

RESOLUTION NO. 2011-34

ESTABLISHING THE GCRTA 2011 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 ground 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 2011 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 2011, 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: 2011 Affirmative Action Goals

Adopted: April 19, 2011

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
CEO, General Manager/Secretary-Treasurer

## GCRTA 2011 Proposed Affirmative Action Goals

EEO Job Category	No. of Employees (As of 12/31/10)			No. Needed to Achieve Parity**		Projected 2011 Vacancies ***	2011 Goals	
	Total	Minority Male	Female	Minority Male	Female		Minority Male	Female
<b>Officials/ Administrators</b>	32	6	6	None	6	1	None	1
<b>Professionals</b>	155	38	56	None	29	17	None	9
<b>Technicians</b>	79	14	12	None	36	1	None	1
<b>Protective Service</b>	133	28	22	None	1	7	None	1
<b>Administrative Support</b>	147	28	99	None	3	1	None	1
<b>Skilled Craft</b>	388	116	6	None	22	58	None	4
<b>Service Maintenance</b>	1191	643	431	None	78	30	None	13
<b>TOTAL</b>	2125	873	632	None	175	115	None	30

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

\*\*\* Projected 2011 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**

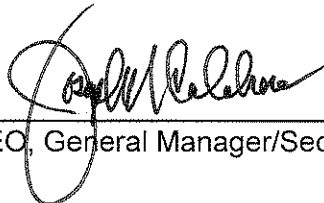
TITLE/DESCRIPTION:  ESTABLISHING 2011 AFFIRMATIVE ACTION GOALS	Resolution No.: 2011-34
	Date: April 14, 2011
	Initiator: Legal/Office of Equal Opportunity
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input 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 2011.
- 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 2011 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 12 of the FTA Master Agreement, and the imposition of appropriate sanctions, including a refusal by the FTA to sign off on grants.
- 7.0 ALTERNATIVES: Disapprove 2011 Affirmative Action Goals: Disapproval of FTA Affirmative Action Goals would impact and delay the sign off of grants by FTA.
- 8.0 RECOMMENDATION: The Committee of the Whole Board of Trustees reviewed the Annual Goals at its April 5, 2011 meeting and recommended approval to the full Board of Trustees. It is recommended that the 2011 Affirmative Action Goals be accepted and the Resolution passed authorizing the CEO, General Manager/ Secretary-Treasurer to implement the goals.

9.0 ATTACHMENTS:

- B. Workforce Profile as of 12/31/2009
- C. Description of Job Categories
- D. 2010 Affirmative Action Goals Progress Report (System-wide)
- E. Workforce Profile as of 12/31/2008 (for comparison)

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



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CEO, General Manager/Secretary-Treasurer

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

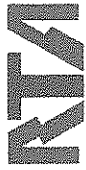
Employees by Job Category, Race and Sex as of 12/31/09

	All			Male					Female					2010 Projected Goal- Minority	2010 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	29	6	7	0	0	0	0	7	2	0	0	0	2	0.0564	0.3837	-5.026	7.4295	N/A	1
Professionals	152	97	55	34	3	2	0	0	39	26	0	1	0	27	0.0594	0.5464	-29.9712	28.0528	N/A	3
Technicians	82	69	13	15	1	1	0	0	17	9	0	0	0	9	0.0579	0.6147	-12.2522	37.4054	N/A	1
Protective Service Workers (Sworn)	137	114	23	26	6	0	0	0	32	15	1	0	0	16	0.1769	0.1729	-7.7647	0.6873	N/A	1
Administrative Support	163	52	111	29	1	1	0	0	31	90	4	0	0	94	0.05	0.6933	-22.85	2.0079	N/A	2
Semi-/ Skilled Craft	428	422	6	119	6	1	0	0	126	5	1	0	0	6	0.1137	0.0715	-77.3364	24.602	N/A	1
Service Maintenance	1365	877	488	715	17	2	0	0	734	449	2	0	2	453	0.1444	0.4272	-536.894	95.128	N/A	2
<b>Total</b>	<b>2362</b>	<b>1660</b>	<b>702</b>	<b>945</b>	<b>34</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>986</b>	<b>596</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>607</b>						

\* 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 2011

Job Category	Official/ Administrator	Professional	Technician	Protective Services (Sworn)	Administrative Support	Semi & Skilled Craft	Service/ Maintenance
<b>State/ Federal Definition</b>	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.
<b>Examples of RTA Jobs</b>	<ul style="list-style-type: none"> <li>• CEO/ General Manager</li> <li>• Deputy General Manager</li> <li>• Executive Director</li> <li>• Director</li> <li>• District Director</li> <li>• Senior Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• Manager, Benefits</li> <li>• Lieutenant</li> <li>• Senior Budget Management Analyst</li> <li>• Engineer, Civil</li> <li>• Supervisor, Payroll</li> <li>• Senior Auditor</li> <li>• Associate Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• Systems Administrator</li> <li>• Telecommunications Technician</li> <li>• Data Base Administrator</li> <li>• Construction Inspector</li> <li>• Sergeant</li> <li>• Quality Assurance</li> <li>• Maintenance Planner</li> </ul>	<ul style="list-style-type: none"> <li>• Security Guard</li> <li>• Patrol Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Dispatcher</li> <li>• Customer Service Representative</li> <li>• Clerk/ Typist</li> <li>• Station Attendant</li> <li>• Money Handler</li> <li>• Secretary</li> <li>• Claims Investigator</li> <li>• Tower Control</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment Servicer</li> <li>• Body Mechanic</li> <li>• Track Maintainer</li> <li>• Maintenance Leader</li> <li>• Certified Welder</li> <li>• Vehicle Maintenance Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• Operator (Bus)</li> <li>• Operator (Rail)</li> <li>• Laborer</li> <li>• Hostler</li> <li>• Janitor</li> <li>• Stop Sign Maintainer</li> <li>• CRT Operator</li> <li>• Operating Instructor</li> <li>• Service Quality Supervisor</li> </ul>



## 2010 Affirmative Action Goals Progress Report

**Division/Department:** Office of Equal Opportunity      **Date:** May 29, 2011  
**Report completed by:** Felicia Brooks-Williams      **Phone #:** Ext. 5068

**Affirmative Action**

The numbers reported for the year to date and percentage of total hires include new hires, rehires, and promotions in each of the designated categories.

**KEY PERFORMANCE MEASURES**

PERFORMANCE MEASURE	2010 Target		Year End Progress (Hires & Promotions)		New Hires Opportunities (Excluding Promotions)
	Minority	Female	Minority	Female	
Affirmative Action: Officials/ Administrators	N/A	1	N/A	0	0
Professionals	N/A	3	N/A	11	14
Technicians	N/A	1	N/A	0	3
Protective Services	N/A	1	N/A	4	15
Administrative Support	N/A	2	N/A	5	3
Semi & Skilled Craft	N/A	1	N/A	0	3
Service Maintenance	N/A	2	N/A	27	0
<b>Total</b>	<b>N/A</b>	<b>11</b>	<b>N/A</b>	<b>47</b>	<b>38 (total new hires in 2010)</b>

“N/A” means there is no under-utilization in this category and consequently no affirmative action goal was set for the year 2010.

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 12/31/08

	All			Male					Female					Availability--Minority	Availability--Female	No. Needed for Parity--Minority*	No. Needed for Parity--Female*	2009 Projected Goal--Minority	2009 Projected Goal--Female**	
	Total	Male	Female	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total							
Officials/ Administrators	31	25	6	6	0	0	0	0	0	0	0	0	0	2	0.0564	0.3837	-4.2516	5.8947	N/A	1
Professionals	152	102	50	34	4	2	0	0	40	27	0	1	0	28	0.0594	0.5464	-30.9712	33.0528	N/A	8
Technicians	87	71	16	14	1	1	0	16	11	0	0	0	0	11	0.0579	0.6147	-10.9627	37.4789	N/A	1
Protective Service Workers (Sworn)	119	95	24	25	5	0	0	30	16	1	0	0	0	17	0.1769	0.1729	-8.9489	-3.4249	N/A	N/A
Administrative Support	183	60	123	37	2	1	0	40	86	3	0	0	0	89	0.05	0.6933	-30.85	3.8739	N/A	3
Semi-/ Skilled Craft	449	444	5	127	5	1	0	133	20	2	0	0	0	22	0.1137	0.0715	-81.9487	27.1035	N/A	4
Service Maintenance	1453	920	533	753	20	2	0	775	490	4	0	2	496	0.1444	0.4272	-565.1868	87.7216	N/A	23	
<b>Total</b>	<b>2474</b>	<b>1717</b>	<b>757</b>	<b>996</b>	<b>37</b>	<b>7</b>	<b>0</b>	<b>1040</b>	<b>652</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>665</b>							

\* 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.