



## IDAHO TRANSPORTATION DEPARTMENT

### AFFIRMATIVE ACTION PLAN

August 30, 2010 to August 30, 2015

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Signature:           Signed          

Date: 12/20/10

Concurrence and approval by: **Brian W. Ness, Director**

Signature:           Signed          

Date: 12/20/10

# **Idaho Transportation Department Affirmative Action Plan 2010 – 2015**

## **Executive Summary**

### **Description of the Affirmative Action Plan**

This Affirmative Action Plan (AAP) focuses on the hiring, training, and promoting of individuals in protected classes that are underrepresented within the Idaho Transportation Department's (ITD) workforce. The AAP sets forth employment goals for minorities and women whose representation in the workforce is less than would be reasonably expected by availability estimates of the qualified labor pool. The plan also names the positive affirmative steps ITD will take to recruit and employ qualified minorities and women. If followed, the AAP becomes the guide for a program that should result in fair employment for all employees. Responsibility for this program rests with the Human Resource Services (HRS) section.

### **Reporting Requirements**

Following this summary is a comprehensive plan that is a required component of the Federal Highway Administration (FHWA) affirmative action compliance and ITD Equal Employment Opportunity programs. The Plan identifies problem areas and demonstrates good faith efforts to ensure equal opportunity and address problem areas. The plan serves as a working document for reporting on employment actions and informs FHWA regarding progress towards parity. It is also a management tool to assist with maintaining an environment free of discrimination or harassment.

The Equal Employment Opportunity/Affirmative Action program will involve all human resource practices including, but not limited to, recruiting, hiring, transfers, promotions, training, compensation, benefits, and recognition. Equal Employment Opportunity positively affects the development of our entire workforce, and active Affirmative Action programs provide a more positive working environment, which benefits this Department and all its employees. This multi-year AAP has been developed to help facilitate equal employment opportunities for all our employees and applicants for employment and to promote and support a diverse workforce.

FHWA requirements and ITD policy stipulate that the AAP be evaluated, monitored, and updated annually. Progress is to be assessed, deficiencies identified, and corrective changes made that will better accomplish the Plan's goals and objectives are to be outlined.

The Department supports the diversification of our workforce through a fair and equitable application of affirmative action practices in areas where females and minorities are underutilized. The objectives set forth in the AAP will be implemented and we will engage in good faith efforts to create and maintain a diverse workforce. In accordance with FHWA regulations, this AAP provides underutilization analysis regarding ITD's:

- Workforce analysis
- Job group analysis
- Availability two factor analysis
- Availability eight factor analysis
- Four-fifths underutilization analysis
- Placement goals

CONTINUED

These analyses are documented and available for review following this summary. The numerical objectives in the exhibits following this report have been established for each EEO job category.

Updates will be prepared annually by HRS to report on the current status of equal employment opportunity and affirmative action programs and practices in the department and to evaluate progress towards achieving parity in areas where females and minorities are underutilized.

### ITD Employee Profile Fiscal Year 2009 Underutilization

This table represents underutilization department wide. Female professionals and technicians are the categories that depict the largest amount of current underutilization.

EEO Category	Female	Males				
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		WHITE	BLACK			
Officials / Administrators						
Professionals	55		2		2	2
Technicians	48		2	9	5	
Protective Services						
Paraprofessionals				1	1	1
Administrative Support			1	2		1
Skilled Craft Workers	12			4	2	
Service-Maintenance	3		1	1	1	1

### Changes and Goals

The EEO Resource Specialist intends to focus on the following EEO/AAP internal action items and goals during this five year reporting period. The AAP reiterates the need for continued attention. As a result, ITD has identified the following significant issues as primary focus areas:

- Continue to develop recruiting sources and outreach processes to assist in reaching minority or female applicants.
- Continue to work with the strategies set forth within this five year plan.
- Develop and obtain reporting systems to provide ITD more specific training data.
- Implement and continually assess the ITD Careers@ITD website to assist with reaching possible candidates, including candidates within targeted minority groups.
- Continue to update the Director of the Idaho Transportation Department regarding recruiting activities and internal EEO issues on a quarterly basis.
- Attend career fairs and targeted minority events to assist with reaching minority candidates.
- Provide Harassment Prevention training for all ITD employees every two years.

CONTINUED

### Five Year Affirmative Action Plan EEO Placement Goals

Last year ITD reduced the department's total underutilization by 2.5%. Our goal is to reduce the department's total underutilization by 2% per year over the next five years. This would result in an overall decrease of 9.6% from today's underutilization.

This table represents ITD's goal of reducing underutilization equally throughout the department. If the underutilization is reduced equally throughout ITD, the employee population breakdown would look like this:

EEO Category	Female	Males				
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		WHITE	BLACK			
<b>Officials / Administrators</b>						
<b>Professionals</b>	50		2		2	2
<b>Technicians</b>	43		2	8	5	
<b>Protective Services</b>						
<b>Paraprofessionals</b>				1	1	1
<b>Administrative Support</b>			1	2		1
<b>Skilled Craft Workers</b>	11			4	2	
<b>Service-Maintenance</b>	3		1	1	1	1

It should be noted that goals do not require or mandate the selection of unqualified persons or preferential treatment based protected factors such as race, national origin, or gender. Rather, goals can be attained through effective identification and elimination of problems and/or barriers to equal employment opportunity. These goals are not quotas which must be met, instead they are reasonably attainable by means of applying every good faith effort to make the affirmative action program work and attain the ultimate goal of parity within the organization.

### Accountability and Responsibility

All managers and supervisors are expected to foster and support equal employment opportunity and workforce diversification in their employment decisions, practices, and programs. Managers and supervisors of the department are responsible for maintaining a work environment free from any form of discrimination based on race, color, gender, sexual orientation, religion, national origin, age, disability, veteran or marital status. Supervisors and managers will be evaluated and held accountable on their performance reviews for their conduct, responsibilities, and adherence to ITD's policy. They are responsible for modeling respectful behavior through their words and actions.

### Summary

Additional areas of concern will be identified, analyzed, and reported in each of the annual EEO assurance updates to be submitted each of the next five years of this multi-year plan. For additional information please see the report for specific details and methodology.

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## STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

As the head of the Idaho Transportation Department, I am personally committed to the principles and spirit of Equal Employment Opportunity (EEO) for all employees and employment applicants.

Therefore, be it known that it is a fundamental policy of the Department to ensure equal opportunity in employment to all individuals regardless of race, color, gender, religion, national origin, age, disability. Equal Employment Opportunity and Affirmative Action programs are legal, social, and economic requirements for the success of the Department, and as such will continue to receive my personal attention and guidance. To further assure that appropriate program measures are implemented and monitored, I have designated Mary Harker, Human Resource Services Manager as the Department's Affirmative Action Officer.

Our Equal Opportunity/Affirmative Action program will pervade all human resource practices including, but not limited to, recruiting, hiring, transfers, promotions, training, compensation, benefits, recognition, and all forms of employment. Equal Employment Opportunity positively affects the development of our entire workforce, and active Affirmative Action programs will provide a more positive working environment, which benefits this Department and all of its employees.

For effective administration and implementation of the Equal Employment Opportunity program, there must be involvement, commitment and support of executives, managers, and supervisors. Human Resource Services, per my directive, has advised all administrators and division managers that responsibility for positive implementation of the Affirmative Action program will be expected and shared by all management and supervisory personnel. Administrators and division managers have been further advised that they will be held accountable for their actions in this area and will be evaluated when carrying out these responsibilities.

Equal Employment Opportunity is not only the law, but it is fundamental to this Department's operations. I expect each employee and Management to cooperate fully by integrating and promoting Equal Employment Opportunity at all levels.

Signed  
\_\_\_\_\_  
Brian W. Ness  
Director

12/10/2010  
Date

## **AFFIRMATIVE ACTION PLAN OBJECTIVES**

This multi-year AAP has been developed to help facilitate equal employment opportunity for all our employees and applicants for employment and to promote and support a diverse workforce. The Human Resource Services office oversees the Internal Affirmative Action program.

Upon approval from the Federal Highway Administration (FHWA), the AAP is effective from July 1, 2010 to June 30, 2015. The primary objectives of the AAP are:

- Reaffirming our commitment to equal employment opportunities and the principles of affirmative action;
- Reaffirming our commitment in all contracts and hiring practices.
- Identifying how the AAP and EEO policies will be disseminated;
- Identifying programs and procedures to ensure equal employment opportunity and a work environment free from unlawful discrimination, including sexual harassment;
- Analyzing the current workforce relative to the civilian labor force to determine where females and minorities are underutilized;
- Establishing short-term and long-term goals to lessen underutilization;
- Continuing to communicate procedures for reporting, investigating, and resolving discrimination complaints.

Updates will be prepared annually by the Human Resource Services (HRS) office to report on the current status of equal employment opportunity and affirmative action programs and practices in the department and to evaluate progress towards achieving parity in areas where females and minorities are underutilized.

This AAP was developed pursuant to the following authorities: Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 (29 USC 790); Title I of the Americans with Disabilities Act of 1990; Federal-Aid Highway Regulations (23 CFR 230, Subpart C, Appendix A); Federal-Aid Highway Transportation Acts: (23 USC 140(a)); (23 USC 324); (42 USC 6101).



**COMPLIANCE ASSURANCES**  
**Idaho Transportation Department**  
**Human Resource Services - Internal EEO**

**State Assurances with Regard to Equal Employment Opportunity (EEO)**

Pursuant to the requirements of Section 22(a) of the Federal-Aid Highway Act of 1968, the State of Idaho desires to avail itself of the benefits of Chapter 1, Title 23, United States Code (USC), and as a condition to obtaining the approval of the Secretary of Transportation of any programs for projects as provided for in Title 23, USC, Section 140(a), hereby gives its assurance that employment in connection with all proposed projects approved on or after August 23, 1968, will be provided without regard to race, color, creed, national origin, or sex.

More specifically, and without limiting the above general assurance, the Idaho Transportation Department (ITD) hereby gives the following specific assurances:

1. ITD has established an Internal EEO/AAP in furtherance of the above general assurance, which shall include a system to maintain compliance with EEO/AAP obligations and commitments. ITD will furnish EEO/AAP information and reports regarding the Internal EEO program as may be required or requested by the FHWA.
2. The ITD Internal EEO program includes effective procedures to ensure that discrimination in employment on the grounds of race, color, creed, national origin, or sex will not be permitted and if discrimination exists at the time this assurance is made, it will be corrected promptly.
3. ITD has appointed an EEO Officer whose primary duty shall be to administer the State's EEO Affirmative Action (AA) program as established pursuant to these assurances.
4. ITD will, on its own initiative, implement this EEO/AAP, including the imposition of contract sanctions and the initiation of appropriate legal proceedings under any applicable State or Federal law, to achieve EEO and will actively cooperate with FHWA in all investigations and enforcement actions undertaken by FHWA.
5. ITD will establish and maintain effective liaisons with public and private agencies and organizations which are, or should be, involved in EEO programs. Such agencies and organizations include, but are not limited to contractor associations, minority group organizations, and the U.S. and State Departments of Labor.
6. ITD hereby agrees that it will seek the cooperation of all appropriate agencies and other related organizations to ensure that all persons will have an opportunity to seek employment without regard to race, color, creed, national origin, or sex.
7. ITD hereby agrees that its own employment policies and practices will be without regard to race, color, creed, national origin, or age.
8. ITD will obtain and furnish to FHWA such information and reports as may be required/requested to enable the Federal Highway Administration to determine compliance by this assurance.

## STATEMENT OF COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

The Idaho Transportation Department is committed to equal employment opportunity (EEO) for all employees and applicants without regard to race, color, gender, sexual orientation, religion, national origin, age, disability, veteran or marital status. All department employment policies, practices and programs, including recruitment, appointment, promotion, demotion, transfer, retention, discipline, separation, training, benefits and compensation, shall reflect management's commitment to equal employment opportunity. We recognize that a workforce diverse in terms of race, culture, gender, age, physical ability and life experiences is as important to our success as hard work, technical skill, knowledge, and customer service. We expect a work environment where individuals respect the differences of others and maintain an organizational culture where employees feel valued for their unique contributions.

The Department supports the diversification of our workforce through a fair and equitable application of affirmative action practices in areas where females and minorities are underutilized. The objectives set forth in the AAP will be implemented and we will engage in good faith efforts to create and maintain a diverse workforce.

All managers and supervisors are expected to foster and support equal employment opportunity and workforce diversification in their employment decisions, practices and programs. Managers and supervisors of the department are responsible for maintaining a work environment free from any form of discrimination based on race, color, gender, sexual orientation, religion, national origin, age, disability, veteran or marital status. They are held accountable for their performance in these areas. Any employee or applicant for employment who believes that he or she has been subjected to any form of discrimination based on one or more of the protected factors listed above are encouraged to immediately contact any one of the following:

<b>Idaho Transportation Department</b>	<b>Idaho Commission on Human Rights</b>	<b>Federal Highway Administration</b>
HRS-EEO Internal Programs	1109 Main Street	Idaho Division Office
P.O. Box 7129	Owyhee Plaza Suite 400	3050 Lake Harbor Lane, Suite 126
Boise, Idaho 83707-1129	Boise, Idaho 83720-0040	Boise, Idaho 83703-6243
Phone: (208) 334-8845	Phone: (208) 334-2873	Phone: (208) 334-9180 x131
Fax: (208) 334-4423	Fax: (208) 334-2664	Fax: (208) 334-1691

The Idaho Transportation Department hotline number is also posted on all bulletin boards throughout the state. This number is directly connected to the Human Resource Specialist, Senior who is dedicated to internal EEO programs. This poster encourages all employees to call if they become aware of any unlawful activity. The Idaho Transportation Department's management team is committed to assist with, implement, and support the Department's Affirmative Action program.

Signed  
Brian W. Ness  
Director

12/10/2010  
Date

## INTRODUCTION

The mission statement of the Idaho Transportation Department (ITD) is “Our Mission, Your Mobility”. Clear, concise and direct, these four words were chosen to serve as ITD’s mission statement. They remind employees and the public that our fundamental principle as a state agency is to ensure mobility options. Our mission statement builds on concepts first identified by our comprehensive visioning process, “Idaho’s Transportation Vision: Getting There Together”. The mission clearly reflects the priorities that emerged and will serve as a foundation for everything we do to ensure the mobility of Idahoans.

### **Why is transportation important to Idaho**

The state transportation system is inextricably woven into the fabric of Idaho life. The state's citizens use Idaho's transportation system to get to work, school, friends and recreation. They also rely on that system to bring goods to their stores, services to their doorstep, and to make sure the state's goods and services are delivered to the customers of the nation and the world. From the food they eat, to the letters they read, to the movies they drive to, Idahoans are empowered by transportation in complex and substantial ways. Idaho's leaders and transportation officials understand the essential role transportation plays as a cornerstone for the state's economic and social health. The Transportation Department's mandate is to provide the people of Idaho with a transportation system that includes various means of travel.

### **Highways are a driving force in state's economy**

Idaho's transportation system is the backbone of the state's economy. Safe and efficient roads, bridges, airports, railroads and ports promote the expansion of Idaho's economy. The cost of doing business is affected by how well goods and people can be moved across town, across the country and around the world. Thus, Idaho's economic performance is tied to the quality of our transportation system.

### **Air travel provides a vital economic link**

The aviation industry provides jobs either directly or indirectly through the state's airports or tourism from the money that visitors bring into the state. Together, this generates \$1.3 billion in aviation-related economic impact to Idaho and provides more than 24,000 jobs. Another nearly 27,000 jobs in the state are in some way dependent upon aviation. Idaho's airports also help protect lives and property in the state by providing a base for fire-fighting activities.

ITD’s Strategic Planning team, comprised of members from the Executive team, met to complete a department mission, vision and strategic plan. The vision statement describes what ITD will do and explains where the department will focus its efforts. That vision is for ITD to be the best in the country by providing transportation systems and services that are safe, efficient, promote economic vitality, and use innovative technology.

ITD will achieve this level of excellence through:

- Investing in Our People
- Expanding and Enhancing Partnerships
- Leading through Agency Performance
- Improving Our Customer Service Culture

To effectively address those four focus areas, quality management teams were charged to establish recommendations that fully realize the potential for the Idaho Transportation Department and our partnerships.

The quality management teams were asked to present bold recommendations within their action plans that address their focus areas and themes. Those forward-thinking recommendations addressed both short-term and long-term issues.

Members of the four quality management teams are:

Investing in Our People: Mary Harker (sponsor), Allen King, Monica Crider, Pat Carr, Connie Lane-Porter, Steve Martin and Greg Laragan.

Expanding and Enhancing Partnerships: Ned Parrish, Tom Cole, Sherie Sweaney, Pete Hartman (Federal Highway Administration) and Ed Pemble.

Leading through Agency Performance: Joel Drake, Dave Amick, Diego Curt, Bob Schumacher, Bonnie Fogdall, and Randy Gill.

Improving Our Customer Service Culture: Alan Frew (sponsor), Amy Smith, Mike Pape, Barry Takeuchi, Sonna Lynn Fernandez, Barbara Babic and Ken Angell.

Outlines for focus areas of each quality management team will be presented to the Idaho Transportation Board and incorporated in ITD's Strategic Plan. This information will also be reported to the Division of Financial Management.

## **HISTORY**

The Idaho Transportation Board is a seven-member panel of citizens appointed by the Idaho governor and confirmed by the Idaho Senate. Representing each of the state's six transportation districts, board members serve staggered six-year terms on a part-time basis. The seventh member, the board chairman, serves at the pleasure of the governor and votes on transportation issues in the event of a tie. The transportation board is responsible for establishing department policy and hiring the department's director.

The largest division of the Idaho Transportation Department, the Division of Highways is responsible for developing, constructing, operating and maintaining the state's highway infrastructure, including the federal interstate system, federal and state highways and bridges. Responsibilities are divided into two major areas: operations and development.

Idaho citizens and visitors to the state depend on an interconnected multimodal transportation system. Transportation is a driving force behind the state's robust economy, serving business, commerce, tourism and recreation as well as the commuting needs and access to health care facilities, educational facilities and retail/commercial enterprises.

It includes:

- State and local systems
- 99,198 lane miles
- 48,410 centerline miles
- 2,362 bridges
- 1,576 miles of rail lines
- 275 aircraft landing facilities
- 125 public airports
- The West Coast's most inland seaport (Port of Lewiston)

### **State Highway System**

- 4,946 centerline miles of highway
- 1,777 bridges
- 612 centerline miles of interstate highways
- Interstate highways
- I-15 (196 miles)
- I-84 (276 miles)
- I-184 (3.6 miles)
- I-86 (62.9 miles)
- I-90 (73.6 miles)
- 72 centerline miles of interstate business routes
- 1,851 centerline miles of U.S. highways
- 29 rest areas
- 10 fixed Ports of Entry

The state highway system accounts for more than half of the state's annual vehicle miles of travel. Idaho's five interstates comprise just 12 percent of the centerline miles of highway on the state highway system.

### **Public Transportation**

Public transportation is available to 75 percent of the state's 1.5 million residents, provided by 28 organizations (excluding local senior center transportation).

### **Rail**

The 1,576 miles of railroad lines in Idaho include main lines, secondary lines, branch lines and short lines. The state is served by the Union Pacific and the BNSF railroads, which provide connections to the United States, Canada and Mexico, one regional railroad and eight short line railroads, which serve as feeders to the large rail carriers.

## **GEOGRAPHY**

Over 1800 departmental employees make up six divisions and three support offices. The six divisions are: Aeronautics, Highways, Motor Vehicles, Transportation Planning, Administrative Services, and Public Transportation. The three support offices are: Legislative Affairs, Internal Review, and Office of Communications.

Idaho's transportation system is comprised of a statewide network of more than 60,000 miles of road, about 4,000 bridges, 1,900 miles of rail lines, 125 public airports, and the Port of Lewiston. Of these, the transportation department has jurisdictional responsibility for almost 5,000 miles of highway (or 12,000 lane miles), more than 1,700 bridges, and 30 recreational and emergency airstrips. Also included on the State Highway System are 30 rest areas and 10 fixed ports of entry.

The transportation department also oversees federal grants to rural and urban public transportation systems, provides state rail planning and rail-project development, and supports bicycle and pedestrian planning and projects.

## **CURRENT VIEWPOINT AND ECONOMIC STATUS**

In state fiscal year 2011 approximately 55% of ITD's total budget is federally funded. As a hedge against the uncertain economy and funding for the department, Director Ness has decided to broaden the department's cautious approach to filling vacant positions by initiating a hiring freeze effective August 20, 2010. The hiring freeze will be in place until further notice.

As stated in the August 20, 2010 *Direct From the Director*, Director Ness said "It makes more sense to freeze hiring than to lay people off if the economy slows even further. In addition, I am looking at ways we might become more efficient, including reorganizing the department. It would be short-sighted to continue to fill vacant positions that could be impacted by the potential shifting or combining of job responsibilities.

As I traveled the state meeting with you the last few months, we discussed the need to keep positions open to ease our budget crunch. I understand the additional burden this places on many of you and appreciate your efforts to continue to meet the expectations of Idaho's citizens within the limited resources available.

There will be one exception to this decision – when it can be demonstrated that filling a position is critical to public safety. It's possible there may be other exceptions but I will be personally reviewing every request."

## **ORGANIZATIONAL CHART**

The following pages depict ITD's organizational reporting structure along with the district offices throughout Idaho. Districts one through six each have a district engineer who reports to the chief engineer. The chief engineer reports to the deputy director who ultimately reports to the director.

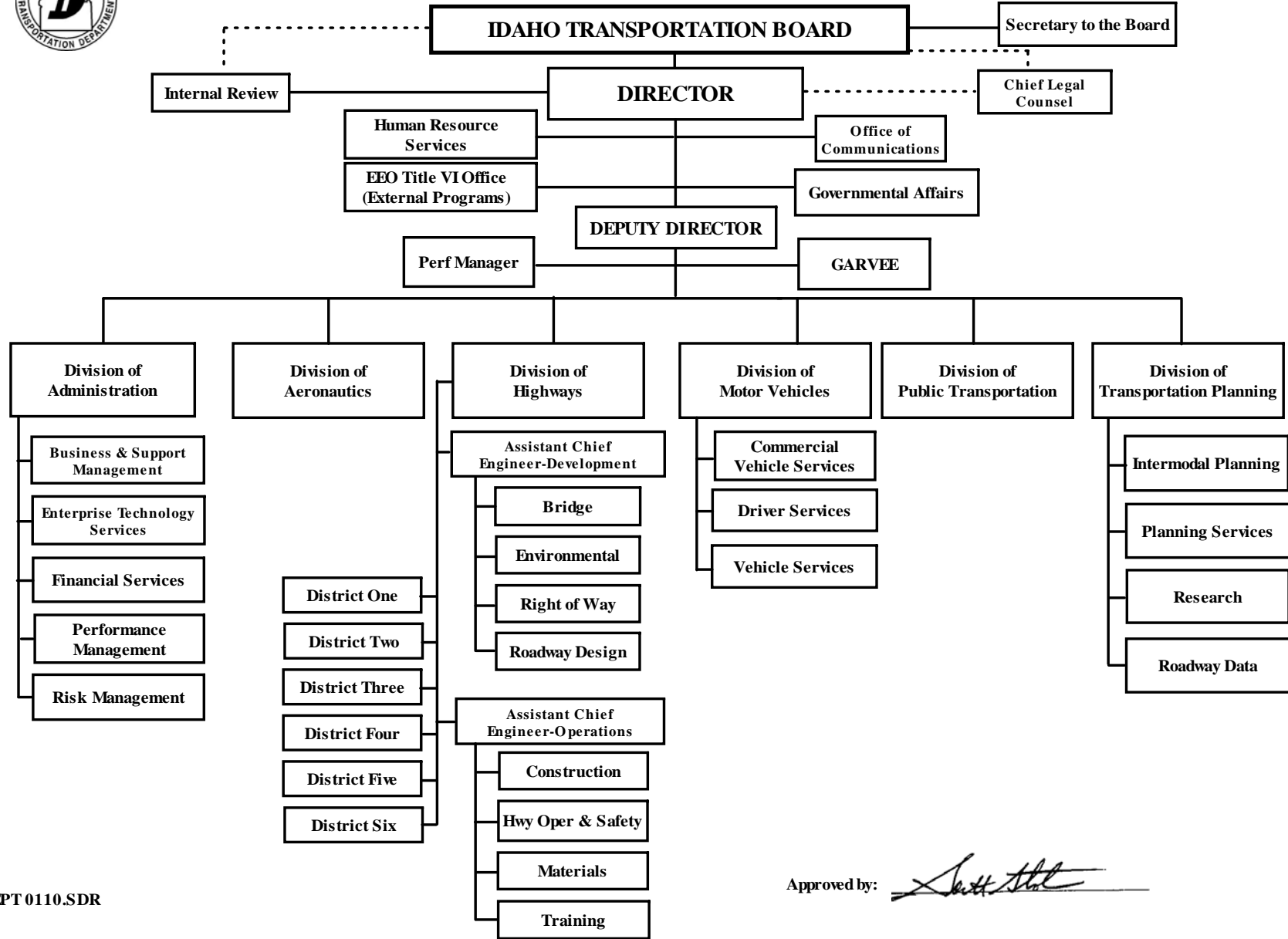


# ITD ORGANIZATIONAL CHART

## IDAHO TRANSPORTATION DEPARTMENT

### ORGANIZATION COMPLEMENT

Chart Revised 01/10



DEPT 0110.SDR

Approved by:

**STATEWIDE DISTRICT OFFICES**

**District 1**  
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600 W. Prairie Ave.  
Coeur d'Alene, Idaho 83815-8764  
Phone: (208) 772-1200  
damon.allen@itd.idaho.gov

**District 2**  
**James F. Carpenter, District Engineer**  
2600 Frontage Road.  
PO Box 837  
Lewiston, Idaho 83501-0837  
Phone: (208) 799-5090  
jim.carpenter@itd.idaho.gov

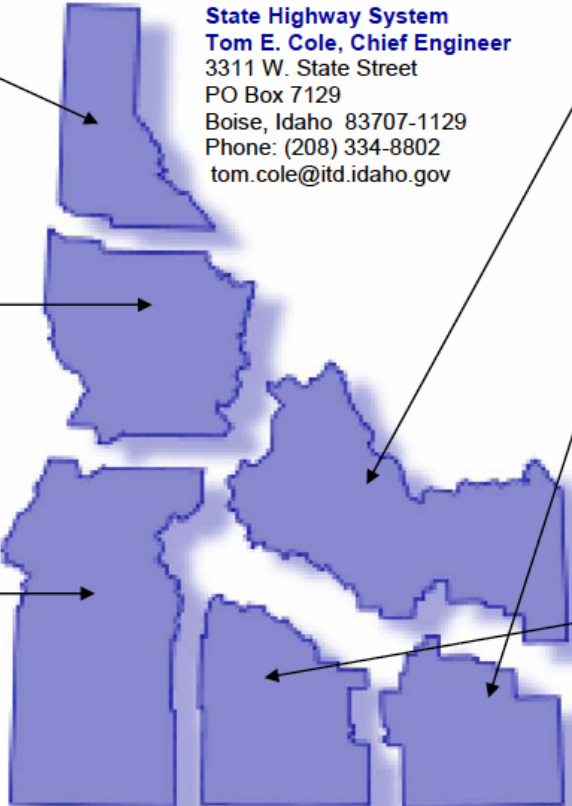
**District 3**  
**Dave Jones, District Engineer**  
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Phone: (208) 334-8300  
dave.jones@itd.idaho.gov

**State Highway System**  
**Tom E. Cole, Chief Engineer**  
3311 W. State Street  
PO Box 7129  
Boise, Idaho 83707-1129  
Phone: (208) 334-8802  
tom.cole@itd.idaho.gov

**District 6**  
**Blake Rindlisbacher, District Engineer**  
206 N Yellowstone Ave.  
PO Box 97  
Rigby, Idaho 83442-0097  
Phone: (208) 745-7781  
blake.rindlisbacher@itd.idaho.gov

**District 5**  
**Ed Bala, District Engineer**  
5151 South 5th Ave.  
PO Box 4700  
Pocatello, Idaho 83205-4700  
Phone: (208) 239-3300  
ed.bala@itd.idaho.gov

**District 4**  
**Devin O. Rigby, District Engineer**  
216 S. Dale Street  
PO Box 2-A  
Shoshone, Idaho 83352-0820  
Phone: (208) 886-7800  
devin.rigby@itd.idaho.gov



## PLAN AND POLICY DISSEMINATION

### Internal

ITD is committed to the Internal Equal Employment Opportunity program. For effective implementation of this program ITD requires commitment and support of all supervisors and managers to execute this AAP to ensure equal opportunity. It is an expectation that all supervisors and managers support this program to ensure compliance.

The FHWA-approved AAP will be distributed and available for review by our employees as follows:

The Director, Division Administrators, District Engineers and Human Resource Services (HRS) Manager shall receive an electronic copy of the plan. The AAP is posted on the HRS website and available upon requests made to the HRS Office.

The following policies and statements in support of equal employment opportunities and affirmative action principles are posted and/or accessible to employees of the department:

The Director's letter on Harassment in the Workplace is posted on bulletin boards throughout the state as a reminder of our commitment and of each employee's responsibility under the Harassment in the Workplace policy.

The Administrative and Board Policies on Equal Employment Opportunity/Affirmative Action (A/B-18-09), Administrative and Board Policies on Fair Employment Practices (A/B-18-07), and Administrative and Board Policies on Harassment in the Workplace (A/B-18-10) are distributed to new employees during orientation and to all employees when revised. Each of the policies listed above are also incorporated into the Employee Handbook in their entirety or by reference. All policies are available to employees via the intranet website or upon request to the HRS Office.

A poster explaining our Code of Fair Employment Practices is posted permanently on department bulletin boards throughout the state and is available via the HRS intranet website.

The Director receives workforce, recruitment and EEO information from the HRS office on a quarterly basis. This information is also discussed with district engineers and executive managers to implement strategies regarding improvement in any areas where underutilization is identified. Meetings will be held with district and headquarters' personnel to review and discuss progress made in areas of underutilization.

### External

The FHWA-approved AAP can be accessed through ITD's website at <http://www.itd.idaho.gov/>. Copies are also available to the public and interested groups and organizations upon request.

## **ITD Policies**

The following ITD policies outline all employees obligation to equal employment along with maintaining a harassment free workplace. Employees are required to review and understand ITD polices and confirm their understanding by signing an ITD policy acknowledgement. By signing the policy acknowledgment they also understand that failure to adhere to ITD policies may result in disciplinary action up to and including dismissal. Following these policies are the placards placed on all employee bulletin boards providing our code of fair employment practices and the ITD hotline poster providing a confidential option to report an EEO concern.

# Department Memorandum

## Idaho Transportation Department

**DATE:** July 7, 2010**Program Number(s)****TO:** All Idaho Transportation Department Employees**Key Number(s)****FROM:** Brian W. Ness, Director**Program ID, County, Etc.****RE:** HARASSMENT FREE WORKPLACE

At the Idaho Transportation Department, we are committed to providing our employees with a work environment that is free from all forms of unlawful discrimination, including sexual harassment. Discrimination and harassment based on race, color, gender, sexual orientation, religion, national origin, age, disability, veteran or marital status, opposition to prohibited discrimination, and retaliation violate department policy as well as state and/or federal laws. To the extent possible, the department also strives to protect employees from any form of harassment by third parties, including contractors, vendors and customers.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of one or more of the protected factors listed above. It has the purpose or effect of creating an intimidating, hostile or offensive work environment, and unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities. Sexual harassment is any unwelcome verbal or physical conduct of a sexual nature that unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Some examples of prohibited harassment include, but are not limited to, epithets, slurs, and negative stereotyping; threatening, intimidating or hostile acts that relate to race, color, gender, sexual orientation, religion, national origin, age or disability; sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, sexually suggestive objects or pictures, obscene gestures or motions, unwanted physical contact including touching, pinching, coerced sexual intercourse, repeated requests for sexual favors and assault.

Any form of discrimination or sexual harassment by an employee, manager, supervisor or non-employee third party will not be tolerated. Employees who violate the Harassment in the Workplace policy will be subjected to disciplinary action, up to and including dismissal.

All employees are expected to support and comply with our Harassment in the Workplace policy. However, your active involvement and personal commitment are essential in controlling inappropriate and offensive workplace behavior. If you feel you have been subjected to unlawful workplace discrimination or harassment, please report it immediately to your supervisor, anyone in management, the EEO Resource Specialist, or a Human Resource Services representative. You can also call ITD's toll-free 24-hour hotline at 1-877-888-6250. All complaints will be investigated thoroughly, and appropriate action will be taken when policies are violated.

Harassing and discriminatory conduct is not only against the law, it is a violation of the basic right that each of us has to work in an atmosphere of mutual respect, personal dignity, and freedom from abuse of any type. If you have questions about our anti-harassment policy or would like more information, please contact the EEO Resource Specialist at 208-334-8845. Working together, we can make a difference.



**CODE OF FAIR EMPLOYMENT PRACTICES**

The Idaho Transportation Department policies, practices, and programs regarding employment (recruitment, appointment, promotion, demotion, transfer, retention, discipline, separation, training, and compensation) purchasing, planning, public services, use of department facilities, and the execution of contracts shall be in accordance with the principles of fair treatment and shall not discriminate on the basis of race, color, national origin, gender, religion, age, or disability.

All employees of the department are responsible for monitoring department policies, practices, and programs for compliance with Fair Employment Practices. Concerns regarding any Fair Employment Practices should be directed to the Human Resource section's internal EEO resource specialist.

The Human Resource manager shall submit an annual report to the Idaho Transportation Board regarding the department's compliance with fair employment practices.

signed \_\_\_\_\_

Date March 31, 2008

Pamela K. Lowe  
Director

This policy based on:

- Title VI, U.S. DOT Order No. 1050-1
- Title VII, Civil Rights Act of 1964, U. S. Congress
- Equal Employment Opportunity Act of 1972, U. S. Congress
- Age Discrimination in Employment Act, 1967, U. S. Congress
- The Rehabilitation Act of 1973, U. S. Congress
- Executive Order 11246, amended by Executive Order 11375, President of the United States
- Title 41, 60-1.5 and 60-4; and Title 49, 21 and 23, Appendix C(2), CFR
- Title 44, Chapters 16 and 17; Title 56, Chapter 7; Title 65, Chapter 5, and Title 67, Chapter 59, Idaho Code
- Governor's Executive Order 2000-09, Idaho Code of Fair Employment Practices
- 1989 Decision by the Governor's Committee on Affirmative Action
- B-18-07, CODE OF FAIR EMPLOYMENT PRACTICES

Department-wide supervision and coordination assigned to:

- Division of Administrative Services Division Administrator

Direction for activity and results delegated to:

- Division Administrators, District Engineers, Section Managers, the Human Resource Services Manager (internal EEO programs), and the EEO Manager (external EEO programs)

Department procedures contained in:

- Human Resource Services Manual
- Design Manual, Sections 14-323 and 14-790
- Right-of-Way Procedures Manual
- Contract Administration Manual, Sections 04-112 and 04-113.5
- Affirmative Action Plan
- Title VI Plan
- Contract Compliance Plan
- Disadvantaged Business Enterprises Plan
- ADA/Section 504 Plan

Former Dates of A-18-07:

09/18/72, 03/02/73, 10/30/73, 01/22/75, 11/21/78, 06/01/81, 06/27/85, 11/02/87, 04/13/89, 07/21/89, 11/22/93, 7/1/94, 8/16/95, 07/03/01, 08/22/01, and 9/15/03

Cross-reference to related Administrative Policies:

- A-01-09, AUTHORITY TO SIGN CONTRACTS, AGREEMENTS OR GRANTS AND THEIR REGISTRATION
- A-04-01, DETAILED CONSTRUCTION COSTS AND CONTRACT AWARDS
- A-06-08, PROFESSIONAL SERVICES AGREEMENTS
- A-06-13, DEPARTMENT FACILITIES AND EQUIPMENT
- A-18-02, PERSONNEL ACTIONS
- A-18-06, EMPLOYEE EDUCATION AND TRAINING
- A-18-09, EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
- A-18-10, HARASSMENT IN THE WORKPLACE

## CODE OF FAIR EMPLOYMENT PRACTICES BOARD POLICY B-18-07

BOARD POLICY B-18-07

Page 1 of 2

### CODE OF FAIR EMPLOYMENT PRACTICES

The Idaho Transportation Department shall recruit, appoint, assign, and promote, employees or applicants for employment on the basis of individual merit in accordance with the principles of fair treatment, and shall not discriminate on the basis of race, color, religion, national origin, gender, age, or disability.

All services, activities, programs, and functions of the department shall be performed without regard to race, color, national origin, religion, gender, age, or disability. Department facilities shall not be used in the furtherance of any discriminatory practice, nor shall the department become a party to any agreement, arrangement, plan, contract, or subcontract, which has the effect of sanctioning such practices.

The Idaho Transportation Department shall distribute funds to qualified recipients for benefits authorized by law without regard to race, color, religion, national origin, gender, age, or disability. The department will not provide such funds to public agencies, private institutions, or organizations that engage in discriminatory practices.

The Director, or a delegate, shall establish procedures and guidelines necessary to implement this policy.

Approved by the Board on:

Signed

Date December 17, 2009

Darrell V Manning  
Chairman

This policy based on:

- Title VI, U.S. DOT Order No. 1050.1
- Title VII, Civil Rights Act of 1964, U. S. Congress
- Equal Employment Opportunity Act of 1972, U. S. Congress
- Age Discrimination in Employment Act, 1967, U. S. Congress
- The Rehabilitation Act of 1973, U. S. Congress
- Executive Order 11246, amended by Executive Order 11375, President of the United States
- Title 41, Part 60-1.5 and 60-4, and Title 49, 21 and 23, Appendix C (2), CFR
- Title 44, Chapters 16 and 17; Title 65, Chapter 5; and Title 67, Chapter 59, Idaho Code
- 1989 Decision by the Governor's Committee on Affirmative Action
- Governor's Executive Order 2000-09, Idaho Code of Fair Employment Practices
- Decision by the Idaho Transportation Board

Implemented by Administrative Policy:

- A-18-07, CODE OF FAIR EMPLOYMENT PRACTICES

Former dates of B-18-07:

09/05/74, 11/07/78, 06/20/85, 11/13/87, 06/23/89, 6/26/92, 6/20/94, 6/21/01, and 8/15/01

Cross-reference to related Board Policies:

- B-01-09, AUTHORITY TO SIGN CONTRACTS, AGREEMENTS AND GRANTS AND THEIR REGISTRATION
- B-06-08, PROFESSIONAL SERVICES AGREEMENTS
- B-06-13, USE OF DEPARTMENT FACILITIES
- B-18-02, PERSONNEL ACTION
- B-18-06, EMPLOYEE EDUCATION AND TRAINING
- B-18-09, EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
- B-18-10, HARASSMENT IN THE WORKPLACE



## HARASSMENT IN THE WORKPLACE

It is the policy of the Idaho Transportation Department (ITD) that all employees have the right to work in an environment free from harassment based on race, color, gender, sexual orientation, religion, national origin, age, disability, veteran status, marital status, or political or religious opinions or affiliations. All ITD employees also have the right to be free from retaliation for engaging in protected activities or expressing opposition to prohibited discrimination. The Department prohibits any form of harassment of its employees, and will take immediate and appropriate action to prevent and to correct behaviors that violate this policy. All employees are expected to work together cooperatively and to treat their co-workers with courtesy, respect, and dignity. These prohibitions against any form of harassment of ITD employees extend to third parties, including contractors, vendors and customers.

All harassment complaints, regardless of where reported or from whom, shall immediately be forwarded to a supervisor or manager who can take steps to involve the appropriate staff in resolving the matter.

All internal ITD complaints are investigated by Human Resource Services. Complaints of harassment by third parties, such as vendors, contractors, or customers are external complaints under Title VI. Complaints of this nature shall be forwarded to the EEO Manager, External Programs, for assistance.

### Harassment

Harassment is a form of unlawful discrimination and is specifically prohibited by this policy. Harassment is defined for purposes of this policy as:

- Any conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, sexual orientation, religion, national origin, age or disability, veterans status, marital status, or political or religious opinions or affiliations, or that of his or her relatives, friends, or associates; or
- Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

### SEXUAL HARASSMENT

Sexual harassment, a specific form of harassment, is also prohibited and for purposes of this policy is defined as:

Unwelcome sexual advances, unwelcome requests for sexual favors, or other verbal or physical conduct of a sexual nature, whether welcome or not, when:

- Submission to the advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions; or
- The conduct of a sexual nature has the potential to unreasonably interfere with an individual's work performance or to create an intimidating, hostile, or offensive work environment.

Sexual harassment usually involves members of the opposite sex; however, it also includes "same-sex harassment" (i.e. males sexually harassing males and females sexually harassing females because of the gender of the subject of the harassment).

Sexual harassment may take many different forms and includes by way of example, but is not limited to, the following:

- Verbal: Sexual innuendoes; sexually suggestive comments; sexual jokes; personally abusive remarks of a sexual nature; sexual propositions; threats; persistent and unwelcome requests for social contact; unwelcome requests for sexual favors; obscene letters, phone calls or e-mails; offering or implying a reward or threat concerning work assignments, performance reviews, discipline, promotions, or other terms or conditions of employment in exchange for sexual favors.
- Non-Verbal: Display or distribution of sexually suggestive material, objects or pictures; sexually graphic commentaries; suggestive or insulting sounds, leering, or whistling; obscene gestures, motions or movements.
- Physical: Any unwelcome physical contact, including touching, pinching or brushing the body; blocking the movements of another; coerced sexual intercourse; assault or battery.

## **RETALIATION**

Retaliation by supervisors or retaliatory harassment by co-workers against any employee who has filed a complaint, testified, assisted or participated in any manner in an investigation or proceeding, or against any employee who opposes harassing or discriminatory behavior, or who exercises, claims or asserts a protected right is strictly prohibited.

Retaliation is defined for purposes of this policy as taking adverse employment action against an employee because of the employee's protected activity which is otherwise unrelated to the employee's ability to perform his or her job.

- Protected activity includes: opposition to a reasonably perceived or actual unlawful act or practice; participation in a proceeding involving a claimed unlawful act or practice by filing a charge, testifying, or assisting or participating in an investigation, proceeding or hearing; exercising, claiming or asserting a protected right; requesting a reasonable accommodation; or seeking a benefit.
- An adverse employment action may include, but is not limited to, termination, suspension, transfer, reassignment, disciplinary action, or any other employment action that causes a serious detriment to the employee's employment status. Unchecked retaliatory harassment by co-workers may also be considered an adverse employment action.

Retaliatory harassment by co-workers is defined for purposes of this policy as any conduct by a person not in a position to take direct adverse employment action against an employee who has engaged in a protected activity. Retaliatory harassment denigrates or shows hostility or aversion toward the individual because he or she has engaged in the protected activity; or has the purpose or effect of creating an intimidating, hostile or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance.

Retaliation and retaliatory harassment are considered as serious as prohibited harassment and will result in appropriate corrective action, up to and including dismissal. ITD is committed to maintaining an environment where individuals feel free to report any unlawful harassment or discrimination, and will vigorously enforce this policy and take appropriate action against those who engage in any form of retaliatory conduct.

## **COMPLAINT PROCEDURE**

Employees have the responsibility to bring any form of discrimination, harassment or retaliation to the attention of the Department immediately. Employees who believe they are being subjected to discrimination should notify their supervisor, anyone in management, the Human Resource Services Manager, or EEO Internal Resource Specialist. A 24-hour, toll-free reporting number (1-877-888-6250) is

also available for reporting harassment or discrimination. A hotline placard displaying the toll-free number is permanently posted in central locations throughout the Department.

Individuals may also file complaints within the time frames listed (which usually run from the last date of the alleged incident or occurrence) as follows:

Federal Highway Administration (FHWA)	180 Days
US Department of Transportation (USDOT)	180 Days
US Department of Justice (USDOJ)	180 Days
Equal Employment Opportunity Commission (EEOC)	300 Days
Idaho Human Rights Commission (IHRC)	365 Days

ITD does not have a specific time frame for reporting incidents of harassment and retains the right to take action against any individual found to have engaged in harassing or discriminatory behavior, regardless of the time period between when the act occurred and when it was reported. However, employees are strongly encouraged to bring any incidents of discrimination or harassment to the attention of the Department as soon as possible after any such conduct occurs.

**INVESTIGATIONS**

Harassment complaints shall be forwarded immediately to the Human Resource Services Manager for review. All allegations of harassment will be taken seriously and investigated in a timely manner. Confidentiality shall be maintained to the greatest extent possible. The EEO Internal Resource Specialist or other qualified investigator will gather all relevant information in a fair and impartial manner and will submit a report of findings to the Chief Legal Counsel.

Any employee who provides false information during an investigation will be subject to appropriate corrective action. Employees will also be subject to corrective action for filing frivolous and/or false claims of harassment, discrimination, or retaliation.

**CORRECTIVE ACTION**

If an investigation reveals that a violation of policy has occurred, appropriate corrective action will be taken. Corrective action shall be designed to stop the behavior immediately, prevent reoccurrence of the violation, and will be proportional to the severity and frequency of the offense.

- For employees of ITD, the corrective action could include, but is not limited to, an oral or written warning, training or counseling, reaffirmation of this policy, transfer or reassignment, demotion, reduction of wages, suspension or dismissal.
- For non-employees of ITD, including contractors, vendors, and customers, the corrective action could include, but is not limited to, notification of employer, reassignment, termination of contract, removal from ITD premises, or limitations imposed on access to ITD employees or premises.

**SUPERVISORS AND MANAGERS**

Supervisors and managers shall be evaluated and held accountable on their performance reviews for their conduct, responsibilities, and adherence to this policy. They are responsible for modeling respectful behavior through their words and actions and are expected to:

- Take appropriate steps to ensure that all department employees are aware of and trained on this policy and that the procedures in this policy are followed.
- Pursue preventative measures to ensure a supportive, harassment-free work atmosphere.
- Notify the Human Resource Services Office immediately of all complaints concerning

discrimination, including harassment, sexual harassment and/or retaliation in the workplace.

- Prevent and reduce harassing behavior by taking appropriate corrective action in consultation with Human Resource Services.
- Ensure that retaliatory behavior is not allowed.

**POLICY DISTRIBUTION**

The Harassment in the Workplace policy shall be re-issued to every department employee each time it is updated and during the orientation of new employees. Employees will be given an opportunity to read the policy and ask questions. All employees shall be required to sign an acknowledgment form indicating that they have read and understand the Harassment in the Workplace policy, and have had the opportunity to ask any questions concerning workplace harassment or the consequences should they fail to comply. Appropriate training will be made available to ensure that all employees understand their rights and responsibilities under this policy.

Signed  
L. Scott Stokes, P.E.  
Acting Director

Date: October 09, 2009

This policy based on:

- Title VII, Civil Rights Act of 1964
- Title 67, Chapter 59, Idaho Code
- EEOC Guidelines
- B-18-10, HARASSMENT IN THE WORKPLACE
- Governor’s Executive Order No. 2004-05
- Decision by the Director

Department-wide supervision and coordination assigned to:

- EEO Manager (External ITD programs); Human Resource Services Manager (Internal ITD employees)

Direction for activity and results delegated to:

- Division Administrators, District Engineers, Section Managers, Supervisors, the Equal Employment Opportunity Manager, the Human Resource Services Manager, and all employees

Department procedures contained in:

- Human Resource Services Manual, Internal EEO Complaints
- EEO Intranet Website, External EEO Complaints

Former dates of A-18-10:

11/13/86, 11/2/87, 4/13/89, 1/18/95, 11/22/99, 5/22/02, 9/15/03, and 5/12/08

Cross-reference to related Administrative Policies:

- A-18-07, CODE OF FAIR EMPLOYMENT PRACTICES
- A-18-09, EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
- A-23-03, WORKPLACE VIOLENCE

# HARASSMENT IN THE WORKPLACE BOARD POLICY B-18-10

BOARD POLICY B-18-10  
Page 1 of 1

## HARASSMENT IN THE WORKPLACE

The Idaho Transportation Department prohibits harassment based on race, color, gender, sexual orientation, religion, national origin, age, disability, veteran status, marital status, political or religious opinions or affiliations. The Department also prohibits retaliation against employees who engage in protected activities under discrimination laws, or oppose prohibited discrimination. These prohibitions extend to harassment of department employees by other employees and by third parties, including contractors, vendors and customers.

The Idaho Transportation Board expects all department employees to model appropriate, respectful behavior in the workplace, to work together cooperatively, and to treat their co-workers with courtesy, respect and dignity. The Director shall issue an Administrative policy detailing the implementation of this Board policy, including the definitions of prohibited conduct, identifying avenues of relief, and establishing corrective actions to be taken for violation of the policy. The Director shall also issue a statement annually, which shall be posted on department bulletin boards, reminding employees of their responsibilities under the policy, and reaffirming the department's commitment to a harassment-free environment.

Approved by the Board on:

Signed  
\_\_\_\_\_  
Darrell V Manning  
Board Chairman

Date December 17, 2009

This policy based on:

- Title VII, Civil Rights Act of 1964
- Title 67, Chapter 59, Idaho Code
- EEOC Guidelines, dated 6/18/99
- Decision by the Board

Implemented by Administrative Policy:

- A-18-10, HARASSMENT IN THE WORKPLACE

Former dates of B-18-10:

11/7/86, 1/12/95, 11/18/99, and 5/16/02

Cross-reference to related Board Policy:

- B-18-07, CODE OF FAIR EMPLOYMENT PRACTICES
- B-18-09, INTERNAL AFFIRMATIVE ACTION PROGRAM
- B-23-03, WORKPLACE VIOLENCE

**IDAHO TRANSPORTATION DEPARTMENT**  
**PROCEDURE & POLICY ACKNOWLEDGEMENTS**

**BENEFITTED EMPLOYEES ONLY:**

I have reviewed these on-line and understand and had the opportunity to address any questions I have regarding:

- Problem-Solving / Due-Process Procedures (6/25/97)
- Workplace Violence (A&B-23-03, 4/13/99)
- Computer, E-Mail, & Internet Usage (A-22-02, 12/11/01)
- Department Smoking Policy (A-01-25, 2/12/03)
- Alcohol and Drug Free Workplace (A-18-12, 2/28/03)
- Family And Medical Leave Act (5/1/00)
- Outside Employment, Ethics, and Conflict of Interest (3/20/08)
- Harassment in the Workplace (5/12/08)

I further understand that failure to adhere to these policies may result in disciplinary action up to and including dismissal.

\_\_\_\_\_  
Name

(please print)

\_\_\_\_\_  
Date

**NON-BENEFITTED EMPLOYEES ONLY:**

I have received, read, and understood and had the opportunity to address any questions I have regarding:

- Workplace Violence (A&B-23-03, 4/13/99)
- Computer, E-Mail, & Internet Usage (A-22-02, 12/11/01)
- Department Smoking Policy (A-01-25, 2/12/03)
- Alcohol and Drug Free Workplace (A-18-12, 2/28/03)
- Outside Employment, Ethics, and Conflict of Interest (3/20/08)
- Harassment in the Workplace (5/12/08)

I further understand that failure to adhere to these policies may result in disciplinary action up to and including dismissal.

\_\_\_\_\_  
Name

(please print)

\_\_\_\_\_  
Date

Revised 09/10/08

# CODE OF FAIR EMPLOYMENT PRACTICES



The Idaho Transportation Department policies, practices, and programs regarding employment shall be in accordance with the principles of fair treatment and shall not discriminate on the basis of race, color, national origin, gender, religion, age, or disability. This policy includes equal employment opportunity in recruitment, appointment, promotion, demotion, transfer, retention, discipline, separation, training, and compensation.

All employees of the department are responsible for monitoring department policies, practices, and programs for compliance with Fair Employment Practices. Concerns regarding any Fair Employment Practices should be directed to the EEO Resource Specialist or Human Resource Manager in Human Resource Services.

**POST PERMANENTLY ON DEPARTMENT BULLETIN BOARDS**

# HOTLINE



The Idaho Transportation Department is committed to providing a work environment that is free from harassment or other unlawful activity. All employees are expected to model respectful behavior in the workplace. This policy also applies to anyone who does business with ITD, including contractors, vendors, customers, etc.

## How to Report Violations

If you become aware of any unlawful activity such as sexual harassment or discrimination, you should immediately notify your supervisor, the EEO Resource Specialist, or the Human Resource Manager in Human Resource Services, or call the ITD 24-hour toll free employee hotline:

**1-877-888-6250**

The information you provide will be thoroughly investigated and appropriate corrective action will be taken.

Harassment includes any conduct that degrades or shows hostility towards someone because of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran or marital status. Sexual harassment is unwelcome sexual conduct of any kind. This includes, but is not limited to: touching, verbal comments, sexually oriented innuendos, jokes or pictures, obscene gestures, letters, phone calls or e-mails, supervisors requesting dates or sexual favors from their employees or demeaning and/or derogatory harassment toward another's gender.

## Retaliation Prohibited

Employees who report incidences of harassment or discrimination, or provide information related to such reports, or oppose harassing and/or discriminatory behavior are protected against retaliation.

## RESPONSIBILITIES FOR IMPLEMENTATION

The HRS office is responsible for monitoring internal compliance with EEO laws and regulations. The internal EEO compliance was moved to the HRS office and an EEO Resource Specialist develops and administers the Affirmative Action program and plan. HRS is located at Headquarters in Boise. The EEO Resource Specialist reports to the HRS manager. The HRS manager reports to the Director for EEO matters.

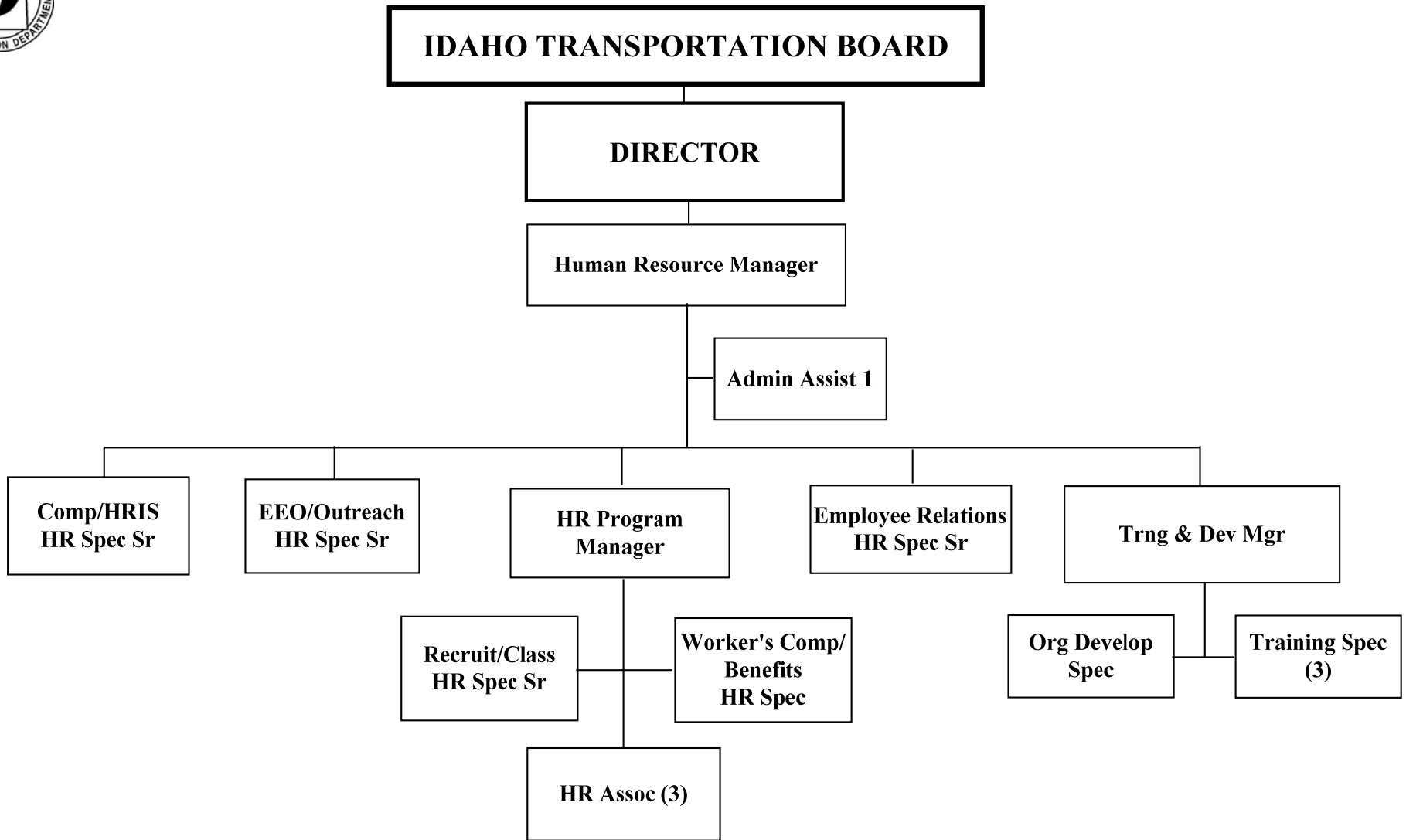
In order to successfully implement the AAP, the following assignments of responsibility have been established for the following full-time positions:

- **Director** – Brian W. Ness, Director is responsible to the Governor and the Idaho Legislature for EEO and Affirmative Action programs at ITD. The Director provides leadership, guidance, direction, and support for ITD's EEO and Affirmative Action programs.
- **Human Resource Services Manager** - The HRS Manager is responsible for supervising, reviewing, monitoring, and evaluating internal EEO programs and their effectiveness. The HRS manager is responsible for the efficient operation of the EEO Internal Program and acts as a liaison between ITD and federal and state officials regarding internal EEO issues.
- **Equal Employment Opportunity Resource Specialist** - The EEO Resource Specialist develops ITD's written AAP and publicizes its content both internally and externally. Other responsibilities include analysis of employment data, identifying problem areas within the department, and developing strategies to eliminate any discriminatory practices. The EEO Resource Specialist must also develop, implement, and maintain ITD's internal EEO programs, policies and practices. Investigating internal discrimination complaints, assisting managers and supervisors with EEO issues and informal complaint resolution, and providing training and education to ITD employees on EEO issues are also requirements of this position.
- **Supervisors and Managers** - Supervisors and managers at ITD are responsible for modeling respectful workplace behavior through their words and actions. They are evaluated and held accountable on their performance reviews for their conduct, responsibilities and adherence to EEO policies and affirmative action principles. They are responsible for implementing the AAP and for good faith efforts to meet the goals established annually and set forth in the annual EEO Assurances Update.

Following is the HRS organizational chart. The EEO resource specialist reports to the human resource manager which ultimately reports to the director. This structure ensures those involved with the EEO program have the ability to communicate directly with administrators, the deputy director, and the director to ensure program compliance.

# HRS ORGANIZATIONAL CHART

## IDAHO TRANSPORTATION DEPARTMENT Human Resource Services



## **EMPLOYMENT PROCEDURES**

As a state agency, ITD operates under and is subject to the rules and procedures established by the Division of Human Resources (DHR) to comply with Idaho Code Title 59, Chapter 16 and Title 67, Chapter 53. DHR determines the policies of the Idaho Personnel System and makes rules as necessary for the system administration. These rules are adopted pursuant to the Idaho Administrative Procedures Act (IDAPA) 15.04.01, "Rules of the Division of Human Resources and Personnel Commission." The DHR rules impact employment activities (recruitment, testing, hiring, promotions, and terminations) for classified positions as indicated below:

### **Recruiting**

For the purposes of establishing eligibility registers, DHR has established three methods of recruitment: departmental promotional, statewide promotional, and open competitive. Supervisors and managers are advised by HRS to determine which option is best to fill a classified opening. Whenever practical, qualified ITD employees will be promoted from within to fill vacant positions. DHR solicits applications regionally or statewide when ITD requests an open competitive job announcement. Targeted advertising includes a variety of newspapers, professional journals and magazines, colleges and universities, community and professional organizations, minority and female organizations, military organizations, the DHR website, ITD specific Careers@ITD website, and State of Idaho on-line application process. All announcements include equal employment opportunity and non-discrimination language.

Our recruitment efforts include, but are not limited to:

- Listing job openings with the Idaho Department of Labor and other appropriate employment agencies, depending on geographical location.
- Placing classified advertisement in various newspapers, minority publications, professional journals and magazines.
- Conducting recruiting visits to colleges, universities, vocational schools, military focused events and minority and female groups.
- Posting vacancies on ITD's intranet and internet Careers@ITD web site, as well as other applicable websites.
- Utilizing social media sites and electronic applications.
- Corresponding with representatives from various organizations (female, minority, disabled, veteran, professional and technical) and maintaining a current list of resource organizations.
- Ensuring that all recruitment literature is current and prepared in such a manner to be relevant to all employees, including minorities, females and individuals with disabilities.
- Monitoring and reviewing tests, employment policies and practices in terms of their impact on minorities, females and employees with disabilities and applicants for employment.
- Cooperative efforts between HRS, management and DHR to review and validate written tests and selection methods when necessary.

- Analyzing the applicant flow by HRS to ensure no discriminatory practices exist.
- Supervisory training to ensure that recruitment, placement and assignment of work is accomplished on a non-discriminatory basis.

In 2007 changes occurred within the Division of Human Resources. The Department of Labor took DHR responsibilities in part and the remainder was delegated to specific departments. Therefore, ITD has assumed additional responsibilities for recruiting as a delegated agency. All recruitment efforts made by Headquarters and the districts are detailed in the annual update to FHWA. DHR has classification authority to create “underfill” positions. An underfill is defined as “the filling of a class or position with an employee in a class of lower pay grade to accommodate a training period as approved by the (State Personnel) administrator.” We use underfills as a tool to enhance recruiting and address skill shortages at the higher level. Employees otherwise unable to meet the minimum qualifications for a position may, through on-the-job experience in an underfill position, become qualified. The following table, which is subject to change, is a list of ITD classifications that could be used as underfills:

**List of Classifications used as Underfills - Approved**

<b>Classification Title</b>	<b>Corresponding Underfill</b>
Buyer	Buyer, Trainees
Economist, Staff	Economist, Associate
Engineer, Staff	Engineer-in-Training
Engineer, Staff	Engineer, Associate
Engineer, Technical 1	Engineer, Staff
Enterprise Architect	Enterprise Architect-in-Training
Geologist, Engineering	Geologist, Engineering Assistant
Land Surveyor, ITD	Land Surveyor-In-Training
POE Inspector	POE Inspector Trainee
Right-of-Way Agent	Right-of-Way Apprentice
Right-of-Way Agent, Senior	Right-of-Way Agent
Traffic Signal Electrician	Traffic Signal Technician
Training Specialist	Trainer, Associate
Transportation Technician	Civil Drafter
Transportation Technician	Transportation Technician Apprentice
Utility Craftsman	Maintenance Craftsman Senior

**List of Classifications used as Underfills - Pending**

<b>Classification Title</b>	<b>Corresponding Underfill</b>
Buyer	Buyer, Trainees
Economist, Staff	Economist, Associate
Engineer, Staff	Engineer-in-Training

The annual EEO Assurances Update will detail the underfill positions utilized, as well as the race and gender of the individuals in those positions, during the appropriate reporting period.

## **ITD POLICY – DESCRIPTION**

The following policy A-18-09 Equal Employment Opportunity/Affirmative Action confirms ITD's support to the Internal EEO program. These policies confirm ITD's commitment to supporting EEO and to increasing awareness throughout the department. Policy B-18-19 confirms each ITD board members' commitment of equal employment opportunity and program requirements.

## EEO / AFFIRMATIVE ACTION ADMINISTRATIVE POLICY A-18-09



ADMINISTRATIVE POLICY A-18-09

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### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The Idaho Transportation Department is committed to supporting equal opportunity employment and increasing the diversification of its workforce through a fair and equitable application of affirmative action practices where underutilization exists.

The Human Resource Services manager shall oversee an internal Equal Employment Opportunity/Affirmative Action (EEO/AA) program and ensure that departmental hiring and promotional practices foster and support equal employment opportunity and diversification within the department's workforce.

The department's EEO/AA program shall:

- Offer equal employment opportunities to all job applicants based on merit, without regard to age, race, color, religion, gender, national origin, or disability
- Enhance recruiting efforts to target women and minority applicant pools.
- Identify and eliminate factors in hiring and promotional practices that may result in discrimination against women or minorities.
- Monitor hiring and promotions to ensure procedures and practices support EEO/AA objectives and do not have a discriminatory impact.
- Present regular, on-going equal employment opportunity, affirmative action, and diversity training with special emphasis targeting new supervisors.
- Supply managers with periodic reports that analyze progress towards parity in their respective areas and assist them in monitoring the hiring practices of their subordinate supervisors.
- Hold employees with hiring authority accountable for EEO/AA activities through the performance evaluation process.
- Provide an avenue for hearing and resolving complaints regarding discriminatory hiring/promotional practices.
- Meet reporting requirements from the Federal Highway Administration on the department's efforts in supporting EEO/AA objectives.

This policy does not authorize the employment of unqualified applicants or prevent the use of standardized, job-related qualifications in the hiring and promotion process. All hiring must comply with state and federal statutes.

Signed \_\_\_\_\_

Date January 9, 2009

Pamela K. Lowe, P.E.

Director

This policy based on:

- B-18-09, EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
- Executive Orders 11246 and 11478, President of the United States
- Governor's Executive Order 2000-09, Idaho Code of Fair Employment Practices

Department-wide supervision and coordination assigned to:

- Human Resource Manager

Direction for activity and results delegated to:

- Division Administrators, District Engineers, Section Managers, Human Resource Manager (internal EEO program), EEO Manager (external EEO programs)

Department procedures contained in:

- This policy
- Human Resource Services Manual
- Idaho Transportation Department's Affirmative Action Plan

Former dates of A-18-09:

6/27/85, 11/2/87, 4/13/89, 1/26/94, 10/23/95, 8/28/00, 9/15/03, and 3-31-08

Cross-reference to related Administrative Policies:

- A-18-02, PERSONNEL ACTION
- A-18-06, EMPLOYEE EDUCATION AND TRAINING
- A-18-07, CODE OF FAIR EMPLOYMENT PRACTICES
- A-18-10, HARASSMENT IN THE WORKPLACE



## **JOB GROUP ANALYSIS – DESCRIPTION**

The following job group report provides a cross section analysis of ITD's employee population by job group EEO category, classification title, gender, and race. This analysis depicts all current employees within the organization.

For example, within the job group category of Officials and Administrators, there is seven employees classified as Business and Operations Managers. Of these, five are white females and two are white males.

**JOB GROUP ANALYSIS FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)**

JOB GROUP	CLASSIFICATION TITLE	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MINORITY	MALE					FEMALE				
						NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
						WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	AERONAUTICS DIV ADMIN	1	1			1									
	BUSINESS OPERATIONS MGR	7	2	5		2					5				
	BUSINESS OPERATIONS SPEC	1		1							1				
	BUYER	8	4	4		4					4				
	CHIEF TECHNLYG OFCR-ITD	1	1			1									
	CIVIL RIGHTS MGR, ITD	1		1							1				
	COMMERCIAL VEH SVCS MGR	1	1		1			1							
	CONSTRUCTION INSP	1	1			1									
	DEPUTY DIRECTOR, ITD	1	1			1									
	DIRECTOR TRANS DEPT	1		1							1				
	ENGINEER, ASST CHIEF	2	2			2									
	ENGINEER, MANAGER 2	10	7	3		7					3				
	ENGINEER, MANAGER 3	9	9		1	8		1							
	FACILITIES MANAGER	1	1			1									
	FINANCIAL EXECUTIVE OFCR	1	1			1									
	FINANCIAL OFFICER	1		1							1				
	GEOGRAPHIC INF/CART MGR	1	1			1									
	GOVRNMTL AFFAIRS PRG MGR, ITD	1		1							1				
	HEARING OFFICER	3	3		1	2		1							
	HIGHWAY SAFETY GRANT MGR	1		1							1				
	HUMAN RESOURCES MANAGER	1		1	1								1		
	HUMAN RESOURCES PRG MGR	1		1							1				
	IT INFO SVCS MGR	2		2							2				
	IT INFO SVCS MGR, SR	1		1							1				
	IT MANAGER	4	3	1	1	2			1		1				
	MOTOR DIVISION ADMIN	1	1			1									
	MOTOR VEHICLE INVSTGR	9	5	4		5					4				
	MOTOR VEHICLE MANAGER	3	1	2		1					2				
	MOTOR VEHICLE PRGM SUPV	5	4	1	1	3			1		1				
	PLANNING MGR, TRANSP	2		2							2				
	PORT-OF-ENTRY AREA SUPV	6	6			6									
	PROGRAM MGR, TRANSPORTATION	1	1			1									
	PUBLIC TRANS DIV ADMIN	1	1			1									
	RESEARCH PROGRAM MGR	1	1			1									
	RIGHT-OF-WAY DIST SUPV	6	4	2	1	3				1	2				
	RIGHT-OF-WAY SUPV	1	1			1									
	SECRETARY OF THE BOARD	1		1							1				
	SERVICE INTEGRATION MGR	1	1			1									
	STATE HIGHWAY ADMIN	1	1			1									
	SUPPLY OPERATIONS SUPV	8	7	1	2	5	1			1	1				
	TRAINING & DEV MGR	1		1							1				
	TRANSP BUSINESS SUPRT MG	1		1							1				
	TRANSP PLNG DIV ADM	1	1			1									
Officials and Administrators Total		112	73	39	9	65	1	3	2	2	38		1		
Professionals	AUTOMATED SYSTEM MGR	3	2	1		2					1				
	CHEMIST SUPV, ITD	1	1			1									
	CHEMIST, SENIOR	2	2			2									
	CIVIL RTS CON CMP OF-ITD	1		1							1				
	CONSTRUCTION MGR 1	1	1			1									
	CONSTRUCTION MGR 2	3	2	1		2					1				
	CULTURAL RSRC SPEC, ITD	1	1			1									

	DISADVNTGD BUS ENTR COOR	1		1						1				
	DRIVER'S LICENSE PRG SPE	2	1	1		1				1				
	ECONOMIST	1	1			1								
	ECONOMIST, STAFF	1	1			1								
	EEO,SFTY & TRNG COORD	6	6			6								
	ENGINEER ASSOCIATE	9	7	2		7				2				
	ENGINEER, MANAGER 1	37	33	4	1	32			1	4				
	ENGINEER, STAFF	20	18	2		18				2				
	ENGINEER, TECHNICAL 1	21	18	3	2	16			2	3				
	ENGINEER, TECHNICAL 2	11	11		2	9		1	1					
	ENGINEERING ASST,TRANSP	59	52	7	1	51		1		7				
	ENGINEER-IN-TRAINING	7	6	1		6				1				
	ENTERPRISE ARCHITECT	4	3	1		3				1				
	FINANCIAL MANAGER	4	3	1		3				1				
	FINANCIAL SPECIALIST	4	1	3	1	1				2			1	
	FINANCIAL SPECIALIST, PR	6	4	2	1	3		1		2				
	FINANCIAL SPECIALIST, SR	9	3	6		3				6				
	GEOGRAPHIC INF SYS AN	1	1			1								
	GEOGRAPHIC INF SYS AN-SR	1	1			1								
	GEOLOGIST ,ENG	4	4			4								
	GRANTS/CNTRCTS OFCR	7	6	1		6				1				
	GRANTS/CONTRACTS PRG SPE	2		2	1					1	1			
	HISTORIAN, ARCHITECTURAL	2	1	1		1				1				
	HLTH/SAFETY PRG/RISK MGR	1		1						1				
	HUMAN RESOURCE ASSOCIATE	4		4						4				
	HUMAN RESOURCE SPEC	1		1	1								1	
	HUMAN RESOURCE SPEC, SR	3	1	2		1				2				
	ILLUSTRATOR	1		1						1				
	IT DATABASE ANALYST	1	1			1								
	IT DATABASE ANALYST, SR	3	1	2		1				2				
	IT NETWORK ANALYST	2	2			2								
	IT NETWORK ANALYST, SR	2	2			2								
	IT PRGRMR ANALYST	3	2	1	1	2							1	
	IT PRGRMR ANALYST, SR	7	4	3		4				3				
	IT PROGRAM SYSTEM SPEC	1		1						1				
	IT SYS INTGR ANLYST, SR	5	3	2		3				2				
	IT SYSTEMS ANALYST	1	1			1								
	IT SYSTEMS ANALYST,SUPVG	1		1						1				
	IT SYSTEMS COORD	6	3	3		3				3				
	IT SYSTEMS PRGMR, SR	6	5	1	1	4		1		1				
	IT SYSTEMS PROGRAMMER	3	3			3								
	LAND SURVEYOR, TRANS	5	5		1	4		1						
	MATH ANALYST	2		2						2				
	MATH ANLYST, SUPV	1	1			1								
	ORGANIZATIONAL DEV SPEC	1	1			1								
	PILOT 2	1	1			1								
	PLANNER, ENVIRONMENTAL	9	6	3		6				3				
	PLANNER,ENV SR	10	8	2	2	7			1	1			1	
	PLANNER,TRANS	1	1			1								
	PLANNER,TRANS SR	7	6	1		6				1				
	PLANNER,TRANSP SR-PRGMNG	2	2			2								
	PORT-OF-ENTRY INSPTR, SR	6	4	2		4				2				
	PROGRAM MANAGER	1	1			1								
	PROGRAM SUPERVISOR	2	1	1		1				1				
	PROGRAM SYSTEM SPEC-AUTO	2	1	1		1				1				
	PROJECT COORDINATOR	1	1			1								
	PROJECT MANAGER 1	11	10	1	1	9		1		1				
	PRSCHG/SUPPLY SUPRT MGR	1	1			1								
	PUBLIC INFO OFCR,SR	1	1			1								
	PUBLIC INFO SPEC	4	4			4								

	PUBLIC INVLMNT COOR	2	1	1		1				1					
	RESEARCH ANLYST	4	2	2	1	1			1		2				
	RESEARCH ANLYST SUPV	1	1			1									
	RESEARCH ANLYST,PRIN	4	2	2		2					2				
	RESEARCH ANLYST,SR	3	1	2		1					2				
	RIGHT-OF-WAY AGENT,SR	7	4	3		4					3				
	RIGHT-OF-WAY APPRAISER	4	3	1		3					1				
	ROADSIDE PRG ADMNR-ITD	1		1							1				
	SIGNING SVCS MGR	1	1			1									
	TECHNICAL WRITER	4	2	2		2					2				
	TELEVISION SPEC	1	1			1									
	TRAINING SPEC	10	8	2		8					2				
	TRANSP LEGIS/PLCY SPEC	1	1			1									
	TRANSP MGMT SYS COOR	2		2							2				
	TRANSP PROG CONTROL MGR	1	1			1									
	TRANSP SVCS DP USER MGR	1	1			1									
	VOLUNTEER SRVCS COORD	1		1	1									1	
	WEB DEVELOPER	1	1			1									
	WEB MASTER	1	1			1									
Professionals Total		400	304	96	18	292		6	5	1	90	1		4	1
Technicians	AERONAUTICS SFTY/ED COOR	1	1			1									
	AVIATION TECH	1	1			1									
	BRIDGE INSP EQUIP SPEC	1	1			1									
	DRAFTER, CIVIL	4	4		1	3			1						
	FLIGHT OPERATIONS DIR	1	1			1									
	GEOGRAPHIC INFO SYS SPEC	2	1	1		1					1				
	HIGHWAY EQUIP ANALYST	2	2			2									
	INCIDENT RESPONSE TECH	2	2			2									
	IT INFO SYST TECH, SR	9	7	2	1	7					1				1
	IT INFO SYSTEMS TECH	5	4	1	1	3		1			1				
	IT SUPPORT TECHNICIAN	1	1			1									
	IT SYSTEMS OPERATNS SUPV	1	1			1									
	IT SYSTEMS OPERATOR	3	2	1		2					1				
	PORT-OF-ENTRY INSPCTR	63	46	17		46					17				
	RIGHT-OF-WAY AGENT	10	5	5		5					5				
	RIGHT-OF-WAY APPRENTICE	1	1			1									
	TRAFFIC SRVY FLD SUPV	1	1			1									
	TRAFFIC SRVY TECH	2	2			2									
	TRANSP TECH PRIN,ENGRNG	103	94	9	9	86		4		4	8		1		
	TRANSP TECH PRIN,MTNC	54	53	1		53					1				
	TRANSP TECH SR,MTNC	2	2			2									
	TRANSPORTATION TECH SR	207	190	17	5	186		3		1	16		1		
Technicians Total		476	422	54	17	408		8	1	5	51		2		1
Paraprofessionals	LEGAL ASST	3		3							3				
	MANAGEMENT ASSISTANT	6		6							6				
	PERSONNEL TECH	6		6	2						4		1		1
	PORT-OF-ENTRY INSPTR TRN	6	5	1	1	4			1		1				
	RECORDS INSPECTOR, ITD	9	8	1		8					1				
Paraprofessionals Total		30	13	17	3	12			1		15		1		1
Administrative Support	ADMIN ASST 1	25	1	24	2	1					22		2		
	ADMIN ASST 2	1		1							1				
	FINANCIAL SUPPORT TECH	4		4							4				
	FINANCIAL TECHNICIAN	6		6							6				
	FINANCIAL UNIT SUPV	5	2	3		2					3				
	IT PRODUCTION SPECIALIST	4		4							4				
	MOTOR VEH UNIT SUPV	12	3	9		3					9				
	OFFICE SERVICES SUPV 2	1		1							1				
	OFFICE SPECIALIST 1	4	1	3	1			1			3				

	OFFICE SPECIALIST 2	24	1	23	3	1				20	1	2			
	PROGRAM INFORMATION COOR	2	1	1		1				1					
	STOREKEEPER	24	20	4	1	19			1	4					
	TECH RECORDS SPEC 1	115	13	102	8	13				94	1	4	1	2	
	VEHICLE SZ&WT SPEC	1		1						1					
Administrative Support Total		228	42	186	15	40		1	1	173	2	8	1	2	
Skilled Craft Workers	AIRCRAFT MECHANIC	1	1			1									
	AIRPORT MANAGER	1	1			1									
	BUILDING FAC FRMN	1	1			1									
	CONSTRUCTION FRMN	6	6			6									
	ELECTRICIAN	2	2			2									
	ELECTRICIAN FRMN,TRF SIG	6	6			6									
	ELECTRICIAN, TRFFC SGNL	4	4			4									
	ELECTRONICS DIG EQUIP SP	4	4			4									
	ELECTRONICS SUPV, ITD	1		1						1					
	HVAC SPECIALIST	1	1			1									
	MAINT & OPERTNS SUPV	1	1			1									
	MAINT CRAFTSMAN SR	1	1			1									
	MECHANIC	45	45		1	44		1							
	MECHANIC, BODY & FENDER	2	2			2									
	PRINTING SVCS COORD	1		1						1					
	PRINTING TECH	2	2			2									
	SHOP FOREMAN	2	2			2									
	SHOP SUPERINTENDENT	6	6			6									
	SIGN FABRICATOR	4	4		1	3		1							
	TRANSP TECH	327	313	14	19	295		14	2	2	13			1	
	TRANSP TECH APPRENTICE	34	33	1	2	31		1		1	1				
	UTIL CRAFTSMAN	14	14			14									
	WELDER/MACHINIST	8	8		1	7		1							
Skilled Craft Workers Total		474	457	17	24	434		18	2	3	16			1	
Service-Maintenance	CUSTODIAN	1	1			1									
	DRILLER	2	2			2									
	LANDSCAPE TECH, SR	1	1			1									
	MECHANIC, GENERAL REPAIR	1	1			1									
Service-Maintenance Total		5	5			5									
Grand Total		1725	1316	409	86	1256	1	36	12	11	383	3	12	5	6

## **TWO FACTOR ANALYSIS – DESCRIPTION**

The following chart provides a two-factor analysis outlining ITD's employee population and current underutilization numbers. This analysis compares minorities and women within the department to the availability of minorities and women that qualify for employment within the State of Idaho. For example, the sections depicted in green represent ITD's population in regards to race and gender. The second section depicted in yellow represents the State of Idaho Department of Labor's data including job group categories from which ITD could reasonably recruit.

This report is imperative to the Internal EEO program because it provides department-wide underutilization numbers. This data determines the direction of the Internal EEO program for the upcoming year along with a future five year target. Special emphasis to recruit qualified applicants is placed within categories that are currently underutilized.

## TWO FACTOR ANALYSIS SFY 2009 Total Classified Count at ITD

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	42	66	1	3	2	3
2	Professionals	102	301	0	6	5	0
3	Technicians	55	414	0	9	2	5
4	Protective Services	0	0	0	0	0	0
5	Paraprofessionals	14	9	0	0	0	0
6	Administrative Support	191	43	0	2	2	0
7	Skilled Craft Workers	15	433	1	20	3	2
8	Service-Maintenance	0	5	0	0	0	0

### % of total at ITD

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	35.90%	56.41%	0.85%	2.56%	1.71%	2.56%
2	Professionals	24.64%	72.71%	0.00%	1.45%	1.21%	0.00%
3	Technicians	11.34%	85.36%	0.00%	1.86%	0.41%	1.03%
4	Protective Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5	Paraprofessionals	60.87%	39.13%	0.00%	0.00%	0.00%	0.00%
6	Administrative Support	80.25%	18.07%	0.00%	0.84%	0.84%	0.00%
7	Skilled Craft Workers	3.16%	91.35%	0.21%	4.22%	0.63%	0.42%
8	Service-Maintenance	0.00%	100.0%	0.00%	0.00%	0.00%	0.00%

### Total Number of Employees by EEO Category In Idaho, From Idaho Dept of Labor

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	30,883	54,423	186	1,576	328	602
2	Professionals*	13,872	21,154	164	514	614	124
3	Technicians*	1,070	3,645	12	185	70	23
4	Protective Services	1,601	7,140	45	295	195	14
5	Paraprofessionals	580	427	0	25	10	14
6	Administrative Support	103,446	39,777	264	1,936	367	264
7	Skilled Craft Workers	4,009	61,477	78	3,597	704	235
8	Service-Maintenance	83,851	92,183	456	17,258	1,726	1,051

### % of Employees by EEO Category In Idaho, From Idaho Dept of Labor

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	34.87%	61.45%	0.21%	1.78%	0.37%	0.68%
2	Professionals*	37.84%	57.70%	0.45%	1.40%	1.67%	0.34%
3	Technicians*	21.19%	72.18%	0.24%	3.66%	1.39%	0.46%
4	Protective Services	16.92%	75.48%	0.48%	3.12%	2.06%	0.15%
5	Paraprofessionals	54.73%	40.30%	0.00%	2.34%	0.94%	1.31%
6	Administrative Support	70.53%	27.12%	0.18%	1.32%	0.25%	0.18%
7	Skilled Craft Workers	5.64%	86.49%	0.11%	5.06%	0.99%	0.33%
8	Service-Maintenance	42.27%	46.47%	0.23%	8.70%	0.87%	0.53%

### Underutilized

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators						
2	Professionals	55		2		2	2
3	Technicians	48		2	9	5	
4	Protective Services						
5	Paraprofessionals				1	1	1
6	Administrative Support			1	2		1
7	Skilled Craft Workers	12			4	2	
8	Service-Maintenance	3		1	1	1	1

\* Data from these categories reflect those groups from which ITD could reasonably recruit.

## Testing

All qualified applicants are assessed for position openings using written exams, structured oral exams, training and experience ratings, or a combination of these methods. IDAPA 15.04.01.090-091 requires that examinations be designed to evaluate factors pertinent to an individual's ability to competently perform the duties of the classification and provide a means to rank those individuals accordingly. The factors tested must be job-related and may include, but are not limited to, education and experience, knowledge, skills, abilities, aptitude, and physical ability. Interview questions designed to reveal prohibited factors including the candidate's political or religious affiliation or belief, national origin, age, and race are expressly prohibited.

IDAPA rules also provide for alternate examination processes for persons with disabilities. An agency may appoint an individual directly into entrance or promotional probationary status in a class under certain conditions. These include certification from the Division of Vocational Rehabilitation, the Idaho Commission for the Blind, or the Industrial Commission. (IDAPA 15.04.01.097). Recruitments for temporary, seasonal and exempt positions at ITD are not subject to DHR testing.

### **New Hire Procedures (Classified Positions)**

All applicants who pass the examinations referenced above are placed on a register in rank order according to their score. If more than one position is being filled, or if there are tie scores, additional names become eligible for selection. (See IDAPA 15-04.01.110 for additional guidelines)

Eligible veterans or their surviving spouses automatically have five extra points added to their examination scores before they are placed on the register. Eligible disabled veterans or their surviving spouses automatically have ten points added to their examination scores before they are placed on the register. Eligible candidates are placed on the register in descending numerical order based on their final exam score, including preference points. (IDAPA 15.04.01.102)

The annual EEO Assurances updates will provide new hire selection rates for the reporting period as well as a detailed analysis of new hire activity by occupational categories.

### **FOUR FIFTH ANALYSIS – DESCRIPTION**

The following two-factor analysis provides an outline of the selection process outlining ITD's employee population comparing minorities and women within the department to the availability of minorities and women that qualify for employment within the State of Idaho. For example, in the professional's category ITD is currently underutilized in black females. ITD must focus recruitment efforts to reach qualified black females for a job opening within the professional category.

# FOUR FIFTH ANALYSIS FISCAL YEAR 2009 - NEW HIRES AND APPLICANTS

FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)												
		TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials/ Administrators	TOTAL APPLICANTS	395	263	1	12	4	1	94	3	9	3	5
	TOTAL HIRES	3	0	0	0	0	1	1	0	1	0	0
	SELECTION RATE		0%	0%	0%	0%	100%	1%	0%	11%	0%	0%
	RATIO TO THE HIGHEST RATE		0.00	0.00	0.00	0.00	1.00	0.01	0.00	0.11	0.00	0.00
	ADVERSE IMPACT YES/NO		YES	YES	YES	YES	NO	YES	YES	YES	YES	YES
	TOTAL											
Professionals	TOTAL APPLICANTS	1154	711	19	20	26	3	335	2	11	22	5
	TOTAL HIRES	28	16	0	1	0	0	11	0	0	0	0
	SELECTION RATE		2%	0%	5%	0%	0%	3%	0%	0%	0%	0%
	RATIO TO THE HIGHEST RATE		0.45	0.00	1.00	0.00	0.00	0.66	0.00	0.00	0.00	0.00
	ADVERSE IMPACT YES/NO		YES	YES	NO	YES	YES	YES	YES	YES	YES	YES
	TOTAL											
Technicians	TOTAL APPLICANTS	773	593	4	31	8	9	117		5	5	1
	TOTAL HIRES	15	11	0	1	0	0	3		0	0	0
	SELECTION RATE		2%	0%	3%	0%	0%	3%		0%	0%	0%
	RATIO TO THE HIGHEST RATE		0.58	0.00	1.00	0.00	0.00	0.79		0.00	0.00	0.00
	ADVERSE IMPACT YES/NO		YES	YES	NO	YES	YES	YES		YES	YES	YES
	TOTAL											
Protective Services	TOTAL APPLICANTS											
	TOTAL HIRES											
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Paraprofessionals	TOTAL APPLICANTS	32	5		1		1	24		1		
	TOTAL HIRES	1	0		0		0	1		0		
	SELECTION RATE		0%		0%		0%	4%		0%		
	RATIO TO THE HIGHEST RATE		0.00		0.00		0.00	1.00		0.00		
	ADVERSE IMPACT YES/NO		YES		YES		YES	NO		YES		
	TOTAL											
Administrative Support	TOTAL APPLICANTS	5249	1137	14	61	26	12	3565	18	273	72	71
	TOTAL HIRES	33	8	0	1	1	0	23	0	0	0	0
	SELECTION RATE		1%	0%	2%	4%	0%	1%	0%	0%	0%	0%
	RATIO TO THE HIGHEST RATE		0.18	0.00	0.43	1.00	0.00	0.17	0.00	0.00	0.00	0.00
	ADVERSE IMPACT YES/NO		YES	YES	YES	NO	YES	YES	YES	YES	YES	YES
	TOTAL											
Skilled Craft Workers	TOTAL APPLICANTS	3741	3263	23	146	44	68	188	1	1	3	4
	TOTAL HIRES	80	75	1	0	2	0	2	0	0	0	0
	SELECTION RATE		2%	4%	0%	5%	0%	1%	0%	0%	0%	0%
	RATIO TO THE HIGHEST RATE		0.51	0.96	0.00	1.00	0.00	0.23	0.00	0.00	0.00	0.00
	ADVERSE IMPACT YES/NO		YES	NO	YES	NO	YES	YES	YES	YES	YES	YES
	TOTAL											
Service-Maintenance	TOTAL APPLICANTS	2	2									
	TOTAL HIRES		0									
	SELECTION RATE		0%									
	RATIO TO THE HIGHEST RATE		1.00									
	ADVERSE IMPACT YES/NO		NO									
	TOTAL											
<b>TOTAL FULL TIME HIRES</b>		<b>160</b>	<b>110</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>41</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

Applicant data from the category Administrative Support contains statewide applicants for all State of Idaho agencies. Administrative Support announcements are open on a continual basis year round and applicants may be counted more than once during a reporting period. Applicant exam scores are good for up to 90 days. After 90 days applicants may retake an exam and receive a new score.

## FOUR FIFTH ANALYSIS APPOINTMENTS AND REASSIGNMENTS – DESCRIPTION

The following charts indicate no appointments or reassignments occurred during fiscal year 2009.

### FOUR FIFTH ANALYSIS FISCAL YEAR 2009 - APPOINTMENTS

FULL TIME CLASSIFIED EMPLOYEES <i>(Temporary employees not included)</i>											
	TOTAL	MALE					FEMALE				
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		WHITE	BLACK				WHITE	BLACK			

There were no appointments that occurred during this reporting period.

### FOUR FIFTH ANALYSIS FISCAL YEAR 2009 - REASSIGNMENTS

FULL TIME CLASSIFIED EMPLOYEES <i>(Temporary employees not included)</i>											
	TOTAL	MALE					FEMALE				
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		WHITE	BLACK				WHITE	BLACK			

There were no reassignments that occurred during this reporting period.

### Promotions (Classified Positions)

DHR rules and Idaho Code, Section 67-5309(g) require, whenever practical, that vacancies be filled by the promotion of an employee in the department in which the vacancy occurs. DHR Rule 169 requires that promotional candidates have permanent status and meet the minimum qualifications of the promotional class. Promotional announcements can be accessed electronically via ITD's intranet and are displayed on the DHR website at: <http://www.dhr.idaho.gov>. The annual EEO Assurances Update will include data on promotion selection rates for the reporting period as well as a detailed analysis by occupational category.

### FOUR FIFTH ANALYSIS PROMOTIONS – DESCRIPTION

The following chart outlines all promotions that occurred during this reporting period. For example, when reviewing total applicants within the technician category, total selections for male Asian or Pacific Islander were adversely impacted. ITD must conduct targeted recruitment efforts for open positions within this category to reduce this underutilization.

**FOUR FIFTH ANALYSIS FICAL YEAR 2009 – PROMOTIONS**

FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)												
	TOTAL	MALE					FEMALE					
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	
		WHITE	BLACK				WHITE	BLACK				
Officials/ Administrators	TOTAL APPLICANTS	51	30					18			1	2
	TOTAL PROMOTIONS	10	5					5				
	SELECTION RATE		17%					28%			0%	0%
	RATIO TO THE HIGHEST RATE		0.60					1.00			0.00	0.00
	ADVERSE IMPACT YES/NO		YES					NO			YES	YES
	TOTAL											
Professionals	TOTAL APPLICANTS	100	70			1		24		1	2	2
	TOTAL PROMOTIONS	16	12			0		4		0	0	0
	SELECTION RATE		17%			0%		17%		0%	0%	0%
	RATIO TO THE HIGHEST RATE		1.00			0.00		0.97		0.00	0.00	0.00
	ADVERSE IMPACT YES/NO		NO			YES		NO		YES	YES	YES
	TOTAL											
Technicians	TOTAL APPLICANTS	270	248		10	1	3	7			1	
	TOTAL PROMOTIONS	41	36		1	0	0	4			0	
	SELECTION RATE		15%		10%	0%	0%	57%			0%	
	RATIO TO THE HIGHEST RATE		0.25		0.18	0.00	0.00	1.00			0.00	
	ADVERSE IMPACT YES/NO		YES		YES	YES	YES	NO			YES	
	TOTAL											
Protective Services	TOTAL APPLICANTS											
	TOTAL PROMOTIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Paraprofessionals	TOTAL APPLICANTS											
	TOTAL PROMOTIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Administrative Support	TOTAL APPLICANTS	7						6		1		
	TOTAL PROMOTIONS	3						3		0		
	SELECTION RATE							50%		0%		
	RATIO TO THE HIGHEST RATE							1.00		0.00		
	ADVERSE IMPACT YES/NO							NO		YES		
	TOTAL											
Skilled Craft Workers	TOTAL APPLICANTS											
	TOTAL PROMOTIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Service-Maintenance	TOTAL APPLICANTS	2	2									
	TOTAL PROMOTIONS	1	1									
	SELECTION RATE		50%									
	RATIO TO THE HIGHEST RATE		1.00									
	ADVERSE IMPACT YES/NO		NO									
	TOTAL											
<b>TOTAL PROMOTIONS</b>	<b>71</b>	<b>54</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Terminations (Classified Positions)**

Involuntary terminations follow a prescribed procedure that requires documentation of each step taken by a supervisor toward dismissal of an employee. All disciplinary actions are subject to ITD policy and IDAPA rules. (15.04.01.190). ITD's HRS section is responsible for ensuring that all disciplinary actions, including involuntary terminations, are accomplished in accordance with ITD policy and consistent with DHR rules. The EEO Resource Specialist monitors involuntary terminations or adverse employment actions to evaluate whether the actions were influenced by the employee's race, color, national origin, gender, religion, age, or disability. (See 23 CFR, Pt. 230, Subpt. C, App. A). If there is any indication of discrimination, an investigation will be conducted and corrective actions and/or measures will be recommended to the appropriate individuals by the HRS Manager. All employees who leave employment with ITD are given the opportunity to participate in an exit interview. If an employee indicates that they are leaving due to some form of discrimination, the EEO Resource Specialist is notified so the matter can be assessed further.

### **FOUR FIFTH ANALYSIS TERMINATION / REPRIMANDS – DESCRIPTION**

The following chart outlines all terminations and reprimands that occurred during this reporting period. For example, when reviewing total actions within the skilled craft category white females were not adversely impacted.

**FOUR FIFTH ANALYSIS FICAL YEAR 2009 - TERMINATIONS / REPRIMANDS**

FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)												
	TOTAL	MALE					FEMALE					
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	
		WHITE	BLACK				WHITE	BLACK				
Officials/ Administrators	TOTAL EMPLOYEES	117										
	TOTAL ACTIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Professionals	TOTAL EMPLOYEES	414	301		6	5		96	1		4	1
	TOTAL ACTIONS	1	1		0	0		0	0		0	0
	SELECTION RATE		0%		0%	0%		0%	0%		0%	0%
	RATIO TO THE HIGHEST RATE		1.00		0.00	0.00		0.00	0.00		0.00	0.00
	ADVERSE IMPACT YES/NO		YES		NO	NO		NO	NO		NO	NO
	TOTAL											
Technicians	TOTAL EMPLOYEES	485	414		9	2	5	52		2		1
	TOTAL ACTIONS	6	6		0	0	0	0		0		0
	SELECTION RATE		1%		0%	0%	0%	0%		0%		0%
	RATIO TO THE HIGHEST RATE		1.00		0.00	0.00	0.00	0.00		0.00		0.00
	ADVERSE IMPACT YES/NO		YES		NO	NO	NO	NO		NO		NO
	TOTAL											
Protective Services	TOTAL EMPLOYEES											
	TOTAL ACTIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Paraprofessionals	TOTAL EMPLOYEES	23										
	TOTAL ACTIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Administrative Support	TOTAL EMPLOYEES	238	43		2	2		179	2	8		2
	TOTAL ACTIONS	6	1		0	0		5	0	0		0
	SELECTION RATE		2%		0%	0%		3%	0%	0%		0%
	RATIO TO THE HIGHEST RATE		0.83		0.00	0.00		1.00	0.00	0.00		0.00
	ADVERSE IMPACT YES/NO		YES		NO	NO		YES	NO	NO		NO
	TOTAL											
Skilled Craft Workers	TOTAL EMPLOYEES	474	433	1	20	3	2	14				1
	TOTAL ACTIONS	13	12	0	0	1	0	0				0
	SELECTION RATE		3%	0%	0%	33%	0%	0%				0%
	RATIO TO THE HIGHEST RATE		0.08	0.00	0.00	1.00	0.00	0.00				0.00
	ADVERSE IMPACT YES/NO		NO	NO	NO	YES	NO	NO				NO
	TOTAL											
Service-Maintenance	TOTAL EMPLOYEES	5										
	TOTAL ACTIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
<b>TOTAL TERMINATIONS / REPRIMANDS</b>	<b>26</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Employee data reflects:

Inactive suspension without pay (days off no pay)

Dismissal and failure to complete entrance probation.

## **Employee Development**

We place a strong emphasis on equal employment opportunity awareness and career development through orientation, education, and training programs. The Training and Development (TAD) unit in HRS strives to identify employee training needs and to develop ongoing training programs that are responsive to those needs. The mission of TAD is “to provide training and leadership development to support and enhance the Department’s overall continuous improvement efforts, as well as the growth and development of individual employees through consultation, advocacy, technical support and innovative, effective and efficient training programs.”

All training is offered to employees of the department on an equal opportunity basis, without regard to race, color, national origin, gender, age, religion, or disability status. All new employees receive information about training opportunities, EEO policies, and complaint procedures. Training programs are widely publicized in various forms throughout the department. Employee development training is designed to increase an employee’s effectiveness in his/her current position, prepare employees for new or enhanced responsibilities and positions, and train employees on new equipment or technology acquired by ITD. Employee development training takes ITD’s human resource and short-term and long-term organizational needs, as well as the individual employee’s career objectives into consideration when developing training courses.

TAD offers a variety of internal and external professional and career development courses, including supervisory skills training. Supervisory training includes information on federal and state EEO laws and EEO/AA policies, with an emphasis on our commitment to workforce diversification. Employees interested in becoming supervisors, as well as those who are already supervisors, are educated about interviewing applicants for vacant positions and making hiring and promotional decisions on a non-discriminatory basis. Supervisors are educated about applicable employment law compliance with the assistance of subject matter experts. Training programs are available internally through the Division of Highways (DOH) to assist employees in obtaining the appropriate Western Alliance for Quality Transportation Construction (WAQTC) and Inspector certifications.

Employees may be eligible to attend job-related training courses, seminars and workshops offered outside of ITD. Employees are encouraged to further their work-related education by attending local schools, colleges, vocational/technical schools, correspondence schools, etc. Employees may receive reimbursement upon satisfactory completion of approved courses (HRS Manual, Ch. 19). The annual EEO Assurances Update will include an analysis of training opportunities for the appropriate reporting period. Detailed information will be provided on the total number of ITD employees who attended DOH certification training and additional TAD classes (which also consists of EEO training topics). Training will be monitored to ensure training opportunities are offered to all employees on an equal opportunity basis to ensure all employees are prepared for promotional opportunities and thus help with underutilization within targeted categories.

## **FOUR FIFTH ANALYSIS TRAINING – DESCRIPTION**

The following chart outlines all employee training that occurred during this reporting period. For example, when reviewing total training within the “Professionals” category, black females were adversely impacted. ITD’s goal is to ensure these employees receive training to reduce underutilization within this category.

**FOUR FIFTH ANALYSIS FISCAL YEAR 2009 - TRAINING**

FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)												
	TOTAL	MALE					FEMALE					
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	
		WHITE	BLACK				WHITE	BLACK				
Officials/ Administrators	TOTAL EMPLOYEES	117	66	1	3	2	3	40		2		
	TOTAL TRAINED	79	37	1	1	1	3	35		1		
	SELECTION RATE		56%	100%	33%	50%	100%	88%		50%		
	RATIO TO THE HIGHEST RATE		0.56	1.00	0.33	0.50	1.00	0.88		0.50		
	ADVERSE IMPACT YES/NO		YES	NO	YES	YES	NO	NO		YES		
	TOTAL											
Professionals	TOTAL EMPLOYEES	414	301		6	5		96	1		4	1
	TOTAL TRAINED	276	205		4	4		61	0		2	0
	SELECTION RATE		68%		67%	80%		64%	0%		50%	0%
	RATIO TO THE HIGHEST RATE		0.85		0.83	1.00		0.79	0.00		0.63	0.00
	ADVERSE IMPACT YES/NO		NO		NO	NO		YES	YES		YES	YES
	TOTAL											
Technicians	TOTAL EMPLOYEES	485	414		9	2	5	52		2		1
	TOTAL TRAINED	361	314		7	0	3	35		1		1
	SELECTION RATE		76%		78%	0%	60%	67%		50%		100%
	RATIO TO THE HIGHEST RATE		0.76		0.78	0.00	0.60	0.67		0.50		1.00
	ADVERSE IMPACT YES/NO		YES		YES	YES	YES	YES		YES		NO
	TOTAL											
Protective Services	TOTAL EMPLOYEES	0										
	TOTAL TRAINED	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Paraprofessionals	TOTAL EMPLOYEES	23	9					12		1		1
	TOTAL TRAINED	0	0					0		0		0
	SELECTION RATE		0%					0%		0%		0%
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO		NO					NO		NO		NO
	TOTAL											
Administrative Support	TOTAL EMPLOYEES	238	43		2	2		179	2	8		2
	TOTAL TRAINED	162	28		1	1		124	2	4		2
	SELECTION RATE		65%		50%	50%		69%	100%	50%		100%
	RATIO TO THE HIGHEST RATE		0.65		0.50	0.50		0.69	1.00	0.50		1.00
	ADVERSE IMPACT YES/NO		YES		YES	YES		YES	NO	YES		NO
	TOTAL											
Skilled Craft Workers	TOTAL EMPLOYEES	474	433	1	20	3	2	14				1
	TOTAL TRAINED	303	269	1	14	3	2	14				0
	SELECTION RATE		62%	100%	70%	100%	100%	100%				0%
	RATIO TO THE HIGHEST RATE		0.62	1.00	0.70	1.00	1.00	1.00				0.00
	ADVERSE IMPACT YES/NO		YES	NO	YES	NO	NO	NO				YES
	TOTAL											
Service-Maintenance	TOTAL EMPLOYEES	5	5									
	TOTAL TRAINED	3	3									
	SELECTION RATE		60%									
	RATIO TO THE HIGHEST RATE		1.00									
	ADVERSE IMPACT YES/NO		NO									
	TOTAL											
<b>TOTAL TRAINING</b>	<b>1184</b>	<b>856</b>	<b>2</b>	<b>27</b>	<b>9</b>	<b>8</b>	<b>269</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>3</b>	

### **Validation**

To ensure that the essential functions of all positions accurately reflect those duties which are fundamentally essential to the nature of each job, HRS works cooperatively with supervisors in periodically reviewing job descriptions for accuracy. Job descriptions are also reviewed when recruiting or reclassification occurs on a position. The EEO Resource Specialist solicits a review of essential functions and other information when there is activity (e.g., vacancy, re-classification) on a position.

### **Mentoring**

Career guidance and counseling is available to all employees through TAD and HRS. In addition, the DOH has created a mentoring program to assist in developing a strong and committed workforce. The mentoring program links an experienced person (mentor) with a less experienced person (protégé) to foster professional growth and career development. The program has been designed to help DOH employees with the attainment of career goals and is meant to facilitate and foster self-improvement.

### **Executive Training**

The EEO Resource Specialist provides and/or coordinates training on EEO-related issues for executive management.

## **WORKFORCE ANALYSIS REPORTING - DESCRIPTION**

These workforce reports provide a comprehensive cross section analysis of ITD's workforce by division, job group category, classification title, gender, and race. This analysis is based on statistics from the 2000 census and ITD employee populations. These reports compare males and females employed at ITD in each EEO group to the number of people in the labor market area within the corresponding EEO category. They also compare the available workforce for future recruitment opportunities.

The 2000 Census data categories were updated by the federal government in February 2004 to reflect the categories depicted in the following tables. The State of Idaho, Department of Labor, as well as the Idaho Transportation Department, do not capture and track data by the updated categories.

**WORKFORCE ANALYSIS – IDAHO TRANSPORTATION DEPARTMENT- FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)**

JOB GROUP	CLASSIFICATION TITLE	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MINORITY	MALE					FEMALE				
						NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
						WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	AERONAUTICS DIV ADMIN	1	1			1									
	BUSINESS OPERATIONS MGR	7	2	5		2					5				
	BUSINESS OPERATIONS SPEC	1		1							1				
	BUYER	8	4	4		4					4				
	CHIEF TECHN LGY OFCR-ITD	1	1			1									
	CIVIL RIGHTS MGR, ITD	1		1							1				
	COMMERCIAL VEH SVCS MGR	1	1		1			1							
	CONSTRUCTION INSP	1	1			1									
	DEPUTY DIRECTOR, ITD	1	1			1									
	DIRECTOR TRANS DEPT	1		1							1				
	ENGINEER, ASST CHIEF	2	2			2									
	ENGINEER, MANAGER 2	10	7	3		7					3				
	ENGINEER, MANAGER 3	9	9		1	8		1							
	FACILITIES MANAGER	1	1			1									
	FINANCIAL EXECUTIVE OFCR	1	1			1									
	FINANCIAL OFFICER	1		1							1				
	GEOGRAPHIC INF/CART MGR	1	1			1									
	GOVRNMTL AFFAIRS PRG MGR, ITD	1		1							1				
	HEARING OFFICER	3	3		1	2		1							
	HIGHWAY SAFETY GRANT MGR	1		1							1				
	HUMAN RESOURCES MANAGER	1		1	1								1		
	HUMAN RESOURCES PRG MGR	1		1							1				
	IT INFO SVCS MGR	2		2							2				
	IT INFO SVCS MGR, SR	1		1							1				
	IT MANAGER	4	3	1	1	2			1		1				
	MOTOR DIVISION ADMIN	1	1			1									
	MOTOR VEHICLE INVSTGR	9	5	4		5					4				
	MOTOR VEHICLE MANAGER	3	1	2		1					2				
	MOTOR VEHICLE PRGM SUPV	5	4	1	1	3			1		1				
	PLANNING MGR, TRANSP	2		2							2				
	PORT-OF-ENTRY AREA SUPV	6	6			6									
	PROGRAM MGR, TRANSPORTATION	1	1			1									
	PUBLIC TRANS DIV ADMIN	1	1			1									
	RESEARCH PROGRAM MGR	1	1			1									
	RIGHT-OF-WAY DIST SUPV	6	4	2	1	3				1	2				
	RIGHT-OF-WAY SUPV	1	1			1									
	SECRETARY OF THE BOARD	1		1							1				
	SERVICE INTEGRATION MGR	1	1			1									
	STATE HIGHWAY ADMIN	1	1			1									
	SUPPLY OPERATIONS SUPV	8	7	1	2	5	1			1	1				
	TRAINING & DEV MGR	1		1							1				
	TRANSP BUSINESS SUPRT MG	1		1							1				
	TRANSP PLNG DIV ADM	1	1			1									
Officials and Administrators	<b>Total</b>	<b>112</b>	<b>73</b>	<b>39</b>	<b>9</b>	<b>65</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>38</b>	<b>1</b>			
Professionals	AUTOMATED SYSTEM MGR	3	2	1		2					1				
	CHEMIST SUPV, ITD	1	1			1									
	CHEMIST, SENIOR	2	2			2									
	CIVIL RTS CON CMP OF-ITD	1		1							1				
	CONSTRUCTION MGR 1	1	1			1									

	CONSTRUCTION MGR 2	3	2	1		2				1			
	CULTURAL RSRC SPEC, ITD	1	1			1							
	DISADVNTGD BUS ENTR COOR	1		1						1			
	DRIVER'S LICENSE PRG SPE	2	1	1		1				1			
	ECONOMIST	1	1			1							
	ECONOMIST, STAFF	1	1			1							
	EEO,SFTY & TRNG COORD	6	6			6							
	ENGINEER ASSOCIATE	9	7	2		7				2			
	ENGINEER, MANAGER 1	37	33	4	1	32			1	4			
	ENGINEER, STAFF	20	18	2		18				2			
	ENGINEER, TECHNICAL 1	21	18	3	2	16			2	3			
	ENGINEER, TECHNICAL 2	11	11		2	9		1	1				
	ENGINEERING ASST,TRANSP	59	52	7	1	51		1		7			
	ENGINEER-IN-TRAINING	7	6	1		6				1			
	ENTERPRISE ARCHITECT	4	3	1		3				1			
	FINANCIAL MANAGER	4	3	1		3				1			
	FINANCIAL SPECIALIST	4	1	3	1	1				2		1	
	FINANCIAL SPECIALIST, PR	6	4	2	1	3		1		2			
	FINANCIAL SPECIALIST, SR	9	3	6		3				6			
	GEOGRAPHIC INF SYS AN	1	1			1							
	GEOGRAPHIC INF SYS AN-SR	1	1			1							
	GEOLOGIST ,ENG	4	4			4							
	GRANTS/CNTRCTS OFCR	7	6	1		6				1			
	GRANTS/CONTRACTS PRG SPE	2		2	1					1	1		
	HISTORIAN, ARCHITECTURAL	2	1	1		1				1			
	HLTH/SAFETY PRG/RISK MGR	1		1						1			
	HUMAN RESOURCE ASSOCIATE	4		4						4			
	HUMAN RESOURCE SPEC	1		1	1							1	
	HUMAN RESOURCE SPEC, SR	3	1	2		1				2			
	ILLUSTRATOR	1		1						1			
	IT DATABASE ANALYST	1	1			1							
	IT DATABASE ANALYST, SR	3	1	2		1				2			
	IT NETWORK ANALYST	2	2			2							
	IT NETWORK ANALYST, SR	2	2			2							
	IT PRGRMR ANALYST	3	2	1	1	2						1	
	IT PRGRMR ANALYST, SR	7	4	3		4				3			
	IT PROGRAM SYSTEM SPEC	1		1						1			
	IT SYS INTGR ANLYST, SR	5	3	2		3				2			
	IT SYSTEMS ANALYST	1	1			1							
	IT SYSTEMS ANALYST,SUPVG	1		1						1			
	IT SYSTEMS COORD	6	3	3		3				3			
	IT SYSTEMS PRGMR, SR	6	5	1	1	4		1		1			
	IT SYSTEMS PROGRAMMER	3	3			3							
	LAND SURVEYOR, TRANS	5	5		1	4		1					
	MATH ANALYST	2		2						2			
	MATH ANLYST, SUPV	1	1			1							
	ORGANIZATIONAL DEV SPEC	1	1			1							
	PILOT 2	1	1			1							
	PLANNER, ENVIRONMENTAL	9	6	3		6				3			
	PLANNER,ENV SR	10	8	2	2	7			1	1		1	
	PLANNER,TRANS	1	1			1							
	PLANNER,TRANS SR	7	6	1		6				1			
	PLANNER,TRANSP SR-PRGMNG	2	2			2							
	PORT-OF-ENTRY INSPTR, SR	6	4	2		4				2			
	PROGRAM MANAGER	1	1			1							
	PROGRAM SUPERVISOR	2	1	1		1				1			
	PROGRAM SYSTEM SPEC-AUTO	2	1	1		1				1			
	PROJECT COORDINATOR	1	1			1							
	PROJECT MANAGER 1	11	10	1	1	9		1		1			
	PRSCHG/SUPPLY SUPRT MGR	1	1			1							

	PUBLIC INFO OFCR,SR	1	1			1								
	PUBLIC INFO SPEC	4	4			4								
	PUBLIC INVLMNT COOR	2	1	1		1				1				
	RESEARCH ANLYST	4	2	2	1	1		1		2				
	RESEARCH ANLYST SUPV	1	1			1								
	RESEARCH ANLYST,PRIN	4	2	2		2				2				
	RESEARCH ANLYST,SR	3	1	2		1				2				
	RIGHT-OF-WAY AGENT,SR	7	4	3		4				3				
	RIGHT-OF-WAY APPRAISER	4	3	1		3				1				
	ROADSIDE PRG ADMNR-ITD	1		1						1				
	SIGNING SVCS MGR	1	1			1								
	TECHNICAL WRITER	4	2	2		2				2				
	TELEVISION SPEC	1	1			1								
	TRAINING SPEC	10	8	2		8				2				
	TRANSP LEGIS/PLCY SPEC	1	1			1								
	TRANSP MGMT SYS COOR	2		2						2				
	TRANSP PROG CONTROL MGR	1	1			1								
	TRANSP SVCS DP USER MGR	1	1			1								
	VOLUNTEER SRVCS COORD	1		1	1									1
	WEB DEVELOPER	1	1			1								
	WEB MASTER	1	1			1								
Professionals Total		400	304	96	18	292		6	5	1	90	1	4	1
Technicians	AERONAUTICS SFTY/ED COOR	1	1			1								
	AVIATION TECH	1	1			1								
	BRIDGE INSP EQUIP SPEC	1	1			1								
	DRAFTER, CIVIL	4	4		1	3		1						
	FLIGHT OPERATIONS DIR	1	1			1								
	GEOGRAPHIC INFO SYS SPEC	2	1	1		1				1				
	HIGHWAY EQUIP ANALYST	2	2			2								
	INCIDENT RESPONSE TECH	2	2			2								
	IT INFO SYST TECH, SR	9	7	2	1	7				1				1
	IT INFO SYSTEMS TECH	5	4	1	1	3		1		1				
	IT SUPPORT TECHNICIAN	1	1			1								
	IT SYSTEMS OPERATNS SUPV	1	1			1								
	IT SYSTEMS OPERATOR	3	2	1		2				1				
	PORT-OF-ENTRY INSPCTR	63	46	17		46				17				
	RIGHT-OF-WAY AGENT	10	5	5		5				5				
	RIGHT-OF-WAY APPRENTICE	1	1			1								
	TRAFFIC SRVY FLD SUPV	1	1			1								
	TRAFFIC SRVY TECH	2	2			2								
	TRANSP TECH PRIN,ENGRNG	103	94	9	9	86		4		4	8		1	
	TRANSP TECH PRIN,MTNC	54	53	1		53				1				
	TRANSP TECH SR,MTNC	2	2			2								
	TRANSPORTATION TECH SR	207	190	17	5	186		3		1	16		1	
Technicians Total		476	422	54	17	408		8	1	5	51		2	1
Paraprofessionals	LEGAL ASST	3		3							3			
	MANAGEMENT ASSISTANT	6		6							6			
	PERSONNEL TECH	6		6	2						4		1	1
	PORT-OF-ENTRY INSPTR TRN	6	5	1	1	4			1		1			
	RECORDS INSPECTOR, ITD	9	8	1		8					1			
Paraprofessionals Total		30	13	17	3	12			1		15		1	1
Administrative Support	ADMIN ASST 1	25	1	24	2	1					22		2	
	ADMIN ASST 2	1		1							1			
	FINANCIAL SUPPORT TECH	4		4							4			
	FINANCIAL TECHNICIAN	6		6							6			
	FINANCIAL UNIT SUPV	5	2	3		2					3			
	IT PRODUCTION SPECIALIST	4		4							4			
	MOTOR VEH UNIT SUPV	12	3	9		3					9			
	OFFICE SERVICES SUPV 2	1		1							1			
	OFFICE SPECIALIST 1	4	1	3	1			1			3			

	OFFICE SPECIALIST 2	24	1	23	3	1					20	1	2		
	PROGRAM INFORMATION COOR	2	1	1		1					1				
	STOREKEEPER	24	20	4	1	19			1		4				
	TECH RECORDS SPEC 1	115	13	102	8	13					94	1	4	1	2
	VEHICLE SZ&WT SPEC	1		1							1				
Administrative Support															
Total		228	42	186	15	40		1	1		173	2	8	1	2
Skilled Craft Workers	AIRCRAFT MECHANIC	1	1			1									
	AIRPORT MANAGER	1	1			1									
	BUILDING FAC FRMN	1	1			1									
	CONSTRUCTION FRMN	6	6			6									
	ELECTRICIAN	2	2			2									
	ELECTRICIAN FRMN, TRF SIG	6	6			6									
	ELECTRICIAN, TRFFC SGNL	4	4			4									
	ELECTRONICS DIG EQUIP SP	4	4			4									
	ELECTRONICS SUPV, ITD	1		1							1				
	HVAC SPECIALIST	1	1			1									
	MAINT & OPERTNS SUPV	1	1			1									
	MAINT CRAFTSMAN SR	1	1			1									
	MECHANIC	45	45		1	44		1							
	MECHANIC, BODY & FENDER	2	2			2									
	PRINTING SVCS COORD	1		1							1				
	PRINTING TECH	2	2			2									
	SHOP FOREMAN	2	2			2									
	SHOP SUPERINTENDENT	6	6			6									
	SIGN FABRICATOR	4	4		1	3		1							
	TRANSP TECH	327	313	14	19	295		14	2	2	13				1
	TRANSP TECH APPRENTICE	34	33	1	2	31		1		1	1				
	UTIL CRAFTSMAN	14	14			14									
	WELDER/MACHINIST	8	8		1	7		1							
Skilled Craft Workers															
Total		474	457	17	24	434		18	2	3	16				1
Service-Maintenance	CUSTODIAN	1	1			1									
	DRILLER	2	2			2									
	LANDSCAPE TECH, SR	1	1			1									
	MECHANIC, GENERAL REPAIR	1	1			1									
Service-Maintenance															
Total		5	5			5									
Grand Total		1725	1316	409	86	1256	1	36	12	11	383	3	12	5	6

**WORKFORCE ANALYSIS – PUBLIC TRANSPORTATION FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)**

JOB GROUP	CLASSIFICATION TITLE	TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	PUBLIC TRANS DIV ADMIN	1	1									
Officials and Administrators Total		1	1									
Professionals	GRANTS/CNTRCTS OFCR	3	3									
	IT SYS INTGR ANLYST, SR	1	1									
Professionals Total		4	4									
Administrative Support	ADMIN ASST 1	1							1			
Administrative Support Total		1							1			
Grand Total		6	5						1			

**WORKFORCE ANALYSIS – PLANNING - FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)**

JOB GROUP	CLASSIFICATION TITLE	TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	GEOGRAPHIC INF/CART MGR	1	1									
	PLANNING MGR, TRANSP	2					2					
	RESEARCH PROGRAM MGR	1	1									
	TRANSP PLNG DIV ADM	1	1									
Officials and Administrators Total		5	3				2					
Professionals	ENGINEER, MANAGER 1	1	1									
	GEOGRAPHIC INF SYS AN	1	1									
	MATH ANALYST	2					2					
	MATH ANLYST, SUPV	1	1									
	PLANNER, TRANSP SR	4	3				1					
	PLANNER, TRANSP SR-PRGMNG	1	1									
	RESEARCH ANLYST	4	1			1	2					
	RESEARCH ANLYST SUPV	1	1									
	RESEARCH ANLYST, PRIN	2	1				1					
	RESEARCH ANLYST, SR	3	1				2					
	TRANSP PROG CONTROL MGR	1	1									
	TRANSP SVCS DP USER MGR	1	1									
Professionals Total		22	13			1	8					
Technicians	GEOGRAPHIC INFO SYS SPEC	2	1				1					
	TRAFFIC SRVY FLD SUPV	1	1									
	TRAFFIC SRVY TECH	2	2									
	TRANSP TECH PRIN, ENGRNG	1	1									
Technicians Total		6	5				1					
Paraprofessionals	MANAGEMENT ASSISTANT	1					1					
Paraprofessionals Total		1					1					
Administrative Support	ADMIN ASST 1	1					1					
	FINANCIAL TECHNICIAN	1					1					
	PROGRAM INFORMATION COOR	1	1									
Administrative Support Total		3	1				2					

Skilled Craft Workers	TRANSP TECH	4	3					1			
Skilled Craft Workers Total		4	3					1			
Grand Total		41	25				1	15			

WORKFORCE ANALYSIS – DIVISION OF MOTOR VEHICLES - FULL TIME CLASSIFIED EMPLOYEES <i>(Temporary employees not included)</i>												
JOB GROUP	CLASSIFICATION TITLE	TOTAL	MALE				FEMALE					
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	BUSINESS OPERATIONS SPEC	1						1				
	COMMERCIAL VEH SVCS MGR	1			1							
	HEARING OFFICER	3	2		1							
	MOTOR DIVISION ADMIN	1	1									
	MOTOR VEHICLE INVSTGR	9	5					4				
	MOTOR VEHICLE MANAGER	3	1					2				
	MOTOR VEHICLE PRGM SUPV	5	3			1		1				
	PORT-OF-ENTRY AREA SUPV	6	6									
Officials and Administrators Total		29	18		2	1		8				
Professionals	AUTOMATED SYSTEM MGR	1	1									
	DRIVER'S LICENSE PRG SPE	2	1					1				
	IT SYSTEMS ANALYST	1	1									
	PORT-OF-ENTRY INSPTR, SR	6	4					2				
	TECHNICAL WRITER	1	1									
Professionals Total		11	8					3				
Technicians	PORT-OF-ENTRY INSPCTR	63	46					17				
Technicians Total		63	46					17				
Paraprofessionals	PORT-OF-ENTRY INSPTR TRN	2	1			1						
Paraprofessionals Total		2	1			1						
Administrative Support	ADMIN ASST 1	5						5				
	FINANCIAL UNIT SUPV	1						1				
	IT PRODUCTION SPECIALIST	1						1				
	MOTOR VEH UNIT SUPV	12	3					9				
	OFFICE SPECIALIST 2	4	1					3				
	TECH RECORDS SPEC 1	97	12					78	1	4	1	
	VEHICLE SZ&WT SPEC	1						1				
Administrative Support Total		121	16					98	1	4	1	
Skilled Craft Workers	ELECTRONICS DIG EQUIP SP	1	1									
Skilled Craft Workers Total		1	1									
Grand Total		227	90		2	2		126	1	4	1	

**WORKFORCE ANALYSIS – HIGHWAYS - FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)**

JOB GROUP	CLASSIFICATION TITLE	TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	BUSINESS OPERATIONS MGR	7	2					5				
	BUYER	6	3					3				
	ENGINEER, ASST CHIEF	2	2									
	ENGINEER, MANAGER 2	10	7					3				
	ENGINEER, MANAGER 3	9	8		1							
	HIGHWAY SAFETY GRANT MGR	1						1				
	PROGRAM MGR, TRANSPORTATION	1	1									
	RIGHT-OF-WAY DIST SUPV	6	3					2				
	RIGHT-OF-WAY SUPV	1	1									
	STATE HIGHWAY ADMIN	1	1									
	SUPPLY OPERATIONS SUPV	6	4					1				
Officials and Administrators Total		50	32		1			15				
Professionals	AUTOMATED SYSTEM MGR	1						1				
	CHEMIST SUPV, ITD	1	1									
	CHEMIST, SENIOR	2	2									
	CONSTRUCTION MGR 1	1	1									
	CONSTRUCTION MGR 2	3	2					1				
	CULTURAL RSRC SPEC, ITD	1	1									
	EEO,SFTY & TRNG COORD	6	6									
	ENGINEER ASSOCIATE	9	7					2				
	ENGINEER, MANAGER 1	36	31			1		4				
	ENGINEER, STAFF	20	18					2				
	ENGINEER, TECHNICAL 1	21	16			2		3				
	ENGINEER, TECHNICAL 2	11	9		1	1						
	ENGINEERING ASST, TRANSP	59	51		1			7				
	ENGINEER-IN-TRAINING	7	6					1				
	FINANCIAL SPECIALIST	1									1	
	GEOGRAPHIC INF SYS AN-SR	1	1									
	GEOLOGIST ,ENG	4	4									
	GRANTS/CNTRCTS OFCR	4	3					1				
	GRANTS/CONTRACTS PRG SPE	1						1				
	HISTORIAN, ARCHITECTURAL	2	1					1				
	ILLUSTRATOR	1						1				
	IT PRGRMR ANALYST	1									1	
	IT PRGRMR ANALYST, SR	1						1				
	IT SYSTEMS COORD	6	3					3				
	LAND SURVEYOR, TRANS	5	4		1							
	PLANNER, ENVIRONMENTAL	9	6					3				
	PLANNER,ENV SR	10	7					1			1	
	PLANNER,TRANS	1	1									
	PLANNER,TRANS SR	3	3									
	PLANNER,TRANSP SR-PRGMNG	1	1									
	PROGRAM MANAGER	1	1									
	PROGRAM SUPERVISOR	2	1					1				
	PROGRAM SYSTEM SPEC-AUTO	1	1									
	PROJECT COORDINATOR	1	1									
	PROJECT MANAGER 1	8	6		1			1				
	PUBLIC INFO SPEC	2	2									
	PUBLIC INVLMNT COOR	1						1				
	RESEARCH ANLYST,PRIN	2	1					1				

	RIGHT-OF-WAY AGENT,SR	7	4				3					
	RIGHT-OF-WAY APPRAISER	4	3				1					
	ROADSIDE PRG ADMNR-ITD	1					1					
	SIGNING SVCS MGR	1	1									
	TRAINING SPEC	7	6				1					
	TRANSP MGMT SYS COOR	2					2					
	VOLUNTEER SRVCS COORD	1									1	
Professionals Total		270	212		4	4	1	45		3	1	
Technicians	BRIDGE INSP EQUIP SPEC	1	1									
	DRAFTER, CIVIL	4	3			1						
	HIGHWAY EQUIP ANALYST	2	2									
	INCIDENT RESPONSE TECH	2	2									
	IT INFO SYST TECH, SR	7	6					1				
	IT INFO SYSTEMS TECH	1	1									
	RIGHT-OF-WAY AGENT	10	5					5				
	RIGHT-OF-WAY APPRENTICE	1	1									
	TRANSP TECH PRIN,ENGNRNG	102	85		4		4	8		1		
	TRANSP TECH PRIN,MTNC	54	53					1				
	TRANSP TECH SR,MTNC	2	2									
	TRANSPORTATION TECH SR	207	186		3		1	16		1		
Technicians Total		393	347		7	1	5	31		2		
Paraprofessionals	MANAGEMENT ASSISTANT	2						2				
	PERSONNEL TECH	6						4		1	1	
	PORT-OF-ENTRY INSPTR TRN	4	3					1				
	RECORDS INSPECTOR, ITD	9	8					1				
Paraprofessionals Total		21	11					8		1	1	
Administrative Support	ADMIN ASST 1	10	1					8		1		
	FINANCIAL TECHNICIAN	1						1				
	FINANCIAL UNIT SUPV	4	2					2				
	IT PRODUCTION SPECIALIST	1						1				
	OFFICE SERVICES SUPV 2	1						1				
	OFFICE SPECIALIST 1	1						1				
	OFFICE SPECIALIST 2	17						16	1			
	STOREKEEPER	18	13			1		4				
	TECH RECORDS SPEC 1	9	1					7			1	
Administrative Support Total		62	17			1		41	1	1	1	
Skilled Craft Workers	CONSTRUCTION FRMN	6	6									
	ELECTRICIAN	1	1									
	ELECTRICIAN FRMN,TRF SIG	6	6									
	ELECTRICIAN, TRFFC SGNL	4	4									
	ELECTRONICS DIG EQUIP SP	3	3									
	ELECTRONICS SUPV, ITD	1						1				
	MECHANIC	45	44		1							
	MECHANIC, BODY & FENDER	2	2									
	SHOP FOREMAN	2	2									
	SHOP SUPERINTENDENT	6	6									
	SIGN FABRICATOR	4	3		1							
	TRANSP TECH	323	292		14	2	2	12			1	
	TRANSP TECH APPRENTICE	34	31		1		1	1				
	UTIL CRAFTSMAN	12	12									
	WELDER/MACHINIST	8	7		1							
Skilled Craft Workers Total		457	419		18	2	3	14			1	
Service-Maintenance	CUSTODIAN	1	1									
	DRILLER	2	2									
	MECHANIC, GENERAL REPAIR	1	1									
Service-Maintenance Total		4	4									
Grand Total		1257	1042		30	8	11	154	1	4	3	4

WORKFORCE ANALYSIS – AERONAUTICS - FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)												
JOB GROUP	CLASSIFICATION TITLE	TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	AERONAUTICS DIV ADMIN	1	1									
Officials and Administrators Total		1	1									
Professionals	PILOT 2	1	1									
	PROJECT MANAGER 1	1	1									
Professionals Total		2	2									
Technicians	AERONAUTICS SFTY/ED COOR	1	1									
	AVIATION TECH	1	1									
	FLIGHT OPERATIONS DIR	1	1									
Technicians Total		3	3									
Administrative Support	ADMIN ASST 1	1						1				
	TECH RECORDS SPEC 1	1						1				
Administrative Support Total		2						2				
Skilled Craft Workers	AIRCRAFT MECHANIC	1	1									
	AIRPORT MANAGER	1	1									
	UTIL CRAFTSMAN	2	2									
Skilled Craft Workers Total		4	4									
Grand Total		12	10					2				

WORKFORCE ANALYSIS – ADMINISTRATION - FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)												
JOB GROUP	CLASSIFICATION TITLE	TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials and Administrators	BUYER	2	1					1				
	CHIEF TECHNOLGY OFCR-ITD	1	1									
	CIVIL RIGHTS MGR, ITD	1						1				
	CONSTRUCTION INSP	1	1									
	DEPUTY DIRECTOR, ITD	1	1									
	DIRECTOR TRANS DEPT	1						1				
	FACILITIES MANAGER	1	1									
	FINANCIAL EXECUTIVE OFCR	1	1									
	FINANCIAL OFFICER	1						1				
	GOVRNMTL AFFAIRS PRG MGR, ITD	1						1				
	HUMAN RESOURCES MANAGER	1							1			
	HUMAN RESOURCES PRG MGR	1						1				

	IT INFO SVCS MGR	2						2				
	IT INFO SVCS MGR, SR	1						1				
	IT MANAGER	4	2			1		1				
	SECRETARY OF THE BOARD	1						1				
	SERVICE INTEGRATION MGR	1	1									
	SUPPLY OPERATIONS SUPV	2	1	1								
	TRAINING & DEV MGR	1						1				
	TRANSP BUSINESS SUPRT MG	1						1				
Officials and Administrators Total		26	10	1		1		13		1		
Professionals	AUTOMATED SYSTEM MGR	1	1									
	CIVIL RTS CON CMP OF-ITD	1						1				
	DISADVNTGD BUS ENTR COOR	1						1				
	ECONOMIST	1	1									
	ECONOMIST, STAFF	1	1									
	ENTERPRISE ARCHITECT	4	3					1				
	FINANCIAL MANAGER	4	3					1				
	FINANCIAL SPECIALIST	3	1					2				
	FINANCIAL SPECIALIST, PR	6	3		1			2				
	FINANCIAL SPECIALIST, SR	9	3					6				
	GRANTS/CONTRACTS PRG SPE	1							1			
	HLTH/SAFETY PRG/RISK MGR	1						1				
	HUMAN RESOURCE ASSOCIATE	4						4				
	HUMAN RESOURCE SPEC	1									1	
	HUMAN RESOURCE SPEC, SR	3	1					2				
	IT DATABASE ANALYST	1	1									
	IT DATABASE ANALYST, SR	3	1					2				
	IT NETWORK ANALYST	2	2									
	IT NETWORK ANALYST, SR	2	2									
	IT PRGRMR ANALYST	2	2									
	IT PRGRMR ANALYST, SR	6	4					2				
	IT PROGRAM SYSTEM SPEC	1						1				
	IT SYS INTGR ANLYST, SR	4	2					2				
	IT SYSTEMS ANALYST,SUPVG	1						1				
	IT SYSTEMS PRGMR, SR	6	4		1			1				
	IT SYSTEMS PROGRAMMER	3	3									
	ORGANIZATIONAL DEV SPEC	1	1									
	PROGRAM SYSTEM SPEC-AUTO	1						1				
	PROJECT MANAGER 1	2	2									
	PRSCHG/SUPPLY SUPRT MGR	1	1									
	PUBLIC INFO OFCR,SR	1	1									
	PUBLIC INFO SPEC	2	2									

	PUBLIC INVLMNT COOR	1	1									
	TECHNICAL WRITER	3	1					2				
	TELEVISION SPEC	1	1									
	TRAINING SPEC	3	2					1				
	TRANSP LEGIS/PLCY SPEC	1	1									
	WEB DEVELOPER	1	1									
	WEB MASTER	1	1									
Professionals Total		91	53		2			34	1		1	
Technicians	IT INFO SYST TECH, SR	2	1									1
	IT INFO SYSTEMS TECH	4	2		1			1				
	IT SUPPORT TECHNICIAN	1	1									
	IT SYSTEMS OPERATNS SUPV	1	1									
	IT SYSTEMS OPERATOR	3	2					1				
Technicians Total		11	7		1			2				1
Paraprofessionals	LEGAL ASST	3						3				
	MANAGEMENT ASSISTANT	3						3				
Paraprofessionals Total		6						6				
Administrative Support	ADMIN ASST 1	7						7				
	ADMIN ASST 2	1						1				
	FINANCIAL SUPPORT TECH	4						4				
	FINANCIAL TECHNICIAN	4						4				
	IT PRODUCTION SPECIALIST	2						2				
	OFFICE SPECIALIST 1	3			1			2				
	OFFICE SPECIALIST 2	3						1		2		
	PROGRAM INFORMATION COOR	1						1				
	STOREKEEPER	6	6									
	TECH RECORDS SPEC 1	8						8				
Administrative Support Total		39	6		1			30		2		
Skilled Craft Workers	BUILDING FAC FRMN	1	1									
	ELECTRICIAN	1	1									
	HVAC SPECIALIST	1	1									
	MAINT & OPERTNS SUPV	1	1									
	MAINT CRAFTSMAN SR	1	1									
	PRINTING SVCS COORD	1						1				
	PRINTING TECH	2	2									
Skilled Craft Workers Total		8	7					1				
Service-Maintenance	LANDSCAPE TECH, SR	1	1									
Service-Maintenance Total		1	1									
Grand Total		182	84	1	4	1	0	86	1	3	1	1

## **UNDERUTILIZATION ANALYSIS REPORTING - DESCRIPTION**

The following chart provides ITD's current underutilization when analyzing ITD's employee population and current workforce numbers. This analysis compares minorities and women within the department to the availability of minorities and women that qualify for employment within the State of Idaho. For example, the sections depicted in green represent ITD's population regarding race and gender. The second section depicted in yellow represents the State of Idaho Department of Labor's data including job group categories from which ITD could reasonably recruit.

This report is used as a road map for the next five years. ITD's ultimate goal is for the bottom underutilization category, depicted in yellow, to be completely empty thus creating parity within the organization. If no underutilization exists, no numbers will appear in this chart. Targeted emphasis, to recruit qualified applicants, is placed within categories that are currently underutilized. To reach qualified applicants to fill these positions, many methods are utilized on a daily basis.

## FY 2010 Underutilization Total Classified Count at ITD

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	41	67	1	3	2	3
2	Professionals	105	307	0	6	6	0
3	Technicians	55	407	0	10	1	4
4	Protective Services	0	0	0	0	0	0
5	Paraprofessionals	15	11	0	0	0	0
6	Administrative Support	183	40	0	2	2	0
7	Skilled Craft Workers	16	440	0	20	4	2
8	Service-Maintenance	0	3	0	1	0	0

### % of total at ITD

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	35.04%	57.26%	0.85%	2.56%	1.71%	2.56%
2	Professionals	24.76%	72.41%	0.00%	1.42%	1.42%	0.00%
3	Technicians	11.53%	85.32%	0.00%	2.10%	0.21%	0.84%
4	Protective Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5	Paraprofessionals	57.69%	42.31%	0.00%	0.00%	0.00%	0.00%
6	Administrative Support	80.62%	17.62%	0.00%	0.88%	0.88%	0.00%
7	Skilled Craft Workers	3.32%	91.29%	0.00%	4.15%	0.83%	0.41%
8	Service-Maintenance	0.00%	75.0%	0.00%	25.00%	0.00%	0.00%

### Total Number of Employees by EEO Category In Idaho, From Idaho Dept of Labor

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	30,883	54,423	186	1,576	328	602
2	Professionals*	13,872	21,154	164	514	614	124
3	Technicians*	1,070	3,645	12	185	70	23
4	Protective Services	1,601	7,140	45	295	195	14
5	Paraprofessionals	580	427	0	25	10	14
6	Administrative Support	103,446	39,777	264	1,936	367	264
7	Skilled Craft Workers	4,009	61,477	78	3,597	704	235
8	Service-Maintenance	83,851	92,183	456	17,258	1,726	1,051

### % of Employees by EEO Category In Idaho, From Idaho Dept of Labor

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators	34.87%	61.45%	0.21%	1.78%	0.37%	0.68%
2	Professionals*	37.84%	57.70%	0.45%	1.40%	1.67%	0.34%
3	Technicians*	21.19%	72.18%	0.24%	3.66%	1.39%	0.46%
4	Protective Services	16.92%	75.48%	0.48%	3.12%	2.06%	0.15%
5	Paraprofessionals	54.73%	40.30%	0.00%	2.34%	0.94%	1.31%
6	Administrative Support	70.53%	27.12%	0.18%	1.32%	0.25%	0.18%
7	Skilled Craft Workers	5.64%	86.49%	0.11%	5.06%	0.99%	0.33%
8	Service-Maintenance	42.27%	46.47%	0.23%	8.70%	0.87%	0.53%

### Underutilized

		Males					
Ref	EEO Cat	Female	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK			
1	Officials/ Administrators						
2	Professionals	56		2		2	2
3	Technicians	47		2	8	6	
4	Protective Services						
5	Paraprofessionals				1	1	1
6	Administrative Support			1	1		1
7	Skilled Craft Workers	12		1	5	1	
8	Service-Maintenance	2		1		1	1

\* Data from these categories reflect those groups from which ITD could reasonably recruit.

## Availability Factor Computation Analysis – EEO 1

Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 1

Job Group: Officials and Administrators

Factors*	Raw Statistics Availability %							Weighted Factor Availability*							Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native			
1. Percentage of population in the specified labor or recruitment area. **	0.0	8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000		Census Bureau July 2008 Estimate Data	
2. Percentage of unemployment in the specified labor or recruitment area.	0.1	0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.001	0.039	0.000	0.000	0.000	0.000		ID DOL March 2009, Based on 2000 Census Data	
3. Percentage of minorities/females in total workforce in the specific labor area.	0.1	8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.008	0.045	0.000	0.004	0.000	0.001		ID DOL March 2009, Based on 2000 Census Data	
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.	0.1	3.04%	34.87%	0.21%	1.78%	0.37%	0.68%	0.003	0.035	0.000	0.002	0.000	0.001		ID DOL Based on 2000 Census Data - Amended	
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.	0.1	3.04%	34.87%	0.21%	1.78%	0.37%	0.68%	0.003	0.035	0.000	0.002	0.000	0.001		ID DOL Based on 2000 Census Data - Amended	
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.	0.4	3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.015	0.095	0.000	0.009	0.003	0.002	Internal recruitment is weighted more for this EEO category.	Two factor analysis considering all ITD minority employees.	
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.	0.1	10.25%	49.19%	0.93%	5.62%	2.26%	1.44%	0.010	0.049	0.001	0.006	0.002	0.001		Idaho College and Universities with applicable applicant pool	
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.	0.1	0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.024	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09	% of ITD total female/minority employees we trained in calendar year 2008.	
<b>Final Availability Factor</b>	1.0							0.041	0.322	0.002	0.023	0.007	0.006			

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

## Availability Factor Computation Analysis – EEO 2

Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 2

Job Group: Professionals

Factors*	Raw Statistics Availability %							Weighted Factor Availability*					Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander		
1. Percentage of population in the specified labor or recruitment area. **	0.0	8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000	Census Bureau July 2008 Estimate Data
2. Percentage of unemployment in the specified labor or recruitment area.	0.1	0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.001	0.039	0.000	0.000	0.000	0.000	ID DOL March 2009, Based on 2000 Census Data
3. Percentage of minorities/females in total workforce in the specific labor area.	0.1	8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.008	0.045	0.000	0.004	0.000	0.001	ID DOL March 2009, Based on 2000 Census Data
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.	0.0	3.86%	37.84%	0.45%	1.40%	1.67%	0.34%	0.000	0.000	0.000	0.000	0.000	0.000	ID DOL Based on 2000 Census Data - Amended
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.	0.1	3.86%	37.84%	0.45%	1.40%	1.67%	0.34%	0.002	0.019	0.000	0.001	0.001	0.000	ID DOL Based on 2000 Census Data - Amended
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.	0.2	3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.008	0.048	0.000	0.005	0.002	0.001	Two factor analysis considering all ITD minority employees.
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.	0.3	10.25%	49.19%	0.93%	5.62%	2.26%	1.44%	0.031	0.148	0.003	0.017	0.007	0.004	Institutions of higher learning is weighted more for this EEO category. Idaho College and Universities with applicable applicant pool
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.	0.2	0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.048	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09 % of ITD total female/minority employees we trained in calendar year 2008.
<b>Final Availability Factor</b>	1.0							0.050	0.346	0.004	0.026	0.010	0.006	

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

### Availability Factor Computation Analysis – EEO 3

Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 3

Job Group: Technicians

Factors*	Raw Statistics Availability %							Weighted Factor Availability*							Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native			
1. Percentage of population in the specified labor or recruitment area. **	0.0	8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000		Census Bureau July 2008 Estimate Data	
2. Percentage of unemployment in the specified labor or recruitment area.	0.0	0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.000	0.000	0.000	0.000	0.000	0.000		ID DOL March 2009, Based on 2000 Census Data	
3. Percentage of minorities/females in total workforce in the specific labor area.	0.1	8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.008	0.045	0.000	0.004	0.000	0.001		ID DOL March 2009, Based on 2000 Census Data	
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.	0.1	5.74%	21.19%	0.24%	3.66%	1.39%	0.46%	0.006	0.021	0.000	0.004	0.001	0.000		ID DOL Based on 2000 Census Data - Amended	
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.	0.1	5.74%	21.19%	0.24%	3.66%	1.39%	0.46%	0.006	0.021	0.000	0.004	0.001	0.000		ID DOL Based on 2000 Census Data - Amended	
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.	0.5	3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.019	0.119	0.001	0.011	0.004	0.003	Internal recruitment is weighted more for this EEO category.	Two factor analysis considering all ITD minority employees.	
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.	0.0	10.25%	49.19%	0.93%	5.62%	2.26%	1.44%	0.000	0.000	0.000	0.000	0.000	0.000		Idaho College and Universities with applicable applicant pool	
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.	0.2	0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.048	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09	% of ITD total female/minority employees we trained in calendar year 2008.	
<b>Final Availability Factor</b>	1.0							0.039	0.255	0.001	0.023	0.007	0.004			

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

### Availability Factor Computation Analysis – EEO 4

Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 4

Job Group: Protective Services - ITD does not utilize this EEO category.

Factors*	Raw Statistics Availability %							Weighted Factor Availability*							Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native			
1. Percentage of population in the specified labor or recruitment area. **		8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000		Census Bureau July 2008 Estimate Data	
2. Percentage of unemployment in the specified labor or recruitment area.		0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.000	0.000	0.000	0.000	0.000	0.000		ID DOL March 2009, Based on 2000 Census Data	
3. Percentage of minorities/females in total workforce in the specific labor area.		8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.000	0.000	0.000	0.000	0.000	0.000		ID DOL March 2009, Based on 2000 Census Data	
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.		5.81%	16.92%	0.48%	3.12%	2.06%	0.15%	0.000	0.000	0.000	0.000	0.000	0.000		ID DOL Based on 2000 Census Data - Amended	
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.		5.81%	16.92%	0.48%	3.12%	2.06%	0.15%	0.000	0.000	0.000	0.000	0.000	0.000		ID DOL Based on 2000 Census Data - Amended	
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.		3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.000	0.000	0.000	0.000	0.000	0.000		Two factor analysis considering all ITD minority employees.	
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.		0.00%						0.000	0.000	0.000	0.000	0.000	0.000		Idaho College and Universities with applicable applicant pool	
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.		0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.000	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09	% of ITD total female/minority employees we trained in calendar year 2008.	
<b>Final Availability Factor</b>	0.0							0.000	0.000	0.000	0.000	0.000	0.000			

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

## Availability Factor Computation Analysis – EEO 5

Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 5

Job Group: Paraprofessionals

Factors*	Raw Statistics Availability %							Weighted Factor Availability*						Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native		
1. Percentage of population in the specified labor or recruitment area. **	0.0	8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000		Census Bureau July 2008 Estimate Data
2. Percentage of unemployment in the specified labor or recruitment area.	0.1	0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.001	0.039	0.000	0.000	0.000	0.000		ID DOL March 2009, Based on 2000 Census Data
3. Percentage of minorities/females in total workforce in the specific labor area.	0.1	8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.008	0.045	0.000	0.004	0.000	0.001		ID DOL March 2009, Based on 2000 Census Data
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.	0.1	4.59%	54.73%	0.00%	2.34%	0.94%	1.31%	0.005	0.055	0.000	0.002	0.001	0.001		ID DOL Based on 2000 Census Data - Amended
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.	0.1	4.59%	54.73%	0.00%	2.34%	0.94%	1.31%	0.005	0.055	0.000	0.002	0.001	0.001		ID DOL Based on 2000 Census Data - Amended
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.	0.4	3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.015	0.095	0.000	0.009	0.003	0.002	Internal recruitment is weighted more for this EEO category.	Two factor analysis considering all ITD minority employees.
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.	0.2	10.25%	49.19%	0.93%	5.62%	2.26%	1.44%	0.021	0.098	0.002	0.011	0.005	0.003		Idaho College and Universities with applicable applicant pool
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.	0.0	0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.000	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09	% of ITD total female/minority employees we trained in calendar year 2008.
<b>Final Availability Factor</b>	1.0							0.054	0.387	0.003	0.029	0.010	0.009		

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

## Availability Factor Computation Analysis – EEO 6

Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 6

Job Group: Administrative Support

Factors*	Raw Statistics Availability %							Weighted Factor Availability*							Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native			
1. Percentage of population in the specified labor or recruitment area. **	0.0	8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000		Census Bureau July 2008 Estimate Data	
2. Percentage of unemployment in the specified labor or recruitment area.	0.4	0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.004	0.157	0.001	0.002	0.000	0.001	General labor pool is weighted more for this EEO category.	ID DOL March 2009, Based on 2000 Census Data	
3. Percentage of minorities/females in total workforce in the specific labor area.	0.1	8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.008	0.045	0.000	0.004	0.000	0.001		ID DOL March 2009, Based on 2000 Census Data	
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.	0.1	3.06%	70.53%	0.18%	1.32%	0.25%	1.31%	0.003	0.071	0.000	0.001	0.000	0.001		ID DOL Based on 2000 Census Data - Amended	
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.	0.1	3.06%	70.53%	0.18%	1.32%	0.25%	1.31%	0.003	0.071	0.000	0.001	0.000	0.001		ID DOL Based on 2000 Census Data - Amended	
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.	0.2	3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.008	0.048	0.000	0.005	0.002	0.001		Two factor analysis considering all ITD minority employees.	
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.	0.1	10.25%	49.19%	0.93%	5.62%	2.26%	1.44%	0.010	0.049	0.001	0.006	0.002	0.001		Idaho College and Universities with applicable applicant pool	
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.	0.0	0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.000	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09	% of ITD total female/minority employees we trained in calendar year 2008.	
<b>Final Availability Factor</b>	1.0							0.036	0.439	0.002	0.018	0.005	0.006			

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

## Availability Factor Computation Analysis – EEO 7

Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 7

Job Group: Skilled Craft Workers

Factors*	Raw Statistics Availability %							Weighted Factor Availability*							Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native			
1. Percentage of population in the specified labor or recruitment area. **	0.0	8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000		Census Bureau July 2008 Estimate Data	
2. Percentage of unemployment in the specified labor or recruitment area.	0.4	0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.004	0.157	0.001	0.002	0.000	0.001	General labor pool is weighted more for this EEO category.	ID DOL March 2009, Based on 2000 Census Data	
3. Percentage of minorities/females in total workforce in the specific labor area.	0.1	8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.008	0.045	0.000	0.004	0.000	0.001		ID DOL March 2009, Based on 2000 Census Data	
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.	0.1	6.49%	5.64%	0.11%	5.06%	0.99%	0.33%	0.006	0.006	0.000	0.005	0.001	0.000		ID DOL Based on 2000 Census Data - Amended	
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.	0.1	6.49%	5.64%	0.11%	5.06%	0.99%	0.33%	0.006	0.006	0.000	0.005	0.001	0.000		ID DOL Based on 2000 Census Data - Amended	
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.	0.1	3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.004	0.024	0.000	0.002	0.001	0.001		Two factor analysis considering all ITD minority employees.	
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.	0.1	10.25%	49.19%	0.93%	5.62%	2.26%	1.44%	0.010	0.049	0.001	0.006	0.002	0.001		Idaho College and Universities with applicable applicant pool	
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.	0.0	0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.000	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09	% of ITD total female/minority employees we trained in calendar year 2008.	
<b>Final Availability Factor</b>	1.0							0.039	0.286	0.002	0.023	0.006	0.004			

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

## Availability Factor Computation Analysis – EEO 8

### Availability Factor Computation Analysis

Agency Name: Idaho Transportation Department

Date: 9/2/2009

EEO-4 Category: 8

Job Group: Service-Maintenance

Factors*	Raw Statistics Availability %							Weighted Factor Availability*							Reason for Weighting	Statistics Source
	Value Weight	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native	Total Minority	Female	Black	Hispanic	Asian / Pacific Islander	American Indian / Alaskan Native			
1. Percentage of population in the specified labor or recruitment area. **	0.0	8.15%	49.69%	0.52%	5.46%	0.59%	0.77%	0.000	0.000	0.000	0.000	0.000	0.000		Census Bureau July 2008 Estimate Data	
2. Percentage of unemployment in the specified labor or recruitment area.	0.4	0.96%	39.13%	0.13%	0.39%	0.02%	0.13%	0.004	0.157	0.001	0.002	0.000	0.001	General labor pool is weighted more for this EEO category.	ID DOL March 2009, Based on 2000 Census Data	
3. Percentage of minorities/females in total workforce in the specific labor area.	0.1	8.26%	44.80%	0.21%	3.86%	0.47%	0.61%	0.008	0.045	0.000	0.004	0.000	0.001		ID DOL March 2009, Based on 2000 Census Data	
4. Percentage of availability of minorities/females with the requisite skills in the specified labor area.	0.1	10.33%	42.27%	0.23%	8.70%	0.87%	0.53%	0.010	0.042	0.000	0.009	0.001	0.001		ID DOL Based on 2000 Census Data - Amended	
5. Percentage of minorities/females with requisite skills in the reasonable recruitment area.	0.1	10.33%	42.27%	0.23%	8.70%	0.87%	0.53%	0.010	0.042	0.000	0.009	0.001	0.001		ID DOL Based on 2000 Census Data - Amended	
6. Percentage of minorities/females promotable, transferable, and trainable within the STA's organization.	0.1	3.76%	23.86%	0.11%	2.28%	0.80%	0.57%	0.004	0.024	0.000	0.002	0.001	0.001		Two factor analysis considering all ITD minority employees.	
7. Estimate of existence of training institutions for the requisite skills required for minorities and females.	0.1	10.25%	49.19%	0.93%	5.62%	2.26%	1.44%	0.010	0.049	0.001	0.006	0.002	0.001		Idaho College and Universities with applicable applicant pool	
8. Estimate of training efforts the STA is reasonable able to undertake the job group available to minorities/females.	0.1	0.04%	24.16%	0.00%	0.02%	0.01%	0.01%	0.000	0.024	0.000	0.000	0.000	0.000	ITD actual training efforts in FY09	% of ITD total female/minority employees we trained in calendar year 2008.	
<b>Final Availability Factor</b>	1.0							0.047	0.383	0.002	0.031	0.005	0.004			

The Idaho Department of Labor does not provide census data for unemployed Idaho residence by EEO-4 category.

Data provided from Idaho Department of Labor February 2009 data calculations.

## **PROBLEM IDENTIFICATION**

### **Overview**

The transportation industry in general, like many other industries, has historically been a male-dominated profession. There are numerous explanations for this, including the physical nature of much of the work associated with transportation and outdated societal attitudes and stereotypes about females and minorities. Significant progress has been made in identifying and overcoming the barriers that have kept females and minorities from being fully utilized in our workforce.

ITD is continuing to address underutilization issues department wide. ITD is committed to the planned changes/updates/goals listed below to improve opportunities in reaching additional female and minority candidates.

### **Planned Changes/Updates/Goals**

The EEO Resource Specialist intends to focus on the following EEO/AAP internal action items and goals during this five year reporting period. As a result, ITD has identified the following significant issues as primary focus areas for this AAP:

- Continue to develop recruiting sources and outreach processes to assist in reaching minority or female applicants.
- Continue to work with the strategies set forth within this five year plan.
- Develop and obtain reporting systems to provide ITD more specific training data.
- Implement and continually assess the ITD Careers@ITD website to assist with reaching possible candidates, including candidates within targeted minority groups.
- Continue to update the Director of the Idaho Transportation Department regarding recruiting activities and internal EEO issues on a quarterly basis.
- Attend career fairs and targeted minority events to assist with reaching minority candidates.
- Provide Harassment Prevention training for all ITD employees every two years.

### **Summary**

Additional areas of concern will be identified, analyzed, and reported in each of the annual EEO assurance updates to be submitted during each of the next five years of this multi-year plan.

## Goal-Setting Methodology

Factors taken into consideration when establishing short and long-term hiring goals include:

- Availability of females and minorities (civilian labor force statistics)
- Projected hiring opportunities based on historical data, including turnover
- Projected promotional opportunities based on historical data and budget considerations
- Adverse Impact Analysis from prior years
- Workforce Analysis/Underutilization figures from prior years

The numerical objectives in the exhibits following this report have been established for each EEO job category. It should be noted that goals do not require or mandate the selection of unqualified persons or preferential treatment based protected factors such as race, national origin, or gender. Rather, goals can be attained through effective identification and elimination of problems and/or barriers to equal employment opportunity.

Affirmative action goals are not to be used to discriminate against any applicant or employee because of race, color, religion, gender, national origin, age or disability. These goals are not “rigid and inflexible quotas which must be met, instead they are reasonably attainable by means of applying every good faith effort to make the affirmative action program work.”

### **FIVE YEAR AFFIRMATIVE ACTION PLAN EEO PLACEMENT GOALS – DESCRIPTION**

The following table represents ITD’s commitment towards reducing department wide underutilization and ultimately reaching parity when compared with State of Idaho demographics. Last year ITD reduced the department’s total underutilization by 2.5%. Our goal is to continue to reduce the department’s total underutilization by setting a goal of 2% per year over the next five years. This would result in an overall decrease of 9.6% from today's underutilization. For example, when reviewing current underutilization for female professionals, ITD is underutilized by 55 employees. ITD’s goal within this category would bring the underutilization of female professionals to 50.

# Idaho Transportation Department (ITD)

## Five Year Affirmative Action Plan EEO Placement Goals

Last year ITD reduced the department's total underutilization by 2.5%. Our goal is to reduce the department's total underutilization by 2% per year over the next five years. This would result in an overall decrease of 9.6% from today's underutilization (100%-2%)^5 years.

This table reflects ITD's current underutilization:

### FY 2009 Underutilization

		Males					
		NON-HISPANIC ORIGIN		HISPANIC		ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
Ref	EEO Category	Female	WHITE	BLACK	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
1	Officials/ Administrators						
2	Professionals	55		2		2	2
3	Technicians	48		2	9	5	
4	Protective Services						
5	Paraprofessionals				1	1	1
6	Administrative Support			1	2		1
7	Skilled Craft Workers	12			4	2	
8	Service-Maintenance	3		1	1	1	1

This table represents ITD's goal of reducing underutilization equally throughout the department. If the underutilization is reduced equally throughout ITD, the employee population breakdown would look like this:

### ITD Five Year Plan Underutilization Goal

		Males					
		NON-HISPANIC ORIGIN		HISPANIC		ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
Ref	EEO Category	Female	WHITE	BLACK	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
1	Officials/ Administrators						
2	Professionals	50		2		2	2
3	Technicians	43		2	8	5	
4	Protective Services						
5	Paraprofessionals				1	1	1
6	Administrative Support			1	2		1
7	Skilled Craft Workers	11			4	2	
8	Service-Maintenance	3		1	1	1	1

## **FOUR FIFTH UTILIZATION VOLUNTARY SEPARATIONS / AWARDS – DESCRIPTION**

The following tables depict the analysis of voluntary separations, awards, and reinstatements to determine if adverse impact existed based on the 4/5 or eighty percent rule. For example, although employees voluntarily separated employment, white females employed within the category of Officials/Administrators were adversely impacted.

**4/5<sup>THS</sup> ANALYSIS FISCAL YEAR 2009 - VOLUNTARY SEPARATIONS**

FULL TIME CLASSIFIED EMPLOYEES (Temporary employees not included)												
		TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
Officials/ Administrators	TOTAL EMPLOYEES	117	66	1	3	2	3	40		2		
	TOTAL SEPARATIONS	4	2	0	0	0	0	2		0		
	SELECTION RATE		3%	0%	0%	0%	0%	5%		0%		
	RATIO TO THE HIGHEST RATE		0.61	0.00	0.00	0.00	0.00	1.00		0.00		
	ADVERSE IMPACT YES/NO		NO	NO	NO	NO	NO	YES		NO		
	TOTAL											
Professionals	TOTAL EMPLOYEES	414	301		6	5		96	1		4	1
	TOTAL SEPARATIONS	25	16		1	0		8	0		0	0
	SELECTION RATE		5%		17%	0%		8%	0%		0%	0%
	RATIO TO THE HIGHEST RATE		0.32		1.00	0.00		0.50	0.00		0.00	0.00
	ADVERSE IMPACT YES/NO		YES		NO	YES		YES	YES		YES	YES
	TOTAL											
Technicians	TOTAL EMPLOYEES	485	414		9	2	5	52		2		1
	TOTAL SEPARATIONS	19	17		0	0	0	2		0		0
	SELECTION RATE		4%		0%	0%	0%	4%		0%		0%
	RATIO TO THE HIGHEST RATE		1.00		0.00	0.00	0.00	0.94		0.00		0.00
	ADVERSE IMPACT YES/NO		YES		NO	NO	NO	YES		NO		NO
	TOTAL											
Protective Services	TOTAL EMPLOYEES											
	TOTAL SEPARATIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Paraprofessionals	TOTAL EMPLOYEES	23										
	TOTAL SEPARATIONS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Administrative Support	TOTAL EMPLOYEES	238	43		2	2		179	2	8		2
	TOTAL SEPARATIONS	10	2		0	0		8	0	0		0
	SELECTION RATE		5%		0%	0%		4%	0%	0%		0%
	RATIO TO THE HIGHEST RATE		1.00		0.00	0.00		0.96	0.00	0.00		0.00
	ADVERSE IMPACT YES/NO		YES		NO	NO		YES	NO	NO		NO
	TOTAL											
Skilled Craft Workers	TOTAL EMPLOYEES	474	433	1	20	3	2	14				1
	TOTAL SEPARATIONS	31	29	0	0	0	1	1				0
	SELECTION RATE		7%	0%	0%	0%	50%	7%				0%
	RATIO TO THE HIGHEST RATE		0.13	0.00	0.00	0.00	1.00	0.14				0.00
	ADVERSE IMPACT YES/NO		NO	NO	NO	NO	YES	NO				NO
	TOTAL											
Service-Maintenance	TOTAL EMPLOYEES	5	5									
	TOTAL SEPARATIONS	1	1									
	SELECTION RATE		20%									
	RATIO TO THE HIGHEST RATE		1.00									
	ADVERSE IMPACT YES/NO		NO									
	TOTAL											
<b>TOTAL VOLUNTARY SEPARATIONS</b>		<b>90</b>	<b>67</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 4/5<sup>THS</sup> ANALYSIS FICAL YEAR 2009 - AWARDS

FULL TIME CLASSIFIED EMPLOYEES <i>(Temporary employees not included)</i>												
		TOTAL	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			

ITD service awards are based upon an employee's years of service with the State of Idaho.

**4/5<sup>THS</sup> ANALYSIS FICAL YEAR 2009 - REINSTATEMENTS**

FULL TIME CLASSIFIED EMPLOYEES <i>(Temporary employees not included)</i>												
	TOTAL	MALE					FEMALE					
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	
		WHITE	BLACK				WHITE	BLACK				
Officials/ Administrators	TOTAL EMPLOYEES											
	TOTAL REINSTATEMENTS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Professionals	TOTAL EMPLOYEES											
	TOTAL REINSTATEMENTS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Technicians	TOTAL EMPLOYEES											
	TOTAL REINSTATEMENTS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Protective Services	TOTAL EMPLOYEES											
	TOTAL REINSTATEMENTS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Paraprofessionals	TOTAL EMPLOYEES											
	TOTAL REINSTATEMENTS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Administrative Support	TOTAL EMPLOYEES											
	TOTAL REINSTATEMENTS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
Skilled Craft Workers	TOTAL EMPLOYEES	474	433	1	20	3	2	14				1
	TOTAL REINSTATEMENTS	4	4									
	SELECTION RATE		1%	0%	0%	0%	0%	0%				0%
	RATIO TO THE HIGHEST RATE		1.00	0.00	0.00	0.00	0.00	0.00				0.00
	ADVERSE IMPACT YES/NO		NO	YES	YES	YES	YES	YES				YES
	TOTAL											
Service-Maintenance	TOTAL EMPLOYEES											
	TOTAL REINSTATEMENTS	0										
	SELECTION RATE											
	RATIO TO THE HIGHEST RATE											
	ADVERSE IMPACT YES/NO											
	TOTAL											
<b>TOTAL REINSTATEMENTS</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **INTERNAL COMPLAINT PROCEDURES**

Employees have the responsibility to bring any form of discrimination, harassment or retaliation to the attention of the Department immediately. Any employee or applicant for employment, who believes he or she is being subjected to unlawful discrimination, including harassment, sexual harassment or retaliation, should notify his/her supervisor or anyone in management, the EEO Resource Specialist, HRS Manager or another representative from Human Resource Services. A 24-hour, toll-free hotline reporting number (1-877-888-6250) is also available for reporting harassment or discrimination. Complaint procedures are incorporated into the ITD Employee Handbook and the HRS manual, posted in central locations throughout the department and districts, as well as on the department's Intranet and internal EEO page. It is distributed to all employees when updated, and discussed at various EEO trainings and meetings. Individuals may also file complaints within the time frames listed (which usually run from the last date of the alleged incident or occurrence) as follows:

Federal Highway Administration (FHWA)	180 Days
US Department of Transportation (USDOT)	180 Days
US Department of Justice (USDOJ)	180 Days
Equal Employment Opportunity Commission (EEOC)	300 Days
Idaho Commission on Human Rights (ICHR)	365 Days

ITD does not have a specific time frame for reporting incidents of harassment and retains the right to take action against any individual found to have engaged in harassing or discriminatory behavior, regardless of the time period between when the act occurred and when it was reported. However, employees are strongly encouraged to bring any incidents of discrimination or harassment to the attention of the department as soon as possible after any such misconduct occurs.

### **Investigations**

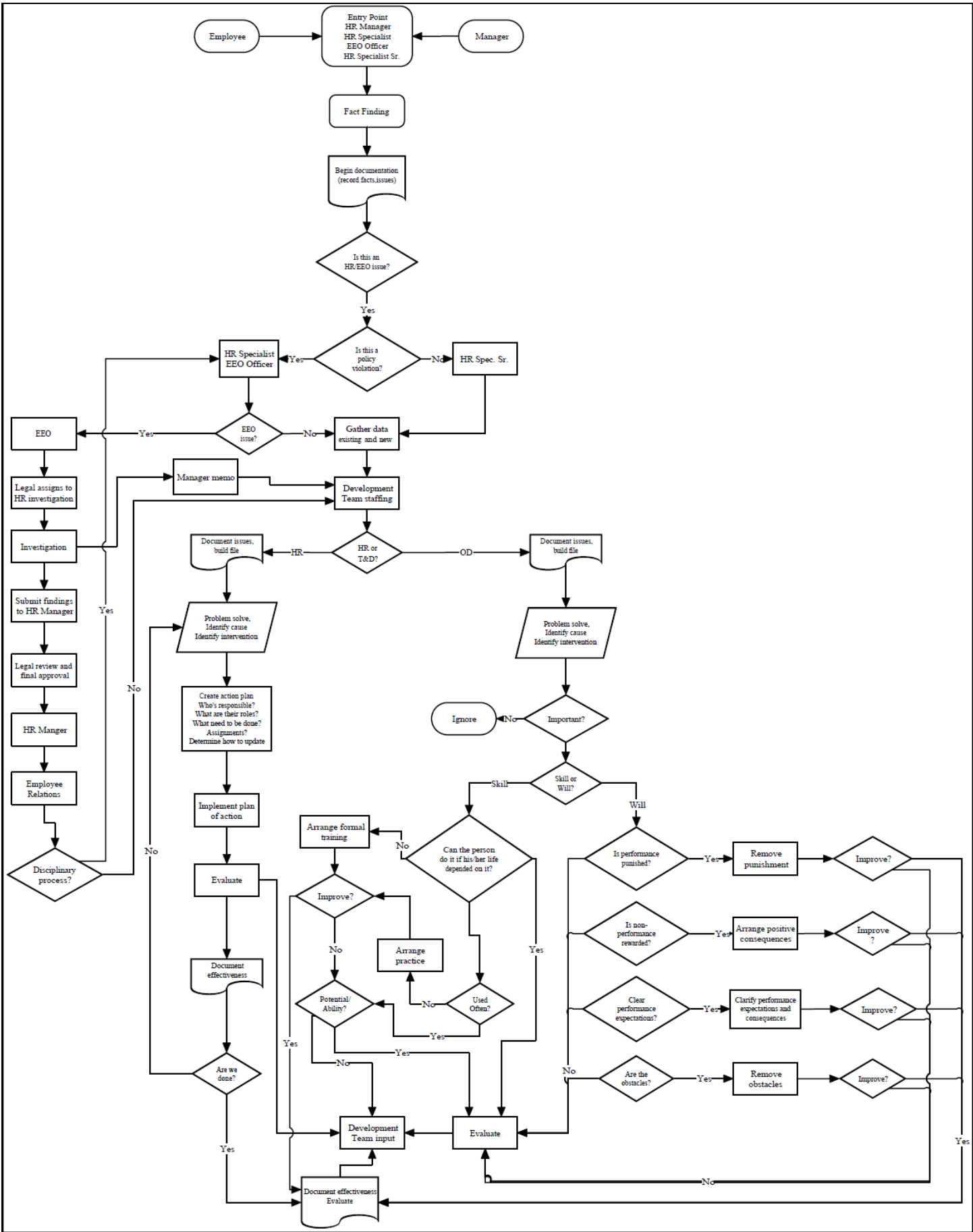
Harassment complaints will be forwarded immediately to the EEO Resource Specialist or HRS Manager. All allegations of harassment or discrimination will be taken seriously. The EEO Resource Specialist or other qualified investigator will gather all relevant information in a fair and impartial manner and will submit a report of findings to the HRS Manager. A resolution will be attempted within the first 30 days. If it is determined that this is not feasible, the complainant will be notified of the anticipated timeline for completion. Any employee who provides false information during an investigation will be subject to the appropriate corrective action.

Once the investigation is complete, the complainant shall be notified in writing regarding the disposition of the complaint. If the finding is adverse to the complainant, they will be notified of their rights of appeal. Depending on the nature of the complaint, appeal may be made to the EEOC, FHWA, USDOT, or the USDOJ.

Investigation files are confidential and will be maintained by the HRS office. The contents of such files will only be disclosed to ITD personnel on a need-to-know basis and to others in accordance with state law. Files will be retained in accordance with our records retention schedule and federal guidelines.

### **INTERNAL COMPLAINT PROCEDURES FLOWCHART – DESCRIPTION**

The following internal complaint procedures flowchart depicts the process of how complaints, investigations and organizational issues are addressed. For example, a complaint may not be a policy violations but rather a workgroup function issue. When viewing the symbol that depicts *is this a policy violation*, this process allows ITD to not only handle policy violations but also offer a second option to assist workgroups overcome issues before policy violations may occur.



## **Corrective Action**

If an investigation reveals that a violation of policy has occurred, appropriate corrective action will be taken. Corrective action will be designed to stop harassment immediately and prevent reoccurrence of the violation. Corrective action will be proportional to the severity and frequency of the offense.

- For employees of ITD the corrective action could include, but is not limited to, an oral or written warning, training or counseling, reaffirmation of this policy, transfer or reassignment, demotion, reduction of wages, suspension, or dismissal.
- For non-employees of ITD, including contractors, vendors, and customers the corrective action could include, but is not limited to, notification to the employer, reassignment, termination of contract, removal from ITD premises, or limitations imposed on access to ITD employees or premises.

## **Supervisors and Managers**

Supervisors and managers will be evaluated and held accountable on their performance reviews for their conduct, responsibilities, and adherence to ITD's policy. They are responsible for modeling respectful behavior through their words and actions and are expected to:

- Take appropriate steps to ensure that all department employees are aware of and trained on harassment in the workplace issues and that the procedures in the Harassment in the Workplace policy are followed.
- Pursue preventive measures to ensure a supportive, harassment-free work atmosphere.
- Notify the HRS office immediately of all complaints concerning discrimination, including harassment, sexual harassment and/or retaliation in the workplace.
- Prevent and reduce harassing behavior by taking appropriate corrective action in consultation with Human Resource Services.
- Ensure that retaliatory behavior is not tolerated.

## **Retaliation**

Retaliation by supervisors or retaliatory harassment by co-workers against any employee who has filed a complaint, testified, assisted or participated in any manner in an investigation or proceeding, or against any employee who opposes harassing or discriminatory behavior, or who exercises, claims or asserts a protected right is strictly prohibited.

Retaliation is defined for purposes of ITD's policy as the taking of adverse employment action against an employee because of the employee's protected activity which is otherwise unrelated to the employee's ability to perform his or her job.

- Protected activity includes: opposition to a reasonably perceived or actual unlawful act or practice; participation in a proceeding involving a claimed unlawful act or practice by filing a charge, testifying, or assisting or participating in an investigation, proceeding or hearing; exercising, claiming or asserting a protected right, requesting a reasonable accommodation, or seeking a benefit.
- An adverse employment action may include, but is not limited to, termination, suspension, transfer, reassignment, disciplinary action, or any other employment action that causes a serious detriment to the employee's employment status. Unchecked retaliatory harassment by co-workers may also be considered an adverse employment action.

Retaliatory harassment by co-workers is defined for purposes of ITD's policy as any conduct by a person not in a position to take direct adverse employment action against an employee who has engaged in a protected activity that denigrates or shows hostility or aversion toward the individual because he or she has engaged in the protected activity; or has the purpose or effect of creating an intimidating, hostile or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance. Retaliation and retaliatory harassment are considered as serious as prohibited harassment and will result in appropriate corrective action, up to and including dismissal. ITD is committed to maintaining an environment where individuals feel free to report any unlawful harassment or discrimination, and will vigorously enforce the Harassment in the Workplace policy and take appropriate action against those who engage in any form of retaliatory conduct.

## ACRONYM GUIDE

### Overview

The following is an alphabetical list of acronyms that are commonly used in this report.

AA	Affirmative Action
AAP	Affirmative Action Plan
DHR	Division of Human Resources
DOH	Division of Highways
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIT	Engineer-in-Training
EST	EEO, Safety, and Training
FHWA	Federal Highway Administration
TAD	Training and Development
HRS	Human Resources Services
ICHR	Idaho Commission on Human Rights
IDAPA	Idaho Administrative Procedures Act
ITD	Idaho Transportation Department
OFCCP	Office of Federal Contract Compliance Programs
USDOT	United States Department of Transportation
USDOJ	United States Department of Justice
WAQTC	Western Alliance for Quality Transportation Construction

## TERMS & DEFINITIONS

### Overview

The following are descriptions of terms that are commonly used in this report.

#### Adverse Impact

A form of discrimination that occurs when selection standards are applied uniformly to all groups of applicants, but the net result of these standards is to produce differences in the selection of various groups.

#### Affirmative Action (AA)

A good faith effort to eliminate past and present discrimination and to ensure that future discriminatory practices do not occur. Actions aimed at addressing the underutilization of minorities and females.

#### Affirmative Action Plan (AAP)

A written plan outlining the department's objectives for facilitating equal employment opportunity for all employees and applicants for employment and for promoting and supporting a diverse workforce.

#### Discrimination

Unequal treatment of individuals in employment based on their race, color, national origin, religion, gender, age or disability.

#### Equal Employment Opportunity

The opportunity to participate equally in all aspects of employment (recruitment, hiring, promotion, transfer, reassignment, separation, pay, benefits, and training) regardless of race, color, national origin, religion, gender, age or disability.

#### Equal Employment Opportunity Commission

Commonly called the **EEOC** and governs employment laws by districts and/or by local office personnel.

#### EEO Job Categories

The following are the EEO occupational categories:

- 01 Officials and Administrators
- 02 Professionals
- 03 Not being used
- 04 Technicians
- 05 Protective Services Workers
- 06 Paraprofessional
- 07 Administrative Support
- 08 Skilled Craft
- 09 Service/Maintenance

### Goal

An annual goal based on the number of hiring opportunities in each EEO category in relation to the number of qualified applicants available in the labor force.

### Good Faith Efforts

A term used to describe genuine attempts to reach affirmative action goals and/or to comply with laws, regulations, and policies.

### Minority

A person who is a citizen or lawful permanent resident of the United States and who is:

**Black/African American** - A person having origins in any of the black racial groups.

**Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. In many cases, Latino and Latina are preferred terms.

**Asian or Pacific Islander**- A person having origins in the Far East, Southeast Asia, Indian Subcontinent, or the Pacific Islands.

**American Indian or Alaskan Native** - A person having origins in any of the original groups of North Americans, and who maintain cultural identification through tribal affiliation or community recognition.

### Office of Federal Contract Compliance Programs

Commonly referred to as the OFCCP and is a regulatory agency for Executive Order 11246.

### Parity

Indicates that the number of females and minorities employed in each EEO category is equal to the corresponding number in the available civilian labor force.

### Person with a Disability

An individual who, under the Americans with Disabilities Act, has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

### Protected Class

A term that refers to group of individuals that are covered under the equal employment opportunity laws. These would include minorities, females, individuals who are 40 years of age or older, qualified veterans and persons with mental or physical disabilities.

Underutilization

Having materially fewer minorities or women in a particular job group than reasonably would be expected based upon their availability (OFCCP Compliance Manual)

Utilization Analysis

A comparison of actual employment by race, ethnic group and gender (workforce analysis) with their relative availability in the relevant labor market.

Workforce Analysis A breakdown of the current workforce in each EEO job category by race and gender as of a specific date.

## EQUAL EMPLOYMENT OPPORTUNITY LAWS

### Overview

The following are short descriptions of EEO laws and Executive Orders related to affirmative action.

#### Age Discrimination in Employment Act of 1974 (ADEA)

Prohibits employers from arbitrarily discriminating against persons age 40 and over with regard to hiring, discharge, pay, promotions, fringe benefits and other employment decisions. Enforced by the EEOC.

#### Civil Rights Act of 1964, (Title VII)

The major federal law prohibiting discrimination in employment. Title VII, one of the most complex collections of regulations and guidelines issued by the federal government, prohibits discrimination based on race, sex, color, religion or national origin. Title VII covers all areas of the employee-employer relationship, from advertising open positions through termination or retirement. Enforced by the EEOC.

#### Civil Rights Act of 1991

Provides monetary damages in cases of intentional employment discrimination, banned the use of differential score cutoffs for selection, established plaintiff's right to have a jury trial, and burden shifted back to employers on disparate impact cases.

#### Equal Pay Act of 1963

Prohibits an employer from paying persons of one sex at a different rate than persons of the other sex for jobs requiring substantially equal skill, effort and responsibility. Back pay awards can be doubled if the employer's violation is determined to be "willful." Enforced by the EEOC.

#### Executive Order 11246, as amended by Executive Order 11375

Requires organizations accepting federal funds to take affirmative action to increase employment opportunities for minorities and females. Organizations with an aggregate of \$50,000 in federal contracts during a twelve month period must have a written affirmative action plan, including goals and timetables, for achieving full utilization of females and minorities. Enforced by the OFCCP and U.S Department of Labor.

#### The American with Disabilities Act (ADA) of 1990 (Title I)

Prohibits employers from discriminating against "otherwise qualified disabled individuals in hiring, advancement, discharge, compensation, training, and other terms, conditions and privileges of employment (such as job assignment, return from layoff, leaves of absence, selection for professional meetings or conferences, and participation in employer-sponsored social or recreational programs). Enforced by the EEOC.

Vietnam Era Veterans Readjustment Act of 1974

Prohibits discrimination in employment against disabled veterans and veterans of the Vietnam era by institutions holding federal contracts exceeding \$10,000 annually. Requires employers to list all suitable employment openings with the state employment service. Enforced by the OFCCP and the Office for Civil Rights, U.S. Department of Education.