



Alaska Department of Transportation & Public Facilities

Affirmative Action Plan

July 1, 2015 – June 30, 2019

AFFIRMATIVE ACTION PLAN
(AAP)

Alaska Department of Transportation & Public Facilities
P.O. Box 112500
Juneau, Alaska 99811-2500

Program Plan Completed by: Kate Callahan

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APPROVAL SECTION:

Mary Siroky

Mary Siroky
Affirmative Action Officer

6/30/15

Date

Marc A. Luiken

Marc A. Luiken
Commissioner
Equal Employment Opportunity Representative

30 Jun 15

Date

#1 Introduction – History

1867: Alaska was purchased from Russia

1905: Alaska Road Commission was formed to oversee construction and maintenance of roads and trails

1912: Territory of Alaska was formed

1917: Territorial Board of Road Commission was formed

1956: Alaska Road Commission transferred to Bureau of Public Roads – Alaska now eligible for federal funds under the Federal Aid Highway Act

1959: Alaska’s statehood

1959: Department of Public Works created

1962: Department of Highways created – construction, maintenance, and operation of all state highways, roads, bridges, traffic signs and signals, and other like facilities; and in the supervision and maintenance of all state equipment, including automotive and mechanical equipment transferred from the Department of Public Works

1963: Alaska Marine Highway created

1977: Department of Transportation and Public Facilities (DOT/PF) created – planning, construction, maintenance and operation of transportation facilities, including roads and bridges, and state ferries, airports and water and harbor facilities, and for design and construction of buildings and appurtenant structures transferred from the Department of Public Works

1997: Measurement Standards and Commercial Vehicle Enforcement transferred to DOT/PF

2000: Highway Safety Office transferred to DOT/PF

#2 Introduction - Geography

The Department of Transportation & Public Facilities is responsible for planning, research, design, construction, maintenance, operation and protection of all state transportation systems and public facilities. This includes approximately 249 state-owned airports and seaplane bases, 5,600 miles of state roads, 720 buildings ranging from maintenance shops to state office complexes, and 22 ports and harbors. In addition, the department owns and operates the Alaska Marine Highway System, serving 34 Alaskan communities with connections to Bellingham, Washington, and Prince Rupert, British Columbia. The department also owns and operates the State Equipment Fleet which provides full maintenance support and replacement activities for all departments and state agencies, including 7,600 light and heavy duty vehicles and attachments.

#3 Introduction – Services

The Alaska Department of Transportation and Public Facilities plans, designs, constructs, maintains and operates all state transportation systems and public facilities. The Legislature has mandated that the department is responsible for long range statewide transportation and public works project planning; construction, operation and maintenance; designing and construction contracting for other departments of state government; and operating and maintaining the state equipment fleet.

Office of the Commissioner

The **Office of the Commissioner** manages and directs all departmental activities. The commissioner is a member of the Governor’s cabinet and serves as departmental representative to the Legislature and other state and federal agencies. The department has three deputy commissioners who are located in Juneau and Anchorage. One deputy commissioner is responsible for Highways and Public Facilities. One deputy commissioner is responsible for the Alaska Marine Highway System and special projects. One deputy commissioner oversees the Alaska International Airport System and statewide aviation program, including rural airport leasing and Measurement Standards and Commercial Vehicle Enforcement. Functions that report directly to the Commissioner’s Office include Administrative Services, Legislative

Liaison and Communications, Transportation Management and Security, Construction Contract guidance and appeals resolution.

Statewide Programs

Division of Program Development

The **Division of Program Development** makes policy recommendations and performs program reviews necessary to develop the Statewide Transportation Improvement Program. The Division of Program Development includes the following sections: Highway Safety Office, Statewide Systems, Surface Transportation Programs and Transportation Data and Management Services.

Division of Administrative Services

The **Division of Administrative Services** manages and implements guidelines for the department's accounting processes. Primary functions and responsibilities of Administrative Services: develop policy recommendations and guidelines for department's operating budget; coordinate regional submissions and submit a department budget; oversight of administrative and department policies and procedures, financial management and state and federal financial reporting, department web policy and administration of the department's Workforce Planning Program. The Procurement and the Human Resources offices function under this division as well as the federally required Internal Review and Equal Employment Opportunity/Civil Rights/Disadvantaged Business Enterprise functions. At the time of this report, within the division, the Information System Section is responsible for the department's policies and direction concerning the Wide-Area Network, client/server technology, and department wide information systems activities. Effective July 1, 2015, the Information System section will have their own division, Information Services and Systems Division. That Division will be responsible for department-wide coordination, unification, development, and management of information systems. The new division will provide network and client support, application development, data and systems management, security and GIS services.

Division of Design and Engineering Services

The **Division of Design and Engineering Services** researches, analyzes, and coordinates federal and state issues to establish and update statewide standards, policies, and procedures for the design and construction of the state's highways, airports and facilities. Primary functions and responsibilities of Design and Engineering Services: design and inspect bridges; environmental coordination; specialized geo-technical engineering; pavement management; quality assurance; materials testing, research, and technology transfer; and review right-of-way appraisals and determine just compensation for property acquired for highway and airport projects.

Division of Measurement Standards/Commercial Vehicle Enforcement

The **Division of Measurement Standards/Commercial Vehicle Enforcement** inspects and tests commercial weighing and measuring devices used in the marketplace to determine the cost of goods or services sold; provides an assurance that all commodities purchased contain the net content advertised on the appropriate label. Primary functions and responsibilities of MSCVE: provide mandated truck size, weight and safety enforcement for the protection of State highways and bridges; operate the fixed weigh stations, conduct portable size and weight enforcement; issue special oversize and overweight permits; conduct driver/vehicle safety inspections; and enforce hazardous material laws and regulations regarding the commercial transportation of hazardous materials. The division also monitors insurance requirements for all intrastate carriers that carry passengers or freight for hire in Alaska.

Division of Statewide Aviation and Aviation Leasing

The Division of **Statewide Aviation and Aviation Leasing** prepare policies, procedures, and programs to develop, construct, operate, and manage²⁴⁹ rural public airports. Primary functions and responsibilities of Statewide Aviation and Aviation Leasing: develop the Airport Improvement Plan (AIP); assure that capital funding is consistent with executive policy directives; develop standard State airport leasing policies; develop airport land right-of-way acquisition and certification policies; assure compliance with

the federal safety and security regulations; oversee the Rural Airport Leasing Program; and administer federal airport construction funding

Alaska Marine Highway System

The **Alaska Marine Highway System (AMHS)** provides safe, reliable, and efficient transportation of people, goods, and vehicles among Alaska communities, Canada, and the "Lower 48." AMHS also serves communities with no road access, and has approximately 3,500 miles of routes from Bellingham, Washington to Unalaska, Alaska.

During the past ten years the Alaska Marine Highway System has carried an average of 312,000 passengers and 98,000 vehicles per year.

The primary sections of AMHS are: General Manager's Office; Administrative Services; Marine Engineering; Reservations and Marketing; Marine Shore Operations; Vessel Operations Management; and the Fleet.

Alaska International Aviation System

The Alaska International Airport System (AIAS) - comprised of **Ted Stevens Anchorage (ANC)** and **Fairbanks International Airports (FAI)** - is home to over 30 international and domestic airlines providing passenger and cargo service throughout Alaska, the United States, Europe, and Asia. It's also an extraordinary economic engine; serving nearly 6 million passengers per year and accounting for 1 in 10 and 1 in 20 jobs in Anchorage and Fairbanks, respectively.

Since creation by the Alaska State Legislature in 1961, AIAS has operated as a state owned enterprise fund under the Alaska Department of Transportation and Public Facilities (DOT&PF) ever since. The managers of ANC and FAI airports are appointed by the Governor.

Unlike state highways and rural airports, maintenance and operation of ANC and FAI are funded by users. Similar to rural airports, Federal Aviation Administration (FAA) funds a large percentage of many airport infrastructure replacement and improvement projects. FAI and ANC are staffed with DOT&PF employees devoted to building, equipment and airfield maintenance, police and fire, administration, communications, environmental, engineering, operations, badging and permits, leasing, janitorial and management.

The **Ted Stevens Anchorage International Airport (TSAIA)** is located in Anchorage, Alaska, and is one of the Federal Aviation Administration's top cargo airports in America. Over 100,000 flights land per year at the airport.

The **Fairbanks International Airport (FIA)** is located in Fairbanks, Alaska, and is strategically positioned to enable 9.5 hour access to 90% of the industrialized northern hemisphere.

DOT&PF State Equipment Fleet

The **State Equipment Fleet (SEF)** provides all State agencies with safe, economical vehicles needed to accomplish their individual missions. The SEF headquarters are located in Anchorage and the regional SEF offices are strategically located to provide the best possible services to all agencies. Primary functions and responsibilities of the State Equipment Fleet: responsible for procurement, maintenance, and disposal of vehicles and equipment owned and operated by the State of Alaska and headquarters provides procurement, billing, and support services to State agencies.

Regional Organizations

The Department of Transportation and Public Facilities has three regions: Central, Northern, and Southcoast. Each region has five major units that manage ongoing activities under the guidance of a regional director.

Planning: Conducts feasibility studies, project assessments, local and regional planning studies, and works with communities to prepare projects for inclusion in the Statewide Transportation Improvement Program.

Design and Engineering: Provides a full suite of design services for highways, airports, facilities and harbors from the planning stage to final preparation of plans, specifications, estimates, and technical assistance during construction. Also included are sections that deal with environmental, materials, traffic, utilities and right-of-way issues.

Construction: Supervises construction contract administration and budgetary aspects of all construction projects within the region.

Administrative Services: Provides administrative and procurement support. Develops and monitors their region's operating budget.

Maintenance and Operations: Maintains multi-agency joint occupancy state buildings, and state-owned highways and rural airports manned by DOT&PF staff (excludes Anchorage/Fairbanks International Airports).

#4 of Introduction – Personnel

The officials/administrators in the department serve at the pleasure of the Governor. Bill Walker took office as the State's Governor on December 1, 2014. The Governor is responsible for appointing the Commissioner of the Alaska Department of Transportation and Public Facilities. The Commissioner appoints the top management team. Currently, the following people are appointed to management positions in the department:

Commissioner: Marc Luiken

Deputy Commissioner: Steven D. Hatter

Division of Design and Engineering Services: Roger Healy

Division of Program Development: Mike Vigue

Division of Measurement Standards & Commercial Vehicle Enforcement: Daniel V. Smith

Information Services and Systems Division: William Anker

Deputy Commissioner: John Binder III

Alaska International Airport System

Ted Stevens Anchorage International Airport: John Parrott

Fairbanks International Airport: Jesse VanderZanden

Deputy Commissioner: Michael A. Neussl

General Manager Alaska Marine Highway System: Captain John F. Falvey

Operations Manager: Anthony Karvelas

Marine Engineering Manager: Narcisco (Cisco) Flores

Business Enterprise and Development Manager: Matthew McLaren

Statewide Administrative Services Division: Mary Siroky

Central Region Director: Rob Campbell

Division of Design and Construction: Joel G. St. Aubin

Northern Region Director: Vacant – David J. Miller

Division of Highways & Aviation: Steve Potter

Southcoast Region Director: Rob Campbell

Division of Design & Construction: Charles Correa

#5 of Introduction – Hiring

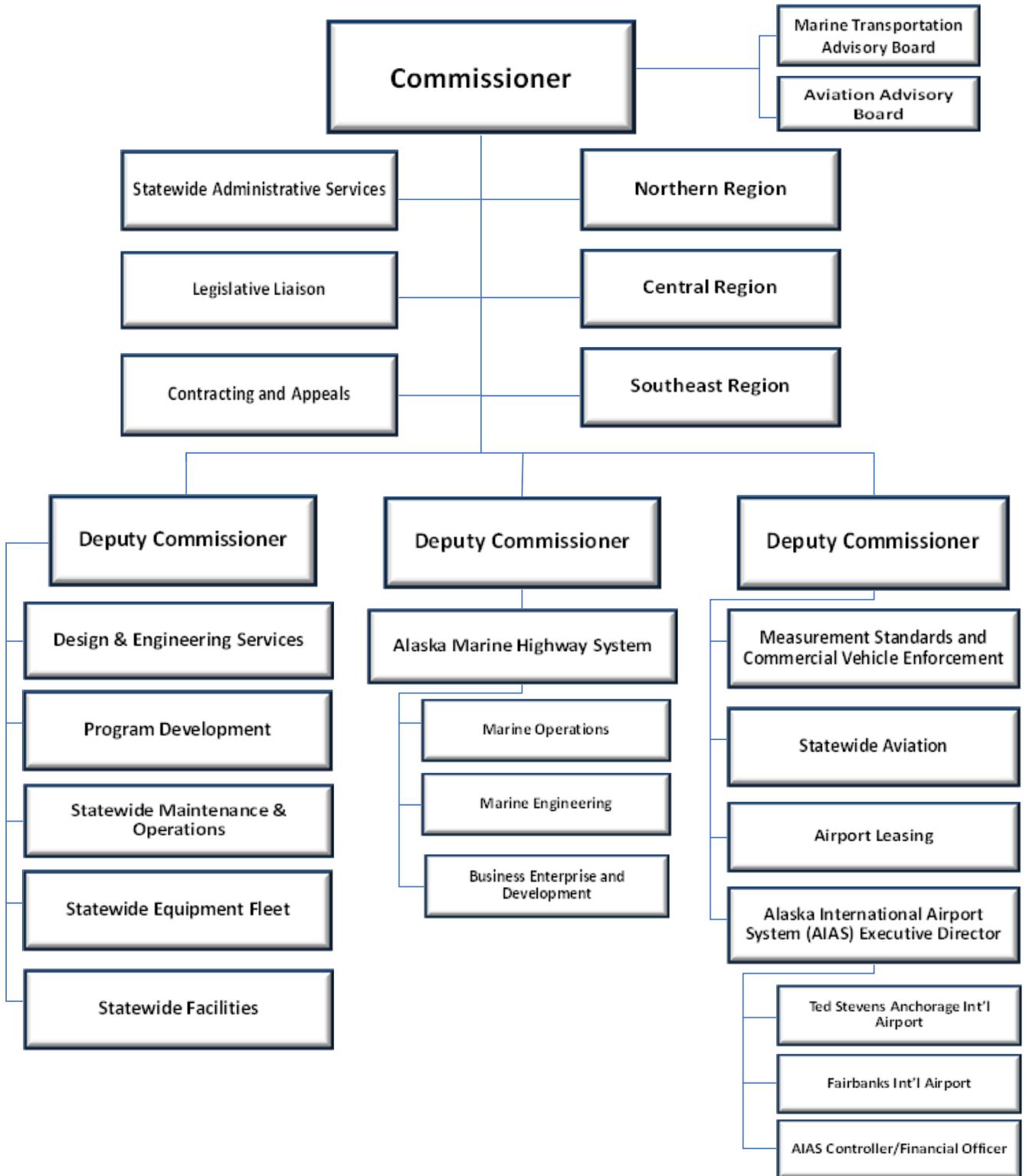
The departmental Headquarters office is located in Juneau, Alaska. The department is divided into three regions: Central, Northern, and Southcoast, and has employees in multiple locations throughout Alaska. The total workforce average is 3,100 positions. The majority of these positions have union representation (through eight different unions). Vacancies are filled through the state's on-line hiring system, Workplace Alaska, and in some instances by direct union referral from hiring hall lists.

#6 of Introduction – Contracts

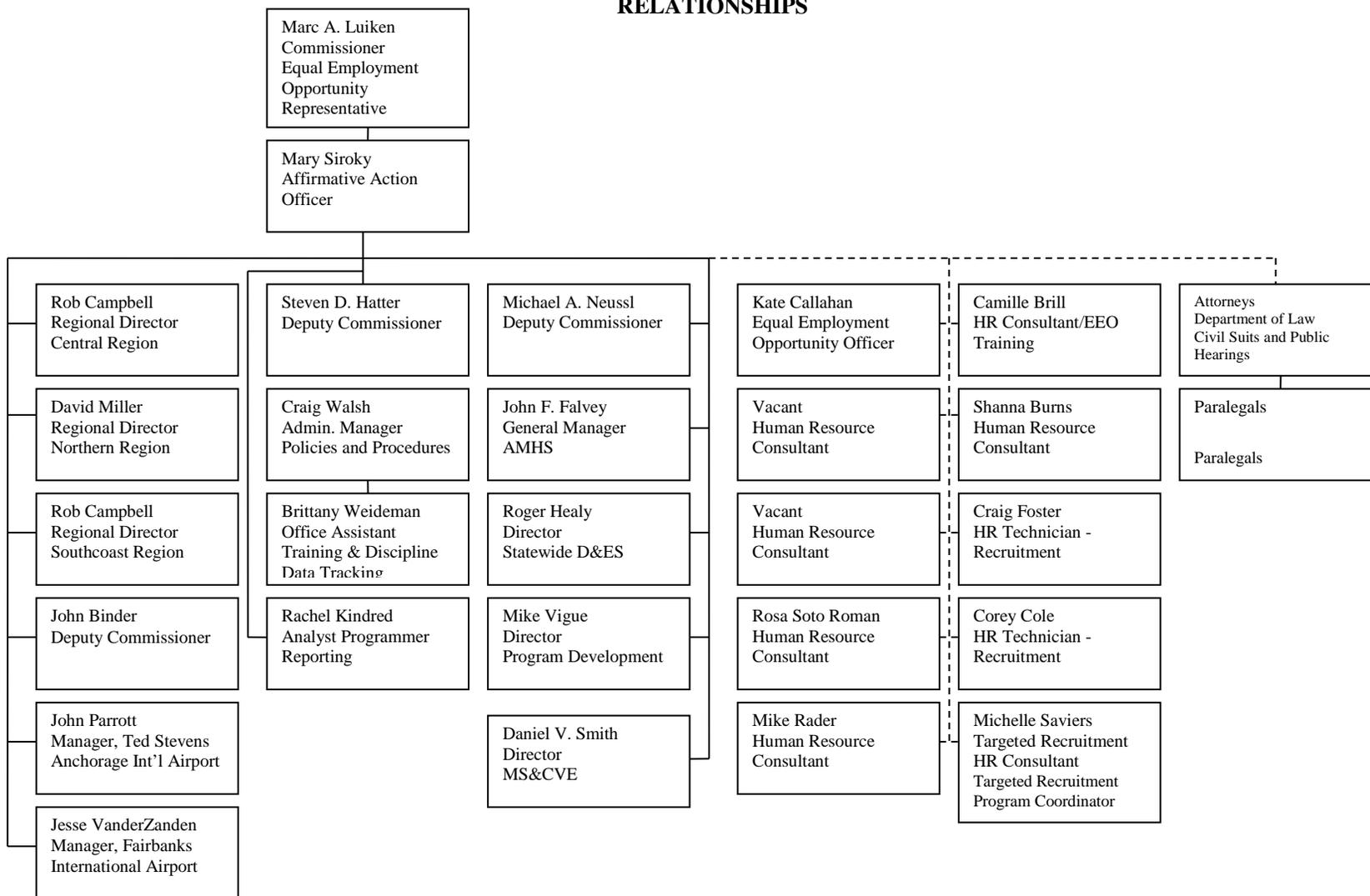
Approximately 44% of the department's operating budget is from state general funds generated primarily from oil-related revenues. In state fiscal year 2015, the operating budget was \$629 million. The legislature authorized a capital budget for state fiscal year 2015 in the amount of \$1.2 billion of which \$1 billion is from federal sources.

#7 of Introduction – Organizational Chart

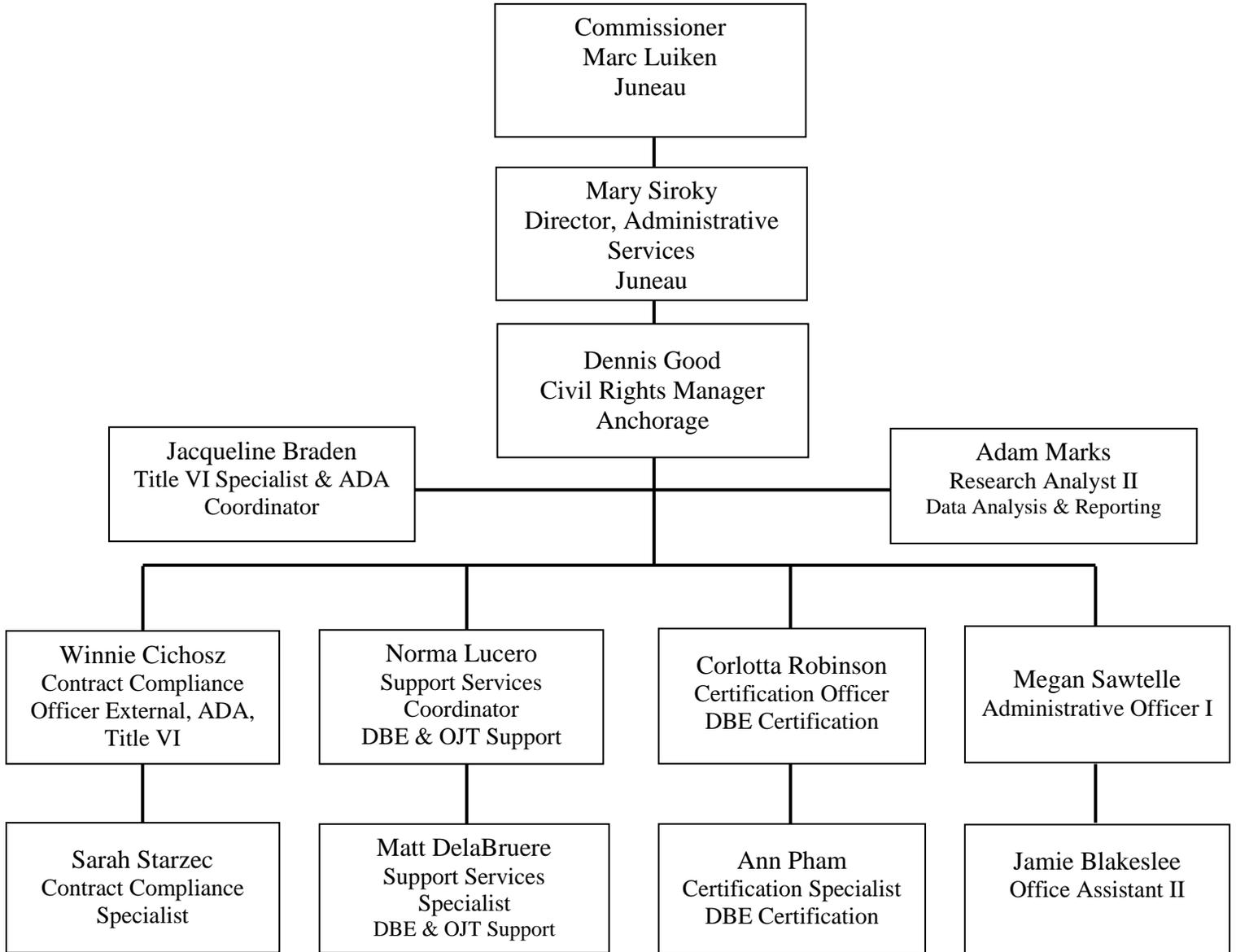
The following is a high level overview of the organization of the department. In addition the following page shows the Internal EEO Reporting Relationships is also memorialized in an organizational chart.



ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES INTERNAL EEO REPORTING RELATIONSHIPS



**Alaska DOT&PF Civil Rights Office
Contractor Compliance**



DISSEMINATION OF POLICY STATEMENT AND EXTERNAL EQUAL EMPLOYMENT OPPORTUNITY PLAN

FHWA Form 1273, the EEO/Affirmative Action requirement and Form 25A-301, Federal EEO Bid conditions are physically incorporated into every federal-aid project proposal. After the bid is awarded, the federal requirement and provisions are discussed at each pre-construction meeting. Each requirement and provision is read and discussed with contractors and they sign an acknowledgement of each provision. Prime contractors are thereafter required to attach the above provisions to every executed subcontract. Additionally, every subcontract must contain language requiring contractor EEO compliances.

Contract Compliance Section Levels of Responsibility

Contract Compliance Officer

The Contract Compliance Officer (CCO) of the Contract Compliance Section is responsible for the day-to-day operations of the Section. Specifically, the CCO is responsible for reviewing contract compliance staff reports, issuing show cause notices, and monitoring voluntary corrective action plans. Additionally, the position responds to contractor inquiries and provides equal opportunity and contract compliance training to Alaska Department of Transportation & Public Facilities (ADOT&PF) staff and contractor personnel.

Contract Compliance Specialist

The Contract Compliance Specialist (CCS) reports to the Contract Compliance Officer. This position is responsible for monitoring contractors; selecting and conducting compliance reviews; and analyzing findings relative to reviews. The CCS also conducts desk audit and on-site reviews. Additionally, the position responds to contractor inquiries and provides equal opportunity and contract compliance training to ADOT&PF staff and contractor personnel.

COMPLIANCE REVIEW PROCEDURE

Policies and Procedures that guide the program are:

1. FHWA Contract Compliance Procedures (23 CFR 230, Subpart D)
2. EEO Special Provisions (23 CFR 230, Subpart A)
3. Training Special Provisions (23 CFR, 230, Subpart A Appendix B)
4. Contract Procedures (41 CFR 60-4.3(a))
5. 49 CFR 26, Disadvantaged Business Enterprise

Implementation of Procedures

The Contract Compliance Section takes a proactive approach to monitoring contractors doing business with the ADOT&PF and utilizes Civil Rights Office staff, contractors and other sections of the ADOT&PF to gather information such as DBE Payment Reports, Letting Schedules, Award Notices, Conformed Contracts and Monthly Training Reports. Contract Compliance staff also track the use of labor force available within a 50 miles radius of the project, efforts made to utilize DBE firms for subcontracting, completed training obligations and the extent to which contractors make good faith efforts to accomplish their EEO/AA contractual obligations.

I. Planning

Selecting a contractor

Around mid-February, the CCO will run a query from BizTrak called “Open projects per prime and sub.” This report will have information on all open projects under each prime and subcontractor with award amounts, award date, project number, project number and region.

The following items, along with those listed in 23 CFR 230 Subpart D, are considered for the upcoming contract compliance review schedule:

- Largest dollar value Federal Highway Administration (FHWA) contract(s)
- Largest number of FHWA contracts
- Contracts which are the type, size, and/or duration to provide the contractor with maximum hiring and promotional opportunities
- Contracts which are the type, size, and/or duration to provide the contractor with maximum hiring and promotional opportunities
- Contractors who have past reporting data which indicates regularly underutilizing women and minorities in their workforce
- Contracts that contain Special Provision Section 645, training program
- Contractors FHWA specifically requests to have reviewed
- Contractors who have complaints filed against them regarding employment practices
- Contractors who had not been reviewed in the past two years

Contractors who were found in noncompliance the previous construction season having FHWA work in the upcoming season are automatically selected for a follow-up review.

At this time, the CCO also contacts FHWA to see if there are any contractors they want ADOT&PF to review.

The CCO will email the list of contractors to the Construction Compliance officers in each region to check and see if there are any issues regarding the contractor that should be given extra attention during the Contract Compliance Review.

Contractor Notification

Contractor notified at least ONE (1) MONTH in advance of review.

Notice to contain:

- Date (s) of review
- Location of review
- Outline of mechanics and basis for review
- Requisite interviews to be conducted
- Responsibility to notify subcontractors of their need to participate in the review process

Scheduling Reviews

Once responses are received from contractors and dates are confirmed, coordinate with the contractor's contract person for the on-site visit. After schedules have been set, send the following:

- CCR Checklist
- Form FHWA 1273
- Federal EEO Bid Condition
- Employee List Form (excel spreadsheet)
- Monthly Employment Utilization Report Form (excel spreadsheet)
- FHWA Required Posters
- Women and Minority Organization List

II. Preliminary Analysis

The contractor should provide the following information at least one month prior to the date of the project site:

- Review past compliance reviews and CAP/Conciliation Agreements on File
- Current Workforce
- Monthly Utilization Report
- Relationship with referral source – Private or Union
- Minority or Female referral sources verified
- Availability of minority and females in the recruitment area – Alaska Local and Regional Information (ALARI) Data
- Related Project or Contractor Issues
- DBE Participation on Project

III. On-Site Verification and Interviews

- Review data submitted by contractor(s)
- Arrange site tour; bulletin boards, facilities, etc.
- Supervisory orientation – how is it handled, documented
- Employee referrals – Notices
- Verify payroll data matched with submitted data package
- Verify frequency of employee meetings, topics covered, employee attendance
- Conduct Employee interviews
- Verify and confirm EEO posters

IV. Exit Conference

Preliminary findings:

- Discuss time frames and process; expectations
- Findings Letter (if necessary) will be issued within fifteen (15) days to contractor
- Issue Voluntary Corrective Action Plan, if applicable

Letter of Findings:

- List deficiencies with recommended corrective action
- Offer contractor use of Voluntary Corrective Action Plan
- Schedule Compliance Conference, within five (5) days after receipt of CAP

Voluntary Corrective Action Plan:

- Commitment within fifteen (15) days
- Enforcement language agreed upon and signed by responsible official
- Details timeframes and responsible person to affect the corrective action

Show Cause Meetings:

- Mandatory meeting to discuss corrective action measures
- Detailed discussion of changes, to be made, with mandated timeframes to achieve compliance

Sanctions:

- Imposed due to lack of cooperation from the contractor
- Mandatory submission of monthly and quarterly reports
- Prequalification restrictions, suspensions, and/or debarment
- Commonwealth Contractor Responsibility Program

V. Determination of Compliance/Non-Compliance

At a minimum, to be in compliance, the following must be demonstrated:

- EEO Policy, Affirmative Action Plan (if available) in place
- Dissemination of EEO Policy, Education of Supervisory Staff
- Authority and responsibility of EEO Officer
- Establishment of result-producing recruitment activities especially with minority and female referral sources
- Participation and utilization of minorities and females in training programs
- Acceptable review of all personnel functions
- Contractor's participation in apprenticeship programs and OJT training programs
- Contractor's relationship with unions with respect to minority and female union membership
- Nonsegregated facilities
- Subcontractors/Suppliers
 - Procedures for monitoring
 - Utilization of minorities and females to integrate workforce
- Verify the contractor's documentation if good faith effort has been provided

Noncompliance demonstrated by:

- Practices of discrimination against applicants or employees with respect to working conditions or privileges
- Failure to provide documentation of every 'Good Faith Effort' to provide equal opportunity

VI. Finalization of Review

- Concurrence of compliance determination by FHWA

- Compliance Status Letter
- Compliance – Package review documentation, including Status Letter
- Archive project review file and enter data in tracking sheet

ACCOMPLISHMENTS

The following information is a summary of the Construction Contract Compliance Program from April 1, 2014 – December 31, 2014:

A. Regular project compliance review program:

1. Twelve (12) project compliance reviews conducted.
2. Eleven (11) prime contractors reviewed.
3. One (1) subcontractor reviewed.
4. Ten (10) contractors found in compliance.
5. Two (2) found in noncompliance.
6. Two (2) show cause notices issued.
7. Two (2) show cause notices approved.
8. Two (2) follow-up reviews conducted.

Summary of common findings/concern:

- Lack of documentation to demonstrate efforts to disseminate equal employment opportunity to supervisors and lead personnel.
- Lack of good faith efforts in the recruitment of minorities and females, particularly minority females.
- Union agreements cited as an excuse for failure to recruit, hire and train minorities and females.
- Primes not notifying subcontractors to ensure EEO compliance.

B. Consolidated compliance reviews.

ADOT&PF does not conduct consolidated compliance reviews.

C. Home office reviews. If the State conducts home office reviews, describe briefly the procedures followed by State.

ADOT&PF does not conduct home office reviews.

D. Major Problems Encountered:

- Limited Travel due to Budget
Continuing budget reductions are forcing the ADOT&PF to change its methodology for conducting these reviews which included conducting more than one review at a time therefore limiting travel expenses.
- Project Start-up

Staffing issues required a later start than normal practices in beginning to conduct the reviews in FFY14.

- New personnel not familiar with EO contract requirements.
Staff turnover resulted in the need to address training required to ensure that staff is implementing the program in compliance with regulation. The ADOT&PF has addressed this by developing Standard Operating Procedures to ensure smoother staff transition in the future.

E. Major Breakthroughs:

- The CCO presented an EEO Compliance Overview and participated on a panel which discussed EEO, DBE Certification and Support Services at the Alaska DBE Subcontractors Conference.

D. Section 504 of the Rehab Act of 1973 and Americans with Disabilities Act of 1990 Compliance

Workplace Accommodations

There was no workplace accommodation request denied in FY14.

Complaint Investigations

Our office received one ADA complaint filed. The complaint was investigated by FHWA. The result of FHWA's investigation was a finding that the Alaska DOT&PF did not discriminate against the complainant due to disability.

STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

As Commissioner and Chief Executive Officer of the Department of Transportation and Public Facilities, 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, or disability. Equal Employment Opportunity and Affirmative Action Programs are legal, social, and economic requirements for the success of the Department and as such will continue to receive my personal attention and guidance. To further assure that appropriate program measures are implemented and monitored, I have designated Mary Siroky as the Affirmative Action Officer and Kate Callahan as the Equal Employment Officer.

Our Equal Opportunity/Affirmative Action Program will pervade all human resource practices including, but not limited to, recruiting, hiring, transfers, promotions, training, compensation, benefits, recognition, and all forms of employment. Equal Employment Opportunity positively affects the development of our entire workforce, and active Affirmative Action Programs will provide a more positive employment environment which benefits this Department and all of its employees.

For effective administration and implementation of the Equal Employment Opportunity Program, 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 Affirmative Action Program 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.

Equal Employment Opportunity 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 Equal Employment Opportunity at all levels.

As an expression of the commitment to and support of the Department's Affirmative Action Program, below is my signature, as Commissioner of Transportation and Public Facilities.



Marc A. Luiken, Commissioner
Equal Employment Opportunity Representative

30 Jun 15

Date

Responsibility for Implementation

Under federal and state laws and regulations, the Commissioner of the Department of Transportation and Public Facilities has the ultimate responsibility for the overall administration of the department's Internal Equal Employment Opportunity (EEO) and Affirmative Action Program (AAP). Under this AAP, the Commissioner delegates certain responsibilities for administering and implementing the internal EEO/AA program to staff. The following are roles and responsibilities designated by the Commissioner for implementing the program and plan.

Equal Opportunity Representative

The Commissioner is designated as the Equal Opportunity Representative and has the responsibility for the overall effectiveness and implementation of the Internal EEO and Affirmative Action Program. The Equal Opportunity Representative has the following additional responsibilities:

1. Ensuring that the Department's EEO/AA policies and practices are designed to effectively achieve the goals of the program.
2. Providing guidance to the Affirmative Action Officer.
3. Coordinating the overall preparation of the FHWA Annual Assurances and the implementation of the Department's internal EEO program.
4. Approving all settlement and compliance agreements between the Department and federal or state civil rights enforcement agencies.
5. Ensuring that managers and supervisors are held accountable for their EEO performance and that their performance is reflected in annual evaluations.

Affirmative Action Officer

The Administrative Services Director is designated as the Department's Affirmative Action Officer. The Affirmative Action Officer has direct access to the Commissioner. A staff of twelve (Equal Employment Officer/Human Resource Manager, Management Services Consultants, Human Resource Technicians, Administrative Manager, Office Assistant and an Analyst Programmer) assists the Affirmative Action Officer in the responsibilities which follow. Internal EEO is a primary duty of the EEO Officer. The EEO Officer has direct access to the Commissioner. The Affirmative Action Officer provides guidance to the EEO Officer.

Affirmative Action Officer Responsibilities:

1. Developing policy statements.
2. Assisting in the identification of problem areas and causes.
3. Assisting management in arriving at effective solutions to problems.
4. Assisting in the implementation of the AAP through the issuance of guidelines, and through oral presentations to management and supervisory personnel.
5. Reporting on the status of the EEO/AA program along with the recommendations for improvement to senior management.
6. Keeping management informed of the latest developments in the entire equal employment opportunity/affirmative action area.
7. Serving as liaison between the Department and minority organizations, women's organizations, and community action groups concerned with employment opportunities for minorities and women.

Equal Employment Officer/Human Resource Manager Responsibilities:

1. Developing affirmative action programs, and internal and external communication procedures and the identification of problem areas and causes.
2. Designing, implementing, and conducting audit and reporting systems that will:
 - a. Measure effectiveness of the program;
 - b. Indicate the need for remedial action; and
 - c. Determine the degree to which goals and objectives have been met.
3. Establishing annual goals and updating on an annual basis the written affirmative action plan.
4. Implementation of the AAP through the issuance of guidelines, and through oral presentations and workshops to management and supervisory personnel.
5. Monitoring all training, tuition assistance programs, and other employee benefits to ensure the equitable distribution of training opportunities in conformance with EEO/AA policies. Monitoring employee recruitment, hire, promotion, layoff, termination and transfer policies and practices to ensure conformance to the EEO/AA policies.
6. Reporting on the status of the EEO/AA program along with the recommendations for improvement to senior management.
7. Assigning appropriate Management Services Consultant to investigate allegations of complaints. Coordinating complaint conciliation efforts with compliance agencies. Reviewing the investigation of all formal charges of discrimination; recommending appropriate departmental response.
8. Serving as a liaison between the department and enforcement agencies.
9. Keeping management informed of the latest developments in the entire equal opportunity/affirmative action area.

Deputy Commissioners/Headquarters Directors/Regional Directors/Airport Managers/AMHS General Manager

Headquarters Directors and Regional Directors for the Southeast, Central and Northern regions, International Airport Managers and the AMHS General Manager supervise and are responsible for the effective implementation of the Department's EEO/AA programs and plan in the agencies, offices and facilities under their authority. Specifically, Headquarters/Regional Directors/Airport Managers/AMHS General Manager will be held accountable for the following responsibilities:

1. Assisting the affirmative action officer and staff in:
 - a. The identification of problem areas;
 - b. Formulation of solutions;
 - c. Establishment of departmental goals where necessary; and
 - d. Formulation and implementation of professional development, intern and apprenticeship programs.
2. Regularly discussing with lower-level managers and supervisors the importance of and the progress being made regarding the EEO/AA policy and program.
3. Ensuring that all managers and supervisors understand the department's EEO/AA policies and the necessity of their support for effective implementation and that annual performance evaluations reflect their performance in this area.
4. Reviewing the qualifications of each employee under his/her supervision to ensure that minorities and women are provided all opportunities for transfer, training and promotion, and are provided career counseling when needed.
5. Performing audits periodically to ensure the following:
 - 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 that their work performance is also being evaluated on the basis of their efforts and results in implementing the AAP.
- 6. Preventing any harassment of employees employed through affirmative action efforts, or any other discriminatory harassment.
- 7. Reviewing investigatory reports for complaints of investigation.
- 8. Providing recommendations on EEO/AA program or policy changes to the Equal Opportunity Representative and the Affirmative Action Officer.
- 9. Ensuring that all managers and supervisors attend the appropriate EEO/AA training.

Management Services Consultants

Management Services Consultants assist the Equal Employment Officer (EEO) and staff or Regional Directors/Airport Managers in the effective implementation of the department's EEO/AA programs through the following:

- 1. Assisting the EEO in the identification of problem areas and causes.
- 2. Assisting the EEO in implementation of the AAP through distribution of guidelines within the region and in the implementation of new procedures relating to the EEO/AA program.
- 3. Assisting the EEO by monitoring employee recruitment, hire, promotion, layoff, termination and transfer policies and practices to ensure conformance to the EEO/AA policies.
- 4. By participating in the information gathering process and presenting recommendations on Human Rights complaints as requested by the EEO.
- 5. By serving as liaison between the EEO and departmental supervisors.
- 6. By providing the EEO with data within region on training, the LTC Affirmative Action program and adverse actions or other data reporting requirements as requested by the EEO.
- 7. Assisting the EEO in raising awareness of the department's Affirmative Action Plan and Internal EEO Program.

Line Managers and Supervisors

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

- 1. Assisting upper level management in the following:
 - a. Identifying areas where equal opportunity problems exist and formulating solutions;
 - b. Compiling information on the programs made toward EEO/AA goals (when requested);
 - c. Annually reviewing position descriptions to ensure they accurately reflect the job being performed; and
 - d. Achieving EEO goals.
- 2. Ensuring that all nonmanagement employees under his or her supervision understand the department's commitment to EEO and affirmative action and the Commissioner's policy statement.
- 3. Assisting employees in realizing their full potential in the department by developing individual training plans and career counseling through the evaluation process.
- 4. Assisting in the implementation of professional development and intern programs where appropriate.
- 5. EO/EEO involvement with minority organizations, women's and disabled groups, community action organizations such as: women in Engineering, Alaska Mental Health Trust, Governor's Conference on Disabilities, Tribal Vocational Rehabilitation, Alaska Tribal Technical Assistance Program, Alaska Community Transit Conferences, community leaders, community schools, chambers of commerce, Southeast Conference and the Bering Strait Development Council. The

department also uses an online public notice system to advertise grants and procurements and has a Gov.Delivery portal for government to citizen communications.

6. Enforcing the Commissioner's policy statement in their area of responsibility and maintaining a nondiscriminatory work environment.

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 EEO/AA program goals. Commitment to support the Commissioner's policy regarding EEO and affirmative action shall be a condition of employment or continuing employment. All new employees are required to read and acknowledge Administrative Order No. 75 regarding Equal Employment Opportunity.

2010 Census of Population and Employment by Ethnic Group and Gender

State of Alaska	Number	Percent
Total Population	710231	100%
White	473576	66.7%
Black	23263	3.2%
Hispanic	39249	5.5%
Asian Pacific Islander	45544	6.4%
Am. Indian/Ak. Native	104871	14.8%
Some other race*	11102	1.6%
Two or more races	51875	7.3%

Total Labor Force by Occupational Categories*													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am. Indian/Ak. Native Female	Total Females	White Male	Black Male	Hispanic Male	Asian Male	Am Indian/Ak Native Male	Total Male	Total Labor Force
Officials/Administrators	15060	485	310	755	2540	19150	20000	545	115	650	2270	23580	42730
Professionals	28990	950	360	1210	3815	35325	25395	805	385	1100	1685	29370	64695
Technicians	3810	310	130	325	635	5210	3970	160	135	365	475	5105	10315
Protective Services ¹	895	10	15	35	215	1170	4730	435	75	285	1065	6590	7760
Protective Services ²	380	0	4	4	60	448	300	4	0	0	59	363	811
Administrative Support	42435	2465	1375	4980	10865	62120	20880	1610	750	2405	3415	29060	91180
Skilled Craft	1750	35	25	95	165	2070	31095	849	500	850	6950	40244	42314
Service/Maintenance	22785	1690	1475	5790	7725	39465	35445	2810	2705	7395	10650	59005	98470
Total	116105	5945	3694	13194	26020	164958	141815	7218	4665	13050	26569	193317	358275

¹Sworn ²Non-Sworn

The above labor market data is derived from the 2010 U.S. Census, EEO Tabulation

EEO-4 Category	Availability %					
	Minorities by Racial Category					
	Total Females	Total Minorities	Black	Hispanic	Asian	Am. Indian/Ak. Native
Officials/Administrators	44.8	17.9	2.4	0.9	3.3	11.3
Professionals	54.6	15.9	2.7	1.1	3.6	8.5
Technicians	50.5	24.6	4.6	2.6	6.6	10.8
Protective Services ¹	15.1	27.5	5.7	1.2	4.1	16.5
Protective Services ²	55.2	16.2	0.5	0.5	0.5	14.7
Administrative Support	68.1	30.6	4.5	2.3	8.1	15.7
Skilled Craft	4.9	22.4	2.2	1.2	2.2	16.8
Service/Maintenance	40.1	40.8	4.5	4.2	13.4	18.7

*Per the U.S. Census, the eight categories will add to more than the total population and the percentages may add to more than 100% because individuals were allowed to report more than one race. "Some other race" – the respondent identified with a race not identified on the census.

FULL-TIME WORKFORCE ANALYSIS BY EEO-4 CATEGORY

ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

Employment Data: July 1, 2014

EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am. Indian/Ak. Native Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian/Ak. Native Male	TOTAL
Officials/Administrators	7	0	0	1	1	30	0	1	0	1	41
%	17.1	0.0	0.0	2.4	2.4	73.2	0.0	2.4	0.0	2.4	100.0
Professionals	279	6	11	17	20	522	11	11	26	16	919
%	30.4	0.6	1.2	1.8	2.2	56.8	1.2	1.2	2.8	1.7	100.0
Technicians	8	0	0	0	1	15	1	0	0	1	26
%	30.8	0.0	0.0	0.0	3.8	57.7	3.8	0.0	0.0	3.8	100.0
Protective Services	8	0	0	0	1	60	5	4	3	2	83
%	9.6	0.0	0.0	0.0	1.2	72.3	6.0	4.8	3.6	2.4	100.0
Paraprofessional	8	0	0	2	1	1	0	0	0	0	12
%	66.7	0.0	0.0	16.7	8.3	8.3	0.0	0.0	0.0	0.0	100.0
Administrative Support	150	8	5	15	29	53	5	3	4	5	277
%	54.1	2.9	1.8	5.4	10.5	19.1	1.8	1.1	1.4	1.8	100.0
Skilled Craft	21	1	1	2	2	818	12	18	25	94	994
%	2.1	0.1	0.1	0.2	0.2	82.3	1.2	1.8	2.5	9.5	100.0
Service/Maintenance	69	1	4	21	10	171	7	8	44	25	360
%	19.2	0.3	1.1	5.8	2.8	47.5	1.9	2.2	12.2	6.9	100.0
Total	550	16	21	58	65	1670	41	45	102	144	2712
%	20.3	0.6	0.8	2.1	2.4	61.5	1.5	1.7	3.8	5.3	100.0

Personnel Activities – Full-Time New Hires Agency Wide FY 2014													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian/Pacific Female	Am. Indian/Ak. Native Female	Total Female	White Male	Black Male	Hispanic Male	Asian/Pacific Male	Am. Indian/AK. Native Male	Total Male	Grand Total
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	20	1	3	2	1	27	44	1	1	2	1	49	76
Technicians	2	0	0	0	0	2	1	1	0	0	0	2	4
Protective Services	1	0	0	0	0	1	2	0	0	0	0	2	3
Paraprofessionals	1	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	25	0	0	2	8	35	8	0	1	0	1	10	45
Skilled Craft	4	0	0	0	0	4	98	1	6	2	16	123	127
Service/Maintenance	6	0	0	1	0	7	11	1	1	7	1	21	28
Total	59	1	3	5	9	77	164	4	9	11	19	207	284

Personnel Activities – Promotions Agency Wide FY 2014													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian/Pacific Female	Am. Indian/Ak. Native Female	Total Female	White Male	Black Male	Hispanic Male	Asian/Pacific Male	Am. Indian/AK. Native Male	Total Male	Grand Total
Officials/Administrators	1	0	0	0	0	1	2	0	0	0	0	2	3
Professionals	59	0	4	2	2	67	91	1	2	4	3	101	168
Technicians	8	0	0	0	1	9	21	1	2	0	3	27	36
Protective Services	1	0	0	0	0	1	3	1	0	1	1	6	7
Paraprofessionals	1	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	29	1	1	7	3	41	15	1	1	1	0	18	59
Skilled Craft	5	0	0	0	1	6	67	3	4	5	9	88	94
Service/Maintenance	9	0	0	0	2	11	25	1	1	7	3	37	48
Total	113	1	5	9	9	137	224	8	10	18	19	279	416

Personnel Activities – Training Agency Wide FY 2014													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian/Pacific Female	Am. Indian/Ak. Native Female	Total Female	White Male	Black Male	Hispanic Male	Asian/Pacific Male	Am. Indian/AK. Native Male	Total Male	Grand Total
Officials/Administrators	1	0	0	0	7	8	14	0	0	0	0	14	22
Professionals	395	3	8	33	33	472	875	2	19	35	37	968	1440
Technicians	35	1	0	1	4	41	75	1	6	1	13	96	137
Protective Services	35	3	3	0	4	45	78	12	5	5	1	101	146
Paraprofessionals	0	0	0	2	0	2	0	0	0	0	0	0	2
Administrative Support	49	1	1	5	15	71	18	0	0	0	3	21	92
Skilled Craft	19	0	0	0	4	23	414	10	6	26	58	514	537
Service/Maintenance	717	8	45	40	107	917	2031	100	117	141	195	2584	3501
Total	1251	16	57	81	174	1579	3505	125	153	208	307	4298	5877

Personnel Activities – Terminations Agency wide FY 2014													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian/Pacific Female	Am. Indian/Ak. Native Female	Total Female	White Male	Black Male	Hispanic Male	Asian/Pacific Male	Am. Indian/AK. Native Male	Total Male	Grand Total
Officials/Administrators	0	0	0	0	0	0	5	0	0	0	0	5	5
Professionals	43	2	1	2	3	51	62	1	0	2	2	67	118
Technicians	11	0	1	1	1	14	30	3	2	5	5	45	59
Protective Services	0	1	1	0	0	2	3	0	0	0	1	4	6
Paraprofessionals	1	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	29	3	3	4	7	46	20	0	2	1	2	25	71
Skilled Craft	30	0	0	3	7	40	186	3	4	9	23	225	265
Service/Maintenance	14	3	0	4	6	27	54	3	2	7	9	75	102
Total	128	9	6	14	24	181	360	10	10	24	42	446	627
Personnel Activities – Involuntary & Voluntary Demotions Agency wide FY 2014													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian/Pacific Female	Am. Indian/Ak. Native Female	Total Female	White Male	Black Male	Hispanic Male	Asian/Pacific Male	Am. Indian/AK. Native Male	Total Male	Grand Total
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	5	0	0	0	0	5	4	0	0	0	0	4	9
Technicians	1	0	0	0	0	1	1	0	0	0	0	1	2
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	1	0	0	1	0	2	0	0	0	0	0	0	2
Skilled Craft	0	0	0	0	0	0	13	0	0	0	2	15	15
Service/Maintenance	4	0	0	0	1	5	4	0	0	1	0	5	10
Total	11	0	0	1	1	13	22	0	0	1	2	25	38
Personnel Activities – Disciplinary Agency wide FY 2014													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian/Pacific Female	Am. Indian/Ak. Native Female	Total Female	White Male	Black Male	Hispanic Male	Asian/Pacific Male	Am. Indian/AK. Native Male	Total Male	Grand Total
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	4	0	0	1	0	5	11	0	0	1	0	12	17
Technicians	0	0	0	0	0	0	5	0	0	0	1	6	6
Protective Services	0	0	0	0	0	0	4	0	1	0	0	5	5
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	5	1	0	0	1	7	0	0	0	0	0	0	7
Skilled Craft	0	1	0	0	1	2	50	0	1	1	5	57	59
Service/Maintenance	4	0	0	0	1	5	12	0	1	0	2	15	20
Total	13	2	0	1	3	19	82	0	3	2	8	95	114

Personnel Activities – Layoff/Recall Agency wide FY 2014													
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian/Pacific Female	Am. Indian/Ak. Native Female	Total Female	White Male	Black Male	Hispanic Male	Asian/Pacific Male	Am. Indian/AK. Native Male	Total Male	Grand Total
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	1	0	0	0	0	1	0	0	0	0	0	0	1
Skilled Craft	0	0	0	0	0	0	2	0	0	0	0	2	2
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	1	2	0	0	0	0	2	3

Net Changes in Full Time Employment Agency Wide

Report Period: 7/1/2013 – 6/30/2014

Note: Data represents identified ethnic groups and females representing full-time employees

Ethnic Categories →	AFRICAN AMERICAN				AMERICAN INDIAN/ ALASKA NATIVE				ASIAN/PACIFIC ISLANDER				HISPANIC/LATINOS				WHITES				FEMALES			
	EEO-4 Categories ↓	FY '13	FY '14	Net Dif.	%	FY '13	FY '14	Net Dif.	%	FY '13	FY '14	Net Dif.	%	FY '13	FY '14	Net Dif.	%	FY '13	FY '14	Net Dif.	%	FY '13	FY '14	Net Dif.
Officials/Administrators	0	0	0	0.0	2	2	0	0.0	1	1	0	0.0	1	1	0	0.0	40	37	-3	-7.5	9	9	0	0.0
Professionals	17	17	0	0.0	35	36	+1	+2.9	43	43	0	0.0	17	22	+5	+29.4	802	801	-1	-0.1	332	333	+1	+0.3
Technicians	0	1	+1	+100	2	2	0	0.0	0	0	0	0.0	1	0	-1	-100	24	23	-1	-4.2	9	9	0	0.0
Protective Services	6	5	-1	-16.7	4	3	-1	-25.0	3	3	0	0.0	5	4	-1	-20.0	68	68	0	0.0	9	9	0	0.0
Paraprofessionals	0	0	0	0.0	1	1	0	0.0	1	2	+1	+100	1	0	-1	-100	11	9	-2	-18.2	13	11	-2	-15.4
Administrative Support	17	13	-4	-23.5	30	34	+4	+13.3	19	19	0	0.0	9	8	-1	-11.1	204	203	-1	-0.5	207	207	0	0.0
Skilled Craft	12	13	-1	-8.3	92	96	+4	+4.3	29	27	-2	-6.9	14	19	+5	+35.7	841	839	-2	-0.2	26	27	+1	+3.8
Service/Maintenance	12	8	-4	-33.3	39	35	-4	-10.3	65	65	0	0.0	13	12	-1	-7.7	246	240	-6	-2.4	110	105	-5	-4.5
Total	64	57	-7	-10.9	205	209	+4	+2.0	161	160	-1	-0.6	61	66	+5	+8.2	2236	2220	-16	-0.7	716	710	-6	-0.8

FY13 Permanent Full-time Workforce	2727
FY14 Permanent Full-time Workforce	2712
(+Gain/ -Loss)	-15

	FY 2013	FY 2014	(+Gain/ -Loss)
Non-Minorities	2236	2220	-16
Minorities	491	492	+1

	FY 2013	FY 2014	(+Gain/ -Loss)
Females	716	710	-6

JOB GROUP NARRATIVE

Job groups are derived from the workforce analysis and will consist of jobs with similar content, wage rates, and opportunities as provided in EEO-4 Report.

Job Category Definitions

Officials/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.

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.

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.

Protective Services: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

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 technician status.

Administrative Support: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other documents required in an office.

Skilled Craft Workers: Occupations in which workers perform duties 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.

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 maintenance and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

In order to compute the Eight Factor Analysis (Availability Analysis), consider each of the EEO-4 job categories:

1. Population
2. Unemployed workers
3. Civilian Labor Force
4. Requisite skills – immediate labor area
5. Requisite skills – recruitment area
6. Employees available for promotion
7. Educational institution trainable
8. Training provided within department

Explanation of Factors:

Factors 1 through 5 and 7 are considered *External Factors*

Factors 6 and 8 are considered *Internal Factors*

Factors 1, 2 and 3 involve weighting immediate labor area availability

Factor 4 involves weighting boroughs, state and/or United States for immediate labor area availability

Factor 5 involves weighting boroughs, state and/or United States, by job groups, for recruitment area availability

Raw availability statistics are collected for each factor in each job group.

All factors must be considered, but only relevant factors are given value weight (see Availability Factor Computation Analysis Tables 8 and 9). The results are weighted statistics that are then summed by affected groups in each job group.

Finally, the calculated availability is compared with the availability for Factors 4 and 5. If calculated availability is less than these factors, the greater of the two factors will be used in lieu of the calculated availability. (For example, if the calculated availability for females in the Professionals job group is 23.9% and the requisite skills in the recruiting area factor are 36.4%, then 36.4% is applied in lieu of the calculated availability (23.9%)).

JOB GROUP ANALYSIS

Total full-time workforce by EEO-4 Category as of 7/1/2014														
EEO-4 Category	Total Employees	Total Male	Total Female	Total Minority	Male					Female				
					W	B	H	AS/PI	AI/AN	W	B	H	AS/PI	AI/AN
Officials/Administrators	41	32	9	4	30	0	1	0	1	7	0	0	1	1
Professionals	919	586	333	118	522	11	11	26	16	279	6	11	17	20
Technicians	26	17	9	3	15	1	0	0	1	8	0	0	0	1
Protective Services	83	74	9	15	60	5	4	3	2	8	0	0	0	1
Paraprofessionals	12	1	11	3	1	0	0	0	0	8	0	0	2	1
Administrative Support	277	70	207	74	53	5	3	4	5	150	8	5	15	29
Skilled Craft	994	967	27	155	818	12	18	25	94	21	1	1	2	2
Service/Maintenance	360	255	105	120	171	7	8	44	25	69	1	4	21	10
Total	2712	2002	710	492	1670	41	45	102	144	550	16	21	58	65

Key:

W White

B Black

AS/PI Asian /Pacific Islander

AI/AN American Indian/Alaska Native

H Hispanic

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities
 Date: 07/01/2014
 EEO-4 Category: Officials/Administrators (Political Appointees)

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting	
1. % of population in the specified labor or recruitment area	0.0	38.8	48.0	66.7	3.2	5.5	6.4	14.8									State of Alaska, Department of Labor & Workforce Development: 2010 Census Demographic for Alaska
2. % of unemployment in the specified labor or recruitment area	0.0	.3	.3	.3	.0	.0	.0	.2									2010 U.S. Census EEO Tabulation
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	11.1	25.9	88.9	0.0	3.7	0.0	7.4									AKPAY
4. % of availability of minorities/females with the requisite skills in the specified labor area	100.0	17.9	44.8	72.0	2.4	.9	3.3	11.3									2010 U.S. Census EEO Tabulation
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	17.9	44.8	72.0	2.4	.9	3.3	11.3									2010 U.S. Census EEO Tabulation
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF																	
7. Estimate of existence of training institutions for the requisite skills required for minorities or females																	
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females																	
Final Availability Factor	N/A Political Appointees																

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities

Date: 07/01/2014

EEO-4 Category: Professionals

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source	
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting		
1. % of population in the specified labor or recruitment area	0.0	38.8	48.0	66.7	3.2	5.5	6.4	14.8									State of Alaska, Department of Labor & Workforce Development: 2010 Census Demographic for Alaska	
2. % of unemployment in the specified labor or recruitment area	0.0	.3	.3	.3	.0	.0	.0	.2									2010 U.S. Census EEO Tabulation	
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	11.0	35.9	89.0	1.4	1.8	4.2	3.6									AKPAY	
4. % of availability of minorities/females with the requisite skills in the specified labor area	.75	15.9	54.6	72.0	2.7	1.1	3.6	8.5	11.9	41.0	54.0	2.0	.8	2.7	6.4	Labor Force	2010 U.S. Census EEO Tabulation	
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	15.9	54.6	72.0	2.7	1.1	3.6	8.5									2010 U.S. Census EEO Tabulation	
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF	.15	12.3	35.9	87.7	1.9	1.9	4.7	3.9	1.8	5.4	13.2	.3	.3	.7	.6	Promotional Opportunity from Total Workforce	AKPAY	
7. Estimate of existence of training institutions for the requisite skills required for minorities or females	.10	26.1	62.3	65.7	3.5	3.5	4.2	14.9	2.6	6.2	6.6	.4	.4	.4	1.5	College Graduates	Nat'l Center for Education Statistics	
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females	0.0	9.6	29.8	90.4	1.5	1.5	4.2	2.4									LMS	
Final Availability Factor	100.00									16.3	52.6	73.8	2.7	1.5	3.8	8.5		

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities

Date: 07/01/2014

EEO-4 Category: Technicians

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source	
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting		
1. % of population in the specified labor or recruitment area	0.0	38.8	48.0	66.7	3.2	5.5	6.4	14.8									State of Alaska, Department of Labor & Workforce Development: 2010 Census Demographic for Alaska	
2. % of unemployment in the specified labor or recruitment area	0.0	.3	.3	.3	.0	.0	.0	.2									2010 U.S. Census EEO Tabulation	
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	11.1	33.3	88.9	.0	3.7	0.0	7.4									AKPAY	
4. % of availability of minorities/females with the requisite skills in the specified labor area	.75	24.6	50.5	75.4	4.6	2.6	6.6	10.8	18.5	37.9	56.6	3.5	2.0	5.0	8.1	Labor Force	2010 U.S. Census EEO Tabulation	
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	24.6	50.5	75.4	4.6	2.6	6.6	10.8									2010 U.S. Census EEO Tabulation	
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF	.15	19.3	25.9	80.7	2.0	3.0	4.1	10.2	2.9	3.9	12.1	.3	.3	.6	1.5	Promotional Opportunity from Total Workforce	AKPAY	
7. Estimate of existence of training institutions for the requisite skills required for minorities or females	.10	46.3	46.9	53.7	3.8	5.7	1.6	23.9	4.6	4.7	5.4	.4	.6	.2	2.4	New High School Graduates	Nat'l Center for Education Statistics	
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females	0.0	13.5	4.7	86.5	0.0	4.0	.8	8.7									LMS	
Final Availability Factor	100.00									26.0	46.5	74.1	4.2	2.9	5.8	12.0		

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities

Date: 07/01/2014

EEO-4 Category: Protective Services*

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source	
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting		
1. % of population in the specified labor or recruitment area	0.0	38.8	48.0	66.7	3.2	5.5	6.4	14.8									State of Alaska, Department of Labor & Workforce Development: 2010 Census Demographic for Alaska	
2. % of unemployment in the specified labor or recruitment area	0.0	.3	.3	.3	.0	.0	.0	.2									2010 U.S. Census EEO Tabulation	
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	20.9	10.5	79.1	7.0	5.8	3.5	4.7									AKPAY	
4. % of availability of minorities/females with the requisite skills in the specified labor area	.75	26.4	18.9	73.6	5.2	1.1	3.8	16.3	19.8	14.2	55.2	3.9	.8	2.9	12.2	Labor Force	2000 EEO Census Tool	
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	26.4	18.9	73.6	5.2	1.1	3.8	16.3									2010 U.S. Census EEO Tabulation	
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF	.15	20.9	10.5	14.0	7.0	5.8	3.5	4.7	3.1	1.6	2.1	1.1	.9	.5	.7	Promotional Opportunity from Total Workforce	AKPAY	
7. Estimate of existence of training institutions for the requisite skills required for minorities or females	.10	46.3	46.9	53.7	3.8	5.7	1.6	23.9	4.6	4.7	5.4	.4	.6	.2	2.4	New High School Graduates	Nat'l Center for Education Statistics	
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females	0.0	14.6	25.5	85.5	1.8	3.6	3.6	5.5									LMS	
Final Availability Factor	100.00									27.5	20.5	62.7	5.4	2.3	3.6	15.3		

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

*Protective Services includes Non-Sworn and Sworn for factors #4 & #5

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities

Date: 07/01/2014

EEO-4 Category: Paraprofessionals

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting	
1. % of population in the specified labor or recruitment area	0.0	35.8	48.3	76.2	4.7	5.6	7.1	18.4									US Census Bureau
2. % of unemployment in the specified labor or recruitment area	0.0	.7	.3	.3	.0	.0	.1	.6									2000 EEO Census Tool
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	21.4	93.0	78.6	0.0	7.1	7.1	7.1									AKPAY
4. % of availability of minorities/females with the requisite skills in the specified labor area	.75	41.9	71.1	58.1	5.6	3.1	8.3	24.8	31.4	53.3	43.6	4.2	2.3	6.2	18.6	Labor Force	2000 EEO Census Tool
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	41.9	71.1	58.1	5.6	3.1	8.3	24.8									2000 EEO Census Tool
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF	.15	21.4	93.0	78.6	0.0	7.1	7.1	7.1	3.2	14.0	11.8	0.0	1.1	1.1	1.1	Promotional Opportunity from Total Workforce	AKPAY
7. Estimate of existence of training institutions for the requisite skills required for minorities or females	.10	46.3	46.9	53.7	3.8	5.7	1.6	23.9	4.6	4.7	5.4	.4	.6	.2	2.4	New High School Graduates	Nat'l Center for Education Statistics
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females	0.0	24.2	52.0	76.4	5.5	7.9	4.7	5.5									LMS
Final Availability Factor	100.00									39.2	72.0	60.8	4.6	4.0	7.5	22.1	

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities

Date: 07/01/2014

EEO-4 Category: Administrative Support

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source	
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting		
1. % of population in the specified labor or recruitment area	0.0	38.8	48.0	66.7	3.2	5.5	6.4	14.8									State of Alaska, Department of Labor & Workforce Development: 2010 Census Demographic for Alaska	
2. % of unemployment in the specified labor or recruitment area	0.0	.3	.3	.3	.0	.0	.0	.2									2010 U.S. Census EEO Tabulation	
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	26.9	74.2	73.1	6.1	3.2	6.8	10.8									AKPAY	
4. % of availability of minorities/females with the requisite skills in the specified labor area	.75	30.6	68.1	69.4	4.5	2.3	8.1	15.7	23.0	51.1	52.1	3.4	1.7	6.1	11.8	Labor Force	2010 U.S. Census EEO Tabulation	
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	30.6	68.1	69.4	4.5	2.3	8.1	15.7									2010 U.S. Census EEO Tabulation	
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF	.15	27.0	82.8	73.0	4.9	3.5	7.6	11.0	4.1	12.4	11.0	.7	.5	1.1	1.7	Promotional Opportunity from Total Workforce	AKPAY	
7. Estimate of existence of training institutions for the requisite skills required for minorities or females	.10	46.3	46.9	53.7	3.8	5.7	1.6	23.9	4.6	4.7	5.4	.4	.6	.2	2.4	New High School Graduates	Nat'l Center for Education Statistics	
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females	0.0	12.0	92.0	88.0	6.4	1.6	1.6	2.4									LMS	
Final Availability Factor	100.00									31.7	68.2	68.5	4.5	2.8	7.4	15.9		

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities

Date: 07/01/2014

EEO-4 Category: Skilled Craft

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source	
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting		
1. % of population in the specified labor or recruitment area	0.0	38.8	48.0	66.7	3.2	5.5	6.4	14.8									State of Alaska, Department of Labor & Workforce Development: 2010 Census Demographic for Alaska	
2. % of unemployment in the specified labor or recruitment area	0.0	.3	.3	.3	.0	.0	.0	.2									2010 U.S. Census EEO Tabulation	
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	14.9	2.7	85.1	1.2	1.4	2.9	9.3									AKPAY	
4. % of availability of minorities/females with the requisite skills in the specified labor area	.75	22.4	4.9	77.6	2.1	1.2	2.2	16.8	16.8	3.7	58.2	1.6	.9	1.7	12.6	Labor Force	2010 U.S. Census EEO Tabulation	
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	22.4	4.9	77.6	2.1	1.2	2.2	16.8									2010 U.S. Census EEO Tabulation	
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF	.15	15.8	5.3	84.2	1.3	1.5	3.2	9.8	2.4	.8	12.6	.2	.2	.5	1.5	Promotional Opportunity from Total Workforce	AKPAY	
7. Estimate of existence of training institutions for the requisite skills required for minorities or females	.10	3.9	3.8	4.0	4.3	3.9	3.0	4.3	.4	.4	.4	.4	.4	.3	.4	Vocational School Graduates	Nat'l Center for Education Statistics	
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females	0.0	9.6	0.0	90.4	.1	.1	5.0	4.4									LMS	
Final Availability Factor	100.00									19.6	4.9	71.2	2.2	1.5	2.5	14.5		

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

AVAILABILITY FACTOR COMPUTATION ANALYSIS

Alaska Department of Transportation and Public Facilities

Date: 07/01/2014

EEO-4 Category: Service/Maintenance

Factors*	Raw Statistics Availability %								Weighted Factor Availability								Statistic Source	
	Value Weight	M	F	W	B	H	A/PI	AI/AN	M	F	W	B	H	A/PI	AI/AN	Reason for Weighting		
1. % of population in the specified labor or recruitment area	0.0	38.8	48.0	66.7	3.2	5.5	6.4	14.8									State of Alaska, Department of Labor & Workforce Development: 2010 Census Demographic for Alaska	
2. % of unemployment in the specified labor or recruitment area	0.0	.3	.3	.3	.0	.0	.0	.2									2010 U.S. Census EEO Tabulation	
3. % of minorities/females in total full-time workforce in the specific labor area	0.0	34.4	29.3	65.6	3.2	3.5	17.3	10.4									AKPAY	
4. % of availability of minorities/females with the requisite skills in the specified labor area	.75	40.9	40.1	59.1	4.6	4.2	13.4	18.7	30.7	30.1	44.3	3.5	3.2	10.1	14.0	Labor Force	2010 U.S. Census EEO Tabulation	
5. % of minorities/females with requisite skills in the reasonable recruitment area	0.0	40.9	40.1	59.1	4.6	4.2	13.4	18.7									2010 U.S. Census EEO Tabulation	
6. % of minorities/females, promotable, transferable and trainable within the AK DOT/PF	.15	31.0	31.3	69.0	3.1	3.8	11.9	12.3	4.7	4.7	10.4	.5	.6	1.8	1.8	Promotional Opportunity from Total Workforce	AKPAY	
7. Estimate of existence of training institutions for the requisite skills required for minorities or females	.10	83.7	16.3	59.8	1.6	1.6	1.1	24.5	8.4	1.6	6.0	.2	.2	.1	2.5	Vocational School Graduates	Nat'l Center for Education Statistics	
8. Estimate of training efforts the AK DOT/PF is reasonably able to undertake for the job group available to minorities/females	0.0	31.2	27.0	68.8	1.4	2.3	10.6	16.8									LMS	
Final Availability Factor	100.00									43.8	36.4	60.7	4.2	4.0	12.0	18.3		

Key:

- M Minority
- F Female
- W White
- B Black
- AS/PI Asian /Pacific Islander
- AI/AN American Indian/Alaska Native
- H Hispanic

EEO-4 Data Sheet for Alaska Department of Transportation & Public Facilities as of June 30, 2014

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K)	MALE					FEMALE				
			NON- HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON- HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		A	WHITE B	BLACK C	D	E	F	WHITE G	BLACK H	I	J	K
OFFICIALS/ ADMINISTRATOR												
	1. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	2. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	3. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	4. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	5. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	6. 43.0-54.9	0	0	0	0	0	0	0	0	0	0	0
	7. 55.0-69.9	0	0	0	0	0	0	0	0	0	0	0
	8. 70.0 PLUS	40	29	0	1	0	1	7	0	0	1	1
TOTAL		40	29	0	1	0	1	7	0	0	1	1
PROFESSIONALS												
	9. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	10. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	11. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	12. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	13. 33.0-42.9	22	14	0	0	1	0	4	1	0	0	2
	14. 43.0-54.9	74	34	2	2	0	2	26	2	2	4	0
	15. 55.0-69.9	250	120	3	4	8	5	93	1	5	4	7
	16. 70.0- PLUS	573	354	6	5	17	9	156	2	4	9	11
TOTAL		919	522	11	11	26	16	279	6	11	17	20
TECHNICIANS												
	17. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	18. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	19. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	20. 25.0-32.9	1	1	0	0	0	0	0	0	0	0	0
	21. 33.0-42.9	2	1	1	0	0	0	0	0	0	0	0
	22. 43.0-54.9	13	6	0	0	0	0	6	0	0	0	1
	23. 55.0-69.9	8	6	0	0	0	1	1	0	0	0	0
	24. 70.0- PLUS	2	1	0	0	0	0	1	0	0	0	0
TOTAL		26	15	1	0	0	1	8	0	0	0	1
PROTECTIVE SERVICES												
	25. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	26. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	27. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	28. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	29. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	30. 43.0-54.9	4	3	0	0	0	0	1	0	0	0	0
	31. 55.0-69.9	30	25	1	1	2	0	1	0	0	0	0
	32. 70.0- PLUS	49	32	4	3	1	2	6	0	0	0	1
TOTAL		83	60	5	4	3	2	8	0	0	0	1
PARAPROFESSIONAL												
	33. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	34. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0

	35. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	36. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	37. 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0
	38. 43.0-54.9	8	1	0	0	0	0	5	0	0	2	0
	39. 55.0-69.9	3	0	0	0	0	0	3	0	0	0	0
	40. 70.0- PLUS	1	0	0	0	0	0	0	0	0	0	1
TOTAL		12	1	0	0	0	0	8	0	0	2	1
ADMINISTRATIVE SUPPORT												
	41. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	42. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	43. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	44. 25.0-32.9	9	0	0	0	1	0	6	0	0	1	1
	45. 33.0-42.9	119	14	2	1	1	3	73	3	2	9	11
	46. 43.0-54.9	95	21	1	1	2	0	50	4	2	3	11
	47. 55.0-69.9	52	17	2	1	0	2	21	1	1	2	5
	48. 70.0- PLUS	2	1	0	0	0	0	0	0	0	0	1
TOTAL		277	53	5	3	4	5	150	8	5	15	29
SKILLED CRAFT												
	49. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	50. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	51. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	52. 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0
	53. 33.0-42.9	22	15	0	2	2	2	1	0	0	0	0
	54. 43.0-54.9	245	191	6	9	3	23	7	1	1	2	2
	55. 55.0-69.9	528	436	5	6	17	54	10	0	0	0	0
	56. 70.0- PLUS	199	176	1	1	3	15	3	0	0	0	0
TOTAL		994	818	12	18	25	94	21	1	1	2	2
SERVICE MAINTENANCE												
	57. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	58. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	59. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	60. 25.0-32.9	12	1	0	0	9	0	0	0	0	2	0
	61. 33.0-42.9	47	13	2	1	11	2	5	0	0	12	1
	62. 43.0-54.9	201	103	5	5	13	17	42	0	4	4	8
	63. 55.0-69.9	77	37	0	2	11	5	17	1	0	3	1
	64. 70.0- PLUS	23	17	0	0	0	1	5	0	0	0	0
TOTAL		360	171	7	8	44	25	69	1	4	21	10
65. TOTAL FULL TIME (LINES 1-64)		2712	1670	41	45	102	144	550	16	21	58	65

2. OTHER THAN FULL-TIME EMPLOYEES (Including temporary employees)												
66. OFFICIALS/ADMINISTRATORS	1	1	0	0	0	0	0	0	0	0	0	0
67. PROFESSIONALS	58	37	1	2	3	1	13	0	0	1	0	0
68. TECHNICIANS	173	101	6	5	8	14	33	1	1	1	3	3
69. PROTECTIVE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0
70. PARAPROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0
71. ADMINISTRATIVE SUPPORT	77	35	1	3	4	2	22	0	0	5	5	5
72. SKILLED CRAFT	226	146	3	4	10	25	34	0	0	2	2	2
73. SERVICE/MAINTENANCE	396	179	7	13	22	34	112	3	5	5	16	16
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)	931	499	18	27	47	76	214	4	6	14	26	26
3. NEW HIRES DURING FISCAL YEAR (Permanent full time only)												
75. OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0	0	0
76. PROFESSIONALS	76	44	1	1	2	1	20	1	3	2	1	1
77. TECHNICIANS	4	1	1	0	0	0	2	0	0	0	0	0
78. PROTECTIVE SERVICES	3	2	0	0	0	0	1	0	0	0	0	0
79. PARAPROFESSIONAL	1	0	0	0	0	0	1	0	0	0	0	0
80. ADMINISTRATIVE SUPPORT	45	8	0	1	0	1	25	0	0	2	8	8
81. SKILLED CRAFT	127	98	1	6	2	16	4	0	0	0	0	0
82. SERVICE/MAINTENANCE	28	11	1	1	7	1	6	0	0	1	0	0
83. TOTAL NEW HIRES(Lines 75-82)	284	164	4	9	11	19	59	1	3	5	9	9

UTILIZATION ANALYSIS NARRATIVE

As shown in the following Utilization Analysis Report, a comparison is made of the department's current full-time workforce, to the percentage of availability for each occupational group to determine underutilization and establish a basis for setting hiring goals.

For the Professional occupational category, the greatest number of underutilization occurs in the White female and Alaska Native/American Indian female ethnicity/gender categories.

For the Technicians occupational category the greatest number of underutilization occurs in the White female category.

For the Protective Services occupational category, the greatest number of underutilization occurs in the White female and the Alaska Native/American Indian male ethnicity/gender categories.

For the Paraprofessional occupational category, the greatest number of underutilization occurs in the Alaska Native/American Indian female category.

For the Administrative Support occupational category, the greatest number of underutilization occurs in the Alaska Native/American Indian male and category.

For the Skilled Craft occupational category, the greatest number of underutilization occurs in the Alaska Native/American Indian male and White female ethnicity/gender categories.

For the Service/Maintenance occupational category, the greatest number of underutilization occurs in the Alaska Native/American Indian male and female, and White female ethnicity/gender categories.

FY2014 GOALS ANALYSIS

Due to the new 2010 Census Bureau data being utilized since FY2013 reporting availability percentage changes has resulted in several previously determined utilized groups to now be underutilized as listed below without terminations occurring. Utilizing the new data has allowed for a more accurate availability calculation and it is expected that continuing advancement in availability accuracy through detailed review and determination will continue to improve goal achievement. The updates within the programs to eliminate discriminatory barriers & achieve goals section herein include additional information regarding steps being taken to improve utilization. Additional analysis and information regarding steps taking to meet goals is outlined in more detail at the end of this update.

Professionals

Goals met or exceeded included Black male.

Goals not achieved included Black female, American Indian/Alaska Native male and female, and White female.

Technicians

Goals met or exceeded included Black male, White female.

Goals not achieved included Black female, Asian/Pacific male and female, and American Indian/Alaska Native male and female, Hispanic male.

Protective Services

Goals met or exceeded: none.

Goals not achieved included American Indian/Alaska Native male and female, White female, and Asian/Pacific female.

Paraprofessionals*

Goals met or exceeded: none.

Goals not achieved included Black male and female, American Indian/Alaska Native male and female, Hispanic male, and Asian/Pacific male.

Administrative Support

Goals met included American Indian/Alaska Native female, Asian/Pacific female and Hispanic male.

Goals not achieved included, Asian/Pacific male and American Indian/Alaska Native male.

Skilled Craft

Goals met or exceeded: none.

Goals not met included American/Indian/Alaska/Native male and female, Black male, and White female.

Service Maintenance

Goals met included Black male and Hispanic male.

Goals not met included Black female, Hispanic female, American Indian/Alaska Native male and female, and White female.

*The Paraprofessional category was present in 2000 Census data but is not represented in 2010 Census Bureau data. It is therefore difficult for us to analysis our utilization in this category. We would like to see the Annual Assurances report structure reflect this change in the future.

UTILIZATION ANALYSIS REPORT FY2014

UTILIZATION ANALYSIS REPORT FY2014												
	Total Full-Time Workforce	Males					Females					
		White	Black	Hispanic	A/PI	AI/AN	White	Black	Hispanic	A/PI	AI/AN	
Officials/Administrators												
Current # in Workforce	41	30	0	1	0	1	7	0	0	1	1	1
% in Category		73.2	0.0	2.4	0.0	2.4	17.0	0.0	0.0	2.4	2.4	2.4
% of Availability			1.3	0.3	1.5	5.3	35.2	1.1	0.7	1.8	5.9	5.9
% Utilization			-1.3	+2.1	-1.5	-2.9	-18.2	-1.1	-0.7	+0.6	-3.5	-3.5
Underutilized (Yes or No)			Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
# Needed to Reach Parity			1	0	1	2	8	1	1	0	2	2
Professionals												
Current # in Workforce	919	522	11	11	26	16	279	6	11	17	20	20
% in Category		56.8	1.2	1.2	2.8	1.7	30.3	0.7	1.2	1.8	2.2	2.2
% of Availability			1.2	0.6	1.7	2.6	44.8	1.5	0.6	1.9	8.5	8.5
% Utilization			0.0	+0.6	+1.1	-0.9	-14.5	-0.8	+0.6	-0.1	-6.3	-6.3
Underutilized (Yes or No)			No	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes
# Needed to Reach Parity			0	0	0	8	133	7	0	1	58	58
Technicians												
Current # in Workforce	26	15	1	0	0	1	8	0	0	0	1	1
% in Category		57.7	3.5	0.0	0.0	3.5	30.8	0.0	0.0	0.0	3.5	3.5
% of Availability			1.6	1.3	3.5	4.6	36.9	3.0	1.3	3.2	6.2	6.2
% Utilization			+1.9	-1.3	-3.5	-1.1	-6.1	-3.0	-1.3	-3.2	-2.7	-2.7
Underutilized (Yes or No)			No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
# Needed to Reach Parity			0	1	1	1	2	1	1	1	1	1
Protective Services												
Current # in Workforce	83	60	5	4	3	2	8	0	0	0	1	1
% in Category		72.3	6.0	4.8	3.6	2.4	9.6	0.0	0.0	0.0	1.2	1.2
% of Availability			5.1	0.9	3.3	13.1	14.9	0.1	0.2	0.5	3.2	3.2
% Utilization			+0.9	+3.9	+0.3	-10.7	-5.3	-0.1	-0.2	-0.5	-2.0	-2.0
Underutilized (Yes or No)			No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
# Needed to Reach Parity			0	0	0	9	5	1	1	1	2	2
Paraprofessionals												
Current # in Workforce	12	1	0	0	0	0	8	0	0	2	1	1
% in Category		8.3	0.0	0.0	0.0	0.0	66.7	0.0	0.0	16.7	8.3	8.3
% of Availability			2.1	1.4	2.1	4.7	41.9	3.9	2.2	5.0	17.7	17.7
% Utilization			-2.1	-1.4	-2.1	-4.7	+24.8	-3.9	-2.2	+11.7	-9.4	-9.4
Underutilized (Yes or No)			Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes
# Needed to Reach Parity			1	1	1	1	0	1	1	0	2	2
Administrative Support												
Current # in Workforce	277	53	5	3	4	5	150	8	5	15	29	29
% in Category		19.1	1.8	1.1	1.4	1.8	54.2	2.9	1.8	5.4	10.5	10.5
% of Availability			1.8	0.8	2.6	3.7	46.5	2.7	1.5	5.5	11.9	11.9
% Utilization			0.0	+0.3	-1.2	-1.9	+7.7	+0.2	+0.3	-0.1	-1.4	-1.4
Underutilized (Yes or No)			No	No	Yes	Yes	No	No	No	Yes	Yes	Yes
# Needed to Reach Parity			0	0	4	6	0	0	0	1	4	4
Skilled Craft												
Current # in Workforce	994	818	12	18	25	94	21	1	1	2	2	2
% in Category		82.3	1.2	1.8	2.5	9.5	2.1	0.1	0.1	0.2	0.2	0.2
% of Availability			2.0	1.2	2.0	16.4	4.1	0.0	0.0	0.2	0.4	0.4
% Utilization			-0.8	+0.6	+0.5	-6.9	-2.0	+0.1	+0.1	0.0	-0.2	-0.2
Underutilized (Yes or No)			Yes	No	No	Yes	Yes	No	No	No	Yes	Yes
# Needed to Reach Parity			8	0	0	69	20	0	0	0	2	2
Service/Maintenance												
Current # in Workforce	360	171	7	8	44	25	69	1	4	21	10	10
% in Category		47.5	1.9	2.2	12.2	6.9	19.2	0.3	1.1	5.8	2.8	2.8
% of Availability			2.9	2.7	7.5	10.8	23.3	1.7	1.5	5.9	7.8	7.8
% Utilization			-1.0	-0.5	+4.7	-3.9	-4.1	-1.4	-0.4	-0.1	-5.0	-5.0
Underutilized (Yes or No)			Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
# Needed to Reach Parity			4	2	0	15	15	5	2	1	18	18

Alaska DOT/PF Goal Projections FY16-FY20

FY16											
Job Categories	Numerical Goals	Males					Females				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators			1		1	1	2	1	1		1
Professionals						2	27	2			12
Technicians				1	1	1	1	1	1	1	1
Protective Services						2	1	1	1	1	1
Paraprofessionals			1	1	1	1		1			1
Administrative Support					1	2				1	1
Skilled Craft			2			14	4				1
Service Maintenance			1	1		3	3	1	1	1	4
FY17											
Job Categories	Numerical Goals	Males					Females				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators						1	2				1
Professionals						2	27	2			12
Technicians							1				1
Protective Services						2	1				1
Paraprofessionals											1
Administrative Support					1	1					1
Skilled Craft			2			14	4				1
Service Maintenance			1	1		3	3	1	1		4
FY18											
Job Categories	Numerical Goals	Males					Females				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators							2				
Professionals						2	27	1			12
Technicians											
Protective Services						2	1				
Paraprofessionals											
Administrative Support					1	1					1
Skilled Craft			2			14	4				1
Service Maintenance			1	1		3	3	1			4
FY19											
Job Categories	Numerical Goals	Males					Females				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators							1				
Professionals						1	26	1			11
Technicians											
Protective Services						2	1				
Paraprofessionals											
Administrative Support					1	1					1
Skilled Craft			1			14	4				
Service Maintenance			1			3	3	1			3
FY20											
Job Categories	Numerical Goals	Males					Females				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators							1				
Professionals						1	26	1			11
Technicians											
Protective Services						1	1				
Paraprofessionals											
Administrative Support						1					
Skilled Craft			1			13	4				
Service Maintenance						3	3	1			3

Key: W=White B=Black H=Hispanic A/PI=Asian/Pacific Islander AI/AN=American Indian/Alaska Native

Internal EEO Civil Rights Complaint Procedures

The Department is committed to provide a workplace free from discrimination.

Any department employee or individual who believes s/he has been discriminated against on the basis of race, national origin, religion, gender, age, physical or mental disability, marital status, parenthood, pregnancy, veteran status, or retaliation for having filed a discrimination complaint or participated in the complaint process has protection through remedies available in Federal and State law and may file a complaint.

Complaint processes set out in Federal or State law:

Alaska Statutes 39.28 - Informal Complaints

EEO Administrative Review, an informal investigation performed by the Department of Administration, Division of Personnel & Labor Relations, Equal Employment Opportunity Program. The timeline for completing an investigation and preparing the response is 90 days.

Alaska Statutes 18.80 – Formal Complaints

The Department of Administration, Division of Personnel & Labor Relations, Equal Employment Opportunity Program is the liaison for formal complaints and public hearings through the Alaska State Commissioner for Human Rights (ASCHR). Investigations are conducted by a Human Resource Consultant, the Assistant Human Resource Manager, or the Human Resource Manager/Equal Employment Officer from the DOT&PF Human Resources Service Center. A position statement is sent within 45 days to the Human Rights Commission for the respondent agency. The Human Rights Commission controls the timelines for the investigation and closure of the complaint.

Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination Act

Formal investigations and public hearings are filed through the Federal Equal Employment Opportunity Commission (EEOC). Investigations are conducted by a Human Resource Consultant, the Assistant Human Resource Manager, or the Human Resource Manager/Equal Employment Officer from the DOT&PF Human Resources Service Center. A position statement is sent within 20 days to the EEOC for the respondent agency. The EEOC controls the timelines for their investigation and closure of the complaint.

An individual who believes they have been discriminated against and wishes to file a complaint via the complaint processes outlined above can contact:

1. Their Supervisor, Division Director, Regional Director, or a DOT&PF Human Resources Service Center Human Resource Consultant, Assistant Human Resource Manager, Human Resource Manager/Equal Employment Officer, OR
2. The Department of Administration, Division of Personnel & Labor Relations, EEO Program

Should the employee or applicant for employment contact a member of the department mentioned in (1) above, the Supervisor, Division Director, Regional Director will contact:

1. The Human Resource Consultant;
2. The Assistant Human Resource Manager; OR
3. The Human Resource Manager/ Equal Employment Officer

The Human Resource Consultant, Assistant Human Resource Manager, or Human Resource Manager/ Equal Employment Officer provide the complainant:

1. An explanation of available complaint processes and may offer guidance.

The Human Resource Manager/Equal Employment Officer:

1. Serves as a liaison to the Commissioner's Office, Human Resource Consultants, investigating agency(s), as applicable, and complainant throughout these complaint processes; and
2. Reviews/approves position statements prepared by the agency representing the department.

The Equal Employment Opportunity Representative:

1. Approves all settlement and compliance agreements between the department and federal or state civil rights enforcement agencies.

The Human Resources Manager/Equal Employment Officer, Assistant Human Resource Manager, and/or Human Resource Consultants:

1. Shall advise the complainant of the external appeal channels available in the event of disagreement, i.e., Alaska State Commission for Human Rights, Equal Employment Opportunity Commission, Federal Highway Administration, U.S. Department of Transportation and U.S. Department of Justice.

Complaint process provided by DOT&PF Human Resources office:

Internal Department Investigation

Informal internal investigations are performed by DOT&PF's Human Resource Manager/Equal Employment Officer, Assistant Human Resource Manager, or Human Resource Consultants. Use of the internal department investigation process does not preclude a complainant from filing a complaint utilizing the above-listed informal or formal complaint processes. Results of the investigation are kept confidential and are provided to the complainant and affected parties. Investigatory results usually are completed within 30 days.

Human Resource Consultants conduct the departmental investigation into the allegations of the complaint by:

1. Scheduling interviews with witnesses/complainant;
2. Consulting with management to discuss issues/allegations and ensure a discrimination free workplace;
3. Consulting with Human Resource Manager/Equal Employment Officer; and
4. Preparing a written report of investigatory findings within 30 days and forwarding to the Human Resource Manager/Equal Employment Officer.

The Human Resource Manager/Equal Employment Officer reviews and approves investigatory findings and serves as a liaison to the Commissioner's Office.

Human Resource Consultants are also responsible for:

1. Ensuring, as required, that any action resulting from the findings occurs; and
2. Providing evidence of such action to the Human Resources Manager/Equal Employment Officer.

Publicizing Informal and Formal Complaint Procedures

The complaint procedures will be made available to employees via the department's web site.

Retaliation Prohibited

An employer may not fire, demote, harass or otherwise "retaliate" against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. Retaliation occurs when an employer takes an **adverse action** against a **covered individual** because he or she engaged in a **protected activity**. Managers/supervisors/employees found to have taken retaliatory actions will be subject to appropriate disciplinary measures.

Compliance With Federal And State Laws

Managers and supervisors are expected to comply with federal and state civil rights laws.

In an effort to achieve equal employment opportunity for all individuals in the Department, DOT&PF will be guided by the intent and mandate of all applicable federal and state laws including, but not limited to the following:

1. The Civil Rights Act of 1991 S. 1745 (P.L. 102-166).

Section 3. Purposes

- 1) to provide appropriate remedies for intentional discrimination and unlawful harassment in the work place.
- 2) to codify the concepts of "business necessity" and "job related" enunciated by the Supreme Court in *Griggs v. Duke Power Co.*, 401 U.S. 424 (1971), and in the other Supreme Court decisions prior to *Wards Cove Packing Co. v. Atonio*, 490 U.S. 642 (1989);
- 3) to confirm statutory authority and provide statutory guidelines for the adjudication of disparate impact suits under Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.); and
- 4) to respond to recent decisions of the Supreme Court by expanding the scope of relevant civil rights statutes in order to provide adequate protection to victims of discrimination.

2. Title VII of the Civil Rights Act of 1964, as amended (42 USC 2000e).

Title VII, Sec 703 provides that:

a) It shall be an unlawful employment practice of an employer--

1) To fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or

2) To limit, segregate, or classify his or her employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee, because of such individual's race, color, religion, sex or national origin.

b) It shall be an unlawful employment practice for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of his or her race, color, religion, sex, or national origin, or to classify or refer for employment any individual on the basis of his or her race, color, religion, sex, or national origin.

3. The Equal Pay Act of 1963 (29 USC 206d).

The Equal Pay Act of 1963 is a part of the Fair Labor Standards Act of 1938 and requires the following:

1) No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages to employees in such establishment at a rate less than the rate at which he pays wages to employees of the opposite sex in such establishment for equal skill, effort, and responsibility, and which are performed under similar working conditions, except where such payment is made pursuant to (i) a seniority system; (ii)

a merit system; (iii) a system which measures earnings by quantity or equality of production; or (iv) a differential based on any other fact other than sex.

Provided, that an employer who is paying a wage rate differential in violation of this subsection shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee.

4. Age Discrimination in Employment of 1967 (29 USC § 621)

This act prohibits employment discrimination because of age against persons 40 years of age or older. Specifically, ADEA states:

It shall be unlawful for an employer --

1) to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's age;

2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's age; or

3) to reduce the wage rate of any employee in order to comply with this chapter.

5. Section 794 of the Rehabilitation Act of 1973, as amended (29 USC §791 et seq.)

This law prohibits discrimination based on handicap in both employment and the provision of services.

No otherwise qualified individual with handicaps in the United States, as defined in section 706(8) of this title, shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service. The head of each such agency shall promulgate such regulations as may be necessary to carry out the amendments to this section made by the Rehabilitation, Comprehensive Services, and Developmental Disabilities Act of 1978. Copies of any proposed regulation shall be submitted to appropriate authorizing committees of the Congress, and such regulation may take effect no earlier than the thirtieth day after the date on which such regulation is so submitted to such committees. (As amended by P.L. 99-506. eff. Oct. 21, 1986)

6. Title I of the Americans with Disabilities Amendments Act of 2008 (42 U.S.C.1 Sec. 12101 et seq.)

Chapter I, Sec. 12112(a) requires that:

No covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

7. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) took effect on November 21, 2009.

Under Title II of GINA, it is illegal to discriminate against employees or applicants because of genetic information. Title II of GINA prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and

joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.

8. Alaska State Human Rights Act (AS 18.80.200 et seq.)

The State Human Rights Act is the primary civil rights act in Alaska. It covers employment credit and financing, housing, public accommodations, and state and local government activities. Its scope in terms of protected classes and activities covered is far broader than comparable federal laws.

This law provides the overall policy of the state on nondiscrimination:

Therefore, it is the policy of the state and the purpose of this chapter to eliminate and prevent discrimination in employment, in credit and financing practices, in places of public accommodation, in the sale, lease, or rental of real property because of race, religion, color, national origin, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood. It is also policy of the state to encourage and enable physically and mentally disabled persons to participate fully in the social and economic life of the state and to engage in remunerative employment. It is not the purpose of this chapter to supersede laws pertaining to child labor, the age of majority or other age restrictions or requirements.

This law -- like Title VII of the Civil Rights Act of 1964 -- prohibits employment discrimination and in addition includes Alaska's equal pay provisions:

Sec. 18.80.220. Unlawful employment practices. (a) It is unlawful for

1) an employer to refuse employment to a person, or to bar a person from employment, or to discriminate against a person in compensation or in a term, condition, or privilege of employment because of the person's race, religion, color or national origin, or because of the person's age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood;

2) a labor organization, because of a person's sex, marital status, changes in marital status, pregnancy, parenthood, age, race, religion, physical or mental disability, color or national origin, to exclude or to expel a person from its membership, or to discriminate in any way against one of its members or an employer or an employee;

3) an employer or employment agency to print or circulate or cause to be printed or circulated a statement, advertisement, or publication or to use a form of application for employment or to make an inquiry in connection with prospective employment, which expresses, directly or indirectly, a limitation, specification or discrimination as to sex, physical or mental disability, marital status, pregnancy, parenthood, age, race, creed, color or national origin, or intent to make the limitation, unless based upon a bona fide occupational qualification;

4) an employer, labor organization or employment agency to discharge, expel or otherwise discriminate against a person because the person has opposed any practices forbidden under AS 18.10.220 - 18.80.280 or because the person has filed a complaint, testified or assisted in a proceeding under this chapter;

5) an employer to discriminate in the payment of wages as between the sexes, or to employ a female in an occupation in this state at a salary or wage rate less than paid to a male employee for work of comparable character or work in the same operation, business or type of work in the same locality; or

6) a person to print, publish, broadcast or otherwise circulate a statement, inquiry or advertisement in connection with prospective employment that expresses directly a limitation, specification of discrimination as to sex, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, age, race, religion, color or national origin, unless based upon a bona fide occupational qualification.

In addition the law has similar and more extensive provisions than Title VI of the Civil Rights Act of 1964 as amended, covering state and local governments:

Sec 18.80.255. Unlawful practices by the state or its political subdivisions. It is unlawful for the state or any of its political subdivisions

1) to refuse, withhold from or deny a person any local, state or federal funds, services, goods, facilities, advantages or privileges because of race, religion, sex, color or national origin;

2) to publish, circulate, issue, display, pose or mail a written or printed communication, notice or advertisement that states or implies that any local, state or federal funds, services, goods, facilities, advantages or privileges of the office or agency will be refused, withheld from or denied to a physically or mentally disabled person or a person belonging to a particular race, creed, sex, color or national origin is unwelcome, not desired or solicited; it is not unlawful to post a notice that facilities to accommodate the physically or mentally disabled are not available.

(3) to refuse or deny to a person any local, state, or federal funds, services, goods, facilities, advantages or privileges because of physical or mental disability.

9. The State Equal Employment Opportunity Program, as amended (AS 39.28.010)

This law was enacted in 1985 to ensure fair employment practices in the executive branch of state government and to eliminate barriers to the employment of women, minorities, and other disadvantaged groups or individuals. The department is required by this state law to adopt and maintain an affirmative action program.

Section 39.28.040. Affirmative action plan. The department shall establish an equal employment opportunity program and adopt annually an affirmative action plan for the executive branch of state government. The plan remains in effect until the department establishes a subsequent plan. The director of personnel shall work with each agency to enhance equal employment opportunity.

Section 39.28.050. Compliance with affirmative action plan. (a) Each agency shall comply with the affirmative action plan. Each commissioner or executive head of an agency shall adopt an affirmative action program to implement the plan within the agency. At the request of the director of personnel, a state official shall report to the director of personnel about agency employment practices and activities to implement and comply with the plan or program.

b) When the director of personnel finds that an agency has violated the affirmative action plan or its affirmative action program, the director of personnel may

1) suspend the hiring authority of the agency; and

2) impose mandatory affirmative action measures on the agency to bring the agency into compliance.

10. Alaska State Personnel Act, as amended (AS 39.25 et seq.).

The State Personnel Act regulates the personnel practices of the department and has specific prohibitions against employment discrimination:

f) Action affecting the employment status of a state employee or an applicant for state service, including appointment, promotion, demotion, suspension, or removal, may not be taken or withheld on the basis of unlawful discrimination due to race, religion, color, national origin, age, disability, sex, marital status, change in marital status, pregnancy, or parenthood. In addition, action affecting the employment status of an employee in the classified service, including appointment, promotion, demotion, suspension, or removal, may not be taken or withheld for a reason not related to merit.

g) Action affecting the employment status of an employee in the classified service or an applicant for the position in the classified service, including appointment, promotion, demotion, suspension, or removal, may not be taken or withheld on the basis of unlawful discrimination due to political beliefs.

i) A person may not obstruct the right of another person to assessment, eligibility, certification, appointment, or promotion under this chapter.

11. Administrative Order No. 81

This order is the policy for the executive branch of state government prohibiting discriminatory harassment and more specifically sexual harassment.

I. Statement of Policy

1.1 The executive branch of the State of Alaska, as an employer, will not tolerate, condone or permit any kind of harassment of employees or applicants for employment on the basis of their sex, color, race, religion, national origin, age, handicap, marital status, changes in marital status, pregnancy or parenthood. Such harassment is in direct violation of federal and state law and is inconsistent with the state's policy on equal employment opportunity.

12. Administrative Order 129

II. Statement of Policy:

(a) No qualified individual with a disability shall be excluded, by reason of such disability, from participation in or be denied the benefits of the services, programs or activities of a state agency, or be subjected to discrimination by any agency.

(b) No agency shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and any other term, condition, and privilege of employment.

(c) Each agency shall operate each of its services, programs, and activities so that a service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

13. Administrative Order 195

This order recognizes the findings of the Governor's Commission on Tolerance and implements procedures to renew the state's commitment to diversity in the state workplace free from discrimination and harassment.

14. Prohibitions and Penalties for Coercion, Retaliation, and Willful Discrimination

The Department is committed by policy to holding its employees accountable for their conduct in complying with EEO/AA policy and with federal and state law. Failure to comply may result in disciplinary action up to and including denial of merit increase, suspension and dismissal.

In addition, there are legal sanctions in Alaska that may be imposed on the Department and employees by agencies outside of the Department for certain violations of civil rights laws. These sanctions affect the conduct of the Department's executives, managers, supervisors, employees, and in some instances, contractors dealing with department employees. Specifically there are prohibitions and penalties for acts of coercion, retaliation and willful discrimination against employees and applicants for employment. These penalties include denial of merit increase, fines, discharge from employment, imprisonment, and loss of contract.

The following is a list of some, but not all, of the legal sanctions for an individual engaging in acts of coercion, retaliation or willful discrimination.

1. State Human Rights Act (AS 18.80.200 et seq.)

Section 18.80.260. Aiding, abetting, or coercing a violation of chapter. It is unlawful for a person to aid, abet, incite, compel or coerce the doing of an act forbidden under this chapter or to attempt to do so.

Section 18.80.270. Penalty. A person, employer, labor organization or employment agency, who or that willfully engages in an unlawful discriminatory practice prohibited by this chapter, or willfully resists, prevents, impedes or interferes with the commission or any of its authorized representatives in the performance of duty under this chapter, or who or that willfully violates an order of the commission, is guilty of a misdemeanor and, upon conviction by a court of competent jurisdiction, is punishable by a fine of not more than \$500, or by imprisonment in jail for not more than 30 days, or by both.

2. State Equal Employment Opportunity Act (AS 39.28.070 et seq.)

Section 39.28.070. Retaliation Prohibited. (a) An agency, officer, or state employee may not directly or indirectly refuse to hire, transfer, or promote, or dismiss, demote, suspend, lay off, or otherwise discipline a person for filing a complaint with the division of personnel for a failure to comply with affirmative action or equal employment opportunity or for assisting the division of personnel in an investigation of a complaint.

b) A person who knowingly violates this section is liable for a civil penalty of not more than \$1,000.

3. State Personnel Act (AS 39.25 et seq.)

Sec. 39.25.900. Penalties. (a) A person who willfully violates a provision of this chapter or of the personnel rules adopted under this chapter is guilty of a misdemeanor.

(b) A state employee who is convicted of a misdemeanor under this chapter or the personnel rules adopted under this chapter immediately forfeits the employee's office or position.

4. Administrative Order No. 81

1.2 Persons who knowingly engage in or instigate such harassment will be subject to disciplinary actions which may lead to suspension and discharge. Additionally, managers and supervisors who knowingly permit harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, the state will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

4.2 Complaints: (d) Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension and dismissal.

EEO Complaint Analysis Report

July 1, 2013 – June 30, 2014

#	Issue	Race	Gender	Agency filed with			Race	Gender (Sex)	Age	Disability	National Origin	Religion	Sex/ Harassment	Color	Retaliation	Other	Status/ Comments	Investigating Entity
				DOP	ASCHR	EEOC												
				Date	Date	Date												
1	Terms, Conditions, Privileges	W	M		11/29/08	11/29/08			X								ASCHR closure 8/4/09. Awaiting EEOC action	ASCHR & EEOC
2	Terms, Conditions, Privileges	W	F		12/10/09	12/10/09		X						X			ASCHR dismissed 12/16/13. EEOC dismissed 5/7/14.	ASCHR & EEOC
3	Discipline	W	F		1/4/10	1/4/10			X								ASCHR closure 4/28/14. Awaiting EEOC action	ASCHR & EEOC
4	Terms, Conditions, Privileges	H	F		5/19/10	5/19/10		X									ASCHR closure 2/15/12. Awaiting EEOC action.	ASCHR & EEOC
5	Terms, Conditions, Privileges	W	M		7/6/10	7/6/10			X								ASCHR closure 6/9/11. Awaiting EEOC action.	ASCHR & EEOC
6	Sexual Harassment	W	M			9/2/10						X		X			EEOC closure 4/25/11. Summary judgment granted to DOT&PF 8/8/13.	EEOC
7	Retaliation	H	F		10/19/10	10/19/10							X				ASCHR closure 2/15/12. Awaiting EEOC action.	ASCHR & EEOC
8	Failure to Accommodate	W	F		11/18/11	11/18/11									X		ASCHR closure 4/4/13. EEOC closure 10/28/13.	ASCHR & EEOC
9	Terminated	B	M		5/25/12	5/25/12			X								ASCHR closure 5/28/13. Awaiting EEOC action.	ASCHR & EEOC

10	Terms, Conditions, Privileges	AI/AN	F		8/15/12	8/15/12	X			X							ASCHR closure 3/18/13. Awaiting EEOC action.	ASCHR & EEOC
11	Failure to Promote	W	M		12/31/13	2/28/13			X								EEOC dismissal 9/26/13. ASCHR closure 12/31/13.	ASCHR & EEOC
12	Retaliation	N/A	M		4/16/13	4/16/13			X						X		ASCHR closure 3/13/14. Awaiting EEOC action.	ASCHR & EEOC
13	Terminated	W	M		11/6/13	7/18/13				X							ASCHR closing 12/31/13. Awaiting EEOC action. 3/6/14 pending litigation in federal court.	ASCHR & EEOC
14	Failure to Hire	AI/AN	M	8/30/13			X										DOP&LR investigation	DOP&LR
15	Terms, Conditions, Privileges	W	M		9/24/13	9/24/13				X							ASCHR closure 9/30/14. Awaiting EEOC action	ASCHR & EEOC
16	Failure to Accommodate	W	M		1/31/14					X							ASCHR investigating 10/21/14	ASCHR
17	Terms, Conditions, Privileges	A/PI	M	4/17/14			X				X						DDP investigating.	DOP&LR
18	Harassment	W	M	6/16/14									X				DOP&LR investigating	DOP&LR

W = White B = Black A/PI = Asian/Pacific Islander H = Hispanic AI/AN = American Indian/Alaska Native

EEO Complaint Analysis Report Synopsis for FY2014:

- 5 complaints pending investigation
- 9 partially closed complaints
- 4 fully closed complaints
- 28% complaints pending investigation
- 50% partially closed complaints
- 22% fully closed complaints

Publicizing the Department's Affirmative Action Plan

The Affirmative Action Plan (AAP) will be publicized internally and externally by:

Discussing the AAP at special meetings with executive, management, and supervisory personnel to explain the content of the EEO/AA policy and the AAP and each individual's responsibility for effective implementation;

Preparing a report providing program status and progress on a regular basis. The report will be shared with department management and presented at the monthly department Manager's Meetings.

Making the AAP available to all department officials and hiring authorities by posting to the department's web site;

Distributing letters that encourage applicant referrals and notice to minority groups, women's organizations, community action groups, appropriate state agencies and professional organizations that the AAP is located on the department's web site.

In addition:

The EEO/AA policy shall be discussed thoroughly in employee orientation and management training programs;

The EEO/AA policy statement and federal and state EEO posters are posted on departmental bulletin boards;

Recruitment postings and newspaper ads contain the words, "We are an Equal Employment Opportunity Employer and support workplace diversity"; and

Recruitment postings, newspaper ads, and employment applications are available in alternate formats upon request.

ASSESSMENT OF EMPLOYMENT PRACTICES

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 screen and interview the applicant pool, check references, and make a selection. This process includes interviewing or considering underutilized applicants for each vacancy. If an underutilized candidate (if available) is not selected, the appropriate Division Director or equivalent must review the hire information via an underutilized candidate consideration form. 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.

In review of the four-fifths analysis for new hires and promotions indicate adverse impact to some occupational groups. However the highest selection rates in the Professional, Administrative Support, and Service/Maintenance category were from an underutilized group. The current steps to eliminate barriers and achieve goals outlined in this document continue to be effective.

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, Mats & Pilots, Marine Engineer's Benevolent Association and the Inlandboatman's Union). These seniority provisions are agreed to through collective bargaining. Alaska Public Employees Association, Alaska State Employees Association and the Confidential Bargaining Unit use layoff points based on years of State service (seniority). The department abides by seniority rules for reduction of force (seasonal layoffs). The

department has not had to eliminate filled positions for several years. The current steps outlined below are adequate and effective.

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.

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.

External Factors

The online hiring system, Workplace Alaska, 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. The State of Alaska participates in job fairs and reaches out to minority and female organizations. Alaska's unemployment rate is lower than the national average.

PROGRAMS TO ELIMINATE DISCRIMINATORY BARRIERS & ACHIEVE GOALS

A. Job Structuring and Upward Mobility.

- Minimum qualifications of established job classes are routinely reviewed to ensure the requirements are job related during classification studies performed by the Department of Administration. When appropriate, job class series are established that include entry level or trainee positions. Career barriers are identified and eliminated.

- The department will continue, on an annual basis, to encourage the establishment of affirmative action intern and apprenticeship programs, as resources permit, to facilitate the progression of women and minorities within the department's workforce.
- The department will ensure, on an annual basis, that women and minority employees receive an equal opportunity to participate in training and education programs sponsored by or paid by the department by monitoring participation rates, notifying women and minority employees of training opportunities and by counseling them during the performance evaluation process and advising them of department-funded education programs and encouraging them to apply.
- The department will continue to utilize the engineer-in-training program.
- Supervisors will continue to provide career counseling and guidance to employees in the performance evaluation process. Supervisors will also review position descriptions to ensure they are accurate during the performance evaluation process.

B. Recruitment, Selection and Hiring Applicant Flow Analysis.

- The department will continue, on an annual basis, to obtain applicant flow data on new hires from the State of Alaska, Department of Administration, Division of Personnel and Labor Relations.
- Applicant flow statistics are generated on an annual basis for job classes hired through the state's on-line hiring system. Four-Fifths Analysis is utilized to identify any adverse impact to underutilized women or minorities. Corrective actions, when needed, will be formulated to eliminate adverse impact.
- When indicated, recruitment efforts will be reviewed or enhanced, to ensure adequate representation of women and minority candidates from the available Alaska Civilian Workforce.
- The department will ensure that recruitment notices do not unduly restrict or eliminate otherwise qualified applicants.
- The department, where mandated, will continue to use hiring panels to ensure equitable treatment in the interview process.
- The department will continue to consider all underutilized applicants when hiring through the state's on-line hiring system to work toward the goal of elimination of underutilization of women and minorities in the classified employees' employment group.
- Division Directors will continue to review the Underutilized Candidate Consideration form to ensure underutilized minorities and women have been given equal opportunity to compete for all job openings.
- The department will continue, on an annual basis, to evaluate the Labor, Trades and Crafts (LTC) Affirmative Action step to ensure its effectiveness in increasing the representation of women and minorities in LTC skilled crafts and service/maintenance jobs and work toward the goal of elimination of underutilization of women and minorities in the LTC employees employment group.
- The department will continue, on an annual basis, to analyze the effectiveness of the state's on-line hiring system in affording equal employment opportunity to underutilized minorities and females.

C. Promotions.

- The department will continue, on an annual basis, to obtain applicant flow data on promotions from the State of Alaska, Department of Administration, Division of Personnel and Labor Relations.

- The department will maintain a merit promotion program and will continue to post promotional opportunities and announcements of job training throughout the department to increase the promotability of women and minority employees and to ensure equitable treatment.
- The department will continue to encourage the use of open competitive job postings to ensure underutilized minorities and women are considered for all job openings. Veterans' Preference Amendments to Alaska law make mandatory use of open competitive recruitment not feasible.
- The department will ensure recruitment notices do not unduly restrict or eliminate otherwise qualified applicants.
- The department, where mandated, will continue to use hiring panels to ensure equitable treatment in the interview process.
- Division Directors will continue to review the Underutilized Candidate Consideration form to ensure underutilized minorities and women have been given equal opportunity to compete for all job openings.
- The Equal Employment Officer will perform Four-Fifths Analysis from applicant flow statistics generated for promotions to determine adverse impact to underutilized women or minorities. Corrective actions, when needed, will be formulated to eliminate adverse impact.
- The department will continue, on an annual basis, to analyze the effectiveness of the state's on-line hiring system in affording equal employment opportunity to underutilized minorities and females.

D. Training.

- The department will continue to ensure mandatory EEO/AA training is provided to managers and supervisors to ensure managers and supervisors have adequate knowledge and skills to implement their EEO/AA responsibilities.
- The department will continue to encourage supervisors and managers to attend training courses that provide supervisors with the knowledge and skills necessary for the lawful, ethical, and effective supervision of State of Alaska employees.

E. Layoffs, Recalls, Demotions, Disciplinary Actions and Terminations.

- The department will use the same standards for all employees when determining layoffs, recalls, demotions, disciplinary actions, and terminations.
- The department will continue, on an annual basis, to monitor layoffs of classified employees to assess the impact of layoff/recall and determine whether there are disparate effects on women or minorities.
- The department will continue, on an annual basis, to monitor demotions to assess the impact and determine whether there are disparate effects on women or minorities.
- The department will continue to monitor and assess the Disciplinary Action database to assess the impact of disciplinary actions on women or minorities.

F. Other Personnel Actions.

- The department will continue to utilize the grievance procedures as outlined in collective bargaining unit agreements located on the state and union websites.

- The department will continue to use the system outlined in this AAP, when processing complaints that allege discrimination.
- The department will continue to rate the performance of managers and supervisors for discharging their EEO responsibilities.

The department will continue to ensure applicable benefits are equally available to all employee groups.

Personnel Activity Analysis - July 1, 2013 through June 30, 2014

Job Category	Activity	TOTAL			MINORITIES								
		All Employees			Females				Males				
		Total	Males	Females	B	H	A/PI	AI/AN	B	H	A/PI	AI/AN	
Officials/ Administrators	New Hires	0	0	0	0	0	0	0	0	0	0	0	0
	Promotions	3	2	1	0	0	0	0	0	0	0	0	0
	Terminations	5	5	0	0	0	0	0	0	0	0	0	0
	Training	22	14	8	0	0	0	7	0	0	0	0	0
	Layoffs	0	0	0	0	0	0	0	0	0	0	0	0
	Recalls	0	0	0	0	0	0	0	0	0	0	0	0
	Total	30	21	9	0	0	0	7	0	0	0	0	0
Professionals	New Hires	76	49	27	1	3	2	1	1	1	2	1	
	Promotions	168	101	67	0	4	2	2	1	2	4	3	
	Terminations	118	67	51	2	1	2	3	1	0	2	2	
	Training	1440	968	472	3	8	33	33	2	19	35	37	
	Layoffs	0	0	0	0	0	0	0	0	0	0	0	
	Recalls	0	0	0	0	0	0	0	0	0	0	0	
	Totals	1802	1185	617	6	16	39	39	5	22	43	43	
Technicians	New Hires	4	2	2	0	0	0	0	1	0	0	0	
	Promotions	36	27	21	0	0	0	1	1	2	0	3	
	Terminations	59	45	14	0	1	1	1	3	2	5	5	
	Training	137	96	41	1	0	1	4	1	6	1	13	
	Layoffs	0	0	0	0	0	0	0	0	0	0	0	
	Recalls	0	0	0	0	0	0	0	0	0	0	0	
	Totals	236	170	78	1	1	2	6	6	10	6	21	
Protective Services	New Hires	3	2	1	0	0	0	0	0	0	0	0	
	Promotions	7	6	1	0	0	0	0	1	0	1	1	
	Terminations	1	0	1	0	0	0	0	0	0	0	0	
	Training	146	101	45	3	3	0	4	12	5	5	1	
	Layoffs	0	0	0	0	0	0	0	0	0	0	0	
	Recalls	0	0	0	0	0	0	0	0	0	0	0	
	Totals	157	109	48	3	3	0	4	13	5	6	2	
Paraprofessionals	New Hires	1	0	1	0	0	0	0	0	0	0	0	
	Promotions	1	0	1	0	0	0	0	0	0	0	0	
	Terminations	1	0	1	0	0	0	0	0	0	0	0	
	Training	2	0	2	0	0	2	0	0	0	0	0	
	Layoffs	0	0	0	0	0	0	0	0	0	0	0	
	Recalls	0	0	0	0	0	0	0	0	0	0	0	
	Totals	5	0	5	0	0	2	0	0	0	0	0	
Administrative Support	New Hires	45	10	35	0	0	2	8	0	1	0	1	
	Promotions	59	18	41	1	1	7	3	1	1	1	0	
	Terminations	71	25	46	3	3	4	7	0	2	1	2	
	Training	92	21	71	1	1	5	15	0	0	0	3	
	Layoffs	1	0	1	0	0	0	0	0	0	0	0	
	Recalls	0	0	0	0	0	0	0	0	0	0	0	
	Totals	268	74	194	5	5	18	33	1	4	2	6	
Skilled Craft	New Hires	127	123	4	0	0	0	0	1	6	2	16	
	Promotions	94	88	6	0	0	0	1	3	4	5	9	
	Terminations	265	225	40	0	0	3	7	3	4	9	23	
	Training	537	514	23	0	0	0	4	10	6	26	58	
	Layoffs	2	2	0	0	0	0	0	0	0	0	0	
	Recalls	0	0	0	0	0	0	0	0	0	0	0	
	Totals	1025	952	73	0	0	3	12	17	20	42	106	
Service/ Maintenance	New Hires	28	21	7	0	0	1	0	1	1	7	1	
	Promotions	48	37	11	0	0	0	2	1	1	7	3	
	Terminations	102	75	27	3	0	4	6	3	2	7	9	
	Training	3501	2584	917	8	45	40	107	100	117	141	195	
	Layoffs	0	0	0	0	0	0	0	0	0	0	0	
	Recalls	0	0	0	0	0	0	0	0	0	0	0	
	Totals	3679	2717	962	11	45	45	115	105	121	162	208	

Personnel Activity Analysis												
July 1, 2013 through June 30, 2014												
Job Category	Activity	TOTAL			MINORITIES							
		All Employees			Females				Males			
		Total	Males	Females	B	H	A/PI	AI/AN	B	H	A/PI	AI/AN
TOTALS	New Hires	284	207	77	1	3	5	9	4	9	11	19
	Promotions	416	279	137	1	5	9	9	8	10	18	19
	Terminations	627	446	181	9	6	14	24	10	10	24	42
	Training	5877	4298	1579	16	57	81	174	125	153	208	307
	Layoffs	3	2	1	0	0	0	0	0	0	0	0
	Recalls	0	0	0	0	0	0	0	0	0	0	0
	Totals	7207	5232	1975	27	71	109	216	147	182	261	387

TOTAL TRAINING PARTICIPANTS ANALYSIS
July 1, 2013– June 30, 2014

EEO-4 Job Categories	FEMALE						MALE						
	W	B	H	A/PI	AI/AN	Total Females	W	B	H	A/PI	AI/AN	Total Males	Grand Total
Officials/Administrators	1	0	0	0	7	8	14	0	0	0	14	22	22
Professionals	395	3	8	33	33	472	875	2	19	35	37	968	1440
Technicians	35	1	0	1	4	41	75	1	6	1	13	96	137
Protective Services	35	3	3	0	4	45	78	12	5	5	1	101	146
Paraprofessionals	0	0	0	2	0	2	0	0	0	0	0	0	2
Administrative Support	49	1	1	5	15	71	18	0	0	0	3	21	92
Skilled Craft	19	0	0	0	4	23	414	10	6	26	58	514	537
Service/Maintenance	717	8	45	40	107	917	2031	100	117	141	195	2584	3501
Total	1251	16	57	81	174	1579	3505	125	153	208	307	4298	5877

W = White
 B = Black
 H = Hispanic
 A/PI = Asian/Pacific Islander
 AI/AN = American Indian/Alaska Native

APPLICATION OF FOUR-FIFTHS RULE ANALYSIS						
New Hires						
Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5ths Rule 80% of Base	Adverse Impact?
W Male	453	164	36%	88%	.88>.80	No
B Male	23	4	17%	41%	.41<.80	Yes
H Male	22	9	41%	100%	1.00>.80	No
A/PI Male	40	11	27%	27%	.27<.80	Yes
AI/AN Male	33	19	56%	56%	.56<.80	Yes
Unk Male	16	N/A	N/A	0.0%	N/A	N/A
W Female	420	59	14%	34%	.34<.80	Yes
B Female	22	1	5%	12%	.12<.80	Yes
H Female	22	3	14%	34%	.34<.80	Yes
A/PI Female	49	5	10%	10%	.10<.80	Yes
AI/AN Female	89	9	10%	10%	.10<.80	Yes
Unk Female	8	N/A	N/A	0.0%	N/A	N/A
Total Males	588	207	35%	85%	.85<.80	No
Total Females	610	77	13%	32%	.32<.80	Yes
Promotions						
W Male	177	224	127%	20%	.20<.80	Yes
B Male	5	8	160%	25%	.25<.80	Yes
H Male	12	10	83%	13%	.13<.80	Yes
A/PI Male	8	18	225%	36%	.36<.80	Yes
AI/AN Male	3	19	633%	100%	1.0>.80	No
Unk Male	9	0	0%	0%	0.0<.80	Yes
W Female	146	113	77%	12%	.12<.80	Yes
B Female	9	1	11%	2%	.02<.80	Yes
H Female	5	5	100%	16%	.16<.80	Yes
A/PI Female	23	9	39%	6%	.06<.80	Yes
AI/AN Female	19	9	47%	7%	.07<.80	Yes
Unk Female	7	0	0%	0%	0.0<.80	Yes
Total Males	214	279	130%	21%	.21<.80	Yes
Total Females	209	137	66%	10%	.10<.80	Yes
Race Category	Total Workforce	Total Employees	Selection Rate	Ratio to Highest Selection Rate	4/5ths Rule 80% of Base	Adverse Impact?
Training						
W Male	1670	3505	210%	.62	.62<.80	Yes
B Male	41	125	305%	.90	.90>.80	No
H Male	45	153	340%	1.00	1.0>.80	No
A/PI Male	102	208	204%	.60	.60<.80	Yes
AI/AN Male	144	307	213%	.63	.63<.80	Yes
W Female	550	1251	227%	.67	.67<.80	Yes
B Female	16	16	100%	.29	.29<.80	Yes
H Female	21	57	271%	.80	.80=.80	No
A/PI Female	58	81	140%	.41	.41<.80	Yes
AI/AN Female	65	174	268%	.79	.79<.80	Yes
Total Minorities	492	1121	228%	.67	.67<.80	Yes
Total Males	2002	4298	215%	.63	.63<.80	Yes
Total Females	710	1579	222%	.65	.65<.80	Yes
Layoffs/Recalls						
W Male	1670	2	.001%	1.00	1.00>.80	No
B Male	41	0	N/A	N/A	N/A	N/A
H Male	45	0	N/A	N/A	N/A	N/A
A/PI Male	102	0	N/A	N/A	N/A	N/A
AI/AN Male	144	0	N/A	N/A	N/A	N/A
W Female	550	1	.002%	.50	.50<.80	Yes
B Female	16	0	N/A	N/A	N/A	N/A
H Female	21	0	N/A	N/A	N/A	N/A
A/PI Female	58	0	N/A	N/A	N/A	N/A
AI/AN Female	65	0	N/A	N/A	N/A	N/A
Total Minorities	492	0	N/A	N/A	N/A	N/A
Total Males	2002	2	<.001%	N/A	N/A	N/A
Total Females	710	1	.001%	1.00	1.00>.80	No

APPLICATION OF FOUR-FIFTHS RULE ANALYSIS

Demotions						
Race Category	Total Workforce	Total Employees	Selection Rate	Ratio to Highest Rate	4/5ths Rule 80% of Base	Adverse Impact?
W Male	1670	22	1%	.50	.50<.80	No
B Male	41	0	0.0%	0.0	0.0<.80	N/A
H Male	45	0	0.0%	0.0	0.0<.80	N/A
A/PI Male	102	1	0.9%	.45	.45<.80	No
AI/AN Male	144	2	1%	.50	.50<.80	No
W Female	550	11	2%	1.00	1.0>.80	Yes
B Female	16	0	0.0%	0.0	0.0<.80	N/A
H Female	21	0	0.0%	0.0	0.0<.80	N/A
A/PI Female	58	1	2%	1.00	1.0>.80	Yes
AI/AN Female	65	1	2%	1.00	1.0>.80	Yes
Total Minorities	492	5	1%	.50	.50<.80	No
Total Males	2002	25	1%	.50	.50<.80	No
Total Females	710	13	2%	1.00	1.0>.80	Yes
Disciplinary Actions						
W Male	1670	82	5%	.38	.38<.80	No
B Male	41	0	0.0%	0.0	0.0<.80	No
H Male	45	3	7%	.54	.54<.80	No
A/PI Male	102	2	2%	.15	.15<.80	No
AI/AN Male	144	8	6%	.46	.46<.80	No
W Female	550	13	2%	.15	.15<.80	No
B Female	16	2	13%	1.00	1.0>.80	Yes
H Female	21	0	0.0%	0.0	0.0<.80	No
A/PI Female	58	1	2%	.15	.15<.80	No
AI/AN Female	65	3	5%	.38	.38<.80	No
Total Minorities	492	19	4%	.31	.31<.80	No
Total Males	2002	95	5%	.38	.38<.80	No
Total Females	710	19	3%	.23	.23<.80	No
Terminations						
W Male	1670	360	22%	.39	.39<.80	No
B Male	41	10	24%	.43	.43<.80	No
H Male	45	10	22%	.39	.39<.80	No
A/PI Male	102	24	24%	.43	.43<.80	No
AI/AN Male	144	42	29%	.52	.52<.80	No
W Female	550	128	23%	.41	.41<.80	No
B Female	16	9	56%	1.00	1.00>.80	Yes
H Female	21	6	29%	.52	.52<.80	No
A/PI Female	58	14	24%	.43	.43<.80	No
AI/AN Female	65	24	37%	.66	.66<.80	No
Total Minorities	492	139	28%	.50	.50<.80	No
Total Males	2002	446	22%	.39	.39<.80	No
Total Females	710	181	25%	.45	.45<.80	No

NEW HIRES – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY

OFFICIALS/ADMINISTRATORS: Direct appointment by the Governor

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hires	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Selection Rate														
Ratio to Highest Rate														
4/5 Rule 80% of Base														
Adverse Impact?														

PROFESSIONALS

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female												
Total Applicants	315	312	251	217	13	10	10	7	14	26	17	47	10	5
Total Hires	49	27	44	20	1	1	1	3	2	2	1	1	0	0
Selection Rate	16%	9%	18%	9%	8%	10%	10%	43%	14%	8%	6%	2%	0%	0%
Ratio to Highest Rate	.37	.21	.42	.21	.19	.23	.23	1.00	.33	.19	.14	.05	0.0	0.0
4/5 Rule 80% of Base	.37<.80	.21<.80	.42<.80	.21<.80	.19<.80	.23<.80	.23<.80	1.0>.80	.33<.80	.19<.80	.14<.80	.05<.80	0.0<.80	0.0<.80
Adverse Impact?	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes						

TECHNICIANS

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	4	8	3	3	0	0	0	0	1	2	0	3	0	0
Total Hires	2	2	1	2	1	0	0	0	0	0	0	0	0	0
Selection Rate	50%	25%	33%	67%	100%	N/A	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A
Ratio to Highest Rate	.50	.25	.33	.67	1.0				0.0	0.0		0.0		
4/5 Rule 80% of Base	.50<.80	.25<.80	.33<.80	.67<.80	1.0>.80				0.0<.80	0.0<.80		0.0<.80		
Adverse Impact?	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A	Yes	Yes	N/A	Yes	N/A	N/A

PROTECTIVE SERVICES

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	2	5	2	3	0	0	0	0	0	0	0	2	0	0
Total Hires	2	1	2	1	0	0	0	0	0	0	0	0	0	0
Selection Rate	100%	20%	100%	33%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A
Ratio to Highest Rate	1.0	.20	1.0	.33								0.0		
4/5 Rule 80% of Base	1.0>.80	.20<.80	1.0>.80	.33<.80								0.0<.80		
Adverse Impact?	No	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A

NEW HIRES – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY continued

PARAPROFESSIONALS

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	1	1	0	1	0	0	0	0	1	0	0	0	0	0
Total Hires	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.0%	100%	N/A	100%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	0.0	1.0		1.0					0.0					
4/5 Rule 80% of Base	0.0<.80	1.0>.80		1.0>.80					0.0<.80					
Adverse Impact?	Yes	No	N/A	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A

ADMINISTRATIVE SUPPORT

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female												
Total Applicants	205	209	143	139	9	8	12	12	21	19	16	29	4	2
Total Hires	10	35	8	25	0	0	1	0	0	2	1	8	0	0
Selection Rate	5%	17%	6%	18%	0.0%	0.0%	8%	0.0%	0.0%	11%	6%	28%	0.0%	0.0%
Ratio to Highest Rate	.18	.61	.21	.64	0.0	0.0	.29	0.0	0.0	.39	.21	1.0	0.0	0.0
4/5 Rule 80% of Base	.18<.80	.61<.80	.21<.80	.64<.80	0.0<.80	0.0<.80	.29<.80	0.0<.80	0.0<.80	.39<.80	.21<.80	1.0>.80	0.0<.80	0.0<.80
Adverse Impact?	Yes	No	Yes	Yes										

SKILLED CRAFT

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	6	4	6	4	0	0	0	0	0	0	0	0	0	0
Total Hires	123	4	98	4	1	0	6	0	2	0	16	0	0	0
Selection Rate	2050%	100%	1633%	100%	100%	N/A	600%	N/A	200%	N/A	1600%	N/A	N/A	N/A
Ratio to Highest Rate	1.0	.05	.80	.05	.05		.29		.10		.78			
4/5 Rule 80% of Base	1.0>.80	.05<.80	.80=.80	.05<.80	.05<.80		.29<.80		.10<.80		.78<.80			
Adverse Impact?	No	Yes	No	Yes	Yes	N/A	Yes	N/A	Yes	N/A	Yes	N/A	N/A	N/A

SERVICE/MAINTENANCE

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female												
Total Applicants	53	66	46	52	1	4	0	3	3	1	1	5	2	1
Total Hires	21	7	11	6	1	0	1	0	7	1	1	0	0	0
Selection Rate	40%	11%	24%	12%	100%	0.0%	100%	0.0%	233%	100%	100%	0.0%	0.0%	0.0%
Ratio to Highest Rate	.17	.05	.10	.05	.43	0.0	.43	0.0	1.0	.43	.43	0.0	0.0	0.0
4/5 Rule 80% of Base	.17<.80	.05<.80	.10<.80	.05<.80	.43<.80	0.0<.80	.43<.80	0.0<.80	1.0>.80	.43<.80	.43<.80	0.0<.80	0.0<.80	0.0<.80
Adverse Impact?	Yes	No	Yes	Yes	Yes	Yes	Yes							

PROMOTIONS – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY

OFFICIALS/ADMINISTRATORS: Direct appointment by the Governor

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	4	1	4	1	0	0	0	0	0	0	0	0	0	0
Total Hires	2	1	2	1	0	0	0	0	0	0	0	0	0	0
Selection Rate	50%	100%	50%	100%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	.50	1.0	.50	1.0										
4/5 Rule 80% of Base	.50<.80	1.0>.80	.50<.80	1.0>.80										
Adverse Impact?	Yes	No	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

PROFESSIONALS

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female												
Total Applicants	161	114	136	78	2	4	5	5	7	15	2	6	9	6
Total Hires	101	67	91	59	1	0	2	4	4	2	3	2	0	0
Selection Rate	63%	59%	67%	76%	50%	0.0%	40%	80%	57%	13%	150%	33%	0.0%	0.0%
Ratio to Highest Rate	.42	.39	.45	.51	.33	0.0	.27	.53	.38	.09	1.0	.22	0.0	0.0
4/5 Rule 80% of Base	.42<.80	.39<.80	.45<.80	.51<.80	.33<.80	0.0<.80	.27<.80	.53<.80	.38<.80	.09<.80	1.0>.80	.22<.80	0.0<.80	0.0<.80
Adverse Impact?	Yes	No	Yes	Yes	Yes									

TECHNICIANS

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hires	27	9	21	8	1	0	2	0	0	0	3	1	0	0
Selection Rate	2700%	900%	2100%	800%	100%	N/A	200%	N/A	N/A	N/A	300%	100%	N/A	N/A
Ratio to Highest Rate	1.0	.33	.78	.38	.04		.07				.11	.04		
4/5 Rule 80% of Base	1.0>.80	.33<.80	.78<.80	.38<.80	.04<.80		.07<.80				.11<.80	.04<.80		
Adverse Impact?	No	Yes	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes	Yes	N/A	N/A

PROTECTIVE SERVICES

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	7	2	5	0	0	0	1	0	1	1	0	1	0	0
Total Hires	6	1	3	1	1	0	0	0	1	0	1	0	0	0
Selection Rate	88%	50%	60%	100%	100%	N/A	0.0%	N/A	100%	0.0%	100%	0.0%	N/A	N/A
Ratio to Highest Rate	.88	.50	.60	1.0	1.0		0.0		1.0	0.0	1.0	0.0		
4/5 Rule 80% of Base	.88>.80	.50<.80	.60<.80	1.0>.80	1.0>.80		0.0<.80		1.0>.80	0.0<.80	1.0>.80	0.0<.80		
Adverse Impact?	No	Yes	Yes	No	No	N/A	Yes	N/A	No	Yes	No	Yes	N/A	N/A

PROMOTIONS – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY continued

PARAPROFESSIONALS

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	1	11	1	7	0	0	0	0	0	0	0	4	0	0
Total Hires	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Selection Rate	0.0%	9%	0.0%	14%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A
Ratio to Highest Rate	0.0	.64	0.0	1.0								0.0		
4/5 Rule 80% of Base	0.0<.80	.64<.80	0.0<.80	1.0>.80								0.0<.80		
Adverse Impact?	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	N/A

ADMINISTRATIVE SUPPORT

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female								
Total Applicants	28	74	19	54	3	5	6	0	0	7	0	7	0	1
Total Hires	18	41	15	29	1	1	1	1	1	7	0	3	0	0
Selection Rate	64%	55%	79%	54%	33%	20%	17%	100%	100%	100%	N/A	43%	N/A	0.0%
Ratio to Highest Rate	.64	.55	.79	.54	.33	.20	.17	1.0	1.0	1.0		.43		0.0
4/5 Rule 80% of Base	.64<.80	.55<.80	.79<.80	.54<.80	.33<.80	.20<.80	.17<.80	1.0>.80	1.0>.80	1.0>.80		.43<.80		0.0<.80
Adverse Impact?	Yes	No	No	No	N/A	Yes	N/A	Yes						

SKILLED CRAFT: LTC Promotions are seniority based

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hires	88	6	67	6	3	0	4	0	5	0	9	1	0	0
Selection Rate	8800%	600%	6700%	600%	300%	N/A	400%	N/A	500%	N/A	900%	100%	N/A	N/A
Ratio to Highest Rate	1.0	.07	.76	.07	.03		.05		.06		.10	.01		
4/5 Rule 80% of Base	1.0>.80	.07<.80	.76<.80	.07<.80	.03<.80		.05<.80		.06<.80		.10<.80	.01<.80		
Adverse Impact?	No	Yes	Yes	Yes	Yes	N/A	Yes	N/A	Yes	N/A	Yes	Yes	N/A	N/A

SERVICE/MAINTENANCE: Marine promotions are based on bid

	Total		W		B		H		A/PI		AI/AN		UNKNOWN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	13	7	12	6	0	0	0	0	0	0	1	1	0	0
Total Hires	37	11	25	9	1	0	1	0	7	0	3	2	0	0
Selection Rate	285%	157%	208%	150%	100%	N/A	100%	N/A	700%	N/A	300%	200%	N/A	N/A
Ratio to Highest Rate														
4/5 Rule 800% of Base														
Adverse Impact?						N/A		N/A		N/A			N/A	N/A

TRAINING – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY

OFFICIALS/ADMINISTRATORS: Direct appointment by the Governor

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	32	9	30	7	0	0	1	0	0	1	1	1
Total Participants	14	8	14	1	0	0	0	0	0	0	0	7
Selection Rate	44%	89%	47%	14%	N/A	N/A	0.0%	N/A	N/A	0.0%	0.0%	700%
Ratio to Highest Rate	.06	.13	.07	.02			0.0			0.0	0.0	1.00
4/5 Rule 80% of Base	.06<.80	.13<.80	.07<.80	.02<.80			0.0<.80			0.0<.80	0.0<.80	1.0>.80
Adverse Impact?	Yes	Yes	Yes	Yes	N/A	N/A	Yes	N/A	N/A	Yes	Yes	No

PROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female										
Total Workforce	586	333	522	279	11	6	11	11	26	17	16	20
Total Participants	968	472	875	395	2	3	19	8	35	33	37	33
Selection Rate	165%	142%	168%	142%	18%	50%	173%	73%	135%	194%	231%	165%
Ratio to Highest Rate	.70	.61	.73	.61	.08	.22	.75	.32	.58	.84	1.00	.71
4/5 Rule 80% of Base	.70<.80	.61<.80	.73<.80	.61<.80	.08<.80	.22<.80	.75<.80	.32<.80	.58<.80	.84>.80	1.0>.80	.71<.80
Adverse Impact?	Yes	No	No	Yes								

TECHNICIANS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	17	9	15	8	1	0	0	0	0	0	1	1
Total Participants	96	41	75	35	1	1	6	0	1	1	13	4
Training Rate	565%	456%	500%	438%	100%	100%	600%	N/A	100%	100%	1300%	400%
Ratio to Highest Rate	.43	.35	.38	.34	.08	.08	.46		.08	.08	1.00	.31
4/5 Rule 80% of Base	.43<.80	.35<.80	.38<.80	.34<.80	.08<.80	.08<.80	.46<.80		.08<.80	.08<.80	1.0>.80	.31<.80
Adverse Impact?	Yes	N/A	Yes	Yes	No	Yes						

PROTECTIVE SERVICES

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	74	9	60	8	5	0	4	0	3	0	2	1
Total Participants	101	45	78	35	12	3	5	3	5	0	1	4
Training Rate	136%	500%	130%	438%	240%	300%	125%	300%	167%	N/A	50%	400%
Ratio to Highest Rate	.27	1.00	.26	.88	.48	.60	.25	.60	.33		.10	.80
4/5 Rule 80% of Base	.27<.80	1.00>.80	.26<.80	.88>.80	.48<.80	.60<.80	.25<.80	.60<.80	.33<.80		.10<.80	.80=.80
Adverse Impact?	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	N/A	Yes	No

TRAINING – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY continued

PARAPROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	1	11	1	8	0	0	0	0	0	2	0	1
Total Participants	0	2	0	0	0	0	0	0	0	2	0	0
Training Rate	0.0%	18%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100%	N/A	0.0%
Ratio to Highest Rate	0.0	.18	0.0	0.0						1.00		0.0
4/5 Rule 80% of Base	0.0<.80	.18<.80	0.0<.80	0.0<.80						1.00>.80		0.0<.80
Adverse Impact?	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A	Yes

ADMINISTRATIVE SUPPORT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female										
Total Workforce	70	207	53	150	5	8	3	5	4	15	5	29
Total Participants	21	71	18	49	0	1	0	1	0	5	3	15
Training Rate	30%	34%	34%	33%	0.0%	13%	0.0%	20%	0.0%	33%	60%	52%
Ratio to Highest Rate	.50	.57	.57	.55	0.0	.22	0.0	.33	0.0	.55	1.00	.87
4/5 Rule 80% of Base	.50<.80	.57<.80	.57<.80	.55<.80	0.0<.80	.22<.80	0.0<.80	.33<.80	0.0<.80	.55<.80	1.0>.80	.87>.80
Adverse Impact?	Yes	No	No									

SKILLED CRAFT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	967	27	818	21	12	1	18	1	25	2	94	2
Total Participants	514	23	414	19	10	0	6	0	26	0	58	4
Training Rate	53%	85%	51%	90%	83%	0.0%	33%	0.0%	104%	0.0%	62%	200%
Ratio to Highest Rate	.27	.43	.26	.45	.42	0.0	.17	0.0	.52	0.0	.31	1.00
4/5 Rule 80% of Base	.27<.80	.43<.80	.26<.80	.45<.80	.42<.80	0.0<.80	.17<.80	0.0<.80	.52<.80	0.0	.31<.80	1.0>.80
Adverse Impact?	Yes	Yes	Yes	No								

SERVICE/MAINTENANCE

	Total		W		B		H		A/PI		AI/AN	
	Male	Female										
Total Workforce	255	105	171	69	7	1	8	4	44	21	25	10
Total Participants	2584	917	2031	717	100	8	117	45	141	40	195	107
Training Rate	1013%	873%	1188%	1039%	1429%	800%	1463%	1125%	320%	190%	780%	1007%
Ratio to Highest Rate	.69	.60	.81	.71	.98	.55	1.0	.77	.22	.13	.53	.69
4/5 Rule 800% of Base	.69<.80	.60<.80	.81>.80	.71<.80	.98>.80	.55<.80	1.0>.80	.77<.80	.22<.80	.13<.80	.53<.80	.69<.80
Adverse Impact?	Yes	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes

LAYOFF/RECALL – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY

OFFICIALS/ADMINISTRATORS: Direct appointment by the Governor

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	32	9	30	7	0	0	1	0	0	1	1	1
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0
Total Retained	32	9	30	7	N/A	N/A	1	N/A	N/A	1	1	1
Retention Rate	100%	100%	100%	100%			100%			100%	100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00			1.00			1.00	1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80			1.00>.80			1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	No	N/A	N/A	No	No	No

PROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female										
Total Workforce	586	333	522	279	11	6	11	11	26	17	16	20
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0
Total Retained	586	333	522	279	11	6	11	11	26	17	16	20
Retention Rate	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No											

TECHNICIANS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	17	9	15	8	1	0	0	0	0	0	1	1
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0
Total Retained	17	9	15	8	1	N/A	N/A	N/A	N/A	N/A	1	1
Retention Rate	100%	100%	100%	100%	100%						100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00	1.00						1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80						1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No

PROTECTIVE SERVICES

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	74	9	60	8	5	0	4	0	3	0	2	1
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0
Total Retained	74	9	60	8	5	N/A	4	N/A	3	N/A	2	1
Retention Rate	100%	100%	100%	100%	100%		100%		100%		100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00	1.00		1.00		1.00		1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80		1.00>.80		1.00>.80		1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	N/A	No	N/A	No	N/A	No	No

LAYOFF/RECALL – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY continued

PARAPROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	1	11	1	8	0	0	0	0	0	2	0	1
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0
Total Retained	1	11	1	8	N/A	N/A	N/A	N/A	N/A	2	N/A	1
Retention Rate	100%	100%	100%	100%						100%		100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00						1.00		1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80						1.00>.80		1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No

ADMINISTRATIVE SUPPORT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	70	207	53	150	5	8	3	5	4	15	5	29
Total Layoffs	0	1	0	1	0	0	0	0	0	0	0	0
Total Retained	70	206	53	149	5	8	3	5	4	15	5	29
Retention Rate	100%	99.5%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%
Ratio to Highest Rate	1.00	.99	1.00	.99	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4/5 Rule 80% of Base	1.00>.80	.99>.80	1.00>.80	.99>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

SKILLED CRAFT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	967	27	818	21	12	1	18	1	25	2	94	2
Total Layoffs	2	0	2	0	0	0	0	0	0	0	0	0
Total Retained	965	27	816	21	12	1	18	1	25	2	94	2
Retention Rate	99.7%	100%	99.7%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Ratio to Highest Rate	.99	1.00	.99	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4/5 Rule 80% of Base	.99>.80	1.00>.80	.99>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

SERVICE/MAINTENANCE

	Total		W		B		H		A/PI		AI/AN	
	Male	Female										
Total Workforce	255	105	171	69	7	1	8	4	44	21	25	10
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0
Total Retained	255	105	171	69	7	1	8	4	44	21	25	10
Retention Rate	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No											

DEMOTIONS – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY

OFFICIALS/ADMINISTRATORS: Direct appointment by the Governor

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	32	9	30	7	0	0	1	0	0	1	1	1
Total Actions	0	0	0	0	0	0	0	0	0	0	0	0
Total Remaining	32	9	30	7	N/A	N/A	1	N/A	N/A	1	1	1
Rate	100%	100%	100%	100%			100%			100%	100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00			1.00			1.00	1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80			1.00>.80			1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	No	N/A	N/A	No	No	No

PROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	586	333	522	279	11	6	11	11	26	17	16	20
Total Actions	4	5	4	5	0	0	0	0	0	0	0	0
Total Remaining	582	328	518	274	11	6	11	11	26	17	16	20
Rate	99%	98%	99%	98%	100%	100%	100%	100%	100%	100%	100%	100%
Ratio to Highest Rate	.99	.98	.99	.98	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4/5 Rule 80% of Base	.99>.80	.98>.80	.99>.80	.98>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

TECHNICIANS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	17	9	15	8	1	0	0	0	0	0	1	1
Total Actions	1	1	1	1	0	0	0	0	0	0	0	0
Total Remaining	16	8	14	7	1	N/A	N/A	N/A	N/A	N/A	1	1
Rate	94%	89%	99%	88%	100%						100%	100%
Ratio to Highest Rate	.94	.89	.99	.88	1.00						1.00	1.00
4/5 Rule 80% of Base	.94>.80	.89>.80	.99>.80	.88>.80	1.00>.80						1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No

PROTECTIVE SERVICES

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	74	9	60	8	5	0	4	0	3	0	2	1
Total Actions	0	0	0	0	0	0	0	0	0	0	0	0
Total Remaining	74	9	60	8	5	N/A	4	N/A	3	N/A	2	1
Rate	100%	100%	100%	100%	100%		100%		100%		100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00	1.00		1.00		1.00		1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80		1.00>.80		1.00>.80		1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	N/A	No	N/A	No	N/A	No	No

DEMOTIONS – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY continued

PARAPROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	1	11	1	8	0	0	0	0	0	2	0	1
Total Actions	0	0	0	0	0	0	0	0	0	0	0	0
Total Remaining	1	11	1	8	N/A	N/A	N/A	N/A	N/A	2	N/A	1
Rate	100%	100%	100%	100%						100%		100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00						1.00		1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80						1.00>.80		1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No

ADMINISTRATIVE SUPPORT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	70	207	53	150	5	8	3	5	4	15	5	29
Total Actions	0	2	0	1	0	0	0	0	0	0	0	1
Total Remaining	70	205	53	149	5	8	3	5	4	15	5	28
Rate	100%	99%	100%	99%	100%	100%	100%	100%	100%	100%	100%	97%
Ratio to Highest Rate	1.00	.99	1.00	.99	1.00	1.00	1.00	1.00	1.00	1.00	1.00	.97
4/5 Rule 80% of Base	1.00>.80	.99>.80	1.00>.80	.99.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	.97>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

SKILLED CRAFT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	967	27	818	21	12	1	18	1	25	2	94	2
Total Actions	15	0	13	0	0	0	0	0	0	0	2	0
Total Remaining	952	27	805	21	12	1	18	1	25	2	92	2
Rate	98%	100%	98%	100%	100%	100%	100%	100%	100%	100%	98%	100%
Ratio to Highest Rate	.98	1.00	.98	1.00	1.00	1.00	1.00	1.00	1.00	1.00	.98	1.00
4/5 Rule 80% of Base	.98>.80	1.00>.80	.98>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	.98>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

SERVICE/MAINTENANCE

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	255	105	171	69	7	1	8	4	44	21	25	10
Total Actions	5	5	4	4	0	0	0	0	1	0	0	1
Total Remaining	250	100	167	65	7	1	8	4	43	21	25	9
Rate	98%	95%	98%	94%	100%	100%	100%	100%	98%	100%	100%	90%
Ratio to Highest Rate	.98	.95	.98	.94	1.00	1.00	1.00	1.00	.98	1.00	1.00	.90
4/5 Rule 80% of Base	.98>.80	.95>.80	.98>.80	.94>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	.98>.80	1.00>.80	1.00>.80	.90>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

DISCIPLINE – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY

OFFICIALS/ADMINISTRATORS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	32	9	30	7	0	0	1	0	0	1	1	1
Total Actions	0	0	0	0	0	0	0	0	0	0	0	0
Total Remaining	32	9	30	7	N/A	N/A	1	N/A	N/A	1	1	1
Rate	100%	100%	100%	100%			100%			100%	100%	100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00			1.00			1.00	1.00	1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80			1.00>.80			1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	No	N/A	N/A	No	No	No

PROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	586	333	522	279	11	6	11	11	26	17	16	20
Total Actions	12	5	11	4	0	0	0	0	1	1	0	0
Total Remaining	574	328	511	275	11	6	11	11	25	16	16	20
Rate	98%	98%	98%	99%	100%	100%	100%	100%	96%	94%	100%	100%
Ratio to Highest Rate	.98	.98	.98	.99	1.00	1.00	1.00	1.00	.96	.94	1.00	1.00
4/5 Rule 80% of Base	.98>.80	.98>.80	.98>.80	.99>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	.96>.80	.94>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

TECHNICIANS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	17	9	15	8	1	0	0	0	0	0	1	1
Total Actions	6	0	5	0	0	0	0	0	0	0	1	0
Total Remaining	11	9	10	8	1	N/A	N/A	N/A	N/A	N/A	0	1
Rate	65%	100%	67%	100%	100%						-100%	100%
Ratio to Highest Rate	.65	1.00	.67	1.00	1.00						-1.0	1.00
4/5 Rule 80% of Base	.65<.80	1.00>.80	.67<.80	1.00>.80	1.00>.80						-1.0<.80	1.00>.80
Adverse Impact?	Yes	No	Yes	No	No	N/A	N/A	N/A	N/A	N/A	Yes	No

PROTECTIVE SERVICES

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	74	9	60	8	5	0	4	0	3	0	2	1
Total Actions	5	0	4	0	0	0	1	0	0	0	0	0
Total Remaining	69	9	56	8	5	N/A	3	N/A	3	N/A	2	1
Rate	93%	100%	93%	100%	100%		75%		100%		100%	100%
Ratio to Highest Rate	.93	1.00	.93	1.00	1.00		.75		1.00		1.00	1.00
4/5 Rule 80% of Base	.93>.80	1.00>.80	.93>.80	1.00>.80	1.00>.80		.75<.80		1.00>.80		1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	No	N/A	Yes	N/A	No	N/A	No	No

DISCIPLINE – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY continued

PARAPROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	1	11	1	8	0	0	0	0	0	2	0	1
Total Actions	0	0	0	0	0	0	0	0	0	0	0	0
Total Remaining	1	11	1	8	N/A	N/A	N/A	N/A	N/A	2	N/A	1
Rate	100%	100%	100%	100%						100%		100%
Ratio to Highest Rate	1.00	1.00	1.00	1.00						1.00		1.00
4/5 Rule 80% of Base	1.00>.80	1.00>.80	1.00>.80	1.00>.80						1.00>.80		1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No

ADMINISTRATIVE SUPPORT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	70	207	53	150	5	8	3	5	4	15	5	29
Total Actions	0	7	0	5	0	1	0	0	0	0	0	1
Total Remaining	70	200	53	145	5	7	3	5	4	15	5	28
Rate	100%	97%	100%	97%	100%	88%	100%	100%	100%	100%	100%	97%
Ratio to Highest Rate	1.00	.97	1.00	.97	1.00	.88	1.00	1.00	1.00	1.00	1.00	.97
4/5 Rule 80% of Base	1.00>.80	.97>.80	1.00>.80	.97>.80	1.00>.80	.88>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	1.00>.80	.97>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

SKILLED CRAFT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	967	27	818	21	12	1	18	1	25	2	94	2
Total Actions	57	2	50	0	0	1	1	0	1	0	5	1
Total Remaining	910	25	768	21	12	0	17	1	24	2	89	1
Rate	94%	93%	94%	100%	100%	-100%	94%	100%	96%	100%	95%	50%
Ratio to Highest Rate	.94	.93	.94	1.00	1.00	-1.0	.94	1.00	.96	1.00	.95	.50
4/5 Rule 80% of Base	.94>.80	.93>.80	.94>.80	1.00>.80	1.00>.80	-1.0<.80	.94>.80	1.00>.80	.96>.80	1.00>.80	.95>.80	.50<.80
Adverse Impact?	No	No	No	No	No	Yes	No	No	No	No	No	Yes

SERVICE/MAINTENANCE

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	255	105	171	69	7	1	8	4	44	21	25	10
Total Actions	15	5	12	4	0	0	1	0	0	0	2	1
Total Remaining	240	100	159	65	7	1	7	4	44	21	23	9
Rate	94%	95%	93%	94%	100%	100%	88%	100%	100%	100%	92%	90%
Ratio to Highest Rate	.94	.95	.93	.94	1.00	1.00	.88	1.00	1.00	1.00	.92	.9
4/5 Rule 80% of Base	.94>.80	.95>.80	.93>.80	.94>.80	1.00>.80	1.00>.80	.88>.80	1.00>.80	1.00>.80	1.00>.80	.92>.80	.90>.80
Adverse Impact?	No	No	No	No	No	No	No	No	No	No	No	No

TERMINATION – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY

OFFICIALS/ADMINISTRATORS: Direct appointment by the Governor

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	32	9	30	7	0	0	1	0	0	1	1	1
Total Actions	5	0	5	0	0	0	0	0	0	0	0	0
Total Remaining	27	9	25	7	N/A	N/A	1	N/A	N/A	1	1	1
Rate	84%	100%	83%	100%			100%			100%	100%	100%
Ratio to Highest Rate	.84	1.00	.83	1.00			1.00			1.00	1.00	1.00
4/5 Rule 80% of Base	.84>.80	1.00>.80	.83>.80	1.00>.80			1.00>.80			1.00>.80	1.00>.80	1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	No	N/A	N/A	No	No	No

PROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	586	333	522	279	11	6	11	11	26	17	16	20
Total Actions	67	51	62	43	1	2	0	1	2	2	2	3
Total Remaining	519	282	460	236	10	4	11	10	24	15	14	17
Rate	89%	85%	88%	85%	91%	67%	100%	91%	92%	88%	88%	85%
Ratio to Highest Rate	.89	.85	.88	.85	.91	.67	1.00	.91	.92	.88	.88	.85
4/5 Rule 80% of Base	.89>.80	.85>.80	.88>.80	.85>.80	.91>.80	.67<.80	1.00>.80	.91>.80	.92>.80	.88>.80	.88>.80	.85>.80
Adverse Impact?	No	No	No	No	No	Yes	No	No	No	No	No	No

TECHNICIANS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	17	9	15	8	1	0	0	0	0	0	1	1
Total Actions	45	14	30	11	3	0	2	1	5	1	5	1
Total Remaining	-28	-5	-15	-3	-2	N/A	-2	-1	-5	-1	-4	0
Rate	-165%	-56%	-100%	-38%	-200%		-200%	-100%	-500%	-100%	-400%	0.0%
Ratio to Highest Rate	-1.65	-.56	-1.0	-.38	-2.0		-2.0	-1.0	-5.0	-1.0	-4.0	1.00
4/5 Rule 80% of Base	-1.65<.80	-.56<.80	-1.0<.80	-.38<.80	-2.0<.80		-2.0<.80	-1.0<.80	-5.0<.80	-1.0<.80	-4.0<.80	1.0>.80
Adverse Impact?	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	No

PROTECTIVE SERVICES

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	74	9	60	8	5	0	4	0	3	0	2	1
Total Actions	4	2	3	0	0	1	0	1	0	0	1	0
Total Remaining	70	7	57	8	5	-1	4	-1	3	N/A	1	1
Rate	95%	78%	95%	100%	100%	-100%	100%	-100%	100%		50%	100%
Ratio to Highest Rate	.95	.78	.95	1.00	1.00	-1.0	1.00	-1.0	1.00		.5	1.00
4/5 Rule 80% of Base	.95>.80	.78<.80	.95>.80	1.00>.80	1.00>.80	-1.0<.80	1.00>.80	-1.0<.80	1.00>.80		.5<.80	1.00>.80
Adverse Impact?	No	Yes	No	No	No	Yes	No	Yes	No	N/A	Yes	No

TERMINATION – FOUR-FIFTHS RULE APPLICATION BY JOB CATEGORY continued

PARAPROFESSIONALS

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	1	11	1	8	0	0	0	0	0	2	0	1
Total Actions	0	1	0	1	0	0	0	0	0	0	0	0
Total Remaining	1	10	1	7	N/A	N/A	N/A	N/A	N/A	2	N/A	1
Rate	100%	91%	100%	88%						100%		100%
Ratio to Highest Rate	1.00	.91	1.00	.88						1.00		1.00
4/5 Rule 80% of Base	1.00>.80	.91>.80	1.00>.80	.88>.80						1.00>.80		1.00>.80
Adverse Impact?	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No

ADMINISTRATIVE SUPPORT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	70	207	53	150	5	8	3	5	4	15	5	29
Total Actions	25	46	20	29	0	3	2	3	1	4	2	7
Total Remaining	45	161	33	121	5	5	1	2	3	11	3	22
Rate	64%	78%	62%	81%	100%	63%	33%	40%	75%	73%	60%	76%
Ratio to Highest Rate	.64	.78	.62	.81	1.00	.63	.33	.40	.75	.73	.60	.76
4/5 Rule 80% of Base	.64<.80	.78<.80	.62<.80	.81>.80	1.00>.80	.63<.80	.33<.80	.40<.80	.75<.80	.73<.80	.60<.80	.76<.80
Adverse Impact?	Yes	Yes	Yes	No	No	Yes						

SKILLED CRAFT

	Total		W		B		H		A/PI		AI/AN	
	Male	Female										
Total Workforce	967	27	818	21	12	1	18	1	25	2	94	2
Total Actions	225	40	186	30	3	0	4	0	9	3	23	7
Total Remaining	742	-13	632	-9	9	1	14	1	14	-1	71	-5
Rate	77%	-48%	77%	-43%	75%	100%	78%	100%	56%	-50%	76%	-250%
Ratio to Highest Rate	.77	-.48	.77	-.43	.75	1.00	.78	1.00	.56	-.50	.76	-2.5
4/5 Rule 80% of Base	.77<.80	-.48<.80	.77<.80	-.43<.80	.75<.80	1.00>.80	.78<.80	1.00>.80	.56<.80	-.50<.80	.76<.80	-2.5<.80
Adverse Impact?	No	No										

SERVICE/MAINTENANCE

	Total		W		B		H		A/PI		AI/AN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	255	105	171	69	7	1	8	4	44	21	25	10
Total Actions	75	27	54	14	3	3	2	0	7	4	9	6
Total Remaining	180	78	117	55	4	-2	6	4	37	17	14	4
Rate	71%	72%	68%	80%	57%	-200%	75%	100%	84%	81%	56%	40%
Ratio to Highest Rate	.71	.72	.68	.80	.57	-2.0	.75	1.00	.84	.81	.56	.40
4/5 Rule 800% of Base	.71<.80	.72<.80	.68<.80	.80=.80	.57<.80	-2.0<.80	.75<.80	1.00>.80	.84>.80	.81>.80	.56<.80	.40<.80
Adverse Impact?	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	Yes	Yes

Program Evaluation

Implementation efforts:

The Affirmative Action Plan and Annual Assurance Update is posted on the DOT&PF's internal and external web site. This provides accessibility of the Plan and updates to both departmental employees and the general public. The FY2014 Annual Assurance Update, once approved by Federal Highways Administration, will also be posted to the web.

DOT&PF's Human Resources Section:

The Department of Administration, Division of Personnel & Labor Relations (DOP&LR), transferred many Human Resource functions back to the department in April 2012. Since that time, a new Human Resource Manager was hired and the focus of the department has become more pro-active. This pro-action has meant reaching out to our local communities at Recruitment Fairs throughout the State. We've focused these recruitment efforts on our targeted workforce, working specifically with the Alaska Federation of Natives at their recruitment fair. Through delegated authority from the DOP&LR Director to the Human Resource Manager, this section is responsible for recruitment and selection, performance management, grievances/complaint responses, employment law, certain Letters of Agreement amending collective bargaining unit agreements, layoff, and other functions such as CDL drug testing. The Human Resource Manager and this section continue to be responsible for the Department's Internal Equal Employment Opportunity Program.

Progress to achievement of agency affirmative action goals:

A review of the hiring goals indicated that many of DOT's goals have been met, some for the first time in years. Where they were not met, the remaining goals in the 5-Year Affirmative Action Plan were adjusted. We have slated further community outreach into the High School Employment Fairs of several rural Alaska Communities to educate those students on DOT employment opportunities. Many of these rural Communities service our primary goal demographic.

We have and implemented a method of tracking LTC applicant flow for promotion posting. This data is included in this report with a level of detail and analysis of this detail never before used. We have clearly illustrated that our promotional opportunities have been consistently posted as per contractual language, offering internal candidates exclusive application rights.

Tracking disciplinary actions has been improved greatly by having dedicated DOT staff assigned to logging, categorizing and tracking disciplinary actions across all bargaining units. This record is used throughout the year to ensure consistency with contract rules and policies, regardless of ethnicity and class distinctions. Through this analysis, and evident in this document is that when we do have a small demographic in a particular minority, even a minor issue can have disproportionate impact. Such was evident in our Black Female Skilled Craft and Service Maintenance groups; over this review period, each a group of one (1).

This is the first complete fiscal year of applicant data with more complete standardization of determining applicants resulted in an increased accuracy analysis of new hires and promotions. For the first time this year we worked cross State of Alaska departments to gather data from Recruitment and Employee Records, to cull the databanks for information, to involve more of our DOT administrative staff in the analysis of this data, and to create succinct and accurate data to measure. With this better measurement and analysis, we expect to make great strides in future years.

Overall, we saw a small decrease in DOT&PF positions overall. This was not surprising given our Governor's commitment to shrink government, and our surrendering positions as part of our budget submittal. Still we did see a small increase in the number of minority staff, and a slight decrease of females throughout the department. Both are target groups for our recruitment efforts going forward, as mentioned above.

Progress in correction of problems areas:

Availability Factor: Alaska's geographical location has caused difficulty creating accurate availability calculations in the past, which has had an intricate impact to the success of DOT&PF's Affirmative Action Plan. With utilization of the 2010 Census Bureau data in both FY2013 and FY2014, we have been able to initiate research of our feeder groups. This research has led us to the realization that the accurate availability calculations are dependent on correct numbers at the beginning. Through conversation and cooperation with DOA EEO staff, we have come to understand that the way in which we determine our feeder group may be antiquated. The EEO manager has offered to share DOA's feeder group criteria with the assurance that the current and improved process will give a clearer analysis of our demographic. We anticipate a fundamental shift in the look of our next year's report, in light of those more accurate feeder group calculations. Our analysis and research will continue with our commitment being to attain the most accurate availability calculations we possibly can. The partnership with the Department of Administration, Division of Personnel and Labor Relations will also strengthen our overall EEO program and the Affirmative Action Plans of the future.

Applicant flow/information: Our new online recruitment system has refined the recruitment process, and specifically helped us to evaluation true applicants for a position, as we have been able to cull out the multiple applications of the same person. This has meant more accuracy and reliability of our records and the data within them. Additionally, the system reporting has allowed for a streamlined and efficient collection and analysis.

Training tracking: The process to collect training tracking is evolving. The Alaska DOT&PF is working to standardize our internal training tracking process with those of DOA. Learn Alaska at DOA has been fully implemented and the ability of our employees to self-report training is fast approaching. This will improve, but not solve all of our training tracking needs. To that we hope that through HR's Monthly Article in the In Transmit newsletter, HR can send out regular reminders to our staff not only to sign up for training, but to record it and take responsibility for getting it recorded. We will also use this monthly column to cover DOT's specific Training Reimbursement Policy so employees are aware of the full spectrum of training options available to them at DOT.

General comments about the program:

Analysis of the goals for fiscal years; 2011, 2012, 2013, and 2014 provides a general understanding of which categories and groups are succeeding. Alaska's DOT&PF has historically struggled with effectively meeting goals in the American Indian/Alaska Native male and female categories. Additionally, problem categories are female professionals, skilled craft, and service maintenance.

In an effort to meet our underutilized goals DOT&PF created a recruitment brochure focusing on seasonal positions in our remote locations. Increased focus on these areas was identified as an opportunity to increase job interest in the Alaska Native group. It is well known that a majority of Alaska Natives partake in a subsistence life style directly connected to seasonal activities. This shift in focus should increase applicants and successful hires in that group. Additionally, DOT&PF actively partook in three State of Alaska Recruitment Fairs in FY14, one Alaskan Federation of Natives Conference. The new recruitment brochure also highlighted the conditional Commercial Driver License option for our CDL required positions. The conditional hire process allows for non CDL holding applicants to be hired and attain their CDL while working in a limited capacity which also increases availability to all groups.

Our analysis of the demographic notwithstanding, we understand that the act of reaching out to the minority communities is the most important. Thus HR has gone to rural camps and met with individual employees, we continue to cross regional boundaries with HR staff dedicated to resolution of differences amongst management and staff; but also marketing the State as an employer through our greatest resources – existing staff. We are encouraging staff to recommend the State to their friends and families. We believe this is perhaps the most direct means we have to connect with the communities that nurture our families, and the diverse populations within. We also have initiated contacts with High Schools throughout the State as an opportunity for an HR presentation about DOT employment for soon to graduate students.

The number of formal EEO discrimination complaints continues to be low when compared to the number of employees in the department. This also indicates that the system for addressing internally filed complaints is functioning properly

Overview:

The Alaska DOT/PF’s Internal EEO Program continues to be effective and this year shows improvements in some areas never seen before. Overall we are receiving fewer complaints of discrimination than in previous years. We can attribute this improvement to the education of our workforce and the ongoing trainings now offered by DOT HR in rural areas, on the Marine Highway System Vessels, offering Respectful Workplace Trainings, in remote Maintenance Facilities offering Ethics and Sexual Harassment training. These efforts do make a difference, the employees do respond, and behaviors, though perhaps slow to change, do change. Although the number of positions in the department is always varied from year to year, we still have seen improvement in minority and female representation, we expect more to come. As Alaska’s economy goes through the changes we expect with the downturn of revenues, our workforce will likely contract, but our outreach to our communities will continue to increase. This is how we build the workforce of the future – diverse by definition.

Fiscal Year	Total Workforce	Total Minorities	Total Females
FY2005	3087	536	790
FY2006	3174	556	808
FY2007	3135	580	806
FY2008	3208	588	820
FY2009	3200	574	819
FY2010	3297	597	855
FY2011	3401	630	883
FY2012	3429	635	891
FY2013	3420	659	902
FY2014	3386	657	896

*Data source: State of Alaska Workforce Profile FY2014