

RESOLUTION NO. 1999- 73

A RESOLUTION ESTABLISHING 1999 AFFIRMATIVE ACTION GOALS
FOR EQUAL EMPLOYMENT OPPORTUNITY AND 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, entitle 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 1999 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; and

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

Section 1. That the Affirmative Action Goals for the employment of minorities and women for the year 1999 as set forth in Attachment A which is fully incorporated herein and further identified by the certificate of the General Manager/Secretary-Treasurer, be and they are hereby adopted.

Section 2. That this resolution shall become effective immediately upon its adoption.
Attachment A 1999 Affirmative Action Goals.

Adopted: _____ May 25 _____, 1999



President

Attest: 

Secretary -Treasurer (Acting)

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

1999 AFFIRMATIVE ACTION GOALS

SYSTEMWIDE

EEO JOB CATEGORY	Needed to Achieve Parity		Projected 1999 Vacancies	1999 Goals	
	Minority	Female		Minority	Female
Officials/ Administrators	1		8	1	
		5			3
Professionals	N/A		42	N/A	
		68			21
Technicians	N/A		3	N/A	
		16			1
Protective Services	N/A		8	N/A	
		19			2
Para-Professionals	12		6	2	
		30			4
Office & Clerical	13		22	5	
		N/A			N/A
Semi & Skilled Craft	N/A		45	N/A	
		32			4
Service Maintenance	N/A		13	N/A	
		50			5
Operators	N/A		50	N/A	
		N/A			N/A
TOTAL	26	220	197	9	40

LEGEND:

EEO Job Category – Job openings as defined by the EEOC for State and Local Government.

Needed to Achieve Parity – Number of minority/female needed such that utilization equals the availability of these persons in the labor market area used.

N/A – Means not applicable since there was no underutilization and no goals were set.

Projected 1999 Vacancies – Number of positions resulting from a combination of positions budgeted and system wide expectancies i.e., attrition, expansion, reorganization, promotion, and terminations.

1999 Goals – Targets attainable during the 1999 year by means of applying good faith efforts.

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
 WORKFORCE PROFILE
 AS OF DECEMBER, 1998

EEO Job Category	Total Employees	Male	Female	Minority Males					Minority Females					Percent Of Cat. Total	Workforce Availability	Under-utilized	Minority/Female
				Black	Asian Am.	Am. Indian	Hispanic	Other Min.	Black	Asian Am.	Am. Indian	Hispanic	Other Min.				
Officials/ Administrators	33	26	7	8	0	0	1	0	3	0	0	0	0	27.3 21.2	30.4 36.5	Yes Yes	M F
Professionals	293	221	72	96	4	0	4	0	50	0	1	1	0	35.5 24.6	17.0 48.9	No Yes	M F
Technicians	91	82	9	17	0	0	2	0	4	0	0	0	0	20.9 9.9	14.9 27.8	No Yes	M F
Protective Services	155	133	22	34	0	0	6	0	14	0	0	2	0	25.8 14.2	20.9 26.3	No Yes	M F
Para-Professionals	98	68	30	19	0	0	1	0	23	0	0	1	0	20.4 30.6	32.6 60.9	Yes Yes	M F
Office & Clerical	219	56	163	32	0	1	0	0	128	0	0	2	0	15.1 74.4	21.2 66.2	Yes No	M F
Semi & Skilled Craft	417	411	6	121	1	0	7	0	6	0	0	0	0	30.9 1.4	15.1 9.1	No Yes	M F
Service/ Maintenance	278	219	59	141	0	1	7	0	55	0	0	1	0	53.6 21.2	36.3 39.2	No Yes	M F
Operators	1365	877	488	734	1	1	15	0	460	0	1	5	0	55.0 35.8	30.6 17.4	No No	M F
Totals	2949	2093	856	1202	6	2	44	0	743	0	2	12	0				

Total Minority Males – 1254 (42.5%)

Total Females – 757 (25.7%)

Single Count

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, dairy livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

B. PROFESSIONALS: Occupations which require specialized 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, dietitians, 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, technical (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, correction 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, homemaker 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 operators, garage laborers, custodial employees, gardeners and groundskeepers, 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.

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

1998 AFFIRMATIVE ACTION GOALS

SYSTEMWIDE

EEO JOB CATEGORY	Needed to Achieve Parity		Projected 1998 Vacancies	1998 Goals		Projected Year Parity Achieved		
	Minority	Female		Minority	Female	YR - 2	YR - 3	YR - 4
Officials/ Administrators	4	8	6	1	3			3
Professionals	N/A	67	38	N/A	18			49
Technicians	N/A	15	7	N/A	2			13
Protective Services	N/A	21	18	N/A	9			12
Para-Professionals	N/A	21	5	N/A	3			18
Office & Clerical	13	N/A	28	6	N/A			7
Semi & Skilled Craft	N/A	33	31	N/A	5			28
Service Maintenance	N/A	49	12	N/A	4			45
Operators	N/A	N/A	44	N/A	N/A			
TOTAL	17	214	189	7	44			180

* Number needed to reach parity will be spread over the long term.

** N/A means not applicable since there was no underutilization and no goals were set.

*** Projected 1998 Vacancies resulted from a combination of positions budgeted and system wide expectancies i.e., attrition, expansion, promotion, transfers, and terminations.

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
 WORKFORCE PROFILE
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EEO Job Category	Total Employees	Male	Female	Minority Males					Minority Females					Percent Of Cat. Total	Workforce Availability	Under-utilized	Minority/Female
				Black	Asian Am.	Am. Indian	Hispanic	Other Min.	Black	Asian Am.	Am. Indian	Hispanic	Other Min.				
Officials/ Administrators	39	32	7	7	0	0	1	0	3	0	0	0	0	20.5 18.0	30.4 36.5	Yes Yes	M F
Professionals	280	210	70	95	3	0	4	0	51	0	1	1	0	36.4 25.0	17.0 48.9	No Yes	M F
Technicians	89	79	10	18	0	0	0	0	4	0	0	0	0	20.2 11.2	14.9 27.8	No Yes	M F
Protective Services	150	131	19	28	0	0	8	0	11	0	0	2	0	24.0 12.7	20.9 26.3	No Yes	M F
Para-Professionals	96	66	30	19	0	0	1	0	22	0	0	1	0	20.8 31.3	32.6 60.9	Yes Yes	M F
Office & Clerical	211	54	157	31	0	1	0	0	121	0	0	2	0	15.2 74.4	21.2 66.2	Yes No	M F
Semi & Skilled Craft	424	418	6	119	1	0	8	0	6	0	0	0	0	30.2 1.4	15.1 9.1	No Yes	M F
Service/ Maintenance	288	224	64	145	0	1	7	0	59	0	0	1	0	53.1 22.2	36.3 39.2	No Yes	M F
Operators	1319	856	463	717	1	1	15	0	438	0	0	4	0	55.7 35.1	30.6 17.4	No No	M F
Totals	2896	2070	826	1179	5	3	44	0	715	0	1	11	0				

Total Minority Males - 1231 (42.5%)
 Total Females - 826 (28.5%)

Single Count

TACHMENT F

PROGRESS REPORT
1998 AFFIRMATIVE ACTION GOALS (SYSTEMWIDE)

	Official/ Admin.	Professional	Technician	Prot. Service	Para- Professional	Office & Clerical	Skilled & Semi	Service Main	Operator
WMale	1	14	5	9	7	2	9	0	18
WFemale	0	4	1	1	1	3	0	0	4
BMale	3	4	0	9	2	4	7	17	82
BFemale	0	8	0	7	2	11	0	8	68
HMale	0	0	0	0	0	0	0	1	3
HFemale	0	0	0	0	0	0	0	0	1
AMale	0	1	0	0	0	0	0	0	0
AFemale	0	0	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0	0
Total									
M. Male	3	5	0	9	2	4	7	18	85
Female	1	8	1	8	3	14	0	8	74

Shaded area represents EEO Job Category where goal was achieved.

Note: Data used: Hires and Promotions for the year 1998.