

RESOLUTION NO. 2004-112

A RESOLUTION ESTABLISHING 2004 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, sex, pregnancy, religion 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 2004 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.

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

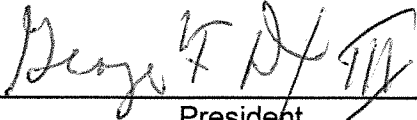
Section 1. That the Affirmative Action Goals for the employment of women for the year 2004 as set forth in Attachment A which is fully incorporated herein and further identified by the certificate of the CEO, General Manager/Secretary-Treasurer, be and they are hereby adopted.

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

Attachment: A - 2004 Affirmative Action Goals.

Adopted: August 17, 2004



President

Attest: 

CEO, General Manager/Secretary Treasurer

Proposed 2004 Affirmative Action Goals

EEO Job Category	Needed to Achieve Parity		Projected 2004 Vacancies***	2004 Goals	
	Minority	Female		Minority	Female
Officials/ Administrators	None	4	3	None	1
Professionals	None	37	12	None	7
Technicians	None	40	6	None	4
Protective Service	None	None	2	None	None
Administrative Support	None	None	12	None	None
Skilled Craft	None	30	29	None	2
Service Maintenance	None	147	135	None	58
TOTAL	None	258	199	None	72

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

*** Projected 2004 vacancies are expected to result from a combination of such factors as promotion, transfers, resignation, retirement and termination.

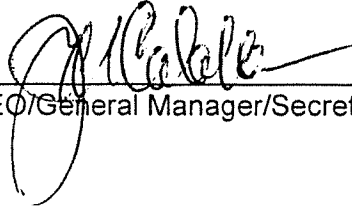


TITLE/DESCRIPTION: A RESOLUTION ESTABLISHING 2004 AFFIRMATIVE ACTION GOALS FOR EQUAL EMPLOYMENT OPPORTUNITY AND FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2004-112
	Date: August 12, 2004
	Initiator: Legal/Office of Equal Opportunity
ACTION REQUEST: <input checked="" type="checkbox"/> 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 Transit 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 2004.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 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.
- 6.0 ECONOMIC IMPACT: Failure to establish 2004 Affirmative Action Goals and timetables to comply with the terms of the federal requirements may result in a finding by the FTA of non-compliance 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.
- 7.0 ALTERNATIVES: Disapprove 2004 Affirmative Action Goals. Disapproval of FTA Affirmative Action Goals would impact and delay the sign off of grants by FTA.
- 8.0 RECOMMENDATION: The Executive Committee of the Board of Trustees reviewed the Annual Goal at its August 3, 2004 meeting and recommended approval to the full Board of Trustees. It is recommended that the 2004 Affirmative Action Goals be accepted and the Resolution passed authorizing the CEO, General Manager/Secretary-Treasurer to implement the goals.
- 9.0 ATTACHMENTS:
 - A - Proposed 2004 Affirmative Action Goals
 - B - Workforce Profile as of 12/31/2003
 - C - Description of Job Categories
 - D - 2003 Affirmative Action Goals Progress Report (System-wide)

E - Workforce Profile as of 12/31/2002 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

Proposed 2004 Affirmative Action Goals

EEO Job Category	Needed to Achieve Parity		Projected 2004 Vacancies***	2004 Goals	
	Minority	Female		Minority	Female
Officials/ Administrators	None	4	3	None	1
Professionals	None	37	12	None	7
Technicians	None	40	6	None	4
Protective Service	None	None	2	None	None
Administrative Support	None	None	12	None	None
Skilled Craft	None	30	29	None	2
Service Maintenance	None	147	135	None	58
TOTAL	None	258	199	None	72

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

*** Projected 2004 vacancies are expected to result from a combination of such factors as promotion, transfers, resignation, retirement and termination.

Greater Cleveland Regional Transit Authority
Workforce Profile

Authority-Wide

Employees by Job Category, Race and Sex as of 12/31/03

	All			Male					Female					2004 Projected Goal - Minority	2004 Projected Goal - Female**				
	Total	Male	Female	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total						
																Availability - Minority	Availability - Female	No. Needed for Parity - Minority	No. Needed for Parity - Female
Officials/ Administrators	30	22	8	4	1			5	4				4	0.0564	0.3837	-3.308	3.511	N/A	1
Professionals	151	105	46	35	3	3		41	23	1	1		25	0.0594	0.5464	-32.0306	36.5064	N/A	7
Technicians	60	71	9	18	1	1		20	6				6	0.0579	0.6147	-15.368	40.176	N/A	4
Protective Service Workers (Sworn)	90	69	21	18	2			20	15	2			17	0.1769	0.1729	-4.079	-5.439	N/A	N/A
Administrative Support	217	65	152	40	1	1		42	122	3			125	0.05	0.6933	-31.15	-1.5539	N/A	N/A
Semi-/ Skilled Craft	485	480	5	118	6	1		125	5				5	0.1137	0.0715	-69.8555	29.6775	N/A	2
Service Maintenance	1581	1053	528	854	19	1	1	875	496	5		1	502	0.1444	0.4272	-646.7036	147.403	N/A	58
Total	2634	1865	769	1087	33	7	1	1128	671	11	1	1	684						

* 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 2004

Job Category	Official/ Administrator	Professional	Technician	Protective Services (Sworn)	Administrative Support	Semi & 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 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 • Quality Assurance • Maintenance Planner 	<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 • Claims Investigator • Tower Control 	<ul style="list-style-type: none"> • Equipment Servicer • Body Mechanic • Track Maintainer • Maintenance Leader • Certified Welder • Vehicle Maintenance Instructor 	<ul style="list-style-type: none"> • Operator (Bus) • Operator (Rail) • Laborer • Hostler • Janitor • Stop Sign Maintainer • CRT Operator • Operating Instructor • Service Quality Supervisor

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2003 Affirmative Action Goals Progress Report

System-wide

EEO Job Category	2003 Target		2003 Actual	
	Minority	Female	Minority	Female
Officials/ Administrators	N/A	1	N/A	0
Professionals	N/A	8	N/A	7
Technicians	N/A	2	N/A	0
Protective Services	N/A	N/A	N/A	N/A
Paraprofessionals	N/A	7	N/A	4
Office & Clerical	N/A	6	N/A	7
Semi & Skilled Craft	N/A	1	N/A	1
Service Maintenance	N/A	39	N/A	46
TOTAL	N/A	64	N/A	65

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 12/31/02

Job Category	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	0.0455	0.3466	-3.4075	3.131	N/A	1	
Professionals	139	101	38	34	2	2							38	19	1	0.0492	0.5205	-31.1612	34,3495	N/A	8	
Technicians	26	20	6	3		1							4	4		0.0519	0.3957	-2.6506	4,2882	N/A	2	
ParaProfessionals/ ParaTechnicals	192	148	44	67	3								70	36	1	0.0441	0.8986	-61.5328	128,531	N/A	7	
Protective Service Workers	99	78	21	20	2								22	15	2	0.1643	0.1787	-5.7343	-3,3087	N/A	N/A	
Office/ Clerical	193	49	144	29		1	1						31	117	2	0.0403	0.7603	-23,2221	2,7379	N/A	6	
Skilled Craft Workers	472	468	4	126	6	1							133	4		0.0902	0.0687	-90,4256	28,4264	N/A	1	
Service Maintenance	1575	1040	535	853	17	1	1						872	502	6	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	509	509							

* 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.

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