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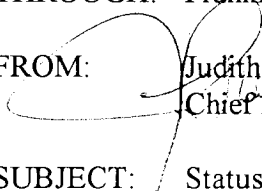
**Mailing Address:**

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July 6, 1995

TO: MTA Board of Directors

THROUGH: Franklin E. White

FROM:  Judith T. Pierce  
Chief Administrative Officer

SUBJECT: Status of Filling 39 Critical Metro Construction Positions

At the May 11 meeting of the Construction Committee, Director Bohlke requested an update on the status of filling the 39 critical positions in the Metro Construction Division.

The Human Resources Department in conjunction with the Metro Construction Division initiated a nationwide recruitment campaign to identify qualified, diverse pools of applicants to fill the 39 critical positions in Metro Construction.

During the recruitment process, these critical functions have been performed by a combination of seconded consultant staff and acting MTA staff.

Attached is a report which outlines the status of each of the 39 critical positions, including specific information on each candidate selected.

In summary, 19 candidates have been selected. We anticipate 7 additional selections to be made once the management positions have been filled. Nine vacancies have been cancelled in accordance with the recommendations in the Arthur Anderson Report. The remaining 4 positions are being actively recruited as addressed in the last paragraph of this memo.

Of the 19 candidates, 15 are expected to start work within the next month and we have just begun the job offer process for one additional candidate. Three candidates have approvals and are in the final processing phase (physical exam, employment paperwork).

Of the 19, 16 candidates are, or have been, affiliated with Metro Construction contractors. These relationships have been thoroughly researched and evaluated. As a result, all of the candidates are approved for hire with one candidate under review.

The following is a summary of the attached information.

	<u>Quality Assurance</u>	<u>Construction Safety</u>
Number of people in seconded positions being offered regular employment out of the 39 positions.	6	6

Race/gender data of the 19 selected candidates:

	<u>Quality Assurance</u>	<u>Construction Safety</u>
Caucasian male	7	5
Caucasian female	2	1
Hispanic male	2	
Asian male		1
American indian male		1

Of the 39 positions, only 4 Construction Safety Engineer positions are still being recruited. Due to the difficulty experienced in identifying a sufficient pool of qualified applicants for Construction Safety Engineer, we have simultaneously commenced a recruitment for a lower level classification of Engineering Associate (Construction Safety). If we are unable to identify qualified candidates to fill all the Construction Safety Engineer positions, we can underfill the remaining vacancies with successful candidates from the Engineering Associate recruitment. This will allow individuals who do not qualify for Construction Safety Engineer to qualify and be hired in a lower classification where they will receive training and eventually promote into the Construction Safety Engineer classification. A bulletin is currently posted for Engineering Associate (Construction Safety) and we will continue to utilize the services of The Hawkins Company to augment our efforts.

Prepared by:

Kathi Harper

## 39 CRITICAL POSITIONS FOR METRO CONSTRUCTION

Report revised: 7/6/95

### CONSTRUCTION SAFETY

<u>No.</u>	<u>Classification</u>	<u>Status</u>
2	Construction Safety Manager	<p>American Indian male, not a seconded employee, currently employed by Reinforced Post Tensioning on Metro Construction project. Estimated start date is 7/31/95.</p> <p>Caucasian male, seconded employee from Parsons-Dillingham. Job offer in progress.</p>
9	Construction Safety Engineer	<p>Caucasian male, seconded employee from Parsons-Dillingham. Estimated start date is 7/31/95.</p> <p>Asian male, not a seconded employee, was employed by Kajima Engineering on Metro Construction project. Starts work 7/10/95.</p> <p>Caucasian female, seconded employee from Parsons-Dillingham. Estimated start date is 7/31/95.</p> <p>Caucasian male, seconded employee from Parsons-Dillingham. Estimated start date is 7/31/95.</p> <p>Caucasian male, seconded employee from Parsons-Dillingham. Job offer in progress.</p> <p>Recruitment continues for four remaining vacancies with the assistance of The William Hawkins Co.</p>
1	Construction Safety Trainer	<p>Caucasian male, seconded employee from Fluor-Daniel. Estimated start date is 7/31/95.</p>

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|---|-----------------------------|--|
| 2 | Secretary                   | Department conducting interviews of certified candidates.  |
| 2 | Construction Data Assistant | Department conducting interviews of certified candidates. Two seconded employees are doing the work now. |

QUALITY ASSURANCE

<u>No.</u>	<u>Classification</u>	<u>Status</u>
1	Director, Quality Management	Interviews are pending arrival of Executive Officer, Rail Construction. An MTA employee is acting Director now.
1	Constr. Total Quality Mgr	Caucasian female, not a seconded employee. Pre-employment processing in progress. Estimated start date is 7/20/95.
1	Quality Assur Manager, Design	Caucasian male, seconded employee from Parsons-Dillingham. Estimated start date is 7/31/95.
1	Quality Assur Manager, Audit	Caucasian male, seconded employee from Parsons-Dillingham. Job offer is under review.
1	Quality Control Manager	Cancelled per Arthur Anderson recommendation.
1	Sr. Quality Engineer, Welding	Caucasian male, seconded employee from Parsons-Dillingham. Estimated start date is 7/31/95.
7	Sr. Quality Engineer, Audit	Caucasian female, not employed by Metro Construction consultants. Estimated start date is 7/31/95.  Caucasian male, not a seconded employee. Employed by Manager of Transit Construction. Pre-employment processing in progress. Estimated start date is 7/31/95.

Hispanic male, not employed by Metro Construction consultants. Pre-employment processing in progress. Starts work 7/10/95.

Hispanic male, not seconded, employed by Parsons Dillingham. Estimated start date is 7/31/95.

Caucasian male, seconded employee from Parsons-Dillingham. Estimated start date is 7/31//95.

Caucasian male, seconded employee from Parsons-Dillingham. Estimated start date is 7/31/95.

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|---|-----------------------------|---|
| 1 | Quality Program Trainer     | Caucasian male, seconded employee from Parsons-Dillingham. Awaiting response to reference checks.                             |
| 7 | Chief Inspector             | Cancelled per Arthur Anderson recommendation.   |
| 2 | Construction Data Assistant | Department conducting interviews of certified candidates. One position has been cancelled per Arthur Anderson recommendation. |