

RESOLUTION NO. 2003-107

A RESOLUTION ESTABLISHING 2003 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 (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 and Circular 4702.1, entitled Title VI Program Guidelines for Federal Transportation Administration Recipients, dated May 26, 1988; and

WHEREAS, the Authority's Affirmative Action Plan requires that the CEO, General Manager/ Secretary-Treasurer review and establish goals on an annual basis for employing women and minorities; and

WHEREAS, pursuant to the Affirmative Action Plan, the CEO, General Manager/ Secretary-Treasurer has met with executive staff to determine the goals for 2003 for the employment of 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 women for the year 2003 as set forth in Attachment A which is fully incorporated herein and further identified by the certificate of the CEO, General Manager/ Secretary-Treasurer, be and they are hereby adopted.

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


Attachment A—2003 Affirmative Action Goals.

Adopted: July 15, 2003



President, Board of Trustees

Attest:



General Manager, CEO/ Secretary-Treasurer

Proposed 2003 Affirmative Action Goals

| EEO Job Category | Needed to Achieve Parity | | Projected 2003*** | 2003 Goals | |
|--------------------------------------|--------------------------|--------|-------------------|------------|--------|
| | Minority | Female | | Minority | Female |
| Officials/ Administrators | None | 3 | 0 | None | 1* |
| Professionals | None | 34 | 15 | None | 8 |
| Technicians | None | 4 | 4 | None | 2 |
| Paraprofessional | None | 129 | 8 | None | 7 |
| Protective Service | None | None | 0 | None | None |
| Office/ Clerical | None | 3 | 8 | None | 6 |
| Skilled Craft | None | 28 | 4 | None | 1 |
| Service Maintenance | None | 28 | 110 | None | 39 |
| TOTAL | None | 229 | 149 | None | 64 |

* 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 2003 vacancies are expected to result from a combination of such factors as promotion, transfers, resignation, retirement and termination.

Form
100-326
07-03-97



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

| | |
|--|---|
| TITLE/DESCRIPTION: Establishing 2003 Affirmative Action Goals for Equal Employment Opportunity | Resolution No.: 2003- |
| | Date: July 8, 2003 |
| | 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 women 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 the need to establish affirmative action goals for employing women for 2003.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 POLICY IMPACT: The establishment 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 2003 Affirmative Action Goals and timetables to comply with the terms of the federal requirements may result in a finding by the FTA of noncompliance with Section 19 and Section 110(a) of the FTA Standard Grant Contract and the imposition of appropriate sanctions, including a refusal by the FTA to sign off on grants.
- 6.0 ALTERNATIVES: Disapprove 2003 Affirmative Action Goals: Disapproval of FTA Affirmative Action Goals would impact and delay the sign off of grants by FTA.
- 7.0 RECOMMENDATION: It is recommended that the 2003 Affirmative Action Goals be accepted and the Resolution passed authorizing the CEO, General Manager/ Secretary-Treasurer to implement the goals.
- 8.0 ATTACHMENTS:
 - A—Proposed 2003 Affirmative Action Goals
 - B—Workforce Profile as of 12/31/2002

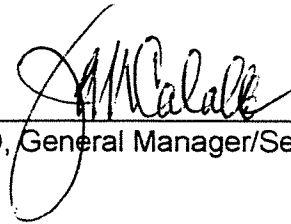
0-4

C—Description of Job Categories

D—2002 Affirmative Action Goals Progress Report (System-wide)

E—Workforce Profile as of 12/31/2001 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

Greater Cleveland Regional Transit Authority
Workforce Profile

Authority-Wide

Employees by Job Category, Race and Sex as of 12/31/02

| | All | | | Male | | | | | Female | | | | | Availability--Minority | Availability--Female | No. Needed for Parity--Minority* | No. Needed for Parity--Female* | 2002 Projected Goal--Minority | 2002 Projected Goal--Female** |
|-----------------------------------|-------------|-------------|------------|-------------|-----------|----------------|------------|-------------|------------|-----------|----------------|------------|------------|------------------------|----------------------|----------------------------------|--------------------------------|-------------------------------|-------------------------------|
| | Total | Male | Female | Black | Hispanic | Asian/Pac. Is. | Amer. Ind. | Total | Black | Hispanic | Asian/Pac. Is. | Amer. Ind. | Total | | | | | | |
| Officials/ Administrators | 35 | 26 | 9 | 4 | 1 | | | 5 | 4 | | | | 5 | 0.0455 | 0.3466 | -3.4075 | 3.131 | N/A | 1 |
| Professionals | 139 | 101 | 38 | 34 | 2 | 2 | | 38 | 34 | 2 | 2 | | 21 | 0.0492 | 0.5205 | -31.1612 | 34.3495 | N/A | 8 |
| Technicians | 26 | 20 | 6 | 3 | | 1 | | 4 | 3 | | 1 | | 4 | 0.0519 | 0.3957 | -2.6506 | 4.2882 | N/A | 2 |
| ParaProfessionals/ ParaTechnicals | 192 | 148 | 44 | 67 | 3 | | | 70 | 67 | 3 | | | 37 | 0.0441 | 0.8986 | -61.5328 | 128.531 | N/A | 7 |
| Protective Service Workers | 99 | 78 | 21 | 20 | 2 | | | 22 | 20 | 2 | | | 17 | 0.1643 | 0.1787 | -5.7343 | -3.3087 | N/A | N/A |
| Office/ Clerical | 193 | 49 | 144 | 29 | | 1 | 1 | 31 | 29 | | 1 | 1 | 119 | 0.0403 | 0.7603 | -23.2221 | 2.7379 | N/A | 6 |
| Skilled Craft Workers | 472 | 468 | 4 | 126 | 6 | 1 | | 133 | 126 | 6 | 1 | | 4 | 0.0902 | 0.0687 | -90.4256 | 28.4264 | N/A | 1 |
| Service Maintenance | 1575 | 1040 | 535 | 853 | 17 | 1 | 1 | 872 | 853 | 17 | 1 | 1 | 509 | 0.1406 | 0.3575 | -650.555 | 28.0625 | N/A | 39 |
| Total | 2731 | 1930 | 801 | 1136 | 31 | 6 | 2 | 1175 | 702 | 12 | 1 | 1 | 716 | | | | | | |

* No. Needed to Achieve Parity = [(Total # of persons employed in that job category) x Availability] - # of minority/ female employees currently in job category
 ** Projected Goal = Projected vacancies in category x Availability.

Description of Job Categories 2003

| 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 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 |

2002 Affirmative Action Goals Progress Report

System-wide

| EEO Job Category | 2002 Target | | 2002 Actual | |
|---------------------------|-------------|-----------|-------------|-----------|
| | Minority | Female | Minority | Female |
| Officials/ Administrators | N/A | 1 | N/A | 0 |
| Professionals | N/A | 10 | N/A | 4 |
| Technicians | N/A | 1 | N/A | 0 |
| Protective Services | N/A | N/A | N/A | N/A |
| Paraprofessionals | N/A | 5 | N/A | 3 |
| Office & Clerical | N/A | N/A | N/A | N/A |
| Semi & Skilled Craft | N/A | 1 | N/A | 0 |
| Service Maintenance | N/A | 24 | N/A | 37 |
| TOTAL | N/A | 42 | N/A | 44 |

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

Greater Cleveland Regional Transit Authority
Workforce Profile

Authority-Wide

Employees by Job Category, Race and Sex as of 12/31/01

| | All | | | Male | | | | | Female | | | | | Availability--Minority | Availability--Female | No. Needed for Parity--Minority* | No. Needed for Parity--Female** | 2002 Projected Goal--Minority | 2002 Projected Goal--Female** | | | | | | | | | |
|-----------------------------------|-------------|-------------|------------|-------------|-----------|----------------|------------|-------------|------------|-----------|----------------|------------|-------------|------------------------|----------------------|----------------------------------|---------------------------------|-------------------------------|-------------------------------|--|--------|--------|--------|-----------|---------|-----|-----|--|
| | Total | Male | Female | Black | Hispanic | Asian/Pac. Is. | Amer. Ind. | Total | Black | Hispanic | Asian/Pac. Is. | Amer. Ind. | Total | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Officials/ Administrators | 34 | 25 | 9 | 5 | 1 | | | | | | | | 6 | 5 | | | | | | | 0.0455 | 0.3466 | -4.453 | 2.7844 | N/A | 1 | | |
| Professionals | 139 | 102 | 37 | 29 | 2 | | | | | | | | 31 | 17 | 1 | | | | | | | 0.0492 | 0.5205 | -24.1612 | 35.3495 | N/A | 10 | |
| Technicians | 30 | 22 | 8 | 4 | | | | | | | | | 5 | 4 | | | | | | | | 0.0519 | 0.3957 | -3.443 | 3.871 | N/A | 1 | |
| ParaProfessionals/ ParaTechnicals | 225 | 167 | 58 | 78 | 3 | 1 | | | | | | | 82 | 46 | 1 | | | | | | | 0.0441 | 0.8986 | -72.0775 | 144.185 | N/A | 5 | |
| Protective Service Workers | 103 | 81 | 22 | 20 | 2 | | | | | | | | 22 | 15 | 2 | | | | | | | 0.1643 | 0.1787 | -5.0771 | -3.5939 | N/A | N/A | |
| Administrative Support | 186 | 42 | 144 | 25 | 1 | | | | | | | | 27 | 119 | 2 | | | | | | | 0.0403 | 0.7603 | -19.5042 | -2.5842 | N/A | N/A | |
| Skilled Craft Workers | 492 | 488 | 4 | 129 | 6 | 1 | | | | | | | 136 | 4 | | | | | | | | 0.0902 | 0.0687 | -91.6216 | 29.8004 | N/A | 1 | |
| Service Maintenance | 1649 | 1071 | 578 | 867 | 19 | 1 | | | | | | | 888 | 544 | 6 | | | | | | | 0.1406 | 0.3575 | -656.1506 | 11.5175 | N/A | 24 | |
| Total | 2858 | 1998 | 860 | 1157 | 34 | 4 | 2 | 1197 | 754 | 12 | 1 | 2 | 1197 | 754 | 12 | 1 | 2 | 769 | | | | | | | | | | |

* No. Needed to Achieve Parity = [(Total # of persons employed in that job category) x Availability] - # of minority/ female employees currently in job category
 ** Projected Goal = Projected vacancies in category x Availability.

Greater Cleveland Regional Transit Authority
Workforce Profile

Authority-Wide

Employees by Job Category, Race and Sex as of 12/31/02

| | All | | Male | | | | | Female | | | | | Availability - Minority | Availability - Female | No. Needed for Parity - Minority | No. Needed for Parity - Female* | 2002 Projected Goal - Minority | 2002 Projected Goal - Female** | |
|------------------------------------|-------------|-------------|------------|-------------|-----------|----------------|------------|-------------|------------|-----------|----------------|------------|-------------------------|-----------------------|----------------------------------|---------------------------------|--------------------------------|--------------------------------|-------|
| | Total | Male | Female | Black | Hispanic | Asian/Pac. Is. | Amer. Ind. | Total | Black | Hispanic | Asian/Pac. Is. | Amer. Ind. | | | | | | | Total |
| | | | | | | | | | | | | | | | | | | | |
| Officials/ Administrators | 35 | 26 | 9 | 4 | 1 | | | 5 | 5 | | | | 5 | 0.0455 | 0.3466 | -3,4075 | 3,131 | N/A | 1 |
| Professionals | 139 | 101 | 38 | 34 | 2 | 2 | | 38 | 19 | 1 | 1 | | 21 | 0.0492 | 0.5205 | -31,1612 | 34,3495 | N/A | 8 |
| Technicians | 28 | 20 | 6 | 3 | | 1 | | 4 | 4 | | | | 4 | 0.0519 | 0.3957 | -2,6506 | 4,2882 | N/A | 2 |
| ParaProfessionals/ Para Technicals | 192 | 148 | 44 | 67 | 3 | | | 70 | 36 | 1 | | | 37 | 0.0441 | 0.8986 | -61,5328 | 128,531 | N/A | 7 |
| Protective Service Workers | 99 | 78 | 21 | 20 | 2 | | | 22 | 15 | 2 | | | 17 | 0.1843 | 0.1787 | -5,7343 | -3,3067 | N/A | N/A |
| Office/ Clerical | 193 | 49 | 144 | 29 | | 1 | 1 | 31 | 117 | 2 | | | 119 | 0.0403 | 0.7603 | -23,2221 | 2,7379 | N/A | 6 |
| Skilled Craft Workers | 472 | 468 | 4 | 126 | 6 | 1 | | 133 | 4 | | | | 4 | 0.0902 | 0.0687 | -90,4256 | 28,4264 | N/A | 1 |
| Service Maintenance | 1575 | 1040 | 535 | 853 | 17 | 1 | 1 | 872 | 502 | 6 | | 1 | 509 | 0.1406 | 0.3575 | -650,555 | 28,0625 | N/A | 39 |
| Total | 2731 | 1930 | 801 | 1136 | 31 | 6 | 2 | 1175 | 702 | 12 | 1 | 1 | 716 | | | | | | |

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