



Agenda Item No. 1

To: Rules, Policy and Industrial Relations Committee/Committee of the Whole
Meeting of October 9, 2009

From: Susan Spencer, Employee Relations and Diversity Programs Administrator
Z. Wayne Johnson, Deputy General Manager, Administration & Development
Celia G. Kupersmith, General Manager

Subject: **APPROVE ADOPTION OF THE 2009-2012 AFFIRMATIVE ACTION PLAN**

Recommendation

It is recommended that the Board of Directors approve the new Affirmative Action Plan (AAP) for the period of July 1, 2009, through June 30, 2012, and authorize submittal of the AAP to the Federal Transportation Administration (FTA), as required.

Background

In accordance with the requirements set forth in FTA Circular 4704.1, "Equal Employment Opportunity Program Guidelines for Grant Recipients" dated July 26, 1988, the District is required to submit an AAP to the FTA every three years for review and approval. In compliance with this reporting requirement, the Employee Relations and Diversity Programs Office reviewed and updated the AAP that ended as of June 30, 2009. The new AAP covers the three-year timeframe of July 1, 2009, through June 30, 2012. The AAP identifies underutilization in the areas of women and minorities using 2000 Census data; and sets forth goals and strategies to address areas of underutilization. While this project was undertaken in compliance with federal requirements, it is important to note that the AAP also provides a key management opportunity to lay out guidance for the organization's growth and development. Copies of the complete Affirmative Action Plan 2009-2012 are available for review in the Office of the District Secretary.

Based on the analysis undertaken in compliance with the regulations, the District is doing quite well, with an overall representation of total employees showing 43% minority and 24% women. This represents a 1% increase for both minorities and women from the previous plan year. The District's labor force is divided into seven EEOC designated job categories. With the assistance of a nationally recognized consultant, Biddle and Associates, District data was cleaned up to better align job titles with job categories, and to set up electronic data capture. Past years AAPs were largely manually prepared.

We are pleased to report that the District achieved its employment goals in the following areas: women in the Executive category; women and minorities in the Technicians category and minorities in the Skilled Crafts category. On the other hand, the District has identified an underutilization of minorities in the Executive category; women in the Protective Services category; women in the Skilled Crafts category and women in the Service Occupations category. The District is not alone in being challenged to recruit and hire women into these largely non-traditional roles, but remains committed to making progress against the goals. At the Executive level, the District did hire a minority male last year, as a Deputy General Manager, and will stay cognizant of the goal when other opportunities to hire arise.

The AAP also includes employee and applicant data by residence. The employee residence data shows that the majority of District employees reside in one of five (5) counties: Sonoma, Marin, San Francisco, Solano and Contra Costa. Compared to the 2006 data, there was a 2% decrease of employees residing in Marin County. The majority of applicants come from Sonoma, Marin, Contra Costa and Alameda Counties, with the largest increase from 2006 coming from Sonoma County and the largest decrease coming from San Francisco County.

To address the underutilization of minorities and women in certain job categories, the Employee Relations and Diversity Programs Office and the Human Resources Department will continue to review current external recruitment strategies to identify effective and innovative ways to attract qualified women and minorities to the District's applicant pool. The District will also identify strategies to improve upon our external outreach efforts for veterans and qualified individuals with disabilities. Recruitment, selection and testing practices will also be reviewed during this plan period. Employee development and training programs will continue to be offered to employees to prepare them for lateral and promotional positions.

Lastly, District policies and procedures related to EEO and Affirmative Action are being reviewed and updated to reflect any regulatory language changes and to ensure alignment with both the letter and spirit of the regulations and the District's policy statement. The EEO/Affirmative Action Policy Statement has been updated for inclusion in the AAP and is attached to this report.

Attached to this report is a presentation that staff will provide to the Rules Committee on October 9, 2009.

Upon approval by the Board of Directors, the AAP will be submitted to the Federal Transit Administration for review and acceptance.

Fiscal Impact

There is no fiscal impact associated with this report. By submitting the AAP at this time, the District remains eligible for future federal grant funds.

Attachments:

- October 9, 2009, Presentation to the Rules Committee
- EEO/Affirmative Action Policy Statement

CHAPTER A: POLICY STATEMENT
41 C.F.R. §§ 60-250.44(a); 60-741.44(a)

It is the policy of the Golden Gate Bridge, Highway and Transportation District (the “District”) to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, marital status, pregnancy, medical condition, sexual orientation, veteran status, disability or participation in a protected activity. This commitment includes ensuring a nondiscriminatory workplace where individuals are valued for their differences as well as their similarities. In addition, the District shall continue to ensure that any new facilities are constructed so as to be readily accessible to persons with disabilities and shall make reasonable accommodation to applicants or employees with disabilities and to applicants’ or employees’ religious needs in accordance with the law.

It is the policy of the District that employment activities be administered in a manner designed to attract and retain competent, dedicated officers and employees, to assure that appointments and promotions are based upon merit and ability, to eliminate mediocrity, and to provide incentives that encourage all employees to perform up to their capacity. District policies and procedures also provide for equal employment opportunity and state that all persons, regardless of race, color, religion, sex, national origin, age, marital status, pregnancy, medical condition, sexual orientation, veteran status, disability or participation in a protected activity, shall have equal access to employment opportunities at the District, limited only by their ability to do the job. The District shall make a voluntary effort to ensure that positions in competitive service are genuinely and equally accessible to qualified persons.

The District will also ensure decisions involving recruiting, hiring, training and promotions are made in a nondiscriminatory manner. The District will ensure that all personnel actions relating to compensation, benefits, transfers, terminations and education are administered in a nondiscriminatory manner. These good faith efforts will enhance the likelihood that the District’s workforce fairly represents the racial/ethnic and gender distribution of persons in the relevant labor market who possess requisite job skills.

General Manager, Celia G. Kupersmith, and District management have adhered to and will continue to adhere to these policies. Responsibility for the implementation of the equal employment opportunity policies and affirmative action plan (EEO/AAP) rests with the District’s Employee Relations and Diversity Programs Administrator. However, all Deputy General Managers (DGM), directors, department managers, administrators and supervisors are responsible for carrying out the EEO/AAP within their respective department. The Board of Directors expects each DGM, director, manager, administrator, supervisor and employee to ensure compliance with the EEO/AAP.

Albert J. Boro
 President, Board of Directors

Date



AFFIRMATIVE ACTION PLAN REVIEW

2009 through 2012



Presented by:

Susan Spencer, **Employee Relations & Diversity Program Administrator**



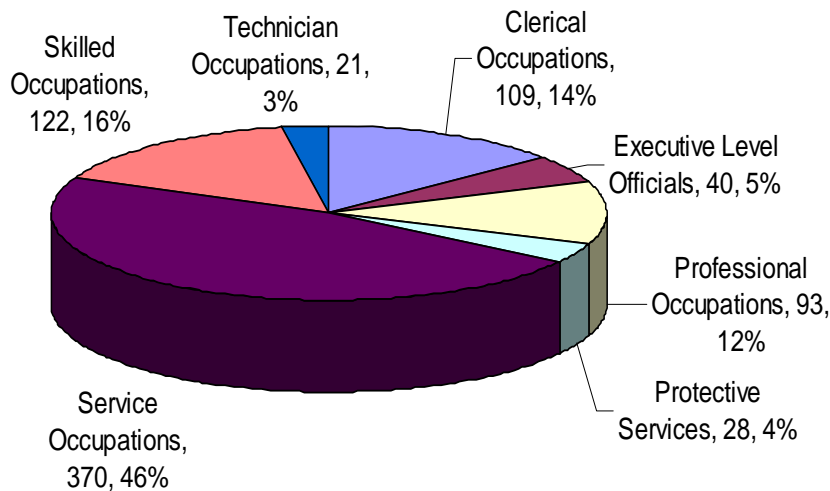
AFFIRMATIVE ACTION PLAN

- ❖ Eliminates barriers to employment opportunities for women, minorities, veterans and qualified disabled persons.
- ❖ Identifies disparity between incumbency women and minority employees and the availability of women and minorities in our local counties.
- ❖ Sets goal-oriented action steps to ensure steps are taken to achieve a representative balance between incumbency and availability.
- ❖ Benefits to the District:
 - ✓ Compliance with the U.S. Dept. of Transportation Regulations (3 yr. Plan)
 - ✓ Protects access to Federal and State funding resources
 - ✓ Ensures fair and equal opportunities for applicants and employees
 - ✓ Avoids discrimination, intentional or inadvertent
 - ✓ Develops a workforce that is representative of our local counties
 - ✓ Supports Diversity in the Workplace
 - ✓ Reinforces District Values



WHERE WE ARE NOW

Regular Employee Population by Job Category



Executive: DGM, Auditor, Director, Manager, Dist. Secty, Superintendent

Professional: Accountant, Administrator, Engineer, Analyst, Planner, Vessel Master, Transportation Supervisor

Technician: Dispatcher, Systems Administrator, Art Supervisor, Electronics Supervisor

Protective Services: Lieutenant, Patrol Officer, Sergeant

Clerical: Admin. Asst., Bridge Officer, Storekeeper, Office Specialist, Payroll Specialist, Scheduling Coordinator, Ticket Agt.

Skilled: Carpenter, Painter, Mechanic, Electrician, Ironworker, Operating Engineer

Service: Bus Operator, Laborer, Deckhand, Servicer, Terminal Asst.

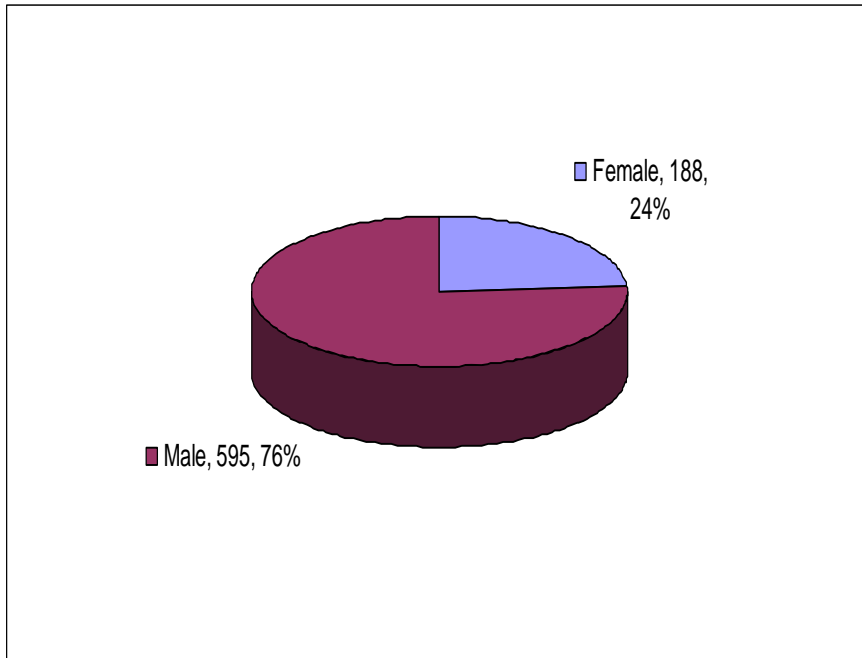
783 Regular Employees (Board-authorized filled positions)



CURRENT DIVERSITY PROFILE

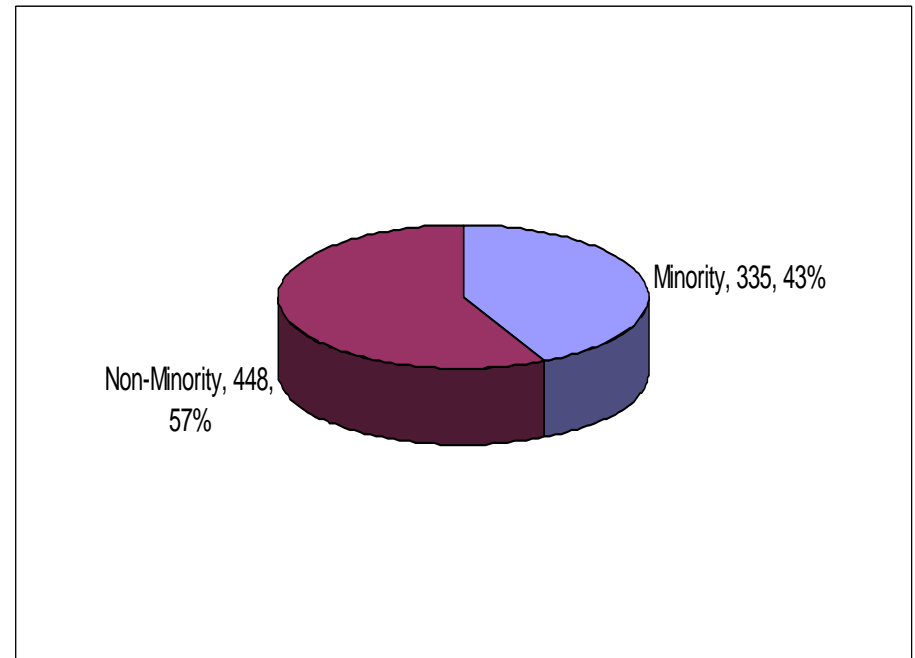
Regular Employees (783)

Employees by Gender (188)



Availability of Females = 35%

Employees by Race (335)

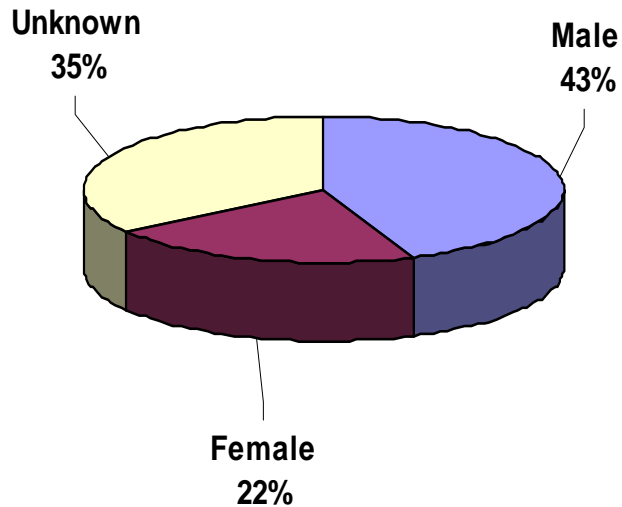


Availability of Minorities = 36%

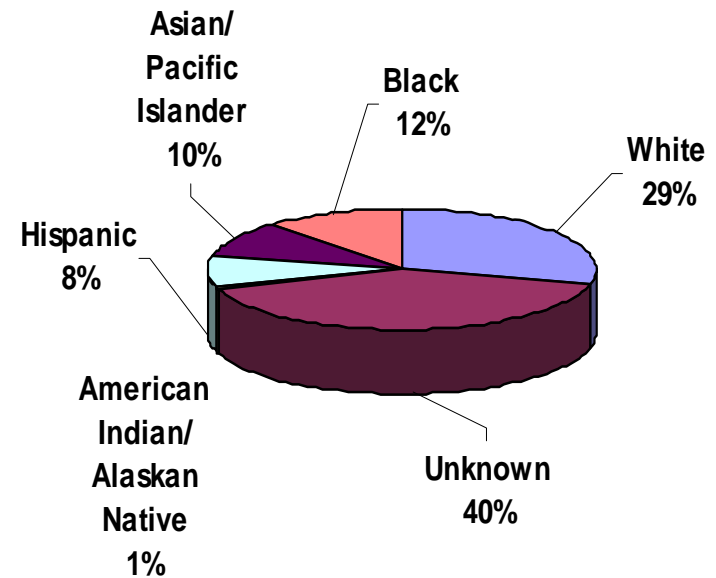


Applicant Tracking

Applicants by Gender



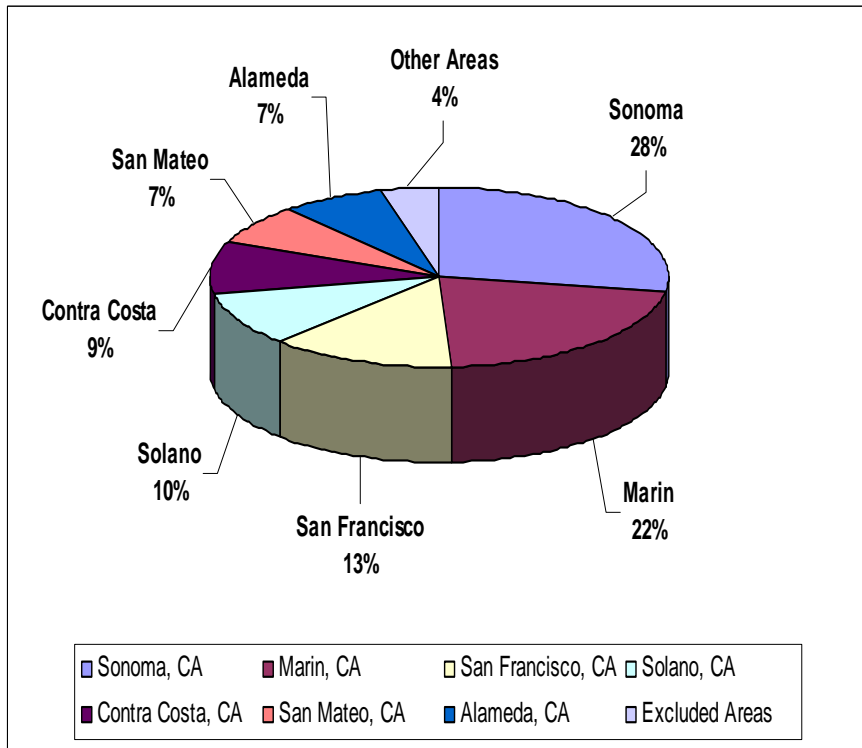
Applicants by Race



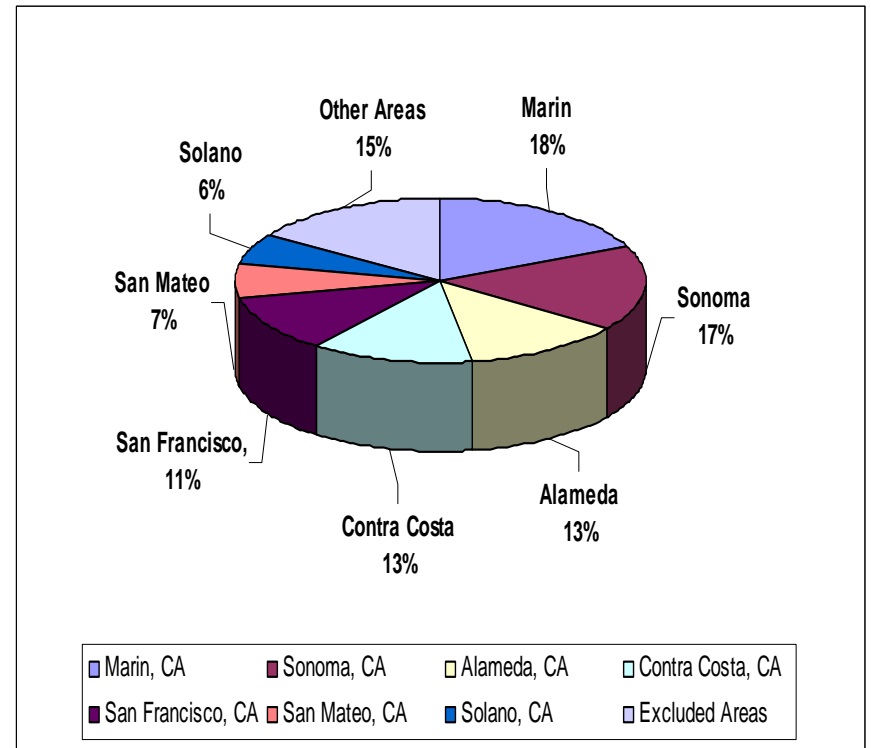


Employee & Applicant by Residence

Employee (783)



Applicant (3338)





Affirmative Action Steps

- ❖ Identify areas of underutilization
- ❖ Establish placement goals
- ❖ Identify employee and community outreach
 - ❖ Internal training to better prepare employees for promotional opportunities
 - ❖ External outreach to underrepresented groups
 - ❖ Mentorship, Internship and Apprenticeship



Affirmative Action Plan Goals

Golden Gate Bridge District is a Diverse Workplace

2006 – 2009 Plan Goals

- ❖ Executives
 - ❖ Increase Women & Minorities
 - ✓ Goal Met for Women
- ❖ Professionals
 - ✓ No Goal Needed
- ❖ Technicians
 - ❖ Increase Women & Minorities
 - ✓ Goal Met for Women & Minorities
- ❖ Protective Services
 - ❖ Increase Women
- ❖ Skilled Crafts
 - ❖ Increase Women & Minorities
 - ✓ Goal Met for Minorities
- ❖ Service Occupations
 - ❖ Increase Women

2009 – 2012 Plan Goals

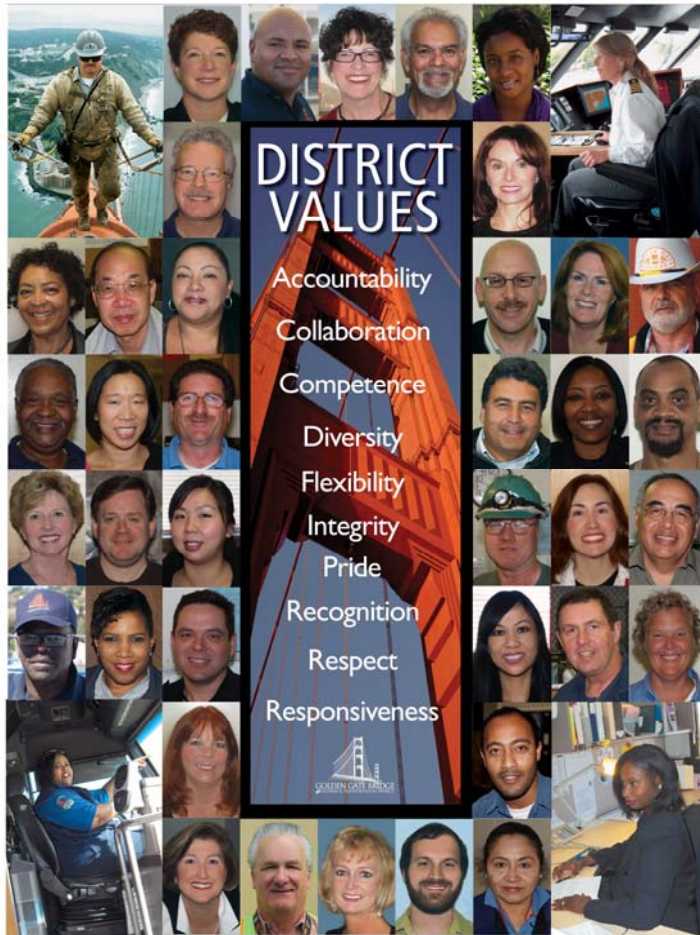
- ❖ Executives
 - ❖ Increase Minorities by .5%
- ❖ Professionals
 - ✓ No Goal Needed
- ❖ Technicians
 - ✓ No Goal Needed
- ❖ Protective Services
 - ❖ Increase Women by 10%
- ❖ Skilled Crafts
 - ❖ Increase Women by .25%
- ❖ Service Occupations
 - ❖ Increase Women by .08%



Implementation Strategies

- Meet with managers to review underutilization of women and minorities
- External outreach to women, minority, veteran & disability groups
- Training opportunities for internal candidates
- Examine recruitment and new hire selection practices
- Ensure testing methods are valid and do not result in discrimination
- Review applicant flow data to determine fair and equitable treatment in the selection process
- Review promotional and termination data ensure nondiscrimination

Thank You



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