

RESOLUTION NO. 2007-64

ESTABLISHING THE GCRTA 2007 AFFIRMATIVE ACTION GOALS FOR EQUAL EMPLOYMENT OPPORTUNITY

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 Transit Administration Recipients, dated May 26, 1988; and

WHEREAS, the Authority's Affirmative Action Plan requires that the 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 General Manager/ Secretary-Treasurer has met with executive staff to determine the goals for 2007 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 2007 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 - 2007 Affirmative Action Goals.

Adopted: April 17, 2007



President

Attest: 

CEO, General Manager/ Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: ESTABLISHING THE GCRTA 2007 AFFIRMATIVE ACTION GOALS FOREQUAL EMPLOYMENT OPPORTUNITY	Resolution No.: 2007-64
	Date: April 12, 2007
	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 2007.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: The Board of Trustees of the Greater Cleveland Regional Transit Authority in accordance with federal requirements and the policy adopts the establishment of these goals.
- 6.0 ECONOMIC IMPACT: Failure to establish 2007 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.
- 7.0 ALTERNATIVES: Disapprove 2007 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 April 3, 2007 meeting and recommended approval to the full Board of Trustees. It is recommended that the 2007 Affirmative Action Goals be accepted and the Resolution passed authorizing the CEO, General Manager/ Secretary-Treasurer to implement the goals.
- 9.0 ATTACHMENTS:

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

CEO, General Manager/Secretary-Treasurer

GCRTA 2007 Proposed Affirmative Action Goals

EEO Job Category	No. of Employees (As of 12/31/06)			No. Needed to Achieve Parity**		Projected 2007 Vacancies ***	2007 Goals	
	Total	Minority Male	Female	Minority Male	Female		Minority Male	Female
Officials/ Administrators	33	6	6	None	7	1	None	1
Professionals	168	45	51	None	41	7	None	4
Technicians	79	13	14	None	35	9	None	6
Protective Service	92	24	19	None	None	7	None	None
Administrative Support	206	40	145	None	None	21	None	None
Skilled Craft	439	127	5	None	26	80	None	6
Service Maintenance	1642	871	595	None	106	285	None	122
TOTAL	2659	1126	835	None	215	410	None	139

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

*** Projected 2007 vacancies are expected to result from a combination of such factors as promotion, transfers, resignation, retirement and termination.

Description of Job Categories 2007

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

2006 Affirmative Action Goals Progress Report

System-wide

EEO Job Category	2006 Target		2006 Actual (YTD)	
	Minority	Female	Minority	Female
Officials/ Administrators	None	1	None	0
Professionals	None	5	None	9
Technicians	None	7	None	2
Protective Services	None	None	None	None
Administrative Support	None	21	None	12
Skilled Craft	None	5	None	0
Service/ Maintenance	None	110	None	87
TOTAL	None	149	None	110

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 12/31/05

	All		Male					Female					2006 Projected Goal-- Minority	2006 Projected Goal-- Female**					
	Total	Male	Female	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.			Total				
																No. Needed for Parity-- Minority*	No. Needed for Parity-- Female*		
Officials/ Administrators	32	26	6	4	1	0	0	5	2	0	0	0	2	0.0564	0.3837	-3.1952	6.2784	N/A	1
Professionals	150	103	47	29	4	3	0	36	26	1	1	0	28	0.0594	0.5464	-27.09	34.96	N/A	5
Technicians	81	69	12	14	1	1	0	16	9	0	0	0	9	0.0579	0.6147	-11.3101	37.7907	N/A	7
Protective Service Workers (Sworn)	91	69	22	16	3	0	0	19	15	2	0	0	17	0.1769	0.1729	-2.9021	-6.2661	N/A	N/A
Administrative Support	213	68	145	40	3	1	0	44	114	4	0	0	118	0.05	0.6933	-33.35	2.6729	N/A	21
Semi-/ Skilled Craft	508	504	4	118	5	1	0	124	4	0	0	0	4	0.1137	0.0715	-66.2404	32.322	N/A	5
Service Maintenance	1609	1026	583	816	24	2	0	842	542	5	0	1	548	0.1444	0.4272	-609.6604	104.365	N/A	110
Total	2684	1865	819	1037	41	8	0	1086	712	12	1	1	726						

* 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.