

State of Alaska

Department of Transportation & Public Facilities



Equal Employment Opportunity Plan

July 1, 2018 to June 30, 2019

STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

As Commissioner and Chief Executive Officer of the Alaska Department of Transportation and Public Facilities (DOT&PF), I am personally committed to the principles and spirit of Equal Employment Opportunity (EEO) for all employees and employment applicants.

Therefore, be it known that it is a fundamental policy of the department to assure equal opportunity in employment to all individuals regardless of race, color, gender, religion, national origin, age, genetic information, veteran status, or disability. The department will provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion absent undue hardships. To further assure that appropriate program measures are implemented and monitored, I have designated Deputy Commissioner Mary Siroky as our EEO Officer, and Administrative Services Deputy Director Sunny Haight as our Affirmative Action Officer.

Our Equal Employment Opportunity Program (EEOP) will encompass all human resource (HR) practices including, but not limited to, recruiting, hiring, transfers, promotions, training, compensation, benefits, recognition, and all forms of employment. EEO positively affects the development of our entire workforce, and an active EEO Program will provide a more positive employment environment which benefits this department and all of its employees.

For effective administration and implementation of the EEOP, there must be involvement, commitment, and support of executives, managers, and supervisors. My office has advised each supervisor, manager, and executive in the department that responsibility for positive implementation of the EEOP will be expected and shared by all management and supervisory personnel. Supervisors, managers, and executives have been further advised that they will be held accountable for their actions in this area and will be evaluated in carrying out these responsibilities.

EEO is not only the law, but it is fundamental to the department's operations. I expect each employee and manager to cooperate fully by integrating and promoting EEO at all levels. This includes ensuring that complaints alleging discrimination are immediately directed to the EEO Officer or her staff. Retaliation against any individual who files a complaint, participates in an employment discrimination proceeding, or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

As an expression of the commitment to and support of the department's EEOP, below is my signature as Commissioner of the Alaska DOT&PF.



John MacKinnon

3.17.20

Date

Commissioner
Alaska Department of Transportation and Public Facilities

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Dalton Highway MP 274-289, near the Kuparuk River

Preface

The subject of this Equal Employment Opportunity (hereafter “EEO”) Plan is the status of Equal Employment Opportunity and Affirmative Action within the Alaska Department of Transportation & Public Facilities (hereafter “the Department” or “DOT&PF”). This Plan is intended to provide an overall view of women and minority employee demographics within the department. Definitions of job and Race and Ethnic categories may be found in the Appendix.

This EEO Plan is the first abbreviated version the department has produced. The plan was prepared by the department in collaboration with the Employee Planning and Information Center and the Equal Employment Opportunity Program within the Department of Administration, Division of Personnel & Labor Relations. The department welcomes comments regarding this report. Interested parties should submit feedback in writing to the following:

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Dissemination

In accordance with the Federal Transit Administration's (FTA) requirements to disseminate our agency Equal Employment Opportunity Program (EEO) Policy Statement to all employees, applicants, and potential applicants, the Alaska Department of Transportation and Public Facilities (DOT&PF) employs the following practices:

1. Provides the Commissioner's EEO Policy Statement to all new employees via our employee onboarding program;
2. Posts official EEO materials in a conspicuous place at every permanent worksite location;
3. The Commissioner disseminates the EEO annually to all employees;
4. EEO Officer and HR Manager present semi-annually at monthly executive team meetings with the Commissioner and division leaders;
5. Provides opportunity electronically to department employees and affinity groups for input on program implementation;
6. Provides periodic EEO training with the Division of Personnel & Labor Relations Training and Development and EEO staff;
7. Provides EEO training for all new supervisors or managers within 90 days of their appointment;
8. Includes "The State of Alaska is an Equal Employment Opportunity and Affirmative Action Employer." To view the DOT&PF's EEO policy statement, please follow this link: <http://dot.alaska.gov/job-opportunities/index.shtml>.

Alaska Airlines flight passes over paving operation on the Mitchell Expressway near the Fairbanks International Airport

Photo by: Trevor Vallarino



Designation of Personnel

Under federal and state laws and regulations, the Commissioner of the Department of Transportation and Public Facilities (DOT&PF) has the ultimate responsibility for the overall administration of the internal Equal Employment Opportunity (EEO) and the EEO Program (EEOP). Under this EEOP, the Commissioner delegates certain responsibilities for administering and implementing internal EEO/EEOP to staff. The following are roles and responsibilities designated by the Commissioner for implementing the program.

Equal Employment Opportunity (EEO) Officer

The Deputy Commissioner is designated as the EEO Officer and reports directly to the Commissioner. The EEO Officer has the responsibility for the overall effectiveness and implementation of internal EEO and EEOP. The EEO Officer has the following additional responsibilities:

1. Develop the policy statement and program.
2. Assist management in identification of problem areas and develop programs to achieve goals.
3. Concur in the hiring and promotion process.
4. Report semi-annually to the Commissioner on the department's progress on goals and contractor/vendor compliance.
5. Approve all settlement and compliance agreements between the department and federal or state civil rights enforcement agencies.
6. Serve as liaison between the department and minority, women, and disability organizations, and community action groups concerned with employment opportunity.

Affirmative Action (AA) Officer

The Administrative Services Deputy Director is designated as the AA Officer. Internal EEO is a primary duty of the AA Officer. The AA Officer provides guidance to the EEO Officer. A staff of 13 (one Human Resources [HR] Manager, six HR Consultants, two HR Technicians, two Administrative Officers, one Administrative Assistant, one Internet Specialist) assists the AA Officer.

Additional assistance in the areas of the State of Alaska's EEO policy, procedure, and enforcement agency liaison is provided by the Department of Administration's Division of Personnel & Labor Relations' (DOP&LR) EEO Program which has five staff (EEO Program Manager, three HR Consultants, one HR Technician). Assistance in the area of data collection is provided by DOP&LR Employee Planning & Information Center which has five staff (EPIC Manager, three HR Consultants, two HR Technicians). Assistance in the area of EEO training delivery is provided by DOP&LR Training & Development which has two staff (T&D Manager, one Training Specialist). Assistance in the area of grievance procedures and union agreements is provided by DOP&LR Labor Relations which has five staff (LR Manager, five Labor Relations Analysts).

The AA Officer has the following responsibilities:

1. Assist management in collecting and analyzing employment data and setting goals and timetables.
2. Design, implement, and monitor internal audit and reporting systems to:
 - a. Measure program effectiveness;
 - b. Determine where progress has been made; and
 - c. Where proactive action is needed.
3. Review the department's nondiscrimination plan with managers to ensure policy understanding.
4. Audit EEO policy statement postings to ensure information is posted and up-to-date.
5. Maintain awareness of current EEO law and ensure dissemination to responsible officials.

AA Officer/HR Manager Responsibilities:

1. Provide opportunity to department employees for EEOP input.
2. Assist EEO Officer with semi-annual report to the Commissioner on the department's progress on goals and contractor/vendor compliance.
3. Serve as liaison between the department and DOP&LR providing input regarding State employment practices; complaints, reasonable accommodation, and performance evaluation policies; training, grievance procedures and union agreements affecting the department.
4. Serve as liaison between the department and DOP&LR.
5. Ensure updates of manager/supervisor position descriptions include duties for effective EEOP implementation such as maintaining a nondiscriminatory work environment, attending appropriate EEO training, ensuring position descriptions reflect actual job duties, providing individual training plans and career counseling through the evaluation process and advising of training programs, professional development opportunities and/or entrance requirements, etc.
6. Monitor recruitment, recruitment advertising, hire, promotion, training selection, pay, transfer, layoff, and termination policies and practices to ensure conformance to EEO policies.
7. Ensure HR assistance to managers and supervisors in providing disability or religious belief/practice reasonable accommodation.
8. Assign appropriate HR Consultants to investigate applicant and employee discrimination and retaliation complaints. Review the investigation recommending appropriate departmental response. Coordinate enforcement agency conciliation efforts through DOP&LR.
9. Provide EEO training to all supervisors and managers within 90 days of their appointment.
10. Ensure availability of EEO training to employees.

HR Consultants

HR Consultants assist the EEO Officer in the effective implementation of the EEOP through the following:

1. Serve as liaison between the EEO Officer and departmental supervisors.
2. Identify EEO problem areas and causes; participate in information-gathering and recommendations, as requested.
3. Monitor recruitment, recruitment advertising, hire, promotion, pay, transfer, layoff, and termination practices to ensure conformance to EEO policies.
4. Ensure all recruitment advertising includes the statement the department “is an equal opportunity employer.”
5. Participate and assist managers/supervisors in recruitment outreach to minority and veteran populations via job fairs, convention attendance such as the Alaska Federation of Natives or Anchorage Veterans job fair.
6. Assist managers/supervisors in identifying and providing disability or religious belief/practice reasonable accommodations for applicants and/or employees.
7. Disseminate the department’s EEO policy statement via new employee onboarding.
8. Ensure position descriptions accurately reflect the job being performed.
9. Develop and/or deliver EEO and professional development training.
10. Investigate employee or applicant discrimination and retaliation complaints and recommend appropriate departmental response.

Headquarters/Regional Directors, Airport Managers

Headquarters and Regional Directors for the Southcoast, Central, and Northern regions, and International Airport Managers supervise and are responsible for the effective implementation of the EEOP in the agencies, offices, and facilities under their authority. Specifically, they are assigned the following tasks:

1. Assist the AA Officer and staff in:
 - a. Identification of problem areas;
 - b. Formulation of proactive action; and
 - c. Formulation and implementation of professional development and intern and apprenticeship programs.
2. Provide recommendations on EEOP changes to the EEO and AA Officers.
3. Ensure all managers and supervisors understand EEO policies and the necessity of their support for effective implementation and that annual performance evaluations reflect their performance in this area.
4. Perform reviews periodically to ensure:
 - a. Posters and communiqués are properly displayed;
 - b. Comparable facilities such as locker rooms and rest rooms are provided for both sexes;
 - c. Minority and female employees are afforded full opportunity and are encouraged to participate in all department-sponsored programs, recreation, and social activities;

- d. Position descriptions accurately reflect the job being performed; and
 - e. All lower-level managers and supervisors understand their work performance is also being evaluated on the basis of their efforts and results in implementing the EEO.
5. Prevent any discriminatory harassment of employees through AA efforts.
 6. Ensure lower-level managers and supervisors attend appropriate EEO training.

Line Managers and Supervisors

Line managers and supervisors are also responsible for the effective implementation of the EEO in their areas of accountability. Specifically, each line manager or supervisor is responsible for the following tasks:

1. Assist upper-level management in:
 - a. Identification of areas where EEO problems exist and formulation of solutions; and
 - b. Review of position descriptions to ensure they accurately reflect the job being performed.
2. Ensure all non-management employees under his or her supervision understand the department's commitment to EEO and AA and the Commissioner's policy statement.
3. Enforce the Commissioner's policy statement in their area of responsibility and maintain a nondiscriminatory work environment.
4. Ensure:
 - a. Posters and communiqués are properly displayed;
 - b. Comparable facilities such as locker rooms and rest rooms are provided for both sexes;
 - c. Minority and female employees are afforded full opportunity and are encouraged to participate in all department-sponsored programs, recreation, and social activities;
 - d. Position descriptions accurately reflect the job being performed; and
 - e. All lower-level managers and supervisors understand their work performance is also being evaluated on the basis of their efforts and results in implementing the EEO.
5. Assist in the implementation of professional development and intern programs where appropriate.
6. Review qualifications of employees under his/her supervision to ensure minorities, women, and veterans are provided all opportunities for transfer, training, and promotion, and are provided career counseling when needed.
7. Assist employees in realizing their full potential in the department by developing individual training plans and career counseling through the evaluation process.
8. Advise employees of training programs, professional development opportunities, and entrance requirements.
9. Provide disability or religious belief/practice reasonable accommodations for applicants and/or employees.

Department Employees

Department employees are responsible for supporting a work climate which values racial and cultural diversity and are conducive to achieving DOT&PF's EEOP goals. Commitment to support the Commissioner's policy regarding EEO and AA shall be a condition of employment or continuing employment. All new employees are required to read and sign an acknowledgement of their obligation to abide by the following Governor's Administrative Orders:

1. No. 75: Equal Employment Opportunity
2. No. 81: Sexual and Other Discriminatory Harassment
3. No. 129: Americans with Disabilities Act
4. No. 195: Diversity in the Workplace



*Soldotna, AK
Photo by: Jeff Jicha*

Employment Practices Information

Recruitment and Selection Procedures

The primary source of recruitment for vacancies in the department is through the State of Alaska's executive branch online hiring system Workplace Alaska (WPAK). Vacancies are posted in this system, and applicants apply on-line during the recruitment period. Hiring panels of line supervisors and managers screen and interview the applicant pool, check references, and make a selection. Some hires are made from dispatch from either a union hiring hall or job center. Generally, the same process for screening and interviewing is used. The Human Resources section reviews every hire approval to ensure compliance with all related requirements.

Seniority Practices

Several of the unions representing departmental employees have seniority provisions for initial appointment and/or promotional opportunities, and layoff or reductions of force (Labor, Trades and Crafts; Public Safety Employees Association; Masters, Mates, & Pilots; Marine Engineers' Benevolent Association; and the Inlandboatmen's Union). These seniority provisions are agreed to through collective bargaining. Alaska Public Employees Association, Alaska State Employees Association and the Confidential Employees Association use layoff points based on years of State service (seniority). The department abides by seniority rules for reduction of force (seasonal layoffs).

Compensation and Benefits

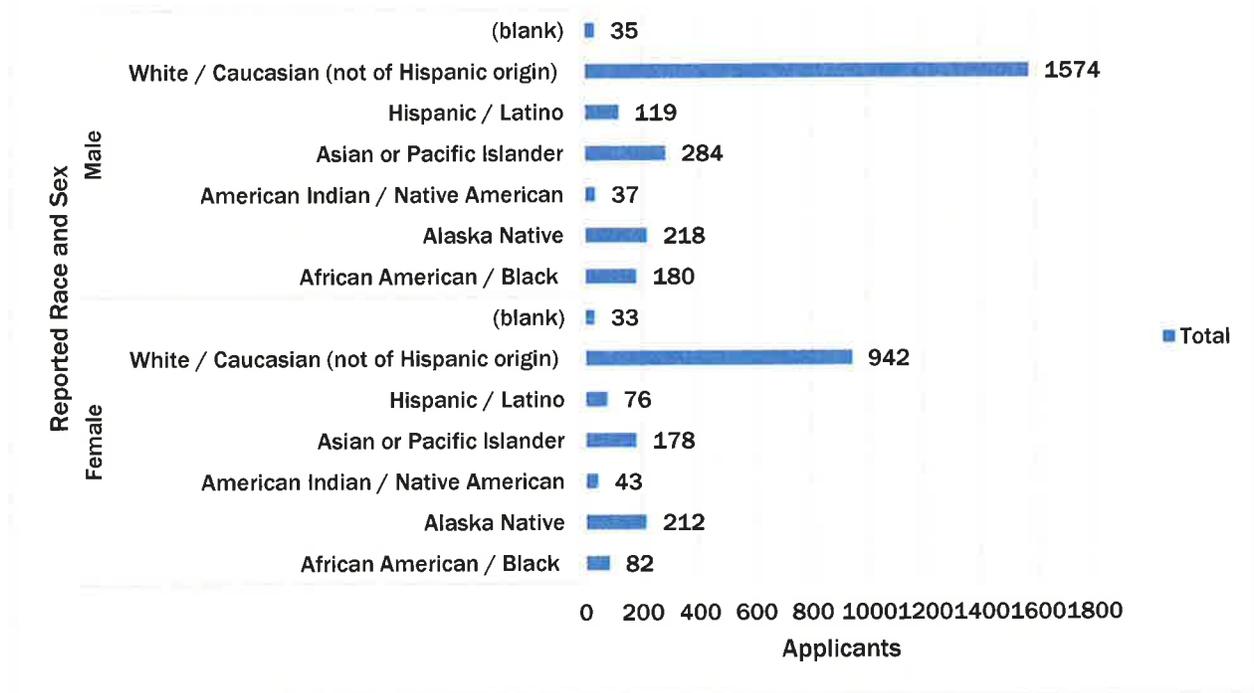
The Department of Administration, Division of Personnel, Classification Section, is responsible for ensuring that the State's Classification and Pay plans meet the requirements of the merit principle as set forth in the State Personnel Act. The Classification Plan is a framework of job descriptions wherein positions are assigned to a class based on duties, responsibilities, and requirements of training or experience. The Pay Plan is the system by which job classes are assigned to salary ranges, and pay rates are assigned to the salary ranges based upon the principle of like pay for like work.

Collective bargaining agreements and personnel regulations denote the rules which must be followed when setting a salary level for employees. The department's Human Resource office ensures personnel actions are in accordance with rules and regulations.

Employment Practices Assessment

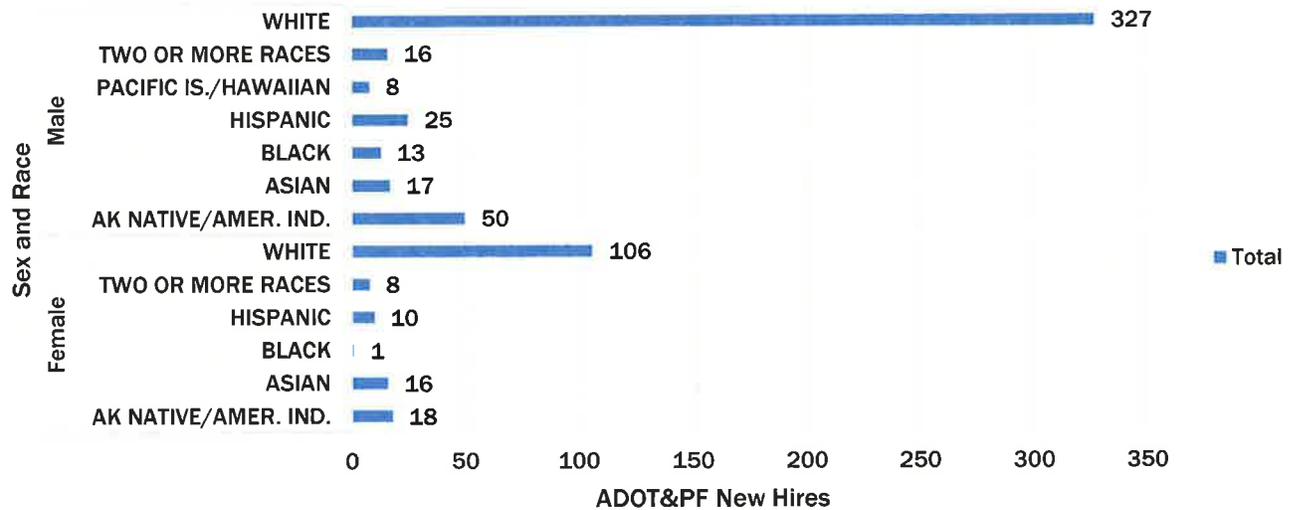
All recruitments that take place via Workplace Alaska (WPAK) are available for assessment. WPAK does not require applicants to disclose race or sex; however, recently reporting developments do allow us to analyze data that is volunteered by applicants. In FY19, Alaska DOT&PF had a total of 4013 applicants via WPAK. Applicant data would have to be manually cross-referenced with job class categories and EEO-4 categories; therefore, analysis by EEO-4 category for applicants is not conducted. Alaska DOT&PF applicants disclosed approximately 60% were male and 40% female.

Alaska DOT&PF FY19 Applicant Data



Alaska DOT&PF New Hire data is provided by the State of Alaska, Department of Administration, Division of Personnel and Labor Relations, section of Employee Planning and Information Center. The reported race categories are not aligned exactly with Workplace Alaska; therefore, the applicant chart and the new hire chart do not align exactly.

Alaska DOT&PF FY19 New Hire Data



It is clear that Alaska DOT&PF recruited almost 75% males and 25% females during FY19. When compared to the applicant data, there is approximately a 15% preference toward male applicants. Alaska DOT&PF actively participates in job fairs and reaches out to female and minority organizations to continue improving equality.

The online hiring system, WPAK, is only two clicks from the main State of Alaska web page, Alaska.gov. Additionally, the recruitment process contains a hard copy application option for applicants who are not able to use a computer to apply. Additionally, the State of Alaska Department of Labor’s Alaska Job Center Network assists job seekers in finding work for which applicants qualify for. Some applicants are referred through Union Hiring Halls for labor, trades, and craft and marine vessel positions. The hiring halls encourage local preference for Alaskan residents. Some recruitment efforts for DOT&PF positions continue to have recruitment difficulty because of a lack of qualified applicants in the recruitment pool.

In order to effectively analyze other employment practices, it is critical to understand the personnel dynamic of Alaska DOT&PF. The department divides its workforce into full-time permanent employees and other than full-time permanent employees. For reporting purposes only the full-time permanent employee data is analyzed as the other than full-time permanent data is minimal. The female and male full-time workforce analysis by EEO-4 category tables below outline the percentage in each EEO-4 category.

FEMALE FULL-TIME WORKFORCE ANALYSIS BY EEO-4 CATEGORY								
ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES								
Employment Data: July 1, 2019								
EEO-4 Category	White Female	Black Female	Asian Female	Hispanic Female	Pacific Is. Hawaiian Female	American Indian/Ak. Native Female	Two or More Races Female	Total Female
Officials/Administrators	9					1		10
	90.0					10.0		100.0
Professionals	264	2	18	11		20	2	317
%	83.3	0.6	5.7	3.5		6.3	0.6	100.0
Technicians	29		1	1	1	3		35
%	82.8		2.9	2.9	2.9	8.5		100.0
Protective Services	9							9
%	100.0							100.0
Paraprofessional	8		5			2		15
%	53.3		33.3			13.4		100.0
Administrative Support	112	4	13	7	2	17	2	157
%	71.3	2.5	8.3	4.5	1.3	10.8	1.3	100.0
Skilled Craft	34		5	2		4	2	47
%	72.3		10.6	4.3		8.5	4.3	100.0
Service/Maintenance	114	4	27	7		16	4	172
%	66.3	2.3	15.7	4.1		9.3	2.3	100.0
Total	579	10	69	28	3	63	10	762
%	75.9	1.3	9.1	3.7	0.4	8.3	1.3	100.0

For FY19, the Department's total full time workforce was 2,969 employees. Approximately 25% were females and 75% males. The department's workforce has historically been composed of more males than females.

**MALE FULL-TIME WORKFORCE ANALYSIS BY EEO-4 CATEGORY
ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES**

Employment Data: July 1, 2019

EEO-4 Category	White Male	Black Male	Asian Male	Hispanic Male	Pacific Is. Hawaiian Male	American Indian/Ak. Native Male	Two or More Races Male	Total Male
Officials/Administrators	31			1		3		35
	88.6			2.9		8.5		100.0
Professionals	493	15	30	15		19	2	574
%	85.9	2.6	5.2	2.6		3.3	.4	100.0
Technicians	88	3	1	7		9	1	109
%	80.7	2.8	0.9	6.4		8.3	0.9	100.0
Protective Services	64	5	2	3		2	1	77
%	83.1	6.5	2.6	3.9		2.6	1.3	100.0
Paraprofessional	1		3	1				5
%	20.0		60.0	20.0				100.0
Administrative Support	42	2	7	4		3		58
%	72.4	3.4	12.1	6.9		5.2		100.0
Skilled Craft	829	13	34	22	4	115	4	1021
%	81.1	1.3	3.3	2.2	0.4	11.3	0.4	100.0
Service/Maintenance	187	20	51	14	5	42	9	328
%	57.1	6.1	15.5	4.3	1.5	12.8	2.7	100.0
Total	1735	58	128	67	9	193	17	2207
%	78.6	2.6	5.8	3.0	0.5	8.7	0.8	100.0

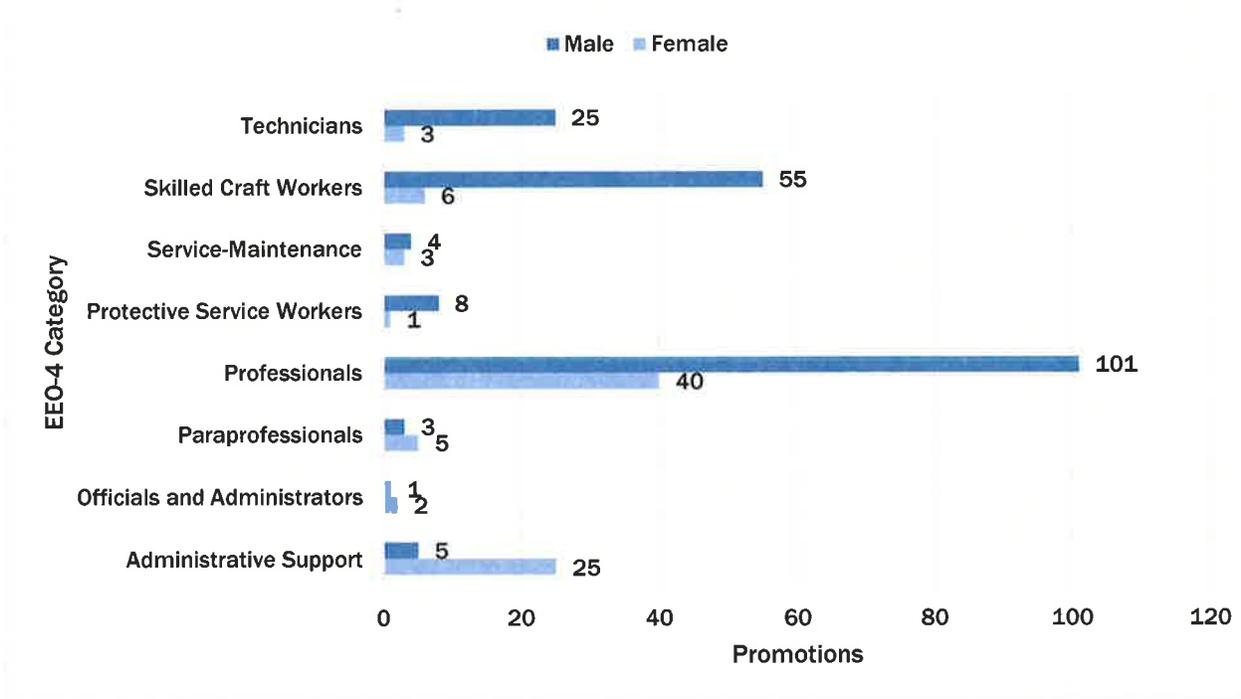
Additionally, the workforce is predominately of white ethnicity, and this trend is reflected amongst all personnel activities. However, the percentages of each category do reflect comparably to the 2010 United States Census reporting.

Northern Region Materials Technician, Michael Smith, records test results of an approach along Van Horn Road in Fairbanks.



*Photo by Todd Hughes,
Alaska DOT&PF*

Alaska DOT&PF FY19 Promotions



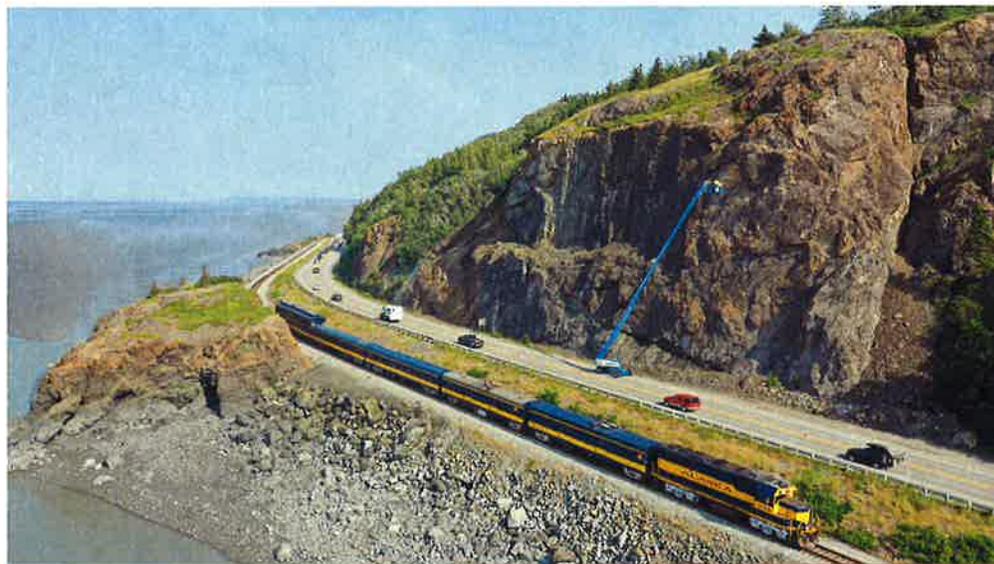
As indicated in the FY19 Promotions table above, the professionals, skilled craft workers, and administrative support EEO-4 categories experienced the most promotions when comparing male to female promotions. As in past years’ promotional activity, females promoted more in the administrative support categories while men promoted more in the professional and technician categories. Although the officials and administrators category has less personnel overall within the department, the promotions within the category favored females. The department has focused efforts to try and increase female promotions, as well as hires in the officials and administrators and professionals categories for several years.



*Brotherhood Bridge, Mendenhall River & Glacier
Photo by Jeremy Woodrow*

The census demographic within State of Alaska and the department continues along the same parameters with promotions. The table below shows the percentages of promotions as they relate to sex and race. Minority promotions are slightly less than the percentage of minorities in the full-time workforce in the department, but the difference is not alarming. This indicates a fair and equal opportunity for promotions with the department.

ADOT&PF FY19 Promotions	AK	PACIFIC					TWO OR	Grand Total
	NATIVE/ AMER.	ASIAN	BLACK	HISPANIC	IS./HAWAIIAN	MORE		
	IND.					RACES	WHITE	
Administrative Support	0.0%	1.7%	0.3%	0.7%	0.3%	0.0%	7.3%	10.5%
Female	0.0%	1.4%	0.3%	0.7%	0.3%	0.0%	5.9%	8.7%
Male	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	1.4%	1.7%
Officials and Administrators	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%
Female	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%	0.7%
Male	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.3%
Paraprofessionals	0.0%	1.7%	0.0%	0.0%	0.0%	0.0%	1.0%	2.8%
Female	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	1.0%	1.7%
Male	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%
Professionals	2.4%	3.8%	0.3%	1.4%	0.0%	0.3%	40.8%	49.1%
Female	0.3%	0.3%	0.0%	0.7%	0.0%	0.0%	12.5%	13.9%
Male	2.1%	3.5%	0.3%	0.7%	0.0%	0.3%	28.2%	35.2%
Protective Service Workers	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	2.8%	3.1%
Female	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.3%
Male	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	2.4%	2.8%
Service-Maintenance	0.3%	1.4%	0.0%	0.0%	0.0%	0.0%	0.7%	2.4%
Female	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.3%	1.0%
Male	0.3%	0.7%	0.0%	0.0%	0.0%	0.0%	0.3%	1.4%
Skilled Craft Workers	2.8%	0.3%	0.0%	0.3%	0.0%	0.0%	17.8%	21.3%
Female	0.3%	0.0%	0.0%	0.3%	0.0%	0.0%	1.4%	2.1%
Male	2.4%	0.3%	0.0%	0.0%	0.0%	0.0%	16.4%	19.2%
Technicians	2.1%	0.0%	0.7%	1.0%	0.0%	0.0%	5.9%	9.8%
Female	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%
Male	2.1%	0.0%	0.7%	1.0%	0.0%	0.0%	4.9%	8.7%
Grand Total	7.7%	9.1%	1.4%	3.5%	0.3%	0.7%	77.4%	100.0%



Seward Highway

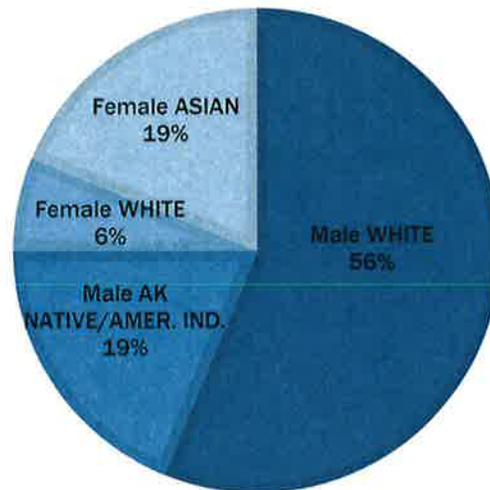
Photo by: Jonathan Tymick

In FY19, the department had 744 separations which equates to 25% of the workforce. Of that 25%, approximately 30% were females and 70% males. Alaska Native/American Indian separations for both females and males was approximately 3% higher than the workforce demographic. In contrast, the Asian category was approximately 3% lower when compared to the department's workforce. The department's skilled craft workers was the highest section of separations and is most likely because positions in that category are often seasonal.

ADOT&PF FY19 Female Separations							
EEO-4 Categories	WHITE	BLACK	ASIAN	HISPANIC	PACIFIC IS./ HAWAIIAN	AK NATIVE/ AMER. IND.	TWO OR MORE RACES
Officials and Administrators	2					1	
Professionals	40		2	3		4	
Technicians	12						
Protective Service Workers	2						
Paraprofessionals	1					1	
Administrative Support	48	1	7	3	1	7	2
Skilled Craft Workers	31		4	2		5	
Service-Maintenance	28	2	3	3		10	1
Grand Total	164	3	16	11	1	28	3

ADOT&PF FY19 Male Separations							
EEO-4 Categories	WHITE	BLACK	ASIAN	HISPANIC	PACIFIC IS./ HAWAIIAN	AK NATIVE/ AMER. IND.	TWO OR MORE RACES
Officials and Administrators	7					1	
Professionals	67	1	2	2		3	1
Technicians	27	1	2	1		3	
Protective Service Workers	8						
Paraprofessionals				1			
Administrative Support	34	1	4	1		3	1
Skilled Craft Workers	222	7	6	10	2	39	2
Service-Maintenance	38	2	1	5	1	11	1
Grand Total	403	12	15	20	3	60	5

ALASKA DOT&PF FY19 INVOLUNTARY & VOLUNTARY DEMOTIONS



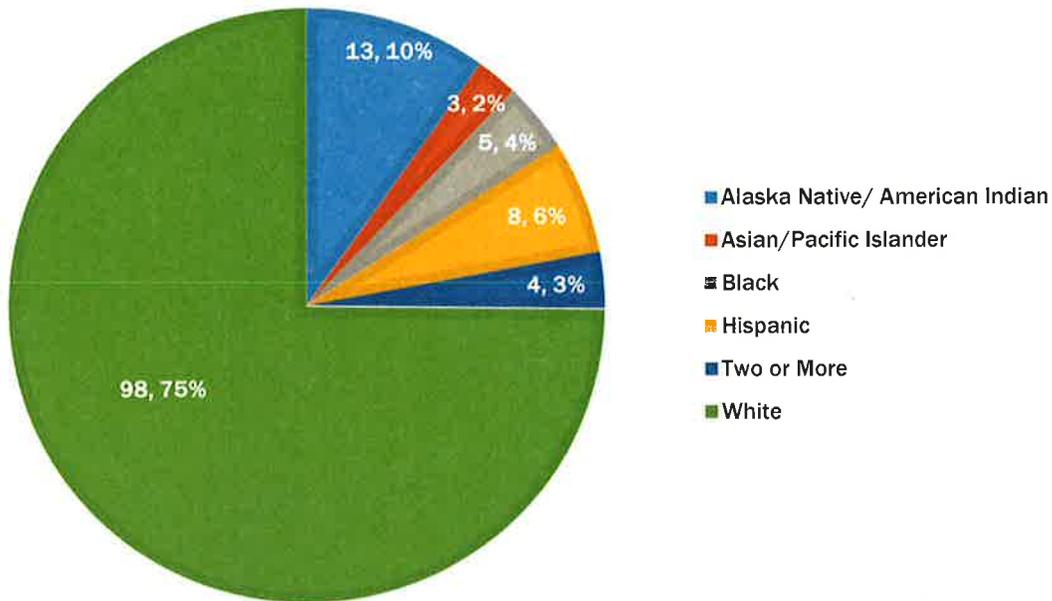
As historically common with the department, white males had the largest amount of involuntary and voluntary demotions in FY19. This group accounted for more than 50% of the department's downward movement. Of interest this year is that Asian females' downward movement was equivalent to the Alaska Native/American Indian males when most commonly the male movement is greater due to a larger workforce.

Disciplinary Procedures

The State of Alaska uses a progressive discipline approach as the process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the employee so he or she can correct the problem. The goal of progressive discipline is to improve employee performance. The process of progressive discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the department. Failing that, progressive discipline enables the department to fairly, and with substantial documentation, terminate the employment of employees who are ineffective and unwilling to improve.

Employees have a right to due process if they are subject to disciplinary procedures. Discipline that is imposed must meet just cause standards. Alaska DOT&PF policy requires that managers and supervisors work closely with Human Resources when considering or taking a disciplinary action.

Alaska DOT&PF FY19 Discipline By EEO-4 Category



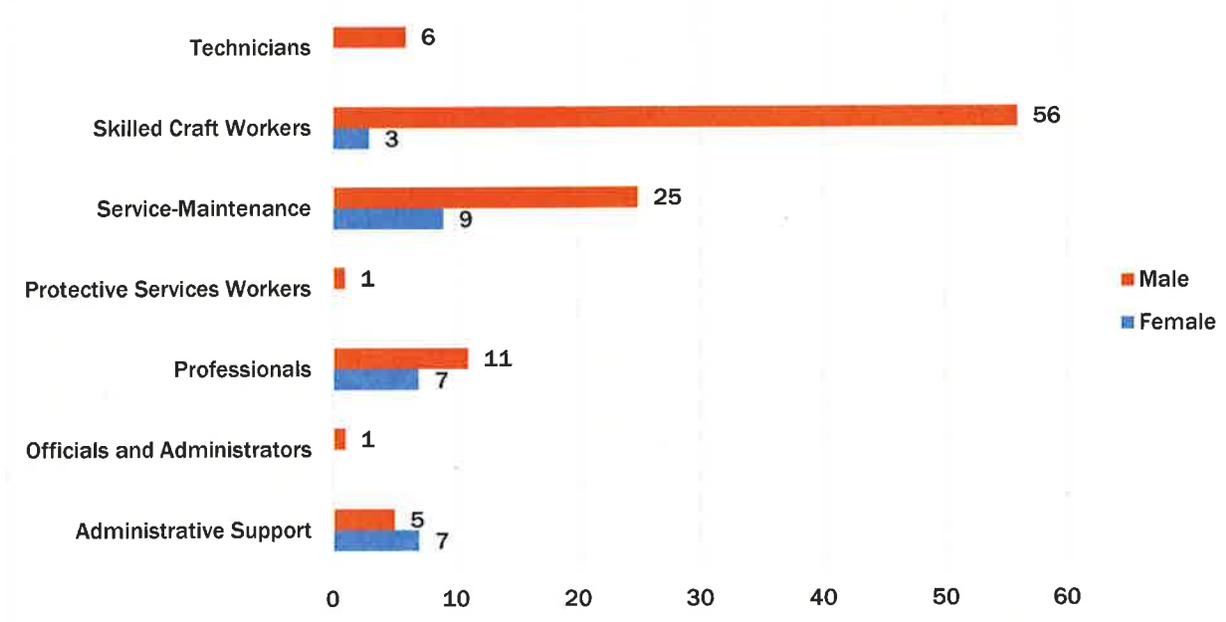
The chart above outlines that the White and Alaska Native/American Indian groups received the most discipline in FY19. Considering the department's workforce, this is in line with what would be expected since White and Alaska Native/American Indian groups are the largest. The department's discipline tracking combines Asian and Pacific Islander/ Hawaiian, but the department will be making efforts to distinguish the two for better reporting and analysis in the future.



Seward Highway

Photo by: Matt Fischer

Alaska DOT&PF FY19 Female and Male Discipline by EEO-4 Category



In the Alaska DOT&PF FY19 Female and Male Discipline by EEO-4 Category chart, it is very clear the majority of the department’s discipline is in the Skilled Craft Workers and Service-Maintenance categories. These job classes often have strict Commercial Driver’s License or United States Coast Guard licensing. Violations that result in the loss of licensing is often handled through the disciplinary process and results in disciplinary actions; therefore, these categories experience a higher level.

The department fortunately did not have any layoffs or recalls in FY19 to include in this report. They will be reported on and analyzed as they occur in the future.



Tazlina District

Photo by: Christina Weimer

ADOT&PF FY19 Female Training						
EEO-4 Categories	WHITE	BLACK	ASIAN	HISPANIC	AK NATIVE/ AMER. IND./ PACIFIC IS./HAWAIIAN	TWO OR MORE RACES
Officials and Administrators						
Professionals	44		2	4	4	
Technicians	2					
Protective Service Workers	3					
Paraprofessionals						
Administrative Support	28	3	2	6	1	3
Skilled Craft Workers						
Service-Maintenance	8		3			
Grand Total	85	3	7	10	5	3

ADOT&PF FY19 Male Training						
EEO-4 Categories	WHITE	BLACK	ASIAN	HISPANIC	AK NATIVE/ AMER. IND./ PACIFIC IS./HAWAIIAN	TWO OR MORE RACES
Officials and Administrators	3					
Professionals	45	4	1	1	2	2
Technicians	9					1
Protective Service Workers	22	2	1	3		
Paraprofessionals						
Administrative Support	7					
Skilled Craft Workers	28			1	2	
Service-Maintenance	7	4	1		1	
Grand Total	121	10	3	5	5	3

The department's training listed here is recorded via a Statewide Training and Development system, LearnAlaska. This system combines Alaska Native/American Indian and Pacific Islander/Hawaiian into one race category. The department is working on getting them separated to improve data reporting. The highest level of recorded training from FY19 took place in the Professionals category, followed up by the Skilled Craft Workers and Protective Services categories. Females completed 43% of the trainings recorded and males completed 57%. This is encouraging as the department's workforce is 75% male. These percentages indicate an equal or greater opportunity for females.

Monitoring and Reporting Systems

The Commissioner of the Department of Transportation and Public Facilities (DOT&PF) ultimately has the responsibility for oversight of the monitoring and reporting systems enacted in the department's Equal Employment Opportunity Program (EEOP). As detailed in Section III: Designation of Personnel, certain oversight authorities have been delegated to the department's Equal Employment Opportunity (EEO) Officer, Affirmative Action (AA) Officer, and Human Resource Manager (HRM). These officials are tasked with the direct management of monitoring and reporting systems of the EEOP.

Monitoring Methods:

An annual checklist is to be assessed every March to ensure compliance with the EEOP. Included in the checklist:

- Training and development reports for all employees who completed EEO training
- Statistical analysis of employment practices and employee movement
- Ensure dissemination practices as detailed in Section II: Dissemination has been performed
- Conduct random audits of job postings to ensure the statement, "The State of Alaska is an Equal Employment Opportunity and Affirmative Action Employer." To view the DOT&PF's EEO policy statement, please follow this link: <http://dot.alaska.gov/job-opportunities/index.shtml>.

Subrecipients and Contractors Compliance:

The department's Division of Program Development is responsible for ensuring subrecipient and contractor compliance. This includes conducted reviews every two (2) to five (5) years based on their annual risk assessment. The reviews include ensuring an EEO program plan is in place, posted in a conspicuous and accessible location, included in the personnel policies and/or employee handbook, included in job applications and employment postings, and if any EEO-related complaints or lawsuits were filed since the last review.

Union Contracts:

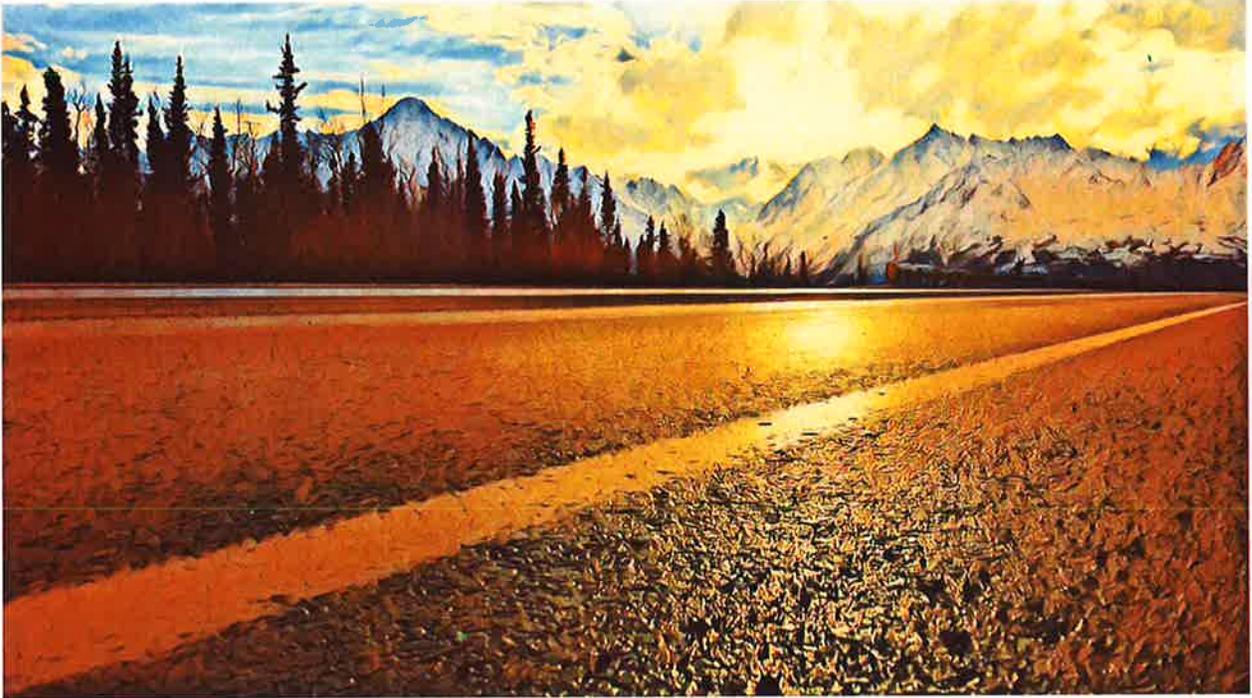
Officials with the State of Alaska (SOA) Department of Administration (DOA) Division of Personnel and Labor Relations (DOP&LR) negotiate the Bargaining Unit (BU) contracts on behalf of the statewide executive branch agencies. Input is sought from the agency leaders prior to and during negotiations to address any disparate impact.

Monitoring Complaints:

- Internally, DOT&PF's Human Resource section regularly monitors and updates a designated complaint log for incoming, ongoing, and resolved complaints.
- Externally, DOP&LR monitors all EEO discrimination complaints statewide and reports to DOT&PF.

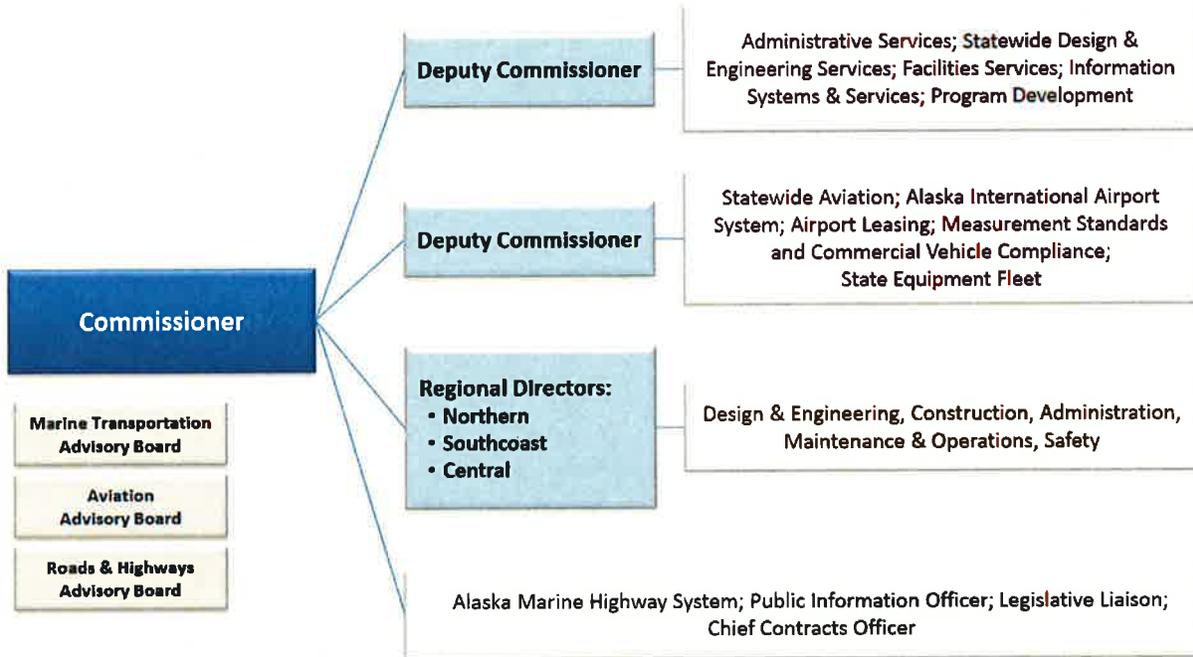
Meetings:

Meeting minutes from semi-annual EEOP presentations by the EEO Officer and HR manager to the executive team leaders are stored electronically and are preserved according to the SOA’s retention schedule. These presentations include the progress, results, statistics, policies, and goals of DOT&PF’s EEOP.



*Glenn Highway
Photo by: Brock Antijunti*

Alaska DOT&PF Organization



updated May 2019

Appendix

A. Race and Ethnic Category Definitions

Alaska Native or American Indian: All persons having origins in any of the original peoples of the Americas and who maintain cultural identification through tribal affiliation or community attachment. The terms “Alaska Native” and “American Indian” represents many separate groups of people with distinct ethnic and cultures throughout Alaska and the lower forty-eight. Alaska Native peoples include Iñupiaq, Yup’ik/Cup’ik, Alutiiq, Aleut, Eyak, Athabaskan (comprised by eleven cultural and linguistic groups), Tlingit, Haida, and Tsimshian.

African American and Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Asian or Pacific Islander: “Asian” refers to all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, and the Philippine Islands. “Pacific Islander” refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, Mariana Islands, or other Pacific Islands.

Hispanic and Latino: All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

White and Caucasian (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

B. Job Categories as defined by the U.S. Equal Employment Opportunity Commission

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police, patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemaker aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Administrative Support (including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and ground keepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.