



METROPOLITAN  
TRANSPORTATION  
COMMISSION

**Agenda Item 8**

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TDD/TTY 510.817.5769  
FAX 510.817.5848  
E-MAIL [info@mtc.ca.gov](mailto:info@mtc.ca.gov)  
WEB [www.mtc.ca.gov](http://www.mtc.ca.gov)

***Memorandum***

TO: Policy Advisory Council

DATE: July 6, 2011

FR: Robin James, Human Resources Manager

WI: 1153

RE: MTC Equal Employment Opportunity (EEO-4) Statistics

**EEO-4 Reporting**

Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. Beginning with the 1993 survey year and biennially (every odd-numbered year) thereafter, those who must file this report include: (1) all States; (2) all other political jurisdictions which have 100 or more employees; and (3) a sample of those political jurisdictions which have 15-99 employees.

**MTC Procedures**

MTC requests EEO race data from all employees. Employees are not obligated to provide this data, but MTC is obligated to file an EEO-4 report biennially as outlined above. MTC collects EEO data at the time of hire. Employees self-select from EEOC provided choices. This information is kept separately from employee personnel files and is used for EEO reporting purposes. Further, MTC HR and Executive Management refer to this data to inform recruiting strategies and processes, and to guide ongoing improvements to the Agency's high school and college internship programs.

MTC also requests this data from job applicants. This information is kept separately and anonymously providing the Agency EEO data on each recruiting process. There is no filing requirement for this applicant data.

**MTC EEO-4 Report**

At the request of a member of the Policy Advisory Council, MTC's most recent employee EEO information is attached for your review. MTC staff will be at your meeting next week to answer any questions you may have.

Attachment

MTC EEO-4 Data  
3/14/11

EEO-4 Employees	TOTAL EEs	MALE						FEMALE					
		TOTAL MALE	White	Black	Hispanic	Asian/Pacific Islander	American Indian or Alaskan Native	TOTAL FEMALE	White	Black	Hispanic	Asian/Pacific Islander	American Indian or Alaskan Native
Officials and Administrators	12	7	5	1	0	1	0	5	4	1	0	0	0
Professionals	116	50	32	4	2	12	0	66	35	4	3	24	0
Technicians	14	11	6	2	0	3	0	3	3	0	0	0	0
Protective Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	14	4	0	0	0	4	0	10	4	2	1	3	0
Administrative Support (Including Clerical and Sales)	15	2	0	0	0	2	0	13	2	4	3	4	0
Skilled Craft Workers	2	2	0	0	1	1	0	0	0	0	0	0	0
Service-Maintenance	1	1	0	1	0	0	0	0	0	0	0	0	0
	<b>174</b>	<b>77</b>	<b>43</b>	<b>8</b>	<b>3</b>	<b>23</b>	<b>0</b>	<b>97</b>	<b>48</b>	<b>11</b>	<b>7</b>	<b>31</b>	<b>0</b>