State of Rhode Island and Providence Plantations
Department of Transportation

Equal Employment Opportunity Program

Affirmative Action Plan

2012 – 2014

Lincoln D. Chafee
Governor

Michael P. Lewis
Director

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CHAPTER I

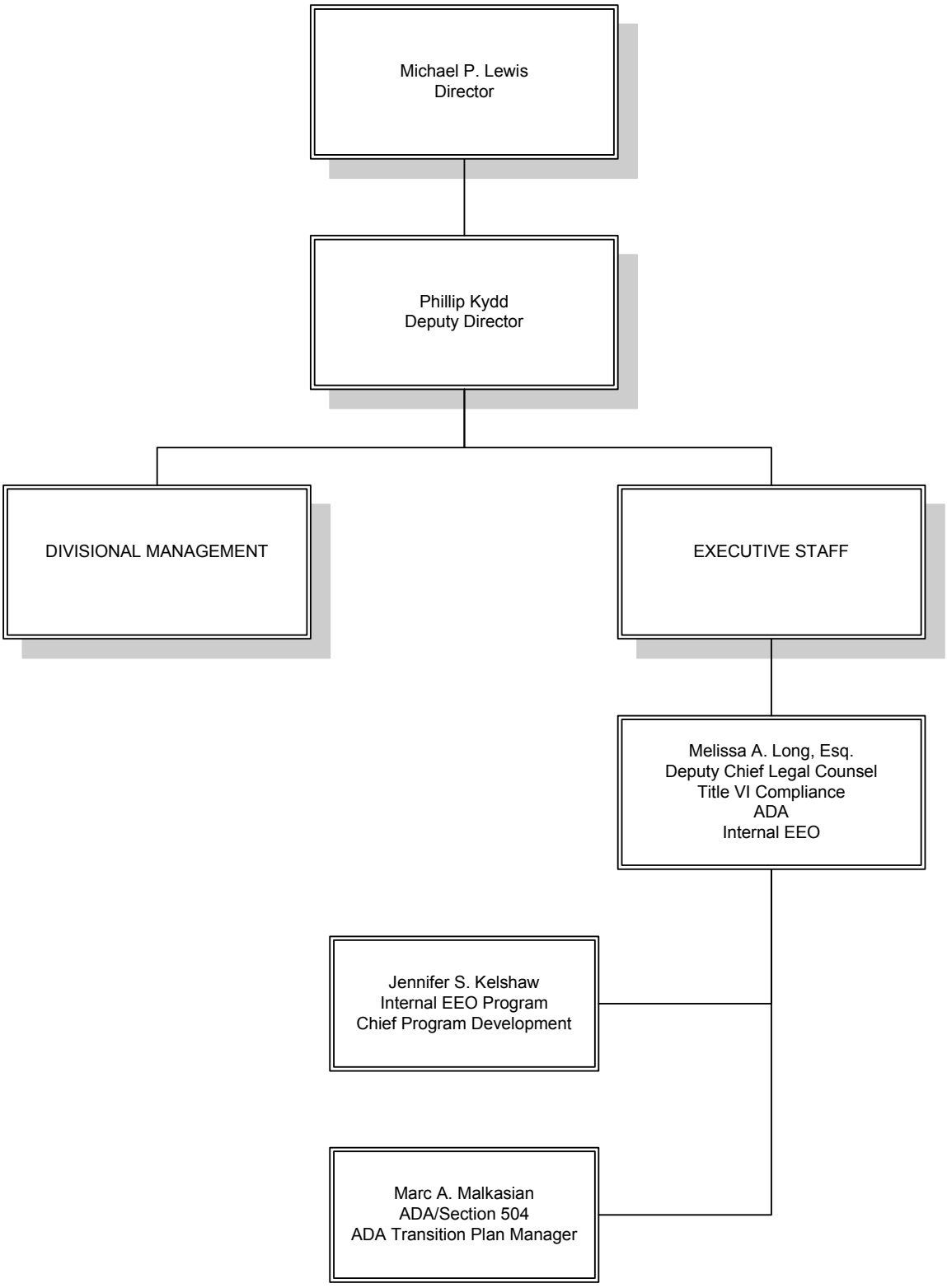
AGENCY ORGANIZATION & STRUCTURE

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

ORGANIZATIONAL CHART

Last updated May 17, 2012

INTERNAL EEO ORGANIZATIONAL STRUCTURE



ABOUT RIDOT

The Rhode Island Department of Transportation (RIDOT) is responsible for a diverse transportation system of more than 1,100 miles of road and approximately 800 bridges that provides a variety of convenient, cost-effective mobility opportunities for people and the movement of goods to support economic development and improved quality of life.

This safe, efficient, environmentally, aesthetically and culturally sensitive intermodal transportation network is managed and maintained by a dedicated staff. The Department is continually striving to improve its operations. This effort encompasses a wide range of efforts that increase efficiencies, ensure high quality on completed projects, save money and improve motorist safety.

RIDOT is proud of its many accomplishments that not only save and maintain the current system of roads and bridges, but also enhance its transportation system. In just the past few years, the Department has taken the lead on nearly $1 billion in investment in new infrastructure including:

- Relocation of a major highway (I-195) in the capital city of Providence through the I-way project.
- Extension of commuter rail service to the InterLink, an intermodal facility connecting planes, trains, buses and rental cars at T.F. Green State Airport, and to Wickford Junction Station in North Kingstown, Rhode Island. The new commuter rail station at the Wickford Junction stop will provide South County commuters with an alternative means of transportation.
- Construction of a 22-mile freight corridor and a new four-mile limited access highway to the Quonset Business Park — the state's largest and rapidly growing Port and industrial park.
- Reconstruction of major bridges including the Washington Bridge in Providence, and the Sakonnet River Bridge in Portsmouth and Tiverton.
- A sustained annual capital program of approximately $230 million to rehabilitate and improve roads, bridges, sidewalks, traffic signals, and bike paths.
- Construction on the Pawtucket River Bridge and the demolition of the old I-195 each began FY 2010.

RIDOT MISSION STATEMENT

The mission of the Rhode Island Department of Transportation is to maintain and provide a safe, efficient, environmentally, aesthetically and culturally sensitive intermodal transportation network that offers a variety of convenient, cost-effective mobility opportunities for people and the movement of goods supporting economic development and improved quality of life.

RIDOT'S GOALS

RIDOT seeks to implement its mission through policy and action, with particular emphasis on the following goals:

- Promote mobility for people and goods through a balanced, multi-modal transportation system.
- Direct investment and development to existing communities, urban concentrations, and designated economic growth areas.
- Develop methods for assessing the fiscal impact and cost-benefit analysis of development for use by both state and local governments when considering infrastructure investments and land-use policies.
- Encourage redevelopment and improve livability of existing communities and urban areas; and guide new employment to under-used commercial and industrial sites.
- Obtain sufficient state funding within a dedicated Transportation Trust Fund.
- Attain and then maintain an appropriate level of system preservation or service to our customers.
- Look for and participate in opportunities for public/private cost sharing projects.
- Deliver operating systems, services, programs, and projects in the most cost-effective manner possible.
- Make public participation and a customer service focus integral parts of the development of RIDOT programs, projects, and services.
- Make media awareness and public participation a focus that is integrated with RIDOT's programs, projects and services via the Public Affairs Office, Office of Public Policy & Community Affairs, and the Transportation Management Center.
- Provide employees with opportunities to enhance their level of preparedness and performance so they can do the best job possible in the duties they are assigned.

CHAPTER II

POLICIES

RIDOT POLICY

DATE: **August 3, 2012**

REFERENCE: **Equal Employment Opportunity**

Section I: Purpose

The Rhode Island Department of Transportation (the Department) values a work environment that is free from discrimination, including harassment and sexual harassment of any kind; thus the Department is committed to Equal Employment Opportunity (EEO) for all persons, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, disability, age, or national origin. In order to create a more effective and representative internal workforce, the Department encourages the hiring, training, and promotion of persons within protected classes to reflect more accurately the available workforce within Rhode Island. Successful implementation of the Department's EEO Program will benefit the agency through increased use and development of previously underutilized human resources.

Section II: Policy

It is the policy of the Department, functioning within the framework of federal and state laws, regulations, executive orders and guidance, to adhere to the principles of EEO for all persons, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, disability, age, or national origin. The Department is committed to fair and equal treatment with respect to all employment practices, including the posting of job vacancies, recruiting, hiring, compensation, benefits, recognition (awards), lay-offs, transfers, promotions, demotions, work assignments, leaves, training, recall from lay-off, appointments, discipline and agency-sponsored programs. Moreover, the Department is committed to taking special affirmative action, including goals and timetables, to overcome the effects of past discrimination.

The Department's EEO Program is a critical goal-setting program with measurement and evaluation factors similar to other major agency programs. The intent of the EEO Program is to fulfill the Department's EEO and affirmative action commitments, and to achieve fair treatment and full utilization of all persons protected by law.

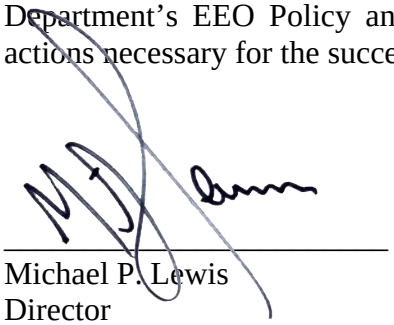
The Department implements the EEO Program by collecting and analyzing employment data, identifying problem areas, establishing goals and timetables, and developing programs to achieve EEO goals. Responsibility for implementation of the EEO Program is assigned to the Department's Title VI Coordinator, Melissa A. Long, Esq., and its Affirmative Action Officer, Jennifer S. Kelshaw, and shared by all management personnel in accordance with the tasks and responsibilities assigned under the EEO Program and the Department's Affirmative Action Plan. The Department will evaluate the performance of its managers and supervisors on the success of the EEO Program; managers and supervisors are accountable for their action or inaction in the EEO Program.

Applicants and employees wishing to file a complaint alleging employment discrimination, including harassment and/or sexual harassment, may do so by contacting the Department's Title

VI Coordinator and/or the Affirmative Action Officer at 2 Capitol Hill, Providence, Rhode Island 02903; (401) 222-3260, fax (401) 222-6168. All complaints, inquiries, and investigations shall be handled with fairness and objectivity, and, to the greatest extent possible, in a confidential manner.

Retaliation in any form by any Department employee against any person who complains about discrimination, or who assists in the investigation of such complaints, is prohibited.

As Director, I am personally committed to and support the effective implementation of the Department's EEO Policy and Program. I expect all personnel to carry out the affirmative actions necessary for the success of the Department's EEO Program.



Michael P. Lewis
Director

RIDOT POLICY

DATE: **June 3, 2011**

REFERENCE: **Title VI/Nondiscrimination**

It is the policy of the Rhode Island Department of Transportation (the Department) to comply fully with both Title VI of the Civil Rights Act of 1964 and the Department's Title VI/Nondiscrimination Program Assurances. To that end the Department certifies that no person in the United States shall, on the grounds of race, color, sex, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of the Department's programs or activities, whether or not such programs and activities are federally-assisted.

Specifically, the Department will not, on the basis of race, color, sex, national origin, age, or disability:

- deny any service, financial aid, or other benefit to a beneficiary of the Department's programs;
- provide any service, financial aid, or benefit that is different—in quality, quantity, or manner—from that provided to other beneficiaries under Departmental programs;
- subject a person to segregation or separate treatment in any matter related to receipt of any service, financial aid, or other benefit under its programs;
- treat a person differently from others in determining whether the person is eligible for a service, financial aid, or other benefit under a departmental program;
- restrict a person in the enjoyment of any advantage or privilege enjoyed by others receiving services, financial aid, or other benefits of its programs;
- deny a person the opportunity to participate in advisory or planning councils that are an integral part of its programs;
- discriminate in any activities related to highway, facility, or infrastructure built or repaired with federal funds;
- discriminate in any employment resulting in a program which has a primary purpose of providing employment; or
- discriminate in the selection and retention of contractors and consultants.

Furthermore, the Department will not administer its programs in a manner that, directly or by contract, defeats or substantially impairs its goal of effective nondiscrimination. Rather, the Department will identify and address the effects of its programs, policies and activities on minority and low-income populations, as well as provide meaningful access to benefits, information, and services to beneficiaries who are of limited English-speaking ability.

Any person with questions or seeking additional information about the Department's non-discrimination obligations should contact Melissa A. Long, Esq., Title VI Coordinator, at 2 Capitol Hill, Room 109, Providence, Rhode Island 02903; (401) 222-3260 extension 4411; or mlong@dot.ri.gov. Similarly, any person who believes that the Department or any of its sub-recipients has violated Title VI of the Civil Rights Act of 1964 or this Nondiscrimination Policy should contact the Department's Title VI Coordinator to file a written complaint.

Michael P. Lewis, Director
Rhode Island Department of Transportation

CHAPTER III

DISSEMINATION OF THE

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

AND AFFIRMATIVE ACTION PLAN

DISSEMINATION OF THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM / AFFIRMATIVE ACTION PLAN

To publicize the content of RIDOT's Policy and Equal Employment Opportunity Program/Affirmative Action Plan (EEO Program/AAP), copies of the EEO Program/AAP will be distributed both internally and externally as follows:

INTERNAL

- RIDOT's Website
- Director's Office
- Human Resources Service Center
- Administrative Services Division
- Highway and Bridge Maintenance Division
- Infrastructure Development Division
- Planning and Finance Division
- Equal Opportunity Advisory Committee Members

EXTERNAL

- RIDOT's Website
- State Equal Opportunity Office
- United States Department of Transportation, Federal Highway Administration, RI Division Office (FHWA)
- United States Department of Transportation, Federal Transit Administration (FTA)
- Electronic distribution to established outreach list (see Appendix D)

Copies will also be made available for public viewing in the Human Resources Service Center Office located at 2 Capitol Hill, Room 214, in Providence, Rhode Island 02903.

All new employees will be notified of the Equal Employment Opportunity Policy at the time of hire.

Equal Employment Opportunity posters shall be prominently placed on various bulletin boards throughout the Department.

CHAPTER IV

PERSONNEL RESPONSIBILITY

&

ASSIGNMENT OF AAO

DESIGNATION OF PERSONNEL RESPONSIBILITY

The Director of the Rhode Island Department of Transportation, Michael P. Lewis, is responsible for effective implementation and monitoring of the Department's Equal Employment Opportunity (EEO) Program/Affirmative Action Plan (AAP). The Director is also responsible for ensuring that management personnel carry out the affirmative actions necessary to integrate the principles of EEO into all facets of the Department's employment practices, as well as, support and promote the ultimate success of the Department's EEO Program/AAP.

RIDOT has made significant commitments toward addressing the needs of our EEO and Title VI/Non-Discrimination programs. RIDOT elevated the EEO Program/AAP considerably by removing oversight of the program from the Human Resources Service Center (HRSC). The program is organized at the Executive Staff-level, managed by two full time Civil Rights professionals within the Office of Policy and Community Affairs.

Melissa A. Long, Esq., is RIDOT's Title VI Coordinator with direct oversight of the Title VI, ADA, and EEO Programs, consistent with 23 C.F.R. § 200.9(b)(1). Ms. Long reports directly to the Director of RIDOT on a monthly basis. Melissa A. Long, Esq., is responsible for the following tasks in implementing the EEO Program/AAP;

- developing and recommending EEO policy, a written program, and internal and external communication procedures;
- assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timelines, and developing programs to achieve the Department's goals;
- reporting periodically to the Director on the progress of each unit in relation to the Department's goals;
- serving as a liaison between the Department, federal, state and local governments, regulatory agencies, minority, women's organizations and organizations for the disabled, and other community groups;
- assisting in recruiting minority, disabled and female applicants and establishing outreach sources for use by hiring officials;
- concurring in all hires and promotions; and
- processing employment discrimination complaints.

Ms. Jennifer S. Kelshaw is the Department's full-time Affirmative Action Officer (AAO), consistent with 23 C.F.R. § 230, Subpart C, Appendix A, Part II (A)(1). Ms. Kelshaw is responsible for developing, implementing, communicating, auditing, and monitoring RIDOT's EEO Program/AAP. She reports directly to the Director of RIDOT on a monthly basis. The AAO is responsible for the following tasks on a daily basis;

- developing the Department's written EEO Program/AAP;
- publicizing the contents of the EEO Program/AAP internally and externally;
- assisting managers and supervisors in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve the Department's goals;
- handling and processing discrimination complaints, both formal and informal;
- designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
- reporting directly, on a monthly basis, to the Director on the progress and deficiencies of each departmental unit in relation to the Department's goals;
- ensuring that Department's EEO Policy statement is available to all employees and to the general public; and
- educating employees about the value of the EEO Program/AAP.

Additionally, all managers and supervisors are responsible for ensuring the success of the Department's EEO Program/AAP. Responsibilities include but are not limited to;

- reviewing the training, hiring, promotional, disciplinary and termination patterns to monitor achievement of region/division goals and objectives and to identify problem areas;
- ensuring fair and unbiased interviewing and selection techniques;
- providing career counseling to encourage upward mobility for all employees;
- ensuring that the Department's EEO Policy statement is displayed Department-wide, and that persons with disabilities are ensured barrier-free access to the statement;
- providing reasonable accommodations for persons with disabilities;
- monitoring Department-sponsored activities to ensure equal opportunity participation for all employees;
- fostering discussions on affirmative action practices among managers and employees to ensure full implementation of the EEO Program/AAP;
- undertaking measures designed to prevent harassment of employees;
- attending Workforce Diversity training;
- resolving discrimination and sexual harassment complaints appropriately;
- conducting outreach recruitment efforts for protected class candidates; and
- holding subordinate managers and supervisors responsible and accountable for implementing the EEO Program/AAP.

The Human Resources Administrator, Paul E. Pysz, is responsible for assisting in ensuring the effective implementation and monitoring of the Department's EEO Program/AAP. The HRSC is responsible for;

- employee and labor relations;
- payroll;
- staff development and training programs;
- processing personnel actions;
- administering personnel policies;
- monitoring position classification and compensation;
- assisting in the preparation of personnel service budgets; and
- maintaining employee benefit programs.

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

NOTICE UNDER
THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Rhode Island Department of Transportation ("RIDOT") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: RIDOT does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: RIDOT will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in RIDOT's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: RIDOT will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in RIDOT offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of RIDOT, should contact the office of Melissa A. Long, Esq., ADA Coordinator, at 2 Capitol Hill, Room 109, Providence, RI 02903, 222-3260 extension 4411, or mlong@dot.ri.gov, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require RIDOT to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of RIDOT is not accessible to persons with disabilities should be directed to Melissa A. Long, Esq., ADA Coordinator, at 2 Capitol Hill, Room 109, Providence, RI 02903, 222-3260 extension 4411 or mlong@dot.ri.gov.

RIDOT will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

REASONABLE ACCOMMODATION RESPONSIBILITIES

PURPOSE

The Rhode Island Department of Transportation (RIDOT) is committed to complying with The Americans with Disabilities Act of 1990 and Rhode Island Executive Order No. 92-2 as it pertains to reasonable accommodations for employees and applicants. The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities reasonable accommodations that do not impose undue hardship. Moreover, Section 503 of the Rehabilitation Act of 1973, as amended, applies to Federal contractors, and prohibits job discrimination due to a disability. The Act requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

The basic purpose of the reasonable accommodation process is to make sure that accommodation requests are evaluated and implemented in a non-discriminatory manner, in accordance with the law.

HUMAN RESOURCES SERVICE CENTER

The RIDOT Human Resources Service Center (HRSC) processes all reasonable accommodation requests for the Department. An employee seeking a reasonable accommodation should refer to HRSC's procedures as outlined below. Upon receipt of a request, an HRSC representative will review the case and make a determination. The procedure is as follows:

1. Employee contacts the HRSC to communicate the need for a reasonable accommodation. If or when an employee brings forward a need for reasonable accommodation to their immediate supervisor, said supervisor shall direct the employee to HRSC.
2. The HRSC provides the employee with the *Request for Reasonable Accommodation* form and explains it to the employee, including the necessity for a physician to complete and sign the medical information. Also provided to the employee is a copy of their current job specification. (The job specification aids the physician in making a recommendation(s) as to the appropriate accommodation for the individual employee based upon his/her medical condition.)
3. The employee may return the form to the HRSC or the physician may fax it directly to HRSC (Fax: 401.222.2574).

4. An HRSC representative reviews the completed *Request for Reasonable Accommodation* form and medical justification.
5. The HRSC Administrator makes a determination whether the RIDOT can accommodate the employee; and, if so an appropriate accommodation.
6. The HRSC informs employee regarding the action being taken.

Note: When an item needs to be purchased in order to fulfill the terms of the reasonable accommodation, the HRSC forwards the request to Financial Management (FM). FM initiates the purchase in accordance with all State and RIDOT purchasing rules. When a decision is reached, FM notifies the HRSC. The HRSC informs the employee regarding the action being taken.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM OFFICE

The Affirmative Action Officer (AAO) for the EEO Program/AAP will monitor the reasonable accommodation process and outcomes to ensure discrimination has not occurred.

The AAO will review on a quarterly basis each accommodation(s) requested and status. The monitoring mechanism utilized will be the *Reasonable Accommodation Log* that is maintained by the HRSC. The AAO will follow up with the employee.

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEES

The RIDOT has coordinated two separate, voluntary EEO Advisory Committees; one for managers and the other for rank and file members. The membership of each committee reflects various job levels, minorities, women, and disabled individuals (those who have self-identified).

Each committee will be comprised of a minimum of 10 employees who will serve a one year term. An alternate list of available volunteers will be maintained. The committees will meet quarterly, or as determined by the Affirmative Action Officer (AAO). They will serve as a vehicle to obtain input and involvement from Department managers, supervisors and employees, to advise the AAO of potential new program resources that are customized to meet the diverse EEO challenges of all sections. Moreover the members will help to identify problems within the Department as they relate to disparate treatment and discrimination. The AAO will prepare the agenda for the meetings, preside over the meetings, and submit any committee recommendations to the Title VI Coordinator, Office of Policy and Community Affairs.

Committee members for fiscal year (FY) July 1, 2011- June 30, 2012 are listed below:

Equal Employment Opportunity Advisory Management Committee

NAME	POSITION	
Cynthia Breen	Senior Internal Audit Manager	White Female
Georgette Chahine	Supervising Civil Engineer	White Female
James Eng	Administrator Highway Bridge Construction Operations	Asian Male
David Fish	Managing Engineer, Bridge	White Male
Colin Franco	Associate Chief Engineer, Materials	Asian Male
Christine Giammarco	Highway Maintenance Superintendent	White Female
Wilfred Hernandez	Chief Civil Engineer, Construction	Hispanic Male
Vartouhy Kurkjian	Manager of Survey Operations	White Female
George Ley	Chief Civil Engineer, Construction	White Male
Lisa Martinelli	Executive Counsel	White Female
David Riley	Highway Maintenance Superintendent	Black Male

Equal Employment Opportunity Advisory Rank & File Committee

NAME	POSITION	
Laverne Applegate	Auditor	Black Female
Ibn-Hashim Bakari	Engineering Technician I, Construction	Black Male
Owen Blanco	Electrical Inspector	Asian Male
Dennis Brown	Business Management Officer	White Male
Kimberly Ciotti	Engineering Technician III, Materials	White Female
Heidi Gudmundson	Programming Services Officer	White Female
Michael Hull	Engineering Technician IV, Construction	Native American Male
Maria Kunhardt	Civil Engineer, Bridge	Hispanic Female
Jose Lima	Principal Civil Engineer, Materials	Hispanic Male
Francisco Lovera	Civil Engineering Associate	Hispanic Male
Jeffry Martins	Civil Engineering Associate	Black Male
Jessica Rodas	Civil Engineering Associate	Hispanic Female
Elvys Ruiz	Highway Safety Program Coordinator, Minority Outreach	Hispanic Male
Songhap Taing	Senior Civil Engineer, Construction	Asian Male
Janice Valentin	Senior Accountant	Hispanic Female

At the present time the Department is soliciting volunteers to serve on the EEO Advisory Committees for FY 2013. As meetings of the committees were suspended pending approval of the EEO Program/AAP, the Department has extended an offer to all current members to remain on the committees for FY 2013. The tentative meeting schedule for FY 2013 is as follows:

- August 16, 2012
- October 17, 2012
- January 16, 2013
- April 17, 2013

CHAPTER V

WORKFORCE UTILIZATION ANALYSIS

AND

ASSESSMENT

WORKFORCE UTILIZATION ANALYSIS and ASSESSMENT

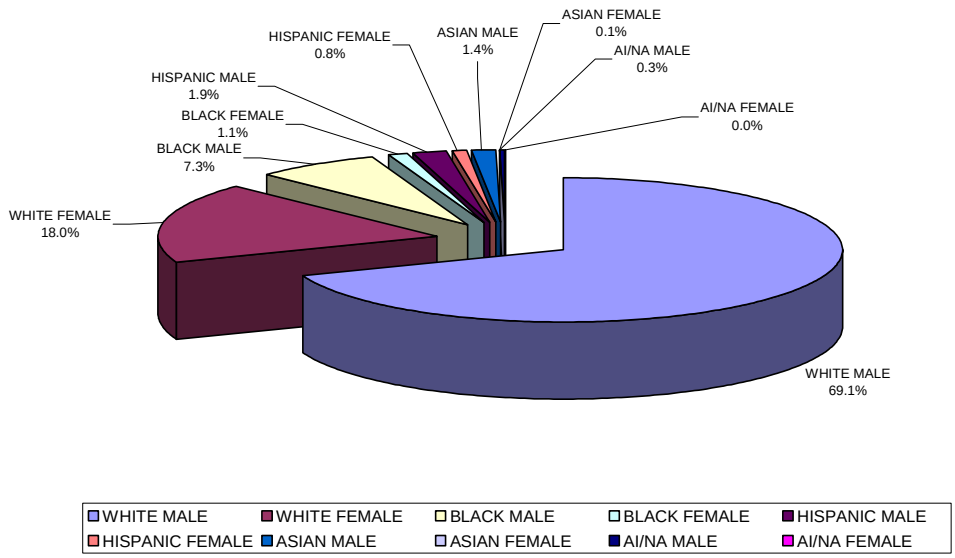
The purpose of the utilization analysis is to identify the existence of underutilization within the Equal Employment Opportunity-4 (EEO-4) job categories, broken down by gender and sub-racial categories benched against the workforce availability within the Civilian Labor Market (CLM). The analysis aids in establishing a framework for goals and timetables and other affirmative actions to current employment practices that contribute to underutilization.

I. WORKFORCE COMPOSITION

At the end of FY 2011 (June 30, 2011), the Department's current total workforce consisted of 737 full-time employees (FTEs). The total number is up by 32 FTEs or 4.34 percent from FY 2010 total of 705 FTEs. Of the total 737 FTEs, 145 were females, 94 were minorities and 5 employees self -identified as disabled. These figures represent an increase in employment of protective classes by 7.59 percent and 8.51 percent respectively from the prior year. The following chart depicts the composition of the RIDOT's internal workforce as of June 30, 2011.

2011 RIDOT Internal Workforce Breakdown

DATA AS OF 6/30/2011 737 TOTAL EMPLOYEES



The 2000 US Census figures are currently being utilized to determine underutilization in employment practices within the RIDOT. Underutilization is determined by comparing RIDOT's current workforce composition with EEO-4 job category with the percent availability found in the CLM. The State of Rhode Island's CLM reflects those individuals that are currently employed and unemployed.

A two-factor analysis was conducted in order to derive a weighted average for the percent of availability in the CLM for each EEO-4 job category. In order to arrive at a weighted factor both the percentage of minorities and women with requisite skills in the reasonable recruitment area (LOCAL) and the percentage of minorities or women among those promotable, transferable or trainable within the Department were considered.

While the Department has made great strides in minority and female hires, particularly in male minority hires, it needs to continue to improve its recruiting, hiring and retention practices of females and minority females, as well as place special emphasis on recruiting Hispanic employees.

II. UTILIZATION ANALYSIS

In this section the Department analyzed the FY 2011 internal workforce composition and benched it against the external CLM workforce. The purpose is to determine if RIDOT is under-represented in terms of employment within each EEO-4 job category broken down by gender and then sub-racial category. The outcome of this analysis is to set hiring goals within any area where under-representation exists. The information also assists the Department in developing or enhancing its outreach efforts within the affected populations, thus, creating a workforce that is reflective of RI's labor market and diversity. The following Utilization Analysis table reflects the number of employees within RIDOT's workforce in terms of percent, the percent of availability within the CLM, the percent of the CLM the RIDOT is currently utilizing, the presence of under-utilization and the number of employees needed to be hired in order to achieve parity with the CLM.

Official/Managers/Administrators – During FY 2011 the Department employed 52 individuals within this EEO-4 job category. The most predominant group was White males with 38 employees at varying positions. Under-utilization was present amongst White females at 11 percent benched against a 26 percent availability in the CLM. Under-utilization is statistically negligible amongst American Indian/Alaskan Native males and females, along with Hispanic and Asian females because the percent availability in the CLM is less than two percent. As a result, hiring goals were set for White females for FY 2012-2014 at one hire.

Professionals – During FY 2011 the Department employed 200 individuals within this EEO-4 job category. The most predominant group was White males comprising 64

percent of the category or 128 employees. The table shows under-utilization among White females at 12.7 percent benched against a 38.2 percent CLM availability. There is no statistically negligible data for the presence of under-utilization among all other sub-racial categories for both males and females. The only exception is Black males whom are leading in representation in this EEO-4 job category. The only category where a hiring goal needs to be set in order to achieve parity with the CLM is among White females. The Department's hiring goal for FY 2012-2014 is three White females.

Technicians – During FY 2011 the Department employed 152 individuals within this EEO-4 job category. The most predominant group was White males comprising 76 percent of the category or 115 employees. The table reflects under-utilization among White and Black females. The Department is under-utilized with respect to White females by 24.2 percent or 37 potential hires and by 7.7 percent or 12 potential hires for Black females. It should be noted that the majority of positions held within this EEO-4 job category tend to attract males more often than females. As there is no statistical relevance for the presence of under-utilization within the remaining sub-racial categories by gender, hiring goals were set for both White and Black females. The hiring goal for FY 2012-2014 for White females is five hires and two hires for Black females.

Para-Professionals – During FY 2011 the Department employed 121 individuals within this EEO-4 job category. The most predominant group was White males comprising 64 percent of the category or 78 employees. The table shows the existence of under-utilization among White females at 21.4 percent benched against a 35.4 percent CLM availability. All other sub-racial groups, by gender with the exception of Black males where under-utilization potentially exists are statistically negligible. The hiring goal for White females was set at three hires between FY 2012-2014. It should be noted that the majority of positions held within this EEO-4 job category tend to attract males more often than females.

Administrative Support – During FY 2011 the Department employed 46 individuals within this EEO-4 job category. The most predominant group was White females comprising 71.7 percent of the category or 33 employees. Males overall comprise 17.2 percent of the category. Under-utilization exists for Asian males only in this category. Currently the Department utilizes zero percent of the 1.8 percent CLM availability. Even though these positions tend to be held traditionally by females, the Department needs to improve outreach efforts to hire in the latter area. As a result, a hiring goal of one Hispanic male was set between FY 2012-2014.

Skilled Craft – During FY 2011 the Department employed 126 individuals within this EEO-4 job category. The most predominant group was White males comprising 89 percent of the category or 112 employees. Males total comprised 97.8 percent of the category. Under-utilization exists among Hispanic males (0.4 percent benched against a 4.4 percent CLM availability) and White females (3.5 percent benched against a 5.9

percent CLM availability). These positions tend to be held traditionally by males, however, the Department needs to make efforts to hire in the latter area. As a result, total hiring goals for FY 2012-2014 were set at one hire for each group.

Service Maintenance – During FY 2011 the Department employed 40 individuals within this EEO-4 job category. The most predominant group was White males comprising 88 percent of the category or 35 employees. Males total comprised 100 percent of the category. Under-utilization exists among both White (zero percent utilization with 16.8 percent CLM availability) and Hispanic females (zero percent utilization with 2.6 percent availability). These positions tend to be held traditionally by males (Highway Maintenance Operators, Bridge Maintenance Workers). Therefore, the Department needs to improve outreach efforts to hire in the latter areas. As a result, total hiring goals for FY 2012-2014 were set at one hire for each group.

The Department's EEO Program/AAP hiring goals for the next three years are depicted in the table titled "Hiring Goals by EEO-4 Job Category" located in Chapter VI.

RIDOT

Utilization Analysis by EEO-4 Job Category

July 1, 2010 - June 30, 2011

		Raw Statistics									
		Male					Female				
Job Category	TOTAL WORKFORCE	W	B	H	A	AI	W	B	H	A	AI
Officials/ Managers & Administrators											
Current # Workforce	52	38	1	1	2	0	8	2	0	0	0
% in Category		73.1%	1.9%	1.9%	3.8%	0.0%	15.4%	3.8%	0.0%	0.0%	0.0%
% of Availability			1.4%	1.8%	2.5%	0.1%	26.4%	2.5%	0.6%	0.3%	0.1%
% Utilization			-0.5%	-0.1%	-1.3%	0.1%	11.0%	-1.3%	0.6%	0.3%	0.1%
Underutilized (Yes/No)			N/A*	N/A*	N	N/A*	Y	N	N/A*	N/A*	N/A*
# Needed to Reach Parity					-1		6	-1			
Professionals											
Current # Workforce	200	128	12	3	3	0	51	2	3	0	0
% in Category		64.0%	6.0%	1.5%	1.5%	0.0%	25.5%	1.0%	1.5%	0.0%	0.0%
% of Availability			3.7%	1.6%	1.7%	0.1%	38.2%	1.1%	1.8%	0.6%	0.1%
% Utilization			-2.3%	0.1%	0.2%	0.1%	12.7%	0.1%	0.3%	0.6%	0.1%
Underutilized (Yes/No)			N	N/A*	N/A*	N/A*	Y	N/A*	N/A*	N/A*	N/A*
# Needed to Reach Parity			-5				25				
Technicians											
Current # Workforce	152	115	14	1	1	1	20	0	0	0	0
% in Category		76.0%	9.2%	0.7%	0.9%	0.7%	13.2%	0.0%	0.0%	0.0%	0.0%
% of Availability			5.1%	1.3%	1.0%	0.6%	37.4%	7.7%	1.3%	0.4%	0.3%
% Utilization			-4.1%	0.6%	0.1%	-0.1%	24.2%	7.7%	1.3%	0.4%	0.3%
Underutilized (Yes/No)			N	N/A*	N/A*	N/A*	Y	Y	N/A*	N/A*	N/A*
# Needed to Reach Parity			-6				37	12			
Para-Professionals											
Current # Workforce	121	78	16	4	4	0	17	1	1	0	0
% in Category		64.0%	13.2%	3.3%	3.3%	0.0%	14.0%	0.8%	0.8%	0.0%	0.0%
% of Availability			4.4%	1.4%	1.3%	0.3%	35.4%	1.1%	1.5%	0.5%	0.2%
% Utilization			-8.8%	-1.9%	-2.0%	0.3%	21.4%	0.3%	0.7%	0.5%	0.2%
Underutilized (Yes/No)			N	N/A*	N/A*	N/A*	Y	N/A*	N/A*	N/A*	N/A*
# Needed to Reach Parity			-11	-2	-2		26				
Administrative Support											
Current # Workforce	46	7	1	0	0	0	33	4	0	1	0
% in Category		15.0%	2.2%	0.0%	0.0%	0.0%	71.7%	8.7%	0.0%	2.2%	0.0%
% of Availability			1.4%	1.8%	2.5%	0.1%	26.4%	2.5%	0.6%	0.3%	0.1%
% Utilization			-0.8%	1.8%	2.5%	0.1%	-45.3%	-6.2%	0.6%	-1.9%	0.1%
Underutilized (Yes/No)			N/A*	N/A*	Y	N/A*	N	N	N/A*	N/A*	N/A*
# Needed to Reach Parity					1		-21	-3		-1	
Skilled Craft											
Current # Workforce	126	112	5	5	0	1	3	0	0	0	0
% in Category		89.0%	4.0%	4.0%	0.0%	0.8%	2.4%	0.0%	0.0%	0.0%	0.0%
% of Availability			2.9%	4.4%	0.5%	0.7%	5.9%	0.3%	0.8%	0.3%	0.1%
% Utilization			-1.1%	0.4%	0.5%	-0.1%	3.5%	0.3%	0.8%	0.3%	0.1%
Underutilized (Yes/No)			N	Y	N/A*	N/A*	Y	N/A*	N/A*	N/A*	N/A*
# Needed to Reach Parity			-1	1			4				
Service Maintenance											
Current # Workforce	40	35	3	2	0	0	0	0	0	0	0
% in Category		88.0%	7.5%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of Availability			5.3%	6.0%	0.7%	0.2%	16.8%	1.1%	2.6%	0.6%	0.1%
% Utilization			-2.2%	1.0%	0.7%	0.2%	16.8%	1.1%	2.6%	0.6%	0.1%
Underutilized (Yes/No)			N	Y	N/A*	N/A*	Y	N/A*	Y	N/A*	N/A*
# Needed to Reach Parity			-1				7		1		

red trailing
green leading
grey parity

N/A*: Underutilization is statistically negligible when less than 2% availability exists in the CLM

III. HUMAN RESOURCES EMPLOYMENT PRACTICES

HIRING PROCESS

Data Collection

Up until FY 2013 the Department collected demographic data at the point of the interview phase of the hiring process by collecting the State of Rhode Island application form (CS-14) and the Equal Employment Opportunity Cards (EEO card). The EEO Card was reviewed for clarity by the Rhode Island Office of Administration (RIDOA) Equal Employment Opportunity Office. During FY 2011, 1062 qualified applicants were selected for interviews for various positions within the EEO-4 job categories versus FY 2010, where only 1351 qualified applicants were selected. The Department filled 118 positions in FY 2010 versus 64 positions in FY 2011, a decrease of 45.76 percent. The decrease can be attributed to budgetary constraints. Additionally, FY 2010 was a high year for the Department in terms of hires due to ARRA funding.

The table below compares the number of minority and female candidates hired versus the number that applied against the total applicant pool for FY 2010 and FY 2011.

FY 2010-2011 Comparison of Minority and Female Hires vs Minority and Female Applicants

FY	Total Hire	Total Applicants	Minority Applicants	Minority Hire	Total Hire (%)	Female Applicants	Female Hire	Total Hire (%)
2010	118	1351	303	30	25.42	205	20	16.95
2011	64	1062	119	12	18.75	178	20	31.25
Movement +/-	(54)	(289)	(184)	(18)	(33.34)	(27)	-	-
Movement +/- in %	(45.77)	(21.40)	(60.73)	(60)	(6.67)	(13.17)	-	14.30

In FY 2010, 22.42 percent of the applicants were minority and the Department hired 2.22 percent of those candidates or 25.42 percent of the qualified applicants. In FY 2011, 11.21 percent of the applicants were minorities and the Department hired 18.75 percent of the qualified applicants. In both years the Department led in minority hires where the target percent for parity with the CLM was 17.86 percent. During these two fiscal periods the Department was able to hire a number of individuals for positions relative to a Civil Service Exam. As a result, the Department made a concerted effort to work collaboratively with the RIDOA Equal Opportunity Office to obtain Minority and Female lists for the Engineering Technician I positions. In the future, the Department will request

language lists where appropriate. The goal is to reach as many minority and female candidates as possible.

In FY 2010, 15.17 percent of the applicants were female and the Department hired 29 percent of those candidates who were qualified. In FY 2011, 16.76 percent of the applicants were female and the Department hired 31.25 percent of those qualified candidates. While the Department is trailing in hiring females, it increased hiring in this group by 14.30 percent from FY 2010 to FY 2011.

Recruitment

The Department ensures all vacancy announcements are distributed in a manner as to be accessible to all interested parties. The notices are posted on all employee bulletin boards throughout the Department, sent to state agencies, union halls, and minority and women's groups. In order to expand outreach, and ensure visibility to minorities or females, sometimes vacancies are advertised in local papers that reach the intended audience. Internet and e-mail are used as well for distribution. For example, all vacancy notices are posted on the Rhode Island Department of Labor's website and e-mailed internally to managers. Additionally, the Department works cooperatively with the RIDOA's Equal Opportunity Office and receives qualified referrals for posted positions with respect to female, minorities and disabled candidates. The Department currently does not have a mechanism in place to maintain referrals of minorities, females or disabled candidates which can be utilized during the outreach/recruiting phase of the hiring process.

The Department also recognizes there may be occasions when vacant positions must be used to fulfill an obligation necessitated by either internal or external factors. For example, the Americans with Disabilities Act identifies "reassignment to a vacant position" as a sample reasonable accommodation. Consequently, not all positions that are vacant will be posted. Additionally, merit system reclassification and/or reallocation procedures sometimes generate new positions and classification status for specific incumbent employees as non-recruitable vacancies. The Department will continue to honor the principle of equal opportunity by announcing all valid postings for which it actively recruits with the understanding that there could be a legitimate reason for an appropriate administrative remedy in response to other obligations.

Selection and Interview Procedures

Until the end of FY 2012, the Department received applications by mail or in person during the posting period for a position. Once the application period ended, applicants' resumes were screened and qualified candidates were selected for an interview. If an applicant had supplied the HRSC with a completed EEO card (voluntary), then the office

accepted and placed the EEO card in the file. Department managers along with the HRSC determined which applicants were qualified and selected for the interview process. Interviews were then conducted. The selection committee, made up of the specific department managers and (when available) a human resource representative, conducted the interview. Pre-determined questions were asked of every interviewee. Post-assessment occurred and a candidate was selected. The hiring manager composed a letter addressed to the appointing authority articulating why the selected candidate was chosen over the non-selected interviewees.

Until the beginning of FY 2013 a mechanism was not in place to collect, document and assess the EEO demographic data of the candidates at each phase of the hiring process. The Department developed and implemented a process that monitors the hiring practices at the applicant, qualification, interview, and selection phase to ensure that no discriminatory practices exist. In order to better assess the demographics of the applicant pool at each stage of the hiring process, the AAO partnered with the HRSC in order to solicit this information from applicants at the time of their application. Please see the hiring practice monitoring process in Chapter VIII for a detailed description of the process.

The goal is to determine at every phase of the hiring process where a barrier to employment may be occurring with respect to females and minorities and the disabled.

Position Descriptions

The Department has begun the task of reviewing all job classifications associated with the Agency. It is the goal of the Agency to review each job classification to ensure the language in the descriptions relates to the day to day function of the position. The review will identify any required updates to education, skills required, supervision exercised or received, illustrative examples of work performed, and required knowledge and experience. The Department's goal is to complete the review process by FY 2015 at which time the Department will request that the OPA holds a public hearing in accordance with RIGL 36-4-10 of the Merit System. A tracking system will be developed to ensure that the project is completed.

Test Administration

Appointments and promotions to positions in the competitive branch of the classified service ("Competitive Positions") are subject to competitive examination as mandated by the Rhode Island Merit System Act. The Act is in place to help ensure that the hiring process is competitive and fair. The examinations assess candidates' knowledge, skills and abilities necessary for performing the job. The Department has partnered with RIDOA's Office of Classification and Examinations to ensure the questions posed on the civil service exams are job specific- and non-discriminatory.

External New Hires

Process

In this section the Department analyzed the new hires for FY 2011. A new hire is defined as any position filled where a vacancy posting publicly allows for external candidates to apply and the hiring selection made by the RIDOT is an external one. The following tables represent a ratio of total external hires to total external, qualified applicants at the interview phase of the hiring process broken down by EEO-4 job categories, gender and sub-racial group. The analysis was performed utilizing EEO data gathered at the interview phase. For FY 2001, EEO data was collected and reported by the HRSC at this stage in the hiring process. The following are the findings for the new hires at the Department:

Four-Fifths Analysis

The Four-Fifths or 80% rule states that "if a selection rate for any race, sex, or ethnic group is less than four-fifths (or 80%) of the rate for the group with the most favorable selection rate it will generally be regarded by the Federal enforcement agencies as evidence of adverse impact, while a greater than four-fifths rate will generally not be regarded by Federal enforcement agencies as evidence of adverse impact." It is a rule which establishes a numerical basis for drawing an initial inference and for requiring additional information for analysis.

Officials/Managers/Administrators – There was only one position filled within this EEO-4 job category during FY 2011. This results in a statistically negligible sample as the selection rate for this particular group from which the selection is made is 100 percent, while the selection rate for all other groups is zero percent. In terms of availability from the CLM and utilization within the Department, RIDOT leads in utilization in two categories; Asian males and Black females. In every other potentially adversely affected group the statistical relevance of the availability within the CLM is statistically negligible. Additionally, of the five qualified interviewed applicants who refused positions in FY 2011, the position filled in this case was originally offered to a Black female who was amongst the applicant refusals. Because the sample is so small the Department contends that no adverse impact exists with respect to the affected groups.

Professionals – No adverse impact exists between males and females overall. Hispanic males and females had a 100 percent selection rate. The one qualified individual interviewed was hired in each case as it pertains to the Hispanics. Due to this statistical anomaly, and small sample the Department contends that no adverse impact would exist for White females if we removed the Hispanic data from the equation. The $4/5^{th}$ comparison rate for White females would be 11.43 percent. In terms of availability and utilization analysis, the remaining data is statistical negligible.

Technicians – No data exists to analyze for this EEO-4 job category. There were no new hires in this area for FY 2011.

Para Professionals – Adverse impact exists between males and females overall. Females' selection ratio to the males was 38.10 percent. The ratio to the highest for males was 22.22 percent, which is below the 80 percent 4/5th comparison rate. The female selection rate was 50 percent. Potential adverse impact does exist for males in the following sub-racial categories: Black, Hispanic, and Asian; and Black females. White females had the highest selection rate at 100 percent with a 4/5th comparison rate of 80 percent. There is no data available to support the existence of adverse impact for Hispanic and Asian females, and American Indian/Alaskan males and females.

Administrative Support – Adverse impact does not exist between males and females overall. No data exists for males to compare this category to the 9.41 percent of the 4/5th comparison rate of females. The only sub-racial category that experiences adverse impact is Hispanic females. There is no data to support the existence of adverse impact as it pertains to in all the remaining sub-racial groups by gender with the exception of White males and females.

Skilled Craft – Adverse impact does exist between females and males overall. The selection rate for females was zero percent compared to 4/5th comparison rate of 7.27 percent for males. Adverse impact exists for Black females as zero out of 25 interview candidates were selected for hire. Hispanic males had the highest selection rate at 13.33 percent with a 4/5th comparison rate of 10.67 percent. All other groups had a zero percent ratio to the Hispanic males. The positions filled in this EEO-4 job category were primarily Highway Maintenance Operator I (HMO I) jobs. Aside for White females (5.9 percent CLM availability), the availability of all other sub-racial categories regardless of gender is statistically negligible. The Department does have hiring goals to address both females and minority under utilization.

Service Maintenance – Adverse impact does not exist between females and males overall. No data exists for females to compare this category to the males 4/5th comparison rate of 10 percent. Potential adverse impact exists among males and females for every sub-racial category. There was only one position filled within this EEO-4 job category, a Semi-Skilled Laborer. Availability within the CLM is across the board statistically negligible except in the case of White females, 16.6 percent (zero percent utilization at RIDOT) and Hispanic females, 2.6 percent (zero percent utilization at RIDOT). However, due to the fact that the sample of the group is so small (one hire) the relevance of statistical analysis is mute.

External New Hires--Four-Fifths Rule Application - Officials/Managers/Administrators

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Officials/Managers/Administrators

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
External Hires at the Interview Phase	0	1	0	1	0	0	0	0	0	0	0	0
Total External Applicants at the Interview Phase	0	4	0	1	1	3	1	0	0	0	0	0
Selection Rate	0.00%	25.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate		20.00%		80.00%								
Ratio to Highest Rate	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	N/A*	NO	N/A*	NO	YES	YES	YES	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

External New Hires--Four-Fifths Rule Application - Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
External Hires at the Interview Phase	2	2	1	1	0	0	1	1	0	0	0	0
Total External Applicants at the Interview Phase	11	9	8	7	2	1	1	1	0	0	0	0
Selection Rate	18.18%	22.22%	12.50%	14.29%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate		17.78%					80.00%					
Ratio to Highest Rate	81.82%	100.00%	12.50%	14.29%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	YES	YES	YES	YES	NO	NO	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

External New HIres--Four-Fifths Rule Application - Technicians

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Technicians

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
External Hires at the Interview Phase	0	0	0	0	0	0	0	0	0	0	0	0
Total External Applicants at the Interview Phase	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate												
4/5th Comparison Rate												
Ratio to Highest Rate												
Potential Adverse Impact (Yes/No)	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

External New Hires--Four-Fifths Rule Application - Para professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Para professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
External Hires at the Interview Phase	10	1	10	1	0	0	0	0	0	0	0	0
Total External Applicants at the Interview Phase	90	2	74	1	4	1	6	0	6	0	0	0
Selection Rate	11.11%	50.00%	13.51%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate		40.00%		80.00%								
Ratio to Highest Rate	22.22%	100.00%	13.51%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	YES	NO	YES	NO	YES	YES	YES	N/A*	YES	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

External New Hires--Four-Fifths Rule Application - Administrative Support

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Administrative Support

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
External Hires at the Interview Phase	0	2	0	2	0	0	0	0	0	0	0	0
Total External Applicants at the Interview Phase	2	17	2	13	0	0	0	4	0	0	0	0
Selection Rate	0.00%	11.76%	0.00%	15.38%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate		9.41%		12.31%								
Ratio to Highest Rate	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	YES	NO	YES	NO	N/A*	N/A*	N/A*	YES	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

External New HIres--Four-Fifths Rule Application - Skilled Craft

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Skilled Craft

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
External Hires at the Interview Phase	5	0	3	0	0	0	2	0	0	0	0	0
Total External Applicants at the Interview Phase	55	25	40	0	0	25	15	0	0	0	0	0
Selection Rate	9.09%	0.00%	7.50%	0.00%	0.00%	0.00%	13.33%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	7.27%						10.67%					
Ratio to Highest Rate	100.00%	0.00%	56.25%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	YES	YES	N/A*	N/A*	YES	NO	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

External New HIres--Four-Fifths Rule Application - Service Maintenance

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Service Maintenance

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
External Hires at the Interview Phase	1	0	1	0	0	0	0	0	0	0	0	0
Total External Applicants at the Interview Phase	8	0	5	0	1	0	2	0	0	0	0	0
Selection Rate	12.50%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	10.00%		16.00%				0.00%					
Ratio to Highest Rate	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	NO	N/A*	YES	N/A*	YES	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

Promotions

Process

In this section the Department analyzed the promotions for FY 2011. Promotions for the purposes of this analysis are defined as any current RIDOT employee receiving a change in compensation at a rate higher than the one they currently receive. The latter determination is independent of the manner in which the promotion was garnered; for example, through the traditional public posting and hiring process or a classification study. Other constraints that can be placed on a file that would limit the qualified applicant pool are Civil Service Exam Promotional lists, Seniority lists and contract bargaining agreement negotiated terms. The following tables represent a ratio of total internal promotions to total internal, qualified applicants at the interview phase of the hiring process broken down by EEO-4 job categories, gender and sub-racial group. The analysis was performed utilizing EEO data gathered at the interview phase. During FY201 EEO data was collected and reported by the HRSC at this stage in the hiring process.

The following table depicts promotional analysis for FY 2010 & FY 2011. The Department experienced an increase in female (175 percent) and minority promotions. It should be noted that 10 percent of the promotional opportunities were realized through a reallocation of job classification. This means an employee submitted a job study for review by the Department of Administration's Office of Personnel Administration (OPA) and that an analyst determined that the employee was working out of classification in a class above their current title. As a result, the employee was re-allocated into a position in line with their current duties and responsibilities. The remaining promotional opportunities were achieved through traditional posting methods and some utilized civil service lists as part of the posting.

FY 2010-2011 Comparison of Minority and Female Promotions by EEO-4 Job Category

EEO-4 JOB CATEGORY	TOTAL	FEMALE	MALE	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian Male	Asian Female	AI/AN Male	AI/AN Female
Officials/Administrators													
Previous FY 2010	3	1	0	2	1								
Current FY 2011	15	3	2	11	2	1	1						
Professionals													
Previous FY 2010	10	2	0	8	2								
Current FY 2011	19	4	0	15	4								
Technicians													
Previous FY 2010	2	0	0	2									
Current FY 2011	13	0	4	9		4							
Para Professional													
Previous FY 2010	0	0	0										
Current FY 2011	10	3	0	7	3								
Administrative Support													
Previous FY 2010	0	0	0										
Current FY 2011	1	1	0		1								
Skilled Craft Workers													
Previous FY 2010	3	1	0	2	1								
Current FY 2011	10	0	1	9		1							
Service Maintenance													
Previous FY 2010	0	0	0										
Current FY 2011	10	0	0	10									
Total Previous FY 2010	18	4	0	14	4	0	0	0	0	0	0	0	0
Total Current FY 2011	78	11	7	61	10	6	1	0	0	0	0	0	0
Movement +/-	60	7	7	47	6	6	1						
Movement +/- in %	333.33	175.00	∞*	335.72	150	∞*	∞*						

*** Mathematically Computes as Infinity**

Four-Fifths Analysis

Officials/Managers/Administrators – Adverse impact exists between females and males within this EEO-4 job category. Females were selected 47.62 percent of the time, which is below the 80 percent 4/5th comparison rate. It should be noted that special requirements, such as a current RI law license or Engineer In Training (EIT) certification were necessary to be qualified for certain promotional opportunities. As such, the qualified pool was significantly reduced. Of the one Black male and female candidate that applied and was interviewed for each respective position, each candidate was awarded the promotion. Both positions were publicly posted. Interviews were conducted with both internal and external qualified candidates. Additionally, because the pool, as it pertains to group with the highest selection is so limited, both Black male and females had the highest selection rate at 100 percent which in turn generates an 80 percent 4/5th comparison rate it skews the results of the existence of adverse impact. Adverse impact exists, for both White males and females.

Professionals – Adverse impact exists between females and males within this EEO-4 job category. Females were selected 65.45 percent of the time which is less than the 80 percent 4/5th comparison rate. With the exception of White females', no statistical data exists for the remaining sub-racial categories to document adverse impact. No members of these protected classes were interviewed. As was in the case of the Officials/Managers/Administrator EEO-4 job category some positions have license requirements which limit the pool of available, qualified candidates. Additionally, due to under-representation within the CLM, hiring goals have been established in order increase the likelihood that a person of color or female or female of color will be available for promotion in the future.

Technicians – Adverse impact does not exist between females and males overall. The selection rate of females to males is zero percent compared to the 12.90 selection rate. The percentage is zero as no data exists for females. Therefore, there is no statistical evidence that adverse impact exists. Other than White males, potential adverse impact does not exist among males and females for every sub-racial category except for Black males. Black males were the highest selected group at 18.18%. Adverse impact in terms of females is most significant in this EEO-4 job category. Part of the issue is the current make-up of RIDOT's workforce. In comparison to the CLM the Department utilizes only 13.2 percent of the 37.4 percent available White females, zero percent of the 7.7 percent available Black females and zero percent of the 1.3 percent available Hispanic females. In terms of males the Department is under utilized with respect to Hispanics. The availability of Hispanics in the CLM is 1.3 percent we employ 0.7 percent. In terms of the remaining affected groups availability in the CLM is across the board statistically negligible. Hiring goals are in place to eliminate the potential for adverse impact to occur.

Para Professionals – No adverse impact exists between males and females within this EEO-4 job category. Males, however, were selected 83.33 percent of the time. With the exception of White females' potential adverse impact exists for males and females equally within the Black, Hispanic, Asian, and American Indian/Alaskan Native sub-racial categories. No members of these protected classes were interviewed except for one Black male. Part of the issue is the current make-up of RIDOT's workforce. In comparison to the CLM the Department utilizes only 14 percent of the 35.4 percent available White females, 0.8 percent of the 1.1 percent available Black females, 0.8 percent of the 1.5 percent available Hispanic females and zero percent of the 0.5 percent of the available American Indian/Alaskan Native females. In terms of males the Department is under utilized with respect to Hispanics (zero percent utilization of the 1.8 percent available and zero percent of the 2.5 percent available) and Asians. Hiring goals are in place to eliminate the potential occurrence of adverse impact.

Administrative Support – There is not enough data to support the outcome of adverse impact amongst all sub racial categories equally for men and women, with the exception of White females as White females possessed the highest selection rate at 100 percent placing the $4/5^{th}$ comparison rate at 80 percent. The latter is the result of only one publicly posted position was available for a promotional opportunity within this EEO-4 job category. Due to contract bargaining requirements there was only one internal candidate who was qualified and available for consideration. Consequently, the position was offered to the qualified internal interview candidate.

Skilled Craft – Adverse impact exists between females and males overall. The selection rate of females to males is zero percent compared to the 34.62 percent selection rate of males. Therefore, there is no statistical evidence that adverse impact exists. There is no statistical evidence that adverse impact exists among males and females for every sub-racial category. One Black male received a promotion through a classification study. Two other promotions were achieved by White males by the same method. Of the remaining six filled promotional positions two were promoted off of the Civil Service Promotional list and the other four positions were subject to contract bargaining agreement terms and conditions; specifically Seniority lists. Adverse impact in terms of females is most significant in this EEO-4 job category. Part of the issue is the current make-up of RIDOT's workforce in this area. In comparison to the CLM the Department utilizes only 2.4 percent of the 5.9 percent available White females, zero percent of the 0.8 percent available Hispanic females and zero percent of the 0.5 percent available Hispanic males. The remaining affected groups have no statistically relevant data to analyze. Hiring goals are in place to eliminate the potential occurrence of adverse impact.

Service Maintenance – No adverse impact exists between females and males overall. The selection rate of females to males is zero percent compared 14.81 percent selection for males. Therefore, there is no statistical evidence that adverse impact exists. There is

no statistical evidence that adverse impact exists among males and females for every sub-racial category. All eight promotional opportunities were awarded to White males and all the qualified interview candidates were White males. It should be noted that every position was subject to contract bargaining requirements. Again Part of the issue is the current make-up of RIDOT's workforce in this area. In comparison to the CLM the Department utilizes zero percent of the 16.8 percent available White females, zero percent of the 1.1 percent available Black females, zero percent of the 2.6 percent available Hispanic females, and zero percent of the 0.6 percent available Asian females. In terms of males the Department utilizes zero percent of the available 0.7 percent Hispanics. The remaining affected groups have no statistically relevant data to analyze. Hiring goals are in place to eliminate the potential occurrence of adverse impact.

Promotions--Four-Fifths Rule Application - Officials/Managers/Administrators

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Officials/Managers/Administrators

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Internal Promotions (interview phase)	7	2	6	1	1	1	0	0	0	0	0	0
Total Qualified Internal Applicant (interview phase)	15	9	14	8	1	1	0	0	0	0	0	0
Selection Rate	46.67%	22.22%	42.86%	12.50%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	37.33%				80.00%							
Ratio to Highest Rate	100.00%	47.62%	42.86%	12.50%	100.00%	100.00%						
Potential Adverse Impact (Yes/No)	NO	YES	YES	YES	NO	NO	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

Composite Hiring--Four-Fifths Rule Application - Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	7	4	6	3	0	0	1	1	0	0	0	0
Total Qualified Applicants (interview phase)	29	20	26	18	2	1	1	1	0	0	0	0
Selection Rate	24.14%	20.00%	23.08%	16.67%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	19.31%						80.00%					
Ratio to Highest Rate	100.00%	82.86%	23.08%	16.67%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	YES	YES	YES	YES	NO	NO	N/A*	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Promotions--Four-Fifths Rule Application - Technicians

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Technicians

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Internal Promotions (interview phase)	8	0	6	0	2	0	0	0	0	0	0	0
Total Qualified Internal Applicant (interview phase)	62	0	50	0	11	0	1	0	0	0	0	0
Selection Rate	12.90%	0.00%	12.00%	0.00%	18.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	10.32%				14.55%							
Ratio to Highest Rate	100.00%	0.00%	66.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	YES	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

Promotions--Four-Fifths Rule Application - Para Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Para Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Internal Promotions (interview phase)	1	2	1	2	0	0	0	0	0	0	0	0
Total Qualified Internal Applicant (interview phase)	6	10	5	10	1	0	0	0	0	0	0	0
Selection Rate	16.67%	20.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate		16.00%	16.00%									
Ratio to Highest Rate	83.33%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	YES	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

Promotions--Four-Fifths Rule Application - Administrative Support

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Administrative Support

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Internal Promotions (interview phase)	0	1	0	1	0	0	0	0	0	0	0	0
Total Qualified Internal Applicant (interview phase)	0	1	0	1	0	0	0	0	0	0	0	0
Selection Rate	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate		80.00%		80.00%								
Ratio to Highest Rate	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	N/A*	NO	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

Promotions--Four-Fifths Rule Application - Skilled Craft

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Skilled Craft

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Internal Promotions (interview phase)	9	0	8	0	1	0	0	0	0	0	0	0
Total Qualified Internal Applicant (interview phase)	26	0	26	0	0	0	0	0	0	0	0	0
Selection Rate	34.62%	0.00%	30.77%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	27.69%		24.62%									
Ratio to Highest Rate	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	NO	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

Promotions--Four-Fifths Rule Application - Service Maintenance

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Service Maintenance

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Internal Promotions (interview phase)	8	0	8	0	0	0	0	0	0	0	0	0
Total Qualified Internal Applicant (interview phase)	54	0	54	0	0	0	0	0	0	0	0	0
Selection Rate	14.81%	0.00%	14.81%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	11.85%		11.85%									
Ratio to Highest Rate	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Applicants in this category comprise less than 2% of total applicants.

Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column. Potential Adverse Impact exists where Ratio to Highest is less than 80%

Composite Analysis of New Hires and Promotions (Composite Hiring)

Four-Fifths Analysis

In this section the Department analyzed the overall hiring for FY 2011 as it pertained to new hires and promotions (composite hiring of total hires). The following tables represent a ratio of total hires to total qualified applicants at the interview phase of the hiring process broken down by EEO-4 job categories, gender and sub-racial group. The analysis was performed utilizing EEO data gathered at the interview phase. During FY 2011 EEO data was collected and reported by the HRSC at this stage in the hiring process. The following are the findings for the composite hiring at the Department:

Officials/Managers/Administrators – Adverse impact exists between females and males overall. In this case, the female ratio to the highest rate was 49.45 percent which is less than the 80 percent $4/5^{th}$ comparison rate. Adverse impact exists with respect to White and Black females, and Hispanic males. In reference to the other areas where potential adverse impact exists, is should be noted that the availability in the CLM is statistically negligible. As such, the Department contends that due to the lack of availability, adverse impact does not exist with respect to females within the Hispanic sub-racial category and males and females in the Asian, and American Indian/Native Alaskan sub racial categories.

Professionals – No adverse impact exists between males and females overall. Adverse impact exists with respect to White and Black male and females. The availability and/or utilization for the rest of the sub-racial groups by gender are statistically negligible.

Technicians – No adverse impact exists between males and females overall. The selection rate of females to males is zero percent compared to the 12.90 percent selection rate, as no data exists for females. Therefore, there is no statistical evidence that adverse impact exists. Adverse impact exists for White males; however this group is not among the protected classes. With respect to all other sub-racial categories by gender with the exception of Black males, there is not enough statistical evidence of adverse impact.

Para Professionals – Adverse impact exists between males and females overall. Males had a ratio to the highest rate of 45.83 percent which is less than the 80 percent $4/5^{th}$ comparison rate. Adverse impact exists within Black males and females, and Hispanic and Asian males. No statistical data exists to support adverse impact with respect to Hispanic and Asian males and Hispanic females. White males are also adversely impacted; however they are not a protected class.

Administrative Support – Adverse impact exists between males and females overall because the ratio to the highest for males to females is zero percent. Adverse impact exists for Hispanic females (ratio to the highest, zero percent) to White females (highest ratio 21.43 percent).

Skilled Craft – Adverse impact exists between females and males overall because the ratio of females to the highest is zero percent compared to 17.28 percent for males. Black females are the only sub-racial category and gender adversely affected as zero percent selected. All other sub-racial categories by gender, with the exception of White and Hispanic males, are not adversely impacted as the data is not statistically relevant.

Service Maintenance – No adverse impact exists between females and males overall as there were no female interview candidates selected. The only sub-racial group adversely impacted was Hispanic males as zero percent were selected. All other groups are considered statistically negligible, as the candidates at the interview phase comprised less than two percent of the total interview candidates interviewed.

Composite Hiring--Four-Fifths Rule Application - Officials and Administrators

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Officials and Administrators

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	7	3	6	2	1	1	0	0	0	0	0	0
Total Qualified Applicants (interview phase)	15	13	14	9	2	4	1	0	0	0	0	0
Selection Rate	46.67%	23.08%	42.86%	22.22%	50.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	37.33%				40.00%							
Ratio to Highest Rate	100.00%	49.45%	85.71%	44.44%	100.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	YES	NO	YES	NO	YES	YES	N/A*	N/A*	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Composite Hiring--Four-Fifths Rule Application - Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	7	4	6	3	0	0	1	1	0	0	0	0
Total Qualified Applicants (interview phase)	29	20	26	18	2	1	1	1	0	0	0	0
Selection Rate	24.14%	20.00%	23.08%	16.67%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	19.31%						80.00%					
Ratio to Highest Rate	100.00%	82.86%	23.08%	16.67%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	YES	YES	YES	YES	NO	NO	N/A*	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Composite Hiring--Four-Fifths Rule Application - Technicians

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Technicians

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	8	0	6	0	2	0	0	0	0	0	0	0
Total Qualified Applicants (interview phase)	62	0	49	0	11	0	1	0	0	0	0	0
Selection Rate	12.90%	0.00%	12.24%	0.00%	18.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	10.32%				14.55%							
Ratio to Highest Rate	100.00%	0.00%	67.35%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	YES	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Composite Hiring-Four-Fifths Rule Application - Para Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Para Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	11	3	11	3	0	0	0	0	0	0	0	0
Total Qualified Applicants (interview phase)	96	12	79	11	5	1	6	0	6	0	0	0
Selection Rate	11.46%	25.00%	13.92%	27.27%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate		20.00%		21.82%								
Ratio to Highest Rate	45.83%	100.00%	51.05%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	YES	NO	YES	NO	YES	YES	YES	N/A*	YES	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Composite Hiring--Four-Fifths Rule Application - Administrative Support

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Administrative Support

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	0	3	0	3	0	0	0	0	0	0	0	0
Total Qualified Applicants (interview phase)	2	18	2	14	0	0	0	4	0	0	0	0
Selection Rate	0.00%	16.67%	0.00%	21.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate		13.33%		17.14%								
Ratio to Highest Rate	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	YES	NO	YES	NO	N/A*	N/A*	N/A*	YES	N/A*	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Composite Hiring--Four-Fifths Rule Application - Skilled Craft

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Skilled Craft

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	14	0	11	0	1	0	2	0	0	0	0	0
Total Qualified Applicants (interview phase)	81	25	66	0	0	25	15	0	0	0	0	0
Selection Rate	17.28%	0.00%	16.67%	0.00%	0.00%	0.00%	13.33%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	13.83%		13.33%									
Ratio to Highest Rate	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	80.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	YES	NO	N/A*	N/A*	YES	NO	N/A*	N/A*	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Compositie Hiring--Four-Fifths Rule Application - Service Maintenance

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Service Maintenance

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Hires [promotions and external hires (interview phase)]	9	0	9	0	0	0	0	0	0	0	0	0
Total Qualified Applicants (interview phase)	62	0	59	0	1	0	2	0	0	0	0	0
Selection Rate	14.52%	0.00%	15.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5th Comparison Rate	11.61%						0.00%					
Ratio to Highest Rate	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	NO	N/A*	N/A*	N/A*	YES	N/A*	N/A*	N/A*	N/A*	N/A*

* Applicants in this category comprise less than 2% of total applicants.

Notes: "Ratio to Highest Rate in the "Total" column is a comparison of the Selection Rates within that column.

Trainings

Process

It is the practice of the Department to make trainings available to all personnel in a non-discriminatory manner. Of the 737 FTE's a total of 600 FTE's were trained in FY 2011. The number trained accounts for attendance at least one training. In many instances employees attended multiple trainings. Employees have the ability to attend trainings provided by the RIDOA Office of Training and Development. Employees can improve their skills by participating in courses such as Beginning Excel, Access, Word, and Gender in the Workplace. Employees are also encouraged to improve and expand their skills by attending college courses. The Department makes every effort to reimburse employees for tuition provided the course work is directly related to their duties at the Department. Additionally, employees are encouraged to attend seminars hosted by organizations such as The National Highway Institute (NHI), American Association of State Highway and Transportation Officials (AASHTO), National Transportation Training Directors (NTTD) to name a few. During FY 2011 the Department also provided employees with trainings in Ethics, ADA and Title VI. Of the 600 employees trained, 12 percent were minorities and 17 percent were females.

The process by which employees participate in any given training is by requesting the ability to attend the training in writing. The employee fills out the appropriate Training Request forms (provided by the HRSC or online via RIDOT's website), then employee presents the form to their immediate supervisor for review and signature. The supervisor or employee remits the executed form to the HRSC office. If the time of the scheduled training is during the course of the employees work day all employees are entitled, with permission from their supervisor and the HRSC to discharge Administrative Leave with Pay.

The tables that follow represent a ratio of total internal employees within the EEO-4 job category to total number of trained employees. The tables are broken down by EEO-4 job categories, then by gender and then by sub-racial group. The analysis was performed utilizing EEO demographic data that the Departments' HRSC collects upon hire. Please note that the data collected reflects employees' participation in at least one training. In many instances employees participated in multiple trainings.

Four-Fifths Analysis

During FY 2011 there are 591 men and 146 women in the Department. A total of 508 male employees participated in training while 100 female employees participated. Females in general are adversely impacted with respect to training participation; specifically White, Black and Hispanic. Black females (55.56 percent) are most adversely affected followed by White females (63.01 percent) and then Hispanic females (75.00 percent) benched against an 80 percent 4/5th comparison rate from the group with

the highest participation rate; Hispanic males at 100 percent. While males as an overall category are not adversely impacted, Black (76.92 percent), Asian (70 percent) and American Indian (50 percent) males are.

Officials/Managers/Administrators – Adverse impact exists between males and females overall. The total male participation rate is 69.05 percent which is below the $4/5^{th}$ comparison rate of 80 percent. One hundred percent participation was documented for Black females, Hispanic males and Asian males. Adverse impact also exists in both White males and females and Black males. However, six out of eight White females participated in at least one training and there is only one Black male within this EEO-4 job category. The position is very high level so availability to participate in trainings is a consideration. In every other sub-racial category that is potentially adversely affected there is not enough data to support statistical relevance.

Professionals – No adverse impact exists between males and females overall. In this case, females were trained at a rate of 98.74 percent. The sub-racial category where adverse impact exists is within Black females and Asian males. However, the Department contends that the sample is too small to be statistically relevant. In addition, in the case of both Black females and Asian males one out of two Black females participated in a training and two out of three Asian males participated in training.

Technicians – Adverse impact exists between females and males overall. The participation rate of females to males is 62.59 percent which is less than the 80 percent $4/5^{th}$ comparison rate. Adverse impact exists within White females and Black males. Hispanic males and American Indian/Alaskan Native males both had the highest rate of selection; 100 percent. The $4/5^{th}$ comparison rate of both sub-racial categories is 80 percent. The group most significantly impacted is White females. Only 55 percent participated in training, followed by Black males who experienced 78.57 percent participation rate.

Para Professionals – Adverse impact exists between females and males overall. Female ratio to the highest was 72.70 percent which is below the 80 percent $4/5^{th}$ comparison rate. The ratio to the highest within the sub-racial categories, by gender was Hispanic males at 100 percent. However, there is only one employee in this sub-racial category. Adverse impact exists for Hispanic females as the only employee in this category did not participate in training. Because this employee represents 7.69 percent of total females trained, statistical relevance of adverse impact exists. In both the White female and Asian male groups the ratio to the highest was 70.59 and 75 percent respectively. The Department contends when three out of four Asian males participated in a training compared to one Hispanic male the strength of the argument that adverse impact exists with respect to Asian males is weak. Additionally, as there are no employees in the other potentially adversely affected sub-racial categories the statistical relevance is mute.

Administrative Support – Adverse impact exists between females to males within this EEO-4 job category. The ratio to the highest for females is 54.14 percent compared to the 80 percent 4/5th comparison rate. Adverse impact exists within White and Black females. The groups with the highest selection rates are Black males and Asian females. The 4/5th comparison rate of both sub-racial categories is 80 percent. Again, the data is skewed as only one employee exists within each of the latter sub-racial categories. The groups most significantly impacted are Black and White females. Each group participated in training at a rate below the highest; 25 percent for Black females and 48.48 percent for White females. The other affected groups do not have statistical data that is relevant as the sample pool is less than two percent.

Skilled Craft – No adverse impact exists within this EEO-4 job category. There was 100 percent participation in training of the employees across gender and sub-racial categories.

Service Maintenance – No adverse impact exists between females to males within this EEO-4 job category. The participation rate of females to males is zero percent compared to the 14.29 percent of the 4/5th comparison rate. The percentage is zero as no data exists for females. Therefore, there is no statistical evidence that adverse impact exists. The group with the highest selection rate at 100 percent is Hispanic males. The 4/5th comparison rate therefore, is 80 percent. Adverse impact exists among White and Black males. No Black males participated in training and five out of 35 White men participated in training.

Note: In several instances the 4/5th's analysis demonstrates that adverse impact exists when the Department would contend that it does not due to the small number of participants in any given sub racial category. For example, when reviewing the Para Professional EEO-4 job category the 4/5th comparison rate or impact rate that is the highest exists among Black females at 100 percent participation. However, there is only one Black female within this EEO-4 job category. According to the data, adverse impact exists for Asian males, even though three out of the four Asian male employees participated in training.

Training--Four-Fifths Rule Application - Officials/Managers/Administrators

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Officials/Managers/Administrators

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Officials/Managers/Administrators	42	10	38	8	1	2	1	0	2	0	0	0
Total # participated in training	29	8	25	6	0	2	1	0	2	0	0	0
Training Participation Rate	69.05%	80.00%	65.79%	75.00%	0.00%	100.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate		64.00%				80.00%						
Ratio to Highest Rate	69.05%	100.00%	65.79%	75.00%	0.00%	100.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	YES	NO	YES	YES	YES	NO	NO	N/A*	NO	N/A*	N/A*	N/A*

* Individuals trainined may have received more than one training however the employee is counted once as having participated in training.

Notes:

4/5 Comparison Rate in the "Total" column is a comparison of the Training Participation Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Training--Four-Fifths Rule Application - Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Professionals	144	56	126	51	12	2	3	3	3	0	0	0
Total # participated in training	125	48	110	44	10	1	3	3	2	0	0	0
Training Participation Rate	86.81%	85.71%	87.30%	86.27%	83.33%	50.00%	100.00%	100.00%	66.67%	0.00%	0.00%	0.00%
4/5 Comparision Rate	69.44%						80.00%					
Ratio to Highest Rate	100.00%	98.74%	87.30%	86.27%	83.33%	50.00%	100.00%	100.00%	66.67%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	YES	NO	NO	YES	N/A*	N/A*	N/A*

* Individuals trainined may have received more than one training however the employee is counted once as having participated in training.

Notes:

4/5 Comparison Rate in the "Total" column is a comparison of the Training Participation Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Training--Four-Fifths Rule Application - Technicians

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Technicians

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Technicians	132	20	115	20	14	0	1	0	1	0	1	0
Total # participated in training	116	11	103	11	11	0	1	0	0	0	1	0
Training Participation Rate	87.88%	55.00%	89.57%	55.00%	78.57%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%
4/5 Comparision Rate	70.30%						80.00%					
Ratio to Highest Rate	100.00%	62.59%	89.57%	55.00%	78.57%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	YES	NO	YES	YES	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*

* Individuals trainined may have received more than one training however the employee is counted once as having participated in training.

Notes:

4/5 Comparison Rate in the "Total" column is a comparison of the Training Participation Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Training--Four-Fifths Rule Application - Para Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Para Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Para Professionals	102	19	78	17	16	1	4	1	4	0	0	0
Total # participated in training	96	13	76	12	13	1	4	0	3	0	0	0
Training Participation Rate	94.12%	68.42%	97.44%	70.59%	81.25%	100.00%	100.00%	0.00%	75.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate	75.29%					80.00%						
Ratio to Highest Rate	100.00%	72.70%	97.44%	70.59%	81.25%	100.00%	100.00%	0.00%	75.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	YES	NO	YES	NO	NO	NO	YES	YES	N/A*	N/A*	N/A*

* Individuals trainined may have received more than one training however the employee is counted once as having participated in training.

Notes:

4/5 Comparison Rate in the "Total" column is a comparison of the Training Participation Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Training--Four-Fifths Rule Application - Administrative Support

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Administrative Support

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Administrative Support	8	38	7	33	1	4	0	0	0	1	0	0
Total # participated in training	7	18	6	16	1	1	0	0	0	1	0	0
Training Participation Rate	87.50%	47.37%	85.71%	48.48%	100.00%	25.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
4/5 Comparision Rate	70.00%				80.00%							
Ratio to Highest Rate	100.00%	54.14%	85.71%	48.48%	100.00%	25.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	YES	NO	YES	NO	YES	N/A*	N/A*	N/A*	NO	N/A*	N/A*

* Individuals trainined may have received more than one training however the employee is counted once as having participated in training.

Notes:

4/5 Comparison Rate in the "Total" column is a comparison of the Training Participation Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Training--Four-Fifths Rule Application - Skilled Craft

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Skilled Craft

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Skilled Craft	123	3	112	3	5	0	5	0	0	0	1	0
Total # participated in training	120	3	109	3	5	0	5	0	0	0	1	0
Training Participation Rate	97.56%	100.00%	97.32%	100.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%
4/5 Comparision Rate		80.00%		80.00%								
Ratio to Highest Rate	97.56%	100.00%	97.32%	100.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	N/A*	NO	N/A*	N/A*	N/A*	NO	N/A*

* Individuals trainined may have received more than one training however the employee is counted once as having participated in training.

Notes:

4/5 Comparison Rate in the "Total" column is a comparison of the Training Participation Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Training--Four-Fifths Rule Application - Service Maintentance

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Service Maintentance

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Employees Service Maintentance	40	0	35	0	3	0	2	0	0	0	0	0
Total # participated in training	7	0	5	0	0	0	2	0	0	0	0	0
Training Participation Rate	17.50%	0.00%	14.29%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate	14.00%						80.00%					
Ratio to Highest Rate	100.00%	0.00%	14.29%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	YES	N/A*	YES	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*

* Individuals trainined may have received more than one training however the employee is counted once as having participated in training.

Notes:

4/5 Comparison Rate in the "Total" column is a comparison of the Training Participation Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Seniority Practices

Process

The Department currently adheres to all Collective Bargaining Agreements (CBAs) unit language as it pertains to seniority practices. In accordance with the CBAs, seniority lists are generated and updated biannually by the Department's HRSC. The seniority lists and practices are utilized, when appropriate, during the following employment actions: hiring, promotions, transfers, layoffs, and recalls. If any employee believes the process is not working appropriately, they may initiate the grievance procedure contained within their particular CBA.

Four-Fifths Analysis

No violations of the CBAs as they relate to seniority practices have been reported. As such, no data exists to conduct a Four-Fifth's analysis.

Transfers

Process

The Department ensures that all transfers are performed in accordance with State Personnel Rules and Regulations, and any language that has been negotiated within the various union contracts that affect the RIDOT employees.

Very few transfers occur within a fiscal year. FY 2011 was no exception. Seven employees in total were transferred. The Department makes every effort to ensure current employees, especially those working at the maintenance facilities, or those needing to travel to offsite locations, are assigned as close in proximity to their residence as possible.

The seven transferred employees transferred voluntarily at their request. The demographic make up of the employees is as follows:

- Skilled Craft 4 White males 1 White female
- Service Maintenance 2 White males

Four-Fifths Analysis

As a result of the pool of transfers being so small, the statistical impact of the transfers, as it pertains to a $4/5^{th}$ analysis is negligible. Additionally, no grievances or EEO complaints of violations of discrimination were filed in relation to a transfer.

Layoffs and Recalls

Process

The Department ensures that all layoffs and recalls are performed in accordance with State Personnel Rules and Regulations and any language that has been negotiated within the various union contracts that affect the RIDOT. Section 5.081 of the 1988 State Personnel Rules and Regulations discusses layoffs as follows:

> "*Layoffs are restricted to the department in which the position is established. An Appointing Authority may initiate layoffs in those classes of positions, regardless of the status of the class, under his/her jurisdiction, provided prior approval has been received from the Personnel Administrator. In all cases of layoff, first consideration will be given to employee status and length of service within his/her present classification. If an employee is unable to retain the current classification, (s)he may replace an employee in a classification in which the employee has had prior service if the employee exceeds the eligibility requirements of employee status and service of the least senior incumbent in the class. Employees who are to be laid off shall be notified in writing prior to the termination date. At the time of layoff, annual leave balances will be paid off. Sick Leave balances will be held until the employee is called back to work providing it is within twelve months of the layoff. This rule applies unless modified by a particular union contract.*"

Four-Fifths Analysis

The Department had no layoffs or recalls during FY 2011. As such no adverse impact exists within these two areas.

Compensation and Benefits

Process

The Department determines salaries for all positions in accordance with the 1988 State Personnel Rules. Section 2.022 of the Personnel Rules states:

> *"…for the classified and unclassified service together with the pay plan established for the classified and unclassified service with the intermediate rates established within the several salary ranges shall apply to all positions within said services with the exception of all positions the salaries for which are so irrevocably fixed by specific statute that they can only be changed by additional legislation".*

The RIDOA Office of Personnel conducts salary surveys to determine the fair market rate for a position. If it is determined that a salary level is not in parity with the study a request is made to the RIDOA Budget Office for approval. The Department participates yearly in the AASHTO salary survey study. The report enables the Department to benchmark its salary levels against all State Transportation Agencies that participate.

Additionally, all employees dependant upon the pay-grade associated with their job classification, are compensated at the same rate within each job title. Each pay-grade has steps associated with it. An employee generally moves from one pay-grade to the next in the following manner: Receive first step upon hire. Six months from employee's base entry date they proceed to step II. Twelve months from the date of the step II award the employee moves to step III. Twelve months from the date of receipt of the step III increase, the employee moves to the final step. Please note some pay-grades have five steps. If that is the case, the employee receives the fifth step twelve months from the date of receipt of step IV.

Four-Fifths Analysis

As there is no room for adverse impact to occur within this employment practice no $4/5^{th}$ analysis was conducted. However, a salary comparison was.

Salary Comparison by EEO-4 Job Category

The FY 2010/FY 2011 EEO-4 salary classification comparison located in Section V indicates an increase in women and minorities from the lower classification levels in the two higher salary classification levels. It further shows an increase in the hiring of minorities and females in the entry level categories as well.

- Official/Administrator - Increase in females by 10%
- Professionals – Increase in Black males by 20%, Hispanic males by 33.33%, Black females by 50%, Hispanic females by 33.33% and females in general by 15.69%
- Para Professional – Increase in Black males by 6.25% and in females in general by 5.26%
- Administrative Support - Increase in females in general by 7.89%
- Skilled Craft Workers – Increase in Hispanic males by 60%, American Indian/Alaskan Native males by 100%
- Service Maintenance – Increase in Hispanic males by 50%

Benefits

All benefits are distributed in a non-discriminatory manner to all employees.

- The State of Rhode Island offers Health Benefits to all employees that elect to participate. The cost of health, dental, and vision benefits is determined based on the employee's salary level. The more an employee earns in base salary the higher the co-share.
- All employees accrue vacation and sick time based on the number of hours they work in a week.
- All employees receive the same number of personal days.
- All employees participate in the pension plan at the rate of 8.75%
- All employees are entitled to be relieved from their assignments on State designated holidays.
- All employees have the opportunity to purchase long and short term disability at a reduced rate.
- Tuition reimbursement

Four-Fifths Analysis

As there is no room for adverse impact to occur within this employment practice no $4/5^{th}$ analysis was conducted.

Awards

Process

The Department determines Career awards for all employees in accordance with the 1988 State Personnel Rules. Section 7.15 of the Personnel Rules states:

> "*Upon the completion of ten (10) years of service in the classified or unclassified class of employment the Personnel Administrator shall award a service award pin showing the number of years of service and appropriate certificate to that employee. Each five (5) years of continuous service thereafter up to fifty (50), another pin and certificate shall also be issued. The action shall be initiated by the employee's personnel officer by sending form C5-339 to the training section, Office of Personnel Administration. The awards shall be made quarterly starting the first week in each January. However, in order to be awarded in any quarter, the applications (CS-339) must be submitted to the training section one month prior to the award date."*

The above process is non-discriminatory in nature, a transparent process, and executed consistently within RIDOT, and moreover, statewide.

The only other awards the Department has given out since 2004 are RIDOT's Transportation Excellence awards. These awards are presented to transportation professionals, engineering, and construction firms who have contributed to the advancement of the transportation industry significantly beyond their duties.

No official process for nomination of candidates exists today. A panel comprised of the Assistant Director for Administration, Deputy Chief Engineer for Design, Deputy Chief Engineer for Construction Operations, and the Assistant Division Administrator for the RI Division of FHWA make recommendations to RIDOT's Director's Office based on the complexity of completed projects and individuals' contributions to the advancement of the transportation industry. The Director's office has final approval of the submitted names. The awards are given in the following areas; Highway Safety, Excellence, Safety, Pioneering, Innovative, Quality and Research. The awards are given to internal employees as well as external partners (industry partners, political leaders, civic organizations, professors). The awards are based completely on work performed in the award category areas. During FY 2011 four RIDOT employees received various awards; one Black female, one Asian male, and two White males.

Four-Fifths Analysis

There is not enough statistical evidence to make a contention of adverse impact at this time or to perform 4/5th analysis.

Discipline

Process

Disciplinary procedures are the same for Union and Non-Union employees. Discipline is administered in a non-discriminatory manner. The procedures listed below are that of the State of Rhode Island and are also noted in all union contracts. They read as follows:

> "Disciplinary action may be imposed upon an employee only for just cause. Any disciplinary action imposed upon an employee may be processed as a grievance through the regular grievance procedure. If the appointing authority has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. Initial minor infractions, irregularities, or deficiencies shall be privately brought to the attention of the employee. After a period of one year, if the employee has not committed any further infractions of appropriate rules and regulations, written reprimands shall be expunged from the employee's personnel records, oral reprimands shall be removed from the personnel file after six months.

Each employee shall be furnished with a copy of all performance evaluations or disciplinary entry in their personnel record and shall be permitted to respond thereto. The contents of an employee's personnel record shall be disclosed to the employee upon the employee's request and shall be disclosed to the employee's Union representative. Where appropriate, disciplinary action or measures shall include only the following:

1. Oral Reprimand
2. Written Reprimand
3. Suspension
4. Discharge
5. Demotion where appropriate

When any disciplinary action is to be implemented, the Appointing Authority shall before or at the time such action is taken, notify the employee and the Union in writing of the specific reasons for such action. The Appointing Authority shall not discharge or suspend an employee without just cause. Within two weeks of such suspension or discharge, the Union may file a grievance with the State Labor Relations Administrator and such hearing shall be held no later than three days after the Union's request.

In the event that an employee is dismissed, demoted or suspended, and such employee appeals such action and their appeal is sustained, they shall be restored to their former position and compensated at their regular rate for any time lost during the period of such dismissal, demotion or suspension.

An employee may be granted a demotion upon request, when recommended by the appointing authority and approved by the Personnel Administrator. In this instance their current status shall be transferred to the lower class.

There shall be a grievance procedure as follows:

Step 1.

(a) A grievance shall be presented by the aggrieved employee and/or by the Union within ten (10) days of the employee's and/or Union’s knowledge of the occurrence of such grievance.

(b) An aggrieved employee shall discuss their problem with their Union representative and immediate supervisor, who shall attempt to settle the problem within one working day.

Step 2.

(a) If the grievance is not resolved in Step 1 above, it shall be reduced to writing and submitted to the designee of the Director of the Department of Administration by the aggrieved employee and/or by the Union within fourteen (14) days of the employee's and/or Union's knowledge of the occurrence of such grievance. The written grievance shall set forth the factual and contractual allegations of the grievance, as well as the relief requested. The aggrieved employee and/or the Union representative shall meet, within fourteen (14) days of the submission of the written grievance, with the Director's designee who shall conduct a hearing on the grievance. Two (2) Union officers and the aggrieved may present the grievance at the hearing. Such designee shall render a written decision to the Union and to the employee within fourteen (14) days of the hearing. The decision shall respond to the factual and contractual allegations of the grievance.

Step 3.

(a) In the event the grievance is not settled in a manner satisfactory to the aggrieved member and/or the Union, then such grievance may be submitted to arbitration in the manner provided herein, within thirty (30) days from the transmittal of the Step 2 decision. Either party to this agreement shall be permitted to call witnesses as part of the grievance procedure. The State, on request, will produce payroll and other records, as necessary. Members of the Union committee, stewards, the aggrieved employee and employee witnesses who are State employees will be paid at their regular rate up to their normal quitting time for time spent in processing grievances. The Union representative will have the right to assist the aggrieved at any step of the grievance procedure.

Miscellaneous

(a) Nothing contained herein deprives an individual employee of the right to process their grievance without Union representation. If such grievance is processed without Union representation, the facts and disposition of said grievance will be furnished to the Union.

(b) The grievant may be represented by a third party at Step 2 or Step 3 of this procedure, upon the mutual consent of the State and the Union in writing.

(c) It is also agreed that in all cases of suspension, dismissal or class actions, the aggrieved and/or the Union may go immediately to Step 2 of the grievance procedure.

A Civil Service employee may process their grievance through either the grievance procedure or before the Personnel Appeal Board. However, the initiation of a matter before the Personnel Appeal Board shall be deemed a waiver of the employee's right to utilize or continue to utilize the grievance procedure provided herein with respect to that matter.

The State shall allow each employee in the bargaining unit the right, upon request, to review the contents of their personnel file. No material derogatory to an employee's conduct, service, character or personality will be placed in said employee's personnel file, unless they have had an opportunity to review the material. Material including references obtained relative to an employee's initial appointment shall be considered confidential and not subject to review by the employee.

Sustained grievances will be implemented or the necessary paperwork to implement the decision will be initiated within five (5) working days after the receipt of the decision by the department.

If a grievance is not settled at the request of the Union or the State, be submitted to arbitration. The parties shall attempt to mutually agree on an arbitrator through such procedures, as they consider appropriate. In the absence of an agreement the matter will be referred to the American Arbitration Association.

The decision of the arbitrator shall be final and binding upon the parties. The expense of such arbitrations shall be borne equally by the parties. Only grievances arising out of the provisions of this contract, relating to the application or interpretation thereof, may be submitted to arbitration. All matters concerning changes in wage schedules, monetary fringe benefits or any other matters requiring the appropriation of money shall not become a subject for arbitration. It is understood that this section shall not be applied to any obligation arising under this agreement. All submissions to arbitration must be made within 30 days after the grievance procedure decision. Discharge, suspension, health and safety grievances must be heard in arbitration within four months and the demand must be filed within ten days of the grievance decision, if the Union desires an accelerated arbitration on such issues, and same will be scheduled, if possible.

FAST TRACK ARBITRATION: A panel of six (6) arbitrators mutually selected shall hear cases on a rotating basis, not less than one day each month. The parties shall mutually select not less than three (3) nor more than six (6) cases to be heard on any day. The cost of arbitration shall be

shared equally by the parties. A brief, summary decision shall be provided by the arbitrator within five (5) working days of hearing. The decision will be final and binding, but not precedential. Whenever expedited arbitration is required by this Agreement, as for example, in disputes over layoff, bumping and recall, the "fast track" panel of arbitrators shall rotate in all such cases. The American Arbitration Association Rules for Expedited Arbitration shall be applied by the panelists to the conduct of the proceeding. Any such arbitration award will be accorded the same impart as if the regular arbitration procedure had been utilized.

MEDIATION

The Rhode Island Department of Labor and the Federal Mediation and Conciliation Service, recognizing that a mechanism which provides for an informal and expeditious resolution of grievances not only alleviates the costs attributed to arbitration, but also creates a more harmonious Labor-Management relationship. The purpose of the agreement is to provide for the mediation of grievance disputes as an alternative to arbitration. The program will be administered by the Department of Labor. It is understood by the parties that this program will exist for so long as or until such time as either party notifies the Director of Labor that it wishes to terminate the agreement. The following procedures will be followed in the use of meditations.

1. Before a grievance is submitted to mediation; it must have been processed through the third level of the internal grievance procedure.

2. The parties by mutual consent may submit unresolved grievances to mediation by filing a request for a hearing with the Director of Labor within fifteen work days of the receipt of the written response to the grievance at the Labor Relations Level of the Grievance Procedure.

3. The Department of Labor will assign a mediator to the grievance within ten working days of the receipt of the parties request for mediation. The mediator will ordinarily be an employee of the State Department of Labor or the Federal Mediation and Conciliation Service.

4. The assigned mediator will schedule a mediation conference at a mutually agreeable time, normally, at the Rhode Island Department of Labor, no later than fifteen working days after their assignment to the case. The mediator will ordinarily schedule no more than three grievances for conference in a single day. The decision to postpone a hearing shall rest with the mediator.

5. Should the assigned mediator be unable to execute their responsibilities within the prescribed time period, another mediator shall be assigned to the case unless the parties mutually agree to retain the mediator and hold the Conference at a later date.

6. Grievances will be mediated one at a time in an informal setting. Relevant factors will emerge in a narrative fashion, without examination of witnesses, formal rules of evidence or record-keeping.

7. The individuals necessary to effectuate the resolution of the grievance shall be in attendance.

8. The mediator may schedule and structure meetings in whatever manner said mediator believes is most productive (joint, separate, off-the-record meetings, etc.).

9. Should the parties not be able to resolve the grievance to their mutual satisfaction after a reasonable period of time, the mediator or either one of the parties shall withdraw the case from mediation.

10. It is understood by the parties that in no event will the mediator issue an advisory opinion on the matter.

11. Should the parties resolve the grievance as a result of the mediation process, the parties shall sign a settlement, which will set forth the terms of the agreement that they have reached. It is understood all grievance settlements will not be considered as precedent-setting unless the parties agree that to be the case in the terms of the settlement.

12. It is understood by the parties that all discussions between the mediator, the disputing parties and/or the grievant shall be privileged and treated as confidential. Any settlement proposal made by either party at the mediation session shall not be referred to at any future arbitration hearing or any other proceeding.

13. All written material which is submitted to the mediator during the mediation conference will be returned to the respective parties upon conclusion of the meeting.

14. It is agreed by the parties that any mediator conducting a grievance mediation conference shall not be called as a witness in any arbitration, administrative hearing or court proceeding arising out of a grievance." (RI Council 94 AFSCME)

Four-Fifth Analysis

The following tables depict the ratio between the total number of employees within the Department broken down by gender and then by sub-racial category compared to the number of employees who have received a disciplinary action. There are five levels of discipline analyzed; oral counseling, oral reprimand, written reprimand, suspension and termination. The Department looked at disciplines from the positive point of view; those employees who have not been disciplined. Employees can be disciplined for a wide range of activities. Some examples include, but are not limited to; attendance issues, insubordination, job performance, sexual harassment, bullying, discrimination and violent acts.

When calculating the potential adverse impact of negative actions the utilization of the selection rate for the most favorably treated group becomes the benchmark for comparison. Across the board, no adverse impact exists as it relates to each level of discipline within the Department, as the sample size of the available data is too small to statistically conclude that adverse impact exists. There were zero oral counseling's, three oral reprimands' (two White males, and one Asian male), one suspension (White male), one written reprimand (white male), and one termination (Black male). Overall out of 737 employees there were six disciplinary actions administered in FY 2011; which calculates to less than 1percent (.81 percent) of the total employee population.

Disciplines--Four-Fifths Rule Application - Oral Counseling

July 1, 2010 - June 30, 2011

RIDOT

Level: Oral Counseling

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Number of Employees orally counseled	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Employees not orally counseled	591	146	511	132	52	9	16	4	10	1	2	0
Oral Counseling Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate												
Ratio to Highest Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	NA*

Notes: * Less than 2% of total employees

4/5 Comparison Rate in the "Total" column is a comparison of the Discipline Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Disciplines--Four-Fifths Rule Application - Oral Reprimand

July 1, 2010 - June 30, 2011

RIDOT

Level: Oral Reprimand

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Number of Employees Orally Reprimanded	3	0	2	0	0	0	0	0	1	0	0	0
Total Number of Employees Not Orally Reprimanded	591	146	511	132	52	9	16	4	10	1	2	0
Non Oral Reprimand Rate	0.51%	0.00%	0.39%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate		0.00%	0.31%						8.00%			
Ratio to Highest Rate	0.00%	0.00%	3.91%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: Less than 2% of employees

4/5 Comparison Rate in the "Total" column is a comparison of the Discipline Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Disciplines--Four-Fifths Rule Application - Written Reprimand

July 1, 2010 - June 30, 2011

RIDOT

Level: Written Reprimand

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Number of Employees who received Written Reprimand	3	0	2	0	0	0	0	0	1	0	0	0
Total Number Of Employees Not Receiving a Written Reprimand	591	146	511	132	52	9	16	4	10	1	2	0
Written Reprimand Rate	0.51%	0.00%	0.39%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate		0.00%							8.00%			
Ratio to Highest Rate	0.00%	0.00%	3.91%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: Less than 2% of employees

4/5 Comparison Rate in the "Total" column is a comparison of the Discipline Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Disciplines--Four-Fifths Rule Application - Suspension

July 1, 2010 - June 30, 2011

RIDOT

Level: Suspension

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Number of Employees Suspended	1	0	1	0	0	0	0	0	0	0	0	0
Total Number of Employees Not Suspended	591	146	511	132	52	9	16	4	10	1	2	0
Suspension Rate	0.17%	0.00%	0.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate		0.00%	0.16%									
Ratio to Highest Rate	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: *Less than 2% of employees

4/5 Comparison Rate in the "Total" column is a comparison of the Discipline Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Disciplines--Four-Fifths Rule Application - Termination

July 1, 2010 - June 30, 2011

RIDOT

Level: Termination

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Number of Employees Terminated	1	0	0	0	1	0	0	0	0	0	0	0
Total Number Of Employees Not Terminated	591	146	511	132	52	9	16	4	10	1	2	0
Termination Rate	0.17%	0.00%	0.00%	0.00%	1.92%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate		0.00%			1.54%							
Ratio to Highest Rate	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes: * Less than 2% of employees

4/5 Comparison Rate in the "Total" column is a comparison of the Discipline Rates within that column.

Potential Adverse Impact exists where 4/5 Comparison Rate is less than 80%

Termination Practices

In FY 2011 the Department separated employment with twenty-eight (28) employees. Voluntary retirements and terminations are included in the separations reported.

In-voluntary Separations

Process

In-voluntary separations occur when the Department exercises its right to terminate or sever employment. Only one termination was a direct result of disciplinary action. The affected employee was a black male.

Four-Fifths Analysis

The Department had only one in-voluntary separation during FY 2011. As such the available sample is statistically negligible to be able to perform a $4/5^{th}$ analysis.

Voluntary Separations

Process

Employees at the RIDOT can voluntarily separate employment from the Department in two ways through retirement or resignation. An individual has no obligation to give any type of notice to the Department. Any employee seeking a voluntary separation must do so through the HRSC. During the process the employee is given a voluntary exit interview form to fill out and return to the RIDOA Office of Equal Opportunity. If any employee has separated for reasons related to a violation of discrimination, harassment, sexual harassment, unbiased work environment or any other adverse reason RIDOA's Office of Equal Opportunity contacts RIDOT's HRSC.

During FY 2011, 21.43 percent of the voluntary separations were female and 10 percent were minority. In comparison to FY 2010, these figures are 6.78 percent lower for females and 2.31 percent higher for minorities.

Four-Fifths Analysis

The following tables show the number of employees who voluntarily separated from the Department to the number of employees we retained broken down EEO-4 job category then by gender and sub-racial category.

Officials/Manager/Administrators – Of the 52 employees within in this EEO-4 job category, 50 employees were retained. One White male and one White female voluntarily left the Department. No reports of any adverse employment actions were filed through RIDOA's Office of Equal Opportunity during FY 2011. Presently, no

statistical evidence of adverse impact exists within this EEO-4 job category by gender or sub-racial category.

Professionals – Of the 200 employees within in this EEO-4 job category, 192 employees were retained. Four White males and four White females voluntarily left the Department. No reports of any adverse employment actions were filed through RIDOA's Office of Equal Opportunity during FY 2011. Presently, no statistical evidence of adverse impact exists within this EEO-4 job category by gender or sub-racial category.

Technicians – Of the 172 employees within in this EEO-4 job category, 167 employees were retained. Five White males voluntarily left the Department. No reports of any adverse employment actions were filed through RIDOA's Office of Equal Opportunity during FY 2011. Presently, no statistical evidence of adverse impact exists within this EEO-4 job category by gender or sub-racial category.

Para-Professionals – Of the 120 employees within in this EEO-4 job category, 167 employees were retained. Three White males voluntarily left the Department. No reports of any adverse employment actions were filed through RIDOA's Office of Equal Opportunity during FY 2011. Presently, no statistical evidence of adverse impact exists within this EEO-4 job category by gender or sub-racial category.

Administrative Support – Of the 47 employees within in this EEO-4 job category, 45 employees were retained. One White male and one White female voluntarily left the Department. No reports of any adverse employment actions were filed through RIDOA's Office of Equal Opportunity during FY 2011. Presently, no statistical evidence of adverse impact exists within this EEO-4 job category by gender or sub-racial category.

Skilled Craft – Of the 132 employees within in this EEO-4 job category, 129 employees were retained. Three White males voluntarily left the Department. No reports of any adverse employment actions were filed through RIDOA's Office of Equal Opportunity during FY 2011. Presently, no statistical evidence of adverse impact exists within this EEO-4 job category by gender or sub-racial category.

Service Maintenance – Of the 40 employees within in this EEO-4 job category, 38 employees were retained. Two White males voluntarily left the Department. No reports of any adverse employment actions were filed through RIDOA's Office of Equal Opportunity during FY 2011. Presently, no statistical evidence of adverse impact exists within this EEO-4 job category by gender or sub-racial category. It should be noted that there was one termination within this EEO-4 job category resulting from a discipline. There is no statistical relevance to the existence of adverse impact because the group is too small.

Separations-Four-Fifths Rule Application - Officials/Managers/Administrators

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Officials/Managers/Administrators

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Voluntary Separations	1	1	1	1	0	0	0	0	0	0	0	0
Total Employees Retained	42	13	38	8	1	2	1	3	2	0	0	0
Retention Rate	97.62%	92.31%	97.37%	87.50%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate	78.10%				80.00%							
Ratio to Highest Rate	100.00%	94.56%	97.37%	87.50%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	NO	NO	NO	NO	N/A*	N/A*	N/A*

Notes:

Ratio to Highest Rate in the "Total" column is a comparison of the Retentation Rates within that column.

Potential Adverse Impact exists where Ratio to Highest is less than 80%

Separations--Four-Fifths Rule Application - Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Voluntary Separations	4	4	4	4	0	0	0	0	0	0	0	0
Total Employees Retained	144	56	126	51	12	2	3	3	3	0	0	0
Retention Rate	97.22%	92.86%	96.83%	92.16%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate	77.78%				80.00%							
Ratio to Highest Rate	100.00%	95.51%	96.83%	92.16%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	NO	NO	NO	NO	N/A*	N/A*	N/A*

Notes:

Ratio to Highest Rate in the "Total" column is a comparison of the Retentation Rates within that column.

Potential Adverse Impact exists where Ratio to Highest is less than 80%

Separations--Four-Fifths Rule Application - Technicians

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Technicians

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Voluntary Separations	5	0	5	0	0	0	0	0	0	0	0	0
Total Employees Retained	132	20	115	20	14	0	1	0	1	0	1	0
Retention Rate	96.21%	100.00%	95.65%	100.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%
4/5 Comparision Rate		80.00%		80.00%								
Ratio to Highest Rate	96.21%	100.00%	95.65%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

Notes:

Ratio to Highest Rate in the "Total" column is a comparison of the Retentation Rates within that column.

Potential Adverse Impact exists where Ratio to Highest is less than 80%

Separations--Four-Fifths Rule Application - Para Professionals

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Para Professionals

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Voluntary Separations	3	0	3	0	0	0	0	0	0	0	0	0
Total Employees Retained	102	19	78	17	16	1	4	1	4	0	0	0
Retention Rate	97.06%	100.00%	96.15%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate		80.00%		80.00%								
Ratio to Highest Rate	97.06%	100.00%	96.15%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	NO	NO	NO	NO	N/A*	N/A*	N/A*

Notes:

Ratio to Highest Rate in the "Total" column is a comparison of the Retentation Rates within that column.

Potential Adverse Impact exists where Ratio to Highest is less than 80%

Separations--Four-Fifths Rule Application - Administrative Support

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Administrative Support

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Voluntary Separations	1	1	1	1	0	0	0	0	0	0	0	0
Total Employees Retained	9	38	7	33	1	4	0	0	0	1	0	0
Retention Rate	88.89%	97.37%	85.71%	96.97%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
4/5 Comparision Rate		77.89%			80.00%							
Ratio to Highest Rate	91.29%	100.00%	85.71%	96.97%	100.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	NO	N/A*	N/A*	N/A*	NO	N/A*	N/A*

Notes:

Ratio to Highest Rate in the "Total" column is a comparison of the Retentation Rates within that column.

Potential Adverse Impact exists where Ratio to Highest is less than 80%

Separations--Four-Fifths Rule Application - Skilled Craft

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Skilled Craft

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Voluntary Separations	3	0	3	0	0	0	0	0	0	0	0	0
Total Employees Retained	123	3	112	3	5	0	5	0	0	0	1	0
Retention Rate	97.56%	100.00%	97.32%	100.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%
4/5 Comparision Rate		80.00%		80.00%								
Ratio to Highest Rate	97.56%	100.00%	97.32%	100.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	NO	NO	NO	NO	NA*	NO	N/A*	N/A*	N/A*	N/A*	N/A*

Notes:

Ratio to Highest Rate in the "Total" column is a comparison of the Retentation Rates within that column.

Potential Adverse Impact exists where Ratio to Highest is less than 80%

Separations--Four-Fifths Rule Application - Service Maintenance

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP: Service Maintenance

	Total		White		Black		Hispanic		Asian American		American indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Voluntary Separations	2	0	2	0	0	0	0	0	0	0	0	0
Total Employees Retained	40	0	35	0	3	0	2	0	0	0	0	0
Retention Rate	95.00%	0.00%	94.29%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4/5 Comparision Rate	76.00%						80.00%					
Ratio to Highest Rate	100.00%	0.00%	94.29%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Potential Adverse Impact (Yes/No)	NO	N/A*	NO	N/A*	NO	N/A*	NO	N/A*	N/A*	N/A*	N/A*	N/A*

Notes:

Ratio to Highest Rate in the "Total" column is a comparison of the Retentation Rates within that column.

Potential Adverse Impact exists where Ratio to Highest is less than 80%

IV. ASSESSMENT OF EXTERNAL BARRIERS FOR MINORITY AND FEMALE CANDIDATES

At the present time the Department has not developed a monitoring system to track potential explanations regarding external barriers for minority and female candidates. However, the Agency has been instrumental in developing many programs geared towards educating females and minorities at a young age with the intent to spark their interest in transportation related positions.

Potential external barriers for females and minorities:

- Jobs are perceived to be gender specific. The Women's Bureau defines a nontraditional occupation as one in which women make up 25 percent or less of the workforce. At the Department women make up 37.5 percent of the entry level Civil Engineering Associates and Civil Engineers; 10 percent of the Engineering Technician I positions and 4.89 percent of the Highway Maintenance Operator I positions respectively.
- Work place is not flexible. The Department currently has a flex-time policy in effect; however state personnel rules do not allow the utilization of a part-time or telecommuting program that could address family needs and concerns.
- Cost. The cost of obtaining a Commercial Drivers' License or having access to the equipment necessary to take the examination could be a barrier to employment. The Department could create a scholarship fund and award so many per year to women and minorities.
- Language. While every effort is made to communicate with non-English speaking individuals, the Department needs to examine ways in which it can bridge the gap.
- Civil Service Examinations. A common request received by the Department is for manuals that are specific to the tests that the general public will be taking to obtain entry level positions within the agency. The Department should consider the development of such a manual.

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CHAPTER VI

GOALS AND TIMETABLES

GOALS AND TIMETABLES

RIDOT's Internal Equal Employment Opportunity Goals for State Fiscal Years 2012-2014

Goals with timetables will be set when correction to underutilization of specific affected classes of persons are identified. Long-range goals will be designed to eliminate underutilization in job categories where identified. Goals may be affected by the availability of job openings, availability of persons whose employment could have resulted in goal(s) being achieved, adequacy of recruitment and other affirmative actions to change existing employment practices so that goals may be achieved.

In FY 2011 the Department set hiring goals for total minorities and females in each of the EEO-4 job categories where underrepresentation was identified. One of the benchmarks the Department utilizes to measure success in the area of equal employment is the available workforce of Rhode Island. According to the 2000 US census data, approximately 48 percent of the Department's internal workforce should be comprised of females and about 18 percent of the overall workforce should be comprised of minorities.

The Department exceeded their hiring goals in the following EEO-4 job categories:

EEO-4 Job CATEGORY	MINORITY GOAL	MINORITY HIRE	% LEADING	FEMALE GOAL	FEMALE HIRE	% LEADING
Professional	**2**	**5**	**150**	**4**	**9**	**125**
Skilled Craft	**2**	**4**	**100**	**-**	**-**	**-**
Admin Support	**0**	**1**	**100**	**0**	**3**	**300**

The Department trailed in its hiring goals in the following EEO-4 job categories:

EEO-4 Job CATEGORY	MINORITY GOAL	MINORITY HIRE	% TRAILING	FEMALE GOAL	FEMALE HIRE	% TRAILING
Officials/Mgrs/ /Administrators	**1**	**0**	**100**	**3**	**2**	**33.33**
Technicians	**2**	**0**	**100**	**-**	**-**	**-**
Para-Professional	**2**	**1**	**50**	**4**	**3**	**25**
Service Maintenance	**2**	**0**	**100**	**1**	**0**	**100**

The Department's overall workforce in fiscal year 2011 increased 4.34 percent from FY 2010. The Department hired a total of 64 FTEs. Of the new hires, 11 were minorities and 17 were women. The Department's total minority workforce increased by 11.75 percent and accounted for about 17 percent of the total employees hired in FY 2011. The female composition increased by 7.59 percent and accounted for approximately 27 percent of total employees hired in FY 2011.

Three -Year Program Goals

I. HIRING

In FY 2011 the Department had a total workforce of 737 FTE's. In FY 2010 the Department had a total workforce of 705 FTE's. The difference in FTE's (32 FTE's) divided by the FY 2011 total workforce equates to a 4.34 percent hiring factor. Barring any significant budgetary or regulatory changes, the Department anticipates maintaining a static rate in new hires of 4.34 percent for the next three fiscal periods ending June 2014.

The Department determined the hiring goals for FY 2012 through 2014 benched against the utilization analysis. Specifically, the Department analyzed the number of new hires needed within each EEO-4 job category, broken down by gender and sub-racial category, and multiplied that by the 4.34 percent annual hiring factor in order to establish hiring goals and achieve parity with the CLM.

The following table illustrates RIDOT's hiring goals by EEO-4 job category for FY 2012-2014, broken down by gender and sub-racial category. The Department set hiring goals for White women in every EEO-4 job category with the exception of Administrative Support. Hiring goals were set for Black women within the Technicians' EEO-4 job category and for Hispanic females within Service Maintenance. Finally, hiring goals were set for Hispanic males within Administrative Support. Please note that no goals were set for any sub-racial group, by gender within the EEO-4 job categories when the percent availability in the CLM was less than two percent as under-utilization was considered statistically negligible.

RIDOT
Hiring Goals by EEO-4 Job Category
FY 2012-2014

		Raw Statistics									
	TOTAL	Male					Female				
EEO-4 Job Category	WORKFORCE	W	B	H	A	AI	W	B	H	A	AI
Officials/ Managers & Administrators											
Current # Workforce	52	38	1	1	2	0	8	2	0	0	0
% in Category		73.1%	1.9%	1.9%	3.8%	0.0%	15.4%	3.8%	0.0%	0.0%	0.0%
% of Availability			1.4%	1.8%	2.5%	0.1%	26.4%	2.5%	0.6%	0.3%	0.1%
% Utilization			-0.5%	-0.1%	-1.3%	0.1%	11.0%	-1.3%	0.6%	0.3%	0.1%
# Needed to Reach Parity							6				
FY 2012							**0**				
FY 2013							**1**				
FY 2014							**0**				
Professionals											
Current # Workforce	200	128	12	3	3	0	51	2	3	0	0
% in Category		64.0%	6.0%	1.5%	1.5%	0.0%	25.5%	1.0%	1.5%	0.0%	0.0%
% of Availability			3.7%	1.6%	1.7%	0.1%	38.2%	1.1%	1.8%	0.6%	0.1%
% Utilization			-2.3%	0.1%	0.2%	0.1%	12.7%	0.1%	0.3%	0.6%	0.1%
# Needed to Reach Parity							25				
FY 2012							**1**				
FY 2013							**1**				
FY 2014							**1**				
Technicians											
Current # Workforce	152	115	14	1	1	1	20	0	0	0	0
% in Category		76.0%	9.2%	0.7%	0.9%	0.7%	13.2%	0.0%	0.0%	0.0%	0.0%
% of Availability			5.1%	1.3%	1.0%	0.6%	37.4%	7.7%	1.3%	0.4%	0.3%
% Utilization			-4.1%	0.6%	0.1%	-0.1%	24.2%	7.7%	1.3%	0.4%	0.3%
# Needed to Reach Parity							37	12			
FY 2012							**2**	**1**			
FY 2013							**2**	**1**			
FY 2014							**1**	**0**			
Para-Professionals											
Current # Workforce	121	78	16	4	4	0	17	1	1	0	0
% in Category		64.0%	13.2%	3.3%	3.3%	0.0%	14.0%	0.8%	0.8%	0.0%	0.0%
% of Availability			4.4%	1.4%	1.3%	0.3%	35.4%	1.1%	1.5%	0.5%	0.2%
% Utilization			-8.8%	-1.9%	-2.0%	0.3%	21.4%	0.3%	0.7%	0.5%	0.2%
# Needed to Reach Parity							26				
FY 2012							**1**				
FY 2013							**1**				
FY 2014							**1**				
Administrative Support											
Current # Workforce	46	7	1	0	0	0	33	4	0	1	0
% in Category		15.0%	2.2%	0.0%	0.0%	0.0%	71.7%	8.7%	0.0%	2.2%	0.0%
% of Availability			1.4%	1.8%	2.5%	0.1%	26.4%	2.5%	0.6%	0.3%	0.1%
% Utilization			-0.8%	1.8%	2.5%	0.1%	-45.3%	-6.2%	0.6%	-1.9%	0.1%
# Needed to Reach Parity					1						
FY 2012					**0**						
FY 2013					**0**						
FY 2014					**1**						
Skilled Craft											
Current # Workforce	126	112	5	5	0	1	3	0	0	0	0
% in Category		89.0%	4.0%	4.0%	0.0%	0.8%	2.4%	0.0%	0.0%	0.0%	0.0%
% of Availability			2.9%	4.4%	0.5%	0.7%	5.9%	0.3%	0.8%	0.3%	0.1%
% Utilization			-1.1%	0.4%	0.5%	-0.1%	3.5%	0.3%	0.8%	0.3%	0.1%
# Needed to Reach Parity				1			4				
FY 2012				**1**			**0**				
FY 2013				**0**			**1**				
FY 2014				**0**			**0**				
Service Maintenance											
Current # Workforce	40	35	3	2	0	0	0	0	0	0	0
% in Category		88.0%	7.5%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
% of Availability			5.3%	6.0%	0.7%	0.2%	16.8%	1.1%	2.6%	0.6%	0.1%
% Utilization			-2.2%	1.0%	0.7%	0.2%	16.8%	1.1%	2.6%	0.6%	0.1%
# Needed to Reach Parity							7		1		
FY 2012							**0**		**0**		
FY 2013							**1**		**1**		
FY 2014							**0**		**0**		

An average annual hiring factor of 4.34 percent was utilized. This factor was multiplyed by the number of new hires needed to reach parity in the Civilian Labor Market in order to determine three year new hire goals.

The Department has developed a methodology to monitor the hiring process, see *Chapter VIII Monitoring Processes*. The goal of the program is to identify at which point within the various phases of the hiring process underrepresentation is occurring. Assessment of the demographics of the applicant pool will be accomplished through the collection of the EEO card data, which will be kept separate from the file as to not unduly influence the individuals who will be qualifying candidates. In order for the final selection process to be fair and affirming, benchmarks or values will be assigned to various components of the interview process (skills, experience, education, professionalism).

The Department will also continue to partner with the Department of Administration Office of Personnel Administration to review civil service exams and other selection methods to reduce, mitigate and eliminate any discriminatory barriers that may exist. Additionally, monitoring measures will be developed to ensure assignments of work and workplaces are non-discriminatory.

II. RECRUITING and OUTREACH

In order for the Department to achieve its hiring and promotional goals it will be important to continue to strengthen and develop recruiting efforts both internally and externally. The Department ensures all vacancy announcements are distributed in a manner as to be accessible to all interested parties. The notices are posted on all employee bulletin boards throughout the Department, sent to state agencies, union halls, and minority and women's groups. In order to expand outreach, and ensure visibility to minorities and females in order to eliminate under utilization of the latter two groups, specific jobs were underutilization is present, are currently advertised in local papers that reach the intended audience. Internet and email are used as well for distribution of the vacancy announcement. At the present time the Department has been sending all vacancy announcements via email to organizations listed on RIDOT's outreach list found in Appendix D.

In addition to the variety of workforce development programs the RIDOT is planning to maintain, enhance, develop and implement other initiatives. The Departments ability to create strong, collaborative partnerships with community organizations, media outlets and other state and government agencies which serve females and minorities is vital.

RIDOT is working cooperatively with RIDOA's Equal Opportunity Office and Office of Diversity to broaden our outreach efforts. Additionally, the Department plans to meet with leaders from the various groups listed on below to gain better understanding of the skills, knowledge and abilities of the potential applicants from each of the affected groups where under utilization exists within RIDOT. It will also be important to identify any skills gaps associated with the positions the Department is seeking to fill so that our

agency can partner with specific community organizations and educational partners to eliminate those barriers to employment that have been identified.

The Internal EEO office will develop a schedule to meet with the organizations on the outreach list (see Appendix D). Aside from one-on-one meetings with the various groups, after hour events, workshops, and luncheons are other options that will be explored and reviewed to ensure strong partnerships within the community will be established to aid in achieving parity with CLM.

RIDOT plans to accomplish the objective through the use of our established EEO Advisory Committees. The committees will have a plan developed by the second quarter of FY 2012 and begin implementation of that plan by the beginning of the third quarter in FY 2012. Additionally, the Internal EEO office currently maintains an electronic file for all resumes received during periods when no vacancy announcements have been posted. It is the goal of the Department by the end of the first quarter of FY 2012 to have formulated a response letter to potential applicants requesting they fill out the Equal Employment Opportunity card and remit to our agency. The data collection will help to sort the candidates by gender and sub-racial category so that a more specific outreach effort can be conducted when positions are posted.

The Department currently utilizes the following programs to aid in the agency's workforce development.

Internal

The Department currently posts all job vacancies on the Department of Labor and Training website, http://www.dlt.ri.gov/JobsRI/statejobs.htm. Our HRSC also emails job postings to managers within the department as they become available. In the past the HRSC physically mailed job postings to the union, minority groups, and women's groups. Due to the high cost of postage, the Department has contacted both the minority and women groups to ascertain their email addresses. It is the intent of the Department's HRSC to email future job postings to organizations that have email capability.

In addition to these efforts, the AAO is developing an outreach program.

1. Review job classifications annually

A review of job classifications to ensure specificity and accuracy of job specifications will help both internal as well as external candidates. Therefore, the Department is committed to reviewing all job specifications associated with positions within the agency. Our goal is to review each job specification to ensure the language in the descriptions relates to the day to day function and responsibilities of the position. The review will

identify any required updates to education, skills required, supervision exercised or received, illustrative examples of work performed, and required knowledge and experience. Our goal is to complete the review process by FY 2015 at which time the Department will request that the RIDOA's OPA holds a public hearing in accordance with Rhode Island General Law, Section 36-4-10 of the Merit System. A tracking system will be developed to ensure that the project is completed.

2. Establish Internal Recruiting Networks

It will be important for the Department to identify employees within minority groups and in job classifications where significant under-representation is present (i.e., Highway Maintenance Operators, Engineering Technician I, or Civil Engineer) and create mini task forces. The goal of the task force will be for its members to aid in the recruiting process and to tap into their networks and identify potential candidates for future positions. Additionally, the Department intends to identify and partner with other transportation agencies that have successfully utilized other recruiting models (i.e., Maine's Mother Trucker Program to recruit female drivers).

3. Internet

The Department can utilize RIDOT's website to post vacancies in order to create more visibility for potential job opportunities. The Department can also post upcoming Civil Service Exams to create more awareness for promotional opportunities.

4. Development of a Civil Rights Webpage

The EEO Program/AAP will have its own dedicated webpage on the RIDOTs internet site. The purpose of the webpage will be to publicize to both employees and the public the EEO program and other information. The Department's goal is to create an interactive webpage where employees can access password-protected components of the EEO Program/AAP that will help employees in self-managing their careers. The Department anticipates that by FY 2015 an interactive web page will be in place. Employees will have the ability to enter their information into a skills bank to identify potential career paths that they are qualified for. Additionally, employees will also have the opportunity to track trainings they have attended and/or need to attend. A link to RIDOA's Office of Training and Development will be available on the page as well. Links to the Rhode Island Department of Labor and Training (RIDLT) and interesting articles on diversity will also be available. The feedback section of the webpage will continually be monitored and reviewed for potential changes to content.

5. Educational Partnership with the University of Rhode Island

The Department and the University of Rhode Island (URI) have discussed and identified common interests in the areas of transportation-related education and outreach to women and minorities to encourage transportation related career paths.

URI has been named a University Transportation Center (URITC) by the United States Department of Transportation. Therefore the Department is developing a more intense educational program targeted to a smaller pool of students with the continuation, refinement and enrichment of the cooperative education partnership developed between RIDOT, AASHTO Transportation and Civil Engineering (TRAC) Program, URI, and local area schools. This concentration of resources will provide more focused and interactive programs between students, educators and transportation professionals.

In line with the provisions set forth in the memorandum of agreement between the URITC and RIDOT for the purpose of establishing a partnership for support and promotion of research, education and outreach in transportation, continue to implement the program as follows.

Work Elements:

- Construction Career Days
- Engineering Career Day
- Summer Academies
    - Business Academy
    - Construction Academy
    - Engineering Academy
    - Green Design Academy
- Science and Math Investigative Learning Experiences Middle School Transportation Challenge (SMILE)
- Teacher Externship Program
- Building Futures' "Women's Construction Orientation Program"
- High School/Higher Education Bridge Initiatives
- Rhode Island Workforce Development Summit
- Ph.D. Diversity Project
- Local Technical Assistance Program (LTAP)
- National Summer Transportation Institute (STI)

Construction Career Days

RIDOT's Annual Construction Career Day is held in the spring of every year. In its first year the program attracted over 400 participants. The participation level in recent years has exceeded 1400 students. As a result, the program has been expanded

from a one-day event to a two-day event in order to service all schools that wish to participate. During FY 2011 a total of 59 schools and 779 students participated in the two-day event.

GOAL: To be completed by end of FY 2013

The Department needs to obtain the demographic information of the students who have participated in the event. In addition, the Department's goal is to identify the non-participating schools in order to ensure the Department is maximizing the exposure of construction-oriented careers to as many female and minority students.

Engineering Career Day

The Department holds, on an annual basis, an Engineering Career Day (ECD) in May at URI. This is an opportunity for high school students to be introduced to career opportunities in the field of civil engineering through hands-on activities and experimental learning. The purpose of Engineering Career Day is to expose high school students to the field of transportation engineering and to develop interest both in the choice of engineering as a field of study at the college level and, more specifically, in the choice of Transportation Engineering as a career path. URITC and URI's Department of Civil and Environmental Engineering Program support the Engineering Career Day.

The ECD centers around four hands-on learning laboratories which allow the students to meet with industry professionals and faculty while engaging in hands-on activities specific to each lab. The labs offered are: Bridge and Geotechnical Engineering; Survey and Geographic Information Systems; Storm Water Management and Environmental Planning; and Highway Traffic Engineering.

GOAL: To be completed by end of FY 2013

The Department needs to obtain the demographic information of the students participating in this event in order to track and monitor students within the protected classes and females are being reached. Once the data is gathered and analyzed program goals can be determined.

Summer Academies

The Department has formulated four summer programs as the natural progression of the Construction Career and Engineering Career Days (one for construction related exposure and the other three related to engineering/transportation and business/transportation.) This program is conducted during the summer months for high school students at URI. The Summer Academies offer students a more in-depth

perspective into the transportation field by expanding the one day events into a week long program.

(i) Business Academy

This academy offers high school students an intensive, week-long, nonresidential classroom and hands-on introduction to careers in transportation and supply chain management. Modules have been developed for the Business Academy based upon the key elements of Transportation and Supply Chain Management. Topics: introduction to transportation and transportation networks; careers in transportation; supply chain management; and continuous quality improvement. Each topic will include hands-on learning activities. Appropriate math and science topics are also introduced through interactive activities to foster learning and reduce frustration.

(ii) Construction Academy

This academy offers high school students an intensive, week-long, nonresidential classroom and hands-on introduction to careers in transportation engineering. The Academy goes beyond the activities provided through Construction Career Day by providing the following: OSHA 10- hour certification; hands on activities at the New England Laborers Training Academy; hands on activities at Local 57 Operating Engineers; blueprint reading; surveying and layout; estimating a small construction project; Work Zone Safety and Flagger Certification; starting your own construction business. Like the other academics the necessary construction math are part of the week.

(iii) Engineering Academy

This academy offers high school students an intensive, week-long, nonresidential classroom and hands-on introduction to careers in transportation engineering. Two to three modules have been developed for the Engineering Academy based upon the Engineering Career Day Learning Labs to further explore the nature of transportation engineering. Like the other academies, appropriate math and science topics are also introduced through interactive activities to foster learning and to reduce frustration.

(iv) Green Design Academy

This academy offers high school students an intensive, week-long, nonresidential classroom and hands-on introduction to careers in landscape architecture with an emphasis on transportation and green design. Students are introduced to the discipline of landscape architecture and sustainable design through computer drafting and design activities; and model-making activities. In addition, students are exposed to current transportation landscape architecture projects within

southern New England through field trips. Like the other academies, appropriate math and science topics are introduced through interactive activities to foster learning and to reduce frustration.

GOAL: To be completed by end of FY 2013 (for all four academy programs)

The Department needs to obtain the demographic information of the participating students in order to determine if the outreach efforts of this program are reaching those students in protected classes and females. A secondary goal to be completed by FY 2015 is to track students who participate in the Academies through their college careers.

SMILE

The SMILE Program is an after-school academic enrichment program, run as after-school clubs, for students in fourth through twelfth grades. The purpose of SMILE is to increase the numbers of underrepresented and other educationally underserved students who graduate from high school well prepared to enter higher education and pursue careers in science, technology, engineering, and math (STEM). The middle school challenge specifically targets clubs for students in grades 6-8, bringing them to the university campus for a weekend experience. Each transportation challenge deals with the SMILE theme for the academic year. For examples, last year the SMILE theme was "Wind Turbine Power Generators in Rhode Island," and the transportation challenge centered on the transportation logistics of getting wind turbine blades and other components to a distribution facility in Rhode Island for assembly. The activities include: providing teachers with appropriate training on how to teach and solve the transportation problem; sessions in which each SMILE club prepares for the weekend challenge; hands-on problem-solving during the challenge weekend; presentations of each team's solution to the transportation challenge; and evaluation of solutions.

GOAL: Ongoing throughout the life of the program

The Department in conjunction with URI needs to develop a tracking system to monitor the progress of students who participate in the program to determine if they pursue careers in the transportation industry. Additionally, the Department and URI need to gather the demographic data of the participating students to ensure exposure to females and students in protected classes.

Teacher Externship Program

Building on the FY 2010 successful teacher externship program, five teachers will be recruited for a one month teacher externship. The goal of this program is to give teachers an opportunity to see how the disciplines in their classroom are used in the world of work. Selected teachers are drawn mainly from inner-city school districts which are targeted in our other programs. Each externship requires 40 hours of field work with transportation professional and 40 hours of curriculum material development. Each teacher is then required to produce a grade-appropriate curriculum piece which meets State Rhode Island Department of Education standards. The curriculum developed for this program will be made available to teachers throughout the state.

GOAL: To be completed by the end of FY 2013

The Department should define success in terms of this program. Additionally, it is important to identify what the measurable outcomes will be and ultimately use those outcomes to measure the success of the program. Tracking the demographics of the schools where participating teachers work can help in publicizing the Department's other outreach and educational programs.

Building Futures' "Women's Construction Orientation Program"

This activity is designed as a preliminary step for women who are contemplating participation in Building Futures Pre-Apprenticeship program. Building Futures' mission is to help the commercial construction industry meet its current and future needs for skilled labor, while creating career opportunities for low-income urban residents in quality registered apprenticeship programs (http://www.bfri.org/WhatWeDo/Overview/tabid/156/Default.aspx). Their Pre-Apprenticeship Program "is both a program that helps prepare low income men and women in urban areas for rewarding careers in the commercial construction and an initiative that partners to expand entry-level training opportunities in the trades through proven apprenticeship programs." Women participating in this workshop are introduced to mentors who serve on Building Futures' ad hoc Tradeswomen Committee. Participants attend the Rhode Island Construction Career Day event with Building Futures Tradeswomen Committee members. The organization provides two days of hands-on activities for the participants who familiarize them with hand tools, power tools and basic safety requirements.

GOAL: To be completed by the end of FY 2013

The Department should take the opportunity to also provide the participants with information on Civil Service exams available for entry level positions within the

agency (i.e., Engineering Technician I). The Department should also ensure that it is tracking how the participants are hearing of the program to aid in further development of outreach efforts. This program was initiated as a result of an ARRA grant.

High School/College Bridge Programming

The Department continues to see that a deficit in basic math and science skills hinders students from enrolling in transportation and transportation-related majors. To help students overcome these deficits the Department is developing programming aimed at both high school and college students. Both of these programs will rely on a mentoring program. Mentors will be hired from URI and they will be partnered with members from industry. Mentors will be chosen based upon their academic record. Preference for mentors hired will be given to students who have attended our middle school and/or high school programs.

High School Programming: Several Rhode Island high schools have developed engineering academies; others are at earlier stages of developing career-directed curriculum. The Department's new initiatives will be designed to target both of these programs. In FY 2011 the Department will work with: Tolman High School's Engineering Academy, and Central Falls High School to develop programming appropriate for students in this high school. Support will be provided to these high schools to include topics which emphasize careers in transportation and transportation-related fields. Activities being considered include providing student mentors (from URI) for high school students, support for transportation field trips, development of transportation curriculum (adaptation of TRAC materials to fit with Rhode Island educational standards) and supplies to conduct same. The mentors will meet with the students several times each semester and also be available through electronic media.

College Programming: The initial target for these activities will be students attending URI and the Community College of Rhode Island who have an interest or the potential to succeed in careers in transportation and transportation-related fields. Preference for participation will be given to students who have attended the Departments middle school and/or high school programs. Each semester participants will attend a kick-off luncheon with industry professionals, an appropriate transportation-related field trip and an end-of-semester closing ceremony (again with industry professionals). Mentors will be required to meet with their assigned students on a weekly basis during the initial weeks of the semester to go over course assignments and college related issues. Weekly tutoring sessions will be scheduled as needed. During the rest of the semester the mentors will be available electronically for consultation and scheduling of face-to-face meetings as needed.

GOAL: To be completed by the end of FY 2015

Track participation in these initiatives both in terms of mentors and mentees.

Rhode Island Workforce Development Summit

A workforce development summit will be held to bring together all of the groups/individuals in Rhode Island who are actively engaged in outreach to mentor potential candidates for both RIDOT's and the State's transportation workforce. The Department may also include invitees from neighboring states in this summit. A full day summit will be held in order to bring all key players together to discuss both transportation workforce activities and actions that can be taken which will create synergy among all of these activities. One such action could be the formation of a transportation workforce development coalition for Rhode Island.

Ph.D. Diversity Project

The objective of this proposal is to establish a Graduate Fellowship Program in Transportation in the Civil and Environmental Engineering Department at URI, specifically targeting graduates of the University of Puerto Rico Mayagüez (UPRM) and other minority-serving institutions. As a companion to this outreach effort, the College of Engineering is required to recruit and support two graduate students from an under-represented population. Students selected into this program will engage in transportation-related research in collaboration with RIDOT. They will be expected to present the progress of their research in seminars, poster sessions and journal publications along with their advisors. They will also promote transportation educational and research initiatives to prospective undergraduate students at events such as the Rhode Island Engineering Career Day and the Eisenhower Summer Exchange Program at URI.

GOAL: To be completed by the end of FY 2015

Graduate two Ph.D. candidates.

Local Technical Assistance Program (LTAP)

The Rhode Island Technology Transfer Center (RI T2), established in 1991, is a cooperative effort of the Federal Highway Administration, Rhode Island Department of Administration and the Rhode Island Department of Transportation. The RI T2 Center receives guidance and program direction from an advisory committee representing local communities and state government. The RI T2 Center is one of 57

centers established by the Federal Highway Administration Local Technical Assistance Program (LTAP).

GOAL: To be completed by the end of FY 2015

Establish and maintain a system to increase transportation expertise to the state and local transportation and public works agencies. Provide a conduit for materials prepared at the national level for local use. Encourage and promote effective implementation and use of research findings and innovations for improving transportation. Improve communication on transportation technology between federal, state, and local transportation agencies by way of workshops and training. Establish school to work employment and training initiatives that will highlight career opportunities.

National Summer Transportation Institute

The Department is also partnering with URI to host an intensive Summer Transportation Educational Institute that introduces promising secondary school students to the transportation industry. The University of Rhode Island Transportation Center hosts two, two-week sessions of the FY 2012 Summer Transportation Institute for secondary school students. The sessions occur during the summer months. The purpose of the Institute is to create awareness and stimulate interest for secondary school students to take full advantage of the opportunities that exist in the transportation industry.

The curriculum will expose students to new frontiers and adventures such as highway and bridge design, construction and maintenance of roads, transportation of people and cargo, laws, regulations, safety, and career opportunities. In addition, students will participate in computer training, academic enhancement activities, field trips, and student projects. Supervision of all activities will be by the Program Director, Program Coordinator, interns and industry professionals.

Approximately twelve to fifteen rising seventh, eighth and ninth grade students will receive ***full scholarships*** to participate in each two-week summer program. It is the hope of the Department and URI that these students will pursue careers in these fields.

GOAL: Ongoing Development

To develop a monitoring system that will follow the students who participated in the program, successfully completed the program, and pursued a degree in the areas concentrated on within this program.

6. Internship Programs - Establish strong partnerships with other colleges and universities in Rhode Island to expand our traditional summer and USDOT programs

The Department currently has a working relationship with the University of Rhode Island. In order to increase the scope of recruiting efforts for its internship and cooperative programs the Department needs to expand its outreach efforts and develop relationships with other colleges and universities in Rhode Island.

The Department has created a successful internship program that enables its managers to train and mentor future RIDOT workers. It is important to continue the Department's current efforts of recruiting more female and minority candidates for these programs. At the end of FY 2011, the Department hired 81 interns in the EEO job category of professional (this particular category is underrepresented in females by 35 percent in our current workforce which underscores the need to expand our on-going outreach and recruiting efforts). The students are dispersed throughout the agency in various sections, such as, Audit, Legal, Public Affairs, Engineering, Civil Rights, Office of Highway Safety, Construction, Contract Administration, and others. Fourteen interns (or 17 percent of the total) self-identified as members of a minority group. Twenty-four of the interns (or 30 percent of the total) are female. While the Department is close to achieving parity with the external available workforce in terms of the minority population of 18 percent, it is trailing in terms of female interns by 18 percent. It will be important to track and monitor the interns the Department assesses as viable candidates for future employment, and how many are actually hired. Providing an exit interview for interns would be a valuable way of gauging their experience and desire to work for the agency if the opportunity presents. It will be helpful for the Department towards achievement of the overall hiring goals if the female or minority interns perform well and have a desire to work for the agency. Therefore, having the capacity to recruit more females and minorities on the front end will be a goal of the Department. In an effort to increase the number of female interns, the Department for the first time participates last year in the "US DOT's" Entrepreneurial Training Women and Girls Internship Program.

GOAL: Ongoing Development

The goals of the program are to increase the participation of women in the transportation industry and prepare young women to become our nation's future leaders. Three female interns participated both in the Fall semester of 2010 and Spring semester of 2011 in the program and were placed in the Administrative Services Division, Construction Management Section, and Contract Administration Section. The Department anticipates that it will continue participating in this program for the future.

External

The Department will continue to develop and strengthen our partnerships with media outlets, unions, community based organizations that represent under-utilized populations.

III. TRAINING

The Department has identified areas where training program development is necessary in order to create a more diverse workforce and eliminate discriminatory barriers. It is the goal of the agency to have complete programs developed, implemented and monitored over the course of the next three years so that by FY 2015 all programs will be fully functioning.

1. Management/Leadership Training Program

This program will train managers in the areas of recruiting, proper interviewing skills and techniques, career counseling, identification of skills gaps and overall performance assessments of their employees, conflict management, and team building.

GOAL: To be completed by the end of FY 2015

The goal of the Department is to develop a manager's training program and to require all current managers to successfully complete the program.

2. Sexual Harassment Training

The State Office of Diversity delivers sexual harassment training to all new hires. In addition to the state requirement, the Department will develop and implement an agency specific training program. All employees will be required to participate in an in-class training one time only. Upon successful completion of the in-class training employees will be notified annually to participate in Webinar trainings. Employees will be able to access and complete the on-line training. If a candidate does not pass the assessment at the end of the module they will be directed to participate in the next scheduled in-class session.

GOAL: To be completed by the end of FY 2012

The program is currently under development.

3. Diversity Training

The program will be developed and implemented by the agency. All employees will be required to participate in an in-class training one time only. Upon successful completion of the in-class training employees will be notified annually to participate in Webinar

trainings. Employees will be able to access and complete the on-line training. If a candidate does not pass the assessment at the end of the module they will be directed to participate in the next scheduled in-class session. Some examples of modules will be based on race, sexual orientation, religion, gender and disability.

GOAL: To be completed by the end of FY 2012

The program is currently under development.

4. Equal Employment Opportunity Counseling Program

The Department is committed to creating an EEO Counseling Program that not only helps its employees understand their rights as they pertain to the RIDOT EEO Policy, but one that will also apprise the employees of the services that the Department will be providing to them in the future, such as career counseling.

GOAL: To be completed by the end of FY 2012

The program is currently under development.

IV. UPWARD MOBILITY FOR MINORITIES AND FEMALES

The Department is committed to establishing an overall program that promotes minorities and females within the agency. Components of the program will include the development of an interactive skills bank, a succession plan, a career ladder system, a mentoring program and a performance measure program. Additionally, monitoring measures will be established to track the aforementioned components. Moreover, the Department will need to identify any discriminatory barriers that exist which will impede the successful development of this program.

GOAL: To be completed by the end of FY 2013

The Department is currently at the research stage of program development. The goal is to complete the research phase by the end of FY 2012 and have a developed program by the end of FY 2013.

V. LAYOFFS, RECALLS, DISCHARGES, DEMOTIONS, & DISCIPLINARY ACTIONS

The Department is committed to ensuring that no discriminatory barriers exist in relation to layoffs, recalls, discharges, demotions and disciplinary actions. The Department will continue to follow the agreed-upon language in the contract bargaining agreements and departmental policies as they pertain to the aforementioned actions. It will also be important to conduct confidential exit interviews in order to identify any potential areas

where discriminatory barriers or other issues may exist. The Department's HRSC currently tracks layoffs, recalls, discharges, demotions and disciplinary actions and EEO Complaints. Additionally, the AAO Officer maintains a tracking system for EEO complaints.

GOAL: To be completed by the end of FY 2013

The Department is currently developing a formalized process for conducting exit interviews at the agency level.

VI. EXTERNAL BARRIERS FOR MINORITIES AND FEMALES

The Department has been instrumental in developing many programs geared towards educating females and minorities at a young age with the intent to spark their interest in transportation related positions. However, at the present time the Department has not developed a monitoring system to track potential explanations regarding external barriers for minority and female candidates. The Department plans to research, identify, and develop counter-measures to address external barriers that affect employment of minorities and females.

GOAL: To be completed by the end of FY 2013

Our goal is to complete the identification of the external barriers by the end of the FY 2014 and to begin development of programs that will serve as a remedy by FY 2015. Monitoring and performance measures will be introduced to assess the effectiveness of each program.

CHAPTER VII

IDENTIFICATION & ANALYSIS OF PROBLEM AREAS

IDENTIFICATION & ANALYSIS OF PROBLEM AREAS

The purpose of the analysis is to identify the areas where there is an underutilization within an EEO-4 job category, broken down by gender and sub-racial category, benched against availability in the CLM. It is also to establish the framework for goals and timetables, and other affirmative actions necessary to eliminate underutilization and any potential acts of discrimination.

HIRING PROCESS

While the Department has made great strides in male minority hires, the Department needs to improve its recruiting, hiring, and retention of females and minority females. Additionally, special emphasis needs to be placed on recruiting Hispanic employees.

According to the Utilization Analysis conducted, the Department is under-represented in females both White and within various sub-racial groups in the following EEO-4 job categories:

Official/Administrators (White females)
Professionals (White)
Technicians (White, Black)
Paraprofessionals (White)
Skilled Craft Workers (White)
Service Maintenance (White)

The Department is underrepresented in minorities (both male and female) in the following EEO-4 job categories:

Technicians (Black females)
Administrative Support (Hispanic Males)
Skilled Craft Workers (Hispanic Males)
Service Maintenance (Hispanic Females)

UNDERREPRESENTATION OF FEMALES AND MINORITIES IN ENTRY LEVEL POSITIONS

JOB CLASSIFICATION	TOTAL	MINORITY	FEMALE
Associate Civil & Civil Engineer	32	7	6
Highway Maintenance Operator I	82	8	2
Engineering Technician I	71	21	7

Minorities are underrepresented in the job classification of Highway Maintenance Operator I. They account for 9.76 percent of the total entry-level drivers. Females, on the other hand, are underrepresented in all three job classifications. They represent 18.75

percent of the Associate Civil and Civil Engineers, 2.44 percent of all Highway Maintenance Operator I positions and 9.86 percent of all Engineering Technician I positions.

At the present time the Department does not have the data from the CLM specific to each job classification, to compare and analyze. In general, the affected job classifications tend to be non-traditional occupations for females which could account for the under-representation of this group. While cost and lack of access to equipment could be factors contributing to the shortfall of minorities in the job classification of Highway Maintenance Operator I, further research is required.

Another problem area identified with the Hiring Process is the Department's ability to gather EEO data at the applicant phase. As a result, the Department has developed and implemented (effective July 1, 2012) a monitoring system that will help to gather this data. Please refer to Chapter VIII, Monitoring, to review the process in detail. When the Department is better able to identify the demographic data of candidates, a more detailed outreach effort can be developed in order to achieve hiring goals.

OUTREACH: TRAINING FOR FEMALES

During FY 2011 the Department had a full-time staff of 737 employees. Of those, 631 or 85.62 percent participated in trainings. This figure is up 13.14 percent from FY 2010. In FY 2010 and 2011, 13 percent of the trained employees were minorities. In FY 2011, 16 percent were females, an increase of 4 percent from FY 2010. Minorities accounted for 12.75 percent of the overall workforce, while females comprise 19.81 percent. Forty-three or 29.45 percent of the full time female employees did not participate in any form of training. However, 73.33 percent of the minority females did partake in trainings. The Department will need to identify the reasons why females are not attending some form of training.

REFUSAL OF POSITIONS

FISCAL YEAR	TOTAL	MINORITY	FEMALE	WHITE MALE
2009	19	1 Black Male	4	14
2010	1	0	1	0
2011	5	1 Black Female	1	4

While the Department has made significant improvement in its capacity to hire the initial selected candidate from FY 2009 to FY 2011 by 280 percent, it is the goal of the Department to continue to close this gap as many resources are expended during the

hiring process. Some reasons that have contributed to applicants refusing to accept offers are:

Time: The budget approval for selected candidates can sometimes take a long time. As more time passes, quality candidates accept employment elsewhere.

Salary: Even though the salary requirements are clearly posted on all vacancy notices external candidate still believe salary negotiation is part of the Departments hiring process.

Many programs are under development which will help mitigate the problems identified in FY 2011.

- Development of a formalized succession plan
- Development of an upward mobility program (to include career ladders, mentoring program, and career counseling)
- Development of a performance management and measure program
- Development of a management training program
- Development of a diversity training
- Review and refinement of all RIDOT job specifications

CHAPTER VIII

REPORTING OF EEO ACCOMPLISHMENTS AND MONITORING

REPORTING OF EEO ACCOMPLISHMENTS AND MONITORING

EEO ACCOMPLISHMENTS FOR FY 2011

- During FY 2011 the Department affirmed its commitment to further develop the agency's Equal Employment Opportunity Program. As part of this renewed commitment the Department expanded its Civil Rights program by hiring two additional full-time employees who will be tasked with the development, implementation and monitoring of its Title VI/Non-Discrimination Program and Internal Equal Employment Opportunity programs.
- The Department has made great strides in the recent past to recruit and hire qualified minority and female candidates. The Department has reached parity with the CLM and leads in hires of minority males in all race and ethnic groups with the exception of persons of Hispanic Origin.
- The Department has also achieved its hiring goals in the following EEO-4 job categories: Professionals (250 percent for minorities and 225 percent for females), Administrative Support (100 percent for minorities and 100 percent for females) and Skilled Craft Workers (200 percent for minorities). While the Department did not achieve its goals in the remaining EEO-4 job categories, the Department did make positive strides; Officials/Administrator (66.66 percent for females), Para-professionals (50 percent for minorities and 75 percent for females), and Service Maintenance (50 percent for minorities).
- The Department has also seen marked improvements in the promotional opportunities realized by its minority and female population. From FY 2010 to FY 2011 the Department realized a 63.63 percent increase in females and a 100 percent increase in minorities promoted. The Department intends to continue utilizing its current tracking system to monitor the promotional opportunities and will make adjustments as the need arises.
- The Department has seen increases in salary levels in the two higher classifications Officials/Administrator and Professionals by minorities and females by 10 percent (females) and 21.74 percent (minority) 15.69 percent (females) respectively.
- The Department began trainings in the areas of ADA and Title VI. Approximately 50 percent of the staff participated in the training. It is the goal of the agency to continue trainings in these areas and to develop trainings in relation to the EEO Program/AAP as well. The Department is currently working with its Information Technology professionals to update the current software being utilized to track trainings. The goal is to eventually have a system established that will allow employees to self-manage/maintain their training.
- The Department has also begun to develop a Civil Rights webpage. The goal is to eventually create individual pages for each of the programs under Civil Rights.

Specifically, the page on EEO Program/AAP intends, over time, to house the EEO Program/AAP, applicable laws and policies, links to jobs posted both within the Department and statewide, and EEO counseling information.

- Two EEO Advisory Committees have been established; one that is comprised of managers, and one that is comprised of rank- and- file employees.

MONITORING

The Department has quarterly and annual reporting requirements to the Federal Highway Administration (FHWA), annual reporting requirements to the State Equal Opportunity Office (EOO) and triennial reporting requirements to the Federal Transit Administration (FTA). Additionally, monthly meetings with the Director and/or Deputy Director occur.

An internal reporting system to continually audit, monitor and evaluate programs is essential to measure progress on the Department's EEO Program/AAP goals and timetables and to serve as a feedback mechanism on the successful implementation of the EEO Program/AAP.

The primary objectives of the Department's EEO Program/AAAP evaluation are the following:

- Provide an objective measure for gauging the progress on EEO Program/AAP action items;
- Encourage accountability by managers and supervisors;
- Provide upper management with information that is critical for future workforce development, strategic planning and future goal setting;
- Ensure that any discriminatory employment practices are detected and corrected quickly;
- Meet all federal and state requirements for reporting, monitoring, and evaluating improvement in hiring, training, transfer and promotions in areas of under participation; and
- Serve as a model employer within and outside of state government.

The monitoring and reporting systems for the Department's internal workforce fall into the following broad categories:

- Analysis and reporting of statistics by the AAO on the agency's employment practices, including overall employment of permanent and temporary workers, employment of minorities and females by occupational categories, maintenance of statistics on applicants, new hires, promotions, and terminations by race, sex and occupational categories, maintenance of statistics on participants in the Department's

training programs by race, sex and occupational categories, methods followed in analyzing minority and female representation overall and by occupational categories compared to availability in the external work force. The majority of this statistical data is collected by the HSRC using the Department's Oracle software and the EEO Card data.

- Collection of quarterly reports by the AAO from section managers and supervisors, identifying all anticipated opportunities for hiring temporary and permanent employees, anticipated retirements, promotions, or transfers, training needs and opportunities, the status of new hires and probationary employees, formal and informal complaints, disciplinary proceedings, and/or grievances. The information and data is used as a tool in workforce planning, troubleshooting, and to better position the Department for successful outreach, marketing, and recruitment.
- Tracking of disciplinary actions, including terminations, suspensions, demotions, reprimands, etc., with breakdowns on race, color, national origin, disability, and sex of each employee, and analysis to ensure that the Department is not engaging in any form of intentional or inadvertent discrimination or retaliation.
- Meet with the Director of the Department and the Executive Leadership Team to provide details of progress towards meeting departmental goals, to identify any EEO problems, and to solicit management's recommendations, feedback and support.
- Establishing both a managers as well as rank-and-file EEO Committees, to be chaired by the AAO, with representation from all reflective of the internal workforce of the Department in relation to the external available workforce. The Committee will meet quarterly, or more frequently as needed, and will serve as a vehicle to obtain input and involvement from agency managers, supervisors and employees, and to develop and implement new program resources that are customized to meet the diverse AA/EEO challenges of all sections of the organization.
- Tracking EEO complaints based on race, color, national origin, sex, religion, physical or mental disability, or age, and reporting complaint status and disposition to the Regional Civil Rights Officers of Federal Highway Administration and Federal Transit Administration.

ANNUAL REPORTING REQUIREMENTS

The RIDOT's annual report will consist of content in the following areas; workforce utilization analysis, goals and timetable, adverse impact analysis which utilizes the Four-Fifths rule, problem areas, results achieved/accomplishments, and corrective actions or adjustments needed or performed based on the analyses and/or monitoring outcomes. Monitoring measures will be developed in collaboration with the HRSC, Legal office, and the Office of Performance Management when appropriate. The EEO office will be

responsible for the independent and impartial monitoring of our employment practices. Monitoring measures will be put in place relative to all employment practices; specifically recruiting/outreach, hiring, promoting, training, transfers, layoffs, recalls, disciplines, separations, overtime, and awards. Current monitoring measures that are in place include ones' for trainings, career service awards, and applicant flow data.

Recently implemented as of July 1, 2012 are the Reasonable Accommodation Monitoring System, and the Hiring Practice Monitoring Process, both of which are articulated in detail below.

Reasonable Accommodation Monitoring Process

A Reasonable Accommodation Log (RAL) will be maintained by HRSC. A column for the EEO Office will be on the RAL entitled EEO Office Review. Both the HRSC and the EEO Office will have access to the log via a dedicated drive. Log information to be contained is as follows: Employee Name; Title; Gender, EEO Category and Minority Status; Division; Accommodation; Date reasonable accommodation request received in the HRSC; Date completed reasonable accommodation form/medical information submitted to the HRSC; Date Accommodated; Length of Accommodation; Notes; EEO Office Review.

The HRSC will maintain a separate hard copy file specifically for reasonable accommodation forms. The original Reasonable Accommodation form with accompanying medical documentation is maintained within the individual employee's medical file along with any follow up documentation.

The AAO will monitor the reasonable accommodation process and outcomes on a quarterly basis by utilizing the *Reasonable Accommodation Log* that is maintained by the HRSC. The AAO will follow up with the employee.

The EEO Office will prepare a quarterly report for the Director to include:

- The number of reasonable accommodation requests
- The status of the reasonable accommodation requests
- Report any violations or allegations of discrimination

Hiring Practice Monitoring Process

APPLICATION PHASE:

The EEO office will provide information to the HRSC to inform them if under-representation or disparate treatment exists relative to a vacancy notice posting. If the EEO office has determined that under-representation or disparate treatment exist, the

State of Rhode Island, Department of Administration, EEO/Diversity office (RIDOA EEO Office) shall be contacted by the EEO office to request their assistance with an expanded outreach effort.

The HRSC accepts applications, as per provisions in the Personnel Rules and Regulations and the various bargaining unit contracts. Applicants who apply in person will be offered an Equal Employment Opportunity (EEO) card by the HRSC office to voluntarily complete if they have not provided one to HRSC.

The HRSC will separate all EEO cards from the position file and provide them to the EEO office in a separate, sealed envelope for each position for review. The EEO Office will forward the completed cards to the RIDOA EEO Office.

The HRSC prepares a spreadsheet containing the job title, position number, application period, the applicant name, address, and email address (if provided); education and most current employer and title; union affiliation if applicable. Internal candidates are highlighted in bold. The HRSC will provide the EEO Office an electronic copy of the spreadsheet.

The EEO office will add an extra column on spreadsheet for EEO card information. If an applicant remits their application via the US mail, then the EEO Office upon review of the file will send out either through the US mail or email (provided the information is available) a form letter requesting the voluntary submission of the EEO card to the EEO Office, for data collection purposes only, within 5 days of receipt of the letter.

The EEO Office will track all applicant information electronically on the Applicant Flow Excel spreadsheet.

QUALIFICATION PHASE:

The HRSC office along with a designated hiring manager identifies qualified applicants for the position as determined by knowledge, skills, experience and education requirements contained in the official job specification. Based upon this evaluation, a list of candidates to be interviewed will be created.

A standard checklist will be created and maintained in the HRSC position file to include the following information; total number of applicants, number of qualified applicants, number of unqualified applicants, constraints pertaining to position (i.e. union requirements, civil service list requirements), and number of candidates to be interviewed.

The EEO Office will conduct a similar review to the review above and to make a determination of potentially qualified candidates for interview; and, this list shall be maintained in the EEO Office file.

INTERVIEW PHASE:

At the time of the interview all candidates will be provided with a CS-14 form (application) and an EEO card (voluntary), and instructions on how to fill out each by an approved designee. The approved designee will be selected by the HR office.

The Designee will collect the EEO forms from the candidate. Any EEO cards collected at the interviews will be provided to the EEO office in a sealed envelope. Interview and hiring officials will not have access to EEO data cards. The EEO Office will maintain the data collected in the appropriate position file and remit to the RIDOA EEO Office in accordance with the practices of that office.

A standard evaluation format for each position class based upon requisite knowledge, skills and abilities will be prepared by HRSC prior to the interview date. This format will be used with every candidate to ensure fairness.

Response documentation to questions will be noted by the interviewer/s on the space provided on the interview questionnaires.

Candidates will be evaluated by each interviewer on a separate rating sheet immediately following the interview based on the following criteria: education, experience, skills, professionalism and conduct on the interview.

SELECTION PHASE:

A qualified candidate will be recommended by the interviewing officials. A memo will be drafted articulating what the position requires with an objective ranking of the interviewed candidates. In addition, a statement of explanation will be included in the memo for the candidates ranked. The Divisional Administrator will review the recommendation before forwarding to the HRSC and the Director/Deputy Director.

A copy of the memo will be available for audit or inspections by the EEO Office as needed.

On a quarterly basis, the EEO Office will conduct a review of a random selection of closed position files. A Position Review letter will be generated by the EEO Office indicating that a review of the file is complete. Findings will be documented by the EEO Office within the letter. A copy of this letter will be maintained in the EEO Office and the original will be sent to the HRSC.

CHAPTER IX

COMPLAINT PROCEDURES

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
EQUAL EMPLOYMENT OPPORTUNITY
COMPLAINT PROCEDURE

I. REPORTING AND FILING COMPLAINTS

This procedure provides guidelines for individuals whose rights may have been violated under Title VII of the Civil Rights Act of 1964, Rhode Island General Law § 28-5 and Executive Order 05-01. No person shall be discriminated against because of their race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin. Additionally, no person shall be sexually harassed or be subjected to a biased work environment.

Complaints may be brought to the Rhode Island Department of Transportation (RIDOT) employee's manager or supervisor, at any time, as soon as possible after the alleged incident occurs. Managers and supervisors who receive such complaints shall immediately report them to the RIDOT's Internal EEO Office (EEO Office) and RIDOT's Human Resource Service Center (HRSC). RIDOT employee's have the right to directly contact and/or file a complaint with the Internal EEO Office, the HRSC or appropriate Union. The EEO Office, the HRSC and the Union will immediately notify the other of a complaint.

II. CONFIDENTIALITY

All complaints, counseling and investigations shall be handled in a confidential manner that will protect the privacy interests of those involved and avoid unnecessary disruption in the workplace. Additionally, it may be necessary to disclose certain information to persons with a legitimate need to know about the matter. All persons interviewed shall be requested not to discuss their statement with others.

III. FILING A COMPLAINT

Who May File a Complaint?

A complaint may be filed by any current RIDOT employee or applicant who believes that a violation of discrimination, sexual harassment and/or unbiased work environment has occurred.

EEO Counseling

The EEO Office provides EEO counseling to any RIDOT employee concerning any alleged violation of discrimination, sexual harassment and/or unbiased work environment

at any time. EEO counseling is provided to RIDOT employees by the Chief Program Development (AAO) of the EEO Office.

IV. COMPLAINT PROCESS

A resolution is pursued through a written complaint. The complaint process will begin when a RIDOT employee files a written complaint with the Internal EEO Office. The AAO will notify the RIDOT Legal Office (Legal) of the complaint and will conduct a detailed investigation. When the investigation is completed, the AAO will report violations of discrimination, sexual harassment and/or unbiased work environment to the Director, Legal, and HRSC Administrator.

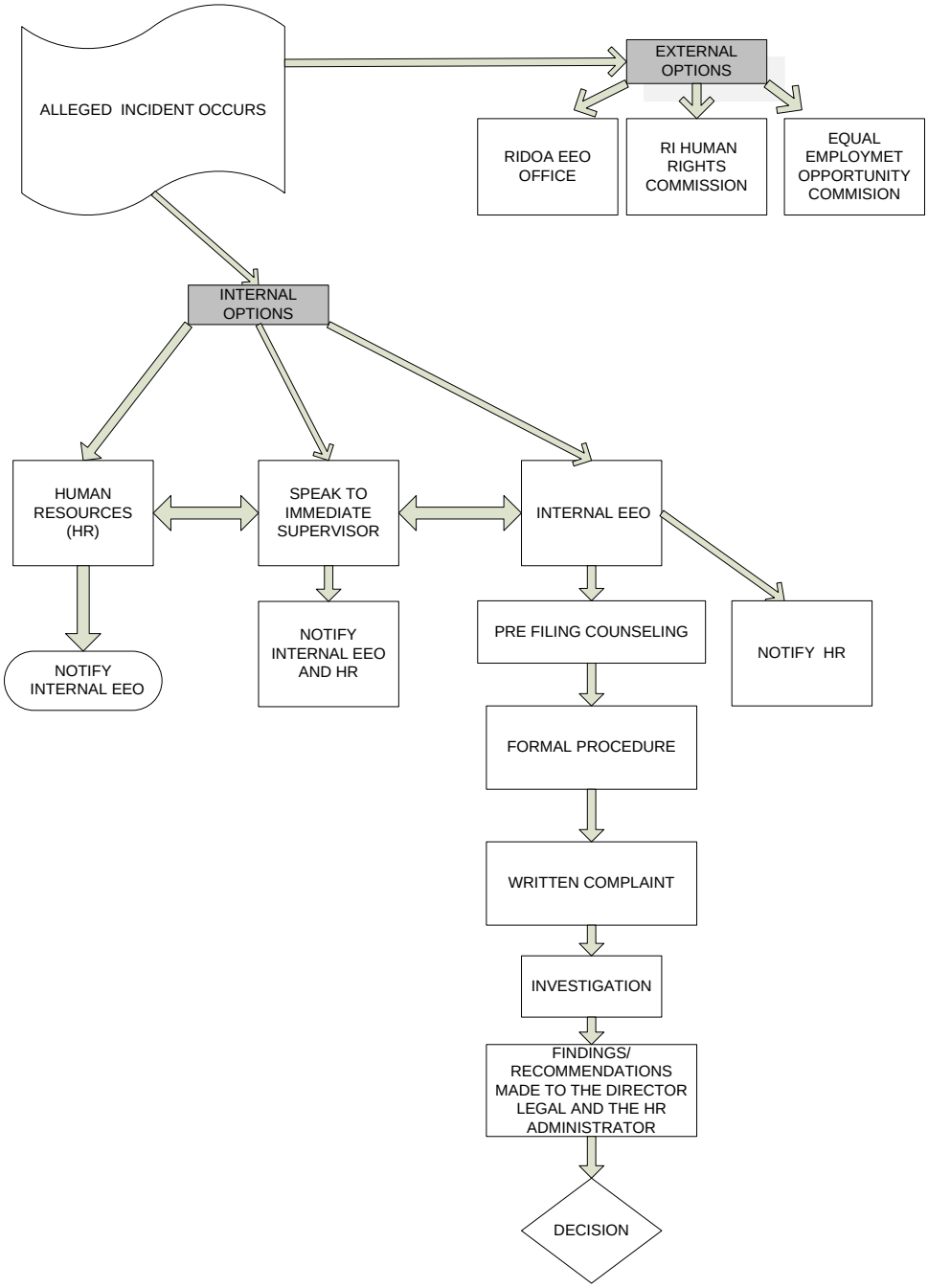
The complaint shall include the following information:

1. A detailed description of the alleged harassing or discriminatory activity, including dates, times and locations;
2. The alleged protected category of the complainant that forms the basis for the complaint;
3. The harm sustained as a result of the alleged harassment or discrimination;
4. Whether a violation occurred; and
5. The AAO must sign and date the form, and give a copy to the RIDOT employee.

V. REMEDIES

The Director and/or RIDOT's HRSC Administrator may determine the appropriate disciplinary action and/or remedy concerning the alleged violations of discrimination, sexual harassment and/or unbiased work environment.

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
INTERNAL EQUAL EMPLOYMENT OPPORTUNITY
COMPLAINT PROCESS FLOW CHART



WHEN APPROPRIATE UNION WILL BE NOTIFIED

DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

Equal Opportunity Office

COMPLAINT INFORMATION FORM

1. Complainant Information:
State your name and address:

City State Zip Code

Telephone Number (S)
Work:
Home:

2. Name of Department

_____

3. Name of Immediate Supervisor:

4. Respondent Information:
Name and address of agency involved:

City State Zip Code

5. Name and Title of person(s) charged:

6. Date of alleged violation:
.

7. Place of alleged violation:

(_____)
Case Number

8. Basis alleged Complaint:

____Race/Color: Specify_____
____Sex: ___Male ___Female____
____Age: ___Date of Birth_____
____National Origin: Specify_____
Disability_____
_____
____Religion: Specify_____
____Sexual Harassment
____Sexual Orientation
____Gender Identity or Expression

9. Nature Change:

____Hiring
____Compensation
____Job Classification
____Discharge/Termination
____Promotion
____Training
____Demotion
____Qualifications/testing
____Layoff
____Recall
____Seniority
____Intimidation/Reprisal
____Harassment

RIE00-03-87 Revised 2003

COMPLAINT INFORMATION FORM
(Continued)

10. Explain briefly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining you your case.

11. Why do you believe these events occurred?

12. Have you brought this changed to anyone else's attention?

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint.

_____	_____	_____
Complainant Signature	**Date**	**Interviewing Officer**

Civil Rights Complaint Tracking Sheet

No.	Complainant	Race	Color	National Origin	Sex	Age	Disability	Nature of Complaint	Recipient	Formal Complaint?	Date Filed	Disposition/Comments	Disposition Date
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

CHAPTER X

RHODE ISLAND STATE FORMS

Employee Self-Identification of Disability Form and Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws §28-5.1 et. seq., and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desire position.

NAME: _____ **AGENCY:** _____

JOB TITLE: _____ **DATE:** _____

Please Check ☒ the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

- ☐ AIDS
- ☐ Alcoholism
- ☐ Blindness or Visual Impairment
- ☐ Cancer
- ☐ Cerebral Palsy
- ☐ Deafness or Hearing Impairment
- ☐ Diabetes
- ☐ Drug Addiction
- ☐ Epilepsy
- ☐ Heart Disease
- ☐ Mental Retardation
- ☐ Mental or Emotional Illness
- ☐ Multiple Sclerosis
- ☐ Muscular Dystrophy
- ☐ Orthopedic
- ☐ Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
- ☐ Other

☐ Yes, I request a Reasonable Accommodation Needs Assessment Review

☐ No Reasonable Accommodation is needed at this time

Additional Comments:

Signature: _____ Date: _____

RIEEO 5/09A

REVISED 7/02/2002

RI SEOO (401) 222-3090

***** SAMPLE *****

AMERICANS WITH DISABILITIES/ 504 GRIEVANCE PROCEDURES

(Agency/Department) has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by (ADA/5O4).

Complaints should be addressed to: (J.B. Person) who has been designated to coordinate ADA/5O4 Compliance efforts.

A complaint should be filed in writing or verbally. They should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.

A complaint should be filed within (# of Days) after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by (J.B. Person) . These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by _____ and a copy forwarded to the complainant no later than (# of days).

The ADA/5O4 Coordinator will maintain the files and records relating to the complaints filed.

REASONABLE ACCOMMODATION REQUEST FORM

(Please forward initially to the ADA Coordinator of your Agency)

Name: _____ Day Phone # (VOICE) _____ _____

Please print - Last Name, First Name, M I (TDD/TT)_____ Soc Sec Number

Current Title in State Government (if applicable): _____

Classification Title (Offered): _____

I am an applicant/employee for the position named above and may require a "reasonable accommodation" to perform the essential function(s) of the job. I hereby request that the ADA Coordinator and/or other individuals identified in the Reasonable Accommodation Policy of the State of Rhode Island contact me regarding this need for reasonable accommodations and authorize them to verify this request. I do hereby waive my rights of confidentiality of information (medical/personnel or otherwise) so that pertinent information will be forwarded to other departments for processing. I understand that I have a right to appeal the decision of the ADA Coordinator noted below. Upon appeal, a job analysis, by the Office of Rehabilitative Services or its designated vendor, will be completed and a recommendation made within 60 calendar days of the receipt of such request.

PLEASE DESCRIBE BELOW THE ACCOMMODATION YOU MAY NEED: _____

_____

_____

I AUTHORIZE _____ TO RELEASE MY MEDICAL RECORDS TO VERIFY MY NEED FOR
(Health Professional's Name) A REASONABLE ACCOMMODATION DUE TO MY DISABILITY.

Health Professional's Name: _____ Phone #: _____

Address: _____

_____

_____ _____

Applicant/Employee Signature Date

_____ _____

Union Official Signature/Title (if necessary) Date

DO NOT WRITE BELOW THIS LINE

1. Agency ADA Coord./Appt. Auth. Response: ___ Approved ___ Not Needed ___ Denied

_____

_____

_____ _____ _____

Authorized Name (Print) Authorized Signature Date

2. Office of Rehabilitative Services Response: ___ Approved ___ Not Needed ___ Denied

_____

_____

_____ _____ _____

Authorized Name (Print) Authorized Signature Date

3. ADA Equipment Committee Response: ___ Approved ___ Not Needed ___ Denied

_____

_____

_____ _____ _____

Authorized Name (Print) Authorized Signature Date

4. If Workers' Compensation Disability:
Workers' Compensation Response: ___ Approved ___ Not Needed ___ Denied

_____

_____

_____ _____ _____

Authorized Name (Print) Authorized Signature Date

Description of Approved Reasonable Accommodation

APPROVED BY:
Appointing Authority

Name (Please Print) | Agency (Please Print)

Signature | Date

ACCEPTED BY:
Employee/Applicant

Name (Please Print)

Signature | Date

Union Official Signature/Title (if necessary)

Forward a copy of the Approved Reasonable Accommodation Form to:

Governor's Commission on Disabilities (GCOD)
John O. Pastore Center
41 Cherry Dale Court
Cranston, RI 02920-3049

EACH SIGNATORY MUST RECEIVE A SIGNED ORIGINAL

Agency ADA Coordinator shall retain the signed original in a confidential file.

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

File# CS-376 REV(1/11)

Description of Position

TITLE OF POSITION: _____ CLASSIFICATION CODE: _____

SALARY RANGE: _____ REFERENCE POSITION NO.: _____

Department or Agency Name _____ APPLICATION PERIOD: _____

Division/Section/Unit _____ /

Assignment's) / Comments _____

Shift and Days: _____ Job Location: _____

Restrictions/Limitations: _____

Position Covered By Collective Bargaining Union Agreement Yes _____ No _____

Name of Bargaining Unit Union: _____

There is*_ is not __ a Civil Service List for this position See A/B or Both for Specific Instructions

* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.

General Information to Candidate

INSTRUCTIONS:

A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.

Most Important - Please include the following information:

- *The title of the position for which you are applying*
- *Name of department where you are currently employed*
- *Title of your present position and date you entered it*
- *Your business telephone number*
- *Date you entered State service*
- *Present Union Affiliations*

*** ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract.***

B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:

If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.

C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations:

If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

- Medical Information:

Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

Statement of Duties

DUTIES / RESPONSIBILITIES:

Minimum Education & Experience

EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:

Where to Apply

Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:

RIDOT/DEM Human Resources Service Center
Two Capitol Hill, Room 214
Providence, RI 02903-1124

Telephone #: 222-2572

TTY/TDD #: 222-4971
(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

APPENDICES

APPENDIX A

Acronyms and Definitions

APPENDIX A – ACRONYMS AND DEFINITIONS

ACRONYMS

AA	Affirmative Action
AAP	Affirmative Action Plan
ARRA	American Recovery and Reinvestment Act
AASHTO	American Association of State and Highway Officials
ADA	Americans with Disabilities Act
AF/AM	Asian Female/Asian Male
AI/AN	American Indian/Alaskan Native
BF/BM	Black Female/Black Male
CLM	Civilian Labor Market
CFR	Code of Federal Regulations
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTE	Full Time Employee
FY	Fiscal Year
HF/HM	Hispanic Female/Hispanic Male
HRSC	Human Resources Service Center
NAF/NAM	Native American Female/ Native American Male
NHI	National Highway Institute
RIDEM	Rhode Island Department of Environmental Management
RIDLT	Rhode Island Department of Labor and Training
RIDOA	Rhode Island Department of Administration
RIDOT	Rhode Island Department of Transportation
SFY	State Fiscal Year
WF/WM	White Female/White Male

DEFINITIONS

Affirmative Action: Positive steps taken by an employer which contribute toward greater employment opportunities for minorities, females, the elderly, and the disabled. In federal employment, extra effort must be made to include qualified women, minorities, employees over 40, and the disabled at grade levels and in job categories where they are under represented.

Age Discrimination: A claim of discrimination based on age by an individual who is at least 40 years of age at the time of the alleged discriminatory act.

Aggrieved Person: A person who believes that he/she has been discriminated against in some way and makes his/her concerns known.

Civilian Labor Market (CLM): Data derived from the decennial census reflecting persons, 16 years of age or older who were employed or seeking employment, excluding those in the Armed Services. CLM data used in this report is based on the 2000 Census.

Complainant: An employee, a former employee, or an applicant for employment who files a formal complaint of discrimination based on his/her race, color, religion, sex, national origin, age (40), physical or mental disability and/or reprisal.

Discrimination: Any act or failure to act, impermissibly based in whole or in part on a person's race, color, religion, sex, national origin, age, physical or mental handicap, and/or reprisal, that adversely affects privileges, benefits, working conditions, results in disparate treatment, or had a disparate impact on employees or applicants.

Disparate Impact: Under EEO law, less favorable effect for one group than for another. Disparate impact results when rules applied to all employees have a different and more inhibiting effect on women and minority groups than on the majority. For example, nonessential educational requirements for certain jobs can have a disparate impact on minority groups looking for work, as they often been limited in their access to educational opportunities.

Disparate Treatment: Inconsistent application of rules and policies to one group of people over another. Discrimination may result when rules and policies are applied differently to members of protected classes. Disciplining Hispanic and Afro-American employees for tardiness, while ignoring tardiness among other employees, is an example of disparate treatment. Such inconsistent application of rules often leads to complaints.

EEO-4 Description Of Job Categories:

> **Officials/ Administrators:** Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments of special phases of an agency's operation. Does not include sworn administrators.

Professionals: An occupation requiring either a college degree or experience of such a kind provides a comparable background. Does not include sworn professionals.

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as may be obtained through a junior college, technical institute, or through equivalent on the job training.

Protective Service Workers: All sworn and non-sworn occupations relating to the protection of people and property.

Office-Clerical/ Administrative Support: Includes all clerical type work, regardless of the level of difficulty, where the duties are predominantly non-manual, although some manual work not directly involved with altering or transporting the products is included.

Skilled Craft; Manual workers who typically operate machine or processing equipment or perform other factory type duties of a skill level that can be mastered after an extensive period of training.

Service/Maintenance: Occupations in which workers perform duties, which result in or contribute to the comfort, convenience, or hygiene of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property.

EEO Counselor: An employee of the EEO Office, working under the direction of the EEO Manager, who makes informal inquiries and seeks resolution of informal complaints.

Equal Employment Opportunity: The goal of laws which make some types of discrimination in employment illegal. Equal employment opportunity will become a reality when each U.S. citizen has an equal chance to enjoy the benefits of employment. EEO is not a guarantee of employment for anyone. Under EEO law, only job related factors can be used to determine if an individual is qualified for a particular job.

Equal Employment Opportunity Commission (EEOC): The Federal agency with overall responsibility for federal sector complaints. The EEOC issues policy and regulations on the discrimination complaint system, holds hearings and makes findings and recommendations on discrimination complaints; and, makes final decisions on discrimination complaints that have been appealed. It also reviews, upon request, decisions of negotiated grievances and Merit Systems Protection Board (MSPB) appeals if they include issues of discrimination.

Ethnic Group: A group of people who share a common religion, color, or national origin. Irish-Americans, Mexican-Americans, German-Americans, Italian-Americans, Hindus, Moslems, and Jews are examples of ethnic groups. Some members of ethnic

groups participate in the customs and practices of their groups, while others do not. Discrimination based on these customs and practices may be illegal under EEO law. See Minority.

Female: It should be noted that women are not classified as a minority. However, they have experienced the same kind of systematic exclusion from the economy as the various minorities. Thus, they are considered as having "minority status" as far as the law is concerned.

Formal Complaint: A written complaint alleging that the complainant's rights protected by the Rhode Island Department of Transportation's Equal Employment Opportunity (EEO) Policy have been violated.

Informal Complaint: A matter of alleged discrimination which an aggrieved person brings to the attention of the EEO Office before a formal complaint is filed.

Minority: The smaller part of a group. A group within a country or state that differs in race, religion or national origin from the dominant group. According to EEOC guidelines, minority is used to mean four particular groups who share a race, color or national origin. These groups are:

American Indian or Alaskan Native (AI/AN): A person having origins in any of the original peoples of North America, and who maintain their culture through a tribe or community.

Asian or Pacific Islander (A/PI): A person having origins in any of the original people of the Far East, Southeast Asia, India, or the Pacific Islands. These areas include, for example, China, India, Korea, the Philippine Islands, and Samoa.

Black (B): A person having origins in any of the black racial groups of Africa.

Hispanic (H): A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (W): The many peoples with origins in Europe, North Africa, or the Middle East make up the dominant white population.

Numerical Goal: A target number of qualified women and minorities hired and advanced within a given period of time through an EEO Program/AAP. A numerical goal is not a quota, as it may not be reached within the time frame. It does not permit the hiring or advancement of unqualified employees. Numerical goals provide a standard which allows an activity to measure the effectiveness of its EEO Program/AAP. When numerical goals are reached, the percent of women and minority group members working at appropriate grade levels and classifications will be closer to their percentage in the labor market.

Protected Class: The groups protected from the employment discrimination by law. These groups include men and women on the basis of sex; any group which shares a common race, religion, color, or national origin; people over 40; and people with physical or mental handicaps.

Reasonable Accommodation: Any change in the work environment, in the way things are customarily done, or in the application process that enables a person with a disability to enjoy equal employment opportunities. The three general categories of reasonable accommodation are changes to: (1) job application process to permit people with disabilities to be considered for jobs; (2) enable people with disabilities to perform the essential functions of a job; and (3) give people with disabilities equal access to the benefits and privileges of employment.

Religion: For the intention of this AAP/EEO plan, religion is defined as all aspects of religious observance and practice as well as beliefs.

Report of Finding: The report of finding is prepared by the Chief, Program Development, after a formal discrimination complaint is filed, accepted for processing, and is investigated.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature based on one or more of the following conditions a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Under Represented: Inadequately represented in the work force of a particular activity. This term is used to describe the extent to which women and minorities are represented in particular grade levels and job categories. The percentage of women and minorities in the labor market is used as a standard to determine under representation. For example, suppose there are 100 GS-12's at an agency; three of them or 3% are black. However, the black labor market for GS-12 positions at that particular activity is 15%. In this case, blacks are under represented at the GS -12 level.

Under Utilized: To use less than fully; below potential use. This term is often applied to categories of employees who are working at jobs that do not make use of their skills and abilities, although they may have been hired for those skills and abilities. When an employee is consistently assigned to "dead end" jobs, he or she may be under utilized because they are often seen as able to perform only limited tasks.

APPENDIX B

STATE REQUIREMENTS

APPLICABILITY

Each agency listed below is referred to as a "Plan-Covered Sate Agency". The "Plan-Covered" state agencies will develop an Affirmative Action Plan which will identify the areas of under representation of minorities, women and individuals with disabilities by job categories and include an explanation, as well as specific actions for improvement.

Administration
Attorney General
Board of Regents — Elementary & Secondary Education
Business Regulation
Children, Youth & Families
Coastal Resources Management Council
Community College of Rhode Island
Corrections
Davies School
Economic Development Corporation
Elderly Affairs
Environmental Management
Executive
Governor's Office, E-91 1, State Police,
Executive Military Staff, Emergency Management Agency
Health
Higher Education Assistance Authority
Human Services
Judicial
Labor & Training
Behavioral Healthcare, Developmental Disabilities & Hospitals
Narragansett Bay Commission
Public Defender
Public Utilities Commission
Revenue
Rhode Island Airport Corporation
Rhode Island College
Rhode Island Housing & Mortgage Finance Corporation
Rhode Island Resource Recovery Corporation
RI Telecommunications Authority
Rhode Island Public Transit Authority
Secretary of State of Rhode Island
Transportation
Treasury
Turnpike & Bridge Authority
University of Rhode Island

State Agencies with less than twenty (20) full-time employees shall certify, in a written policy statement to the State Equal Opportunity Office that they are in compliance with and committed to the policies and practices of Equal Opportunity and Affirmative Action. In addition, the statistical report entitled, "Affirmative Action Progress" is to be completed and submitted along with the policy statement. The State Equal Opportunity Office will maintain copies of all such policy statement and reports.

Board of Elections
Board of Engineers
Board of Governors – Office of Higher Education
Child Advocate
Mental Health Advocate
Personnel Appeal Board
Rhode Island commission for Human Rights
RI Convention Center
RI Council on the arts
Rhode Island Ethics Commission
Rhode Island Public Building Authority
Water Resources Board

All State agencies that have written Affirmative Action Plans, as a result of compliance with Federal legislation, will submit their plans for review before such plans are undertaken by Federal Agencies. The State Equal Opportunity Office will be present during all such reviews.

TITLE 28
Labor and Labor Relations

CHAPTER 28-5.1
Equal Opportunity and Affirmative Action

SECTION 28-5.1-1

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation.

(2) All policies, programs, and activities of state government shall be periodically reviewed and revised to assure their fidelity to this policy.

(3) Each department head shall make a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided, that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) The provisions of this chapter shall in no way impair any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 shall be subject to the provisions of this chapter.

SECTION 28-5.1-2

§ 28-5.1-2 State equal opportunity office. – (a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the director of administration/human resources, shall report to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office shall be responsible for assuring compliance with the requirements of all federal agencies for equal opportunity and shall provide training and technical assistance as may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office shall issue any guidelines, directives or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action to the discrimination.

SECTION 28-5.1-3

§ 28-5.1-3 Affirmative action. – (a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, shall annually prepare an affirmative action plan. These plans shall be prepared in accordance with the criteria and deadlines set forth by the state equal opportunity office. These deadlines shall provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the

house fiscal advisor no later than March 31. These plans shall be submitted to and shall be subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal opportunity office criteria, in order to attain positive measures for compliance. The state equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator shall serve as the chief executive officer of the state equal opportunity office, and shall be responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency shall also submit with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans shall be established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions where no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

SECTION 28-5.1-3.1

§ 28-5.1-3.1 Appointments to state boards, commissions, public authorities, and quasi-public corporation. – (a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to assure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

(c) Of the candidates considered for appointment by the governor and the general assembly, the governor and the general assembly shall give due consideration to recommendations made by representatives of Rhode Island's minority community based organizations through the Rhode Island Affirmative Action Professionals (RIAAP). The human resources outreach and diversity office shall act as the RIAAP's liaison with state government and shall forward the recommendations to appointing authorities.

(d) The appointing authority, in consultation with the equal employment opportunity administrator and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of appointments to state boards, commissions, public authorities and quasi-public corporations based upon the annual review conducted pursuant to § 28-5.1-3.

(e) The equal employment opportunity administrator shall report the results of the analysis to the Rhode Island commission for human rights and to the general assembly by or on January 31 and July 31 of each year consistent with § 28-5.1-17. The report shall be a public record and shall be made available electronically on the secretary of state's website.

SECTION 28-5.1-3.2

§ 28-5.1-3.2 Enforcement. – (a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding the legislative branch, who or which willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or who or which fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall cause to be issued and served in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office shall have the power, after a hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35-1(j); is enforceable as an order; is to be rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

SECTION 28-5.1-4

§ 28-5.1-4 Employment policies for state employees. – (a) Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination.

(b) Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures.

(c) Annually, each appointing authority shall include in its budget presentation any necessary programs, goals and objectives that shall improve the equal opportunity aspects of their department's employment policies.

(d) Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

SECTION 28-5.1-5

§ 28-5.1-5 Personnel administration. – (a) The office of personnel administration of the department of administration shall prepare a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

(2) The office of personnel administration shall:

(i) Take positive steps to insure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent bias, and

(ii) Review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law, and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction.

(3) The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal employment goals.

(4) The division of purchases shall cooperate in administering the state contract compliance programs.

(5) The division of statewide planning shall cooperate in assuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a five (5) member committee which shall monitor negotiations with all collective bargaining units within state government specifically for equal opportunity and affirmative action interests. The members of that committee shall include the director of the Rhode Island commission for human rights, the equal opportunity administrator, the personnel administrator, one member of the house of representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

SECTION 28-5.1-6

§ 28-5.1-6 Commission for human rights. – The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission shall, at its own initiative or upon a complaint, bring charges of discrimination against those agencies and their personnel who fail to

comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state.

SECTION 28-5.1-7

§ 28-5.1-7 State services and facilities. – (a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning those patterns or practices.

(b) At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

SECTION 28-5.1-8

§ 28-5.1-8 Education, training, and apprenticeship programs. – (a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to insure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

SECTION 28-5.1-9

§ 28-5.1-9 State employment services. – (a) All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job order which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

(b) The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination.

(c) The agencies shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups.

(d) The department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions, to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which remedy any situations or programs which have a negative impact on protected classes within the state.

SECTION 28-5.1-10

§ 28-5.1-10 State contracts. – The division of purchases shall prepare any rules, regulations, and compliance reports that shall require of state contractors the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. Affirmative action plans prepared pursuant to those rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established shall be ground for forfeitures and penalties as established by the department of administration in consultation with the state equal opportunity office.

SECTION 28-5.1-11

§ 28-5.1-11 Law enforcement. – The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

SECTION 28-5.1-12

§ 28-5.1-12 Health care. – The state equal opportunity office shall review the equal opportunity activity of all private health care facilities licensed or chartered by the state, including hospitals, nursing homes, convalescent homes, rest homes, and clinics. These state licensed or chartered facilities shall be required to comply with the state policy of equal opportunity and nondiscrimination in patient admissions, employment, and health care service. The compliance shall be a condition of continued participation in any state program, or in any educational program licensed or accredited by the state, or of eligibility to receive any form of assistance.

SECTION 28-5.1-13

§ 28-5.1-13 Private education institutions. – The state equal opportunity office shall review all private educational institutions licensed or chartered by the state, including professional, business, and vocational training schools. These state licensed or chartered institutions shall at the request of the board of regents of elementary and secondary education be required to show compliance with the state policy of nondiscrimination and affirmative action in their student admissions, employment, and other practices as a condition of continued participation in any state program or of eligibility to receive any form of state assistance.

SECTION 28-5.1-14

§ 28-5.1-14 State licensing and regulatory agencies. – State agencies shall not discriminate by considering race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin,

or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state unlawfully discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to any disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal employment opportunity activities and affirmative action plans of all such organizations.

SECTION 28-5.1-15

§ 28-5.1-15 State financial assistance. – State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

SECTION 28-5.1-16

§ 28-5.1-16 Prior executive orders – Effect. – All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.

SECTION 28-5.1-17

§ 28-5.1-17 Utilization analysis. – (a) The personnel administrator, in consultation with the equal employment opportunity administrator, and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28-5.1-3 and 28-5.1-4.

(2) To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator shall, through the director of administration, direct the head of the department where the under-representation and/or under-utilization exists to establish precise goals and timetables and assist in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements.

(3) The initial analysis shall be directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth and families, courts, transportation, and human services.

(4) The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and shall report the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year. A copy of these results which shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The results shall be a public record and shall be made available electronically on the secretary of state's website.

(b) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmation action gains are preserved to the extent permitted by law and by collective bargaining agreements. A copy of this plan shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The plan shall be a public record and shall be made available electronically on the secretary of state's website.

(2) The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year, to the Rhode Island commission for human rights. The report shall be a public record and shall be made available electronically on the secretary of state's website. Consistent with § 28-5.1-6, the Rhode Island commission for human rights shall have the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission.

(3) The equal opportunity administrator shall notify the commission of reports and results under this chapter

§ 28-5-41.1 Right to fair employment practices – Gender identity or expression. – Whenever in this chapter there appears the terms "race or color, religion, sex, disability, age, country of ancestral origin, or sexual orientation" there shall be inserted immediately thereafter the words "gender identity or expression."

State of Rhode Island and Providence Plantations
State House
Providence Rhode Island 02903-1196
401-222-2080

Donald L. Carcieri
Governor

EXECUTIVE ORDER
05-01
January 17, 2005
PROMOTION OF EQUAL OPPORTUNITY AND
THE PREVENTION OF SEXUAL HARASSMENT IN STATE GOVERNMENT

WHEREAS, there is a compelling interest in the promotion and achievement of equal opportunity; and concerted commitment is necessary to prevent discrimination and sexual harassment in all departments and agencies of Rhode Island state government; and

WHEREAS, Rhode Island has an unwavering commitment to providing equal employment opportunity in state government to all qualified individuals without sexual harassment or discrimination on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability; and

WHEREAS, the prevention and elimination of discrimination and sexual harassment requires continued action to ensure that all employment opportunities existing in or through state government are available to all qualified individuals; and

WHEREAS, to provide equal opportunity for all employees and applicants in all aspects of employment including, but not limited to recruitment, hiring, retention, training, compensation, benefits, leave, assignment, transfer, promotion, discipline, demotion, terminations, and layoffs, and to ensure reasonable steps are taken to actively promote employment opportunities to all qualified individuals that historically have been underutilized in the state government workforce there is a need to reaffirm policies, practices consistent with State and Federal law.

NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. All Directors, their senior staff and all supervisory employees of agencies, departments, state boards, commissions, public authorities and quasi-public corporations of state government ("Agencies") are responsible for ensuring that all aspects of state programs for which they manage are available without discrimination or sexual harassment.

2. Pursuant to all applicable Federal and State law, all Agencies are to develop, promote, monitor, implement, and maintain equal employment opportunity policies and practices that:

a) do not discriminate against any employees or applicants for state employment in all aspects of employment including contract procurement and service delivery;

b) establish guidelines to prevent discrimination and sexual harassment of any employees or applicants for state employment;

c) identify and actively promote employment opportunities for qualified individuals that historically have been underutilized in the state government workforce;

d) describe the notice and filing provisions that enable any employee or applicant for state employment who believes he/she has been discriminated against or sexually harassed to immediately report such conduct to appropriate official(s).

3. All Agency Directors shall designate an individual as the Agency's Equal Employment Opportunity Officer and American with Disabilities Act Coordinator (the Officer). Such Officers, with the assistance of the State Equal Opportunity Office (EOO) as set forth in Title 28, Chapter 5.1 et seq. of the Rhode Island General Laws, shall be responsible for the formulation, drafting and reporting of plans and policies relating to nondiscrimination as well as the prevention of sexual harassment as required by Title 28, Chapter 51-2.

All Agency Officers shall annually attend one (1) Equal Employment Opportunity training session and one (1) training session on the prevention of sexual harassment. Each Agency Officer shall work cooperatively with the Diversity Advisory Council as established by Executive Order 05-02 and the State EOO to conduct a semi-annual review and evaluation of hiring/promotion activity within their unit.

All Agency Directors shall work cooperatively with the Agency Officer to monitor and maintain compliance according to the guidelines outlined in the Agency's EOO plan.

4. All Agencies shall comply with Federal laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to the following provisions:

- Title VII of the Civil Rights Act of 1964, as amended, that prohibits employment discrimination on the basis of race, color, religion, sex or national origin;

- The Age Discrimination in Employment Act of 1967, as amended, that prohibits employment discrimination against individuals 40 years of age or older;
- The Equal Pay Act of 1963 that prohibits discrimination on the basis of gender in compensation for substantially similar work under similar conditions;
- Title I of the Americans with Disabilities Act of 1990, as amended, that prohibits employment discrimination on the basis of disability in both the public and private sector, excluding the federal government;
- The Civil Rights Act of 1991, as amended, that provides for monetary damages in case of intentional discrimination;
- Section 501 of the Rehabilitation Act of 1973, as amended, that prohibits employment discrimination against federal employees with disabilities;
- Title IX of the Education Act of 1972, as amended, that forbids gender discrimination in education programs, including athletics that receive federal dollars;
- The Pregnancy Discrimination Act of 1978, as amended, that makes it illegal for employers to exclude pregnancy and childbirth from their sick leave and health benefits plans; and
- 38 U.S.C. 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended that prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

5. All Agencies of Rhode Island State Government shall also comply with State laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to Article 1, Section 2 of the Rhode Island Constitution; all applicable provisions of Rhode Island General Laws Chapter 5 through 6, and Chapter 51 of Title 28. These statutes require Fair Employment Practices regardless of race, color, religion, sex, sexual orientation, gender identity, expression, disability, age, or country of origin; positive action be taken to affirm the civil rights of protected classes of individuals; promote nondiscrimination, and prohibit sexual harassment.

6. Pursuant to Rhode Island General Laws Title 28, Chapter 5.1, the State EOO shall be responsible for assuring compliance with State and Federal laws prohibiting discrimination and all applicable provisions of this Executive Order.

7. Pursuant to Rhode Island General Laws Title 28 Chapter 51, the Office of Labor Relations within the Department of Administration shall be responsible for assuring compliance with State and Federal laws prohibiting sexual harassment and all applicable provisions of this Executive Order.

8. Pursuant to Rhode Island General Laws Title 28, Chapter 5 Sections 8 through 40, the Rhode Island Commission for Human Rights shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

9. Pursuant to Rhode Island General Laws Title 42, Chapter 51, the Governor's Commission on Disabilities shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

10. Pursuant to Rhode Island General Laws Title 23 Chapter 23-1.8, the Commission on Deaf and Hard-of-Hearing shall be responsible for assuring compliance with all applicable provisions of this Executive Order.

11. Pursuant to Rhode Island General Laws Title 28-5.1-5 and Title 36 Chapter 4-26.1, the Office of Personnel Administration within the Department of Administration and the State EOO shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

12. Pursuant to Rhode Island General Laws Title 28-5.1-3.1 each Agency of State Government is responsible for assuring compliance with all applicable provisions of this Executive Order.

This Executive Order supersedes and rescinds Executive Order No. 96-14 and No. 95-11, and is effective immediately upon the date hereof.
So Ordered:

Donald L. Carcieri
Dated: January 17, 2005

PUBLIC LAW 97-118
AN ACT

RELATING TO SEXUAL HARASSMENT, EDUCATION AND TRAINING IN THE WORKPLACE

CHAPTER 51
SEXUAL HARASSMENT, EDUCATION AND TRAINING IN THE WORKPLACE

§ 28-51-1. Definitions. — (a) As used in this chapter the term "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual's employment.

(b) As used in this chapter, the term "employer" means any entity employing fifty (50) or more employees.

§ 28-51-2. Adoption of workplace policy and statement. — (a) All employers and employment agencies shall promote a workplace free of sexual harassment.

(b) Every employer shall:

(1) adopt a policy against sexual harassment which shall include:

(i) a statement that sexual harassment in the workplace is unlawful;

(ii) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;

(iii) a description and examples of sexual harassment;

(iv) a statement of the range of consequences for employees who are found to have committed sexual harassment;

(v) a description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and

(vi) the identity of the appropriate state and federal employment, as amended, discrimination enforcement agencies, and directions as to how to contact such agencies as amended.

(2) provide to all employees a written copy of the employer's policy against sexual harassment; provided, however, that a new employee shall be provided such a copy at the time of his or her employment.

(c) Employers are encouraged to conduct an education and training program for new employees and members, within one (1) year of commencement of employment or membership, which includes at a minimum the information set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one (1) year of commencement of employment which shall include at a minimum the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees and the methods that such employees should take to ensure immediate and appropriate state agencies are encouraged to cooperate in making such training available.

(d) Employers shall provide amended copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

§ 28-51-3. Education and training programs. — Employers are encouraged to conduct an education and training program on sexual harassment consistent with the aims and purposes of this chapter for all employees, including, but not limited to the supervisory or managerial personnel, on or before September 1, 1997.

(2003)

State of Rhode Island
SEXUAL HARASSMENT GUIDELINES

Harassment on the basis of sex is a violation of RIGL 28-5.1 and Executive Order No. 05-01. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual 's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the State Equal Opportunity Office will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and at the legality of a particular action. A determination of what constitutes sexual harassment will be made from the facts, on a case-by-case basis.

The appointing authority is responsible for the acts of its agents and supervisory employees with respect to sexual harassment, regardless of whether or not the specific acts complained of were authorized or even forbidden by the appointing authority and regardless of whether or not the appointing authority knew or should have known of their occurrence. The State Equal Opportunity Office will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether or not the individual is serving in either a supervisory or agency capacity.

With respect to persons other than those mentioned in the previous paragraph, an appointing authority is responsible for acts of sexual harassment in the workplace where that appointing authority or its agents or supervisory employees knew or should have known of the conduct. An appointing authority may rebut apparent liability for such acts by showing that it took immediate and appropriate corrective action.

Prevention is the best tool for the elimination of sexual harassment. An appointing authority should take all steps necessary to prevent sexual harassment from occurring such as affirmatively raising the subject of sexual harassment, expressing strong disapproval, developing appropriate sanctions, informing the employees of their right to raise and how to raise the issue of harassment and developing methods to sensitize all concerned.

If any State Employee believes that they have been sexually harassed, they may contact:

RI STATE EQUAL OPPORTUNITY OFFICE
ONE CAPITOL HILL PROVIDENCE, RI 02908-5865
PHONE (401) 222-3090 FAX (401) 222-2490 RI Relay: 711
Revised (2005)

DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
STATE EQUAL OPPORTUNITY OFFICE

GUIDELINES FOR UNBIASED WORK ENVIRONMENTS

Rhode Island General Law 28-5.1, Executive Order No. 05-01 of the State of Rhode Island and Title VII of the 1964 Civil Rights Act, mandates employers to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee's psychological and economic well being are protected. While an employer cannot be held accountable for the prejudices of its workers clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the workplace. Prompt action by an employer to prevent or correct discriminatory harassment can go a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Racial and ethnic epithets, slurs or jokes directed at or made in the presence of minority group employees, are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term "boys" when referring to minority male employees and "girls" when referring to female employees.

Another common type of verbal abuse is either spreading rumors or joking about an employee's assumed sexual preference or orientation. One's personal preference does not determine how one performs at his or her job and therefore, this type of bias does not belong in the workplace.

An employer is under a two-pronged duty to maintain a working atmosphere free of national origin bias. First, the employer itself must refrain from ridicule or harassment on the basis of national origin. Second, an employer should not tolerate such behavior by its employees. Ethnic slurs or jokes based on national origin are unlawful.
An employer is also under obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his or her beliefs to employees while at work may amount to religious discrimination.

Any unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature is unlawful sexual harassment when the response or reaction to the advances or requests is permitted to affect the employment decisions. It is also illegal for an employer to permit any conduct that is sexually offensive, intimidating, hostile or interferes with an individual's work performance. Sexual advances by co-workers who have no control over a person's employment may be unlawful if it has such an intimidating effect that job status is affected.

(2005)

RETALIATION OR COERCION

Any employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or opposed any act made unlawful under the Americans with Disabilities Act (ADA) or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

State of Rhode Island Equal Opportunity Office Rules and Regulations Concerning Hearings of Discrimination Complaints

Rule 1: Organization and Method of Operations

1.01 Organization - The RI General Law 28-5.1, regarding Equal Opportunity and Affirmative Action Policy, establishes the Rhode Island Equal Opportunity Office and sets forth its procedures and authority.

1.02 Function - It is the function of the Rhode Island State Equal Opportunity Office to enforce the Law, which prohibits discrimination because of race, color, religion, sex, age, national origin, handicap or sexual orientation, in the field of employment in Rhode Island State Government.

1.03 Method of Operation - The Office accepts, from both State employees and applicants for State employment complaints of discrimination that are based on race, color, religion, sex, age, national origin, handicap or sexual orientation or sexual harassment. The Office will investigate the allegations and shall make every effort by informal conference, conciliation and persuasion to achieve compliance. When these methods do not resolve a charge or complaint, the Office will conduct a formal hearing.

Rule 2: Definitions - Where Used in These Rules and Regulations

2.01 The term "Law" shall mean RI General Law 28-5.1 on Equal Opportunity and Affirmative Action.

2.02 The term "Executive Order" shall mean the Governor's Executive Order on Sexual Harassment.

2.03 The term "Charge or Complaint" shall mean a written allegation of a Civil Rights Violation, filed with the RI State Equal Opportunity Office, by an individual stating that he/she has been discriminated against by reason of race color, religion, sex, age, national origin, handicap, sexual orientation or sexual harassment.

2.04 The term "Civil Rights Violation" shall refer to any discriminatory acts or practices.

2.05 The term "Administrator" shall mean the Administrator or the Rhode Island State Equal Opportunity Office.

2.06 The term "Office" shall mean the Rhode Island State Equal Opportunity Office.

2.07 The term "Department" shall mean an agency in Rhode Island State Government.

2.08 The term "Complaint" shall mean an individual filing a complaint of alleged discrimination in accordance with the Law or Executive Order.

2.09 The term "Respondent" shall mean a person or agency against whom an alleged charge or complaint is filed in accordance with the Law or Executive Order.

2.10 The term "Hearing Officer" shall mean the person authorized by the State Equal Opportunity Office to conduct formal hearings regarding alleged Civil Rights Violations, filed with the RI State Equal Opportunity Office.

2.11 The term "Discrimination" shall mean:

(a) prejudice or prejudicial outlook, action or treatment toward individuals who are not equally considered for appointments, promotions, transfers, training and work assignments based on race, color, religion, sex, age, national origin, handicap, sexual orientation or sexual harassment.

(b) a violation of any state or federal nondiscrimination statute, regulation, or executive order.

Rule 3: Practice Before the State Equal Opportunity Office

3.01 Any person may appear before the office on his/her own behalf. Except as may otherwise be provided by law, no person may appear in a representative capacity before the Office other than (a) attorneys-at-law duly qualified and entitled to practice before the Supreme Court of the State of Rhode Island, (b) attorneys-at-law duly qualified and entitled to practice before the highest court of any other state, to appear in a representative capacity before administrative agencies of such other state, (c) such other persons as by law are expressly authorized to appear in representative capacities, and (d) a bona fide officer of the agency (respondent) if the Office deems it appropriate and is not otherwise prohibited by State Law.

3.02 All persons appearing in proceedings before the Office in a representative capacity shall conform to the standards of ethical conduct required of attorneys before the courts of Rhode Island. If any such person does not conform to such standards, the Office may decline to permit such person to appear in a representative capacity in any proceeding before the Office.

Rule 4: Charge

4.01 Who May File - State employees and applicants for state employment may file a charge at any time within ten (10) working days of the knowledge of the alleged incident of discrimination. If the alleged violation is of a continuing nature, the date of occurrence may be and date subsequent to the commencement of the violation up to and including the date on which it shall be ceased.

4.02 Form - A charge shall be in writing and signed by the complainant using the form supplied by the RI State Equal Opportunity Office.

4.03 Contents - A charge shall be in such detail as to substantially apprise the Office of the time, place, and facts with respect tot he alleged violation. It should contain the following:

(a) The full name, address of the State Agency, and person making the charge,

(b) The name and address of the State Agency, and persons against whom the charge is made,

(c) A statement of facts alleged to constitute the violation, including the date, time, and place thereof.

(d) A statement describing any other action instituted by/on behalf of the complainant in any other form.

4.04 Acceptance of Charge

(a) The office shall accept for hearing any charge, which it receives from an individual in compliance with the foregoing provisions of this article.

(b) In the event the Office receives a written statement from an individual which does not comply substantially with Sections 4.02 and/or 4.03 hereof, the Office may accept and docket the statement as an unperfected charge. The Office shall notify the complainant in writing of the elements, which must be supplied to perfect the charge. If the individual fails or refuses to perfect the charge as specified, the charge may be dismissed.

4.05 Amendment - A charge or any part thereof, may be amended by the complainant to cure technical defects or omissions, or to clarify or amplify allegations made therein, or to set forth additional facts of allegations related to the subject matter of the original charge, and such amendments shall relate back to the original filing date.

4.06 Withdrawal of Charge - A charge or any part thereof, may be withdrawn by the complainant at any time. A complainant's request to withdraw a charge shall be in writing, signed and witnessed. The Office shall approve the request if it is knowingly and voluntarily made, and shall promptly so notify all parties in writing.

4.07 Deferral of Charge - If a charge has been filed, either simultaneously or at a later date, with the RI Human Rights Commission, or the Equal Employment Opportunity Commission, the State Equal Opportunity Office will defer to either Commission for investigation and answer to the charge.

Rule 5: Procedure Upon Charge

5.01 Docketing and Service of Charge - Each charge, once filed, shall be docketed and assigned a case number by the Office. The respondent shall be notified within five (5) days following the date of filing. The complainant will be notified that the charge is being processed.

5.02 Maintenance of Records - Not withstanding any other provisions of these rules and regulations, once a charge has been served on a respondent, the respondent shall preserve all records and other evidence which may be relevant to the case until the matter has been finally resolved.

5.03 Investigation - After a charge has been filed, the Office staff shall institute an investigation to ascertain the facts relating to the civil rights violation as alleged in the charge and any amendments thereto. During the investigation of a charge, the Administrator or office employee supervising the investigation may request the attendance of witnesses or the production for examination copies of any books, records or documents.

5.04 Determination After Investigation

(a) Report - After investigation of a charge, a report inclusive of all facts, findings, and recommendations, will be prepared and submitted to the Administrator for determination of probable cause.

(b) Dismissal - If there is no conclusive evidence of probable cause, a written notice dismissing the case will be sent to all interested parties.

(c) Substantial Evidence - If probable cause of a civil rights violation is evident, the Office will serve notice of such determination advising both parties that conciliation efforts will take place.

(d) Conciliation - The Office will proceed to conciliate the settlement of the charge and prevent the repetition of future civil rights violations. If an agreement is not reached, a formal hearing will be scheduled.

Rule 6: Conduct of Hearing

All hearings shall be held pursuant to Chapter 35 of Title 42 of the Rhode Island General Laws.

Rule 7: Formal Hearings

The respondent to a complaint may file a written answer to the complaint, appear at the hearing, give testimony and be represented by counsel and may obtain from the Office, a subpoena for any person or for the production of any evidence pertinent to the proceedings. The complaint must be present at the hearing and may be represented by counsel.

7.01 The Hearing Officer form the RI State Equal Opportunity Office shall hear the case and make a decision based on the evidence presented thereto. The Hearing Officer shall not be bound by the formal rules of evidence governing courts of law, but shall permit reasonable direct and cross-examination and the submission of briefs. Testimony at the hearing shall be taken under oath and recorded by tape of otherwise.

7.02 Sequence of the Hearing

(a) Introduction of the Hearing Officer

(b) Administration of oath to the parties and witnesses

(c) Complainant's Presentation

(d) Respondent's Presentation

(e) Complainant's closing statements

(f) Respondent's closing statements

7.03 Appearance - The complainant must be present at the hearing and may present testimony or evidence and may either in person or by counsel, examine or cross-examine witnesses. If, after receiving proper notice, the complainant does not appear at the hearing, the complaint may be dismissed.

7.04 Continuation and Adjournment - The Hearing Officer of Administrator may continue or adjourn the hearing to a later date.

7.05 Improper Conduct - The Hearing Office may exclude format eh hearing room or from further participation in the proceedings any person that engages in improper conduct. Exceptions to this would include a party or his/her attorney or a witness engaged in testifying.

7.06 Sequestering Witnesses - The Hearing Officer may sequester witnesses from the hearing until the time of their testimony.

7.07 Findings - If the hearing officer finds from the evidence that the respondent has engaged in a discriminatory practice, he/she shall make written findings of fact,

conclusion of law and the decision. Within five (5) days after the decision of the Hearing Officer, the Office shall inform the parties of record of the decision. As part of its order, the Office may require the respondent to pay actual damages to the complainant and to take such affirmative action as the Hearing Officer considers necessary, including a requirement for reports of the manner of compliance.

If the Hearing Officer finds from the evidence that the respondent has not engaged in a discriminatory practice, the Office shall make written findings of fact and serve the complainant and respondent with a copy of the findings of fact and with an order dismissing the complaint.

LIST OF STATE ENFORCEMENT AGENCIES

Individuals believing that they have been discriminated against or sexually harassed in employment by or through state government should immediately contact:

Rhode Island State Equal Opportunity Office
Department of Administration, Personnel Office
One Capitol Hill
Providence, RI 02908
Tel (401) 222-3090; Fax (401) 222-2490; TTD (401) 222-6144

Rhode Island Commission for Human Rights

Executive Order 05-01 January 17, 2005 Page 5
180 Westminster Street, 3rd Floor Providence, RI 02903 Tel (401) 222-2661; Fax (401) 222-2616; TTY (401) 222-2664

Governor's Commission on Disabilities
41 Cherry Dale Court
Cranston, RI 02920
Tel (401) 462-0100; Fax (401) 462-0106; TTY (401) 462-0101

Division of Human Resources Office of Personnel
Administration State Equal Opportunity Office

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental. Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy

Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

Racial / Ethnic Designations/Minority Group

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK/AFRICAN AMERICAN (not of Hispanic Origin): All persons having origins in any of the Black Racial Groups of Africa.

HISPANIC/LATINO: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. Only those persons of Central or South American Countries who are of Spanish origin, descent or culture should be included in this classification. Persons from Brazil, Guyana, Surinam or Trinidad, for example, would be classified according to their race and would not necessarily be included in the Hispanic classification. In addition, this classification does not include persons from Portugal who should be classified according to race.

ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea the Philippine Islands and Samoa. The Indian subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.

AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples or North America and who maintain cultural identification through tribal affiliation or community recognition.

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

Standards adopted by the United States Equal Employment Opportunity Commission and the office of Federal Contract Compliance Program.

CONFIDENTIAL EXIT – INTERVIEW FORM

1. The purpose of this Form is to record information concerning reasons why Employees are terminating or transferring from State Service.

2. The Form asks specific questions concerning:

   - Employment
   - Career Opportunities
   - Fair Treatment
   - Future Employment with State Government
   - If you feel you were discriminated against

3. The Form is completed by the Employee who is terminating or transferring. The person is interviewed by the Equal Opportunity Officer.

4. The Equal Opportunity Officer should be notified at least five (5) working days before the Employee terminates or transfers.

5. The Form is voluntary and confidential

STATE EQUAL OPPORTUNITY OFFICE
1 Capitol Hill
Providence, RI 02908-5865

Rhode Island Department of:

TRANSPORTATION

EXIT INTERVIEW SIGN-OFF FORM *

NAME OF EMPLOYEE (Please print or type)

In accordance with Rhode Island General Law 28-5.1, an Exit Interview Program has been established in order to assure that terminating/transferring employees are not leaving because of discriminatory circumstances. I understand that all terminating/transferring employees have the option of an Exit Interview with the State Equal Opportunity Officer / Liaison to the Rhode Island Department of TRANSPORTATION. I hereby certify that I have received an Exit Interview form from the personnel officer and, that the completed Exit Interview form must be forwarded to the State Equal Opportunity Office. I also understand that a copy of this completed sign-off form will be placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE EMPLOYEE SIGNED

****

DATE EXIT INTERVIEW WAS MAILED TO EMPLOYEE

SIGNATURE OF PERSONNEL OFFICER

* INSTRUCTIONS:

The Personnel Officer must distribute a copy of the Exit Interview form along with termination/transfer papers to the employee. The Personnel Officer must place a copy of the Exit Interview sign-off form in the employee's personnel file and forward a second copy of the sign-off form to the Department's EEO Coordinator immediately upon completion.

Revised 1990

Rhode Island State Equal Opportunity Office
CONFIDENTIAL EXIT SURVEY INQUIRY

All information obtained from this inquiry will be handled in a confidential manner and will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Please complete and return to the State Equal Opportunity Office, 1 Capitol Hill, Providence, RI 02908-5865. Thank you.

NAME _____
ADDRESS _____
_____
TELEPHONE _____
DATE HIRED _____

JOB TITLE _____
DEPT. /AGENCY _____
DIVISION / UNIT _____
DATE DEPARTED _____

(Please Check For Equal Opportunity Purposes Only)

Female	___	White	___	Asian Amer/Pacific Islander	___	Hispanic	___
Male	___	Black	___	Amer. Indian/Alaskan Native	___	Handicapped	___

What is your main reason for leaving? _____
_____
_____

What did you like best about your job? _____
_____

What did you dislike about your job? _____
_____

Did you find your employment worthwhile in terms of personal growth and achievement?
_____
_____

Do you feel career opportunities were adequately afforded to you? _____
_____

Did you feel free to go to your supervisor to discuss problems about your job? _____
_____

(Over)

Revised 1990

CONFIDENTIAL EXIT SURVEY INQUIRY

(Continued)

Was your supervisor effective in handling problems or complaints? _____

_____

Was the Leave of Absence Procedure clearly explained to you? _____

_____

Did you receive fair treatment while employed? _____

_____

Would you seek employment with the State of Rhode Island at a future date? _____

_____

Do You feel you were discriminated against? _____

_____

_____ _____

INTERVIEWING OFFICER DATE

Comments

APPENDIX C

EEO Data

Agency: Summary **DATE:** June 30, 2011

				Male										Female									
EEO Job Categories	Total Employees	Total Minorities	%	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Officals/Managers/Administrators	52	6	12%	38	73%	1	2%	1	2%	2	4%	0	0%	8	15%	2	3.85%	0	0%	0	0%	0	0%
Professionals	200	23	12%	126	63%	12	6%	3	2%	3	2%	0	0%	51	26%	2	1.00%	3	2%	0	0%	0	0%
Faculty	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0.00%	0	0%	0	0%	0	0%
Technicians	152	17	11%	115	76%	14	9%	1	1%	1	1%	1	1%	20	13%	0	0.00%	0	0%	0	0%	0	0%
Protective Services	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0.00%	0	0%	0	0%	0	0%
Para-Professionals	121	26	21%	78	64%	16	13%	4	3%	4	3%	0	0%	17	14%	1	0.83%	1	1%	0	0%	0	0%
Administrative Support	46	6	13%	7	15%	1	2%	0	0%	0	0%	0	0%	33	72%	4	8.70%	0	0%	1	2%	0	0%
Skilled Craft	126	11	9%	112	89%	5	4%	5	4%	0	0%	1	1%	3	2%	0	0.00%	0	0%	0	0%	0	0%
Service Maintenance	40	5	13%	35	88%	3	8%	2	5%	0	0%	0	0%	0	0%	0	0.00%	0	0%	0	0%	0	0%
GRAND TOTAL	737	94	13%	511	69%	52	7%	16	2%	10	1%	2	0%	132	18%	9	1.22%	4	1%	1	0%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Officals Managers & Administrators **DATE:** 30-Jun-11

					Male											Female										
JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Administrator Financian Mgmt	37	2	0	0%	1	1	50%	0	0%	0	0%	0	0%	0	0%	1	1	50%	0	0%	0	0%	0	0%	0	0%
Administrator For Policy Com AFF	39	1	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%
Administrator For Real Estate DOT	39	1	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%
Administrator Highway Bridge Maint. Operator	45	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Administrator External Civl Rights Program DOT	36	1	1	100%	0	0	0%	0	0%	0	0%	0	0%	0	0%	1	0	0%	1	100%	0	0%	0	0%	0	0%
Administrator Highway Bridge Const. Operator	40	2	1	50%	2	1	50%	0	0%	0	0%	1	50%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Assistant Chief of Planning	37	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Associate Director (Financial Mgmt)	44	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Associate Chief Engineer	43	1	1	100%	1	0	0%	0	0%	0	0%	1	100%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Assistant Director Administrative Services	43	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Civil Engineer (Bridge Design)	38	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Civil Engineer (C&M)	38	3	1	33%	3	2	67%	0	0%	1	33%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Civil Engineer (Road Design)	38	2	0	0%	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Civil Engineer (Tran Planning)	38	1	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%
Chief Facilities Mgmt Officer DOT	35	2	0	0%	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Highwat Maint Field Operator DOT	35	2	0	0%	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Info Public Relations	29	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Office of Commnucation DOT	37	1	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%
Chief State Highway Safety Programs	36	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Engineer DOT	49	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Chief Program Develop-ment	34	2	0	0%	1	1	50%	0	0%	0	0%	0	0%	0	0%	1	1	50%	0	0%	0	0%	0	0%	0	0%
Database Admini-strator	35	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Deputy Admin. Hwy & BR Maint	40	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Deputy Chief of Legal SVS	37	2	1	50%	1	1	50%	0	0%	0	0%	0	0%	0	0%	1	0	0%	1	50%	0	0%	0	0%	0	0%
Deputy Chief Engineer DOT	45	2	0	0%	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Deputy Director DOT	48	1	1	100%	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Director DOT	47	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Fleet Mgmt Officer	33	2	0	0%	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Internal Audit Mngr	36	2	0	0%	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Managing Engineer DOT	41	6	0	0%	6	6	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Manager of Survey Operat-ions	35	1	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%
Sr. Internal Audit Manager	40	1	0	0%	0		0%	0	0%	0	0%	0	0%	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%
Supvr Civl Engineer C&M	35	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Suprvg Historic Pres. Specialist	31	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
Transport Support Admin. DOT	45	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
SUBTOTAL		52	6	12%	42	38	73%	1	2%	1	2%	2	4%	0	0%	10	8	15%	2	4%	0	0%	0	0%	0	0%

EEO JOB Category Professionals **DATE:** 30-Jun-11

					Male										Female									
JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Administrative Assistant	25	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Assistant Legal Counsel TRANS	22	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Assistant Admin, Financial Mgmt	34	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Auditor	22	4	2	50%	1		0%	1	25%		0%		0%		0%	3	2	50%	1	25%		0%		0%		0%
Business Mgmt Officer	26	5	0	0%	3	3	60%		0%		0%		0%		0%	2	2	40%		0%		0%		0%		0%
Chief Real Estate Specialist DOT	32	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Civil Engineer	27	24	2	8%	21	20	83%	1	4%		0%		0%		0%	3	2	8%		0%	1	4%		0%		0%
Civil Engineering Associate	25	8	5	63%	5	1	13%	2	25%	1	13%	1	13%		0%	3	2	25%		0%	1	13%		0%		0%
Community Liason Officer	24	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Engineering Tech IV (Const. RCRD)	27	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Environmental Scientist	26	3	0	0%	2	2	67%		0%		0%		0%		0%	1	1	33%		0%		0%		0%		0%
Executive Counsel	39	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Fiscal Mgmt Officer	26	5	0	0%	2	2	40%		0%		0%		0%		0%	3	3	60%		0%		0%		0%		0%
Geographic Info Sys Spec.	26	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Health & Safety Officer DOT	33	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Highway C&M Oper. Mngr	33	4	0	0%	4	4	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Highway Safety Prgm Coord	31	3	1	33%	2	1	33%		0%	1	33%		0%		0%	1	1	33%		0%		0%		0%		0%
Historic Pres. Specialist(Arch. Hist).	21	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Industrial Rep (Bus Indust)	31	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Info & Pub Relations Specialist	21	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Legal Counsel	32	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Legisla-tive Liason Officer	31	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Monitor Advocate/CHP Coord	28	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Planner	22	2	1	50%	1		0%	1	50%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
Prin. Accoun-ting Policy & Methods Analyst	28	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prin. Civil Engineer C&M	33	7	0	0%	7	7	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prin. Civil Engineer Design	33	12	1	8%	11	10	83%	1	8%		0%		0%		0%	1	1	8%		0%		0%		0%		0%
Prin. Civil Engineer MAT	33	8	1	13%	7	6	75%		0%	1	13%		0%		0%	1	1	13%		0%		0%		0%		0%
Prin. Historic Pres. Spec (Historian)	28	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prin. Program Analyst	28	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Prin Real Estate Specialist	29	3	0	0%	2	2	67%		0%		0%		0%		0%	1	1	33%		0%		0%		0%		0%
Prin. Auditor	28	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Prin. Chemist	29	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Prin. Environmental Scientist	28	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prin. Planner	29	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prin. Property Mgmt Officer	32	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prin. Research Tech	27	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
Prog. Analyst I (Oracle)	28	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prog. Analyst II (Oracle)	32	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Prog. Analyst III (Oracle)	35	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Progra-mming SVS Officer	31	4	1	25%	1	1	25%		0%		0%		0%		0%	3	2	50%	1	25%		0%		0%		0%
Real Estate Appraiser I	27	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
Real Estate Appraiser II	29	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Real Estate Appraiser III	32	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Real Estate Spec.	23	5	0	0%	3	3	60%		0%		0%		0%		0%	2	2	40%		0%		0%		0%		0%
Records Analyst	24	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Sr. Accoun-tant	23	3	2	67%	2	1	33%	1	33%		0%		0%		0%	1		0%		0%	1	33%		0%		0%
Sr. Legal Counsel	34	2	0	0%	1	1	50%		0%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
SPRVG Land-scape Architect	32	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Sr. Auditor	25	4	0	0%	2	2	50%		0%		0%		0%		0%	2	2	50%		0%		0%		0%		0%
Sr. Civil Engineer C&M	31	14	1	7%	14	13	93%		0%		0%	1	7%		0%	0		0%		0%		0%		0%		0%
Sr. Civil Engineer Design	31	15	0	0%	10	10	67%		0%		0%		0%		0%	5	5	33%		0%		0%		0%		0%
Sr. Civil Engineer Materials	31	3	1	33%	3	2	67%		0%		0%	1	33%		0%	0		0%		0%		0%		0%		0%
Sr. Civil Engineer Trans Planing	31	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Sr. External Equal Opp Compl Officer	27	6	3	50%	4	1	17%	3	50%		0%		0%		0%	2	2	33%		0%		0%		0%		0%
Sr. Info Pub Relations Specst	24	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Sr. Land-scape Architect	26	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Sr. Planner	26	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Sr. Real Estate Specalist DOT	26	2	1	50%	1		0%	1	50%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
SUPRVGAccoun-tant	31	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
SUPRVG Civil Engineer Bridge Design	35	2	0	0%	1	1	50%		0%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
SUPRVG Electrical Inspector	28	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUPRVGMaterials Standards Comp-laince	31	3	1	33%	3	2	67%	1	33%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUPRVGPlanner	31	2	0	0%	1	1	50%		0%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
SUBTOTAL		200	23	12%	144	126	63%	12	6%	3	2%	3	2%	0	0%	56	51	26%	2	1%	3	2%	0	0%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Technicians **DATE:** 30-Jun-11

					Male											Female										
JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
BRIDE SAFETY INSPECTOR	23	3	0	0%	3	3	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
CHF OF ELEC TRFF CNSTR PROJT	33	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
CHF, STARDS INSPECTION	31	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
CHIEF PREAUDIT SUPERVISOR	31	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
COMMUNICATIONS SYS OPERT (DOT)	16	8	0	0%	6	6	75%		0%		0%		0%		0%	2	2	25%		0%		0%		0%		0%
ELECTRICAL INSPECTOR (TRANS)	23	14	2	14%	13	11	1%	1	7%		0%	1	7%		0%	1	1	7%		0%		0%		0%		0%
ENGR TECH II (CONSTR REC)	19	8	0	0%	2	2	25%		0%		0%		0%		0%	6	6	75%		0%		0%		0%		0%
ENGR TECH III (ADMINSTR SVRS)	23	4	0	0%	4	4	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
ENGR TECH III (CONST MAINT)	23	31	5	16%	30	25	81%	4	13%	1	3%		0%		0%	1	1	3%		0%		0%		0%		0%
ENGR TECH III (MATERIALS)	23	24	3	13%	22	19	79%	3	13%		0%		0%		0%	2	2	8%		0%		0%		0%		0%
ENGR TECH III (SURVEYOR-IN-TRNG)	23	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
ENGR TECH IV (MATERIALS)	27	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
ENGR TECH IV (NATUR RESOUCES)	27	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
ENGR IV TECH (ADMINSTR SVR)	27	2	0	0%	1	1	50%		0%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
ENGRING TECH IV (CONST MAINT)	27	27	6	22%	25	19	70%	5	19%		0%		0%	1	4%	2	2	7%		0%		0%		0%		0%
GEOGRAPHIC INFO SYS SPEC II	28	3	0	0%	3	3	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
HIGHWAY MAINT SUPERINTENDENT (ROADS)	25	7	1	14%	6	5	71%	1	14%		0%		0%		0%	1	1	14%		0%		0%		0%		0%
HIGHWAY MAINT SUPRVR (BRIDGE)	25	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
HWY MAINTNC SUPRVR (TRAF CONT)	25	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
PROFF LAND SURVEYOR	32	3	0	0%	3	3	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SENIOR DRAFTPERSON	23	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SPRVG BRIDGE SAFETY INSPECTOR	27	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SR INDUSTRIAL SAFETY SPECIALIST	25	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SR PHOTOGRAPHIC SPECIALIST	24	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SURVEY PARTY CHIEF	26	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
SYSTEMS SUPPORT TECHNICIAN I	18	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUBTOTAL		152	17	11%	132	115	76%	14	9%	1	1%	1	1%	1	1%	20	20	13%	0	0%	0	0%	0	0%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Para-Professionals **DATE:** 30-jun-2011

					Male											Female										
JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Assistant Administrator Officer	21	6	1	17%	0		0%		0%		0%		0%		0%	6	5	83%		0%	1	17%		0%		0%
Chief Compliance Inspector	30	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Chief Implementation Aid	28	3	0	0%	0		0%		0%		0%		0%		0%	3	3	100%		0%		0%		0%		0%
Engineering Techinican I	13	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Engineering Technician I	13	70	21	30%	63	43	61%	12	17%	4	6%	4	6%		0%	7	6	9%	1	1%		0%		0%		0%
Engineering Technician II (C&M)	19	32	3	9%	32	29	91%	3	9%		0%		0%		0%	0		0%		0%		0%		0%		0%
Engineering Technician (MAT)	19	4	1	25%	4	3	75%	1	25%		0%		0%		0%	0		0%		0%		0%		0%		0%
Engineering Technician II (Survey)	19	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Engineering Technician II (Admin. SVS)	19	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Implementation Aid	22	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
SUBTOTAL		121	26	21%	102	78	64%	16	13%	4	3%	4	3%	0	0%	19	17	14%	1	1%	1	1%	0	0%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Administrative Support **DATE:** 6/30/2011

					Male											Female										
JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Billing Specialist DOT	18	10	10	100%	0		0%		0%		0%		0%		0%	10	8	80%	1	10%		0%	1	10%		0%
Clerk Secretary	16	6	0	0%	0		0%		0%		0%		0%		0%	6	6	100%		0%		0%		0%		0%
Data Control Clerk	15	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Executive Assistant	18	7	2	29%	0		0%		0%		0%		0%		0%	7	5	71%	2	29%		0%		0%		0%
Fiscal Clerk	14	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
Information Services Technician II	20	2	1	50%	1		0%	1	50%		0%		0%		0%	1	1	50%		0%		0%		0%		0%
Legal Assistant	19	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
Mechanical Parts Storekeeper	13	7	0	0%	5	5	71%		0%		0%		0%		0%	2	2	29%		0%		0%		0%		0%
Office Manager	23	3	1	33%	0		0%		0%		0%		0%		0%	3	2	67%	1	33%		0%		0%		0%
Principal Clerk Typist	12	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
Property Control Supply Officer	17	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Sr. Word Processing Typist	12	2	0	0%	0		0%		0%		0%		0%		0%	2	2	100%		0%		0%		0%		0%
Supervising Pre-audit Clerk	21	1	0	0%	0		0%		0%		0%		0%		0%	1	1	100%		0%		0%		0%		0%
SUBTOTAL		46	6	13%	8	7	15%	1	2%	0	0%	0	0%	0	0%	38	33	72%	4	9%	0	0%	1	2%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Skilled Craft **DATE:** 30-Jun-11

					Male											Female										
JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Automotive Service Specialist	18	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Carpenter	14	2	0	0%	2	2	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Deisel Truck & Heavy Equipment Mechanic	18	10	0	0%	10	10	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Highway Graphics Technician	20	3	0	0%	3	3	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Highway Maintenance Operator I	14	82	8	10%	80	72	88%	2	2%	5	6%		0%	1	1%	2	2	2%		0%		0%		0%		0%
Highway Maintenance Operator II	18	20	2	10%	19	17	85%	2	10%		0%		0%		0%	1	1	5%		0%		0%		0%		0%
Maintenance Superintendant	22	1	0	0%	1	1	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Mason	14	5	0	0%	5	5	100%		0%		0%		0%		0%	0		0%		0%		0%		0%		0%
Road Maintenance Supervisor Bridge	19	2	1	50%	2	1	50%	1	50%		0%		0%		0%	0		0%		0%		0%		0%		0%
SUBTOTAL		126	11	9%	123	112	89%	5	4%	5	4%	0	0%	1	1%	3	3	2%	0	0%	0	0%	0	0%	0	0%

JOB GROUP ANALYSIS

EEO JOB Category Service Maintaince **DATE:** 30-Jun-11

					Male											Female										
JOB TITLE	GRADE	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	Total Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
ASSITANT BUILDING AND GROUNDS OFFICER	24	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
BRIDGE MAINTENANCE WORKER	17	10	3	30%	10	7	70%	3	30%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
CHF OF MTR POOL MAINTENANCE	26	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
LABORER SUPERVISOR	13	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
MOTOR EQUIPMENT OPERATOR	11	2	0	0%	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
ROAD MAINTENANCE SUPRVR (ROADS)	19	18	1	6%	18	17	94%	0	0%	1	6%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
SEMI-SKILLED LABORER	10	5	0	0%	5	5	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
SENIOR JANITOR	12	1	1	100%	1	0	0%	0	0%	1	100%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
WAREHOUSE SUPERVISOR	15	1	0	0%	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%
SUBTOTAL		40	5	13%	40	35	88%	3	8%	2	5%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%

DETERMINING UNDERREPRESENTATION & GOAL SETTING

AGENCY: Transportation **DATE:** June 30, 2011

	CURRENT WORKFORCE				UNDERREPRESENTATION		AAP HIRING GOALS Year 1, 2, 3								
EEO-4 Job Categories	TOTAL EMPLOYEES	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY			FEMALE			DISABLED		
Officials/ Managers Administrators	52	6	10	1	3	15	**2**	**1**	**0**	**3**	**2**	**2**			
Professionals	200	23	56	1	12	41	**4**	**4**	**3**	**5**	**6**	**6**			
Faculty	0	0	0	0	0	0									
Technicians	152	17	20	0	9	53	**4**	**3**	**1**	**4**	**5**	**5**			
Protective Services	0	0	0	0	0	0									
Para-Professionals	121	26	19	2	-5	39	**0**	**0**	**0**	**5**	**5**	**5**			
Administrative Support	46	6	38	0	2	-16	**2**	**0**	**0**	**0**	**0**	**0**			
Skilled Craft	126	11	3	0	11	58	**4**	**4**	**3**	**2**	**2**	**2**			
Service Maintenance	40	5	0	1	2	19	**2**	**0**	**0**	**2**	**2**	**2**			
TOTALS	737	94	146	5	34	209	**18**	**12**	**7**	**21**	**22**	**22**			

Year 1 - 2012
Year 2 - 2013
Year3 - 2014

APPLICANT DATA

AGENCY: **Transportation** **DATE:** **July 1, 2010 - June 30, 2011**

EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS COMPLAINT PROFILE

COMPLAINT			STATUS		
Date Filed	**Type (Internal or External)**	**Basis (Race, Sex, etc.)**	**Pending**	**Under Investigation**	**Resolved**
6/6/2011	Internal	Race	x		
1/1/2011	Internal	Sex	x		
6/10/2011	Internal	Sex & Age	x		

TRAINING PARTICIPATION SUMMARY

AGENCY: Transportation **DATE:**

					Male										Female									
EEO Job Categories	Total Trainees	Number Disabled	Number Minority	Number Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Officials/ Managers Administrators	37		6	8	25	68%	0	0%	2	5%	2	5%	0	0%	6	16%	2	5%	0	0%	0	0%	0	0%
Professionals	173		19	48	110	64%	10	6%	3	2%	2	1%	0	0%	44	25%	1	1%	3	2%	0	0%	0	0%
Faculty	0		0	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Technicians	127		13	10	103	81%	11	9%	1	1%	0	0%	1	1%	11	9%	0	0%	0	0%	0	0%	0	0%
Protective Services	0		0	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Para-Professionals	109		21	13	76	70%	13	12%	4	4%	3	3%	0	0%	12	11%	1	1%	0	0%	0	0%	0	0%
Administrative Support	25		3	18	6	24%	1	4%	0	0%	0	0%	0	0%	16	64%	1	4%	0	0%	1	4%	0	0%
Skilled Craft	126		11	3	112	89%	5	4%	5	4%	0	0%	1	1%	3	2%	0	0%	0	0%	0	0%	0	0%
Service Maintenance	7		2	0	5	71%	0	0%	2	29%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Totals	604	0	75	100	437	72%	40	7%	17	3%	7	1%	2	0%	92	15%	5	1%	3	0%	1	0%	0	0%

Total Percent:

Minority: 12%

Female: 17%

Disabled 0%

APPLICANT DATA

AGENCY: Transportation **DATE:** July1, 2010 - June30, 2011

DISCIPLINARY ACTION

DISCIPLINARY ACTION TAKEN	White		Black		Hispanic		Asian/Pacific Islander		American Indian Alaskan Native		Disabled	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Suspension (Indefinitely)												
Suspension (Specified Time)	1											
Loss of Pay												
Written Reprimand	2						1					
Duty On Off Days												
Oral Reprimand	2						1					
Termination			1									
Other (Explain)												
TOTAL	5	0	1	0	0	0	2	0	0	0	0	0

The disproportionate treatment of any class should be a warning to an administrator that counseling of supervisors is necessary.

Oral reprimands, if noted in supervisors' ratings or written reprimands, should be included in the graph.

APPLICANT DATA

AGENCY: Transportation **DATE:** Jul-10

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Sr. Auditor	1983	B	x		x		2		3			5M		025A
Supervising Accountant	117	B	x			x						5F		031A
Prin. Clerk Typist	28	F	x			x					5F			012A
Chf. Hwy Maint Field Oper	2469	A	x			x	4					5M		035A
Truck & Hvy Equip Oper	22	G	x			x	3					5M		018A
Engineerin Tech III (C&M)	1193	C	x			x						5M		023A
Engineerin Tech III (C&M)	492	C	x			x						5M		023A
Engineerin Tech III (Mat)	987	C	x			x	5	1				1M		023A
Engineering Tech III (Mat)	1172	C	x			x	5	1				1M		023A
Prin. Civil Eng (Mat)	455	B	x			x	3					5M		033A
Prin. Civil Eng (C&M)	492	B	x			x	3					5M		033A
Clerk Secretary	1919	F	x			x						5F		016A
Chief Prog. Development	1676	A		x		x						5M		034A
Asst. Admin Financial Mgm	89	B	x			x							5M	034A
Chief Facilities Mgmt Off.	1996	A	x			x	2	1				5M		00135A
Supv. Civil Engineer	1333	A	x			x						3F		035A
Totals			0	0	0	0	13	2	0	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Jul-10

			Applicants											
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
nt. Superinten	2452	G	x			x	2					5M		2922A
ivil Eng.Ass	81956	B	x			x	2	1	2		5F			025A
Totals			0	0	0	0	0	0	0	0	0	0	0	

EEO Category
A -Officials/Managers/
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Supp
G - Skilled Craft
H - Service Maintenan

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Aug-10

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
HMO I	2525	G	x			x	8	3	1		2M			3414G
HMO I	2258	G	x			x	8	3	1		5M			3414G
HMO I	631	G	x			x	8	3	1		5M			3414G
HMO I	551	G	x			x	8	3	1		5M			3414G
HMO I	607	G	x			x	8	3	1		2M			3414G
HMO II	2243	G	x			x	4					5M		00318G
HMO II	493	G	x			x	4					5M		00318G
HMO II	2353	G	x			x	4					5M		00318G
Supv. Civil Eng (Br Des)	1484	A	x			x	3	3	4			5M		02835A
Civil Engineering Assoc	1991	B	x			x	2	1	2		5F			025A
Auditor	1980	B	x	x			1	1	3		1F			022A
Civil Engineer	1993	B	x			x	3				5M			00027A
Civil Engineer	81899	B	x			x	3				5M			00027A
Civil Engineer	1992	B	x			x	3				5M			00027A
Civil Engineer	1995	B	x			x	1		1		5F			00027A
Civil Engineer	1994	B	x			x	3				5M			00027A
Sr. Info & Pub. Rel Spec	243	B	x			x	2	2	3		5M			124A
Rd. Maint Supv (Roads)	681	H	x			x	11					5M		02919A
Rd. Maint Supv (Roads)	2381	H	x			x	11					5M		02919A
Deputy Director	217	A	x			x		1				1M		048A
Deputy Chf. Legal Serv.	26	A	x			x						5M		037A
Prin. Acct. Policy	1	B	x			x	2		3			5M		028A
	Totals		0	0	0	0	97	23	21	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Sep-10

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Engineering Tech I	1824	E	x		x		7	1	2		5M			0013A
Engineering Tech I	850	E	x		x		7	1	2		5F			0013A
Engineering Tech I	1826	E	x		x		7	1	2		5M			0013A
Engineering Tech I	1881	E	x		x		7	1	2		1M			0013A
Engineering Tech I	1823	E	x		x		7	1	2		5M			0013A
Sr. Civil Engineer (Design)	1789	B	x			x						5M		0031A
Pr. Real Estate Spec.	993	B	x			x						5M		0029A
Sr. Civil Engineer (C&M)	1879	B	x			x						5M		0031A
Sr. Civil Engineer (Mat)	81889	B	x			x						5M		0031A
Sr. Civil Engineer (C&M)	2509	B	x			x						5M		0031A
Sr. Civil Engineer (C&M)	81903	B	x			x						5M		0031A
Engineering Tech I	491	E	x		x		7	1	2		5F			0013A
Fiscal Mgmt Officer	116	B	x			x	3		6		5F			0026A
Fiscal Mgmt Officer	115	B	x			x	3		6		5F			0026A
	Totals		0	0	0	0	48	6	24	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Oct-10

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Fiscal Mgmt Officer	115	B	x			x	3		6		5F			0026A
Sr. Civil Engineer (Mat)	81891	B	x			x						5M		0031A
Engr Tech III (C&M)	341	C	x		x		8	2				5M		0023A
Engr Tech III (C&M)	392	C	x		x		8	2				5M		0023A
Engr Tech III (C&M)	963	C	x		x		8	2				5M		0023A
Engr Tech III (C&M)	1265	C	x		x		8	2				5M		0023A
Engr Tech III (C&M)	1760	C	x		x		8	2				5M		0023A
Fleet Mgmt Officer	665	B	x			x						5M		0026A
Deputy Chief of Legal Serv	1999	A	x			x	1	1	4			1F		0037A
Chief Civil Engnr	1584	A				x	3		1			5M		0038A
Chief Civil Engnr	1581	A				x	3		1			5M		0038A
Fiscal Clerk	2531	F	x			x							5F	014A
Chief Implementation Aid	254	E	x			x		1	4			5F		0028A
Hwy Maint Supt	664	C	x		x		4	1				5M		0025A
Managing Engineer	1818	A	x			x	3					5M		141A
Totals			0	0	0	0	57	13	16	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Nov-10

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Auditor	1981	B	x		x		1	1	3		5F			022A
Auditor	1982	B	x		x		1	1	4		1M			022A
Prin. Env. Scientist	1997	B	x			x	4		2			5F		032A
Admin. Financial Mgmt	109	A	x			x	2		3			5F		037A
Sr. Internal Audit Mgr	5	A	x			x	1		2		5F			040A
Eng Tech II (C&M)	283	E	x		x		8				5M			019A
Eng Tech II (C&M)	1186	E	x		x		8					5M		019A
Eng Tech II (C&M)	1978	E	x		x		8					5M		019A
Eng Tech II (C&M)	1979	E	x		x		8					5M		019A
Eng Tech II (C&M)	641	E	x		x		8					5M		019A
Eng Tech II (C&M)	600	E	x		x		8					5M		019A
Eng Tech II (C&M)	265	E	x		x		8					5M		019A
Eng Tech II (C&M)	390	E	x		x		8					5M		019A
Inform. & Pub Rel Spec	252	B	x			x	1		5		5F			021A
Records Analyst	29	B	x			x	1		2		5M			024A
Implementation Aid	253	E	x			x			6		5F			022A
Diesel Truck & Hvy Equip Mech	45	G	x			x	3					5M		018A
Assistant Admin Officer	1924	E		x		x			5			5F		021A
Asst. Director Admin Serv.	5	A		x		x	1		2			5M		043A
Road Maint. Supv	673	H	x			x	10					5M		019A
Bridge Maint Worker	2519	H	x			x	5					5M		017G
Sr. Accountant	5	B	x			x	3	2	1		1M			023A
Fiscal Mgmt Officer	116	B	x			x						5M		026A
		Totals	0	0	0	0	97	4	35	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Dec-10

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Bridge Maint. Worker	2523	H	x			x	5					5M		017G
Bridge Maint. Worker	460	H	x			x	5					5M		017G
Pr. Civil Engineer (Design)	1324	B	x			x	7		2			5M		033A
Chf St Safety Prog	27	A		x		x	4		1			5M		036A
HMO I	553	G	x			x	29	1	2			5M		014G
Totals			0	0	0	0	50	1	5	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Jan-11

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
HMO I	2053	G	1			x	29	3	2		5M			314G
HMO I	601	G	1			x	29	3	2		2M			014G
HMO I	611	G	1			x	29	3	2					014G
HMO I	580	G	1			x	29	3	2					014G
HMO I	2276	G	1			x	29	3	2		5M			3414G
HMO I	547	G	1			x	29	3	2		3M			014G
Admin. Asst.	237	B		1		x			1		5F			825A
Billing Specialist	101	F	1			x	1				5F			0018A
Billing Specialist	107	F	1			x	1	2	6		5F			0018A
Road Maint. Supv	670	H	1			x	1	2	6			5M		2919A
HMO I	2527	G	1			x	6				5M			314G
HMO I	552	G	1			x	29	3	2		5M			314G
HMO I	646	G	1			x	29	3	2		5M			314G
HMO I	2266	G	1			x	29	3	2		5M			014G
Engr Tech III (CM)	1811	C	1		x							5M		023A
Sr. Ext Equal Opp Off	81959	B	1			x			3		5F			027A
Totals			15	1	0	0	270	31	34	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Feb-11

			Applicants											
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
HMO I	601	G	1			x	29	1			2M			314G
HMO I	611	G	1			x	29				5M			314G
Hwy Safety Prog Coord	7	B	1			x		1			2M			031A
Prin. Civil Engr (Design)	318	B	1			x	1					5M		033A
HMO I	646	G	1			x	29						5M	314G
Engr Tech III (C&M)	2003	C	1		x		5	1				1M		023A
HMO I	569	G	1			x	29	1	2		5M			314G
HMO I	2527	G	1			x	29	1	2		5M			314G
Totals			8	0	0	0	151	5	4	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Mar-11

			Applicants											
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Supervising Acct.	117	B	1			x	2		3			5F		2831A
Road Maint Supv (roads)	2523	H	1			x	4					5M		2919A
Sr. Accountant	94	B	1			x	3	2	3		2F			0023A
Diesel Truck& Hvy Equip Mech	40	G	1			x	1					5M		3418A
Diesel Truck& Hvy Equip Mech	60	G	1			x	1					5M		3418A
Chief Prog. Development	2000	A		1		x		7	4		5F			134A
Totals			5	1	0	0	11	9	10	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Apr-11

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Fiscal Clerk	106	F	1			x	1	1	1		1F			0014A
HMO II	2311	G	1			x	5					5M		318G
HMO I	631	G	1			x	4	1			5M			3414G
HMO II	1625	G	1			x	4				5M	5M		3418G
HMO I	2502	G	1			x	5	1			5M			3414G
Programmer/ Analyst I	1689	B	1			x	3				5M			0028A
Programmer/ Analyst II	1866	B	1			x						5M		0028A
Engr Tech III (C&M)	1809	C	1			x						5M		0023A
Sr. Civil Engnr (Mat)	1888	B	1			x						5M		031A
Totals			9	0	0	0	22	3	1	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** May-11

							Applicants							
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Semi-skilled Laborer	2485	H	x			x	6				5m			3410G
Totals			0	0	0	0	6	0	0	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

APPLICANT DATA

AGENCY: Transportation **DATE:** Jun-11

			Applicants											
Classification	Position Number	EEO Category	Union	Non-Union	List	No List	White Male	Minority	Female	Disabled	Hire	Promotion	Transfer Within	Grade
Engineering Tech I	1913	E	x		x		6	1			5M			013A
Engineering Tech I	1909	E	x		x		6	1			5M			013A
Engineering Tech I	1914	E	x		x		6	1			5M			013A
Engineering Tech I	1946	E	x		x		6	1			5M			013A
Engineering Tech I	1951	E	x		x		6	1				5M		013A
Carpenter	2534	G	x			x	7				5M			014G
HMO II	2496	G	x			x	8					5M		018G
Diesel Truck & Hvy Equip Oper	**	G	x			x	1				5M			3418G
Mason	2379	G	x			x	1						5M	314G
State Fleet Oper. Officer	1478	B	x		x		4					5M		0030A
Totals			0	0	0	0	51	5	0	0	0	0	0	

EEO Category
A -Officials/Managers/Administrators
B - Professionals
C - Technicians
CF - Faculty
D - Protective Services
E- Paraprofessionals
F- Administrative Support
G - Skilled Craft
H - Service Maintenance

Race/Ethnic Code
1 - Black
2 - Hispanic
3 - American Indian/ Alaskan Native
4 - Asian American/ Pacific Islander
5 - White

Gender Code
F - Female
M - Male

Disability Code
D - Disabled

AGENCY: Transportation DATE: 6/11/2011

Applicant Flow Data

	TOTAL APPLICANTS	MALE						Female					
		WHITE (NHO)	BLACK (NHO)	HISPANIC	ASIAN PACIFIC ISLANDER	AMER. INDIAN/ ALASKAN NATIVE	**DISABLED	WHITE (NHO)	BLACK (NHO)	HISPANIC	ASIAN PACIFIC ISLANDER	AMER. INDIAN/ ALASKAN NATIVE	**DISABLED
APPLICANTS													
OFFICALS/ADMINISTRATORS	63	35	2	2	0	0	0	19	4	0	1	0	0
PROFESSIONALS	155	73	9	1	0	0	0	67	4	1	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS	84	70	13	1	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONALS	165	123	5	6	0	0	0	29	2	0	0	0	0
ADMINISTRATIVE SUPPORT	27	4	0	0	0	0	0	18	1	4	0	0	0
SKILLED CRAFT	490	431	2	29	0	1	0	0	27	0	0	0	0
SERVICE/MAINTENANCE	78	74	1	2	0	0	0	0	0	1	0	0	0
TOTAL	1062	810	32	41	0	1	0	133	38	6	1	0	0
HIRES													
OFFICALS/ADMINISTRATORS	2	0	0	0	0	0	0	2	0	0	0	0	0
PROFESSIONALS	24	10	2	0	0	1	0	9	1	1	0	0	0
FACULTY	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
PARA-PROFESSIONALS	12	8	0	1	0	0	0	3	0	0	0	0	0
ADMINISTRATIVE SUPPORT	4	0	0	0	0	0	0	3	1	0	0	0	0
SKILLED CRAFT	19	15	0	3	1	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	3	2	0	1	0	0	0	0	0	0	0	0	0
TOTAL	64	35	2	5	1	1	0	17	2	1	0	0	0
PROMOTIONS													
OFFICALS/ADMINISTRATORS	15	11	1	0	0	0	0	1	1	0	0	1	0
PROFESSIONALS	19	15	0	0	0	0	0	4	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS	13	9	4	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
PARA-PROFESSIONALS	10	7	0	0	0	0	0	3	0	0	0	0	0
ADMINISTRATIVE SUPPORT	1	0	0	0	0	0	0	1	0	0	0	0	0
SKILLED CRAFT	10	9	1	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	10	10	0	0	0	0	0	0	0	0	0	0	0
TOTAL	78	61	6	0	0	0	0	9	1	0	0	1	0
TERMINATIONS													
OFFICALS/ADMINISTRATORS	2	1	0	0	0	0	0	1	0	0	0	0	0
PROFESSIONALS	8	4	0	0	0	0	0	4	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0	0	0	0	0	0	0
TECHNICIANS	7	6	1	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
PARA-PROFESSIONALS	3	3	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	2	1	0	0	0	0	0	1	0	0	0	0	0
SKILLED CRAFT	3	3	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	3	2	1	0	0	0	0	0	0	0	0	0	0
TOTAL	28	20	2	0	0	0	0	6	0	0	0	0	0

**Also Includes disabled in appropriate job categories.

APPLICANT REFUSAL OF POSITIONS OFFERED

APPLICANT DATA

AGENCY: Transportation **DATE:** Jul 1, 2010- Jun, 30 2011

					Male										Female									
EEO Job Categories	Total Applicants	Number Disabled	Number Minority	Number Female	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%	White	%	Black	%	Hispanic	%	Asian/ Pacific Islander	%	American Indian Alaskan	%
Officials/ Managers Administrators	1		1	1		0%		0%		0%		0%		0%		0%	1	100%		0%		0%		0%
Professionals	0		0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Faculty	0		0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Technicians	0		0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Protective Services	0		0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Para-Professionals	0		0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Administrative Support	0		0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Skilled Craft	4		0	0	4	100%		0%		0%		0%		0%		0%		0%		0%		0%		0%
Service Maintenance	0		0	0		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	5	0	1	1	4	80%	0	0%	0	0%	0	0%	0	0%	0	0%	1		0	0%	0	0%	0	0%

Total Percent:

Minority: 20.0%

Female: 20.0%

Disabled 0.0%

Annual Affirmative Action Statiscal Summary
APPLICANT DATA

AGENCY: Transportation **Date: 11-Jun**

	CURRENT					LAST YEAR'S WORKFORCE					DIFFERENCE +/-					HIRING GOALS		GOALS MET	
EEO-4 Job Categories	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	TOTAL EMPLOYEES	WHITE MALE	MINORITY	FEMALE	DISABLED	MINORITY	FEMALE	MINORITY	FEMALE
Officials/Managers Administrators	52	42	6	10	1	47	36	5	6	1		6	1	4	0	1	3	0	2
Professionals	200	144	23	55	1	192	123	19	55	1		21	4	0	0	2	4	5	9
Faculty	0	0	0	0	0	0	0	0	0	0		0	0	0	0				
Technicians	152	132	17	20	0	151	114	17	20	0		18	0	0	0	2	0	0	0
Protective Services	0	0	0	0	0	0	0	0	0	0		0	0	0	0				
Para-Professionals	121	102	26	19	2	115	74	27	14	2		28	-1	5	0	2	4	1	3
Administrative Support	46	8	6	38	0	44	8	6	35	0		0	0	3	0	0	0	1	3
Skilled Craft	126	123	11	3	0	118	107	7	4	0		16	4	-1	0	2	0	4	0
Service Maintenance	40	40	5	0	1	38	33	5	0	1		7	0	0	0	2	0	1	0
Total Employees	737	591	94	145	5	705	495	86	134	5	0	96	8	11	0				

Current Workforce: As of June 30th, 2009
Last Year's Workforce As of June 30th, 2008
Difference: Increases or Decreases
Goals: Numerical projections, July 1st, 2008 To June 30th, 2009 for employment of minorities and women.

Percent		Termination Percent	Total Current Workforce Percent		Goals Met
11% Minority Applicants	17% Female Applicants	7% Minority	13% Minority	A	=Achieved
19% Minority Hiring	31% Female Hiring	21% White Female	20% Female	A+	=Achieved Plus
		71% White Male	1% Disabled	N	=Did Not Achieve
				P	=Partially Achieved

TWO FACTOR AVAILABILITY COMPUTATION FORM

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP:

Officials Managers & Administrators

	Raw Statistics										Weighted Factor									
	Male					Female				VALUE	Male					Female				
FACTOR TO CONSIDER	B	H	A	AI	W	B	H	A	AI	WEIGHT	B	H	A	AI	W	B	H	A	AI
"The Percentage of Minorities or Women with **REQUISITE SKILLS** in the reasonable recruitment area" (LOCAL)	0.8%	1.5%	0.9%	0.1%	37.7%	1.0%	1.1%	0.5%	0.1%	50%	0.4%	0.8%	0.5%	0.1%	18.9%	0.5%	0.6%	0.3%	0.1%
"The Percentage of Minorities or Women among those **promotable, transferable or trainable within the agency"**	2.00%	2.00%	4.00%	0.00%	15.00%	4.00%	0.00%	0.00%	0.00%	50%	1.0%	1.0%	2.0%	0.0%	7.5%	2.0%	0.0%	0.0%	0.0%
										100%									
											1.4%	1.8%	2.5%	0.1%	26.4%	2.5%	0.6%	0.3%	0.1%

TWO FACTOR AVAILABILITY COMPUTATION FORM

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP:

Professionals

	Raw Statistics										Weighted Factor									
	Male					Female				VALUE	Male					Female				
FACTOR TO CONSIDER	B	H	A	AI	W	B	H	A	AI	WEIGHT	B	H	A	AI	W	B	H	A	AI
"The Percentage of Minorities or Women with **REQUISITE SKILLS** in the reasonable recruitment area" (LOCAL)	1.4%	1.1%	1.4%	0.1%	50.4%	1.2%	1.6%	1.1%	0.1%	50%	0.7%	0.6%	0.7%	0.1%	25.2%	0.6%	0.8%	0.6%	0.1%
"The Percentage of Minorities or Women among those **promotable, transferable or trainable within the agency"**	6.0%	2.0%	2.0%	0.0%	26.0%	1.0%	2.0%	0.0%	0.0%	50%	3.0%	1.0%	1.0%	0.0%	13.0%	0.5%	1.0%	0.0%	0.0%
										100%									
											3.7%	1.6%	1.7%	0.1%	38.2%	1.1%	1.8%	0.6%	0.1%

TWO FACTOR AVAILABILITY COMPUTATION FORM

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP:
Technicians

	Raw Statistics										Weighted Factor									
	Male					Female				VALUE	Male					Female				
FACTOR TO CONSIDER	B	H	A	AI	W	B	H	A	AI	WEIGHT	B	H	A	AI	W	B	H	A	AI
"The Percentage of Minorities or Women with **REQUISITE SKILLS** in the reasonable recruitment area" (LOCAL)	1.2%	1.6%	0.9%	0.1%	59.7%	2.3%	2.5%	0.8%	0.5%	50%	0.6%	0.8%	0.5%	0.1%	29.9%	1.2%	1.3%	0.4%	0.3%
"The Percentage of Minorities or Women among those **promotable, transferable or trainable within the agency"**	9.0%	1.0%	1.0%	1.0%	15.0%	13.2%	0.0%	0.0%	0.0%	50%	4.5%	0.5%	0.5%	0.5%	7.5%	6.6%	0.0%	0.0%	0.0%
										100%									
											5.1%	1.3%	1.0%	0.6%	37.4%	7.7%	1.3%	0.4%	0.3%

TWO FACTOR AVAILABILITY COMPUTATION FORM

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP:

Para Professionals

	Raw Statistics										Weighted Factor									
	Male					Female				VALUE	Male					Female				
FACTOR TO CONSIDER	B	H	A	AI	W	B	H	A	AI	WEIGHT	B	H	A	AI	W	B	H	A	AI	
"The Percentage of Minorities or Women with **REQUISITE SKILLS** in the reasonable recruitment area" (LOCAL)	1.3%	1.4%	1.2%	0.1%	51.4%	1.8%	2.1%	1.0%	0.3%	50%	0.7%	0.7%	0.6%	0.1%	25.7%	0.9%	1.0%	0.5%	0.2%	
"The Percentage of Minorities or Women among those **promotable, transferable or trainable within the agency"**	7.5%	1.5%	1.5%	0.5%	19.5%	0.5%	1.0%	0.0%	0.0%	50%	3.8%	0.8%	0.8%	0.3%	9.8%	0.3%	0.5%	0.0%	0.0%	
										100%										
											4.4%	1.4%	1.3%	0.3%	35.4%	1.1%	1.5%	0.5%	0.2%	

TWO FACTOR AVAILABILITY COMPUTATION FORM

July 1, 2010 - June 30, 2011

RIDOT

JOB GROUP:

Administrative Support

	Raw Statistics										Weighted Factor									
	Male					Female				VALUE	Male					Female				
FACTOR TO CONSIDER	B	H	A	AI	W	B	H	A	AI	WEIGHT	B	H	A	AI	W	B	H	A	AI
"The Percentage of Minorities or Women with **REQUISITE SKILLS** in the reasonable recruitment area" (LOCAL)	1.2%	1.6%	0.5%	0.1%	65.7%	2.6%	3.4%	1.0%	0.3%	50%	0.6%	0.8%	0.3%	0.1%	32.9%	1.3%	1.7%	0.5%	0.2%
"The Percentage of Minorities or Women among those **promotable, transferable or trainable within the agency"**	2.0%	0.0%	0.0%	0.0%	72.0%	8.7%	0.0%	2.0%	0.0%	50%	1.0%	0.0%	0.0%	0.0%	36.0%	4.3%	0.0%	1.0%	0.0%
										100%									
											1.6%	0.8%	0.3%	0.1%	68.9%	5.6%	1.7%	1.5%	0.2%

EEO-4 JOB CATEGORY REPORT

FTE & NON FTE 6/30/11		RHODE ISLAND										
New Hire 7/1/10-6/30/11			MALE					FEMALE				
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K)	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR	NON-HISPANIC		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN
		A	WHITE B	BLACK C	D	E	F	WHITE G	BLACK H	I	J	K
OFFICIALS AND ADMINISTRATOR	1. $0.1-15.9											
	2. 16.0-19.9											
	3. 20.0-24.9											
	4. 25.0-32.9											
	5. 33.0-42.9											
	6. 43.0-54.9		1									
	7. 55.0-69.9		5					1				
	8. 70.0 PLUS		32	1	1	2		7	2			
TOTAL		52	38	1	1	2	0	8	2	0		
PROFESSIONALS	9. $0.1-15.9											
	10. 16.0-19.9											
	11. 20.0-24.9											
	12. 25.0-32.9											
	13. 33.0-42.9							2		1		
	14. 43.0-54.9		45	10	1	1		24	1	2		
	15. 55.0-69.9		79	2	2	2		22	1			
	16. 70.0- PLUS		2					3				
TOTAL		200	126	12	3	3	0	51	2	3		
TECHNICIANS	17. $0.1-15.9											
	18. 16.0-19.9											
	19. 20.0-24.9											
	20. 25.0-32.9											
	21. 33.0-42.9		14	1				9				
	22. 43.0-54.9		94	13	1	1	1	8				
	23. 55.0-69.9		7					3				
	24. 70.0- PLUS											
TOTAL		152	115	14	1	1	1	20	0	0	0	0
PROTECTIVE SERVICE	25. $0.1-15.9											
	26. 16.0-19.9											
	27. 20.0-24.9											
	28. 25.0-32.9											
	29. 33.0-42.9											
	30. 43.0-54.9											
	31. 55.0-69.9											
	32. 70.0- PLUS											
TOTAL		0	0	0	0	0	0	0	0	0	0	0
PARA- PROFESSIONAL	33. $0.1-15.9											
	34. 16.0-19.9											
	35. 20.0-24.9											
	36. 25.0-32.9		8	1				2				
	37. 33.0-42.9		69	15	4	4		8	1			
	38. 43.0-54.9							4		1		
	39. 55.0-69.9		1					3				
	40. 70.0- PLUS											
TOTAL		121	78	16	4	4	0	17	1	1	0	0

EEO-4 JOB CATEGORY REPORT

FTE & NON FTE 6/30/11 New Hire 7/1/10-6/30/11		RHODE ISLAND										
			MALE					FEMALE				
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K)	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR	NON-HISPANIC		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN
ADMINISTRATIVE SUPPORT	41. $0.1-15.9											
	42. 16.0-19.9											
	43. 20.0-24.9											
	44. 25.0-32.9							1				
	45. 33.0-42.9		7	1				30	3		1	
	46. 43.0-54.9							2	1			
	47. 55.0-69.9											
	48. 70.0- PLUS											
TOTAL		46	7	1	0	0	0	33	4	0	1	0
SKILLED CRAFT	49. $0.1-15.9											
	50. 16.0-19.9											
	51. 20.0-24.9											
	52. 25.0-32.9		6									
	53. 33.0-42.9		106	5	5		1	3				
	54. 43.0-54.9											
	55. 55.0-69.9											
	56. 70.0- PLUS											
TOTAL		126	112	5	5	0	1	3	0	0	0	0
SERVICE MAINTENANCE	57. $0.1-15.9											
	58. 16.0-19.9											
	59. 20.0-24.9											
	60. 25.0-32.9		7		1							
	61. 33.0-42.9		26	3	1							
	62. 43.0-54.9		2									
	63. 55.0-69.9											
	64. 70.0- PLUS											
TOTAL		40	35	3	2	0	0	0	0	0	0	0
65. TOTAL FULL TIME (LINES 1-64)		737	511	52	16	10	2	132	9	4	1	0
2. OTHER THAN FULL-TIME EMPLOYEES (Including temporary employees)												
66. OFFICIALS/ADMIN												
67. PROFESSIONALS			8	1				9	1		1	
68. TECHNICIANS			2	1				3	1			
69. PROTECTIVE SERVICE												
70. PARA-PROFESSIONAL			38	3	3	1		7		2		
71. ADMIN. SUPPORT												
72. SKILLED CRAFT												
73. SERVICE/MAINTENANCE												
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)		81	48	5	3	1	0	19	2	2	1	0
S DURING FISCAL YEAR (Permanent full time only)												
75. OFFICIALS/ADMIN								1				
76. PROFESSIONALS			6	2	1			6	1	1		
77. TECHNICIANS												
78. PROTECTIVE SERVICE												
79. PARA-PROFESSIONAL			7	1				2				
80. ADMIN. SUPPORT								3				
81. SKILLED CRAFT			12		3		1					
82. SERVICE/MAINTENANCE			1		1							
83. TOTAL NEW HIRES(Lines 75-82)		49	26	3	5	0	1	12	1	1	0	0

LABOR ANALYSIS FOR RHODE ISLAND
BASED ON
UTILIZATION ANALYSIS

EMPLOYMENT STATUS BY RACE AND ETHNICITY RHODE ISLAND 20

UNIVERSE: POPULATION 16 YEARS AND OLDER
IN CIVILIAN LABOR FORCE (CLF): 530,590 [male:273,711 (51.6%), female:256,879 (48.4%)]

			Minorities (alone)						
	White alone Not Hispanic	Total Minorities	Black /Af.Am.	Amer. Ind/N.A.	Asian	Hawaiian/Oth. P.I.	Some Other Race	Two or More Races	Hispanic White
TOTAL	453,521	77,069	19,295	1.876	10,450	203	21,012	11,932	12,301
Male	233,933	39,778	9,552	933	5,477	106	11,105	6,088	8,517
Female	219,588	37,291	9,743	943	4,973	97	9,907	5,844	5,764
Employed	432,072	68,659	16,902	1,653	9,615	162	18,501	10,760	11,066
Unemployed	21,449	8,410	2,393	2,393	835	41	2,511	1,172	1,235
As a % of CLF	85.5	14.5	3.6	0.4	2	0	4	2.2	2.3

Employment by R&E 2001

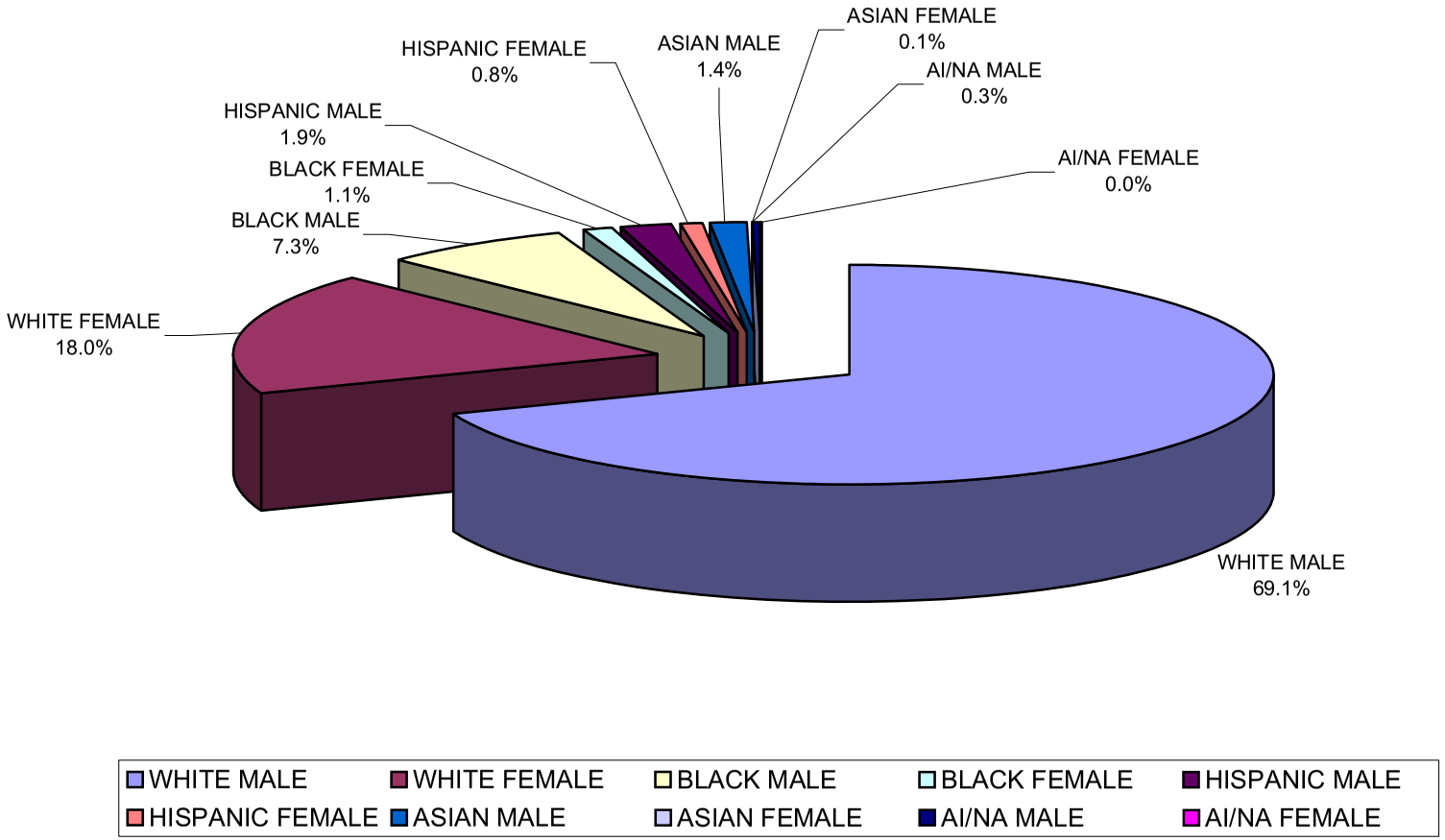
Mark G. Brown
Rhode Island Statewide Planning

Source: U.S. Cenus Bureau

12/17/2002

2011 RIDOT Internal Workforce Breakdown

DATA AS OF 6/30/2011 737 TOTAL EMPLOYEES



APPENDIX D

EEO Marketing Materials

ZERO TOLERANCE POLICY

Discrimination, Sexual Harassment, and Bullying

Discrimination and/or harassment by supervisors or co-workers on the basis of race, color, gender, age, national origin, sexual orientation, religion, disability status or Veteran status, or any other protected status is an unlawful employment practice and will not be tolerated by the Dept. of Environmental Management

Discrimination: Equal opportunity in employment and advancement of all people without regard to race, color, religion, gender, national origin, age, sexual orientation, disability status or Veteran status, or any other protected status is the policy of the state of Rhode Island and the Dept. of Environmental Management. Procedures to eliminate any form(s) of discrimination may be addressed through the Office of Human Resources or the State Equal Opportunity Office. The Office of Human Resources is trained to investigate and resolve all complaints relating to discrimination.

Sexual Harassment is a form of sex discrimination; it is an unlawful employment practice and will not be tolerated. Sexual Harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcome. Verbal or physical conduct interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment includes unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature.

Bullying is repeated emotional, verbal, or physical victimization or intimidation typically by subtle methods of manipulation or coercion over a period of time. The abuse can be based on perception of unequal power such as physical, psychological, or social status. The abuse can be perpetrated by one single person or a group, and can be face-to-face or in writing. **Bullying** is behind all forms of harassment, discrimination, prejudice, abuse, conflict and violence. When the bullying has a focus (e.g. race or gender) it is expressed as (racial or sexual) harassment or discrimination. When the bullying lacks a focus, it is expressed as plain bullying. Cases described as sexual harassment or race discrimination are often cases of bullying.

Discrimination, harassment, or bullying will not be tolerated.

Discrimination and sexual harassment are forms of bullying. If you are being bullied, sexually harassed, or discriminated against **TELL SOMEONE**. Read about bullying/ sexual harassment/ discrimination in your Seasonal Orientation Package, and what to do if this is happening to you in the workplace.

RIDEM/DOT HUMAN RESOURCES SERVICE CENTER
235 Promenade Street, Room 350 Providence, RI 02908 Phone-***(401) 222-2774***

Outreach Working Master List

Organizations	Email	Address	City	State	Zip
Blue - Never Had an Email Address					
Green - Gaps in Customer Service List					
Yellow - Emails Bounced Back					
Orange - Newly found emails					
02818.com	news@my02818.com	58 Main St	East Greenwich	RI	02818
Acontecer Latino Newspaper	info@acontecerlatino.com	PO Box 3747	Cranston	RI	02920
African Alliance of RI	info@africanallianceri.org	570 Broad St.	Providence	RI	02907
AFSCME Council 94	dave2409v@yahoo.com	1179 Charles Street	North Providence	RI	02904
AFSCME Council 94	spetersen@ricouncil94.org				
AFSCME Council 94	Jpeckham@ricouncil94.org				
All Pawtucket, All the Time	allpawtucket@gmail.com	PO Box 3109	South Attleboro	MA	02703
American News	americannews@yahoo.com	PO Box 743	Pawtucket	RI	02862
Anchor Rising	jkatz@timshelarts.com	P.O. Box 751	Portsmouth	RI	02871
Attorney General's Office	acrosson@sos.ri.gov	150 South Main St.	Providence	RI	02903
Bay Windows	lkiritsy@baywindows.com	46 Plympton Street	Boston	MA	02118
Blackstone Valley Community Action	Vinbvcap@hotmail.com	32 Goff Ave.	Pawtucket	RI	02860
Boys and Girls Club of Providence-Fox Point	nreilly@bgcprov.org	134 Thurbers Ave.	Providence	RI	02905
capcities.org	kbennett@capcities.org				
Cape Verdean American Community Development	cacdonline.com	120 High St.	Pawtucket	RI	02860
Cape Verdean News	cvn@comcast.net	P.O. Box 3063	New Bedford	MA	02741
CCRI	Rdonnelly@ccri.edu				
CCRI Knight Campus	Slnorton@ccri.edu	400 East Avenue	Warwick	RI	02886
CCRI Minority Affairs Office	cbio@ccri.edu	1 Hilton St.	Providence	RI	02905
Central Falls School District	papittom@cfschools.net	521 Dexter St.	Central Falls	RI	02863
Channel One	info@uwri.org	507 Broad St.	Central Falls	RI	02863
Children's Friends & Services	info@efsri.com	153 Summer St.	Providence	RI	02903
CHisPA Informa Radio Program	dorrisblanchard@cox.net	421 Elmwood Avenue	Providence	RI	02907
Coastal Resources Management Council	GFugate@crmc.ri.gov	40 Fountain St.	Providence	RI	02903
Community College of Rhode Island	rshea@ccri.edu	400 East Ave	Warwick	RI	02886
Community Mediation Center of RI	info@cmcri.org	570 Broad St.	Providence	RI	02907
Connecting for Children and Families	tcurtin@ccfcenter.org	28 First Avenue	Woonsocket	RI	02895
DCYF Child Protective Services	anne.lebrun-cournoyer@dcyf.ri.gov	101 Friendship Street	Providence	RI	02903
DCYF Child Protective Services	Steven.Brown@dcyf.ri.gov	128 Dorrence St.	Providence	RI	02903
Diocese of Providence	jmonteiro@dioceseofprovidence.org	184 Broad St.	Providence	RI	02903
Dorcas Place	info@dorcasplace.org	220 Elmwood Ave.	Providence	RI	02907
Dr. Martin Luther King Jr. Community Center	jmaloney@mlkcenter.org	20 Dr. Marcus F. Wheatland Blvd.	Newport	RI	02840
East Side/Mt. Hope YMCA	pjacobson@gpymca.org	438 Hope St.	Providence	RI	02906
EcoRI	frank@ecoRI.org	111 Hope Street	Providence	RI	02906
Education Alliance at Brown University	kate_correia@brown.edu	4 Richmond Square	Providence	RI	02906
El Latino Expreso	ellatinoexpreso@yahoo.com	10 Purchase St	Fall River	MA	02722
El Planeta Providence	luisv@elplaneta.com	200 Allens Ave	Providence	RI	02903

Ella Risk School	grossoy@cfschools.net	949 Dexter St.	Central Falls	RI	02863
Elmwood Community Center	Elmscape@aol.com	155 Niagara St.	Providence	RI	02907
English for Action	info@englishforaction.org	PO Box 29405	Providence	RI	02909
George Wiley Center	Juliesilvia@hotmail.com	32 East Ave.	Pawtucket	RI	02860
Get RI Magazine	getmag@cox.net	73 Fort Ave.	Cranston	RI	02905
Goodwill Industries of Rhode Island -Vocational Resources	Goodwillri@aol.com	100 Houghton St.	Providence	RI	02904
Governor's Commission on Disabilities	bcooper@gcd.ri.gov	John O. Pastore Center, 41 Cherry Da	Cranston	RI	02920
Immigrants in Action Committee of Saint Theresa's Church		275 Manton Avenue	Providence	RI	02909
International Institute of Rhode Island	Screener@iiri.org	645 Elmwood Ave.	Providence	RI	02907
Johson & Wales University	careerpostings@jwu.edu	30 Chestnut St	Providence	RI	02903
Latino Public Radio Network		1246 Cranston St.	Cranston	RI	02920
Lieutenant Governor's Office	Jdriscoll@Ltgov.state.ri.us	State House	Providence	RI	02903
Lieutenant Governor's Office	jwood@ltgov.state.ri.us	State House Room 116	Providence	RI	02903
Lifespan	gjones@lifespan.org	167 Point St.	Providence	RI	02903
Lifespan Community Health Services	jrawlings1@lifespan.org	70 Catamore Blvd.	East Providence	RI	02914
Media 365 (formerly My Backyard)	mybackyard@comcast.net	P.O. Box 3109	South Attleboro	MA	02703
NAACP Providence Branch	naacp.prov@verizon.net	PO Box 5767	Providence	RI	02903
Neighborhood Health Plan of Rhode Island	mreynolds@nhpri.org	299 Promenade St.	Providence	RI	02908
NetWorkRI	esu@dlt.ri.gov	1330 Main Street	West Warwick	RI	02893
New Visions for Newport County Inc.	sharons@ebcap.org	19 Broadway	Newport	RI	02840
Nuevos Horizontes	newhorizonsnews@aol.com	34 Sherwood Ave	North Providence	RI	02911
O Jornal	editorial@ojornal.com	10 Purchase Street	Fall River	MA	02722
Ocean State Action	kate@oceanstateaction.org	99 Bald Hill Rd.	Cranston	RI	02920
Office of the Mayor (Providence)		25 Dorrence St.	Providence	RI	02903
Office of the Mental Health Advocate	annette.Armstrong@doa.ri.gov	57 Howard Avenue	Cranston	RI	02920
OHHS Human Resources Service Center	deborah.george@hr.ri.gov				
Olney St. Baptist Church	secretary.osbc@yahoo.com	100 Olney St.	Providence	RI	02906
Olney St. Baptist Church	Ooredugba.b59x2@Providenceri.com	25 Dorrence St.	Providence	RI	02903
Olneyville Neighborhood Association		122 Manton Ave.	Providence	RI	02909
Poder 1110 WPMZ Radio	info@Poder1110.com	1270 Mineral Spring Ave	North Providence	RI	02904
Poder 1110 WPMZ Radio	info@Poder1110.com	1270 Mineral Spring Ave	North Providence	RI	02904
Portuguese Times	ptimes@aol.com	P.O. Box 61288	New Bedford	MA	02746
Prime Time Magazine	donnaz@warwickonline.com	1944 Warwick Avenue	Warwick	RI	02889
Progresso Latino Inc.	Mbueno@progresolatino.org	626 Broad St.	Central Falls	RI	02863
Progresso Latino Inc.	fullerton_renee@yahoo.com				
Providence En Espanol	news@providenceenespanol.com	280 Broadway	Providence	RI	02903
Providence En Espanol	news@providenceenespanol.com	77 Eddy St. 4th Floor	Providence	RI	02903
Providence Youth Student Movement	info@prysm.us	669 Elmwood Ave.	Providence	RI	02908
Puerto Rican Cultural Festival and Parade of Rhode Island	prcspri@yahoo.com	25 Fairfield Ave.	Providence	RI	02909
Puerto Rican Cultural Festival and Parade of Rhode Island	vivianmoreno@yahoo.com	37 Sibley St.	Providence	RI	02907
Ready to Learn Providence	tquezada@provplan.org	945 Westminster St.	Providence	RI	02903
Rhode Island Board of Elections	STaylor@elections.ri.gov				
Rhode Island Board of Elections	rkandl@elections.ri.gov	50 Branch Ave	Providence	RI	02904
Rhode Island Children's Crusade		134 Thurbers Ave.	Providence	RI	02905

Rhode Island College		600 Mount Pleasant Ave.	Providence	RI	02908
Rhode Island College	Ecabana@ric.edu	600 Mount Pleasant Ave.	Providence	RI	02908
Rhode Island College Human Resources	Rpecunioso@ric.edu	600 Mount Pleasant Ave.	Providence	RI	02908
Rhode Island Commission for Human Rights	mevora@richr.ri.gov	180 Westminster St.	Providence	RI	00903
Rhode Island Departmenr of Labor and Training	sbokowski@dlt.ri.gov				
Rhode Island Department of Administration Director's Office	Christine.OConnor@doa.ri.gov	One Capitol Hill	Providence	RI	02903
Rhode Island Department of Administration Human Resources	anthony.bucci@hr.ri.gov	One Capitol Hill	Providence	RI	02903
Rhode Island Department of Administration Human Resources	cheryl.burrell@hr.ri.gov				
Rhode Island Department of Administration Human Resources	Kathleen.Lanphear@hr.ri.gov				
Rhode Island Department of Administration Human Resources	Melanie.Marcaccio@hr.ri.gov				
Rhode Island Department of Administration Human Resources	Victor.Mendoza@hr.ri.gov	One Capitol Hill	Providence	RI	02908
Rhode Island Department of Administration Information Technology	Claire.Kelly@DoIT.ri.gov				
Rhode Island Department of Corrections	jane.ryan@doc.ri.gov	39 Howard Ave.	Cranston	RI	02920
Rhode Island Department of Corrections	director@doc.ri.gov	40 Howard Avenue	Cranston	RI	02920
Rhode Island Department of Ed. Office of HR Development	lisa.vieira@ride.ri.gov	255 Westminster St	Providence	RI	02903
Rhode Island Department of Elementary and Secondary Education	sheila.galamaga@ride.ri.gov				
Rhode Island Department of Environmental Management	janice.thurston@DEM.RI.GOV				
Rhode Island Department of Human Services	SDaRocha@dhs.ri.gov	39 Howard Ave.	Cranston	RI	02920
Rhode Island Department of Labor and Training	mferreira@dlt.ri.gov				
Rhode Island Department of Labor and Training	rmahle@networkri.org	4808 Tower Hill Road	Wakefield	RI	02879
Rhode Island Department of Labor and Training	brutherford@dlt.ri.gov				
Rhode Island Department of Labor and Training	drodrigues@dlt.ri.gov				
Rhode Island Department of Labor and Training	ltipton@dlt.ri.gov				
Rhode Island Department of Transportation	PPysz@dot.ri.gov	Two Capitol Hill	Providence	RI	02903
Rhode Island Department of Transportation Human Resources	cheryl.wilkes@dot.ri.gov	Two Capitol Hill	Providence	RI	02903
Rhode Island Division of Motor Vehicles	charles.hollis@dmv.ri.gov				
Rhode Island Division of Motor Vehicles	Tina.Benros@dmv.ri.gov				
Rhode Island Division of Motor Vehicles	Diane.DeLullo@dmv.ri.gov				
Rhode Island Division of Motor Vehicles	Lisa.Antonaccio@dmv.ri.gov				
Rhode Island Economic Development Corporation	jlucia@riedc.com	35 Iron Horse Way	Providence	RI	02908
Rhode Island Economic Development Corporation	pharden@riedc.com	315 Iron Horse Way, Suite 101	Providence	RI	02908
Rhode Island Educational Opportunity Center	Pfayanjuola@ccri.edu	One Hilton St.	Providence	RI	00905
Rhode Island Ethics Commission	Patricia.Barker@ethics.ri.gov	40 Fountain St.	Providence	RI	02903
Rhode Island Family Advocacy Program		PO Box 2571	Providence	RI	02906
Rhode Island for Community and Justice	ricj@ricj.org	80 Washington St.	Providence	RI	02903
Rhode Island for Community and Justice	nandas@etal.uri.edu	80 Washington St.	Providence	RI	02903
Rhode Island Health Center Association		235 Promenade St.	Providence	RI	02908
Rhode Island Higher Education Assistance Authority	lmakhlouf@riheaa.org	560 Jefferson Blvd.	Warwick	RI	02886
Rhode Island Higher Education Assistance Authority	info@riheaa.org	560 Jefferson Blvd	Warwick	RI	02886
Rhode Island Historical Preservation	Edward.Sanderson@preservation.ri.gov	150 Benefit St.	Providence	RI	02903
Rhode Island House Speaker's Office	scuster@rilin.state.ri.us	State House	Providence	RI	02903
Rhode Island KIDS COUNT	jbeckwith@rikidscount.org	One Union Station	Providence	RI	02903
Rhode Island National Guard	john.enright@us.army.mil	645 New London Ave.	Cranston	RI	02920
Rhode Island National Guard	ngarinews@gmail.com	645 New London Ave	Cranston	RI	02920

Rhode Island National Guard	john.enright@us.army.mil	645 New London Ave.	Cranston	RI	02920
Rhode Island Office of Higher Education	annie@etal.uri.edu	301 Promenade St.	Providence	RI	02909
Rhode Island Parent Information Network		1210 Pontiac Ave.	Cranston	RI	02920
Rhode Island Public Telecommunications Authority	Dpiccer@ripbs.org	50 Park Lane	Providence	RI	02907
Rhode Island State Government Internship Program	intern@rilin.state.ri.us	State House Room 8AA	Providence	RI	02903
Rhode Island State Senate	sen-pinga@rilin.state.ri.us	State House Rm 211	Providence	RI	02908
Rhode Island State Sheriff's Department	mviveiros@sheriffs.ri.gov	Regan Court	Cranston	RI	02920
RI Department of Education Charter Schools	bill.clarke@ride.ri.gov	225 Westminster St.	Providence	RI	02903
RI Future	progress@rifuture.org	22 Miller Ave.	Providence	RI	02905
RI Indian Council Inc.	chesterbliss@yahoo.com	807 Broadstreet	Providence	RI	02907
Roger Williams University	PFournier@rwu.edu	One Old Ferry Rd.	Bristol	RI	02809
Self Help Inc.	slombardi@ebcap.org	1000 Bullocks Point Ave.	Riverside	RI	02915
Senior Digest	sdpublisher@gmail.com	P.O. Box 74	Seekonk	MA	02771
Ser-Jobs for Progress Inc.	cbaker@ser-ri.org	100 East Avenue	Pawtucket	RI	02860
Ser-Jobs for Progress Inc.	dmcdonough@ser-ri.org	100 East Ave.	Pawtucket	RI	02860
Siglo 21	director@siglo21.com	316 Essex St.	Lawrence	MA	01840
Silver Lake Commuity Center	silverlake529@hotmail.com	529 Plainfield Street	Providence	RI	02909
Smith Hill Community Center		110 Ruggles Street	Providence	RI	02908
Socio-Economic Development Center	channavy.chhay@sedcsea.org	270 Elmwood Avenue	Providence	RI	02907
South County Community Action Agency	jsimone@sccainc.org	1080 Kingstown Rd.	Wakefield	RI	02879
South Providence Neighborhood Ministries		747 Broad Street	Providence	RI	02907
South Providence Neighborhood Ministries		747 Broad St.	Providence	RI	02907
Blessed Sacrament Parish	office@blessedsacramentpvd.org	239 Regent Avenue	Providence	RI	02908
State Lottery Commission	Jtougas@rilot.ri.gov	1425 Pontiac Ave.	Cranston	RI	02920
The Bucket Blog	speck22@gmail.com	250 Main St	Pawtucket	RI	02680
The Genesis Center of Rhode Island		620 Potters Ave.	Providence	RI	02907
The Genesis Center of Rhode Island		620 Potters Ave.	Providence	RI	02907
The Jewish Voice & Herald	voiceherald@jfri.org	130 Sessions Street	Providence	RI	02906
The Economic Progress Institue (formerly the Poverty Institute)	lkatz@economicprogressri.org	600 Mount Pleasant Ave.	Providence	RI	02908
The Providence American	PeterWells@theprovidenceamerican.com	131 Washington Street	Providence	RI	02903
The Rhode Island Catholic	rsnizek@thericatholic.com	184 Broad Street	Providence	RI	02903
Tiempo Social	yuri@tiemposocial.com	P.O. Box 25686	Providence	RI	02905
Trinity United Methodist Church		375 Broad Street	Providence	RI	02907
University of Rhode Island	Kenerson@uri.edu	80 Lower College Rd.	Kingston	RI	02881
Univocal Legislative Minority Advisory Coalition		PO Box 41633	Providence	RI	02940
Urban League of Rhode Island	rwilson@ulri.org	246 Prairie Ave.	Providence	RI	00905
Victory Assembly of God	rsfameni@aol.com	321 Veazie St	Providence	RI	02904
Vietnam Era Veteran's Association	Therispirit@aol.com	685 Cranston St.	Providence	RI	02907
WALE Supermax 990 AM	manolopazos@aol.com	P.O. Box 6443	Providence	RI	02940
Washington Park Community Center	Info@WashParkCC.org	42 Jillson Street	Providence	RI	02905
West End Community Center	eramirez@wecc.net	109 Bucklin Street	Providence	RI	02907
West End Community Center	Dwyatt@wecc.net	109 Bucklin St.	Providence	RI	02907
William M. Davies Vocational School	vgailliard-garrick@daviestech.org	50 Jenks Hill Rd.	Lincoln	RI	02865
WKKB FM Latina 100.3	csalas@davidsonmediagroup.com	P.O. Box 6443	Providence	RI	02904

Women's Development Corp		861 A Broad Sreet	Providence	RI	02907
Women's Development Corp	wdcinfo@wdchoc.org	861 A Broad St.	Providence	RI	02907
Woonsocket Safe Communities	dcamara@ccfcenter.org	46 Hope St.	Woonsocket	RI	02895
Youth Build Providence		66 Chaffee Street	Providence	RI	02909
Youth in Action	adeola@youthinactionri.org	672 Broad Street	Providence	RI	02907
YWCA	luzs@ywcagri.org	324 Broad Street	Central Falls	RI	02863