

**2019 EQUAL EMPLOYMENT OPPORTUNITY (EEO)
PROGRAM CITY OF GAINESVILLE
REGIONAL TRANSIT SYSTEM**

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2019 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

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1 PURPOSE

The purpose of this program is to ensure compliance with Federal Transit Administration (FTA) Circular 4704.1a and Section 19 of the Urban Mass Transportation Act of 1964. The Regional Transit System (RTS) is a department of the City of Gainesville (see FY20 Organization Chart). Consequently, RTS relies on the City of Gainesville's Office of Equal Opportunity (organizational chart illustrates the structure and role of the Office of Equal Opportunity) to meet many of the program components listed in this document.

2 STATEMENT OF POLICY

As a part of the City of Gainesville, RTS willingly adheres to and endorses all sections of City of Gainesville's Affirmative Action Plan for Minorities & Women (AAP) and all City of Gainesville Equal Opportunity (EO) policies which are approved by the Gainesville City Commission.¹

The City of Gainesville and RTS are committed to providing a work place free of discrimination, harassment and a work atmosphere free from retaliation for filing a complaint. It is RTS's policy and practice to ensure equal employment opportunity in all personnel transactions including hiring, promotions, terminations, transfers, layoffs, compensation, training, benefits and other terms and conditions of employment without regard to race, color, marital status, sexual orientation, genetic information, religion, national origin, ancestry, age, sex, gender identity, disability, veteran status, pregnancy, family and medical leave.² Moreover, the City of Gainesville has a separate policy on reasonable accommodation related to ADA applicants.³ All City of Gainesville applicants and employees have the right to file complaints alleging discrimination with the City of Gainesville's Office of Equal Opportunity (see Section 5.4.1 Tracking Complaints).

The City of Gainesville's Office of Equal Opportunity prepares and presents to the City Commission an annual AAP. The AAP includes goals and timetables, in order to address identified underutilization of minorities and women within the city's workforce. All management personnel share in the responsibility of implementing the Program and are tasked with ensuring compliance.

Furthermore, the City of Gainesville Regional Transit System (RTS) continuously assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency, and assures the public of that as a matter of state and local law in Section 760.01, Florida Statutes, and Chapter 8, Article I, Gainesville Code of Ordinances. In addition to the foregoing, no person shall be excluded on the basis of gender, gender identity, or sexual orientation.

Managerial and supervisory annual performance evaluations include factors that are tied to the City's,

¹ Please note the subtle difference in acronyms. The FTA Circular refers to an Equal Employment Opportunity (EEO) program while the City of Gainesville identifies their policies as Equal Opportunity (EO) policies.

² See Appendix E for RTS Director Equal Employment Opportunity Policies.

³ See Appendix E for full text of City of Gainesville ADA & Accommodations Policy, Policy Number EO-6

as well as, performance on other organizational goals. This includes Goal G of the Equal Employment Opportunity Number EO-7 that ensures participation of and facilitation of upward mobility of a diverse group of employees within the City’s employment system. The Policy requires that all new supervisors or managers attend EEO training within 90 days of hire⁴.

The City of Gainesville believes in equal opportunity for all persons and to prompt redress of complaints in a fair and impartial setting. It is the City's goal to foster an employment atmosphere where all people are treated equally and fairly without discrimination based upon race, gender, color, genetic information, age, national origin, religion, sexual orientation, marital status, pregnancy, veteran status, disability, or gender identity. In this environment the City Commission believes that City employees can cooperatively work together in the mutual interest of providing the highest level of public service to the citizens of Gainesville. To assist in this regard, all officers and employees of the City shall furnish to the Equal Opportunity Director any information and records within their custody and respond to any questions regarding powers, duties, and activities, organization, property and methods of business that in the Equal Opportunity Director's opinion are required to perform an investigation and requisite duties, except as prohibited by law. The successful achievement of EEO goals will benefit the City of Gainesville and RTS through fuller utilization of human resources identified in the AAP as underutilized See Table 4.3.1.

RTS’s Transit Planning Manager serves as the agency’s EEO Officer. This individual works directly with the City of Gainesville’s Office of Equal Opportunity Director and the Transit Director to implement and fulfill the RTS EEO program policy. RTS’s Director Jesus Gomez fully endorses this policy and the promises made in this document.

Lee Feldman, Gainesville City Manager

Date

2.1 Implementation

RTS is committed to the implementation of the City of Gainesville’s EO policies through the RTS Equal Employment Opportunity (EEO) program. Consistent with applicable federal and state laws, the RTS EEO program is an affirmative action program that includes goals and timetables, in order to overcome the potential barriers of discrimination. The successful achievement of EO goals will benefit RTS through workforce diversification more reflective of the labor market in the community it serves.

In order to accomplish the EEO program objectives, it is critical to assign tasks to individuals and groups within RTS, ensuring accountability for program success. Responsibilities associated with the EEO program are designed as follows:

⁴Please see Appendix E for full text of Discrimination, Harassment and Conduct Policy Number EO-4; and associated Policy Number EO-7 Equal Employment Opportunity Policy.

City of Gainesville Office of Equal Opportunity Director: Per Policy EO-1, the City's Equal Opportunity Director is responsible for developing and implementing a comprehensive Equal Opportunity Program, adherence to equal opportunity laws, policies, and procedures, and to develop strategies, training, and workshops to ensure diversity in employment, services, Programs, and activities. The City's Equal Opportunity Director works in coordination with the RTS Planning Manager and Transit Director to implement RTS's EEO program.

- **Transit Director:** The Transit Director is responsible for the implementation of the EEO program and all City EO policies.
- **RTS Transit Planning Manager:** The Transit Planning Manager is designated as the EEO program officer and is responsible for management of RTS's EEO program.
- **RTS Managers and Supervisors:** All RTS managers and supervisors also participate in the implementation of RTS's EEO program. Their performance is evaluated on the success of implementing the EEO program and City EO policies in the same way as their performance is evaluated on other RTS goals and objectives.
- **Other RTS Employees:** RTS employees are responsible for conducting themselves in accordance with RTS's EEO program.

2.2 Retaliation

Retaliation for filing a complaint is prohibited by law. Retaliation against employees alleging discrimination and harassment, or involved as witnesses in a discrimination or harassment investigation is prohibited. Employees who oppose and/or refuse to participate in illegal discrimination or harassment are also protected against retaliation.

2.3 Reporting

An employee or job applicant who believes s/he has been a victim of discrimination, harassment or retaliation has the right to file a complaint with the City of Gainesville Office of Equal Opportunity. Complaints of discrimination, harassment or retaliation should be directed to: Office of Equal Employment Opportunity Program, 222 East University Avenue, 2nd Floor, Gainesville, FL 32602, mailing address PO Box 490 Mail Station 52.

Please see Appendix E for the City of Gainesville EO policies; Appendix B for EO programs and services, mission statement, strategic goals, and program objectives, and organization chart; and Appendix C for RTS and City of Gainesville organization charts.

2.4 Dissemination

The City of Gainesville Office of Equal Opportunity disseminates information regarding the City of Gainesville's EO policies and procedures through myriad practices including new employee orientation, the employee handbook, periodic re-training, and feedback from three Equal Opportunity Advisory Committees comprised of 5 to 16 employees each appointed by the City Manager, representing primarily non-management positions and various bargaining units. RTS supports the City's efforts to disseminate information by distributing information on bulletin boards at the time clocks and in break room facilities. RTS also briefly reviews equal employment policies during a week-long mandatory training session each summer for all operations employees, and online training sessions provided through the Office of Equal Opportunity.

3 DESIGNATION OF PERSONNEL RESPONSIBILITY

The City of Gainesville Office of Equal Opportunity Director or designee is responsible for proposing and presenting amendments to all City of Gainesville EO policies and for establishing written procedures to implement these policies and any associated goals. The Office of Equal Opportunity Director or designee is responsible for formal and informal investigations as requested or needed under policies and is the custodian of all formal complaints (see Section 5.4.1 Complaints Tracking).

RTS's EEO Officer (as defined in section 2) works directly with the City of Gainesville Office of Equal Opportunity Director and the Transit Director. These individuals have direct and independent access to the City of Gainesville's City Manager in order to fulfill RTS's responsibility under the City's EO policies, as well as Title VII of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code and the FTA's Circular 4704.1a.

4 WORKFORCE ANALYSIS

The primary source of information for this analysis is data from City of Gainesville Human Resources Department relating to RTS employment.

4.1 UTILIZATION ANALYSIS

The purpose of the utilization analysis is to identify job categories with an underutilization and/or concentration of minorities and women in relation to their respective labor market availability.⁵

Data was gathered from HR sources for RTS that summarizes total employment, as shown below.

⁵Availability refers to the percentage of minorities or women with requisite skills in the reasonable recruitment area and those among the organization that are promotable, transferable, and trainable.

Table 4.1.A: Employment

CATEGORY	SALARY RANGE	FEMALE										MALE										GRAND TOTAL
		AMER IND/ALASKAN & WHNON-HISP	AMER IND/ALASKAN ALONE	ASIAN & WHITE NON-HISPANIC	ASIAN ALONE NON-HISPANIC	BAL 2+ RACES & OTHER NON-HISP	BLACK & WHITE NON-HISPANIC	BLACK ALONE NON-HISPANIC	WHITE ALONE HISPANIC	WHITE ALONE NON-HISPANIC	AMER IND/ALASKAN & WHNON-HISP	AMER IND/ALASKAN ALONE	ASIAN & WHITE NON-HISPANIC	ASIAN ALONE NON-HISPANIC	BAL 2+ RACES & OTHER NON-HISP	BLACK & WHITE NON-HISPANIC	BLACK ALONE NON-HISPANIC	WHITE ALONE HISPANIC	WHITE ALONE NON-HISPANIC			
ADMINISTRATIVE SUPPORT	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$25,000 - \$32,999	0	0	0	0	0	0	0	1	1	2	0	0	0	0	0	0	0	0	2	2	6
	\$33,000 - \$42,999	0	0	0	0	0	0	2	0	4	0	0	0	0	0	0	1	0	2	2	9	9
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICIAL & ADMINISTRATORS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$43,000 - \$54,999	0	0	0	0	0	0	3	0	1	0	0	0	0	1	0	2	1	7	7	15	15
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	4	4
	\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	2
PROFESSIONALS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$43,000 - \$54,999	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	1	3	3
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
	\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES WORKERS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKER	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$25,000 - \$32,999	0	0	0	0	0	0	43	1	17	0	0	0	2	1	59	10	45	178	178	178	178
	\$33,000 - \$42,999	0	0	0	0	0	0	15	0	5	0	0	1	0	10	3	6	40	40	40	40	40
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SKILLED CRAFT WORKER	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	8	10
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	9	10
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TECHNICIANS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL		0	0	0	0	0	64	3	31	0	0	0	1	3	1	73	19	87	282	
							98								184					

Table 4.1B: Employment (Female)

CATEGORY	FEMALE							
	AMER IND/ALAS KAN & WH NON- HISP	ASIAN & WHITE NON- HISPANIC	ASIAN ALONE NON- HISPANIC	BAL 2+ RACES & OTHER NON-HISP	BLACK & WHITE NON- HISPANIC	BLACK ALONE NON- HISPANIC	WHITE ALONE HISPANIC	WHITE ALONE NON- HISPANIC
ADMINISTRATIVE SUPPORT	0	0	0	0	0	0	0	5
OFFICIAL & ADMINISTRATORS	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	1	0
PROTECTIVE SERVICES WORKERS	0	0	0	0	0	0	0	0
SERVICE WORKER	0	0	0	1	1	57	2	17
SKILLED CRAFT WORKER	0	0	0	0	0	0	0	0
TECHNICIANS	0	0	0	0	0	0	0	0
Grand Total	0	0	0	1	1	57	3	22
84								

Table 4.1C: Employment (Male)

MALE								GRAND TOTAL
AMER IND/ALAS KAN & WH NON- HISP	ASIAN & WHITE NON- HISPANIC	ASIAN ALONE NON- HISPANIC	BAL 2+ RACES & OTHER NON-HISP	BLACK & WHITE NON- HISPANIC	BLACK ALONE NON- HISPANIC	WHITE ALONE HISPANIC	WHITE ALONE NON- HISPANIC	
0	0	0	0	0	1	0	1	7
0	0	0	0	0	1	0	1	2
0	0	0	0	0	0	0	3	4
0	0	0	0	0	0	0	0	0
0	0	3	3	0	79	6	35	204
0	0	0	0	0	0	0	8	8
0	0	0	0	0	0	0	0	0
0	0	3	3	0	81	6	48	225
141								

Table 4.1D: Part-Time/Temporary (Female)

CATEGORY	FEMALE							
	AMER IND/ALAS KAN & WH NON- HISP	AMER IND/ALAS KAN ALONE	ASIAN & WHITE NON- HISPANIC	ASIAN ALONE NON- HISPANIC	BAL 2+ RACES & OTHER NON- HISP	BLACK & WHITE NON- HISPANIC	BLACK ALONE NON- HISPANIC	WHITE ALONE HISPANIC
ADMINISTRATIVE SUPPORT	0	0	0	0	0	0	0	0
OFFICIAL & ADMINISTRATORS	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0
PROTECTIVE SERVICES WORKERS	0	0	0	0	0	0	0	0
SERVICE WORKER	0	0	0	0	0	0	0	0
SKILLED CRAFT WORKER	0	0	0	0	0	0	0	0
TECHNICIANS	0	0	0	0	0	0	0	0
Grand Total	0	0	0	0	0	0	0	0
	0							

Table 4.1E: Part-Time/Temporary (Male)

WHITE ALONE NON- HISPANIC	MALE									GRAND TOTAL
	AMER IND/ALAS KAN & WH NON- HISP	AMER IND/ALAS KAN ALONE	ASIAN & WHITE NON- HISPANIC	ASIAN ALONE NON- HISPANIC	BAL 2+ RACES & OTHER NON- HISP	BLACK & WHITE NON- HISPANIC	BLACK ALONE NON- HISPANIC	WHITE ALONE NON- HISPANIC	WHITE ALONE NON- HISPANIC	
0	0	0	0	0	0	0	1	0	0	1
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	0	0	1
	1									

The data provided above contains same information found in FTA EEO-4 form, namely total employment, salary ranges and workforce broken down by gender and ethnicity. However, the job categories identified in this workforce analysis do not necessarily follow a structured line of progression showing promotional opportunities which actually exist within the organization because job classes are distinct. As a result promotions tend to occur within those classes.

4.2 AVAILABILITY ANALYSIS

The Office of Equal Employment (now known as Office of Equity and Inclusion) provided the analysis. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of the City'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.

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.

The table below shows the results of the analysis, and identifying female and minority goals.

Table 4.2: Availability Analysis

This table analyzes RTS' current female and minority composition and identifies areas of female and minority underutilization.

CATEGORY	#RTS Employees										
		Minority #	Current Minority %	Minority Availability %	Minority % Underutilization	Minority Goal	Female#	Current Female %	Female Availability %	Female % Underutilization	Female Goal
ADMINISTRATIVE SUPPORT	15	5	33.33%	25.45%	7.88%	1.18	10	66.67%	78.16%	-11.49%	-1.72
OFFICIAL & ADMINISTRATORS	21	10	47.62%	28.12%	19.50%	4.10	3	14.29%	34.08%	-19.79%	-4.16
PROFESSIONALS	6	1	16.67%	22.41%	-5.74%	-0.344	3	50.00%	39.73%	10.27%	0.616
PROTECTIVE SERVICES WORKERS	0	0	0.00%	0.00%	0.00%	0.00	0	0.00%	0.00%	0.00%	0.00
SERVICE WORKER	220	140	63.64%	42.34%	21.30%	46.86	78	35.45%	28.24%	7.21%	15.86
SKILLED CRAFT WORKER	21	3	14.29%	18.12%	-3.83%	-0.80	0	0.00%	9.79%	-9.79%	-2.06
TECHNICIANS	0	0	0.00%	0.00%	0.00%	0.00	0	0.00%	0.00%	0.00%	0.00
GRAND TOTAL	283										

Calculation or Source for:

- Availability comes from the weighted average of availability percentages from the City of Gainesville's Affirmative Action Plan for Minorities & Women (2017-2018), pp. 118-121.
- Percentage of underutilization is the difference between the availability percentage and current percentage. Negative numbers represent underutilization, positive numbers indicate that current employment exceeds availability.
- Goal - Underutilization times current employment. This provides an indication of the number of additional employees that would need to be female/minority in order to meet availability.

4.3 GOALS AND PLACEMENT

The City of Gainesville Office of Equal Opportunity identifies minority and female placement goals annually to fulfill the requirements for the federally mandated AAP. The Annual Placement Goals (Table 4.3.1) are derived from these plans; each year, the Office of Equal Opportunity provides RTS with a list of RTS job positions that fall within job groups for which there is a citywide goal. Depending on RTS demographic composition this may not directly correlate with the goals shown in citywide Workforce Utilization Analysis in the Affirmative action Plan produced by the EEO. For example, even if the current percentage of minorities in the *Officials and Administrators* job category at RTS far exceeds the minority availability percentage in this job group, RTS may still have a minority goal if there is a dearth of minorities citywide in this job category.

4.3.1 PLACEMENT GOALS

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. (Goals and Timetable from previous submission are found in Appendix E, Pp. 67-70)

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, pregnancy, veteran status, genetic information, 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 organization 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 an AAP Report may reflect the City's publicly announced permissible preference for American Indians living on or near an Indian reservation.

As is described in more detail in the Implementation Action Plan (below), 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.

Table 4.3.1: City of Gainesville Placement Goals

This table analyzes RTS' current female and minority composition and identifies areas of female and minority underutilization. Identifies Placement Goals

CATEGORY	#RTS Employees										
		Minority #	Current Minority %	Minority Availability %	Minority % Underutilization	Minority Goal	Female#	Current Female %	Female Availability %	Female % Underutilization	Female Goal
ADMINISTRATIVE SUPPORT	15	5	33.33%	25.45%	7.88%	1.18	10	66.67%	78.16%	-11.49%	-1.72
OFFICIAL & ADMINISTRATORS	21	10	47.62%	28.12%	19.50%	4.10	3	14.29%	34.08%	-19.79%	-4.16
PROFESSIONALS	6	1	16.67%	22.41%	-5.74%	-0.344	3	50.00%	39.73%	10.27%	0.616
PROTECTIVE SERVICES WORKERS	0	0	0.00%	0.00%	0.00%	0.00	0	0.00%	0.00%	0.00%	0.00
SERVICE WORKER	220	140	63.64%	42.34%	21.30%	46.86	78	35.45%	28.24%	7.21%	15.86
SKILLED CRAFT WORKER	21	3	14.29%	18.12%	-3.83%	-0.80	0	0.00%	9.79%	-9.79%	-2.06
TECHNICIANS	0	0	0.00%	0.00%	0.00%	0.00	0	0.00%	0.00%	0.00%	0.00
GRAND TOTAL	283										

Calculation or Source for:

- Availability comes from the weighted average of availability percentages from the City of Gainesville's Affirmative Action Plan for Minorities & Women (2017-2018), pp. 118-121.
- Percentage of underutilization is the difference between the availability percentage and current percentage. Negative numbers represent underutilization, positive numbers indicate that current employment exceeds availability.
- Goal - Underutilization times current employment. This provides an indication of the number of additional employees that would need to be female/minority in order to meet availability.

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. The 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, pregnancy, veteran status, genetic information, national origin, religion, gender, age, 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, there are 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 sex discrimination guidelines and that there is no evidence of discrimination in any form against female employees. In addition, the City of Gainesville is ready and willing to make affirmative action both a commitment and a continued reality.

4.3.2 IMPLEMENTATION ACTION PLAN

Despite RTS successes in hiring practices for females and minorities (see Section 5.1), 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 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, gender identity, marital status, pregnancy, genetic information, veteran 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 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, Office of Federal Contracts Compliance Programs, we will continue to contact universities and two- and four-year local 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 (e.g., State Employment) and advise them that under the AAP we are specifically seeking to employ minorities and/or women for job openings.
- 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, religion, sex, age, disability, veteran status, pregnancy, genetic information, national origin or any other characteristic protected by applicable law. We will continue to participate in targeted external training programs.

5 ASSESSMENT OF EMPLOYMENT PRACTICES

The assessment of employment practices includes the descriptions of recruitment procedures and strategies; seniority, promoting, transferring, and training practices; wages and compensation; assessment of external factors inhibiting employment, disciplinary procedures and discharge practices.

5.1 Recruitment Procedures and Strategies

Every attempt is made by the Hiring Manager and the City of Gainesville Human Resources Department to ensure all portions of the recruitment process are done in a fair and equitable manner. This includes review of job descriptions, where job listings are posted, where advertising is done, and how applicants are interviewed and tested. Throughout this process, RTS works closely with the City of Gainesville Human Resources Department.

The following tables show RTS applicants and hires by fiscal year and by job categories that, for example, demonstrates City's adherence to these practices. The summary shows applicants and hires broken down by gender and race.

Table 5.1.1: Managers - Applications And Hires FY 16-17

Applicants Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
102	White	60	58.82%	Male	81	79.41%
	Black	24	23.53%	Female	21	20.59%
	Hispanic	4	3.92%	Did Not Disclose	0	0.00%
	Asian	2	1.96%			
	B & W	0	0.00%			
	2+ Races	4	3.92%			
	Other	3	2.94%			
	Did Not Disclose	5	4.90%			

New Hires Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
6	White	4	66.67%	Male	5	83.33%
	Black	2	33.33%	Female	1	16.67%
	Hispanic	0	0.00%			
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			

Table 5.1.2: Managers - Applications And Hires FY 17-18

Applicants Fiscal Year 2017 - 18							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
43	White	25	58.14%		Male	32	74.42%
	Black	14	32.56%		Female	10	23.26%
	Hispanic	0	0.00%		Did Not Disclose	1	2.33%
	Asian	0	0.00%				
	B & W	0	0.00%				
	2+ Races	0	0.00%				
	Other	1	2.33%				
	Did Not Disclose	3	6.98%				

New Hires Fiscal Year 2017 - 18							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
5	White	2	40.00%		Male	3	60.00%
	Black	1	20.00%		Female	2	40.00%
	Hispanic	2	40.00%				
	Asian	0	0.00%				
	B & W	0	0.00%				
	2+ Races	0	0.00%				

Table 5.1.3: Managers - Applications And Hires FY 18-19

Applicants Fiscal Year 2018 - 19							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
44	White	23	52.27%		Male	30	68.18%
	Black	16	36.36%		Female	13	29.55%
	Hispanic	0	0.00%		Did Not Disclose	1	2.27%
	Asian	1	2.27%				
	B & W	0	0.00%				
	2+ Races	2	4.55%				
	Other	0	0.00%				
	Did Not Disclose	2	4.55%				

New Hires Fiscal Year 2018 - 19							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
1	White	1	100.00%		Male	1	100.00%
	Black	0	0.00%		Female	0	0.00%
	Hispanic	0	0.00%				
	Asian	0	0.00%				
	B & W	0	0.00%				
	2+ Races	0	0.00%				

Table 5.1.4: Maintenance Workers - Applicants And Hires FY 16-17

Applicants Fiscal Year 2016 - 17							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
99	White	40	40.40%		Male	86	86.87%
	Black	37	37.37%		Female	12	12.12%
	Hispanic	4	4.04%		Did Not Disclose	1	1.01%
	Asian	0	0.00%				
	B & W	0	0.00%				
	2+ Races	5	5.05%				
	Other	3	3.03%				
	Did Not Disclose	10	10.10%				

New Hires Fiscal Year 2016 - 17							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
10	White	7	70.00%		Male	10	100.00%
	Black	3	30.00%		Female	0	0.00%
	Hispanic	0	0.00%				
	Asian	0	0.00%				
	B & W	0	0.00%				
	2+ Races	0	0.00%				

Table 5.1.5: Maintenance Workers - Applicants And Hires FY 17-18

Applicants Fiscal Year 2017 - 18						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
199	White	78	39.20%	Male	165	82.91%
	Black	85	42.71%	Female	33	16.58%
	Hispanic	11	5.53%	Did Not Disclose	1	0.50%
	Asian	2	1.01%			
	B & W	0	0.00%			
	2+ Races	7	3.52%			
	Other	5	2.51%			
	Did Not Disclose	11	5.53%			

New Hires Fiscal Year 2017 - 18						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
4	White	0	0.00%	Male	4	100.00%
	Black	2	50.00%	Female	0	0.00%
	Hispanic	2	50.00%			
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			

Table 5.1.6: Maintenance Workers - Applicants And Hires FY 18-19

Applicants Fiscal Year 2018 - 19						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
260	White	94	36.15%	Male	221	85.00%
	Black	128	49.23%	Female	38	14.62%
	Hispanic	11	4.23%	Did Not Disclose	1	0.38%
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	4	1.54%			
	Other	6	2.31%			
	Did Not Disclose	17	6.54%			

New Hires Fiscal Year 2018 - 19						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
15	White	9	60.00%	Male	15	100.00%
	Black	5	33.33%	Female	0	0.00%
	Hispanic	1	6.67%			
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			

Table 5.1.7: Operations Staff – Applicants And Hires FY 16-17

Applicants Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
309	White	59	19.09%	Male	177	57.28%
	Black	197	63.75%	Female	130	42.07%
	Hispanic	13	4.21%	Did Not Disclose	2	0.65%
	Asian	2	0.65%			
	B & W	0	0.00%			
	2+ Races	12	3.88%			
	Other	5	1.62%			
	Did Not Disclose	21	6.80%			

New Hires Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
77	White	17	22.08%	Male	34	44.16%
	Black	52	67.53%	Female	43	55.84%
	Hispanic	6	7.79%			
	Asian	2	2.60%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			

Table 5.1.8: Operations Staff – Applicants And Hires FY 17-18

Applicants Fiscal Year 2017 - 18						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
438	White	86	19.63%	Male	251	57.31%
	Black	292	66.67%	Female	180	41.10%
	Hispanic	11	2.51%	Did Not Disclose	7	1.60%
	Asian	4	0.91%			
	B & W	0	0.00%			
	2+ Races	16	3.65%			
	Other	6	1.37%			
	Did Not Disclose	23	5.25%			

New Hires Fiscal Year 2017 - 18						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
127	White	33	25.98%	Male	79	62.20%
	Black	88	69.29%	Female	48	37.80%
	Hispanic	3	2.36%			
	Asian	0	0.00%			
	B & W	1	0.79%			
	2+ Races	2	1.57%			

Table 5.1.9: Operations Staff – Applicants And Hires FY 18-19

Applicants Fiscal Year 2018 - 19						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
506	White	111	21.94%	Male	270	53.36%
	Black	320	63.24%	Female	225	44.47%
	Hispanic	18	3.56%	Did Not Disclose	11	2.17%
	Asian	4	0.79%			
	B & W	0	0.00%			
	2+ Races	15	2.96%			
	Other	19	3.75%			
	Did Not Disclose	19	3.75%			

New Hires Fiscal Year 2018 - 19						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
117	White	37	31.62%	Male	69	58.97%
	Black	71	60.68%	Female	48	41.03%
	Hispanic	3	2.56%			
	Asian	2	1.71%			
	B & W	0	0.00%			
	2+ Races	4	3.42%			

Comparing the number of applicants and the number of hires RTS hire percentages appear to statistically mirror the percentage of applicants. The data also appear to show that the percentage of males and female hires mirror the percentage of the groups in applicant pools. Further review of applicant pools by race appear to show a similar trend, except for the manager category.

Maintenance workers (see SK job category, in Appendix, Table A-1) present a different challenge. Finding and hiring qualified maintenance staff appear challenging, despite large applicant pools. Job training apprentice programs and schools tend not to find applicants “breaking the door” to become bus maintenance workers as the training requires and prefers applicants with mechanical aptitude and interest. As an illustration, two females were hired and offered jobs in the agency in FY2019 but failed to accept the positions. Presently (FY21), the agency has four unfilled mechanic positions.

The following Table shows RTS terminations during the reporting years.

Table 5.1.10: Terminations

Count of EMP ID # Row Labels	Column Labels F					F Total
	ASIAN ALONE NON-HISPANIC	BLACK & WHITE NON-HISPANIC	BLACK ALONE NON-HISPANIC	WHITE ALONE HISPANIC	WHITE ALONE NON-HISPANIC	
ADMINISTRATIVE SUPPORT OFFICIAL & ADMINISTRATORS			2	1	5	8
PROFESSIONALS			1			1
SERVICE WORKER		1	54	3	13	71
SKILLED CRAFT WORKER (blank)	1				2	3
Grand Total	1	1	57	4	20	83

Count of EMP ID # Row Labels	Column Labels M						M Total
	AMER IND/ ALASKAN ALONE	ASIAN ALONE NON-HISPANIC	BLACK ALONE NON-HISPANIC	OTHER	WHITE ALONE HISPANIC	WHITE ALONE NON-HISPANIC	
ADMINISTRATIVE SUPPORT OFFICIAL & ADMINISTRATORS		1				1	2
PROFESSIONALS			3			5	8
SERVICE WORKER			1			2	3
SKILLED CRAFT WORKER		1	76	1	5	32	115
(blank)	2		1			5	8
(blank)		2	1		1	4	8
Grand Total	2	4	82	1	6	49	144

Count of EMP ID # Row Labels	Grand Total
ADMINISTRATIVE SUPPORT OFFICIAL & ADMINISTRATORS	10
PROFESSIONALS	8
SERVICE WORKER	4
SKILLED CRAFT WORKER	186
(blank)	8
(blank)	11
Grand Total	227

5.1.1 Review of Job Descriptions

Job descriptions for all positions within RTS are reviewed regularly to identify any inappropriate barriers that need to be modified or updated. Findings are discussed with the Human Resources Department and pertinent modifications made to the job description, if warranted.

5.1.2 Job Advertising/Posting

Job advertisement is the critical element for the entire process. The scope of the advertisement (Department Only, City only, General Public, etc), the advertising media, and the contents of the advertisements can impact applicant pools. Particular attention is given to contents of the advertised applicant screening criteria to attract as many appropriately qualified Applicants as possible.

5.1.3 Scope of Advertising

Typically, vacancies at RTS are advertised to the general public in the local area. Management position vacancies are advertised on a national level to attract the broadest applicant base possible.

5.1.4 Advertising Media for the General Public

RTS solicits potential candidates for job vacancies through various methods including the local newspaper The Gainesville Sun, radio station Magic 101.3, applicant trade journals, the Internet, current employees, word of mouth, job fairs, and bus advertising. RTS also advertises with the Displaced Homemaker Program at Santa Fe College. RTS works closely with the City's Human Resources Department to assess optimal vacancy announcement opportunities, including print, online and other media outlets, including alumni and professional/trade association journals, educational institutions, etc. Specialized, targeted use of vacancy announcements can result in higher, more diverse applicant responses.

5.1.5 Budget

Funding for job vacancy advertising has been allocated in the departmental operating budget.

5.1.6 Screening Applications

The City of Gainesville HR Department will perform the initial applicant screening. Upon receipt of the applications from HR, RTS further screens interview candidates, as applicable. For managerial positions, RTS assists the HR Department with screening.

5.1.7 Testing and Interviews

RTS will continue its practice of preparing tests and interviews for review and approval by the HR Department. All tests for RTS vacant positions are job-related and represent work samples and actual work situations. Interview questions are directly related to assessing applicants' abilities to effectively perform the functions of the positions. Particular attention is given to ensure that tests and interviews contain no inappropriate barriers.

5.2 Seniority, Promoting, Transferring, and Training Practices

It is also important to note that discrimination may occur after the initial hiring process. Every attempt is made to ensure that there are no discriminatory practices inherent in the processes associated with the determination of seniority, availability and accessibility of promotions, transferring between City of Gainesville departments, and training procedures.

5.2.1 Seniority

The City maintains an up-to-date and accurate seniority roster to be posted on RTS bulletin boards and furnishes the Amalgamated Transit Union (ATU) with a copy of such roster upon changes in the roster. Opportunities to perform open work assignments are distributed among employees, in accordance with seniority ranking by classification.

5.2.2 Promotions

Promotions from within an organization are an important practice for any healthy and successful organization. It can also be an effective method of implementing critical aspects of Affirmative Action plans. Upward mobility is the process of providing opportunities for current employees to be promoted within the organization. Most of City's job groups with goals are not entry-level positions and therefore have the potential to be filled by internal candidates. RTS recognizes the importance of providing opportunities for existing employees to acquire the skills to promote within the organization. To that end, RTS encourages and promotes awareness of the knowledge, skills, abilities, attitudes, work habits, etc., that are necessary for employees to successful promote within the organization.

Table 5.2.2. 1 Promotions FY 2016-17

Applied for Promotion Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
T66	White	29	43.94%	Male	43	65.15%
	Black	26	39.39%	Female	23	34.85%
	Hispanic	0	0.00%	Did Not Disclose	0	0.00%
	Asian	5	7.58%			
	B & W	0	0.00%			
	2+ Races	1	1.52%			
	Other	2	3.03%			
	Did Not Disclose	3	4.55%			

Hired for Promotion Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
11	White	6	54.55%	Male	4	36.36%
	Black	4	36.36%	Female	7	63.64%
	Hispanic	0	0.00%	Did Not Disclose	0	0.00%
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			
	Other	1	9.09%			
	Did Not Disclose	0	0.00%			

In FY 2016, 63.64% of females were promoted when the applicant pool was made up of 34.84% of females. Notice that while 39.39% of Blacks applied for promotions, 36.36% were hired which is statistically at par with the group in the applicant pool. It is not clear why other minorities did not fare as well but that is at the heart of the implementation plan described elsewhere (Section 4.3.2) in the report.

Table 5.2.2.2 Promotions FY 2017-18

Applied for Promotion Fiscal Year 2017 - 18						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
111	White	50	45.05%	Male	72	64.86%
	Black	54	48.65%	Female	36	32.43%
	Hispanic	1	0.90%	Did Not Disclose	3	2.70%
	Asian	2	1.80%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			
	Other	0	0.00%			
	Did Not Disclose	4	3.60%			

For FY 2017-18, almost the same pattern was repeated. The applicant pool consisted of 32.43% of female applicants but only 25% was hired, but the result was different for Black applicants – 48.65% in the applicant pool but 75% was promoted. When applicants refuse to disclose their race and/or gender, it tends to affect the statistical results.

Hired for Promotion Fiscal Year 2017 - 18								
Total Employees	By Race		Total	% of Total	By Gender		Total	% of Total
4	White		1	25.00%	Male		3	75.00%
	Black		3	75.00%	Female		1	25.00%
	Hispanic		0	0.00%	Did Not Disclose		0	0.00%
	Asian		0	0.00%				
	B & W		0	0.00%				
	2+ Races		0	0.00%				
	Other		0	0.00%				
	Did Not Disclose		0	0.00%				

Table 5.2.2.3 Promotions FY 2018-19

Applied for Promotion Fiscal Year 2018 - 19								
Total Employees	By Race		Total	% of Total	By Gender		Total	% of Total
52	White		27	51.92%	Male		31	59.62%
	Black		21	40.38%	Female		21	40.38%
	Hispanic		0	0.00%	Did Not Disclose		0	0.00%
	Asian		0	0.00%				
	B & W		0	0.00%				
	2+ Races		1	1.92%				
	Other		1	1.92%				
	Did Not Disclose		2	3.85%				

Hired for Promotion Fiscal Year 2018 - 19						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
7	White	7	100.00%	Male	4	57.14%
	Black	0	0.00%	Female	3	42.86%
	Hispanic	0	0.00%	Did Not Disclose	0	0.00%
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			
	Other	0	0.00%			
	Did Not Disclose	0	0.00%			

Table 5.2.2.4 Promotions FY 2016-17 - Veterans

Veterans Applied Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
102	White	42	41.18%	Male	83	81.37%
	Black	34	33.33%	Female	17	16.67%
	Hispanic	6	5.88%	Did Not Disclose	2	1.96%
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	9	8.82%			
	Other	1	0.98%			
	Did Not Disclose	10	9.80%			

Veterans Hired Fiscal Year 2016 - 17						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
5	White	3	60.00%	Male	4	80.00%
	Black	1	20.00%	Female	1	20.00%
	Hispanic	0	0.00%	Did Not Disclose	0	0.00%
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	1	20.00%			
	Other	0	0.00%			
	Did Not Disclose	0	0.00%			

Table 5.2.2.5 Promotions FY 2017-18 - Veterans

Veterans Applied Fiscal Year 2017 - 18							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
77	White	32	41.56%		Male	66	85.71%
	Black	27	35.06%		Female	11	14.29%
	Hispanic	4	5.19%		Did Not Disclose	0	0.00%
	Asian	1	1.30%				
	B & W	2	2.60%				
	2+ Races	1	1.30%				
	Other	0	0.00%				
	Did Not Disclose	10	12.99%				

Veterans Hired Fiscal Year 2017 - 18							
Total Employees	By Race	Total	% of Total		By Gender	Total	% of Total
5	White	1	20.00%		Male	4	80.00%
	Black	2	40.00%		Female	1	20.00%
	Hispanic	0	0.00%		Did Not Disclose	0	0.00%
	Asian	0	0.00%				
	B & W	1	20.00%				
	2+ Races	0	0.00%				
	Other	0	0.00%				
	Did Not Disclose	1	20.00%				

Table 5.2.2.6 Promotions FY 2018-19 - Veterans

Veterans Applied Fiscal Year 2018 - 19						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
63	White	19	30.16%	Male	57	90.48%
	Black	29	46.03%	Female	5	7.94%
	Hispanic	4	6.35%	Did Not Disclose	1	1.59%
	Asian	0	0.00%			
	B & W	0	0.00%			
	2+ Races	6	9.52%			
	Other	2	3.17%			
	Did Not Disclose	3	4.76%			

Veterans Hired Fiscal Year 2018 - 19						
Total Employees	By Race	Total	% of Total	By Gender	Total	% of Total
9	White	0	0.00%	Male	8	88.89%
	Black	3	33.33%	Female	1	11.11%
	Hispanic	2	22.22%	Did Not Disclose	0	0.00%
	Asian	1	11.11%			
	B & W	0	0.00%			
	2+ Races	0	0.00%			
	Other	0	0.00%			
	Did Not Disclose	3	33.33%			

Apart from statistical parity between percentages, by gender, of applicants and those promoted the additional comment is that the City does not ask disability questions on its application; therefore, there is no data for the group.

5.2.3 Transfers

As a part of the City of Gainesville, RTS employees can and do apply and transfer to positions with other departments within the City.

5.2.4 Training Practices

Transit operator training is conducted in accordance with Florida Statute 341.061 and requirements from the Florida Department of Transportation. RTS provides preliminary driver training to all transit operators and maintenance personnel following employment and follow-up training every six months to

insure that drivers have the necessary skills to operate various types of equipment utilized for regular operations. RTS provides supplemental training for special equipment such as wheelchair lifts, ramps, bicycle racks and wheelchair restraints. The City of Gainesville and RTS also work with the ATU to provide training opportunities, training schedules, training programs, safety guidelines, job development programs and other such concerns to the mutual benefits of all. All other RTS staff are also given the opportunity to participate in skill development training.

5.3 Wages and Compensation

Table 5-3 outlines the salary ranges for each job category, and Table A-1 in Appendix A lists the job titles within each job category and their respective job group classification.

Table 5.3 Wages and Compensation

Job Category	Job Group	Salary	Salary Min	Salary Max
Officials and Administrators	OAMM, OAM	20	\$52,000.00	\$154,878.43
Professionals	PADM	6	\$52,000.00	\$88,538.78
Administrative Support Workers	ASFIN, ASGEN, ASCS	17	\$28,886.00	\$65,102.04
Skilled Craft Workers	SK	19	\$29,292.00	\$65,102.04
Service-Maintenance	SER, SERBU	229	\$28,600.00	\$45,780.00

Table 5-1 Salary range for each job category. City of Gainesville Human Resources Department, Jan 2020.

5.4 Disciplinary Procedures and Discharge Practices

The disciplinary procedures and discharge practices are drafted into a labor agreement that the ATU and the City of Gainesville agree to abide by. Please see Appendix D, Article 10: Discharge and Discipline from the Amalgamated Transit Union (ATU) and the City of Gainesville labor agreement.

Following is the summary of disciplinary actions in RTS in the reporting period. Notice that disciplinary issues match categories identified in the labor contract.

Table 5.4 RTS Disciplinary Action October 2017 - 2018

Discipline Issued	Female			F Total
	BLACK	HISPANIC	WHITE	
DISCIPLINARY ACTION				1
DEMOTION				
SUSPENSION	18	2	5	25
TERMINATION/DISCHARGE	3	1		4
WRITTEN INSTRUCTION AND CAUTIONING (blank)	17		5	21
Grand Total	38	3	10	51

Discipline Issued	Male			M Total
	BLACK	HISPANIC	WHITE	
DISCIPLINARY ACTION	1			1
DEMOTION				
SUSPENSION	13		6	19
TERMINATION/DISCHARGE	1			1
WRITTEN INSTRUCTION AND CAUTIONING (blank)	18	2	9	28
Grand Total	32	2	15	49

Source: City of Gainesville, Human Resources Department

5.4.1 Tracking Complaints

An employee or job applicant who believes s/he has been a victim of discrimination, harassment or retaliation has the right to file a complaint with the City of Gainesville Office of Equal Opportunity. Complaints of discrimination, harassment or retaliation should be directed to: Office of Equal Employment Opportunity Program, 222 East University Avenue, 2nd Floor, Gainesville, FL 32602, mailing address PO Box 490 Mail Station 52.

Complainants Tracking System

Complaints are filed and recorded on case tracking system (spreadsheet)	Filing dates and jurisdictional information are recorded on tracking system
We use the Office shared drive to track files	

Timeliness of investigations

•

The City of Gainesville Ordinance Sec. 8-51 (c) demands the “director” to complete the investigation within 100 days.

- (5) *Access to files during investigation.* Information obtained during the investigation of a complaint shall be disclosed only in accordance with the provisions of the Florida Public Records Law.
- (c) “The director shall, within 100 days after the filing of a complaint, complete the investigation of the alleged unlawful discriminatory practice, unless it is impracticable to do so. If the director is unable to complete the investigation within 100 days after the filing of a complaint, the director shall notify, by certified mail or by personal service, the complainant and the respondent in writing of the reasons for not so doing. The director shall notify the aggrieved person and the respondent if administrative disposition of the complaint pursuant to this article cannot be accomplished within one year of the filing of the complaint”.

Resolutions, Reporting to Management

- All complaints are reviewed by EO Managers
- Internal complaints go to Charter Officers
- External complaints are forwarded to Respondents
- All final recommendations are reviewed by EO Manager.

5.5 Assessment of External Factors Inhibiting Employment

The City of Gainesville relies on its hiring managers to identify and assess the extent to which barriers inhibit affected persons from obtaining knowledge about advertised positions.

Appendix A. ADDITIONAL RTS SPECIFIC TABLES

1 RTS Positions that Fall Under Each Job EEO Salary Category

Table A-1

Job Group	Title Code	Title Description
ASCS	1144	Clerk 1 RTS
	1148	Staff Specialist, RTS
ASFIN	3008	Account Clerk - RTS
	3009	Account Clerk Senior - RTS
ASGEN	1221	Transit Operations Trainer
	3211	Parts Specialist RTS
	9504	Customer Service Support Specialist 1 - RTS
	9505	ADA Paratransit Coordinator
OAM	5018	Transit Facilities Supervisor
	9508	Transit Operations Manager
	9511	Transit Operations Supervisor
	9513	Transit Fleet Supervisor
	9518	Transit Planner, Senior
	9602	Assistant Transit Maintenance Manager
OAMM	1041	Fleet Management Director
	1065	Transit Director
PADM	4070	Technical Systems Analyst 2
	9514	Public Transit Maintenance & Safety Training Specialist
	9517	Transit Scheduler
	9519	Transit Safety & Security Officer
	9521	Transit Customer Advocate
	9525	Transit Asset Management Analyst
SER	5037	Maintenance Worker I RTS
	9627	Vehicle Svc Attendant RTS
SERBU	9501	Transit Operator
SK	5042	Maintenance Worker III RTS
	9605	Fleet Mechanic I RTS
	9609	Fleet Mechanic II RTS
	9623	Transit Vehicle Collision Repair Technician

Table A-1 RTS positions that fall under each job category along with their job group and EEO category.
City of Gainesville Human Resources, Jan 2020.

Appendix B. EQUAL OPPORTUNITY OFFICE

EQUAL OPPORTUNITY

Program and Services Chart



DESCRIPTION:

The Office of Equal Opportunity works to promote diversity, inclusion and opportunities for all citizens, visitors and employees ensuring they have access to and are able to enjoy all that Gainesville has to offer. The mission of the OEO is to ensure diversity, equal opportunity, equality and equity in contracting, employment, services, programs and activities. The Office of Equal Opportunity accomplishes this by

Training/Education, Public Engagement and resolving discrimination complaints that allege unlawful practices in employment, hiring, credit or public accommodations within Gainesville's City limits.

SIGNIFICANT CHANGES IN FY 2020/FY 2021:

There are no significant changes expected to services or organizational structure.

EQUAL OPPORTUNITY

CHARTER OFFICER

Department Mission: To ensure equal opportunity/equal access to employment, housing, public accommodations and credit within the Gainesville city limits; and equal opportunity/equal access to employment, programs, services, activities, and facilities of the City of Gainesville without regard to an individual’s sex, race, religion, national origin, marital status, sexual orientation, color, age, gender identity, or disability. To work to ensure the City’s workforce is diverse and well trained on equal opportunity related matters.

City Commission Draft Strategic Goal	Our Department contributes to these goals in the following ways:
Economic Opportunity – Affordability, job Diversity, Economic Development	Monitors and provides semi-annual reports to the City Commission concerning General Government and Gainesville Regional Utilities’ Small Business Enterprise Programs. Provides Fair Housing education for citizens and providers of housing such as local real estate, banking, and building professionals.
Social Resilience – Youth Well-Being, Housing, Health & Safety	Provide training and education programs both internally and for external organizations such as discrimination and harassment, diversity awareness, workplace investigations, and affirmative action to address equity and inclusion. Participate in projects and programs with agencies such as Alachua County Equal Opportunity Office, University of Florida Human Resources Services, School Board of Alachua County, Gainesville Housing Authority, and the Center for Independent Living.
	Work with groups such as Citizen's Disability Advisory Committee, the Center for Independent Living, and the City's Public Works Department to monitor and suggest infrastructure and transportation improvements to increase citizen accessibility and for compliance with ADA.
	Provide Fair Housing education for citizens and providers of housing such as local real estate, banking, and building professionals. Provides customized training for temporary summer employees such as pool personnel in Recreation Department who interact with neighborhood youth.
Community/Environmental Sustainability – Renewable Infrastructure, Mobility, Inclusivity	Provide an investigative process for citizens who have complaints concerning Gainesville Police Department but are not comfortable taking those concerns to Internal Affairs. Work to ensure Americans with Disabilities Act (ADA) compliance related to public safety issues such as the “White Cane” traffic law. Provide discrimination education for public safety personnel.
	Provides proficient enforcement of the City’s Discrimination Ordinance within Gainesville’s city limits and City of Gainesville’s equity and inclusion policies. Conduct public outreach activities to make organizations aware of their rights and responsibilities related to the City’s Discrimination Ordinance.
	Work with Solid Waste Division to enhance our recycling efforts and General Services to increase energy conservation.

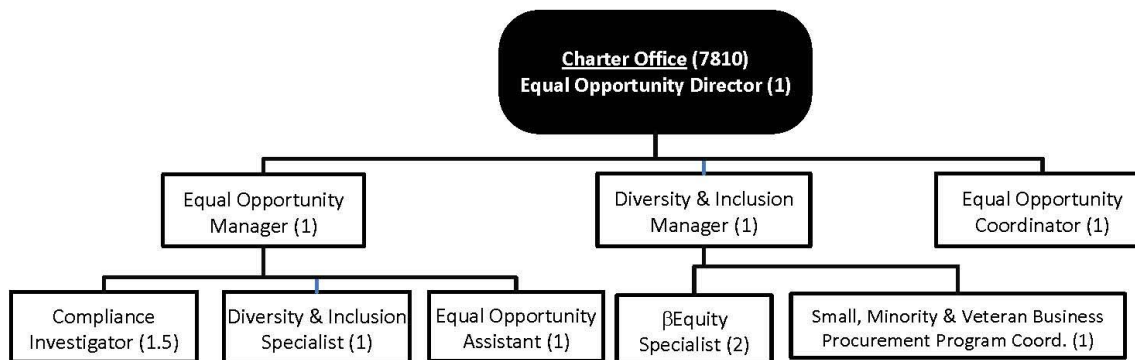
Our Department strives to achieve the following Operational Goals:

- Proficiently enforce and resolve cases
- Utilize proactive measures to prevent discrimination
- Expand community presence
- Enhance equal opportunity programs
- Foster significant community relations
- Strengthen diversity initiatives
- Establish effective communications

In order to achieve the above, our Division will focus on the following Objectives:

Administration	Propose policies for implementation of a comprehensive equal opportunity program. Complete goals identified in the internal diversity strategic plan. Ensure adherence to equal opportunity laws, policies, procedures, and related matters.
Outreach	Increase visibility for the Office of Equal Opportunity within the community. Facilitate discussions of social and economic inequities within our community. Implement an on-going dialogue on race and race relations in our community. Continue education and outreach activities.
Investigations Prevention	Investigate internal and external complaints Mediate and resolve disputes. Develop, prepare, and implement Affirmative Action Plan. Monitor Small/Minority Business Enterprise Program. Monitor all hires, transfers, demotions, promotions, and terminations.
Training	Develop and conduct Equal Opportunity and diversity related training and public education programs.

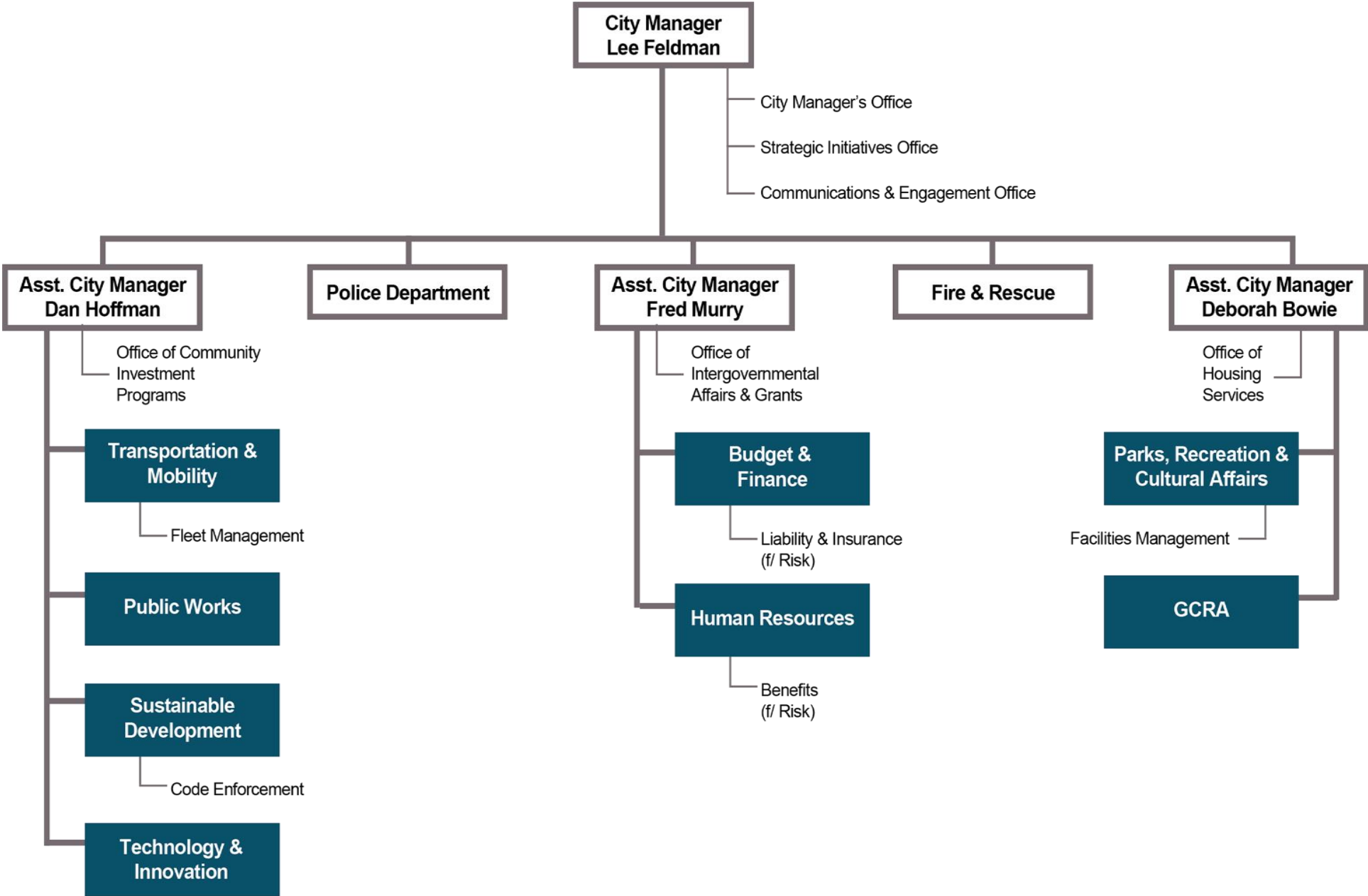
Equal Opportunity FY 2020 ADOPTED ORGANIZATION CHART



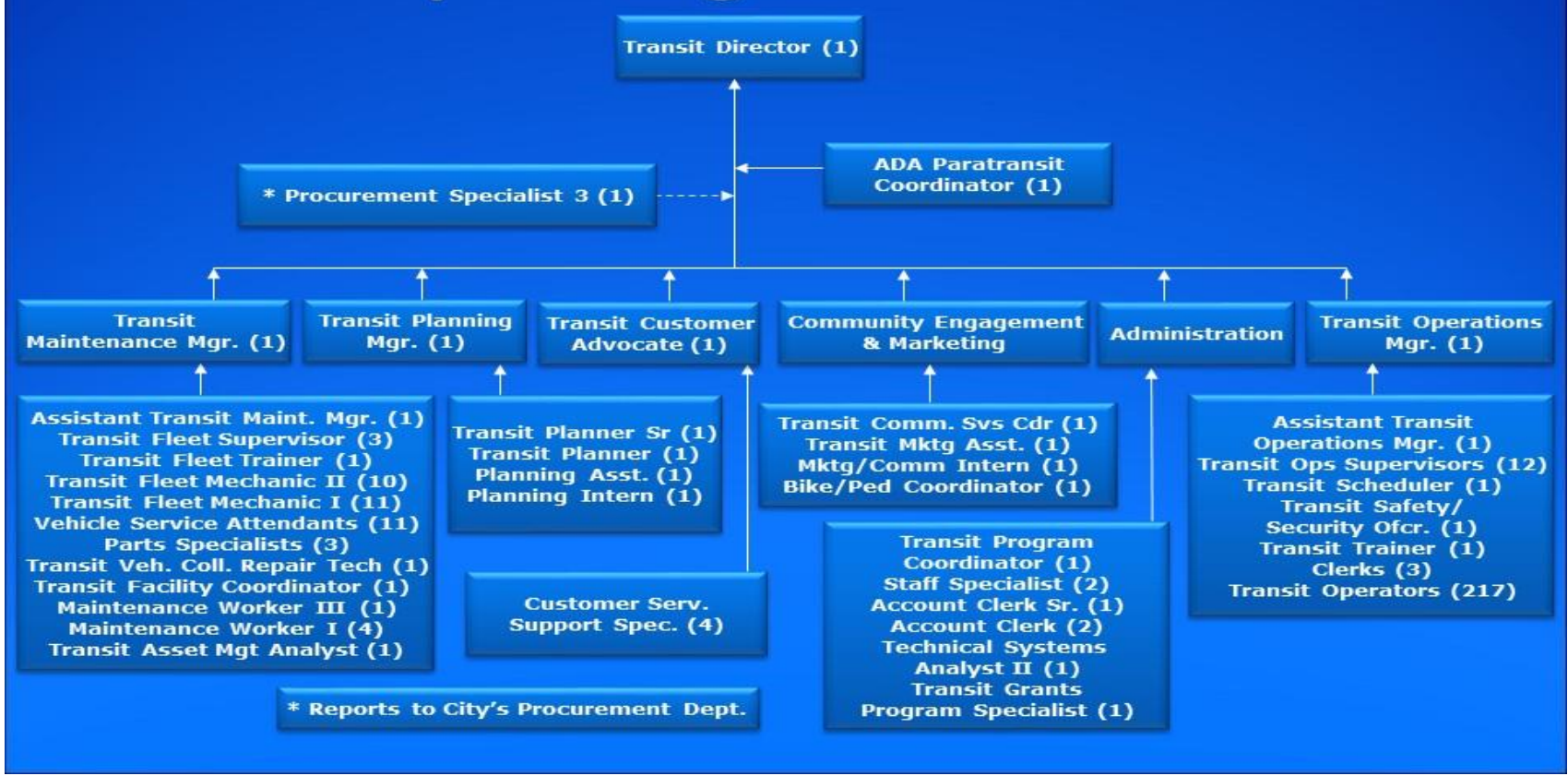
Total FTEs – 10.5

betaChange made in FY20

Appendix C. OTHER ORGANIZATIONAL CHARTS



Regional Transit System FY 20 Adopted Organization Chart



Appendix D. AMALGAMATED TRANSIT UNION LABOR AGREEMENT

AGREEMENT

BETWEEN THE

CITY OF GAINESVILLE

AND

AMALGAMATED TRANSIT UNION

LOCAL NO. 157

EFFECTIVE: OCTOBER 1, 2018 - SEPTEMBER 30, 2019

ARTICLE 10

DISCHARGE AND DISCIPLINE

10.1 Employer reserves the right to discipline or discharge any employee for just cause. It is understood by the parties that employees are subject to all applicable rules and regulations of the City and the Transit System. Employer agrees that disciplinary action shall be in a timely fashion and the employee shall be notified of the potential of such disciplinary action within thirty (30) working days of the employer becoming aware of the event giving rise to the discipline, except in cases where immoral or unlawful conduct is involved.

10.2 Any official written reprimand shall be furnished to the employee outlining the reason for the reprimand. The employee will be requested to sign the statement; however, that signature does not constitute or imply agreement, only acknowledging receipt of the reprimand. If the employee refuses to sign, the refusal shall be noted and placed in the employee's personnel file. The employee shall have the opportunity to respond to the reprimand in writing. This written response shall remain attached to the reprimand maintained within the employee's file. Whenever possible, the City will make every effort to reprimand the employee in a private manner so as to avoid embarrassing the employee.

10.3 Disciplinary actions involving discharge, demotion, suspension with loss of pay and written instructions and cautionings may be subject to the grievance provisions of the Agreement. Written or verbal warnings are not grievable, provided they are not placed in the employee's official personnel file. Such warnings shall not be considered a "first offense" under City Personnel Policies and Procedures, Policy #E-3, however, such warnings may be used as a basis to substantiate future disciplinary action under Policy #E-3.

10.4 Any discharged employee who has completed his/her probationary period shall have the right to appeal said discharge directly to the second step of the grievance procedure provided such appeal is made within seven (7) days from the effective date of such action, computed in accordance with Section 8.2(D).

- 10.5 Probationary employees on initial hire shall not be subject to the grievance procedure of this Agreement except as provided in Article 23.3.
- 10.6 In imposing disciplinary measures by incremental steps based on successive deficiencies in employee performance, on a current charge the Transit Director will not take into consideration prior infractions of the same rule which occurred more than eighteen (18) months previously, or, in the case of safety violations, any prior safety violations which occurred more than five (5) years previously. In discharge cases, the overall disciplinary record of the employee may be taken into consideration.
- 10.7 An employee shall have the right to review his/her personnel file at reasonable times under proper supervision.
- 10.8 No telephone complaints from the public shall be made part of the employee's personnel record until the employee has had the opportunity to offer his/her defense of such complaint.
- 10.9 If an employee is charged with an offense which involves immoral or unlawful conduct, neither such charge nor any discipline meted out in connection therewith shall be subject to the grievance procedure of this Agreement, unless the grievance in such cases is accompanied by the signed authorization of the employee involved releasing the City and the Union from any liability and authorizing the City to submit any and all information and facts pertaining to the case to whomever they may concern, including the Union President.
- 10.10 All applicable rules and regulations, and discipline meted out in connection therewith, shall be consistently applied and administered for all employees based on sound discretion and a consideration of all the facts involved in each individual situation.
- 10.11 No rule or regulation shall be established which is in conflict with this Agreement.

APPENDIX E – POLICIES:

1. CITY OF GAINESVILLE ADA & ACCOMMODATION POLICY
Number E-06
2. CITY OF GAINESVILLE DISCRIMINATION, HARASSMENT AND
CONDUCT POLICY Number EO-4
3. REGIONAL TRANSIT SYSTEM EQUAL EMPLOYMENT
OPPORTUNITY POLICIES
4. CITY OF GAINESVILLE EQUAL EMPLOYMENT OPPORTUNITY
POLICY Number EO-7
5. GOALS & TIMETABLES FROM PREVIOUS SUBMISSION, 2016

ADA & Accommodations Policy

In accordance with the Rehabilitation Act of 1973, Section 504, and the 1990 Americans with Disabilities Act, including changes made by the ADA Amendments Act of 2008 which became effective on January 1, 2009, no otherwise qualified person with a disability shall, solely by reason of the individual's disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any City program, service, or activity.

The Equal Opportunity Director or designee will work to ensure that in every public area there is a posted notice that states individuals have a right to file a complaint with the Equal Opportunity Department if they believe their rights have been violated by the City based upon a disability.

The Equal Opportunity Department Director or designee serves as the City's ADA Coordinator and will work to ensure the City's compliance with this policy. The Equal Opportunity Department Director or designee will serve as the City's liaison and render assistance to persons with disabilities or organizations advocating the needs of persons with disabilities. The Equal Opportunity Director or designee, shall create additional administrative procedures to help carry out this policy.

Covered Individuals

The City, in conformance with Title I of the Americans with Disabilities Act (ADA), requires the fair treatment of qualified individuals with disabilities. The ADA prohibits employment discrimination against qualified disabled individuals, while ensuring that employers can continue to require all applicants and employees, including those with disabilities, to be able to perform the essential, non-marginal functions of the job in question.

Title II of the ADA applies to all state and local governments and all departments, agencies, special purpose districts, and other instrumentalities of state or local government ("public entities"). It applies to all programs, services, or activities of public entities, from adoption services to zoning regulation. Title II entities that contract with other entities to provide public services (such as non-profit organizations that operate drug treatment programs or convenience stores that sell state lottery tickets) also have an obligation to ensure that their contractors do not discriminate against people with disabilities.

Definitions:

Note: This section is intended to provide, so far as possible, a "plain English" explanation of relevant legal terms that are defined in the Rehabilitation Act (29 U.S.C. § 705) and the Americans with Disabilities Act (42 U.S.C. § 12111). This section is not intended to change the meanings assigned to these statutory terms. Persons seeking further explanation of these terms should consult the Equal Employment Opportunity Commission's "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630.

- A. **Disability**-The term *disability* means, with respect to an individual: (A) a physical or mental impairment that substantially limits one or more major life activities of such individual;(B) a record of such an impairment; or(C) being regarded as having such an impairment
- B. **Qualified Individual with a Disability** - A person who has a *disability* is a *qualified individual with a disability* if he or she is able to perform the *essential functions* of his or her job with or without a *reasonable accommodation*.
- C. **Major Life Activity** – major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- D. **Major Bodily Functions** - a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- E. **Regarded as Having Such an Impairment** - An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity; shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.
- F. **Reasonable Accommodation** — An *accommodation* is a change in the City's work rules, facilities, or conditions which enable a *qualified individual with a disability* to apply for a job, perform the *essential functions* of a job, or enjoy equal access to the benefits and privileges of employment. An *accommodation* is *reasonable* if it is effective in producing the desired result, and balances the needs of the applicant or employee and the City.
- G. **Undue Hardship** — If a specific accommodation causes undue hardship, the City does not have to provide that particular accommodation. Determination of undue hardship is always made on a case-by-case basis, considering factors that include the nature and cost of the reasonable accommodation and the impact of the reasonable accommodation on the DOL's operations.
- H. **Interactive Process**- An *interactive process* is a flexible process through which the City and the employee or applicant with a disability, discuss the request for accommodation in a good faith effort to identify the employee's or applicant's precise limitations and reasonable accommodations.
- I. **Essential Functions** — *Essential functions* are the fundamental job duties of the employment position the employee with a disability holds or

the applicant with a disability seeks. A function can be essential if, among other things, the position exists specifically to perform that function, there are a limited number of other employees who could perform the function if it were assigned to them, or the function is specialized and the incumbent is hired based on his or her ability to perform it.

- J. **Extenuating Circumstances-** *Extenuating circumstances* are factors that could not reasonably have been anticipated or avoided in advance of the request for accommodation. When extenuating circumstances are present, the time for processing a request for reasonable accommodation and providing the necessary accommodation will be extended as reasonably necessary. Examples of extenuating circumstances may include: waiting to receive medical documentation from a third party; or waiting for adaptive equipment to assist the employee; or unforeseen circumstances caused by a delay in the mail system.

Responsibilities of Participants in the Reasonable Accommodation Process

A. The Equal Opportunity Director or designee

The OEO Director or designee shall be responsible for:

- 1. Providing direction and guidance on the implementation of these procedures;
- 2. Participating and facilitating, as appropriate, in meetings with relevant department personnel regarding reasonable accommodation requests;
- 3. Working with the Human Resources Department, Risk Management Department and City Attorney's Office in reviewing all proposed decisions to approve/deny reasonable accommodation requests or to provide alternative accommodation and to ensure compliance with policies and procedures;
- 4. Maintaining summary statistics on accommodations by the City.

B. Human Resources Director or designee

The Human Resources Director or designee shall be responsible for:

- 1. Consulting with and advising supervisors and other appropriate officials throughout the accommodation request process to help determine whether requests for accommodations should be granted or denied;
- 2. Facilitating the interactive process by bringing together supervisor, employee, and other appropriate parties;
- 3. Consulting with the Risk Management Director or designee, City Attorney's Office and other appropriate officials in determining:
 - A. Whether the requestor is a qualified individual with a disability;
 - B. Whether to grant, deny, or provide an alternative to the requested accommodation; and

Disability Policy**Number E0-6**

- C. Whether, in the case of a denial, the requested accommodation poses an undue hardship.
- 4. Identifying when accommodation requests are complicated by performance, conduct, or leave issues, or a worker's compensation claim; or when an accommodation involves reallocation of tasks, revision of standards, or other adjustment ordinarily accomplished with the assistance of human resource staff;
- 5. Maintaining records submitted by employees or applicants in connection with accommodation requests, in a manner that complies with the confidentiality requirements of the Rehabilitation Act and the Privacy Act of 1974, 5 U.S.C. § 552a, as amended.
- 6. Notification to all parties and officials on resolution of the reasonable accommodation request

C. Risk Management Director or designee

The Risk Management Director or designee agency shall be responsible for:

- 1. Consulting with and advising supervisors and other appropriate officials throughout the accommodation request process to help determine whether requests for accommodations should be granted or denied;
- 2. Participating in the interactive process with appropriate parties;
- 3. In consultation with Employee Health Services, providing a medical determination on all requests;
- 4. Consulting with the Human Resources Director or designee, City Attorney's Office and other appropriate officials in determining:
 - A. Whether the requestor is a qualified individual with a disability;
 - B. Whether to grant, deny, or provide an alternative to the requested accommodation; and
 - C. Whether, in the case of a denial, the requested accommodation poses an undue hardship.
- 5. Identifying when accommodation requests are complicated by worker's compensation claim or other medical considerations;
- 6. Maintaining records submitted by employees or applicants in connection with accommodation requests, in a manner that complies with the confidentiality requirements of the Rehabilitation Act and the Privacy Act of 1974, 5 U.S.C. § 552a, as amended.

D. Supervisors

The immediate supervisor of an employee who requests an accommodation shall be responsible for:

- 1. Participating in the interactive process when the employee requests a reasonable accommodation;
- 2. Reporting all requests for disability accommodation to the Equal Opportunity Director;
- 3. Documenting requests for accommodation and the action taken.
- 4. Even in the absence of receiving a written request, supervisor should acknowledge and begin to act on an oral request for

reasonable accommodation and advise the employee to contact the Equal Opportunity Director to document the request.

Requesting an Accommodation and Understanding the Interactive Process

A. Employees with Disabilities

To request a reasonable accommodation for a disability, an employee should take the following steps:

1. The employee should make the request orally or in writing personally, or through a family member, friend, health professional or other representative, to his or her immediate supervisor or the Equal Opportunity Director. If the request is made to someone other than the immediate supervisor, that person must promptly notify the immediate supervisor of the request. The employee does not need to use the words, "reasonable accommodation," but may simply state in plain English that s/he needs an adjustment or change at work; or in the application process due to the nature of his/her disability.
2. If an accommodation is needed to participate in a specific agency activity, the accommodation needs to occur in sufficient time to allow the employee requesting the accommodation to participate in the activity.
3. Within five (5) business days after making the request, the employee must complete and submit a **Reasonable Accommodation Request Form** to the Equal Opportunity Director.
4. An employee who requests an accommodation must provide information regarding:
 - A. The nature, extent, and duration of the disability;
 - B. How the disability impairs the employee's ability to perform the essential functions of his or her job or to enjoy equal access to the benefits and privileges of employment; and
 - C. How the requested accommodation or any alternative accommodation would allow him or her to perform the essential functions of his or her job, or to enjoy the benefits and privileges of the job.
5. In cases where the nature of the disability and the need for an accommodation are not obvious, or where the individual has not already provided the City with sufficient information to substantiate that s/he has a disability and needs an accommodation, then the employee shall promptly submit a limited medical release form and medical documentation to support the accommodation request. (The Risk Management Department will provide additional guidance during the process.)
6. This information should generally be provided to the supervisor; however, where the employee has concerns regarding such disclosure, the limited medical release form and the medical documentation may be provided directly to the Risk Management Department.

B. Applicants with Disabilities

To request a reasonable accommodation to participate in the application process, an applicant should take the following steps:

1. The applicant should make the request orally or in writing personally, or through a representative, to the Equal Opportunity Director or other contact person listed on the vacancy announcement. If the request is made to someone other than the Equal Opportunity

- Director or other contact person listed on the vacancy announcement, that person must promptly notify the Equal Opportunity Director or other contact person of the request.
2. **within five (5) business days after making the request, the applicant must complete and submit to the** Equal Opportunity Director or designee a **Reasonable Accommodation Request Form**. The Equal Opportunity Director will send the request to the Human Resources Director and appropriate parties for review. If the applicant with disability requires assistance with completing the form, the staff member receiving the request will provide the required assistance.
 3. An applicant who requests an accommodation must provide information regarding:
 - a. The nature, extent, and duration of the disability;
 - b. How the disability impairs the applicant's ability to perform the essential functions of his or her job or to enjoy equal access to the benefits and privileges of employment; and
 - c. How the requested accommodation or any alternative accommodation would allow the applicant to perform the essential functions of his or her job, or to enjoy the benefits and privileges of the job.
 4. Immediately after an applicant requests an accommodation, the Human Resources Director or designee shall decide whether to grant or deny the request or to offer an alternative accommodation.
 5. In cases where the nature of the disability and the need for an accommodation are not obvious, or where the individual has not already provided the agency with sufficient information to substantiate that s/he has a disability and needs an accommodation, then the applicant shall promptly submit a limited medical release form and medical documentation to support the accommodation request.
 6. The accommodation needs to occur in sufficient time to allow the applicant to participate in the application process.

C. Building Facility Accommodation Requests

- A. A citizen or employee shall make such requests directly to the Equal Opportunity Director utilizing the **Reasonable Accommodation Request Form**. The Equal Opportunity Director or designee shall send the request to the lead building official for review. The Equal Opportunity Director may work with the City Attorney's Office, Facilities Management, Lead Building Official and other appropriate parties.
- B. The lead building official shall notify the citizen or employee of his or her decision and provide the Equal Opportunity Director with a copy of the record.

Requesting for Medical Documentation to Substantiate a Claim of Disability or Need for Accommodation:

The City has a right to inquire into an employee's medical condition in order to determine whether an accommodation is appropriate. The City

Disability Policy

Number E0-6

may not request medical information where both the disability and need for reasonable accommodation are obvious or where the individual has already provided sufficient information to substantiate that s/he has a disability and needs an accommodation.

- A. If the Risk Management Director or designee determines that medical documentation is necessary, s/he shall instruct the employee to execute and provide a limited medical release form authorizing the City to review the documentation. The limited medical release form will be provided by the Risk Management Director or designee.
- B. The employee shall promptly provide documentation prepared by a licensed medical professional explaining:
 - 1. the nature, extent, and duration of the disability;
 - 2. how the disability affects the employee's ability to perform the essential functions of his or her job or limits his or her ability to enjoy the benefits and privileges of the job; and (3) how the requested accommodation will allow the employee to perform the essential functions of his or her job, or to enjoy the benefits and privileges of the job.
- C. Costs related to providing medical documentation in support of the reasonable accommodation request are to be borne by the individual requesting the accommodation.
- D. An employee's failure to comply with his or her responsibilities under this section may constitute a failure to participate in good faith in the interactive process and may be a legitimate ground for denying the reasonable accommodation request.

Disability Discrimination Complaints:

- A. Any person who wishes to file a discrimination complaint based on a disability, should refer to the Equal Opportunity Complaint Policy.

Access and Compliance

To ensure compliance in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA, the Equal Opportunity Department Director shall work with the appropriate City departments in conducting "self-evaluations" of City buildings, services, programs, and activities pursuant to federal regulations. The Equal Opportunity Department Director shall be responsible for coordinating with other affected City departments planning implementation dates for a "Implementation/Transition Plan" which lists access barriers and dates for corrective action.

The Equal Opportunity Department Director will also assist all departments that are required by the federal or state governments to submit a disability plan.

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Monitoring and Reporting:

The Office of Equal Opportunity, in consultation with Human Resources, Risk Management and the City Attorney's Office shall maintain summary statistics on accommodations by the City including providing statistical information on the number, nature, and disposition of accommodation requests.

Effective Date: 08/28/00
Revised: 03/28/08
Revised: 08/18/16

Discrimination, Harassment and Conduct

The City of Gainesville does not discriminate on the basis of race, color, gender, age, religion, national origin, marital status, sexual orientation, disability, or gender identity (protected characteristics) and will not tolerate any such discrimination by or against its employees or citizens utilizing City services, programs, and activities. This policy against discrimination applies to all aspects of employment with the City, including recruitment, hiring, training, and working conditions, compensation, promotion, discipline and termination and all City services, programs, and activities.

One type of discrimination occurs when the terms and conditions of an individual's employment are based on these protected characteristics and not on the qualifications and abilities of the individual to do the job. Examples of this type of discrimination include basing hiring and firing decisions on the protected characteristics of an individual and not offering available opportunities to an individual because of a protected characteristic.

Another type of discrimination occurs when an individual is subject to harassment in the work environment or while utilizing City services because of a protected characteristic. As with any other form of discrimination, the City will not tolerate inappropriate behavior by or against its employees based on a protected characteristic. This includes inappropriate behavior by other employees, elected and appointed officials, customers, vendors, contractors, or citizens coming into the workplace.

Inappropriate behavior becomes actionable in a court of law when it is severe or pervasive enough to create a work environment that is hostile or abusive. However, the City desires to provide for its employees and citizens utilizing its services an environment that is free of all inappropriate behavior as described below as opposed to tolerating the inappropriate behavior until it becomes severe or pervasive.

It is inappropriate for an employee or citizen to be subject to unwelcome speech, conduct, or other behavior that interferes with the conditions of work or City services and is based on one of the protected characteristics. Inappropriate behavior includes such things as making insulting or derogatory comments based on a protected characteristic, frequent teasing regarding a protected characteristic, or any other behavior based on the protected characteristic of another may create an intimidating, hostile, or offensive working or service environment.

Inappropriate behavior based on gender may include not only the above, but such things as unwanted physical touching, unwelcome sexual advances or requests for sexual behavior, the display of sexually suggestive objects or pictures in the workplace, and basing employment or service decisions on an employee's or citizen's refusal to engage in sexual conduct.

Employees or citizens utilizing City services who believe that they are being discriminated against or being subjected to inappropriate behavior or harassed, whether by City employees, co-workers, supervisors, managers, elected or appointed officials, may firmly and promptly notify the offender that the behavior is improper or unwelcome. At the same time, or in the alternative, if the employee or citizen does not desire to confront the offender, the employee or citizen may notify any manager with whom the employee or citizen is comfortable discussing the matter or may directly notify the Equal Opportunity Director of the situation. For City employees, there is no requirement to adhere to the chain of command in making complaints under this policy. Notices will be placed in appropriate work and service areas notifying employees and citizens that they have a right to notify the City's Equal Opportunity Director if they believe or have observed someone being harassed or discriminated against.

The City will swiftly and thoroughly investigate any complaints brought to the attention of management or the Equal Opportunity Director. In order for this to occur, it is recommended that the complainant contact City management or the Equal Opportunity Director as soon as possible. The investigation of the complaint will be handled as confidentially as possible, taking into account the desires of the complainant, the rights of the accused, the nature of the investigation, and the need to take corrective or disciplinary action. If the City determines that applicable policies, laws, or procedures have been violated, the City will take appropriate corrective action, including, but not limited to, disciplinary action, up to and including termination, or in the case of citizens, necessary steps to prevent any inappropriate behavior.

Participants involved in the complaint investigation will be treated courteously. The making of a good faith complaint shall in no manner be used adversely against the complainant. The City will take corrective action that is effective and appropriate to the circumstances, including, but not limited to, disciplinary action, up to and including termination against any person attempting to retaliate against the complainant, or in the case of a citizen, whatever legally appropriate steps are necessary to prohibit retaliation.

All employees have an obligation to report observed discrimination or harassment so that the City can take appropriate action. Supervisors and managers have an obligation to report and take appropriate action in regard to discrimination, harassment, or inappropriate behavior observed or reported. Such failure to report observed discrimination or harassment may result in corrective action. Managerial and supervising employees will be trained regarding their responsibility upon

receiving a verbal or written complaint and their responsibility to advise the complainant of available avenues to resolve the complaint. All new employees will receive training as to this City's Equal Opportunity Policy. This Policy will be distributed to employees and available in City workplaces. Copies of the Equal Opportunity Complaint Policy and Procedures shall be available to employees and distributed to the participants in an investigation.

As stated above, it is the City's policy to prevent and prohibit inappropriate behavior based on an individual's protected characteristics whether or not the behavior is severe or pervasive enough to become actionable in a court of law. Thus, employees and managers are encouraged to deal with inappropriate behavior as soon as it occurs so as to prevent any similar behavior from occurring. Managers and supervisors who have been made aware of prohibited inappropriate behavior shall within three days communicate that information directly to the City's Equal Opportunity Department Director or designee for training and compliance purposes. Employees engaging in inappropriate behavior may be subject to counseling, discipline, or other corrective action regardless of whether their behavior rises to the level of harassment or discrimination actionable in a court of law. In the case of citizens utilizing City services who engage in inappropriate behavior, they will be dealt with in accordance with any legal remedy available to the City that may prevent the inappropriate behavior.

This policy applies to elected and appointed officials, managers, supervisors, employees, contractors, or vendors. Employees of the City who violate this policy will be subject to corrective action that is effective and appropriate to the circumstances, including, but not limited to, disciplinary action, up to and including termination. Elected and appointed officials, contractors, or vendors whose actions are deemed to constitute violations of this policy will be dealt with as provided for by law, contract, or other available means.

The Equal Opportunity Director or designee shall be responsible for formal and informal investigations as requested or needed under this policy and shall be the custodian of complaints filed under the Equal Opportunity Complaint Policy.

Effective Date: 08/28/00

Revised: 03/28/08

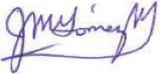
Revised: 09/04/08



CITY OF GAINESVILLE

Regional Transit System

Memo

To: All RTS Employees
From: Jesus Gomez, Transit Director 
Cc: Malisa McCreedy, Director of Transportation and Mobility
Date: April 7, 2020
Subject: EEO Policy Statement

The Regional Transit System, RTS, has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

RTS Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates for pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

RTS is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As RTS Director, I maintain overall responsibility and accountability for RTS compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and compliant investigation, I have appointed Krys Ochia, Transit Planning Manager, Phone Number: 352-393-7820, Email: OchiaK1@cityofgainesville.org as RTS' EEO Officer. Paula will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

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(352) 334-2600



CITY OF GAINESVILLE

Regional Transit System

All RTS management, and supervisory personnel, however, share in the responsibility for implementing and monitoring RTS' EEO Policy and Program within their respective areas and are assigned the specific task of ensuring that compliance is achieved. RTS will evaluate its managers' and supervisors' performance on their successful implementation of RTS' policies and procedures, in the same way RTS assesses their performance regarding other agency goals.

RTS, as a City of Gainesville department has adopted city's written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

Station 5 • P.O. Box 490 • Gainesville, Florida 32601
(352) 334-2600

Equal Employment Opportunity Policy

It shall be the policy of the City to provide equal employment opportunities to all persons regardless of race, gender, color, age, national origin, religion, sexual orientation, marital status, disability, or gender identity, except as may otherwise be required by law. Included in this policy are the goals. The Equal Opportunity Director or designee shall be responsible for proposing and presenting amendments to this policy and for establishing written procedures to implement this policy and its goals.

- A. Policy. All actions related to recruitment will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that the City does a thorough job in its recruiting efforts and has a process for capturing the diversity of its applicant pool, specifically the race and gender, and whether applicants meet the minimum requirements of the job in question.
- B. Policy. All actions related to interviewing and selection will be in accordance with equal employment, laws, policies, and procedures.
- Goal. Ensure that the City has a process that does not discriminate, preclude or have an adverse affect on any protected group by ensuring that there is no inappropriate or unlawful criteria used in the interview and selection process.
- C. Policy. All actions related to hiring will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that each hiring decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory.
- D. Policy. All actions related to promotions will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that each promotion decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.

- E. Policy. All actions related to transfers will be in accordance with equal employment laws, policies, and procedures.

Goal. Ensure that each transfer decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.

- F. Policy. All actions related to discipline or demotions will be in accordance with equal employment laws, policies, and procedures.

Goal. Ensure that each demotion is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.

- G. Policy. Training programs shall have established criteria for employee participation that are non- discriminatory.

Goal. Ensure the participation of and facilitate the upward mobility of a diverse group of employees within the City's employment system. Require that all new supervisors or managers attend EEO training within 90 days of hire.

- H. Policy. All employees, applicants, and citizens utilizing City services will be given the opportunity to voice complaints of discrimination and/or harassment.

Goal. Ensure there is an avenue to receive and resolve complaints internally and give the City a mechanism for addressing concerns of discrimination and/or harassment.

Effective Date: 08/28/00
 Revised: 03/28/08
 Revised: 09/04/08
Revised: 04/07/20

Goals & Timetables (Previous Submission, 2016)

4.2 GOALS AND TIMETABLES

The City of Gainesville Office of Equal Opportunity identifies minority and female placement goals annually to fulfill the requirements for the federally mandated AAP. The 2013, 2014, and 2015 Annual Placement Goals are derived from these plans; each year, the Office of Equal Opportunity provides RTS with a list of RTS job positions that fall within job groups for which there is a citywide goal. Depending on the RTS demographic composition this may not directly correlate with the goals calculated in the Workforce Utilization Analysis (Table 4-1). For example, even if the current percentage of minorities in the *Officials and Administrators* job category at RTS far exceeds the minority availability percentage in this job group, RTS may still have a minority goal if there is a dearth of minorities citywide in this job category.

4.2.1 2013 Annual Placement Goals

- **Female Goal:** Maintenance Worker I RTS; Vehicle Service Attendant RTS.

² The 2016 Affirmative Action Plan was published by the City of Gainesville’s Office of Equal Opportunity in May 2016 and used data through September 30, 2015 for the analysis.

³ Availability refers to the percentage of minorities or women with requisite skills in the reasonable recruitment area and those among the organization that are promotable, transferable, and trainable.

- **Minority Goal:** RTS had no positions with minority goals in the City’s 2013 AA Plan.

4.2.2 2014 Annual Placement Goals

- **Female Goal:** Maintenance Worker I RTS; Vehicle Service Attendant RTS; Maintenance Worker III RTS; Fleet Mechanic I RTS; Fleet Mechanic II RTS.
- **Minority Goal:** RTS had no positions with minority goals in the City’s 2014 AA Plan.

Job Category	Salary	Current Period As Of: 9/30/2015																Current %		Availability %		% of Under-Utilization		GOAL				
		All Employees																MIN	F	MIN	F	MIN	F	MIN	F			
		MALE								FEMALE																		
		TOT	M	F	W	AA	HISP	API	AIAN	NHOPI	MULTI	W	AA	HISP	API	AIAN	NHOPI	MULTI	#	%	#	%	MIN	F	MIN	F	MIN	F
Officials and Administrators	1	20	18	2	12	4	2	0	0	0	0	0	0	0	0	0	0	8	40.0%	2	10.0%	20.0%	33.2%	20.0%	-23.2%	(4.01)	4.64	
Professionals	2	6	3	3	2	0	1	0	0	0	3	0	0	0	0	0	0	1	16.7%	3	50.0%	25.0%	47.8%	-8.3%	2.2%	0.50	(0.13)	
Technicians	3	0																0		0								
Administrative Support Workers	6	19	4	15	2	1	0	1	0	0	9	5	1	0	0	0	0	8	42.1%	15	76.9%	31.5%	72.0%	10.6%	6.9%	(2.02)	(1.32)	
Skilled Craft Workers	7	17	17	0	13	2	1	0	1	0	0	0	0	0	0	0	0	4	23.5%	0	0.0%	15.4%	0.4%	8.2%	-0.4%	(1.39)	0.07	
Service-Maintenance	8	211	144	67	56	69	14	2	1	1	22	43	2	0	0	0	0	133	63.0%	67	31.8%	47.8%	34.4%	15.3%	-2.7%	(32.20)	5.61	
Totals:		273	186	87	85	76	18	3	1	1	34	50	3	0	0	0	0	154	56.4%	87	31.9%							

Table 4-1 Workforce Utilization Analysis table. This table analyzes RTS' current female and minority composition and identifies areas of female and minority underutilization. See Table A-2 in Appendix A for an explanation of ethnicity acronyms and salary ranges. See Appendix A section 0 for an explanation of each column.

4.2.3 2015 Annual Placement Goals

The annual placement goals for 2015 by job category are listed in Table 4-2.

Job Group & Name	Total RTS Employees	EMPLOYMENT %		AVAILABILITY %		PLACEMENT GOAL?	
		Min	Fem	Min	Fem	Min	Fem
ASCS SUPPORT STAFF	2	19.57	97.83	24.86	76.32	NO	NO
ASFIN SUPPORT STAFF	6	30.77	84.62	25.25	85.53	NO	NO
ASGEN SUPPORT STAFF	11	52.08	70.83	36.41	64.22	NO	NO
ASGENa SUPPORT STAFF	1	27.27	63.64	27.50	68.14	NO	NO
OAM LINE/OTHER MANAGERS	19	8.70	21.74	20.36	33.60	YES	NO
OAMM MIDDLE MANAGERS	1	20.69	27.59	12.61	26.03	NO	NO
PADM ADMINISTRATIVE/EXEMPT	6	17.11	34.21	25.01	47.79	NO	NO
SER SERVICE WORKER	196	17.39	4.35	97.15	2.80	YES	NO
SERBU TRANSIT OPERATOR	13	62.30	28.80	44.50	36.51	NO	NO
SK SKILLED CRAFT	17	16.86	4.21	15.36	0.39	NO	NO
Total Employees:	272						

Table 4-2 Annual Placement Goals for City of Gainesville (RTS Job Groups only). Total RTS Employees is RTS-specific, but all other figures are city-wide and taken from the City of Gainesville's 2015 Affirmative Action Plan. Placement goals exist when Availability % is significantly greater than Employment % (see Appendix E for more detail).

The following positions are the specific job titles within the job groups for which the City of Gainesville has established a placement goal (as per Table 4-2):

- **Female Goal:** RTS had no positions with female goals in the City's 2015 AA Plan
- **Minority Goal:** RTS Operations Manager; Transit Operations Supervisor; Transit Fleet Supervisor; Transit Maintenance Manager; Chief Transit Planner; Transit Marketing & Communications Supervisor; Assistant Transit Operations Manager; RTS Maintenance Worker I; RTS Vehicle Service Attendant

4.2.4 Goals based on Workforce Analysis

Based on underutilization calculations, RTS's Workforce Utilization Analysis (Table 4-1) shows that RTS has the following goals (refer to appendix A for specific RTS positions):

- **Female Goal:** 4 positions for Officials and Administrators; and 5 positions for Service-Maintenance.
- **Minority Goal:** 1 position for Professionals.

Job Category	FUTURE PERIOD (through 2020)										NUMERIC GOALS FOR PROGRAM YEARS									ANTICIPATED WORK-FORCE AS OF 2017	PROJECTED % REPRESENTATION								
	ANTICIPATED JOB OPENING BY:			JOB OPENINGS TO BE FILLED BY:							NEW HIRE			PROMOTIONS			% RATE OF ADDITION		12 MO (2016)		2 YR (2017)	3 YR (2018)	4 YR (2019)	5 YR (2020)					
	ATTR	EXPS	TOT	REC	TRAN	PRO	NEW HIRE	TOT	TOT			TOT			TOT		MIN	F	MIN		F	MIN	F	MIN	F				
									M	F	MIN	M	F	MIN	M	F										MIN	F	MIN	F
Officials and Administrators	8	4	12	0	0	0	12	6	6	3	2	2	1	2	4	4	50%	200%	24	38%	13%	36%	15%	33%	18%	32%	19%	30%	22%
Professionals	4	13	17	0	0	5	12	6	6	4	2	3	2	7	8	4	700%	267%	19	21%	49%	23%	48%	23%	48%	24%	48%	24%	48%
Protective Service Workers																													
Paraprofessionals																													
Administrative Support Workers	5	6	11	0	0	3	8	2	6	3	5	1	2	5	7	7	63%	47%	25	41%	78%	40%	78%	39%	77%	38%	76%	37%	76%
Skilled Craft Workers	2	87	9	0	0	3	6	5	1	1	2	1	2	3	2	2	75%		24	22%	0%	21%	0%	21%	21%	0%	20%	0%	
Service-Maintenance	54	38	92	0	0	0	92	60	32	44	0	0	0	44	32	33%	48%	249	62%	32%	61%	33%	60%	33%	59%	33%	58%	33%	

Table 4-3 Goals for Program Years. This table analyzes likely future employment of minorities and females. Female and minority new hires and promotions are assumed to occur at a rate proportional to availability. Projected representation is calculated by assuming attrition of females and minorities occurs at a rate proportional to current employment, and that hiring occurs at a rate proportional to availability. See Appendix A, sections 2, 3, and 4 for more details on calculations contained in this table.

4.2.5 Projected Percent Representation

The projected percent representations of minorities and females are calculated by taking into account anticipated attrition and expansion through 2020. The projected minority and female percent representation is provided in Table 4-3.