

PERSONNEL COMMITTEE

Meeting of Tuesday, June 17, 1975
4:00 p.m.

Present: Director Nakadegawa, Chairman
Directors Berk and Bettencourt
President Fujii, ex officio
Vice President McDonnell, ex officio

Absent: None

Also

Present: Director McGuire, Alan L. Bingham, General Manager,
and members of the Administrative Staff

The meeting was called to order at
4:00 p.m.

1. Progress Report - Affirmative Action Program

The General Manager introduced the subject and called upon Mr. Robert J. Shamoon, Assistant to the Personnel Manager, to review the newly adopted recruitment and selection process for hiring drivers.

Mr. Shamoon noted that the new selection procedure had been in effect since June 10, 1975, which included a job related written test, physical factors test, two oral review boards, and a medical examination. Discussion ensued concerning the make-up of the oral review boards and the type of interview techniques employed.

Continuing, the General Manager called upon Mr. Jack Atkins, of Education/Research, Inc., to report on the Revised Project Work Plan, a copy of which was provided to the Committee.

Mr. Atkins noted that the Work Plan was proceeding on schedule and progress was being made toward developing a selection process applicable to all District positions including promotional selections. Following, it was reported that the final draft of the Affirmative Action Plan had been completed by the

consultants, and following staff review and employee input, would be presented to the Committee at its next meeting.

Following discussion on the activities of the Employee Affirmative Action Advisory Committee, Chairman Nakadegawa invited comments from two members of this Advisory Committee. Mr. A. C. Johnson and Mr. Oscar Williams expressed concern about the progress of the Advisory Committee and emphasized their desire to make input into the Affirmative Action Plan. The General Manager pointed out that members of the Employee Affirmative Action Advisory Committee were expected to review and comment on the draft Affirmative Action Plan which had been previously provided to the Committee.

In conclusion, it was suggested and agreed upon that a meeting of the Personnel Committee be held on Tuesday, July 8, 1975, to review the final draft of the Affirmative Action Plan and review additional personnel requirements for Division 6/Newark and City of Concord service.

Lawrence A. Rosenberg
District Secretary