

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

Recipient ID: 1084

**December  
2019**

*Revised August 2021*



## 2019 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

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## 1 PURPOSE

The purpose of this program is to ensure compliance with Federal Transit Administration (FTA) Circular 4704.1a and Section 19 of the Urban Mass Transportation Act of 1964. The Regional Transit System (RTS) is a department of the City of Gainesville (see Appendix C for Organization Chart). Consequently, RTS relies on the City of Gainesville's Office of Equal Opportunity (see Appendix B for EEO organizational chart and role of the Office of Equal Opportunity) to meet many of the program components listed in this document. Gainesville's Equal Employment Opportunity office is now known as Office of Equity and Inclusion.

## 2 STATEMENT OF POLICY

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

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

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

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

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

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

<sup>2</sup> See Appendix E for City of Gainesville Equal Employment Opportunity Policy Number EO-7

as well as, performance on other organizational goals. This includes Goal G of the Equal Employment Opportunity Policy Number EO-7 that ensures participation of and facilitation of upward mobility of a diverse group of employees within the City's employment system. The Policy requires that all new supervisors or managers attend EEO training within 90 days of hire<sup>3</sup>.

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

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

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<sup>3</sup>Please see Appendix E for full policy text.




## CITY OF GAINESVILLE

*Regional Transit System*

### Memo

To: All RTS Employees

From: Jesus Gomez, Transit Director 

Cc: Malisa McCreedy, Director of Transportation and Mobility

Date: April 7, 2020

Subject: EEO Policy Statement ADM 2020-03

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

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

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

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

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

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(352) 334-2600



## CITY OF GAINESVILLE

### *Regional Transit System*

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

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

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

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## 2. Plan for Dissemination of the Equal Employment Program

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

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

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

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

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

## 3 DESIGNATION OF PERSONNEL RESPONSIBILITY

The City of Gainesville Office of Equal Opportunity Director or designee is responsible for proposing and presenting amendments to all City of Gainesville EO policies and for establishing written procedures to implement these policies and any associated goals. The Office of Equal Opportunity Director or designee is responsible for formal and informal investigations, as requested or needed under policies, and is the custodian of all formal complaints (see Section 8, Monitoring and Reporting).

RTS's EEO Officer works directly with the City of Gainesville Office of Equal Opportunity Director and the Transit Director. These individuals have direct and independent access to the City of Gainesville's City Manager in order to fulfill RTS's responsibility under the City's EO policies, as well as Title VII of the Civil

## 4 UTILIZATION ANALYSIS

The purpose of the utilization analysis is to identify job categories with an underutilization and/or concentration of minorities and women in relation to their respective labor market availability. Available data was gathered from HR sources to allow for the analyses.

### 4.1 Workforce Analysis

Table 4.IA shows employees and salary ranges for each job category broken down by race and sex. The next discussion will focus on utilization of the groups by race and sex to understand if minorities and women are underutilized.

**Table 4.1A. Job Category by Race and Sex**

CATEGORY	SALARY RANGE	FEMALE										MALE										GRAND TOTAL
		AMER IND/ALASK AN & WH NON-HISP	AMER IND/ALASK AN ALONE	ASIAN & WHITE NON- HISPANIC	ASIAN ALONE NON- HISPANIC	BAL 2+ RACES & OTHER NON-HISP	BLACK & WHITE NON- HISPANIC	BLACK ALONE NON- HISPANIC	WHITE ALONE HISPANIC	WHITE ALONE NON- HISPANIC	AMER IND/ALASK AN & WH NON-HISP	AMER IND/ALASK AN ALONE	ASIAN & WHITE NON- HISPANIC	ASIAN ALONE NON- HISPANIC	BAL 2+ RACES & OTHER NON-HISP	BLACK & WHITE NON- HISPANIC	BLACK ALONE NON- HISPANIC	WHITE ALONE HISPANIC	WHITE ALONE NON- HISPANIC			
ADMINISTRATIVE SUPPORT	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$25,000 - \$32,999	0	0	0	0	0	0	1	1	2	0	0	0	0	0	0	0	0	2	6		
	\$33,000 - \$42,999	0	0	0	0	0	0	2	0	4	0	0	0	0	0	0	1	0	2	9		
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1		
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1		
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
OFFICIAL & ADMINISTRATORS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$43,000 - \$54,999	0	0	0	0	0	0	3	0	1	0	0	0	0	1	0	2	1	7	15		
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	4		
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	2			
PROFESSIONALS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$43,000 - \$54,999	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	3		
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2		
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PROTECTIVE SERVICES WORKERS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SERVICE WORKER	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$25,000 - \$32,999	0	0	0	0	0	0	43	1	17	0	0	0	0	2	1	59	10	45	178		
	\$33,000 - \$42,999	0	0	0	0	0	0	15	0	5	0	0	0	1	0	0	10	3	6	40		
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
SKILLED CRAFT WORKER	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	8	10		
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	9	10		
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1		
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TECHNICIANS	\$0 - \$15,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$16,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$25,000 - \$32,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$33,000 - \$42,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$43,000 - \$54,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	\$55,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
\$70,000 +	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
GRAND TOTAL		0	0	0	0	0	0	64	3	31	0	0	0	1	3	1	73	19	87	282		



## 4.1.1 Availability Analysis

### Table 4.1.1 Utilization Analysis by Job Category

#### Utilization Analysis by Job Category

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
2	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
3	1 - Officials & Administrators																				
4	Current Workforce	24	24	11	7	3	3	11		2	4	-	-	1	3	-	3	-	-		
5	Percent in Category	^Entry		45.8%	29.2%	12.5%	12.5%	45.8%	0.0%	8.3%	16.7%	0.0%	0.0%	4.2%	12.5%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%
6	Percent of Availability							29.7%	0.2%	4.6%	5.0%	3.1%	0.0%	1.4%	30.9%	0.2%	14.7%	5.3%	3.2%	0.0%	1.5%
9	Percent Underutilized														18%		2%	5%			
10	Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	Yes	No	No	No
11	Number Needed to Reach Parity								-	-	-	-	-	-	4	-	-	1	-	-	-
12	Planned percent increase Year 1														0%			0%			
13	Planned percent increase Year 2														30%			0%			
14	Planned percent increase Year 3														30%			0%			
15	Planned percent increase Year 4														40%			100%			
16																					
17	2 - Professionals																				
18	Current Workforce	6	6	3	0	2	1	3	-	-	-	-	-	-	2	-	-	1	-	-	-
19	Percent in Category	^Entry		50.0%		33.3%	16.7%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%
20	Percent of Availability							29.7%	0.2%	4.6%	5.0%	3.1%	0.0%	1.4%	30.9%	0.2%	14.7%	5.3%	3.2%	0.0%	1.5%
23	Percent Underutilized																				
24	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
25	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
26	Planned percent increase Year 1																				
27	Planned percent increase Year 2																				
28	Planned percent increase Year 3																				
29	Planned percent increase Year 4																				

## Utilization Analysis by Job Category

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female						
2	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
72																					
73	6 - Administrative Support																				
74	Current Workforce	15	15	4	1	6	4	4	-	1	-	-	-	-	6	-	3	1	-	-	-
75	Percent in Category	^Entry		26.7%	6.7%	40.0%	26.7%	26.7%	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	20.0%	6.7%	0.0%	0.0%	0.0%
76	Percent of Availability							0.0%	0.2%	4.6%	5.0%	3.1%	0.0%	1.4%	30.9%	0.2%	14.7%	5.3%	3.2%	0.0%	1.5%
79	Percent Underutilized																				
80	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
81	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
82	Planned percent increase Year 1																				
83	Planned percent increase Year 2																				
84	Planned percent increase Year 3																				
85	Planned percent increase Year 4																				
86																					
87	7 - Skilled Craft																				
88	Current Workforce	27	26	18	3	5	0	18	-	1	2	-	-	-	5	-	-	-	-	-	-
89	Percent in Category	^Entry		69.2%	11.5%	19.2%		69.2%	0.0%	3.8%	7.7%	0.0%	0.0%	0.0%	19.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
90	Percent of Availability							0.0%	0.2%	4.6%	5.0%	3.1%	0.0%	1.4%	30.9%	0.2%	14.7%	5.3%	3.2%	0.0%	1.5%
93	Percent Underutilized								1%						12%		15%	5%			
94	Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	Yes	Yes	No	No	No
95	Number Needed to Reach Parity								-	-	-	-	-	-	3	-	3	1	-	-	-
96	Planned percent increase Year 1														0%		0%	0%			
97	Planned percent increase Year 2														33%		0%	100%			
98	Planned percent increase Year 3														33%		50%	0%			
99	Planned percent increase Year 4														34%		50%	0%			
100																					
101	8 - Service-Maintenance																				
102	Current Workforce	231	231	57	85	34	55	57	-	67	13	1	-	4	34	-	53	1	-	-	1
103	Percent in Category	^Entry		24.7%	36.8%	14.7%	23.8%	24.7%	0.0%	29.0%	5.6%	0.4%	0.0%	1.7%	14.7%	0.0%	22.9%	0.4%	0.0%	0.0%	0.4%
104	Percent of Availability							0.0%	0.2%	4.6%	5.0%	3.1%	0.0%	1.4%	30.9%	0.2%	14.7%	5.3%	3.2%	0.0%	1.5%
107	Percent Underutilized											3%			16%			5%	3%		1%
108	Underutilized (Yes/No)								No	No	No	Yes	No	No	Yes	No	No	Yes	Yes	No	Yes
109	Number Needed to Reach Parity								-	-	-	6	-	-	37	-	-	11	7	-	2
110	Planned percent increase Year 1											0%			0%			0%	0%		0%
111	Planned percent increase Year 2											0%			25%			33%	0%		0%
112	Planned percent increase Year 3											50%			35%			33%	50%		50%
113	Planned percent increase Year 4											50%			40%			34%	60%		50%
114																					



RTS has complied information on the availability of minorities and women in the workforce in the County to allow for an analysis of the participation rates of minorities and women at various levels of the workforce, in comparison with their availability within the area. Table 4.1.1 shows the utilization rate by job category.

RTS has a low attrition rate in most job categories, but especially in administrative and skilled craft. As a relatively small transit agency, new job opportunities are usually quite few. The utilization table assumes that given the current workforce, RTS is underutilizing identified categories by the numbers shown and will replace open positions with individuals in the affected race and sex when those openings occur to achieve parity. But first, the agency has to find qualified applicants. Consider that the agency had (and currently has) ten open positions when the unemployment rate was 3.5%. Four (4) of the positions are in Maintenance. In FY2019, for example, RTS offered jobs to two (2) female Service Maintenance (mechanics) but they failed to report for duty. It is common knowledge that for some reason, females are hard to find in that field, even for job training schools. So even though the agency is interested in, and supports adding more staff, it is often handicapped in finding qualified applicants; and, that is why there is an implementation plan that will allow the agency to enhance its recruitment effort through the City's HR/EEO Office (see Section 4.1.3).

In terms of underutilization, from Table 4.1.1, and based on current workforce, RTS has to develop goals and timetable for adding more White (4), and Hispanic/Latino (1) females to the *Officials and Administrator* job category; and, for the *Skilled Craft* job class, adding three (3) White and Black females and one (1) Hispanic/Latino female; otherwise, RTS is at parity in *Professionals* and *Administrative Support* job categories.

The agency has the most difficult challenge with the *Service-Maintenance* job category where it has to add six (6) Asian Males, 37 White females, 11 Hispanic/Latino females, seven (7) Asian females and two (2) Multiracial females. But first current RTS employees have to retire, resign, or take other involuntary actions to create opportunities – and therein lies the challenge (see Section 4.1.3) because agency growth (additional hiring) is limited at this time, due to finite resources.

### 4.1.2 Goals and Timetables

Availability is understood to refer to the percentage of minorities or women with requisite skills in the reasonable recruitment area and those within the organization that are promotable, transferable and trainable to accept an open position. The short time goal (Year 1) is to work with HR and EEO Offices to better understand the Objectives and Steps outlined in Section 4.1.3. As a result the agency has not identified any hiring in the first year of the plan. The following is the Long Term plan for the remaining years.

Long Term Goal Time Table

Officials & Admn	Male	Female	Female	Female	Female	Female
	A	W	B	H/L	A	Multi
Year 2	-	1	-	-	-	-
Year 3	-	1	-	-	-	-
Year 4	-	2	-	1	-	-

Skilled Craft	Male	Female	Female	Female	Female	Female
	A	W	B	H/L	A	Multi
Year 2	-	1		1	-	-
Year 3	-	1	1	-	-	-
Year 4	-	1	2	-	-	-

Service-Maint.	Male	Female	Female	Female	Female	Female
	A	W	B	H/L	A	Multi
Year 2	-	9	-	3	-	-
Year 3	3	13	-	4	3	1
Year 4	3	15	-	4	4	1

One important observation is that given the size of the organization and available resources, the successful implementation of the long term goals is contingent upon enough job opportunities being available within the reporting years, and the agency being able to competitively find and recruit those outside qualified applicants to fill the positions. Internally, the challenge will be finding and training staff to be competitive for promotional positions. Therefore, if past is prolog, it is unlikely, for example that the scenario (number of increases) required for White females under *Service-Maintenance* job category is achievable. Besides, the existing dearth of female Service-Maintenance applicants will explain the high underutilization rate.

### 4.1.3. Implementation Plan

Despite RTS successes in hiring females and minorities (see Section 6), the City, through the Office of Equal Employment Opportunity has developed an action-oriented program, with defined *Objectives and Steps*, designed to correct any problem areas that may exist citywide. As outlined below, it demonstrates the City's good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

#### Objectives and Steps

##### **1. Our objective is to provide equal employment opportunities for Hispanic Women when our agency fills vacancies that become available in the *Administrative Support, Skilled Craft and Service/Maintenance and skilled craft* job categories.**

- a. The City's Human Resource Office will review applicant flow data that it is required to keep under the EEOP regulations for all vacancies to determine whether any step in our hiring and selection processes have an impact on screening out White males. The Human Resources Office will produce a written report of its findings and provide it to the Equal Opportunity Director. At that time, Human Resources may consider modifying its candidate selection process.
- b. The Human Resources office will conduct a detailed workforce analysis to identify which City departments, offices or job positions represent significant underutilization of White males in these job categories. Based on the results of the analysis, Human Resources will work with each department to create a targeted recruitment plan for implementation by the end of next fiscal year.
- c. The Human Resources office will conduct targeted outreach in recruiting in order to widen applicant pools for more diverse candidates in these job categories. Additionally, the Human Resources Office will make themselves available at job fairs, trade associations and educational institutions. The Human Resources office will make efforts to conduct outreach at institutions such as: The University of Florida, Santa Fe Community College, CareerSource, Loften High School Magnet Programs, Alachua County Charter Schools as well as Alachua County Schools and others. Additionally, the City will make efforts to recruit at places such as the National Human Resources Association, the International Association for Administrative Professionals (IAAP) and the Association of Executive, Environment Jobs and Careers, Jobs4Women and Administrative Professionals.

##### **2. Our objective is to provide equal employment opportunities for Asian Males when our agency fills vacancies in the *Service Maintenance* job category.**

- a. The City's Human Resource Office will review applicant flow data that it is required to keep under the EEOP regulations for all vacancies to determine whether any step in our hiring and selection processes have an impact on screening out White males. The Human Resources Office will produce a written report of its findings and provide it to the Equal Opportunity Director. At that time, Human Resources may consider modifying its candidate selection process.
- b. The Human Resources office will conduct a detailed workforce analysis to identify which City departments, offices or job positions represent significant underutilization of White males in these job categories. Based on the results of

the analysis, Human Resources will work with each department to create a targeted recruitment plan for implementation by the end of next fiscal year.

c. The Human Resources office will conduct targeted outreach in recruiting in order to widen applicant pools for more diverse candidates in these job categories. Additionally, the Human Resources Office will make themselves available at job fairs, trade associations and educational institutions. The Human Resources office will make efforts to conduct outreach at institutions such as: The University of Florida, Santa Fe Community College, CareerSource, Loften High School Magnet Programs, Alachua County Charter Schools as well as Alachua County Schools and others. Additionally, the City will use sources such as DiverseLink, Minority Professional Network, and Society for Human Resource Management (SHRM), Recruit Military and others.

**3. Our objective is to provide equal employment opportunities for Hispanic Males when our agency fills vacancies that become available in the *Skill Craft* job category.**

a. The City's Human Resource Office will review applicant flow data that it is required to keep under the EEOP regulations for all vacancies to determine whether any step in our hiring and selection processes have an impact on screening out White males. The Human Resources Office will produce a written report of its findings and provide it to the Equal Opportunity Director. At that time, Human Resources may consider modifying its candidate selection process.

b. The Human Resources office will conduct a detailed workforce analysis to identify which City departments, offices or job positions represent significant underutilization of White males in these job categories. Based on the results of the analysis, Human Resources will work with each department to create a targeted recruitment plan for implementation by the end of next fiscal year.

c. The Human Resources office will conduct targeted outreach in recruiting in order to widen applicant pools for more diverse candidates in these job categories. Additionally, the Human Resources Office will make themselves available at job fairs, trade associations and educational institutions. The Human Resources office will make efforts to conduct outreach at institutions such as: The University of Florida, Santa Fe Community College, CareerSource, Loften High School Magnet Programs, Alachua County Charter Schools as well as Alachua County Schools and others. Additionally, the City will use sources such as DiverseLink, Diversity Inc., Minority Professional Network, Recruit Military and others.

**4. Our objective is to provide equal employment opportunities for White Women when our agency fills vacancies that become available in the *Officials/Administrators, Professionals, Skilled craft, and Service Maintenance* job categories.**

a. The City's Human Resource Office will review applicant flow data that it is required to keep under the EEOP regulations for all vacancies to determine whether any step in our hiring and selection processes have an impact on screening out White males. The Human Resources Office will produce a written report of its findings and provide it to the Equal Opportunity Director. At that time, Human Resources may consider modifying its candidate selection process.

b. The Human Resources office will conduct a detailed workforce analysis to identify which City departments, offices or job positions represent significant underutilization of White males in these job categories. Based on the results of the analysis, Human Resources will work with each department to create a targeted recruitment plan for implementation by the end of next fiscal year.

c. The Human Resources office will conduct targeted outreach in recruiting in order to widen applicant pools for more diverse candidates in these job categories. Additionally, the Human Resources Office will make themselves available at job fairs, trade associations and educational institutions. The Human Resources office will make efforts to conduct outreach at institutions such as: The University of Florida, Santa Fe Community College, CareerSource, Loften High School Magnet Programs, Alachua County Charter Schools as well as Alachua County Schools and others. Additionally, the city will use sources such as Women for Hire, Jobs4Women, Career Woman's Network, National Association of Women Law Enforcement Executives (NAWLEE), DiverseLink, Diversity Inc., International Association of Women Police (IAWP), Minority Professional Network, International Association for

Administrative Professionals (IAAP), the Association of Executive and Administrative Professionals (AEAP) and others.

**5. Our objective is to provide equal employment opportunities for Asian Females when our agency fills vacancies that become available in the *Administrative Support* and *Service/Maintenance* job categories.**

- a. The City's Human Resource Office will review applicant flow data that it is required to keep under the EEOP regulations for all vacancies to determine whether any step in our hiring and selection processes have an impact on screening out White males. The Human Resources Office will produce a written report of its findings and provide it to the Equal Opportunity Director. At that time, Human Resources may consider modifying its candidate selection process.
- b. The Human Resources office will conduct a detailed workforce analysis to identify which City departments, offices or job positions represent significant underutilization of White males in these job categories. Based on the results of the analysis, Human Resources will work with each department to create a targeted recruitment plan for implementation by the end of next fiscal year.
- c. The Human Resources office will conduct targeted outreach in recruiting in order to widen applicant pools for more diverse candidates in these job categories. Additionally, the Human Resources Office will make themselves available at job fairs, trade associations and educational institutions. The Human Resources office will make efforts to conduct outreach at institutions such as: The University of Florida, Santa Fe Community College, CareerSource, Loften High School Magnet Programs, Alachua County Charter Schools as well as Alachua County Schools and others. Additionally, the City will use sources such as the Association of Executive and Administrative Professionals (AEAP), International Association for Administrative Professionals (IAAP), Recruit Military, Jobs4Women, Women for Hire, DiversityLink, Diversity Inc., and others.

The assessment of employment practices includes the descriptions of recruitment procedures and strategies; seniority, promotion, transfer, and training practices; wages and compensation; disciplinary procedures and discharge practices.

### 5.1 Recruitment Procedures and Strategies

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

#### 5.1.1 Review of Job Descriptions

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

#### 5.1.2 Job Advertising/Posting

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

#### 5.1.3 Scope of Advertising

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

#### 5.1.4 Advertising Media for the General Public

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

#### 5.1.5 Budget

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

#### 5.1.6 Screening Applications

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

#### 5.1.7 Testing

RTS will continue its practice of preparing tests and interviews for review and approval by the HR Department. All tests for RTS vacant positions are job-related and represent work samples and actual work situations. Interview questions are directly related to assessing applicants' abilities to effectively perform the functions of the positions. Particular attention is given to ensure that tests and interviews do not contain inappropriate barriers.

### 5.1.8 Promotions and Transfers

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

Tables 5.1.8A-C show the promotion data for the agency. In FY 2017, out of six (6) promotions, three (3) or 50% were females, and four (4) were Blacks of both gender. Hispanics and Latinos did not fare well. But, given the limited opportunities for promotions, it could be a challenge to meet the goal for each group (outside of a quota system) especially when the group is numerically few/absent from existing workforce. Therefore, there are adverse impacts scattered throughout the years, more so because of the fewness of total promotional opportunities and associated intense competition than an intent to differently treat any gender or race. But, the agency will continue to provide equal opportunity to every employee and provide assistance, when necessary, to assist any under-represented group in the workforce.

Similar challenges faced the organization in FY 2018 and FY 2019 as shown below; otherwise, the agency appears to be proactive in its promotional activities.



Table 5.1.8A Promotions FY 2016-17

Four-Fifths Adverse Impact Analysis by Job Category  
Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	11	1	7	1	2	-	2	-	-	-	-	-	-	-	-	-
Total Promotions	3	-	1	-	1	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	27.3%	0.0%	14.3%	0.0%	50.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	28.6%	0.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Number Applied	14	2	9	2	-	-	1	-	-	-	3	-	-	-	1	-
Total Promotions	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	50.0%	0.0%	50.0%	N/A	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	NA	100.0%	0.0%	100.0%	N/A	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	N/A	N/A	N/A	Yes	N/A	N/A	N/A	Yes	N/A
<b>6 - Administrative Support</b>																
Number Applied	3	15	-	4	-	-	3	9	-	-	-	2	-	-	-	-
Total Promotions	1	2	1	1	-	-	-	1	-	-	-	-	-	-	-	-
Selection Rate	33.3%	13.3%	N/A	25.0%	N/A	N/A	0.0%	11.1%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	40.0%	N/A	100.0%	N/A	N/A	0.0%	44.4%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	N/A	No	N/A	N/A	Yes	Yes	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A
<b>7 - Skilled Craft</b>																
Number Applied	7	-	4	-	-	-	3	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	28.6%	N/A	25.0%	N/A	N/A	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	75.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service-Maintenance</b>																
Number Applied	7	3	1	-	-	-	5	2	-	-	-	-	-	-	1	1
Total Promotions	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	0.0%	N/A	N/A	N/A	20.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes

Notes:

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Persons with Disabilities</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>																
Number Applied	4	1	4	1	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 5.1.8B Promotions FY 2017-18

Four-Fifths Adverse Impact Analysis by Job Category  
Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	28	9	20	1	-	-	6	7	-	1	-	-	-	-	2	-
Total Promotions	2	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-
Selection Rate	7.1%	0.0%	5.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	50.0%	N/A
Ratio to Highest Rate	100.0%	NA	10.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	N/A	Yes	N/A	N/A	N/A	N/A	No	N/A
<b>2 - Professionals</b>																
Number Applied	6	5	2	2	-	-	3	2	-	-	1	-	-	-	-	1
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	NA	NA	#DIV/0!	#DIV/0!	N/A	N/A	#DIV/0!	#DIV/0!	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	#DIV/0!
Potential Adverse Impact (Yes/No)	No	No	#DIV/0!	#DIV/0!	N/A	N/A	#DIV/0!	#DIV/0!	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	#DIV/0!
<b>5 - Paraprofessional</b>																
Number Applied	4	2	3	-	-	-	-	2	-	-	1	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	NA	NA	#DIV/0!	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	#DIV/0!	N/A	N/A	N/A	N/A	#DIV/0!	N/A	N/A	#DIV/0!	N/A	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																
Number Applied	13	14	3	2	-	-	9	11	-	-	-	-	-	-	1	1
Total Promotions	2	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-
Selection Rate	15.4%	0.0%	0.0%	0.0%	N/A	N/A	22.2%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	0.0%	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes
<b>7 - Skilled Craft</b>																
Number Applied	5	1	5	-	-	-	-	-	-	-	-	-	-	-	-	1
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	NA	NA	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!
Potential Adverse Impact (Yes/No)	No	No	#DIV/0!	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!
<b>8 - Service-Maintenance</b>																
Number Applied	15	3	4	1	-	-	9	2	-	-	-	-	-	-	2	-
Total Promotions	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Selection Rate	0.0%	33.3%	0.0%	0.0%	N/A	N/A	0.0%	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	NA	100.0%	0.0%	0.0%	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A

Notes:

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Persons with Disabilities</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>																
Number Applied	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



Table 5.1.8C Promotions FY 2018-19

Four-Fifths Adverse Impact Analysis by Job Category  
Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	11	4	8	1	-	-	3	3	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	9.1%	0.0%	12.5%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Number Applied	2	2	1	2	-	-	-	-	-	-	-	-	-	-	1	-
Total Promotions	1	1	-	1	-	-	-	-	-	-	-	-	-	-	1	-
Selection Rate	50.0%	50.0%	0.0%	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	100.0%	100.0%	0.0%	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A
<b>6 - Administrative Support</b>																
Number Applied	3	8	3	3	-	-	-	3	-	-	-	-	-	-	-	2
Total Promotions	-	2	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Selection Rate	0.0%	25.0%	0.0%	33.3%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%
Ratio to Highest Rate	NA	100.0%	0.0%	66.7%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No
<b>7 - Skilled Craft</b>																
Number Applied	8	-	7	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Promotions	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	25.0%	N/A	28.6%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service-Maintenance</b>																
Number Applied	7	5	1	-	-	-	4	5	1	-	-	-	-	-	1	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	100.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	N/A

Notes:

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Persons with Disabilities</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>																
Number Applied	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### 5.1.9 Seniority Practices

It is also important to note that discrimination may occur after the initial hiring process. Every attempt is made to ensure that there are no discriminatory practices inherent in the processes associated with the determination of seniority, transferring between City of Gainesville departments, and training procedures. The City maintains an up-to-date and accurate seniority roster that is posted on RTS bulletin boards and furnishes the Amalgamated Transit Union (ATU) with a copy of such roster upon changes in the roster. Opportunities to perform open work assignments are distributed among employees, in accordance with seniority ranking by classification

### 5.1.10 Training

Transit operator training is conducted in accordance with Florida Statute 341.061 and requirements from the Florida Department of Transportation. RTS provides preliminary driver training to all transit operators and maintenance personnel, following employment, and follow-up training every six months to insure that drivers have the necessary skills to operate various types of equipment utilized for regular operations. RTS provides supplemental training for special equipment such as wheelchair lifts, ramps, bicycle racks and wheelchair restraints. The City of Gainesville and RTS also work with the ATU to provide training opportunities, training schedules, training programs, safety guidelines, job development programs and other such concerns to the mutual benefits of all employees. All other RTS staff are also given the opportunity to participate in skill development training. Moreover, per City Policy, supervisors are required to attend EEO training within 90 days of hire.

Table 5.1.10 is a summary of training information conducted on behalf of the agency. It appears that *Officials and Administrators* have relatively more adverse impact designations than any other group. Specifically, there are adverse impacts for Whites (males and females) and Blacks (males and females), but we must realize that these are in reference to the highest rates.

For *Professionals* males (Whites and Latinos) have the adverse impact labels; and, the other minority group impacted are Black males in the *Skilled Craft* category. So also is for White males. While Males in the *Service Maintenance* category is impacted the percentage is close to the 80% threshold. In absolute numbers the agency training program appears to offer training opportunity to a fairly good number of employees, in view of constraints on available resources.

Table 5.1.10 Training

Four-Fifths Adverse Impact Analysis by Job Category  
Training

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	126	43	95	27	-	-	23	13	5	1	2	2	-	-	1	-
Total Trained	111	44	87	27	-	-	13	13	8	2	2	2	-	-	1	-
Training Rate	88.1%	102.3%	91.6%	100.0%	N/A	N/A	56.5%	100.0%	160.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	86.1%	100.0%	57.2%	62.5%	N/A	N/A	35.3%	62.5%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	150	111	122	71	1	1	13	30	11	3	3	5	-	-	-	1
Total Trained	72	75	57	49	1	1	8	22	5	1	1	2	-	-	-	-
Training Rate	48.0%	67.6%	46.7%	69.0%	N/A	N/A	61.5%	73.3%	45.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	71.0%	100.0%	63.7%	94.1%	N/A	N/A	83.9%	100.0%	62.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																
Total Workforce	67	216	49	135	-	-	12	74	4	5	1	1	-	-	1	1
Total Trained	38	150	29	92	-	-	7	52	2	4	-	1	-	-	-	1
Training Rate	56.7%	69.4%	59.2%	68.1%	N/A	N/A	58.3%	70.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	81.7%	100.0%	84.2%	97.0%	N/A	N/A	83.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>7 - Skilled Craft</b>																
Total Workforce	419	14	346	11	1	-	59	3	7	-	3	-	-	-	3	-
Total Trained	174	13	137	10	1	-	31	2	3	1	1	-	-	-	1	-
Training Rate	41.5%	92.9%	39.6%	90.9%	N/A	N/A	52.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	44.7%	100.0%	43.6%	100.0%	N/A	N/A	57.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service-Maintenance</b>																
Total Workforce	188	86	87	26	-	-	85	55	11	5	1	-	-	-	4	-
Total Trained	162	75	64	21	-	-	85	52	10	2	1	-	-	-	2	-
Training Rate	86.2%	87.2%	73.6%	80.8%	N/A	N/A	100.0%	94.5%	90.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	98.8%	100.0%	73.6%	80.8%	N/A	N/A	100.0%	94.5%	90.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### 5.1.11 Wages and Compensation

Table 5-1.11 outlines the salary ranges for each job category, and Table A-1 in Appendix A lists the job titles within each job category, and their respective job group classification. More detailed wage information is included in Table 4.1B.

Table 5.1.11 Wages and Compensation

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

Table 5-1.11 Salary range for each job category. City of Gainesville Human Resources Department, Jan 2020.

### 5.1.12 Disciplinary Procedures and Termination Practices

The disciplinary procedures and discharge practices are drafted into the labor agreement that the ATU and the City of Gainesville agree to abide by, see Appendix D, Labor Contract, Article 10.

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

From Table 5.1.12D, it appears that agency disciplinary actions tend to be mainly concentrated in written instruction and cautioning, with a few dismissals and suspensions. However, there are a few “adverse effects” shown in the chart, even though overall the absolute numbers are relatively low and are concentrated.

For terminations, there are no adverse impact notifications recorded for the agency during the reporting period.



**Table 5.1.12A RTS Disciplinary Action FY 16-17**

[illegible]

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>8 -Service-Maintenance</b>																
Total Workforce	41	35	14	3			22	32	5	-	-	-	-	-	-	-
<b>Dismissal</b>	2	4	1	1	-	-	1	3	-	-	-	-	-	-	-	-
Discipline Rate	4.9%	11.4%	7.1%	33.3%	N/A	N/A	4.5%	9.4%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	42.7%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Suspension</b>	14	15	5		-	-	5	15	4	-	-	-	-	-	-	-
Discipline Rate	34.1%	42.9%	35.7%	0.0%	N/A	N/A	22.7%	46.9%	80.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	79.7%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Written Instruction And Cautioning</b>	25	16	8	2	-	-	16	14	1	-	-	-	-	-	-	-
Discipline Rate	61.0%	45.7%	57.1%	66.7%	N/A	N/A	72.7%	43.8%	20.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	75.0%	100.0%	35.0%	30.0%	N/A	N/A	27.5%	45.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A



Table 5.1.12B RTS Disciplinary Action FY 17-18

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>6 - Administrative Support</b>																
Total Workforce	1	-	1													
<b>Suspension</b>	1	-	1													
Discipline Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Written Instruction And Cautioning</b>	1	-	1													
Discipline Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>7 - Skilled Craft</b>																
Total Workforce	1	-	1													
<b>Dismissal</b>	1	-	1													
Discipline Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>8 -Service-Maintenance</b>																
Total Workforce	47	49	12	10			32	38	3	1	-	-	-	-	-	-
<b>Dismissal</b>	2	5		1	-	-	2	3	-	1	-	-	-	-	-	-
Discipline Rate	4.3%	10.2%	0.0%	10.0%	N/A	N/A	6.3%	7.9%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	41.7%	100.0%	0.0%	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Suspension</b>	18	23	4	4	-	-	13	19	1	-	-	-	-	-	-	-
Discipline Rate	38.3%	46.9%	33.3%	40.0%	N/A	N/A	40.6%	50.0%	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	81.6%	100.0%	83.3%	N/A	N/A	82.1%	66.7%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Written Instruction And Cautioning</b>	27	21	8	5	-	-	17	16	2	-	-	-	-	-	-	-
Discipline Rate	57.4%	42.9%	66.7%	50.0%	N/A	N/A	53.1%	42.1%	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	74.6%	100.0%	63.2%	84.2%	N/A	N/A	79.3%	100.0%	63.2%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	No	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A



Table 5.1.12C RTS Disciplinary Action FY 18-19

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>8 -Service-Maintenance</b>																
Total Workforce	55	54	17	6			26	48	12	-	-	-	-	-	-	-
<b>Dismissal</b>	2	6			-		2	6	-	-	-	-	-	-	-	-
Discipline Rate	3.6%	11.1%	0.0%	0.0%	N/A	N/A	7.7%	12.5%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	32.7%	100.0%	100.0%	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Suspension</b>	25	28	9	4	-	-	10	24	6	-	-	-	-	-	-	-
Discipline Rate	45.5%	51.9%	52.9%	66.7%	N/A	N/A	38.5%	50.0%	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	87.7%	72.6%	57.7%	N/A	N/A	100.0%	76.9%	76.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Written Instruction And Cautioning</b>	28	20	8	2	-	-	14	18	6	-	-	-	-	-	-	-
Discipline Rate	50.9%	37.0%	47.1%	33.3%	N/A	N/A	53.8%	37.5%	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	72.8%	100.0%	70.8%	100.0%	N/A	N/A	61.9%	88.9%	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source: City of Gainesville, Human Resources Department

Table 5.1.12D: Terminations

Four-Fifths Adverse Impact Analysis by Job Category  
Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	8	-	5				3		-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	3	1	2				1	1	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Paraprofessional</b>																
Total Workforce	8	3	5	2			1	-	-	-	2	1	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																
Total Workforce	2	8	1	6			-	2	-	-	1	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A
<b>7 - Skilled Craft</b>																
Total Workforce	8	-	5		2		1	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>8 - Service-Maintenance</b>																
Total Workforce	115	71	37	16			76	55	-	-	1	-	-	-	1	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## 6. STATISTICAL IMPACT OF EMPLOYMENT PRACTICES ON MINORITIES AND WOMEN

The following tables show RTS applicants and hires by fiscal year and by job category that, for example, demonstrates City's adherence to fair employment practices. The summary shows applicants and hires cross-referenced by sex and race.

Comparing the aggregate number of applicants and the aggregate number of hires RTS hire percentages appear to statistically mirror the percentage of applicants for different racial categories. The data also appear to show that the percentage of males and female hires reflect the percentage of each group in the applicant pools. Further a review of applicant pools by race appear to show a similar pattern, except for the manager category. Understandably the low turnover rates for several job classes would explain the anomaly. In addition, the fewness of open positions raises the competitiveness of those positions, (outside of the driver or transit operator job class) and the result is the scattered potential minor impact responses observed in the charts.

*Service Maintenance* workers present a different challenge. Finding and hiring qualified maintenance staff appear challenging, despite large applicant pools. RTS has learned that outside job training apprentice programs and other local schools tend not to find applicants "breaking down the door" to become bus maintenance workers, as the training, and position requires and prefers applicants with mechanical aptitude and interest (one year minimum experience). As an illustration, two females were hired and offered mechanic jobs by the agency in FY2019 but failed to accept the positions. And, presently (FY21), the agency has four unfilled mechanic positions.

Notice that some applicants have identified as Multiracial and that presents a challenge in properly placing them in the appropriate categories for the purposes of meaningful accounting of how the races are treated.

The following tables show RTS hiring practices.



Table 6A: Hires FY 16-17

Attachment 2-3

Four-Fifths Adverse Impact Analysis by Job Category  
Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	74	21	42	13	1	-	17	7	4	-	2	-	-	-	8	1
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	1.4%	0.0%	2.4%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes	N/A
<b>2 - Professionals</b>																
Number Applied	113	34	62	6	1	2	22	14	9	3	11	5	-	-	8	4
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.9%	0.0%	1.6%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	Yes
<b>6 - Administrative Support</b>																
Number Applied	111	307	46	117	-	-	38	130	4	14	4	3	-	1	19	42
Total Hires	3	5	3	4	-	-	-	-	-	-	-	1	-	-	-	-
Selection Rate	2.7%	1.6%	6.5%	3.4%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	60.3%	100.0%	52.4%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	Yes	Yes	N/A	Yes	N/A	N/A	N/A	N/A	Yes	Yes
<b>7 - Skilled Craft</b>																
Number Applied	44	3	26	1	2	-	13	2	1	-	-	-	-	-	2	-
Total Hires	5	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	11.4%	0.0%	19.2%	0.0%	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	0.0%	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	N/A
<b>8 - Service-Maintenance</b>																
Number Applied	320	230	80	34	1	2	187	165	17	6	2	-	-	4	33	19
Total Hires	22	15	4	4	-	-	15	8	1	2	1	-	-	-	1	1
Selection Rate	6.9%	6.5%	5.0%	11.8%	N/A	N/A	8.0%	4.8%	5.9%	N/A	N/A	N/A	N/A	N/A	3.0%	5.3%
Ratio to Highest Rate	100.0%	94.9%	42.5%	100.0%	N/A	N/A	68.2%	41.2%	50.0%	N/A	N/A	N/A	N/A	N/A	25.8%	44.7%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	Yes	Yes

Notes:

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Persons with Disabilities</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>																
Number Applied	72	15	33	4	-	1	25	8	5	1	-	-	-	-	9	1
Total Hires	4	1	2	1	-	-	1	-	-	-	-	-	-	-	1	-
Selection Rate	5.6%	6.7%	6.1%	25.0%	N/A	N/A	4.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	11.1%	N/A

Table 6B: Hires FY 17-18

Attachment 2-3

Four-Fifths Adverse Impact Analysis by Job Category  
Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	26	8	16	4	-	1	8	3	1	-	-	-	-	-	1	-
Total Hires	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Selection Rate	0.0%	12.5%	0.0%	0.0%	N/A	0.0%	0.0%	33.3%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	NA	100.0%	0.0%	0.0%	N/A	0.0%	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	Yes	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes	N/A
<b>2 - Professionals</b>																
Number Applied	40	22	20	6	-	-	11	7	3	3	2	4	-	-	4	2
Total Hires	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	2.5%	4.5%	5.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	55.0%	100.0%	15.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes
<b>5 - Paraprofessional</b>																
Number Applied	15	12	12	8	-	-	1	2	-	-	1	1	-	-	1	1
Total Hires	1	1	-	1	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	6.7%	8.3%	0.0%	12.5%	N/A	N/A	100.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	80.0%	100.0%	0.0%	12.5%	N/A	N/A	100.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	N/A	N/A	Yes	Yes	N/A	N/A	Yes	Yes
<b>6 - Administrative Support</b>																
Number Applied	139	286	63	115	-	4	45	124	3	17	11	6	-	-	17	20
Total Hires	1	2	-	1	-	-	1	-	-	-	-	1	-	-	-	-
Selection Rate	0.7%	0.7%	0.0%	0.9%	N/A	N/A	2.2%	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	97.2%	0.0%	39.1%	N/A	N/A	100.0%	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	N/A	Yes	Yes	N/A	N/A	N/A	Yes	Yes
<b>7 - Skilled Craft</b>																
Number Applied	55	1	33	-	-	1	11	-	1	-	1	-	-	-	9	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	NA	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A
<b>8 - Service-Maintenance</b>																
Number Applied	499	295	121	46	2	11	299	197	24	6	8	-	-	-	45	34
Total Hires	52	31	15	3	-	1	30	24	3	-	1	-	-	-	3	3
Selection Rate	10.4%	10.5%	12.4%	6.5%	N/A	N/A	10.0%	12.2%	12.5%	N/A	N/A	N/A	N/A	N/A	6.7%	8.8%
Ratio to Highest Rate	99.2%	100.0%	99.2%	52.2%	N/A	N/A	80.3%	97.5%	100.0%	N/A	N/A	N/A	N/A	N/A	53.3%	70.6%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes

Notes:

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Persons with Disabilities</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>																
Number Applied	57	9	24	4	-	-	25	2	2	2	1	-	-	-	5	1
Total Hires	3	2	1	-	-	-	2	1	-	-	-	-	-	-	-	1
Selection Rate	5.3%	22.2%	4.2%	0.0%	N/A	N/A	8.0%	50.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A



**Table 6C: Hires FY 18-19**

Attachment 2-3

**Four-Fifths Adverse Impact Analysis by Job Category  
Hires**

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	18	9	8	3	-	-	4	5	-	-	-	1	-	-	6	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	5.6%	0.0%	12.5%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	N/A	N/A	N/A	Yes	N/A	N/A	Yes	N/A
<b>2 - Professionals</b>																
Number Applied	12	5	6	4	-	-	4	1	1	-	-	-	-	-	1	-
Total Hires	1	1	-	1	-	-	-	-	-	-	-	-	-	-	1	-
Selection Rate	8.3%	20.0%	0.0%	25.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	41.7%	100.0%	0.0%	25.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A
<b>6 - Administrative Support</b>																
Number Applied	45	118	16	55	-	1	12	46	6	4	2	3	-	1	9	8
Total Hires	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-
Selection Rate	2.2%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	11.1%	0.0%
Ratio to Highest Rate	100.0%	NA	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	No	Yes
<b>7 - Skilled Craft</b>																
Number Applied	65	2	36	-	1	1	18	1	5	-	-	-	-	-	5	-
Total Hires	5	-	3	-	-	-	-	-	1	-	-	-	-	-	1	-
Selection Rate	7.7%	0.0%	8.3%	N/A	N/A	N/A	0.0%	N/A	20.0%	N/A	N/A	N/A	N/A	N/A	20.0%	N/A
Ratio to Highest Rate	100.0%	NA	41.7%	N/A	N/A	N/A	0.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<b>8 - Service-Maintenance</b>																
Number Applied	405	247	106	39	3	10	233	173	16	7	4	-	6	3	37	15
Total Hires	33	18	7	4	-	-	19	13	2	-	1	-	-	-	4	1
Selection Rate	8.1%	7.3%	6.6%	10.3%	N/A	N/A	8.2%	7.5%	12.5%	N/A	N/A	N/A	N/A	N/A	10.8%	6.7%
Ratio to Highest Rate	100.0%	89.4%	52.8%	82.1%	N/A	N/A	65.2%	60.1%	100.0%	N/A	N/A	N/A	N/A	N/A	86.5%	53.3%
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	No	Yes

Notes:

	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Persons with Disabilities</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Veterans</b>																
Number Applied	55	4	16	1	2	-	27	-	3	1	-	-	-	-	7	2
Total Hires	5	-	-	-	-	-	3	-	2	-	-	-	-	-	-	-
Selection Rate	9.1%	0.0%	0.0%	N/A	0.0%	N/A	11.1%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%

## 7. INDIVIDUALS WITH DISABILITIES AND VETERANS

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

A review of the tables in the previous section, Tables 6A-C, shows that Veterans are selected at rates similar to other applicants who are non-veterans. The City of Gainesville Human Resources department is collecting information with disability information with applicants and coordinates with RTS to address any potential concerns or barriers that can assist in increasing the applicant pool or selecting people with disabilities.

## 8. MONITORING AND REPORTING

An employee or job applicant who believes s/he has been a victim of discrimination, harassment or retaliation has the right to file a complaint with the City of Gainesville Office of Equal Opportunity. Complaints of discrimination, harassment or retaliation should be directed to: Office of Equal Employment Opportunity Program, 222 East University Avenue, Second Floor, Gainesville, PO Box 490 Mail Station 52. The form for filing a complaint is shown below. They can contact the Office by phone to request a 5051; Hearing Impaired: (800)955-8771. Also they can send an email to the Office to request a Complaint Form at: [equalopportunity@cityofgainesville.org](mailto:equalopportunity@cityofgainesville.org); Fax Number: (352)334-2088

Persons who wish to file a complaint with the FTA are free to email the complaint form to [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov) with “FTA complaint form” included in the subject. Alternatively, complaints may be mailed to:

Federal Transit Administration Office of Civil Rights  
Attention: Complaint Team  
East Building, Fifth Floor –TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Apart from accepting complaints, the process used by the EEO Office for tracking, monitoring and closing complaints are also described below.

180 DAYS EXPIRE: \_\_\_\_\_

## CITY OF GAINESVILLE OFFICE OF EQUITY AND INCLUSION

## DAILY INTAKE FORM

(INTERNAL)

INTAKE PERSON: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT MADE BY: PHONE: ☐ MAIL: ☐ IN PERSON: ☒ E-MAIL: ☐

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE OFFICE OF EQUAL OPPORTUNITY?

HAVE YOU FILED THESE ALLEGATION(S) WITH ANY OTHER AGENCY (EEOC, FCHR, Union)?

ARE YOU A:

CITY EMPLOYEE: ☐ OR CITIZEN: ☐

IF CITY EMPLOYEE, DEPARTMENT EMPLOYED BY: \_\_\_\_\_

TYPE OF COMPLAINT:

FORMAL: ☐ INFORMAL: ☐

TYPE OF ALLEGATION(S):

EMPLOYMENT: ☐ SERVICES, PROGRAMS, ACTIVITIES: ☐

DO YOU BELIEVE THE SITUATION OCCURRED BECAUSE OF ONE OF THE PROTECTED CLASSES?

☐ YES If yes, which one(s)? ☐ NO

BASIS: (Please check all that applies)

- |   |  |
|---|--|
| <input type="checkbox"/> Sexual Orientation _____ | <input type="checkbox"/> Religion _____        |
| <input type="checkbox"/> Race _____               | <input type="checkbox"/> National Origin _____ |
| <input type="checkbox"/> Color _____              | <input type="checkbox"/> Marital Status _____  |
| <input type="checkbox"/> Gender _____             | <input type="checkbox"/> Disability _____      |
| <input type="checkbox"/> Age _____                | <input type="checkbox"/> Gender Identity _____ |

(Only apply if 40 yrs old + over)

☐ Harassment - based on which protected class? \_\_\_\_\_☐ Hostile work environment - based on which protected class? \_\_\_\_\_☐ Retaliation - based on which protected class? \_\_\_\_\_**NOTE: IF NOT BASED ON ONE OF THE PROTECTED CLASSES, PLEASE STOP HERE**



If your allegation is based on employment:

What is your date of hire? \_\_\_\_\_

What was your job title at time of alleged discrimination? \_\_\_\_\_

If applicant, date and position you applied for: \_\_\_\_\_

If the allegation is based on disability, what is your disability? Describe your disability. Are you treated as if you have a disability? Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DEPARTMENT YOU ARE FILING YOUR ALLEGATION(S) AGAINST:**

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

Name specific individual (if applicable): \_\_\_\_\_

Position/Title: \_\_\_\_\_

**Date of most recent incident:** \_\_\_\_\_

**Is the action/situation continuing?** ☐ YES ☐ NO

**WHAT ARE THE ISSUES? HOW HAVE YOU BEEN HARMED? (Terminated, demoted, suspended, denied hire, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO YOU HAVE ANY EVIDENCE/SUPPORTING DOCUMENTATION? (Termination form, employee handbook, application, job description, emails, etc.) If so, what?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT IS YOUR DESIRED RESOLUTION OF YOUR ALLEGATION(S)?**

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**WHAT HARM HAVE YOU SUFFERED?**

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

### Complainants Tracking System

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

### Timeliness of investigations

•

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

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

### Resolutions, Reporting to Management

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

## 9. AGENCY REPORTING

RTS has a relationship with two subcontractors – MV Transportation and Center for Independent Living. RTS contracts with MV Transportation to provide paratransit services to the disability community while the Center issues ADA Certifications and provides travel training as part of its transportation-related activities. RTS monitors the Center for Independent Living for the services it provides to RTS. In addition, RTS reviews MV’s contract and monitors its EEO Program, see Appendix E for sample communication memo. MV’s EEO Plan which, expires April 2024, is available, upon request.

RTS does not have any sub-recipients.

*Appendix A. ADDITIONAL RTS SPECIFIC TABLES*

## 1 RTS Positions that Fall Under Each Job EEO Salary Category

Table A-1

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



*Appendix B. EQUAL OPPORTUNITY OFFICE*

## EQUAL OPPORTUNITY

### Program and Services Chart



#### DESCRIPTION:

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

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

#### SIGNIFICANT CHANGES IN FY 2020/FY 2021:

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

## EQUAL OPPORTUNITY

## CHARTER OFFICER

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

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

Our Department strives to achieve the following Operational Goals:

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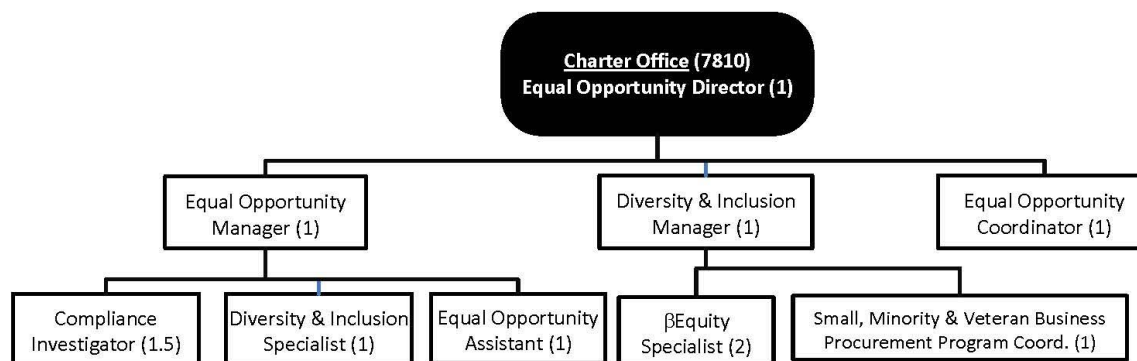
- Proficiently enforce and resolve cases
- Utilize proactive measures to prevent discrimination
- Expand community presence
- Enhance equal opportunity programs
- Foster significant community relations
- Strengthen diversity initiatives
- Establish effective communications

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

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

## Equal Opportunity FY 2020 ADOPTED ORGANIZATION CHART

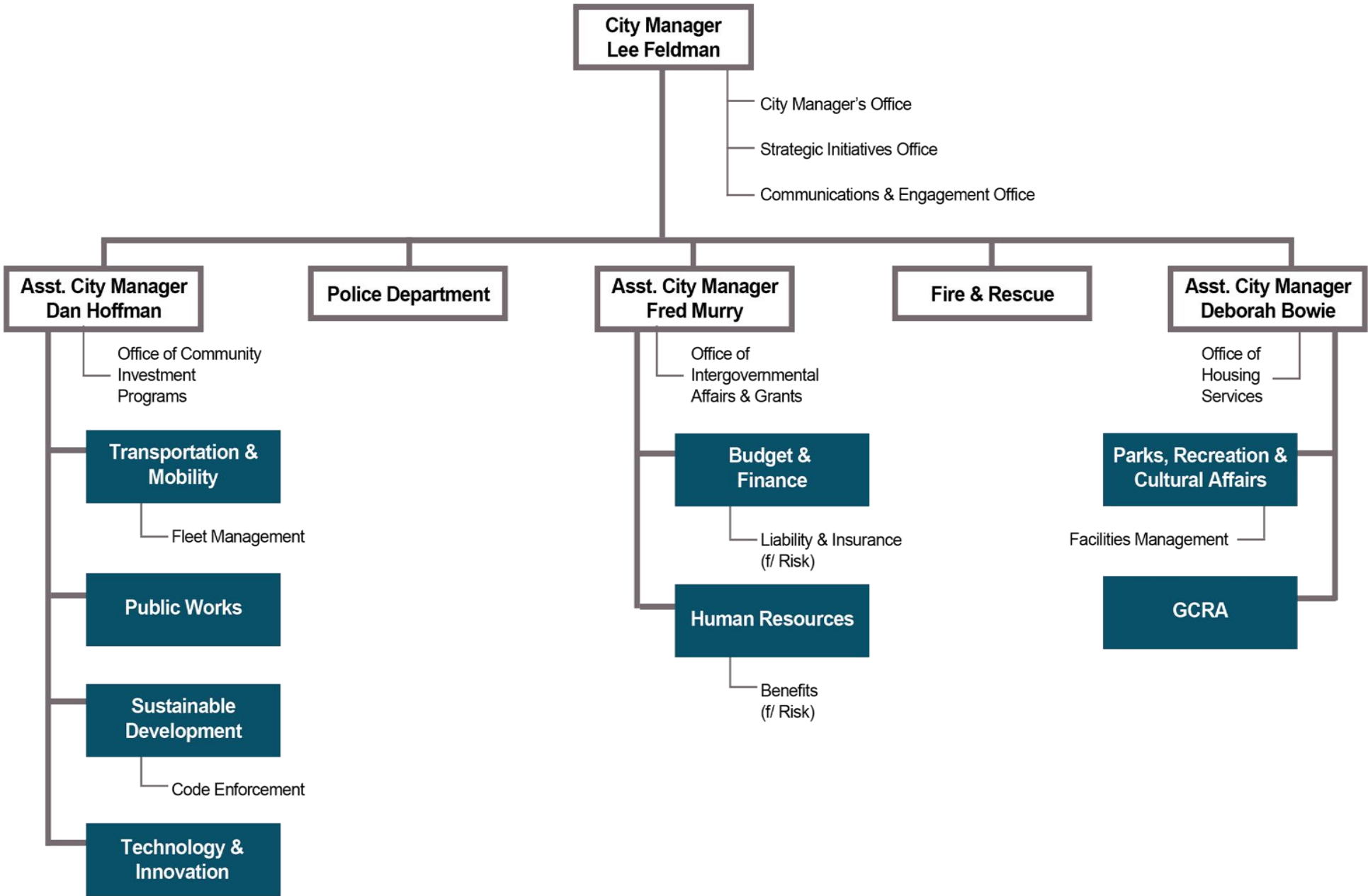


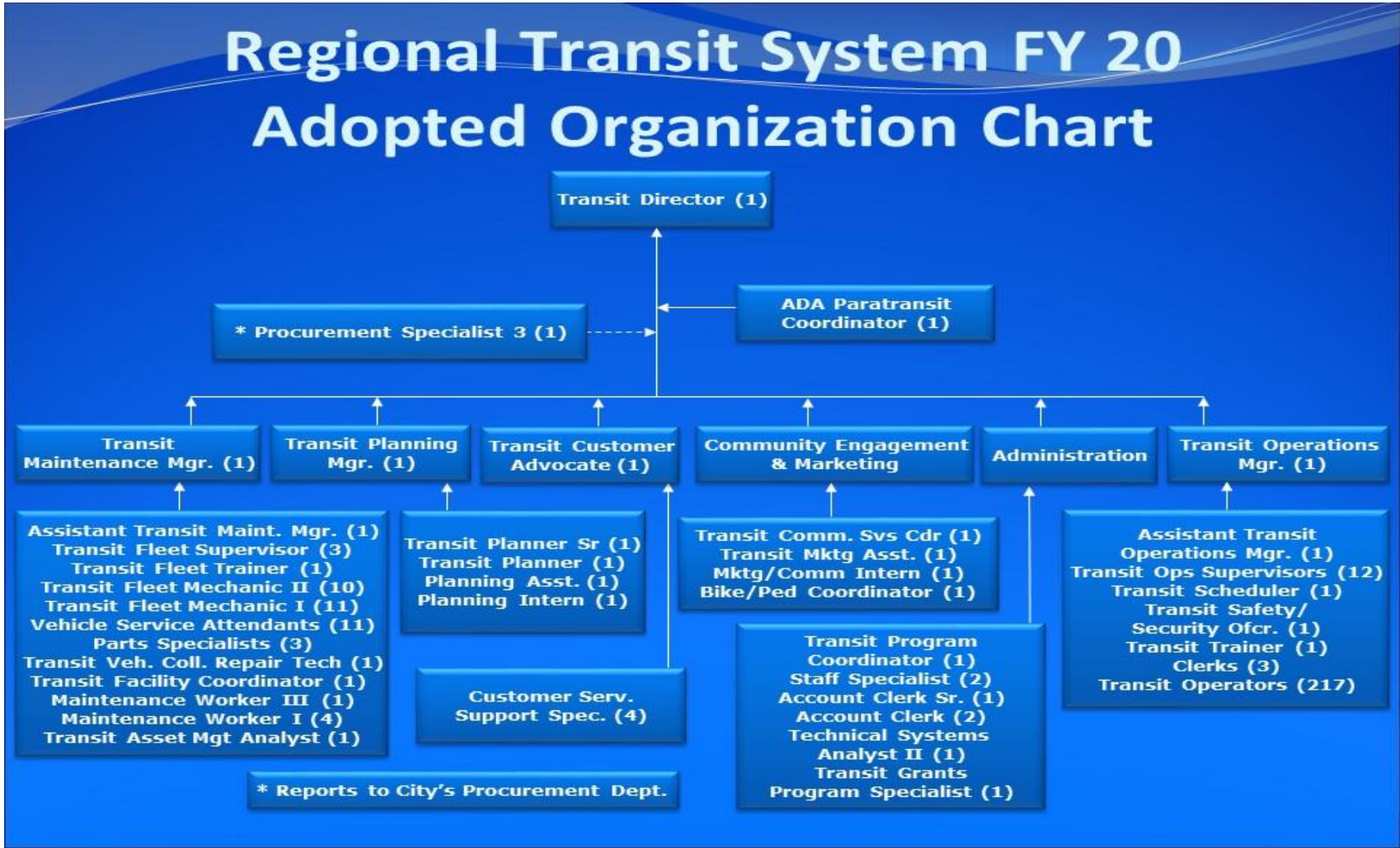
Total FTEs – 10.5

βChange made in FY20



*Appendix C. OTHER ORGANIZATIONAL CHARTS*





*Appendix D. AMALGAMATED TRANSIT UNION LABOR  
AGREEMENT*



**AGREEMENT**

**BETWEEN THE**

**CITY OF GAINESVILLE**

**AND**

**AMALGAMATED TRANSIT UNION**

**LOCAL NO. 157**

**EFFECTIVE: OCTOBER 1, 2018 - SEPTEMBER 30, 2019**

## ARTICLE 10

## DISCHARGE AND DISCIPLINE

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

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

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

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

10.5 Probationary employees on initial hire shall not be subject to the grievance procedure of this Agreement except as provided in Article 23.3.

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

## APPENDIX E – POLICY, TIMETABLE & SUBCONTRACTOR REVIEW:

1. CITY OF GAINESVILLE EQUAL EMPLOYMENT OPPORTUNITY POLICY  
Number EO-7
2. MV RTS PROOF OF REVIEW
3. GOALS & TIMETABLES FROM PREVIOUS SUBMISSION, 2016

## Equal Employment Opportunity Policy

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

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

Goal. Ensure that the City does a thorough job in its recruiting efforts and has a process for capturing the diversity of its applicant pool, specifically the race and gender, and whether applicants meet the minimum requirements of the job in question.

- B. Policy. All actions related to interviewing and selection will be in accordance with equal employment, laws, policies, and procedures.

Goal. Ensure that the City has a process that does not discriminate, preclude or have an adverse affect on any protected group by ensuring that there is no inappropriate or unlawful criteria used in the interview and selection process.

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

Goal. Ensure that each hiring decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory.

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

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



- E. Policy. All actions related to transfers will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that each transfer decision is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.
- F. Policy. All actions related to discipline or demotions will be in accordance with equal employment laws, policies, and procedures.
- Goal. Ensure that each demotion is reviewed before final approval to ensure it is fair, appropriate, and non-discriminatory and in compliance with equal employment laws, policies, and procedures.
- G. Policy. Training programs shall have established criteria for employee participation that are non-discriminatory.
- Goal. Ensure the participation of and facilitate the upward mobility of a diverse group of employees within the City's employment system. Require that all new supervisors or managers attend EEO training within 90 days of hire.
- H. Policy. All employees, applicants, and citizens utilizing City services will be given the opportunity to voice complaints of discrimination and/or harassment.
- Goal. Ensure there is an avenue to receive and resolve complaints internally and give the City a mechanism for addressing concerns of discrimination and/or harassment.

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

## MV RTS PROOF OF REVIEW



### CITY OF GAINESVILLE

*Regional Transit System*

Mr. Ed Griffin  
MV General Manager  
3713 SW 42<sup>nd</sup> Avenue  
Suite 2 and 3  
Gainesville, FL 32608

January 7, 2020

**Re: RTS System Safety, Security, and Maintenance Compliance Audit, December 2019**

Dear Mr. Griffin,

Enclosed are the "Deficiencies" and "Areas of Concern" identified as a result of the MV Bus Transit System Safety, Security, and Maintenance Compliance Audit conducted in December 2019. RTS has attached our review document and will need to receive a Corrective Action Plan (CAP). Please provide the additional information requested to the Department by Jan 8, 2020. Once we verify that the corrective actions have been completed, RTS will issue a 14-90 compliance letter.

Thank you again for the level of support you have provided us on this matter. We look forward to receiving subsequent information related to the CAP completion. If you have any questions or would like to discuss any concerns please contact me at (352) 393-7826 or [crawfordma1@cityofgainesville.org](mailto:crawfordma1@cityofgainesville.org).

Sincerely Yours,

Jesus M. Gomez  
Transit Director

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

## Goals & Timetables (Previous Submission, 2016)

### 4.2 GOALS AND TIMETABLES

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

#### 4.2.1 2013 Annual Placement Goals

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

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

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

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

#### 4.2.2 2014 Annual Placement Goals

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

Job Category	Salary	Current Period As Of: 9/30/2015																Current %		Availability %	% of Under-Utilization	GOAL	
		All Employees			EMPLOYEES													MIN	F				
					MALE						FEMALE												
		TOT	M	F	W	AA	HISP	API	AIAN	NHOPI	MULTI	W	AA	HISP	API	AIAN	NHOPI	MULTI	#	%	#	%	MIN
Officials and Administrators	1	20	18	2	12	4	2	0	0	0	0	0	2	0	0	0	0	8	40.0%	2	10.0%	20.0%	33.2%
Professionals	2	6	3	3	2	0	1	0	0	0	0	0	3	0	0	0	0	1	16.7%	3	50.0%	25.0%	47.8%
Technicians	3	0																0		0			
Administrative Support Workers	6	19	4	15	2	1	0	1	0	0	0	9	5	1	0	0	0	8	42.1%	15	78.9%	31.5%	72.0%
Skilled Craft Workers	7	17	17	0	13	2	1	0	1	0	0	0	0	0	0	0	0	4	23.5%	0	0.0%	15.4%	8.2%
Service-Maintenance	8	211	144	67	56	69	14	2	0	1	2	22	43	2	0	0	0	133	63.0%	67	31.8%	47.8%	34.4%
Totals:		273	186	87	85	76	18	3	1	1	2	34	50	3	0	0	0	154	56.4%	87	31.9%		

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

#### 4.2.3 2015 Annual Placement Goals

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

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

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

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

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

#### 4.2.4 Goals based on Workforce Analysis

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

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



Job Category	FUTURE PERIOD (through 2020)								NUMERIC GOALS FOR PROGRAM YEARS								% RATE OF ADDITION		ANTICIPATED WORK-FORCE AS OF 2017	PROJECTED % REPRESENTATION										
	ANTICIPATED JOB OPENING BY:			JOB OPENINGS TO BE FILLED BY:					NEW HIRE			PROMOTIONS																		
	ATTR	EXPS	TOT	REC	TRAN	PRO	NEW HIRE	TOT	TOT			TOT			TOT															
									M	F	MIN	M	F	MIN	MIN	F														
														MIN	F			MIN		F	MIN	F	MIN	F	MIN	F	MIN	F		
Officials and Administrators	8	4	12	0	0	3	9	12	6	3	2	2	1	2	4	4	50%	200%	19	24	38%	13%	36%	15%	33%	18%	32%	19%	30%	22%
Professionals	4	13	17	0	0	5	12	17	6	6	4	3	2	3	7	8	700%	287%	19	21	49%	23%	48%	23%	48%	24%	48%	24%	48%	
Protective Service Workers																														
Paraprofessionals																														
Administrative Support Workers	5	6	11	0	0	3	8	11	2	6	3	5	1	2	5	7	63%	47%	25	41	78%	40%	78%	39%	77%	38%	76%	37%	76%	
Skilled Craft Workers	2	87	9	0	0	3	6	9	5	1	1	2	1	2	3	2	75%		24	22%	0%	21%	0%	21%	21%	0%	20%	0%	0%	
Service-Maintenance	54	38	92	0	0	0	92	92	60	32	44	0	0	0	44	32	33%	48%	249	62%	32%	61%	33%	60%	33%	59%	33%	58%	33%	

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

#### 4.2.5 Projected Percent Representation

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