

RESOLUTION NO. 2008-61

ESTABLISHING THE GCRTA 2008 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 Transit Administration published Circular 4704.1, entitled Equal Employment Opportunity Program Guidelines for Grant Recipients and Circular 4702.1A, entitled Title VI Program Guidelines for Federal Transit Administration Recipients, dated May 13, 2007; 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 2008 for the employment of women; and

WHEREAS, said goals have been determined using the 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 2008 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 – 2008 Affirmative Action Goals.

Adopted: April 15, 2008



President

Attest: 

CEO, General Manager/Secretary-Treasurer

GCRTA 2008 Affirmative Action Goals

EEO Job Category	No. of Employees (As of 12/31/07)			No. Needed to Achieve Parity**		Projected 2008 Vacancies ***	2008 Goals	
	Total	Minority Male	Female	Minority Male	Female		Minority Male	Female
Officials/ Administrators	33	6	5	None	7	1	None	1
Professionals	168	45	52	None	40	6	None	3
Technicians	84	17	16	None	36	5	None	3
Protective Service	92	23	18	None	None	25	None	None
Administrative Support	197	38	138	None	None	7	None	None
Skilled Craft	459	134	6	None	27	60	None	4
Service Maintenance	1619	867	587	None	105	52	None	22
TOTAL	2652	1130	822	None	215	156	None	33

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

*** Projected 2008 vacancies are expected to result from a combination of such factors as promotion, transfers, resignation, retirement and termination.



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: ESTABLISHING THE GCRTA 2008 AFFIRMATIVE ACTION GOALS FOR EQUAL EMPLOYMENT OPPORTUNITY	Resolution No.: 2008-61
	Date: April 10, 2008
	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 2008.
- 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 2008 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 12 of the FTA Master Agreement (14), 10-1-2007, and the imposition of appropriate sanctions, including a refusal by the FTA to sign off on grants.
- 7.0 **ALTERNATIVES:** Disapprove 2008 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 1, 2008 meeting and recommended approval to the full Board of Trustees. It is recommended that the 2008 Affirmative Action Goals be accepted and the Resolution passed authorizing the CEO, General Manager/Secretary-Treasurer to implement the goals.

9.0 ATTACHMENTS:

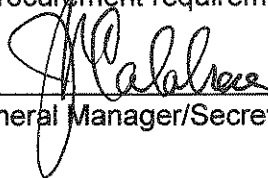
A - Workforce Profile as of 12/31/2007;

B - Description of Job Categories;

C - 2007 Affirmative Action Goals Progress Report (System-wide); and

D - Workforce Profile as of 12/31/2006 (for comparison).

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



General Manager/Secretary-Treasurer

Greater Cleveland Regional Transit Authority
 Workforce Profile
 Affirmative Action Goals (Cuyahoga County and Surrounding Counties)
 Authority-Wide

	Employees by Job Category, Race and Sex as of 12/31/07													2008 Projected Goal--Female**						
	All				Male				Female				2008 Projected Goal--Minority							
	Total	Male	Female		Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total	Black	Hispanic	Asian/Pac. Is.			Amer. Ind.	Total				
Officials/ Administrators	33	28	5	5	1	0	0	0	6	2	0	0	0	2	0.0564	0.3837	-4.1388	7.6621	N/A	1
Professionals	168	116	52	36	6	3	0	45	29	1	1	0	31	0.0594	0.5464	-35.0208	39.7952	N/A	3	
Technicians	84	68	16	14	1	2	0	17	12	0	0	0	12	0.0579	0.6147	-12.1364	35.6348	N/A	3	
Protective Service Workers (Sworn)	92	74	18	18	4	1	0	23	12	1	0	0	13	0.1769	0.1729	-6.7252	-2.0932	N/A	N/A	
Administrative Support	197	59	138	35	2	1	0	38	112	5	0	0	117	0.05	0.6933	-28.15	-1,4199	N/A	N/A	
Semi-/ Skilled Craft	459	453	6	127	6	1	0	134	5	1	0	0	6	0.1137	0.0715	-81.8117	26.8185	N/A	4	
Service Maintenance	1619	1032	587	838	27	2	0	867	541	5	0	2	548	0.1444	0.4272	-633.2164	104.637	N/A	22	
Total	2652	1830	822	1073	47	10	0	1130	713	13	1	2	729							

* 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 2008

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 of 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

2007 Affirmative Action Goals Progress Report

System-wide

EEO Job Category	2007 Target		2007 Actual (YTD)	
	Minority	Female	Minority	Female
Officials/ Administrators	None	1	None	0
Professionals	None	4	None	8
Technicians	None	6	None	4
Protective Services	None	None	None	None
Administrative Support	None	None	None	None
Skilled Craft	None	6	None	1
Service/ Maintenance	None	122	None	70
TOTAL	None	139	None	83

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

Greater Cleveland Regional Transit Authority
Workforce Profile
Affirmative Action Goals (Cuyahoga County and Surrounding Counties)
Authority-Wide

Employees by Job Category, Race and Sex as of 12/31/06

	All			Male					Female					Availability--Minority	Availability--Female	No. Needed for Parity--Minority*	No. Needed for Parity--Female*	2007 Projected Goal--Minority	2007 Projected Goal--Female**			
	Total	Male	Female	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total									
Officials/ Administrators	33	27	6	5	1	0	0	0	6	2	0	0	0	0	0	0	0.0564	0.3837	-4.1388	6.6621	N/A	1
Professionals	168	117	51	35	6	4	0	0	45	31	1	0	1	0	0	0	0.0594	0.5464	-35.0208	40.7952	N/A	4
Technicians	79	65	14	11	1	1	0	0	13	9	0	0	0	0	0	0	0.0579	0.6147	-8.4259	34.5613	N/A	6
Protective Service Workers (Sworn)	92	73	19	19	5	0	0	0	24	13	1	0	0	0	0	0	0.1769	0.1729	-7.7252	-3.0932	N/A	N/A
Administrative Support	206	61	145	36	3	1	0	0	40	116	5	0	0	0	0	0	0.05	0.6933	-29.7	-2.1802	N/A	N/A
Semi-/ Skilled Craft	439	434	5	120	6	1	0	0	127	5	0	0	0	0	0	0	0.1137	0.0715	-77.0857	26.3885	N/A	6
Service Maintenance	1642	1047	595	846	23	2	0	0	871	551	4	0	0	1	556	0.1444	0.4272	-633.8952	106.462	N/A	122	
Total	2659	1824	835	1072	45	9	0	0	1126	727	11	1	1	1	740							

* 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.