AFFIRMATIVE ACTION PLAN UPDATE

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State of Colorado Executive Order D0043 87

Submitted by:

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Signature

Director, Center for Equal Opportunity

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Introduction

The purpose of this Affirmative Action Plan is:

- To reaffirm the Colorado Department of Transportation commitment to equal employment opportunity and diversity in accordance with the principles, intent and purpose of civil rights laws and regulations;
- To reaffirm the department's position that affirmative action is an effective, legal tool for achieving Equal Employment Opportunity; and,
- To present the department's Equal Employment Opportunity, Diversity and Affirmative Action programs.

The Colorado Department of Transportation is responsible for a 9,156 mile highway system, including 3,714 bridges. The highway construction program is managed by CDOT and built by private contractors. This partnership between government (CDOT) and business works well as we improve and expand our transportation system.

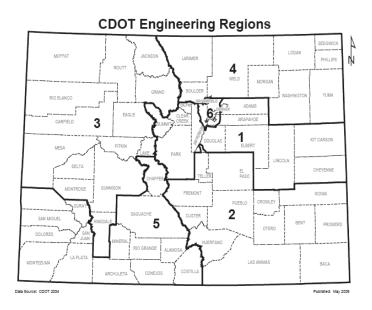
CDOT maintenance forces take care of the highway system, plowing snow and repairing pavement. But CDOT is more than roads and bridges. The Division of Aeronautics supports aviation interests statewide, including grants to help improve local airports. CDOT's Division of Transit and Rail provides assistance to numerous transit systems in the state. And the Office of Transportation Safety helps local law enforcement agencies with special funds to apprehend drunk drivers and increase use of safety belts.

CDOT Executive Director is Russell George. Mr. George is responsible for the overall direction and management of CDOT, with a staff of more than 3,000 employees. All Headquarters and Regional CDOT employees, including temporary staff, are included in the Affirmative Action Plan and EEO-4 Report.



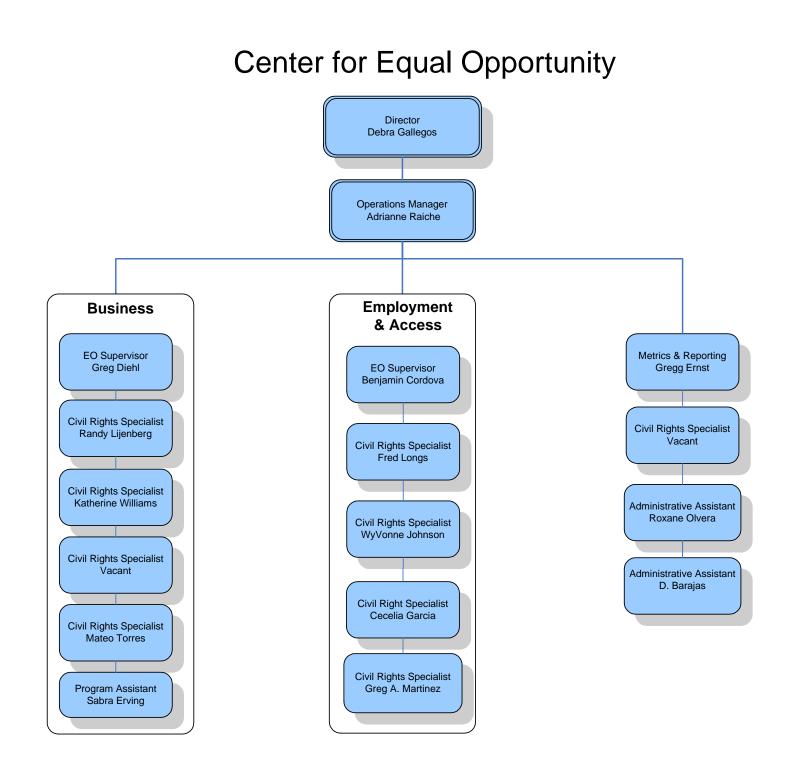
Organization Structure

CDOT Headquarters organization structure consists of the Division of Human Resources and Administration (including the Center for Equal Opportunity), Division of Accounting and Finance, Division of Transportation Development, Division of Engineering and Maintenance (including labor and contract compliance), Division of Aeronautics, Division of Audit, Division of Transit and Rail, Office of Policy and Government Relations, Office of Public Relations, and Office of Transportation Safety.



CDOT has established six engineering Regions across the state in order to decentralize many of its design, construction and maintenance project functions. Each CDOT Engineering Region is a semi-autonomous operating entity covering all aspects of CDOT operations for that Region. Therefore, each Region covers engineering, maintenance, civil rights, planning and environmental management, traffic, right-of-way and surveying, utilities, and human resource management of its area. Each Region employs a Regional Civil Rights Manager. In partnership with headquarters civil rights staff and the Contract and Labor Compliance staff the Civil Rights Managers are responsible for a variety of EEO and labor compliance activities including contract compliance reviews, internal and external EEO investigations and on-the-job training within their region. Regional Civil Rights Managers also work with the Center for Equal Opportunity on Business Programs including the Disadvantaged Business Enterprise (DBE) program.







REGIONAL CIVIL RIGHTS MANAGERS

Region 1	Micki Perez Thompson
Region 2	Mary T. Dugan
Region 3	John "Chip" Brazelton
Region 4	Anna Leiferman
Region 5	Alice Baker
Region 6	Darrell Wells (Acting)

LABOR AND CONTRACT COMPLIANCE

The Labor and Contract Compliance programs are located centrally in the Headquarters Programs and Project Analysis unit in Staff Branches in the Division of Maintenance and Engineering (see organization chart p. 5). When the Center for Equal Opportunity was formed in 1995, bringing most of the EO functions together, CDOT leadership made the decision to maintain contract compliance within the Engineering function.

Labor and Contract Compliance Manager	BethAnn Wieder
Specialist	Erin Campbell



Reaffirmation of Equal Opportunity

CDOT will ensure that no person shall, on the grounds of race, color, religion, gender, sexual orientation, national origin, age, political affiliation, organizational membership, veteran's status, disability or other non-job related factor, be excluded from participation in, be denied the benefit of, or be subjected to discrimination or harassment under any program or activity receiving state or federal financial assistance directly or indirectly by CDOT.

Colorado State Government is dedicated to the principles and goals of fairness, equality, courtesy, and respect for all individuals. As an employer, State Government is committed to fairness and equality of opportunity in the workplace. All recruitment, hiring, training, promotions, transfers, and administration of all personnel policies, procedures, programs, and services are conducted or administered without regard to differences in age, ancestry, color, creed, marital status, disability, national origin, race, religion, gender or sexual orientation.

Colorado State government values the individual diversity of all employees, applicants, volunteers and citizens. Differences in age, race, ethnic heritage, religion, appearance, sexual orientation or any number of other distinguishing factors provide experiences, viewpoints and ideas that can strengthen and enrich our work environment. Our goals is to create an environment that is inclusive, respectful, and equitable, and to employ the talents of people with different backgrounds experiences, and perspectives to accomplish the mission of Colorado State Government.



AFFIRMATIVE ACTION PLAN RESPONSIBILITIES

Debra Gallegos, Director of the Center for Equal Opportunity, is responsible for the direction and implementation of the statewide equal opportunity program. The Center for Equal Opportunity is responsible for but not limited to the following:

- With the Executive Director, integrating equal opportunity into all parts of personnel and program management
- With managers and supervisors, monitoring and ensuring compliance with relevant federal and state constitutions, statutes, and regulations
- Developing, communicating and monitoring policy statements, affirmative action and diversity programs, internal and external communication
- Assisting in the identification of problem areas
- Assisting managers and supervisors in arriving at solutions to problems
- Implementing and submitting accurate state and federal reports that will:
 - Measure the effectiveness of the Affirmative Action Plan
 - o Indicate the need for corrective action
 - Determine the degree to which goals and objectives have been attained
- Serving as liaison between minority organizations, women's organizations, and community action groups concerned with employment and contracting opportunities of minorities and women
- Keeping management informed about equal opportunity issues and progress

Managers, supervisors and employees are responsible for:

- Taking swift and appropriate action to stop discrimination and workplace harassment with guidance from civil rights staff
- Establishing a positive climate for equal employment, diversity, inclusion and cultural sensitivity



- Assistance in the identification of problem areas and establishment of goals and objectives
- Active involvement with local minority organizations, women's organizations, community action groups, and community service programs
- Regular discussions with local managers, supervisors and employees to be certain that equal employment policies are being followed
- Communicating that work performance is being evaluated on the basis of equal employment opportunity and diversity efforts
- Review of the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions
- Career counseling for all employees



WORKFORCE ANALYSIS AND AFFIRMATIVE ACTION

The purpose of affirmative action workforce analysis is to determine the number of affected group members available in Colorado in each job group category (Standard Occupational Code) and to compare CDOT workforce numbers to the available number. Availability is defined as the affected group members in each Standard Occupational Code (SOC) in the recruitment areas with the knowledge, skills and abilities necessary for entry in the specific job group. Availability is determined from U.S. Census Data.

CDOT collects and analyzes data for 26 SOC codes. Factors considered in workforce analysis for each job category include 1) population 2) unemployment rate 3) labor force 4) requisite skills for local area 5) requisite skills in recruitment area 6) employees available for promotion 7) external training and education sources, and 8) internal training. This targeted data collection and the *eight factor analysis* allows CDOT to tailor affirmative action efforts.

When CDOT workforce is consistent with availability, there is *parity*. The goal is parity, in other words, when CDOT workforce reflects the available qualified workforce in Colorado by gender and ethnicity.

Underutilization occurs when the CDOT workforce is under-represented in a particular job group in a particular gender/ethnic category. If for example, the data shows that to achieve parity with the available workforce in Colorado we should employ 61 white female Civil Engineers, and CDOT employs 41, there is underutilization in that category for that particular ethnicity/gender group.

CDOT takes affirmative action when there is *significant* underutilization in a job category. Significant underutilization occurs when the underutilization is greater than 80% of parity. Underutilization between 80% and 100% (parity) is not significant and may be explained by factors other than discrimination. Employment numbers that reflect underutilization below 80% of availability signifies *significant* underutilization.

Affirmative action efforts to address *significant* underutilization include targeted recruiting efforts, training, and career guidance. This report addresses CDOT's efforts to address significant underutilization and employment opportunity.



Part I- REPORTS OF THE RESULTS OF 2009-2010 AAP

CDOT conducts Equal Employment Opportunity and Labor Compliance Reviews on a monthly basis. The number of required interviews is based on the prime contract dollar amount. The interviews cover basic questions of EEO and then a separate section covering compliance of Davis-Bacon and Related Acts.

In 2009-2010 CDOT completed 2,088 of the 2,425 required interviews. Reasons for not completing all of the required interviews include: winter in-activity on the project and/or all project personnel interviewed.

The Contract and Labor Compliance Manager and Regional Civil Rights staff accomplished the following:

- Federal-aid Highway Construction Contractors Annual EEO Report (Form 1391)- Forms 1391 were collected electronically and reviewed by civil rights staff.
- **Contract reviews-** Civil rights staff ensure that FHWA Form 1273 is included in contract and subcontract documents; CDOT specifications require that the contractor include prompt payment requirements in written subcontracts.
- **Contract compliance reviews** CDOT was able to conduct 18 of the 18 planned compliance reviews.

Number of compliance reviews conducted	18
Number of project contract compliance reviews	4
Number of area wide contract compliance reviews	14
Number of contractors reviewed	18
Number of contractors found in compliance	16
Number of contractors found in noncompliance	2
Number of show cause notices issued	0
Number of show cause notices rescinded	0
Number of review decisions pending	0
Number of follow up reviews conducted	0

- **Training** Labor and Contract Compliance classes for contractors were conducted in Denver and Grand Junction.
- **Complaints-** There were no EEO complaints.



• **Sanctions-** There were no progress payments withheld or other sanctions for EEO deficiencies.

Affirmative Action for 2010-2011 CDOT will focus on the following areas:

- **Training-** Classes for construction prime and subcontractors will be held in Denver, Grand Junction and an additional location to be determined.
- Minority and female recruiting- CDOT will continue to work with community and school recruiting resources and training programs to increase women and minority construction workers in the skilled crafts. CDOT's On-the-Job Training Providers (Aims Community College, The Matthews Center, and action Staffing solutions) will train over 200 unemployed or underemployed workers in highway construction. CDOT will recruit workers through National Association for the Advancement of Colored People (NAACP), Mi Casa Resource Center, Red Rocks Community College and local high schools.
- **Compliance Reviews-** CDOT will conduct 18 compliance reviews.
- **On-site assistance-** CDOT will continue to provide on-site training and assistance to contractors, including Equal Opportunity meetings with contractor, compliance reviews, pre-construction meetings, certified payroll technical assistance, labor compliance reviews and assistance.



Part II-REPORT OF RESULTS OF 2009-20010 AAP

CDOT successfully implemented new initiatives identified in the FY 2009 Affirmative Action Plan including the following:

- Workforce analysis-CDOT's employee profile reflects the workforce availability in almost all job categories. We have made progress in placement and promotion of minority and female employees in our previously underutilized job categories, specifically:
 - Black male managers
 - Black male business operations specialists
 - Female computer support specialists
 - Black female engineering technicians
 - Female engineers
 - Hispanic female engineering technicians
 - > Asian female engineering technicians
- Reaffirmation of Equal Employment and Non-discrimination Policies-Equal Opportunity staff worked with managers and supervisors to reaffirm civil rights policies and commitments. Outreach included:
 - Cross-cultural communication blog
 - > Employee Rights and responsibilities brochure
 - > Monthly articles in the online *RTD Bulletin*
 - Classroom training
 - ➢ E-Learning
 - Web updates
- Reaffirmation of Equal Opportunity and Diversity Management in Performance Appraisal and Performance Management process- CDOT includes Diversity and Equal Opportunity commitment in employee and supervisor performance evaluations.
- Training
 - All new employees received Diversity Training and training on Preventing and Handling Workplace Harassment as



part of CDOT's mandatory training program.

- Supervisors completed e-learning training on preventing workplace harassment and handling complaints
- Supervisors received ADA training
- **Compliant Resolution** 181 of 187 employee complaints were successfully resolved at the informal stage. The remaining formal complaints (2 gender; 3 national origin; 1 race) were successfully resolved internally or dismissed from Colorado Civil Rights Division and/or the Equal Employment Opportunity Commission.

• Diversity Management

- CDOT worked to strengthen consultative relationships with managers and supervisors to support and improve their EEO and Diversity responsibilities.
- CDOT celebrated Diversity with several events including "The Taste of Soul"; Hispanic Heritage Celebration; "It's a Small World"; ADA 20th anniversary Celebration; Civil Rights Allies recognition; History of Civil Rights display at the CDOT Centennial Celebration.
- Recruitment and Outreach Efforts—CDOT Center for Equal Opportunity staff attended events throughout the year to recruit and maintain a diverse and qualified CDOT workforce.
 - In partnership with FHWA, CDOT implemented the Wounded Warrior Program to provide transportation job opportunities for veterans.
 - The EO Center placed advertisements in minority publications including, El Seminario, Pueblo Chieftain, Urban Spectrum, Caminos, LaVoz.
 - EO Center and Human Resource Staff supported Career Fairs and Student Minority Organization events at Colorado School of Mines, University of Colorado Boulder, University of Colorado Denver, Colorado State University Ft. Collins, and Colorado State University Pueblo.
 - EO Center and Regional Civil Rights staff participated in the planning and delivery of the Colorado Construction Career Days events in Denver and in Colorado Springs. The events provided hands-on introduction to a variety of



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career opportunities in highway construction to over 2000 students.

- In partnership with FHWA and Colorado State University in Pueblo the Center implemented a two week Summer Transportation Institute to introduce high school students to career opportunities in transportation engineering.
- Center for Equal Opportunity formed a recruiting and outreach partnership with the NAACP.
- CDOT's sponsorship and participation in the Juneteenth Celebration in Denver's historic Five Points Neighborhood strengthened recruiting efforts in the African American community.
- The EO Center honored 13 employees from headquarters and each region as "Civil Rights Allies." Through this effort, CDOT recognizes those employees who partner with Center for Equal Opportunity staff and Regional Civil Rights Managers to implement successful civil rights initiatives.
- In partnership with the Center for Equal Opportunity and Workforce Development Centers, Aims Community College, the Bo Matthews Center and Action Staffing Solutions trained 475 unemployed and underemployed people from traditionally underutilized communities in entry level construction jobs.
- In partnership with highway construction contractors, 190 trainees were enrolled in CDOT's On-the-Job (OJT) training program.

• Reporting and Metrics

- The centralized civil rights complaint database tracks complaints and employee counseling and identifies statewide trends and opportunities to improve civil rights compliance.
- Center staff compiles and distributes quarterly statewide and regional utilization reports to track CDOT workforce and identify affirmative action results and opportunities . The Employee Profile and Utilization Analysis reports as of September 30, 2010 are attached.
- Center Staff produces application data analyses, adverse impact reports and salary analysis reports as needed.



- Managers and civil rights staff compile data needed to complete the federal and state annual reports.
- Reaffirmation of Equal Employment Responsibilities (Civil Rights Staff)
 - Investigate and resolve discrimination complaints
 - Investigate and resolve workplace harassment and sexual harassment complaints
 - Coordinate outreach recruitment efforts for underutilized class candidates
 - > Ensure examinations are non-discriminatory
 - Implement and monitor Department Affirmative Action/EEO activities
 - Coordinate Persons with Disabilities Program (Section 504, Americans with Disability Act), including reasonable accommodations
 - Act as consultants to managers and supervisors in carrying out their EEO and Affirmative Action responsibilities
 - Ensure employees are not disciplined in a discriminatory manner
 - > Provide career counseling and guidance for employees
 - Monitor hiring/promotions

• Reaffirmation of Equal Employment Responsibilities (Managers and Supervisors)

- Work with Civil Rights staff to resolve discrimination and workplace harassment complaints, as well as reasonable accommodation requests
- Participate in recruitment and selection efforts to mitigate underutilization
- Ensure that employees and candidates are provided with equal opportunity for hiring, training, promotion, transfer, career counseling and reasonable accommodation
- Prevent any harassment of employees
- Support the implementation of the affirmative action plan including proactive efforts to mitigate and minimize underutilization



Affirmative Action for 2009-2010 - There are several areas of focus for improvement. CDOT will focus on those few areas where underutilizations exits by more than 2.

Underutilization exists in the following job classifications as follows:

•	Accounting Technicians	-4WF
•	Budget Analysts	-1 HF
•	Business Operations Specialists	-1 2F
•	Computer Support Specialists	-1WF
•	Communications Equip. Operators	-1WF
•	Engineers	-6 WF
•	Engineering Technicians/Assistants	-3 BM
		-1AF
•	Maintenance workers	-4BF
		-2AM
		-5HF
•	Heavy Equipment Mechanics	-1 BM
•	Surveyors	-4WF

Affirmative Action Goals for 2010-20101for underutilized classifications are:

•	Civil Engineers	2 WF
٠	Engineering Techs/Assistants	2 BM
٠	Accounting Technicians	2 WF
٠	Surveyors	1 WF
٠	Highway Maintenance workers	1 BF
		2 HF

A hiring freeze was instituted on October 1, 2008 and remains in effect at CDOT. Although only "mission critical" positions can be filled, there will be continued focus on improving recruiting, hiring and promotion in areas where underutilization exists so that the Affirmative Action goals can be met including the following:

• **Maintain minority/female utilization---**Center for Equal Opportunity staff will strive to maintain utilization and work toward



parity in all categories and classifications that are at parity through emphasis on equal employment and diversity programs and activities at CDOT.

- **Recruitment of female Engineers**—Although CDOT has improved with white female underutilization improving from -13 to -6 in the last 2 years, we remain underutilized in this job group. Renewed focus in recruitment, as well as developing new ways to reach the market continues to be a major focus for CDOT.
- Underutilization Research Study When the Executive Director rescinds the hiring freeze, the Center for Equal Opportunity plans to sponsor a research study to determine the causes of under-representation in the Engineering series. The Center will take action as appropriate when the study results are available.
- Recruitment of female and minority maintenance workers— CDOT continues to struggle with filling maintenance worker positions in many areas of the state, and thus making it even more difficult to recruit women and minorities for these positions. Developing new ways to reach the market for these positions will continue to be a major focus. Maintenance positions are generally hard to fill in many areas in Colorado because of the high cost of living in the mountain communities, competition from local government and higher wages and benefits from private industry. CDOT will continue to recruit and/or develop qualified candidates by working with our OJT Supportive Services providers and the Colorado Workforce Centers.
- **Community Outreach** The EO Center will continue to strengthen relationships to encourage applicant referrals with the following organizations:
 - minority groups
 - ➢ female groups
 - community action groups
 - Colorado Workforce Centers
 - state employment agencies
 - > professional organizations
 - recruitment agencies
 - > colleges
- Retention and promotion of female and minority employees-To support our efforts to focus on retention and promotion of female



and minority employees, CDOT will emphasize opportunities for growth through CDOT's Career Counseling and Guidance program. The program includes one-on-one coaching, training, education, and partnering and support activities. CDOT plans to market the program through CDOT University and the CDOT Organizational Learning and Development unit.

- Monitor HR Actions As additional data becomes available from CDOT's SAP computer system, EO Center staff will be able to closely monitor promotions, demotions, disciplinary actions and separations to determine any trends or areas of concern.
- State of Colorado Universal Equal Opportunity Policies- In conjunction with reaffirmation of CDOT policies, the Center for EO will communicate the following new Universal State Personnel System Polices to all staff:
 - > Non-Discrimination
 - Sexual Harassment
 - > Anti-Harassment
 - > Americans with Disabilities Act Compliance Policy
 - Recruitment
 - > Equal Pay
- **Priorities for Layoff-** Colorado Personnel Board Rules require that affected employees be ranked as part of the layoff process. If two or more employees' rankings are tied after application of the Layoff Matrix, then the employee who is a member of a protected class in which the department has identified and existing underutilization of member of that protected class in that employee's current position, that employee shall be the higher ranked employee.



CDOT WORKFORCE ANALYSIS

Center for Equal Opportunity staff compile quarterly reports on CDOT workforce including, Workforce Summary and Utilization Analysis, and the annual EEO-4 (Attachment 6). These reports enable civil rights staff and managers throughout the agency to monitor trends and to identify problems and opportunities.

Workforce (Employee Profile)

The Employee Profile Summary Report (Attachment 4) profiles the CDOT workforce in eight categories by gender and ethnicity.

Utilization

With utilization analysis (Attachment 5) CDOT compares the available workforce in the pertinent geographic areas by gender, race and ethnic categories and Standard Occupational Code (SOC) to the CDOT workforce in gender, race and ethnic and Standard Occupational Code categories.

The Utilization counts shown in the highlighted bottom row for each Standard Occupational Code show the <u>number of employees</u> that we are under or over utilized in that job. EO Center staff is working to report Regional and Unit utilization data in addition to the Statewide data that is currently available.

Though CDOT employees generally reflect the available workforce, we remain underutilized in white female engineers. Other areas of underutilization include female Black and female Hispanic maintenance workers, and black males in the Engineering Technician series. Recruitment and training efforts continue to be a major focus in CDOT affirmative action programs and activities targeted to areas of underutilization including:

- Efforts to restructure jobs and establish entry level and trainee positions to facilitate progression within occupational areas
- Career counseling and guidance for employees
- Widely publicizing upward mobility programs and opportunities within each work unit and within the total organizational structure
- Active recruitment efforts to support and supplement those of the human resources department
- Maintaining contracts with organizations representing minority groups, women professional societies, and other sources of candidates



- > Ensuring that recruitment literature is relevant to all potential employees
- Analyzing the flow of applicants through the selection and appointment process
- Monitor voluntary separations to identify areas of adverse impact

EEO 4 Report

Salary distributions are compiled by gender, race and ethnicity and EEO categories in the EEO 4 report (Attachment 6) for September 2009.



ATTACHMENTS

Attachment No.	Description
1	Equal Opportunity Policy
2	Sexual Harassment Policy
3	Interviewing Policy
4	Employee Summary Report
5	Utilization Report
6	EEO4 Report



Equal Opportunity Policy (Attachment 1)



COLORADO DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVE PROCEDURAL DIRECTIVE

Subject

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Effective	Supersedes	Originating office
09-01-07	05-21-80	Center for Equal Opportunity

PURPOSE

- 1. To ensure that no person shall, on the grounds of race, color, religion, gender (including sexual harassment), sexual orientation, national origin, age, political affiliation, organizational membership, veteran's status, disability or other non-job related factor, be excluded from participation in, be denied the benefit of, or be subjected to discrimination or harassment under any program or activity receiving state or federal financial assistance directly or indirectly by CDOT.
- 2. To provide a policy that will standardize requirements by assuring uniform application and effective implementation of the provisions of the applicable state and federal Civil Rights Statutes.

SPECIFIC AUTHORITY

Primary impetus for equal opportunity and non-discrimination in accordance with:

- 1. Title VI of the Civil Rights Act of 1964
- 2. Federal-Aid Highway Act of 1968, Section 22(a)
- 3. Title VII of the Civil Rights Act of 1964, as amended
- 4. Presidential Executive Order 11246, as amended
- 5. Section 136(b) of the Federal-Aid Highway Act of 1970
- 6. Governor's Executive Order, April 1975
- 7. Rehabilitation Act of 1973, Section 503 and 504
- 8. Age Discrimination Act of 1975, as amended
- 9. Article XII, Section 13, State Constitution
- 10. Chapter 9: Rules and Regulations of the State Personnel System
- 11. CRS 24-34-402. Discriminatory or unfair employment practices
- 12. Colorado Civil Rights Commission standards and guidelines
- 13. American's with Disabilities Act of 1990

Number 600.0

APPLICABILITY

This directive applies to employees of the Colorado Department of Transportation and all divisions thereof and external employees of CDOT such as consultants and contractors.

POLICY

The Colorado Department of Transportation is committed to equal opportunity and non-discrimination under the law instituted by this state and the U.S. Congress. It is the responsibility of every person within the Department of Transportation to incorporate and implement actions of equal opportunity. The Colorado Department of Transportation's commitment to non-discrimination is essential in performing our duties to the State of Colorado and to serve the people. It is the policy of this Department to take an active role in instituting equal rights and non-discrimination of all people in accordance with the state and federal laws, and the policies of Congress.

Harassment is a form of employment discrimination that is prohibited by law and this policy. Harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age.

Harassment becomes unlawful where:

enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people. Offensive conduct may include, but is not limited to:

- offensive jokes, slurs, epithets or name calling
- physical assaults or threats (workplace violence and harassment procedures)
- intimidation
- ridicule or mockery
- insults or put-downs
- offensive objects or pictures
- interference with work performance.

Subject Number EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY 600.0

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a nonemployee. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

Regional Transportation Directors and Division Program Directors and subordinates will be responsible and accountable to the Executive Director for performing all official actions in a manner consistent with federal and state non-discrimination laws and policies within the spirit and letter of the Colorado Constitution.

IMPLEMENTATION

The policy stated herein shall be effective immediately and shall be implemented by all divisions of the Colorado Department of Transportation.

REVIEW DATE: September 2010

09/01/07

Executive Director

Human Resources Director

09/01/07

Sexual Harassment Policy (Attachment 2)



COLORADO DEPARTMENT OF TRANSPORTATION

POLICY DIRECTIVEPROCEDURAL DIRECTIVE

Subject			Number
SEXUAL H	ARASSMENT		603.1
Effective	Supersedes	Originating Office	
08-16-07	09-15-99	Center for Equal Opportunity	

PURPOSE

To prevent all forms of sexual harassment at CDOT.

AUTHORITY

Title VII of the Civil Rights Act of 1964 Executive Director, Colorado Department of Transportation Colorado Revised Statute 24-34-402 Discriminatory or Unfair Employment Practices

APPLICABILITY

This directive applies to all Divisions of the Colorado Department of Transportation (CDOT).

POLICY

It is the policy of the CDOT to provide and maintain for all employees a work environment free from all forms of sexual harassment. Sexual harassment is against the law. All CDOT employees and customers are expected to abide by the policy against sexual harassment. In addition, the State of Colorado and federal law prohibit retaliation against any employee because he or she has made a report of alleged sexual harassment; has testified, assisted or participated in any manner in an investigation of such report; or has opposed sexual harassment.

DEFINITIONS

Sexual harassment is a form of gender discrimination. It is defined as unwelcome sexual advances, requests for favors, and other unwelcome verbal and physical conduct based on an employee's sex when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; or
- submission to or rejection of such conduct is used as a basis for making employment decisions about a person; or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Subject	Number
SEXUAL HARASSMENT POLICY	603.0

Sexual harassment may be perpetrated by men or women of the same or opposite sex. Any employee (male or female) may be a victim of sexual harassment. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Quid Pro Quo – when a supervisor demands sexual favors and, if the employee does not comply, takes a tangible employment action against the employee such as:

- making a significant change in employment status, as in hiring firing, failing to promote,
- reassignment of significantly different responsibilities, or
- a decision causing a significant change in benefits.

Hostile work environment - involves workplace conditions that are sufficiently severe and pervasive to alter the conditions of the victim's employment and create an abusive work environment. A hostile work environment may include actions and or behavior such as:

- sexual advances or requests for social dates that are unwanted (this may include situations that began as reciprocal attractions, but later ceased to be reciprocal);
- sex -oriented physical contact or gestures such as touching, patting, or repeated brushing against the body;
- the (actual or electronic) display of sexually suggestive objects, pictures, cartoons or posters; viewing or transmitting sexually oriented subject matter is a violation of CDOT policy that may result in disciplinary action including termination.
- sexually oriented verbal comments, jokes, innuendoes or obscenities;
- sexually suggestive letters, notes, invitations, emails, electronic messages, displays or other written material;
- reprisals or threats after a negative response to sexual advances;
- sex-oriented entertainment appearing at the office or any other work-related site or function; and
- physical conduct such as impeding or blocking movement, touching or sexual assault.

Sexual harassment is conduct that meets the above criteria and interferes with an employee's:

- ability to do his or her work; or
- enjoyment of all work-related opportunities and benefits; or
- comfort level in his or her work environment.

Subject SEXUAL HARASSMENT POLICY

RESPONSIBILITIES

All CDOT employees should read and understand the sexual harassment policy.

EEO

The Headquarters Center for Equal Opportunity staff and the Regional Civil Rights Managers are responsible for receiving, investigating and acting on reports of sexual harassment. All claims of sexual harassment will be investigated.

Employee

An employee who is being sexually harassed should attempt to resolve the issue as soon as possible. If possible, and if safe, inform the person whose behavior or action is unwelcome or offensive to stop the offending behavior, and thereby informally resolve the issue. If the employee does not feel comfortable with approaching that person, or if the offending behavior continues, the employee should seek assistance from his/her supervisor (or any supervisor in the chain of command) **and/or** the Regional Civil Rights Manager or the Headquarters Center for Equal Opportunity (303-757-9303 or 1-800-925-3427). Employees may notify supervisors and civil rights professionals verbally, in writing, via personal e-mail, or EO@dot.state.co.us.

Managers/Supervisors

When a supervisor/manager receives a report or has knowledge of alleged harassment, the supervisor/manager will take action to correct the situation to the extent possible in a timely manner. The supervisor/manager will promptly notify the respective Civil Rights Office in writing when an employee has alleged discrimination, and describe any mitigating action taken. A manager/supervisor is responsible for reporting all allegations of sexual harassment to the appropriate Headquarters Center for Equal Opportunity (303-757-9303, 1-800-925-3427, EO@dot.state.co.us) or the Regional Civil Rights Manager. Managers/supervisors are also responsible for documenting the allegations and for respecting the privacy of all parties.

Managers and supervisors must also take prompt action to stop inappropriate and impermissible behavior, and must take effective action to prevent incidents of alleged harassment. Some actions to prevent sexual harassment include:

- Ensure that your staff completes required training.
- Consult with the Headquarters Center for Equal Opportunity (303-757-9303 or 1-800-925-3427) or your Regional Civil Rights Manager for assistance or specialized training.
- Establish a workplace atmosphere of respectful communication that supports CDOT Values.
- Be alert and sensitive to possible sexual harassment situations or offensive behavior.
- Be accessible and listen to employee concerns.

Appointing Authorities

All appointing authorities and civil rights professionals shall be responsible for the enforcement of this policy. This includes ensuring that the supervisor in question has taken proper steps to stop alleged sexual harassment and that all complaints are investigated according to the CDOT Civil Rights Complaint Investigation Procedural Directive 600.6.

Any employee who violates this policy may be subject to corrective and/or disciplinary action, up to and including termination.

CDOT expects all employees to treat each other with courtesy and respect.

IMPLEMENTATION

This policy shall be effective immediately and shall be implemented by all Divisions of the Colorado Department of Transportation.

<u>REVIEW DATE</u>: August 2010.

sece George

08/16/07

Executive Director

08/16/07

Human Resources Director

Interviewing Policy (Attachment 3)



COLORADO DEPARTMENT OF TRANSPORTATION

□ POLICY DIRECTIVE ■ PROCEDURAL DIRECTIVE

Subject

STANDARD PROCEDURES FOR INTERVIEWERS

Number 1221.1

•••••••••••••••••••••••••••••••••••••••			
Effective	Supersedes	Originating office	
01-01-2007	7-15-86	Center for Equal Opportunity/Center for Human Re Management	

PURPOSE

To establish objective, job-related and non-discriminatory interviewing techniques for CDOT personnel when interviewing prospective employees

AUTHORITY

Executive Director Civil Rights Act of 1964, as amended Equal Employment Opportunity Commission Age Discrimination in Employment Act Americans with Disabilities Act

PROCEDURES

Pre-Interview

- 1. Analyze job-related knowledge, skills and abilities unique to the position utilizing job specifications and job requirements as described in the Position Description Questionnaire (PDQ).
- 2. Identify job-related requirements that can be objectively measured. Prepare objective, job-related questions that are relevant to the position functions, duties, terms and conditions. Regional and Headquarters Civil Rights professionals are available to review interview questions. Some Regions may require that interview questions be reviewed by a Civil Rights professional before the interview. Do not ask questions regarding the applicant's gender, race, religion, national origin, marital status, parental status, age, sexual orientation, political affiliation, or disability.

NOTE: It is permissible under ADA (American's with Disabilities Act) to describe the duties of the position, or a particular duty or activity, and then ask, "Do you believe that you can do this?"

If the answer is "No", it is permissible to ask "Why", "Tell me more", or similarly objective questions. If the applicant can perform essential duties of the job with or without reasonable accommodation, then the applicant is qualified to perform and may be considered as any other applicant.

- 3. Develop a standard evaluation process that is based on objective criteria. Consider the resume, interview and references.
- 4. Regional and Headquarters Civil Rights and Human Resources professionals are available to assist in the panel selection and interview process. Notify Regional Civil Rights Managers of scheduled interviews. Regional Civil Rights Managers may choose to attend selected interviews. Schedule interview panel participants.
- 5. Review the application. If necessary, request an application or resume from the applicant prior to the scheduled interview time.

During Interview

- 1. Establish rapport with the applicant as a professional CDOT representative.
- 2. Provide a position overview and offer a description of the work unit.
- 3. Ask each applicant the questions you have prepared about the position duties, terms and conditions. Keep consistent. Ask follow up questions as appropriate.
- 4. Ask all selection panelists to take notes during the interview. Ensure that the selecting manager keeps all documentation for six months.
- 5. Review any additional terms and conditions of the position.
- 6. Answer applicant's questions about the job and the agency.
- 7. Inform the applicant when and how he or she will be notified of the selection results.

After Interview

1. Check three references for applicants seriously being considered for an appointment. When checking references, use standardized uniform inquiries to verify information that applicant has provided

STANDARD PROCEDURES FOR INTERVIEWERS

- 2. (see reference check requirements on CHRM web site).
- 3. Evaluate the applicant's qualifications, skills and performance against the job requirements. Employees should be selected on the basis of knowledge, skills, experience and overall performance characteristics that will best predict a successful job fit.
- 4. Obtain appropriate approvals for selection.
- 5. Notify all applicants of selection results (see sample letters on CHRM website).

REVIEW DATE: January 2011.

(Signature on File)

Subject

Executive Director, CDOT

(Signature on File)

Secretary, Transportation Commission

Employee Summary Report (Attachment 4)





Colorado Department of Transportation Employee Profile Summary Report As of September 30, 2010

	Blac	k	Americar or Ala		Asia	an	Hispan Latin		Whi	te	Hawaii Pacific Isl		Two or r Race		
	М	F	М	F	М	F	М	F	М	F	М	F	М	F	Total
Officials	0	0	0	0	0	0	0	2	19	8	0	0	0	0	29
Officials	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.9%	65.5%	27.6%	0.0%	0.0%	0.0%	0.0%	
Professionals	20	15	2	1	34	9	51	27	488	175	1	1	0	0	824
FIORSSIONAIS	2.4%	1.8%	0.2%	0.1%	4.1%	1.1%	6.2%	3.3%	59.2%	21.2%	0.1%	0.1%	0.1%	0.0%	
Technicians	4	3	5	2	4	0	47	13	200	43	2	0	0	0	323
Technicians	1.2%	0.9%	1.5%	0.6%	1.2%	0.0%	14.6%	4.0%	61.9%	13.3%	0.6%	0.0%	0.6%	0.0%	
Protective Service	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
FIDIECTIVE SELVICE	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Dereprofessionale	1	1	0	1	1	1	13	0	38	7	0	0	0	0	63
Paraprofessionals	1.6%	1.6%	0.0%	1.6%	1.6%	1.6%	20.6%	0.0%	60.3%	11.1%	0.0%	0.0%	0.0%	0.0%	
Clerical	0	6	0	0	0	4	3	27	8	121	0	2	0	0	171
Ciericai	0.0%	3.5%	0.0%	0.0%	0.0%	2.3%	1.8%	15.8%	4.7%	70.8%	0.0%	1.2%	0.0%	0.0%	
Skilled Croft	30	1	21	0	3	0	298	5	1209	40	2	0	0	0	1610
Skilled Craft	1.9%	0.1%	1.3%	0.0%	0.2%	0.0%	18.5%	0.3%	75.1%	2.5%	0.1%	0.0%	0.1%	0.0%	
Maintonance	2	0	0	0	0	0	3	2	2	1	0	0	0	0	10
Maintenance	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.0%	20.0%	20.0%	10.0%	0.0%	0.0%	0.0%	0.0%	
	57	26	28	4	42	14	415	76	1965	395	5	3	0	0	3031

Utilization (Attachment 5)





Colorado Department of Transportation Statewide Utilization Summary Report As of September 30, 2010

Oct 4, 2010

Census Title - Chief Exe	cutives	S					Standard	Occupati	on Code	1					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	0	0	1	0	0	0	0	0	Total
Census Availability by SOC	0.67%	0.19%	0.17%	0.10%	1.23%	0.26%	2.26%	0.94%	75.25%	18.64%	0.05%	0.00%	0.10%	0.14%	1
Parity Per Census	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.8	0.2	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.6	0.1	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	-0.01	0.00	0.00	0.00	-0.01	0.00	-0.02	-0.01	0.40	-0.15	0.00	0.00	0.00	0.00	1

Count CDOT Class Title

1 Dept Executive Director

Census Title - General a	nd Ope	erations	Manag	ers			Standard	Occupati	on Code	2					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	Group
Employee Total by SOC	0	0	0	0	0	0	0	2	18	8	0	0	0	0	Total
Census Availability by SOC	1.91%	0.37%	0.37%	0.05%	0.53%	0.27%	4.33%	1.83%	64.29%	25.20%	0.02%	0.00%	0.32%	0.48%	28
Parity Per Census	0.5	0.1	0.1	0.0	0.1	0.1	1.2	0.5	18.0	7.1	0.0	0.0	0.1	0.1	Running
4/5s Rule	0.4	0.1	0.1	0.0	0.1	0.1	1.0	0.4	14.4	5.6	0.0	0.0	0.1	0.1	Sum
Utilization (over or under)	-0.43	-0.08	-0.08	-0.01	-0.12	-0.06	-0.97	1.59	3.60	2.35	0.00	0.00	-0.07	-0.11	29

Count CDOT Class Title

28 Management

Census Title - Managers	;						Standard	Occupati	on Code	43					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	3	2	0	0	1	0	6	5	46	28	0	0	0	0	Total
Census Availability by SOC	1.53%	1.00%	0.27%	0.21%	0.80%	0.58%	3.79%	2.47%	57.76%	31.01%	0.01%	0.01%	0.15%	0.31%	91
Parity Per Census	1.4	0.9	0.2	0.2	0.7	0.5	3.4	2.2	52.6	28.2	0.0	0.0	0.1	0.3	Running
4/5s Rule	1.1	0.7	0.2	0.2	0.6	0.4	2.8	1.8	42.0	22.6	0.0	0.0	0.1	0.2	Sum
Utilization (over or under)	1.89	1.27	-0.20	-0.15	0.41	-0.42	3.24	3.20	3.95	5.43	-0.01	-0.01	-0.11	-0.23	120

Count CDOT Class Title

52 General Professional V

16 General Professional VI

22 General Professional VII

1 Temporary Aide

Census Title - Business	Operat	tions Sp	oecialis	ts			Standard	Occupati	on Code	73					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	5	11	1	1	1	2	14	20	119	108	0	1	0	0	Total
Census Availability by SOC	2.28%	3.66%	0.34%	0.46%	0.57%	0.69%	3.88%	7.54%	34.50%	43.75%	0.00%	0.09%	0.00%	0.57%	283
Parity Per Census	6.5	10.3	1.0	1.3	1.6	1.9	11.0	21.3	97.6	123.8	0.0	0.3	0.0	1.6	Running
4/5s Rule	5.2	8.3	0.8	1.0	1.3	1.6	8.8	17.1	78.1	99.1	0.0	0.2	0.0	1.3	Sum
Utilization (over or under)	-0.17	2.72	0.22	-0.03	-0.29	0.45	5.21	2.93	40.90	8.95	0.00	0.79	0.00	-1.29	403

10 General Professional I

39 General Professional II

87 General Professional III

85 General Professional IV

36 Program Assistant I

1 Project Planner I

19 Technician III

6 Temporary Aide

Census Title - Accounta	nts and	d Audito	ors				Standard	Occupati	ion Code	80					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	3	0	0	0	1	0	2	14	20	0	0	0	0	Total
Census Availability by SOC	0.90%	1.69%	0.09%	0.29%	0.68%	1.68%	1.95%	4.06%	35.76%	52.07%	0.03%	0.09%	0.10%	0.39%	40
Parity Per Census	0.4	0.7	0.0	0.1	0.3	0.7	0.8	1.6	14.3	20.8	0.0	0.0	0.0	0.2	Running
4/5s Rule	0.3	0.5	0.0	0.1	0.2	0.5	0.6	1.3	11.4	16.7	0.0	0.0	0.0	0.1	Sum
Utilization (over or under)	-0.29	2.46	-0.03	-0.09	-0.22	0.46	-0.62	0.70	2.56	3.34	-0.01	-0.03	-0.03	-0.12	443

Count CDOT Class Title

8 Accountant I

6 Accountant II

10 Accountant III

4 Accountant IV

6 Auditor III

3 Auditor IV

2 Auditor V

1 Controller II

Census Title - Budget A	nalysts	;					Standard	Occupati	on Code	82					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	1	0	0	0	0	0	0	0	9	7	0	0	0	0	Total
Census Availability by SOC	1.56%	2.60%	0.00%	0.00%	0.00%	0.00%	1.56%	7.80%	22.87%	54.05%	0.00%	0.00%	1.04%	0.00%	17
Parity Per Census	0.3	0.4	0.0	0.0	0.0	0.0	0.3	1.3	3.9	9.2	0.0	0.0	0.2	0.0	Running
4/5s Rule	0.2	0.4	0.0	0.0	0.0	0.0	0.2	1.1	3.1	7.4	0.0	0.0	0.1	0.0	Sum
Utilization (over or under)	0.79	-0.35	0.00	0.00	0.00	0.00	-0.21	-1.06	5.89	-0.35	0.00	0.00	-0.14	0.00	460

7 Budget & Policy Analyst III

3 Budget & Policy Analyst IV

2 Budget & Policy Analyst V

2 Budget Analyst I

3 Budget Analyst II

Census Title - Computer	r Suppo	ort Spec	cialists				Standard	Occupat	ion Code	104					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	1	0	0	0	2	1	1	1	11	4	0	0	0	0	Total
Census Availability by SOC	2.23%	1.46%	0.03%	0.08%	0.89%	1.25%	5.26%	3.60%	53.87%	29.83%	0.12%	0.00%	0.24%	0.28%	21
Parity Per Census	0.5	0.3	0.0	0.0	0.2	0.3	1.1	0.8	11.3	6.3	0.0	0.0	0.1	0.1	Running
4/5s Rule	0.4	0.2	0.0	0.0	0.1	0.2	0.9	0.6	9.1	5.0	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	0.63	-0.24	-0.01	-0.01	1.85	0.79	0.12	0.39	1.95	-1.01	-0.02	0.00	-0.04	-0.05	481

Count CDOT Class Title

2 IT Professional I

3 IT Professional II

3 IT Professional III

2 IT Professional IV

11 Technician IV

Census Title - Architects	5						Standard	Occupati	on Code	130					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	1	0	1	3	0	0	0	0	Total
Census Availability by SOC	1.08%	0.00%	0.90%	0.00%	1.35%	0.81%	2.78%	0.81%	70.33%	18.75%	0.00%	0.07%	0.27%	0.54%	5
Parity Per Census	0.1	0.0	0.0	0.0	0.1	0.0	0.1	0.0	3.5	0.9	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.0	0.0	0.0	0.0	0.1	0.0	0.1	0.0	2.8	0.7	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	-0.04	0.00	-0.04	0.00	-0.05	-0.03	0.89	-0.03	-1.81	2.25	0.00	0.00	-0.01	-0.02	486

Count CDOT Class Title

1 Architect I

1 Architect II

2 Landscape Architect I

1 Landscape Specialist

Census Title - Surveyors	s, Carto	ographe	ers, and	Photog	ramme	tris	Standard	Occupati	ion Code	131					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	4	1	32	1	0	0	0	0	Total
Census Availability by SOC	0.00%	0.23%	0.00%	0.00%	1.14%	0.00%	3.71%	0.23%	71.84%	15.39%	0.00%	0.00%	0.00%	0.00%	38
Parity Per Census	0.0	0.1	0.0	0.0	0.4	0.0	1.4	0.1	27.3	5.8	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.0	0.1	0.0	0.0	0.3	0.0	1.1	0.1	21.8	4.7	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	0.00	-0.07	0.00	0.00	-0.35	0.00	2.87	0.93	10.16	-3.68	0.00	0.00	0.00	0.00	524

Land Survey Intern I 4

5 Land Survey Intern II

Professional Land Surveyor I 16

11 Professional Land Surveyor II

2 **Temporary Aide**

Census Title - Civil Engi	neers						Standard	Occupati	on Code	136					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	10	2	2	0	28	5	32	7	296	39	1	0	0	0	Total
Census Availability by SOC	0.35%	0.28%	0.62%	0.00%	3.33%	0.21%	1.73%	0.69%	77.20%	13.51%	0.00%	0.00%	0.06%	0.14%	422
Parity Per Census	1.5	1.2	2.6	0.0	14.0	0.9	7.3	2.9	325.8	57.0	0.0	0.0	0.2	0.6	Running
4/5s Rule	1.2	0.9	2.1	0.0	11.2	0.7	5.8	2.3	260.6	45.6	0.0	0.0	0.2	0.5	Sum
Utilization (over or under)	8.83	1.06	-0.11	0.00	16.77	4.30	26.15	4.66	35.37	-6.62	1.00	0.00	-0.19	-0.47	946

Count **CDOT Class Title**

Civil Engineer Project Manager I--Constr 20

Civil Engineer Project Manager I--Design 5

30 Civil Engineer Project Manager II-Constr

Civil Engineer Project Manager II-Design 8

22 Engineer-In-Training I

Engineer-In-Training II 30

Engineer-In-Training III 29

Phys Sci Researcher/Scientist II 3

Professional Engineer I 164

82 Professional Engineer II

Professional Engineer III 23

6 **Temporary Aide**

Census Title - Electrical	and El	ectroni	cs Engi	neers			Standard	Occupati	ion Code	141					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	0	0	1	0	0	0	0	0	Total
Census Availability by SOC	1.54%	0.33%	0.44%	0.11%	4.17%	1.37%	5.32%	0.88%	74.32%	9.65%	0.11%	0.00%	0.22%	0.00%	1
Parity Per Census	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.7	0.1	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.6	0.1	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	-0.01	0.00	0.00	0.00	-0.03	-0.01	-0.04	-0.01	0.41	-0.08	0.00	0.00	0.00	0.00	947

Count CDOT Class Title

1 Electronic Engineer I

1 Report totals account for Certified, Probationary, Trial Service and Temporary but does not reflect data on vacant positions. * For additional descriptions reference legend at back of report

Census Title - Engineeri	ng Tec	hnician	s, Exce	pt Draft	ers		Standard	Occupati	on Code	155					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	2	1	4	2	7	1	43	3	170	27	2	0	0	0	Total
Census Availability by SOC	2.65%	0.88%	0.32%	0.32%	3.28%	1.01%	8.65%	1.70%	65.22%	13.32%	0.00%	0.25%	0.38%	0.05%	262
Parity Per Census	6.9	2.3	0.8	0.8	8.6	2.6	22.7	4.5	170.9	34.9	0.0	0.7	1.0	0.1	Running
4/5s Rule	5.6	1.9	0.7	0.7	6.9	2.1	18.1	3.6	136.7	27.9	0.0	0.5	0.8	0.1	Sum
Utilization (over or under)	-3.56	-0.85	3.34	1.34	0.12	-1.12	24.87	-0.57	33.29	-0.92	2.00	-0.53	-0.79	-0.11	1209

Engineering/Physical Sci Tec III-Non Geo 78

Engineering/Physical Sci Tech II-Geotech 1

Engineering/Physical Sci Tech II-Non Geo 53

Engineering/Physical Sci Tech I-Non Geo 44

9 Engr/Phys Sci Asst I

13 Engr/Phys Sci Asst II

Engr/Phys Sci Asst III 28

Phys Sci Researcher/Scientist I 2

Phys Sci Researcher/Scientist III 4

2 Phys Sci Researcher/Scientist IV

Temporary Aide 20

7 Utility Plant Operator I

Utility Plant Operator II 1

Census Title - Media and	d Comr	nunicat	ion Equ	ipment	Worker	'S	Standard	Occupat	ion Code	290					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	0	0	1	0	0	0	0	0	Total
Census Availability by SOC	1.27%	1.02%	0.20%	0.20%	1.02%	0.51%	4.07%	1.02%	63.52%	11.43%	0.00%	0.00%	1.02%	0.00%	1
Parity Per Census	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.6	0.1	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5	0.1	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	-0.01	-0.01	0.00	0.00	-0.01	0.00	-0.03	-0.01	0.49	-0.09	0.00	0.00	-0.01	0.00	1210

Count CDOT Class Title

Arts Professional II 1

Census Title - Security C	Guards						Standard	Occupati	on Code	392					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	0	0	1	0	0	0	0	0	Total
Census Availability by SOC	7.73%	2.35%	1.27%	0.20%	0.34%	0.24%	9.40%	3.82%	54.86%	14.78%	0.20%	0.00%	0.83%	0.15%	1
Parity Per Census	0.1	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.5	0.1	0.0	0.0	0.0	0.0	Runnina
4/5s Rule	0.1	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.4	0.1	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	-0.06	-0.02	-0.01	0.00	0.00	0.00	-0.08	-0.03	0.56	-0.12	0.00	0.00	-0.01	0.00	1211

Count CDOT Class Title

Security I 1

1 Report totals account for Certified, Probationary, Trial Service and Temporary but does not reflect data on vacant positions. * For additional descriptions reference legend at back of report

Census Title - Janitors a	nd Bui	ilding C	leaners				Standard	Occupati	on Code	422					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	Group
Employee Total by SOC	2	0	0	0	0	0	3	2	2	1	0	0	0	0	Total
Census Availability by SOC	4.71%	1.15%	0.83%	0.38%	1.49%	0.98%	19.72%	12.65%	39.56%	16.09%	0.07%	0.03%	0.48%	0.45%	10
Parity Per Census	0.5	0.1	0.1	0.0	0.1	0.1	2.0	1.3	4.0	1.6	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.4	0.1	0.1	0.0	0.1	0.1	1.6	1.0	3.2	1.3	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	1.62	-0.09	-0.07	-0.03	-0.12	-0.08	1.42	0.99	-1.16	-0.29	-0.01	0.00	-0.04	-0.04	1221

- 6 Custodian I
- 1 Custodian III
- 3 Temporary Aide

Census Title - Superviso	ors of A	dminis	trative S	Support	Staff		Standard	Occupati	ion Code	500					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	1	0	0	0	1	1	3	1	17	0	0	0	0	Total
Census Availability by SOC	1.56%	2.58%	0.07%	0.51%	0.29%	0.44%	4.46%	7.00%	22.38%	58.44%	0.08%	0.07%	0.14%	0.29%	24
Parity Per Census	0.4	0.6	0.0	0.1	0.1	0.1	1.1	1.7	5.4	14.0	0.0	0.0	0.0	0.1	Running
4/5s Rule	0.3	0.5	0.0	0.1	0.1	0.1	0.9	1.3	4.3	11.2	0.0	0.0	0.0	0.1	Sum
Utilization (over or under)	-0.30	0.51	-0.01	-0.10	-0.06	0.92	0.14	1.66	-3.30	5.78	-0.02	-0.01	-0.03	-0.06	1245

Count CDOT Class Title

- 10 Office Manager I
- 13 Program Assistant II
- 1 Temporary Aide

Census Title - Communi	cations	s Equip	ment O	perators	S		Standard	Occupati	on Code	503					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	1	0	0	0	0	0	4	0	4	0	0	0	0	0	Total
Census Availability by SOC	2.66%	0.00%	0.00%	0.00%	0.00%	0.00%	1.33%	3.98%	7.30%	17.93%	0.00%	0.00%	0.00%	0.00%	9
Parity Per Census	0.2	0.0	0.0	0.0	0.0	0.0	0.1	0.4	0.7	1.6	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.2	0.0	0.0	0.0	0.0	0.0	0.1	0.3	0.5	1.3	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	0.81	0.00	0.00	0.00	0.00	0.00	3.90	-0.29	3.47	-1.29	0.00	0.00	0.00	0.00	1254

Count CDOT Class Title

6 Production III

2 Production IV

1 Production V

Census Title - Bookkeep	oing, A	ccountii	ng, and	Auditin	g Clerk	S	Standard	Occupati	on Code	512					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	2	0	1	0	0	0	6	5	13	0	0	0	0	Total
Census Availability by SOC	0.61%	2.11%	0.00%	0.55%	0.36%	0.93%	0.58%	7.81%	7.59%	77.20%	0.00%	0.07%	0.13%	0.49%	27
Parity Per Census	0.2	0.6	0.0	0.1	0.1	0.3	0.2	2.1	2.0	20.8	0.0	0.0	0.0	0.1	Running
4/5s Rule	0.1	0.5	0.0	0.1	0.1	0.2	0.1	1.7	1.6	16.7	0.0	0.0	0.0	0.1	Sum
Utilization (over or under)	-0.13	1.54	0.00	0.88	-0.08	-0.20	-0.13	4.31	3.36	-3.68	0.00	-0.02	-0.03	-0.11	1281

4 Accounting Technician II

21 Accounting Technician III

1 Accounting Technician IV

1 Temporary Aide

Census Title - Stock Cle	rks and	d Order	Fillers				Standard	Occupati	on Code	562					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	4	1	8	3	0	0	0	0	Total
Census Availability by SOC	4.22%	1.58%	0.41%	0.41%	0.76%	0.76%	12.01%	8.22%	41.88%	25.85%	0.05%	0.02%	0.71%	0.25%	16
Parity Per Census	0.7	0.3	0.1	0.1	0.1	0.1	1.9	1.3	6.7	4.1	0.0	0.0	0.1	0.0	Runnina
4/5s Rule	0.5	0.2	0.1	0.1	0.1	0.1	1.5	1.1	5.4	3.3	0.0	0.0	0.1	0.0	Sum
Utilization (over or under)	-0.54	-0.20	-0.05	-0.05	-0.10	-0.10	2.46	-0.05	2.64	-0.31	-0.01	0.00	-0.09	-0.03	1297

Count CDOT Class Title

- 1 Materials Handler I
- 6 Materials Handler II
- 6 Materials Handler III
- 3 Materials Supervisor

Census Title - Computer	[·] Opera	tors					Standard	Occupati	ion Code	580					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	1	0	2	2	5	0	2	0	0	Total
Census Availability by SOC	2.75%	2.84%	0.38%	0.47%	0.66%	1.52%	3.51%	6.54%	38.21%	31.10%	0.19%	0.00%	0.76%	0.08%	12
Parity Per Census	0.3	0.3	0.0	0.1	0.1	0.2	0.4	0.8	4.6	3.7	0.0	0.0	0.1	0.0	Running
4/5s Rule	0.3	0.3	0.0	0.0	0.1	0.1	0.3	0.6	3.7	3.0	0.0	0.0	0.1	0.0	Sum
Utilization (over or under)	-0.26	-0.27	-0.04	-0.05	-0.06	0.85	-0.34	1.37	-1.67	2.01	-0.02	2.00	-0.07	-0.01	1309

Count CDOT Class Title

11 Data Specialist

1 Technician V

Census Title - Office and	d Admi	nistrativ	ve Supp	ort Wo	rkers		Standard	Occupati	on Code	593					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	3	0	0	0	2	2	17	4	72	0	0	0	0	Total
Census Availability by SOC	0.60%	2.00%	0.14%	0.93%	0.74%	2.23%	3.25%	7.39%	20.90%	55.37%	0.00%	0.09%	0.19%	0.65%	100
Parity Per Census	0.6	2.0	0.1	0.9	0.7	2.2	3.3	7.4	20.9	55.4	0.0	0.1	0.2	0.7	Running
4/5s Rule	0.5	1.6	0.1	0.7	0.6	1.8	2.6	5.9	16.7	44.3	0.0	0.1	0.1	0.5	Sum
Utilization (over or under)	-0.48	1.40	-0.11	-0.74	-0.59	0.22	-0.60	11.09	-12.72	27.70	0.00	-0.07	-0.15	-0.52	1409

1 Administrative Assistant I

17 Administrative Assistant II

78 Administrative Assistant III

4 Temporary Aide

Census Title - Carpenter	rs						Standard	Occupati	on Code	623					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	3	1	0	0	0	0	15	1	13	5	0	0	0	0	Total
Census Availability by SOC	0.97%	0.03%	0.80%	0.08%	0.48%	0.00%	20.96%	0.30%	72.21%	1.50%	0.17%	0.00%	0.56%	0.00%	38
Parity Per Census	0.4	0.0	0.3	0.0	0.2	0.0	8.0	0.1	27.4	0.6	0.1	0.0	0.2	0.0	Running
4/5s Rule	0.3	0.0	0.2	0.0	0.1	0.0	6.4	0.1	22.0	0.5	0.1	0.0	0.2	0.0	Sum
Utilization (over or under)	2.71	0.99	-0.24	-0.02	-0.15	0.00	8.63	0.91	-8.95	4.54	-0.05	0.00	-0.17	0.00	1447

Count CDOT Class Title

- 24 General Labor I
- 6 Structural Trades I
- 5 Structural Trades III
- 4 Temporary Aide

Census Title - Electricia	ns						Standard	Occupati	on Code	635					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	Group
Employee Total by SOC	4	0	1	0	0	0	12	0	48	0	0	0	0	0	Total
Census Availability by SOC	2.12%	0.03%	0.43%	0.03%	0.75%	0.00%	12.16%	0.29%	76.63%	2.12%	0.18%	0.00%	0.72%	0.00%	65
Parity Per Census	1.4	0.0	0.3	0.0	0.5	0.0	7.9	0.2	49.8	1.4	0.1	0.0	0.5	0.0	Running
4/5s Rule	1.1	0.0	0.2	0.0	0.4	0.0	6.3	0.1	39.8	1.1	0.1	0.0	0.4	0.0	Sum
Utilization (over or under)	2.90	-0.01	0.78	-0.01	-0.39	0.00	5.68	-0.15	8.15	-1.10	-0.09	0.00	-0.37	0.00	1512

Count CDOT Class Title

17 Electrical Trades I

19 Electrical Trades II

8 Electrical Trades III

3 Electronics Specialist I

10 Electronics Specialist II

4 Electronics Specialist III

3 Electronics Specialist IV

1 Temporary Aide

Census Title - Pipelayers	s, Plum	nbers, P	ipefitte	rs			Standard	Occupati	ion Code	644					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	Group
Employee Total by SOC	0	0	0	0	0	0	1	0	9	0	0	0	0	0	Total
Census Availability by SOC	2.46%	0.00%	0.42%	0.00%	0.29%	0.00%	19.05%	0.24%	69.48%	1.92%	0.13%	0.00%	0.63%	0.00%	10
Parity Per Census	0.2	0.0	0.0	0.0	0.0	0.0	1.9	0.0	6.9	0.2	0.0	0.0	0.1	0.0	Running
4/5s Rule	0.2	0.0	0.0	0.0	0.0	0.0	1.5	0.0	5.6	0.2	0.0	0.0	0.1	0.0	Sum
Utilization (over or under)	-0.20	0.00	-0.03	0.00	-0.02	0.00	-0.52	-0.02	3.44	-0.15	-0.01	0.00	-0.05	0.00	1522

9 Pipe/Mech Trades II

1 Pipe/Mech Trades III

Census Title - Helpers, C	Constru	uction T	rades				Standard	Occupati	on Code	660					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	0	0	2	0	0	0	0	0	Total
Census Availability by SOC	1.62%	0.00%	0.00%	0.00%	0.00%	0.00%	22.09%	0.00%	29.89%	3.25%	0.00%	0.00%	0.26%	0.00%	2
Parity Per Census	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.6	0.1	0.0	0.0	0.0	0.0	Running
4/5s Rule	0.0	0.0	0.0	0.0	0.0	0.0	0.4	0.0	0.5	0.1	0.0	0.0	0.0	0.0	Sum
Utilization (over or under)	-0.03	0.00	0.00	0.00	0.00	0.00	-0.35	0.00	1.52	-0.05	0.00	0.00	0.00	0.00	1524

Count CDOT Class Title

- 1 General Labor II
- 1 General Labor III

Census Title - Highway	Mainte	nance V	Vorkers				Standard	Occupati	on Code	673					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	Group
Employee Total by SOC	25	0	20	0	2	0	254	3	1043	34	2	0	0	0	Total
Census Availability by SOC	0.37%	0.37%	0.92%	0.00%	0.37%	0.00%	16.65%	0.73%	54.17%	1.65%	0.00%	0.00%	0.15%	0.00%	1383
Parity Per Census	5.1	5.1	12.7	0.0	5.1	0.0	230.3	10.1	749.2	22.8	0.0	0.0	2.0	0.0	Running
4/5s Rule	4.0	4.0	10.1	0.0	4.0	0.0	184.3	8.1	599.4	18.2	0.0	0.0	1.6	0.0	Sum
Utilization (over or under)	20.95	-4.05	9.88	0.00	-2.05	0.00	69.73	-5.10	443.63	15.78	2.00	0.00	-1.62	0.00	2907

- Count CDOT Class Title
 - 1 Equipment Operator II

135 Equipment Operator III

- 25 Equipment Operator IV
- 43 LTC Operations I
- 11 LTC Operations II
- 2 LTC Trainee III
- 1 LTC Trainee IV
- 1 Pipe/Mech Trades I
- 8 Structural Trades II
- 6 Temporary Aide
- 802 Transportation Maintenance I
- 251 Transportation Maintenance II
- 97 Transportation Maintenance III

Census Title - Heavy Vel	hicle a	nd Mob	ile Equi	pment S	Service	Те	Standard	Occupati	ion Code	722					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	Group
Employee Total by SOC	0	0	0	0	1	0	15	0	93	0	0	0	0	0	Total
Census Availability by SOC	1.50%	0.00%	0.87%	0.00%	0.10%	0.00%	11.35%	0.10%	66.71%	0.87%	0.25%	0.00%	0.25%	0.00%	109
Parity Per Census	1.6	0.0	1.0	0.0	0.1	0.0	12.4	0.1	72.7	1.0	0.3	0.0	0.3	0.0	Running
4/5s Rule	1.3	0.0	0.8	0.0	0.1	0.0	9.9	0.1	58.2	0.8	0.2	0.0	0.2	0.0	Sum
Utilization (over or under)	-1.30	0.00	-0.76	0.00	0.91	0.00	5.11	-0.09	34.83	-0.76	-0.22	0.00	-0.22	0.00	3016

2 Equipment Mechanic I

9 Equipment Mechanic II

96 Equipment Mechanic III

2 Equipment Mechanic IV

Census Title - Machinist	S						Standard	Occupati	on Code	803					
Ethnicity / Gender	BM	BF	IM	IF	AM	AF	HM	HF	WM	WF	NM	NF	2M	2F	'Group
Employee Total by SOC	0	0	0	0	0	0	3	0	11	0	0	0	0	0	Total
Census Availability by SOC	2.23%	0.24%	0.40%	0.00%	2.15%	0.40%	13.27%	0.64%	64.92%	2.15%	0.06%	0.00%	0.64%	0.16%	14
Parity Per Census	0.3	0.0	0.1	0.0	0.3	0.1	1.9	0.1	9.1	0.3	0.0	0.0	0.1	0.0	Running
4/5s Rule	0.2	0.0	0.0	0.0	0.2	0.0	1.5	0.1	7.3	0.2	0.0	0.0	0.1	0.0	Sum
Utilization (over or under)	-0.25	-0.03	-0.04	0.00	-0.24	-0.04	1.51	-0.07	3.73	-0.24	-0.01	0.00	-0.07	-0.02	3030

Count CDOT Class Title

13 Machining Trades II

1 Machining Trades III

Ethnicity Legend

- B Black or African American
- AI American Indian or Alaska Native
- A Asian
- H Hispanic or Latino
- W White
- NH- Native Hawiian or Other Pacific Islander
- 2 Two or more races

Census Legend

- A) Total number of employees for SOC
- B) Employee total segmented by ethnicity gender
- C) Census availability % qualified workers in CO by ethnicity and gender Percent directly from US 2000 Census
- D) Parity per census same number of employees at CDOT vs. census (A x C)
- E) 4/5 rule FHWA allows CDOT to meet 80% parity (D x 80%)
- F) Utilization number of employees over/under census parity

(B – E)

EEO4 Report (Attachment 6)





	Salary Range:	BM	BF	IM	IF	AM	AF	НМ	HF	WM	WF	NHM	NHF	2M	2F	Total
Officials	\$102,000 >	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	\$105,048 >	0	0	0	0	0	0	0	2	9	4	0	0	0	0	15
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0°	0.0%	0.0%	13.3%	60.0%	26.7%	0.0%	0.0%	0.0%	0.0%	
	\$123,600 >	0	0	0	0	0	0	0	0	8	2	0	0	0	0	10
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	20.0%	0.0%	0.0%	0.0%	0.0%	
	\$135,840 >	0	0	0	0	0	0	0	0	1	2	0	0	0	0	3
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0°	0.0%	0.0%	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%	0.0%	
	Total :	0	0	0	0	0	0	0	2	19	8	0	0	0	0	29
	Percent:	0.0%	0.0%	0.0%	0.0%	0.0°	0.0%	0.0%	6.9%	65.5%	27.6%	0.0%	0.0%	0.0%	0.0%	



	Salary Range:	BM	BF	IM	IF	AM	AF	НМ	HF	WM	WF	NHM	NHF	2M	2F	Total
Professionals	\$35,820 >	1	2	0	0	0	0	2	0	6	6	0	1	0	0	18
	% of Range TTL	5.6%	11.1%	0.0%	0.0%	0.0%	0.0%	11.19	0.0%	33.3%	33.3%	0.0%	5.6%	0.0%	0.0%	
	\$45,516 >	3	6	0	0	4	2	4	9	73	48	1	0	0	0	150
	% of Range TTL	2.0%	4.0%	0.0%	0.0%	2.7%	1.3%	2.7%	6.0%	48.7%	32.0%	0.7%	0.0%	0.0%	0.0%	
	\$60,096 >	5	4	0	0	2	4	11	7	108	54	0	0	0	0	195
	% of Range TTL	2.6%	2.1%	0.0%	0.0%	1.0%	2.1%	5.6%	3.6%	55.4%	27.7%	0.0%	0.0%	0.0%	0.0%	
	\$75,000 >	5	3	2	1	16	1	19	6	152	42	0	0	0	0	247
	% of Range TTL	2.0%	1.2%	0.8%	0.4%	6.5°,	0.4%	7.7%	2.4%	61.5%	17.0%	0.0%	0.0%	0.0%	0.0%	
	\$90,048 >	5	0	0	0	5	0	12	5	73	20	0	0	0	0	120
	% of Range TTL	4.2%	0.0%	0.0%	0.0%	4.2%	0.0%	10.0%	4.2%	60.8%	16.7%	0.0%	0.0%	0.0%	0.0%	
_	\$105,216 >	1	0	0	0	7	2	3	0	76	5	0	0	0	0	94
	% of Range TTL	1.1%	0.0%	0.0%	0.0%	7.4%	2.1%	3.2%	0.0%	80.9%	5.3%	0.0%	0.0%	0.0%	0.0%	
	Total :	20	15	2	1	34	9	51	27	488	175	1	1	0	0	824
	Percent:	2.4%	1.8%	0.2%	0.1%	4.19	1.1%	6.2%	3.3%	59.2%	21.2%	0.1%	0.1%	0.0%	0.0%	

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	Salary Range:	BM	BF	IM	IF	AM	AF	НМ	HF	WM	WF	NHM	NHF	2M	2F	Tota
Technicians	\$28,583 >	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	\$31,872 >	2	3	1	1	0	0	11	4	29	13	1	0	0	0	6
	% of Range TTL	3.1%	4.6%	1.5%	1.5%	0.0°,	0.0%	16.9%	6.2%	44.6%	20.0%	1.5%	0.0%	0.0%	0.0%	
	\$45,048 >	2	0	3	1	3	0	14	8	81	19	0	0	0	0	13
	% of Range TTL	1.5%	0.0%	2.3%	0.8%	2.3%	0.0%	10.7%	6.1%	61.8%	14.5%	0.0%	0.0%	0.0%	0.0%	
	\$60,696 >	0	0	1	0	1	0	19	0	78	11	1	0	0	0	11
	% of Range TTL	0.0%	0.0%	0.9%	0.0%	0.9%	0.0%	17.1%	0.0%	70.3%	9.9%	0.9%	0.0%	0.0%	0.0%	
	\$75,900 >	0	0	0	0	0	0	2	1	12	0	0	0	0	0	1
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0°,	0.0%	13.3%	6.7%	80.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	Total :	4	3	5	2	4	0	47	13	200	43	2	0	0	0	32
	Percent:	1.2%	0.9%	1.5%	0.6%	1.2%	0.0%	14.6%	4.0%	61.9%	13.3%	0.6%	0.0%	0.0%	0.0%	
Protective Service	\$27,288 >	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
rotective Service	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	-	1
	Total :	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	Percent:	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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Report totals account for Certified, Probationary, Trial Service and Temporary positions. *Hourly wages are annualized (based on 2080 hrs/yr) *Salary starts at lowest in

hrs/yr) *Salary starts at lowest in Classification and increments every \$15,000.



	Salary Range:	BM	BF	IM	IF	AM	AF	НМ	HF	WM	WF	NHM	NHF	2M	2F	Total
Paraprofessionals	\$24,600 >	0	0	0	0	0	1	3	0	12	2	0	0	0	0	18
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%	16.7%	0.0%	66.7%	11.1%	0.0%	0.0%	0.0%	0.0%	
	\$31,296 >	1	1	0	1	0	0	9	0	17	4	0	0	0	0	33
	% of Range TTL	3.0%	3.0%	0.0%	3.0%	0.0%	0.0%	27.3%	0.0%	51.5%	12.1%	0.0%	0.0%	0.0%	0.0%	
	\$45,948 >	0	0	0	0	1	0	1	0	9	1	0	0	0	0	12
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	8.3%	0.0%	8.3%	0.0%	75.0%	8.3%	0.0%	0.0%	0.0%	0.0%	
	Total :	1	1	0	1	1	1	13	0	38	7	0	0	0	0	63
	Percent:	1.6%	1.6%	0.0%	1.6%	1.6%	1.6%	20.6%	0.0%	60.3%	11.1%	0.0%	0.0%	0.0%	0.0%	
		1														
Clerical	\$30,360 >	0	3	0	0	0	3	2	16	5	73	0	2	0	0	104
	% of Range TTL	0.0%	2.9%	0.0%	0.0%	0.0°	2.9%	1.9%	15.4%	4.8%	70.2%	0.0%	1.9%	0.0%	0.0%	
	\$45,216 >	0	3	0	0	0	1	1	11	3	48	0	0	0	0	67
	% of Range TTL	0.0%	4.5%	0.0%	0.0%	0.0%	1.5%	1.5%	16.4%	4.5%	71.6%	0.0%	0.0%	0.0%	0.0%	
	Total :	0	6	0	0	0	4	3	27	8	121	0	2	0	0	171
	Percent:	0.0%	3.5%	0.0%	0.0%	0.0°	2.3%	1.8%	15.8%	4.7%	70.8%	0.0%	1.2%	0.0%	0.0%	

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	Salary Range:	BM	BF	IM	IF	AM	AF	НМ	HF	WM	WF	NHM	NHF	2M	2F	Tota
Skilled Craft	\$22,296 >	2	0	0	0	0	0	3	0	4	1	0	0	0	0	10
	% of Range TTL	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.0%	0.0%	40.0%	10.0%	0.0%	0.0%	0.0%	0.0%	
	\$30,360 >	17	1	11	0	1	0	167	3	711	25	2	0	0	0	938
	% of Range TTL	1.8%	0.1%	1.2%	0.0%	0.1%	0.0%	17.8%	0.3%	75.8%	2.7%	0.2%	0.0%	0.0%	0.0%	
	\$45,252 >	8	0	8	0	1	0	104	2	418	12	0	0	0	0	553
	% of Range TTL	1.4%	0.0%	1.4%	0.0%	0.2%	0.0%	18.8%	0.4%	75.6%	2.2%	0.0%	0.0%	0.0%	0.0%	
	\$60,504 >	3	0	2	0	1	0	22	0	71	2	0	0	0	0	101
	% of Range TTL	3.0%	0.0%	2.0%	0.0%	1.0%	0.0%	21.8%	0.0%	70.3%	2.0%	0.0%	0.0%	0.0%	0.0%	
	\$78,156 >	0	0	0	0	0	0	2	0	5	0	0	0	0	0	7
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	28.6%	0.0%	71.4%	0.0%	0.0%	0.0%	0.0%	0.0%	
	Total :	30	1	21	0	3	0	298	5	1209	40	2	0	0	0	1609
	Percent:	1.9%	0.1%	1.3%	0.0%	0.2%	0.0%	18.5%	0.3%	75.1%	2.5%	0.1%	0.0%	0.0%	0.0%	
		1														
Maintenance	\$20,675 >	2	0	0	0	0	0	2	2	2	1	0	0	0	0	9
	% of Range TTL	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%	22.2%	22.2%	22.2%	11.1%	0.0%	0.0%	0.0%	0.0%	
	\$35,148 >	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
	% of Range TTL	0.0%	0.0%	0.0%	0.0%	0.0°,	0.0%	100.0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
	Total :	2	0	0	0	0	0	3	2	2	1	0	0	0	0	10
	Percent:	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	30.0%	20.0%	20.0%	10.0%	0.0%	0.0%	0.0%	0.0%	

Total Employees : 3030

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