

# **AFFIRMATIVE ACTION PLAN FOR MINORITIES & WOMEN**

**City of Gainesville**

Gainesville Regional Utilities (GRU)

January 1, 2016 through December 31, 2016

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Equal Opportunity Director

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Affirmative Action Manager & Chief Investigator

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## Preface

The City of Gainesville (also referred to as the City) is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment.

In the preparation of this voluntary Affirmative Action Plan (AAP), the City has used the terminology used in Executive Order 11246 and its implementing regulations as a guide. Therefore, the use of such terms as "underutilization," "deficiency," "concentration," "affected class," "goal," "problem area," etc. should not be construed as an admission by the City, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the City in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission by the City, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the AAP, the City has been guided by its established policy of providing equal employment opportunity. Any placement goals that the City has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at the City are made based on job-related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the City of Gainesville firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices, this AAP contains certain proprietary information relating to the City business that must be kept confidential. The detailed information provided in good faith as a part of the AAP contains specific information that, if disseminated, could be detrimental to the competitive and business interests of this organization. At a minimum, the complexity of this data is subject to misinterpretation and misuse, which again can be very harmful to business goals and objectives solely unrelated to the affirmative action and equal employment opportunity concept.

Therefore, even though the is justifiably proud of the progress and placement goals that are described in the following pages, this AAP and its supporting data are to be disclosed only to individuals, companies and government agencies only where such individuals or entities have a legitimate business interest or legal entitlement to the information. The City of Gainesville specifically requests the following:

If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying City of Gainesville of the agency's decision to disclose and providing the with ample time to contest the disclosure.

If this information is supplied to another government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to City of Gainesville.

No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without prior notification to City of Gainesville.

All monitoring system reports as required by federal regulations and laws have been completed. Reports that require specific data such as names of employees and salary information are not an official part of this AAP. This information is on file at the as Documentation and Supporting Data for AAP Reports and is available for review only as required by law.

The material set forth in this AAP is deemed to include personnel files, investigatory records, trade secrets, confidential operations information, confidential statistical data and other confidential commercial and financial data, within the meaning of the Freedom of Information Act (5 U.S.C. Section 552), Title VII of the Civil Rights Act of 1964 (as amended) (42 U.S.C. Sections 2000e et seq.), and the Trade Secrets Act (18 U.S.C. Section 1905, and 44 U.S.C. Section 3508), the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

This AAP does not constitute an express or implied contract between the City and its employees, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against City of Gainesville.

## Introduction

The City of Gainesville, which includes General Government (GG) and Gainesville Regional Utilities (GRU), is a full service City complete with public safety as well as a five-service utility. The utilities offered include: electricity, water, wastewater, gas, and telecommunications. Offering such a wide variety of services to a large customer base, the City recognizes the importance of having a workforce that mirrors the community we serve. As such, the emphasis on enacting the AAP is even more crucial. With a population in excess of 125,000, representing many different races, ethnicities and lifestyles, the City's goal is to serve everyone equally. In order to accomplish this, many different steps must be taken, from educating both new and current employees, community outreach and education and recruitment of potential candidates for open positions. Each of these steps will be spelled out in greater detail in the following pages.

Ever committed to affirmative action, the City of Gainesville has prepared this AAP to cover employees reporting to and/or working in Gainesville Regional Utilities (GRU).

As detailed in the Job Group Analysis, this AAP covers 851 employees including 177 (20.8%) minorities and 221 (25.97%) women. It is expected that these employees will help us to reach mutual goals of efficiency, resulting in both business and personal growth. As described in detail in the Plan that follows, the management of the City of Gainesville has a continuing commitment to the practice and implemented action of this AAP.

## **Responsibility for Implementation**

### **41 C.F.R. 60-2.17**

Torey L. Alston, Equal Opportunity Director, has overall management responsibility and accountability for implementation of the Equal Employment Opportunity Policy and the AAP. The City has assigned primary management responsibility and accountability for ensuring full compliance with the plan to the Affirmative Action Manager & Chief Investigator, an official of the City. The Affirmative Action Manager & Chief Investigator has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The Equal Opportunity Director actively supports the program and provides authority and direction whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Manager & Chief Investigator appears on internal and external communications on the City's Equal Employment Opportunity Policy and AAP.

The duties of the Affirmative Action Manager & Chief Investigator include:

- Developing policy statements, AAP methods, and internal and external communication techniques. Affirmative Action policies and procedures will continue to be developed to ensure an efficient yet positive interaction between the Affirmative Action Manager & Chief Investigator and the managers charged with employment responsibility.
- Assisting in the identification of problem areas, and developing strategies to eliminate any problems identified.
- Assisting line management and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of affirmative action and EEO policies and procedures.
- Designing and implementing monitoring and reporting methods that will:
  - Measure the effectiveness of the City's equal employment and AAP.
  - Indicate any need for remedial action.
  - Determine the degree to which the City's placement goals and objectives are being attained.
  - Provide management with a working understanding of the City's AAP placement goals and objectives.
- Meeting with managers, supervisors, and employees to assure that the City's EEO policies are being followed.
- Ensuring that supervisors understand that their work performance is being evaluated in part on the basis of their demonstrated commitment to equal employment opportunity, and that it is their responsibility to prevent all types of unlawful workplace harassment.
- Serving as a liaison between the City and enforcement agencies.
- Serving as a liaison between the City and appropriate minority and women's organizations, and community action groups concerned with employment opportunities of minorities and women.

- Making contact with predominately female and minority high schools, colleges, and technical schools in the area as needed.
- Keeping management informed of developments in the equal employment opportunity and affirmative action area.
- Conducting a periodic audit to ensure that the City's complies in the following ways:
  - EEO posters are properly displayed.
  - All employees are afforded the opportunity and are encouraged to participate in all -sponsored educational, training, recreation, and social activities.

The City recognizes that the cooperation of department supervisors and line managers is required and necessary to reach the full potential of this AAP. Therefore, supervisors and managers are expected to:

- Assist the Affirmative Action Manager & Chief Investigator in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
- Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
- Work with the Affirmative Action Manager & Chief Investigator to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
- Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
- Provide career counseling for employees as needed.
- Adhere to the City's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
- Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the City's affirmative action efforts.

## **Organizational Profile**

### **41 C.F.R. 60-2.11**

As one of the diagnostic components of the City of Gainesville's AAP and to conform to applicable regulations, the City has completed a profile of the workforce at the Gainesville Regional Utilities (GRU) establishment. The organizational profile is an overview of the staffing patterns at this establishment and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete our organizational profile we have elected to follow the Workforce Analysis methodology.

The following charts set forth our Workforce Analysis. The analysis identifies the departments at the Gainesville Regional Utilities (GRU) establishment and, for each department, lists all job titles from the lowest paid to the highest paid. For each job title, we provide the following data: the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents by racial/ethnic group.



# City of Gainesville

January 1, 2016 Annual Affirmative Action Plan

## Gainesville Regional Utilities (GRU)

### Workforce Analysis

#### 010-GRU-Administrati 010-GRU-Administration

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
1153	C9	Total 2	0	0	0	0	0	0	0
Executive Assistant Senior	6	Tot Min 1	2	1	1	0	0	0	0
1399	M6	Total 1	0	0	0	0	0	0	0
Office Coordinator-General	2	Tot Min 0	1	1	0	0	0	0	0
2306	M11	Total 1	0	0	0	0	0	0	0
Public Affairs Director	1	Tot Min 1	1	0	1	0	0	0	0
1012	M12	Total 1	1	1	0	0	0	0	0
Compliance Officer	2	Tot Min 0	0	0	0	0	0	0	0
1044	M14	Total 1	0	0	0	0	0	0	0
Advisor to the GM for Utilities	1	Tot Min 0	1	1	0	0	0	0	0
1045		Total 1	1	1	0	0	0	0	0
General Mgr for Utilities	1	Tot Min 0	0	0	0	0	0	0	0
<b>Total for 010-GRU-Administrati</b>		<b>Total 7</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Tot Min 2</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 010-GRU-Customer Sup 010-GRU-Customer Support Services

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
0237	HR	Total 1	0	0	0	0	0	0	0
Customer Service Rep - Temp	6	Tot Min 0	1	1	0	0	0	0	0
0101	HR	Total 1	0	0	0	0	0	0	0
Clerical - Temp	6	Tot Min 1	1	0	1	0	0	0	0
0104	HR	Total 1	0	0	0	0	0	0	0
Intern	6	Tot Min 0	1	1	0	0	0	0	0
0105	HR	Total 3	1	1	0	0	0	0	0
Professional - Temp	2	Tot Min 1	2	1	0	0	1	0	0
3000	C2	Total 1	1	1	0	0	0	0	0
Clerk 1	6	Tot Min 0	0	0	0	0	0	0	0

# Workforce Analysis

## 010-GRU-Customer Sup 010-GRU-Customer Support Services

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
5027	C3	Total	2	Mal	2	2	0	0	0	0	0
Maintenance Mechanic 1	7	Tot Min	0	Fem	0	0	0	0	0	0	0
3231	C3	Total	1	Mal	1	1	0	0	0	0	0
Utilities Materials Specialist I	6	Tot Min	0	Fem	0	0	0	0	0	0	0
2105	C3	Total	3	Mal	2	1	1	0	0	0	0
Residential Efficiency Program	2	Tot Min	2	Fem	1	0	0	0	1	0	0
3052	C4	Total	1	Mal	0	0	0	0	0	0	0
Customer Service Rep 1	6	Tot Min	1	Fem	1	0	1	0	0	0	0
3041	C4	Total	6	Mal	1	0	1	0	0	0	0
Customer Accounts Rep	6	Tot Min	3	Fem	5	3	2	0	0	0	0
1145	C5	Total	5	Mal	0	0	0	0	0	0	0
Staff Assistant	6	Tot Min	2	Fem	5	3	2	0	0	0	0
2107	C5	Total	1	Mal	0	0	0	0	0	0	0
Residential Efficiency Program	2	Tot Min	0	Fem	1	1	0	0	0	0	0
1147	C6	Total	1	Mal	0	0	0	0	0	0	0
Staff Specialist	6	Tot Min	1	Fem	1	0	1	0	0	0	0
3101	C6	Total	1	Mal	0	0	0	0	0	0	0
Buyer	6	Tot Min	1	Fem	1	0	1	0	0	0	0
5029	C7	Total	2	Mal	2	2	0	0	0	0	0
Maintenance Mechanic 2	7	Tot Min	0	Fem	0	0	0	0	0	0	0
3007	C7	Total	3	Mal	1	1	0	0	0	0	0
Account Clerk II	6	Tot Min	1	Fem	2	1	1	0	0	0	0
3054	C7	Total	22	Mal	2	1	1	0	0	0	0
Customer Service Rep 2	6	Tot Min	19	Fem	20	2	17	0	1	0	0
4132	C7	Total	1	Mal	0	0	0	0	0	0	0
Operations Assistant	6	Tot Min	0	Fem	1	1	0	0	0	0	0
3233	C7	Total	8	Mal	4	4	0	0	0	0	0
Utilities Materials Specialist, Senior	6	Tot Min	1	Fem	4	3	0	0	0	0	1
3043	C8	Total	2	Mal	0	0	0	0	0	0	0
Customer Accounts Rep Senior	6	Tot Min	0	Fem	2	2	0	0	0	0	0
3015	C8	Total	2	Mal	0	0	0	0	0	0	0
Account Clerk Senior	6	Tot Min	2	Fem	2	0	2	0	0	0	0

# Workforce Analysis

## 010-GRU-Customer Sup 010-GRU-Customer Support Services

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
1111	C8	Total	1	Mal	1	1	0	0	0	0	0	0
Mail Services Supervisor Utilities	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3103	C9	Total	1	Mal	0	0	0	0	0	0	0	0
Buyer 2	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3003	C9	Total	2	Mal	0	0	0	0	0	0	0	0
New Services Specialist	6	Tot Min	1	Fem	2	1	1	0	0	0	0	0
1153	C9	Total	1	Mal	0	0	0	0	0	0	0	0
Executive Assistant Senior	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3057	C9	Total	4	Mal	0	0	0	0	0	0	0	0
Customer Service Rep Senior	6	Tot Min	2	Fem	4	2	2	0	0	0	0	0
3224	C9	Total	2	Mal	2	2	0	0	0	0	0	0
Supply Chain Specialist	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3227	C9	Total	2	Mal	2	2	0	0	0	0	0	0
Warehouse Supervisor	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0
2550	C10	Total	2	Mal	2	2	0	0	0	0	0	0
Technical Support Specialist III	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6424	M5	Total	3	Mal	2	2	0	0	0	0	0	0
Marketing & Communication	2	Tot Min	1	Fem	1	0	1	0	0	0	0	0
3106	M5	Total	2	Mal	1	1	0	0	0	0	0	0
Buyer Analyst	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
5017	C11	Total	1	Mal	1	1	0	0	0	0	0	0
Facilities Maintenance Coordinator	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3047	C11	Total	1	Mal	0	0	0	0	0	0	0	0
Customer Records Supervisor	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3045	C11	Total	1	Mal	0	0	0	0	0	0	0	0
Customer Accounts Rep Supervisor	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
3016	M6	Total	1	Mal	0	0	0	0	0	0	0	0
Collections Recovery Specialist	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3104	M6	Total	3	Mal	1	1	0	0	0	0	0	0
Buyer, Senior.	2	Tot Min	0	Fem	2	2	0	0	0	0	0	0
2101	M6	Total	2	Mal	1	1	0	0	0	0	0	0
Business Efficiency Program	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0

# Workforce Analysis

## 010-GRU-Customer Sup 010-GRU-Customer Support Services

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
3115	M6	Total 2	Mal	0	0	0	0	0	0	0
Land Rights Coordinator	2	Tot Min 0	Fem	2	2	0	0	0	0	0
3058	C12	Total 1	Mal	0	0	0	0	0	0	0
Customer Service Supervisor-	6	Tot Min 1	Fem	1	0	1	0	0	0	0
6057	M7	Total 1	Mal	0	0	0	0	0	0	0
Utility Services Supervisor	2	Tot Min 0	Fem	1	1	0	0	0	0	0
4070	M7	Total 1	Mal	1	0	0	1	0	0	0
Technical Systems Analyst 2	2	Tot Min 1	Fem	0	0	0	0	0	0	0
1241	M7	Total 1	Mal	0	0	0	0	0	0	0
Analyst Senior	2	Tot Min 1	Fem	1	0	1	0	0	0	0
6063	M7	Total 1	Mal	1	1	0	0	0	0	0
Engineer Utility Designer 2	2	Tot Min 0	Fem	0	0	0	0	0	0	0
7401	M8	Total 1	Mal	1	1	0	0	0	0	0
Utility Security Coordinator	2	Tot Min 0	Fem	0	0	0	0	0	0	0
3225	M8	Total 1	Mal	1	1	0	0	0	0	0
Util Stores Manager	1	Tot Min 0	Fem	0	0	0	0	0	0	0
4103	M9	Total 2	Mal	1	1	0	0	0	0	0
Account Representative Sr.	2	Tot Min 1	Fem	1	0	1	0	0	0	0
3051	M9	Total 1	Mal	1	0	1	0	0	0	0
Customer Service Manager	1	Tot Min 1	Fem	0	0	0	0	0	0	0
2109	M9	Total 1	Mal	0	0	0	0	0	0	0
Conservation Services Manager	1	Tot Min 1	Fem	1	0	1	0	0	0	0
3117	M9	Total 1	Mal	0	0	0	0	0	0	0
Purchasing Manager Utilities	1	Tot Min 0	Fem	1	1	0	0	0	0	0
6077	M11	Total 1	Mal	1	1	0	0	0	0	0
Utility Project /Team Leader	2	Tot Min 0	Fem	0	0	0	0	0	0	0
1031	M12	Total 1	Mal	1	1	0	0	0	0	0
Customer Operations Director	1	Tot Min 0	Fem	0	0	0	0	0	0	0
1024	M12	Total 1	Mal	0	0	0	0	0	0	0
Marketing & Business Solutions	1	Tot Min 1	Fem	1	0	1	0	0	0	0
1067	M12	Total 1	Mal	1	1	0	0	0	0	0
Utilities Administrative Services	1	Tot Min 0	Fem	0	0	0	0	0	0	0

## Workforce Analysis

### 010-GRU-Customer Sup 010-GRU-Customer Support Services

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1005	M14	Total 1	Mal	1	1	0	0	0	0	0
AGM - Customer/Administrative	1	Tot Min 0	Fem	0	0	0	0	0	0	0
1006	M14	Total 1	Mal	1	1	0	0	0	0	0
Chief Business Services Officer	1	Tot Min 0	Fem	0	0	0	0	0	0	0
<b>Total for 010-GRU-Customer Sup</b>		<b>Total 117</b>	<b>Mal</b>	<b>41</b>	<b>36</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Tot Min 47</b>	<b>Fem</b>	<b>76</b>	<b>34</b>	<b>38</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>

### 010-GRU-Energy Deliv 010-GRU-Energy Delivery

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
0104	HR	Total 1	Mal	1	0	0	1	0	0	0
Intern	6	Tot Min 1	Fem	0	0	0	0	0	0	0
0103	HR	Total 7	Mal	6	6	0	0	0	0	0
Techs - Temp	3	Tot Min 0	Fem	1	1	0	0	0	0	0
0105	HR	Total 3	Mal	3	3	0	0	0	0	0
Professional - Temp	2	Tot Min 0	Fem	0	0	0	0	0	0	0
6147	C3	Total 21	Mal	18	17	0	0	1	0	0
Meter Reader	8	Tot Min 2	Fem	3	2	1	0	0	0	0
6114	C5	Total 2	Mal	2	2	0	0	0	0	0
Line Technician, Apprentice	7	Tot Min 0	Fem	0	0	0	0	0	0	0
3206	C5	Total 4	Mal	4	4	0	0	0	0	0
Field Services Technician	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6403	C5	Total 2	Mal	2	2	0	0	0	0	0
Gas Worker, Apprentice	7	Tot Min 0	Fem	0	0	0	0	0	0	0
1145	C5	Total 2	Mal	0	0	0	0	0	0	0
Staff Assistant	6	Tot Min 0	Fem	2	2	0	0	0	0	0
6149	C6	Total 3	Mal	3	2	1	0	0	0	0
Meter Reader Crew Leader	8	Tot Min 1	Fem	0	0	0	0	0	0	0
6121	C6	Total 7	Mal	7	7	0	0	0	0	0
Electric Line Worker, Apprentice	7	Tot Min 0	Fem	0	0	0	0	0	0	0
1147	C6	Total 6	Mal	0	0	0	0	0	0	0
Staff Specialist	6	Tot Min 0	Fem	6	6	0	0	0	0	0

# Workforce Analysis

010-GRU-Energy Deliv 010-GRU-Energy Delivery

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1136	C6	Total 2	Mal	1	1	0	0	0	0	0
Dispatcher	6	Tot Min 0	Fem	1	1	0	0	0	0	0
1431	C7	Total 2	Mal	2	2	0	0	0	0	0
Energy Delivery Facilities Specialist	7	Tot Min 0	Fem	0	0	0	0	0	0	0
4132	C7	Total 8	Mal	0	0	0	0	0	0	0
Operations Assistant	6	Tot Min 1	Fem	8	7	1	0	0	0	0
2548	C7	Total 2	Mal	1	1	0	0	0	0	0
Technical Support Specialist II	3	Tot Min 0	Fem	1	1	0	0	0	0	0
3207	C8	Total 11	Mal	11	8	2	0	1	0	0
Field Services Technician	7	Tot Min 3	Fem	0	0	0	0	0	0	0
6405	C8	Total 5	Mal	5	3	2	0	0	0	0
Gas Worker	7	Tot Min 2	Fem	0	0	0	0	0	0	0
6116	C8	Total 7	Mal	7	6	0	1	0	0	0
Line Technician	7	Tot Min 1	Fem	0	0	0	0	0	0	0
4134	C8	Total 2	Mal	0	0	0	0	0	0	0
Energy Systems Dispatcher	6	Tot Min 1	Fem	2	1	1	0	0	0	0
6017	C8	Total 2	Mal	2	1	1	0	0	0	0
Electric Utilities Inspector	3	Tot Min 1	Fem	0	0	0	0	0	0	0
6101	C8	Total 7	Mal	6	6	0	0	0	0	0
Utilities Location Technician	3	Tot Min 0	Fem	1	1	0	0	0	0	0
6154	C8	Total 1	Mal	0	0	0	0	0	0	0
Meter Programmer Tester	3	Tot Min 0	Fem	1	1	0	0	0	0	0
6111	C9	Total 2	Mal	2	2	0	0	0	0	0
Electric Line Clearance Coordinator	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6415	C9	Total 2	Mal	2	2	0	0	0	0	0
Gas Worker Lead	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6118	C9	Total 2	Mal	2	2	0	0	0	0	0
Line Technician, Lead	7	Tot Min 0	Fem	0	0	0	0	0	0	0
1153	C9	Total 1	Mal	0	0	0	0	0	0	0
Executive Assistant Senior	6	Tot Min 0	Fem	1	1	0	0	0	0	0
3037	C9	Total 2	Mal	2	2	0	0	0	0	0
Revenue Protection Investigator	3	Tot Min 0	Fem	0	0	0	0	0	0	0

# Workforce Analysis

010-GRU-Energy Deliv 010-GRU-Energy Delivery

Job Code & Title		Grade & EEO Code			Total	W	B	A	H	I	P	2
6441	C9	Total	5	Mal	4	3	1	0	0	0	0	0
Gas Measurement Technician	3	Tot Min	1	Fem	1	1	0	0	0	0	0	0
6409	C9	Total	2	Mal	2	2	0	0	0	0	0	0
Facilities Protection Technician	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1432	C10	Total	9	Mal	3	3	0	0	0	0	0	0
Energy Delivery Facilities Specialist	7	Tot Min	1	Fem	6	5	1	0	0	0	0	0
6151	C10	Total	1	Mal	1	1	0	0	0	0	0	0
Meter Reader Supervisor	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0
2550	C10	Total	1	Mal	0	0	0	0	0	0	0	0
Technical Support Specialist III	3	Tot Min	1	Fem	1	0	1	0	0	0	0	0
6107	C10	Total	3	Mal	3	3	0	0	0	0	0	0
Electric Apparatus Technician	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1240	M5	Total	3	Mal	2	2	0	0	0	0	0	0
Analyst	2	Tot Min	1	Fem	1	0	1	0	0	0	0	0
6141	M5	Total	2	Mal	2	2	0	0	0	0	0	0
Utility Forester	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6187	C11	Total	3	Mal	3	3	0	0	0	0	0	0
Substation Electrician	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6119	C11	Total	27	Mal	27	24	3	0	0	0	0	0
Electric Line Worker	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
6102	C11	Total	1	Mal	1	1	0	0	0	0	0	0
Utilities Location Supervisor	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
2552	C11	Total	2	Mal	1	1	0	0	0	0	0	0
Technical Support Specialist Senior	3	Tot Min	1	Fem	1	0	0	0	0	1	0	0
6159	C11	Total	5	Mal	5	4	1	0	0	0	0	0
Electric Measurement Technician	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
6175	C11	Total	4	Mal	4	3	1	0	0	0	0	0
Relay Technician	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
6061	M6	Total	3	Mal	3	1	0	0	2	0	0	0
Engineer Utility Designer 1	2	Tot Min	2	Fem	0	0	0	0	0	0	0	0
6423	M6	Total	2	Mal	2	1	1	0	0	0	0	0
Utility Marketing Rep	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

010-GRU-Energy Deliv 010-GRU-Energy Delivery

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1427	C12	Total 3	Mal	2	2	0	0	0	0	0
Energy Services Supervisor	7	Tot Min 0	Fem	1	1	0	0	0	0	0
3075	C12	Total 2	Mal	2	1	1	0	0	0	0
Meter Services Supervisor	7	Tot Min 1	Fem	0	0	0	0	0	0	0
1430	C12	Total 1	Mal	1	1	0	0	0	0	0
Energy Delivery Facilities Specialist	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6419	C12	Total 1	Mal	1	1	0	0	0	0	0
Gas Operations Supervisor	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6115	C12	Total 17	Mal	17	16	1	0	0	0	0
Lineworker, Lead	7	Tot Min 1	Fem	0	0	0	0	0	0	0
6190	C12	Total 2	Mal	2	2	0	0	0	0	0
Substation Electrician, Lead	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6443	C12	Total 1	Mal	1	0	1	0	0	0	0
Gas Measurement Supervisor	3	Tot Min 1	Fem	0	0	0	0	0	0	0
6046	C12	Total 1	Mal	1	1	0	0	0	0	0
Utility GIS Technician	3	Tot Min 0	Fem	0	0	0	0	0	0	0
6103	C12	Total 1	Mal	1	1	0	0	0	0	0
Apparatus Repair Supervisor	3	Tot Min 0	Fem	0	0	0	0	0	0	0
4076	M7	Total 1	Mal	1	1	0	0	0	0	0
Operational Technology Network	2	Tot Min 0	Fem	0	0	0	0	0	0	0
4070	M7	Total 3	Mal	3	3	0	0	0	0	0
Technical Systems Analyst 2	2	Tot Min 0	Fem	0	0	0	0	0	0	0
1241	M7	Total 1	Mal	1	1	0	0	0	0	0
Analyst Senior	2	Tot Min 0	Fem	0	0	0	0	0	0	0
1313	M7	Total 1	Mal	1	1	0	0	0	0	0
Utility Safety Training Coordinator	2	Tot Min 0	Fem	0	0	0	0	0	0	0
6421	M7	Total 1	Mal	1	1	0	0	0	0	0
Marketing Rep Senior	2	Tot Min 0	Fem	0	0	0	0	0	0	0
6161	C13	Total 1	Mal	1	1	0	0	0	0	0
Electric Measurement Supervisor	3	Tot Min 0	Fem	0	0	0	0	0	0	0
6182	C14	Total 1	Mal	1	1	0	0	0	0	0
Substation Operations Supervisor	7	Tot Min 0	Fem	0	0	0	0	0	0	0



# Workforce Analysis

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Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
6170	C14	Total	4	Mal	4	4	0	0	0	0	0	0
Distribution System Operator 2	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6113	C14	Total	2	Mal	2	2	0	0	0	0	0	0
Electric Systems Operations	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6065	M8	Total	1	Mal	1	0	0	0	1	0	0	0
Engineer Utility Designer 3	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4072	M8	Total	2	Mal	2	2	0	0	0	0	0	0
Technical Systems Analyst, Sr.	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6171	C15	Total	1	Mal	1	1	0	0	0	0	0	0
Systems Operator 2	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6067	M9	Total	5	Mal	3	2	0	0	1	0	0	0
Engineer Utility Designer 4	2	Tot Min	2	Fem	2	1	0	0	1	0	0	0
6044	M9	Total	1	Mal	1	1	0	0	0	0	0	0
Utility GIS Coordinator	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4078	M9	Total	1	Mal	1	0	1	0	0	0	0	0
Operational Technology Network	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3056	M9	Total	1	Mal	1	1	0	0	0	0	0	0
Operations Manager' Utilities	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6129	M10	Total	3	Mal	3	3	0	0	0	0	0	0
Electric Systems Operations	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6075	M11	Total	6	Mal	6	6	0	0	0	0	0	0
Superv Engineer Ut Designer	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6077	M11	Total	1	Mal	1	1	0	0	0	0	0	0
Utility Project /Team Leader	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6176	M11	Total	1	Mal	1	1	0	0	0	0	0	0
Systems Operations Manager	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3055	M11	Total	1	Mal	1	1	0	0	0	0	0	0
Util Field Services Manager	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1043	M12	Total	1	Mal	1	1	0	0	0	0	0	0
Gas T & D Manager	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1046	M12	Total	1	Mal	1	1	0	0	0	0	0	0
Director Of Sales and New Services	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0

## Workforce Analysis

### 010-GRU-Energy Deliv 010-GRU-Energy Delivery

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
6133	M13	Total 1	Mal	1	1	0	0	0	0	0
Electric T&D Manager	1	Tot Min 0	Fem	0	0	0	0	0	0	0
6127	M13	Total 1	Mal	1	1	0	0	0	0	0
System Control Manager	1	Tot Min 0	Fem	0	0	0	0	0	0	0
6013	M13	Total 1	Mal	1	0	0	0	1	0	0
Energy Delivery Engineering Mgr	1	Tot Min 1	Fem	0	0	0	0	0	0	0
6123	M13	Total 1	Mal	1	1	0	0	0	0	0
Energy Measurement & Regulation	1	Tot Min 0	Fem	0	0	0	0	0	0	0
1007	M15	Total 1	Mal	1	1	0	0	0	0	0
AGM - Energy Delivery	1	Tot Min 0	Fem	0	0	0	0	0	0	0
<b>Total for 010-GRU-Energy Deliv</b>		<b>Total 264</b>	<b>Mal</b>	<b>224</b>	<b>198</b>	<b>17</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>0</b>
		<b>Tot Min 34</b>	<b>Fem</b>	<b>40</b>	<b>32</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

### 010-GRU-Energy Suppl 010-GRU-Energy Supply

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
0111	HR	Total 2	Mal	2	2	0	0	0	0	0
Skilled Craft Workers - Temp	7	Tot Min 0	Fem	0	0	0	0	0	0	0
0004	HR	Total 4	Mal	2	2	0	0	0	0	0
Temporary Engineering Intern	3	Tot Min 1	Fem	2	1	0	1	0	0	0
0105	HR	Total 4	Mal	3	3	0	0	0	0	0
Professional - Temp	2	Tot Min 1	Fem	1	0	1	0	0	0	0
6355	C5	Total 1	Mal	1	1	0	0	0	0	0
Process Plant Operator I	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6297	C6	Total 5	Mal	5	4	0	0	1	0	0
Accelerated Production Operator I	7	Tot Min 1	Fem	0	0	0	0	0	0	0
6302	C6	Total 2	Mal	2	2	0	0	0	0	0
Coal/Ash Equipment Operator 1	7	Tot Min 0	Fem	0	0	0	0	0	0	0
6343	C6	Total 3	Mal	3	2	1	0	0	0	0
Power Plant Apprentice Operator	7	Tot Min 1	Fem	0	0	0	0	0	0	0
1147	C6	Total 2	Mal	0	0	0	0	0	0	0
Staff Specialist	6	Tot Min 0	Fem	2	2	0	0	0	0	0

# Workforce Analysis

010-GRU-Energy Suppl 010-GRU-Energy Supply

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
3007	C7	Total	1	Mal	0	0	0	0	0	0	0	0
Account Clerk II	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4132	C7	Total	1	Mal	0	0	0	0	0	0	0	0
Operations Assistant	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
6301	C8	Total	5	Mal	5	5	0	0	0	0	0	0
Coal/Ash Equipment Operator 2	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6357	C8	Total	4	Mal	4	3	1	0	0	0	0	0
Process Plant Operator 2	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3015	C8	Total	1	Mal	0	0	0	0	0	0	0	0
Account Clerk Senior	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
1153	C9	Total	1	Mal	0	0	0	0	0	0	0	0
Executive Assistant Senior	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
6345	C10	Total	8	Mal	8	4	1	0	1	0	0	2
Power Plant Journeyman Operator	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
6337	C10	Total	13	Mal	13	11	2	0	0	0	0	0
Pwr Plant Mech Journeyman	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
6327	C10	Total	4	Mal	2	2	0	0	0	0	0	0
Pwr Plant Lab Technician	3	Tot Min	1	Fem	2	1	1	0	0	0	0	0
1240	M5	Total	2	Mal	1	0	1	0	0	0	0	0
Analyst	2	Tot Min	1	Fem	1	1	0	0	0	0	0	0
1311	M5	Total	1	Mal	1	1	0	0	0	0	0	0
Utility Training Officer	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5017	C11	Total	1	Mal	1	1	0	0	0	0	0	0
Facilities Maintenance Coordinator	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6316	C11	Total	24	Mal	23	23	0	0	0	0	0	0
Production Technician	7	Tot Min	0	Fem	1	1	0	0	0	0	0	0
6314	C11	Total	8	Mal	6	5	0	0	1	0	0	0
Pwr Plant Instrumentation,Controls & 7	7	Tot Min	1	Fem	2	2	0	0	0	0	0	0
2552	C11	Total	1	Mal	1	1	0	0	0	0	0	0
Technical Support Specialist Senior	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
6061	M6	Total	1	Mal	1	1	0	0	0	0	0	0
Engineer Utility Designer 1	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

010-GRU-Energy Suppl 010-GRU-Energy Supply

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
1403B	M6	Total 1	0	0	0	0	0	0	0
Office Manager	1	Tot Min 0	1	1	0	0	0	0	0
6332	C12	Total 1	1	1	0	0	0	0	0
Pwr Plant Materials Supervisor	7	Tot Min 0	0	0	0	0	0	0	0
6310	C12	Total 2	2	1	0	0	1	0	0
Power Plant Control Specialist	7	Tot Min 1	0	0	0	0	0	0	0
6318	C12	Total 2	2	2	0	0	0	0	0
Control Room Operator	7	Tot Min 0	0	0	0	0	0	0	0
6361	C12	Total 1	1	1	0	0	0	0	0
Process Plant Supervisor	3	Tot Min 0	0	0	0	0	0	0	0
6325	C12	Total 3	2	1	1	0	0	0	0
Pwr Plant Lab Supervisor	3	Tot Min 1	1	1	0	0	0	0	0
1241	M7	Total 2	1	0	1	0	0	0	0
Analyst Senior	2	Tot Min 2	1	0	1	0	0	0	0
6063	M7	Total 1	1	0	0	0	1	0	0
Engineer Utility Designer 2	2	Tot Min 1	0	0	0	0	0	0	0
6172	C13	Total 1	1	1	0	0	0	0	0
Power Systems Coordinator I	7	Tot Min 0	0	0	0	0	0	0	0
6330	C13	Total 2	2	2	0	0	0	0	0
Pwr Plant Maintenance Planner	3	Tot Min 0	0	0	0	0	0	0	0
6313	C14	Total 1	1	1	0	0	0	0	0
Pwr Plant Instrumentation,Controls & 7		Tot Min 0	0	0	0	0	0	0	0
6331	C14	Total 1	1	1	0	0	0	0	0
Pwr Plant Maintenance Supervisor	3	Tot Min 0	0	0	0	0	0	0	0
6065	M8	Total 1	1	1	0	0	0	0	0
Engineer Utility Designer 3	2	Tot Min 0	0	0	0	0	0	0	0
6160	M8	Total 2	2	0	2	0	0	0	0
Generation Training Coordinator	2	Tot Min 2	0	0	0	0	0	0	0
6304	M8	Total 1	0	0	0	0	0	0	0
Business Services Support	2	Tot Min 1	1	0	0	0	1	0	0
6349	C15	Total 10	10	7	2	0	1	0	0
Pwr Plant Shift Supervisor	7	Tot Min 3	0	0	0	0	0	0	0

# Workforce Analysis

010-GRU-Energy Suppl 010-GRU-Energy Supply

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
6173	C15	Total	6	Mal	5	3	2	0	0	0	0
Pwr System Coordinator 2	7	Tot Min	2	Fem	1	1	0	0	0	0	0
6067	M9	Total	2	Mal	2	1	0	1	0	0	0
Engineer Utility Designer 4	2	Tot Min	1	Fem	0	0	0	0	0	0	0
6336	M9	Total	1	Mal	1	1	0	0	0	0	0
Major Maintenance Leader	1	Tot Min	0	Fem	0	0	0	0	0	0	0
6350	M9	Total	3	Mal	3	2	0	0	1	0	0
Production Leader	1	Tot Min	1	Fem	0	0	0	0	0	0	0
6168	M10	Total	1	Mal	1	1	0	0	0	0	0
System Operations Training	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6073	M10	Total	3	Mal	2	2	0	0	0	0	0
Principal Engineer	2	Tot Min	0	Fem	1	1	0	0	0	0	0
6344	M10	Total	1	Mal	1	1	0	0	0	0	0
Production Manager I	1	Tot Min	0	Fem	0	0	0	0	0	0	0
6306	M10	Total	2	Mal	1	0	1	0	0	0	0
Fuels Manager	1	Tot Min	2	Fem	1	0	0	1	0	0	0
6075	M11	Total	1	Mal	1	1	0	0	0	0	0
Superv Engineer Ut Designer	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6077	M11	Total	1	Mal	1	1	0	0	0	0	0
Utility Project /Team Leader	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6041	M11	Total	1	Mal	1	1	0	0	0	0	0
Project Engineer	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6342	M11	Total	1	Mal	1	1	0	0	0	0	0
Manager of Outage Planning &	1	Tot Min	0	Fem	0	0	0	0	0	0	0
6341	M11	Total	1	Mal	1	0	1	0	0	0	0
Production Manager II	1	Tot Min	1	Fem	0	0	0	0	0	0	0
6334	M11	Total	1	Mal	1	1	0	0	0	0	0
Job Knowledge & Proficiency	1	Tot Min	0	Fem	0	0	0	0	0	0	0
6174	M12	Total	1	Mal	1	1	0	0	0	0	0
Power Systems Operations Manager 1	1	Tot Min	0	Fem	0	0	0	0	0	0	0
6340	M12	Total	1	Mal	1	1	0	0	0	0	0
Production Manager III	1	Tot Min	0	Fem	0	0	0	0	0	0	0

# Workforce Analysis

## 010-GRU-Energy Suppl 010-GRU-Energy Supply

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
6305	M13	Total	1	Mal	1	0	1	0	0	0	0
Administrative & Fuels Operations	1	Tot Min	1	Fem	0	0	0	0	0	0	0
6333	M13	Total	1	Mal	0	0	0	0	0	0	0
Director of Production	1	Tot Min	0	Fem	1	1	0	0	0	0	0
6040	M13	Total	1	Mal	1	1	0	0	0	0	0
Production Assurance Support	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1009	M15	Total	1	Mal	1	1	0	0	0	0	0
AGM - Energy Supply	1	Tot Min	0	Fem	0	0	0	0	0	0	0
<b>Total for 010-GRU-Energy Suppl</b>		Total	162	Mal	139	112	17	1	7	0	2
		Tot Min	35	Fem	23	15	3	2	3	0	0

## 010-GRU-Finance 010-GRU-Finance

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
0104	HR	Total	3	Mal	1	0	0	1	0	0	0
Intern	6	Tot Min	3	Fem	2	0	0	2	0	0	0
0006	HR	Total	1	Mal	0	0	0	0	0	0	0
ACCOUNT Clerk - Temp	6	Tot Min	1	Fem	1	0	0	0	1	0	0
3007	C7	Total	3	Mal	1	1	0	0	0	0	0
Account Clerk II	6	Tot Min	0	Fem	2	2	0	0	0	0	0
3015	C8	Total	1	Mal	1	1	0	0	0	0	0
Account Clerk Senior	6	Tot Min	0	Fem	0	0	0	0	0	0	0
3019	M3	Total	1	Mal	0	0	0	0	0	0	0
Accountant I	2	Tot Min	0	Fem	1	1	0	0	0	0	0
1153	C9	Total	1	Mal	0	0	0	0	0	0	0
Executive Assistant Senior	6	Tot Min	0	Fem	1	1	0	0	0	0	0
3031	C11	Total	1	Mal	0	0	0	0	0	0	0
Accounts Payable Supervisor	6	Tot Min	0	Fem	1	1	0	0	0	0	0
3023	M7	Total	2	Mal	1	1	0	0	0	0	0
Accountant, Senior.	2	Tot Min	0	Fem	1	1	0	0	0	0	0
1241	M7	Total	5	Mal	2	2	0	0	0	0	0
Analyst Senior	2	Tot Min	1	Fem	3	2	1	0	0	0	0

# Workforce Analysis

010-GRU-Finance

010-GRU-Finance

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
4002	M8	Total	1	Mal	1	1	0	0	0	0	0	0
Enterprise Architect	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3073	M8	Total	1	Mal	0	0	0	0	0	0	0	0
Pension and Investment Officer	2	Tot Min	1	Fem	1	0	0	1	0	0	0	0
1242	M8	Total	4	Mal	3	3	0	0	0	0	0	0
Analyst Lead	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
1414	M11	Total	1	Mal	0	0	0	0	0	0	0	0
Rates and Economics Analysis	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3027	M12	Total	1	Mal	0	0	0	0	0	0	0	0
Controller, Utilities	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
<b>Total for 010-GRU-Finance</b>		<b>Total</b>	<b>26</b>	<b>Mal</b>	<b>10</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Tot Min</b>	<b>6</b>	<b>Fem</b>	<b>16</b>	<b>11</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

010-GRU-GRUCom

010-GRU-GRUCom

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
0104	HR	Total	1	Mal	1	0	1	0	0	0	0	0
Intern	6	Tot Min	1	Fem	0	0	0	0	0	0	0	0
0103	HR	Total	1	Mal	0	0	0	0	0	0	0	0
Techs - Temp	3	Tot Min	0	Fem	1	1	0	0	0	0	0	0
1145	C5	Total	1	Mal	0	0	0	0	0	0	0	0
Staff Assistant	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3048	C5	Total	8	Mal	6	5	1	0	0	0	0	0
Customer Service Support Specialist	6	Tot Min	3	Fem	2	0	2	0	0	0	0	0
4053	C7	Total	2	Mal	2	2	0	0	0	0	0	0
Network Cabling Specialist 1	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
2548	C7	Total	1	Mal	1	1	0	0	0	0	0	0
Technical Support Specialist II	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3015	C8	Total	1	Mal	0	0	0	0	0	0	0	0
Account Clerk Senior	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3057	C9	Total	1	Mal	1	1	0	0	0	0	0	0
Customer Service Rep Senior	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

010-GRU-GRUCom

010-GRU-GRUCom

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4020	M4	Total	1	Mal	0	0	0	0	0	0	0
GRUCOM Work Management	2	Tot Min	0	Fem	1	1	0	0	0	0	0
4055	C10	Total	3	Mal	3	2	1	0	0	0	0
Network Cabling Specialist 2	7	Tot Min	1	Fem	0	0	0	0	0	0	0
2550	C10	Total	1	Mal	1	1	0	0	0	0	0
Technical Support Specialist III	3	Tot Min	0	Fem	0	0	0	0	0	0	0
4045	C11	Total	5	Mal	5	4	1	0	0	0	0
Telecomm Specialist 2	3	Tot Min	1	Fem	0	0	0	0	0	0	0
3059	C12	Total	1	Mal	0	0	0	0	0	0	0
Customer Service Supervisor	6	Tot Min	0	Fem	1	1	0	0	0	0	0
4046	C12	Total	1	Mal	1	1	0	0	0	0	0
Lead Telecomm Specialist	3	Tot Min	0	Fem	0	0	0	0	0	0	0
4057	C12	Total	1	Mal	1	1	0	0	0	0	0
Network Cabling Supervisor	3	Tot Min	0	Fem	0	0	0	0	0	0	0
1241	M7	Total	2	Mal	2	2	0	0	0	0	0
Analyst Senior	2	Tot Min	0	Fem	0	0	0	0	0	0	0
4058	M7	Total	1	Mal	1	1	0	0	0	0	0
IT Infrastructure Designer and	2	Tot Min	0	Fem	0	0	0	0	0	0	0
4102	M7	Total	2	Mal	1	0	0	0	1	0	0
Account Representative	2	Tot Min	1	Fem	1	1	0	0	0	0	0
4047	C14	Total	2	Mal	2	1	0	0	1	0	0
Network & Telecommunications	3	Tot Min	1	Fem	0	0	0	0	0	0	0
4059	M8	Total	2	Mal	1	1	0	0	0	0	0
IT Infrastructure Designer and	2	Tot Min	1	Fem	1	0	1	0	0	0	0
4060	M9	Total	1	Mal	1	1	0	0	0	0	0
IT Infrastructure Designer and	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6073	M10	Total	1	Mal	1	1	0	0	0	0	0
Principal Engineer	2	Tot Min	0	Fem	0	0	0	0	0	0	0
1415	M11	Total	1	Mal	1	1	0	0	0	0	0
Managing Utility Analyst Planning	1	Tot Min	0	Fem	0	0	0	0	0	0	0
4031	M12	Total	1	Mal	1	1	0	0	0	0	0
Technical Services Manager	1	Tot Min	0	Fem	0	0	0	0	0	0	0



## Workforce Analysis

Total for 010-GRU-GRUCom	Total	42	Mal	33	27	4	0	2	0	0	0
	Tot Min	9	Fem	9	6	3	0	0	0	0	0

## 010-GRU-Human Resour 010-GRU-Human Resources

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1209	M6	Total 2	Mal	0	0	0	0	0	0	0
HR/OD Representative, Sr.	2	Tot Min 0	Fem	2	2	0	0	0	0	0
1213	M8	Total 2	Mal	1	0	0	0	1	0	0
HR/OD Specialist	2	Tot Min 1	Fem	1	1	0	0	0	0	0
1208	M8	Total 1	Mal	0	0	0	0	0	0	0
Learning & Development Manager	1	Tot Min 0	Fem	1	1	0	0	0	0	0
1202	M9	Total 1	Mal	0	0	0	0	0	0	0
Human Resources Manager	1	Tot Min 1	Fem	1	0	1	0	0	0	0
1216	M11	Total 1	Mal	1	1	0	0	0	0	0
Chief Negotiator	2	Tot Min 0	Fem	0	0	0	0	0	0	0
1047	M12	Total 1	Mal	0	0	0	0	0	0	0
Human Resources Director	1	Tot Min 0	Fem	1	1	0	0	0	0	0
<b>Total for 010-GRU-Human Resour</b>		<b>Total 8</b>	<b>Mal</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		<b>Tot Min 2</b>	<b>Fem</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 010-GRU-Information 010-GRU-Information Technology

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
0104	HR	Total 1	Mal	1	0	1	0	0	0	0
Intern	6	Tot Min 1	Fem	0	0	0	0	0	0	0
1147	C6	Total 1	Mal	0	0	0	0	0	0	0
Staff Specialist	6	Tot Min 0	Fem	1	1	0	0	0	0	0
4023	C8	Total 3	Mal	2	1	1	0	0	0	0
IT Support Technician	3	Tot Min 1	Fem	1	1	0	0	0	0	0
4025	C10	Total 2	Mal	1	1	0	0	0	0	0
IT Support Specialist	3	Tot Min 0	Fem	1	1	0	0	0	0	0
4034	M5	Total 2	Mal	2	2	0	0	0	0	0
Application Security Analyst	2	Tot Min 0	Fem	0	0	0	0	0	0	0
4019	C11	Total 3	Mal	1	0	0	0	0	0	1
Network Specialist	3	Tot Min 1	Fem	2	2	0	0	0	0	0

# Workforce Analysis

010-GRU-Information

010-GRU-Information Technology

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
4027	C11	Total	2	Mal	2	2	0	0	0	0	0	0
IT Support Analyst	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4021	C12	Total	1	Mal	1	1	0	0	0	0	0	0
Network Analyst	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4028	M7	Total	1	Mal	0	0	0	0	0	0	0	0
IT Support Supervisor	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4064	M7	Total	7	Mal	2	0	1	0	1	0	0	0
Business Systems Analyst 2	2	Tot Min	3	Fem	5	4	1	0	0	0	0	0
4065	M8	Total	6	Mal	1	1	0	0	0	0	0	0
Business Systems Analyst Sr	2	Tot Min	0	Fem	5	5	0	0	0	0	0	0
4022	M8	Total	1	Mal	1	1	0	0	0	0	0	0
IT WEB Applications Developer Sr.	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4059	M8	Total	14	Mal	11	11	0	0	0	0	0	0
IT Infrastructure Designer and	2	Tot Min	2	Fem	3	1	1	1	0	0	0	0
4013	M8	Total	6	Mal	4	4	0	0	0	0	0	0
Computer Systems Analyst	2	Tot Min	1	Fem	2	1	1	0	0	0	0	0
4040	M9	Total	4	Mal	2	2	0	0	0	0	0	0
IT Supervisor	2	Tot Min	0	Fem	2	2	0	0	0	0	0	0
4011	M9	Total	2	Mal	1	1	0	0	0	0	0	0
Computer Project Leader	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4060	M9	Total	3	Mal	3	3	0	0	0	0	0	0
IT Infrastructure Designer and	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4062	M12	Total	1	Mal	1	1	0	0	0	0	0	0
IT Applications Development	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4039	M12	Total	1	Mal	0	0	0	0	0	0	0	0
Business Operations Support	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4030	M12	Total	1	Mal	1	1	0	0	0	0	0	0
IT Infrastructure and Administration	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1049	M13	Total	1	Mal	1	1	0	0	0	0	0	0
Information Technology Director,	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
<b>Total for 010-GRU-Information</b>		Total	63	Mal	38	33	3	0	1	0	0	1
		Tot Min	9	Fem	25	21	3	1	0	0	0	0

# Workforce Analysis

010-GRU-Water/ Waste    010-GRU-Water/ Wastewater

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
0104	HR	Total	6	Mal	4	2	0	0	2	0	0	0
Intern	6	Tot Min	2	Fem	2	2	0	0	0	0	0	0
0103	HR	Total	1	Mal	1	1	0	0	0	0	0	0
Techs - Temp	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
0105	HR	Total	1	Mal	0	0	0	0	0	0	0	0
Professional - Temp	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
2579	C3	Total	4	Mal	4	3	1	0	0	0	0	0
Services Operator Trainee	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
5027	C3	Total	1	Mal	1	0	1	0	0	0	0	0
Maintenance Mechanic 1	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
2571	C4	Total	1	Mal	1	1	0	0	0	0	0	0
Services Operator Apprentice	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1145	C5	Total	2	Mal	0	0	0	0	0	0	0	0
Staff Assistant	6	Tot Min	1	Fem	2	1	1	0	0	0	0	0
2511	C6	Total	4	Mal	4	3	1	0	0	0	0	0
Wstwtr Plant Operator 1	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
2534	C6	Total	2	Mal	2	1	1	0	0	0	0	0
Water Plant Operator/Mechanic	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1147	C6	Total	4	Mal	0	0	0	0	0	0	0	0
Staff Specialist	6	Tot Min	0	Fem	4	4	0	0	0	0	0	0
2505	C7	Total	3	Mal	3	2	0	0	1	0	0	0
Wastewater Mechanic Apprentice	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4132	C7	Total	1	Mal	0	0	0	0	0	0	0	0
Operations Assistant	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
2513	C8	Total	5	Mal	5	4	1	0	0	0	0	0
Wstwtr Plant Operator 2	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
2506	C8	Total	4	Mal	4	2	2	0	0	0	0	0
Wastewater Mechanic	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
5031	C8	Total	2	Mal	2	1	1	0	0	0	0	0
Maintenance Mechanic 3	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
2573	C8	Total	39	Mal	39	29	9	0	1	0	0	0
Services Operator	7	Tot Min	10	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

010-GRU-Water/ Waste    010-GRU-Water/ Wastewater

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
2582	C9	Total 1	Mal	1	1	0	0	0	0	0
Wtr/Wstwtr Grease Trap Inspector	7	Tot Min 0	Fem	0	0	0	0	0	0	0
2543	C9	Total 15	Mal	15	13	2	0	0	0	0
Wtr/Wstwtr Crew Leader	7	Tot Min 2	Fem	0	0	0	0	0	0	0
1153	C9	Total 1	Mal	0	0	0	0	0	0	0
Executive Assistant Senior	6	Tot Min 1	Fem	1	0	1	0	0	0	0
2515	C10	Total 4	Mal	4	3	0	1	0	0	0
Wstwtr Plant Operator 3	7	Tot Min 1	Fem	0	0	0	0	0	0	0
2538	C10	Total 5	Mal	5	3	2	0	0	0	0
Water Plant Operator/Mechanic	7	Tot Min 2	Fem	0	0	0	0	0	0	0
2568	C10	Total 3	Mal	2	2	0	0	0	0	0
Water Reclamation Laboratory	7	Tot Min 0	Fem	1	1	0	0	0	0	0
2550	C10	Total 8	Mal	7	7	0	0	0	0	0
Technical Support Specialist III	3	Tot Min 1	Fem	1	0	1	0	0	0	0
2567	C10	Total 1	Mal	1	1	0	0	0	0	0
Wtr/Wstwtr Laboratory Technician	3	Tot Min 0	Fem	0	0	0	0	0	0	0
2581	C11	Total 9	Mal	9	8	1	0	0	0	0
Wtr/Wstwtr Supervisor	7	Tot Min 1	Fem	0	0	0	0	0	0	0
2552	C11	Total 2	Mal	2	1	1	0	0	0	0
Technical Support Specialist Senior	3	Tot Min 1	Fem	0	0	0	0	0	0	0
2559	C11	Total 8	Mal	8	7	0	0	0	0	1
Wtr/Wstwtr Instrument Technician	3	Tot Min 1	Fem	0	0	0	0	0	0	0
2591	M6	Total 1	Mal	1	1	0	0	0	0	0
Environmental Programs	2	Tot Min 0	Fem	0	0	0	0	0	0	0
6046	C12	Total 1	Mal	1	1	0	0	0	0	0
Utility GIS Technician	3	Tot Min 0	Fem	0	0	0	0	0	0	0
2561	C12	Total 1	Mal	0	0	0	0	0	0	0
Wtr/Wstwtr Laboratory Supervisor	3	Tot Min 0	Fem	1	1	0	0	0	0	0
1313	M7	Total 1	Mal	1	1	0	0	0	0	0
Utility Safety Training Coordinator	2	Tot Min 0	Fem	0	0	0	0	0	0	0
2509	M7	Total 2	Mal	2	2	0	0	0	0	0
Wtr/Wstwtr Facilities Operations &	1	Tot Min 0	Fem	0	0	0	0	0	0	0

# Workforce Analysis

010-GRU-Water/ Waste    010-GRU-Water/ Wastewater

Job Code & Title		Grade & EEO Code		Total	W	B	A	H	I	P	2
6065	M8	Total	3	Mal	2	2	0	0	0	0	0
Engineer Utility Designer 3	2	Tot Min	0	Fem	1	1	0	0	0	0	0
4072	M8	Total	1	Mal	1	1	0	0	0	0	0
Technical Systems Analyst, Sr.	2	Tot Min	0	Fem	0	0	0	0	0	0	0
2531	M8	Total	1	Mal	1	1	0	0	0	0	0
Water Plant Manager	1	Tot Min	0	Fem	0	0	0	0	0	0	0
6067	M9	Total	5	Mal	1	1	0	0	0	0	0
Engineer Utility Designer 4	2	Tot Min	0	Fem	4	4	0	0	0	0	0
6073	M10	Total	1	Mal	1	1	0	0	0	0	0
Principal Engineer	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6075	M11	Total	4	Mal	2	2	0	0	0	0	0
Superv Engineer Ut Designer	2	Tot Min	0	Fem	2	2	0	0	0	0	0
2503	M12	Total	1	Mal	1	1	0	0	0	0	0
Wastewater Plant Facilities Director	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1071	M12	Total	1	Mal	1	1	0	0	0	0	0
Wtr/Wstwtr Engineering Director	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1011	M14	Total	1	Mal	1	1	0	0	0	0	0
AGM - Water/Waste Water Systems	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1069	M15	Total	1	Mal	1	1	0	0	0	0	0
Chief Financial Officer, Utilities	1	Tot Min	0	Fem	0	0	0	0	0	0	0
<b>Total for 010-GRU-Water/ Waste</b>		Total	162	Mal	141	112	23	1	4	0	0
		Tot Min	33	Fem	21	17	4	0	0	0	0

## **Job Group Analysis**

### **41 C.F.R. 60-2.12**

As the second diagnostic component of our AAP, we have conducted a job group analysis. The job group analysis is the first step in comparing the representation of minorities and women in the workforce covered by this AAP with the estimated available qualified minorities and women who could be employed by the City of Gainesville in positions covered by this AAP.

In designing our job groups, we considered the following elements:

- Similarity of duties and responsibilities;
- Similarity of compensation; and,
- Similarity of opportunities for advancement including training, transfers, promotions, mobility and other career enhancements.

Although not a determinative factor in designing job groups, we also attempted to create job groups that are large enough to conduct appropriate analysis.

The following charts identify the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

# City of Gainesville

January 1, 2016 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

## Job Group Analysis

ASCS

SUPPORT STAFF

EEO Code: 6

Job Code & Title		Min	Fem							
1153 - Executive Assistant Senior	#	3	7							
7 Employees	%	42.86	100.00							
4134 - Energy Systems Dispatcher	#	1	2							
2 Employees	%	50.00	100.00							
4132 - Operations Assistant	#	3	11							
11 Employees	%	27.27	100.00							
1136 - Dispatcher	#	0	1							
2 Employees	%	0.00	50.00							
1147 - Staff Specialist	#	1	14							
14 Employees	%	7.14	100.00							
1145 - Staff Assistant	#	3	10							
10 Employees	%	30.00	100.00							
46 Employees										
	Totals	#	11	45						
		%	23.91	97.83						

# Job Group Analysis

ASCSa

TEMP-ADMIN SUPPORT STAFF

EEO Code: 6

Job Code & Title		Min	Fem							
0101 - Clerical - Temp	#	1	1							
1 Employee	%	100.00	100.00							
1 Employee	#	1	1							
Totals	%	100.00	100.00							



# Job Group Analysis

ASFIN

SUPPORT STAFF

EEO Code: 6

Job Code & Title		Min	Fem							
3224 - Supply Chain Specialist	#	0	0							
2 Employees	%	0.00	0.00							
3103 - Buyer 2	#	0	1							
1 Employee	%	0.00	100.00							
3015 - Account Clerk Senior	#	2	4							
5 Employees	%	40.00	80.00							
3043 - Customer Accounts Rep Senior	#	0	2							
2 Employees	%	0.00	100.00							
3007 - Account Clerk II	#	1	5							
7 Employees	%	14.29	71.43							
3101 - Buyer	#	1	1							
1 Employee	%	100.00	100.00							
3041 - Customer Accounts Rep	#	3	5							
6 Employees	%	50.00	83.33							
3000 - Clerk 1	#	0	0							
1 Employee	%	0.00	0.00							
25 Employees	Totals #	7	18							
	%	28.00	72.00							

# Job Group Analysis

ASFIna

TEMP-FIN SUPPORT STAFF

EEO Code: 6

Job Code & Title		Min	Fem							
0006 - ACCOUNT Clerk - Temp	#	1	1							
1 Employee	%	100.00	100.00							
1 Employee	#	1	1							
Totals	%	100.00	100.00							

# Job Group Analysis

ASGEN

SUPPORT STAFF

EEO Code: 6

Job Code & Title		Min	Fem							
3057 - Customer Service Rep Senior	#	2	4							
5 Employees	%	40.00	80.00							
3003 - New Services Specialist	#	1	2							
2 Employees	%	50.00	100.00							
3233 - Utilities Materials Specialist, Senior	#	1	4							
8 Employees	%	12.50	50.00							
3054 - Customer Service Rep 2	#	19	20							
22 Employees	%	86.36	90.91							
3048 - Customer Service Support Specialist 1	#	3	2							
8 Employees	%	37.50	25.00							
3052 - Customer Service Rep 1	#	1	1							
1 Employee	%	100.00	100.00							
3231 - Utilities Materials Specialist I	#	0	0							
1 Employee	%	0.00	0.00							
47 Employees	Totals #	27	33							
	Totals %	57.45	70.21							

# Job Group Analysis

ASGENa

TEMP-GEN SUPPORT STAFF

EEO Code: 6

Job Code & Title		Min	Fem							
0104 - Intern	#	8	5							
13 Employees	%	61.54	38.46							
0237 - Customer Service Rep - Temp	#	0	1							
1 Employee	%	0.00	100.00							
14 Employees	Totals #	8	6							
	%	57.14	42.86							

# Job Group Analysis

ASPV

SUPERVISORS

EEO Code: 6

Job Code & Title		Min	Fem							
3059 - Customer Service Supervisor	#	0	1							
1 Employee	%	0.00	100.00							
3058 - Customer Service Supervisor-Utilities	#	1	1							
1 Employee	%	100.00	100.00							
3031 - Accounts Payable Supervisor	#	0	1							
1 Employee	%	0.00	100.00							
3045 - Customer Accounts Rep Supervisor	#	1	1							
1 Employee	%	100.00	100.00							
3047 - Customer Records Supervisor	#	0	1							
1 Employee	%	0.00	100.00							
6151 - Meter Reader Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
3227 - Warehouse Supervisor	#	0	0							
2 Employees	%	0.00	0.00							
1111 - Mail Services Supervisor Utilities	#	0	0							
1 Employee	%	0.00	0.00							
9 Employees										
	Totals	#	2	5						
		%	22.22	55.56						

# Job Group Analysis

OAEM

EXECUTIVE MANAGERS

EEO Code: 1

Job Code & Title		Min	Fem							
1045 - General Mgr for Utilities	#	0	0							
1 Employee	%	0.00	0.00							
1 Employee	Totals	#	0	0						
		%	0.00	0.00						

# Job Group Analysis

OAM

LINE/OTHER MANAGERS

EEO Code: 1

Job Code & Title		Min	Fem							
4031 - Technical Services Manager	#	0	0							
1 Employee	%	0.00	0.00							
4030 - IT Infrastructure and Administration Manager	#	0	0							
1 Employee	%	0.00	0.00							
4039 - Business Operations Support Manager	#	0	1							
1 Employee	%	0.00	100.00							
4062 - IT Applications Development Manager	#	0	0							
1 Employee	%	0.00	0.00							
6341 - Production Manager II	#	1	0							
1 Employee	%	100.00	0.00							
1415 - Managing Utility Analyst Planning	#	0	0							
1 Employee	%	0.00	0.00							
1414 - Rates and Economics Analysis Manager	#	0	1							
1 Employee	%	0.00	100.00							
6306 - Fuels Manager	#	2	1							
2 Employees	%	100.00	50.00							
6344 - Production Manager I	#	0	0							
1 Employee	%	0.00	0.00							
6350 - Production Leader	#	1	0							
3 Employees	%	33.33	0.00							
6336 - Major Maintenance Leader	#	0	0							
1 Employee	%	0.00	0.00							
3117 - Purchasing Manager Utilities	#	0	1							
1 Employee	%	0.00	100.00							
3056 - Operations Manager' Utilities	#	0	0							
1 Employee	%	0.00	0.00							
3051 - Customer Service Manager	#	1	0							
1 Employee	%	100.00	0.00							
3225 - Util Stores Manager	#	0	0							
1 Employee	%	0.00	0.00							

# Job Group Analysis

OAM

LINE/OTHER MANAGERS

EEO Code: 1

Job Code & Title		Min	Fem							
1208 - Learning & Development Manager	#	0	1							
1 Employee	%	0.00	100.00							
2509 - Wtr/Wstwr Facilities Operations & Maintenance Man	#	0	0							
2 Employees	%	0.00	0.00							
1403B - Office Manager	#	0	1							
1 Employee	%	0.00	100.00							
22 Employees	Totals #	5	6							
	%	22.73	27.27							



# Job Group Analysis

OAMM

MIDDLE MANAGERS

EEO Code: 1

Job Code & Title		Min	Fem							
6123 - Energy Measurement & Regulation Manager	#	0	0							
1 Employee	%	0.00	0.00							
6013 - Energy Delivery Engineering Mgr	#	1	0							
1 Employee	%	100.00	0.00							
6040 - Production Assurance Support Director	#	0	0							
1 Employee	%	0.00	0.00							
6127 - System Control Manager	#	0	0							
1 Employee	%	0.00	0.00							
6333 - Director of Production	#	0	1							
1 Employee	%	0.00	100.00							
6305 - Administrative & Fuels Operations Director	#	1	0							
1 Employee	%	100.00	0.00							
6133 - Electric T&D Manager	#	0	0							
1 Employee	%	0.00	0.00							
1049 - Information Technology Director, GRU	#	0	0							
1 Employee	%	0.00	0.00							
1046 - Director Of Sales and New Services	#	0	0							
1 Employee	%	0.00	0.00							
1071 - Wtr/Wstwtr Engineering Director	#	0	0							
1 Employee	%	0.00	0.00							
1067 - Utilities Administrative Services Director	#	0	0							
1 Employee	%	0.00	0.00							
2503 - Wastewater Plant Facilities Director	#	0	0							
1 Employee	%	0.00	0.00							
6340 - Production Manager III	#	0	0							
1 Employee	%	0.00	0.00							
1043 - Gas T & D Manager	#	0	0							
1 Employee	%	0.00	0.00							
3027 - Controller, Utilities	#	0	1							
1 Employee	%	0.00	100.00							

# Job Group Analysis

OAMM

MIDDLE MANAGERS

EEO Code: 1

Job Code & Title		Min	Fem							
6174 - Power Systems Operations Manager	#	0	0							
1 Employee	%	0.00	0.00							
1024 - Marketing & Business Solutions Director	#	1	1							
1 Employee	%	100.00	100.00							
1031 - Customer Operations Director	#	0	0							
1 Employee	%	0.00	0.00							
6334 - Job Knowledge & Proficiency Development Manager	#	0	0							
1 Employee	%	0.00	0.00							
3055 - Util Field Services Manager	#	0	0							
1 Employee	%	0.00	0.00							
6176 - Systems Operations Manager	#	0	0							
1 Employee	%	0.00	0.00							
6342 - Manager of Outage Planning & Major Maintenance	#	0	0							
1 Employee	%	0.00	0.00							
6129 - Electric Systems Operations Manager	#	0	0							
3 Employees	%	0.00	0.00							
2109 - Conservation Services Manager	#	1	1							
1 Employee	%	100.00	100.00							
1202 - Human Resources Manager	#	1	1							
1 Employee	%	100.00	100.00							
2531 - Water Plant Manager	#	0	0							
1 Employee	%	0.00	0.00							
28 Employees	Totals #	5	5							
	Totals %	17.86	17.86							

# Job Group Analysis

OASM

SENIOR MANAGERS

EEO Code: 1

Job Code & Title		Min	Fem							
1009 - AGM - Energy Supply	#	0	0							
1 Employee	%	0.00	0.00							
1007 - AGM - Energy Delivery	#	0	0							
1 Employee	%	0.00	0.00							
1069 - Chief Financial Officer, Utilities	#	0	0							
1 Employee	%	0.00	0.00							
1044 - Advisor to the GM for Utilities	#	0	1							
1 Employee	%	0.00	100.00							
1011 - AGM - Water/Waste Water Systems	#	0	0							
1 Employee	%	0.00	0.00							
1006 - Chief Business Services Officer	#	0	0							
1 Employee	%	0.00	0.00							
1005 - AGM - Customer/Administrative Services	#	0	0							
1 Employee	%	0.00	0.00							
1047 - Human Resources Director	#	0	1							
1 Employee	%	0.00	100.00							
2306 - Public Affairs Director	#	1	1							
1 Employee	%	100.00	100.00							
9 Employees	Totals #	1	3							
	%	11.11	33.33							

# Job Group Analysis

PADM

ADMINISTRATIVE/EXEMPT

EEO Code: 2

Job Code & Title		Min	Fem							
1216 - Chief Negotiator	#	0	0							
1 Employee	%	0.00	0.00							
6168 - System Operations Training Coordinator	#	0	0							
1 Employee	%	0.00	0.00							
4060 - IT Infrastructure Designer and Administrator, Lead	#	0	0							
4 Employees	%	0.00	0.00							
4078 - Operational Technology Network Analyst Lead	#	1	0							
1 Employee	%	100.00	0.00							
4011 - Computer Project Leader	#	0	1							
2 Employees	%	0.00	50.00							
4040 - IT Supervisor	#	0	2							
4 Employees	%	0.00	50.00							
6044 - Utility GIS Coordinator	#	0	0							
1 Employee	%	0.00	0.00							
4103 - Account Representative Sr.	#	1	1							
2 Employees	%	50.00	50.00							
7401 - Utility Security Coordinator	#	0	0							
1 Employee	%	0.00	0.00							
4013 - Computer Systems Analyst	#	1	2							
6 Employees	%	16.67	33.33							
4072 - Technical Systems Analyst, Sr.	#	0	0							
3 Employees	%	0.00	0.00							
4059 - IT Infrastructure Designer and Administrator, Sr.	#	3	4							
16 Employees	%	18.75	25.00							
4022 - IT WEB Applications Developer Sr.	#	0	0							
1 Employee	%	0.00	0.00							
6304 - Business Services Support Coordinator	#	1	1							
1 Employee	%	100.00	100.00							
6160 - Generation Training Coordinator	#	2	0							
2 Employees	%	100.00	0.00							

# Job Group Analysis

PADM

ADMINISTRATIVE/EXEMPT

EEO Code: 2

Job Code & Title		Min	Fem							
6421 - Marketing Rep Senior	#	0	0							
1 Employee	%	0.00	0.00							
1313 - Utility Safety Training Coordinator	#	0	0							
2 Employees	%	0.00	0.00							
4058 - IT Infrastructure Designer and Administrator	#	0	0							
1 Employee	%	0.00	0.00							
4070 - Technical Systems Analyst 2	#	1	0							
4 Employees	%	25.00	0.00							
4076 - Operational Technology Network Analyst	#	0	0							
1 Employee	%	0.00	0.00							
6057 - Utility Services Supervisor	#	0	1							
1 Employee	%	0.00	100.00							
4028 - IT Support Supervisor	#	0	1							
1 Employee	%	0.00	100.00							
3115 - Land Rights Coordinator	#	0	2							
2 Employees	%	0.00	100.00							
6423 - Utility Marketing Rep	#	1	0							
2 Employees	%	50.00	0.00							
1209 - HR/OD Representative, Sr.	#	0	2							
2 Employees	%	0.00	100.00							
2101 - Business Efficiency Program Coordinator	#	0	1							
2 Employees	%	0.00	50.00							
1399 - Office Coordinator-General Manager, Utilities	#	0	1							
1 Employee	%	0.00	100.00							
3016 - Collections Recovery Specialist	#	0	1							
1 Employee	%	0.00	100.00							
6141 - Utility Forester	#	0	0							
2 Employees	%	0.00	0.00							
1311 - Utility Training Officer	#	0	0							
1 Employee	%	0.00	0.00							

# Job Group Analysis

PADM

ADMINISTRATIVE/EXEMPT

EEO Code: 2

Job Code & Title		Min	Fem							
6424 - Marketing & Communication Specialist, Senior	#	1	1							
3 Employees	%	33.33	33.33							
4020 - GRUCOM Work Management Coordinator	#	0	1							
1 Employee	%	0.00	100.00							
2107 - Residential Efficiency Program Coordinator 3	#	0	1							
1 Employee	%	0.00	100.00							
2105 - Residential Efficiency Program Coordinator 2	#	2	1							
3 Employees	%	66.67	33.33							
78 Employees	Totals #	14	24							
	%	17.95	30.77							

# Job Group Analysis

PADMa

TEMP-PROFESSIONAL

EEO Code: 2

Job Code & Title		Min	Fem							
0105 - Professional - Temp	#	2	4							
11 Employees	%	18.18	36.36							
11 Employees	Totals	#	2	4						
		%	18.18	36.36						

# Job Group Analysis

PANA

ANALYST

EEO Code: 2

Job Code & Title		Min	Fem							
1012 - Compliance Officer	#	0	0							
1 Employee	%	0.00	0.00							
1242 - Analyst Lead	#	0	1							
4 Employees	%	0.00	25.00							
3073 - Pension and Investment Officer	#	1	1							
1 Employee	%	100.00	100.00							
4065 - Business Systems Analyst Sr	#	0	5							
6 Employees	%	0.00	83.33							
1213 - HR/OD Specialist	#	1	1							
2 Employees	%	50.00	50.00							
4002 - Enterprise Architect	#	0	0							
1 Employee	%	0.00	0.00							
4102 - Account Representative	#	1	1							
2 Employees	%	50.00	50.00							
1241 - Analyst Senior	#	4	5							
11 Employees	%	36.36	45.45							
3023 - Accountant, Senior.	#	0	1							
2 Employees	%	0.00	50.00							
4064 - Business Systems Analyst 2	#	3	5							
7 Employees	%	42.86	71.43							
2591 - Environmental Programs Coordinator	#	0	0							
1 Employee	%	0.00	0.00							
3104 - Buyer, Senior.	#	0	2							
3 Employees	%	0.00	66.67							
4034 - Application Security Analyst	#	0	0							
2 Employees	%	0.00	0.00							
1240 - Analyst	#	2	2							
5 Employees	%	40.00	40.00							
3106 - Buyer Analyst	#	0	1							
2 Employees	%	0.00	50.00							



# Job Group Analysis

PANA

ANALYST

EEO Code: 2

Job Code & Title		Min	Fem							
3019 - Accountant I	#	0	1							
1 Employee	%	0.00	100.00							
51 Employees	Totals #	12	26							
	Totals %	23.53	50.98							

# Job Group Analysis

PENG

ENGINEER

EEO Code: 2

Job Code & Title		Min	Fem							
6041 - Project Engineer	#	0	0							
1 Employee	%	0.00	0.00							
6077 - Utility Project /Team Leader	#	0	0							
3 Employees	%	0.00	0.00							
6075 - Superv Engineer Ut Designer	#	0	2							
11 Employees	%	0.00	18.18							
6073 - Principal Engineer	#	0	1							
5 Employees	%	0.00	20.00							
6067 - Engineer Utility Designer 4	#	3	6							
12 Employees	%	25.00	50.00							
6065 - Engineer Utility Designer 3	#	1	1							
5 Employees	%	20.00	20.00							
6063 - Engineer Utility Designer 2	#	1	0							
2 Employees	%	50.00	0.00							
6061 - Engineer Utility Designer 1	#	2	0							
4 Employees	%	50.00	0.00							
43 Employees	Totals #	7	10							
	%	16.28	23.26							

# Job Group Analysis

SER

SERVICE WORKER

EEO Code: 8

Job Code & Title		Min	Fem							
6149 - Meter Reader Crew Leader	#	1	0							
3 Employees	%	33.33	0.00							
6147 - Meter Reader	#	2	3							
21 Employees	%	9.52	14.29							
24 Employees	Totals		#	3	3					
		%	12.50	12.50						

# Job Group Analysis

SK

SKILLED CRAFT

EEO Code: 7

Job Code & Title		Min	Fem							
6171 - Systems Operator 2	#	0	0							
1 Employee	%	0.00	0.00							
6173 - Pwr System Coordinator 2	#	2	1							
6 Employees	%	33.33	16.67							
6113 - Electric Systems Operations Coordinator	#	0	0							
2 Employees	%	0.00	0.00							
6170 - Distribution System Operator 2	#	0	0							
4 Employees	%	0.00	0.00							
6172 - Power Systems Coordinator I	#	0	0							
1 Employee	%	0.00	0.00							
6190 - Substation Electrician, Lead	#	0	0							
2 Employees	%	0.00	0.00							
6318 - Control Room Operator	#	0	0							
2 Employees	%	0.00	0.00							
6115 - Lineworker, Lead	#	1	0							
17 Employees	%	5.88	0.00							
6310 - Power Plant Control Specialist	#	1	0							
2 Employees	%	50.00	0.00							
6119 - Electric Line Worker	#	3	0							
27 Employees	%	11.11	0.00							
6187 - Substation Electrician	#	0	0							
3 Employees	%	0.00	0.00							
6314 - Pwr Plant Instrumentation,Controls & Electrical Te	#	1	2							
8 Employees	%	12.50	25.00							
6316 - Production Technician	#	0	1							
24 Employees	%	0.00	4.17							
2568 - Water Reclamation Laboratory Technician	#	0	1							
3 Employees	%	0.00	33.33							
6337 - Pwr Plant Mech Journeyman	#	2	0							
13 Employees	%	15.38	0.00							

# Job Group Analysis

SK

SKILLED CRAFT

EEO Code: 7

Job Code & Title		Min	Fem							
1432 - Energy Delivery Facilities Specialist 2	#	1	6							
9 Employees	%	11.11	66.67							
2538 - Water Plant Operator/Mechanic	#	2	0							
5 Employees	%	40.00	0.00							
6345 - Power Plant Journeyman Operator	#	4	0							
8 Employees	%	50.00	0.00							
4055 - Network Cabling Specialist 2	#	1	0							
3 Employees	%	33.33	0.00							
2515 - Wstwtr Plant Operator 3	#	1	0							
4 Employees	%	25.00	0.00							
6118 - Line Technician, Lead	#	0	0							
2 Employees	%	0.00	0.00							
6415 - Gas Worker Lead	#	0	0							
2 Employees	%	0.00	0.00							
2543 - Wtr/Wstwtr Crew Leader	#	2	0							
15 Employees	%	13.33	0.00							
6111 - Electric Line Clearance Coordinator	#	0	0							
2 Employees	%	0.00	0.00							
2582 - Wtr/Wstwtr Grease Trap Inspector	#	0	0							
1 Employee	%	0.00	0.00							
6405 - Gas Worker	#	2	0							
5 Employees	%	40.00	0.00							
3207 - Field Services Technician	#	3	0							
11 Employees	%	27.27	0.00							
2573 - Services Operator	#	10	0							
39 Employees	%	25.64	0.00							
6357 - Process Plant Operator 2	#	1	0							
4 Employees	%	25.00	0.00							
5031 - Maintenance Mechanic 3	#	1	0							
2 Employees	%	50.00	0.00							

# Job Group Analysis

SK

SKILLED CRAFT

EEO Code: 7

Job Code & Title		Min	Fem							
2506 - Wastewater Mechanic	#	2	0							
4 Employees	%	50.00	0.00							
6301 - Coal/Ash Equipment Operator 2	#	0	0							
5 Employees	%	0.00	0.00							
2513 - Wstwrtr Plant Operator 2	#	1	0							
5 Employees	%	20.00	0.00							
5029 - Maintenance Mechanic 2	#	0	0							
2 Employees	%	0.00	0.00							
1431 - Energy Delivery Facilities Specialist 1	#	0	0							
2 Employees	%	0.00	0.00							
6302 - Coal/Ash Equipment Operator 1	#	0	0							
2 Employees	%	0.00	0.00							
6355 - Process Plant Operator I	#	0	0							
1 Employee	%	0.00	0.00							
5027 - Maintenance Mechanic 1	#	1	0							
3 Employees	%	33.33	0.00							
251 Employees	#	42	11							
Totals	%	16.73	4.38							

# Job Group Analysis

SKa

TEMP-SKILLED CRAFT

EEO Code: 7

Job Code & Title		Min	Fem							
0111 - Skilled Craft Workers - Temp	#	0	0							
2 Employees	%	0.00	0.00							
2 Employees	Totals	#	0	0						
		%	0.00	0.00						

# Job Group Analysis

SKAP

APPRENTICE

EEO Code: 7

Job Code & Title		Min	Fem							
6116 - Line Technician	#	1	0							
7 Employees	%	14.29	0.00							
4053 - Network Cabling Specialist 1	#	0	0							
2 Employees	%	0.00	0.00							
2505 - Wastewater Mechanic Apprentice	#	1	0							
3 Employees	%	33.33	0.00							
6343 - Power Plant Apprentice Operator	#	1	0							
3 Employees	%	33.33	0.00							
2534 - Water Plant Operator/Mechanic Apprentice	#	1	0							
2 Employees	%	50.00	0.00							
2511 - Wstwr Plant Operator 1	#	1	0							
4 Employees	%	25.00	0.00							
6121 - Electric Line Worker, Apprentice	#	0	0							
7 Employees	%	0.00	0.00							
6403 - Gas Worker, Apprentice	#	0	0							
2 Employees	%	0.00	0.00							
3206 - Field Services Technician Apprentice	#	0	0							
4 Employees	%	0.00	0.00							
6114 - Line Technician, Apprentice	#	0	0							
2 Employees	%	0.00	0.00							
2571 - Services Operator Apprentice	#	0	0							
1 Employee	%	0.00	0.00							
37 Employees	Totals #	5	0							
	%	13.51	0.00							



# Job Group Analysis

SKSPV

SUPERVISORS

EEO Code: 7

Job Code & Title		Min	Fem							
6349 - Pwr Plant Shift Supervisor	#	3	0							
10 Employees	%	30.00	0.00							
6313 - Pwr Plant Instrumentation,Controls & Electrical Su	#	0	0							
1 Employee	%	0.00	0.00							
6182 - Substation Operations Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
6419 - Gas Operations Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
1430 - Energy Delivery Facilities Specialist Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
3075 - Meter Services Supervisor	#	1	0							
2 Employees	%	50.00	0.00							
6332 - Pwr Plant Materials Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
1427 - Energy Services Supervisor	#	0	1							
3 Employees	%	0.00	33.33							
5017 - Facilities Maintenance Coordinator	#	0	0							
2 Employees	%	0.00	0.00							
2581 - Wtr/Wstwtr Supervisor	#	1	0							
9 Employees	%	11.11	0.00							
31 Employees	Totals #	5	1							
	%	16.13	3.23							

# Job Group Analysis

SKT

TRAINEE CRAFT

EEO Code: 7

Job Code & Title		Min	Fem								
6297 - Accelerated Production Operator I	#	1	0								
5 Employees	%	20.00	0.00								
2579 - Services Operator Trainee	#	1	0								
4 Employees	%	25.00	0.00								
9 Employees	Totals #	2	0								
	%	22.22	0.00								

# Job Group Analysis

TENG

TECHNICIAN ENGINEER

EEO Code: 3

Job Code & Title		Min	Fem							
6046 - Utility GIS Technician	#	0	0							
2 Employees	%	0.00	0.00							
2552 - Technical Support Specialist Senior	#	2	1							
5 Employees	%	40.00	20.00							
2550 - Technical Support Specialist III	#	2	2							
12 Employees	%	16.67	16.67							
2548 - Technical Support Specialist II	#	0	1							
3 Employees	%	0.00	33.33							
22 Employees	Totals #	4	4							
	%	18.18	18.18							

# Job Group Analysis

TENGa

TEMPORARY ENGINEERING INTERN

EEO Code: 3

Job Code & Title		Min	Fem							
0004 - Temporary Engineering Intern	#	1	2							
4 Employees	%	25.00	50.00							
4 Employees	Totals		#	1	2					
	%	25.00	50.00							

# Job Group Analysis

TGEN

TECHNICIAN GENERAL

EEO Code: 3

Job Code & Title		Min	Fem							
4047 - Network & Telecommunications Supervisor	#	1	0							
2 Employees	%	50.00	0.00							
6330 - Pwr Plant Maintenance Planner	#	0	0							
2 Employees	%	0.00	0.00							
4046 - Lead Telecomm Specialist	#	0	0							
1 Employee	%	0.00	0.00							
4021 - Network Analyst	#	0	0							
1 Employee	%	0.00	0.00							
6175 - Relay Technician	#	1	0							
4 Employees	%	25.00	0.00							
6159 - Electric Measurement Technician	#	1	0							
5 Employees	%	20.00	0.00							
2559 - Wtr/Wstwr Instrument Technician	#	1	0							
8 Employees	%	12.50	0.00							
4045 - Telecomm Specialist 2	#	1	0							
5 Employees	%	20.00	0.00							
4027 - IT Support Analyst	#	0	0							
2 Employees	%	0.00	0.00							
4019 - Network Specialist	#	1	2							
3 Employees	%	33.33	66.67							
2567 - Wtr/Wstwr Laboratory Technician Senior	#	0	0							
1 Employee	%	0.00	0.00							
6107 - Electric Apparatus Technician	#	0	0							
3 Employees	%	0.00	0.00							
4025 - IT Support Specialist	#	0	1							
2 Employees	%	0.00	50.00							
6327 - Pwr Plant Lab Technician	#	1	2							
4 Employees	%	25.00	50.00							
6409 - Facilities Protection Technician	#	0	0							
2 Employees	%	0.00	0.00							

# Job Group Analysis

TGEN

TECHNICIAN GENERAL

EEO Code: 3

Job Code & Title		Min	Fem							
6441 - Gas Measurement Technician	#	1	1							
5 Employees	%	20.00	20.00							
3037 - Revenue Protection Investigator	#	0	0							
2 Employees	%	0.00	0.00							
6154 - Meter Programmer Tester	#	0	1							
1 Employee	%	0.00	100.00							
6101 - Utilities Location Technician	#	0	1							
7 Employees	%	0.00	14.29							
6017 - Electric Utilities Inspector	#	1	0							
2 Employees	%	50.00	0.00							
4023 - IT Support Technician	#	1	1							
3 Employees	%	33.33	33.33							
65 Employees	Totals #	10	9							
	%	15.38	13.85							

# Job Group Analysis

TGENa

TEMP-TECH GENERAL

EEO Code: 3

Job Code & Title		Min	Fem							
0103 - Techs - Temp	#	0	2							
9 Employees	%	0.00	22.22							
9 Employees	Totals		#	0	2					
	%	0.00	22.22							

# Job Group Analysis

TSPV

SUPERVISORS

EEO Code: 3

Job Code & Title		Min	Fem							
6331 - Pwr Plant Maintenance Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
6161 - Electric Measurement Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
6103 - Apparatus Repair Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
4057 - Network Cabling Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
2561 - Wtr/Wstwrtr Laboratory Supervisor	#	0	1							
1 Employee	%	0.00	100.00							
6325 - Pwr Plant Lab Supervisor	#	1	1							
3 Employees	%	33.33	33.33							
6443 - Gas Measurement Supervisor	#	1	0							
1 Employee	%	100.00	0.00							
6361 - Process Plant Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
6102 - Utilities Location Supervisor	#	0	0							
1 Employee	%	0.00	0.00							
11 Employees	Totals #	2	2							
	%	18.18	18.18							



## Availability Analysis

### 41 C.F.R. 60-2.14

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis - the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of 's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the EEO Tabulation 2006-2010 American Community Survey data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group follows:

#### **ASCS - SUPPORT STAFF**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group ASCS - SUPPORT STAFF. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASCS, ASCSa, ASGEN, ASGENa*- This pool of feeder positions for job group ASCS - SUPPORT STAFF was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **ASCSa - TEMP-ADMIN SUPPORT STAFF**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group ASCSa - TEMP-ADMIN SUPPORT STAFF. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **ASFIN - SUPPORT STAFF**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group ASFIN - SUPPORT STAFF. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASFIN, ASFINa*- This pool of feeder positions for job group ASFIN - SUPPORT STAFF was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current

practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **ASFIna - TEMP-FIN SUPPORT STAFF**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group ASFIna - TEMP-FIN SUPPORT STAFF. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **ASGEN - SUPPORT STAFF**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group ASGEN - SUPPORT STAFF. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASGENa*- This pool of feeder positions for job group ASGEN - SUPPORT STAFF was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **ASGENa - TEMP-GEN SUPPORT STAFF**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group ASGENa - TEMP-GEN SUPPORT STAFF. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

#### **ASPV - SUPERVISORS**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group ASPV - SUPERVISORS. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASCS, ASFIN, ASGEN*- This pool of feeder positions for job group ASPV - SUPERVISORS was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **OAEM - EXECUTIVE MANAGERS**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group OAEM - EXECUTIVE MANAGERS. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations OASM*- This pool of feeder positions for job group OAEM - EXECUTIVE MANAGERS was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **OAM - LINE/OTHER MANAGERS**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group OAM - LINE/OTHER MANAGERS.

This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations OAM, PADM*- This pool of feeder positions for job group OAM - LINE/OTHER MANAGERS was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **OAMM - MIDDLE MANAGERS**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group OAMM - MIDDLE MANAGERS. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations OAM*- This pool of feeder positions for job group OAMM - MIDDLE MANAGERS was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **OASM - SENIOR MANAGERS**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group OASM - SENIOR MANAGERS. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations OAMM*- This pool of feeder positions for job group OASM - SENIOR MANAGERS was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **PADM - ADMINISTRATIVE/EXEMPT**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group PADM - ADMINISTRATIVE/EXEMPT. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations PADM, PADMa*- This pool of feeder positions for job group PADM - ADMINISTRATIVE/EXEMPT was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **PADMa - TEMP-PROFESSIONAL**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group PADMa - TEMP-PROFESSIONAL. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **PANA - ANALYST**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group PANA - ANALYST. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations PANA*- This pool of feeder positions for job group PANA - ANALYST was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **PENG - ENGINEER**

Factor 1: *United States*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group PENG - ENGINEER. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations PENG, TENG*- This pool of feeder positions for job group PENG - ENGINEER was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **SER - SERVICE WORKER**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group SER - SERVICE WORKER. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **SK - SKILLED CRAFT**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group SK - SKILLED CRAFT. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations SKa, SKAP*- This pool of feeder positions for job group SK - SKILLED CRAFT was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **SKa - TEMP-SKILLED CRAFT**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group SKa - TEMP-SKILLED CRAFT. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **SKAP - APPRENTICE**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group SKAP - APPRENTICE. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations SKa, SKT*- This pool of feeder positions for job group SKAP - APPRENTICE was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **SKSPV - SUPERVISORS**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group SKSPV - SUPERVISORS. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations SK*- This pool of feeder positions for job group SKSPV - SUPERVISORS was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **SKT - TRAINEE CRAFT**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group SKT - TRAINEE CRAFT. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **TENG - TECHNICIAN ENGINEER**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group TENG - TECHNICIAN ENGINEER. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations TENG, TENGa*- This pool of feeder positions for job group TENG - TECHNICIAN ENGINEER was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **TENGa - TEMPORARY ENGINEERING INTERN**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group TENGa - TEMPORARY ENGINEERING INTERN. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

### **TGEN - TECHNICIAN GENERAL**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group TGEN - TECHNICIAN GENERAL. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations TGEN, TGENa*- This pool of feeder positions for job group TGEN - TECHNICIAN GENERAL was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **TGENa - TEMP-TECH GENERAL**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group TGENa - TEMP-TECH GENERAL. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations*- There are no feeder positions for this job group.

## **TSPV - SUPERVISORS**

Factor 1: *Gainesville, FL Metropolitan Statistical Area*- This is the geographical area from which the City usually seeks or reasonably would seek workers to fill positions in job group TSPV - SUPERVISORS. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations TENG, TGEN*- This pool of feeder positions for job group TSPV - SUPERVISORS was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

# City of Gainesville

January 1, 2016 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

## Availability Factor Computation Form

### ASCS - SUPPORT STAFF

Factor	Weight %		Min	Fem								Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	75.00	Raw Statistics	21.26	73.68								Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	15.94	55.26								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	25.00	Raw Statistics	43.52	78.70								Feeder Job Computations
		Weighted Factor	10.88	19.68								
		Availability	26.83	74.94								

# Availability Factor Computation Form

## ASCSa - TEMP-ADMIN SUPPORT STAFF

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	32.13	54.09									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	32.13	54.09									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	32.13	54.09									



# Availability Factor Computation Form

## ASFIN - SUPPORT STAFF

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	80.00	Raw Statistics	16.88	86.97									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	13.50	69.58									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	20.00	Raw Statistics	30.77	73.08									Feeder Job Computations
		Weighted Factor	6.15	14.62									
		Availability	19.65	84.20									

# Availability Factor Computation Form

## ASFIna - TEMP-FIN SUPPORT STAFF

Factor	Weight %		Min	Fem								Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	14.78	97.54								Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	14.78	97.54								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00								Feeder Job Computations
		Weighted Factor	0.00	0.00								
		Availability	14.78	97.54								

# Availability Factor Computation Form

## ASGEN - SUPPORT STAFF

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	80.00	Raw Statistics	38.25	63.77									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	30.60	51.02									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	20.00	Raw Statistics	57.14	42.86									Feeder Job Computations
		Weighted Factor	11.43	8.57									
		Availability	42.03	59.59									

# Availability Factor Computation Form

## ASGENa - TEMP-GEN SUPPORT STAFF

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	70.00	Raw Statistics	26.03	68.71									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	18.22	48.10									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	30.00	Raw Statistics	0.00	0.00									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	18.22	48.10									

# Availability Factor Computation Form

## ASPV - SUPERVISORS

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	33.64	65.00									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	33.64	65.00									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	38.14	81.36									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	33.64	65.00									

# Availability Factor Computation Form

## OAEM - EXECUTIVE MANAGERS

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	19.00	29.20									United States
		Weighted Factor	19.00	29.20									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	11.11	33.33									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	19.00	29.20									

# Availability Factor Computation Form

## OAM - LINE/OTHER MANAGERS

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	40.00	Raw Statistics	21.55	35.15									United States
		Weighted Factor	8.62	14.06									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	60.00	Raw Statistics	19.00	30.00									Feeder Job Computations
		Weighted Factor	11.40	18.00									
		Availability	20.02	32.06									

# Availability Factor Computation Form

## OAMM - MIDDLE MANAGERS

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	33.30	Raw Statistics	21.30	37.66									United States
		Weighted Factor	7.09	12.54									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	66.70	Raw Statistics	22.73	27.27									Feeder Job Computations
		Weighted Factor	15.16	18.19									
		Availability	22.25	30.73									



# Availability Factor Computation Form

## OASM - SENIOR MANAGERS

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	19.79	40.90									United States
		Weighted Factor	19.79	40.90									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	17.86	17.86									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	19.79	40.90									

# Availability Factor Computation Form

## PADM - ADMINISTRATIVE/EXEMPT

Factor	Weight %		Min	Fem								Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	58.30	Raw Statistics	25.91	49.42								United States
		Weighted Factor	15.11	28.81								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	41.70	Raw Statistics	17.98	31.46								Feeder Job Computations
		Weighted Factor	7.50	13.12								
		Availability	22.61	41.93								

# Availability Factor Computation Form

## PADMa - TEMP-PROFESSIONAL

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	19.48	45.12									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	19.48	45.12									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	19.48	45.12									

# Availability Factor Computation Form

## PANA - ANALYST

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	63.60	Raw Statistics	25.31	42.47									United States
		Weighted Factor	16.10	27.01									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	36.40	Raw Statistics	23.53	50.98									Feeder Job Computations
		Weighted Factor	8.56	18.56									
		Availability	24.66	45.57									

# Availability Factor Computation Form

## PENG - ENGINEER

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	62.50	Raw Statistics	25.72	12.04									United States
		Weighted Factor	16.08	7.52									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	37.50	Raw Statistics	16.92	21.54									Feeder Job Computations
		Weighted Factor	6.34	8.08									
		Availability	22.43	15.61									

# Availability Factor Computation Form

## SER - SERVICE WORKER

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	100.00	0.00									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	100.00	0.00									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	100.00	0.00									

# Availability Factor Computation Form

## SK - SKILLED CRAFT

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	31.80	Raw Statistics	4.46	1.27									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	1.42	0.40									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	68.20	Raw Statistics	12.82	0.00									Feeder Job Computations
		Weighted Factor	8.74	0.00									
		Availability	10.16	0.40									

# Availability Factor Computation Form

## SKa - TEMP-SKILLED CRAFT

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	19.52	7.26									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	19.52	7.26									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	19.52	7.26									



# Availability Factor Computation Form

## SKAP - APPRENTICE

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	61.90	Raw Statistics	0.54	0.00									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	0.33	0.00									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	38.10	Raw Statistics	18.18	0.00									Feeder Job Computations
		Weighted Factor	6.93	0.00									
		Availability	7.26	0.00									

# Availability Factor Computation Form

## SKSPV - SUPERVISORS

Factor	Weight %		Min	Fem								Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	20.00	Raw Statistics	13.34	23.25								Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	2.67	4.65								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	80.00	Raw Statistics	16.73	4.38								Feeder Job Computations
		Weighted Factor	13.38	3.50								
		Availability	16.05	8.15								

# Availability Factor Computation Form

## SKT - TRAINEE CRAFT

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	30.96	39.16									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	30.96	39.16									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	30.96	39.16									

# Availability Factor Computation Form

## TENG - TECHNICIAN ENGINEER

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	33.30	Raw Statistics	19.25	25.75									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	6.41	8.57									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	66.70	Raw Statistics	19.23	23.08									Feeder Job Computations
		Weighted Factor	12.83	15.39									
		Availability	19.24	23.96									

# Availability Factor Computation Form

## TENGa - TEMPORARY ENGINEERING INTERN

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	16.67	28.33									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	16.67	28.33									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00									Feeder Job Computations
		Weighted Factor	0.00	0.00									
		Availability	16.67	28.33									

# Availability Factor Computation Form

## TGEN - TECHNICIAN GENERAL

Factor	Weight %		Min	Fem								Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	80.00	Raw Statistics	14.70	16.44								Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	11.76	13.15								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	20.00	Raw Statistics	13.51	14.86								Feeder Job Computations
		Weighted Factor	2.70	2.97								
		Availability	14.46	16.12								

# Availability Factor Computation Form

## TGENa - TEMP-TECH GENERAL

Factor	Weight %		Min	Fem								Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	18.35	43.90								Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	18.35	43.90								
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00								Feeder Job Computations
		Weighted Factor	0.00	0.00								
		Availability	18.35	43.90								

# Availability Factor Computation Form

## TSPV - SUPERVISORS

Factor	Weight %		Min	Fem									Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	0.00	Raw Statistics	18.35	43.90									Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	0.00	0.00									
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	100.00	Raw Statistics	16.09	14.94									Feeder Job Computations
		Weighted Factor	16.09	14.94									
		Availability	16.09	14.94									



## **Comparison of Incumbency vs Estimated Availability**

### **41 C.F.R. 60-2.15**

The City of Gainesville has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the City conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the two standard deviation test, the City applied that methodology. Where the use of the two standard deviation test was not appropriate, the City used the exact binomial methodology. The comparison of availability with actual representation follows:

**Incumbency vs. Estimated Availability**

ASCS		SUPPORT STAFF	
Total Emp 46		Min	Fem
	Employment %	23.91	97.83
	Availability %	26.83	74.94
	Statistical Value	0.447	

ASCSa		TEMP-ADMIN SUPPORT STAFF	
Total Emp 1		Min	Fem
	Employment %	100.00	100.00
	Availability %	32.13	54.09
	Statistical Value		

ASFIN		SUPPORT STAFF	
Total Emp 25		Min	Fem
	Employment %	28.00	72.00
	Availability %	19.65	84.20
	Statistical Value		0.087E

ASFINa		TEMP-FIN SUPPORT STAFF	
Total Emp 1		Min	Fem
	Employment %	100.00	100.00
	Availability %	14.78	97.54
	Statistical Value		

ASGEN		SUPPORT STAFF	
Total Emp 47		Min	Fem
	Employment %	57.45	70.21
	Availability %	42.03	59.59
	Statistical Value		

ASGENa		TEMP-GEN SUPPORT STAFF	
Total Emp 14		Min	Fem
	Employment %	57.14	42.86
	Availability %	18.22	48.10
	Statistical Value		0.452E

ASPV		SUPERVISORS	
Total Emp 9		Min	Fem
	Employment %	22.22	55.56
	Availability %	33.64	65.00
	Statistical Value	0.370E	0.391E

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

# Incumbency vs. Estimated Availability

OAEM		EXECUTIVE MANAGERS	
Total Emp 1	Employment %	Min	Fem
	Availability %	0.00	0.00
	Statistical Value	19.00	29.20
		0.810E	0.708E
OAM		LINE/OTHER MANAGERS	
Total Emp 22	Employment %	Min	Fem
	Availability %	22.73	27.27
	Statistical Value	20.02	32.06
			0.411E
OAMM		MIDDLE MANAGERS	
Total Emp 28	Employment %	Min	Fem
	Availability %	17.86	17.86
	Statistical Value	22.25	30.73
		0.385E	0.098E
OASM		SENIOR MANAGERS	
Total Emp 9	Employment %	Min	Fem
	Availability %	11.11	33.33
	Statistical Value	19.79	40.90
		0.443E	0.460E
PADM		ADMINISTRATIVE/EXEMPT	
Total Emp 78	Employment %	Min	Fem
	Availability %	17.95	30.77
	Statistical Value	22.61	41.93
		0.984	1.998
PADMa		TEMP-PROFESSIONAL	
Total Emp 11	Employment %	Min	Fem
	Availability %	18.18	36.36
	Statistical Value	19.48	45.12
		0.635E	0.394E
PANA		ANALYST	
Total Emp 51	Employment %	Min	Fem
	Availability %	23.53	50.98
	Statistical Value	24.66	45.57
		0.187	
PENG		ENGINEER	
Total Emp 43	Employment %	Min	Fem
	Availability %	16.28	23.26
	Statistical Value	22.43	15.61
		0.967	

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## Incumbency vs. Estimated Availability

SER		SERVICE WORKER	
Total Emp 24	Employment %	12.50	12.50
	Availability %	100.00	0.00
	Statistical Value	0.000E	
SK		SKILLED CRAFT	
Total Emp 251	Employment %	16.73	4.38
	Availability %	10.16	0.40
	Statistical Value		
SKa		TEMP-SKILLED CRAFT	
Total Emp 2	Employment %	0.00	0.00
	Availability %	19.52	7.26
	Statistical Value	0.648E	0.860E
SKAP		APPRENTICE	
Total Emp 37	Employment %	13.51	0.00
	Availability %	7.26	0.00
	Statistical Value		
SKSPV		SUPERVISORS	
Total Emp 31	Employment %	16.13	3.23
	Availability %	16.05	8.15
	Statistical Value		1.002
SKT		TRAINEE CRAFT	
Total Emp 9	Employment %	22.22	0.00
	Availability %	30.96	39.16
	Statistical Value	0.437E	0.023E
TENG		TECHNICIAN ENGINEER	
Total Emp 22	Employment %	18.18	18.18
	Availability %	19.24	23.96
	Statistical Value	0.579E	0.365E
TENGa		TEMPORARY ENGINEERING INTERN	
Total Emp 4	Employment %	25.00	50.00
	Availability %	16.67	28.33
	Statistical Value		

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## Incumbency vs. Estimated Availability

TGEN		TECHNICIAN GENERAL	
Total Emp 65		Min	Fem
	Employment %	15.38	13.85
	Availability %	14.46	16.12
	Statistical Value		0.499

TGENa		TEMP-TECH GENERAL	
Total Emp 9		Min	Fem
	Employment %	0.00	22.22
	Availability %	18.35	43.90
	Statistical Value	0.161E	0.166E

TSPV		SUPERVISORS	
Total Emp 11		Min	Fem
	Employment %	18.18	18.18
	Availability %	16.09	14.94
	Statistical Value		

Total Employment: 851

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## **Placement Goals**

### **41 C.F.R. 60-2.16**

As required by applicable regulations, the City of Gainesville has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, we applied the following principles:

- When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the City established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- In all employment decisions, the City makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.
- The placement goals established in this AAP may reflect the City's publicly announced permissible preference for American Indians living on or near an Indian reservation.

As described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set, the City will develop action oriented steps to increase the recruitment and training of minorities or women, or both.

**Placement Goals**

Job Group & Name	Min	Fem								
ASCS - SUPPORT STAFF	26.83									
ASFIN - SUPPORT STAFF		84.20								
ASPV - SUPERVISORS	33.64									
OAM - LINE/OTHER MANAGERS		32.06								
OAMM - MIDDLE MANAGERS	22.25	30.73								
PADM - ADMINISTRATIVE/EXEMPT	22.61	41.93								
PENG - ENGINEER	22.43									
SER - SERVICE WORKER	100.00									
SKSPV - SUPERVISORS		8.15								
SKT - TRAINEE CRAFT		39.16								
TENG - TECHNICIAN ENGINEER		23.96								
TGEN - TECHNICIAN GENERAL		16.12								
TGENa - TEMP-TECH GENERAL	18.35	43.90								

## Identification of Problem Areas by Organizational Unit and Job Group

### 41 C.F.R. 60-2.17(b)

We have conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

#### Composition of the Workforce by Organizational Unit

Of the 9 GRU Departments in this AAP, 9 or 100% include minorities, and 9 or 100% include females. This does not take into account the level at which these individuals are classified. Broadly, this analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit.

#### Composition of the Workforce by Job Group

Pursuant to the Office of Federal Contract Compliance Programs' (OFCCP) regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

- Our analysis indicates that, for minorities, incumbency is less than availability by a statistically significant amount in job group SER.
- Our analysis indicates that, for women, incumbency is less than availability by a statistically significant amount in job group SKT.
- The City has established affirmative action placement goals and programs to address underutilization, and will continue to make a good faith effort to reach the placement goals established and implement action-oriented programs, which are detailed elsewhere in this AAP.

In establishing placement goals, the following principles apply:

- When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the City has established an annual percentage placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- In all employment decisions, the City makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.



- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

A review of progress and goal attainment for the period from October 01, 2014 to September 30, 2015 reveals the following:

#### Personnel Activity

The City has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

#### Applicant Flow

During the plan year, October 01, 2014 to September 30, 2015, the City posted the majority of all open positions with local employment agencies. The Human Resources Department accepted applications for open positions, and all persons interested in obtaining employment with the City were advised to apply according to our current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this process.

The City believes that applicant flow is not and will not be a problem area. Our analysis reveals that the percentage of minority and female applicants compares very favorably with the general availability in the respective categories. Clearly the City's success in implementing and communicating affirmative action and outreach efforts is demonstrated by these statistics.

The following report summarizes applicant flow by job group:

# City of Gainesville

January 1, 2016 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

## Applicant Summary

For Period: 10/1/2014 to 9/30/2015

### EEO Code 1 Officials & Administrators

		Total	Unk Race	Unk Gend	Min	Fem								
OAM	S	5	1	0	1	0								
LINE/OTHER MANAGERS	P	5	1	0	1	0								
OAMM	S	1	0	0	0	0								
MIDDLE MANAGERS	P	1	0	0	0	0								

### EEO Code 2 Professionals

		Total	Unk Race	Unk Gend	Min	Fem								
PADM	S	10	1	0	2	0								
ADMINISTRATIVE/EXEMPT	P	10	1	0	2	0								
PADMa	S	7	0	0	0	2								
TEMP-PROFESSIONAL	P	7	0	0	0	2								
PANA	S	11	0	0	5	4								
ANALYST	P	11	0	0	5	4								
PENG	S	7	0	0	3	0								
ENGINEER	P	7	0	0	3	0								

# Applicant Summary

For Period: 10/1/2014 to 9/30/2015

## EEO Code 3

## Technicians

		Total	Unk Race	Unk Gend	Min	Fem							
TENG	S	1	0	0	0	0							
TECHNICIAN ENGINEER	P	1	0	0	0	0							
TENGa	S	8	0	0	4	4							
TEMPORARY ENGINEERING INTERN	P	8	0	0	4	4							
TGEN	S	10	0	0	4	4							
TECHNICIAN GENERAL	P	10	0	0	4	4							
TGENa	S	3	0	0	0	0							
TEMP-TECH GENERAL	P	3	0	0	0	0							

## EEO Code 6

## Administrative Support

		Total	Unk Race	Unk Gend	Min	Fem							
ASCS	S	6	2	0	1	6							
SUPPORT STAFF	P	6	2	0	1	6							
ASFIN	S	9	0	0	4	7							
SUPPORT STAFF	P	9	0	0	4	7							
ASGEN	S	10	0	0	9	6							
SUPPORT STAFF	P	10	0	0	9	6							
ASGENa	S	99	5	0	62	69							
TEMP-GEN SUPPORT STAFF	P	99	5	0	62	69							

# Applicant Summary

For Period: 10/1/2014 to 9/30/2015

## EEO Code 7

## Skilled Workers

		Total	Unk Race	Unk Gend	Min	Fem								
SK	S	42	5	0	6	1								
SKILLED CRAFT	P	42	5	0	6	1								
SKa	S	1	0	0	0	0								
TEMP-SKILLED CRAFT	P	1	0	0	0	0								
SKAP	S	77	0	0	3	0								
APPRENTICE	P	77	0	0	3	0								
SKSPV	S	1	0	0	0	0								
SUPERVISORS	P	1	0	0	0	0								
SKT	S	48	0	0	19	0								
TRAINEE CRAFT	P	48	0	0	19	0								

## EEO Code 8

## Service

		Total	Unk Race	Unk Gend	Min	Fem								
SER	S	112	8	0	32	16								
SERVICE WORKER	P	112	8	0	32	16								

		Total	Unk Race	Unk Gend	Min	Fem								
Totals	S	468	22	0	155	119								
	%		4.70	0.00	33.12	25.43								
	P	468	22	0	155	119								
	%		4.70	0.00	33.12	25.43								

## Hires

The Human Resources Department develops all procedures and all hiring at the City is conducted on the basis of nondiscriminatory criteria. Specifically, the following criteria and procedures appear to have resulted in hiring decisions that are free of discrimination:

- Job descriptions have been reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job-related, and that all incumbents meet minimum job requirements. Job titles have and will continue to be written without regard to race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity, or any other characteristic protected by applicable law.
- Application forms have been reviewed to ensure that all requested information is job-related, and that the forms comply with all applicable laws. In addition, all forms state that the City is an Equal Opportunity/Affirmative Action Employer.
- Representatives who are briefed in the law with regard to Equal Employment Opportunity/Affirmative Action conduct interviews.
- Tests have been reviewed and are administered and conducted in a non-discriminatory manner.
- All employees are encouraged to refer qualified applicants to the City for employment. In addition, the City has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
- Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job-related criteria.

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 109 new employees hired during the period from October 01, 2014 to September 30, 2015 including 30 minorities at 28% and 29 women at 27%.

The following report summarizes hiring activity by job group:

# City of Gainesville

January 1, 2016 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

## New Hire Summary

For Period: 10/1/2014 to 9/30/2015

	Total	Min	Fem								
OAEM - EXECUTIVE MANAGERS	1	0	0								
OAM - LINE/OTHER MANAGERS	2	1	0								
OAMM - MIDDLE MANAGERS	1	0	0								
PADM - ADMINISTRATIVE/EXEMPT	7	2	0								
PADMa - TEMP-PROFESSIONAL	4	0	1								
PANA - ANALYST	7	3	2								
PENG - ENGINEER	5	1	0								
TENG - TECHNICIAN ENGINEER	1	0	0								
TENGa - TEMPORARY ENGINEERING INTERN	3	0	1								
TGEN - TECHNICIAN GENERAL	4	1	2								
TGENa - TEMP-TECH GENERAL	3	0	0								
ASCS - SUPPORT STAFF	5	2	5								
ASFIN - SUPPORT STAFF	4	1	1								
ASGEN - SUPPORT STAFF	4	3	2								
ASGENa - TEMP-GEN SUPPORT STAFF	21	12	13								
SK - SKILLED CRAFT	7	0	1								
SKa - TEMP-SKILLED CRAFT	1	0	0								
SKAP - APPRENTICE	13	0	0								
SKSPV - SUPERVISORS	1	0	0								
SKT - TRAINEE CRAFT	7	2	0								
SER - SERVICE WORKER	8	2	1								
Totals	# 109	30	29								
	%	27.52	26.61								

## Promotion Practices

A review of promotion data indicates that these practices represent an area of substantial employment opportunity for minority and female employees. Promotion practices do not appear to be problem areas for minorities and women in any job group. Our analysis reveals that neither minorities nor women appear to be treated disparately in promotions because:

- The City provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
- Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position within the City.
- Management-initiated promotions are based on performance and other job-related criteria without discrimination on account of race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity, or any other characteristic protected by applicable law.
- Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.
- Our program of career development enables all employees to designate career paths and positions for which they wish to be considered.

All of these factors strongly indicate that promotions represent an area of substantial employment opportunity for minority and female employees.

A summary of promotion actions for the year is included on the following page:

# City of Gainesville

January 1, 2016 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

## Promotion Summary by Old Job For Period: 10/1/2014 to 9/30/2015

	Total	Min	Fem								
OAMM - MIDDLE MANAGERS	1	1	0								
PADM - ADMINISTRATIVE/EXEMPT	4	1	1								
PANA - ANALYST	5	3	3								
PENG - ENGINEER	4	3	0								
TENG - TECHNICIAN ENGINEER	3	0	2								
TSPV - SUPERVISORS	3	0	0								
ASCS - SUPPORT STAFF	2	0	2								
ASFIN - SUPPORT STAFF	2	2	2								
SK - SKILLED CRAFT	12	2	1								
SKAP - APPRENTICE	10	2	0								
SKSPV - SUPERVISORS	1	0	0								
SKT - TRAINEE CRAFT	7	1	0								
SER - SERVICE WORKER	4	1	0								
Totals	# 58	16	11								
	%	27.59	18.97								



## Compensation Systems

As part of its affirmative action obligations, the City has conducted a compensation analysis to determine whether there are pay disparities on the basis of gender, race, or ethnicity. According to our analysis, we have not identified any significant problem areas from an overall point of view. If the City discovers significant salary differences between men and women or non-minorities and minorities, it will determine whether they are the result of legitimate, nondiscriminatory factors such as tenure, time in job, time in grade, performance, education, previous experience, etc. Where appropriate, the City will take all reasonable and immediate steps to make any necessary adjustments.

## Terminations

The City has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the City makes its decisions without regard to race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity, or any other characteristic protected by applicable law.

A report summarizing terminations by job group follows:

# City of Gainesville

January 1, 2016 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

## Termination Summary For Period: 10/1/2014 to 9/30/2015

	Total	Min	Fem								
OAM - LINE/OTHER MANAGERS	4	0	0								
OAMM - MIDDLE MANAGERS	2	0	2								
PADM - ADMINISTRATIVE/EXEMPT	8	1	3								
PADMa - TEMP-PROFESSIONAL	1	0	1								
PANA - ANALYST	9	4	0								
PENG - ENGINEER	5	0	0								
TENGa - TEMPORARY ENGINEERING INTERN	1	1	0								
TGEN - TECHNICIAN GENERAL	4	0	0								
TSPV - SUPERVISORS	1	0	0								
ASCS - SUPPORT STAFF	2	0	2								
ASFIN - SUPPORT STAFF	2	1	2								
ASGEN - SUPPORT STAFF	6	4	5								
ASGENa - TEMP-GEN SUPPORT STAFF	21	8	15								
SK - SKILLED CRAFT	16	3	0								
SKAP - APPRENTICE	4	0	0								
SKSPV - SUPERVISORS	2	0	0								
SKT - TRAINEE CRAFT	1	1	0								
SER - SERVICE WORKER	6	2	0								
Totals	# 95	25	30								
	%	26.32	31.58								

## Technical Phases of Compliance (as applicable)

Our analysis of the technical phases of compliance reveals that the City appears to fully comply with all the technical phases of its affirmative action obligations:

- Equal Employment Opportunity posters are prominently displayed in each location.
- The City notifies all contractors and subcontractors via purchase orders and subcontracts that they may be subject to federal affirmative action obligations.
- The City requires that all of their qualified contractors and subcontractors develop and maintain a written AAP.
- The City's employment application has a statement concerning Equal Employment Opportunity.
- All recruitment agencies and area schools and colleges will continue to be notified of the City's commitment to the goals of affirmative action.
- All recruitment advertising includes the solicitation "An Equal Opportunity Employer" or its abbreviation.
- All other required affirmative action notices and policy statements are posted on bulletin boards and are updated annually.
- All personnel and employment records made or kept by the City are retained for the required period as mandated by OFCCP regulations.
- The City files annual EEO-4 reports and other required reports with the appropriate agencies.

## Development and Implementation of Action Oriented Programs

### 41 C.F.R. 60-2.17

The City has developed and executed action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results. The City has taken further proactive steps to enhance the diversity of the workplace by creating a Diversity Recruiter in Human Resources. The Diversity Recruiter partners with managers and supervisors to develop innovative short and long term organizational diversity recruitment strategies to establish pools of highly qualified and diverse applicants. The Diversity Recruiter will establish comprehensive metrics and utilize the applicant tracking system to effectively monitor, analyze and benchmark the City's progress in workforce diversity initiatives. The addition of this staff member has helped the City enhance diversity efforts.

- The City has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions. Due to the use of a position description format, they are and will continue to be consistent for the same position from one organizational unit to another.
- Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will continue to be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity, or other characteristic protected by law.
- Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.
- The City has carefully evaluated the total selection process and it appears to be free from discrimination.
  - We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
  - The tests administered by the City are job-related and given to all applicants for applicable position.
  - Application forms do not contain questions with potential discriminatory effects.
  - The City does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.
- The City has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:
  - Minority and women, as well as non-minority and male, employees are actively encouraged to refer applicants to our organization.
  - The City relies on the local employment agencies as well as job fairs and recruiting programs sponsored by local community colleges and other community organizations.

- The City provides an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, rules, ways to alleviate any problems that might arise, and any other issues related to affirmative action compliance.
- Local organizations will continue to be contacted for referrals of potential minority and female employees.
- The City utilizes the Internet to identify targeted recruitment sites for qualified minority and female applicants.

Furthermore, we plan to take the following additional steps to ensure adequate representation of all minorities and women:

- Where placement goals exist as defined by the OFCCP, we will continue to contact universities and state colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. We will advise these institutions of our desire to fill job openings in these classifications with minority and female employees. When possible, we will continue to participate in job fair and career day activities and we will consider relevant work experience programs.
- We will continue to contact our normal sources of recruitment and advise them that under the AAP we are specifically seeking to employ minorities and/or women for job openings. During the period from October 01, 2014 to September 30, 2015, targeted recruitment activities were conducted.
- The City has implemented the following programs and procedures to ensure that minority and female employees are given equal opportunities for promotion:
  - On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher-level jobs. In addition, a tuition reimbursement benefit is also available to all qualified employees.
  - The City utilizes a formal performance evaluation program for all employees. In addition, management and supervisors are trained on the basic methodology of performance evaluation.
  - Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
  - Seniority practices are not a problem since the City has no formal seniority system. Promotions are based on merit selection principles.
  - We will continue to make opportunities for advancement into more stimulating positions widely known through our career development process and by encouraging minorities and women to take advantage of these opportunities.

Special internal training programs are provided as necessary to ensure the achievement of our placement goals. Programs are offered to eligible employees without regard to race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity or any other characteristic protected by applicable law. We will continue to participate in targeted external training programs.

## **Internal Audit and Reporting System**

### **41 C.F.R. 60-2.17**

The City has developed and implemented an auditing system that periodically measures the effectiveness of its total AAP. The City views the activities that are listed below as critical to the success of the AAP.

- The Affirmative Action Manager & Chief Investigator will continue to monitor records of applicant flow, referrals, placements, rejected offers, training, transfers, promotions, terminations, and any layoffs or recalls to ensure that the City's non-discriminatory policy is carried out. Procedures are reviewed and revised as problems are identified.
- Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
- The City recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area. The primary vehicle for communication with management will be periodic affirmative action briefings.
- The Affirmative Action Manager & Chief Investigator will generate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
- The City will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
- Progress on the City's AAP will be discussed at supervisors meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
- The Affirmative Action Manager & Chief Investigator will periodically report to the Equal Opportunity Director of the City and other appropriate top management on the effectiveness of the program and will submit recommendations for improvement.

## Conclusion

The AAP Year, January 1, 2016 through December 31, 2016, shows a continued commitment to equal employment opportunity and affirmative action, and has strong plans to ensure both organizational and employee success.

Through its Affirmative Action Manager & Chief Investigator, the City will continue to communicate its policies, both within the organization and to the community in which we work. The City affords the Affirmative Action Manager & Chief Investigator full authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

At the close of City of Gainesville's most recent Plan year, an analysis of the composition of the workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed two areas in which the difference between incumbency versus estimated availability was statistically significant, showing that for the overwhelming majority of the workforce, employment levels of women and minorities are representative of our recruiting population. Nonetheless, the City expects to continue its successful outreach efforts and to ensure that all applicants and employees are treated fairly, based on job-related criteria and without regard to race, color, national origin, religion, gender, age, sexual orientation, marital status, disability, or gender identity, or any other characteristic protected by applicable law.

The City is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action-oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead.

**Finally, it should be noted that the City's thorough analysis of its workforce reveals that the City of Gainesville is in full compliance with gender discrimination guidelines and that there appears to be no evidence of discrimination in any form against female employees.** As outlined in this AAP, the City of Gainesville is ready and willing to make affirmative action both a commitment and a continued reality.

## List of Exhibits