

RESOLUTION NO. 2002-1.20

AUTHORIZING THE ESTABLISHMENT OF 2002 AFFIRMATIVE
ACTION GOALS FOR EQUAL EMPLOYMENT OPPORTUNITY 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 females; and

WHEREAS, pursuant to the Affirmative Action Plan the General Manager has met with executive staff to determine the goals for 2002 for the employment of females; 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

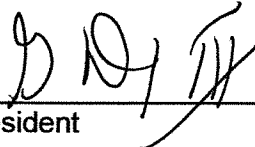
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority:

Section 1. That the Affirmative Action Goals for the employment of females for the year 2002 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 - 2002 Affirmative Action Goals.

Adopted: June 18, 2002



President

Attest: 

CEO, General Manager/Secretary-Treasurer

Proposed 2002 Affirmative Action Goals

EEO Job Category	Needed to Achieve Parity		Projected 2002	2002 Goals	
	Minority	Female		Minority	Female
Officials/ Administrators	None	3	1	None	1
Professionals	None	35	20	None	10
Technicians	None	4	0	None	1*
Paraprofessional	None	144	6	None	5
Protective Service	None	None	3	None	None
Administrative Support	None	None	1	None	None
Skilled Craft	None	30	12	None	1
Service Maintenance	None	12	66	None	24
TOTAL	None	228	109	None	42

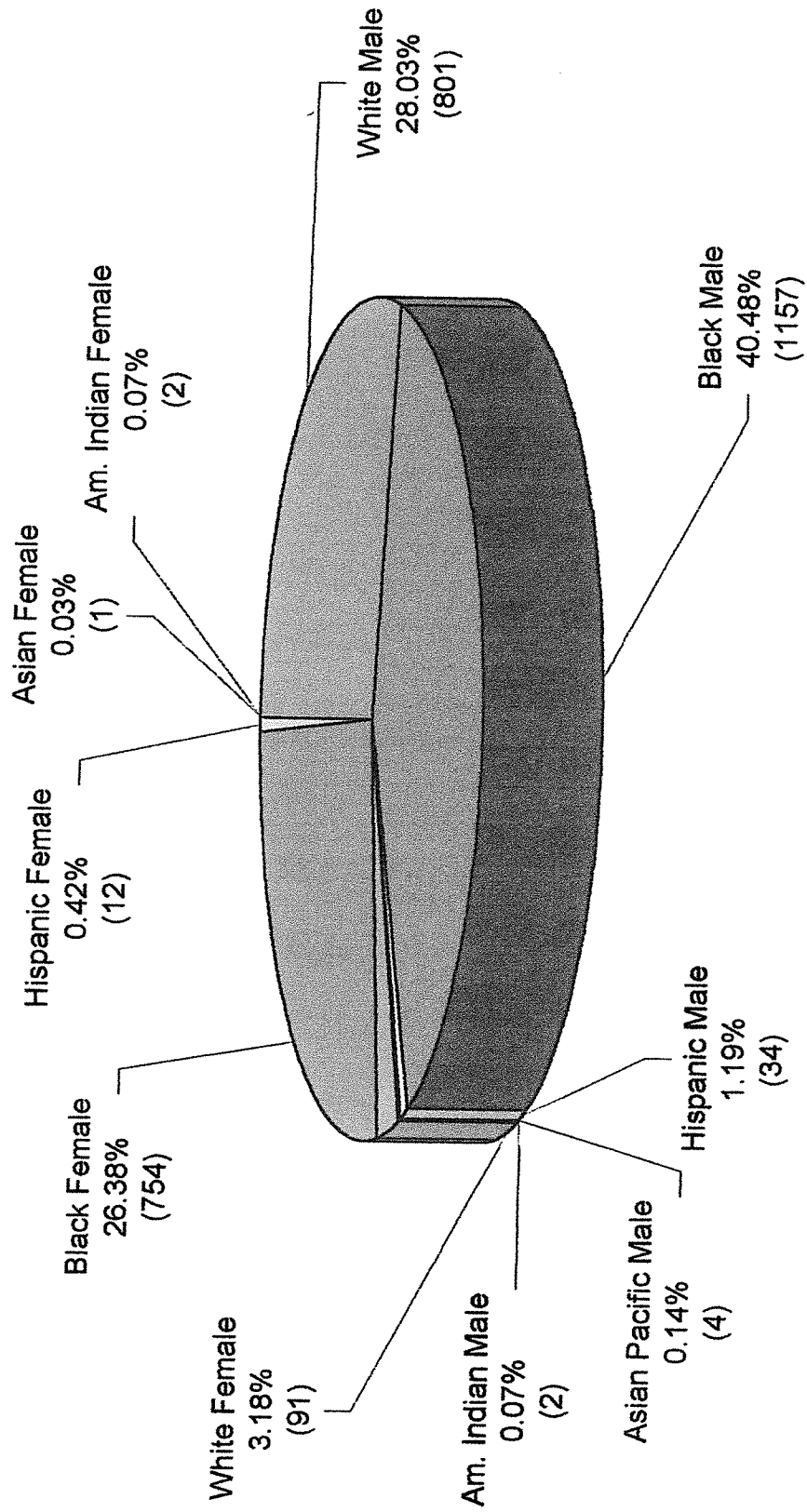
* Even though there is no attrition expected, a goal of one has been set.

** "None" means that there was no under-utilization and no goals were set.

*** Projected 2002 vacancies are expected to result from a combination of such factors as promotion, transfers, resignation, retirement and termination.

Workforce Profile

As of December 31, 2001



Total = 2858

ATTACHMENT C

Description of Job Categories 2002

Job Category	Official/Administrator	Professional	Technician	Paraprofessional	Protective Services	Administrative Support	Skilled Craft	Service/Maintenance
State/ Federal Definition	Personnel who set broad policies, exercise over-all responsibility for execution of these policies, direct departments, agencies, bureaus and special projects.	Occupations requiring specialized and theoretical knowledge which is usually acquired through college graduation or the equivalent training and experience.	Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through post-secondary school education or on-the-job training.	Workers perform some of the duties of a professional or technician in a supportive role and usually require less formal training or experience.	Workers are entrusted with public safety, security and protection.	Workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork.	Workers perform jobs that 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 apprenticeship or other formal training programs.	Workers perform duties that 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. Workers in this group may operate machinery.
Examples of RTA Jobs	<ul style="list-style-type: none"> • CEO/ General Manager • Deputy General Manager • Executive Director • Director • District Director • Senior Counsel 	<ul style="list-style-type: none"> • Manager, Benefits • Lieutenant • Senior Budget Management Analyst • Engineer, Civil • Supervisor, Payroll • Senior Auditor • Associate Counsel 	<ul style="list-style-type: none"> • Systems Administrator • Telecommunications Technician • Data Base Administrator • Construction Inspector • Sergeant 	<ul style="list-style-type: none"> • Claims Investigator • Vehicle Maintenance Instructor • Quality Assurance/Warranty Senior Staff Assistant 	<ul style="list-style-type: none"> • Security Guard • Patrol Officer 	<ul style="list-style-type: none"> • Dispatcher • Customer Service Representative • Clerk/ Typist • Station Attendant • Money Handler • Secretary 	<ul style="list-style-type: none"> • Equipment Servicer • Body Mechanic • Track Maintainer • Maintenance Leader • Certified Welder 	<ul style="list-style-type: none"> • Operator (Bus) • Operator (Rail) • Laborer • Hostler • Janitor • Stop Sign Maintainer • CRT Operator

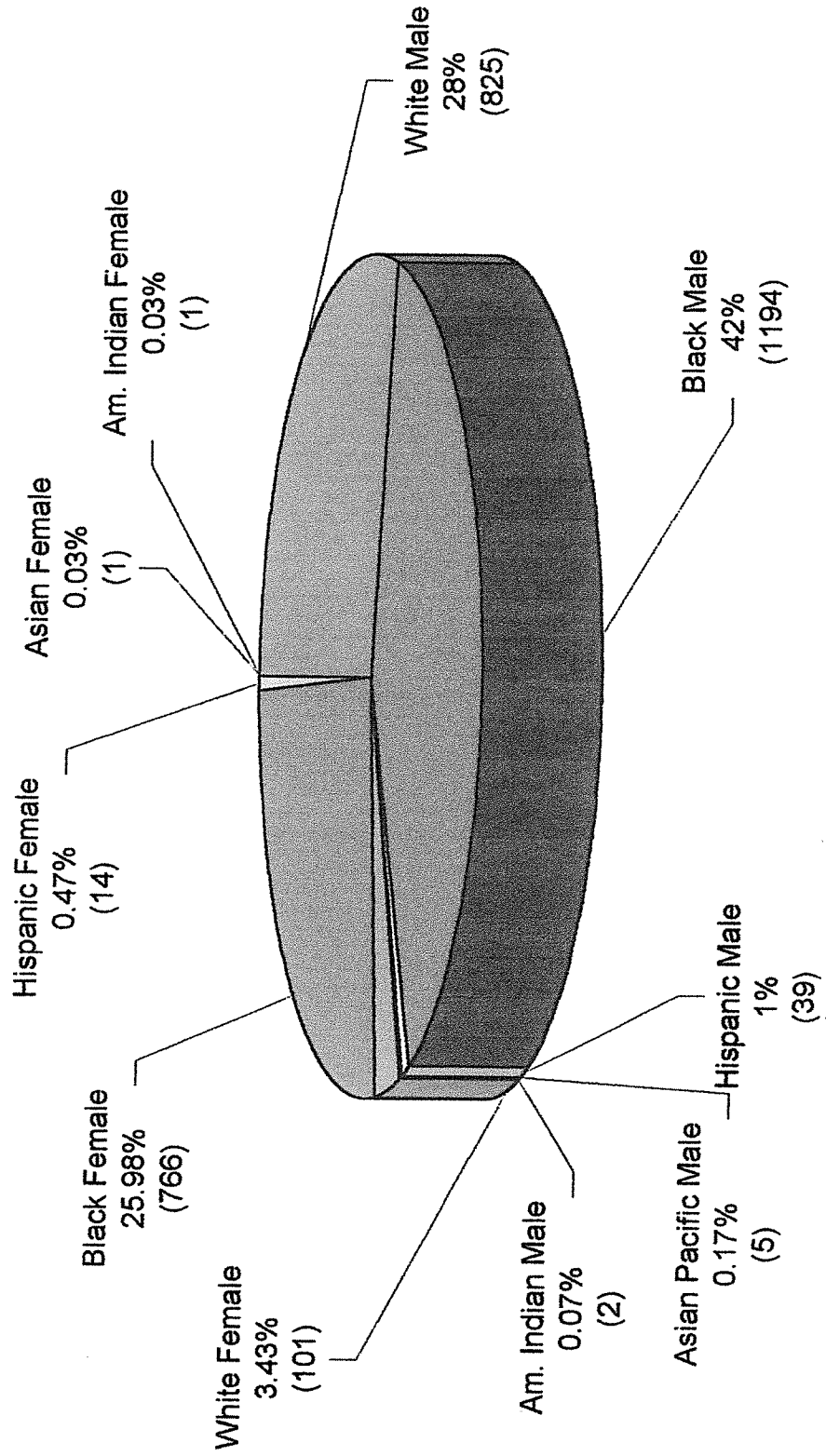
**Greater Cleveland Regional Transit Authority
2001 Affirmative Action Goals
Progress Report**

EEO Job Category	2001 Target		Employment Activity											
	2001 Target		1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female	Minority	Female
Officials/ Administrators	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Professionals	N/A	8	N/A	0	N/A	7	N/A	0	N/A	0	0	N/A	0	0
Technicians	N/A	1	N/A	0	N/A	0	N/A	0	N/A	0	0	N/A	0	0
Protective Services	N/A	1	N/A	0	N/A	0	N/A	0	N/A	0	0	N/A	0	0
Paraprofessionals	3	6	1	0	0	1	0	0	0	0	0	0	0	0
Office & Clerical	1	N/A	2	N/A	0	N/A	0	N/A	0	0	N/A	0	0	N/A
Semi & Skilled Craft	N/A	2	N/A	0	N/A	0	N/A	0	N/A	0	0	N/A	0	0
Service Maintenance	N/A	6	N/A	2	N/A	4	N/A	0	N/A	0	0	N/A	0	0
Operators	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
TOTAL	5	25	3	2	0	12	0	0	0	0	0	0	0	2

N/A means "Not Applicable" as there was no underutilization and no goal was set.

Workforce Profile

As of December 31, 2000



Total = 2948



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

U-7

TITLE/DESCRIPTION: AUTHORIZING THE ESTABLISHMENT OF 2002 AFFIRMATIVE ACTION GOALS FOR EQUAL EMPLOYMENT OPPORTUNITY FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2002 -120
	Date: June 6, 2002
	Initiator: Human Resources & Business & Development Division
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This action will allow the Authority to establish Affirmative Action goals for the employment of minorities and females in accordance with the Affirmative Action Plan adopted on February 22, 1977 and amended on September 5, 1978, in order to comply with the requirements and guidelines published by the U.S. Department of Transportation, Federal Transportation Administration (formerly Urban Mass Transportation Administration), and the Authority's Affirmative Action Plan.
- 2.0 DESCRIPTION/JUSTIFICATION: The Office of Equal Opportunity has determined that presently there is no underutilization in any job category for minority males. However, there does exist a need to establish affirmative action goals for employing females for 2002. The Office of Equal Opportunity will continue to monitor minority male utilization in 2002.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 POLICY IMPACT: The establishing of these goals is in accordance with federal requirements and the policy adopted by the Board of Trustees of the Greater Cleveland Regional Transit Authority.
- 5.0 ECONOMIC IMPACT: Failure to establish 2002 affirmative action employment goals and timetables to comply with the terms of federal requirements may result in a finding by FTA of noncompliance with Section 12 of the FTA Master Agreement and the imposition of appropriate sanctions, including a refusal by FTA to sign off on grants.
- 6.0 ALTERNATIVES: Disapprove Affirmative Action Goals for 2002: Disapproval of FTA Affirmative Action Goals would impact and delay the approval of grants by FTA.
- 7.0 RECOMMENDATION: It is recommended that 2002 affirmative action employment goals be accepted and the resolution passed authorizing the General Manager to implement the goals.
- 8.0 ATTACHMENTS: A - Proposed 2002 Affirmative Action Goals
B - Workforce Profile as of 12/31/01
C - Description of Job Categories
D - Progress Report 2001 Affirmative Action Goals (System)
E - Workforce Profile as of 12/31/00 for comparison

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer