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**AFFIRMATIVE ACTION PLAN  
FOR MINORITIES & WOMEN**

**City of Gainesville**

Gainesville Regional Utilities

July 1, 2013 - June 30, 2014

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## Table of Contents

Preface  
Introduction  
Responsibility for Implementation  
Organizational Profile  
Job Group Analysis  
Availability Analysis  
Comparison of Incumbency vs Estimated Availability  
Placement Goals  
Identification of Problem Areas by Organizational Unit and Job Group  
Development and Implementation of Action Oriented Programs  
Internal Audit and Reporting System  
Conclusion

## Preface

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

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

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

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

## Introduction

The City of Gainesville, including General Government and Gainesville Regional Utilities is a full service City complete with public safety as well as a five-service utility. The utilities offered include: electricity, water, wastewater, gas and telecommunications. Offering such a wide variety of services to a large customer base, the City recognizes the importance of having a workforce that mirrors the community we serve. As such, the emphasis on enacting the AAP is even more crucial. With a population in excess of 115,000, representing many different races, ethnicities and lifestyles, the City's goal is to serve everyone equally. In order to accomplish this, many different steps must be taken, from educating both new and current employees, community outreach and education and recruitment of potential candidates for open positions. Each of these steps will be spelled out in greater detail in the following pages.

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

As detailed in the Job Group Analysis, this AAP covers 847 employees, including 168 minorities (19.83%) and 229 (27.04%) women. It is expected that these employees will help us to reach mutual goals of profitability and efficiency, resulting in both business and personal growth. As described in detail in the Plan that follows, the management of the City of Gainesville has a continuing commitment to the practice and implemented action of this AAP.

## **Responsibility for Implementation**

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

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

The City has taken further proactive steps to enhance the diversity of the workforce by creating a Diversity Recruiter in Human Resources. The Diversity Recruiter partners with managers and supervisors to develop innovative short and long term organizational diversity recruitment strategies to establish pools of highly qualified and diverse applicants. The Diversity Recruiter will establish comprehensive metrics and utilize the applicant tracking system to effectively monitor, analyze and benchmark the City's progress in workforce diversity initiatives. The addition of this staff member should help the City enhance diversity efforts.

1. The duties of the Affirmative Action Officer include:

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

community action groups concerned with employment opportunities of minorities and women.

- I. Making contact with predominately female and minority high schools, colleges, and technical schools in the area as needed.
  - J. Keeping management informed of developments in the equal employment opportunity and affirmative action area.
  - K. Conducting a periodic audit to ensure that the City complies in the following ways:
    - i. EEO posters are properly displayed.
    - ii. All employees are afforded the opportunity and are encouraged to participate in all City-sponsored educational, training, recreation, and social activities.
  - L. Sponsoring annual job fairs that will include internal and external vendors. Participate with other community partners to enhance recruitment efforts.
  - M. Work with departments to ensure interview panels are diverse.
  - N. Provide training on sexual harassment, EEO policy and diversity training to comply with mandatory employee training initiatives.
2. The City recognizes that the cooperation of department supervisors and line managers is required to reach the full potential of this AAP. Therefore, supervisors and managers are expected to:
- A. Assist the Affirmative Action Officer in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
  - B. Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
  - C. Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
  - D. Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
  - E. Provide career counseling for employees as needed.
  - F. Adhere to the City's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
  - G. Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the City's affirmative action efforts.

## **Organizational Profile**

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

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

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

**City of Gainesville**

January 1, 2015 Annual Affirmative Action Plan

**Gainesville Regional Utilities (GRU)**

**Workforce Analysis**

**010-GRU-Administrati 010-GRU-Administration**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
0104 Intern	\$14,009.41	6	1	1	0	0	0	0	0	0
0006 ACCOUNT Clerk - Temp	\$18,764.20	6	0	0	0	0	0	0	0	0
3007 Account Clerk II	\$36,819.36	6	1	0	0	0	1	0	0	0
3015 Account Clerk Senior	\$43,041.90	6	0	3	0	0	0	0	0	0
1153 Executive Assistant Senior	\$45,139.28	6	1	1	0	0	0	0	0	0
3021 Accountant 2	\$48,000.00	2	0	0	0	0	0	0	0	0
3031 Accounts Payable Supervisor	\$64,115.58	6	0	1	0	0	0	0	0	0
7302 Community Relations Coordinator-	\$48,591.00	2	1	0	0	0	0	0	0	0
1241 Analyst Senior	\$61,498.77	2	0	0	1	0	0	0	0	0
3023 Accountant, Senior.	\$62,048.52	2	4	3	0	0	1	0	0	0
4002 Enterprise Architect	\$62,057.43	2	2	2	0	0	0	0	0	0
3073 Pension and Investment Officer	\$73,350.85	2	2	1	0	0	1	0	0	0
1242 Analyst Lead	\$78,215.05	2	0	0	0	1	0	0	0	0
2306 Public Affairs Director	\$93,361.23	1	4	4	0	0	0	0	0	0
			0	0	0	0	0	0	0	0
			1	0	1	0	0	0	0	0



# Workforce Analysis

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

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
1414 Rates and Economics Analysis	\$95,800.22	1	0	0	0	0	0	0	0	0
1012 COMPLIANCE OFFICER	\$126,999.37	2	1	1	0	0	0	0	0	0
3027 Controller, Utilities	\$95,000.00	1	0	0	0	0	0	0	0	0
1045 General Mgr for Utilities	\$150,682.14	1	0	0	0	0	0	0	0	0
Total for 010-GRU-Administrati			14	12	0	0	2	0	0	0
			17	12	3	1	1	0	0	0

## 010-GRU-Customer Sup 010-GRU-Customer Support and Administrative Servic

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
0101 Clerical - Temp	\$13,520.00	6	0	0	0	0	0	0	0	0
0104 Intern	\$14,009.41	6	0	0	0	0	0	0	0	0
0237 Customer Service Rep - Temp	\$17,443.14	6	1	0	1	0	0	0	0	0
0103 Techs - Temp	\$29,536.18	3	3	2	1	0	0	0	0	0
0105 Professional - Temp	\$65,456.02	2	1	0	0	0	0	0	0	0
3000 Clerk 1	\$29,456.96	6	1	1	0	0	0	0	0	0
5027 Maintenance Mechanic 1	\$29,936.82	7	0	0	0	0	0	0	0	0
2105 Residential Efficiency Program	\$40,016.84	2	2	1	1	0	0	0	0	0
3041 Customer Accounts Rep	\$27,873.27	6	1	0	0	0	1	0	0	0
			0	0	0	0	0	0	0	0
			7	3	4	0	0	0	0	0

# Workforce Analysis

## 010-GRU-Customer Sup 010-GRU-Customer Support and Administrative Servic

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Min								
1145 Staff Assistant	\$30,430.19	5	0	0	0	0	0	0	0	0
	6	2	5	3	2	0	0	0	0	0
2107 Residential Efficiency Program	\$49,919.47	1	0	0	0	0	0	0	0	0
	2	0	1	1	0	0	0	0	0	0
3101 Buyer	\$35,088.56	1	0	0	0	0	0	0	0	0
	6	1	1	0	1	0	0	0	0	0
1147 Staff Specialist	\$36,138.40	1	0	0	0	0	0	0	0	0
	6	1	1	0	1	0	0	0	0	0
5029 Maintenance Mechanic 2	\$41,432.25	2	2	2	0	0	0	0	0	0
	7	0	0	0	0	0	0	0	0	0
3054 Customer Service Rep 2	\$36,665.46	22	2	1	1	0	0	0	0	0
	6	19	20	2	18	0	0	0	0	0
3007 Account Clerk II	\$36,819.36	3	0	0	0	0	0	0	0	0
	6	1	3	2	1	0	0	0	0	0
4132 Operations Assistant	\$40,671.16	1	0	0	0	0	0	0	0	0
	6	0	1	1	0	0	0	0	0	0
3233 Utilities Materials Specialist, Senior	\$46,033.15	9	5	5	0	0	0	0	0	0
	6	0	4	4	0	0	0	0	0	0
3043 Customer Accounts Rep Senior	\$41,929.27	2	0	0	0	0	0	0	0	0
	6	0	2	2	0	0	0	0	0	0
3015 Account Clerk Senior	\$43,041.90	2	0	0	0	0	0	0	0	0
	6	2	2	0	2	0	0	0	0	0
1111 Mail Services Supervisor Utilities	\$51,147.62	1	1	1	0	0	0	0	0	0
	6	0	0	0	0	0	0	0	0	0
3103 Buyer 2	\$40,506.75	1	0	0	0	0	0	0	0	0
	6	0	1	1	0	0	0	0	0	0
3003 New Services Specialist	\$42,894.28	2	0	0	0	0	0	0	0	0
	6	1	2	1	1	0	0	0	0	0
3057 Customer Service Rep Senior	\$44,065.26	4	0	0	0	0	0	0	0	0
	6	2	4	2	2	0	0	0	0	0
1153 Executive Assistant Senior	\$45,139.28	1	0	0	0	0	0	0	0	0
	6	0	1	1	0	0	0	0	0	0

**Workforce Analysis**  
**010-GRU-Customer Sup 010-GRU-Customer Support and Administrative Serv**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
3224 Supply Chain Specialist	\$47,410.80	2	2	2	0	0	0	0	0	0
	6	0	0	0	0	0	0	0	0	0
3227 Warehouse Supervisor	\$49,342.08	2	2	2	0	0	0	0	0	0
	6	0	0	0	0	0	0	0	0	0
3004 New Services Specialist Sr.	\$51,340.85	1	0	0	0	0	0	0	0	0
	6	0	1	1	0	0	0	0	0	0
2550 Technical Support Specialist III	\$52,774.65	1	1	1	0	0	0	0	0	0
	3	0	0	0	0	0	0	0	0	0
4068 Technical Systems Analyst 1	\$47,027.12	2	1	1	0	0	0	0	0	0
	2	1	1	0	0	0	1	0	0	0
6424 Marketing & Communication	\$47,181.33	2	0	0	0	0	0	0	0	0
	2	1	2	1	1	0	0	0	0	0
1240 Analyst	\$49,596.95	2	1	0	0	0	1	0	0	0
	2	1	1	1	0	0	0	0	0	0
5017 Facilities Maintenance Coordinator	\$63,643.53	1	1	1	0	0	0	0	0	0
	7	0	0	0	0	0	0	0	0	0
1401 Administrative Assistant	\$52,232.13	1	0	0	0	0	0	0	0	0
	6	0	1	1	0	0	0	0	0	0
3047 Customer Records Supervisor	\$57,481.42	1	0	0	0	0	0	0	0	0
	6	0	1	1	0	0	0	0	0	0
3045 Customer Accounts Supervisor	\$57,481.42	1	0	0	0	0	0	0	0	0
	6	1	1	0	1	0	0	0	0	0
3016 Collections Recovery Specialist	\$50,789.98	1	0	0	0	0	0	0	0	0
	2	0	1	1	0	0	0	0	0	0
3104 Buyer, Senior.	\$58,963.37	3	1	1	0	0	0	0	0	0
	2	0	2	2	0	0	0	0	0	0
2101 Business Efficiency Program	\$59,137.99	2	1	1	0	0	0	0	0	0
	2	0	1	1	0	0	0	0	0	0
3115 Land Rights Coordinator	\$68,518.52	2	0	0	0	0	0	0	0	0
	2	0	2	2	0	0	0	0	0	0
3058 Customer Service Supervisor-	\$54,806.34	1	0	0	0	0	0	0	0	0
	6	1	1	0	1	0	0	0	0	0

# Workforce Analysis

## 010-GRU-Customer Sup 010-GRU-Customer Support and Administrative Servic

Job Code & Title	Average Salary & EEO	Total	W	B	A	H	I	P	2
6063	\$57,572.18	Total 1 Tot Min 0	1	0	0	0	0	0	0
Engineer Utility Designer 2									
1241	\$61,498.77	Total 1 Tot Min 1	0	0	0	0	0	0	0
Analyst Senior									
6057	\$75,462.18	Total 1 Tot Min 0	0	1	0	0	0	0	0
Utility Services Supervisor									
7401	\$85,892.40	Total 1 Tot Min 0	1	0	0	0	0	0	0
Utility Security Coordinator									
3225	\$79,839.99	Total 1 Tot Min 0	1	0	0	0	0	0	0
Util Stores Manager									
4103	\$81,251.37	Total 3 Tot Min 1	2	0	0	0	0	0	0
Account Representative Sr.									
3051	\$73,000.00	Total 1 Tot Min 1	1	0	0	0	0	0	0
Customer Service Manager									
2109	\$78,975.00	Total 1 Tot Min 1	0	0	0	0	0	0	0
Conservation Services Manager									
4100	\$80,000.00	Total 1 Tot Min 1	0	0	0	0	0	0	0
Marketing Manager Utilities									
3117	\$84,247.02	Total 1 Tot Min 0	0	0	0	0	0	0	0
Purchasing Manager Utilities									
1031	\$74,448.90	Total 1 Tot Min 0	1	0	0	0	0	0	0
Customer Operations Director									
1067	\$113,054.61	Total 1 Tot Min 0	1	0	0	0	0	0	0
Utilities Administrative Services									
1024	\$116,587.71	Total 1 Tot Min 0	1	0	0	0	0	0	0
Marketing & Business Solutions									
1005	\$112,441.01	Total 1 Tot Min 0	1	0	0	0	0	0	0
AGM - Customer/Administrative									
<b>Total for 010-GRU-Customer Sup</b>		Total 126 Tot Min 51	36	5	0	1	0	0	0
			90	42	0	3	0	0	0

**Workforce Analysis**  
**010-GRU-Energy Deliv 010-GRU-Energy Delivery**

Job Code & Title	Average Salary & EEO	Total	W	B	A	H	I	P	2
0103	\$29,536.18	4	4	0	0	0	0	0	0
Techs - Temp	3	1	1	0	0	0	0	0	0
0105	\$65,456.02	3	2	1	0	0	0	0	0
Professional - Temp	2	0	0	0	0	0	0	0	0
6147	\$29,495.84	21	18	2	0	1	0	0	0
Meter Reader	8	1	0	0	0	1	0	0	0
6401	\$24,302.30	1	1	0	0	0	0	0	0
Gas Worker Trainee	7	0	0	0	0	0	0	0	0
3206	\$37,432.93	1	1	0	0	0	0	0	0
Field Services Technician	7	0	0	0	0	0	0	0	0
6405	\$51,147.62	5	3	2	0	0	0	0	0
Gas Worker	7	0	0	0	0	0	0	0	0
1145	\$30,430.19	0	0	0	0	0	0	0	0
Staff Assistant	6	2	2	0	0	0	0	0	0
6149	\$33,343.44	1	1	0	0	0	0	0	0
Meter Reader Crew Leader	8	0	0	0	0	0	0	0	0
1147	\$36,138.40	0	0	0	0	0	0	0	0
Staff Specialist	6	6	5	1	0	0	0	0	0
1136	\$40,192.78	1	1	0	0	0	0	0	0
Dispatcher	6	1	1	0	0	0	0	0	0
1431	\$43,748.33	1	1	0	0	0	0	0	0
Energy Delivery Facilities Specialist	7	1	1	0	0	0	0	0	0
4132	\$40,671.16	0	0	0	0	0	0	0	0
Operations Assistant	6	8	7	1	0	0	0	0	0
2548	\$41,177.14	1	1	0	0	0	0	0	0
Technical Support Specialist II	3	2	2	0	0	0	0	0	0
6116	\$51,147.62	7	6	0	1	0	0	0	0
Line Technician	7	0	0	0	0	0	0	0	0
3207	\$51,147.62	14	9	4	0	1	0	0	0
Field Services Technician	7	0	0	0	0	0	0	0	0
4134	\$44,300.26	0	0	0	0	0	0	0	0
Energy Systems Dispatcher	6	2	1	1	0	0	0	0	0

**Workforce Analysis**  
**010-GRU-Energy Deliv 010-GRU-Energy Delivery**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P
	Total	Tot Min							
6101 Utilities Location Technician	\$47,011.09	3	6	5	1	0	0	0	2
6017 Electric Utilities Inspector	\$48,429.48	3	2	1	1	0	0	0	0
6154 Meter Programmer Tester	\$51,147.62	3	0	0	0	0	0	0	0
6111 Electric Line Clearance Coordinator	\$55,243.24	7	2	2	0	0	0	0	0
6415 Gas Worker Lead	\$55,751.07	7	2	2	0	0	0	0	0
6118 Line Technician, Lead	\$55,751.07	7	2	2	0	0	0	0	0
1153 Executive Assistant Senior	\$45,139.28	6	0	0	0	0	0	0	0
6441 Gas Measurement Technician	\$53,348.25	3	2	1	1	0	0	0	0
3037 Current Diversion Technician	\$54,232.05	3	1	1	0	0	0	0	0
6409 Facilities Protection Technician	\$55,751.07	3	2	2	0	0	0	0	0
1432 Energy Delivery Facilities Specialist	\$60,009.84	7	3	3	0	0	0	0	0
6151 Meter Reader Supervisor	\$60,598.30	6	1	1	0	0	0	0	0
2550 Technical Support Specialist III	\$52,774.65	3	0	0	0	0	0	0	0
6107 Electric Apparatus Technician	\$60,768.86	3	3	3	0	0	0	0	0
1240 Analyst	\$49,596.95	2	2	2	0	0	0	0	0
6141 Utility Forester	\$77,737.46	2	2	2	0	0	0	0	0

**Workforce Analysis**  
**010-GRU-Energy Deliv 010-GRU-Energy Delivery**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
6187 Substation Electrician	\$62,587.05	7	4	4	0	0	0	0	0	0
6119 Electric Line Worker	\$65,845.56	7	31	27	4	0	0	0	0	0
6102 Utilities Location Supervisor	\$58,614.61	3	1	1	0	0	0	0	0	0
6167 Pwr Sys Control Specialist Senior	\$60,297.54	3	1	1	0	0	0	0	0	0
6159 Electric Measurement Technician	\$60,669.48	3	5	4	1	0	0	0	0	0
2552 Technical Support Specialist Senior	\$63,776.49	3	1	1	0	0	0	0	0	0
6175 Relay Technician	\$66,237.81	3	4	3	1	0	0	0	0	0
6423 Utility Marketing Rep	\$63,816.03	2	2	1	1	0	0	0	0	0
1427 Energy Services Supervisor	\$61,367.83	7	3	3	0	0	0	0	0	0
1430 Energy Delivery Facilities Specialist	\$64,878.01	7	2	2	0	0	0	0	0	0
3075 Meter Services Supervisor	\$66,806.27	7	1	1	0	0	0	0	0	0
6419 Gas Operations Supervisor	\$70,081.02	7	1	1	0	0	0	0	0	0
6115 Lineworker, Lead	\$71,694.31	7	16	16	0	0	0	0	0	0
6190 SUBSTATION ELECTRICIAN, LEAD	\$72,199.30	7	2	2	0	0	0	0	0	0
6046 Utility GIS Technician	\$59,128.04	3	1	1	0	0	0	0	0	0
6443 Gas Measurement Supervisor	\$66,806.27	3	1	1	0	0	0	0	0	0

# Workforce Analysis

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

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
6103 Apparatus Repair Supervisor	\$71,083.38	3	1	1	0	0	0	0	0	0
6063 Engineer Utility Designer 2	\$57,572.18	2	1	0	0	0	1	0	0	0
4070 Technical Systems Analyst 2	\$59,564.99	2	4	4	0	0	0	0	0	0
1241 Analyst Senior	\$61,498.77	2	1	1	0	0	0	0	0	0
1313 Utility Safety Training Coordinator	\$74,970.01	2	1	1	0	0	0	0	0	0
6421 Marketing Rep Senior	\$76,794.32	2	1	1	0	0	0	0	0	0
6161 Electric Measurement Supervisor	\$69,657.85	3	2	2	0	0	0	0	0	0
6170 Distribution System Operator 2	\$70,091.01	7	3	3	0	0	0	0	0	0
6113 Electric Systems Operations	\$80,507.55	7	2	2	0	0	0	0	0	0
6065 Engineer Utility Designer 3	\$68,441.68	2	1	0	0	0	1	0	0	0
1213 HR/OD Specialist	\$73,752.94	2	1	1	0	0	0	0	0	0
4072 Technical Systems Analyst. Sr.	\$77,581.98	2	1	1	0	0	0	0	0	0
6171 Systems Operator 2	\$90,980.24	7	2	2	0	0	0	0	0	0
6067 Engineer Utility Designer 4	\$81,055.40	2	4	4	0	0	0	0	0	0
6044 Utility GIS Coordinator	\$81,686.48	2	1	1	0	0	0	0	0	0
4074 Technical Systems Analyst	\$85,848.07	2	1	1	0	0	0	0	0	0



**Workforce Analysis**  
**010-GRU-Energy Deliv 010-GRU-Energy Delivery**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
4078	\$86,226.00	1	1	0	1	0	0	0	0	0
Operational Technology Network		1	0	0	0	0	0	0	0	0
3056	\$80,753.40	1	1	1	0	0	0	0	0	0
Operations Manager' Utilities		0	0	0	0	0	0	0	0	0
6129	\$85,495.93	2	2	2	0	0	0	0	0	0
Electric Systems Operations		0	0	0	0	0	0	0	0	0
6075	\$94,415.24	5	5	5	0	0	0	0	0	0
Superv Engineer Ut Designer		0	0	0	0	0	0	0	0	0
6077	\$96,857.86	1	1	1	0	0	0	0	0	0
Utility Project /Team Leader		0	0	0	0	0	0	0	0	0
6176	\$99,713.04	1	1	1	0	0	0	0	0	0
Systems Operations Manager		0	0	0	0	0	0	0	0	0
3055	\$103,966.56	1	1	1	0	0	0	0	0	0
Util Field Services Manager		0	0	0	0	0	0	0	0	0
1043	\$107,273.71	1	1	1	0	0	0	0	0	0
Gas T & D Manager		0	0	0	0	0	0	0	0	0
6164	\$117,853.74	1	0	0	0	0	0	0	0	0
Operational Technology Manager		0	1	1	0	0	0	0	0	0
6127	\$123,783.45	1	1	1	0	0	0	0	0	0
System Control Manager		0	0	0	0	0	0	0	0	0
6013	\$127,016.52	1	1	0	0	0	1	0	0	0
Energy Delivery Engineering Mgr		1	0	0	0	0	0	0	0	0
6123	\$127,582.33	1	1	1	0	0	0	0	0	0
Energy Measurement & Regulation		0	0	0	0	0	0	0	0	0
1007	\$135,131.73	2	2	2	0	0	0	0	0	0
AGM - Energy Delivery		0	0	0	0	0	0	0	0	0
<b>Total for 010-GRU-Energy Deliv</b>		<b>250</b>	<b>211</b>	<b>185</b>	<b>20</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>35</b>	<b>39</b>	<b>30</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>

**Workforce Analysis**  
**010-GRU-Energy Suppl 010-GRU-Energy Supply**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P
	Total	Tot Min							
0111	\$58,988.80	7	1	1	0	0	0	0	0
Skilled Craft Workers - Temp			Mal						
			Fem						
0104	\$14,009.41	6	1	1	0	0	0	0	0
Intern			Mal						
			Fem						
0255	\$36,296.00	6	0	0	0	0	0	0	0
Support Staff I - Temp			Mal						
			Fem						
0004	\$15,080.00	3	1	1	0	0	0	0	0
Temporary Engineering Intern			Mal						
			Fem						
0105	\$65,456.02	2	2	2	0	0	0	0	0
Professional - Temp			Mal						
			Fem						
2517	\$46,771.37	7	1	1	0	0	0	0	0
Wstwttr Plant Trainee			Mal						
			Fem						
6302	\$36,974.29	7	2	2	0	0	0	0	0
Coal/Ash Equipment Operator 1			Mal						
			Fem						
6343	\$46,599.49	7	5	4	0	0	1	0	0
Power Plant Apprentice Operator			Mal						
			Fem						
1147	\$36,138.40	6	0	0	0	0	0	0	0
Staff Specialist			Mal						
			Fem						
3007	\$36,819.36	6	1	1	0	0	0	0	0
Account Clerk II			Mal						
			Fem						
6301	\$43,056.83	7	5	4	1	0	0	0	0
Coal/Ash Equipment Operator 2			Mal						
			Fem						
6357	\$46,144.93	7	5	4	1	0	0	0	0
Process Plant Operator 2			Mal						
			Fem						
3015	\$43,041.90	6	0	0	0	0	0	0	0
Account Clerk Senior			Mal						
			Fem						
1153	\$45,139.28	6	1	1	0	0	0	0	0
Executive Assistant Senior			Mal						
			Fem						
6345	\$55,434.37	7	8	6	2	0	0	0	0
Power Plant Journeyman Operator			Mal						
			Fem						
6337	\$58,443.75	7	15	13	2	0	0	0	0
Pwr Plant Mech Journeyman			Mal						
			Fem						

**Workforce Analysis**  
**010-GRU-Energy Suppl 010-GRU-Energy Supply**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	3								
6327	\$54,958.59	3	2	2	0	0	0	0	0	0
Pwr Plant Lab Technician		Tot Min	0	1	0	0	0	0	0	0
1240	\$49,596.95	3	2	1	1	0	0	0	0	0
Analyst		Tot Min	1	1	0	0	0	0	0	0
1311	\$64,533.40	1	1	1	0	0	0	0	0	0
Utility Training Officer		Tot Min	0	0	0	0	0	0	0	0
5017	\$63,643.53	1	1	1	0	0	0	0	0	0
Facilities Maintenance Coordinator		Tot Min	0	0	0	0	0	0	0	0
6316	\$64,522.57	25	24	24	0	0	0	0	0	0
Production Technician		Tot Min	0	1	0	0	0	0	0	0
6314	\$64,917.31	9	7	6	0	0	1	0	0	0
Pwr Plant Instrumentation, Controls & 7		Tot Min	1	2	0	0	0	0	0	0
6061	\$65,448.00	1	1	0	0	0	1	0	0	0
Engineer Utility Designer 1		Tot Min	1	0	0	0	0	0	0	0
1403B	\$67,166.80	1	0	0	0	0	0	0	0	0
Office Manager		Tot Min	0	1	0	0	0	0	0	0
6332	\$50,627.41	1	1	1	0	0	0	0	0	0
Pwr Plant Materials Supervisor		Tot Min	0	0	0	0	0	0	0	0
6318	\$68,943.82	3	3	2	1	0	0	0	0	0
Control Room Operator		Tot Min	1	0	0	0	0	0	0	0
6310	\$72,199.30	1	1	1	0	0	0	0	0	0
Power Plant Control Specialist		Tot Min	0	0	0	0	0	0	0	0
6325	\$65,267.76	3	2	1	1	0	0	0	0	0
Pwr Plant Lab Supervisor		Tot Min	1	1	0	0	0	0	0	0
6361	\$65,427.02	1	1	1	0	0	0	0	0	0
Process Plant Supervisor		Tot Min	0	0	0	0	0	0	0	0
1241	\$61,498.77	3	1	1	0	0	0	0	0	0
Analyst Senior		Tot Min	1	1	1	0	0	0	0	0
6330	\$66,129.72	3	3	3	0	0	0	0	0	0
Pwr Plant Maintenance Planner		Tot Min	0	0	0	0	0	0	0	0
6313	\$73,320.62	1	1	1	0	0	0	0	0	0
Pwr Plant Instrumentation, Controls & 7		Tot Min	0	0	0	0	0	0	0	0

**Workforce Analysis**  
**010-GRU-Energy Suppl 010-GRU-Energy Supply**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
6331 Pwr Plant Maintenance Supervisor	\$71,398.50	3	1	1	0	0	0	0	0	0
6065 Engineer Utility Designer 3	\$68,441.68	2	1	1	0	0	0	0	0	0
6304 Business Services Support	\$71,936.16	2	1	0	0	0	0	0	0	0
6160 Generation Training Coordinator	\$71,947.26	2	1	0	0	0	0	0	0	0
6349 Pwr Plant Shift Supervisor	\$76,455.29	7	8	5	2	0	1	0	0	0
6173 Pwr System Coordinator 2	\$89,912.54	7	5	3	2	0	0	0	0	0
6067 Engineer Utility Designer 4	\$81,055.40	2	4	2	1	0	0	0	0	0
6336 Major Maintenance Leader	\$81,999.55	1	1	1	0	0	0	0	0	0
6350 Production Leader	\$85,484.24	1	2	2	0	0	0	0	0	0
6168 System Operations Training	\$87,075.00	2	1	1	0	0	0	0	0	0
6073 Principal Engineer	\$96,576.50	2	2	2	0	0	0	0	0	0
6344 Production Manager I	\$94,023.35	1	1	1	0	0	0	0	0	0
6306 Fuels Manager	\$105,787.50	1	1	0	1	0	0	0	0	0
6075 Superv Engineer Ut Designer	\$94,415.24	2	1	1	0	0	0	0	0	0
6041 Project Engineer	\$108,237.88	2	1	1	0	0	0	0	0	0
1415 Managing Utility Analyst Planning	\$92,970.86	1	1	1	0	0	0	0	0	0

**Workforce Analysis  
010-GRU-Energy Suppl 010-GRU-Energy Supply**

Job Code & Title	Average Salary & EEO	Total		W	B	A	H	I	P	2
		Mal	Fem							
6342 Manager of Outage Planning &	\$94,000.00 1	Total 1	0	1	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0
6341 Production Manager II	\$95,865.00 1	Total 1	0	1	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0
6334 Job Knowledge & Proficiency	\$122,588.53 1	Total 1	0	1	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0
6340 Production Manager III	\$53,750.00 1	Total 2	0	2	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0
6174 Power Systems Operations Manager 1	\$105,858.17 1	Total 1	0	0	0	0	0	0	0	0
		Tot Min 0	0	1	0	0	0	0	0	0
6305 Administrative & Fuels Operations	\$101,835.51 1	Total 2	0	0	1	0	0	0	0	0
		Tot Min 2	0	0	1	0	0	0	0	0
6333 Director of Production	\$121,500.00 1	Total 1	0	0	0	0	0	0	0	0
		Tot Min 0	0	1	0	0	0	0	0	0
6040 Production Assurance Support	\$124,537.50 1	Total 1	0	1	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0
1009 AGM - Energy Supply	\$187,499.49 1	Total 1	0	1	0	0	0	0	0	0
		Tot Min 0	0	0	0	0	0	0	0	0
<b>Total for 010-GRU-Energy Suppl</b>		Total 157	0	115	16	1	5	0	0	0
		Tot Min 27	0	15	2	0	3	0	0	0

**010-GRU-Human Resour 010-GRU-Human Resources**

Job Code & Title	Average Salary & EEO	Total		W	B	A	H	I	P	2
		Mal	Fem							
1209 HR/OD Representative, Sr.	\$59,574.69 2	Total 2	0	0	0	0	0	0	0	0
		Tot Min 0	0	2	0	0	0	0	0	0
1213 HR/OD Specialist	\$73,752.94 2	Total 2	0	0	0	0	1	0	0	0
		Tot Min 1	0	1	0	0	0	0	0	0
1206 Learning & Development Manager	\$69,039.98 1	Total 1	0	0	0	0	0	0	0	0
		Tot Min 0	0	1	0	0	0	0	0	0
1202 Human Resources Manager	\$73,542.33 1	Total 1	0	0	0	0	0	0	0	0
		Tot Min 1	0	0	1	0	0	0	0	0

## Workforce Analysis

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

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P
	Total	Mal							
1216	\$87,007.83	1	1	1	0	0	0	0	2
Chief Negotiator	2	Tot Min	0	0	0	0	0	0	0
1047	\$119,541.67	Total	1	0	0	0	0	0	0
Human Resources Director	1	Tot Min	0	1	0	0	0	0	0
Total for 010-GRU-Human Resour		Total	8	2	1	0	1	0	0
		Tot Min	2	5	1	0	0	0	0

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

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P
	Total	Mal							
0104	\$14,009.41	Total	1	0	0	0	0	0	0
Intern	6	Tot Min	0	1	0	0	0	0	0
0103	\$29,536.18	Total	1	1	0	0	0	0	0
Techs - Temp	3	Tot Min	0	0	0	0	0	0	0
1147	\$36,138.40	Total	1	0	0	0	0	0	0
Staff Specialist	6	Tot Min	0	1	0	0	0	0	0
4023	\$42,780.82	Total	3	2	1	0	0	0	0
IT Support Technician	3	Tot Min	1	0	0	0	0	0	0
4025	\$57,378.57	Total	2	1	0	0	0	0	0
IT Support Specialist	3	Tot Min	0	1	0	0	0	0	0
4034	\$60,782.42	Total	2	2	0	0	0	0	0
Application Security Analyst	2	Tot Min	0	0	0	0	0	0	0
4019	\$53,154.54	Total	3	1	0	0	0	0	0
Network Specialist	3	Tot Min	0	2	0	0	0	0	0
4027	\$58,767.49	Total	2	2	0	0	0	0	0
IT Support Analyst	3	Tot Min	0	0	0	0	0	0	0
4063	\$49,875.02	Total	2	1	0	0	1	0	0
Business Systems Analyst 1	2	Tot Min	1	0	0	0	0	0	0
4021	\$64,162.38	Total	1	1	0	0	0	0	0
Network Analyst	3	Tot Min	0	0	0	0	0	0	0
4028	\$51,396.38	Total	1	0	0	0	0	0	0
IT Support Supervisor	2	Tot Min	0	1	0	0	0	0	0

# Workforce Analysis

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

Job Code & Title	Average Salary & EEO	Total	W	B	A	H	I	P	2
4064	\$55,794.78	Total 7	0	1	1	0	0	0	0
Business Systems Analyst 2	2	Tot Min 3	4	1	0	0	0	0	0
4065	\$70,747.37	Total 6	1	0	0	0	0	0	0
Business Systems Analyst Sr	2	Tot Min 0	5	0	0	0	0	0	0
4022	\$73,191.52	Total 1	1	0	0	0	0	0	0
IT WEB Applications Developer Sr.	2	Tot Min 0	0	0	0	0	0	0	0
4059	\$74,554.91	Total 14	11	0	0	0	0	0	0
IT Infrastructure Designer and	2	Tot Min 2	3	1	1	0	0	0	0
4013	\$77,904.04	Total 4	2	0	0	0	0	0	0
Computer Systems Analyst	2	Tot Min 1	2	1	0	0	0	0	0
4040	\$80,723.58	Total 4	2	0	0	0	0	0	0
IT Supervisor	2	Tot Min 0	2	0	0	0	0	0	0
4060	\$87,366.11	Total 4	4	0	0	0	0	0	0
IT Infrastructure Designer and	2	Tot Min 0	0	0	0	0	0	0	0
4011	\$90,914.59	Total 1	0	0	0	0	0	0	0
Computer Project Leader	2	Tot Min 0	1	0	0	0	0	0	0
4039	\$87,316.05	Total 2	1	0	0	0	0	0	0
Business Operations Support	1	Tot Min 0	1	0	0	0	0	0	0
4062	\$93,288.00	Total 1	1	0	0	0	0	0	0
IT Applications Development	1	Tot Min 0	0	0	0	0	0	0	0
4030	\$107,525.69	Total 1	1	0	0	0	0	0	0
IT Infrastructure and Administration	1	Tot Min 0	0	0	0	0	0	0	0
1049	\$97,082.37	Total 1	1	0	0	0	0	0	0
Information Technology Director,	1	Tot Min 0	0	0	0	0	0	0	0
Total for 010-GRU-Information		Total 65	36	2	1	1	0	0	0
		Tot Min 8	21	3	1	0	0	0	0

## 010-GRU-Telecommunic 010-GRU-Telecommunications

Job Code & Title	Average Salary & EEO	Total	W	B	A	H	I	P	2
0104	\$14,009.41	Total 1	0	1	0	0	0	0	0
Intern	6	Tot Min 1	0	0	0	0	0	0	0

**Workforce Analysis**  
**010-GRU-Telecommunic 010-GRU-Telecommunications**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
0103	\$29,536.18		1	0	0	0	0	0	0	0
Techs - Temp	3		0	1	0	0	0	0	0	0
1145	\$30,430.19		1	0	0	0	0	0	0	0
Staff Assistant	6		0	1	0	0	0	0	0	0
3048	\$32,337.92		8	5	1	0	0	0	0	0
Customer Service Support Specialist	6		3	0	2	0	0	0	0	0
2546	\$43,049.97		1	1	0	0	0	0	0	0
Technical Support Specialist I	3		0	0	0	0	0	0	0	0
4053	\$34,661.64		2	2	0	0	0	0	0	0
Network Cabling Specialist 1	7		0	0	0	0	0	0	0	0
2543	\$41,177.14		1	1	0	0	0	0	0	0
Technical Support Specialist II	3		0	0	0	0	0	0	0	0
3015	\$43,041.90		1	0	0	0	0	0	0	0
Account Clerk Senior	6		0	1	0	0	0	0	0	0
3057	\$44,065.26		1	1	0	0	0	0	0	0
Customer Service Rep Senior	6		0	0	0	0	0	0	0	0
4020	\$44,400.43		1	0	0	0	0	0	0	0
GRUCOM Work Management	2		0	1	0	0	0	0	0	0
4055	\$50,244.97		3	2	1	0	0	0	0	0
Network Cabling Specialist 2	7		0	0	0	0	0	0	0	0
2550	\$52,774.65		1	1	0	0	0	0	0	0
Technical Support Specialist III	3		0	0	0	0	0	0	0	0
4045	\$61,273.97		5	4	1	0	0	0	0	0
Telecomm Specialist 2	3		0	0	0	0	0	0	0	0
3059	\$64,815.50		0	0	0	0	0	0	0	0
Customer Service Supervisor	6		1	1	0	0	0	0	0	0
4046	\$67,323.57		1	1	0	0	0	0	0	0
Lead Telecomm Specialist	3		0	0	0	0	0	0	0	0
4057	\$69,236.13		1	1	0	0	0	0	0	0
Network Cabling Supervisor	3		0	0	0	0	0	0	0	0
4058	\$61,421.36		1	1	0	0	0	0	0	0
IT Infrastructure Designer and	2		0	0	0	0	0	0	0	0





**Workforce Analysis**  
**010-GRU-Water/Wastew 010-GRU-Water/Wastewater**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	Tot Min								
5027 Maintenance Mechanic 1	\$29,936.82	7	1	0	1	0	0	0	0	0
2517 Wstwttr Plant Trainee	\$46,771.37	7	2	2	0	0	0	0	0	0
2571 Services Operator Apprentice	\$34,889.30	7	2	2	0	0	0	0	0	0
1145 Staff Assistant	\$30,430.19	6	0	0	0	0	0	0	0	0
1223 Training Technician	\$39,495.46	6	0	0	0	0	0	0	0	0
2511 Wstwttr Plant Operator 1	\$36,089.87	7	3	2	1	0	0	0	0	0
1147 Staff Specialist	\$36,138.40	6	0	0	0	0	0	0	0	0
2505 Wastewater Mechanic Apprentice	\$31,675.90	7	2	1	1	0	0	0	0	0
4132 Operations Assistant	\$40,671.16	6	0	0	0	0	0	0	0	0
2555 Wtr/Wstwttr Instrument Technician	\$46,619.25	3	1	1	0	0	0	0	0	0
2513 Wstwttr Plant Operator 2	\$39,547.83	7	5	4	1	0	0	0	0	0
5031 Maintenance Mechanic 3	\$47,359.45	7	3	1	2	0	0	0	0	0
2573 Services Operator	\$47,731.87	7	41	32	8	0	1	0	0	0
2506 Wastewater Mechanic	\$49,398.96	7	2	1	1	0	0	0	0	0
2582 Wtr/Wstwttr Grease Trap Inspector	\$54,115.36	7	1	1	0	0	0	0	0	0
2543 Wtr/Wstwttr Crew Leader	\$54,862.20	7	16	12	4	0	0	0	0	0

**Workforce Analysis**  
**010-GRU-Water/Wastew 010-GRU-Water/Wastewater**

Job Code & Title	Average Salary & EEO		Total	W	B	A	H	I	P	2
	Total	6								
1153 Executive Assistant Senior	\$45,139.28	6	0	0	0	0	0	0	0	0
2515 Wstwr Plant Operator 3	\$45,558.59	7	3	2	0	1	0	0	0	0
2538 Water Plant Operator/Mechanic	\$57,147.17	7	6	4	2	0	0	0	0	0
2537 Water Plant Operator 3	\$57,712.72	7	0	0	0	0	0	0	0	0
2568 Water Reclamation Laboratory	\$58,950.25	7	2	2	0	0	0	0	0	0
2550 Technical Support Specialist III	\$52,774.65	3	1	7	0	0	0	0	0	0
2567 Wtr/Wstwr Laboratory Technician	\$60,768.86	3	1	1	0	0	0	0	0	0
2581 Wtr/Wstwr Supervisor	\$59,493.85	7	9	8	1	0	0	0	0	0
2559 Wtr/Wstwr Instrument Technician	\$60,604.44	3	8	8	0	0	0	0	0	0
2552 Technical Support Specialist Senior	\$63,776.49	3	2	1	1	0	0	0	0	0
2591 Environmental Programs	\$70,458.00	2	1	1	0	0	0	0	0	0
6046 Utility GIS Technician	\$59,128.04	3	1	1	0	0	0	0	0	0
2561 Wtr/Wstwr Laboratory Supervisor	\$67,062.53	3	0	0	0	0	0	0	0	0
1313 Utility Safety Training Coordinator	\$74,970.01	2	1	1	0	0	0	0	0	0
2509 Wtr/Wstwr Facilities Operations &	\$73,955.88	1	3	3	0	0	0	0	0	0
6065 Engineer Utility Designer 3	\$68,441.66	2	2	2	0	0	0	0	0	0

**Workforce Analysis  
010-GRU-Water/Wastew 010-GRU-Water/Wastewater**

Job Code & Title	Average Salary & EEO		Total		W	B	A	H	I	P	2
	Total	Min	Mal	Fem							
4072 Technical Systems Analyst, Sr.	\$77,581.98	2	1	0	1	0	0	0	0	0	0
2531 Water Plant Manager	\$86,463.77	1	1	0	1	0	0	0	0	0	0
6067 Engineer Utility Designer 4	\$81,055.40	2	4	0	1	0	0	0	0	0	0
6073 Principal Engineer	\$96,576.50	2	1	0	1	0	0	0	0	0	0
6075 Superv Engineer Ut Designer	\$94,415.24	2	4	0	2	0	0	0	0	0	0
1071 Wtr/Wstwr Engineering Director	\$108,906.90	1	1	0	1	0	0	0	0	0	0
1011 AGM - Water/Waste Water Systems	\$127,230.92	1	1	0	1	0	0	0	0	0	0
1069 Chief Financial Officer, Utilities	\$147,911.75	1	1	0	1	0	0	0	0	0	0
<b>Total for 010-GRU-Water/Wastew</b>			<b>165</b>	<b>29</b>	<b>142</b>	<b>24</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
					<b>23</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Job Group Analysis** **41 C.F.R. 60-2.12**

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

In designing our job groups we considered the following elements:

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

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

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

City of Gainesville

January 1, 2015 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

Job Group Analysis

ASCS 6

EEO Code: 6

Job Code & Title	#	%	Min	Fem					
1401 - Administrative Assistant	1	100.00	0	1					
1 Employee			0.00	100.00					
1153 - Executive Assistant Senior	8	100.00	2	8					
8 Employees			25.00	100.00					
4134 - Energy Systems Dispatcher	2	100.00	1	2					
2 Employees			50.00	100.00					
4132 - Operations Assistant	10	100.00	2	10					
10 Employees			20.00	100.00					
1136 - Dispatcher	2	100.00	0	1					
2 Employees			0.00	50.00					
1147 - Staff Specialist	13	100.00	2	13					
13 Employees			15.38	100.00					
1145 - Staff Assistant	10	100.00	2	10					
10 Employees			20.00	100.00					
46 Employees			9	45					
Totals			19.57	97.83					

# Job Group Analysis

ASCSa 6

EEO Code: 6

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

# Job Group Analysis

ASFIN 6

EEO Code: 6

Job Code & Title	#	%	Min	Fem						
3224 - Supply Chain Specialist	0		0	0						
2 Employees	0.00	0.00								
3103 - Buyer 2	1		0	1						
1 Employee	100.00	100.00								
3015 - Account Clerk Senior	4		2	4						
5 Employees	80.00	80.00	40.00							
3043 - Customer Account's Rep Senior	2		0	2						
2 Employees	100.00	100.00	0.00							
3007 - Account Clerk II	7		1	7						
7 Employees	14.29	100.00	14.29							
3101 - Buyer	1		1	1						
1 Employee	100.00	100.00	100.00							
3041 - Customer Account's Rep	7		4	7						
7 Employees	57.14	100.00	57.14							
3000 - Clerk 1	0		0	0						
1 Employee	0.00	0.00	0.00							
26 Employees	8	22	30.77	84.62						
Totals										



# Job Group Analysis

ASFINA 6

EEO Code: 6

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

# Job Group Analysis

ASGEN 6

EEO Code: 6

Job Code & Title	#	%	Min	Fem
3004 - New Services Specialist Sr.	0			
1 Employee	0.00	100.00		
3057 - Customer Service Rep Senior	2			
5 Employees	40.00	80.00		
3003 - New Services Specialist	1			
2 Employees	50.00	100.00		
3233 - Utilities Materials Specialist, Senior	0			
9 Employees	0.00	44.44		
3054 - Customer Service Rep 2	19			
22 Employees	86.36	90.91		
1223 - Training Technician	0			
1 Employee	0.00	100.00		
3048 - Customer Service Support Specialist 1	3			
8 Employees	37.50	25.00		
<b>Totals</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
48 Employees	25	34	52.08	70.83

# Job Group Analysis

ASGENa 6

EEO Code: 6

Job Code & Title	#	%	Min	Fem						
0255 - Support Staff I - Temp	1	100.00	1	1						
1 Employee				100.00						
0237 - Customer Service Rep - Temp	3		2	3						
4 Employees				75.00						
0104 - Intern	3		3	10						
17 Employees				58.82						
22 Employees				14						
Totals	6		6	63.64						
				27.27						

# Job Group Analysis

ASPV 6

EEO Code: 6

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

# Job Group Analysis

OAEM 1

EEO Code: 1

Job Code & Title	Min	Fem	Min	Fem	Min	Fem	Min	Fem	Min	Fem	Min	Fem
1045 - General Mgr for Utilities	#	1										
1 Employee	%	100.00										
1 Employee	#	1										
Totals	%	100.00										

# Job Group Analysis

OAM

1

EEO Code: 1

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

# Job Group Analysis

OAM

1

EEO Code: 1

Job Code & Title	#	%	Min	Fem
1208 - Learning & Development Manager	1	100.00	0	1
2509 - Wtr/Wstwr Facilities Operations & Maintenance Man	3	0.00	0	0
1403B - Office Manager	1	0.00	0	1
Totals	5	21.74	8.70	2

# Job Group Analysis

OAMM 1

EEO Code: 1

Job Code & Title	#	%	Min	Fem
6123 - Energy Measurement & Regulation Manager	0	0.00	0	0
1 Employee	0.00	0.00	0.00	0.00
6013 - Energy Delivery Engineering Mgr	1	0	1	0
1 Employee	100.00	0.00	100.00	0.00
6040 - Production Assurance Support Director	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
6127 - System Control Manager	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
6333 - Director of Production	0	1	0	1
1 Employee	0.00	100.00	0.00	100.00
6305 - Administrative & Fuels Operations Director	2	1	2	1
2 Employees	100.00	50.00	100.00	50.00
1049 - Information Technology Director, GRU	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
1046 - Director Of Sales and New Services	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
6164 - Operational Technology Manager	0	1	0	1
1 Employee	0.00	100.00	0.00	100.00
1024 - Marketing & Business Solutions Director	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
1067 - Utilities Administrative Services Director	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
1071 - Wtr/Wstwr Engineering Director	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
1043 - Gas T & D Manager	0	0	0	0
1 Employee	0.00	0.00	0.00	0.00
6174 - Power Systems Operations Manager	0	1	0	1
1 Employee	0.00	100.00	0.00	100.00
3027 - Controller, Utilities	0	1	0	1
1 Employee	0.00	100.00	0.00	100.00



# Job Group Analysis

OAMM 1

EEO Code: 1

Job Code & Title	#	%	Min	Fem																
1031 - Customer Operations Director	1	0.00	0	0																
1 Employee																				
6340 - Production Manager III	2	0.00	0	0																
2 Employees																				
6334 - Job Knowledge & Proficiency Development Manager	1	0.00	0	0																
1 Employee																				
3055 - Util Field Services Manager	1	0.00	0	0																
1 Employee																				
6176 - Systems Operations Manager	1	0.00	0	0																
1 Employee																				
6342 - Manager of Outage Planning & Major Maintenance	1	0.00	0	0																
1 Employee																				
6129 - Electric Systems Operations Manager	2	0.00	0	0																
2 Employees																				
4100 - Marketing Manager Utilities	1	100.00	1	1																
1 Employee																				
2109 - Conservation Services Manager	1	100.00	1	1																
1 Employee																				
1202 - Human Resources Manager	1	100.00	1	1																
1 Employee																				
2531 - Water Plant Manager	1	0.00	0	0																
1 Employee																				
<b>Totals</b>	<b>29</b>	<b>100.00</b>	<b>29</b>	<b>29</b>																
<b>29 Employees</b>																				

# Job Group Analysis

OASM 1

EEO Code: 1

Job Code & Title	#	%	Min	Fem
1009 - AGM - Energy Supply	0			
1 Employee	0.00	0.00		
1069 - Chief Financial Officer, Utilities	0			
1 Employee	0.00	0.00		
1007 - AGM - Energy Delivery	0			
2 Employees	0.00	0.00		
1011 - AGM - Water/Waste Water Systems	0			
1 Employee	0.00	0.00		
1005 - AGM - Customer/Administrative Services	0			
1 Employee	0.00	0.00		
1047 - Human Resources Director	0			
1 Employee	0.00	100.00		
2306 - Public Affairs Director	1			
1 Employee	100.00	100.00		
8 Employees	1	2		
Totals	12.50	25.00		

# Job Group Analysis

PADM 2

EEO Code: 2

Job Code & Title	#	%	Min	Fem
1216 - Chief Negotiator	0	0.00	0	0
1 Employee	0	0.00	0	0
6168 - System Operations Training Coordinator	0	0.00	0	0
1 Employee	0	0.00	0	0
4011 - Computer Project Leader	1	100.00	1	1
1 Employee	1	100.00	1	1
4060 - IT Infrastructure Designer and Administrator, Lead.	0	0.00	0	0
5 Employees	0	0.00	0	0
4078 - Operational Technology Network Analyst Lead	1	100.00	1	0
1 Employee	1	100.00	1	0
4074 - Technical Systems Analyst Coordinator	0	0.00	0	0
1 Employee	0	0.00	0	0
6044 - Utility GIS Coordinator	0	0.00	0	0
1 Employee	0	0.00	0	0
4103 - Account Representative Sr.	1	33.33	1	1
3 Employees	3	33.33	3	3
4040 - IT Supervisor	2	50.00	2	2
4 Employees	4	50.00	4	4
7401 - Utility Security Coordinator	0	0.00	0	0
1 Employee	0	0.00	0	0
4013 - Computer Systems Analyst	1	25.00	1	2
4 Employees	4	25.00	4	4
4072 - Technical Systems Analyst, Sr.	0	0.00	0	0
2 Employees	2	0.00	2	2
4059 - IT Infrastructure Designer and Administrator, Sr.	3	18.75	3	4
16 Employees	16	18.75	16	25
4022 - IT WEB Applications Developer Sr.	0	0.00	0	0
1 Employee	1	0.00	1	0
6160 - Generation Training Coordinator	0	0.00	0	0
1 Employee	1	0.00	1	0



# Job Group Analysis

PADM 2

EEO Code: 2

Job Code & Title	#	%	Min	Fein															
6424 - Marketing & Communication Specialist, Senior	1		1	2															
2 Employees		%	50.00	100.00															
4068 - Technical Systems Analyst 1	1		1	1															
2 Employees		%	50.00	50.00															
4020 - GRUCOM Work Management Coordinator	0		0	1															
1 Employee		%	0.00	100.00															
2107 - Residential Efficiency Program Coordinator 3	0		0	1															
1 Employee		%	0.00	100.00															
2105 - Residential Efficiency Program Coordinator 2	2		2	1															
3 Employees		%	66.67	33.33															
76 Employees																			
Totals	13		13	26															
		%	17.11	34.21															

# Job Group Analysis

PADMa 2

EEO Code: 2

Job Code & Title	#	%	Min	Fem														
0105 - Professional - Temp	4	44.44	22.22	4														
9 Employees	9	100.00	22.22	4														
Totals	9	100.00	22.22	4														



# Job Group Analysis

PANA

2

EEO Code: 2

Job Code & Title	#	%	Min	Fem																
3021 - Accountant 2	1		0	1																
1 Employee			0.00	100.00																
57 Employees			14	24																
Totals			24.56	42.11																



# Job Group Analysis

PENG 2

EEO Code: 2

Job Code & Title	#	%	Min	Perm
6041 - Project Engineer	0	0.00	0	0
1 Employee	0	0.00	0	0
6077 - Utility Project /Team Leader	0	0.00	0	0
1 Employee	0	0.00	0	0
6075 - Superv Engineer Ut Designer	0	0.00	0	2
10 Employees	0	0.00	0	20.00
6073 - Principal Engineer	0	0.00	0	1
6 Employees	0	0.00	0	16.67
6067 - Engineer Utility Designer 4	3	5	3	5
14 Employees	21.43	35.71	21.43	35.71
6066 - Engineer Utility Designer 3	1	1	1	1
5 Employees	20.00	20.00	20.00	20.00
6063 - Engineer Utility Designer 2	1	0	1	0
2 Employees	50.00	0.00	50.00	0.00
6061 - Engineer Utility Designer 1	1	0	1	0
1 Employee	100.00	0.00	100.00	0.00
40 Employees	6	9	6	9
Totals	15.00	22.50	15.00	22.50

# Job Group Analysis

SER

8

EEO Code: 8

Job Code & Title	#	%	Min	Fein														
6149 - Meter Reader Crew Leader	1	4.35	0	0														
1 Employee			0.00	0.00														
6147 - Meter Reader	22	95.65	4	1														
22 Employees			18.18	4.55														
23 Employees			4	1														
Totals			17.39	4.35														

# Job Group Analysis

SK 7

EEO Code: 7

Job Code & Title	#	%	Min	Fem
6171 - Systems Operator 2	0	0.00	0	0
2 Employees				
6173 - Pwr System Coordinator 2	2	0	2	0
5 Employees				
6113 - Electric Systems Operations Coordinator	0	0.00	40.00	0.00
2 Employees				
6170 - Distribution System Operator 2	0	0.00	0	0
3 Employees				
6190 - SUBSTATION ELECTRICIAN, LEAD	0	0.00	0	0
2 Employees				
6310 - Power Plant Control Specialist	0	0.00	0	0
1 Employee				
6115 - Lineworker, Lead	0	0.00	0	0
16 Employees				
6318 - Control Room Operator	1	0	1	0
3 Employees				
6119 - Electric Line Worker	33.33	0.00	33.33	0.00
31 Employees				
6314 - Pwr Plant Instrumentation, Controls & Electrical Te	1	2	1	2
9 Employees				
6316 - Production Technician	11.11	22.22	11.11	22.22
25 Employees				
6187 - Substation Electrician	0	1	0	1
4 Employees				
1432 - Energy Delivery Facilities Specialist 2	0	4.00	0	4.00
8 Employees				
2588 - Water Reclamation Laboratory Technician	0	1	0	1
3 Employees				
6337 - Pwr Plant Mech Journeyman	0	33.33	0	33.33
15 Employees				
	2	0	2	0
	13.33	0.00	13.33	0.00

# Job Group Analysis

SK 7

EEO Code: 7

Job Code & Title		#	%	Min	Fem
2537 - Water Plant Operator 3	1 Employee	0	0.00	1	100.00
2538 - Water Plant Operator/Mechanic	6 Employees	2	33.33	0	0.00
6345 - Power Plant Journeyman Operator	8 Employees	2	25.00	0	0.00
4055 - Network Cabling Specialist 2	3 Employees	1	33.33	0	0.00
2515 - Wstwr Plant Operator 3	3 Employees	1	33.33	0	0.00
6118 - Line Technician, Lead	2 Employees	0	0.00	0	0.00
6415 - Gas Worker Lead	2 Employees	0	0.00	0	0.00
6111 - Electric Line Clearance Coordinator	2 Employees	0	0.00	0	0.00
2543 - Wtr/Wstwr Crew Leader	16 Employees	4	25.00	0	0.00
2582 - Wtr/Wstwr Grease Trap Inspector	1 Employee	0	0.00	0	0.00
3207 - Field Services Technician	14 Employees	5	35.71	0	0.00
2506 - Wastewater Mechanic	2 Employees	1	50.00	0	0.00
2573 - Services Operator	41 Employees	9	21.95	0	0.00
5031 - Maintenance Mechanic 3	3 Employees	2	66.67	0	0.00
6357 - Process Plant Operator 2	5 Employees	1	20.00	0	0.00

# Job Group Analysis

SK 7

EEO Code: 7

Job Code & Title	#	%	Min	Fem
6301 - Coal/Ash Equipment Operator 2	1	0.00		
5 Employees	20.00	0.00		
2513 - Wstwr Plant Operator 2	1	0		
5 Employees	20.00	0.00		
1431 - Energy Delivery Facilities Specialist 1	0	1		
2 Employees	0.00	50.00		
5029 - Maintenance Mechanic 2	0	0		
2 Employees	0.00	0.00		
6302 - Coal/Ash Equipment Operator 1	0	0		
2 Employees	0.00	0.00		
6405 - Gas Worker	2	0		
5 Employees	40.00	0.00		
5027 - Maintenance Mechanic 1	1	0		
2 Employees	50.00	0.00		
<b>Totals</b>	<b>#</b>	<b>%</b>	<b>11</b>	<b>4.21</b>
261 Employees	16.86	4.21		

# Job Group Analysis

Ska

7

EEO Code: 7

Job Code & Title	#	%	Min	Fem														
0111 - Skilled Craft Workers - Temp	1	Employee	0	0														
Totals	1	Employee	0	0														
			0.00	0.00														
			0	0														
			0.00	0.00														

# Job Group Analysis

SKAP

7

EEO Code: 7

Job Code & Title	#	%	Min	Fein						
6116 - Line Technician	1			0						
7 Employees	14.29	0.00								
4053 - Network Cabling Specialist 1	0			0						
2 Employees	0.00	0.00								
2606 - Wastewater Mechanic Apprentice	1			0						
2 Employees	50.00	0.00								
6343 - Power Plant Apprentice Operator	1			0						
5 Employees	20.00	0.00								
2511 - Wstwr Plant Operator 1	1			0						
3 Employees	33.33	0.00								
3206 - Field Services Technician Apprentice	0			0						
1 Employee	0.00	0.00								
2571 - Services Operator Apprentice	0			0						
2 Employees	0.00	0.00								
22 Employees	4	0								
Totals	18.18	0.00								

# Job Group Analysis

SKSPV 7

EEO Code: 7

Job Code & Title	#	%	Min	Fem
6349 - Pwr Plant Shift Supervisor	3	0		
8 Employees	37.50	0.00		
6313 - Pwr Plant Instrumentation, Controls & Electrical Su	0	0		
1 Employee	0.00	0.00		
6419 - Gas Operations Supervisor	0	0		
1 Employee	0.00	0.00		
3075 - Meter Services Supervisor	0	0		
1 Employee	0.00	0.00		
1430 - Energy Delivery Facilities Specialist Supervisor	0	0		
2 Employees	0.00	0.00		
1427 - Energy Services Supervisor	0	0		
3 Employees	0.00	0.00		
6332 - Pwr Plant Materials Supervisor	0	0		
1 Employee	0.00	0.00		
5017 - Facilities Maintenance Coordinator	0	0		
2 Employees	0.00	0.00		
2581 - Wtr/Wstwr Supervisor	1	0		
9 Employees	11.11	0.00		
<b>Totals</b>	<b>4</b>	<b>0</b>		
28 Employees	14.29	0.00		



# Job Group Analysis

SKT

7

EEO Code: 7

Job Code & Title	Min		Fem	
	#	%	#	%
2517 - Wstwr Plant Trainee	0	0.00	0	0.00
3 Employees	0	0.00	0	0.00
2579 - Services Operator Trainee	0	0.00	0	0.00
1 Employee	0	0.00	0	0.00
2504 - Wastewater Mechanic Trainee	1	33.33	0	0.00
3 Employees	0	0.00	0	0.00
6401 - Gas Worker Trainee	0	0.00	0	0.00
1 Employee	1	12.50	0	0.00
8 Employees	Totals			
	1	12.50	0	0.00

# Job Group Analysis

TENG 3

EEO Code: 3

Job Code & Title	#	%	Min	Fem
6046 - Utility GIS Technician	0			
2 Employees	0.00	0.00		
2552 - Technical Support Specialist Senior	2			
4 Employees	50.00	25.00		
2550 - Technical Support Specialist III	2			
11 Employees	18.18	18.18		
2548 - Technical Support Specialist II	0			
4 Employees	0.00	50.00		
2546 - Technical Support Specialist I	0			
1 Employee	0.00	0.00		
22 Employees	4	5		
Totals	18.18	22.73		

# Job Group Analysis

TENGA 3

EEO Code: 3

Job Code & Title	#	%	Min	Fem															
0004 - Temporary Engineering Intern	1	50.00	1	0															
2 Employees				0.00															
Totals	1	50.00	1	0															
2 Employees				0.00															

# Job Group Analysis

TGEN 3

EEO Code: 3

Job Code & Title	#	%	Min	Fem
4047 - Network & Telecommunications Supervisor	1	0.00	0	
2 Employees	50.00	0.00		
6330 - Pwr Plant Maintenance Planner	0	0.00	0	
3 Employees	0.00	0.00		
4046 - Lead Telecomm Specialist	0	0.00	0	
1 Employee	0.00	0.00		
4021 - Network Analyst	0	0.00	0	
1 Employee	0.00	0.00		
6175 - Relay Technician	1	0.00	0	
4 Employees	25.00	0.00		
4045 - Telecomm Specialist 2	1	0.00	0	
5 Employees	20.00	0.00		
6159 - Electric Measurement Technician	1	0.00	0	
5 Employees	20.00	0.00		
2559 - Wtr/Wstwr Instrument Technician	0	0.00	0	
8 Employees	0.00	0.00		
6167 - Pwr Sys Control Specialist Senior	0	0.00	0	
1 Employee	0.00	0.00		
4027 - IT Support Analyst	0	0.00	0	
2 Employees	0.00	0.00		
4019 - Network Specialist	0	0.00	2	
3 Employees	0.00	66.67		
2567 - Wtr/Wstwr Laboratory Technician Senior	0	0.00	0	
1 Employee	0.00	0.00		
6107 - Electric Apparatus Technician	0	0.00	0	
3 Employees	0.00	0.00		
4025 - IT Support Specialist	0	0.00	1	
2 Employees	0.00	50.00		
6327 - Pwr Plant Lab Technician	0	0.00	1	
3 Employees	0.00	33.33		

# Job Group Analysis

TGEN 3

EEO Code: 3

Job Code & Title	#	%	Min	Fein						
6409 - Facilities Protection Technician	0	0.00	0	0						
2 Employees										
3037 - Current Diversion Technician	0	0.00	0	0						
1 Employee										
6441 - Gas Measurement Technician	1	33.33	1	1						
3 Employees										
6154 - Meter Programmer Tester	0	0.00	0	1						
1 Employee										
6017 - Electric Utilities Inspector	1	50.00	1	0						
2 Employees										
6101 - Utilities Location Technician	1	14.29	1	1						
7 Employees										
4023 - IT Support Technician	1	33.33	1	0						
3 Employees										
2555 - Wtr/Wstwr Instrument Technician Apprentice	0	0.00	0	0						
1 Employee										
64 Employees										
<b>Totals</b>	<b>8</b>	<b>12.50</b>	<b>8</b>	<b>7</b>						

# Job Group Analysis

TGENa 3

EEO Code: 3

Job Code & Title	#	%	Min	Fein														
0103 - Techs - Temp	8		1	2														
8 Employees			12.50	25.00														
Totals	8		1	2														
			12.50	25.00														

# Job Group Analysis

TSPV 3

EEO Code: 3

Job Code & Title	#	%	Min	Fem
6331 - Pwr Plant Maintenance Supervisor 1 Employee	0	0.00	0	0
6161 - Electric Measurement Supervisor 2 Employees	0	0.00	0	0
6103 - Apparatus Repair Supervisor 1 Employee	0	0.00	0	0
4057 - Network Cabling Supervisor 1 Employee	0	0.00	0	0
2561 - Wtr/Mstwr Laboratory Supervisor 1 Employee	0	0.00	0	1
6443 - Gas Measurement Supervisor 1 Employee	0	0.00	0	0
6361 - Process Plant Supervisor 1 Employee	0	0.00	0	0
6325 - Pwr Plant Lab Supervisor 3 Employees	1	33.33	1	1
6102 - Utilities Location Supervisor 1 Employee	0	0.00	0	0
<b>Totals</b>	<b>1</b>	<b>8.33</b>	<b>2</b>	<b>16.67</b>

## **Availability Analysis**

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

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis - the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of 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. For this availability analysis, we have used the EEO Tabulation 2006-2010 American Community Survey data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

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

#### **ASCS - 6**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group ASCS - 6. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASCS, ASCSa, ASGEN, ASGENa* - This pool of feeder positions for job group ASCS - 6 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **ASCSa - 6**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group ASCSa - 6. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

#### **ASFIN - 6**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group ASFIN - 6. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASFIN* - This pool of feeder positions for job group ASFIN - 6 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **ASFINa - 6**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group ASFINa - 6. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

#### **ASGEN - 6**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group ASGEN - 6. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASCSa, ASGENa* - This pool of feeder positions for job group ASGEN - 6 was



chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **ASGENa - 6**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group ASGENa - 6. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

#### **ASPV - 6**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group ASPV - 6. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations ASFIN, ASGEN* - This pool of feeder positions for job group ASPV - 6 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **OAEM - 1**

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

Factor 2: *Feeder Job Computations OASM* - This pool of feeder positions for job group OAEM - 1 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **OAM - 1**

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

Factor 2: *Feeder Job Computations OAM, PADM* - This pool of feeder positions for job group OAM - 1 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **OAMM - 1**

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

Factor 2: *Feeder Job Computations OAM* - This pool of feeder positions for job group OAMM - 1 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **OASM - 1**

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

Factor 2: *Feeder Job Computations OAMM* - This pool of feeder positions for job group OASM - 1 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

#### **PADM - 2**

Factor 1: *United States* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group PADM - 2. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**PADMa - 2**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group PADMa - 2. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**PANA - 2**

Factor 1: *United States* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group PANA - 2. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**PENG - 2**

Factor 1: *United States* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group PENG - 2. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**SER - 8**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group SER - 8. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**SK - 7**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group SK - 7. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations SKa, SKAP* - This pool of feeder positions for job group SK - 7 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

**SKa - 7**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group SKa - 7. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**SKAP - 7**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group SKAP - 7. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations SKa, SKT* - This pool of feeder positions for job group SKAP - 7 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

**SKSPV - 7**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group SKSPV - 7. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations SK* - This pool of feeder positions for job group SKSPV - 7 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool

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

**SKT - 7**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group SKT - 7. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**TENG - 3**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group TENG - 3. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations TENG* - This pool of feeder positions for job group TENG - 3 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

**TENGa - 3**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group TENGa - 3. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**TGEN - 3**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group TGEN - 3. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations TGEN, TGENa* - This pool of feeder positions for job group TGEN - 3 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

**TGENa - 3**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group TGENa - 3. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

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

**TSPV - 3**

Factor 1: *Gainesville, FL Metropolitan Statistical Area* - This is the geographical area from which the usually seeks or reasonably would seek workers to fill positions in job group TSPV - 3. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations TENG, TGEN* - This pool of feeder positions for job group TSPV - 3 was chosen based on reasonable paths of progression within the and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

**City of Gainesville**

January 1, 2015 Annual Affirmative Action Plan

**Availability Factor Computation Form**

Gainesville Regional Utilities (GRU)

**ASCS - 6**

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	72.70	Raw Statistics	74.82	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	54.39	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	27.30	Raw Statistics	80.34	Feeder Job Computations
		Weighted Factor	21.93	
Availability		24.86	76.32	

# Availability Factor Computation Form

ASCSa - 6

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	69.16	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	69.16	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		24.92	69.16	

# Availability Factor Computation Form

ASFIN - 6

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	40.00	Raw Statistics	86.89	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	34.76	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	60.00	Raw Statistics	84.62	Feeder Job Computations
		Weighted Factor	50.77	
Availability		25.25	85.53	

# Availability Factor Computation Form

ASFINA - 6

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

# Availability Factor Computation Form

ASGEN - 6

Factor	Weight %	Raw Statistics	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	83.30	Raw Statistics Weighted Factor	37.61 31.33	64.02 53.33	Gainesville, FL Metropolitan Statistical Area
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	16.70	Raw Statistics Weighted Factor	30.43 5.08	65.22 10.89	Feeder Job Computations
		Availability	36.41	64.22	



# Availability Factor Computation Form

ASGENa - 6

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	68.14	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	68.14	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		27.50	68.14	

# Availability Factor Computation Form

ASPV - 6

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	60.00	33.64	65.00	Gainesville, FL Metropolitan Statistical Area
		20.18	39.00	
		Raw Statistics		
		Weighted Factor		
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	40.00	44.59	75.66	Feeder Job Computations
		17.84	30.27	
		Raw Statistics		
		Weighted Factor		
		Availability	69.27	





# Availability Factor Computation Form

OAMM - 1

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	33.30	Raw Statistics	34.62	United States
		Weighted Factor	11.53	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	66.70	Raw Statistics	21.74	Feeder Job Computations
		Weighted Factor	14.50	
Availability		12.61	26.03	



# Availability Factor Computation Form

PADM - 2

Factor	Weight %	Min	Max	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	47.79	United States
		Weighted Factor	47.79	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	35.29	Feeder Job Computations
		Weighted Factor	0.00	
Availability		25.01	47.79	

# Availability Factor Computation Form

PADMa - 2

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



# Availability Factor Computation Form

PANA - 2

Factor	Weight %	Min	Fem	Source of Statistics			
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	57.10	Raw Statistics	43.30				United States
		Weighted Factor	24.72				
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	42.90	Raw Statistics	42.11				Feeder Job Computations
		Weighted Factor	18.07				
Availability		25.39	42.79				



# Availability Factor Computation Form

SER - 8

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	2.80	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	2.80	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		97.15	2.80	

# Availability Factor Computation Form

SK - 7

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	23.50	Raw Statistics	1.64	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	0.39	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	76.50	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		15.36	0.39	

# Availability Factor Computation Form

SKa - 7

Factor	Weight %	Raw Statistics	Weighted Factor	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	56.12	27.34			Gainesville, FL Metropolitan Statistical Area
		56.12	27.34			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00			Feeder Job Computations
		0.00	0.00			
Availability		56.12	27.34			

# Availability Factor Computation Form

SKAP - 7

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	50.00	Raw Statistics	9.67	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	4.84	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	50.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		9.56	4.84	

# Availability Factor Computation Form

SKSPV - 7

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	0.00	Raw Statistics 13.92 Weighted Factor 0.00	21.38 0.00	Gainesville, FL Metropolitan Statistical Area
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	100.00	Raw Statistics 16.86 Weighted Factor 16.86	4.21 4.21	Feeder Job Computations
		Availability	16.86	4.21

# Availability Factor Computation Form

SKT - 7

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



# Availability Factor Computation Form

TENG - 3

Factor	Weight %	Min	Max	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	0.00	19.56	28.59	Gainesville, FL Metropolitan Statistical Area
		0.00	0.00	
		Raw Statistics		
		Weighted Factor		
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	100.00	18.18	22.73	Feeder Job Computations
		18.18	22.73	
		Raw Statistics		
		Weighted Factor		
		Availability	18.18	22.73

# Availability Factor Computation Form

TENGA - 3

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	13.64	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	13.64	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		50.00	13.64	

# Availability Factor Computation Form

TGEN - 3

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	71.40	Raw Statistics 21.96	24.30	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor 15.68	17.35	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	28.60	Raw Statistics 12.50	12.50	Feeder Job Computations
		Weighted Factor 3.58	3.58	
Availability		19.26	20.93	

# Availability Factor Computation Form

TGENa - 3

Factor	Weight %	Min	Max	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	80.00	Raw Statistics	43.90	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	35.12	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	20.00	Raw Statistics	0.00	Feeder Job Computations
		Weighted Factor	0.00	
Availability		14.68	35.12	

# Availability Factor Computation Form

TSPV - 3

Factor	Weight %	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	90.00	Raw Statistics	40.81	Gainesville, FL Metropolitan Statistical Area
		Weighted Factor	36.73	
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	10.00	Raw Statistics	13.95	Feeder Job Computations
		Weighted Factor	1.40	
Availability		16.93	38.13	

**Comparison of Incumbency vs Estimated Availability**  
**41 C.F.R. 60-2.15**

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

# City of Gainesville

January 1, 2015 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

## Incumbency vs. Estimated Availability

ASCS		6	
Total Emp		Min	Fem
46	Employment %	19.57	97.83
	Availability %	24.86	76.32
	Statistical Value	0.831	

  

ASCSa		6	
Total Emp		Min	Fem
1	Employment %	100.00	100.00
	Availability %	24.92	69.16
	Statistical Value		

  

ASFIN		6	
Total Emp		Min	Fem
26	Employment %	30.77	84.62
	Availability %	25.25	85.53
	Statistical Value		0.531E

  

ASFINA		6	
Total Emp		Min	Fem
1	Employment %	100.00	100.00
	Availability %	14.78	97.54
	Statistical Value		

  

ASGEN		6	
Total Emp		Min	Fem
48	Employment %	52.08	70.83
	Availability %	36.41	64.22
	Statistical Value		

  

ASGENa		6	
Total Emp		Min	Fem
22	Employment %	27.27	63.64
	Availability %	27.50	68.14
	Statistical Value	0.598E	0.401E

  

ASPV		6	
Total Emp		Min	Fem
9	Employment %	22.22	55.56
	Availability %	38.02	69.27
	Statistical Value	0.271E	0.287E

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

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

## Incumbency vs. Estimated Availability

OAEM		1	
Total Emp		Min	Fem
1	Employment %	0.00	100.00
	Availability %	13.49	22.47
	Statistical Value	0.865E	

OAM		1	
Total Emp		Min	Fem
23	Employment %	8.70	21.74
	Availability %	20.36	33.60
	Statistical Value	0.125E	0.163E

OAMM		1	
Total Emp		Min	Fem
29	Employment %	20.69	27.59
	Availability %	12.61	26.03
	Statistical Value		

OASM		1	
Total Emp		Min	Fem
8	Employment %	12.50	25.00
	Availability %	20.91	36.83
	Statistical Value	0.477E	0.385E

PADM		2	
Total Emp		Min	Fem
76	Employment %	17.11	34.21
	Availability %	25.01	47.79
	Statistical Value	1.591	

PADMa		2	
Total Emp		Min	Fem
9	Employment %	22.22	44.44
	Availability %	19.48	45.12
	Statistical Value		0.619E

PANA		2	
Total Emp		Min	Fem
57	Employment %	24.56	42.11
	Availability %	25.39	42.79
	Statistical Value	0.144	0.104

PENG		2	
Total Emp		Min	Fem
40	Employment %	15.00	22.50
	Availability %	25.41	19.16
	Statistical Value	1.512	

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

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



## Incumbency vs. Estimated Availability

SER		8	
Total Emp		Min	Fem
23	Employment %	17.39	4.35
	Availability %	97.15	2.80
	Statistical Value		

SK		7	
Total Emp		Min	Fem
261	Employment %	16.86	4.21
	Availability %	15.36	0.39
	Statistical Value		

SKa		7	
Total Emp		Min	Fem
1	Employment %	0.00	0.00
	Availability %	56.12	27.34
	Statistical Value	0.439E	0.727E

SKAP		7	
Total Emp		Min	Fem
22	Employment %	18.18	0.00
	Availability %	9.56	4.84
	Statistical Value		0.336E

SKSPV		7	
Total Emp		Min	Fem
28	Employment %	14.29	0.00
	Availability %	16.86	4.21
	Statistical Value	0.478E	0.300E

SKT		7	
Total Emp		Min	Fem
8	Employment %	12.50	0.00
	Availability %	19.52	7.26
	Statistical Value	0.517E	0.547E

TENG		3	
Total Emp		Min	Fem
22	Employment %	18.18	22.73
	Availability %	18.18	22.73
	Statistical Value		0.617E

TENGa		3	
Total Emp		Min	Fem
2	Employment %	50.00	0.00
	Availability %	50.00	13.64
	Statistical Value	0.750E	0.746E

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

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

# Incumbency vs. Estimated Availability

TGEN		3	
Total Emp		Min	Fem
64	Employment %	12.50	10.94
	Availability %	19.26	20.93
	Statistical Value	1.371	1.965

TGENa		3	
Total Emp		Min	Fem
8	Employment %	12.50	25.00
	Availability %	14.68	35.12
	Statistical Value	0.667E	0.425E

TSPV		3	
Total Emp		Min	Fem
12	Employment %	8.33	16.67
	Availability %	16.93	38.13
	Statistical Value	0.372E	0.105E

Total Employment: 847

W - Whole Person Rule

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

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

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

## **Placement Goals**

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

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

In establishing placement goals, we applied the following principles:

1. 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.
2. 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.
3. 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, religion, sex, age, disability, veteran status, or national origin.
4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the City 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.
6. The placement goals established in this AAP may reflect the City's publicly announced permissible preference for American Indians living on or near an Indian reservation.

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



## **Identification of Problem Areas by Organizational Unit and Job Group** **41 C.F.R. 60-2.17(b)**

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

An analysis of each of these processes follows.

### **1. Composition of the Workforce by Organizational Unit**

Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit. Minorities are employed at a rate of 19.83% and are represented in 100% of the City's 10 departments. Women are employed at a rate of 27.04% and are represented in 100% of the City's 10 departments. This analysis suggests that there is no policy or practice excluding minorities or women from any departments, nor is there any racial or sexual discrimination in the selection process.

### **2. Composition of the Workforce by Job Group**

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

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

### **3. Analysis of Progress Towards Prior Year Goals**

In establishing placement goals, the following principles apply:

- A. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the City has established an annual percentage placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
- B. 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.
- C. 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, religion, sex, age, disability, veteran status, or national origin.
- D. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.

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

A review of progress and goal attainment by job group for the period from July 1, 2013 to June 30, 2014 reveals the following:

City of Gainesville

January 1, 2015 Annual Affirmative Action Plan

Goal Attainment

Gainesville Regional Utilities (GRU)

ASCS 6

	Total	Min	Fem
Prior Year Goal	25.75		
New Hire	3	0	0.00
Promotion	1	0	0.00
Total Opps	4	0	0.00
Achieved? *		NO	

ASPV 6

	Total	Min	Fem
Prior Year Goal	38.18		70.00
New Hire	0	0	N/A
Promotion	0	0	N/A
Total Opps	0	0	N/A
Achieved? *		NO OPPS	NO OPPS

OAM 1

	Total	Min	Fem
Prior Year Goal	20.43		34.51
New Hire	0	0	N/A
Promotion	2	0	0.00
Total Opps	2	0	0.00
Achieved? *		LIMITED	LIMITED

# Goal Attainment

## OASM 1

	Total	Min	Fem
Prior Year Goal	21.77		
New Hire	1	0	0.00
Promotion	0	0	N/A
Total Opps	1	0	0.00
Achieved? *	LIMITED		

## PADM 2

	Total	Min	Fem
Prior Year Goal	25.12	48.57	
New Hire	7	2	28.57
Promotion	1	0	0.00
Total Opps	8	2	25.00
Achieved? *	██████████		

## PADMa 2

	Total	Min	Fem
Prior Year Goal		45.12	
New Hire	4	3	75.00
Promotion	0	0	N/A
Total Opps	4	3	75.00
Achieved? *	██████████		

## PANA 2

	Total	Min	Fem
Prior Year Goal	24.29		
New Hire	3	1	33.33
Promotion	1	1	100.00
Total Opps	4	2	50.00
Achieved? *	██████████		



# Goal Attainment

PENG 2		Total	Min	Fem
Prior Year Goal		23.92		
New Hire	1	50.00		
Promotion	0	N/A		
Total Opps	2	50.00		
Achieved? *				

SER 8		Total	Min	Fem
Prior Year Goal		94.23	5.66	
New Hire	1	20.00	1	20.00
Promotion	0	N/A	0	N/A
Total Opps	5	20.00	1	20.00
Achieved? *		NO		

SKAP 7		Total	Min	Fem
Prior Year Goal		4.72		
New Hire	0	N/A	0	N/A
Promotion	5	0.00	0	0.00
Total Opps	5	0.00	0	0.00
Achieved? *		LIMITED		

SKSPV 7		Total	Min	Fem
Prior Year Goal		17.27	3.96	
New Hire	0	N/A	0	N/A
Promotion	4	25.00	1	25.00
Total Opps	4	25.00	1	25.00
Achieved? *		LIMITED		

# Goal Attainment

TGEN		3	
	Total	Min	Fem
Prior Year Goal	19.47	20.70	
New Hire	5	0	2
Promotion	2	0	0
Total Opps	7	0	2
Achieved? *	NO		

TGENa		3	
	Total	Min	Fem
Prior Year Goal	35.12		
New Hire	2	1	50.00
Promotion	0	0	N/A
Total Opps	2	1	50.00
Achieved? *			

TSPV		3	
	Total	Min	Fem
Prior Year Goal	17.06	38.02	
New Hire	0	0	N/A
Promotion	0	0	N/A
Total Opps	0	0	N/A
Achieved? *	NO OPPS	NO OPPS	NO OPPS

Note - there was no prior year goal required for categories not listed above.

\* YES = within one person of exceeding prior year goal

LIMITED = Limited Opportunities. This indicates the prior year goal percent multiplied by total opportunities to the job group was less than one person.

#### 4. Personnel Activity

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

##### A. Applicant Flow

During the plan year, July 1, 2013 to June 30, 2014 the City posted the majority of all open positions with the State Employment Service. The Human Resources Department accepted applications for open positions, and all persons interested in obtaining employment with the City were advised to apply according to our current policy. Applications and complete records have been kept to ensure goals of equal employment opportunity are being applied to this process.

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

The following report summarizes applicant flow by job group: Please note that applicants with an identified gender but no race will be included in the Applicant Detail by Gender and applicants with an identified race but no gender will be included in the Applicant Detail by Race.

Applicant Summary

For Period: 7/1/2013 to 6/30/2014

EEO Code 1 Officials & Administrators

		Total	Unk	Race	Unk	Gend	Min	Fem						
QAMM	S	132	0	0	0	26	57							
1	P	132	0	0	0	26	57							

EEO Code 2 Professionals

		Total	Unk	Race	Unk	Gend	Min	Fem						
PADM	S	377	0	0	2	73	144							
2	P	377	0	0	2	73	144							
PADMa	S	1,246	0	0	0	424	604							
2	P	1,246	0	0	0	424	604							
PANA	S	316	0	0	0	77	176							
2	P	316	0	0	0	77	176							
PENG	S	105	0	0	0	27	18							
2	P	105	0	0	0	27	18							

**Applicant Summary**  
**For Period: 7/1/2013 to 6/30/2014**

**EEO Code 3 Technicians**

	Total	Unk Race	Unk Gend	Min	Fem					
TENG	50	0	0	7	4					
S										
P	50	0	0	7	4					
TENGa	112	0	0	40	12					
S										
P	112	0	0	40	12					
TGEN	614	0	0	118	79					
S										
P	614	0	0	118	79					
TGENa	413	0	0	141	202					
S										
P	413	0	0	141	202					

**EEO Code 6 Administrative Support**

	Total	Unk Race	Unk Gend	Min	Fem					
ASCS	456	0	0	165	356					
S										
P	456	0	0	165	356					
ASFIN	204	0	0	84	168					
S										
P	204	0	0	84	168					
ASFINa	412	0	0	140	201					
S										
P	412	0	0	140	201					
ASGEN	442	0	0	198	334					
S										
P	442	0	0	198	334					
ASGENa	4,329	0	0	1,614	2,352					
S										
P	4,329	0	0	1,614	2,352					

**Applicant Summary**  
**For Period: 7/1/2013 to 6/30/2014**

**EEO Code 7 Skilled Workers**

	Total	Unk Race	Unk Gend	Min	Fem					
SKAP 7	S 34	0	0	6	0					
	P 34	0	0	6	0					
SKT 7	S 265	0	0	74	11					
	P 265	0	0	74	11					

**EEO Code 8 Service**

	Total	Unk Race	Unk Gend	Min	Fem					
SER 8	S 2,028	0	0	660	383					
	P 2,028	0	0	660	383					

	Total	Unk Race	Unk Gend	Min	Fem					
Totals	S 11,535	0	2	3,874	5,101					
	%	0.00	0.02	33.58	44.22					
	P 11,535	0	2	3,874	5,101					
	%	0.00	0.02	33.58	44.22					

## B. Hires

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

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

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 61 hired during the period from July 1, 2013 to June 30, 2014. There were 19 minority hires (31.15%) and 33 females (54.10%). The following report summarizes hiring activity by job group:

City of Gainesville

January 1, 2015 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

New Hire Summary  
For Period: 7/1/2013 to 6/30/2014

	Total	Min	Fem						
OAMM - 1	1	0	1						
OASM - 1	1	0	1						
PADM - 2	7	2	3						
PADMa - 2	4	2	3						
PANA - 2	3	1	1						
PENG - 2	2	1	0						
TENG - 3	1	0	0						
TENGa - 3	2	1	0						
TGEN - 3	5	0	2						
TGENa - 3	2	1	1						
ASCS - 6	3	0	3						
ASFIN - 6	1	1	1						
ASFINa - 6	1	1	1						
ASGEN - 6	2	2	2						
ASGENa - 6	18	6	13						
SK - 7	1	0	0						
SKT - 7	2	0	0						
SER - 8	5	1	1						
Totals	61	19	33						
	%	31.15	54.10						



### C. Promotion Practices

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

- i. The City provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
- ii. Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position within the City.
- iii. Management-initiated promotions are based on performance and other job-related criteria without discrimination on account of race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
- iv. Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.

All of these factors strongly indicate that promotions represent an area of substantial employment opportunity for minority and female employees. A summary of promotion actions for the year is included on the following page:

City of Gainesville

January 1, 2015 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

Promotion Summary by Old Job  
For Period: 7/1/2013 to 6/30/2014

	Total	Min	Fem						
OAM - 1	2	1	0						
OAMM - 1	3	1	2						
OASM - 1	1	0	1						
PADM - 2	9	3	4						
PADMa - 2	1	0	1						
PANA - 2	1	1	1						
PENG - 2	6	2	1						
TENG - 3	1	0	0						
TGEN - 3	5	1	0						
ASCS - 6	4	0	4						
ASFIN - 6	2	1	1						
ASGEN - 6	2	1	2						
SK - 7	14	2	0						
SKAP - 7	6	1	0						
SKSPV - 7	1	0	0						
SKT - 7	4	1	0						
Totals	62	15	17						
	#	24.19	27.42						
	%								

#### D. Compensation Systems

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

#### E. Terminations

The City has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the City makes its decisions without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law. A report summarizing terminations by job group follows:

City of Gainesville

January 1, 2015 Annual Affirmative Action Plan

Gainesville Regional Utilities (GRU)

Termination Summary

For Period: 7/1/2013 to 6/30/2014

	Total	Min	Fem						
OAEM - 1	1	0	0						
OAM - 1	1	1	1						
OAMM - 1	1	0	0						
PADM - 2	7	1	3						
PADMa - 2	3	1	1						
PANA - 2	2	0	2						
PENG - 2	2	0	0						
TENGa - 3	2	1	0						
TGEN - 3	5	1	1						
TGENa - 3	6	1	1						
ASCS - 6	4	0	3						
ASCSa - 6	1	1	1						
ASFIN - 6	2	1	2						
ASGEN - 6	5	4	5						
ASGENa - 6	10	6	9						
SK - 7	11	2	0						
SKAP - 7	4	1	0						
SKSPV - 7	3	1	0						
SER - 8	5	0	0						
Totals	# 75	22	29						
	% 29.33		38.67						

## 5. Technical Phases of Compliance

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

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

## **Development and Implementation of Action Oriented Programs**

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

The City has developed and executed action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

1. 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.
2. 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, religion, sex, age, disability, veteran status, national origin, or other characteristic protected by law.
3. 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.
4. The City has carefully evaluated the total selection process and found it to be free from discrimination.
  - A. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
  - B. The tests administered by the City are job-related and given to all applicants for applicable position.
  - C. Application forms do not contain questions with potential discriminatory effects.
  - D. The City does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.
5. The City has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:
  - A. Minority and women, as well as non-minority and male, employees are actively encouraged to refer applicants to our organization.
  - B. The City relies on the State Department of Employment as well as job fairs and recruiting programs sponsored by local community colleges and other community organizations.
  - C. The City provides an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, City rules, ways to alleviate any problems that might arise, and any other issues related to affirmative action compliance.
  - D. Local organizations will continue to be contacted for referrals of potential minority and female employees.
  - E. The City utilizes the Internet to identify targeted recruitment sites for qualified minority and female applicants.
  - F. Furthermore, we plan to take the following additional steps to ensure adequate representation of all minorities and women:
    - i. Where placement goals exist as defined by the OFCCP, 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.

- G. 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. During the period from July 1, 2013 to June 30, 2014, targeted recruitment activities were conducted.
6. The City has implemented the following programs and procedures to ensure that minority and female employees are given equal opportunities for promotion:
- A. 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.
  - B. 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.
  - C. 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.
  - D. Seniority practices are not a problem since the City has no formal seniority system. Promotions are based on merit selection principles.
  - E. 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.
  - F. 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, national origin or any other characteristic protected by applicable law.
  - G. We will continue to participate in targeted external training programs.

## **Internal Audit and Reporting System**

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

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

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



## Conclusion

The AAP Year, January 1, 2014 through December 31, 2014, shows a continued commitment to equal employment opportunity and affirmative action, and has strong plans to ensure both corporate and employee success.

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

At the close of the City of Gainesville's most recent Plan year, an analysis of the composition of the workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed one area 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, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

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