

RESOLUTION NO. 2013-31

ESTABLISHING THE GCRTA 2013 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 2013 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 minority men in the protective services job category and women in all categories except for administrative support for the year 2013, 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—2013 Proposed Affirmative Action Goals.

Adopted: April 16, 2013



Vice President

Attest: 

CEO, General Manager/Secretary-Treasurer

GCRTA 2013 Proposed Affirmative Action Goals

EEO Job Category	No. of Employees (As of 12/31/12)			No. Needed to Achieve Parity**		Projected 2013 Vacancies ***	2013 Goals	
	Total	Male	Female	Minority Male	Female		Minority Male	Female
Officials/ Administrators	39	31	8	None	8	2	None	1
Professionals	165	101	64	None	29	13	None	7
Technicians	84	66	18	None	32	1	None	1
Protective Service	121	103	18	2	2	11	2	2
Administrative Support	151	50	101	None	None	4	None	None
Skilled Craft	388	383	5	None	18	44	None	3
Service Maintenance	1190	774	416	None	108	84	None	37
TOTAL	2138	1508	630	2	197	159	2	51

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

*** Projected 2013 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 GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY 2013 AFFIRMATIVE ACTION GOALS FOR EQUAL EMPLOYMENT OPPORTUNITY	Resolution No.: 2013-31
	Date: April 11, 2013
	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 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 minority men in the protective services job category and women in all EEO categories except for administrative support.
- 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 2013 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 2013 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 of the Board of Trustees will review the 2013 Affirmative Action Goals at its April 16, 2013 meeting and is expected to recommend approval to the full Board of Trustees. It is recommended that the 2013 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 2013 Affirmative Action Goals;

B—Workforce Profile as of 12/31/2012;

C—Description of Job Categories 2013;

D—2012 Affirmative Action Goals Progress Report (System-wide); and

E—Workforce Profile as of 12/31/2011 (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

GCRTA 2013 Proposed Affirmative Action Goals

EEO Job Category	No. of Employees (As of 12/31/12)			No. Needed to Achieve Parity**		Projected 2013 Vacancies ***	2013 Goals	
	Total	Male	Female	Minority Male	Female		Minority Male	Female
Officials/ Administrators	39	31	8	None	8	2	None	1
Professionals	165	101	64	None	29	13	None	7
Technicians	84	66	18	None	32	1	None	1
Protective Service	121	103	18	2	2	11	2	2
Administrative Support	151	50	101	None	None	4	None	None
Skilled Craft	388	383	5	None	18	44	None	3
Service Maintenance	1190	774	416	None	108	84	None	37
TOTAL	2138	1508	630	2	197	159	2	51

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

*** Projected 2013 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
 Affirmative Action Goals (Cuyahoga County and Surrounding Counties)
 Authority-Wide

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

	All			Male					Female					Availability-- Minority	Availability-- Female	No. Needed for Parity-- Minority*	No. Needed for Parity-- Female*	2013 Projected Goal-- Minority	2013 Projected Goal-- Female**
	Total	Male	Female	Black	Hispanic	Asian/ Pac. Is.	Amer. Ind.	Total	Black	Hispanic	Asian/ Pac. Is.	Amer. Ind.	Total						
Officials/ Administrators	165	101	64	35	2	2	0	39	26	2	1	0	29	29,258	-27,6975	N/A	7		
Professionals	84	66	18	13	2	0	0	15	12	0	0	0	12	31,686	-8,9604	N/A	1		
Technicians	121	103	18	17	6	0	0	23	11	2	0	0	13	1,5778	1,563	2	2		
Protective Service Workers (Sworn)	151	50	101	30	2	1	0	33	79	2	0	0	81	-1,8232	-23,2303	N/A	N/A		
Administrative Support	388	383	5	105	7	1	0	113	4	1	0	0	5	18,474	-58,9516	N/A	3		
Semi-/ Skilled Craft	1190	774	416	626	16	2	0	644	383	2	0	1	386	107,719	-444,437	N/A	37		
Service Maintenance	2138	1508	630	834	36	6	0	876	518	9	1	1	529						
Total																			

* 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 2013

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 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 ● Paratransit ● CRT Operator ● Operating Instructor ● Service Quality Supervisor

2012 AFFIRMATIVE ACTION PROGRESS REPORT

PERFORMANCE MEASURE	2012 Target		Year End Progress (Hires & Promotions)		New Hires Opportunities (Excluding Promotions)
	<u>Minority</u>	<u>Female</u>	<u>Minority</u>	<u>Female</u>	
Officials/Administrators	N/A	1	N/A	1	1
Professionals	N/A	10	N/A	14	32
Technicians	N/A	6	N/A	4	7
Protective Services	N/A	N/A	N/A	N/A	N/A
Administrative Support	N/A	3	N/A	12	11
Semi & Skilled Craft	N/A	2	N/A	0	21
Service Maintenance	N/A	23	N/A	67	160
Total	N/A	45	N/A	98	232

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 12/31/11

	All			Male					Female					Availability--Minority	Availability--Female	No. Needed for Parity--Minority*	No. Needed for Parity--Female**	2012 Projected Goal--Minority	2012 Projected Goal--Female**
	Total	Male	Female	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total	Black	Hispanic	Asian/Pac. Is.	Amer. Ind.	Total						
Officials/ Administrators	30	24	6	6	0	0	0	0	2	0	0	0	2	0.0564	0.3837	-4.308	5.511	N/A	1
Professionals	157	102	55	36	3	2	0	0	22	2	1	0	25	0.0594	0.5464	-31.6742	30.7848	N/A	10
Technicians	78	63	15	12	1	0	0	0	9	0	0	0	9	0.0579	0.6147	-8.4838	32.9466	N/A	6
Protective Service Workers (Sworn)	121	98	23	21	6	0	0	0	16	2	0	0	18	0.1769	0.1729	-5.5951	-2.0791	N/A	N/A
Administrative Support	142	48	94	26	2	1	0	0	75	2	0	0	77	0.0500	0.6933	-21.9	4.4486	N/A	3
Semi-/ Skilled Craft	391	386	5	108	7	1	0	0	4	1	0	0	5	0.1137	0.0715	-71.5433	22.9565	N/A	2
Service Maintenance	1174	755	419	621	12	2	0	0	391	2	0	1	394	0.1444	0.4272	-465.4744	82.5328	N/A	23
Total	2093	1476	617	830	31	6	0	0	519	9	1	1	530						

* 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.