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Office of Legislative and
Regulatory Affairs - Texas

January 22, 2003

Cathy Hightower, Clerk
Central Records
PUBLIC UTILITY COMMISSION OF TEXAS
1701 North Congress Avenue
Post Office Box 13326
Austin TX 78711-3326

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PUBLIC UTILITY COMMISSION
FILING CLERK

Re: PROJECT NO. 26715
Workforce Diversity Reports – 2002
Kerrville Telephone Company

Dear Ms. Hightower:

Enclosed for filing in the referenced project number are 4 copies of Kerrville Telephone Company's Workforce Diversity Report for 2002.

Should you have any questions regarding this report, please feel free to contact me at the address and/or telephone number below.

Sincerely,

Robert B. Rice
Regulatory Director & Chief Counsel – Texas

Enclosures: as stated

**WORKFORCE AND SUPPLIER DIVERSITY FORM
KERRVILLE TELEPHONE COMPANY (2002)
PROJECT 26715**

Occupational Categories	NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR													
	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Officials and Managers	13	12	1	12	1	0	0	0	0	0	0	0	0	
Professionals	7	3	4	3	4	0	0	0	0	0	0	0	0	
Technicians	17	14	3	13	3	0	0	1	0	0	0	0	0	
Sales Workers	7	4	3	4	3	0	0	0	0	0	0	0	0	
Office and Clerical	49	8	413	6	36	0	0	2	5	0	0	0	0	
Craft Workers (Skilled)	26	25	1	21	0	3	0	1	1	0	0	0	0	
Operatives (Semi-skilled)	3	3	0	3	0	0	0	0	0	0	0	0	0	
Laborers (Unskilled)	3	3	0	3	0	0	0	0	0	0	0	0	0	
Service Workers	3	3	0	0	0	1	0	2	0	0	0	0	0	
Previous Year Totals	128	77	51	67	45	3	0	7	6	0	0	0	0	
Year Totals	128	75	53	65	47	4	0	6	6	0	0	0	0	

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Actual = [Total HUB(6) procurement + Total Small Business procurement]/Total Company procurement		Actual for Previous FY	Actual for Current FY	Percentage change
Construction Contracts (1)		.0132	.0125	1.06%
Commodities Contracts (2)		.0175	.0194	.90%
Other Services (3)		.0195	.0160	1.22%
Professional Services Contracts (4)		.0158	.0145	1.90%
Major Equipment (5)		.0134	.0128	1.05%
Other		.0132	.0125	1.06%

(1) **Construction** -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.

(2) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(3) **Others Services** -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.

(4) **Professional Services** -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.

(5) **Major Equipment** -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.

(6) **HUB** -- Business enterprises that are 51% owned and controlled by U.S. citizens who are socially disadvantaged because of their identification as members of certain groups, including African-American, Hispanic, Native American, or Asian Pacific and Women as defined in the Texas Government Code § 481.101(1)

(7) **Other** -- Any commodity or service not covered by the above categories.

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Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:

Additional activities have taken place to implement Kerrville Telephone Company's Supplier Diversity Plan. Expenditures with Minority Women Business Enterprise (MWBE) are being monitored, throughout all departments, and MWBE firms have been identified.

Initiatives:

Attract, hire, and retain a diverse workforce with the education, skills, and experience necessary to provide our customers with unparalleled service and support.

Kerrville Telephone Company is making proactive efforts to contract with historically underutilized businesses for the procurement of goods and services, particularly when such businesses operate within the communities in which we provide service. Because of our commitment to utilize businesses within the communities we serve, Kerrville Telephone Company also strives to utilize small businesses other than those defined as historically underutilized.

Programs and activities to achieve initiatives:

Programs and activities related to our commitment to attract, hire, and retain a diverse workforce are listed below.

We have identified and established relationships with minority search firms.

We have informed all recruiting sources utilized

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by the Company, both verbally and in writing, of our Equal Employment Policy and expectations for a diverse group of candidates from those sources. In conjunction, the Company requires a signed acknowledgement from each recruiting source that qualified minorities and women will be actively recruited and referred for all job openings listed by the Company.

Our Company is identified as an Equal Employment /Affirmative Action employer (M/F/H/D/V) in all employment ads placed in newspapers or other publications.

We have identified and formed relationships with local organizations that emphasize minority or female membership, and communicated through them employment opportunities within the Company.

We have identified local educational institutions and communicated employment opportunities through their educational employment outreach programs.

We have established a company-wide job posting system.

We have posted available job opportunities on industry organization web sites.

We offer work-related training to employees to enhance their opportunity for advancement.

We provide diversity training to all employees to facilitate cooperation and a positive work environment.

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Programs and activities related to our commitment to contract with historically underutilized businesses and integrate diverse suppliers into the procurement process.

We have advised current and potential suppliers of the Company's commitment to a diverse workforce and supplier base by sending written notification of the Company's Equal Employment Opportunity Policy and policy regarding the utilization of historically underutilized businesses.

We have requested of our contractors, who do not have a supplier diversity plan in place, to establish goals and increase minority business participation.

We have identified small and historically underutilized businesses in the vicinity of communities served by the Company to determine if they provide goods or services required by the Company. This was accomplished by sending letters and identification forms to contractors to facilitate their self-identification as a large, small, or historically underutilized business.

Supplier Diversity information and applications are available on the Kerrville Telephone Company website.

We have appointed Supplier Diversity Coordinators, for each department, and have provided training.

We have identified and are forming relationships with organizations that emphasize minority or female membership and communicate through them business opportunities with the Company.

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Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:

Kerrville Telephone Company's Workforce Diversity (EEO Reports) is attached. Kerrville's HUB Report was filed in Project 26714.

State the specific progress made under the plan filed by the utility:

Kerrville Telephone Company's workforce diversity increased by more than 2.3%, and the Supplier Diversity program has made great strides by proactively identifying MWBEs among Kerrville Telephone Company's vendors, encouraging its prime contractors to implement a supplier diversity plan, and training its workforce to implement its diversity policy.