

Resolution No. 1994-75

A RESOLUTION ESTABLISHING 1994 AFFIRMATIVE ACTION GOALS FOR EMPLOYMENT MINORITIES AND WOMEN FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, the Civil Rights Act of 1964, as Amended, provides: Section 601. "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance"; and

WHEREAS, the Mass Transit System Transfer Agreement and the Bylaws of the Greater Cleveland Regional Transit Authority both provide that the Authority shall take affirmative action to insure that there is no discrimination in employment and in contractual business relationships; and

WHEREAS, on February 22, 1977, the Board of Trustees of the Greater Cleveland Regional Transit Authority adopted an affirmative action plan for the Authority (Resolution No. 1977-67) which was amended on September 5, 1978 by Resolution No. 1978-252; and

WHEREAS, on July 26, 1988, the U. S. Department of Transportation, Federal Transportation Administration published Circular 4704.1, entitled Equal Employment Opportunity Program Guidelines For Grant Recipients, Circular 4702.1, dated May 26, 1988, entitled Title VI Program Guidelines For Federal Transportation Administration Recipients; and

WHEREAS, the Authority's affirmative action plan requires that the General Manager review and establish goals on an annual basis for employing minorities and women; and

WHEREAS, pursuant to the affirmative action plan the General Manager has met with executive staff to determine the goals for 1994 for the employment of minorities and women; and

WHEREAS, said goals have been determined using the minimum criteria established in the federal rules and regulations and in the Authority's affirmative action plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority:

Section 1. Affirmative Action goals are hereby established for the employment of minorities and women for the year 1994.

Section 2. That this resolution shall become effective immediately upon its adoption.

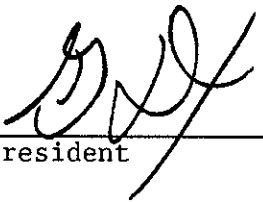
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Attachment A: Proposed 1994 goals (A-1); 1993 Year End Workforce Profile (A-2); and Explanations of Job Categories (A-3).

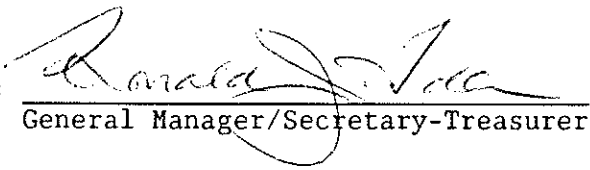
Attachment B: 1993 Goals (B-1) and Year End 1992 Workforce Profile (B-2).

Adopted: May 17, 1994



President

Attest:



General Manager/Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

1994 Affirmative Action Goals

SYSTEM WIDE

EEO Job Category	Needed to Achieve Parity		Projected 1994 Vacancies	1994 Goals		Projected Year Parity Achieved		
	Minority	Female		Minority	Female	Yr-2	Yr-3	Yr-4
Officials Administrators	4		0	4*				
Professionals	NA	69	20	NA	10			
Technicians	NA	12	9	NA	3			
Protective Services	NA	20	4	NA	1			
Para-Professionals	11	32	9	3	5			
Office & Clerical	12	NA	41	9	NA			
Semi & Skilled Craft	NA	29	16	NA	2			
Service/Maintenance	NA	57	25	NA	10			
Operators	NA	NA	17	NA	NA			
Total	27	221	141	16	33			

* Number needed to reach parity far exceeds 1994 projected vacancies. Therefore the effort to reach parity will be spread over the long term.

** NA means not applicable since there was no underutilization and no goals were set.

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WORKFORCE PROFILE
as of December, 1993

EEO Job Category	Total Employees	Male	Female	Minority Males					Minority Females				Percent of Cat. Total	Workforce Availability	Under- utilized	Min. Female		
				Black	Amer- Amer.	Indian	Hispanic	Other Min.	Black	Amer- Amer.	Indian	Hispanic					Other Min.	
Officials/ Administrators	37	30	7	7			1			5				20.6	30.4	Yes	M	
Professionals	276	210	66	94	2		4			42		1	2	1	23.9	48.9	Yes	F
Technicians	71	63	8	13						5				11.3	27.8	Yes	F	
Protective Services	146	128	18	33			6			14				12.3	26.3	Yes	F	
Para- Professionals	89	62	27	18						20				20.2	32.6	Yes	M	
Office & Clerical	208	50	158	31		1				120			4	15.4	21.2	Yes	M	
Semi & Skilled Craft	398	391	7	106	2		5			4				28.4	15.1	No	M	
Service/ Maintenance	243	205	38	134		1	6			32			1	58.0	36.3	No	M	
Operators	1151	836	315	684	1	1	17			298			1	15.6	39.2	Yes	F	
Totals	2619	1975	664	1120	5	3	39			540		1	8	1				

Total Minority Males = 1,222 (45%)

Total Females = 664 (24%)

Total Minority Females = 550 (21%)

Single Count

revised 02-23-94

DESCRIPTION OF JOB CATEGORIES

- A. OFFICIALS and ADMINISTRATORS: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. INCLUDES: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, License, diary, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
- B. PROFESSIONALS: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. INCLUDES: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, superintendents, assistant superintendents, supervisors, librarians, management analysts, airplane pilots and navigators, and kindred workers.
- C. TECHNICIANS: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. INCLUDES: computer programmers, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicals (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
- D. PROTECTIVE SERVICE WORKERS: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. INCLUDES: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

- E. PARAPROFESSIONALS: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. INCLUDES: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, assistant supervisors, recreation assistants, homemakers aids, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
- F. OFFICE and CLERICAL (ADMINISTRATIVE SUPPORT (SALES)): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. INCLUDES: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- G. SKILLED CRAFT & SEMI-SKILLED CRAFT WORKERS: Occupations in which workers perform jobs which may require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. INCLUDES: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
- H. SERVICE-MAINTENANCE WORKERS: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. INCLUDES: laundry and dry cleaning operatives, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees, helpers, truck drivers and kindred workers.
- I. OPERATORS: Occupations in which workers primary job is the operation of passenger-carrying vehicles, whether or not they operate the vehicle in revenue-producing service. INCLUDES: chauffeurs, truck drivers, bus drivers, rail drivers, trainees, and kindred workers.

JOB CATEGORIES

The following is a list of job titles which may be included under each of the major job categories. Other titles may be added as needed.

A. OFFICIALS and ADMINISTRATORS:

Department heads
Bureau Chiefs
Division chiefs
Directors
Deputy Directors
Controllers
Wardens
Sheriffs
Police, Fire Chiefs & Inspectors
Examiners - bank, hearing, motor
vehicle, warehouse
Inspectors - construction, building
safety, rent/housing,
fire, A.B.C., Board,
license, diary, live-
stock, transportation
Assessors
Tax Appraisers & Investigators
Coroners
Farm Managers
Kindred workers

B. PROFESSIONALS:

Personnel & Labor Relations
Workers
Social Workers
Doctors & Psychologists
Registered Nurses
Economists & Dieticians
Lawyers
System Analysts & Accountants
Engineers
Employment Counselors
Vocational Rehabilitation
Counselors
Teachers and/or Instructors
Police Captains & Lieutenants
Fire Captains & Lieutenants
Supervisors

C. TECHNICIANS:

Computer Programmers
Drafters & Surveyors
Licensed Practical Nurses
Photographers
Radio Operators
Technical Illustrators
Highway Technicians
Technicians - medical, dental
electronic,
physical sciences
Police Sergeants
Fire Sergeants
Inspectors - production or
processing inspectors
testers, weighers
Kindred Workers

D. PROTECTIVE SERVICE WORKERS:

Police Patrol Officers
Fire Fighters
Guards & Deputy Sheriffs
Bailiffs & Correctional Officers
Detectives & Marshals
Harbor Patrol Officers
Game & Fish Wardens
Park Rangers-except maintenance
Kindred Workers

E. PARAPROFESSIONALS:

Research Assistants
Medical Aides
Child Support Workers
Police Auziliary Welfare
Service Aides
Assistant Supervisors
Recreation Assistants
Homemakers Aides
Home Health Aides

B. PROFESSIONALS (Cont'd):

Superintendents
Assistant Superintendents
Librarians
Management Analysts
Airplane Pilots & Navigators
Kindred Workers

F. OFFICE and CLERICAL
(ADMINISTRATIVE SUPPORT (SALES)):

Bookkeepers
Messengers
Clerk-Typists
Stenographers
Court Transcribers
Hearing Reporters
Statistical Clerks
Dispatchers
License Distributors
Payroll Clerks
Office Machine & Computer Operators
Telephone Operators
Legal Assistants
Sales Workers & Cashiers
Toll Collectors
Kindred Workers

G. SKILLED CRAFT & SEMI-SKILLED
CRAFT WORKERS:

Mechanics & Repairers
Electricians
Heavy Equipment Operators
Stationary Engineers
Skilled Machining Occupations
Carpenters
Compositors & Typesetters
Power Plant Operators
Water & Sewage Treatment
Plant Operators
Kindred Workers

E. PARAPROFESSIONALS (Cont'd):

Library Assistants & Clerks
Ambulance Drivers & Attendants
Kindred Workers

H. SERVICE-MAINTENANCE WORKERS:

Laundry & Dry Cleaning
Operatives
Garage Laborers
Custodial Employees
Gardeners & Groundkeepers
Refuse Collectors
Construction Laborers
Park Rangers - maintenance
Farm Workers - except managers
Craft Apprentices/Trainees/
Helpers
Truck Drivers

I. OPERATORS:

Bus Drivers
Rail Drivers
Chauffeurs
Truck Drivers

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

1993 Affirmative Action Goals

SYSTEM WIDE

EEO Job Category	Needed to Achieve Parity		Projected 1993 Vacancies	1993 Goals		Projected Year Parity Achieved		
	Minority	Female		Minority	Female	Yr-2	Yr-3	Yr-4
Officials Administrators	3		8	3				
Professionals	2	79	29	2	20			
Technicians	6	17	10	4	6			
Protective Services	NA	22	20	NA	11			
Para-Professionals	12	27	21	6	14			
Office & Clerical	19	8	26	11	1			
Semi & Skilled Craft	NA	31	10	NA	8			
Service/Maintenance	1	64	32	1	15			
Operators	NA	NA	45	NA	NA			
Total	43	208	201	27	77			

* Number needed to reach parity far exceeds 1993 projected vacancies. Therefore the effort to reach parity will be spread over the long term.

** NA means not applicable since there was no underutilization and no goals were set.

ATTACHMENT B-2

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
 BY DIVISION
 WORKFORCE PROFILE
 as of December, 1992

System Wide Totals

EEO Job Category	Total Employees	Minority Males							Minority Females				Percent of Cat. Total	Workforce Availability	Under-utilized	Min. Female	
		Male	Female	Black	Amer.	Indian	Hispanic	Other Min.	Black	Ameri.	Indian	Hispanic					Other Min.
Officials/ Administrators	33	25	8	9					5					27.3	31.8	Yes	M
Professionals	284	220	64	95	1		5						1	35.6	15.5	No	M
Technicians	72	65	7	12					4					16.7	13.1	No	M
Protective Services	158	138	20	37			7							27.9	19.4	No	M
Para-Professionals	91	64	27	19					20					20.9	32.7	Yes	M
Office & Clerical	220	56	164	33		1							4	15.5	18.9	Yes	M
Semi & Skilled Craft	411	404	7	112	2		5							29.0	14.8	No	M
Service/Maintenance	244	205	39	136		1	5							58.2	31.1	No	M
Operators	1220	892	328	726	1	1	18		33				1	16.0	42.3	Yes	F
Totals	2733	2069	664	1179	4	3	40		558				8			No	F

Total Minority Males = 1226 (44.8%)

Total Females = 664 (24.2%)