprofessional
 - a. Increase percentage of females to 68.0%
 - b. Increase percentage of Blacks to 18.0%
 - c. Increase percentage of Mexican-Americans to 52.0%
- 4. Protective Service
 - a. Increase percentage of females to 4.1%
 - b. Increase percentage of Blacks to 7.6%
 - c. Increase percentage of Mexican-Americans to 41.8%
- 5. Technician
 - Increase percentage of Whites to 56.0%
- 6. Professional
 - a. Increase percentage of females to 8.8%
 - b. Increase percentage of Blacks to 7.0%

DEPARTMENT: POLICE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0624	School Crossing Guard Supervisor	20	5	0	5						4		1	5	
7430	Wrecker Driver	21	8	3	11	1		7		8					
7560	Building Custodian	20	2	0	2			2		2					
7760	Garage Attendant	21	1	0	1		1			1					
	Sub-total		16	3	19	1	1	9		11	4		1	5	
	OFFICE & CLERICAL														
0002	Clerk I	20	13	0	13	2		3		5	1	1	6	8	
0003	Clerk II	22	4	0	4						1	1	2	4	
0009	Clerk-Typist I	21	47	3	50						10	8	29	47	
0010	Clerk-Typist II	23	3	0	3						1		2	3	
0016	Clerk-Steno II	24	6	0	6						1		5	6	
0017	Secretary	25	1	0	1						1			1	
0021	Messenger	20	1	0	1						1			1	
0073	Communications Clerk	23	51	5	56	3	3		4	10	17	4	20	41	
0081	Communications Clerk Supervisor	24	3	0	3						3			3	
0807	Multilith Operator I	20	1	0	1	1				1					
0809	Multilith Operator III	25	1	0	1	1				1					
0820	Data Control Clerk	21	20	2	22			1		1	4	3	12	19	

DEPARTMENT: POLICE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0870	Account Clerk I	21	1	0	1								1		1
0871	Account Clerk II	23	3	0	3			1		1			2		2
1076	Executive Secretary	102	1	0	1								1		1
	Sub-total		156	10	166	7	3	9		19	40	17	80		137
	PARAPROFESSIONAL														
0040	Admin. Assistant I	25	2	0	2								2		2
0041	Admin. Assistant II	28	4	0	4			1		1	1		2		3
0615	Police Dispatcher	27	18	12	30	6		2		8	9		1		10
0644	Personnel Investigator II	28	2	0	2			1		1	1				1
0694	Community Service Officer	21	2	0	2		2			2					
	Sub-total		28	12	40	6	2	4		12	11		5		16
	PROTECTIVE SERVICE														
0565	Taxicab Inspector	26	1	0	1	1				1					
0600	Police Officer	307	696	16	712	384	41	257		682	6	3	5		14
0601	Police Officer (Prob.)	303	22	0	22	5	1	12		18	2		2		4
0603	Police Detective Invest.	311	240	0	240	167	6	66		239	1				1
0604	Police Sergeant	315	116	1	117	88	1	27		116					
0620	Armorer	31	1	0	1	1				1					
0628	Detention Guard	25	21	5	26	5	2	10		17		1	3		4
	Sub-total		1097	22	1119	651	51	372		1074	9	4	10		23

-169-

DEPARTMENT: POLICE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0031	Tele-Communication Tech.	22	5	0	5	1		1		2			3		3
0075	Personnel Technician I	30	1	0	1								1		1
0122	Drafting Tech. Supervisor	29	1	1	2			1		1					
0639	Fingerprint Classifier	25	8	0	8	2	1	3		6	1		1		2
0640	Photographer I	27	2	0	2			1		1	1				1
0641	Photographer II	29	1	0	1			1		1					
0686	Traffic Accident Analyst	29	1	0	1	1				1					
0689	Communications Technician Trainee	20	3	0	3	1	1	1		3					
0690	Communications Tech.	36	9	0	9	7		2		9					
0691	Communications Technician Supervisor	39	1	0	1	1				1					
0692	Communications Technician Assistant Supervisor	37	1	0	1	1				1					
0693	Junior Communications Technician	24	2	0	2			2		2					
0695	Radio Shop Technician	30	1	0	1	1				1					
	Sub-total		36	1	37	15	2	12		29	2		5		7
	PROFESSIONAL														
0039	Executive Assistant	41	1	0	1	1				1					
0042	Admin. Assistant III	31	2	1	3	2				2					
0043	Admin. Assistant IV	33	1	0	1	1				1					
0044	Admin. Assistant V	37	1	0	1	1				1					

DEPARTMENT: POLICE

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0066	Attorney II	39	1	0	1	1				1					
0605	Police Lieutenant	321	31	0	31	21	1	9		31					
0606	Police Captain	325	15	0	15	11		4		15					
0645	Criminalist	36	1	1	2						1			1	
0883	Systems Analyst III	41	1	0	1			1		1					
0886	Systems Analyst II	39	1	0	1	1				1					
	Sub-total		55	2	57	39	1	14		54	1			1	
	OFFICIALS & ADMINISTRATORS														
0608	Police Inspector	329	6	0	6	6				6					
1002	Police Chief	126	0	1	1										
	Sub-total		6	1	7	6				6					
	TOTAL		1394	51	1445	725	60	420		1205	67	21	101	189	

PUBLIC UTILITIES

The Department of Public Utilities is authorized four positions. One of these is vacant, two are filled by Mexican-American males and one by a Mexican-American female. This reflects a breakdown in the staff of 66.7% male, 33.3% female, and 100.0% Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

One position is authorized and filled by a Mexican-American female.

This position is not anticipated to become vacant during the next twelve months.

No vacancy is expected to occur over the next three years in this category.

EEOC CATEGORY -- PROFESSIONAL

One of the authorized positions in this category is filled by a Mexican-American male. The other is vacant.

The filled position is not anticipated to become vacant during the next twelve months and the vacant position is expected to be filled within two months.

After the current vacancy is filled no further vacancy is expected over the next three years in this category.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

One position is authorized and filled by a Mexican-American male.

This position is not anticipated to become vacant during the next twelve months.

No vacancy is expected over the next three years in this category.

GOALS

This is the first year Public Utilities has been a separate department. Consequently, there were no goals to be met.

A goal has not been set for the only vacancy in the Professional Category since only two positions are authorized. Because of the small size of this department, and because no vacancies are projected over the next three years, no goals are projected.

DEPARTMENT: Public Utilities

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
1076	Executive Secretary	102	1	0	1								1	1	
	PROFESSIONAL														
0144	Professional Engineer IV	44	1	0	1			1		1					
0859	Regulatory Engineer Analyst	43	0	1	1										
	Sub-total		1	1	2			1		1					
	OFFICIALS & ADMINISTRATORS														
1078	Public Utilities Sunv.	122	1	0	1			1		1					
	Sub-total		1	0	1			1		1					
	TOTAL		3	1	4			2		2			1	1	

PUBLIC WORKS

This department has a total of 2,035 positions (2,018 full-time positions and 17 other than full-time). There are presently 553 vacancies (536 full-time and 17 other than full-time). The overall full-time staff includes 118 White males, 164 Black males, 1,128 Mexican-American males, one male classified as Other, 15 White females, 23 Black females and 33 Mexican-American females. This staff composition is 95.2% males, 4.8% females, 9.0% White, 12.6% Black, 78.3% Mexican-American and 0.1% Other.

All other than full-time positions are currently vacant.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

This category has 1,609 authorized positions (1,592 full-time and 17 other than full-time). All of the other than full-time positions are vacant, and will remain vacant until the summer months.

Of the 1,592 full-time positions, 453 are vacant. The remaining 1,139 positions are filled by 38 White males, 142 Black males, 939 Mexican-American males, 16 Black females and four Mexican-American females. The sex and ethnic composition of this job category is 98.2% male, 1.8% female, 3.3% White, 13.9% Black and 82.8% Mexican-American. Females and Whites are underutilized.

Based on established turnover rates for this category, 170 vacancies in addition to the present 453 vacancies can be expected over the next 12 months.

A total of 963 vacancies, including the present vacancies are projected over the next three years.

EEOC CATEGORY -- SKILLED CRAFT

There are 202 positions authorized in this category, of which 54 are vacant. Employees working in this category include 34 White males, 10 Black males, 103 Mexican-American males and one Mexican-American female. This represents a ratio of 99.3% male, 0.7% female, 23.0% White, 6.7% Black and 70.3% Mexican-American. This ratio indicates an underrepresentation of females and Whites.

In addition to the 54 current vacancies, 21 more vacancies are anticipated during the next 12 months. Over the next three years a total of 117 vacancies including the present vacancies are expected to occur.

EEOC CATEGORY -- OFFICE & CLERICAL

Eighty-three positions are authorized in this category, 12 of which are vacant. These positions are filled by four White males, two Black males, 23 Mexican-American males, 11 White females, six Black females and 25 Mexican-American females. This breakdown constitutes 40.8% male, 59.2% female, 21.1% White, 11.3% Black and 67.6% Mexican-American. Females and Whites are underrepresented in this category.

Established turnover rates indicate that 20 vacancies including the existing vacancies will occur over the next 12 months. For the next three years 37 vacancies, including the existing vacancies are anticipated.

EEOC CATEGORY -- PARAPROFESSIONAL

This category has eight authorized positions, including one vacancy. At the present time these positions are filled by one White male, two Mexican-American males, one White female, one Black female, and two Mexican-American females. The percentage breakdown is 42.9% male, 57.1% female, 28.6% White, 14.3% Black and 57.1% Mexican-American. Females are underutilized. Given the size of this staff, the ethnic representation approximates parity.

Other than the existing vacancy, no vacancies are expected in the coming year. One additional vacancy can be anticipated in the next three years.

EEOC CATEGORY -- PROTECTIVE SERVICE

Nine positions are authorized in this category and all are filled. Employees in this category include two Black males and seven Mexican-American males. This staff is 100.0% male, 22.2% Black and 77.8% Mexican-American. Females and Whites are underutilized.

No vacancies are expected over the next 12 months, however, one position is likely to be open sometime during the next three years.

EEOC CATEGORY -- TECHNICIAN

The department has 79 authorized positions in this category with 12 vacancies. These positions are filled by 18 White males, six Black males, 40 Mexican-American males, two White females and one Mexican-American female. The sex and ethnic composition is 95.5% male, 4.5% female, 29.9% White, 8.9% Black and 61.2% Mexican-American. This reflects an underutilization of females and Whites.

In addition to the existing vacancies, three more vacancies can be anticipated during the next 12 months. A total of 24 vacancies, including the present vacancies are likely to occur in three years.

EEOC CATEGORY -- PROFESSIONAL

Forty-three positions are authorized in this category, four of which are vacant. The filled positions include 22 White males, two Black males, 13 Mexican-American males, one male classified as Other and one White female. In percentage terms, this staff composition is 97.4% male, 2.6% female, 59.0% White, 5.1% Black, 33.3% Mexican-American and 2.6% Other. Females and Whites are underutilized in this category.

In addition to the four existing vacancies, two other vacancies are likely to occur in the next year. A total of 10 vacancies are projected for the three year planning period, including present vacancies.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

In this category two positions are authorized and both are filled, one by a White male and one by a Mexican-American male. This is a breakdown of 100.0% male, 50.0% White and 50.0% Mexican-American.

GOALS

Last year the Department of Public Works met its goals for increasing the representation of Blacks in the Office & Clerical, Technician and Professional categories so that Blacks are now adequately utilized in all job categories. The Department also made some progress toward its goals of increasing the percentage of females in the Office & Clerical and Professional categories and Whites in the Skilled Craft category. Other goals for females and Whites in Service/Maintenance and Technician categories were not met.

During the coming year, the Department of Public Works will make every reasonable, nondiscriminatory effort to reach the following goals:

1. Service/Maintenance (full-time)

- a. Increase representation of females to 4.9%
- b. Increase representation of Whites to 6.9%

Service/Maintenance (other than full-time)

Seasonal workers will be hired so as to achieve appropriate sex and ethnic representation

2. Skilled Craft

- a. Increase representation of females to 1.5%
- b. Increase representation of Whites to 31.1%

3. Office & Clerical

- a. Increase representation of females to 67.5%
- b. Increase representation of Whites to 26.5%

4. Technician

- a. Increase representation of females to 6.3%
- b. Increase representation of Whites to 31.7%

5. Professional

Increase representation of
females to 4.7%

During the next three years the Department of Public Works will make every reasonable, nondiscriminatory attempt to reach the following goals:

1. Service/Maintenance

a. Increase representation of
females to 12.2%

b. Increase representation of
Whites to 15.7%

2. Skilled Craft

a. Increase representation of
females to 3.5%

b. Increase representation of
Whites to 39.1%

3. Office & Clerical

a. Increase representation of
females to 70.2%

b. Increase representation of
Whites to 41.0%

4. Paraprofessional

Increase representation of females
to 62.5%

5. Protective Service

a. Increase representation of
females to 11.1%

b. Increase representation of
Whites to 11.1%

6. Technician

a. Increase representation of
females to 8.9%

b. Increase representation of
Whites to 43.0%

7. Professional

a. Increase representation of
females to 9.3%

b. Increase representation of
Whites to 62.8%

DEPARTMENT: PUBLIC WORKS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
0100	Surveyor Aide I	20	4	2	6			2		2		1	1		2
0103	Surveyor Aide II	21	8	0	8			8		8					
0105	Surveyor Aide III	23	8	0	8	1		7		8					
7000	Laborer	211	190	315	505	3	28	141		172		15	3		18
7010	Refuse Collector	213	170	8	178	1	25	144		170					
7011	Refuse Truck Driver	222	141	0	141		21	120		141					
7020	Garbage Disposal Supt.	35	4	0	4			4		4					
7030	Labor Foreman I	219	6	15	21			6		6					
7040	Labor Foreman II	227	7	4	11		1	6		7					
7051	Wastewater Facility Maint. Supv.	32	1	0	1	1				1					
7100	Street Maint. Supv.	31	13	0	13	2	2	9		13					
7120	Heavy Equipment Tech.	36	1	0	1	1				1					
7130	Sewage Plant Attendant	22	32	3	35	3	3	26		32					
7150	Street Maint. Supt.	36	2	0	2	1		1		2					
7240	Drainage Supervisor	31	4	5	9	1		3		4					
7250	Drainage Supt.	39	1	1	2	1				1					
7260	Street Cleaning Supv.	26	3	0	3			3		3					
7270	Garbage Coordinator	35	1	0	1			1		1					

DEPARTMENT: PUBLIC WORKS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
7280	Garbage Route Supv.	26	2	9	11	1		1		2					
7290	Garbage Disposal Supv.	26	12	0	12	2	2	8		12					
7300	Garbage Supt.	29	5	1	6			5		5					
7310	Brush Route Supv.	26	3	0	3		1	2		3					
7320	Drainage Section Foreman	25	7	6	13			7		7					
7330	Sewer Section Foreman	230	6	1	7			6		6					
7340	Landfill Const. Supv.	33	1	0	1	1				1					
7350	Sewer Maint. Laborer	214	67	13	80	3	19	45		67					
7360	Sewer Maint. Supv.	31	2	6	8	2				2					
7370	Truck Driver I	215	52	0	52		1	51		52					
7380	Truck Driver II	221	19	3	22		1	18		19					
7390	Truck Driver III	226	13	0	13		6	7		13					
7400	Equipment Operator I	215	192	14	206	6	12	174		192					
7410	Equipment Operator II	224	69	10	79		8	61		69					
7420	Equipment Operator III	231	56	24	80	4	6	46		56					
7421	Heavy Equip. Operator Supv.	33	1	0	1	1				1					
7560	Building Custodian	20	36	13	49	3	6	27		36					
	Sub-total		1139	453	1592	38	142	939		1119		16	4	20	

DEPARTMENT: PUBLIC WORKS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SKILLED CRAFT														
0553	Construction Inspect. I	27	11	0	11	5		5		10			1	1	
0554	Construction Inspect. II	29	9	1	10	3		6		9					
0555	Construction Inspect. III	31	7	0	7	2		5		7					
0556	Chief Const. Inspector	36	1	0	1			1		1					
7052	Wastewater Plant Supt.	39	1	0	1	1				1					
7180	Plant Maintenance Mech.	23	12	0	12	3		9		12					
7230	Asst. Drainage Supv.	34	2	0	2	2				2					
7440	Plant Maint. Supv.	33	1	0	1	1				1					
7450	Plant Electrician	32	5	0	5	1		4		5					
7460	Supt. Sewer Maint.	39	1	0	1	1				1					
7470	Plant Pump Mechanic	25	6	0	6		1	5		6					
7520	Plant Equipment Oper. I	25	3	0	3		2	1		3					
7530	Plant Equipment Oper. II	27	6	0	6			6		6					
7540	Plant Equipment Oper. III	30	9	4	13	2	1	6		9					
7550	Chief Plant Equipment Operator	32	4	0	4	2		2		4					
7590	Maint. Mechanic II	22	1	1	2			1		1					
7610	Carpenter Foreman	32	1	1	2			1		1					
7640	Plumber Supervisor	32	1	0	1			1		1					
7680	Carpenter	28	14	6	20			1		4					

-181-

DEPARTMENT: PUBLIC WORKS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
7690	Electrician	30	7	1	8	3		4		7					
7700	Electrician Supervisor	32	1	0	1	1				1					
7710	Plumber	30	3	0	3		1	2		3					
7730	Sewer Pump Mechanic	228	7	0	7			7		7					
7750	Welder	27	3	2	5			3		3					
7780	Plumber Helper	23	3	2	5		1	2		3					
7820	Bldg. Maint. Foreman I	23	4	0	4		1	3		4					
7830	Bldg. Maint. Foreman II	26	2	0	2		1	1		2					
7840	Painter	27	9	10	19	1	1	7		9					
7850	Painter Foreman	29	3	1	4			3		3					
7870	Asst. Building Maintenance Supervisor	34	1	1	2	1				1					
7890	Building Maintenance Supervisor	39	1	0	1	1				1					
7900	Asst. Superintendent Sewer Maintenance	34	1	0	1	1				1					
7910	Electrician Helper	23	1	3	4			1		1					
7990	Concrete Finisher	229	7	21	28			7		7					
	Sub-total		148	54	202	34	10	103		147			1	1	
	OFFICE & CLERICAL														
0002	Clerk I	20	22	1	23		1	7		8	4	5	5	14	
0003	Clerk II	22	13	3	16	3		6		9	2		2	4	

DEPARTMENT: PUBLIC WORKS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0004	Clerk III	24	1	0	1								1		1
0009	Clerk-Typist I	21	9	3	12						1	1	7		9
0010	Clerk-Typist II	23	5	1	6						2		3		5
0016	Clerk-Steno II	24	2	0	2						1		1		2
0017	Secretary	25	2	0	2								2		2
0073	Communications Clerk	23	2	0	2								2		2
0801	Cashier	22	2	0	2			2		2					
0821	Stock Clerk	20	4	3	7			4		4					
0823	Stock Room Supt.	30	4	0	4		1	3		4					
0837	Plats & Subdivision Senior Clerk	26	1	0	1			1		1					
0870	Account Clerk I	21	1	1	2								1		1
0871	Account Clerk II	22	1	0	1	1				1					
0872	Account Clerk III	25	2	0	2						1		1		2
	Sub-total		71	12	83	4	2	23		29	11	6	25		42
	PARAPROFESSIONAL														
0040	Admin. Assistant I	25	3	1	4			1		1			2		2
0041	Admin. Assistant II	28	4	0	4	1		1		2	1	1			2
	Sub-total		7	1	8	1		2		3	1	1	2		4

-183-

DEPARTMENT: PUBLIC WORKS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROTECTIVE SERVICE														
7620	Municipal Guards	20	9	0	9		2	7		9					
	Sub-total		9	0	9		2	7		9					
	TECHNICIAN														
0110	Survey Party Chief	29	8	0	8	1		7		8					
0120	Drafting Tech. I	25	6	3	9	1		3		4	2				2
0121	Drafting Tech. II	27	11	2	13	2		8		10			1		1
0130	Engineers Assistant I	28	6	0	6	1	2	3		6					
0131	Engineers Assistant II	31	8	4	12	2		6		8					
0132	Engineers Assistant III	33	8	0	8	5		3		8					
0230	Chemical Technician II	30	4	0	4	4				4					
0551	Industrial Waste Technician II	27	1	0	1			1		1					
0552	Industrial Waste Technician I	23	4	1	5	2		2		4					
0570	Trench Inspector I	26	4	1	5			4		4					
0571	Trench Inspector II	30	2	0	2			2		2					
7480	Material Testing Technician I	22	0	1	1										
7500	Material Testing Technician II	29	4	0	4		4			4					
7510	Material Testing Supervisor	34	1	0	1			1		1					
	Sub-total		67	12	79	18	6	40		64	2		1		3

DEPARTMENT: PUBLIC WORKS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROFESSIONAL														
0042	Admin. Assistant III	31	3	0	3			2		2	1				1
0043	Admin. Assistant IV	33	2	0	2			2		2					
0044	Admin. Assistant V	37	2	1	3			2		2					
0063	Capital Programs Administrator	48	1	0	1	1				1					
0124	City Architect	42	1	0	1			1		1					
0125	Senior Right of Way Agent	38	1	0	1	1				1					
0135	Junior Engineer I	35	2	0	2	1			1	2					
0138	City Engineer	46	1	0	1			1		1					
0139	Professional Engineer I	38	1	0	1	1				1					
0140	Professional Engineer II	40	2	1	3	1	1			2					
0141	Professional Engineer III	42	8	2	10	6		2		8					
0144	Professional Engineer IV	44	2	0	2	2				2					
0145	Regional Wastewater Facility Manager	48	1	0	1	1				1					
0149	Chief Right of Way Agent	45	1	0	1	1				1					
0151	Right of Way Agent	34	4	0	4	2	1	1		4					
0163	Planner V	44	1	0	1	1				1					
0173	Central Mapping Supv.	36	1	0	1			1		1					
0557	Construction Inspector Supervisor	36	1	0	1	1				1					

PURCHASING

The Purchasing Department is authorized 210 positions. Thirty-six of these are vacant, 19 are filled by White males, 29 by Black males, 115 by Mexican-American males, one by a male classified as Other, two by White females and eight by Mexican-American females. Males constitute 94.3%, females 5.7%, Whites 12.0%, Blacks 15.7% Mexican-Americans 70.7% and Others .6% of the overall staff in this department.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

There are 23 positions authorized in this category. Six of these are vacant, two are filled by White males, two by Black males and 13 by Mexican-American males. The staff composition is 100.0% male, 11.8% White, 11.8% Black, and 76.4% Mexican-American. Females and Whites are underrepresented in this category.

In addition to the six existing vacancies, two vacancies are anticipated during the next twelve months.

A total of six vacancies are expected over the next three years in addition to the six existing vacancies.

EEOC CATEGORY -- SKILLED CRAFT

One hundred forty positions are authorized in this category. Of these, 26 are vacant, eight are filled by White males, 24 by Black males, 81 by Mexican-American males and one by a male classified as Other. The staff in this category is composed of 100.0% male, 7.0% White, 21.1% Black, 71.0% Mexican-American and .9% Other. Females and Whites are underrepresented in this category.

Turnover rates established for this category indicate that in addition to the 26 existing vacancies, 10 vacancies are expected to occur during the next twelve months.

In addition to the existing vacancies, 30 vacancies are expected to occur during the next three years.

EEOC CATEGORY -- OFFICE & CLERICAL

A total of 35 positions are authorized in this category. Three of these are vacant, three are filled by White males, three by Black males, 18 by Mexican-American males and eight by Mexican-American females. The staff in this category is composed of 75.0% males, 25.0% females, 9.4% White, 9.4% Black and 81.2% Mexican-American. There is an underrepresentation of females and Whites in this category.

Turnover rates established for this category indicate that in addition to the three existing vacancies, three vacancies are expected to occur during the next twelve months.

In addition to the existing vacancies, nine vacancies are expected to occur during the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Two positions are authorized. One is filled by a White male and the other is filled by a Mexican-American male. The staff is 100.0% male, 50.0% White and 50.0% Mexican-American. No imbalances can be shown in this category due to the small number of positions authorized.

No vacancies are anticipated during the next twelve months.

No vacancies are anticipated during the next three years.

EEOC CATEGORY -- PROFESSIONAL

Eight positions are authorized in this category. Of these, one is vacant, three are filled by White males, two by Mexican-American males, and two by White females. The staff in this category is composed of 71.4% male, 28.6% female, 71.4% White and 28.6% Mexican-American. There is an under-representation of females in this category.

Turnover rates established for this category indicate that in addition to the one existing vacancy one additional vacancy is anticipated during the next twelve months.

A total of four vacancies are anticipated during the next three years including the existing vacancy.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized and both positions are filled by White males.

No vacancies are anticipated during the next twelve months or the next three years.

GOALS

The Purchasing Department partially met several of the goals set forth in last year's Affirmative Action Plan in the areas of Skilled Craft, Office & Clerical and Professional categories.

However, as vacancies occur, every effort will be made to achieve the following goals within the next twelve months or three years as outlined.

The following affirmative action goals are established for FY'80:

1. Service/Maintenance
 - a. Increase female representation to 4.3%
 - b. Increase White representation to 12.9%
2. Skilled Craft
 - a. Increase female representation to 1.4%

- b. Increase White representation to 16.1%
- 3. Office & Clerical
 - a. Increase female representation to 31.9%
 - b. Increase White representation to 17.4%
- 4. Professional
 - Increase female representation to 37.5%

For the next three years the Purchasing Department has established the following goals:

- 1. Service/Maintenance
 - a. Increase female representation to 17.2%
 - b. Increase White representation to 21.5%
- 2. Skilled Craft
 - a. Increase female representation to 4.9%
 - b. Increase White representation to 37.8%
- 3. Office & Clerical
 - a. Increase female representation to 49.3%
 - b. Increase White representation to 34.8%
- 4. Professional

If one-year goals are attained the Professional staff will be at parity

DEPARTMENT: PURCHASING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
7760	Garage Attendant	21	17	6	23	2	2	13		17					
	Sub-total		17	6	23	2	2	13		17					
	SKILLED CRAFT														
7080	Automotive Technician	32	2	0	2			2		2					
7120	Heavy Eqpt. Technician	36	1	0	1	1				1					
7140	Heavy Eqpt. Helder	26	5	3	8		1	4		5					
7160	Heavy Eqpt. Mechanic	32	9	4	13	2	2	5		9					
7720	Auto Operations Manager	40	1	0	1	1				1					
7750	Welder	27	1	0	1		1			1					
7770	Auto Mechanic Helper	24	37	7	44	1	11	24	1	37					
7790	Auto Mechanic I	28	41	9	50	1	5	35		41					
7800	Auto Mechanic II	30	5	3	8	1	1	3		5					
7810	Auto Shop Foreman	34	6	0	6		2	4		6					
7860	Tire Inspector	29	1	0	1		1			1					
7970	Area Automotive Supv.	36	5	0	5	1		4		5					
	Sub-total		114	26	140	8	24	81	1	114					

DEPARTMENT: PURCHASING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	OFFICE & CLERICAL														
0002	Clerk I	20	1	1	2								1		1
0003	Clerk II	22	2	0	2			1		1			1		1
0004	Clerk III	24	1	0	1			1		1					
0006	Mail Clerk	21	2	0	2			2		2					
0009	Clerk-Typist I	21	2	0	2								2		2
0017	Secretary	25	2	0	2								2		2
0808	Multilith Operator II	23	1	1	2			1		1					
0809	Multilith Operator III	25	2	0	2			2		2					
0821	Stock Clerk	20	14	1	15	3	3	8		14					
0823	Stockroom Superintendent	30	1	0	1			1		1					
0853	Parts & Equipment Control Supervisor	31	1	0	1			1		1					
0869	Central Stores Supervisor	32	1	0	1			1		1					
0872	Account Clerk III	25	1	0	1								1		1
1076	Executive Secretary	102	1	0	1								1		1
	Sub-total		32	3	35	3	3	18		24			8		8

DEPARTMENT: PURCHASING

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PARAPROFESSIONAL														
0041	Admin. Assistant II	28	2	0	2	1		1		2					
	Sub-total		2	0	2	1		1		2					
	PROFESSIONAL														
0042	Admin. Assistant III	31	1	0	1			1		1					
0813	Senior Buyer	36	1	0	1						1				1
0814	Buyer	33	3	0	3	1		1		2	1				1
0874	Accountant II	35	1	0	1	1				1					
7060	Fleet Specialist	38	1	1	2	1				1					
	Sub-total		7	1	8	3		2		5	2				2
	OFFICIALS & ADMINISTRATORS														
1025	Director of Purchasing & Central Supply	116	1	0	1	1				1					
1065	Asst. Director of Purchasing & Central Supply	110	1	0	1	1				1					
	Sub-total		2	0	2	2				2					
	TOTAL		174	36	210	19	29	115	1	164	2	0	8	0	10

TRAFFIC AND TRANSPORTATION

This department has 175 positions authorized. Of these, 25 are vacant, 35 are filled by White males, 13 by Black males, 90 by Mexican-American males, two by males classified as Other, three by White females, one by a Black female, and six by Mexican-American females. This overall staff breakdown indicates a ratio of 25.3% White, 9.4% Black, 64.0% Mexican-American, 1.3% Other, 93.3% male and 6.7% female.

ANALYSIS

EEOC CATEGORY -- SERVICE/MAINTENANCE

Twenty-eight positions are authorized and five of these are vacant. One position is filled by a White male, seven are filled by Black males and 15 are filled by Mexican-American males. The staff breakdown in percentages is 100.0% male, 4.4% White, 30.4% Black and 65.2% Mexican-American. Females and Whites are underrepresented in this category.

In addition to the five existing vacancies, turnover rates indicate that two vacancies may occur during the next twelve months.

A total of 11 vacancies are expected to occur over the next three years including the existing vacancies.

EEOC CATEGORY -- SKILLED CRAFT

Sixty-seven positions are authorized and 11 are vacant. Twelve are filled by White males, one by a Black male, 42 by Mexican-American males and one by a Mexican-American female. The breakdown in percentages is 21.4% White, 1.8% Black, 76.8% Mexican-American, 98.2% male and 1.8% female. These ratios indicate an underrepresentation of Whites, Blacks and females.

In addition to the existing 11 vacancies, five vacancies are expected to occur during the next twelve months.

Twenty-six vacancies are anticipated to occur within three years including the existing vacancies.

EEOC CATEGORY -- OFFICE & CLERICAL

Seven positions are authorized in this category and one is vacant. One is filled by a Black male, one by a Black female and four by Mexican-American females. This constitutes a ratio of 33.3% Black, 66.7% Mexican-American, 16.7% male and 83.3% female. Whites and males are underrepresented in this category.

In addition to the existing vacancy, one vacancy is expected to occur during the next twelve months.

Four vacancies are anticipated to occur within three years including the existing vacancies.

EEOC CATEGORY -- PARAPROFESSIONAL

Three positions are authorized in this category. Of these, two are filled by White males and one by a Mexican-American male. This represents a sex and ethnic breakdown of 100.0% male, 66.7% White and 33.3% Mexican-American. Females, Blacks and Mexican-Americans are underutilized.

No vacancies are expected to occur during the next twelve months.

Turnover rates indicate no anticipated vacancies within the next three years.

EEOC CATEGORY -- TECHNICIAN

In this category, 43 positions are authorized and four are vacant. The remaining positions are filled by nine White males, three Black males and 27 Mexican-American males. This staff constitutes a sex and ethnic ratio of 23.1% White, 7.7% Black, 69.2% Mexican-American and 100.0% male. Females and Whites are underrepresented in this category.

In addition to the existing four vacancies, three vacancies are expected to occur in the next twelve months.

Twelve vacancies are anticipated to occur within three years including the existing vacancies.

EEOC CATEGORY -- PROFESSIONAL

A total of 25 positions are authorized and four are vacant. The remaining positions are filled by 10 White males, one Black male, four Mexican-American males, two by males classified as Other, three by White females and one by a Mexican-American female. The breakdown by percentages is 61.9% White, 4.8% Black, 23.8% Mexican-American, 9.5% Other, 81.0% males and 19.0% females. Females are underutilized in this category.

In addition to the existing four vacancies, two vacancies are expected to occur in the next twelve months.

Ten vacancies are expected to occur within three years including the existing vacancies.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

Two positions are authorized in this category. One is filled by a White male and one by a Mexican-American male. The staff sex and ethnic breakdown in this category is 100.0% male, 50.0% White and 50.0% Mexican-American.

No vacancies are expected to occur in this category during the next twelve months or within the next three years.

GOALS

The Traffic and Transportation Department did not meet the goals established last year for the Office & Clerical category, Service/Maintenance or for Skilled Craft. The goals established for Technician and Professional categories were partially met.

The following Affirmative Action goals are established for the next twelve months:

1. Service/Maintenance
 - a. Increase female representation to 7.1%
 - b. Increase White representation to 7.1%
2. Skilled Craft
 - a. Increase female representation to 2.9%
 - b. Increase White representation to 25.4%
 - c. Increase Black representation to 2.9%
3. Office & Clerical
Increase White representation to 14.2%
4. Technician
 - a. Increase female representation to 6.9%
 - b. Increase White representation to 27.6%
5. Professional
Increase female representation to 24.0%

The following Affirmative Action goals are established for the next three years:

1. Service/Maintenance
 - a. Increase female representation to 17.8%
 - b. Increase White representation to 22.0%

2. Skilled Craft

- a. Increase female representation to 4.5%
- b. Increase White representation to 38.8%
- c. Increase Black representation to 4.5%

3. Office & Clerical

- a. Increase male representation to 28.5%
- b. Increase White representation to 42.8%

4. Technician

- a. Increase female representation to 11.5%
- b. Increase White representation to 32.2%

5. Professional

Increase female representation to 44.0%

DEPARTMENT: TRAFFIC & TRANSPORTATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE/MAINTENANCE														
7000	Laborers	211	8	0	8		2	6		8					
7560	Building Custodian	20	1	1	2			1		1					
0810	Parking Lot Attendant	24	14	4	18	1	5	8		14					
	Sub-total		23	5	28	1	7	15		23					
	SKILLED CRAFT														
7190	Signal Line Tech. I	22	5	3	8	1		4		5					
7170	Signs & Marking Supv.	29	1	0	1			1		1					
7171	Sign Tech. I	21	12	4	16		1	11		12					
7172	Sign Tech. II	27	8	0	8	5		3		8					
7173	Marking Tech. I	21	9	3	12			9		9					
7174	Marking Tech. II	23	2	0	2			2		2					
7750	Welder	27	1	0	1			1		1					
7840	Painter	27	4	0	4	1		3		4					
7850	Painter Foreman	29	3	0	3	1		2		3					
7950	Sign Shop Supv.	35	1	0	1	1				1					
7200	Signal Line Tech. II	26	2	1	3			2		2					

196

DEPARTMENT: TRAFFIC & TRANSPORTATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
7210	Signal Line Supv.	30	2	0	2	1		1		2					
7690	Electrician	30	1	0	1	1				1					
7920	Building Operations Supv.	31	1	0	1							1		1	
7940	Parking Meter Mechanic	20	3	0	3	1		2		3					
7960	Parking Meter Mechanic Supv.	23	1	0	1			1		1					
	Sub-total		56	11	67	12	1	42		55			1	1	
	OFFICE & CLERICAL														
0002	Clerk I	20	1	0	1							1		1	
0003	Clerk II	22	1	0	1		1			1					
0004	Clerk III	24	2	0	2							2		2	
0010	Clerk Typist II	23	1	0	1						1			1	
0017	Secretary	25	0	1	1										
1076	Executive Secretary	102	1	0	1							1		1	
	Sub-total		6	1	7		1			1		1	4	5	
	PARAPROFESSIONAL														
0892	Fiscal Officer	38	1	0	1	1				1					
0806	Asst. Parking Manager	30	2	0	2	1		1		2					
	Sub-total		3	0	3	2		1		3					

-199-

DEPARTMENT: TRAFFIC & TRANSPORTATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	TECHNICIAN														
0120	Drafting Tech. I	25	0	1	1										
0121	Drafting Tech. II	27	4	1	5	1	1	2		4					
0130	Engineer Assistant I	28	5	0	5		2	3		5					
0131	Engineer Assistant II	31	6	1	7	3		3		6					
0132	Engineer Assistant III	33	3	0	3	1		2		3					
0137	Engineer Trainee	26	2	0	2			2		2					
0119	Illustrator	27	1	0	1			1		1					
0690	Communications Tech.	36	6	0	6	2		4		6					
0691	Comm. Tech. Supv.	39	1	0	1	1				1					
0692	Comm. Tech. Asst. Supv.	37	2	0	2			2		2					
0693	Junior Comm. Tech.	24	9	1	10	1		8		9					
	Sub-total		39	4	43	9	3	27		39					
	PROFESSIONAL														
0135	Junior Engineer	35	1	0	1			1		1					
0139	P.E.I	38	2	0	2	2				2					
0140	P.E.II	40	2	0	2	1			1	2					
0141	P.E.III	42	2	0	2	2				2					
0143	Public Works Special Project Officer	41	1	0	1	1				1					

DEPARTMENT: TRAFFIC & TRANSPORTATION

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0042	Admin. Assistant III	31	2	0	2						1		1		2
0043	Admin. Assistant IV	33	3	0	3	1		2		3					
0044	Admin. Assistant V	37	2	0	2		1			1	1				1
0046	Management Analyst II	35	1	0	1						1				1
0160	Planner II	33	0	1	1										
0161	Planner III	37	3	1	4	2			1	3					
0162	Planner IV	40	0	1	1										
0886	Systems Analyst II	39	0	1	1										
0874	Accountant II	35	1	0	1	1				1					
0129	Traffic Signal Supt.	40	1	0	1			1		1					
	Sub-total		21	4	25	10	1	4	2	17	3		1		4
	OFFICIALS & ADMINISTRATORS														
1017	Director of Traffic & Trans.	118	1	0	1	1				1					
1053	Asst. Director of Traffic & Trans.	110	1	0	1			1		1					
	Sub-total		2	0	2	1		1		2					
	TOTAL		150	25	175	35	13	90	2	140	3	1	6	0	10

-201-

OFFICIALS & ADMINISTRATORS

OFFICIALS & ADMINISTRATORS

The City has 55 different job classifications within the Officials and Administrators category. These job classes are listed in the table on the following pages.

Presently there are 67 full-time positions in this category and four are vacant. The vacant positions include Chief of Police, Director of Convention Facilities, Director of Convention & Visitor's Bureau and the Director of Planning.

Previously, Judges were listed in the Officials & Administrators category. This year, however, they are included in the Professional category since their duties revolve around administration of laws. Officials and Administrators, on the other hand, are concerned with policy formulation and overall management of City departments. Since the Presiding Judge does exercise various responsibilities which fall under the scope of both groups above, he remains under Officials & Administrators.

The positions are filled by 37 White males, three Black males, 20 Mexican-American males, two White females and one Mexican-American female. This constitutes a sex and ethnic breakdown of 95.2% male, 4.8% female, 61.9% White, 4.8% Black and 33.3% Mexican-American.

A comparison of these figures to the Officials & Administrators in the Civilian Labor Force in San Antonio indicates an underutilization of 7 percentage points for Whites and an underutilization of 13.8 percentage points for females. Blacks are 2.3 percentage points above parity and Mexican-Americans are 5.6 percentage points above parity.

Females have not gained or lost any positions in this category during the last year. A fourth female included in last year's plan is a Judge, whose position has been moved into the Professional Category as explained above. However, it is important to note that a woman was promoted from Assistant City Clerk to City Clerk. Although this does not change the statistics in this category it does represent progress by placing a woman within a position of greater responsibility.

Three new positions created this year--Director of Municipal Court, Community Action Administrator, and Public Utilities Supervisor--added one Black male and two Mexican-American males. Also, the Assistant Director of EEO, vacant last year, is now filled by a Mexican-American male.

Should the number of authorized positions in this category remain the same and additional vacancies occur, every reasonable, nondiscriminatory effort should be made to increase the representation of Whites and females and maintain the present balance of minorities.

OFFICIALS & ADMINISTRATORS

DEPARTMENT: _____

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
0014	Chief Trial Attorney	52	1	0	1	1				1					
0083	Assistant City Clerk	42	1	0	1	1				1					
0334	Library Director	48	1	0	1	1				1					
0335	Assistant Library Director	44	1	0	1						1			1	
0608	Police Inspector	329	6	0	6	6				6					
0666	Assistant Fire Chief	327	7	0	7	4		3		7					
1000	City Attorney	134	1	0	1						1			1	
1001	Director of Finance	126	1	0	1	1				1					
1002	Police Chief	126	0	1	1										
1003	Fire Chief	126	1	0	1			1		1					
1004	Director of Public Works	130	1	0	1	1				1					
1005	Director of Public Health	130	1	0	1	1				1					
1006	Director of Parks & Rec.	118	1	0	1	1				1					
1008	Director of Planning	126	0	1	1										
1009	Director of Personnel	118	1	0	1	1				1					
1010	Director of Con. Facilities	126	0	1	1										
1011	Director of Bldg. & Zoning	126	1	0	1	1				1					

203-

DEPARTMENT: OFFICIALS & ADMINISTRATORS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
1012	Director of Economic & Employment Development	126	1	0	1			1		1					
1013	Director of Conv. Bureau	118	0	1	1										
1014	Director of Municipal Court	120	1	0	1		1			1					
1015	City Clerk	118	1	0	1							1		1	
1017	Director of Traffic & Trans.	118	1	0	1	1				1					
1022	City Manager	Set by Council	1	0	1	1				1					
1023	Presiding Judge	" "	1	0	1			1		1					
1025	Director of Purchasing and Central Supply	116	1	0	1	1				1					
1026	Director of EEO	116	1	0	1		1			1					
1027	Director of Budget & Research	118	1	0	1	1				1					
1029	Director of Aviation	130	1	0	1	1				1					
1030	Director of Human Resources	130	1	0	1		1			1					
1032	Assistant City Manager	134	1	0	1	1				1					
1034	Market Square Director	114	1	0	1			1		1					
1036	Director of Citizen Action & Public Information	120	1	0	1			1		1					
1037	Employee Relations Coord.	116	1	0	1	1				1					
1044	Asst. City Attorney/Trial	132	1	0	1	1				1					

DEPARTMENT: OFFICIALS & ADMINISTRATORS

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
1045	Asst. Dir. Eco. & Emp./ Eco. Dev. Asst.	114	1	0	1			1		1					
1046	Asst. Dir. Eco. & Employment Dev/Comp. Eco & Mnpr. Plan.	114	1	0	1	1				1					
1047	Asst. Dir. Eco. & Employment Dev./CETA Progm Management	114	1	0	1			1		1					
1050	Asst. Dir. Human Resources	110	1	0	1	1				1					
1051	Asst. Director Personnel	110	1	0	1	1				1					
1052	Asst. Director Finance	110	1	0	1			1		1					
1053	Asst. Director Traffic & Transportation	110	1	0	1			1		1					
1055	Asst. City Attorney	124	1	0	1			1		1					
1057	Asst. to the City Manager	118	2	0	2			2		2					
1058	Asst. Director Public Works	116	1	0	1			1		1					
1059	Asst. Director Conv. Bureau	116	1	0	1	1				1					
1060	Asst. Director Conv. Fac.	112	1	0	1	1				1					
1061	Asst. Director Aviation	110	1	0	1	1				1					
1062	Asst. Director Parks & Rec.	114	1	0	1	1				1					
1063	Asst. Director Bldg. & Zon.	110	1	0	1	1				1					
1065	Asst. Dir. Purchasing & Central Supply	110	1	0	1	1				1					
1067	Asst. Director Planning	114	1	0	1	1				1					

ADDENDUM I

CITY OF SAN ANTONIO
SMALL AND/OR MINORITY BUSINESS
ENTERPRISE PROGRAM

SMALL AND/OR MINORITY BUSINESS ENTERPRISE PROGRAM
OF THE CITY OF SAN ANTONIO

SECTION I. INTRODUCTION

The City of San Antonio, as a public employer, has a policy to insure equal employment opportunity and carries out affirmative action programs to fulfill that policy in the allocation of City of San Antonio contracts. It shall be the purpose of the Small and/or Minority Business Enterprise Program to increase minority business enterprise utilization in the awarding of City of San Antonio contracts for professional services, construction, and procurement; and, to better assist small business enterprises in competitively bidding on City projects or procurement. This program shall also assist business enterprises owned and controlled by women and business enterprises owned and controlled by handicapped individuals.

SECTION II. DEFINITIONS

- A. Contract: Any contract awarded by the City whereby the City expends or commits the expenditure of its funds in return for work, labor, services, supplies, equipment, materials, or any combination of the foregoing.
- B. Business Enterprise: Is any legal entity which is organized to engage in lawful commercial transactions and is actively engaged in such transactions as means of livelihood, such as a sole proprietorship, partnership or corporation; but not a joint venture except as hereinafter provided.
- C. Minority Business Enterprise (MBE): Means a business enterprise that is owned and controlled by one or more minority person(s). Minority persons include Blacks, Mexican-Americans and other persons of Hispanic origin, American Indians, Alaskan Natives, and Asians or Pacific Islanders.
- Minority person(s) shall collectively own, operate, and share in payments from such an enterprise in the manner hereinafter set forth:
1. Owned:
 - a. For a sole proprietorship to be deemed a minority business enterprise, it must be owned by a minority person.

- b. For an enterprise doing business as a partnership, it is necessary that at least 51.0% of its assets or interests in the partnership property be owned by a minority person(s).
- c. For an enterprise doing business as a corporation, it is necessary that 51.0% or more of its assets or interests in the corporate shares be owned by a minority person(s).

2. Controlled:

That the primary power, direct or indirect, to manage a business enterprise shall rest with minority person(s).

3. Share in Payments:

Minority partners, proprietor or stockholders of the enterprise, as the case may be, shall be entitled to receive 51.0% or more of the total profits, bonuses, dividends, interest payments, commissions, consulting fees, rents, procurement, and subcontract payments, and any other monetary distribution paid by the business enterprise.

4. Joint Venture:

For the purpose of this definition, a joint venture means an association of two (2) or more persons, partnerships, corporations or any combination thereof, founded to carry on a single business activity which is limited in scope and direction. The degree to which a joint venture may satisfy the stated MBE goal cannot exceed the proportionate interest of the MBE as a member of the joint venture in the work to be performed by the joint venture. For example, a joint venture which is to perform 50.0% of the contract work itself, and in which an MBE contractor has a 50.0% interest, shall be deemed equivalent to having MBE participation in 25.0% of the work. MBE members of the joint venture must have either financial, managerial, or technical skills in the work to be performed by the joint venture.

- D. Small Business Enterprise (SBE): A corporation, partnership, sole proprietorship, or other legal entity for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts and is designated a small business as provided by the Small Business Assistance Act of 1975 (64th Texas Legislature), Article 5190.3.
- E. Bidder: Any person, firm, partnership, corporation, association, or joint venture as herein provided seeking to be awarded a City contract by a competitive bidding process.
- F. Contractor: Any person, firm, partnership, corporation, association or joint venture as herein provided which has been awarded a City contract or agreement.
- G. Subcontractor: Any named person, firm, partnership, corporation, association, or joint venture as herein provided identified as providing work, labor, services, supplies, equipment, materials, or any combination of the foregoing, under contract with a prime contractor on a City contract.
- H. Goal: A flexible target to be achieved during a twelve-month period or during the term of a particular contract, based on staff estimates of the availability of qualified minority business enterprises (MBE's) in San Antonio SMSA, and known circumstances and conditions. In no case shall a goal be construed as constituting a fixed quota.

SECTION III. STATEMENT OF POLICY

It shall be the policy of the City of San Antonio to increase the competitiveness, qualifications, and opportunities of small and minority business enterprises (SMBE's) for obtaining contracts awarded by the City of San Antonio and subcontracts thereunder.

For the SMBE Program to be effective, every advantage must be taken of the resources and opportunities in the field of small and minority enterprise. This includes implementation of the policies set forth by the City Council in adopting this Program, as implemented by various responsible City departments, outside resource agencies, contractors, and subcontractors. Notwithstanding the fact that a prospective contractor may have the capability to complete a total project with its own work force and without the use of subcontractors, and provided the overall cost of a project will not increase as a result, each prospective contractor will be required to make positive and reasonable efforts to subcontract with minority enterprises and assist small business enterprises to obtain subcontracts. If the use of subcontractors has the effect of increasing overall project cost, the low qualified bidder shall fully demonstrate the reason(s) for such increases.

The City of San Antonio's Department of Equal Employment Opportunity will monitor and enforce or seek to enforce the procedures for implementation of the SMBE Program, and will perform in a manner as may be necessary to achieve the purposes of the Program.

SECTION IV. SCOPE

The policies, procedures, and contract clause(s) established under the SMBE Program shall be applicable to recipients of contracts and subcontracts. These policies, procedures, and contract clauses will be incorporated in an Affirmative Action Program for SMBE participants and shall apply to all contracts, whether or not federally assisted, unless the provisions herein are in conflict with Federal law or rules and regulations promulgated thereunder.

SECTION V. IMPLEMENTATION OF POLICY

In order to facilitate the implementation of the SMBE Program, the City of San Antonio shall make appropriate modifications to the City's computerized record-keeping system to be able to more readily access information regarding purchases, construction contracts, and SMBE purchases/contracts.

Each department of the City which has or shares responsibility for the awarding of City contracts and/or contract administration shall have responsibilities in carrying out the SMBE Program, and will be held responsible and accountable for exercising these functions, as well as any other function(s) as deemed necessary by management. Each department will assure that the City Clerk's Office receives an entire copy of each formal contract, to include all attachments and special provisions. The following departments of the City of San Antonio shall have specific SMBE Program implementation responsibilities as follows:

1. Purchasing & Central Supply
 - a. Review and investigate all insurance and bonding requirements to insure that proper risk/exposure limits are set, allowing business enterprises to bid competitively on all contracts.
 - b. In soliciting quotes for bids under \$3,000 for those items where SMBE's are known that supply these goods and services, the Buyer shall contact the maximum number of SMBE's.
 - c. Make available plans and specifications to SMBE's in sufficient time for review.
 - d. Allow to the greatest extent feasible, sufficient time so as to facilitate the participation of SMBE's. Where possible, attempt to reach SMBE's by using Public Service Announcements, in addition to advertising for specific bids.

- e. Notify SMBE Associations within the general bidding area of the specific nature of the formal contracts about to be bid.
- f. Conduct surveys to determine the availability of qualified SMBE's.
- g. Together with the user department, and provided the overall cost of a project is not increased, develop bid packages and requests for proposal so as to increase potential SMBE participation, e.g. using certain types of materials and methods, and breaking down large contracts into smaller ones.
- h. Insure that all applicable provisions of the SMBE Program are included in bid specifications and contracts for \$3,000 or more administered by the Purchasing Department.
- i. When pre-bid conferences are held, emphasize and explain the SMBE Program requirements, the forms that must be submitted with the bid regarding SMBE participation, the documentation required outlining efforts to obtain SMBE subcontractors and joint venture partners, and the use and availability of the SMBE directory.
- j. Appoint an employee to serve as a liaison between the Purchasing Department and potential bidders, especially SMBE's. The liaisons would make known to SMBE's up-coming purchases on which bids are required and their specifications, assist them in completing the bid form, and coordinate the department's efforts with those of other City departments and state and federal governments aimed at assisting SMBE's. Such individuals will not only work with SMBE's who approach the City, but will also actively solicit bids from SMBE's.
- k. Use the least complicated bid forms.

2. Public Works Department

- a. Review and investigate all insurance and bonding requirements to insure that proper risk/exposure limits are set, allowing business enterprises to bid competitively on all contracts.
- b. Insure that all prospective bidders, including SMBE's are advised in advance of the estimated cost of construction projects to avoid over-bidding. This would provide a frame of reference in which to bid City projects.

- c. Make available plans and specifications to prospective SMBE's in sufficient time for review. In coordination with outside resource agencies, study the possibility of providing copies of City construction plans and specifications to the outside agencies. This would enable SMBE's to review the plans without placing a deposit on them.
 - d. Notify SMBE associations within the San Antonio SMSA of the specific nature of the contracts about to be bid.
 - e. Conduct surveys to determine the availability of qualified SMBE's.
 - f. Provided that it will not increase the overall cost of a project, develop bid packages and requests for proposal so as to increase potential SMBE participation, e.g. using certain types of materials and methods and breaking down larger contracts into smaller ones.
 - g. Insure that all applicable provisions of the SMBE Program are included in bid specifications and contracts for \$10,000 or more administered by the Department of Public Works.
 - h. Study the feasibility of designing facilities to take into consideration the type of work of which SMBE's are capable and their bonding limits.
 - i. Encourage the formation of joint ventures among SMBE's and between minority and non-minority firms which provide opportunity for MBE's to gain experience.
 - j. Use the least complicated bid forms.
 - k. Appoint an employee to serve as a liaison between the Public Works Department and potential bidders, especially SMBE's. The liaisons would make known to SMBE's upcoming projects on which bids are required and their specifications, assist them in completing the bid form, and coordinate the department's efforts with those of other City departments and state and federal governments aimed at assisting SMBE's. Such individuals will not only work with SMBE's who approach the City, but will also actively solicit bids from SMBE's.
3. Department of Economic & Employment Development
- a. Assist in planning, coordinating, and conducting regular meetings with SMBE's in a seminar format to provide information about the City's SMBE Program, and to solicit feedback and suggestions on specific problems. In

assisting SMBE's to overcome barriers, DEED should work with outside resource agencies such as Minority Contractors' Assistance Center, San Antonio Business Development Center, National Economic Development Association, Office of Minority Business Enterprise, Texas Industrial Commission, Small Business Administration, and local Chambers of Commerce. The resource agencies and assistance centers should offer written materials, seminars, workshops, and specialized assistance to individual SMBE's and should work closely with financial institutions, insurance and bonding companies, and contractors in an effort to alleviate financial barriers to SMBE Program participation.

- b. Refer potential SMBE Contractors to the Public Works and/or Purchasing liaisons for technical assistance in preparing bids, as a portion of its one-stop business service.
- c. Encourage the joint-venturing of SMBE's, thus combining their buying power, working capital and bonding capacity so that they can competitively bid for City contracts.
- d. Insure that all applicable provisions of the SMBE Program are included in requests for proposals of \$10,000 or more administered by DEED.

4. Department of Equal Employment Opportunity

- a. Compile and maintain data indicating each department's progress toward achieving goals applicable to them in each specific contract.
- b. Insure that the degree of goal attainment by minority-majority ventures and minority contractors is recorded in direct proportion to the participation of the minority partner.
- c. Develop reports from information provided by City departments and contracts to monitor and determine the effectiveness of the SMBE Program.
- d. Annually report the progress of the SMBE Program to the City Council through City Manager, and also recommend annual overall goals and Program changes which may be necessary to improve the overall effectiveness of the SMBE Program.
- e. Seek to enforce and administer such policies, standards, definitions, criteria and procedures to govern the implementation, interpretation and application of this program in a manner as may be necessary to achieve its purposes.

- f. Consider documentation of reasonable good faith efforts to subcontract with qualified SMBE's in determining the lowest responsible bidder.

5. Legal Department

- a. Shall have responsibility to review each standard contract form to insure the contractor is legally bound to applicable provisions of the SMBE Program. Any non-standard contract shall be similarly reviewed.
- b. Insure that all applicable provisions of the SMBE Program are included in standard bid specification forms. Any non-standard bid specification form shall be similarly reviewed.
- c. Initiate legal action in a timely manner in order to insure compliance with policies and procedures set forth in the SMBE Program.

All City departments listed above, as well as any other department(s) having contract administration responsibilities, shall make certain that the correct goals are included in all specification packages and requests for bids or proposals. The inclusion of the SMBE Program requirements and goals in a contractor's bid package shall become a binding part of his/her contract.

SECTION VI. SMBE PROGRAM CONTRACT REQUIREMENTS

A. Construction Contracts:

Construction contracts, bid specifications or proposals of \$10,000 or more but less than \$200,000 shall contain certain clause(s) relating to the SMBE Program.

Contracts of \$200,000 or more shall contain certain clause(s) relating to the SMBE Program, and in addition contain goals for Minority Business Enterprise (MBE) utilization.

In both cases, contractors will address Minority Business Enterprises in a written Affirmative Action Plan, with contracts greater than \$200,000 including specific goals within the Affirmative Action Plan. Contractors shall include the policies, procedures, and contract clauses required by this Program in every subcontract so that such provisions will be binding.

B. Non-Construction Contracts (Purchases):

Purchasing contracts, invitations for bids, or proposals of \$3,000 or more shall contain certain clause(s) relating to the SMBE Program. The prospective vendor or supplier must submit, along with the bid or estimate an Assurance of Compliance with all applicable provisions of the SMBE clause and the City of San Antonio's Nondiscrimination Clause. After identification of the apparent low bid, the bidder will be required to provide the same information required by bidders for construction contracts, except a written Affirmative Action Plan, prior to the award of the formal contract.

C. Professional Service Contracts:

Engineering and architectural contracts for which the contractor will be scheduled to receive \$10,000 or more in fees shall contain certain clause(s) relating to the SMBE Program. Professional Service Contractors shall address Minority Business Enterprise in a written Affirmative Action Plan.

The Equal Employment Opportunity Department will provide technical assistance to contractors as may be necessary in the preparation of Affirmative Action Plans.

After bid opening and receipt of notification of the apparent low bid, that bidder will be required to provide the information listed below prior to the award of the contract:

1. An affidavit verifying the MBE status of the prime contractor.
2. A complete schedule for participation by MBE's as subcontractors, i.e., list of MBE utilization, and assurance that those companies listed are used in the project.
3. A completed and signed affidavit of MBE verification by subcontractors submitted through the prime contractor and signed by all parties.
4. Where a bidder intends to attain its MBE goal by use of a joint venture, it must submit an affidavit form containing information clearly identifying and explaining the extent of MBE participation. If a

contractor intends to use a minority/majority joint venture as a subcontractor to meet its goal or part of its goal, the affidavit must be submitted through the contractor by the proposed joint venture subcontractor and signed by all parties. In addition, the minority joint venture partner must submit a completed MBE affidavit in both contract and subcontract.

5. A completed Affirmative Action Plan.

All of the foregoing information must be approved by the Equal Employment Opportunity Department prior to award of the contract. If, for any reason, the lowest qualified bidder is unable to award subcontracts totaling a value equal to the goal, such bidder shall justify a good faith effort to utilize MBE's. If the Equal Employment Opportunity Department determines a low bidder's justification to be inadequate, it may find the low bidder to be in noncompliance with the policies and provisions of the SMBE Program. In such a case, the EEO Department may seek to bring the low bidder into voluntary compliance, or recommend to the City Manager that the contract not be awarded. The Department of Equal Employment Opportunity may recommend other sanctions against contractors who are found to be in noncompliance with equal opportunity or SMBE Program contract provisions at any time during the term of a City contract.

SECTION VII. GOALS

There shall be established a Committee for the purpose of identifying MBE goals for City of San Antonio construction contracts in excess of \$200,000 and purchases in excess of \$3,000. The SMBE Committee will consist of the Director of Equal Employment Opportunity, the Director of Economic and Employment Development and the director of the department responsible for the administration of the specific type of contract to be let by the City. For instance, in determining the goals for a purchasing contract, the SMBE Committee would be composed of the following department directors: Equal Employment Opportunity, Economic & Employment Development and Purchasing and Central Supply. In determining goals for a construction contract, the committee will be composed of the following department directors: Equal Employment Opportunity, Economic & Employment Development and Public Works.

Annually, all departments responsible for contract administration shall submit to the SMBE Committee a listing of proposed purchases and construction projects to be opened for bid during the coming fiscal year.

The SMBE Committee shall meet annually to review the list of proposed purchases and construction projects, and in consultation with the appropriate department head, will develop MBE goal recommendations for construction projects costing \$200,000 or more, and purchases of \$3,000 or more. After the Committee has developed goals for the individual proposed projects, it shall establish overall goal recommendations, for the coming fiscal year, by the

type of contract (construction, non-construction, and professional service). During the process of developing MBE goals, the Committee will review and consider information on the availability of MBE's in the San Antonio SMSA, and any other information which is pertinent to the setting of goals. In effect, the final recommended goals shall reflect known circumstances and conditions in an attempt to match proposed project work with available qualified MBE's. The Director of Equal Employment Opportunity will submit the Committee's MBE utilization goals to the City Manager for presentation to the City Council.

Based on the City Manager's recommendations, the San Antonio City Council will annually establish official MBE goals which will reflect the commitment directed at increasing the participation of local MBE's and which will serve as a valuable standard for determining the effectiveness of this Program. The goals will be expressed as a percentage of the total estimated dollar amount of all contracts and subcontracts to be awarded during the coming fiscal year, reflecting the City's estimate of overall MBE participation attainable given the available MBE resources. It is important to note that the goals will be expressed as a flexible range (e.g. 18 to 25 percent) for the first year rather than a fixed percentage, and goals are not to be construed as quotas. In subsequent years, the goals will be expressed as specific percentages, and will take into consideration the available MBE resources, and also the performance of the City in its efforts to achieve previous years' goals under this Program. Projects should not be advertised for bid, nor contracts be let, until after the SMBE Committee has met and developed recommended goals, and the City Council has established official MBE utilization goals. All bid specifications and construction contracts in excess of \$200,000 will specifically contain the appropriate MBE goals and in no case shall a contract be executed until the low qualified bidder has fulfilled his/her affirmative action plan requirements and has demonstrated a good faith effort toward achievement of MBE goals. Low qualified bidders will not be required to subcontract with unqualified MBE's or to compromise genuine valid standards in order to meet established goals. If goals are not met, no sanctions will be recommended or imposed provided the low qualified bidder can fully demonstrate that he/she made reasonable good faith efforts to reach them.

ADDENDUM II

CITY OF SAN ANTONIO
AFFIRMATIVE ACTION PLAN
COMMUNITY SERVICES ADMINISTRATION

COMMUNITY SERVICES ADMINISTRATION

The City of San Antonio as a grantee of Federal financial assistance from the Community Services Administration has committed itself to total compliance with all requirements set forth by this governmental agency's Office of Economic Opportunity Instructions. Assurance of compliance with the Office of Economic Opportunity Regulations under Title VI of the Civil Rights Act of 1964 is as follows:

AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the Regulations of the Office of Economic Opportunity issued pursuant to that title (45 C.F.R. Part 1010), to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance either directly or indirectly from the Office of Economic Opportunity; and HEREBY GIVES ASSURANCE THAT it will immediately, in all phases and levels of programs and activities, install an affirmative action program to achieve equal opportunities for participation, with provisions for effective periodic self-evaluation.

In the case where the Federal financial assistance is to provide or improve or is in the form of personal property, or real property or interest therein or structures thereon, the assurance shall obligate the Applicant, or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services and benefits, or for as long as the Applicant retains ownership or possession of the property, whichever is longer. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it.

The City of San Antonio's Department of Human Resources and Services Division of Community Action has the responsibility of administering the City's Community Service Administration funded activities.

City of San Antonio
Department of Human Resources and Services
Division of Community Action

The City of San Antonio's Human Resources and Services Department has 542 authorized positions of which 50 are authorized in the Community Action Division. The funding agency, Community Service Administration, requires the affirmative action analysis and goals of this division be set by total population of San Antonio figures, as opposed to Civilian Labor Force figures for San Antonio.

The 1970 Census Population figures for San Antonio by sex and ethnic groups are:

TOTAL	MALE	FEMALE	WHITE	BLACK	MEXICAN-AMERICAN	OTHER
654,289	310,362	343,927	258,380	49,823	341,333	4,753
100.0%	47.4%	52.6%	39.5%	7.6%	52.2%	0.7%

Of the 50 (48 full-time and two other than full-time) authorized positions in the Community Action Division, seven of the full-time positions are vacant. The remaining 41 positions are filled by one White male, four Black males, 12 Mexican-American males, two White females, six Black females and 16 Mexican-American females. The sex and ethnic composition of the full-time employees reflect 41.6% male, 58.4% female, 7.3% White, 24.4% Black, and 68.3% Mexican-American.

The two other than full-time positions are filled by two Mexican-American females. This constitutes a sex and ethnic ratio of 100.0% female and Mexican-American.

ANALYSIS

EEOC CATEGORY -- OFFICE & CLERICAL

Eight positions are authorized in this category. One is vacant, one is filled by a Mexican-American male, one by a White female and five by Mexican-American females. The sex and ethnic composition of this category is 14.3% male, 85.7% female, 14.3% White, and 85.7% Mexican-American. Males, Whites and Blacks are underrepresented in this category.

Turnover rates for this category indicate that in addition to the existing one vacancy, one vacancy may occur during the next twelve months, three vacancies are projected for the next three years.

EEOC CATEGORY -- PARAPROFESSIONAL

Sixteen positions (14 full-time and two other than full-time part-time) are authorized in this category. Three of the full-time positions are vacant,

the remaining full-time positions are filled by one Black male, four Mexican-American males, two Black females and four Mexican-American females. The sex and ethnic breakdown of the full-time staff constitutes a ratio of 45.5% male, 54.5% female, 27.3% Black and 72.7% Mexican-American. Compared to the 1970 Census population figures for San Antonio males and Whites are underrepresented in the full-time positions of this category.

The two other than full-time part-time positions are filled by Mexican-American females. This breakdown constitutes a sex and ethnic ratio of 100.0% female and Mexican-American.

Turnover rates for this category indicate that in addition to the three existing full-time vacancies, one full-time vacancy may occur during the next twelve months and eight full-time vacancies are projected for the next three years.

EEOC CATEGORY -- PROFESSIONAL

Twenty-five positions are authorized for this category, of which three are vacant. The remaining positions are filled by one White male, three Black males, six Mexican-American males, one White female, four Black females and seven Mexican-American females. This sex and ethnic breakdown constitutes a ratio of 45.5% male, 54.5% female, 9.1% White, 31.8% Black and 59.1% Mexican-American. Males and Whites are underrepresented in this category.

Turnover rates for this category indicate that in addition to the existing three vacancies, five positions may become vacant during the next twelve months and eight vacancies are projected to occur during the next three years.

EEOC CATEGORY -- OFFICIALS & ADMINISTRATORS

One position is authorized for this category and filled by a Mexican-American male. No turnover is projected for this position.

GOALS

The Community Action Division was created by City Council effective July 1, 1979. Goals will be set based on the San Antonio 1970 Census Population figures, as opposed to the 1970 Civilian Labor Force figures.

The following goals are established for this division for the next twelve months and three years:

OFFICE & CLERICAL

- a. Increase male representation to 25.0% over the next twelve months and to 37.5% over the next three years.
- b. Increase White representation to 25.0% over the next three years.
- c. Increase Black representation to 12.5% over the next three years.

PARAPROFESSIONAL

- a. Increase male representation to 36.4% during the next twelve months and to 45.5% over the next three years.
- b. Increase White representation to 36.4% during the next twelve months and to 40.9% over the next three years.

PROFESSIONAL

- a. Increase male representation to 44.0% during the next twelve months and to 48.0% over the next three years.
- b. Increase White representation to 16.0% during the next twelve months and to 20.0% over the next three years.

DEPARTMENT: Human Resources & Services - Division of Community Action

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOT
	OFFICE & CLERICAL														
0111	Secretary	20	0	1	1										
0112	Clerk Typist	20	1	0	1								1	1	
0115	General Office Clerk	20	1	0	1						1			1	
0908	Secretary II	23	1	0	1								1	1	
0909	Executive Secretary	26	1	0	1								1	1	
0955	Personnel Technician	26	2	0	2								2	2	
0958	Supply & Receiving Clerk	21	1	0	1			1		1					
	Sub-Total		7	1	8			1		1	1		5	6	
	PARA PROFESSIONAL														
0195	Administrative Assistant	28	1	1	2			1		1					
0911	Administrative Assistant	25	2	0	2							1	1	2	
0912	Outreach Worker	20	6	2	8		1	3		4		1	1	2	
0932	Field Worker/Counselor	23	1	0	1								1	1	
0953	Personnel Assistant	29	1	0	1								1	1	
	Sub-Total		11	3	14		1	4		5	0	2	4	6	
	TOTAL		18	4	22		1	5		6	1	2	9	12	

DEPARTMENT: Human Resources & Services - Division of Community Action

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	PROFESSIONAL														
0113	Accountant II	26	2	0	2							1	1		2
0189	Supervisor, Arts & Crafts	25	1	0	1			1		1					
0194	Program Monitor	33	1	0	1		1			1					
0914	Center Supervisor	24	4	0	4							2	2		4
0918	Program Manager	39	0	1	1										
0919	Program Monitor	26	1	0	1			1		1					
0923	YRP Director	39	1	0	1							1			1
0924	Center Supervisor (Spec. Proj. Mgr)	29	1	1	2		1			1					
0926	Senior Activities Coord.	25	1	0	1			1		1					
0931	Evaluation Prog. Analyst	33	1	0	1						1				1
0933	Senior Social Planner	44	1	0	1			1		1					
0934	Program Director	37	1	0	1			1		1					
0935	Housing Counselor	26	2	0	2								2		2
0936	Assistant Social Planner	33	0	1	1										
0954	EEO Officer	31	1	0	1								1		1
0957	Accountant I	29	2	0	2	1				1			1		1
0959	Prop. Maint. Control Spec.	34	1	0	1			1		1					
0963	Housing Coordinator	39	1	0	1		1			1					
	TOTAL		22	3	25	1	3	6		10		4	7		12

Delegate Agencies
Description of Services, Client Characteristics and Workforce
Breakdown

As a result of Community Services Administration funding for the period between July 1, 1979, and September 30, 1980, the City of San Antonio has been able to award contracts to four delegate agencies and to administer two operated programs. The delegate agencies and operated programs receiving Community Services Administration funding through the City of San Antonio are Barrio Betterment Development Corporation (BBDC), Project Family Rehabilitation Education Effort (Project Free), Southside Neighborhood Assistance Corporation (SNAC), United Citizens Project Planning & Opportunity Corporation (UCPPOC), Community Action Program West (CAP West) and the Youth Resources Program.

Barrio Betterment Development Corporation (BBDC)

BBDC provides the general social services of Outreach, Intake, Referral, Follow-up Counseling, Emergency Assistance in the areas of Utility Vouchers, Rent Vouchers, and Food Vouchers, in addition to Senior Citizen Activities, Youth Activities, including Recreation, Income Tax Assistance, Education Programs, Transportation, Employment Referrals, and Manpower Referrals.

BBDC provides assistance to low-income persons who meet CSA poverty guidelines and reside within the following Census Tract No./Poverty Population; 1105/3,718, 1106/2,990, 1107/872, 1501/1934, 1691/4,570, 1602/649, 1605/3,989, 1701/4,087, 1702/5,452, 1703/4,443, and 1901/977. These census tracts are located in northwest San Antonio as illustrated on the attached map.

The 1970 Census Poverty Population figure for BBDC's service area by ethnic group are:

Total	White	Black	Mexican-American
41,801	5,896	762	35,143
100.0%	14.1%	1.8%	84.1%

BBDC has a total of 13 authorized positions, of which two are vacant. The remaining positions are filled by four Mexican-American males and seven Mexican-American females. This breakdown constitutes a sex and ethnic ratio of 63.3% male, 36.4% female and 100.0% Mexican-American. Compared with the 1970 Census Poverty Population Ethnic figures for this agency's service area and the 1970 Census Population percentages for San Antonio by sex, this breakdown indicates an overall underrepresentation and utilization of females, Whites and Blacks.

Every reasonable nondiscriminatory effort should be made by this agency to fill existing and projected vacancies to obtain an equitable representation of females, Whites and Blacks.

DEPARTMENT: B.B.D.C.

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
OFFICE & CLERICAL															
	Secretary		1	0	1								1	1	
PARA PROFESSIONALS															
	Senior Citizen Aide		1		1								1	1	
	Community Worker		4	1	5			1		1			3	3	
	Sub-total		5	1	6			1		1			4	4	
PROFESSIONAL															
	Manpower Education Coordinator		1	0	1			1		1					
	Program Coordinator		1	0	1			1		1					
	Program Developer		1	0	1								1	1	
	Youth Program Coordinator		1	1	1										
	Accountant I		1		1								1	1	
	Sub-total		4	1	5			2		2			2	2	
OFFICIALS & ADMINISTRATORS															
	Executive Director		1	0	1			1		1					
	Sub-total		1	0	1			1		1					
TOTALS			11	2	13			4	0	4			7	7	

-227-

Project Family Rehabilitation Education Effort (Project Free)

Project Free's primary service to the community is the Meals on Wheels program. Additional services funded through the CSA grant include: Outreach, Intake, Referral, Follow-up Counseling, Community Organization, Co-op purchasing, Gardens, and Transportation.

Project Free also receives funding through the San Antonio Comprehensive Nutrition Program to operate a Homebound Nutrition Program. Additionally, Project Free has an agreement with Mt. Zion Baptist Church to operate a congregate feeding site in the church. The agreement is for food cost reimbursement and preparation cost. The Non-CSA funded activities were not reviewed in this evaluation.

Project Free provides services to residents of Bexar County who are over 55 years of age and meet CSA poverty guidelines or certify they are in need of the Meals on Wheels services. The meals are free to people who are below poverty and a sliding scale is utilized for those who are in need of the service but are above the poverty criteria.

Sex and Ethnic Characteristics of The Target Population
Meals on Wheels Participants

Total	Male	Female	White	Black	Mexican-American
413	137	276	71	159	183
100.0%	33.2%	66.8%	17.2%	38.5%	44.3%

Project Free has a total of 12 authorized positions, of which two are vacant. The remaining positions are filled by four Black males, five Black females and one Mexican-American female. This staff breakdown constitutes a sex and ethnic ratio of 40.0% male, 60.0% female, 90.0% Black and 10.0% Mexican-American. Females, Whites and Mexican-Americans are underrepresented and/or underutilized in this agency's overall staff when compared with the sex and ethnic characteristics of the target population of the Meals on Wheels Participants.

Every reasonable nondiscriminatory effort should be made by this agency to fill existing and projected vacancies to obtain an equitable representation of females, Whites and Mexican-Americans.

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE MAINTENANCE														
	Cook		1	0	1		1			1					
	Custodian/Housekeeper		1	0	1							1			1
	Sub-total		2	0	2		1			1		1			1
	OFFICE & CLERICAL														
	Administrative Sectry.		1	0	1								1		1
	Accounting Clerk		1	0	1							1			1
	Sub-total		2	0	2							1	1		2
	PARA PROFESSIONALS														
	Administrative Asst.		1	0	1		1			1					
	Outreach Worker I		1	0	1							1			1
	Outreach Worker II			2	2										
	Sub-total		2	2	4		1			1		1			1
	PROFESSIONALS														
	Food Service Coordinator		1	0	1							1			1
	Program Coordinator		1	0	1		1			1					
	Accountant II		1	0	1		1			1					
			3	0	3		2			2		1			1

Southside Neighborhood Assistance Corporation (SNAC)

SNAC provides general social services through the City of San Antonio Community Services Administration grant, which include: Outreach, Intake, Referral, Follow-up, Housing Counseling, Transportation, Emergency Assistance in the areas of Utility, Vouchers, Rent Vouchers, Clothing and Food Commodities, Manpower Referrals, Employment Referrals, Senior Citizen Activities, Transportation, School Supplies, Counseling and Infant Formula (In-Kind Contribution).

Through a grant from the Bexar County Hospital District, SNAC operates the Villa Coronado Health Clinic. Also, Our Lady of the Angels Catholic Church subcontracts with SNAC to operate a Senior Citizen's Nutrition and Recreation Program. The Non-CSA funded programs were not included in this evaluation.

SNAC provides assistance to low-income persons who meet CSA poverty guidelines and reside within the following Census Tract No./Poverty Population: 1403/823, 1411/418, 1416/231, 1417/174, 1418/581, 1419/244, 1503/1381, 1504/1421, 1505/3990, 1506/1063, 1507/1644, 1508/411, 1509/992, 1510/1071, 1511/2052, 1512/544, 1513/975, 1514/620, 1515/255, 1516/448, 1517/856, 1518/772, 1519/1742, 1520/125, 1521/362, 1522/480, 1603/753, 1604/740, 1609/2200, 1610/1144, 1611/1968, 1612/189, 1619/1378 and 1620/1345. These census tracts are located in South San Antonio and are illustrated on the attached map.

The 1970 Census Poverty Population figure for SNAC's service area by ethnic group are:

Total	White	Black	Mexican-American
38,677	9,719	485	28,473
100.0%	25.1%	1.3%	73.6%

SNAC has a total of 11 authorized staff positions, of which all are filled. These positions are filled by three Mexican-American males and eight Mexican-American females. This staff breakdown constitutes a sex and ethnic ratio of 27.3% male, 72.7% female and 100.0% Mexican-American. When compared to the 1970 Census Population Sex figures for San Antonio and the 1970 Census Poverty Population figures for SNAC's service area by ethnicity, this agency's overall staff breakdown indicates an underrepresentation and/or utilization of males, Whites and Blacks.

Every reasonable nondiscriminatory effort should be made by this agency to fill existing and projected vacancies to obtain an equitable representation of males, Whites and Blacks.

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
SERVICE MAINTENANCE															
	Maintenance Tech.		1	0	1			1		1					
	Sub-total		1		1			1		1					
OFFICE & CLERICAL															
	Executive Secretary		1	0	1								1		1
	Receptionist/Clk. Typist		1	0	1								1		1
	Sub-total		2	0	2								2		2
PARAPROFESSIONALS															
	Senior Field Worker		1	0	1								1		1
	Field Worker I		2	0	2								2		2
	Administrative Asst.		1		1								1		1
	Sub-total		4		4								4		4
PROFESSIONALS															
	Accountant		1		1			1		1					
	Senior Nutrition Site Manager		1		1								1		1
	Field Worker Coordinator		1		1								1		1
	Sub-total		3		3			1		1			2		2
TOTAL															

-232-

United Citizens Project Planning & Opportunity Corporation (UCPPOC)

UCPPOC provides general social services of Outreach, Intake, Referral, Follow-up, Emergency Assistance in the areas of Clothing, Utility Vouchers, Rent Vouchers, Food Vouchers and Commodities, Employment Assistance through referrals, School Assistance through clothing and school supplies, Personal Security Seminars, Youth Tutor Youth, Pre-College Counseling Assistance, Arts and Crafts, Senior Citizen Field Trips, and Income Tax Assistance.

UCPPOC services low income persons who meet the CSA poverty guidelines. Persons must reside within the following Census Tracts/Poverty Population: 1101/889, 1102/724, 1103/3287, 1104/780, 1108/1013, 1109/331, 1110/1003, 1301/1887, 1302/672, 1303/1077, 1304/2607, 1305/3464, 1306/2014, 1307/1512, 1308/1358, 1309/570, 1310/418, 1311/1212, 1312/222, 1313/259, 1314/184, 1315/124, 1318/596, 1401/729, 1402/402, 1404/611, 1405/307, 1406/666, 1407/361, 1408/818, 1409/165, 1410/261, 1502/281, 1902/1400, 1906/1320, 1907/1063. These census tracts are located in East San Antonio, as illustrated on the attached map.

The 1970 Census Poverty Population figures for UCPPOC's service area by ethnic group are:

Total	White	Black	Mexican-American
38,526	12,003	13,649	12,874
100.0%	31.2%	35.4%	33.4%

UCPPOC has a total of 15 authorized staff positions, of which all are filled. These positions are filled by five Black males, two Mexican-American males, six Black females and 12 Mexican-American females. This staff breakdown constitutes a sex and ethnic ratio of 46.7% male, 53.3% female, 73.3% Black and 26.7% Mexican-American. This agency has an overall staff underrepresentation and/or utilization of Whites and Mexican-Americans, when compared with the 1970 Census Population Sex percentages and the 1970 Census Poverty Population figures for this agency's service area by ethnic group.

Every reasonable nondiscriminatory effort should be made by this agency to fill existing and projected vacancies to obtain an equitable representation of Whites and Mexican-Americans.

JOB CLASS	JOB TITLE	SALARY RANGE	FILLED	VAC.	AUTH.	M A L E					F E M A L E				
						W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
	SERVICE MAINTENANCE														
	Custodian/Driver		1	0	0		1			1					
	Sub-total		1	0	1		1			1					
	OFFICE & CLERICAL														
	Executive Secretary		1	0	1						1				1
	Secretary I		1	0	1						1				1
	Sub-total		2		2						2				2
	PARA PROFESSIONALS														
	Outreach Worker		5	0	5		1			1	4				4
	Soc. Service Aide		1	0	1							1			1
	Sub-total		6	0	6		1			1	4	1			5
	PROFESSIONALS														
	Program Coordinator		1	0	1			1		1					
	Bookkeeper/Accountant		1	0	1		1			1					
	Soc. Service Manager		1	0	1		1			1					
	Center Supervisor		2	0	2			1		1		1			1
	Sub-total		5	0	5		2	2		4		1			1

Operated Programs

The Department of Human Resources and Services Division of Community Action administers the Community Action Program-West (CAP-West) and the Youth Resources Program (YRP). Twenty-one of the fifty authorized positions for the Community Action Division are for jobs related to these two programs. Fourteen positions (twelve full-time and two other than full-time) are authorized for the CAP-West program and seven full-time positions are authorized for the YRP.

Community Action Program - West (CAP-West)

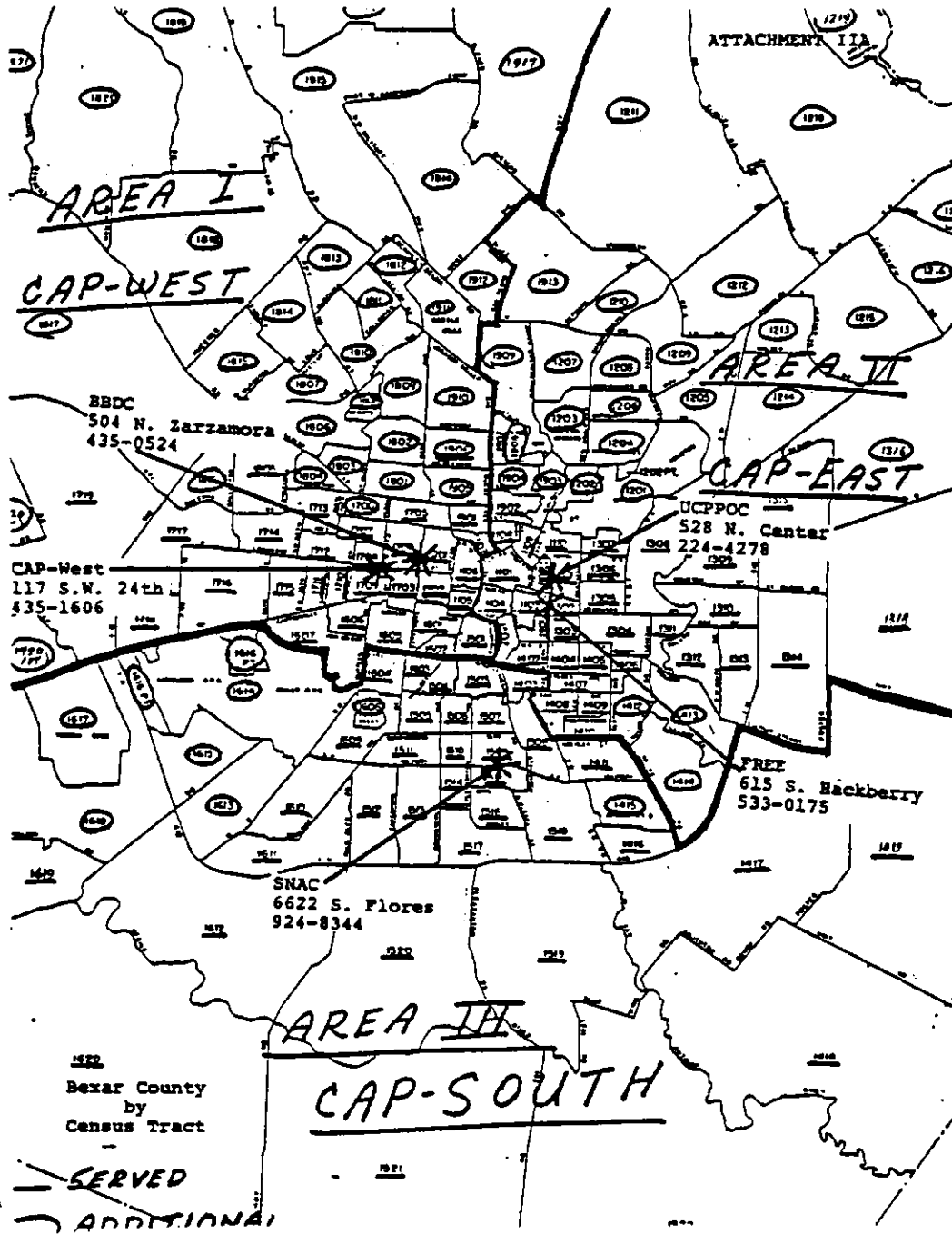
CAP-West provides the general social services of Outreach, Intake, Referral, Follow-up, Emergency Assistance in the areas of Clothing, Utility Vouchers, Bread Assistance and Rent Vouchers, Housing Counseling, Youth Employment Referrals, Income Tax Assistance, Senior Citizen Activities which include Arts and Crafts, Field Trips, Special Activities and Transportation. Education Activities which include YTY, Community Awareness and School Supplies, and General Counseling.

CAP-West provides services to low-income persons who meet CSA Poverty Guidelines and reside within the following census tracts, which are located in West San Antonio as illustrated on the attached map.

<u>Census Tract No.</u>	<u>Poverty Population</u>
1606 *Mirasol	3,008
1607	1,895
1704 *Veramendi Center	4,930
1705	1,053
1706	580
1707 *Menchaca	2,763
1708 *Main Office	505
1709	3,477
1710	3,432
1711 *San Joaquin	1,499
1712	2,082
1713	1,006
1714 *Holy Family Center	1,109
1715	2,831
1716	1,751
1717	517
1718	1,280
1719	473
1805 *New St. Mark's	
*Current Center *Brendell Location	568

Youth Resources Program (YRP)

The Youth Resources Program services include Outreach, Intake, Referral, Follow-up, Youth Employment Activities (YEA), which include a Business Management Training Club (BMTC) and a Job Fair Workshop, an Arts/Personality Training (APT) program, an Essential Health and Nutrition Habits services, Career Development, Recreational Activities, Youth Tutor Youth (YTY), Teaming up Learning with Learning (TLC), Transportation, and a National Youth Program Using Mini-Bikes program. YRP provides services to youth between the ages of 6-21 who reside in San Antonio and Bexar County whose parents meet CSA poverty guidelines.



CITY OF SAN ANTONIO
EQUAL EMPLOYMENT OPPORTUNITY
EXTERNAL DISSEMINATION DIRECTORY
(Local Resources)

CITY OF SAN ANTONIO
EQUAL EMPLOYMENT OPPORTUNITY
EXTERNAL DISSEMINATION DIRECTORY
(Local Resources)

The following listing is comprised of agencies and community groups having services, general information, or the capacity to assist in the external communication of the City of San Antonio Equal Employment Opportunity/Affirmative Action Program:

I. MEDIA

Express & News
Avenue E & Third
P. O. Box 2171
SAT, 78297
225-7411

San Antonio De Noche
1115 So. Hackberry
SAT, 78203
532-0301
533-2180

San Antonio Light
420 Broadway
P. O. Box 161
SAT, 78291
226-4271

Southside Reporter
123 Avant
SAT, 78210
534-8848

KAPE 1480 Radio
3900 Martin Luther King
SAT, 78220
337-8840

Citizen News
Military Dr. West
P. O. Box 27276
SAT, 78227
674-6964

KUKA 1250 Radio
501 W. Quincy
SAT, 78212
225-5757

SNAP News
411 A Springgsdale
SAT, 78220
224-0705

San Antonio Register
150 E. Commerce
SAT, 78205
222-1721

Northside, Southside Westside
Suns
P. O. Box 2171
SAT, 78297
225-7411

El Cruzado Newspaper
1216 West Avenue
SAT, 78201
736-2013

Northside Recorder
3907 Blanco Road
SAT, 78212
736-4307

La Prensa
224 West Cypress
SAT, 78212
224-0184

KCOR-1350 Radio
411 E. Durango
SAT, 78207
225-2751

San Antonio Community
Journal
309 N. Hackberry
SAT, 78202
225-1339

I. MEDIA (continued)

UA-Columbia Cablevision of Texas Inc.
415 N. Main Avenue
SAT, 78205
222-0500

KWEX-TV
411 E. Durango
SAT, 78207
227-4141

KEDA-Radio Station
510 S. Flores
SAT, 78214
226-5254

II. LABOR ORGANIZATIONS

American Federation of State,
County & Municipal Employees
(AFL-CIO)
Area Office
812 So. Presa
SAT, 78210
225-8820

Bexar County Labor Community
Agency, Inc.
1405 North Main
SAT, 78212
225-3885

San Antonio Labor Training
Program
2306 W. Martin
SAT, 78207
222-0967

Human Resources
Development Institute
109 Lexington
SAT, 78205
225-1569

III. WOMEN GROUPS

League of Women Voters
1017 N. Main
SAT, 78212
225-3612

Mayor's Commission on
the Status of Women
P. O. Box 9066
SAT, 78285
299-7011

National Organization
for Women (NOW)
7134 Blanco
SAT, 78216
349-0573

Women in Community
Services (WICS)
309 Dwyer Avenue
SAT, 78204
299-5585

National Women's Employment
& Education, Inc. (NWEE)
3 Americas Building
118 N. Broadway, Suite #510
P. O. Box 9385
SAT, 78204
225-6647

Women's Law Center Inc.
833 Bandera
SAT, 78228
433-4311

Bexar County Women's
Center
2300 W. Commerce
SAT, 78207
225-4387

American Association of
University & College Women
415 Oak Glen Drive
SAT, 78209
926-3179

Business & Professional
Women's Organization
1047 Steves
SAT, 78210
532-3054

CETA Non-Traditional
Employment Program
1103 E. Commerce
SAT, 78207
225-3822

IV. OLDER WORKERS REFERRAL AGENCY

Dept. of Human Resources
& Services
City of San Antonio
Metropolitan Office on Aging
P. O. Box 9066
SAT, 78285
299-7159

Senior Employment
Program
307 Marshall
SAT, 78212
222-1295

Retired Senior Volunteer
Program (RSVP)
118 Broadway, 3A Bldg.
Suite 216
SAT, 78205
222-0301

Senior Citizen Council
of Bexar County
214 Dwyer
SAT, 78204
222-1845

Senior Community Services Center
114 Hickman
SAT, 78212
734-7961

V. VETERAN'S SERVICES

American G.I. Forum
Veterans Outreach Program
453 S. Main
SAT, 78204
223-4096

Disabled American
Veterans
410 So. Main
Room 303
SAT, 78204
229-6730
229-6731

Bexar County Veterans
Service Office
203 W. Nueva
SAT, 78207
220-2778

VI. AREA AND/OR COMMUNITY ORGANIZATIONS

Communities Organized for
Public Service (COPS)
122 E. Durango
SAT, 78204
222-2368

National Association
for the Advancement
of Colored People
2308 E. Commerce
SAT, 78203
224-7636

Texas Ministers & Citizens
Leadership Council
P. O. Box 776
SAT, 78293

Residents Organized for
Better & Beautiful
Environmental Dev.
309 N. Hackberry
SAT, 78202
226-3973

United Citizens Project
Planning & Operating
Corp.
538 N. Center
SAT, 78202
224-4278

Mexican-American Neighborhood
Civic Organization
2811 Guadalupe
SAT, 78207
434-2387

Mexican American Unity
Council, MAUC
2300 W. Commerce
SAT, 78207
225/4241

League of United Latin
American Citizens (LULAC)
162 Sweetbriar
SAT, 78228
224-4598

Organization United for
Eastside Development
P. O. Box 2001
SAT, 78297
824-4422

Mexican-American Legal Defense
and Education Fund
517 Petroleum Commerce Bldg.
SAT, 78205
224-5476

VII. GENERAL RECRUITMENT & REFERRAL

Texas Employment Commission
Central Service Office
330 Dwyer Avenue
SAT, 78204
222-8484

United Way of S.A. & Bexar
County
406 W. Market
SAT, 78205

VIII. CHAMBERS OF COMMERCE

Greater S. A. Chamber
602 E. Commerce
SAT, 78205
227-8181

North San Antonio Chamber
2446 Ceegee
SAT, 78217
828-2253

Alamo City Chamber
2007 E. Houston
SAT, 78202
225-7383

South San Antonio Chamber
6222 Northwest Expressway
SAT
732-8185

Mexican Chamber
602 E. Commerce
SAT, 78205
223-6389

IX. SCHOOL DISTRICTS

S. A. Ind. School Dist.
General Office
141 Lacaca
SAT, 78210
227-5121

Edgewood Ind. School Dist.
Main Office
5358 W. Commerce
SAT, 78237
433-2361

Community Information Center
3306 Ruiz
SAT, 78228
433-5626

Alamo Heights Ind.
School Dist.
Business Office
7101 Broadway
SAT, 78209
822-3374

East Central School
Dist.
Admin. Office
7382 Farm Rd.
SAT
649-2201

Harlandale Ind. School
Dist.
Admin. Office
102 Genevieve Dr.
SAT, 78214
924-2301

Judson Ind. School Dist.
9327 Schaefer
SAT
658-6317

Lackland Ind. School Dist.
228 Pucket
SAT, 78236
674-4400

Northeast Ind. School
Dist.
10333 Broadway
SAT, 78217
655-4210

Northside Ind. School
Dist.
5900 Evers
SAT, 78238

Randolph Field Ind.
School Dist.
Randolph Air Force Base
SAT
658-3516

So. San Ind. School
Dist.
Admin. Office
2515 Sioux
SAT, 78211
924-8541

Southside School Dist.
Buisness Office
Martinez Road
SAT, 78205
626-1136

Southwest Ind. School Dist.
Farm Rd. 2173
SAT
622-3488

X. COLLEGES

St. Mary's University
2700 Cincinnati
SAT, 78284
436-3011

St. Philip's College
Dean of Student Affairs
2111 Nevada
SAT, 78220
531-3252

University of Texas at San Antonio
6900 Loop 1604 W
SAT, 78284
691-4011

Incarnate Word College
Main Office
4301 Broadway
SAT, 78209
828-1261

Our Lady of the Lake University
of San Antonio
Main Office
411 SW 24th
SAT, 78285
434-6711

San Antonio College
Administrative Offices
1300 San Pedro
SAT, 78212
734-7311

Trinity University
Public Relations
715 Stadium Drive
SAT, 78284
736-8406

XI. SAN ANTONIO AREA NEIGHBORHOOD ORGANIZATIONS

Alexander Heights
320 East Courtland Place
SAT, 78212
736-3962

Allena Circle Effort (ACE)
1202 West Thoraine Blvd.
SAT, 78201
736-1055

Alta Visa Association
504 West Magnolia Avenue
SAT, 78212
734-5874

Arsenal Area Residents for Mobilized
Action
(ARMA)
1003 S. Main Avenue
SAT, 78204
227-5893

Beacon Hill
916 West Mistletoe Ave.
SAT, 78201
734-6955

Government Hill Community Council
306 Brahan Blvd.
SAT, 78215
224-0504

King William Association
119 Adams Street
SAT, 78210
736-1821

Mahncke Park
213 Ira Avenue
SAT, 78209
822-1791

Monte Vista Association
P. O. Box 78288
SAT, 78207
226-4354

Oak Park-Northwood
218 Rockhill Drive
SAT, 78209
822-0845

Old Tobin Hill Association
5111 East Park Avenue
SAT, 78212
229-9846

Park Forest Neighborhood
Association
12807 Queen Forest
SAT, 78230
492-2867

Prospect Hill
2300 West Commerce Street
SAT, 78207
225-4241

River Road Association
115 Armour Place
SAT, 78212
735-6976

Valley-Hi Residents Organized
in Community Efforts (VOICE)
6119 Haven Valley
SAT, 78242
623-3214

Ridge View
7058 McCollough
SAT, 78216
822-5256

Los Angeles Heights
P. O. Box 9066
SAT, 78285
225-5661

XII. HANDICAPPED REFERRAL AGENCIES AND ORGANIZATIONS

Architectural Barriers Dept,
State Board of Control
P. O. Box 13047
Capital Station
Austin, Texas 78711
512 - 475-2943

Bexar County MH/MR
724 Lexington
San Antonio, Tx 78212
225-6701

Goodwill Rehabilitation
Services, Inc.
3838 Pleasanton Rd.
San Antonio, Tx 78221
924-8581

Home Health-Home Care, Inc.
(HH-HC, Inc. Exclusive)
Service Division
311 W. Laurel
San Antonio, Tx 78212
224-2731

Recovery, Inc.
406 W. Market
San Antonio, Tx 78205
222-1571

SACCH - S. A. Citizens
Concerned for the Handicapped-
Campus Ministry
525 S. Mittman
San Antonio, Tx 78203
533-9819

San Antonio Assoc. for
Retarded Citizens
P. O. Box 10210
San Antonio, Tx 78210
533-0166

San Antonio State Hospital
5900 S. Presa
San Antonio, Tx 78223
532-8811

City of San Antonio
San Antonio Handicapped Access
Program
P. O. Box 9066
San Antonio, Tx 78285
299-7243

South Texas Health Education
Center
600 Hemisfair Way
San Antonio, Tx 78205
222-8515

Texas Rehabilitation Commission
1222 N. Main
San Antonio, Tx 78212
224-1767

Catholic Service Center
Vocational Rehabilitation
Office, S.A.
2903 W. Salinas
San Antonio, Tx 78207
434-0586

Voluntary Action Center
406 W. Market
San Antonio, Tx 78205
226-8816

EXHIBITS

**PUBLIC SERVICE CAREERS TRAINING PROGRAM
BY SEX AND ETHNIC BREAKDOWN**

EXHIBIT A

TYPE TRAINING	MALES					FEMALES				
	W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
City Orientation	29 9.4%	23 7.4%	98 31.6%	3 1.0%	153 49.4%	60 19.4%	33 10.6%	60 19.4%	4 1.2%	157 50.6%
City Orientation-Aviation	5 18.5%	0	10 37.1%	0	15 55.6%	4 14.8%	4 14.8%	4 14.8%	0	12 44.4%
Community Relations	7 19.4%	5 13.9%	20 55.6%	0	32 88.9%	1 2.8%	1 2.8%	2 5.5%	0	4 11.1%
Conversational Spanish	0	0	0	0	0	9 81.8%	2 18.2%	0	0	11 100.0%
Effective Occupational Reading Skills	0	0	3 30.0%	0	3 30.0%	1 10.0%	1 10.0%	5 50.0%	0	7 70.0%
Employee Performance Appraisal	21 18.8%	8 7.1%	29 25.9%	1 .9%	59 52.7%	12 10.7%	10 8.9%	31 27.7%	0	53 47.3%
Employee Transition Seminar	2 13.3%	0	6 40.0%	0	8 53.3%	3 20.0%	0	4 26.7%	0	7 46.7%
First Line Supervisory	4 14.8%	0	17 63.0%	0	21 77.8%	3 11.1%	0	3 11.1%	0	6 22.2%
Industrial Wastewater	6 46.2%	2 15.4%	5 38.5%	0	13 100.0%	0	0	0	0	0
Self-Management Seminar	10 39.4%	1 2.9%	4 11.8%	0	15 44.1%	6 17.6%	1 2.9%	12 35.4%	0	19 55.9%
Stress Management Seminar	15 57.7%	2 7.7%	4 15.4%	0	21 80.8%	3 11.5%	0	2 7.7%	0	5 14.2%
Supervisory Management Pt. 1	13 18.6%	3 4.3%	16 22.9%	0	32 45.8%	13 18.6%	9 12.8%	16 22.8%	0	38 54.2%
Time Management	4 17.4%	0	4 17.4%	0	8 34.8%	7 30.4%	2 8.7%	6 26.1%	0	15 65.2%
Two-Way Radio Communications	2 7.1%	6 21.4%	15 53.6%	0	23 82.1%	1 3.7%	2 7.1%	2 7.1%	0	5 17.9%
TOTALS	118 16.0%	50 6.7%	231 31.1%	4 .5%	408 54.3%	123 16.5%	65 8.8%	147 19.9%	4 .5%	339 45.7%

248

OVERALL CITY STAFF
FULL-TIME & OTHER THAN FULL-TIME

Exhibit B-1

EEOC CATEGORIES	AUTH	VAC	M A L E S					F E M A L E S				
			W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
SERVICE/ MAINTENANCE	2937	755	4.4%	10.5%	65.2%	0.1%	80.2%	5.1%	2.9%	11.8%	0	19.8%
			97	228	1422	2	1749	112	64	257	0	433
SKILLED CRAFT	616	119	18.5%	9.9%	70.8%	0.2%	99.4%			0.6%		0.6%
			92	49	352	1	494	0	0	3	0	3
OFFICE AND CLERICAL	958	135	3.8%	1.8%	13.1%	0.1%	18.8%	18.6%	10.2%	52.0%	0.4%	81.2%
			31	15	108	1	155	153	84	428	3	668
PARAPROFESSIONAL	1102	524	11.6%	7.1%	21.6%	0.2%	40.5%	10.4%	14.5%	34.6%		59.5%
			67	41	125	1	234	60	84	200	0	344
PROTECTIVE SERVICE	2095	134	53.8%	5.7%	38.5%	0.3%	98.3%	0.7%	0.2%	0.8%		1.7%
			1054	112	755	6	1927	14	4	16	0	34
TECHNICIAN	241	28	28.2%	8.0%	51.2%		87.3%	3.3%	0.9%	8.0%	0.5%	12.7%
			60	17	109	0	186	7	2	17	1	27
PROFESSIONAL	1301	211	37.3%	4.2%	26.7%	0.3%	68.5%	17.9%	4.5%	9.1%		31.5%
			407	46	291	3	747	195	49	99	0	343
OFFICIALS AND ADMINISTRATORS	67	4	58.7%	4.8%	31.7%		95.2%	3.2%		1.6%		4.8%
			37	3	20	0	60	2	0	1	0	3
TOTALS	9317	1910	24.9%	6.9%	42.9%	0.2%	75.0%	7.3%	3.9%	13.8%	0.1%	25.0%
			1845	511	3182	14	5552	543	287	1021	4	1855

OVERALL CITY STAFF
FULL-TIME ONLY

EXHIBIT B-2

EEOC CATEGORIES	AUTH	VAC	M A L E S					F E M A L E S				
			W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
SERVICE/ MAINTENANCE	2504	607	5.0% 94	11.9% 226	74.3% 1410	0.1% 2	91.3% 1732	1.1% 21	2.4% 45	5.2% 99	0	8.7% 165
SKILLED CRAFT	616	119	18.5% 92	9.9% 49	70.8% 352	0.2% 1	99.4% 494	0	0	0.6% 3	0	0.6% 3
OFFICE AND CLERICAL	873	110	3.2% 24	1.8% 14	12.8% 98	0	17.8% 136	18.4% 140	10.6% 81	52.8% 403	0.4% 3	82.2% 627
PARAPROFESSIONAL	658	112	0.9% 54	7.3% 40	21.2% 116	0.2% 1	38.6% 211	10.1% 55	15.4% 84	35.9% 196	0	61.4% 335
PROTECTIVE SERVICE	2095	134	53.8% 1054	5.7% 112	38.5% 755	0.3% 6	98.3% 1927	0.7% 14	0.2% 4	0.8% 16	0	1.7% 34
TECHNICIAN	241	28	28.2% 60	8.0% 17	51.2% 109	0	87.3% 186	3.3% 7	0.9% 2	8.0% 17	0.5% 1	12.7% 27
PROFESSIONAL	1117	82	37.3% 406	4.2% 46	26.7% 291	0.3% 3	68.5% 746	17.9% 195	4.5% 49	9.1% 99	0	31.5% 343
OFFICIALS AND ADMINISTRATORS	67	4	58.7% 37	4.8% 3	31.7% 20	0	95.2% 60	3.2% 2	0	1.6% 1	0	4.8% 3
TOTALS	8225	1196	25.9% 1821	7.2% 507	44.8% 3151	0.2% 13	78.1% 5492	6.2% 434	3.8% 265	11.9% 834	0.1% 4	21.9% 1537

OVERALL CITY STAFF
OTHER THAN FULL-TIME

EXHIBIT B-3

EEOC CATEGORIES	AUTH	VAC	M A L E S					F E M A L E S				
			W	B	M/A	O	TOTAL	W	B	M/A	O	TOTAL
SERVICE/ MAINTENANCE	433	148	1.1% 3	0.7% 2	4.2% 12	0	6.0% 17	31.9% 91	6.7% 19	55.4% 158	0	94.0% 268
SKILLED CRAFT												
OFFICE AND CLERICAL	85	25	11.7% 7	1.6% 1	16.7% 10	1.6% 1	31.7% 19	21.7% 13	5.0% 3	41.7% 25	0	68.3% 41
PARAPROFESSIONAL	444	412	40.6% 13	3.1% 1	28.1% 9	0	71.9% 23	15.6% 5	0	12.5% 4	0	28.1% 9
PROTECTIVE SERVICE												
TECHNICIAN												
PROFESSIONAL	130	129	100.0% 1				100.0% 1					
OFFICIALS AND ADMINISTRATORS												
TOTALS	1092	714	6.3% 24	1.1% 4	8.2% 31	0.3% 1	15.9% 60	28.8% 109	5.8% 22	49.5% 187	0	84.1% 318

PERCENTAGE DIFFERENCES BETWEEN 1970 CENSUS DATA ON
CITY OF SAN ANTONIO LABOR FORCE AND ACTUAL CITY OF
SAN ANTONIO WORK FORCE UTILIZATIONS

Exhibit C-1

M A L E S

EEOC CATEGORY	PARITY		February 1974	May 1975	May 1976	May 1977	September 1978	September 1979	Net Change 1974-1979
Service/ Maint	81.9%	Actual Utilization	98.3% +16.4%	98.6% +16.7%	98.4% +16.5%	97.9% +16.0%	85.2% +3.3%	80.2% -1.7%	-18.1%
Skilled Craft	95.0%	Actual Utilization	100.0% +5.0%	99.4% +4.4%	99.4% +4.4%	99.6% +4.6%	98.9% +3.9%	99.4% +4.4%	+0.6%
Office & Clerical	29.8%	Actual Utilization	23.4% -6.4%	19.0% -10.8%	20.7% -9.1%	21.9% -7.9%	18.8% -11.0%	18.8% -11.0%	-4.6%
Para- Professional	31.9%	Actual Utilization	74.3% +42.4%	52.5% +20.6%	53.4% +21.5%	50.8% +18.9%	44.6% +12.7%	40.5% +8.6%	-33.8%
*Protective Service	90.1%	Actual Utilization	87.4% -2.7%	86.7% -3.4%	87.8% -2.3%	87.4% -2.7%	98.9% +8.8%	98.3% +8.2%	+10.9%
Technician	81.9%	Actual Utilization	91.8% +9.9%	87.0% +5.1%	90.2% +8.3%	87.9% +6.0%	88.9% +7.0%	87.3% +5.4%	-4.5%
Professional	55.6%	Actual Utilization	82.3% +26.7%	73.2% +17.6%	74.1% +18.5%	71.3% +15.7%	70.3% +14.7%	68.5% +12.9%	-13.8%
Officials & Admin.	81.4%	Actual Utilization	98.3% +16.9%	98.4% +17.0%	96.9% +15.5%	98.6% +14.2%	94.2% +12.8%	95.2% +13.8%	-3.1%
TOTALS	63.0%	Actual Utilization	83.0% +20.0%	80.2% +17.2%	80.5% +17.5%	78.8% +15.8%	77.1% +14.1%	75.0% +12.0%	-8.0%

*School Crossing Guards, a group of approximately 300 part-time employees, most of whom are women were transferred from the Protective Service category to the Service/Maintenance category in 1978. This accounts for the apparent drop in the percentage of men in Service/Maintenance and the apparent gain in Protective Services. Full-time employment was not affected by this transfer, and men have been consistently overutilized in full-time positions in both categories.

Parity = 1970 Census Data on available labor force

Actual = City of San Antonio employment on each given date

Utilization = The difference between parity and actual. A plus sign indicates employment in excess of labor force availability, a minus shows an underutilization

Net Change = The increase or decrease in employment for this group over the five-year period expressed in percentage points

PERCENTAGE DIFFERENCES BETWEEN 1970 CENSUS DATA ON
CITY OF SAN ANTONIO LABOR FORCE AND ACTUAL CITY OF
SAN ANTONIO WORK FORCE UTILIZATIONS

Exhibit C-2

F E M A L E S

EEOC CATEGORY	PARITY		February 1974	May 1975	May 1976	May 1977	September 1978	September 1979	Net Change 1974-1979
Service/ Maint	18.1%	Actual	1.7%	1.4%	2.1%	2.1%	14.8%	19.8%	+18.1%
		Utilization	-16.4%	-16.7%	-16.0%	-16.0%	-3.3%	+1.7%	
Skilled Craft	5.0%	Actual	0.0%	0.6%	0.6%	0.4%	1.1%	0.6%	+0.6%
		Utilization	-5.0%	-4.4%	-4.4%	-4.6%	-3.9%	-4.4%	
Office & Clerical	70.2%	Actual	76.6%	81.0%	79.3%	78.1%	81.2%	81.2%	+4.6%
		Utilization	+6.4%	+10.8%	+9.1%	+7.9%	+11.0%	+11.0%	
Para- Professional	68.1%	Actual	25.7%	47.5%	46.6%	49.2%	55.4%	59.5%	+33.8%
		Utilization	-42.4%	-20.6%	-21.5%	-18.9%	-12.7%	-9.2%	
*Protective Service	9.9%	Actual	12.6%	13.3%	12.2%	12.6%	1.1%	1.7%	-10.9%
		Utilization	+2.7%	+3.4%	+2.3%	+2.7%	-8.8%	-8.2%	
Technician	18.1%	Actual	8.2%	13.0%	9.8%	12.1%	11.1%	12.7%	+4.5%
		Utilization	-9.9%	-5.1%	-8.3%	-6.0%	-7.0%	-5.4%	
Professional	44.4%	Actual	17.7%	26.8%	25.9%	28.7%	29.7%	31.5%	+13.8%
		Utilization	-26.7%	-17.6%	-18.5%	-15.7%	-14.7%	-12.9%	
Officials & Admin.	18.6%	Actual	1.7%	1.8%	3.1%	4.4%	5.8%	4.8%	+3.1%
		Utilization	-16.9%	-17.0%	-15.5%	-14.2%	-12.8%	-13.8%	
TOTALS	36.9%	Actual	17.0%	19.8%	19.5%	21.2%	22.9%	25.0%	+8.0%
		Utilization	-19.9%	-17.1%	-17.4%	-15.7%	-14.0%	-11.9%	

*School Crossing Guards, a group of approximately 300 part-time employees, most of whom are women were transferred from the Protective Service category to the Service/Maintenance category in 1978. This accounts for the apparent drop in the percentage of men in Service/Maintenance and the apparent gain in Protective Services. Full-time employment was not affected by this transfer, and men have been consistently overutilized in full-time positions in both categories.

Parity = 1970 Census Data on available labor force

Actual = City of San Antonio employment on each given date

Utilization = The difference between parity and actual. A plus sign indicates employment in excess of labor force availability, a minus shows an underutilization

Net Change = The increase or decrease in employment for this group over the five-year period expressed in percentage points

PERCENTAGE DIFFERENCES BETWEEN 1970 CENSUS DATA ON
CITY OF SAN ANTONIO LABOR FORCE AND ACTUAL CITY OF
SAN ANTONIO WORK FORCE UTILIZATIONS

Exhibit C-3

W H I T E S

EEOC CATEGORY	PARITY		February 1974	May 1975	May 1976	May 1977	September 1978	September 1979	Net Change 1974-1979
Service/ Maint	22.1%	Actual	6.6%	7.5%	6.9%	6.0%	9.0%	9.5%	+2.9%
		Utilization	-15.5%	-14.6%	-15.2%	-16.1%	-13.1%	-12.6%	
Skilled Craft	39.1%	Actual	30.8%	24.5%	25.3%	23.4%	18.5%	18.5%	-12.3%
		Utilization	-8.3%	-14.6%	-13.8%	-15.7%	-20.6%	-20.6%	
Office & Clerical	54.5%	Actual	34.2%	28.1%	26.1%	26.4%	22.4%	22.4%	-11.8%
		Utilization	-20.3%	-26.4%	-28.4%	-28.1%	-32.1%	-32.1%	
Para- Professional	28.0%	Actual	44.3%	22.0%	26.8%	29.0%	21.8%	22.0%	-22.3%
		Utilization	+16.3%	-6.0%	-1.2%	-1.0%	-6.2%	-6.0%	
*Protective Service	59.0%	Actual	57.6%	57.1%	56.5%	55.3%	56.0%	54.5%	-3.1%
		Utilization	-1.4%	-1.9%	-2.5%	-3.7%	-3.0%	-4.5%	
Technician	56.7%	Actual	38.1%	39.1%	41.7%	39.8%	33.6%	31.5%	-6.6%
		Utilization	-18.6%	-17.6%	-15.0%	-16.9%	-23.1%	-25.2%	
Professional	69.5%	Actual	65.9%	62.0%	59.9%	58.5%	57.7%	55.2%	-10.7%
		Utilization	-3.6%	-7.5%	-9.6%	-11.0%	-11.8%	-14.3%	
Officials & Admin.	68.9%	Actual	69.5%	67.1%	62.7%	70.6%	63.8%	61.9%	-7.8%
		Utilization	+0.6%	-1.8%	-6.2%	+1.7%	-5.1%	-7.0%	
TOTALS	46.5%	Actual	39.7%	35.8%	35.7%	35.3%	31.6%	32.2%	-7.5%
		Utilization	-6.8%	-10.7%	-10.8%	-11.2%	-14.9%	-14.3%	

Parity = 1970 Census data on available labor force

Actual = City of San Antonio employment on each given date

Utilization = Difference between parity and actual. A plus sign indicates employment in excess of labor force availability. A minus shows an underutilization.

Net Change = The increase or decrease in employment for this group over the five-year period as expressed in percentage points

*Please note that uniformed personnel in the Police and Fire Departments measure utilization against population rather than available labor force. Using that standard, Whites are actually overrepresented in Protective Service jobs.

PERCENTAGE DIFFERENCES BETWEEN 1970 CENSUS DATA ON
CITY OF SAN ANTONIO LABOR FORCE AND ACTUAL CITY OF
SAN ANTONIO WORK FORCE UTILIZATIONS

Exhibit C-4

B L A C K S

EEOC CATEGORY	PARITY		February 1974	May 1975	May 1976	May 1977	September 1978	September 1979	Net Change 1974-1979
Service/ Maint	11.0%	Actual	10.3%	13.7%	12.1%	11.7%	16.6%	13.4%	+3.1%
		Utilization	-0.7%	+2.7%	+1.1%	+0.7%	+5.6%	+2.4%	
Skilled Craft	4.8%	Actual	9.8%	11.0%	11.1%	10.8%	13.0%	9.9%	+0.1%
		Utilization	+5.0%	+6.2%	+6.3%	+6.0%	+8.2%	+5.1%	
Office & Clerical	5.2%	Actual	-6.3%	8.8%	9.3%	10.2%	14.7%	12.0%	+5.7%
		Utilization	+1.1%	+3.6%	+4.1%	+5.0%	+9.5%	+6.8%	
Para- Professional	18.5%	Actual	14.3%	14.5%	17.9%	14.1%	24.5%	21.6%	+7.3%
		Utilization	-4.2%	-4.0%	-0.6%	-4.4%	+6.0%	+3.1%	
Protective Service	3.2%	Actual	4.0%	3.8%	4.4%	5.0%	5.4%	5.9%	+1.9%
		Utilization	+0.8%	+0.6%	+1.2%	+1.8%	+2.2%	+2.7%	
Technician	6.7%	Actual	5.3%	6.1%	5.4%	5.4%	6.9%	8.9%	+3.6%
		Utilization	-1.4%	-0.6%	-1.3%	-1.3%	+0.2%	+2.2%	
Professional	5.5%	Actual	3.8%	6.7%	6.3%	7.5%	8.1%	8.7%	+4.3%
		Utilization	-1.7%	+1.2%	+0.8%	+2.0%	+2.6%	+3.2%	
Officials & Admin.	2.5%	Actual	3.4%	5.1%	4.7%	4.4%	5.8%	4.8%	+1.4%
		Utilization	+0.9%	+2.6%	+2.2%	+1.9%	+3.3%	+2.3%	
TOTALS	7.3%	Actual	6.7%	8.8%	8.8%	8.8%	12.6%	10.8%	+4.1%
		Utilization	-0.6%	+1.5%	1.5%	+1.5%	+5.3%	+3.5%	

Parity = 1970 Census data on available labor force

Actual = City of San Antonio employment on each given date

Utilization = Difference between parity and actual. A plus sign indicates employment in excess of labor force availability. A minus shows an underutilization.

Net Change = The increase or decrease in employment for this group over the five-year period expressed in percentage points

*Please note that uniformed personnel in the Police and Fire Departments measure utilization against population rather than available labor force. Using that standard, Blacks are actually underrepresented overall in Protective Service jobs.

Exhibit C-5

PERCENTAGE DIFFERENCES BETWEEN 1970 CENSUS DATA ON
CITY OF SAN ANTONIO LABOR FORCE AND ACTUAL CITY OF
SAN ANTONIO WORK FORCE UTILIZATIONS

1974-1979
M E X I C A N - A M E R I C A N S

EEOC CATEGORY	PARITY		February 1974	May 1975	May 1976	May 1977	September 1978	September 1979	Net Change 1974-1979
Service/ Maint	66.1%	Actual	83.0%	77.8%	80.9%	82.1%	74.0%	77.0%	-6.0%
		Utilization	+16.9%	+11.7%	+14.8%	+16.0%	+7.9%	+10.9%	
Skilled Craft	55.6%	Actual	59.1%	64.4%	63.4%	65.8%	68.6%	71.4%	+12.3%
		Utilization	+3.5%	+8.8%	+7.8%	+10.2%	+13.0%	+15.8%	
Office & Clerical	39.6%	Actual	57.9%	62.9%	64.3%	63.1%	62.3%	65.1%	+7.2%
		Utilization	+18.3%	+23.3%	+24.7%	+23.5%	+22.7%	+25.5%	
Para- Professional	52.4%	Actual	40.9%	53.5%	55.3%	56.4%	53.5%	56.2%	+15.3%
		Utilization	-11.5%	+1.1%	+2.9%	+4.0%	+1.1%	+3.8%	
*Protective Service	37.6%	Actual	38.4%	39.1%	39.1%	39.6%	38.3%	39.3%	+0.9%
		Utilization	+0.8%	+1.5%	+1.5%	+2.0%	+0.7%	+1.7%	
Technician	35.5%	Actual	55.4%	54.4%	52.4%	54.4%	58.5%	59.2%	-3.8%
		Utilization	+19.9%	+18.9%	+16.9%	+18.9%	+23.0%	+23.7%	
Professional	24.1%	Actual	30.0%	31.3%	33.7%	33.8%	34.1%	35.8%	+5.8%
		Utilization	+5.9%	+7.2%	+9.6%	+9.7%	+10.0%	+11.7%	
Officials & Admin.	27.7%	Actual	25.4%	26.2%	26.6%	23.5%	29.0%	33.3%	+7.9%
		Utilization	-2.3%	-1.5%	-1.1%	-4.2%	+1.3%	+5.6%	
TOTALS	45.4%	Actual	53.2%	55.1%	55.5%	55.7%	55.5%	56.7%	+3.5%
		Utilization	+7.8%	+9.7%	+10.1%	+10.3%	+10.1%	+11.3%	

Parity = 1970 Census data on available labor force

Actual = City of San Antonio employment on each given date

Utilization = Difference between parity and actual. A plus sign indicates employment in excess of labor force availability. A minus shows an underutilization.

Net change = The increase or decrease in employment for this group over the five-year period expressed in percentage points.

*Please note that uniformed personnel in the Police and Fire Departments measure utilization against population rather than available labor force. Using that standard, Mexican-Americans are underrepresented overall in Protective Service jobs.

EXHIBIT D

SEX AND ETHNIC BREAKDOWN OF SAN ANTONIO
LABOR FORCE BY EEOC CATEGORY -- 1970 CENSUS

EEOC CATEGORY	TOTAL	MALE	FEMALE	WHITE	BLACK	M/A	OTHER
SERVICE/MAINTENANCE	39,372 100.0	32,259 81.9	7,113 18.1	8,707 22.1	4,327 11.0	26,011 66.1	327 0.8
SKILLED CRAFT	33,298 100.0	31,632 95.0	1,666 5.0	13,006 39.1	1,602 4.9	18,499 55.6	191 0.5
OFFICE AND CLERICAL	47,082 100.0	14,008 29.8	33,074 70.2	25,648 54.5	2,430 5.2	18,663 39.6	341 0.7
PARAPROFESSIONALS	17,372 100.0	5,541 31.9	11,831 68.1	4,863 28.0	3,216 18.5	9,108 52.4	185 1.1
PROTECTIVE SERVICE	2,831 100.0	2,551 90.1	280 9.9	1,671 59.0	91 3.2	1,064 37.6	5 0.2
TECHNICIAN	5,559 100.0	4,553 81.9	1,006 18.1	3,154 56.7	369 6.7	1,973 35.5	63 1.1
PROFESSIONALS	28,996 100.0	16,126 55.6	12,870 44.4	20,144 69.5	1,583 5.5	7,000 24.1	269 0.9
OFFICIALS AND ADMINISTRATORS	17,940 100.0	14,603 81.4	3,337 18.6	12,358 68.9	455 2.5	4,974 27.7	153 0.8
TOTALS	192,450 100.0	121,273 63.0	71,177 36.9	89,551 46.5	14,073 7.3	87,292 45.4	1,534 0.8

TOTAL SAN ANTONIO POPULATION
BY
SEX AND ETHNIC GROUPS
1970 CENSUS

TOTAL	MALE	FEMALE	WHITE	BLACK	MEXICAN-AMERICAN	OTHER
654,289	310,362	343,927	258,380	49,823	341,333	4,753
100.0%	47.4%	52.6%	39.5%	7.6%	52.2%	0.7%



This Affirmative Action Plan was prepared by the Department of Equal Employment Opportunity:

George Johnson, Director
Robert Salinas, Assistant Director

The following staff members contributed to this document:

Patricia L. Driscoll
Travis M. Bishop
Mario H. Trevino
Maria Carmen Rodriguez
Jarvis Claiborne
Patricia Baird
Blanche Gonzalez

The EEO Department gratefully acknowledges the assistance of the Personnel Representatives in each City Administrative Department and Office who aided in the preparation of this Plan.



ST. MARY'S UNIVERSITY LIBRARY

TEXAS DEPOSITORY
ACADEMIC LIBRARY
ST. MARY'S UNIVERSITY
SAN ANTONIO, TEXAS

TXPub_00002