DEPARTMENT OF TRANSPORTATION

EEO/Affirmative Action Plan

Annual Update

Supplement to the 2009-2014 Affirmative Action Plan

Including 2012 AAP Accomplishments

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Table of Contents

Introduction 3
Agency Organizational Chart Update 4
Civil Rights Bureau Organizational Chart Update 5
Montana Department of Transportation 5
External EEO Program 6
Internal EEO Program 8
Workforce Analysis 12
Agency Overview Workforce 12
Census Data 13
Agency-wide Analysis 14
Workforce Analysis by Title and Division 28
New Hires / Terminations 50
Promotions / Demotions 51
Net Changes in Employment 52
Employment Data as of December 31, 2012 53
Utilization Analysis 56
Goal Setting 79
Complaint Analysis 77
EEO Complaint Analysis 78
Applicant Flow/Four Fifth Rule Analysis 60
Appendix A – EEO Policy Update 93
Appendix B – Training Policy Update 105
Appendix C – Recruitment and Selection Policy Update 108
Appendix D – MCS Advancement Policy Update 112

Introduction

The annual update to the Affirmative Action Plan is prepared for the Montana Department of Transportation (MDT) by the Civil Rights Bureau (CRB). The CRB is a bureau of the Directors Office.

The Bureau is responsible for:

- Agency wide Title VI program
- Agency wide Title VII program
- Disadvantaged Business Enterprise (DBE) program
- Small Business Enterprise Program
- American with Disabilities Act (ADA) program
- Equal Opportunity Employment (EEO) contract compliance
- Labor Compliance programs

Staff working for the Bureau includes:

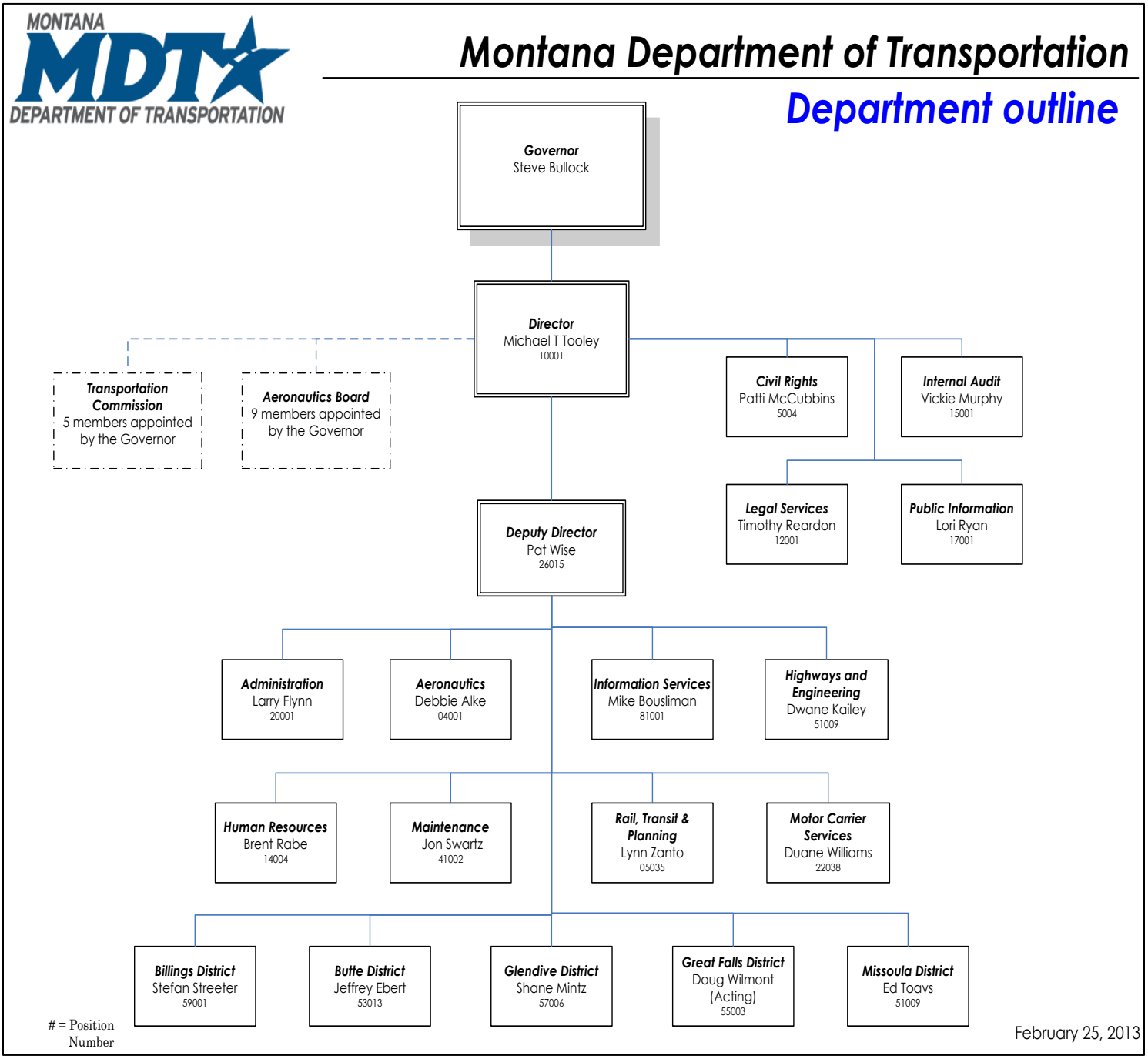
- Civil Rights Bureau Chief
- Civil Rights Bureau Supervisor
- Internal ADA Coordinator
- External ADA Coordinator
- Affirmative Action Officer
- DBE Program Specialists
- EEO/Labor Compliance Program Specialist
- Title VI/EEO Compliance Program Specialists
- Compliance Technician

The EEO/Affirmative Action Plan is public record. It is broadly distributed throughout the state to various minority organizations and employment agencies. In addition, it can be located in its entirety at the Montana Department of Transportation's website at:

http://www.mdt.mt.gov/publications/docs/brochures/dbe_eeo/eeo_affirmative_plan_update.pdf

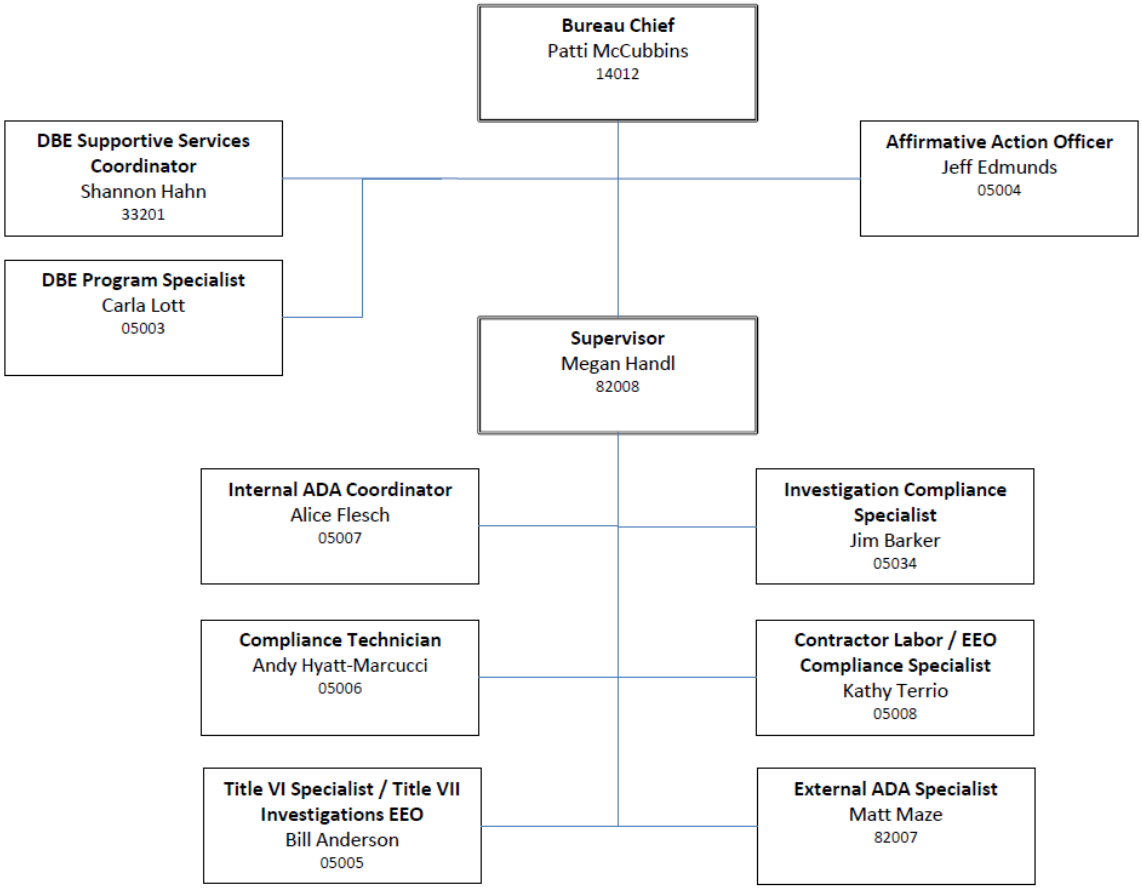
Agency Organizational Chart Update

In the fall of 2012 the agency was reorganized, and now the Civil Rights Bureau sits within the agency Directors Office. The organizational chart below details the new organizational structure of MDT.



Civil Rights Bureau Organizational Chart Update

Early in 2013, the staff structure of the Civil Rights Bureau was expanded to better address agency goals and growing demands. The ADA coordinator position was divided in two, creating an 'External ADA coordinator' and an 'Internal ADA Coordinator', and a Bureau Supervisor position was created. The organizational chart below represents the current operating structure of the Civil Rights Bureau.



Montana Department of Transportation Update Details

This document will serve as the annual update to Montana Department of Transportation's (MDT's) five-year Affirmative Action Plan. The current plan is effective from 2009 through 2014. The entire five year plan can be found at:
http://www.mdt.mt.gov/publications/docs/brochures/dbe_eeo/eeo_affirmative_plan.pdf

This annual update includes data and narratives with regard to the 2012's workforce analysis, applicant flow, and a variety of updated statistics. It also contains goals for the CY2013.

External EEO Program

Compliance Review Program

Number of compliance Reviews conducted	7
Number of Contractors reviewed	53
Number of Contractors found in compliance	53
Number of contractors found in noncompliance	0
Number of show cause notices issued.	0
Number of show cause notices rescinded	0
Number of show cause actions still under conciliation and unresolved	0
Number of follow-up reviews conducted	0

The compliance review strategy for the year focused on contractor hiring procedures. The emphasis was to ensure contractor's utilized objective criterion based selection documents and processes.

In addition to the above referenced compliance reviews, several audits were conducted for contractor compliance. MDT audited 35 construction projects which included a review of the EEO program components, including: policy statements, certified payrolls, EEO posters, DBE information, and the MDT trainee program.

Training Program

MDT had 12 trainees during 2012, a decrease from the 20 during 2011. This was due to the reduction in American Recovery and Reinvestment Act (ARRA) Projects.

- Of the 12 trainees placed, 3 were on Indian Reservation projects.
- Of the 3 placed on the Indian Reservations, all 3 completed the training.
- Of the 12 total trainees, minorities accounted for 4 of the training positions, females made up 7, and 2 trainees were minority females.
- Of the 12 trainees, 7 completed the 500 hour training requirement. However, 5 trainees will continue training during the 2013 construction season.

Contractor EEO Compliance

MDT compiles information from contractor FHWA PR-1392 reports to determine the level of female and minority participation on federal-aid highway construction projects.

For 2012, the following represents all participation of females and minorities, including trainees:

Classification	Total Employees	# Women	% Women
Operator	598	41	6.9%
Truck Driver	358	30	8.38%
Carpenter	46	0	0.00%
Laborer	496	82	16.53%
Trainee	12	7	58.33%
	1,510	160	10.6%

The contract goal of 6.9% for women was set by the Office of Federal Contract Compliance Programs (OFCCP), and is used here as a benchmark. MDT acknowledges it has no authority to enforce OFCCP goals. They are used here only to provide a basis of comparison.

Montana Federal-aid Highway Contractors attained an average female representation in their workforce of 10.6%. That attainment is almost twice the goal established by the OFCCP.

Classification	Total Employees	# Minority	% Minority
Operator	598	75	12.54%
Truck Driver	358	32	8.94%
Carpenter	46	23	50.0%
Laborer	496	57	11.5%
Trainee	12	4	33.33%
	1,510	191	12.65%

The contract goal of 4.1% for minorities was set by the Office of Federal Contract Compliance Programs (OFCCP), and is used here as a benchmark. MDT acknowledges it has no authority to enforce OFCCP goals. They are used here only to provide a basis of comparison.

Montana's minority participation averages at 12.65%, more than three times the OFCCP Goal.

Overall, female and minority participation in Federal-aid construction projects is above average.

The MDT Joint On-the-Job Training Selection Committee met on December 21, 2012. Involved were

individuals from MDT Civil Rights, MDT Construction, and MDT Contract Plans divisions. A goal was established of 20 trainees for the 2013 construction season.

MDT received one EEO related complaint from a contractor employee in 2012. The complaint was investigated by the Civil Rights Bureau and found to be unrelated to a protected status, and was deemed to be of no basis.

Internal EEO Program

The following includes the action items and results MDT had for 2012.

1. Continue to increase the number of applications from members of minority groups.

The number of applications from minorities continues to be well below applications received from white males. In an effort to increase the number of applications received, MDT attended 11 job fairs during 2012. These included:

February 8, 2012 – Helena High Career Fair
February 16, 2012 – MSU Billings
February 21, 2012 – Salish Kootenai College
February 22, 2012 – U of M Missoula
February 23, 2012 – MSU
March 19, 2012 – Carroll College/Independent Record
April 11, 2012 – Miles Community College
September 13, 2012 – Montana Tech
October 11, 2012 - MSU Bozeman
October 16, 2012 – U of M Missoula College of Business Opportunity Night
November 15, 2012 – Carroll College

MDT has developed an extensive internship program and, we do seek opportunities to be inclusive of all groups including females and minorities. For 2012, there were 22 interns and 4 were female/minority.

When advertising vacant positions within the department, a variety of methods are utilized. Traditional methods such as the MDT Intranet and State of Montana's MINE site (for internal postings), www.mdt.mt.gov and www.mt.gov/employment (for external postings) are at the core of our process.

The Recruitment Specialists utilize the most recent Workforce Analysis and a sourcing list for all externally-posted positions. This sourcing list includes Universities and Colleges, Tribes, Job Service Centers, Development Councils, Career Centers and various other employment centers throughout the State of Montana.

MDT will continue our efforts, and consider previously unattempted avenues, to increase the number of minority applicants.

2. Continue to provide training on MDT's application and recruitment process to minority groups.

MDT created an e-learning (online) training which provides applicants guidance and instructions for applying for MDT job vacancies. This training demonstrates completing the application, behavioral based interviewing, etc.

This training can be found at: http://mdtinfo.mdt.mt.gov/jobs/video/intranet_job_posting.html

In addition, MDT partners with the State Human Resources Division in order to publish printable application system training documents.

They can be found at: http://mt.gov/statejobs/default.mcpx

MDT's also provides external resources for interview preparation, resumes and cover letters in order to reach its objective to hire and retain the best-qualified candidates while ensuring we provide opportunities for all individuals with variety of backgrounds, cultures, faiths, genders, ages, and disabilities.

These informational pages can be found at: http://www.mdt.mt.gov/jobs/interviewing.shtml

In addition, MDT's Workforce Planning Bureau presents a training course titled, "How to Interview Well" on an ongoing basis for current employees to refresh their interviewing skills. In 2012, the course was presented 8 times throughout the State to MDT employees.

In other efforts to accomplish long term goals as outlined in the five year affirmative action plan, MDT will continue its efforts to work on two long term goals as outlined in the five year affirmative action plan. These include:

1. MDT partnered with New York Construction Career Days in 2012 to provide educational training and build a foundational element of recruitment to middle and high school students. This program offered a training and outreach opportunity

that demonstrated the life of a highway project including; design, right of way purchasing, pre-construction, construction, and maintenance. Around seventy students attended, and seemed to appreciate the hands on opportunities that were provided. Based on a cost-benefit analysis, the 'Career Days' program was discontinued, and MDT focus is now on the Summer Transportation Institute.

   a. The Summer Transportation Institute program recruits high school students to participate in a two-week educational program on the Montana State University Bozeman campus. The residential program introduces participants to all modes of transportation, seeks to build creative problem-solving skills, and supports college and career planning activities. MDT currently feels that this is the best avenue to accomplish this goal in the years ahead.

2. MDT also vested responsibility in the Workforce Planning Bureau for the development and implementation of an educational program geared toward Native Americans, for the purposes of increasing qualified applicants from that demographic. Due to leadership changes within that Bureau, they have no longer deemed this effort as a priority. At this time, MDT is considering a variety of different avenues and partnerships for the purposes of engaging the Native American community about employment with MDT.

Policy and Procedure Updates

In April of 2012, MDT implemented a new Non-Discrimination – Equal Employment Opportunity Addendum. Every employee must read and affix a signature to a paper version of the policy, which is then collected and stored by MDT Human Resources. A copy of the updated policy addendum has been attached to this update, and can be found in Appendix A of this document.

The MDT Training Policy, Recruitment and Selection Policy Addendum, and MCS Enforcement Officer Advancement Policy were also updated and implemented in 2012. As these are all directly pertinent to the Affirmative Action Plan Update, copies of each can be found at the end of this document as Appendix B, Appendix, C, and Appendix D, respectively.

The list below represents the complete list of policies that were updated during 2012:**Advancement | Career Ladders**		**Revised**	**Author**	**Type**
3-0183	Right of Way Agent Placement/Advancement Policy	02/21/12	MDT	Policy
3-0186	MCS Enforcement Officer Advancement Policy	07/20/12	MDT	Policy
4-0110	Geotechnical Specialist Advancement Policy	12/07/12	MDT	Policy

Classification/Pay		Revised	Author	Type
	Natural Resource Energy Development Impact	11/26/12	State	Policy
Drug/Alcohol/Tobacco Use		**Revised**	**Author**	**Type**
3-0131	Smoke-Free Buildings and Vehicles	01/25/12	MDT	Policy
Equal Employment Opportunity		**Revised**	**Author**	**Type**
3-0604	Reasonable Accommodations & Equal Access Policy	12/07/12	MDT	Policy
	Reasonable Accommodations and Equal Access Policy Manager Fact Sheet	02/01/12	State	Fact Sheet
3-0630.1	Non-discrimination EEO Addendum	06/19/12	MDT	Policy
Ethics		**Revised**	**Author**	**Type**
3-0180.1	Addendum to Ethics Model Policy	04/02/12	MDT	Policy
	Conflict of Interest Annual Disclosure Form	04/02/12	MDT	Form
Expenses		**Revised**	**Author**	**Type**
3-0122	Allowable Expenses Policy	10/17/12	MDT	Policy
Labor Management Relations		**Revised**	**Author**	**Type**
MPEA	MPEA Master Agreement	07/30/12	DOA	Contract
	MPEA MOU	07/22/12	MDT	Memo
Leave		**Revised**	**Author**	**Type**
3-0309.1	FMLA Policy Addendum	10/17/12	MDT	Policy
3-0310.1	Addendum to Sick Leave	07/20/12	MDT	Policy
3-0325	Holiday Policy Addendum	04/02/12	MDT	Policy
Miscellaneous		**Revised**	**Author**	**Type**
	Employee Exchange/Loan	08/12	State	Guide
	Working For Other Agencies	10/03/12	MDT	Guide
	Student Intern	03/12	State	Fact Sheet
30181.1	Professional Dues, Licensing & Certification Fees Policy Addendum	10/17/12	MDT	Policy
Performance Management		**Revised**	**Author**	**Type**
3-0115.1	Performance Management and Evaluation Policy Addendum	02/21/12	MDT	Policy
Recruitment & Selection		**Revised**	**Author**	**Type**
3-0165.1	Recruitment & Selection Policy Addendum	12/07/12	MDT	Policy
	Recruitment and Selection Manual	12/07/12	MDT	Manual
Training		**Revised**	**Author**	**Type**
3-0801	Training Policy	01/25/12	MDT	Policy
Working Hours & Conditions		**Revised**	**Author**	**Type**
3-0175	Paid Time for HealthCare and Benefits Division Sponsored Events	09/06/12	State	Policy
3-0218	Rest Breaks	07/20/12	MDT	Policy
3-0220	Alternate Work Schedules Policy	10/17/12	MDT	Policy

MDT will continue to review policies and procedures annually and as the need arises. As MDT begins establishing a working group specifically for the development and implementation of the next 5 year Affirmative Action Plan, this is an area that will be targeted for the establishment of formal and regular occurrence and uniform tracking.

Workforce Analysis

Agency Workforce Overview

Permanent

As of December 31, 2012, the Montana Department of Transportation employed 1961 persons in its permanent workforce.

19.3 % (379) were females
5.0 % (98) were minorities

Seasonal/Temporary

As of December 31, 2012, the Montana Department of Transportation employed 300 persons in its seasonal workforce.

15.0 % (45) were females
6.33 % (19) were minorities

Plan Methodology

Data Sources:

Both the 2010 U.S. Census data and the 2006-2010 American Community Survey (ACS) EEO tabulation data were used for the availability analysis within this plan.

Availability was calculated by taking the specific number available per job category in each individual demographic and dividing it by the total number in that specific job category.

Training and promotion data was obtained from Montana Department of Transportation personnel records.

The database of employees and resultant employee count used in this plan was obtained from the Montana Department of Transportation's Oracle Personnel System that included permanent, temporary, exempt and seasonal employees on the roster at the time.

Anticipated vacancies were determined by analyzing the current workforce, the termination averages, and both the incumbent's tenure and age, Division heads were also asked to submit their anticipated vacancies for the plan period. The anticipated vacancies for 2013 are 182.

Census Data

2010 Census of Population and Employment by Ethnic Group and Gender

State of Montana	Number	Percent
Total Population	989,415	100%
White	884,961	89.4%
Black	4,027	0.4%
Hispanic	28,565	2.9%
American Indian	62,555	6.3%
Asian/Pacific Islander	6,921	0.6%
Some other race*	5,975	0.6%
Two or more races	24,976	2.5%

Total Labor Force by Occupational Categories*

EEO-4 Job Category	White Female	Black Female	Hispanic Female	Asian Female	American Indian Female	Total Females	White Male	Black Male	Hispanic Male	Asian Male	American Indian Male	Total Males	Total Labor Force
Officials/ Administrators	21,965	40	545	140	1,030	23,975	39,260	75	375	190	1,120	41,480	65,455
Professionals	44,475	110	705	260	1,555	47,975	33,830	210	355	325	1,120	36,580	84,555
Technicians	6,435	0	310	25	320	7,210	4,330	15	100	95	195	4,810	12,020
Protective Service	1,820	0	28	10	230	2,115	6,555	30	110	10	780	5,978	9,690
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	79,470	175	1,635	470	3,850	86,855	37,210	325	970	110	1,240	40,455	127,310
Skilled Craft	2,670	0	8	20	115	2,855	49,385	120	1,435	125	2,370	54,250	57,100
Service/Maintenance	56,210	180	2,160	915	4,370	65,330	71,240	390	2,405	510	5,000	80,985	146,315
Total	213,045	505	5,391	1,840	11,470	234,995	241810	1,165	5,750	1,365	11,825	264538	502,445

* The above labor market data is derived from the U.S. Census Bureau 2006-2010 ACS Special EEO Tabulation

EEO-4 Job Category	Availability %					
			Minorities by Racial Category			
	Total Females	Total Minorities	Black	Hispanic	Asian	American Indian
Officials/ Administrators	36.6%	5.3%	0.17%	1.4%	0.5%	3.28%
Professionals	56.7%	5.48%	0.37%	1.25%	0.7%	3.16%
Technicians	60.0%	0.1%	8.8%	3.4%	1.0%	4.28%
Protective Service	21.8%	12.36%	0.3%	1.4%	0.2%	10.4%
Paraprofessionals	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	68.2%	6.9%	0.2%	1.6%	0.4%	4.3%
Skilled Craft	5.2%	7.3%	0.2%	2.5%	0.2%	4.4%
Service/Maintenance	44.6%	10.88%	0.39%	3.1%	0.97%	6.4%

* Per the U.S. Census, the eight categories will add to more than the total population and the percentages may add to more than 100% because individuals were allowed to report more than one race. "Some other race" - the respondent identified with a race.

Agency-wide Analysis

WORKFORCE AGENCYWIDE ANALYSIS											
All Division/Districts											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	2	0	0	0	0	14	0	1	0	0	17
%	11.8%	0.0%	0.0%	0.0%	0.0%	82.4%	0.0%	5.9%	0.0%	0.0%	4.6%
Professionals	249	0	2	3	9	665	1	3	5	11	948
%	26.3%	0.0%	0.2%	0.3%	0.9%	70.1%	0.1%	0.3%	0.5%	1.2%	258.3%
Technicians	86	0	3	1	2	107	1	2	0	4	206
%	41.7%	0.0%	1.5%	0.5%	1.0%	51.9%	0.5%	1.0%	0.0%	1.9%	56.1%
Protective Service	14	0	0	0	0	78	0	1	1	0	94
%	14.9%	0.0%	0.0%	0.0%	0.0%	83.0%	0.0%	1.1%	1.1%	0.0%	25.6%
Administrative Support	24	0	0	0	2	9	0	0	0	0	35
%	68.6%	0.0%	0.0%	0.0%	5.7%	25.7%	0.0%	0.0%	0.0%	0.0%	9.5%
Skilled Craft	19	0	0	0	1	808	1	3	1	55	888
%	2.1%	0.0%	0.0%	0.0%	0.1%	91.0%	0.1%	0.3%	0.1%	6.2%	242.0%
Service/Maintenance	7	0	0	0	0	62	0	0	1	3	73
%	9.6%	0.0%	0.0%	0.0%	0.0%	84.9%	0.0%	0.0%	1.4%	4.1%	19.9%
Total	**401**	**0**	**5**	**4**	**14**	**1743**	**3**	**10**	**8**	**73**	**2261**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Missoula District											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	28	0	0	0	1	66	0	0	0	1	96
%	29.2%	0.0%	0.0%	0.0%	1.0%	68.8%	0.0%	0.0%	0.0%	1.0%	26.2%
Technicians	7	0	0	0	0	15	1	0	0	1	24
%	29.2%	0.0%	0.0%	0.0%	0.0%	62.5%	4.2%	0.0%	0.0%	4.2%	6.5%
Protective Service	3	0	0	0	0	12	0	0	0	0	15
%	20.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	0.0%	0.0%	0.0%	4.1%
Administrative Support	4	0	0	0	0	1	0	0	0	0	5
%	80.0%	0.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	0.0%	1.4%
Skilled Craft	8	0	0	0	0	199	0	0	0	9	216
%	3.7%	0.0%	0.0%	0.0%	0.0%	92.1%	0.0%	0.0%	0.0%	4.2%	58.9%
Service/Maintenance	1	0	0	0	0	9	0	0	0	0	10
%	10.0%	0.0%	0.0%	0.0%	0.0%	90.0%	0.0%	0.0%	0.0%	0.0%	2.7%
Total	**51**	**0**	**0**	**0**	**1**	**303**	**1**	**0**	**0**	**11**	**367**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Butte District											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	8	0	0	0	0	73	0	1	0	0	82
%	9.8%	0.0%	0.0%	0.0%	0.0%	89.0%	0.0%	1.2%	0.0%	0.0%	22.3%
Technicians	11	0	1	0	0	11	0	0	0	0	23
%	45.8%	0.0%	0.0%	0.0%	0.0%	45.8%	0.0%	0.0%	0.0%	0.0%	6.3%
Protective Service	2	0	0	0	0	18	0	0	0	0	20
%	10.0%	0.0%	0.0%	0.0%	0.0%	90.0%	0.0%	0.0%	0.0%	0.0%	5.4%
Administrative Support	6	0	0	0	1	1	0	0	0	0	8
%	75.0%	0.0%	0.0%	0.0%	12.5%	20.0%	0.0%	0.0%	0.0%	0.0%	2.2%
Skilled Craft	6	0	0	0	0	208	0	1	0	5	220
%	2.7%	0.0%	0.0%	0.0%	0.0%	94.5%	0.0%	0.5%	0.0%	2.3%	59.9%
Service/Maintenance	0	0	0	0	0	17	0	0	0	0	17
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	4.6%
Total	**33**	**0**	**1**	**0**	**1**	**329**	**0**	**2**	**0**	**5**	**371**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Great Falls District											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	15	0	0	0	0	54	0	0	0	1	70
%	21.4%	0.0%	0.0%	0.0%	0.0%	77.1%	0.0%	0.0%	0.0%	1.4%	19.1%
Technicians	8	0	0	0	0	22	0	0	0	1	31
%	25.8%	0.0%	0.0%	0.0%	0.0%	71.0%	0.0%	0.0%	0.0%	3.2%	8.4%
Protective Service	2	0	0	0	0	12	0	0	0	0	14
%	14.3%	0.0%	0.0%	0.0%	0.0%	85.7%	0.0%	0.0%	0.0%	0.0%	3.8%
Administrative Support	1	0	0	0	0	1	0	0	0	0	2
%	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.5%
Skilled Craft	1	0	0	0	1	120	1	1	0	20	144
%	0.7%	0.0%	0.0%	0.0%	0.7%	83.3%	0.7%	0.7%	0.0%	13.9%	39.2%
Service/Maintenance	2	0	0	0	0	7	0	0	1	1	11
%	18.2%	0.0%	0.0%	0.0%	0.0%	63.6%	0.0%	0.0%	9.1%	9.1%	3.0%
Total	**29**	**0**	**0**	**0**	**1**	**217**	**1**	**1**	**1**	**23**	**273**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Glendive District											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	10	0	0	2	0	55	0	0	1	4	72
%	13.9%	0.0%	0.0%	2.8%	0.0%	76.4%	0.0%	0.0%	1.4%	5.6%	19.6%
Technicians	7	0	0	0	0	14	0	1	0	0	22
%	31.8%	0.0%	0.0%	0.0%	0.0%	63.6%	0.0%	4.5%	0.0%	0.0%	6.0%
Protective Service	4	0	0	0	0	10	0	0	0	0	14
%	28.6%	0.0%	0.0%	0.0%	0.0%	71.4%	0.0%	0.0%	0.0%	0.0%	3.8%
Administrative Support	5	0	0	0	0	0	0	0	0	0	5
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.4%
Skilled Craft	1	0	0	0	0	116	0	1	0	7	125
%	0.8%	0.0%	0.0%	0.0%	0.0%	92.8%	0.0%	0.8%	0.0%	5.6%	34.1%
Service/Maintenance	1	0	0	0	0	8	0	0	0	1	10
%	10.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	0.0%	0.0%	10.0%	2.7%
Total	**28**	**0**	**0**	**2**	**0**	**204**	**0**	**2**	**1**	**12**	**249**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Billings District											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	15	0	0	0	0	51	0	0	0	0	66
%	22.7%	0.0%	0.0%	0.0%	0.0%	77.3%	0.0%	0.0%	0.0%	0.0%	18.0%
Technicians	9	0	1	0	1	23	0	1	0	1	36
%	25.0%	0.0%	2.8%	0.0%	2.8%	63.9%	0.0%	2.8%	0.0%	2.8%	9.8%
Protective Service	3	0	0	0	0	15	0	1	1	0	20
%	15.0%	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	5.0%	5.0%	0.0%	5.4%
Administrative Support	5	0	0	0	0	1	0	0	0	0	6
%	83.3%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	0.0%	1.6%
Skilled Craft	1	0	0	0	0	120	0	0	0	13	134
%	0.7%	0.0%	0.0%	0.0%	0.0%	89.6%	0.0%	0.0%	0.0%	9.7%	36.5%
Service/Maintenance	0	0	0	0	0	9	0	0	0	0	9
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2.5%
Total	**33**	**0**	**1**	**0**	**1**	**220**	**0**	**2**	**1**	**14**	**272**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Maintenance Division											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	2	0	0	0	0	2
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.5%
Professionals	7	0	0	0	0	13	0	0	0	0	20
%	35.0%	0.0%	0.0%	0.0%	0.0%	65.0%	0.0%	0.0%	0.0%	0.0%	5.4%
Technicians	3	0	0	0	0	0	0	0	0	0	3
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.8%
Protective Service	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	19	0	0	0	1	20
%	0.0%	0.0%	0.0%	0.0%	0.0%	95.0%	0.0%	0.0%	0.0%	5.0%	5.4%
Service/Maintenance	3	0	0	0	0	12	0	0	0	1	16
%	18.8%	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%	6.3%	4.4%
Total	**13**	**0**	**0**	**0**	**0**	**46**	**0**	**0**	**0**	**2**	**61**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Transportation Planning Division											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	40	0	0	0	1	79	0	0	1	1	122
%	32.8%	0.0%	0.0%	0.0%	0.8%	64.8%	0.0%	0.0%	0.8%	0.8%	33.2%
Technicians	5	0	0	0	0	7	0	0	0	0	12
%	41.7%	0.0%	0.0%	0.0%	0.0%	58.3%	0.0%	0.0%	0.0%	0.0%	3.3%
Protective Service	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Skilled Craft	0	0	0	0	0	3	0	0	0	0	3
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.8%
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	**46**	**0**	**0**	**0**	**1**	**90**	**0**	**0**	**1**	**1**	**139**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Motor Carrier Services Division											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	6	0	0	0	0	7	0	0	0	0	13
%	46.2%	0.0%	0.0%	0.0%	0.0%	53.8%	0.0%	0.0%	0.0%	0.0%	3.5%
Technicians	11	0	0	0	0	3	0	0	0	0	14
%	78.6%	0.0%	0.0%	0.0%	0.0%	21.4%	0.0%	0.0%	0.0%	0.0%	3.8%
Protective Service	0	0	0	0	0	10	0	0	0	0	10
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	2.7%
Administrative Support	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	**17**	**0**	**0**	**0**	**0**	**21**	**0**	**0**	**0**	**0**	**38**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Information Services Division											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	18	0	1	0	0	35	0	0	0	2	56
%	32.1%	0.0%	1.8%	0.0%	0.0%	62.5%	0.0%	0.0%	0.0%	3.6%	15.3%
Technicians	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Service	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	1	0	0	0	0	1	0	0	0	0	2
%	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.5%
Skilled Craft	0	0	0	0	0	3	0	0	0	0	3
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.8%
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	**19**	**0**	**1**	**0**	**0**	**40**	**0**	**0**	**0**	**2**	**62**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Aeronautics Division											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	1	0	0	0	0	6	0	0	0	0	7
%	14.3%	0.0%	0.0%	0.0%	0.0%	85.7%	0.0%	0.0%	0.0%	0.0%	1.9%
Technicians	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Protective Service	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Administrative Support	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	**3**	**0**	**0**	**0**	**0**	**8**	**0**	**0**	**0**	**0**	**11**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Administration Division											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	1	0	0	0	0	1
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Professionals	29	0	1	0	1	11	0	1	0	1	44
%	65.9%	0.0%	2.3%	0.0%	2.3%	25.0%	0.0%	2.3%	0.0%	2.3%	12.0%
Technicians	6	0	0	1	0	1	0	0	0	1	9
%	66.7%	0.0%	0.0%	11.1%	0.0%	11.1%	0.0%	0.0%	0.0%	11.1%	2.5%
Protective Service	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	1	0	0	0	1	1	0	0	0	0	3
%	33.3%	0.0%	0.0%	0.0%	33.3%	33.3%	0.0%	0.0%	0.0%	0.0%	0.8%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	**36**	**0**	**1**	**1**	**2**	**14**	**0**	**1**	**0**	**2**	**57**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Director's Office											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	4	0	1	0	0	5
%	0.0%	0.0%	0.0%	0.0%	0.0%	80.0%	0.0%	20.0%	0.0%	0.0%	1.4%
Professionals	29	0	0	0	4	25	0	0	0	1	59
%	49.2%	0.0%	0.0%	0.0%	6.8%	42.4%	0.0%	0.0%	0.0%	1.7%	16.1%
Technicians	1	0	1	0	1	0	0	0	0	0	3
%	33.3%	0.0%	33.3%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.8%
Protective Service	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	1	0	0	0	0	0	0	0	0	0	1
%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	**31**	**0**	**1**	**0**	**5**	**29**	**0**	**1**	**0**	**1**	**68**

WORKFORCE ANALYSIS BY DEPARTMENT/UNIT/DIVISION											
Engineering Division											
Employment Data - 1/1/2012 through 12/31/2012											
EEO-4 Category	White Female	Black Female	Hispanic Female	Asian Female	Am.Indian Female	White Male	Black Male	Hispanic Male	Asian Male	Am. Indian Male	Total
Officials/ Administrators	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	43	0	0	1	2	190	1	1	3	0	241
%	17.8%	0.0%	0.0%	0.4%	0.8%	78.8%	0.4%	0.4%	1.2%	0.0%	65.7%
Technicians	17	0	0	0	0	11	0	0	0	0	28
%	60.7%	0.0%	0.0%	0.0%	0.0%	39.3%	0.0%	0.0%	0.0%	0.0%	7.6%
Protective Service	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	0	0	0	0	0	2	0	0	0	0	2
%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.5%
Skilled Craft	2	0	0	0	0	19	0	0	1	0	22
%	9.1%	0.0%	0.0%	0.0%	0.0%	86.4%	0.0%	0.0%	4.5%	0.0%	6.0%
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0
%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total	**62**	**0**	**0**	**1**	**2**	**222**	**1**	**1**	**4**	**0**	**293**

Workforce Analysis by Title and Division

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION — Organizational Unit: ADMINISTRATION

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE AST	436113	Technicians	27620	2		2					-					-	-
ACCOUNTING TCH	433313	Technicians	27696	3	2	1			1		1					-	1
COLLECTIONS TCH	433113	Technicians	28506	1		1					-					-	-
MAIL CLERK	439513	Administrative Support	28559	1	1						-					-	-
ACCOUNTING TCH	433314	Technicians	32981	2		2					-		1			1	1
ADMINISTRATIVE AST	436114	Technicians	34293	1		1					-					-	-
PAYROLL TECHNICIAN	433513	Administrative Support	37630	1		1					-			1		1	1
BENEFITS SPC	131735	Professionals	37736	1		1					-					-	-
COMPLIANCE SPECIALIST	131415	Professionals	39184	1		1					-					-	-
BENEFITS SPC	131735	Professionals	39623	1		1					-					-	-
ADMINISTRATIVE SUPPORT SU	431214	Administrative Support	40167	1		1					-					-	-
BUSINESS DEVELOPMENT SPECIALIST	131935	Professionals	40229	1		1					-					-	-
ACCOUNTANT	132115	Professionals	40391	1	1				1		1					-	1
PURCHASING AGENT	131215	Professionals	41478	2	1	1					-					-	-
ACCOUNTANT	132115	Professionals	42410	1		1					-					-	-
MANAGEMENT ANALYST	131816	Professionals	48029	1		1					-					-	-
HUMAN RESOURCE SPC	131776	Professionals	48151	1		1					-					-	-
ACCOUNTANT	132116	Professionals	48470	5		5					-			1		1	1
FINANCIAL SPECIALIST	132916	Professionals	48470	4	2	2					-					-	-
PURCHASING AGENT	131216	Professionals	49774	1		1					-					-	-
ACCOUNTANT	132116	Professionals	50893	1		1					-					-	-
BUDGET ANALYST	132316	Professionals	53097	4	3	1					-				1	1	1
ACCOUNTANT	132116	Professionals	53317	1		1					-					-	-
PROGRAM MGR	111917	Professionals	58162	1	1						-					-	-
ACCOUNTANT	132117	Professionals	58162	3	1	2				1	1					-	1
PROGRAM MANAGER	111916	Professionals	62599	4		4					-					-	-
BUDGET ANALYST	132317	Professionals	63723	2	1	1					-					-	-
COMPUTER SYS ANALYST	151517	Professionals	68777	1		1					-					-	-
PROGRAM MGR	111917	Professionals	73335	3	2	1					-					-	-
PROGRAM MGR	111917	Professionals	81483	3	1	2					-					-	-
OPERATIONS MGR	111217	Professionals	85006	1		1					-					-	-
OPERATIONS MGR	111218	Officials/Administrators	100917	1	1						-					-	-
			Total	57	17	40	0	0	2	1	3	0	1	2	1	4	7

WORKFORCE ANALYSIS																	
Date: 1/1/2012 - 12/31/2012																	
Department: TRANSPORTATION			Organizational Unit: AERONAUTICS														
				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
FIRE FIGHTER	332113	Protective Service	30271	1	1												-
ADMINISTRATIVE AST	436114	Technicians	32889	1		1											-
AIRCRAFT MECHANIC	493114	Skilled Craft	35374	1	1												-
ACCOUNTANT	132116	Professionals	48470	1		1											-
PROGRAM SPECIALIST	131236	Professionals	51668	2	2												-
AIRCRAFT PILOT	532136	Professionals	54148	1	1												-
AIRCRAFT PILOT	532136	Professionals	62671	1	1												-
PROGRAM MGR	111917	Professionals	74618	2	2												-
OPERATIONS MGR	111218	Officials/Administrators	93274	1		1											-
			Total	11	8	3	0	0	0	0	0	0	0	0	0	0	-

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION | Organizational Unit: BILLINGS

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE CLERK	439612	Administrative Support	21101	1		1					-					-	-
ADMINISTRATIVE CLERK	439612	Administrative Support	23445	5	1	4					-					-	-
CIVIL ENGINEERNG TECHNICIAN	173212	Technicians	25212	4	3	1					-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	27130	6	5	1					-				1	1	1
ADMINISTRATIVE AST	436113	Technicians	27620	3		3					-			1		1	1
ADMINISTRATIVE AST	436113	Technicians	28506	1		1					-					-	-
ADMINISTRATIVE AST	436113	Technicians	28701	1		1					-					-	-
ADMINISTRATIVE AST	436113	Technicians	28702	1		1					-					-	-
ADMINISTRATIVE AST	436113	Technicians	29811	1		1					-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	30002	9	8	1				1	1					-	1
CIVIL ENGINEERNG TCH	173214	Technicians	35860	6	5	1			1		1					-	1
CIVIL ENGINEERNG TCH	173214	Technicians	36068	1	1						-					-	-
MAINTENANCE TECHNICIAN I	999307	Skilled Craft	36152	26	26				3		3					-	3
RIGHT OF WAY TCH	131974	Technicians	36302	1	1						-					-	-
CIVIL ENGINEERNG TCH	173214	Technicians	36908	1	1						-					-	-
STOCKPERSON	992205	Service/Maintenance	37116	2	2						-					-	-
MAINTENANCE TECHNICIAN II	999308	Skilled Craft	37116	20	20				1		1					-	1
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	37457	1		1					-					-	-
SERVICE COMBINTATION B	999102	Service/Maintenance	38076	3	3						-					-	-
MAINTENANCE TECHNICIAN III	999309	Skilled Craft	38076	13	13						-					-	-
SURVEYOR	171254	Technicians	39029	1	1						-					-	-
MAINTENANCE TECH IV	999310	Skilled Craft	39037	37	36	1			6		6					-	6
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	39330	12	10	2		1		1	2					-	2
VEGETATION & NOXIOUS WEED SPRAY F	998510	Service/Maintenance	39998	2	2						-					-	-
ACCOUNTANT	132115	Professionals	40391	1		1					-					-	-
MAINTENANCE CARPENTER	998612	Skilled Craft	40959	13	13				1		1					-	1
MAINTENANCE CREW LEADER	998911	Service/Maintenance	40959	2	2						-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	41296	3	3						-					-	-
WORKING SHOP FOREMAN	996307	Skilled Craft	41920	2	2						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	42152	5	4	1					-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	43361	2	2						-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	45656	10	10				1		1					-	1
MATERIALS LAB SPC	172715	Professionals	46699	2	1	1					-					-	-
PROJECT FACILITATION SPECIALIST	131855	Professionals	46836	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	46836	5	5						-					-	-
DESIGNER	173135	Professionals	46836	1	1						-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	46836	6	6						-					-	-

CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	48060	8	8				1		1					-	1
HUMAN RESOURCE SPC	131776	Professionals	48151	1		1					-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	50463	3	3						-					-	-
OCCUPATIONAL HEALTH SAFETY SPECIA	299116	Professionals	51513	1	1						-					-	-
COMPUTER SUPPORT SPECIALIST	151416	Professionals	52067	1		1					-					-	-
RIGHT OF WAY SPC	131976	Professionals	52275	5	2	3					-					-	-
MOTOR VEHICLE SAFETY INS	536555	Protective Service	52932	1	1						-					-	-
ACCOUNTANT	132116	Professionals	53317	1		1					-					-	-
COMMUNICATIONS TCG	492235	Skilled Craft	55215	2	2						-					-	-
PROJECT FACILITATION SPECIALIST	131856	Professionals	56203	1	1						-					-	-
SURVEYOR	171256	Professionals	56203	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172016	Professionals	56203	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	56203	4	3	1					-					-	-
DESIGNER	173136	Professionals	56203	1		1					-					-	-
DESIGN ENGINEER	173146	Professionals	56203	2	1	1					-					-	-
UTILITY ENGINEERING SPEC	173296	Professionals	56203	1	1						-					-	-
SURVEYOR	171256	Professionals	59012	1	1						-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	59012	1		1					-					-	-
DESIGNER	173136	Professionals	59012	2	2						-					-	-
PROGRAM MANAGER	111916	Professionals	61641	1	1						-					-	-
DESIGNER	173136	Professionals	61821	1		1					-					-	-
DESIGN ENGINEER	173146	Professionals	61821	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172016	Professionals	62566	10	10						-					-	-
PROGRAM MGR	111917	Professionals	62945	1		1					-					-	-
ENVIRONMENTAL ENGINEERING SPECIAL	172556	Professionals	63442	1	1						-					-	-
MOTOR VEHICLE INSPECTORS	536556	Protective Service	63518	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75380	2	2						-					-	-
ENGINEERING MGR	119417	Professionals	83755	3	3						-					-	-
ENGINEERING MGR	119417	Professionals	84216	1	1						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1						-					-	-
			Total	272	237	35	0	1	14	2	17	0	0	1	1	2	19

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION Organizational Unit: BUTTE

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE CLERK	439612	Administrative Support	21101	4	1	3					-					-	-
ADMINISTRATIVE CLERK	439612	Administrative Support	23445	4		4					-			1		1	1
ADMINISTRATIVE AST	436113	Technicians	27620	5		5					-				1	1	1
ADMINISTRATIVE AST	436113	Technicians	29777	1		1					-					-	-
ADMINISTRATIVE AST	436113	Technicians	29909	1		1					-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	30002	4	4						-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	30546	1	1						-					-	-
ADMINISTRATIVE AST	436113	Technicians	33107	1	1						-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	33763	2	1	1					-					-	-
LABORER	998906	Service/Maintenance	35192	1	1						-					-	-
CIVIL ENGINEERNG TCH	173214	Technicians	35860	9	4	5					-					-	-
SERVICE COMBINTATION A	999101	Service/Maintenance	36152	2	2						-					-	-
MAINTENANCE TECHNICIAN I	999307	Skilled Craft	36152	72	72				1		1					-	1
STOCKPERSON	992205	Service/Maintenance	37116	2	2						-					-	-
MAINTENANCE TECHNICIAN II	999308	Skilled Craft	37116	23	22	1					-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	37457	3	3						-					-	-
SERVICE COMBINTATION B	999102	Service/Maintenance	38076	1	1						-					-	-
MAINTENANCE TECHNICIAN III	999309	Skilled Craft	38076	10	10				1		1					-	1
SURVEYOR	171254	Technicians	39029	1	1						-					-	-
STRIPING MACHINE OPERATOR/DRIVER	998404	Skilled Craft	39037	4	4						-					-	-
MAINTENANCE TECH IV	999310	Skilled Craft	39037	67	62	5			2		2					-	2
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	39330	9	8	1					-					-	-
VEGETATION & NOXIOUS WEED SPRAY F	998510	Service/Maintenance	39998	3	3						-					-	-
ACCOUNTANT	132115	Professionals	40391	1		1					-					-	-
MECHANIC/MACHINIST (MDT)	996311	Skilled Craft	40959	13	13					1	1					-	1
STRIPING FOREMAN	998405	Skilled Craft	40959	2	2						-					-	-
MAINTENANCE CARPENTER	998612	Skilled Craft	40959	3	3						-					-	-
MAINTENANCE CREW LEADER	998911	Service/Maintenance	40959	7	7						-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	41296	4	4						-					-	-
WORKING SHOP FOREMAN	996307	Skilled Craft	41920	2	2						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	42152	2	2						-					-	-
DESIGNER	173135	Professionals	42152	1	1						-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	42152	6	5	1					-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	42737	8	7	1					-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	43361	1	1						-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	45656	11	11						-					-	-
MATERIALS LAB SPC	172715	Professionals	46699	2	2						-					-	-

ENGINEERING CONTRACT SPECIALIST	172915	Professionals	46836	1	1						-					-	-
DESIGNER	173135	Professionals	46836	1	1						-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	46836	11	11						-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	48060	9	9						-					-	-
HUMAN RESOURCE SPC	131776	Professionals	48151	1		1					-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	50463	3	3				1		1					-	1
MAINTENANCE CREW LEADER	998911	Service/Maintenance	50463	1	1						-					-	-
COMPUTER SUPPORT SPECIALIST	151416	Professionals	52067	1	1						-					-	-
RIGHT OF WAY SPC	131976	Professionals	52275	4	2	2					-					-	-
ACCOUNTANT	132116	Professionals	53317	1	1						-					-	-
COMMUNICATIONS TCG	492235	Skilled Craft	55215	1	1						-					-	-
PROJECT FACILITATION SPECIALIST	131856	Professionals	56203	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	56203	8	8						-					-	-
DESIGNER	173136	Professionals	56203	4	4						-					-	-
UTILITY ENGINEERING SPEC	173296	Professionals	56203	2	1	1					-					-	-
SURVEYOR	171256	Professionals	59012	1	1						-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	59012	1		1					-					-	-
DESIGNER	173136	Professionals	59012	1	1						-					-	-
COMPUTER SYS ANALYST	151516	Professionals	60331	1	1						-					-	-
PROGRAM MANAGER	111916	Professionals	61641	1	1						-					-	-
DESIGNER	173136	Professionals	61821	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172016	Professionals	62566	13	13					1	1					-	1
PROGRAM MGR	111917	Professionals	62945	1	1						-					-	-
ENVIRONMENTAL ENGINEERING SPECIAL	172556	Professionals	63442	1	1						-					-	-
MOTOR VEHICLE INSPECTORS	536556	Protective Service	63518	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75380	2	2						-					-	-
ENGINEERING MGR	119417	Professionals	83755	4	4						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1						-					-	-
			Total	371	336	35	0	0	5	2	7	0	0	1	1	2	9

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION | Organizational Unit: DIRECTORS OFFICE

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE AST	436113	Technicians	27620	1		1					-				1	1	1
COMPLIANCE TECHNICIAN	436154	Technicians	32653	1		1					-					-	-
AUDITING TCH	433334	Technicians	32981	1		1					-			1		1	1
PUBLIC RELATIONS SPC	273315	Professionals	33865	1		1					-					-	-
LEGAL SECRETARY	436214	Administrative Support	34103	1		1					-					-	-
PUBLIC RELATIONS SPC	273315	Professionals	37630	2	1	1					-			1		1	1
ADMINISTRATIVE SPC	131915	Professionals	38405	1		1					-					-	-
PARALEGAL LEGAL AST	232115	Professionals	39965	1		1					-					-	-
COMPENSATION & CLASSIFICATION SPEC	131715	Professionals	40125	1		1					-					-	-
HUMAN RESOURCE SPC	131775	Professionals	40125	2		2					-					-	-
AUDITOR	132135	Professionals	40389	2	2						-					-	-
COMPUTER SUPPORT SPC	151415	Professionals	43390	1	1						-					-	-
COMPLIANCE SPECIALIST	131416	Professionals	47020	1	1						-					-	-
EEO SPECIALIST	131476	Professionals	47436	2		2					-			1		1	1
TRAINING DEVELOPMENT SPC	131756	Professionals	48151	1	1						-					-	-
HUMAN RESOURCE SPC	131776	Professionals	48151	3		3					-					-	-
BUSINESS DEVELOPEMENT SPECIALIST	131936	Professionals	48275	1		1					-					-	-
FINANCIAL SPECIALIST	132915	Professionals	48436	1	1						-					-	-
ACCOUNTANT	132116	Professionals	48470	1	1						-					-	-
AUDITOR	132136	Professionals	48470	1	1						-					-	-
EEO SPECIALIST	131476	Professionals	49808	1	1				1		1					-	1
TRAINING DEVELOPMENT SPC	131756	Professionals	50115	3	1	2					-					-	-
TRAINING DEVELOPMENT SPC	131756	Professionals	50559	1		1					-					-	-
AUDITOR	132136	Professionals	50893	2	2						-					-	-
OCCUPATIONAL HEALTH SAFETY SPECIA	299116	Professionals	51513	1	1						-					-	-
BUSINESS OPERATIONS SUPERVISOR	131996	Professionals	53102	1		1					-					-	-
AUDITOR	132136	Professionals	54198	4	1	3					-					-	-
OCCUPATIONAL HEALTH SAFETY SPECIA	299116	Professionals	56936	1	1						-					-	-
HUMAN RESOURCE SPECIALIST	131777	Professionals	57782	1		1					-					-	-
ACCOUNTANT	132117	Professionals	58162	1	1						-					-	-
AUDITOR	132136	Professionals	59469	1		1					-					-	-
COMPUTER SYS ANALYST	151516	Professionals	60331	2	2						-					-	-
PUBLICS RELATIONS SPECIALISTS	273317	Professionals	64947	1		1					-			1		1	1
COMPUTER SYS ANALYST	151516	Professionals	66364	1	1						-					-	-
OPERATIONS RESEARCH ANALYST	152317	Professionals	66957	1	1						-					-	-

AUDITOR	132136	Professionals	68005	1	1						-					-	-
PROGRAM MGR	111917	Professionals	68756	2		2					-					-	-
COMPUTER INFORMATION SYS	113217	Professionals	73820	1	1						-					-	-
HUMAN RESOURCE MGR	113417	Professionals	76396	2		2					-			1		1	1
LAWYER	231118	Professionals	83345	7	2	5					-					-	-
OPERATIONS MGR	111218	Officials/Administrators	94608	2	1	1				1	1					-	1
DIRECTOR	71	Officials/Administrators	94772	1	1						-					-	-
LAWYER	231118	Professionals	94772	1	1						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	97062	2	2						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1						-					-	-
			Total	68	31	37	0	0	1	1	2	0	0	5	1	6	8

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION | Organizational Unit: ENGINEERING DIVISION

				All Employees			MINORITY EMPLOYEES											
							MALES					FEMALES						Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
MATERIALS INSPECTION AIDE	519612	Skilled Craft	22025	1	1			1			1					-	1
DRAFTER	173112	Technicians	24902	4	3	1					-					-	-
CIVIL ENGINEERNG TECHNICIAN	173212	Technicians	25212	1	1						-					-	-
MATERIALS INSPECTION AIDE	519613	Skilled Craft	26429	1	1						-					-	-
ADMINISTRATIVE AST	436113	Technicians	27620	4		4					-					-	-
STUDENT INTERN	957	Administrative Support	30002	1	1						-					-	-
DESIGN TECHNICIAN	173133	Technicians	30002	1	1						-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	30002	1	1						-					-	-
MATERIALS INSPECTION TCH	519614	Skilled Craft	31977	1	1						-					-	-
STUDENT INTERN	957	Administrative Support	32301	1	1						-					-	-
DESIGN TECHNICIAN	173134	Technicians	32301	1		1					-					-	-
COMPLIANCE TECHNICIAN	436154	Technicians	32653	2	1	1					-					-	-
ADMINISTRATIVE AST	436114	Technicians	32889	3		3					-					-	-
AUDITING TCH	433334	Technicians	32981	1		1					-					-	-
COMPLIANCE TECHNICIAN	436154	Technicians	33203	1		1					-					-	-
MATERIALS LAB SPC	172715	Professionals	33620	1	1					1	1					-	1
MATERIALS INSPECTION TCH	519614	Skilled Craft	33620	7	6	1					-					-	-
DRILL OPERATOR	475214	Skilled Craft	35216	1	1						-					-	-
RIGHT OF WAY TCH	131974	Technicians	36302	4	2	2					-					-	-
COMPLIANCE TECHNICIAN	436154	Technicians	36675	1	1						-					-	-
DRILL OPERATOR	475214	Skilled Craft	36976	5	5						-					-	-
MATERIALS INSPECTION TCH	519614	Skilled Craft	37355	1		1					-					-	-
DATA CONTROL TECH	151914	Technicians	38276	2		2					-					-	-
SURVEYOR	171254	Technicians	39029	1	1						-					-	-
COMPLIANCE SPECIALIST	131415	Professionals	39184	1		1					-					-	-
MATERIALS INSPECTION TCH	519614	Skilled Craft	39223	1	1						-					-	-
DATA CONTROL TECH	151914	Technicians	40190	1		1					-					-	-
FINANCIAL SPECIALIST	132915	Professionals	40391	1		1					-					-	-
PHOTOGRAPHER	274215	Professionals	41132	1	1						-					-	-
LIBRARIAN	254216	Professionals	41766	1		1					-					-	-
DESIGNER	173135	Professionals	42152	4	2	2					-					-	-
DRILL OPERATOR	475215	Skilled Craft	42258	3	3						-					-	-
RIGHT OF WAY SPC	131975	Professionals	43562	2	2						-					-	-
MATERIALS LAB SPC	172715	Professionals	46699	12	10	2					-					-	-
SURVEYOR	171255	Professionals	46836	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	46836	2	1	1					-					-	-
ENGINEERING CONTRACT SPECIALIST	172915	Professionals	46836	2	1	1					-					-	-

DESIGNER	173135	Professionals	46836	5	4	1		1			1					-	1
TRAINING DEVELOPMENT SPC	131756	Professionals	48151	1	1						-					-	-
CHEMIST	192316	Professionals	48603	1	1						-					-	-
ADMINISTRATIVE SPC	131916	Professionals	49000	1	1						-					-	-
TRAINING DEVELOPMENT SPC	131756	Professionals	49556	1		1					-					-	-
DRILL SUPMGR	471136	Skilled Craft	52130	1	1						-					-	-
RIGHT OF WAY SPC	131976	Professionals	52275	1	1						-					-	-
OPERATIONS RESEARCH ANALYST	152316	Professionals	53112	2	1	1					-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	53389	1		1					-					-	-
CHEMIST	192316	Professionals	53464	1	1						-					-	-
TRANSPORTATION PLANNER	193536	Professionals	53781	1	1						-					-	-
RIGHT OF WAY SPC	131976	Professionals	54889	5	3	2					-					-	-
MATERIALS LAB SPC	172716	Professionals	55923	3	2	1					-					-	-
PHOTOGRAMMETRIST	171236	Professionals	56203	2	2						-					-	-
SURVEYOR	171256	Professionals	56203	1	1						-					-	-
CIVIL ENGINEERNG SPC	172516	Professionals	56203	16	13	3	1	2			3		1	1		2	5
ENGINEERING CONTRACT SPEC	172916	Professionals	56203	6	4	2					-					-	-
DESIGNER	173136	Professionals	56203	19	15	4					-					-	-
UTILITY ENGINEERING SPEC	173296	Professionals	56203	5	3	2					-					-	-
CIVIL ENGINEER PE	172537	Professionals	57820	1	1						-					-	-
PROJECT FACILITATION SPECIALIST	131856	Professionals	59012	6	6						-					-	-
SURVEYOR	171256	Professionals	59012	2	2						-					-	-
CIVIL ENGINEERNG SPC	172516	Professionals	59012	16	14	2					-					-	-
MATERIALS LAB SPC	172716	Professionals	59012	1	1						-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	59012	1	1						-					-	-
DESIGNER	173136	Professionals	59012	1	1						-					-	-
CIVIL ENGINEERNG SPC	172516	Professionals	60205	1		1					-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	60206	1	1						-					-	-
COMPUTER SYS ANALYST	151516	Professionals	60331	5	4	1					-					-	-
CIVIL ENGINEER PE	172537	Professionals	60863	2	2						-					-	-
OPERATIONS RESEARCH ANALYST	152317	Professionals	60872	1		1					-					-	-
MATERIALS LAB SPC	172716	Professionals	61516	1	1						-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	61821	3	3						-					-	-
DESIGNER	173136	Professionals	61821	9	8	1					-					-	-
PROGRAM MGR	111917	Professionals	62945	1		1					-					-	-
CIVIL ENGINEERNG SPC	172517	Professionals	63496	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	64069	1	1						-					-	-
CIVIL ENGINEERNG SPC	172517	Professionals	64069	12	10	2					-					-	-
CIVIL ENGINEER PE	172537	Professionals	64069	4	4						-					-	-
ENGINEERING CONTRACT SPECIALIST	172917	Professionals	64069	1	1						-					-	-
CIVIL ENGINEER PE	172537	Professionals	64072	1		1					-					-	-
PROGRAM MGR	111917	Professionals	66262	3	3						-					-	-
CIVIL ENGINEERNG SPC	172517	Professionals	66576	2	2						-					-	-
CIVIL ENGINEER PE	172537	Professionals	66576	1	1						-					-	-

CIVIL ENGINEERNG SPC	172517	Professionals	66577	1		1					-					-	-
PROJECT FACILITATION SPECIALIST	131857	Professionals	67400	7	7						-					-	-
CIVIL ENGINEERNG SPC	172517	Professionals	67400	4	4						-					-	-
CIVIL ENGINEER PE	172537	Professionals	67400	6	5	1					-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	71611	22	19	3					-			1		1	1
ENGINEERING SUPERVISOR MGR	172017	Professionals	73465	1	1						-					-	-
COMPUTER SUPERVISOR	151117	Professionals	73820	1		1					-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75380	7	7						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75547	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75854	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	77765	1	1						-					-	-
PROGRAM MGR	111917	Professionals	79683	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	81827	2	1	1					-					-	-
ENGINEERING MGR	119417	Professionals	83755	1	1						-					-	-
PROGRAM MGR	111917	Professionals	84216	1	1						-					-	-
ENGINEERING MGR	119417	Professionals	84216	3	1	2					-					-	-
ENGINEERING MGR	119418	Professionals	93233	3	3						-					-	-
			Total	293	228	65	1	4	0	1	6	0	1	2	0	3	9

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION | Organizational Unit: GLENDIVE

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE CLERK	439612	Administrative Support	21101	2		2					-					-	-
ADMINISTRATIVE CLERK	439612	Administrative Support	23445	2		2					-					-	-
CIVIL ENGINEERNG TECHNICIAN	173212	Technicians	25212	2	1	1				1	1					-	1
CIVIL ENGINEERNG TCH	173213	Technicians	27130	4	4						-					-	-
ADMINISTRATIVE AST	436113	Technicians	27620	5		5					-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	30002	3	3						-					-	-
PURCHASING TECHNICIAN	433613	Administrative Support	31180	1		1					-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	33763	3	3						-					-	-
ADMINISTRATIVE AST	436113	Technicians	35190	1		1					-					-	-
CIVIL ENGINEERNG TCH	173214	Technicians	35860	5	5						-					-	-
MAINTENANCE TECHNICIAN I	999307	Skilled Craft	36152	24	24				1		1					-	1
STOCKPERSON	992205	Service/Maintenance	37116	3	2	1					-					-	-
MAINTENANCE TECHNICIAN II	999308	Skilled Craft	37116	19	18	1			2		2					-	2
SERVICE COMBINTATION B	999102	Service/Maintenance	38076	3	3						-					-	-
MAINTENANCE TECHNICIAN III	999309	Skilled Craft	38076	4	4						-					-	-
SURVEYOR	171254	Technicians	39029	2	2						-					-	-
MAINTENANCE TECH IV	999310	Skilled Craft	39037	38	38				4		4					-	4
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	39330	5	2	3					-					-	-
ACCOUNTANT	132115	Professionals	40391	2		2					-					-	-
MAINTENANCE TECH IV	999310	Skilled Craft	40957	1	1						-					-	-
MECHANIC/MACHINIST (MDT)	996311	Skilled Craft	40959	9	9					1	1					-	1
STRIPING FOREMAN	998405	Skilled Craft	40959	1	1						-					-	-
MAINTENANCE CARPENTER	998612	Skilled Craft	40959	3	3						-					-	-
MAINTENANCE CREW LEADER	998911	Service/Maintenance	40959	4	4				1		1					-	1
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	41296	4	4						-					-	-
WORKING SHOP FOREMAN	996307	Skilled Craft	41920	3	3						-					-	-
PROJECT FACILITATION SPECIALIST	131855	Professionals	42152	1		1					-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	42152	12	11	1			1		1		1			1	2
CIVIL ENGINEERNG TCH	173215	Professionals	42152	4	4						-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	42737	2	2				1		1					-	1
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	45656	10	10						-					-	-
MATERIALS LAB SPC	172715	Professionals	46699	3	2	1					-					-	-
PROJECT FACILITATION SPECIALIST	131855	Professionals	46836	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	46836	1	1						-					-	-
ENGINEERING CONTRACT SPECIALIST	172915	Professionals	46836	1		1					-					-	-
DESIGNER	173135	Professionals	46836	2	2						-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	46836	6	6						-					-	-

CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	48060	7	7						-					-	-
HUMAN RESOURCE SPC	131776	Professionals	48151	1		1					-					-	-
COMMUNICATIONS TCG	492235	Skilled Craft	49693	1	1						-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	50463	3	3						-					-	-
RIGHT OF WAY SPC	131976	Professionals	52275	2		2					-					-	-
MOTOR VEHICLE SAFETY INS	536555	Protective Service	52932	1		1					-					-	-
ACCOUNTANT	132116	Professionals	53317	1		1					-					-	-
COMPUTER SUPPORT SPECIALIST	151416	Professionals	54495	1		1					-		1			1	1
COMMUNICATIONS TCG	492235	Skilled Craft	55215	2	2						-					-	-
PROJECT FACILITATION SPECIALIST	131856	Professionals	56203	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	56203	3	3						-					-	-
DESIGN ENGINEER	173146	Professionals	56203	1	1						-					-	-
UTILITY ENGINEERING SPEC	173296	Professionals	56203	1	1						-					-	-
SURVEYOR	171256	Professionals	59012	1	1						-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	59012	1	1						-					-	-
PROGRAM MANAGER	111916	Professionals	61641	1	1						-					-	-
DESIGNER	173136	Professionals	61821	2	2						-					-	-
ENGINEERING SUPERVISOR MGR	172016	Professionals	62566	14	14			1	2		3					-	3
PROGRAM MGR	111917	Professionals	62945	1		1					-					-	-
MOTOR VEHICLE INSPECTORS	536556	Protective Service	63518	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75380	2	2						-					-	-
ENGINEERING MGR	119417	Professionals	83755	4	4						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1						-					-	-
			Total	249	219	30	0	1	12	2	15	0	2	0	0	2	17

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION | Organizational Unit: GREAT FALLS

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE CLERK	439612	Administrative Support	23445	2	1	1					-					-	-
CIVIL ENGINEERNG TECHNICIAN	173212	Technicians	25212	1	1						-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	27130	11	9	2			1		1					-	1
ADMINISTRATIVE AST	436113	Technicians	27620	5		5					-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	30002	4	4						-					-	-
CIVIL ENGINEERNG TCH	173214	Technicians	35860	8	8						-					-	-
SERVICE COMBINTATION A	999101	Service/Maintenance	36152	3	1	2					-					-	-
MAINTENANCE TECHNICIAN I	999307	Skilled Craft	36152	26	26				6		6					-	6
COMPUTER SUPPORT TCH	151414	Technicians	36158	1		1					-					-	-
CIVIL ENGINEERNG TCH	173214	Technicians	36739	1	1						-					-	-
STOCKPERSON	992205	Service/Maintenance	37116	2	2						-					-	-
MAINTENANCE TECHNICIAN II	999308	Skilled Craft	37116	20	20				3		3					-	3
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	37457	1	1						-					-	-
SURVEYOR	171255	Professionals	37468	1	1						-					-	-
MAINTENANCE TECHNICIAN III	999309	Skilled Craft	38076	10	10				1		1					-	1
STRIPING MACHINE OPERATOR/DRIVER	998404	Skilled Craft	39037	1	1						-					-	-
MAINTENANCE TECH IV	999310	Skilled Craft	39037	46	44	2	1		7	1	9			1		1	10
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	39330	0	0						-					-	-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	39330	7	5	2					-					-	-
ACCOUNTANT	132115	Professionals	40391	1		1					-					-	-
MECHANIC/MACHINIST (MDT)	996311	Skilled Craft	40959	12	12				1		1					-	1
STRIPING FOREMAN	998405	Skilled Craft	40959	2	2						-					-	-
MAINTENANCE CARPENTER	998612	Skilled Craft	40959	1	1						-					-	-
MAINTENANCE CREW LEADER	998911	Service/Maintenance	40959	6	6			1	1		2					-	2
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	41296	4	4						-					-	-
WORKING SHOP FOREMAN	996307	Skilled Craft	41920	3	3						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	42152	3	3						-					-	-
DESIGNER	173135	Professionals	42152	1	1						-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	42152	1		1					-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	42737	2	2				1		1					-	1
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	43361	1	1						-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	45656	15	15				1		1					-	1
MATERIALS LAB SPC	172715	Professionals	46699	2	2						-					-	-
SURVEYOR	171255	Professionals	46836	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	46836	5	5						-					-	-
DESIGNER	173135	Professionals	46836	2		2					-					-	-
CIVIL ENGINEERNG TCH	173215	Professionals	46836	8	8						-					-	-

CIVIL ENGINEERNG TCH	173215	Professionals	46951	1	1						-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	48060	4	4				1		1					-	1
HUMAN RESOURCE SPC	131776	Professionals	48151	1		1					-					-	-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	50463	3	3						-					-	-
COMPUTER SUPPORT SPECIALIST	151416	Professionals	52067	1		1					-					-	-
RIGHT OF WAY SPC	131976	Professionals	52275	2		2					-					-	-
COMMUNICATIONS TCG	492235	Skilled Craft	55215	1	1						-					-	-
PROJECT FACILITATION SPECIALIST	131856	Professionals	56203	1	1						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	56203	5	5						-					-	-
DESIGNER	173136	Professionals	56203	1		1					-					-	-
DESIGN ENGINEER	173146	Professionals	56203	1	1						-					-	-
UTILITY ENGINEERING SPEC	173296	Professionals	56203	2	2						-					-	-
ENVIRONMENTAL ENGINEERING SPECIAL	172556	Professionals	57619	1	1						-					-	-
ENGINEERING CONTRACT SPEC	172916	Professionals	59012	1		1					-					-	-
PROGRAM MANAGER	111916	Professionals	61641	1	1						-					-	-
DESIGNER	173136	Professionals	61821	2		2					-					-	-
ENGINEERING SUPERVISOR MGR	172016	Professionals	62566	14	13	1					-					-	-
PROGRAM MGR	111917	Professionals	62945	1		1					-					-	-
MOTOR VEHICLE INSPECTORS	536556	Protective Service	63518	1	1						-					-	-
SURVEYOR	171256	Professionals	64824	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75380	3	2	1					-					-	-
ENGINEERING MGR	119417	Professionals	83755	4	4						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1						-					-	-
			Total	273	243	30	1	1	23	1	26	0	0	1	0	1	27

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION | Organizational Unit: INFORMATION SERVICES

				All Employees			MINORITY EMPLOYEES											
							MALES					FEMALES						Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
RECORDS MANAGEMENT AST	436134	Administrative Support	31716	1		1					-					-	-
LITHOGRAPHIC PRESS OPERATOR	515234	Skilled Craft	31828	1	1						-					-	-
STUDENT INTERN	957	Administrative Support	31961	1	1						-					-	-
LITHOGRAPHIC PRESS OPERATOR	515234	Skilled Craft	33624	1	1						-					-	-
PURCHASING AGENT	131215	Professionals	41478	1	1						-					-	-
COMPUTER SUPPORT SPC	151415	Professionals	43390	1	1						-					-	-
PRINTNG DUPLICATNG SVC SU	511116	Skilled Craft	48474	1	1						-					-	-
COMPUTER SUPPORT SPECIALIST	151416	Professionals	52067	2	1	1					-					-	-
OPERATIONS RESEARCH ANALYST	152316	Professionals	53112	1		1					-				1	1	1
COMPUTER PROGRAMMER	151216	Professionals	53563	4	3	1			1		1					-	1
COMPUTER SUPPORT SPECIALIST	151416	Professionals	54507	1		1					-					-	-
PROGRAM SPECIALIST	131236	Professionals	55926	1		1					-					-	-
NETWORK SYS ANALYST	151816	Professionals	55926	6	6						-					-	-
DATABASE ANALYST	151616	Professionals	58648	1	1						-					-	-
COMPUTER SYS ANALYST	151516	Professionals	60331	9	8	1			1		1					-	1
NETWORK SYSTEMS ANALYST	151817	Professionals	63755	2	1	1					-					-	-
COMPUTER SYS ANALYST	151517	Professionals	67112	1		1					-					-	-
PROGRAM MGR	111917	Professionals	68777	2	2						-					-	-
COMPUTER SYS ANALYST	151517	Professionals	68777	8	4	4					-					-	-
COMPUTER SYS ANALYST	151517	Professionals	72397	6	1	5					-					-	-
COMPUTER SUPERVISOR	151117	Professionals	73820	2	2						-					-	-
COMPUTER SYS ANALYST	151517	Professionals	73820	1	1						-					-	-
NETWORK SYSTEMS ANALYST	151817	Professionals	73820	1	1						-					-	-
COMPUTER SUPERVISOR	151117	Professionals	77511	3	1	2					-					-	-
COMPUTER INFORMATION SYS	113217	Professionals	81204	1	1						-					-	-
COMPUTER INFORMATION SYS	113217	Professionals	81386	1	1						-					-	-
OPERATIONS MGR	111217	Professionals	85006	1	1						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	98052	1	1						-					-	-
			Total	62	42	20	0	0	2	0	2	0	0	0	1	1	3

WORKFORCE ANALYSIS																	
Date: 1/1/2012 - 12/31/2012																	
Department: TRANSPORTATION			Organizational Unit: MAINTENANCE														
				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE AST	436113	Technicians	27620	2		2					-					-	-
ADMINISTRATIVE AST	436113	Technicians	28175	1		1					-					-	-
CUSTODIAN	998950	Service/Maintenance	34231	4	2	2					-					-	-
CUSTODIAN	998950	Service/Maintenance	34231	0	0						-					-	-
CUSTODIAN CREW LEADER	998952	Service/Maintenance	36152	1	1						-					-	-
SERVICE COMBINTATION A	999101	Service/Maintenance	36152	3	3				1		1					-	1
STOCKPERSON	992205	Service/Maintenance	37116	1	1						-					-	-
FACILITY TECHNICIAN	998918	Service/Maintenance	37116	2	2						-					-	-
ADMINISTRATIVE SPC	131915	Professionals	37286	1		1					-					-	-
PUBLIC RELATIONS SPC	273315	Professionals	37630	1		1					-					-	-
PAINTER SIGN SHOP	998403	Skilled Craft	38076	1	1						-					-	-
SERVICE COMBINTATION B	999102	Service/Maintenance	38076	1	1						-					-	-
PAINTER SIGN SHOP	998403	Skilled Craft	39037	1	1						-					-	-
MECHANIC/MACHINIST (MDT)	996311	Skilled Craft	40959	7	7						-					-	-
MAINTENANCE CARPENTER	998612	Skilled Craft	40959	5	5				1		1					-	1
MAINTENANCE CREW LEADER	998911	Service/Maintenance	40959	1	1						-					-	-
WORKING SHOP FOREMAN	996307	Skilled Craft	41920	2	2						-					-	-
PRODUCTION SERVICES SUPV/MGR	511135	Service/Maintenance	42939	1	1						-					-	-
COMPUTER SUPPORT SPC	151415	Professionals	43390	1		1					-					-	-
PUBLIC RELATIONS SPC	273316	Professionals	45155	1		1					-					-	-
COMMUNICATIONS TCG	492235	Skilled Craft	46933	1	1						-					-	-
MECHANIC MAINTENANCE SUPM	491115	Service/Maintenance	48438	2	1	1					-					-	-
COMPUTER SUPPORT SPECIALIST	151416	Professionals	52067	1		1					-					-	-
BUSINESS OPERATIONS SUPERVISOR	131996	Professionals	53102	1		1					-					-	-
COMMUNICATIONS TCG	492235	Skilled Craft	55215	3	3						-					-	-
FINANCIAL SPECIALIST	132917	Professionals	58005	1	1						-					-	-
ACCOUNTANT	132117	Professionals	58162	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172016	Professionals	62566	1	1						-					-	-
PROGRAM MGR	111917	Professionals	66111	1		1					-					-	-
PROJECT FACILITATION SPECIALIST	131857	Professionals	67400	4	4						-					-	-
PROJECT FACILITATION SPECIALIST	131857	Professionals	70770	1	1						-					-	-
ELECTRONICS ENGINEER	172437	Professionals	71451	1	1						-					-	-
PROGRAM MGR	111917	Professionals	83755	2	2						-					-	-
ENGINEERING MGR	119417	Professionals	83755	2	2						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	92634	1	1						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1						-					-	-
			Total	61	48	13	0	0	2	0	2	0	0	0	0	-	2

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION Organizational Unit: MISSOULA/KALISPELL

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE CLERK	439612	Administrative Support	21101	4	1	3											-
CIVIL ENGINEERNG TECHNICIAN	173212	Technicians	25212	2	2												-
CIVIL ENGINEERNG TCH	173213	Technicians	27130	2	2				1		1						1
ADMINISTRATIVE AST	436113	Technicians	27620	6	1	5	1				1						1
ADMINISTRATIVE AST	436113	Technicians	28506	1		1											-
CIVIL ENGINEERNG TCH	173213	Technicians	30002	7	6	1											-
PURCHASING TECHNICIAN	433613	Administrative Support	31181	1		1											-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	33763	1		1											-
CIVIL ENGINEERNG TCH	173214	Technicians	35860	5	5												-
MAINTENANCE TECHNICIAN I	999307	Skilled Craft	36152	63	61	2			5		5						5
SERVICE COMBINTATION A	999101	Service/Maintenance	36152	3	3												-
MAINTENANCE TECHNICIAN II	999308	Skilled Craft	37116	34	34												-
STOCKPERSON	992205	Service/Maintenance	37116	2	1	1											-
MAINTENANCE TECHNICIAN III	999309	Skilled Craft	38076	9	9				1		1						1
SERVICE COMBINTATION B	999102	Service/Maintenance	38076	1	1												-
SURVEYOR	171254	Technicians	39029	1	1												-
MAINTENANCE TECH IV	999310	Skilled Craft	39037	51	49	2			1		1						1
STRIPING MACHINE OPERATOR/DRIVER	998404	Skilled Craft	39037	3	1	2											-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	39330	8	6	2											-
VEGETATION & NOXIOUS WEED SPRAY F	998510	Service/Maintenance	39998	2	2												-
ACCOUNTANT	132115	Professionals	40391	1		1								1		1	1
MAINTENANCE CARPENTER	998612	Skilled Craft	40959	3	3												-
MAINTENANCE CREW LEADER	998911	Service/Maintenance	40959	2	2												-
MECHANIC/MACHINIST (MDT)	996311	Skilled Craft	40959	16	16												-
STRIPING FOREMAN	998405	Skilled Craft	40959	2	2												-
MOTOR VEHICLE SAFETY INSPECTOR	536554	Protective Service	41296	4	4												-
WORKING SHOP FOREMAN	996307	Skilled Craft	41920	2	2				1		1						1
CIVIL ENGINEERNG TCH	173215	Professionals	42152	8	4	4											-
DESIGNER	173135	Professionals	42152	3	2	1											-
CIVIL ENGINEERNG TCH	173215	Professionals	42737	10	9	1											-
RIGHT OF WAY SPC	131975	Professionals	43562	4	2	2											-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	45656	21	19	2											-
MATERIALS LAB SPC	172715	Professionals	46699	2	1	1											-
CIVIL ENGINEERNG SPC	172515	Professionals	46836	2	1	1											-
CIVIL ENGINEERNG TCH	173215	Professionals	46836	5	5												-
ENGINEERING CONTRACT SPECIALIST	172915	Professionals	46836	1		1											-
PROJECT FACILITATION SPECIALIST	131855	Professionals	46836	1	1												-

SURVEYOR	171255	Professionals	46836	1	1												-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	48060	6	6				1		1						1
HUMAN RESOURCE SPC	131776	Professionals	48151	1		1											-
CONSTRUCTION TRADES WORKER SUPI	471115	Skilled Craft	50463	3	3												-
RIGHT OF WAY SPC	131976	Professionals	52275	2	1	1			1		1						1
MOTOR VEHICLE SAFETY INS	536555	Protective Service	52932	1	1												-
ACCOUNTANT	132116	Professionals	53317	1		1											-
COMPUTER SUPPORT SPECIALIST	151416	Professionals	54507	1		1											-
COMMUNICATIONS TCG	492235	Skilled Craft	55215	3	3												-
ENVIRONMENTAL SCIENCE SPECIALIST	192415	Professionals	55470	1		1											-
CIVIL ENGINEERNG SPC	172515	Professionals	56203	16	14	2											-
DESIGNER	173136	Professionals	56203	1		1											-
ENGINEERING CONTRACT SPEC	172916	Professionals	56203	1		1											-
PROJECT FACILITATION SPECIALIST	131856	Professionals	56203	1	1												-
SURVEYOR	171256	Professionals	56203	1	1												-
UTILITY ENGINEERING SPEC	173296	Professionals	56203	1		1											-
CIVIL ENGINEERNG SPC	172516	Professionals	59012	2	1	1											-
DESIGN ENGINEER	173146	Professionals	59012	1	1												-
ENGINEERING CONTRACT SPEC	172916	Professionals	59012	1		1											-
SURVEYOR	171256	Professionals	59012	1	1												-
PROGRAM MANAGER	111916	Professionals	61641	1	1												-
DESIGNER	173136	Professionals	61821	2		2											-
ENGINEERING SUPERVISOR MGR	172016	Professionals	62566	15	13	2											-
PROGRAM MGR	111917	Professionals	62945	1		1											-
ENVIRONMENTAL ENGINEERING SPECIAL	172556	Professionals	63442	1	1												-
MOTOR VEHICLE INSPECTORS	536556	Protective Service	63518	1	1												-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75380	2	2												-
ENGINEERING MGR	119417	Professionals	83755	4	4												-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1												-
			Total	367	315	52	1	0	11	0	12	0	0	1	0	1	13

WORKFORCE ANALYSIS																	
Date: 1/1/2012 - 12/31/2012																	
Department: TRANSPORTATION			Organizational Unit: MOTOR CARRIER SERVICES														
				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
LICENSE PERMIT TCH	434313	Technicians	27054	3	1	2					-					-	-
LICENSE PERMIT TCH	434313	Technicians	29384	1		1					-					-	-
LICENSE PERMIT TCH	434313	Technicians	29518	1		1					-					-	-
LICENSE PERMIT TCH	434314	Technicians	32464	7	1	6					-					-	-
ADMINISTRATIVE AST	436114	Technicians	32889	1		1					-					-	-
MOTOR VEHICLE SAFETY INS	536555	Protective Service	34625	1	1						-					-	-
LICENSE EXAMINER SPECIALIST	131455	Professionals	35504	1		1					-					-	-
MOTOR VEHICLE SAFETY INS	536555	Protective Service	36356	1	1						-					-	-
BUSINESS DEVELOPMENT SPECIALIST	131935	Professionals	40229	1		1					-					-	-
MOTOR VEHICLE SAFETY INS	536555	Protective Service	40395	7	7						-					-	-
INSTRUMENT CALIBRATION TECH	173334	Technicians	41275	1	1						-					-	-
COMPUTER SUPPORT SPC	151415	Professionals	43390	1		1					-					-	-
BUSINESS OPERATIONS SUPERVISOR	131995	Professionals	44252	1	1						-					-	-
COMPLIANCE SPECIALIST	131416	Professionals	47020	1		1					-					-	-
COMPLIANCE SPECIALIST	131416	Professionals	47408	1	1						-					-	-
ACCOUNTANT	132116	Professionals	48470	1		1					-					-	-
MOTOR VEHICLE SAFETY INS	536555	Protective Service	52932	1	1						-					-	-
PROGRAM MANAGER	111916	Professionals	58899	1	1						-					-	-
OPERATIONS RESEARCH ANALYST	152316	Professionals	58956	1	1						-					-	-
COMPUTER SYS ANALYST	151516	Professionals	60331	1		1					-					-	-
REGULATORY PROGRAM MGR	111937	Professionals	77714	2	2						-					-	-
REGULATORY PROGRAM MGR	111937	Professionals	81804	1	1						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1	1						-					-	-
			Total	38	21	17	0	0	0	0	-	0	0	0	0	-	-

WORKFORCE ANALYSIS

Date: 1/1/2012 - 12/31/2012

Department: TRANSPORTATION | Organizational Unit: PLANNING

				All Employees			MINORITY EMPLOYEES										
							MALES					FEMALES					Total M/F Min
Job Title	Job Group No.	EEO-4 Category	Pay Rate/ Salary	Ttl	M	F	B	AS/ PI	AI/AN	H	Total Male	B	AS/ PI	AI/AN	H	Total Fem	
ADMINISTRATIVE AST	436113	Technicians	27620	1		1					-					-	-
ADMINISTRATIVE AST	436113	Technicians	28906	1	1						-					-	-
STUDENT INTERN	957	Administrative Support	30002	1	1						-					-	-
DESIGN TECHNICIAN	173133	Technicians	30002	1	1						-					-	-
CIVIL ENGINEERNG TCH	173213	Technicians	30002	3	2	1					-					-	-
CIVIL ENGINEERNG TCH	173214	Technicians	32301	1	1						-					-	-
ADMINISTRATIVE AST	436114	Technicians	32889	1		1					-					-	-
TRANSPORTATION PLANNER	193535	Professionals	33558	1		1					-					-	-
PLANNING TCH	194614	Technicians	33558	2		2					-					-	-
DESIGN TECHNICIAN	173134	Technicians	35860	1	1						-					-	-
CIVIL ENGINEERNG TCH	173214	Technicians	35860	1	1						-					-	-
TRANSPORTATION PLANNER	193535	Professionals	40335	6	3	3					-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	42152	1	1						-					-	-
DESIGNER	173135	Professionals	42152	3	2	1					-					-	-
TRANSPORTATION PLANNER	193535	Professionals	44818	4	4						-					-	-
ELECTRONIC REPAIR TCG	492955	Skilled Craft	44952	3	3						-					-	-
CIVIL ENGINEERNG SPC	172515	Professionals	46836	2	1	1					-					-	-
DESIGNER	173135	Professionals	46836	4	4						-					-	-
TRANSPORTATION PLANNER	193535	Professionals	47059	2	1	1					-					-	-
TRANSPORTATION PLANNER	193535	Professionals	48403	1		1					-					-	-
TRANSPORTATION PLANNER	193536	Professionals	48403	14	5	9					-			1		1	1
ENVIRONMENTAL SCIENCE SPC	192416	Professionals	50056	1	1						-					-	-
TRANSPORTATION PLANNER	193535	Professionals	50149	1		1					-					-	-
TRANSPORTATION PLANNER	193536	Professionals	53781	7	3	4					-					-	-
TRANSPORTATION PLANNER	193536	Professionals	55559	1		1					-					-	-
CIVIL ENGINEERNG SPC	172516	Professionals	56203	5	4	1					-					-	-
DESIGNER	173136	Professionals	56203	5	3	2			1		1					-	1
ENVIRONMENTAL SCIENCE SPC	192417	Professionals	57689	11	9	2					-					-	-
TRANSPORTATION PLANNING MANAGER	193537	Professionals	58084	3	2	1					-					-	-
ACCOUNTANT	132117	Professionals	58162	1	1						-					-	-
PROJECT FACILITATION SPECIALIST	131856	Professionals	59012	1	1						-					-	-
CIVIL ENGINEERNG SPC	172516	Professionals	59012	2	2						-					-	-
ELECTRONIC ENGINEER	172436	Professionals	59543	1	1						-					-	-
CIVIL ENGINEERNG SPC	172516	Professionals	60204	1	1						-					-	-
COMPUTER SYS ANALYST	151516	Professionals	60331	2	2						-					-	-
DESIGNER	173136	Professionals	61821	4	3	1					-					-	-
DESIGNER	173136	Professionals	63029	1	1						-					-	-

CIVIL ENGINEERNG SPC	172517	Professionals	64069	9	6	3					-					-	-
CIVIL ENGINEER PE	172537	Professionals	64069	2	2						-					-	-
TRANSPORTATION PLANNING MANAGER	193537	Professionals	64543	5	3	2		1			1					-	1
TRANSPORTATION PLANNER	193536	Professionals	64947	1		1					-					-	-
CIVIL ENGINEERNG SPC	172517	Professionals	67400	4	3	1					-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	71611	2	2						-					-	-
ENVIRONMENTAL PROGRAM MGR	119717	Professionals	72425	1	1						-					-	-
ENVIRONMENTAL ENGINEERNG	172557	Professionals	72425	1	1						-					-	-
TRANSPORTATION PLANNING MANAGER	193537	Professionals	74140	1	1						-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	75380	3	2	1					-					-	-
ENGINEERING SUPERVISOR MGR	172017	Professionals	77765	1		1					-					-	-
PROGRAM MGR	111917	Professionals	81804	4	3	1					-					-	-
PROGRAM MGR	111917	Professionals	83648	1		1					-					-	-
ENGINEERING MGR	119417	Professionals	83755	1	1						-					-	-
ENGINEERING MGR	119417	Professionals	84216	1	1						-					-	-
OPERATIONS MGR	111218	Officials/Administrators	102256	1		1					-					-	-
			Total	139	92	47	0	1	1	0	2	0	0	1	0	1	3

New Hires / Terminations

NEW HIRES AGENCYWIDE													
	Female						Male						
EEO-4 Job Category	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	Grand Total
Administrative Support	13					13	20				1	21	34
Officials/Administrators						0			1			1	1
Professionals	15		1	1	2	19	44	1	1	1	2	49	68
Protective Service	3					3	8					8	11
Service/Maintenance	3					3	4				1	5	8
Skilled Craft Workers	4					4	219		1	4	15	239	243
Technicians	18		1		3	22	38		1		1	40	62
Total	**56**	**0**	**2**	**1**	**5**	**64**	**333**	**1**	**4**	**5**	**20**	**363**	**427**

TERMINATIONS AGENCYWIDE													
	Female						Male						
EEO-4 Job Category	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	Grand Total
Administrative Support	10					10	14				1	15	25
Officials/Administrators						0						0	0
Professionals	17					17	37		1	1	1	40	57
Protective Service	1					1	5					5	6
Service/Maintenance	2					2	9					9	11
Skilled Craft Workers	3					3	100			3	4	107	110
Technicians	16		1		1	18	34					34	52
Total	**49**	**0**	**1**	**0**	**1**	**51**	**199**	**0**	**1**	**4**	**6**	**210**	**261**

Promotions / Demotions

PROMOTIONS AGENCYWIDE													
	Female						Male						
EEO-4 Job Category	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	Grand Total
Administrative Support	4					4						0	4
Officials/Administrators						0						0	0
Professionals	26					26	55				1	56	82
Protective Service	2					2	9					9	11
Service/Maintenance						0	5					5	5
Skilled Craft Workers	2					2	93		1		13	107	109
Technicians	12					12	23				1	24	36
Total	**46**	**0**	**0**	**0**	**0**	**46**	**185**	**0**	**1**	**0**	**15**	**201**	**247**

DEMOTIONS AGENCYWIDE													
	Female						Male						
EEO-4 Job Category	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	Grand Total
Administrative Support						0						0	0
Officials/Administrators						0	1					1	1
Professionals	6					6	13					13	19
Protective Service						0						0	0
Service/Maintenance						0						0	0
Skilled Craft Workers						0	7					7	7
Technicians	2					2	12	1				13	15
Total	**8**	**0**	**0**	**0**	**0**	**8**	**33**	**1**	**0**	**0**	**0**	**34**	**42**

Net Changes in Employment

AGENCY WIDE
Report Period: 1/1/2012 through 12/31/2012

Ethnic Categories / EEO Job Categories	AFRI. AMER./BLACKS				AMER. IND./ALSKN. NAT.				ASIANS				HISPANIC/LATINOS				WHITES				FEMALES			
	CY 2011	CY 2012	Net Diff.	%	CY 2011	CY 2012	Net Diff.	%	CY 2011	CY 2012	Net Diff.	%	CY 2011	CY 2012	Net Diff.	%	CY 2011	CY 2012	Net Diff.	%	CY 2011	CY 2012	Net Diff.	%
Official/Administrators	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	1	1	100.0%	18	17	-1	-5.6%	3	3	0	0.0%
Professionals	0	1	1	100.0%	16	20	4	25.0%	7	8	1	14.3%	3	5	2	66.7%	888	913	25	2.8%	252	262	10	4.0%
Technicians	1	1	0	0.0%	4	6	2	50.0%	0	1	1	100.0%	4	5	1	25.0%	204	193	-11	-5.4%	94	92	-2	-2.1%
Protect Svc. Wrk(NS)	0	0	0	0.0%	1	0	-1	-100.0%	1	1	0	0.0%	0	1	1	100.0%	87	92	-5	5.7%	12	14	2	16.7%
Admin Support	0	0	0	0.0%	2	2	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	28	33	5	17.9%	26	26	0	0.0%
Skilled Craft Wrkrs.	1	1	0	0.0%	55	56	1	1.8%	0	1	1	100.0%	3	3	0	0.0%	822	827	5	0.6%	21	20	-1	-4.8%
Svc./Maintenance	0	0	0	0.0%	1	3	2	200.0%	1	1	0	0.0%	0	0	0	0.0%	73	69	-4	-5.5%	6	7	1	16.7%
ALL EMPLOYEES	2	3	1	50.0%	79	87	8	10.1%	9	12	3	33.3%	10	15	5	50.0%	2120	2144	24	1.1%	414	424	10	2.4%

Employees who did not indicate a race/gender or listed as multi-racial were omitted from calculations

FY' 12 Perm FT Wrkfrc	2261
FY' 11 Perm FT Wrkfrc	2220
(+Gain / - Loss)	41

	FY'11	FY'12	(+Gain / - Loss)
Non-Minorities	2120	2144	24
Minorities	100	117	17

	FY'11	FY'12	(+Gain / - Loss)
Females	414	424	10

Employment Data as of December 31, 2012

1. FULL-TIME EMPLOYEES (Temporary employees are not included)												
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	Total Columns (B-K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
		A	B	C	D	E	F	G	H	I	J	K
OFFICIALS ADMINISTRATORS	1. $0.1-15.9	0										
	2. 16.0-19.9	0										
	3. 20.0-24.9	0										
	4. 25.0-32.9	0										
	5. 33.0-42.9	0										
	6. 43.0-54.9	0										
	7.55.0-69.9	0										
	8. 70.0 PLUS	17	14		1			2				
PROFESSIONALS	9. $0.1-15.9	0										
	10. 16.0-19.9	0										
	11. 20.0-24.9	0										
	12. 25.0-32.9	0										
	13. 33.0-42.9	117	68		1		4	41			1	2
	14.43.0-54.9	243	145			1	3	88		2	1	3
	15. 55.0-69.9	429	336	1	2	4	4	80				2
	16. 70.0 PLUS	138	107					29				2
TECHNICIANS	17. $0.1-15.9	0										
	18. 16.0-19.9	0										
	19. 20.0-24.9	0										
	20. 25.0-32.9	130	57	1	2		3	62		2	1	2
	21. 33.0-42.9	61	43				1	17				
	22.43.0-54.9	0										
	23. 55.0-69.9	0										
	24. 70.0 PLUS	0										
PROTECTIVE SERVICES	25. $0.1-15.9	0										
	26. 16.0-19.9	0										
	27. 20.0-24.9	0										
	28. 25.0-32.9	0										
	29. 33.0-42.9	80	65		1	1		13				
	30. 43.0-54.9	8	7					1				
	31. 55.0-69.9	5	5									
	32. 70.0 PLUS	0										
ADMINISTRATIVE SUPPORT	41. $0.1-15.9	0										
	42. 16.0-19.9	0										
	43. 20.0-24.9	0										
	44. 25.0-32.9	4	1					3				
	45. 33.0-42.9	3						2				1
	46. 43.0-54.9	0										
	47. 55.0-69.9	0										
	48. 70.0 PLUS	0										

1. FULL-TIME EMPLOYEES (Temporary employees are not included)												
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	Total Columns (B-K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
		A	B	C	D	E	F	G	H	I	J	K
SKILLED CRAFT	49. $0.1-15.9	0										
	50. 16.0-19.9	0										
	51. 20.0-24.9	0										
	52. 25.0-32.9	3	3									
	53. 33.0-42.9	517	464	1	3		34	14				1
	54. 43.0-54.9	125	117				6	2				
	55. 55.0-69.9	12	12									
	56. 70.0 PLUS	0										
SERVICE MAINTENANCE	57. $0.1-15.9	0										
	58. 16.0-19.9	0										
	59. 20.0-24.9	0										
	60. 25.0-32.9	0										
	61. 33.0-42.9	66	58			1	3	4				
	62.43.0-54.9	3	2					1				
	63.55.0-69.9	0										
	64. 70.0 PLUS	0										
65. TOTAL FULL TIME (LINES 1 - 64)		1961	1504	3	10	7	58	359	0	4	3	13

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	Total Columns (B-K)	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
		A	B	C	D	E	F	G	H	I	J	K
2. OTHER THAN FULL-TIME EMPLOYEES (Including temporary employees)												
66. OFFICIALS/ADMIN		0										
67. PROFESSIONALS		21	9					11			1	
68. TECHNICIANS		15	7					7		1		
69. PROTECTIVE SERVICE		1	1									
70. PARA-PROFESSIONAL		0										
71. ADMIN. SUPPORT		28	8					19				1
72. SKILLED CRAFT		231	212			1	15	3				
73. SERVICE/MAINTENANCE		4	2					2				
74. TOTAL OTHER THAN FULL TIME (LINES 66 - 73)		**300**	**239**	**0**	**0**	**1**	**15**	**42**	**0**	**1**	**1**	**1**
3. NEW HIRES DURING CALENDAR YEAR - Permanent full time only JANUARY 1 - DECEMBER 31												
75. OFFICIALS/ADMIN		1			1							
76. PROFESSIONALS		62	39	1	1	1	2	14		1	1	2
77. TECHNICIANS		32	18		1		1	10				2
78. PROTECTIVE SERVICE		12	8					4				
79. PARA-PROFESSIONAL		0										
80. ADMIN. SUPPORT		0										
81. SKILLED CRAFT		58	53		1		3	1				
82. SERVICE/MAINTENANCE		1					1					
83. TOTAL NEW HIRES (LINES 75 - 82)		**166**	**118**	**1**	**4**	**1**	**7**	**29**	**0**	**1**	**1**	**4**
4. NEW HIRES DURING CALENDAR YEAR - Temporary only JANUARY 1 - DECEMBER 31												
75. OFFICIALS/ADMIN		0										
76. PROFESSIONALS		6	5					1				
77. TECHNICIANS		30	20					8		1		1
78. PROTECTIVE SERVICE		0										
79. PARA-PROFESSIONAL		0										
80. ADMIN. SUPPORT		34	20				1	13				
81. SKILLED CRAFT		185	166			4	12	3				
82. SERVICE/MAINTENANCE		7	4					3				
83. TOTAL NEW HIRES (LINES 75 - 82)		**262**	**215**	**0**	**0**	**4**	**13**	**28**	**0**	**1**	**0**	**1**

EEOC FORM 164, FEB 97 (Previous Editions are Obsolete)

Utilization Analysis

2012 UTILIZATION ANALYSIS REPORT											
Job Category	Total Workforce	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators											
Current # Workforce	**18**	14	0	1	0	0	3	0	0	0	0
% in Category		77.78%	0.00%	5.56%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%
% of Avail			0.1%	0.6%	1.7%	0.3%	33.5%	0.1%	0.8%	1.6%	0.2%
% Utilization			**-0.1%**	**5.0%**	**-1.7%**	**-0.3%**	**-16.8%**	**-0.1%**	**-0.8%**	**-1.6%**	**-0.2%**
Under-utilized (Yes/No)			N	N	Y	N	Y	N	N	Y	N
# Needed to Reach Parity			**0**	**0**	**0**	**0**	**3**	**0**	**0**	**0**	**0**
Professional											
Current # Workforce	**947**	665	1	3	11	5	248	0	2	9	3
% in Category		70.22%	0.11%	0.32%	1.16%	0.53%	26.19%	0.00%	0.21%	0.95%	0.32%
% of Avail			0.2%	0.4%	1.3%	0.4%	52.6%	0.1%	0.8%	1.8%	0.3%
Utilization			**-0.1%**	**-0.1%**	**-0.2%**	**0.1%**	**-26.4%**	**-0.1%**	**-0.6%**	**-0.9%**	**0.0%**
Under-utilized (Yes/No)			N	N	N	N	Y	N	N	N	N
# Needed to Reach Parity			**1**	**1**	**2**	**0**	**250**	**1**	**6**	**8**	**0**
Technicians											
Current # Workforce	**206**	107	1	2	4	0	86	0	3	2	1
% in Category		51.94%	0.49%	0.97%	1.94%	0.00%	41.75%	0.00%	1.46%	0.97%	0.49%
% of Avail			0.1%	0.8%	1.6%	0.8%	53.5%	0.0%	2.6%	2.7%	0.2%
Utilization			**0.4%**	**0.1%**	**0.3%**	**-0.8%**	**-11.8%**	**0.0%**	**-1.1%**	**-1.7%**	**0.3%**
Under-utilized (Yes/No)				N	N	N	Y	N	Y	Y	N
# Needed to Reach Parity			**0**	**0**	**0**	**2**	**24**	**0**	**2**	**3**	**0**
Protective Service											
Current # Workforce	**94**	78	0	1	0	1	14	0	0	0	0
% in Category		82.98%	0.00%	1.06%	0.00%	1.06%	14.89%	0.00%	0.00%	0.00%	0.00%
% of Avail			0.3%	1.1%	8.0%	0.1%	18.8%	0.0%	0.3%	2.4%	0.1%
Utilization			**-0.3%**	**-0.1%**	**-8.0%**	**1.0%**	**-3.9%**	**0.0%**	**-0.3%**	**-2.4%**	**-0.1%**
Under-utilized (Yes/No)			N	N	Y	N	Y	N	N	Y	N
# Needed to Reach Parity			**0**	**0**	**8**	**0**	**4**	**0**	**0**	**2**	**0**
Administrative Support											
Current # Workforce	**35**	9	0	0	0	0	24	0	0	2	0
% in Category		25.71%	0.00%	0.00%	0.00%	0.00%	68.57%	0.00%	0.00%	5.71%	0.00%
% of Avail			0.3%	0.8%	1.0%	0.4%	62.4%	0.1%	1.3%	3.0%	0.4%
Utilization			**-0.3%**	**-0.8%**	**-1.0%**	**-0.4%**	**6.2%**	**-0.1%**	**-1.3%**	**2.7%**	**-0.4%**
Under-utilized (Yes/No)			N	N	N	N	N	N	N	N	N
# Needed to Reach Parity			**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Skilled Craft											
Current # Workforce	**888**	808	1	3	55	1	19	0	0	1	0
% in Category		90.99%	0.11%	0.34%	6.19%	0.11%	2.14%	0.00%	0.00%	0.11%	0.00%
% of Avail			0.2%	2.5%	4.2%	0.2%	4.7%	0.0%	0.0%	0.2%	0.0%
Utilization			**-0.1%**	**-2.2%**	**2.0%**	**-0.1%**	**-2.5%**	**0.0%**	**0.0%**	**-0.1%**	**0.0%**
Under-utilized (Yes/No)			N	Y	N	N	Y	N	N	N	N
# Needed to Reach Parity			**1**	**19**	**0**	**1**	**22**	**0**	**0**	**1**	**0**
Service/Maintenance											
Current # Workforce	**73**	62	0	0	3	1	7	0	0	0	0
% in Category		84.93%	0.00%	0.00%	4.11%	1.37%	9.59%	0.00%	0.00%	0.00%	0.00%
% of Avail			0.3%	1.6%	3.4%	0.3%	38.4%	0.1%	1.5%	3.0%	0.6%
Utilization			**-0.3%**	**-1.6%**	**0.7%**	**1.0%**	**-28.8%**	**-0.1%**	**-1.5%**	**-3.0%**	**-0.6%**
Under-utilized (Yes/No)			N	Y	Y	N	Y	N	Y	Y	N
# Needed to Reach Parity			**0**	**1**	**0**	**0**	**21**	**0**	**1**	**2**	**0**

MDT compared the race/sex composition of its workforce, occupational category and job title to that of the relevant labor market area utilizing the 2010 U.S. Census and the 2006-2010 American Community Survey EEO Tabulation data. With the new census data that was just recently released to the public, the labor market of our state has changed, and has had a direct effect on the information detailed below. In performing the Utilization Analysis, the availability was calculated utilizing the census data referenced above, by taking the specific number available per category/demographic and dividing it by the total number in the specific job category.

To more fully achieve parity in all categories, MDT plans to continue increasing its collaboration with institutes of higher education, job service centers, and particular minority organizations, through the next year.

Officials/Administrators

Due to the updated census information, this job category shows underutilization in only one category, white females. While this category is underrepresented by 3 white females, we have no goals for Officials/Administrators. Vacancies occur rarely and we are not anticipating any openings during the remainder of the current five year period.

Professionals

Due to the updated Census information, the professional job category shows underutilization in several areas. The most significant is with white females, which are underrepresented by 26.4%, or 250 positions. MDT has set aggressive goals for white females during the current five year period. Based in the expected number of vacancies during the AAP period of 5 years, MDT strives to add an additional 25 white females.

Hispanic and Native American females are the next highest rate of underutilization. Native American Females are currently underutilized by 0.9%, or 8 positions. Hispanic Females are underutilized by 0.6%, or 6 positions. A review of the applicant flow shows MDT received only 9 applications from American Indian females, and only 6 applications from Hispanic females, out of the total 2,115 received in the professional category. MDT must be proactive to increase the number of applications received or parity will not be reached. MDT set the goal to add 5 Native American females over the next 5 years and will continue to target employment resources that may be able to assist in increasing the number of applications received.

Black and Hispanic males are both underrepresented by 1. MDT received 28 applications from

Black Males and 11 applications from Hispanic males. Applications in both of these categories must be increased in order to have the best chances of attaining parity.

Native American males are underrepresented by 2. In this job category, a total of 28 applications were received from Native American males. MDT must be proactive to increase the number of applications received or parity will not be reached.

Technicians

Technicians are most underrepresented in the areas of White females, needing 24 positions filled in order to reach parity. White females submitted 691 applications, representing 46.44% of the total received, while their availability in Montana is 53.5%. MDT must be proactive to increase the number of applications received or parity will not be reached.

The Native American and Hispanic female categories are both underutilized, needing 3 and 2 respectively, to reach parity. A review of the applicant flow indicates that there were 24 applications from Native American females and 9 from Hispanic females, out of 1,488 submitted. Applications in both of these categories must be increased in order to have the best chances of attaining parity. These will likely continue to present difficult areas to meet parity, as the overall availability for Native American females in Montana is 2.7% and 2.6% for Hispanic females.

Protective Services

Like the Technicians Job Category, Protective Services shows underutilization in the Native American population. MDT would need to hire 8 Native American males, and 2 Native American females, in order to achieve parity. In 2012, MDT hired 11 new positions in this job category. In that same time period, only 4 applications from Native American males, and a single application from a Native American female, were submitted. This represents approximately 4.14% of the applications received for this specific job category for the 2012 year. The labor market indicates that there is a total availability of 8.0% for Native American Males, and 2.4% for Native American females. MDT no longer continues to project an increase in Native American representation in Protective Services by 8 in the remainder of the 5 year plan. This will be an area where further affirmative actions must be devised in order to better accomplish parity.

White females were also underutilized in this job category by 4%, which represents four positions. In CY2012, 44 applications were submitted by White females for Protective Services positions, representing 16.54% of the total received, while their total availability is 18. This shows that we are doing a fairly good job of receiving a representative quantity of applications, and thus actions to

identify and recruit qualified White females for these positions will be a focus through the next year.

Administrative Support

This job category had been slightly underutilized in the Native American female workforce, but is now at appropriate levels, which best reflect the state population we serve.

Skilled Craft

This category had been underutilized in Black males, Hispanic males, Native American males, Asian males as well as white females, Hispanic females, and Native American females. Proactive efforts by MDT and updated census information reflect significant accomplishments in the category.

Currently, only Hispanic males and White females are underutilized in this job category.

Underrepresentation for White females is 22, and for Hispanic males is 19. MDT received 80 applications from White females, and only 3 from Hispanic males, out of a total of 1332. The goal for MDT continues to be aggressive in recruiting strategies which includes partnering with employment sources representing females and minorities to increase the overall applicant pool.

MDT will continue to strive for the goals set out to reach parity in the 5 year plan

Service Maintenance

Service maintenance is underrepresented by 21 White females and 2 Native American females.

MDT received 7 total applications for vacancies from females in the service maintenance category, six of which were White females and one of which was a Native American female. The availability of White females in this job category is 38.4%, while the % of applications received by MDT was 4.05%. MDT expects to increase the number of White females in this category before the end of the five year plan. Native American female availability in this category is 3.0%, and will be more difficult to attain, but is possible.

This is an improvement on previous performance, but in order to reach the goals that have been established, MDT needs to significantly increase efforts and resources to encourage minorities and females to apply for vacancies in these positions. MDT is utilizing referral source listings and engaging in other non-traditional recruitment processes to assist in increasing the applicant pool for minorities and females.

Applicant Flow/Four Fifth Rule Analysis

Applicant flow information indicates that MDT vacancy announcements attract very few minorities and women. Applications received from minorities and women are well below those received from white male applicants.

A total of one hundred fifty-nine applications were received from Native Americans. This represents almost 3.07% of the total applications, which is less than the previous years in this five year plan. Asians submitted 99 applications, which is a drastic improvement from the previous report; Hispanics submitted 47, which is almost double the numbers from 2010, and Black accounted for 64 applications, almost tripling the quantity since 2010.

The four-fifth rule analysis is used to determine if there is evidence of an adverse impact on any racial/ethnic or gender groups. If any of these groups have a selection rate, promotion rate, training rate, or termination rate of less than 80% (4/5) there may be evidence of adverse impact.

MDT conducted a four-fifth rule analysis on new hires, promotions, terminations, and demotions. MDT did not have any layoffs or recalls during the 2012 calendar year, therefore analysis was not necessary.

Because of the small number of minorities and women in our agency, some of the statistics might be misrepresented. For example, if we have two Asian professionals and one is promoted, that category has a promotion rate of 50%. This causes all other categories to show they were adversely impacted. Although no other category was promoted at 50%, several categories had many promotions. Therefore, adverse impact may not have occurred and MDT will consider these circumstances on a case-by-case basis.

APPLICANT FLOW CY2012

MO	CATEGORY	Males					Females					MONTH					YTD				
		W	B	AS/PI	AI/ AN	Hisp	W	B	AS/ PI	AI/ AN	Hisp	M-MIN TTL	F-MIN TTL	M-TTL	F-TTL	ALL TTL	M-MIN TTL	F-MIN TTL	M-TTL	F-TTL	ALL TTL
1	Admin Support						1					-	-	-	1	1	-	-	-	1	1
	Official/Administrator											-	-	-	-	-	-	-	-	-	-
	Professionals	152	1	3	1	1	89		3			6	3	158	92	250	6	3	158	92	250
	Protective Service	32		1			4			1		1	1	33	5	38	1	1	33	5	38
	Service/Maintenance				1							1	-	1	-	1	1	-	1	-	1
	Skilled Craft Workers	43		2		1						3	-	46	-	46	3	-	46	-	46
	Technicians	33				1	81		2	4	2	1	8	34	89	123	1	8	34	89	123
	Totals	**260**	**1**	**6**	**2**	**3**	**175**	**-**	**5**	**5**	**2**	**12**	**12**	**272**	**187**	**459**	**12**	**12**	**272**	**187**	**459**
2	Admin Support	3					2					-	-	3	2	5	-	-	3	3	6
	Official/Administrator											-	-	-	-	-	-	-	-	-	-
	Professionals	155	2	5	3		70					10	-	165	70	235	16	3	323	162	485
	Protective Service	15			3		2					3	-	18	2	20	4	1	51	7	58
	Service/Maintenance											-	-	-	-	-	1	-	1	-	1
	Skilled Craft Workers	58		1	4		4					5	-	63	4	67	8	-	109	4	113
	Technicians	131	3	2	4	5	27	2	1	2		14	5	145	32	177	15	13	179	121	300
	Totals	**362**	**5**	**8**	**14**	**5**	**105**	**2**	**1**	**2**	**-**	**32**	**5**	**394**	**110**	**504**	**44**	**17**	**666**	**297**	**963**
3	Admin Support	6	1				7					1	-	7	7	14	1	-	10	10	20
	Official/Administrator											-	-	-	-	-	-	-	-	-	-
	Professionals	110	2	1	1		34			1		4	1	114	35	149	20	4	437	197	634
	Protective Service	15		1			5					1	-	16	5	21	5	1	67	12	79
	Service/Maintenance	12			2		1					2	-	14	1	15	3	-	15	1	16
	Skilled Craft Workers	41		3	2		1					5	-	46	1	47	13	-	155	5	160
	Technicians	178	3	3	5		105	1			1	11	2	189	107	296	26	15	368	228	596
	Totals	**362**	**6**	**8**	**10**	**-**	**153**	**1**	**-**	**1**	**1**	**24**	**3**	**386**	**156**	**542**	**68**	**20**	**1,052**	**453**	**1,505**
4	Admin Support											-	-	-	-	-	1	-	10	10	20
	Official/Administrator											-	-	-	-	-	-	-	-	-	-
	Professionals	128	4	1			45		2	1		5	3	133	48	181	25	7	570	245	815
	Protective Service	18					4					-	-	18	4	22	5	1	85	16	101
	Service/Maintenance	3			1					1		1	1	4	1	5	4	1	19	2	21
	Skilled Craft Workers	45	1		2		3					3	-	48	3	51	16	-	203	8	211
	Technicians	50	2	1	1		30				1	4	1	54	31	85	30	16	422	259	681
	Totals	**244**	**7**	**2**	**4**	**-**	**82**	**-**	**2**	**2**	**1**	**13**	**5**	**257**	**87**	**344**	**81**	**25**	**1,309**	**540**	**1,849**

APPLICANT FLOW CY2012

MO	CATEGORY	Males					Females					MONTH					YTD				
		W	B	AS/PI	AI/ AN	Hisp	W	B	AS/ PI	AI/ AN	Hisp	M-MIN TTL	F-MIN TTL	M-TTL	F-TTL	ALL TTL	M-MIN TTL	F-MIN TTL	M-TTL	F-TTL	ALL TTL
5	Admin Support						1					-	-	-	1	1	1	-	10	11	21
	Official/Administrator											-	-	-	-	-	-	-	-	-	-
	Professionals	157	3	4	2	2	66		4	1	3	11	8	168	74	242	36	15	738	319	1,057
	Protective Service	70	5		1	1	14				2	7	2	77	16	93	12	3	162	32	194
	Service/Maintenance	5			1		3					1	-	6	3	9	5	1	25	5	30
	Skilled Craft Workers	131			15		10					15	-	146	10	156	31	-	349	18	367
	Technicians	65	1	4	2		26		1	1	1	7	3	72	29	101	37	19	494	288	782
	Totals	**428**	**9**	**8**	**21**	**3**	**120**	**-**	**5**	**2**	**6**	**41**	**13**	**469**	**133**	**602**	**122**	**38**	**1,778**	**673**	**2,451**
6	Admin Support											-	-	-	-	-	1	-	10	11	21
	Official/Administrator											-	-	-	-	-	-	-	-	-	-
	Professionals	50	4	2	2		29		1			8	1	58	30	88	44	16	796	349	1,145
	Protective Service	10					2					-	-	10	2	12	12	3	172	34	206
	Service/Maintenance	34			3		2					3	-	37	2	39	8	1	62	7	69
	Skilled Craft Workers	75	1		5	1	2					7	-	82	2	84	38	-	431	20	451
	Technicians	17	1	2	2		40	1		5		5	6	22	46	68	42	25	516	334	850
	Totals	**186**	**6**	**4**	**12**	**1**	**75**	**1**	**1**	**5**	**-**	**23**	**7**	**209**	**82**	**291**	**145**	**45**	**1,987**	**755**	**2,742**
7	Administrative Support											-	-	-	-	-	1	-	10	11	21
	Officials/Administrators											-	-	-	-	-	-	-	-	-	-
	Professionals	89	3	1	4	2	79		6			10	6	99	85	184	54	22	895	434	1,329
	Protective Service	11	2				5		1			2	1	13	6	19	14	4	185	40	225
	Service/Maintenance	3										-	-	3	-	3	8	1	65	7	72
	Skilled Craft Workers	37			1					1		1	1	38	1	39	39	1	469	21	490
	Technicians	34	1				79		1	1	2	1	4	35	83	118	43	29	551	417	968
	Totals	**174**	**6**	**1**	**5**	**2**	**163**	**-**	**8**	**2**	**2**	**14**	**12**	**188**	**175**	**363**	**159**	**57**	**2,175**	**930**	**3,105**
8	Admin Support						7					-	-	-	7	7	1	-	10	18	28
	Official/Administrator											-	-	-	-	-	-	-	-	-	-
	Professionals	73	1	2	1	1	43		1		1	5	2	78	45	123	59	24	973	479	1,452
	Protective Service	14				2	4					2	-	16	4	20	16	4	201	44	245
	Service/Maintenance	6			1							1	-	7	-	7	9	1	72	7	79
	Skilled Craft Workers	174	1		7		19			2		8	2	182	21	203	47	3	651	42	693
	Technicians	22		1		2	58	1				3	1	25	59	84	46	30	576	476	1,052
	Totals	**289**	**2**	**3**	**9**	**5**	**131**	**1**	**1**	**2**	**1**	**19**	**5**	**308**	**136**	**444**	**178**	**62**	**2,483**	**1,066**	**3,549**

APPLICANT FLOW CY2012

MO	CATEGORY	Males					Females					MONTH					YTD				
		W	B	AS/PI	AI/ AN	Hisp	W	B	AS/ PI	AI/ AN	Hisp	M-MIN TTL	F-MIN TTL	M-TTL	F-TTL	ALL TTL	M-MIN TTL	F-MIN TTL	M-TTL	F-TTL	ALL TTL
9	Admin Support	4			1		5		1			1	1	5	6	11	2	1	15	24	39
	Official/Administrator	21				1	6					1	-	22	6	28	1	-	22	6	28
	Professionals	67	2	1	2	2	29		2	2		7	4	74	33	107	66	28	1,047	512	1,559
	Protective Service	7					2					-	-	7	2	9	16	4	208	46	254
	Service/Maintenance	1										-	-	1	-	1	9	1	73	7	80
	Skilled Craft Workers	222	1		3		25			1		4	1	226	26	252	51	4	877	68	945
	Technicians	33		1	2		34	1	3			3	4	36	38	74	49	34	612	514	1,126
	Totals	**355**	**3**	**2**	**8**	**3**	**101**	**1**	**6**	**3**	**-**	**16**	**10**	**371**	**111**	**482**	**194**	**72**	**2,854**	**1,177**	**4,031**
10	Admin Support	21					5		1	1		-	2	21	7	28	2	3	36	31	67
	Official/Administrator	6					5					-	-	6	5	11	1	-	28	11	39
	Professionals	144	3	5	3	2	69	2	5	4	2	13	13	157	82	239	79	41	1,204	594	1,798
	Protective Service	10					2					-	-	10	2	12	16	4	218	48	266
	Service/Maintenance	6										-	-	6	-	6	9	1	79	7	86
	Skilled Craft Workers	130	1		6	1	4					8	-	138	4	142	59	4	1,015	72	1,087
	Technicians	37					31		1	1		-	2	37	33	70	49	36	649	547	1,196
	Totals	**354**	**4**	**5**	**9**	**3**	**116**	**2**	**7**	**6**	**2**	**21**	**17**	**375**	**133**	**508**	**215**	**89**	**3,229**	**1,310**	**4,539**
11	Admin Support	28		2	1		6	1	1	1		3	3	31	9	40	5	6	67	40	107
	Official/Administrator											-	-	-	-	-	1	-	28	11	39
	Professionals	85		2	4	1	73					7	-	92	73	165	86	41	1,296	667	1,963
	Protective Service											-	-	-	-	-	16	4	218	48	266
	Service/Maintenance	34		1	1	2						4	-	38	-	38	13	1	117	7	124
	Skilled Craft Workers	198			6		5				1	6	1	204	6	210	65	5	1,219	78	1,297
	Technicians	72	2	2	2		168			10	2	6	12	78	180	258	55	48	727	727	1,454
	Totals	**417**	**2**	**7**	**14**	**3**	**252**	**1**	**1**	**11**	**3**	**26**	**16**	**443**	**268**	**711**	**241**	**105**	**3,672**	**1,578**	**5,250**
12	Admin Support	5					1					-	-	5	1	6	5	6	72	41	113
	Official/Administrator											-	-	-	-	-	1	-	28	11	39
	Professionals	73	3	6	5		64		1			14	1	87	65	152	100	42	1,383	732	2,115
	Protective Service											-	-	-	-	-	16	4	218	48	266
	Service/Maintenance	22	1		1							2	-	24	-	24	15	1	141	7	148
	Skilled Craft Workers	25			3		7					3	-	28	7	35	68	5	1,247	85	1,332
	Technicians	19		1	1	1	12					3	-	22	12	34	58	48	749	739	1,488
	Totals	**144**	**4**	**7**	**10**	**1**	**84**	**-**	**1**	**-**	**-**	**22**	**1**	**166**	**85**	**251**	**263**	**106**	**3,838**	**1,663**	**5,501**

Veteran and Disabled Monthly Applicant Flows

The Applicant Flow detailed in the following pages reflects the statistics as they relate to individuals who applied and self-identified as either having a disability or being a veteran. The information relating to this is confidential, but is being utilized internally to reflect, to review policies and procedures, and to plan how we can continue to prevent any barriers to employment with this agency.

The MDT Affirmative Action Officer has collaborated with the ADA Coordinators and other individuals, in order to improve the tools for tracking individuals who have self-identified as disabled or as a veteran. These tools are still in the developmental phase, and will need to be reviewed following initial implementation, but will be detailed in the upcoming overall five year plan. One of the reasons this has become a new focus, is that the Office for Federal Contractor Compliance has recently released new utilization goals for federal dollar recipients, and while MDT is not bound to meet them, the agency plans to strive toward their attainment voluntarily. MDT plans to continue working on this area of workforce tracking and planning, and ultimately have it translate into improved recruitment and hiring of individuals that fit these criteria.

APPLICANT FLOW		Males			Females			MONTH				YTD			
MONTH	CATEGORY	Disabled	Disabled Vet	Vietnam Vet	Disabled	Disabled Vet	Vietnam Vet	Disabled	Disabled Vet	Vietnam Vet	ALL TTL	Disabled	Disabled Vet	Vietnam Vet	ALL TTL
1	Administrative Support							-	-	-	-	-	-	-	-
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	6		4	3		1	9	-	5	14	9	-	5	14
	Protective Service	3		1	1			4	-	1	5	4	-	1	5
	Service/Maintenance							-	-	-	-	-	-	-	-
	Skilled Craft Workers	1						1	-	-	1	1	-	-	1
	Technicians	3	1		3		1	6	1	1	8	6	1	1	8
	Totals	**13**	**1**	**5**	**7**	**-**	**2**	**20**	**1**	**7**	**28**	**20**	**1**	**7**	**28**
2	Administrative Support							-	-	-	-	-	-	-	-
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	5	1	8	1			6	1	8	15	15	1	13	29
	Protective Service	2		1				2	-	1	3	6	-	2	8
	Service/Maintenance							-	-	-	-	-	-	-	-
	Skilled Craft Workers	3	1	2				3	1	2	6	4	1	2	7
	Technicians	8	2	1				8	2	1	11	14	3	2	19
	Totals	**18**	**4**	**12**	**1**	**-**	**-**	**19**	**4**	**12**	**35**	**39**	**5**	**19**	**63**
3	Administrative Support				1			1	-	-	1	1	-	-	1
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	5		4	2			7	-	4	11	22	1	17	40
	Protective Service	1						1	-	-	1	7	-	2	9
	Service/Maintenance			2				-	-	2	2	-	-	2	2
	Skilled Craft Workers	1		1				1	-	1	2	5	1	3	9
	Technicians	9	1	8			1	9	1	9	19	23	4	11	38
	Totals	**16**	**1**	**15**	**3**	**-**	**1**	**19**	**1**	**16**	**36**	**58**	**6**	**35**	**99**
4	Administrative Support							-	-	-	-	1	-	-	1
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	9		8				9	-	8	17	31	1	25	57
	Protective Service	1						1	-	-	1	8	-	2	10
	Service/Maintenance							-	-	-	-	-	-	2	2
	Skilled Craft Workers	1		1				1	-	1	2	6	1	4	11
	Technicians	2		4			1	2	-	5	7	25	4	16	45
	Totals	**13**	**-**	**13**	**-**	**-**	**1**	**13**	**-**	**14**	**27**	**71**	**6**	**49**	**126**

APPLICANT FLOW		Males			Females			MONTH				YTD			
MONTH	CATEGORY	Disabled	Disabled Vet	Vietnam Vet	Disabled	Disabled Vet	Vietnam Vet	Disabled	Disabled Vet	Vietnam Vet	ALL TTL	Disabled	Disabled Vet	Vietnam Vet	ALL TTL
5	Administrative Support							-	-	-	-	1	-	-	1
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	11		4	3			14	-	4	18	45	1	29	75
	Protective Service	4		1	1			5	-	1	6	13	-	3	16
	Service/Maintenance							-	-	-	-	-	-	2	2
	Skilled Craft Workers	3						3	-	-	3	9	1	4	14
	Technicians	6		4				6	-	4	10	31	4	20	55
	Totals	**24**	**-**	**9**	**4**	**-**	**-**	**28**	**-**	**9**	**37**	**99**	**6**	**58**	**163**
6	Administrative Support							-	-	-	-	1	-	-	1
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	3						3	-	-	3	48	1	29	78
	Protective Service							-	-	-	-	13	-	3	16
	Service/Maintenance	2						2	-	-	2	2	-	2	4
	Skilled Craft Workers	2		1				2	-	1	3	11	1	5	17
	Technicians	1		1	1			2	-	1	3	33	4	21	58
	Totals	**8**	**-**	**2**	**1**	**-**	**-**	**9**	**-**	**2**	**11**	**108**	**6**	**60**	**174**
7	Administrative Support							-	-	-	-	1	-	-	1
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	6	2	5				6	2	5	13	54	3	34	91
	Protective Service	4						4	-	-	4	17	-	3	20
	Service/Maintenance	1						1	-	-	1	3	-	2	5
	Skilled Craft Workers	6		1				6	-	1	7	17	1	6	24
	Technicians	6		2	3		1	9	-	3	12	42	4	24	70
	Totals	**23**	**2**	**8**	**3**	**-**	**1**	**26**	**2**	**9**	**37**	**134**	**8**	**69**	**211**
8	Administrative Support							-	-	-	-	1	-	-	1
	Officials/Administrators							-	-	-	-	-	-	-	-
	Professionals	6		3	1			7	-	3	10	61	3	37	101
	Protective Service	2			2			4	-	-	4	21	-	3	24
	Service/Maintenance							-	-	-	-	3	-	2	5
	Skilled Craft Workers	3		1	2			5	-	1	6	22	1	7	30
	Technicians	2	1		1			3	1	-	4	45	5	24	74
	Totals	**13**	**1**	**4**	**6**	**-**	**-**	**19**	**1**	**4**	**24**	**153**	**9**	**73**	**235**

APPLICANT FLOW		Males			Females			MONTH				YTD			
MONTH	CATEGORY	Disabled	Disabled Vet	Vietnam Vet	Disabled	Disabled Vet	Vietnam Vet	Disabled	Disabled Vet	Vietnam Vet	ALL TTL	Disabled	Disabled Vet	Vietnam Vet	ALL TTL
9	Administrative Support				1			1	-	-	1	2	-	-	2
	Officials/Administrators	5		1				5	-	1	6	5	-	1	6
	Professionals	2	1	3	1			3	1	3	7	64	4	40	108
	Protective Service	1						1	-	-	1	22	-	3	25
	Service/Maintenance							-	-	-	-	3	-	2	5
	Skilled Craft Workers	4	2	10	3		1	7	2	11	20	29	3	18	50
	Technicians	4		4	1			5	-	4	9	50	5	28	83
	Totals	**16**	**3**	**18**	**6**	**-**	**1**	**22**	**3**	**19**	**44**	**175**	**12**	**92**	**279**
10	Administrative Support	1						1	-	-	1	3	-	-	3
	Officials/Administrators	1		2	1			2	-	2	4	7	-	3	10
	Professionals	5	2	2				5	2	2	9	69	6	42	117
	Protective Service	3						3	-	-	3	25	-	3	28
	Service/Maintenance							-	-	-	-	3	-	2	5
	Skilled Craft Workers	4		4	1			5	-	4	9	34	3	22	59
	Technicians	3						3	-	-	3	53	5	28	86
	Totals	**17**	**2**	**8**	**2**	**-**	**-**	**19**	**2**	**8**	**29**	**194**	**14**	**100**	**308**
11	Administrative Support						1	-	-	1	1	3	-	1	4
	Officials/Administrators							-	-	-	-	7	-	3	10
	Professionals	4		4	3			7	-	4	11	76	6	46	128
	Protective Service							-	-	-	-	25	-	3	28
	Service/Maintenance	1		2				1	-	2	3	4	-	4	8
	Skilled Craft Workers	11	1	7				11	1	7	19	45	4	29	78
	Technicians	9	1	3	7		1	16	1	4	21	69	6	32	107
	Totals	**25**	**2**	**16**	**10**	**-**	**2**	**35**	**2**	**18**	**55**	**229**	**16**	**118**	**363**
12	Administrative Support							-	-	-	-	3	-	1	4
	Officials/Administrators							-	-	-	-	7	-	3	10
	Professionals	4		1				4	-	1	5	80	6	47	133
	Protective Service							-	-	-	-	25	-	3	28
	Service/Maintenance	1						1	-	-	1	5	-	4	9
	Skilled Craft Workers	4		1	1			5	-	1	6	50	4	30	84
	Technicians	1		1				1	-	1	2	70	6	33	109
	Totals	**10**	**-**	**3**	**1**	**-**	**-**	**11**	**-**	**3**	**14**	**240**	**16**	**121**	**377**

PERSONNEL ACTIVITY ANALYSIS CY2012

Job Category	Activity	TOTAL			MINORITIES							
		All Employees			Males				Females			
		Total	Males	Females	Black	AS/PI	AI/AN	Hisp	Black	AS/PI	AI/AN	Hisp
Officials/Mgrs	Applications	39	27	12				1				
	New Hires	1	1					1				
	Promotions	0										
	Terminations	0										
	Training	264	183	81				1				
	Total	**304**	**211**	**93**	**0**	**0**	**0**	**3**	**0**	**0**	**0**	**0**
Professionals	Applications	2115	1383	732	28	33	28	11	2	25	9	6
	New Hires	68	49	19	1	1	2	1		1	2	1
	Promotions	82	56	26			1					
	Terminations	57	40	17		1	1	1				
	Training	2531	1880	651	5	18	58	13		4	20	5
	Total	**4853**	**3408**	**1445**	**34**	**53**	**90**	**26**	**2**	**30**	**31**	**12**
Technicians	Applications	1488	749	739	13	17	19	9	6	9	24	9
	New Hires	62	40	22			1	1			3	1
	Promotions	36	24	12			1					
	Terminations	52	34	18							1	1
	Training	562	328	234	4		10	3		4	4	5
	Total	**2200**	**1175**	**1025**	**17**	**17**	**31**	**13**	**6**	**13**	**32**	**16**
Protective Services	Applications	266	218	48	7	2	4	3		1	1	2
	New Hires	11	8	3								
	Promotions	11	9	2								
	Terminations	6	5	1								
	Training	1128	963	165		14		12				
	Total	**1422**	**1203**	**219**	**7**	**16**	**4**	**15**	**0**	**1**	**1**	**2**
Admin Support	Applications	113	72	41	1	2	2		1	3	2	
	New Hires	34	21	13			1					
	Promotions	4		4								
	Terminations	25	15	10			1					
	Training	47	32	15			1				1	
	Total	**223**	**140**	**83**	**1**	**2**	**5**	**0**	**1**	**3**	**3**	**0**
Skilled Craft Workers	Applications	1332	1247	85	5	6	54	3			4	1
	New Hires	243	239	4		4	15	1				
	Promotions	109	107	2			13	1				
	Terminations	110	107	3		3	4					
	Training	2598	2567	31		2	206	5			1	
	Total	**4392**	**4267**	**125**	**5**	**15**	**292**	**10**	**0**	**0**	**5**	**1**
Service/Maint	Applications	148	141	7	1	1	11	2			1	
	New Hires	8	5	3			1					
	Promotions	5	5									
	Terminations	11	9	2								
	Training	242	235	7		21	5					
	Total	**414**	**395**	**19**	**1**	**22**	**17**	**2**	**0**	**0**	**1**	**0**
TOTALS	**Applications**	**5501**	**3837**	**1664**	55	61	118	29	9	38	41	18
	New Hires	**427**	**363**	**64**	1	5	20	4	0	1	5	2
	Promotions	**247**	**201**	**46**	0	0	15	1	0	0	0	0
	Terminations	**261**	**210**	**51**	0	4	6	1	0	0	1	1
	Training	**7372**	**6188**	**1184**	9	55	280	34	0	8	26	10

APPLICATION OF FOUR-FIFTH RULE ANALYSIS

Personnel Transactions Category: NEW HIRES

Report Period: 1/1/2012 to 12/31/2012

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base of Base	Adverse Impact
White Males	3574	333	9.32%	0.55	<.80	Y
Black Males	55	1	1.82%	0.11	<.80	Y
Hispanic Males	28	4	14.29%	0.84	>.80	N
Asian/Pacific Males	62	5	8.06%	0.48	<.80	Y
American Indian Males	118	20	16.95%	1.00	>.80	N
White Females	1558	56	3.59%	0.29	<.80	Y
Black Females	9	0	0.00%	0.00	<.80	Y
Hispanic Females	18	2	11.11%	0.91	>.80	N
Asian/Pacific Females	38	1	2.63%	0.22	<.80	Y
American Indian Females	41	5	12.20%	1.00	>.80	N
Total Males	3837	363	9.46%	1.00	>.80	N
Total Females	1664	64	3.85%	0.41	<.80	Y

Personnel Transactions Category: TERMINATIONS

Report Period: 1/1/2012 to 12/31/2012

Race Category	Total Workforce	Total Terminations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base of Base	Adverse Impact
White Males	1942	199	1743	89.75%	0.90	>.80	N
Black Males	3	0	3	100.00%	1.00	>.80	N
Hispanic Males	11	1	10	90.91%	0.91	>.80	N
Asian/Pacific Males	12	4	8	66.67%	0.67	<.80	Y
American Indian Males	79	6	73	92.41%	0.92	>.80	N
White Females	450	49	401	89.11%	0.89	>.80	N
Black Females	0	0	0	0.00%	0.00	<.80	N/A
Hispanic Females	6	1	5	83.33%	0.83	>.80	N
Asian/Pacific Females	4	0	4	100.00%	1.00	>.80	N
American Indian Females	15	1	14	93.33%	0.93	>.80	N
Total Males	2047	210	1837	89.74%	1.00	>.80	N
Total Females	475	51	424	89.26%	0.99	>.80	N

Personnel Transactions Category: DEMOTIONS							
Report Period: 1/1/2012 to 12/31/2012							
Race Category	Total Workforce	Total Actions	Number Remaining	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base of Base	Adverse Impact
White Males	1942	33	1909	98.30%	0.98	>.80	N
Black Males	3	1	2	66.67%	0.67	<.80	Y
Hispanic Males	11	0	11	100.00%	1.00	>.80	N
Asian/Pacific Males	12	0	12	100.00%	1.00	>.80	N
American Indian Males	79	0	79	100.00%	1.00	>.80	N
White Females	450	8	442	98.22%	0.98	>.80	N
Black Females	0	0	0	0.00%	0.00	<.80	N/A
Hispanic Females	6	0	6	100.00%	1.00	>.80	N
Asian/Pacific Females	4	0	4	100.00%	1.00	>.80	N
American Indian Females	15	0	15	100.00%	1.00	>.80	N
Total Males	2047	34	2013	98.34%	1.00	>.80	N
Total Females	475	8	467	98.32%	1.00	>.80	N

New Hires: Four-Fifth Rule Application by Job Category

Time Period: 1/1/2012 to 12/31/2012

Job Category: OFFICIALS/ADMINISTRATORS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	27	12	26	12	0	0	1	0	0	0	0	0
Total Hires	1	0	0	0	0	0	1	0	0	0	0	0
Selection Rate	0.04	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00
Ratio to Highest Rate	1.00	0.00	0	0	0	0	1	0	0	0	0	0
4/5 Rule 80% of Base	>.80	<.80	<.80	<.80	<.80	<.80	>.80	<.80	<.80	<.80	<.80	<.80
Adverse Impact (Yes/No)	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y

Job Category: PROFESSIONALS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	1383	732	1283	690	28	2	11	6	33	25	28	9
Total Hires	49	19	44	15	1	0	1	1	1	1	2	2
Selection Rate	3.54%	2.60%	3.43%	2.17%	3.57%	0.00%	9.09%	16.67%	3.03%	4.00%	7.14%	22.22%
Ratio to Highest Rate	1.00	0.73	0.15	0.10	0.16	0.00	0.41	0.75	0.14	0.18	0.32	1.00
4/5 Rule 80% of Base	>.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	>.80
Adverse Impact (Yes/No)	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N

Job Category: TECHNICIAN

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	749	739	691	691	13	6	9	9	17	9	19	24
Total Hires	40	22	38	18	0	0	1	1	0	0	1	3
Selection Rate	5.34%	2.98%	5.50%	2.60%	0.00%	0.00%	11.11%	11.11%	0.00%	0.00%	5.26%	12.50%
Ratio to Highest Rate	1.00	0.56	0.44	0.21	0.00	0.00	0.89	0.89	0.00	0.00	0.42	1.00
4/5 Rule 80% of Base	>.80	<.80	<.80	<.80	<.80	<.80	>.80	>.80	<.80	<.80	<.80	>.80
Adverse Impact (Yes/No)	N	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N

Job Category: PROTECTIVE SERVICES

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	218	48	202	44	7	0	3	2	2	1	4	1
Total Hires	8	3	8	3	0	0	0	0	0	0	0	0
Selection Rate	3.67%	6.25%	3.96%	6.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	0.59	1.00	0.58	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4/5 Rule 80% of Base	<.80	>.80	<.80	>.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80
Adverse Impact (Yes/No)	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y

New Hires: Four-Fifth Rule Application by Job Category

Time Period: 1/1/2012 to 12/31/2012

Job Category: ADMINISTRATIVE SUPPORT

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	72	41	67	35	1	1	0	0	2	3	2	2
Total Hires	21	13	20	13	0	0	0	0	0	0	1	0
Selection Rate	29.17%	31.71%	29.85%	37.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%
Ratio to Highest Rate	0.92	1.00	0.60	0.74	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
4/5 Rule 80% of Base	>.80	>.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	>.80	<.80
Adverse Impact (Yes/No)	N	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y

Job Category: SKILLED CRAFT

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	1247	85	1179	80	5	0	3	1	6	0	54	4
Total Hires	239	4	219	4	0	0	1	0	4	0	15	0
Selection Rate	19.17%	4.71%	18.58%	5.00%	0.00%	0.00%	33.33%	0.00%	66.67%	0.00%	27.78%	0.00%
Ratio to Highest Rate	1.00	0.25	0.28	0.08	0.00	0.00	0.50	0.00	1.00	0.00	0.42	0.00
4/5 Rule 80% of Base	>.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	>.80	<.80	<.80	<.80
Adverse Impact (Yes/No)	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y

Job Category: SERVICE MAINTENANCE

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Applicants	141	7	126	6	1	0	2	0	1	0	11	1
Total Hires	5	3	4	3	0	0	0	0	0	0	1	0
Selection Rate	3.55%	42.86%	3.17%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%
Ratio to Highest Rate	0.08	1.00	0.06	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.18	0.00
4/5 Rule 80% of Base	<.80	>.80	<.80	>.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80
Adverse Impact (Yes/No)	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y

Terminations - Four-Fifth Rule Application by Job Category

Time Period: 1/1/2012 to 12/31/2012

Job Category: OFFICIALS/ADMINISTRATORS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	15	3	14	3	0	0	1	0	0	0	0	0
Total Termination	0	0	0	0	0	0	0	0	0	0	0	0
Number Retained	15	3	14	3	0	0	1	0	0	0	0	0
Retention Rate	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	1.00	1.00	1.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00
4/5 Rule 80% of Base	>.80	>.80	>.80	>.80	<.80	<.80	>.80	<.80	<.80	<.80	<.80	<.80
Adverse Impact (Yes/No)	N	N	N	N	N/A	N/A	N	N/A	N/A	N/A	N/A	N/A

Job Category: PROFESSIONALS

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	725	279	702	265	1	0	4	2	6	3	12	9
Total Termination	40	17	37	17	0	0	1	0	1	0	1	0
Number Retained	685	262	665	248	1	0	3	2	5	3	11	9
Retention Rate	94.48%	93.91%	94.73%	93.58%	100.00%	0.00%	75.00%	100.00%	83.33%	100.00%	91.67%	100.00%
Ratio to Highest Rate	1.00	0.99	0.95	0.94	1.00	0.00	0.75	1.00	0.83	1.00	0.92	1.00
4/5 Rule 80% of Base	>.80	>.80	>.80	>.80	>.80	<.80	<.80	>.80	>.80	>.80	>.80	>.80
Adverse Impact (Yes/No)	N	N	N	N	N	N/A	Y	N	N	N	N	N

Job Category: TECHNICIAN

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	148	112	141	104	1	0	2	4	0	1	4	3
Total Termination	34	20	34	18	0	0	0	1	0	0	0	1
Number Retained	114	92	107	86	1	0	2	3	0	1	4	2
Retention Rate	77.03%	82.14%	75.89%	82.69%	100.00%	0.00%	100.00%	75.00%	0.00%	100.00%	100.00%	66.67%
Ratio to Highest Rate	0.94	1.00	0.76	0.83	1.00	0.00	1.00	0.75	0.00	1.00	1.00	0.67
4/5 Rule 80% of Base	>.80	>.80	<.80	>.80	>.80	<.80	>.80	<.80	<.80	>.80	>.80	<.80
Adverse Impact (Yes/No)	N	N	Y	N	N	N/A	N	Y	N/A	N	N	Y

Terminations - Four-Fifth Rule Application by Job Category

Time Period: 1/1/2012 to 12/31/2012

Job Category: PROTECTIVE SERVICES

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	85	15	83	15	0	0	1	0	1	0	0	0
Total Termination	5	1	5	1	0	0	0	0	0	0	0	0
Number Retained	80	14	78	14	0	0	1	0	1	0	0	0
Retention Rate	94.12%	93.33%	93.98%	93.33%	0.00%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Ratio to Highest Rate	1.00	0.99	0.94	0.93	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00
4/5 Rule 80% of Base	>.80	>.80	>.80	>.80	<.80	<.80	>.80	<.80	>.80	<.80	<.80	<.80
Adverse Impact (Yes/No)	N	N	N	N	N/A	N/A	N	N/A	N	N/A	N/A	N/A

Job Category: ADMINISTRATIVE SUPPORT

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	24	36	23	34	0	0	0	0	0	0	1	2
Total Termination	15	10	14	10	0	0	0	0	0	0	1	0
Number Retained	9	26	9	24	0	0	0	0	0	0	0	2
Retention Rate	37.50%	72.22%	39.13%	70.59%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Ratio to Highest Rate	0.52	1.00	0.39	0.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
4/5 Rule 80% of Base	<.80	>.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	<.80	>.80
Adverse Impact (Yes/No)	Y	N	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A	Y	N

Job Category: SKILLED CRAFT

	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	982	23	915	22	1	0	3	0	4	0	59	1
Total Termination	114	3	107	3	0	0	0	0	3	0	4	0
Number Retained	868	20	808	19	1	0	3	0	1	0	55	1
Retention Rate	88.39%	86.96%	88.31%	86.36%	100.00%	0.00%	100.00%	0.00%	25.00%	0.00%	93.22%	100.00%
Ratio to Highest Rate	1.00	0.98	0.88	0.86	1.00	0.00	1.00	0.00	0.25	0.00	0.93	1.00
4/5 Rule 80% of Base	>.80	>.80	>.80	>.80	>.80	<.80	>.80	<.80	<.80	<.80	>.80	>.80
Adverse Impact (Yes/No)	N	N	N	N	N	N/A	N	N/A	Y	N/A	N	N

Terminations - Four-Fifth Rule Application by Job Category												
Time Period: 1/1/2012 to 12/31/2012												
Job Category: SERVICE MAINTENANCE												
	Total		White		Black		Hispanic		Asian American		American Indian	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total Workforce	75	9	71	9	0	0	0	0	1	0	3	0
Total Termination	9	2	9	2	0	0	0	0	0	0	0	0
Number Retained	66	7	62	7	0	0	0	0	1	0	3	0
Retention Rate	88.00%	77.78%	87.32%	77.78%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	0.00%
Ratio to Highest Rate	1.00	0.88	0.87	0.78	0.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00
4/5 Rule 80% of Base	>.80	>.80	>.80	<.80	<.80	<.80	<.80	<.80	>.80	<.80	>.80	<.80
Adverse Impact (Yes/No)	N	N	N	Y	N/A	N/A	N/A	N/A	N	N/A	N	N/A

TOTAL TRAININGS ATTENDED -- PARTICIPANT ANALYSIS													
	Female						Male						
EEO-4 Job Category	White	Black	Hisp	Asian/ Pacific	American Indian	Total Females	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	Grand Total
Officials/ Administrators	81	0	0	0	0	81	183	0	0	0	0	183	**264**
Professionals	622	0	5	4	20	651	1,786	5	13	18	58	1,880	**2,531**
Technicians	316	0	4	4	4	328	311	4	3	0	10	328	**656**
Protective Service	165	0	0	0	0	165	937	0	12	14	0	963	**1,128**
Administrative Support	31	0	0	0	1	32	14	0	0	0	1	15	**47**
Skilled Craft	2,566	0	0	0	1	2,567	2,354	0	5	2	206	2,567	**5,134**
Service/Maintenance	7	0	0	0	0	7	209	0	0	21	5	235	**242**
Total Count	3,788	0	9	8	26	3,831	5,794	9	33	55	280	6,171	**10,002**

	Number	Percent
TOTAL MINORITIES =	420	4.2%
TOTAL FEMALES =	3,831	38.3%

The graph above depicts the training data that was tracked during the 2012 calendar year. The graph details the number of training events that were attended. This information does not deliver what we need in order to make any inferences into potential disparities or barriers. Performance management, corrective actions, and even department changes can all affect the individuals who need to attend training, and how many trainings may be needed, and thus this data is of no real value.

The MDT Affirmative Action Officer will be looking into ways we can better capture relevant training data, in order to be able to better understand and improve our workforce. This will be a coordinated effort between Civil Rights, Information Technology, Human Resources, and State of Montana Department of Administration personnel. These new tools will be detailed and included in next year's new overall Affirmative Action Plan.

Complaint Analysis

MDT has developed and implemented civil rights complaint procedures for employees and applicants to file allegations of discrimination to an impartial body. Any employee of MDT may file a formal complaint with anyone who is that individuals superior at the agency, or with MDT Civil Rights, at any time.

The MDT EEO/Affirmative Action Office (Civil Rights Bureau or CRB) has overall responsibility for the process. Other MDT staff may be assigned responsibilities at the discretion of the Director.

The MDT Civil Rights Bureau administers and updates the process for both communicating the availability and options in regards to EEO/Labor complaints, conducts investigations, participates in various reporting expectations, and participates in the review and updating of various relevant policies, procedures, and alternative resolutions.

The complaint procedures are distributed to all employees. They also can be found on the STA's intranet in addition to being posted at each agency location and office throughout the state.

Formal complaint procedures outline the process for conducting an investigation into the complaints. These procedures include outlined timelines for various stages in the process. In addition, the procedures instruct the complaining individual on the various steps that will be taken to include, but not limited to, interviewing witnesses; reviewing hard copy information (such as personnel files, training records, safety records, and other disciplinary actions); gathering any other information related to the complaint, and completing a detailed written report to include a finding of "cause" or "no cause" along with recommendations for relief as appropriate.

Also included in the procedures are other avenues for complainants to file a complaint, such as with the State Human Right Bureau and the EEOC. Employees have the ability to file a complaint with any entity of their choosing, at any time. A strong statement with regard to retaliation against any individual filing or participating in a complaint is also addressed in the procedures, along with sanctions for any person found guilty of retaliation.

The following is the EEO Complaint Analysis Report for the calendar year 2012. MDT received a total of 9 civil rights-related complaints: two age-related; two sex-related; one race-related; one retaliation. Three of the cases were filed directly with the Montana Human Rights Bureau. No trends or areas of concern were identified.

EEO Complaint Analysis

EEO COMPLAINT ANALYSIS REPORT																		
Period: 01/01/12 through 12/31/12																		
#	Issue	Race	Gender	Agency Filed With			Race	Gender (Sex)	Age	Disability	National Origin	Religion	Sex Harassment	Color	Political	Retaliation	Status/Comments	Investigating Entity
				STA	OEES	EEOC												
				MMDDYY	MMDDYY	MMDDYY												
1	Conditions of Employment	A	F	1/5/2012					X								Investigation Found No Cause	MDT Civil Rights
2	Conditions of Employment	A	F	1/6/2012				X									Investigation Found No Cause	MDT Civil Rights
3	Harassment Complaint	A	M	4/30/2012			X								X		Investigation Found Cause	MDT Civil Rights
4	Retaliation	A	M	8/28/2012												X	Investigation Found Cause	MDT Civil Rights
5	Hiring	A	M	10/31/2012				X									Investigation Found No Cause	MDT Civil Rights
6	Conditions of Employment	A	M	12/7/2012					X								Investigation Found No Cause	MDT Civil Rights
7	Conditions of Employment	U	M		6/21/2012					X							Voluntary Resolution	MT Human Rights
8	Conditions of Employment	U	F		10/31/2012			X									Investigation Found No Cause	MT Human Rights
9	Conditions of Employment	D	F		11/20/2012		X										Investigation Found No Cause	MT Human Rights

Legend
A = White
B = Black
C = Hispanic
D = Asian
E = American Indian
U = Unknown Race

Case number 7 resulted in a work accommodation, not a disability accommodation, providing for changes to the individuals office space and flexibility in hours worked.

Case numbers three and four are related. An employee made an offensive statement to other members of the unit and the unit filed a complaint. The investigation found cause that the statement violated MDT policy and corrective action was taken with the employee. The employee then subjected one complainant to several significant adverse actions. The investigation found cause that the employee retaliated against one of the complainants and further corrective actions were taken.

Goal Setting

MDT conducted a utilization analysis in the overall five year plan. This analysis outlines when there are fewer minorities or females in a specific job category than would be expected given the workforce availability in the labor market. The following information represents how MDT determined the goals in the underutilized categories for the years covered in this AAP (2009-2014).

Officials

White Females

Number of Underutilized	2
Number of Anticipated Vacancies	0
Number of years planned to reach ultimate goal	5
Annual Placement goal	0

Because of the small number of officials (18) in our workforce and nonexistent turnover, MDT has not set any goals for the five year period.

Professionals

Hispanic Males

Number of Underutilized	4
Number of Anticipated Vacancies	15
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Males

Number of Underutilized	3
Number of Anticipated Vacancies	15
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Asian Males

Number of Underutilized	2
Number of Anticipated Vacancies	15
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

White Females

Number of Underutilized	34 (-13 from 2010 annual update)
Number of Anticipated Vacancies	15
Number of years planned to reach ultimate goal	5
Annual Placement goal	10

Hispanic Females

Number of Underutilized	7
Number of Anticipated Vacancies	15
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Females

Number of Underutilized	5
Number of Anticipated Vacancies	15
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Asian Females

Number of Underutilized	2
Number of Anticipated Vacancies	15
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Technicians

Native American Males

Number of Underutilized	15
Number of Anticipated Vacancies	5
Number of years planned to reach ultimate goal	5
Annual Placement goal	2

Asian Males

Number of Underutilized	3
Number of Anticipated Vacancies	5
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Females

Number of Underutilized	2
Number of Anticipated Vacancies	5
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Asian Females

Number of Underutilized	1
Number of Anticipated Vacancies	5
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Protective Service

Native American Males

Number of Underutilized	11
Number of Anticipated Vacancies	6
Number of years planned to reach ultimate goal	5
Annual Placement goal	2

Native American Females

Number of Underutilized	1
Number of Anticipated Vacancies	6
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Administrative Services

Hispanic Females

Number of Underutilized	1
Number of Anticipated Vacancies	4
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Females

Number of Underutilized	1
Number of Anticipated Vacancies	4
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Skilled Craft

Black Males

Number of Underutilized	1
Number of Anticipated Vacancies	18
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Hispanic Males

Number of Underutilized	8
Number of Anticipated Vacancies	18
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Males

Number of Underutilized	12
Number of Anticipated Vacancies	18
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

White Females

Number of Underutilized	11
Number of Anticipated Vacancies	18
Number of years planned to reach ultimate goal	5
Annual Placement goal	3

Black Females

Number of Underutilized	2
Number of Anticipated Vacancies	18
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Hispanic Females

Number of Underutilized	2
Number of Anticipated Vacancies	18
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Females

Number of Underutilized	1
Number of Anticipated Vacancies	18
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Service/Maintenance

Hispanic Males

Number of Underutilized	1
Number of Anticipated Vacancies	10
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Males

Number of Underutilized	1
Number of Anticipated Vacancies	10
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

White Females

Number of Underutilized	3
Number of Anticipated Vacancies	10
Number of years planned to reach ultimate goal	5
Annual Placement goal	3

Hispanic Females

Number of Underutilized	1
Number of Anticipated Vacancies	10
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

Native American Females

Number of Underutilized	2

Number of Anticipated Vacancies	10
Number of years planned to reach ultimate goal	5
Annual Placement goal	1

STA 5 Year Projected Goals

Job Category	Numerical Goals	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators	Goals FY 2009										
Professional				1	1	1	10		1	1	1
Technicians					2					1	
Protective Service					2					1	
Para-Professionals											
Administrative Support											
Skilled Craft			1	1	1		3		1		
Service/Maintenance				1	1		1		1	1	

Job Category	Numerical Goals	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators	Goals FY 2010										
Professional				1	1	1	10		1	1	1
Technicians					2	1				1	1
Protective Service					2					1	
Para-Professionals											
Administrative Support									1	1	
Skilled Craft			1	1	1		3	1	1	1	
Service/Maintenance				1	1		3		1	1	

Job Category	Numerical Goals	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators	Goals FY 2011										
Professional				1			10		1	1	
Technicians					2						
Protective Service					2						
Para-Professionals											
Administrative Support											
Skilled Craft				1	1		3				
Service/Maintenance											

STA 5 Year Projected Goals											
Job Category	Numerical Goals	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators	Goals FY 2012										
Professional				1			10		1	1	
Technicians					2						
Protective Service					2						
Para-Professionals											
Administrative Support											
Skilled Craft				2	1		3				
Service/Maintenance											

Job Category	Numerical Goals	Males					Females				
		White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators	Goals FY 2013										
Professional							10		1	1	
Technicians					2						
Protective Service					2						
Para-Professionals											
Administrative Support											
Skilled Craft				2	1		3				
Service/Maintenance											

Goal Analysis

MDT continues to make progress in attaining the goals outlined in the current five-year Affirmative Action Plan, and plans to attain all of the CY2013 job category goals. The agency met the CY2012 goals in all job categories except Native American males, in both the Technician and Protective Service categories, and a Hispanic male in the Skilled Craft category. However, with the incorporation of the most up-to-date census information there are various areas of our workforce that are deserving of a renewed focus in regards to attaining parity. Particular focus will be paid to better utilizing: White females in the Professional, Technician, Skilled Craft, and Service/Maintenance categories; Native American males in the Protective Services job Category; Native American females in the Professional, Technician, and Protective Services categories; Hispanic males in the Skilled Craft job category.

MDT has successfully increased the number of minority applications the agency receives, and plans to continue the outreach, collaboration, and utilization of referral source listings, in order to ensure the continued increase.

MDT has reviewed and updated quite a few policies and procedures to strengthen and improve our recruitment, training, job mobility, equal opportunity commitments, and nondiscriminatory environment during 2012. The review of MDT policies and procedures will continue on an ongoing basis.

MDT is currently organizing a core team of diverse individuals, from throughout the ranks of the agency, to help begin developing the next overall five-year Affirmative Action Plan.

MDT has been a hub of evolution lately. The agency has a new Director, a new deputy Director, a new Human Resource Administrator, a new Civil Rights Bureau Chief, a new Affirmative Action Officer, and a relatively new FHWA Montana Division Civil Rights counterpart. The culmination of these changes has had many ramifications, which can be particularly seen in the agency's renewed focus on its civil right-related programs delivery. MDT has made many great strides in the area of workforce development to achieve the goals of the current five-year Affirmative Action Plan, and hopes to continue to produce positive results. The new leadership also is excited to begin taking a deep look from the foundation up, at how we fulfill our federal civil right- related obligations.

Over the course of the next two years, the Affirmative Action Officer has been instructed by the Director to thoroughly review every aspect of how we delivery our Affirmative Action-related programs and to help ensure each program is given the best opportunity to exceed all expectations. This 'organic' review will encompass everything including: information gathering, data storage, IT system interfaces, report generation, external activities, internal activities, and all of the current strengths and opportunities for improvement, in regards to the agency's Affirmative Action and Civil Rights activities.

GOALS NOT ATTAINED EXPLANATION	
GOAL NOT ATTAINED	
ORGANIZATIONAL UNIT:	Agency wide
EEO JOB CATEGORY:	Technicians
GOAL DESCRIPTION:	Increase job category representation by one Native American male.
GOOD FAITH EFFORTS:	Multiple job fairs and referral source listings were utilized. Positions were advertised throughout the state.
REASON(S) GOAL NOT MET:	Low application submission rate, and diffecult availability %.
PROPOSED CORRECTIVE MEASURES:	Based on the Utilization Analysis, MDT is currently appropriately utilized in this specific area. No corrective action is suggested at this time.
GOAL NOT ATTAINED	
ORGANIZATIONAL UNIT:	Agencywide
EEO JOB CATEGORY:	Protective Services
GOAL DESCRIPTION:	Increase job category representation by two Native American males.
GOOD FAITH EFFORTS:	Multiple job fairs and referral source listings were utilized. Positions were advertised throughout the state.
REASON(S) GOAL NOT MET:	Low application submission rate, and not a high percentage of position openings.
PROPOSED CORRECTIVE MEASURES:	Work directly with Protective Services Leadership & HR specialist to dveleop a custom recruitment plan.
GOAL NOT ATTAINED	
ORGANIZATIONAL UNIT:	Agencywide
EEO JOB CATEGORY:	Skilled Craft
GOAL DESCRIPTION:	Increase job category representation by one Hispanic male.
GOOD FAITH EFFORTS:	Multiple job fairs and referral source listings were utilized. Positions were advertised throughout the state.
REASON(S) GOAL NOT MET:	Low availability (2.2%) and only three applications received.
PROPOSED CORRECTIVE MEASURES:	Expand referral source listings, diversify locations of position advertisements, consider more proactive affirmative actions to achive goals.

Calendar Year 2012 Projected Goals										
Job Categorg	Males					Females				
	White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators										
Professional			1			10		1	1	
Technicians				2						
Protective Service				2						
Administrative Support										
Skilled Craft			2	1		3				
Service/Maintenance										

Calendar Year 2012 Actual Attainment										
Job Categorg	Males					Females				
	White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators			1							
Professional		1	1	2	1	15		1	2	1
Technicians			1	1		18		1	3	
Protective Service						3				
Administrative Support				1		13				
Skilled Craft			1	15	4	4				
Service/Maintenance				1		3				

Differences										
Job Categorg	Males					Females				
	White	Blacks	Hisp	AI/AN	AS/PI	White	Blacks	Hisp	AI/AN	AS/PI
Official Administrators		-	1	-	-	-	-	-	-	-
Professional		1	-	2	1	5	-	-	1	1
Technicians		-	1	(1)	-	18	-	1	3	-
Protective Service		-	-	(2)	-	3	-	-	-	-
Administrative Support		-	-	1	-	13	-	-	-	-
Skilled Craft		-	(1)	14	4	1	-	-	-	-
Service/Maintenance		-	-	1	-	3	-	-	-	-

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

EEO-4 Category: OFFICIALS/ADMINISTRATORS

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1	2	3	4	Male				Female			
		Total	Total Male	Total Female	Total Min	B	AS/PI	AI/AN	Hisp	B	AS/PI	AI/AN	Hisp
1	Number of Employees at Start of Period	18	15	3	0	0	0	0	0	0	0	0	0
2	Percent of Female/Minority in Job Group	16.7%		16.7%	0.0%								
3	Job Group Availability Rate			36.6%	5.3%								
4	Underutilized for Females/Minorities (check box)			Y	Y								
5	Ultimate % Goal for Females/Minorities in Job Group	41.9%		36.6%	5.3%								
6	Actual # of Employees at End of Period	18	15	3	1	0	0	0	1	0	0	0	0
7	Net increase and Net Decrease	0	0	0	1								
8	Actual % of Female/Minority in Job Group at End of Period	22.2%		16.7%	5.6%								

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

EEO-4 Category: PROFESSIONALS

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1	2	3	4	Male				Female			
		Total	Total Male	Total Female	Total Min	B	AS/PI	AI/AN	Hisp	B	AS/PI	AI/AN	Hisp
1	Number of Employees at Start of Period	914	662	252	26	0	5	9	2	0	2	7	1
2	Percent of Female/Minority in Job Group	30.4%		27.6%	2.8%								
3	Job Group Availability Rate			56.7%	5.5%								
4	Underutilized for Females/Minorities (check box)			Y	Y								
5	Ultimate % Goal for Females/Minorities in Job Group	62.2%		56.7%	5.5%								
6	Actual # of Employees at End of Period	947	685	262	34	1	5	11	3	0	3	9	2
7	Net increase and Net Decrease	33	23	10	8								
8	Actual % of Female/Minority in Job Group at End of Period	31.3%		27.7%	3.6%								

Legend:

B - Blacks/African American
AS/PI - Asian American/Pacific Islander
AI/AN - American Indian/Alaskan Native
Hisp - Hispanic

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

EEO-4 Category: TECHNICIANS

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1 Total	2 Total Male	3 Total Female	4 Total Min	Male B	Male AS/PI	Male AI/AN	Male Hisp	Female B	Female AS/PI	Female AI/AN	Female Hisp
1	Number of Employees at Start of Period	213	119	94	9	1	0	3	1	0	0	1	3
2	Percent of Female/Minority in Job Group	48.4%		44.1%	4.2%								
3	Job Group Availability Rate			60.0%	0.1%								
4	Underutilized for Females/Minorities (check box)			Y	N								
5	Ultimate % Goal for Females/Minorities in Job Group	60.1%		60.0%	0.1%								
6	Actual # of Employees at End of Period	206	114	92	13	1	0	4	2	0	1	2	3
7	Net increase and Net Decrease	-7	-5	-2	4								
8	Actual % of Female/Minority in Job Group at End of Period	51.0%		44.7%	6.3%								

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

EEO-4 Category: PROTECTIVE SERVICE

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1 Total	2 Total Male	3 Total Female	4 Total Min	Male B	Male AS/PI	Male AI/AN	Male Hisp	Female B	Female AS/PI	Female AI/AN	Female Hisp
1	Number of Employees at Start of Period	89	77	12	2	0	1	1	0	0	0	0	0
2	Percent of Female/Minority in Job Group	15.7%		13.5%	2.2%								
3	Job Group Availability Rate			21.8%	12.4%								
4	Underutilized for Females/Minorities (check box)			Y	Y								
5	Ultimate % Goal for Females/Minorities in Job Group	34.2%		21.8%	12.4%								
6	Actual # of Employees at End of Period	94	80	14	2	0	1	0	1	0	0	0	0
7	Net increase and Net Decrease	5	3	2	0								
8	Actual % of Female/Minority in Job Group at End of Period	17.0%		14.9%	2.1%								

Legend:

B - Blacks/African American
AS/PI - Asian American/Pacific Islander
AI/AN - American Indian/Alaskan Native
Hisp - Hispanic

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

EEO-4 Category: ADMINISTRATIVE SUPPORT

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1	2	3	4	Male				Female			
		Total	Total Male	Total Female	Total Min	B	AS/PI	AI/AN	Hisp	B	AS/PI	AI/AN	Hisp
1	Number of Employees at Start of Period	30	4	26	2	0	0	0	0	0	0	2	0
2	Percent of Female/Minority in Job Group	93.3%		86.7%	6.7%								
3	Job Group Availability Rate			68.2%	6.9%								
4	Underutilized for Females/Minorities (check box)			N	N								
5	Ultimate % Goal for Females/Minorities in Job Group	75.1%		68.2%	6.9%								
6	Actual # of Employees at End of Period	35	9	26	2	0	0	0	0	0	0	2	0
7	Net increase and Net Decrease	5	5	0	0								
8	Actual % of Female/Minority in Job Group at End of Period	80.0%		74.3%	5.7%								

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

EEO-4 Category: SKILLED CRAFT WORKERS

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1	2	3	4	Male				Female			
		Total	Total Male	Total Female	Total Min	B	AS/PI	AI/AN	Hisp	B	AS/PI	AI/AN	Hisp
1	Number of Employees at Start of Period	881	860	21	59	1	0	54	3	0	0	1	0
2	Percent of Female/Minority in Job Group	9.1%		2.4%	6.7%								
3	Job Group Availability Rate			5.2%	7.3%								
4	Underutilized for Females/Minorities (check box)			Y	Y								
5	Ultimate % Goal for Females/Minorities in Job Group	12.5%		5.2%	7.3%								
6	Actual # of Employees at End of Period	888	868	20	61	1	1	55	3	0	0	1	0
7	Net increase and Net Decrease	7	8	-1	2								
8	Actual % of Female/Minority in Job Group at End of Period	9.1%		2.3%	6.9%								

Legend:

B - Blacks/African American
AS/PI - Asian American/Pacific Islander
AI/AN - American Indian/Alaskan Native
Hisp - Hispanic

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

EEO-4 Category: SERVICE/MAINTENANCE

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1	2	3	4	Male				Female			
		Total	Total Male	Total Female	Total Min	B	AS/PI	AI/AN	Hisp	B	AS/PI	AI/AN	Hisp
1	Number of Employees at Start of Period	75	69	6	2	0	1	1	0	0	0	0	0
2	Percent of Female/Minority in Job Group	10.7%		8.0%	2.7%								
3	Job Group Availability Rate			44.6%	10.9%								
4	Underutilized for Females/Minorities (check box)			Y	Y								
5	Ultimate % Goal for Females/Minorities in Job Group	55.5%		44.6%	10.9%								
6	Actual # of Employees at End of Period	73	66	7	4	0	1	3	0	0	0	0	0
7	Net increase and Net Decrease	-2	-3	1	2								
8	Actual % of Female/Minority in Job Group at End of Period	15.1%		9.6%	5.5%								

PERSONNEL ACTIVITY ANALYSIS FOR GOALS

All EEO-4 Categories

Time Period Covered: From: 01/01/2012 To: 12/31/2012

	Items	1	2	3	4	Male				Female			
		Total	Total Male	Total Female	Total Min	B	AS/PI	AI/AN	Hisp	B	AS/PI	AI/AN	Hisp
1	Number of Employees at Start of Period	2220	1806	414	100	2	7	68	6	0	2	11	4
2	Percent of Female/Minority in Job Group	23.2%		18.6%	4.5%								
3	Job Group Availability Rate			46.8%	8.9%								
4	Underutilized for Females/Minorities (check box)			Y	Y								
5	Ultimate % Goal for Females/Minorities in Job Group	55.7%		46.8%	8.9%								
6	Actual # of Employees at End of Period	2261	1837	424	117	3	8	73	10	0	4	14	5
7	Net increase and Net Decrease	41	31	10	17								
8	Actual % of Female/Minority in Job Group at End of Period	23.9%		18.8%	5.2%								

Legend:

B - Blacks/African American
AS/PI - Asian American/Pacific Islander
AI/AN - American Indian/Alaskan Native
Hisp - Hispanic

Appendix A – EEO Policy Update

Montana Department of Transportation
Human Resources

Policy #3-0630.1 **April 2, 2012**
Revised: June 19, 2012

NON-DISCRIMINATION - EQUAL EMPLOYMENT OPPORTUNITYADDENDUM

POLICY AND OBJECTIVES
The Montana Department of Transportation (MDT) is committed to equal opportunity, nondiscrimination, and harassment prevention in all aspects of employment and in programs, services, and activities offered to the public. This policy establishes procedures to promote prompt and equitable resolution of discrimination complaints. This policy also establishes the minimum requirements for implementing and maintaining an equal opportunity (EO) program that promotes compliance with:

(a) federal laws and regulations prohibiting illegal discrimination including the Genetic Information Nondiscrimination Act of 2008 (GINA);
(b) the Montana Human Rights Act, Title 49, MCA;
(c) the Governmental Code of Fair Practices, Title 49, chapter 3, MCA;
(d) the Governor's Executive Order 41-2008, Equal Employment Opportunity, Nondiscrimination, and Harassment Prevention; and
(e) the Administrative Rules of Montana ARM, Title 2, Chapter 21, subchapter 40, Equal Employment Opportunity, Nondiscrimination, and Harassment Prevention Policy;
(f) MDT-MHRB Conciliation Agreement dated February 15, 2007 (MHRB Case # 0061011899)

DEFINITIONS/ ACRONYMS

BFOQ is a bona fide occupational qualification which provides a legal exception to what would otherwise be a discriminatory employment practice.

Cause Finding is a conclusion by the investigator that illegal discrimination has occurred.

Complainant is a person who files a complaint. Complaints may be filed by or on behalf of permanent, temporary, short-term, seasonal, and contracted employees as well as by applicants for employment.

Complaint is a statement by or on behalf of one or more employees or job applicants who are members of a protected class and who have been aggrieved by discriminatory or retaliatory conduct.

CRB is the Civil Rights Bureau of the Montana Department of Transportation.

Discrimination or **Discriminatory Conduct** is defined as treating an employee or applicant differently because of protected status.

Equal Opportunity (EO) is non-discrimination under Title VI of the 1964 Civil Rights Act in all programs, services, and benefits offered by the Montana Department of Transportation (MDT).

Equal Employment Opportunity (EEO) is non-discrimination under Title VII of the 1964 Civil Rights Act in employment at MDT.

Hostile Work Environment is created by acts or omissions directed toward one or more members of a protected class. The conduct must be so severe and pervasive that it alters conditions of employment and creates a working environment that is so intolerable that a reasonable person would consider voluntary termination as the only reasonable alternative.

Inappropriate Behaviors are unwelcome, offensive, negative, derogatory, insulting, deprecating, or belittling behaviors directed toward one or more members of a protected class or referencing the protected class as a whole. Stereotyping based upon membership in a protected class is also inappropriate behavior.

Manager is any MDT employee who exercises supervisory authority over another MDT employee.

No Cause Finding is a conclusion by the investigator that discrimination has not occurred.

Preponderance of the Evidence is the greater weight of evidence.

Protected Class refers to those groups of persons who are protected from discrimination by law.

VIOLATIONS

Employees who violate this policy are subject to discipline, up to and including termination of employment under ARM Title 2, chapter 21, subchapter 65, Discipline Policy.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NONDISCRIMINATION

MDT managers shall not tolerate discrimination or harassment based on an individual's race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran's status, culture, social origin or

condition, ancestry, or retaliation. Likewise, MDT management shall not tolerate discrimination or harassment because of a person's marriage to or association with individuals in one of the previously mentioned protected classes.

MDT managers may use a bona fide occupational qualification (BFOQ) where the reasonable demands of a position require a distinction based on age, physical or mental disability, marital status, sex, religion, or national origin. A BFOQ is a legal exception to an otherwise discriminatory hiring practice. Exceptions are strictly construed, as provided in 49-2-303, MCA, and the burden rests with the agency to demonstrate the exemption should be granted. BFOQs may not be based on race or color.

To promote a work and customer service environment free from discrimination, managers shall:

(a) base hiring decisions on individual competencies and qualifications;
(b) promote an inclusive work environment where individuals are afforded every opportunity to reach their fullest potential;
(c) recognize individual differences as a key element of organizational and team success;
(d) treat individuals with dignity and respect; and
(e) value the rights of all persons to benefit from equal access to employment and programs, services, and activities offered to the public.

MDT managers who observe behaviors that may be viewed as discriminatory shall stop the behavior and notify the Civil Rights Bureau (CRB).

RESPONSIBILITIES

CRB shall:

(a) periodically review and update equal opportunity (EO) standards, guidelines, and administrative processes and procedures;
(b) maintain an effective EO program;
(c) provide annual utilization analysis reports;
(d) provide EEO analyses, reports, and technical assistance to department staff;
(e) recommend strategies to promote diversity and overcome potential barriers to employment;
(f) design and develop equal opportunity training;
(g) manage the department's EEO and EO programs by:
    1. training employees on EEO and EO;
    2. assisting employees and managers with resolving EEO issues;
    3. conducting internal investigations; and
    4. developing written EEO action plans;
(h) appoint an ADA Coordinator responsible to:
    1. train employees on the ADA, disability awareness, and reasonable accommodations;

2. conduct self-evaluations to assess accessibility of programs, services, and activities; and
3. assist with reasonable accommodation requests;

(i) retain electronic records for all jobs recording the sex, race, and ethnic group of employees and applicants as provided in 49-2-102, MCA, and the Uniform Guidelines on Employee Selection Procedures (1978);

CRB and HR are responsible to:

a) provide a copy of this policy to all employees;
b) provide EO and harassment prevention training to all new employees within 90 days of hire; and
c) maintain sign-in sheets to allow HR to document all training.

MDT Managers, in consultation with CRB staff, are responsible to:

a) upon request, provide reasonable accommodations unless doing so would create an undue hardship,
   i. in consultation with the ADA Coordinator, for qualified individuals with disabilities; and
   ii. in consultation with CRB staff, for applicants and employees based on their religious practices;
b) post the state's EO policy poster and complaint-resolution procedures, including contact information for the MDT EEO officer (CRB Chief) and ADA coordinator, in areas frequented by employees and the public;
c) arrange for EO and harassment prevention refresher training for all employees every two years or more frequently as needed;
d) maintain sign-in sheets or other tracking to allow HR to document all training in the employee's personnel file;
e) monitor the workplace for inappropriate actions and, if discriminatory actions are observed, stop the behavior and notify the Civil Rights Bureau (CRB). A policy violation includes managers who allow discrimination to occur or fail to take appropriate action to correct inappropriate behavior, including discrimination or harassment; and
f) promptly notify CRB if they receive a complaint or become aware of allegations of discrimination or harassment, regardless of their perception of the validity of the complaint.

COMPLIANCE WITH THE FEDERAL GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

To comply with GINA, which prohibits discrimination based on genetic information with respect to employment or state-sponsored group health plans, MDT managers may not:

(a) request, require, or purchase genetic information about employees or their family members; or
(b) use genetic information to:

(i) discriminate against an individual in hiring, termination of employment, compensation, terms, conditions, or privileges of employment;
(ii) make decisions about admission to apprenticeship and training programs, including on-the-job training;
(iii) limit, segregate, or classify an individual;
(iv) fail or refuse to refer an individual for employment;
(v) deprive an individual of employment opportunities; or
(vi) acquire health insurance or set premiums under the group health plan.

Requests for genetic information include, but are not limited to:

(a) conducting Internet searches on individuals in a way that is likely to result in obtaining genetic information;
(b) knowingly or purposefully listening to third-party conversations or searching an individual's personal effects for the purpose of obtaining genetic information; and
(c) requesting information about an individual's current health status in a way that is likely to result in obtaining genetic information.

To avoid inadvertently receiving genetic information, MDT representatives who request medical information as part of an employment-related medical exam or a medical certification in response to a request for sick leave, a leave qualifying under the Family Medical Leave Act, or a reasonable accommodation request under the Americans with Disabilities Act, shall include the following statements verbatim in their written request for medical information:

(a) "The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. To comply with this law, we ask you not to provide any genetic information when responding to this request for medical information."
(b) "Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."
(c) "Genetic test means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detects genotypes, mutations, or chromosomal changes."

MDT managers may not ask probing questions of an individual if they inadvertently learn of a health condition of an applicant, employee, or the health condition of a family member. Probing questions include, but are not limited to, asking the individual whether other family members have the condition or whether the individual has been tested for the condition. These questions are likely to result in the acquisition of genetic information.

MDT representatives possessing genetic information about an employee shall maintain the information as confidential in compliance with ARM Title 2, chapter 21, subchapter 66, Employee Records Management Policy.

HARASSMENT

Harassment, including sexual harassment, consists of, but is not limited to, oral, written, or electronic communications (for example, voice mails, e-mails, text messages, or other social networking tools) in the form of repeated and unwelcomed jokes, slurs, comments, visual images, or innuendos based on a protected class. Even mutually agreeable behavior, or behavior accepted between two or more people, can be offensive to others; for this reason it is prohibited in the workplace.

Sexual harassment is a form of discrimination that includes unwelcome verbal or physical conduct of a sexual nature when:

(a) submission to the conduct is implicitly or explicitly made a term or condition of employment;
(b) submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
(c) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

MDT managers may not tolerate any behavior that negatively focuses on a protected class. MDT managers who observe behaviors that could be viewed as discrimination or harassment shall stop the behavior and notify CRB.

RETALIATION

MDT managers may not retaliate or allow, condone, or encourage others to retaliate against any customer, applicant, or current or former employee for engaging in protected activity by opposing unlawful discriminatory practices, filing a discrimination complaint or participating in a discrimination proceeding, including testifying in court. MDT managers who become aware of retaliation shall inform CRB who shall advise management on the appropriate course of action.

MDT will not tolerate retaliation against employees who engage in protected activity. Any act of retaliation may result in disciplinary action up to and including termination.

INITIATING AN INTERNAL COMPLAINT

MDT employees are encouraged to attempt to resolve the problem, when circumstances permit, through discussions with the individual accused of the discriminatory behavior. This is not a requirement. Attempts to resolve issues informally should begin as soon as possible after the first alleged offense.

MDT employees/managers shall encourage employees, applicants, clients, and customers who believe they have been discriminated against or harassed to contact the CRB. All MDT

employees have the right to contact the CRB in Helena headquarters at any time they choose without following their usual chain of command and should do so if anything in this policy is unclear.

Complaints may be verbal or in writing. Any MDT employee wishing to file a formal internal discrimination complaint may do so. To allege discrimination an employee must report the discriminatory conduct by making a written or verbal complaint within **180** days of the alleged incident.

The complaint can be filed with any member of the MDT Civil Rights Bureau, the immediate manager, or any MDT manager who is not involved in the act or omission alleged in the complaint. The manager must then promptly report the complaint to the CRB. Failure by the manager to report a complaint may result in disciplinary action, up to and including termination of employment.

Complainants are encouraged to use either:

(a) the Department of Administration's complaint form found at http://hr.mt.gov/hrpp/policies.mcpx; or
(b) MDT's complaint form found at http://mdtinfo.mdt.mt.gov/civilrights/docs/complaintproc.pdf. Complaints from MDT staff on the DOA form will be referred to CRB.

For complaints not submitted on a complaint form, the CRB or MDT manager receiving the complaint shall obtain and document the following information:

(a) name, address, and phone number(s) of the complainant(s);
(b) date(s), time(s), and location(s) of the alleged discriminatory behavior or conduct;
(c) name(s), if known, of the accused(s);
(d) description of the behavior or conduct that resulted in an alleged violation;
(e) whether the alleged discrimination was based on a protected class; and
(f) names of potential witnesses who may have heard or observed the alleged discriminatory conduct or behavior.

MDT managers who receive a complaint or become aware of allegations of discrimination or harassment shall promptly notify CRB, regardless of their perception of the validity of the complaint.

The CRB Chief shall determine who shall meet to discuss the appropriate course of action. The discussion must focus on measures to stop the alleged behavior, alternative dispute resolution methods, a review of the investigative process, and, if needed, management's role in the process.

If the CRB Chief determines an internal investigation would be inappropriate because of a potential conflict, the CRB Chief may request assistance from the State Human Resources Division or other outside source. When necessary, the MDT Director, Deputy Director, or the

Human Resources Division Administrator may elect to have someone other than CRB staff conduct discrimination investigations. District Administrators may be requested to assign a District staff person to assist the investigating team with District investigations.

CRB shall coordinate the investigation with the appropriate parties. Any employee filing a complaint or providing information to the investigator must provide accurate and truthful information that MDT can rely upon if the proceedings advance to a contested case hearing or trial. Making a false claim will not be tolerated and may result in disciplinary action up to and including termination of employment.

INVESTIGATING A COMPLAINT

The investigator chosen by the CRB Chief shall begin an investigation within **five** working days after the CRB Chief receives the complaint. The CRB will be responsible for monitoring the investigation process from the time the complaint is filed until the investigation is completed.

During their respective interviews, the investigator shall separately explain the following to the complainant and accused:

(a) the investigation process;
(b) what retaliation is and that it is unacceptable behavior; and
(c) confidentiality expectations and consequences of discussing the complaint with anyone other than the investigator, management, union representative, or legal counsel.

The investigator shall:

(a) inform management of the investigation and provide updates as requested;
(b) gather evidence to determine a "cause" or "no cause" finding based upon a preponderance of the evidence standard;
(c) coordinate as necessary with MDT legal counsel throughout the investigation and provide a final draft to MDT legal counsel for review 5 days prior to issuing the final report and prior to signatures;
(d) provide updates to the complainant and accused upon request; and
(e) issue a final report to the CRB Chief within **sixty** (60) calendar days of CRB's receipt of the complaint, unless an extension is necessary for legitimate business reasons (e.g., completion of interview process, gathering documentation, etc.)

Either party may get updates from the investigator upon request. The updates shall not note specific details or names of individuals.

If a complainant thinks the complaint is not being investigated in an appropriate and timely manner, s/he may report that fact to any management personnel. Any management personnel receiving a report that a discrimination investigation is not being conducted in an appropriate and timely manner must promptly report that information to the MDT Director, MDT Deputy Director, or Chief Counsel for MDT.

Failure to conduct an investigation in a proper and timely manner, interference with an investigation, failure to cooperate with an investigator, or making a false statement to an investigator may result in disciplinary action, up to and including termination.

The investigator's role ends after the CRB Chief's sign off on the investigation report.

POST-INVESTIGATION ACTIONS

After receiving the final report, the CRB Chief shall promptly notify appropriate management and the complainant of the findings of the investigation using an appropriate form. The CRB Chief shall schedule a meeting to discuss the findings with the appropriate Manager(s), Legal Counsel, and Human Resources. The appropriate manager shall inform the respondent of the outcome.

In the case of a **cause finding**, the appropriate MDT manager shall:

(a) take appropriate disciplinary action, if necessary, according to the ARM Title 2, chapter 21, subchapter 65, Discipline Policy;
(b) advise the complainant that corrective action to stop the behavior has been taken, but not disclose the details or nature of disciplinary action;
(c) reemphasize that retaliation is unacceptable behavior; and
(d) contact the complainant after the investigation is completed to ensure the behavior has stopped, and no retaliation has occurred, and report such findings back to CRB.

In the case of a **no cause finding**, the appropriate MDT manager shall contact the complainant after the investigation is completed to ensure the complainant has not experienced retaliation, and report back to CRB.

If the manager does not report after the investigation is completed, CRB shall contact the manager to find out how the issue was resolved. At **180** calendar days, CRB shall ask the manager whether the investigation file may be closed.

The report shall be shared with the appropriate manager. The manager will be responsible for carrying out any recommendations or appropriate disciplinary action resulting from the investigation. Failure by the manager to do so may result in disciplinary action, up to and including termination of employment.

CRB staff shall be responsible for tracking these timeframes.

CONFIDENTIALITY REQUIREMENTS

CRB shall make every attempt to protect the privacy of individuals involved in the complaint process; however, individual privacy cannot be guaranteed.

Employees involved in the complaint process (e.g., complainant, accused, witnesses, etc.) may not discuss the complaint or investigation with anyone other than management, CRB staff, the human resources manager, investigator, union representative, or legal counsel.

Discussing the complaint or investigation with individuals who do not have an official need to know may result in disciplinary action under ARM Title 2, chapter 21, subchapter 65, Discipline Policy. The CRB shall maintain the investigative report and supporting documents in a secure and confidential case file separate from the regular employee file.

TRACKING AND REPORTING INTERNAL COMPLAINTS

CRB shall track internal complaints using the Complaint Tracking Sheet located on the State Human Resources Division website: http://hr.mt.gov/hrpp/policies.mcpx. CRB shall provide quarterly summaries of internal complaints to the State Human Resources Division no later than the fifteenth day of each quarter.

The report must include:

(a) the total number of complaints;
(b) whether the complainant and accused was an employee, customer, or client;
(c) the protected class or basis of the complaint;
(d) the reason for complaint (for example, employment-related, denied access to a program or service, or inappropriate comment); and
(e) the outcome of the complaint.

The report is for tracking purposes only and may not include confidential information such as names of individuals involved.

The State Human Resources Division and CRB shall collect and analyze the data to:

(a) assess program effectiveness;
(b) develop or modify existing policies, procedures, and guides; and
(c) promote compliance with applicable laws, regulations, and policies.

INITIATING AN EXTERNAL COMPLAINT

In addition to the internal complaint process, complaints may be filed with the following agencies:

(a) Montana Human Rights Bureau (HRB), 1625 11th Avenue, P.O. Box 1728 Helena, MT 59624-1728, (406) 444-2884, (800) 542-0807, TTY (406) 444-0532; or email http://erd.dli.mt.gov/humanright/hrhome.asp; or
(b) United States Equal Employment Opportunity Commission (EEOC) Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061 Phone: 1-800-669-4000, Fax: 206-220-6911, TTY: 1-800-669-6820 or email www.eeoc.gov.

Jurisdiction may vary based on the nature of the complaint. For example, neither the HRB nor the EEOC considers complaints based on sexual orientation, culture, social origin or condition, or ancestry.

Note: External complaints must be filed with HRB or EEOC and is the employee's responsibility.

The HRB or EEOC must receive the complaint within 180 days of the alleged incident or when first discovered. If the complainant uses the internal complaint process, they will have 300 days from the alleged incident to file a complaint with the HRB or EEOC.

Montana Department of Transportation
ADA/504 Notice of Nondiscrimination

The Montana Department of Transportation [MDT] does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The MDT also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and the Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504/ Coordinator may be forwarded to:

Alice Flesch, ADA Coordinator
(406)444-9229 (voice) or 1-800-335-7592 (TDD)
Montana Relay - 711
P.O. Box 201001
2701 Prospect Avenue
Helena, MT 59620-1001

Office hours: Monday - Friday 8:00 A.M. – 5:00 P.M.

This notice is available from the ADA Coordinator in large print, on audio tape, and in Braille upon request.

ACKNOWLEDGMENT FORM

I hereby acknowledge receipt of the Montana Department of Transportation's Non-Discrimination Equal Employment Opportunity Addendum Policy (#3-0630.1). I am aware it is my duty to read and understand the policy. I am also aware that failure to comply with the policy is cause for disciplinary action, up to and including termination.

_____ _____ _____
Employee's Printed Name Employee ID No. Date

_____ _____
Employee's Signature Location

Submit this form to your MDT Human Resource Specialist.

Appendix B – Training Policy Update

MONTANA DEPARTMENT OF TRANSPORTATION
HUMAN RESOURCES POLICY

Policy #3-0801 **January 25, 2012**

TRAINING POLICY

PURPOSE, OBJECTIVES

The Montana Department of Transportation (MDT) is committed to creating an organizational culture that encourages growth and continuous learning opportunities. The purpose of this policy is to promote and provide training and development opportunities for MDT employees.

The objectives of MDT's Training program are:

- Support employee development that promotes continuous learning opportunities that are cost effective and aligned to the goals of the department.
- Evaluate training to measure quality, effectiveness and promote continuous improvement.
- Increase awareness of opportunities by offering and marketing training events across the state.
- Provide equal opportunity to employees to participate in training and development programs. Participation will not be granted or denied on the basis of race, sex, creed, color, national origin, sexual orientation, age, disability, religion, political belief or marital status.

PROCEDURES

Approval for Training:

- Training is a privilege, not a right. Documenting requests and approvals or denials is recommended, if the supervisor denies training, a reason should be provided to the employee.
- The level of commitment of MDT resources in training varies and the costs and benefits to the agency will be considered. Budgetary considerations may restrict participation in some training programs.
- Consideration must include the ability to provide comparable training opportunities to all employees.

Training Records:

- The Workforce Planning Bureau will maintain records of all training taken by MDT employees.
- A class roster must be signed by employees to receive credit for instructor-led courses. Instructors are responsible for submitting rosters to the Workforce Planning Bureau in a timely manner (within one week of class, whenever possible.)
- Completion of on-line classes will be confirmed through Information Services Division (ISD) reports or printed certificates. To receive training credit, copies of certificates must be given to the Workforce Planning Bureau.
- Employees are recommended to track and periodically check their training records, especially if professional licensing is dependent on completed training.

Evaluation:

- Once a course has been completed, employees will be asked to complete a course evaluation. These evaluations will be anonymous and will be used to measure the quality and effectiveness of the course.

Tuition Assistance:

- Is not addressed in this policy, please refer to policy #3-0806.

RESPONSIBILITY

Supervisors and their employees should work together to formulate an employee's Individual Development Plan as part of the annual performance management cycle. The intent is to identify training needs to help improve the employee's competence in their current position. Career progression is available for many positions (please refer to individual occupational advancement policies).

COMPENSATION FOR TIME IN TRAINING

Supervisors may adjust an employee's work hours to accommodate training schedules. Depending on the training, a supervisor may approve use of annual leave or compensatory time or if the training is mandatory and MDT-sponsored, permit an employee to receive regular pay. If the employee is required to take training, the employee must be paid regular wages if training occurs during the employee's work hours. If required training goes beyond the employee's work hours, they must be paid overtime or allowed to accrue compensatory time, whichever is appropriate.

When employees are seeking licensure, time spent in studying or testing activities must be performed on the employee's personal time. While licensure is required for specific positions, it is the employee's choice to seek and compete for those positions. MDT does not pay for the employee's study time, travel time, prepare time, or testing time for licensure examinations. Employees must perform these activities on their personal or approved leave time.

REQUIRED TRAINING

TRAINING	WHO	HOW OFTEN
Civil Rights	All employees	2 hours every 2 years
New Employee Orientation	All new employees includes ethics, safety training and general orientation	Within 90 days of hire
New User Computer Orientation	All new, rehired and returning employees	Within 14 days of start date
Standards of Conduct – Ethics Refresher Training	All employees	Every 3 years
Driver Training	All employees who drive state vehicles. Defensive or advanced driving training meets this requirement	Every 3 years
CPR	All employees who work in areas not reasonably accessible to medical facilities	Every 2 years
First Aid	All employees who work in areas not reasonably accessible to medical facilities	Every 2 years
Blood borne Pathogens	All employees reasonably expected to be exposed to blood or body fluids	Annually
Job or task specific safety training.	All employees assigned to perform those specific tasks.	Prior to job or task performance without direct supervision. Refresher training as required.

Appendix C – Recruitment and Selection Policy Update

Montana Department of Transportation

Policy # 3-0165.1 **Date: December 7, 2012**

Addendum to Recruitment and Selection Policy

Montana Department of Transportation (MDT) is committed to attracting and retaining a highly qualified workforce based on competencies and job related qualifications in accordance with the Department of Administration's (DOA) Recruitment and Section Policy #3.0165 http://hr.mt.gov/content/hrpp/docs/Policies/MOM/RecruitmentandSelectionPolicy2.21.3701.

MDT's policy is to conduct open recruitment for all permanent vacancies, to provide applicants with a reasonable opportunity to learn about, to apply for and to be considered fairly for positions when recruitment is conducted, and to select employees on the basis of merit and job-related qualifications. MDT will take affirmative action to equalize employment opportunities at all levels of agency operations where there is evidence of barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All MDT employees are protected from retaliation for opposing any discriminatory practice, filing an internal complaint, and/or initiating an external administrative or legal proceeding, or testifying in or participating in any of the above mentioned activities.

Applicants who test for a position and fail any part of the selection process will not be retested if the position is not filled and is re-advertised using the same testing materials, within six (6) months after failing the test. MDT has no obligation to produce new testing materials for subsequent selection processes for the same position.

A temporary employee may be hired through a competitive recruitment process, although this is not required. Temporary employees returning in successive years are not required to submit an application provided he or she is in good standing with the Department as documented on his or her prior year performance appraisal with a rating of "Meets" or "Exceeds" expectations. A returning temporary employee who did not work the previous year must submit an application. The District or Division Administrator may waive further steps in the recruitment process.

All employees involved in a recruitment and selection process are:

- to treat all applicant information with utmost confidentiality.
- to represent MDT in a progressive and professional manner;
- to streamline all recruitment efforts in order to administer the most effective and efficient processes;
- to ensure the integrity of the process while meeting the highest standards of ethical conduct.

Equal Employment Opportunity
MDT is firmly committed to providing Equal Employment Opportunities. Discrimination in employment occurs when an employment decision or recruitment practice acts as a barrier or disadvantage to a member of a protected group and cannot be shown to be legitimately job-related. Discrimination can take the form of disparate treatment, which is treating an applicant or employee differently because of the person's race, color, national origin, sex, sexual orientation, religion, creed, age, marital status, mental or physical disability or political beliefs; or adverse impact which is setting job qualifications with business needs in mind which in practice are not effective in attaining the business's purpose and have an adverse impact on members of a protected class.

Definitions
Hybrid Seniority Rule - in comparing two or more qualified employees, both seniority and ability must be considered, and where the difference in length of service in the union is relatively insignificant and there is a relatively significant difference in ability, then the ability factor should be given greater weight; but where there is a relatively substantial difference in seniority and relatively little difference in abilities, then length of service should be given greater weight. The Hybrid Seniority Rule shall only be utilized for MPEA selections.

Job Class - job classes identify groups of positions based on similarity of duties performed, responsibilities assumed, and complexity of work. See Mont. Code Ann. § 2-18-202. Classes include a class series or occupational title and a pay band. For example, Civil Engineer Specialist, band 7, describes a specific occupation, civil engineering, at a given level of work, band 7.

Lateral Transfer – The transfer of an employee from one position to another in the same job class that does not result in a promotion without a competitive process or a demotion.

Minimum Qualifications – Minimum qualifications (MQs) are the basic competencies needed to perform the job adequately on the first day of employment. MQs include the education and experience leading to successful job performance.

Permanent Employee - an employee assigned to a position designated as permanent and who has successfully completed his/her probationary period.

Permanent Status - means the status an employee attains after satisfactorily completing an appropriate probationary period, Mont. Code Ann. § 2-18-101.

Reasonable Accommodation - adjustments made in the selection process, work environment or in the way business is customarily done to enable a qualified individual with a disability to enjoy equal employment opportunities.

Seasonal Employee - an employee assigned to a position designated as seasonal. Mont. Code Ann. § 2-18-101(22) defines "seasonal employee" as a permanent employee who is designated by an agency as seasonal, who performs duties interrupted by the seasons, and who may be recalled without the loss of rights or benefits accrued during the preceding season.

Selection Committee - For senior management positions (Bureau Chief and above), the selection committee must consist of at least one member from outside the division/district in which the vacancy belongs.

Short-term Worker - a worker hired by an agency for an hourly wage established by the hiring manager for a short duration, which does not exceed 90 working days in a continuous 12-month period. A short-term worker may be hired without a competitive selection process; however s/he is not eligible for permanent status without a competitive selection process. A short-term worker is not eligible to earn the leave, holiday benefits, or group insurance benefits. See Mont. Code Ann. § 2-18-101(23).

Student Intern - a person who has been accepted in or is currently enrolled in an accredited school, college, or university and is hired directly by an agency in a student intern position. A student intern is not eligible for permanent status nor eligible to become a permanent employee without a competitive selection process. A student intern is not eligible to earn the leave, holiday benefits or the group insurance benefits. See Mont. Code Ann. § 2-18-101(24).

Although student interns are not considered state employees, MDT will advertise, competitively interview and select for all intern positions.

Substantially Equal Qualifications - the qualifications of two or more persons among whom the public employer cannot make a reasonable determination that the qualifications held by one person are significantly better suited for the position than the qualifications held by the other person(s). Substantially equally qualified doesn't mean that two or more applicants are exactly equal. It means a range in which the applicants stack up to be substantially equal in qualifications for the job. That range may differ for each job. Qualifications include job-related competencies. See Mont. Code Ann. § 39-30-103(7).

Temporary Employee - an employee hired for a limited duration, not to exceed 12 months. Temporary employees are not eligible to achieve permanent status without going through a selection process for a permanent position. See Mont. Code Ann. § 2-18-101(26).

Training Assignment - a period of employment created at the agency's discretion to enable an otherwise acceptable candidate to qualify for a position by obtaining additional experience, education and/or training and acquiring the necessary knowledge, skills and abilities. If a training assignment is utilized, it must be done in accordance with the State's Broadband Pay Plan Policy, #03-0501. Training assignments may not last more than one year, unless otherwise specified in an agency's collective bargaining agreement.

If the employee does not satisfactorily complete the training assignment, the agency may:

- return the employee to the position held before the training assignment;
- assign the employee to another position for which the employee is qualified;
- extend the training assignment up to one additional year; or
- discharge the employee, in compliance with the Discipline Handling Policy, ARM 2.21.6505 et seq., or Probation Policy, MOM III (3-0170).

Alternative actions

Any recruiting and selection actions outside of this policy must have administrative approval. The hiring supervisor must submit a written justification for the action, it shall comply with federal and state policies and laws and receive approval from each of the following individuals: District or Division Administrator, the Human Resources Administrator and the Director.

When applicable, MDT's Recruitment and Selection Policy will comply with negotiated collective bargaining agreements.

Questions regarding this policy should be directed to the MDT Human Resources Administrator.

Appendix D – MCS Advancement Policy Update

Montana Department of Transportation
Human Resources Policy

Policy #3-0186 **Date: July 20, 2012**

Motor Carrier Services Enforcement Officer
Advancement Policy

PURPOSE

This policy provides for advancement of a Motor Carrier Services (MCS) Enforcement Officer when they have met and maintained all requirements for the next higher level and for placement of individuals new to the position. Placement of an individual at an appropriate occupation level is based on the individual's qualifications irrespective of the individual's prior length of service with the Montana Department of Transportation. Advancement under this policy is based upon successful job performance of the work assigned, maintaining required certifications and with expectations of achieving at least the minimum qualifications required for the next higher level. Promotion or transfer is not based upon race, sex, age, religion, national origin, disability, marital status, political beliefs or any other factor that would be in violation of federal and state civil rights law.

DEFINITION

PROBATIONARY EMPLOYEE: In accordance with the MDT/MPEA Supplemental agreement Section O, number 6. "Article 12, Section 1 of the MPEA Master Agreement, and 2.21.3807, ARM does not apply to MCS Officers. All new MCS 1 Officers, including those who have attained permanent status in an agency and who transfer to the Department of Transportation, MCS, must serve a probationary period of at least six months from the date of appointment. An additional probationary period of three months will be served upon successful completion of the Law Enforcement Academy."

POLICY

QUALIFICATIONS:

This policy applies to employees in the following classification Motor Vehicle Safety Inspectors, #536554 and titles: Officer I, Officer II and Corporal. **Officer I Requirements:**

Knowledge of law, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Knowledge of English language, principles and methodology of law enforcement. Knowledge of principles, and methods of the commercial motor carrier industry. Provide quality customer service and effective written and verbal communication. Skilled in attention to detail, analyzing situations, investigations, interviewing a variety of people, possesses effective

interpersonal skills using tact and diplomacy, provides accurate recordkeeping , active listening, critical thinking, and maintaining confidentiality.

In accordance with 7-32-303(5) (a) MCA, incumbent must attend training as required to become a peace officer. Additionally, an entry level officer must successfully complete a minimum of three months of on the job training, a twelve week Basic Law Enforcement course at the Montana Law Enforcement Academy (MLEA) and five advanced level commercial vehicle inspection courses for drivers, vehicles, hazardous materials transportation, cargo tanks and other bulk packaging, incumbent must successfully pass all training in order to advance. The supervisor or designated authority will review progress reports and notify the incumbent of successful completion.

This training can usually be completed within one year however, due to course availability there are occasions when it can take longer. Incumbents must meet, demonstrate, and consistently maintain the qualifications for Officer I in order to qualify for promotion to Officer II.

Officer II Requirements:

Successfully complete all Officer I requirements, maintain officer performance standards and the Commercial Vehicle Safety Alliance (CVSA) Inspection certification criteria. Obtains when eligible, and maintains a Basic Law Enforcement certificate issued by the Public Safety Officer Standard of Training Council (POST).

Failure to maintain any certification will result in a reduction of pay to Officer I salary level. Failure to maintain the POST Basic certificate will result in the inability to be employed as an MCS Enforcement Officer.

Corporal Requirements:

In order to progress to Corporal rank, the Officer II must:

- Serve three continuous years as an MCS Officer II. This requirement may be waved at the discretion of MCS Management, upon review of work history and performance.
- Complete and maintain all MCS Officer II requirements
- Successfully pass a comprehensive general knowledge test
- Maintain performance standards and CVSA Inspection certification criteria.

Corporals must be willing to participate in special assignments as assigned. These assignments may include but are not limited to field training assignments, concentrated enforcement efforts around the state or outreach activities. Corporals are encouraged to pursue additional levels of training in their areas of interest such as fuel tax evasion, hazardous materials, vehicle size, weight, and safety enforcement.

Failure to meet all of the above requirements will result in the loss of Corporal status, insignia, and pay reduction to Officer II rank. Failure to maintain any certifications will result in pay reduction to Officer I rank.

In accordance with MT statute 7-32-303(5) (a) MCA, failure to maintain the POST Basic certificate will result in the inability to be employed as an MCS Enforcement Officer

Employee's responsibility:

The incumbent must be able to maintain certifications in order to maintain rank structure. In addition, the employee's progress through the career ladder is based on the pace of the on the job training and the availability of MLEA and vehicle safety training.

Supervisors responsibilities

It is the Region Captain's responsibility to formulate and review work objectives with each Officer and maintain a file of the Officer's progress.

It is the Officer's responsibility to provide documentation to their supervisor demonstrating they are meeting their work objectives.

It is the Officer's responsibility to actively participate in the performance appraisal process and the on-going performance management oversight conducted by their supervisor.

PROCEDURES

When an MCS Officer attains eligibility for advancement according to this policy, the Region Captain will submit a memo to the Enforcement Bureau Chief recommending advancement. The Enforcement Bureau Chief and MCS Division Administrator will review advancement recommendation on a case by case basis and submit a recommendation to the Human Resources Division.

The memo will include the effective date of each accomplished requirement and a request for career ladder advancement to the next rank and pay structure. The effective date of the promotion will be the beginning of the pay period in which the final requirements for advancement were met.

Salary advancements will be commensurate according to the current classification and pay plan rules.

Questions concerning this policy should be directed to the Human Resources Division Administrator.

The MCS Supervisor will monitor and register required training for the staff. Officers are also expected to use their own initiative to meet their qualifications to the next level and submit to their supervisor a request to attend appropriate training.

Special Circumstances:

It is recognized that this policy cannot cover every work or classification need within the

organization. Nothing in this policy shall preclude management from reclassifying employees in their present positions to classification that reflects the duties being performed.

Patrol and Sergeant Positions are competitive positions and are not included in this career ladder.