



**THE  
EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM  
OF  
CAPITAL AREA TRANSIT SYSTEM (CATS)**

**March 1, 2018**

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## **INTRODUCTION**

Equal opportunity for all is an American ideal. Equal Employment Opportunity (EEO) in public service is a basic personnel system principle which takes into consideration both applicants and employees based on job-pertinent individual differences and not on the basis of extraneous factors, such as race, color, religion, national origin, sex, age or disability.

The mere passive prohibition of discriminatory practices is not enough to effectuate the principle of equal opportunity. An affirmative action program is needed to achieve this goal. This calls for top level administrative direction, practical plans for specific steps to be taken, vigorous administration at all levels of supervision, and evaluation of operations.

The scope of an affirmative action plan must encompass not only elements of the personnel system but also the related management factors. The development of the plan should include attention to recruitment, selection, appointment, promotion, and other personnel procedures, department and agency functions in relation to job structuring, and training plans to ensure opportunities to improve skills needed at current job levels and to develop potential for promotion.

Capital Area Transit System (CATS) is an equal opportunity employer. As such, CATS will recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, religion, national origin, sex, age or disability. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity.

This EEO Program document will provide prior employment information as of June 30, 2017.



## **Section A. Statement of Policy**

Capital Area Transit System (CATS) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

CATS' Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

CATS is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As CATS' Chief Executive Officer (CEO), I maintain overall responsibility and accountability for CATS' compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Darrell Brown, CATS Chief Administrative Officer as CATS' EEO Officer. Mr. Brown will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All CATS' executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring CATS' EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. CATS will evaluate its managers' and supervisors' performance on their successful implementation of CATS' policies and procedures, in the same way CATS assesses their performance regarding other agency goals.

CATS is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

  
\_\_\_\_\_  
William "Bill" Deville  
CATS Chief Executive Officer

3/1/18  
\_\_\_\_\_  
Date

## **Section B--Dissemination of Policy**

### **Internal Dissemination**

CATS will communicate the existence of its EEO policy and program to employees, applicants, and potential applicants by:

- Providing written communications from the CEO.
- Posting official EEO materials (e.g., Federal and state labor laws poster(s) and the agency's policy statement) on bulletin boards, near time clocks, in employees' breakrooms, and in the personnel office.
- Including the EEO policy statement on the agency's website and on its employee portal, in reports and in manuals.
- Meeting with top management officials (e.g., bus operations, human resources, finance, etc.) semiannually to discuss the EEO program and its implementation.
- Meeting with all employees and affinity groups to seek input on the program implementation.
- Conducting annual EEO training for employees and for managers. The Human Resources Department will provide an agenda for the training and require attendees to sign-in on a sheet showing date and time attended.
- Conducting EEO training for all new supervisors or managers within 90 days of their appointment.
- Providing a copy of the policy to new employees and having them sign a form acknowledging they have read and understand the policy.

### **External Dissemination**

When there is outreach or advertising to recruitment entities, CATS will disseminate their EEO policy to those entities. All recruitment ads must state that the agency "is an equal employment opportunity employer."

## **Section C--Designation of Responsibility for EEO program**

CATS' EEO Officer's name and contact information will be published on all internal and external communications regarding CATS' EEO Program. This will include publishing the EEO Officer's contact information prominently in both print and electronic communications, such as the agency's website. The EEO Officer will be provided a generic e-mail address, [EEO.Officer@brcats.com](mailto:EEO.Officer@brcats.com), in addition to a name-based e-mail address.

### **EEO Officer; responsibilities**

The EEO Officer identified in CATS' policy statement is Darrell Brown. Mr. Brown has direct access to the Chief Executive Officer and has the following qualifications:

- Sensitivity to, and subject-matter expertise of, the varied ways in which discrimination occurs.
- Total commitment to EEO program goals and objectives.
- Knowledge of civil rights laws, policies, rules, regulations and guidelines.
- Sufficient authority and the ability to work and communicate with others (e.g., department heads) to achieve EEO goals and objectives.

The EEO Officer shall:

- Develop the EEO policy statement and a written EEO program.
- Assist management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
- Design, implement, and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed.
- Review the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
- Concur in the hiring and promotion process.
- In conjunction with human resources, periodically review employment practices and policies, complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures and union agreements.
- Report at least semiannually to the CEO on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
- Serve as liaison between the agency; Federal, state, parish, and local governments; regulatory agencies; and community groups representing minorities, women, and persons with disabilities, and others.
- Maintain awareness of current EEO laws and regulations, and ensure the laws and regulations affecting nondiscrimination are disseminated to responsible officials.
- Investigate complaints of EEO discrimination and attain EEO investigative training to effectively handle this matter.
- Ensure CATS provides EEO training for employees and managers.
- In conjunction with human resources, advise employees and applicants of available training programs and professional development opportunities and the entrance requirements.
- Audit postings of the EEO policy statement to ensure compliance information is posted and up to date.

#### CATS' managers: responsibilities

All CATS' managers will be required to:

- Participate actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives.

### Human Resources (HR) Director: responsibilities

Trina Bowie, the HR Director shall maintain the ongoing work force analysis charts, delineating personnel changes by job category and then by race, national origin, and sex. She will also work with the EEO Officer in setting up the goals and timetables needed for EEO purposes. The HR Director will continually do career counseling and ensure that employees receive adequate training to perform their functions.

### CATS' organizational chart

CATS' organizational chart has been inserted as Attachment A.

## **Section D**

### **Utilization Analysis**

This chart is inserted as Attachment B.

## **Section E--Goals and Timetables**

Over the past few years, CATS has experienced a considerable amount of turnover in its Human Resources (HR) Department. In fact, over that timeframe, three different African American females have headed that department. The last HR Director vacated the job in January 2017. Unfortunately, between January and April 2017, every member of the HR Department, except the least experienced HR Partner, resigned unexpectedly.

During the period of November 2017 to April 2017, CATS hired two senior managers and an HR Director (i.e., a Chief Administrative Officer (black male), Chief Operating Officer (black male) and HR Director (black female)). As of the date of this report, the appropriate HR records pertaining to those positions are either lost or incomplete at best. Consequently, the numbers reported for this period do not include the actual or estimated quantity or demographic classifications of the other applicants for those positions. Going forward, CATS will ensure that these types of records are properly maintained and related employment activities are accurately reported.

### **Four-fifths adverse Impact Summary**

- Potential adverse impact in Professionals—in selection of males; in selection of white males
- Potential adverse impact in Technicians—in selection of white females and black females
- Potential adverse impact in Administrative Support – in selection of black males
- Potential adverse impact in Skilled Craft – in selection of black males
- Potential adverse impact in Service Maintenance – in selection of black females



CATS will utilize this summary detail to enhance its recruitment efforts in the future. CATS' goal is to hire at least one additional person in the areas identified as potential adverse impact areas within the next twenty-four months.

### **Section F--Assessment of Employment Practices**

In analyzing its total employment practices, CATS has not determined any barriers to making its good faith efforts to meet EEO goals. CATS has been very close to achieving these goals and has made strides to improve its efforts. It is CATS' policy to make all employment decisions without bias or discrimination.

During the last few years, CATS has continued to place a high emphasis on diversity and EEO goals and expectations. Minorities and women have not been excluded from any CATS' sponsored activities and programs and such programs are fully integrated.

#### **Overview of CATS' Employment Practices**

CATS' HR Department is responsible for filling all vacant positions at the transit system.

Employment advertisements are placed on CATS' website, in the Baton Rouge Advocate newspaper and on various other online websites.

All employment ads clearly state that CATS is an Equal Opportunity Employer.

Applicant screening and selection is carried out under the direction of the HR Director. CATS hires the most qualified candidate, whether internal or external. The HR Director works with the department head to select the pool of qualified candidates.

Newly hired employees are trained in accordance with the needs of the position being filled.

All disciplinary actions are reviewed by the HR Department. Disciplinary actions are maintained in the employee's personnel file.

#### **Future Recruiting Efforts**

Emphasis will be given to seeking and encouraging qualified women and men, minority, and disabled applicants to apply at CATS. Job announcement will be given to minority organizations, women's organizations, minority representatives at the State of Louisiana Employment Division, and to the State of Louisiana Department of Vocational Rehabilitation.

CATS' employment application form will be in conformance with the law. When job announcements are advertised, they will include a statement that CATS is an Equal Employment Opportunity employer.

Conviction information will not automatically preclude the possibility of employment with CATS, but rather is considered only as the type of offense may be related to job requirements.

Race, color, religion, sex, age, national origin, or disabilities are not factors in determining qualifications.

CATS is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

CATS' department heads, directors, and managers will assist in identifying problem areas, being actively involved with underrepresented community groups, participating in employment audits, and making sure the agency's policies and procedures are followed. Department heads, directors, and managers will also review employee qualifications, participate in the review and/or investigation of complaints, and conduct career counseling.

The HR Director and the EEO Officer will evaluate on a semi-annual basis CATS' progress towards the established goals. The EEO Officer will inform the rest of the leadership team, including the Chief Executive Officer, on how CATS is doing.

### **Section G--Monitoring and Reporting System**

Based upon the performance objectives and performance standards of this plan, the EEO Officer shall monitor Capital Area Transit System's performance relative to hiring and training. A semi-annual report shall be prepared for the CEO on the status of the EEO program.

CATS' HR Department will regularly keep the EEO Officer informed on hires, promotions, disciplinary actions, terminations, suspensions, demotions, etc. with a breakdown on race, color, national origin, disability, sex, etc.

CATS' EEO Officer will track complaints based on race, color, national origin, sex, religion, age, and disability. The EEO Officer will discuss and resolve these complaints with the appropriate management staff, and the CEO.

### **Section H--Discrimination Complaint Processing**

All employees shall be free from any or all restraint, interference, coercion, or reprisal on the part of their associates, supervisors and department heads in making any complaint or appeal in serving as representatives of an appellant, in appearing as witnesses or in seeking information. The above principles apply with equal force after a complaint has been adjudicated. Should these principles be violated, the facts shall be brought to the attention of CATS by the appellant, his representative or the person affected so that appropriate action may be taken.

Informal complaints shall be adjudicated generally at the department manager level. When an informal complaint is received by a manager, the manager shall advise the complainant of the proper grievance and appeals process to be followed and ensure that the complainant has full understanding of the process. The manager shall try to settle the grievant complaint within the department.

If no resolution can be formulated at this level, a written grievant complaint should be filled out by the complainant within 180 calendar days of the alleged discriminatory act giving rise to the complaint and forwarded to the EEO Officer for complaint processing.

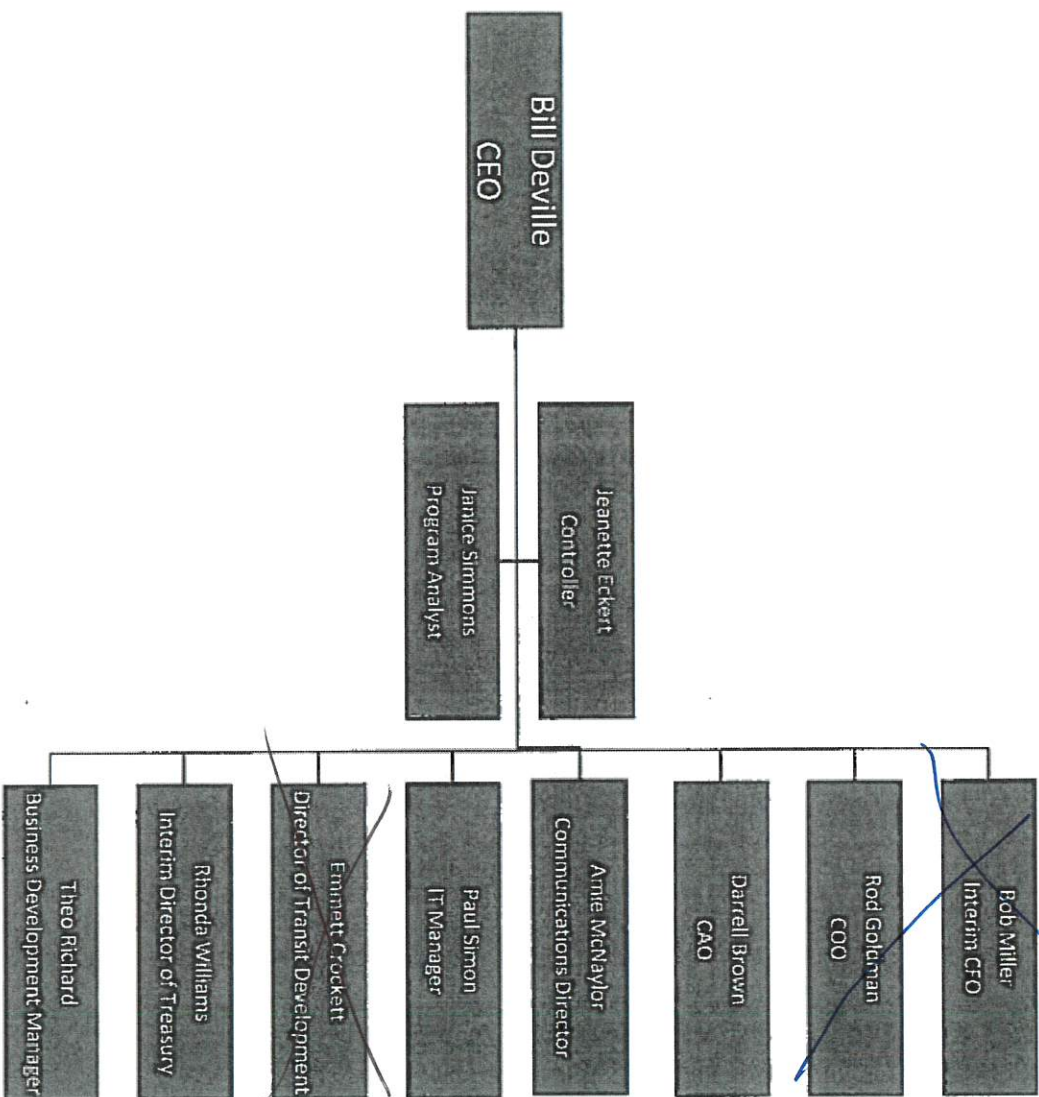
The EEO Officer shall ensure prompt investigation of each written complaint filed with his office. The EEO Officer has 45 days to complete the investigation and respond to the complaint. The EEO Officer will investigate the complaint and make a determination on the action to be taken. If the EEO Officer determines that the complaint is not valid or no discriminatory act has occurred, he may dismiss the charge with a written letter to the complainant. If, after an investigation of the complaint, the EEO Officer has found that an act of discrimination has occurred, the EEO Officer will recommend CATS take immediate action to remedy the situation. Any employee who is found to have violated this policy may be subject to disciplinary action, up and including termination from employment.

Within five (5) working days of notification of the decision made by the EEO Officer, the complainant, if having determined that the EEO Officer's decision is not satisfactory, may request, in writing, a formal appeal to the Chief Executive Officer (CEO) for final judgment. The discrimination appeal processing shall be subject to the approval of and/or subsequent modification by the CEO.

Retaliation against applicants and employees who file a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Attachment A

# Chief Executive Officer



CATS

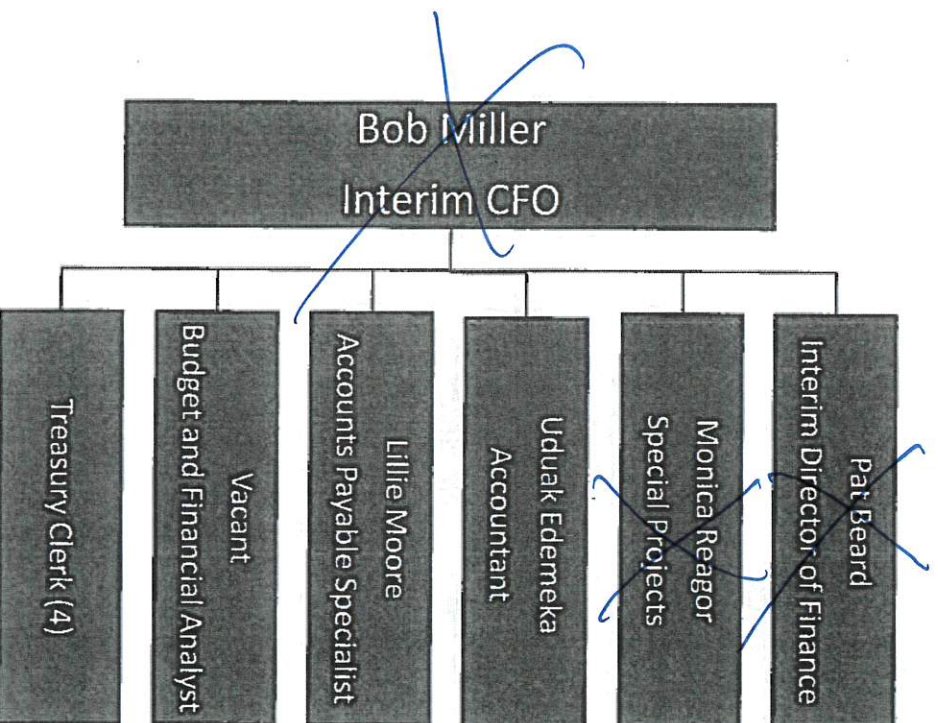
CONNECTING PEOPLE TO THE RIGHT SYSTEM

Connecting you to what matters.

V 9.22.2017

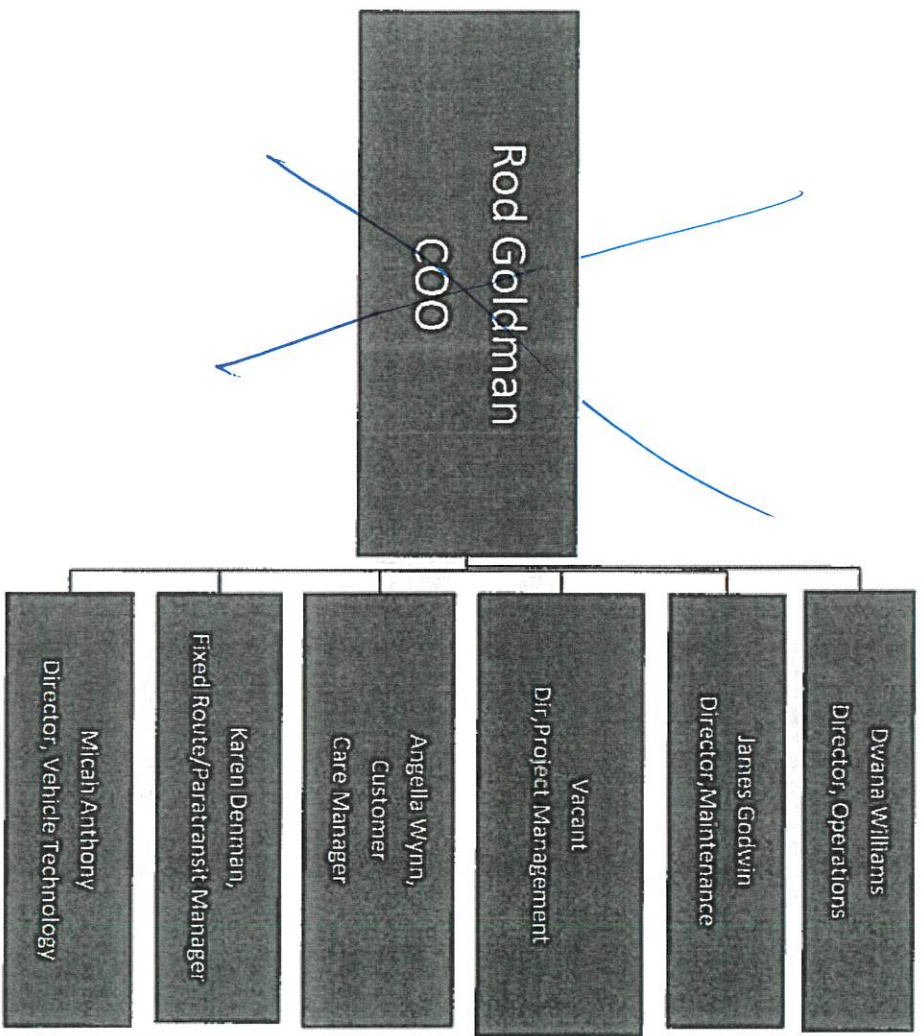
Attachment A

# Chief Financial Officer



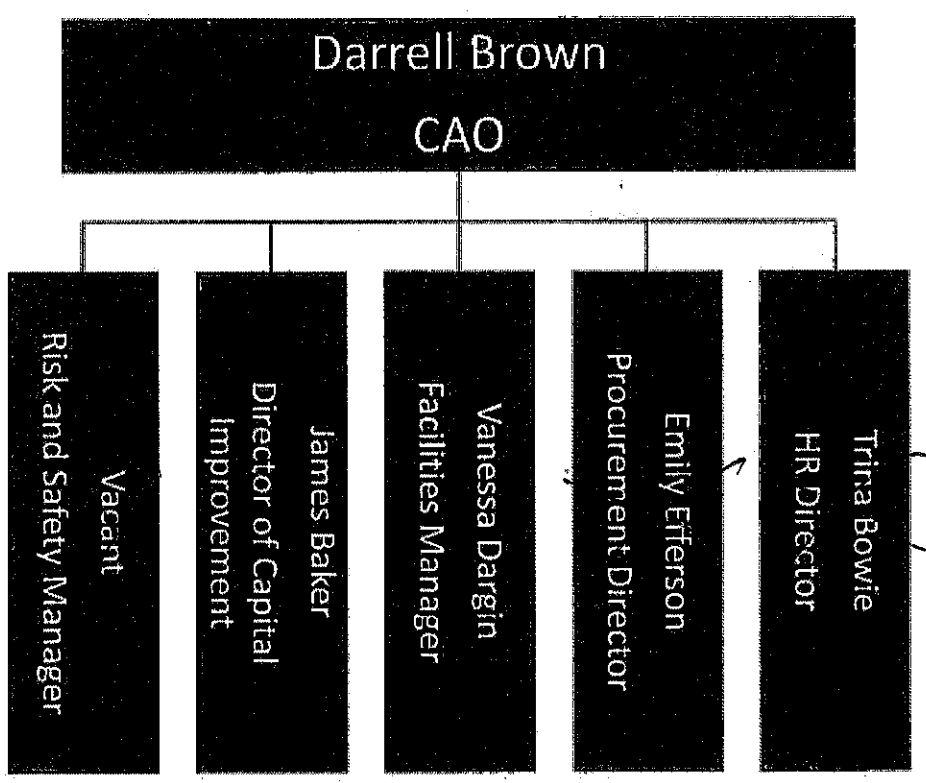
Attachment A

# Chief Operating Officer



*Get ahead with it*

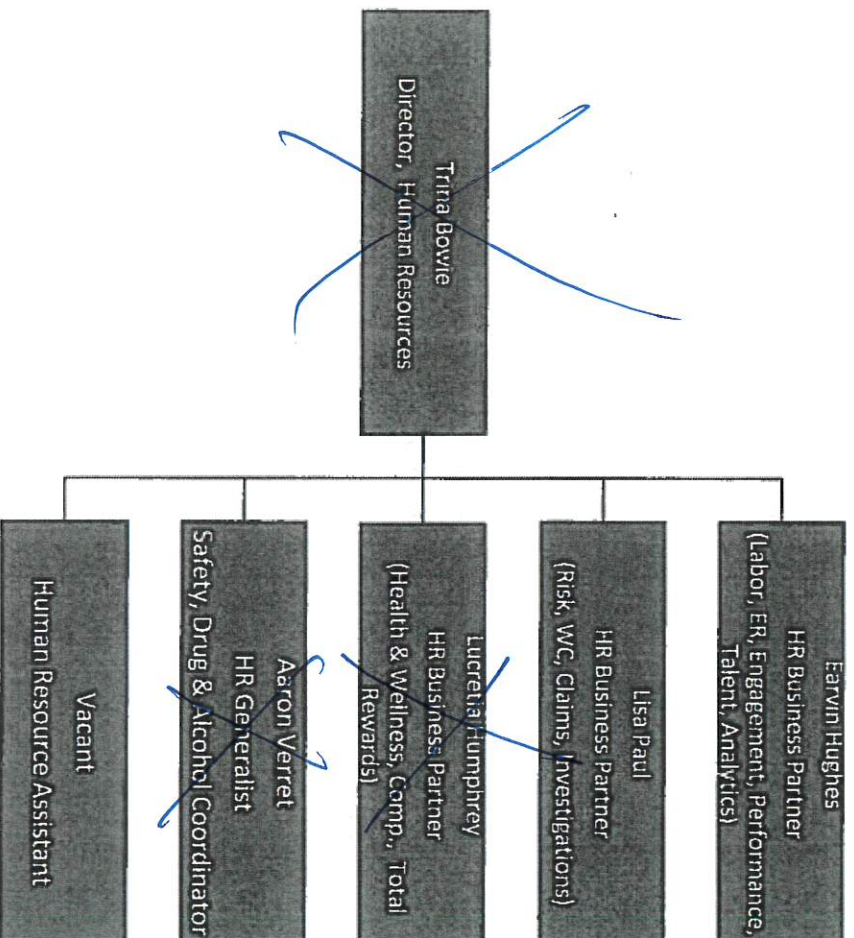
# Chief Administrative Officer





Attachment A

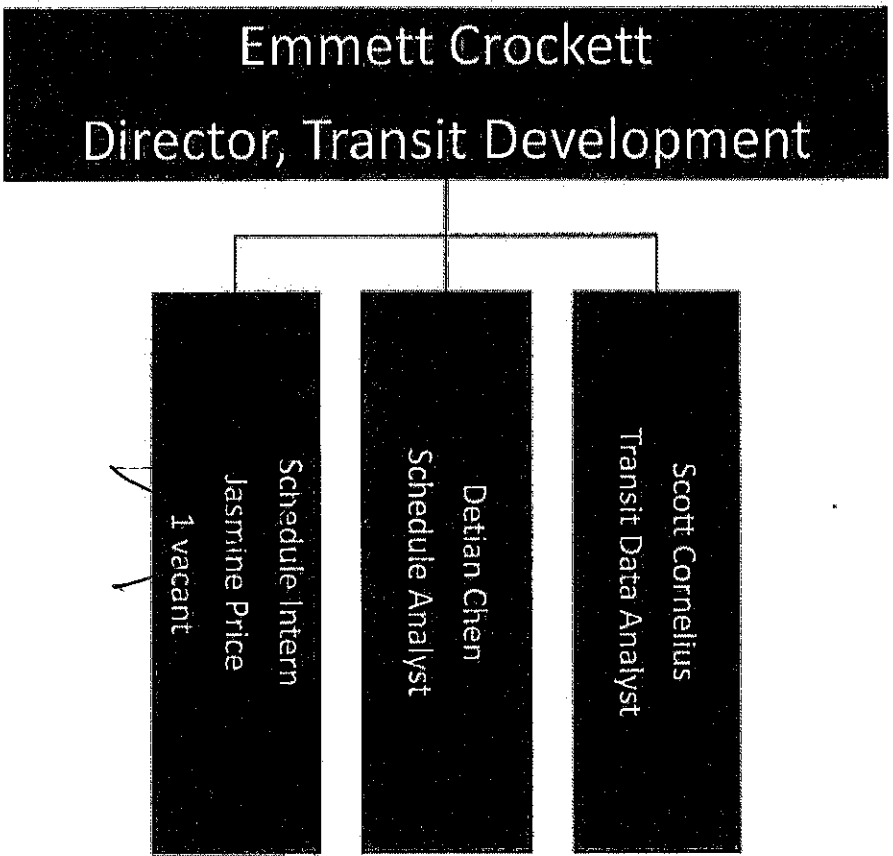
# Human Resources





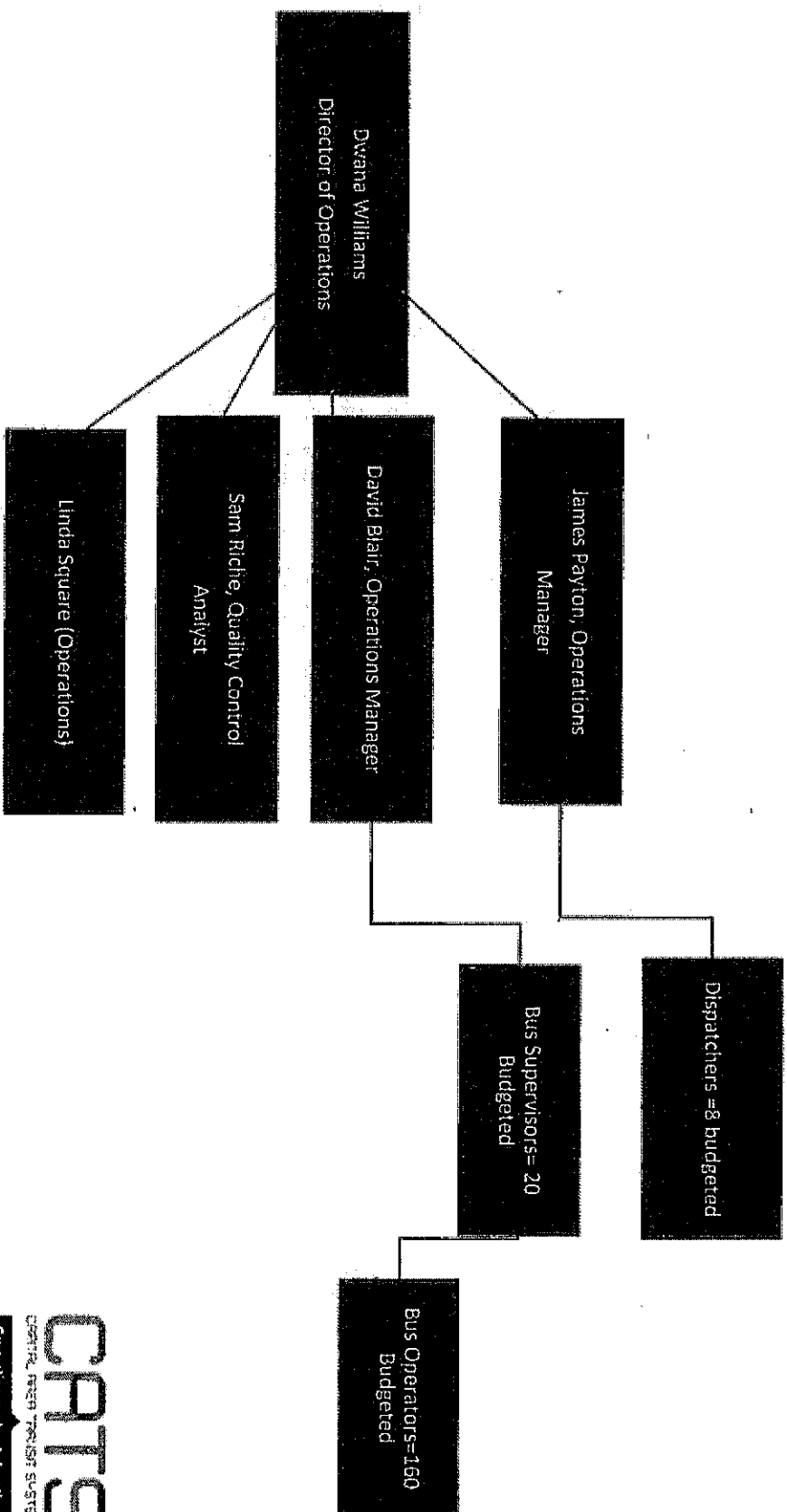
Attachment A

# Transit Development



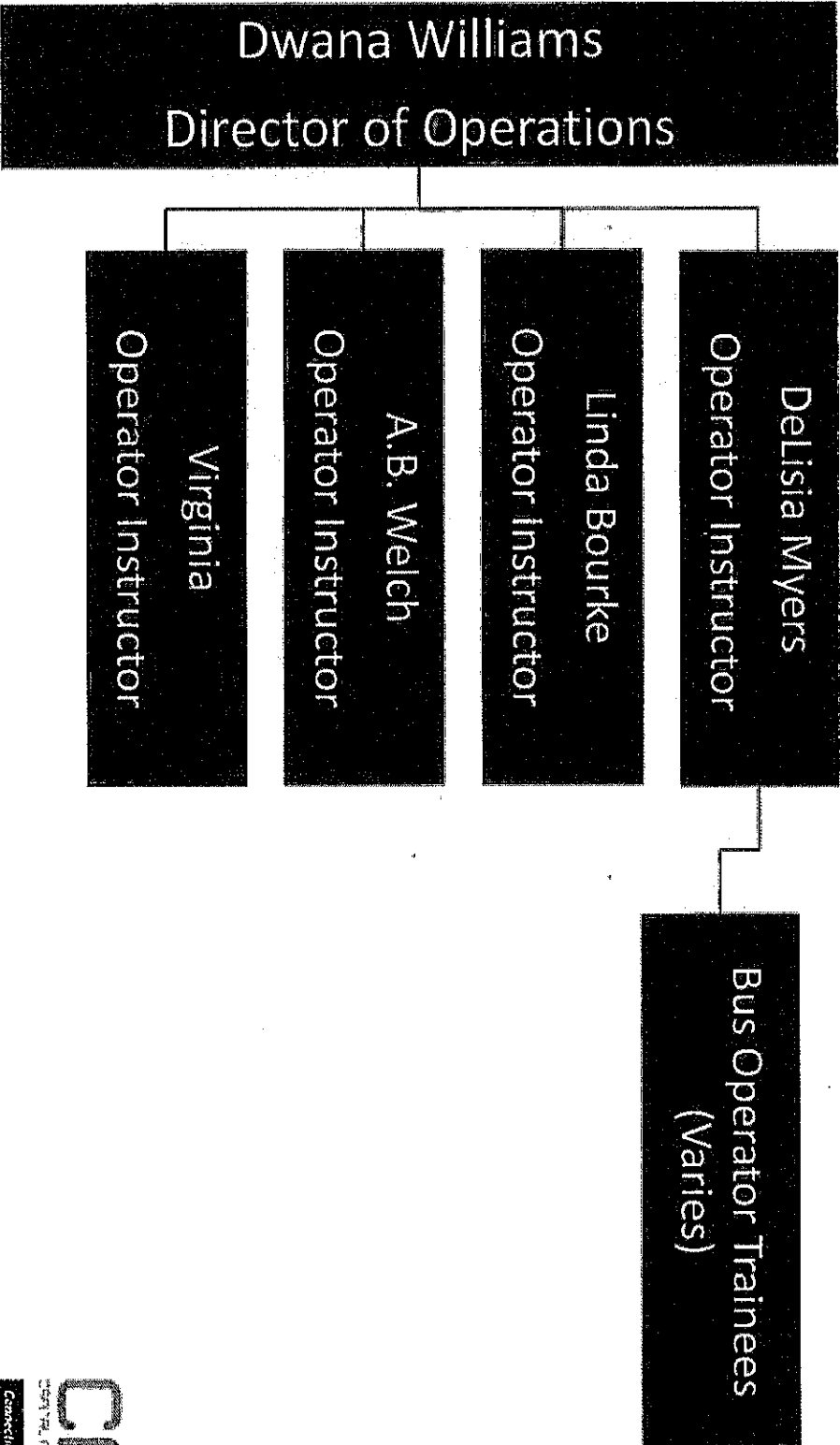
Attachment A

# Operations



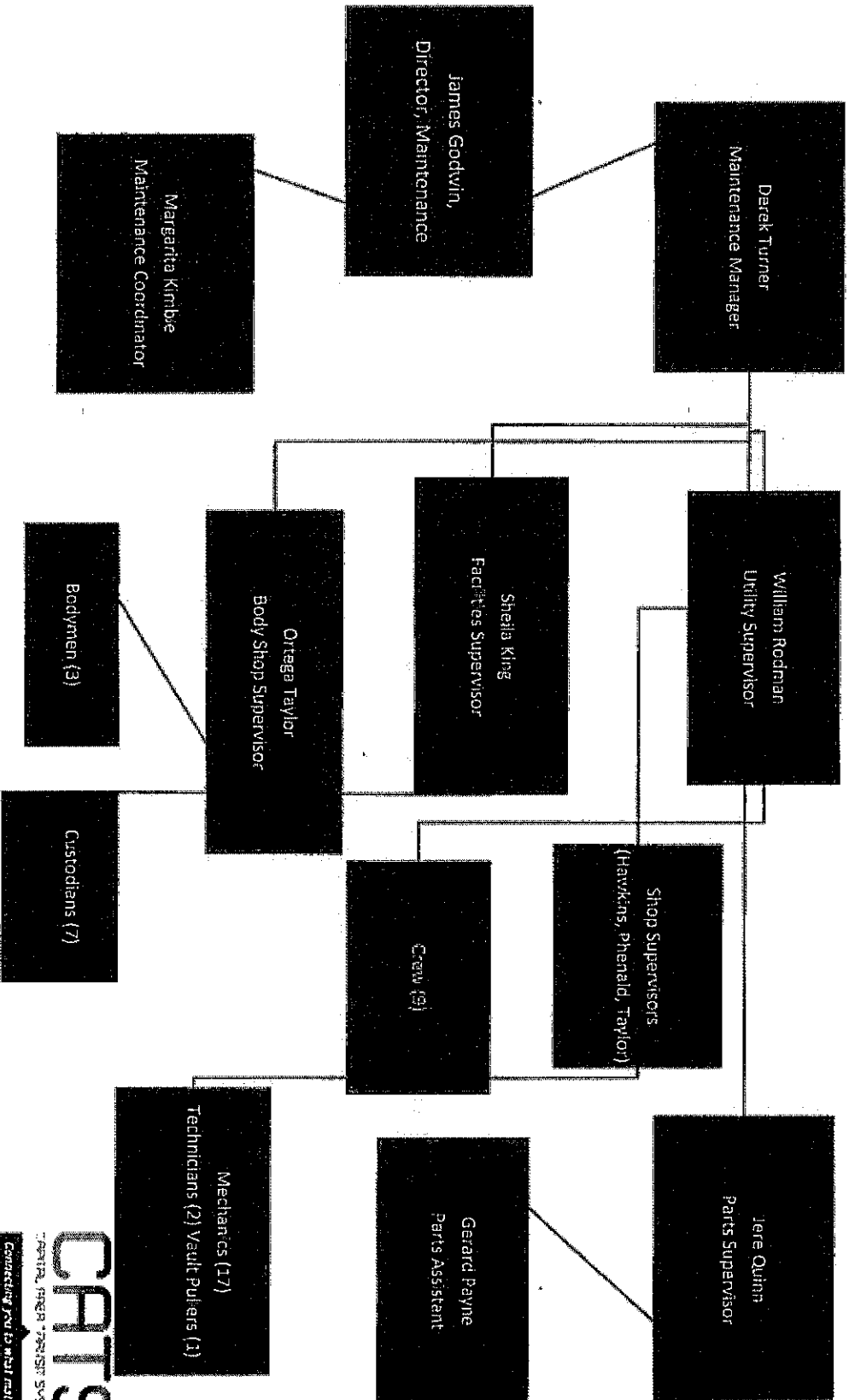
Attachment A

# Training



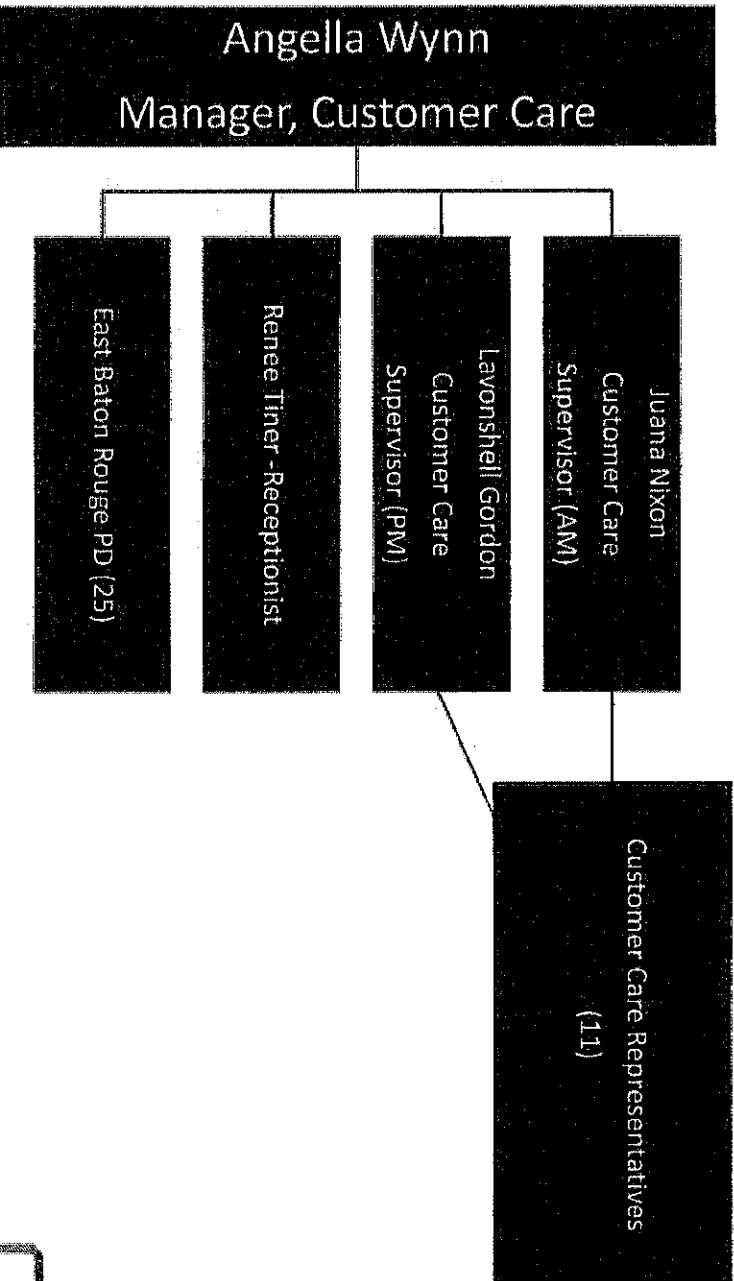
Attachment A

# Maintenance



Attachment A

# Customer Care



<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION</b> <b>STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)</b>				<b>APPROVED BY</b> <b>OMB</b> <b>30460008</b>	
<b>EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS</b> (Read attached instructions prior to completing this form)				<b>EXPIRES</b> <b>12/31/2005</b>	
<b>DO NOT ALTER INFORMATION PRINTED IN THIS BOX</b>  <b>CONTROL NUMBER : 9931029</b> <b>Survey Year : 17</b>				<b>MAIL COMPLETED FORM TO:</b>  <b>EEO-4 Reporting Center</b> <b>PO Box 8127</b> <b>Reston VA 20195</b>	
<b>A. TYPE OF GOVERNMENT (Check one box only)</b>					
<input type="checkbox"/> 1. State	<input type="checkbox"/> 2. County	<input checked="" type="checkbox"/> 3. City	<input type="checkbox"/> 4. Township	<input type="checkbox"/> 5. Special District	
<input type="checkbox"/> 6. Other (Specify)					
<b>B. IDENTIFICATION</b>					
<b>1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)</b>  Louisiana					
<b>2. Address Number and Street</b>  2250 Florida Boulevard	<b>CITY/TOWN</b>  Baton Rouge	<b>COUNTY</b>  Baton Rouge	<b>STATE/ZIP</b>  LA-70802	<b>EEOC USE ONLY</b> ONLY A B	
<b>C. FUNCTION</b>					
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)					
<input type="checkbox"/> <b>SUMMARY FUNCTION</b>					
<input type="checkbox"/> <b>1. Financial Administration.</b> Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  <b>GENERAL CONTROL.</b> Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)		<input type="checkbox"/> <b>8. HEALTH.</b> Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.  <input type="checkbox"/> <b>9. HOUSING.</b> Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.			
<input type="checkbox"/> <b>2. STREETS AND HIGHWAYS.</b> Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.		<input type="checkbox"/> <b>10. COMMUNITY DEVELOPMENT.</b> Planning, zoning, land development, open space, beautification, preservation.			
<input type="checkbox"/> <b>3. PUBLIC WELFARE.</b> Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)		<input type="checkbox"/> <b>11. CORRECTIONS.</b> Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities			
<input type="checkbox"/> <b>4. POLICE PROTECTION.</b> Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.		<input checked="" type="checkbox"/> <b>12. UTILITIES AND TRANSPORTATION.</b> Includes water supply, electric power, transit, gas, airports, water transportation and terminals.			
<input type="checkbox"/> <b>5. FIRE PROTECTION.</b> Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)		<input type="checkbox"/> <b>13. SANITATION AND SEWAGE.</b> Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.			
<input type="checkbox"/> <b>6. NATURAL RESOURCES.</b> Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and <b>PARKS AND RECREATION.</b> Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.		<input type="checkbox"/> <b>14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY</b>			
<input type="checkbox"/> <b>7. HOSPITALS AND SANATORIUMS.</b> Operation and maintenance of institutions for inpatient medical care.		<input type="checkbox"/> <b>15. OTHER (Specify on Page Four)</b>			

Attachment B

D. EMPLOYMENT DATA AS OF JUNE 30															FUNCTION TYPE 12	
1. FULL-TIME EMPLOYEES (Temporary employees are not included)																
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	RACE/ETHNICITY														TOTALS (COLUMN S-A-N)
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO												
				MALE						FEMALE						
		MALE A	FEMALE B	WHITE C	BLACK OR AFRICAN AMERICAN D	ASIAN E	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER F	AMERICAN INDIAN OR ALASKAN NATIVE G	TWO OR MORE RACES H	WHITE I	BLACK OR AFRICAN AMERICAN J	ASIAN K	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER L	AMERICAN INDIAN OR ALASKAN NATIVE M	TWO OR MORE RACES N	
Skilled Craft Workers	49.90.1-15.9	0	0	1	6	0	0	0	0	2	2	0	0	0	0	11
	50.16.0-19.9	0	0	1	5	0	0	0	0	0	96	1	0	0	0	103
	51.20.0-24.9	0	0	5	14	0	0	0	0	0	4	0	0	0	0	23
	52.25.0-32.9	0	0	1	3	0	0	0	0	0	1	0	0	0	0	5
	53.33.0-42.9	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
	54.43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.55.0-69.9	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
	56.70.0 Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service-Maintenance	57.80.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	58.16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	59.20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	60.25.0-32.9	0	0	2	13	0	0	0	0	2	4	0	0	0	0	21
	61.33.0-42.9	0	0	2	3	0	0	0	0	0	0	0	0	0	0	5
	62.43.0-54.9	0	0	0	22	0	0	0	0	0	0	0	0	0	0	22
	63.55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	64.70.0 Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
65. TOTAL FULL TIME (Lines 1-64)		0	0	21	108	3	0	0	0	20	175	4	0	0	0	318
2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)																
66.OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
67.PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
68.TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
69.PROTECTIVE SERVICE	0	0	3	26	0	0	0	0	0	2	5	0	0	0	0	36
70.PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
71.ADMIN.SUPPORT	0	0	0	4	0	0	0	0	0	0	5	0	0	0	0	9
72.SKILLED CRAFT	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
73.SERVICE/MAINTENANCE	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)		0	0	4	31	0	0	0	0	2	12	0	0	0	0	49
3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30																
75.OFFICIALS/ADMIN	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	4
76.PROFESSIONALS	0	0	0	2	0	0	0	0	0	0	1	1	0	0	0	4
77.TECHNICIANS	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
78.PROTECTIVE SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
79.PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80.ADMIN.SUPPORT	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2
81.SKILLED CRAFT	0	0	0	22	0	0	0	0	0	0	41	0	0	0	0	63
82.SERVICE/MAINTENANCE	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
83. TOTAL NEW HIRES (Lines 75-82)		0	0	0	28	0	0	0	0	0	46	1	0	0	0	75

Attachment B

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	2	2					2	2								
Total Hires	2	2					2	2								
Selection Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	19	8	1				18	8								
Total Hires	2	2					2	1								
Selection Rate	10.5%	25.0%	0.0%	N/A	N/A	N/A	11.1%	12.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	42.1%	100.0%	0.0%	N/A	N/A	N/A	88.9%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	1	16		1				1								
Total Hires	1															
Selection Rate	100.0%	0.0%	N/A	0.0%	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	N/A	0.0%	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	Yes	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied																
Total Hires																
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied																
Total Hires																
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	14	83					14	83								
Total Hires		2						2								
Selection Rate	0.0%	2.4%	N/A	N/A	N/A	N/A	0.0%	2.4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	100.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	97	59	3				93	59	1							
Total Hires		41					22	41								
Selection Rate	22.7%	69.5%	N/A	N/A	N/A	N/A	23.7%	69.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	32.6%	100.0%	N/A	N/A	N/A	N/A	34.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service Maintenance																
Number Applied	24	14	1				73	13								
Total Hires																
Selection Rate	1.4%	0.0%	N/A	N/A	N/A	N/A	1.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



Four-Fifths Adverse Impact Analysis by Job Category  
Hires

Attachment B

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied																
Total Hires																
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans																
Number Applied																
Total Hires	40	4B	3		1		35	4B			1					
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: