



**Indiana**

**Department of  
Transportation**

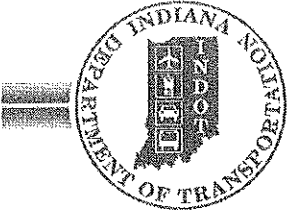
**Central Office**

**2015—2016**

**Affirmative Action Plan**

# Volume #1

- Agency Affirmative Action Policy Statement
- Affirmative Action Plan for Minorities and Women



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N750  
Indianapolis, Indiana 46204

PHONE: (317) 232-5390  
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Michael R. Pence, Governor  
Brandye L. Hendrickson,  
Commissioner

## APPOINTING AUTHORITY EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY AND ASSIGNMENT OF RESPONSIBILITY

### Indiana Department of Transportation

The State of Indiana's policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations, prohibiting discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy statement applies to recruitment, selection, placement, training, promotion, transfer, rates of pay, and all other terms and conditions of employment. We will continue to comply with the spirit as well as the letter of applicable state and federal law.

Effective July 1, 2014, under Indiana House Enrolled Act (HEA) 1242, it is against public policy of the State of Indiana and a discriminatory practice for an employer to discriminate against a prospective employee on the basis of status as a veteran by refusing to employ an applicant on the basis that they are a veteran of the armed forces of the United States, a member of the Indiana National Guard or a member of a reserve component.

Compliance with this policy statement is the individual responsibility of supervisors, managers, and other staff members whose duties related to employment, status, or tenure of employees. Further, all employees are expected to be aware of this policy statement.

In order to ensure compliance with this policy statement, I hereby designate the following duties related to affirmative action:

As the Agency's Appointing Authority, I acknowledge that I have overall responsibility for Equal Employment Opportunity at the **Indiana Department of Transportation**.

Each manager and supervisor within the Agency/Facility is individually responsible for:

1. Ensuring equal opportunity for employees with regard to work assignments, training, transfers, advancements and other conditions or privileges of employment.
2. Including EEO as an operating objective.
3. Recognizing that his/her job performance is evaluated on the basis of his/her equal employment opportunity efforts and results, in addition to other job-related criteria.

For this Agency/Facility, **Eric Kleinert**, Human Resources Director, serves as the Affirmative Action/EEO Contact. His responsibilities include, but are not limited to:

1. Monitoring Agency/Facility employment actions for compliance with this EEO policy statement.
2. Preparing the annual Affirmative Action Plan (or Policy Statement) and periodic AAP Monitoring Reports for the Agency/Facility.



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**Commissioner**

3. Identifying problem areas, if any, and recommending potential solutions to management.
4. Ensuring that EEO policies are communicated to all levels within the Agency/Facility.

In coordination with the State Personnel Department, the individual responsible for human resource functions for the **Indiana Department of Transportation** will maintain the data necessary to monitor the affirmative action program, including, but not limited to information about applicant flow, hires, promotions, transfers, demotions, lay-offs, recalls, and terminations.

Should a complaint of discrimination or harassment on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, or any other statutorily protected class occur, such complaint will be promptly and thoroughly investigated and, if appropriate, remedial action will be taken including disciplinary actions up to and including dismissal, depending on findings of fact.

Questions or concerns regarding this policy statement, Equal Employment Opportunity, or Affirmative Action may be directed to **Eric Kleinert**, Human Resources Director, at [ekleinert@indot.in.gov](mailto:ekleinert@indot.in.gov), 317-234-8558, or 100 N. Senate Ave Room N750, Indianapolis, IN 46204.

Brandye L. Hendrickson, Commissioner  
Indiana Department of Transportation

1-7-2016

Date



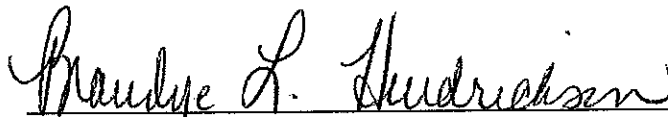
**EXECUTIVE ORDER 11246**

**AFFIRMATIVE ACTION PLAN FOR THE DISABLED,  
DISABLED VETERANS, VETERANS OF THE VIETNAM ERA,  
AND OTHER ELIGIBLE VETERANS**

**Indiana Department of Transportation  
Central Office  
100 N. Senate Ave.  
Indianapolis, IN 46204**

**October 1, 2015 – September 30, 2016**

Approved by:

  
\_\_\_\_\_  
**Brandy L. Hendrickson, Commissioner**

*1-7-2016*

\_\_\_\_\_  
**Date**

EEO/Affirmative Action Contact:

**Eric Kleinert, Human Resources Director, [ekleinert@indot.in.gov](mailto:ekleinert@indot.in.gov), 317-234-8558, or 100 N Senate Ave Room N750, Indianapolis, IN 46204.**

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and Other Eligible Veterans

## VOLUME I

### INTRODUCTION

This Affirmative Action Plan is designed to fulfill **Indiana Department of Transportation** equal employment opportunity/affirmative action responsibilities under Executive Order 11246, as amended, and the implementing rules and regulations of the Secretary of Labor and the State of Indiana. A separate Affirmative Action Plan for disabled persons, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is also developed and revisited on an annual basis.

#### **A. Program Terminology**

The terms "utilization analysis," "underutilization," and "problem area," appearing in this Affirmative Action Plan are terms the **Indiana Department of Transportation/** is required to use herein by government regulations. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although we use the terms in good faith in connection with the Affirmative Action Plan, such usage does not necessarily signify that the **Indiana Department of Transportation** agrees that these terms are properly applied to any particular factual situation.

The State of Indiana is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, as provided in 41 C.F.R. Section 60-2.16. Accordingly, the term "goal", whenever used in this plan, is expressly NOT intended to allow discrimination against or grant a preference for any applicant or employee.

This Affirmative Action Program is not intended to create any rights in any person or entity.

#### **B. Reliance on EEOC's Guidelines on Affirmative Action**

Although the **Indiana Department of Transportation** has no reason to believe any violation of Title VII of the 1964 Civil Rights Act has occurred, the agency has developed this Affirmative Action Plan in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, 29 C.F.R. Section 1608.

### **EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY**

The **Indiana Department of Transportation** is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, reclassification, upgrade, demotion, transfer, reduction of work force, layoff, termination, selection for training, rates of pay or other form of compensation, the use of all facilities, and participation in all Agency-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Agency if/where appropriate.

As part of the Agency's equal employment opportunity efforts, the Agency and the State Personnel Department take steps to ensure that qualified minority group individuals and females are recruited and hired into our work force and considered for promotion as promotional opportunities arise.

Employees and applicants shall not be subjected to harassment or intimidation because they are members of a protected group or because they have: (1) filed a complaint; (2) assisted or participated in any investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The importance of this policy is periodically brought to the attention of supervisors. It is the responsibility of each supervisor in the **Indiana Department of Transportation** to ensure effective implementation of this policy to prevent discrimination in employment. All employees are made aware of this policy during new employee on-boarding or orientation, and are expected to cooperate with its implementation. Violation of this policy is subject to disciplinary action, depending on findings of fact.

Written notice of the **Indiana Department of Transportation** policy statement is posted and maintained in an area accessible to Agency staff members.

## **RESPONSIBILITY FOR IMPLEMENTATION**

Within the **Indiana Department of Transportation**, **Commissioner Brandye L. Hendrickson**, has overall responsibility and accountability for its equal employment opportunity and affirmative action plan. It is the Agency's objective to ensure adherence to its equal employment opportunity policy and to the affirmative action plan. Each level of supervision has been and will continue to be informed that work performance is evaluated on the basis of a supervisor's individual equal employment opportunity efforts, as well as other performance measures. Actions by supervisory personnel inconsistent with the policy and plan will not be tolerated.

**Eric Kleinert, Human Resources Director**, is responsible for:

- a. Developing and implementing reporting systems that:
  - (1) measure the effectiveness of Agency affirmative action programs;
  - (2) indicate the need for remedial action, if any;
  - (3) determine the degree to which the Agency's goals and objectives have been achieved.
- b. Preparing and submitting written Affirmative Action Plans and Affirmative Action Monitoring Reports for the Agency.
- c. Providing affirmative action data to the Agency Director and Agency Human Resources Director on a regular basis, and offering to discuss the information upon request.
- d. Serving as liaison between the Agency and equal employment and/or affirmative action enforcement agencies as appropriate and necessary.
- e. Performing periodic audits to ensure that:
  - (1) EEO posters are properly displayed; and

- (2) All facilities which the Agency maintains for the use and benefit of its employees are in fact accessible to all employees, both in policy and use, and that any facilities such as rest rooms are comparable for both sexes.

**Eric Kleinert, Human Resources Director** is responsible for:

- Ensuring all supervisors are informed and periodically reminded that their individual work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.

**Eric Kleinert, Human Resources Director** is responsible for:

- Assisting management in arriving at solutions to problems related to affirmative action, if any.

**Eric Kleinert, Human Resources Director** is responsible for:

- Developing and implementing internal and external communication methods related to affirmative action.

**Eric Kleinert, Human Resources Director** is responsible for:

- Ensuring that all employees, including Minority and Female employees, are invited and encouraged to participate in all Agency-sponsored educational, training, recreational, and social activities.

The **Indiana Department of Transportation/Central Office supervisors and managers** are responsible for:

- a. Ensuring employees are aware of and follow Agency policies, including the Equal Employment Opportunity / Affirmative Action Policy.
- b. Reviewing the qualifications of employees who apply for vacant positions to ensure that minorities and women are given full opportunities for transfers and promotions.
- c. Recognizing that their work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.
- d. Preventing the harassment of all employees.

## **IDENTIFICATION OF PROBLEM AREAS**

As part of the **Indiana Department of Transportation/Central Office's** ongoing affirmative action processes, the Affirmative Action Specialist conducts an analysis of the Agency's workforce to determine whether and where impediments to equal employment opportunity may exist. At a minimum, the **Eric Kleinert, Human Resources Director**, evaluates the following:

- 1) The workforce by organizational unit and job group, to determine whether there are problems of minority or female utilization (employment), or minority or female distribution (placement); and
- 2) Employment activity (applicant flow, hires, terminations, promotions, and other employment actions) to determine whether there are selection disparities.

## **DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS**

The proper execution of the following actions are intended to result either in an increase in the Minority / Female utilization in the job group(s) identified (should vacancies occur), or document the Agency's good faith efforts to do so.

- a. **Agency supervisors and managers** are responsible for annually reviewing and updating position descriptions to ensure they accurately reflect essential job functions.
- b. **Agency supervisors and managers** are responsible for providing current position descriptions and qualification standards, to applicable staff members involved in the recruiting, screening, selection, and promotion process.
- c. **Eric Kleinert, Human Resources Director** is responsible for ensuring that the overall selection process is free from bias, thus aiding the attainment of goals and objectives.
- d. **Eric Kleinert, Human Resources Director** is responsible for ensuring that staff members involved in the recruiting / screening processes are carefully selected and trained to prevent discrimination in all employment actions.
- e. **Eric Kleinert, Human Resources Director** is responsible for ensuring that selection procedures do not unlawfully discriminate against women and minorities.
- f. **Eric Kleinert, Human Resources Director** is responsible for ensuring that qualification standards are job-related.

### **DESIGN AND IMPLEMENTATION OF INTERNAL AUDIT AND REPORTING SYSTEMS**

**Eric Kleinert, Human Resources Director**, is responsible for implementing an internal audit and reporting system. He monitors employment actions throughout the plan year and reports on the effectiveness of the EEO policy to the Agency Head and/or the Agency Human Resources Director, making recommendations for improvements, as necessary. The reporting system generates the following reports:

- a. Applicant flow by job group;
- b. Hires by job group;
- c. Promotions/transfers into job groups; and
- d. Involuntary demotions and terminations by job group.

### **COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES**

The does not discriminate on the basis of sex. To this end, the Agency continues to do the following:

#### **RECRUITMENT AND ADVERTISING**

- a. The Agency seeks to recruit qualified applicants for all jobs, without regard to race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.
- b. When placed, advertisements include no gender preference. Advertisements end with "Equal Opportunity Employer".

#### **PERSONNEL PRACTICES**

- a. Policies and practices apply to every employee on an equal basis, regardless of gender.
- b. Employees have equal opportunity for any job for which they are qualified. Sex is not considered a bona fide occupational qualification for any job within the Agency.
- c. No distinction is made between the sexes in regard to opportunity, wages, hours, benefits or other conditions of employment.

- d. There is no distinction between the employment, treatment, or termination of women or men based on marital status.
- e. The Agency does not deny employment to women or men with young children.
- f. The Agency provides comparable physical facilities for both female and male employees.
- g. The Agency follows federal guidelines relative to employment.
- h. No difference is made between women and men as to retirement age for any particular job.
- i. Both women and men are eligible for all training programs and benefits offered by the Agency.
- j. The Agency has a medical leave policy which treats pregnancy the same as other serious medical conditions, and is valid in light of Title VII of the Civil Rights Act of 1964, as amended, and the Family Medical Leave Act.

### **COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN**

The **Indiana Department of Transportation/Central Office** will make reasonable accommodation for the religious observances and practices of employees or prospective employees, except where such accommodation causes undue hardship on the conduct of the Agency's business. The extent of accommodation will be determined by considering business necessity, financial costs and expenses, and potential resulting personnel problems.

In implementing its EEO policy regarding nondiscrimination because of religion or national origin, the Agency does not discriminate against any qualified employee or applicant for employment because of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.

### **REPORT ON PRIOR YEAR'S AAP GOALS**

In the Goals and Timetables section of the 2014 - 2015 AAP, annual placement goals were established for all job groups in which underutilization of minorities and/or women had been identified.

The Indiana Department of Transportation/Central Office made good faith efforts to accomplish these goals and to enhance employment and advancement opportunities in the Agency for minorities and women.

Assessment of the affirmative action goals and adverse impact are available in the three annual monitoring reports.



# Volume #2

- Workforce Analysis
- Location of Positions
- Job Groups
- Availability Analyses/Utilization Analyses
- Placement Goal Summary







## Workforce Analysis

as of August 1, 2015

Department	Job Title	Job Code	Job Group	FEMALES						MALES						Female Total	Male Total	Grand Total				
				AI	A	B	H	NHPI	W	AI	A	B	H	NHPI	W							
Dept. of Transportation - Central Office	Program Director E7	00EUE7	Mgrs & Supvrs														1	1	1			
	Highway Engineers Supv 3	006DC3	Mgrs & Supvrs														1	1	1			
	Highway Engineers Supv 4	006DC4	Mgrs & Supvrs														1	1	1			
	Highway Engineers 1	001DC1	Engineers														1	1	1			
	Highway Engineers 2	001DC2	Engineers														2	2	2			
	Highway Engineers 4	001DC4	Engineers														2	2	3			
	<b>Program Director 1</b>	002WM1	Program Coords																2			
	Program Coordinator 4	002WM4	Program Coords																1			
	<i>Project Manager Broad Band</i>	00PMBB	Business Profs		1														3	4	7	
	<i>Environmental Manager 2</i>	001LS2	Scientific Profs																	2	2	
Capital Program Mgmt 3	<i>Engineering Tech Sup 3</i>	008AB3	Mgrs & Supvrs																1	1		
	<b>Surveyor 2</b>	001DS2	Technicians																1	1		
	Surveyor 3	001DS3	Technicians																1	1		
	Surveyor 4	001DS4	Technicians																1	1		
	<i>Engineering Assistant 4</i>	001DB4	Technicians																1	1		
	<b>Mgmt 3 Total</b>				1												12	13	25	35		
	Capital Program Mgmt 4	<b>Broad Band Executive</b>	00EXBB	Executives																3	3	4
		Program Director E7	00EUE7	Mgrs & Supvrs																1	1	1
		Highway Engineers Supv 4	006DC4	Mgrs & Supvrs																1	1	1
		Highway Engineers 2	001DC2	Engineers																1	1	1
Highway Engineers 3		001DC3	Engineers																1	1	1	
Highway Engineers 4		001DC4	Engineers																1	1	1	
<b>Program Director 1</b>		002WM1	Program Coords																1	1	1	
Program Coordinator 4		002WM4	Program Coords																1	1	1	
<i>Environmental Manager 2</i>		001LS2	Scientific Profs																	1	1	1
<i>Project Manager Broad Band</i>		00PMBB	Business Profs																	5	5	8
Capital Program Mgmt 5	<b>Surveyor 3</b>	001DS3	Technicians																1	1	1	
	Surveyor 4	001DS4	Technicians																	2	3	3
	Surveyor 5	001DS5	Technicians																	1	1	1
	<b>Mgmt 4 Total</b>																12	12	13	25	25	
	<b>Broad Band Executive</b>	00EXBB	Executives																	1	1	2
	Program Director E7	00EUE7	Mgrs & Supvrs																1	1	1	
	Highway Engineers Supv 3	006DC3	Mgrs & Supvrs																1	1	1	
	Highway Engineers Supv 4	006DC4	Mgrs & Supvrs																1	1	1	
	Highway Engineers 1	001DC1	Engineers																	3	3	3
	Highway Engineers 2	001DC2	Engineers																	2	2	2





## Workforce Analysis

as of August 1, 2015

Dept. of Transportation - Central Office																					
Department	Job Title	Job Code	Job Group	FEMALES					MALES												
				AI	A	B	H	NHPI	W	Total	Female	AI	A	B	H	NHPI	W	Total	Male	Grand Total	
Corridor Development	Highway Engineers 2	001DC2	Engineers															2	2	2	2
Corridor Development	Engineering Assistant 4	001DB4	Technicians															1	1	1	1
Corridor Development	<b>Broad Band Executive</b>	00EXBB	Executives															2	2	2	2
Cost Accounting & Audi	Budget Analyst E7	00ER17	Financial Profs															1	1	1	1
Cost Accounting & Audi	Fid Auditor S3	007RC3	Mgrs & Supvrs															1	1	1	1
Cost Accounting & Audi	Field Auditor 2	002RC2	Financial Profs						2	2								1	2	2	4
Cost Accounting & Audi	Operations Analyst 1	001CE1	IT Profs	1						1	1							1	1	1	2
Cost Accounting & Audi	Program Coordinator 4	002WM4	Program Coords						1	1								1	1	1	1
Cost Accounting & Audi	<b>Broad Band Executive</b>	00EXBB	Executives	1					3	4								6	7	11	11
Customer Service Ctr	Program Director 1	002WM1	Program Coords						1	1								1	1	1	1
Customer Service Ctr	Customer Svc Rep 6	002TM6	Admin Support	1						1	1							1	1	1	1
Customer Service Ctr	<b>Customer Svc Ctr Total</b>			1					1	2								1	1	3	3
Dist Proj Delivery	<b>Broad Band Executive</b>	00EXBB	Executives															1	1	1	1
Dist Project Delivery	<b>Dist Project Delivery Total</b>																	1	1	1	1
E-Commun	Program Director 2	002WM2	Program Coords	1						1	1							1	1	1	1
E-Communications	<b>E-Communications Total</b>			1						1	1							1	1	1	1
Economic Opportunity	<b>Broad Band Executive</b>	00EXBB	Executives						2	2								1	2	4	4
Economic Opportunity	Program Director 1	002WM1	Program Coords															1	1	1	1
Economic Opportunity	Program Director 2	002WM2	Program Coords	2					3	5								2	2	7	7
Economic Opportunity	Program Coordinator 3	002WM3	Program Coords						4	4								1	2	6	6
Economic Opportunity	Administrative Assistant 5	002WN5	Admin Support	1						1	1							1	2	1	1
Economic Opportunity	<b>Economic Opportunity Total</b>			3					9	12								4	7	19	19
Emergency Plan/Respons	<b>Broad Band Executive</b>	00EXBB	Executives															1	1	1	1
Emergency Plan/Respons	Program Director 1	002WM1	Program Coords															1	1	1	1
Emergency Plan/Respons	<b>Emergency Plan/Respons Total</b>																	2	2	2	2
Employee Development	Program Director 2	002WM2	Program Coords						1	1								1	1	1	1
Employee Development	<b>Employee Development Total</b>								1	1								1	1	1	1
Employee Safety	<b>Broad Band Executive</b>	00EXBB	Executives						1	1								1	1	1	1
Employee Safety	Program Director E7	00EUE7	Mgrs & Supvrs															1	1	1	1
Employee Safety	Program Director 1	002WM1	Program Coords															1	1	1	1
Employee Safety	Program Coordinator 3	002WM3	Program Coords						1	1								1	1	1	1
Employee Safety	<b>Employee Safety Total</b>								2	2								2	2	4	4
Eng & Asset Mg	<b>Broad Band Executive</b>	00EXBB	Executives															2	2	2	2
Eng & Asset Mg	<b>Eng &amp; Asset Mg Total</b>																	2	2	2	2







## Workforce Analysis

as of August 1, 2015

Dept. of Transportation - Central Office		Job Title	Job Code	Job Group	FEMALES										MALES					Grand Total						
					AI	A	B	H	NHPI	W	Total	AI	A	B	H	NHPI	W	Total								
Hwy Design & Tech Spt	Highway Engineers 2	001DC2	Engineers														1	2					3	6	8	
	Highway Engineers 3	001DC3	Engineers																				1	1	1	
	Engineering Assistant 1	003AB1	Technicians	1																						1
	Engineering Assistant 4	001DB4	Technicians															1						1	2	2
Hwy Design & Tech Spt Total																	4	2					7	13	18	
INDOT -Traffic Management Syst	Broad Band Executive	00EXBB	Executives																				1	1	1	
	Program Director 1	002WM1	Program Coords																				1	1	1	
	Database Analyst Int	001BF2	IT Profs																				1	1	1	
	Application Developer - Int	001BA3	IT Profs																				1	1	1	
INDOT -Traffic Management Syst Total																							4	4	4	
Indy TMC	State Program Director E6	00EUE6	Mgrs & Supvrs																				1	1	1	
	Hwy Incident Tech Supv 3	009NB3	Mgrs & Supvrs																				1	1	1	
	Hwy Incident Tech Worker	004NB2	Technicians														1						12	14	14	
	Equipment Mechanic 2	004FA2	Technicians																				2	2	2	
Indy TMC Total																1	1					16	18	18		
Innov Project Delivery	Broad Band Executive	00EXBB	Executives													1								5	5	6
	Highway Engineers Supv 2	006DC2	Mgrs & Supvrs																				1	1	1	
	Highway Engineers Supv 4	006DC4	Mgrs & Supvrs																				1	1	1	
	Highway Engineers 1	001DC1	Engineers																				3	3	3	
Innov Project Delivery Total																1	1					1	1	2		
Innov & Enhanc Innovation & Enhancemnt Total	Project Manager Broad Band	00PMBB	Business Profs																				2	2	3	
	Broad Band Executive	00EXBB	Executives																				4	4	16	
	Field Auditor 1	002RC1	Financial Profs																				1	1	2	
	Field Auditor 2	002RC2	Financial Profs																				1	1	2	
Internal Affairs Total																							1	1	2	
Inventory & Tracking	Internal Affairs Officer 3	002EB3	Business Profs																				2	3	3	
	Operations Analyst 1	001CE1	IT Profs																				1	1	2	
	Operations Analyst 3	001CE3	IT Profs																				2	2	6	
	Administrative Assistant 3	002WN3	Admin Support																				1	1	1	
Inventory & Tracking Total																							4	4	11	
IT Architecture & Data	Engineering Assistant 1	003AB1	Technicians																				1	1	2	
	Appl Syst Analyst/Prog Mgr	00EAK6	Mgrs & Supvrs																				2	5	7	
IT Project Manager Int	00EAU7	Mgrs & Supvrs																					1	1	1	

## Workforce Analysis

as of August 1, 2015

Dept. of Transportation - Central Office				as of August 1, 2015															
Department	Job Title	Job Code	Job Group	FEMALES					MALES					Female Total	Male Total	Grand Total			
				AI	A	B	H	NHPI	W	AI	A	B	H				NHPI	W	
IT Architecture & Data	Appl Syst Analyst/Prog Sr	001BC1	IT Profs														1	1	1
	Appl Syst Analyst/Prog Specials	001BB1	IT Profs														1	1	1
	Data Warehousing Admin	001BE1	IT Profs														1	1	1
	Database Analyst Senior	001BF1	IT Profs														3	3	3
	Data Warehousing Analyst	001BE2	IT Profs														1	1	1
	Appl Syst Analyst/Prog Int	001BC2	IT Profs														1	1	1
IT Architecture & Data Total	Data Warehousing Program	001BE3	IT Profs	1															1
				1													10	10	11
Land & Aerial Survey	<b>Broad Band Executive</b>	00EXBB	Executives														1	1	1
	Program Director 1	002WM1	Program Coords														2	2	2
	<b>Surveyor 3</b>	001DS3	Technicians														3	4	4
	Surveyor 4	001DS4	Technicians														1	1	1
Land & Aerial Survey Total																	7	8	8
Legal	<b>Broad Band Executive</b>	00EXBB	Executives														2	2	2
	Attorney E7	00EOA7	Mgrs & Supvrs	1														1	1
Legal Total				1													2	3	3
Legal Services	<b>Broad Band Executive</b>	00EXBB	Executives														2	2	3
	Attorney E7	00EOA7	Mgrs & Supvrs														1	1	1
	Program Director 1	002WM1	Program Coords														1	1	1
																	4	4	5
Legal Services Total																	7	8	8
Logistical Support	<b>Program Director 1</b>	002WM1	Program Coords														1	1	1
	Program Director 2	002WM2	Program Coords														1	1	1
	<b>Warehouse Foreman 1</b>	004NA1	Mgrs & Supvrs														1	1	1
	Machinist 2	004FD2	Technicians														2	2	2
	Engineering Assistant 4	001DB4	Technicians														2	2	2
	Inventory Administrator 6	002TD6	Admin Support														1	1	1
Logistical Support Total	Truck Driver	004KA3	Technicians														2	2	2
																	1	1	10
LPAMPO Grant Administ	<b>Broad Band Executive</b>	00EXBB	Executives														2	2	2
	Highway Engineers 2	001DC2	Engineers														1	1	1
	Program Director 1	002WM1	Program Coords														2	2	3
LPAMPO Grant Administ Total																	4	4	6
Maint Mgmt & Dist Supp	<b>Broad Band Executive</b>	00EXBB	Executives														1	1	2
	Highway Engineers Supv 2	006DC2	Mgrs & Supvrs															1	1
	Highway Engineers 1	001DC1	Engineers														1	1	1
	Highway Engineers 4	001DC4	Engineers														1	1	1





## Workforce Analysis

as of August 1, 2015

Dept. of Transportation - Central Office		Department	Job Title	Job Code	Job Group	FEMALES						MALES						Grand Total		
						AI	A	B	H	NHPI	W	Total	AI	A	B	H	NHPI		W	Total
Project Support	<b>Broad Band Executive</b>	00EXBB	Executives						1								1	1	2	
	Business Systems Cnslt Int	001BD2	IT Profs														1	1	1	
	Administrative Assistant 3	002WN3	Admin Support																1	
Project Support Total									1								2	2	4	
Public Information	<b>Broad Band Executive</b>	00EXBB	Executives															1	1	1
	Information Director	002LA2	Business Profs						1									2	2	3
	Program Director 2	002WM2	Program Coords														1	1	1	
Public Information Total									1							4	4	5		
Public Involvement	<b>Broad Band Executive</b>	00EXBB	Executives													1		1	1	
	Program Director 1	002WM1	Program Coords						1									1	1	
Public Involvement Total									1							1		1	2	
Public Safety	<b>Broad Band Executive</b>	00EXBB	Executives															1	1	1
	Program Director 1	002WM1	Program Coords						1									1	1	1
Public Safety Total									1									1	1	2
Rail	<b>Broad Band Executive</b>	00EXBB	Executives															1	1	1
	<b>Developmental Specialist 1</b>	002SA1	Business Profs						1											1
	Code Administrator 2	001DA2	Business Profs															1	1	1
	Project Manager Broad Band	00PMBB	Business Profs															1	1	1
Rail Total								1									3	3	4	
Real Estate	<b>Broad Band Executive</b>	00EXBB	Executives															1	1	1
	Program Director 1	002WM1	Program Coords						2									4	4	5
	Program Director 2	002WM2	Program Coords															8	8	10
	<b>Financial Analyst</b>	002RJ1	Financial Profs						2									1	11	12
Real Estate Total																	1	1	1	
Real Estate Total	Accountant 2	002RA2	Financial Profs						1											1
	Accountant 4	002RA4	Financial Profs						1											1
																				1
									2									1	24	25
Research & Development	<b>Broad Band Executive</b>	00EXBB	Executives																1	1
	Highway Engineers Supv 2	006DC2	Mgrs & Supvrs															1	1	1
	Highway Engineers Supv 3	006DC3	Mgrs & Supvrs															1	1	1
	Highway Engineers Supv 4	006DC4	Mgrs & Supvrs															1	1	1
Highway Engineers 1	001DC1	Engineers																1	1	
Highway Engineers 2	001DC2	Engineers																1	2	
Highway Engineers 3	001DC3	Engineers																2	2	
<b>Program Director 1</b>	002WM1	Program Coords																1	1	1
Program Director 2	002WM2	Program Coords																1	1	1
Program Coordinator 3	002WM3	Program Coords																1	1	1



## Workforce Analysis

as of August 1, 2015

Dept. of Transportation - Central Office		Job Title	Job Code	Job Group	FEMALES					MALES					Female Total	Male Total	Grand Total
					AI	A	B	H	NHPI	W	AI	A	B	H			
Research & Development	Appl Syst Analyst/Prog Sr	001BC1	IT Profs		1										1		1
	LAN Support Technician	001BS3	IT Profs											1	1		1
	Accountant 4	002RA4	Financial Profs							1					1		1
	Engineering Tech Sup 3	008AB3	Mgrs & Supvrs										1		3		3
	Engineering Assistant 4	001DB4	Technicians							1					4		5
Research & Development	Traffic Signal Technician 1	004GE1	Technicians											1	1	1	1
	Development Total				1					3				6	14	20	24
	Broad Band Executive	00EXBB	Executives							1					1		1
	Administrative Assistant 5	002WN5	Admin Support							1					1		1
	Inventory Administrator 6	002TD6	Admin Support							1					1		1
Seymour District 5	Clerical Assistant 1	003LD1	Admin Support							1					1		1
	Clerical Assistant 3	003LD3	Admin Support							1					1		1
	Seymour District 5 Total									5					5		5
Talent Management	Broad Band Executive	00EXBB	Executives							1					1		1
	Program Director E7	00EUE7	Mgrs & Supvrs											1	1		1
	Program Director 1	002WM1	Program Coords							2					2		2
	Program Director 2	002WM2	Program Coords			1				2					3		3
	Highway Engineers 5	001DC5	Engineers							1					3		4
Talent Management	Highway Engineers 3	001DC3	Engineers			1				6					4		11
	Technical Svcs 1														1		1
	Technical Services 1 Total														1		1
	LAN Administrator Int	001BJ2	IT Profs												2		2
	LAN Support Technician	001BS3	IT Profs												7		7
Technology Deployment	Highway Engineers 4	001DC4	Engineers											1		1	1
	Administrative Assistant 6	002WN6	Admin Support							1					1		1
	Stores Clerk 3	003PA3	Admin Support												1		1
	Technology Deployment Total									1					11		12
	Engineering Technician Sup 3	008AB3	Mgrs & Supvrs												1		1
Testing 3 Total	Traffic 1													1		1	1
	Traffic 1 Total													1		1	1
Traffic 2	Highway Technician 3	004MB3	Technicians											1		1	1
	Traffic Signal Technician 2	004GE2	Technicians											1		1	1
Traffic 2 Total														2		2	2
Traffic Control System	Highway Engineers Supv 3	006DC3	Mgrs & Supvrs											1		1	1
	Highway Engineers Supv 4	006DC4	Mgrs & Supvrs											1		1	2





## Workforce Analysis

as of August 1, 2015

Dept. of Transportation - Central Office		Job Title	Job Code	Job Group	FEMALES					MALES					Female Total	Male Total	Grand Total					
					AI	A	B	H	NHPI	W	AI	A	B	H				NHPI	W			
Utilities & Railroads	<b>Program Director 1</b>	002WM1	Program Coords														2	2	2			
	Program Coordinator 4	002WM4	Program Coords						1										1			
	Operations Analyst 2	001CE2	IT Profs						1										1			
	Engineering Assistant 3	001DB3	Technicians						1										1			
<b>Utilities &amp; Railroads Total</b>									4				1				4	5	9			
<b>Grand Total</b>								1	18	32	2	1	249	303	2	42	33	6	1	522	606	909

\*Appointed outside of the agency.

Lines of Progression illustrated by department beginning with the highest position.

**Bolded positions - Highest position(s) in the line of progression,**

*Positions in Italics - Positions with no line of progression within the department.*

## Job Group Narrative

The following job groups are formulated based on a group of jobs/titles having similar content, wage rates, and opportunities.

- ❖ Similar Work content refers to the duties and responsibilities of the job titles which make up the job group.
- ❖ Similar rates of pay are reviewed in conjunction with job content.
- ❖ Similar opportunities within a job group refers to the ability to take advantage of training opportunities, transfers, promotions, mobility to desirable wage of salary situations and other employment benefits.

### Executives

Agency Head  
Broad Band Executive

Field Auditor 1  
Field Auditor 2  
Field Auditor 3  
Financial Analyst

### Managers & Supervisors

Admv Sup Manager  
Appl Syst Analyst/Prog Manager  
Appl Syst Analyst/Prog Supv  
Attorney E7  
Chemist Supv 4  
Engineering Technician Sup 3  
Fld Auditor S3  
Highway Engineer Supv 2  
Highway Engineer Supv 3  
Highway Engineer Supv 4  
Hwy Incident Tech Supv 3  
IT Project Manager Int  
IT Project Manager Senior  
Program Director E7  
Sr. Environmental gr Sup 3  
Sr Environmental Mgr Sup 3  
State Program Director E6  
Warehouse Foreman 1

### Engineers

Highway Engineer 1  
Highway Engineer 2  
Highway Engineer 3  
Highway Engineer 4  
Highway Engineer 5  
Highway Engineer Trainee

### IT Professionals

Appl Syst Analyst/Prog Int  
Appl Syst Analyst/Prog Senior  
Appl Syst Analyst/Prog Speclst  
Application Developer - Int  
Business Systems Cnslt Assoc  
Business Systems Cnslt Int  
Business Systems Cnslt Senior  
Data Warehousing Administrator  
Data Warehousing Analyst  
Data Warehousing Programmer  
Database Analyst Int  
Database Analyst Senior  
Information Security Anlyst Sr  
IT Project Manager Assoc  
LAN Administrator Int  
LAN Support Technician  
Operations Analyst 1  
Operations Analyst 2  
Operations Analyst 3

### Financial Professionals

Accountant 1  
Accountant 2  
Accountant 3  
Accountant 4  
Accountant 5  
Accountant 6  
Budget Analyst 1  
Budget Analyst 2  
Budget Analyst E7

**Program Coordinators**

Program Coordinator 3  
Program Coordinator 4  
Program Director 1  
Program Director 2

**Scientific Professionals**

Chemist 3  
Environmental Manager 2  
Geologist 1  
Geologist 2  
Senior Environment Manager

**Business Professionals**

Artist Illustrator 3  
  
Business Administrator 2  
Code Administrator 2  
Developmental Specialist 1  
Developmental Specialist 2  
Grant Coordinator 1  
Internal Affairs Officer 3  
Policy/Procedure Analyst 2  
Project Manager Broad Band  
Purchasing Administrator 1  
Purchasing Administrator 2  
Purchasing Administrator 5  
Records Analyst 4  
Records Analyst 5  
Research Analyst 3

**Technicians**

Engineering Assistant 1  
Engineering Assistant 3  
Engineering Assistant 4  
Equipment Mechanic 2  
Field Investigator 1  
Highway Technician 1  
Highway Technician 2  
Highway Technician 3  
Hwy Incident Tech Worker  
Landscape Architect 4  
Machinist 2  
Maintenance Foreman 1

Maintenance Repair 2  
Surveyor 2  
Surveyor 3  
Surveyor 4  
Surveyor 5  
Traffic Signal Technician 1  
Traffic Signal Technician 2  
Truck Driver

**Administrative Support**

Account Clerk 2  
Administrative Assistant 1  
Administrative Assistant 2  
Administrative Assistant 3  
Administrative Assistant 4  
Administrative Assistant 5  
Administrative Assistant 6  
Clerical Assistant 1  
Clerical Assistant 3  
Computer Operator 3  
Customer Svc Rep 6  
Inventory Administrator 6  
Stores Clerk 3

Revised 8/2015

## Location of Positions

Position	Department
*Agency Head	Commissioner's Office
Account Clerk 2	Accounts Payable
	Materials Management
Accountant 1	Accounts Payable
	Fiscal Analysis & Repo
Accountant 2	Fiscal Analysis & Repo
	Payroll & Benefits
	Real Estate
Accountant 3	Estimating
Accountant 4	Bridges
	Contracting
	Estimating
	Fiscal Analysis & Repo
	Real Estate
	Research & Development
Accountant 5	Fiscal Analysis & Repo
	Payroll
	Payroll & Benefits
Accountant 6	Accounts Payable
	Finance Op Sup-Dsgn Se
	Fiscal Analysis & Repo
Administrative Assistant 2	Contract Administratio
Administrative Assistant 3	Commissioner's Office
	Facilities
	Fleet
	Inventory & Tracking
	Project Support
	Traffic Mgt & Dist Sup
Administrative Assistant 4	Accounts Payable
	Asset Management
Administrative Assistant 5	Contract Administratio
	Economic Opportunity
	Seymour District 5
Administrative Assistant 6	Capital Program Mgmt 2
	Facilities
	Technology Deployment
Admv Sup Manager	Materials Management
Appl Syst Analyst/Prog Int	Business Information T
	Enterprise & Web Apps
	Highway Management App
	IT Architecture & Data
Appl Syst Analyst/Prog Manager	Business Information T
	Enterprise & Web Apps
	Highway Management App

## Location of Positions

Position	Department
Appl Syst Analyst/Prog Manager	IT Architecture & Data
Appl Syst Analyst/Prog Senior	Business Information T
	Contract Administratio
	Enterprise & Web Apps
	Fiscal Analysis & Repo
	Highway Management App
	IT Architecture & Data
	Research & Development
	Enterprise & Web Apps
Appl Syst Analyst/Prog Specilst	Highway Management App
	IT Architecture & Data
Appl Syst Analyst/Prog Supv	Business Information T
Application Developer - Int	INDOT -Traffic Management Syst
Artist Illustrator 3	Content Communication
Attorney E7	Legal
	Legal Services
Broad Band Executive	Accounting
	Asset Management
	Aviation
	Bridges
	Business Information T
	Capital Program Mgmt
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Chief of Staff
	Commissioner's Office
	Communications
	Const Mgmt & Dist Supp
	Construction Delivery
	Content Communication
	Contract Administratio
	Contracting
	Cost Accounting & Audi
	Customer Service Ctr
	Dist Project Delivery
	Economic Opportunity
	Emergency Plan/Respons
	Employee Safety
	Engineering & Asset Mg
	Environmental Services

## Location of Positions

Position	Department
Broad Band Executive	Estimating
	Facilities
	Finance
	Finance Op Sup-Dsgn Se
	Fiscal Analysis & Repo
	Freight
	Human Resources
	Hwy Design & Tech Spt
	INDOT -Traffic Management Syst
	Innov Project Delivery
	Innovation & Enhancemt
	Internal Affairs
	Land & Aerial Survey
	Legal
	Legal Services
	LPA/MPO Grant Administ
	Maint Mgmt & Dist Supp
	Materials Management
	Multimodal Plng & Prog
	Op Process & Syst Mgmt
	Operations
	Pavement Engineering
	Payroll & Benefits
	Prequalification
	Procurement
	Project Finance
	Project Support
	Public Information
	Public Involvement
	Public Safety
	Rail
	Real Estate
	Research & Development
Seymour District 5	
Talent Management	
Traffic Engineering	
Traffic Mgmt Centers	
Traffic Mgt & Dist Sup	
Transit	
Utilities & Railroads	
Budget Analyst 1	Project Finance
Budget Analyst 2	Project Finance
Budget Analyst E7	Accounting
	Cost Accounting & Audi

## Location of Positions

Position	Department
Business Administrator 2	Asset Management
Business Systems Cnslt Assoc	Bridge Inspection
	Business Operations
Business Systems Cnslt Int	Business Operations
	Contract Administratio
	Project Support
Business Systems Cnslt Senior	Business Operations
Chemist 3	Materials Management
Chemist Supv 4	Materials Management
Clerical Assistant 1	Seymour District 5
Clerical Assistant 3	Seymour District 5
Code Administrator 2	Rail
Computer Operator 3	Op Process & Syst Mgmt
Customer Svc Rep 6	Customer Service Ctr
Data Warehousing Administrator	IT Architecture & Data
Data Warehousing Analyst	IT Architecture & Data
Data Warehousing Programmer	IT Architecture & Data
Database Analyst Int	INDOT -Traffic Management Syst
Database Analyst Senior	IT Architecture & Data
Developmental Specialist 1	Asset Management
	Aviation
	Fleet
	Rail
	Transit
Developmental Specialist 2	Transit
Engineering Assistant 1	Asset Management
	Bridge Inspection
	Contract Administratio
	Geotechnical Engineeri
	Hwy Design & Tech Spt
	Inventory & Tracking
	Materials Management
	Engineering Assistant 3
	Utilities & Railroads
Engineering Assistant 4	Bridges
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Const Mgmt & Dist Supp
	Contracting
	Corridor Development
	Environmental Services



## Location of Positions

Position	Department
Engineering Assistant 4	Geotechnical Engineeri
	Hwy Design & Tech Spt
	Logistical Support
	Maint Mgmt & Dist Supp
	Materials Management
	Research & Development
	Traffic Safety
Engineering Technician Sup 3	Asset Management
	Bridge Inspection
	Capital Program Mgmt 3
	Geotechnical Engineeri
	Materials Management
	Research & Development
Environmental Manager 2	Testing 3
	Capital Program Mgmt 1
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
Equipment Mechanic 2	Environmental Services
	Borman Operations
Field Auditor 1	Indy TMC
Field Auditor 2	Internal Affairs
	Cost Accounting & Audi
Field Auditor 3	Internal Affairs
	Prequalification
Field Investigator 1	Project Finance
Financial Analyst	Traffic Control System
Fld Auditor S3	Real Estate
Geologist 1	Cost Accounting & Audi
	Geotechnical Engineeri
Geologist 2	Materials Management
	Geotechnical Engineeri
Grant Coordinator 1	Geotechnical Engineeri
Grant Coordinator 3	Project Finance
Highway Engineer 1	Project Finance
	Asset Management
	Aviation
	Bridge Inspection
	Bridges
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Const Mgmt & Dist Supp
	Contracting
	Estimating
	Facilities
Innov Project Delivery	

## Location of Positions

Position	Department
Highway Engineer 1	Maint Mgmt & Dist Supp
	Pavement Engineering
	Prequalification
	Research & Development
	Traffic Engineering
	Traffic Safety
	Utilities & Railroads
Highway Engineer 2	Asset Management
	Bridge Inspection
	Bridges
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Corridor Development
	Estimating
	Geotechnical Engineeri
	Hwy Design & Tech Spt
	LPA/MPO Grant Administ
	Pavement Engineering
	Research & Development
	Traffic Control System
Traffic Engineering	
Traffic Mgmt Centers	
Traffic Safety	
Highway Engineer 3	Bridge Inspection
	Bridges
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Hwy Design & Tech Spt
	Pavement Engineering
	Research & Development
	Technical Services 1
Traffic Control System	
Highway Engineer 4	Asset Management
	Bridge Inspection
	Bridges
	Capital Program Mgmt 1
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Const Mgmt & Dist Supp
	Geotechnical Engineeri
	Maint Mgmt & Dist Supp
	Materials Management
	Technology Deployment
Traffic Control System	

## Location of Positions

Position	Department
Highway Engineer 5	Bridge Inspection
	Bridges
	Capital Program Mgmt 2
	Capital Program Mgmt 6
	Pavement Engineering
	Talent Management
	Traffic Control System
	Traffic Mgmt Centers
Highway Engineer Supv 2	Bridge Inspection
	Const Mgmt & Dist Supp
	Contracting
	Corridor Development
	Estimating
	Geotechnical Engineeri
	Innov Project Delivery
	Maint Mgmt & Dist Supp
	Materials Management
	Research & Development
	Traffic Safety
Highway Engineer Supv 3	Bridges
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Estimating
	Pavement Engineering
	Research & Development
	Traffic Control System
Highway Engineer Supv 4	Bridge Inspection
	Bridges
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Geotechnical Engineeri
	Hwy Design & Tech Spt
	Innov Project Delivery
	Materials Management
	Research & Development
	Traffic Control System
	Traffic Engineering
	Traffic Mgmt Centers
Highway Engineer Trainee	Asset Management
	Bridge Inspection
	Capital Program Mgmt 2
	Capital Program Mgmt 5
	Geotechnical Engineeri
	Materials Management
	Traffic Engineering
Traffic Mgmt Centers	

## Location of Positions

Position	Department
Highway Engineer Trainee	Traffic Safety
Highway Technician 1	Construction 1
	Construction 3
Highway Technician 2	Bridge Inspection
Highway Technician 3	Traffic 2
Hwy Incident Tech Supv 3	Indy TMC
Hwy Incident Tech Worker	Borman Operations
	Indy TMC
Information Director	Public Information
Information Security Anlyst Sr	Business Operations
Internal Affairs Officer 3	Internal Affairs
Inventory Administrator 6	Logistical Support
	Seymour District 5
IT Project Manager Assoc	Project Finance
IT Project Manager Int	Business Operations
	IT Architecture & Data
IT Project Manager Senior	Business Operations
LAN Administrator Int	Technology Deployment
LAN Support Technician	Research & Development
	Technology Deployment
Machinist 2	Logistical Support
Maintenance Foreman 1	Facilities
Maintenance Repair 2	Facilities
Operations Analyst 1	Business Operations
	Cost Accounting & Audi
	Fleet
	Inventory & Tracking
	Op Process & Syst Mgmt
	Pavement Engineering
	Maint Mgmt & Dist Supp
	Op Process & Syst Mgmt
	Utilities & Railroads
	Asset Management
Operations Analyst 2	Inventory & Tracking
	Op Process & Syst Mgmt
	Utilities & Railroads
Operations Analyst 3	Asset Management
	Inventory & Tracking
	Op Process & Syst Mgmt
Program Coordinator 3	Aviation
	Capital Program Mgmt 6
	Const Mgmt & Dist Supp
	Contracting
	Economic Opportunity
	Employee Safety
	Estimating
	Maint Mgmt & Dist Supp
	Op Process & Syst Mgmt
	Research & Development
	Program Coordinator 4
Capital Program Mgmt 1	
Capital Program Mgmt 2	
Capital Program Mgmt 3	
Capital Program Mgmt 4	
Capital Program Mgmt 5	

## Location of Positions

Position	Department
Program Coordinator 4	Capital Program Mgmt 6
	Const Mgmt & Dist Supp
	Cost Accounting & Audi
	Materials Management
	Prequalification
	Project Finance
	Utilities & Railroads
	Asset Management
Program Director 1	Aviation
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Contract Administratio
	Contracting
	Customer Service Ctr
	Economic Opportunity
	Emergency Plan/Respons
	Employee Safety
	Estimating
	Facilities
	Finance Op Sup-Dsgn Se
	Freight
	INDOT -Traffic Management Syst
	Innov Project Delivery
	Land & Aerial Survey
	Legal Services
	Logistical Support
	LPA/MPO Grant Administ
	Maint Mgmt & Dist Supp
	Materials Management
	Public Involvement
	Public Safety
	Real Estate
	Research & Development
	Talent Management
	Traffic Safety
	Utilities & Railroads
Program Director 2	Capital Program Mgmt 5
	Contracting
	E-Communications
	Economic Opportunity
	Employee Development
	Estimating
	Logistical Support
	Prequalification
	Public Information
	Real Estate
Research & Development	

## Location of Positions

Position	Department
Program Director 2	Talent Management
Program Director E7	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Employee Safety
	Fleet
	Talent Management
Project Manager Broad Band	Aviation
	Bridge Inspection
	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Innov Project Delivery
	Rail
	Purchasing Administrator 1
Purchasing Administrator 2	Procurement
Purchasing Administrator 5	Procurement
Records Analyst 4	Op Process & Syst Mgmt
Records Analyst 5	Op Process & Syst Mgmt
Research Analyst 3	Maint Mgmt & Dist Supp
	Pavement Engineering
	Traffic Engineering
Senior Environment Manager	Environmental Services
Sr Environmental Mgr Sup 3	Environmental Services
State Program Director E6	Borman Operations
	Indy TMC
Stores Clerk 3	Materials Management
	Technology Deployment
Surveyor 2	Capital Program Mgmt 1
	Capital Program Mgmt 3
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Capital Program Mgmt 6
Surveyor 3	Capital Program Mgmt 1
	Capital Program Mgmt 2
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
	Land & Aerial Survey
	Land & Aerial Survey
Surveyor 4	Capital Program Mgmt 1
	Capital Program Mgmt 3
	Capital Program Mgmt 4
	Capital Program Mgmt 5
	Capital Program Mgmt 6
Surveyor 5	Land & Aerial Survey
Surveyor 5	Capital Program Mgmt 1

### Location of Positions

<b>Position</b>	<b>Department</b>
Traffic Signal Technician 1	Capital Program Mgmt 4
	Research & Development
	Traffic Control System
Traffic Signal Technician 2	Traffic 1
	Traffic 2
Truck Driver	Logistical Support
Warehouse Foreman 1	Logistical Support

Revised 8/1/2015

























Job Group #1 Executives

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS							
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian		Native Hawaiian & Other Pacific Islander	Total Minor.	Female	Hispanic	Black/African Amer			Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander	Total Minor.	Female		
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	2.23	6.00	0.11	1.41	0.01	10.62	44.62	2.12%	5.70%	0.10%	1.34%	0.01%	10.09%	42.39%	US Census Bureau, 2006-2010 American Community Survey				
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	4.35%	0.00%	1.74%	0.00%	6.09%	30.43%	0.00%	0.22%	0.00%	0.09%	0.00%	0.30%	1.52%	Some are promoted or transferred internally.				
This MUST equal 100.0% -->																			
FINAL AVAILABILITY (PERCENTAGE)													2.12%	5.92%	0.10%	1.43%	0.01%	10.39%	43.91%

## Utilization Analysis and Placement Goals\*

Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	YES	2.12%
Black/African Amer.	5	4.35%	YES	5.92%
Am. Indian/Al. Native	0	0.00%	YES	0.10%
Asian	2	1.74%	NO	N/A
NHOP1	0	0.00%	YES	0.01%
Total Minority	7	6.09%	YES	10.39%
Female	35	30.43%	YES	43.91%
Total Employees	115			

\*Goals for "New Hires" during the 2015-2016 plan year for the.

Job Group #2 Managers & Supervisors

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian		Native Hawaiian & Other Pacific Islander	Total Minor.	Female	Hispanic	Black/African Amer			Amer. Indian/Alaskan Native	Asian
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	1.51	6.07	0.06	2.66	0.00	10.89	21.48	1.21%	4.86%	0.05%	2.13%	0.00%	8.71%	17.18%
2 Percentage of minorities and women among those promotable or transferable within facility.	0.99%	3.96%	0.00%	12.87%	0.00%	17.82%	17.82%	0.20%	0.79%	0.00%	2.57%	0.00%	3.56%	3.56%
This MUST equal 100.0% --->														
FINAL AVAILABILITY (PERCENTAGE)														
								1.41%	5.65%	0.05%	4.70%	0.00%	12.28%	20.75%

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	1	0.99%	1.41%	YES	1.41%
Black/African Amer.	4	3.96%	5.65%	YES	5.65%
Am. Indian/Al. Native	0	0.00%	0.05%	YES	0.05%
Asian	13	12.87%	2.66%	NO	N/A
NHOP1	0	0.00%	0.00%	NO	N/A
Total Minority	18	17.82%	10.89%	NO	N/A
Female	18	17.82%	20.75%	YES	20.75%
Total Employees	101				

\*Goals for "New Hires" during the 2015-2016 plan year for the:

Job Group #3 Financial Professionals

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR						REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS	
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Native Hawaiian & Other Pacific Islander	Total Minor.		Female	Hispanic	Black/African Amer	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander			Total Minor.
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	2.34	11.22	0.13	0.00	17.59	59.36	1.64%	7.85%	0.09%	1.71%	0.00%	12.31%	41.55%	US Census Bureau, 2006-2010 American Community Survey	
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	14.29%	0.00%	2.38%	21.43%	69.05%	0.00%	4.29%	0.00%	1.43%	0.71%	6.43%	20.71%	Some are promoted or transferred internally.	
This MUST equal 100.0% -->							100%								
FINAL AVAILABILITY (PERCENTAGE)							1.64%	12.14%	0.09%	3.14%	0.71%	18.74%	62.27%		

## Utilization Analysis and Placement Goals\*\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	1.64%	YES	1.64%
Black/African Amer.	6	14.29%	11.22%	NO	N/A
Am. Indian/AI. Native	0	0.00%	0.09%	YES	0.09%
Asian	2	4.76%	2.44%	NO	N/A
NHOPI	1	2.38%	0.00%	NO	N/A
Total Minority	9	21.43%	17.59%	NO	N/A
Female	29	69.05%	59.36%	NO	N/A
Total Employees	42				

\*Goals for "New Hires" during the 2015-2016 plan year for the:

Job Group #4 Engineers

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS	
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer.	Amer. Indian/Alaskan Native			Asian
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	2.27	2.93	0.13	0.04	11.37	11.08	2.16%	2.78%	0.12%	5.25%	0.04%	10.80%	10.53%
2 Percentage of minorities and women among those promotable or transferable within facility.	1.32%	4.64%	0.00%	0.00%	23.18%	17.22%	0.07%	0.23%	0.00%	0.86%	0.00%	1.16%	0.86%
This MUST equal 100.0% --->													
FINAL AVAILABILITY (PERCENTAGE)													
							2.22%	3.02%	0.12%	6.11%	0.04%	11.96%	11.39%

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal
Hispanic/Latino	2	1.32%	2.22%	YES	2.22%
Black/African Amer.	7	4.64%	2.93%	NO	N/A
Am. Indian/Al. Native	0	0.00%	0.12%	YES	0.12%
Asian	26	17.22%	5.53%	NO	N/A
NHOP	0	0.00%	0.04%	YES	0.04%
Total Minority	35	23.18%	11.37%	NO	N/A
Female	26	17.22%	11.08%	NO	N/A
Total Employees	151				

\*Goals for "New Hires" during the 2015-2016 plan year for the

Job Group #5 IT Professionals

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS							
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian		Native Hawaiian & Other Pacific Islander	Total Minor.	Female	Hispanic	Black/African Amer			Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander	Total Minor.	Female		
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	1.38	9.26	0.00	8.32	0.00	20.01	36.21	1.31%	8.80%	0.00%	7.90%	0.00%	19.01%	34.40%	US Census Bureau, 2006-2010 American Community Survey				
2 Percentage of minorities and women among those promotable or transferable within facility.	1.28%	6.41%	0.00%	6.41%	0.00%	14.10%	29.49%	0.06%	0.32%	0.00%	0.32%	0.00%	0.71%	1.47%	Derived from Job Group #5 internally.				
This MUST equal 100.0% -->																			
FINAL AVAILABILITY (PERCENTAGE)													1.38%	9.12%	0.00%	8.22%	0.00%	19.71%	35.87%

## Utilization Analysis and Placement Goals\*\*

Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	1.28%	1.38%	YES	1.38%
Black/African Amer.	6.41%	9.12%	YES	9.12%
Am. Indian/AI. Native	0.00%	0.00%	NO	N/A
Asian	6.41%	8.22%	YES	8.22%
NHOPI	0.00%	0.00%	NO	N/A
Total Minority	14.10%	19.71%	YES	19.71%
Female	29.49%	35.87%	YES	35.87%
Total Employees	78			

\*Goals for "New Hires" during the 2015-2016 plan year for the.

Job Group #6 Program Coordinators

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer.	Amer. Indian/Alaskan Native			Asian	Native Hawaiian & Other Pacific Islander
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	2.72	8.83	0.12	2.14	0.04	14.87	33.73	1.36%	4.42%	0.06%	1.07%	0.02%	7.44%	16.87%	
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	8.70%	0.72%	0.00%	0.00%	9.42%	52.90%	0.00%	4.35%	0.36%	0.00%	0.00%	4.71%	26.45%	
This MUST equal 100.0% -->															
								100%							
								FINAL AVAILABILITY (PERCENTAGE)	1.36%	8.76%	0.42%	1.07%	0.02%	12.15%	43.31%

## Utilization Analysis and Placement Goals

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.00%	1.36%	YES	1.36%
Black/African Amer.	12	8.70%	8.76%	YES	8.76%
Am. Indian/Al. Native	1	0.72%	0.12%	NO	N/A
Asian	0	0.00%	1.07%	YES	1.07%
NHOPI	0	0.00%	0.02%	YES	0.02%
Total Minority	13	9.42%	12.15%	YES	12.15%
Female	73	52.90%	33.73%	NO	N/A
Total Employees	138				

\*Goals for "New Hires" during the 2015-2016 plan year for the INDOT - Central Office

Job Group #7 Scientific Professionals

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS							
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer.	Amer. Indian/Alaskan Native			Asian	Native Hawaiian & Other Pacific Islander	Total Minor.	Female			
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	0.95	4.53	0.91	11.22	0.00	18.81	36.28	95%	0.90%	4.30%	0.86%	10.66%	0.00%	17.87%	34.47%	US Census Bureau, 2006-2010 American Community Survey			
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	0.00%	0.00%	8.82%	0.00%	8.82%	52.94%	5%	0.00%	0.00%	0.00%	0.44%	0.00%	0.44%	2.65%	Derived from Job Group #7 internally.			
This MUST equal 100.0% -->																			
FINAL AVAILABILITY (PERCENTAGE)													0.90%	4.30%	0.86%	11.10%	0.00%	18.31%	37.11%

## Utilization Analysis and Placement Goals\*\*

Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	0	0.90%	YES	0.90%
Black/African Amer.	0	4.30%	YES	4.30%
Amer. Indian/Al. Native	0	0.86%	YES	0.86%
Asian	3	11.10%	YES	11.10%
NHOPI	0	0.00%	NO	N/A
Total Minority	3	18.31%	YES	18.31%
Female	18	36.28%	NO	N/A
Total Employees	34			

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT - Central Office



Job Group #8 Business Professionals

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian		Native Hawaiian & Other Pacific Islander	Total Minor.	Female	Hispanic	Black/African Amer.			Amer. Indian/Alaskan Native	Asian
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	0.97	8.75	0.06	1.89	0.00	12.96	48.25	0.49%	4.38%	0.03%	0.95%	0.00%	6.48%	24.13%
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	11.25%	0.00%	5.00%	0.00%	16.25%	45.00%	0.00%	5.63%	0.00%	2.50%	0.00%	8.13%	22.50%
This MUST equal 100.0% ---->														
<b>FINAL AVAILABILITY (PERCENTAGE)</b>														
0.49%														
10.00%														
0.03%														
3.45%														
0.00%														
14.61%														
46.63%														

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal
Hispanic/Latino	0	0.00%	0.49%	YES	0.49%
Black/African Amer.	9	11.25%	8.75%	NO	N/A
Amer. Indian/Al. Native	0	0.00%	0.03%	YES	0.03%
Asian	4	5.00%	1.89%	NO	N/A
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	13	16.25%	12.96%	NO	N/A
Female	36	45.00%	46.63%	YES	46.63%
Total Employees	80				

\*Goals for "New Hires" during the 2015-2016 plan year for this: INDOT - Central Office

Job Group #9 Technicians

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS					VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS		
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander		Total Minor.	Female	Hispanic	Black/African Amer.	Amer. Indian/Alaskan Native			Asian	Native Hawaiian & Other Pacific Islander
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	8.36	15.93	0.27	0.90	0.05	26.41	16.75	7.94%	15.13%	0.26%	0.86%	0.05%	25.09%	15.91%	US Census Bureau, 2006-2010 American Community Survey
2 Percentage of minorities and women among those promotable or transferable within facility.	2.80%	9.09%	1.40%	2.10%	0.70%	16.08%	16.08%	0.14%	0.45%	0.07%	0.10%	0.03%	0.80%	0.80%	Derived from Job Group #9 internally.
This MUST equal 100.0% ---->															
<b>FINAL AVAILABILITY (PERCENTAGE)</b>															
8.08% 15.59% 0.33% 0.96% 0.08% 25.89% 16.72%															

## Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	4	2.80%	8.08%	YES	8.08%
Black/African Amer.	13	9.09%	15.59%	YES	15.59%
Amer. Indian/Al. Native	2	1.40%	0.27%	NO	N/A
Asian	3	2.10%	0.90%	NO	N/A
NHOPI	1	0.70%	0.05%	NO	N/A
Total Minority	23	16.08%	25.89%	YES	25.89%
Female	23	16.08%	16.72%	YES	16.72%
Total Employees	143				

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT - Central Office

Job Group #10 Administrative Support

# Availability Analysis Computation Form

FACTOR	RAW STATISTICS				VALUE WEIGHT	WEIGHTED FACTOR					REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS							
	Hispanic/Latino	Black/African Amer.	Amer. Indian/Alaskan Native	Asian		Native Hawaiian & Other Pacific Islander	Total Minor.	Female	Hispanic	Black/African Amer.			Amer. Indian/Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander	Total Minor.	Female		
1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	5.10	17.61	0.26	1.39	0.00	25.44	67.33	4.59%	15.85%	0.23%	1.25%	0.00%	22.90%	60.60%					
2 Percentage of minorities and women among those promotable or transferable within facility.	0.00%	14.81%	0.00%	7.41%	0.00%	22.22%	81.48%	0.00%	1.48%	0.00%	0.74%	0.00%	2.22%	8.15%					
This MUST equal 100.0% --->																			
<b>FINAL AVAILABILITY (PERCENTAGE)</b>													4.59%	17.33%	0.23%	1.99%	0.00%	25.12%	68.75%

## Utilization Analysis and Placement Goals

	Number in Job Group from 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal
Hispanic/Latino	0	0.00%	4.59%	YES	4.59%
Black/African Amer.	4	14.81%	17.33%	YES	17.33%
Am. Indian/Al. Native	0	0.00%	0.23%	YES	0.23%
Asian	2	7.41%	1.39%	NO	N/A
NHOP1	0	0.00%	0.00%	NO	N/A
Total Minority	6	22.22%	25.12%	YES	25.12%
Female	22	81.48%	67.33%	NO	N/A
Total Employees	27				

\*Goals for "New Hires" during the 2015-2016 plan year for the: INDOT - Central Office



# Volume #3

- State's Workplace Harassment Policy

## WORKPLACE HARASSMENT PREVENTION

### PURPOSE

To establish workplaces where employees are not harassed or discriminated against due to race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to ensure employees have procedures available so that alleged violations of this policy can be investigated and addressed.

### SCOPE

This policy applies to all employees under the authority of the Governor and Lieutenant Governor of Indiana. Separately elected officials are encouraged to adopt this or a similar policy concerning workplace harassment.

### STATEMENT OF POLICY

The State of Indiana (hereinafter the State) will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to implement this policy in a consistent and vigorous manner.

Each employee has the right to work in a professional environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated in State Government. The State will not tolerate workplace harassment whether engaged in by fellow employees, supervisors, officers, or by outside clients or other non-employees who conduct business with the State. The State encourages reporting of all incidences of alleged harassment regardless of who the offender may be or the offender's status.

### REFERENCES

Governor's Affirmative Action Statement, April 26, 2005

Americans with Disabilities Act of 1990, as amended – 42 U.S.C. Chapter 126 §12101 et seq. (Pub. L. 101-336) (ADA). IC 22-9-5

Rehabilitation Act of 1973, as amended – 29 U.S.C. §794

Age Discrimination in Employment Act of 1967, as amended – 29 U.S.C. Chapter 14 §621 (Pub. L. 90-202) (ADEA), IC 22-9-2

Title VII of the Civil Rights Act of 1964, as amended – 42 U.S.C. Chapter 21 Subchapter VI §2000e (Pub. L. 88-352) (Title VII)

Pregnancy Discrimination Act – is an amendment to Title VII of the Civil Rights Act of 1964

National Origin Harassment – 29 C.F.R. §1606 et seq.

EFFECTIVE DATE July 1, 2005

Supersedes Sexual Harassment Policy dated Feb 2005

APPROVAL

  
Debra F. Minott, State Personnel Director

Date June 6, 2005

# Volume #4

## Second (Final) Monitoring Report for 2014-2015

- Narrative
- Affirmative Action Goal Summary
- Hire Log
- Promotion Log
- Termination Log
- Demotion Log
- Transfer Log
- Adverse Impact Forms

**Affirmative Action Plan  
Monitoring Report  
Indiana Department of Transportation – Central Office  
June 1, 2015 – September 30, 2015**

The Indiana Department of Transportation (INDOT) – Central Office has reviewed its 2015– 2016 Affirmative Action Plan to assess the progress made during this review period in achieving the stated goals.

**Outreach** - The Central Office has used the following sources to advertise their open positions, during this review period: The recruiters at the Indiana State Personnel Department participated in the following recruiting events representing all agencies, during this review period.

Indiana Veterans Home Job Fair	June 9, 2015
Hoosier Youth Challenge Academy Job Fair	June 30, 2015
WTHR-TV 13 Employment Opportunity Fair	July 16, 2015
IUPUI Part-Time Job Fair	August 27, 2015
Rose Hulman Fall Career Fair	September 16, 2015
Valparaiso University Engineering Career Fair	September 17, 2015
IPFW Mastodon Job and Internship Fair	September 22, 2015
Univ of Louisville Civil Engineering Networking/Recruitment Event	September 23, 2015
Purdue University Job Fair – All Majors	September 23, 2015
Trine University Engineering & Technology Career Fair	September 24, 2015
IU Career Expo – SPEA	September 24, 2015

**Documentation**

**Attached are the:**

1. Affirmative Action Goal Summary - indicates progress made on hiring goals, turnover rates and hiring percentages.
2. Adverse Impact Summary – provides a summary of the Adverse Impact Analyses done for each Job Group.
3. Adverse Impact Analyses for each Job Group - Where it can be calculated, the analyses indicate if there is an adverse impact on minorities and/or females for the following employment decisions: new hires, promotions, involuntary terminations and involuntary demotions.
4. Employment Logs - cover employment actions that occurred during the review period.
  - Hire Log
  - Promotion Log
  - Termination Log
  - Demotion Log
  - Transfer Log



# Affirmative Action Goal Summary

Agency:

IN Dept. of Transportation-Central Office

Job Group:

Executives

Race/Ethnic Group/Gender	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms					
Hispanic	0	0	0	0	0	0	0.00%	NO	50.00%	50.00%	
Black	5	1	0	1		-1	0.00%	NO	Turnover Rates*		
American Indian	0	0	0	0		0	0.00%	NO	Female	Male	
Asian	2	1	1	1		0	50.00%	N/A	0.00%	3.70%	
NHOPI**	0	0	0	0		0	0.00%	NO	Minority	Caucasian	
Total Minorities	7	10.39%	1	2	0	-1	50.00%	YES	25.00%	0.92%	
Caucasians	108		1	1		0					
Females	35	43.91%	1	0		1					
Males	80		1	3		-2					
<b>TOTALS</b>	<b>115</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>		<b>New Hires**</b>	<b>3</b>		

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

Job Group:

Managers and Supervisors

Race/Ethnic Group/Gender	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms					
Hispanic	1	1.41%	0	0		0	0.00%	NO	33.33%	33.33%	
Black	4	5.65%	0	0		0	0.00%	NO	Turnover Rates*		
American Indian	0	0.05%	0	0		0	0.00%	NO	Female	Male	
Asian	13		1	0		1	33.33%	N/A	0.00%	1.18%	
NHOPI**	0		0	0		0	0.00%	N/A	Minority	Caucasian	
Total Minorities	18		1	0	0	1	33.33%	N/A	0.00%	1.18%	
Caucasians	83		2	1		1					
Females	18	20.75%	1	0		1					
Males	83		2	1		1					
<b>TOTALS</b>	<b>101</b>		<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>		<b>New Hires**</b>	<b>3</b>		

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**Financial Professionals**

Race/Ethnic Group/Gender	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		IN Dept. of Transportation-Central Office						
	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms	Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female**	% New Hires Were Minority*
Hispanic	0	1.64%	0	0					0	0.00%	NO	40.00%	20.00%
Black	6		0	0					0	0.00%	N/A		
American Indian	0	0.09%	0	0					0	0.00%	NO		
Asian	2		0	0					0	0.00%	N/A		
NHOPI**	1		1	0					1	20.00%	N/A	9.68%	12.50%
Total Minorities	9		1	0					1	20.00%	N/A	Minority 0.00%	Caucasian 13.51%
Caucasians	33		4	5					-1				
Females	29		2	3					-1	40.00%	N/A		
Males	13		3	2					1				
<b>TOTALS</b>	<b>42</b>		<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>New Hires*</b>	<b>Terminations</b>	<b>5</b>	<b>5</b>

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**Scientific Professionals**

Race/Ethnic Group/Gender	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		IN Dept. of Transportation-Central Office						
	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms	Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female**	% New Hires Were Minority*
Hispanic	0	0.90%	0	0					0	0.00%	NO	50.00%	0.00%
Black	0	4.30%	0	0					0	0.00%	NO		
American Indian	0	0.86%	0	0					0	0.00%	NO		
Asian	3	11.10%	0	0					0	0.00%	NO		
NHOPI**	0		0	0					0	0.00%	N/A	0.00%	0.00%
Total Minorities	3	18.31%	0	0					0	0.00%	NO	Minority 0.00%	Caucasian 6.06%
Caucasians	31		2	2					0				
Females	18		1	0					1	50.00%	N/A		
Males	16		1	0					1				
<b>TOTALS</b>	<b>34</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>New Hires*</b>	<b>Terminations</b>	<b>2</b>	<b>2</b>

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**Business Professionals**

Race/Ethnic Group/Gender	IN Dept. of Transportation-Central Office															
	6/1/15-9/30/15	10/1/15-1/31/16	2/1/16-5/31/16	Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms
Hispanic	0	0	0	0	0.00%	NO	0.00%	0.00%	0	0.49%	0	0	0	0	0	0
Black	9	0	0	0	0.00%	N/A	0.00%	0.00%	0		0	0	0	0	0	0
American Indian	0	0	0	0	0.00%	NO	0.00%	0.00%	0	0.03%	0	0	0	0	0	0
Asian	4	0	0	0	0.00%	N/A	0.00%	0.00%	0		0	0	0	0	0	0
NHOPI**	0	0	0	0	0.00%	N/A	0.00%	0.00%	0		0	0	0	0	0	0
Total Minorities	13	0	0	0	0.00%	N/A	0.00%	0.00%	0		0	0	0	0	0	0
Caucasians	67	0	3	-3					67		0	3	0	0	0	0
Females	36	0	1	-1	0.00%	NO	0.00%	0.00%	36	46.63%	0	1	0	0	0	0
Males	44	0	2	-2					44		0	2	0	0	0	0
<b>TOTALS</b>	<b>80</b>	<b>0</b>	<b>3</b>	<b>-2</b>	<b>0.00%</b>	<b>NO</b>	<b>0.00%</b>	<b>0.00%</b>	<b>80</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Terminations: 3																
<b>New Hires*: None</b>																

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**Technicians**

Race/Ethnic Group/Gender	IN Dept. of Transportation-Central Office															
	6/1/15-9/30/15	10/1/15-1/31/16	2/1/16-5/31/16	Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms
Hispanic	4	0	1	-1	0.00%	NO	0.00%	0.00%	4	8.08%	0	1	0	0	0	0
Black	13	0	0	0	0.00%	NO	0.00%	0.00%	13	15.59%	0	0	0	0	0	0
American Indian	2	0	0	0	0.00%	N/A	0.00%	0.00%	2		0	0	0	0	0	0
Asian	3	0	0	0	0.00%	N/A	0.00%	0.00%	3		0	0	0	0	0	0
NHOPI**	1	0	0	0	0.00%	N/A	0.00%	0.00%	1		0	0	0	0	0	0
Total Minorities	23	0	1	-1	0.00%	NO	0.00%	0.00%	23	25.89%	0	1	0	0	0	0
Caucasians	120	3	11	-8					120		3	11	0	0	0	0
Females	23	0	0	0	0.00%	NO	0.00%	0.00%	23	16.72%	0	0	0	0	0	0
Males	120	3	12	-9					120		3	12	0	0	0	0
<b>TOTALS</b>	<b>143</b>	<b>3</b>	<b>12</b>	<b>-9</b>	<b>0.00%</b>	<b>NO</b>	<b>0.00%</b>	<b>0.00%</b>	<b>143</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Terminations: 12																
<b>New Hires*: 3</b>																

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**Engineers**

Race/Ethnic Group/Gender	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		IN Dept. of Transportation-Central Office						
	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms	Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
Hispanic	2	2.22%	0	0					0	0.00%	NO	100.00%	100.00%
Black	7		0	0					0	0.00%	N/A	Turnover Rates*	
American Indian	0	0.12%	0	0					0	0.00%	NO	Female	Male
Asian	26		1	0					1	100.00%	N/A	7.41%	2.40%
NHOPI**	0	0.04%	0	0					0	0.00%	NO	Minority	Caucasian
Total Minorities	35		1	0					1	100.00%	N/A	0.00%	4.31%
Caucasians	116		0	5					-5				
Females	26		1	2					-1	100.00%	N/A		
Males	125		0	3					-3				
<b>TOTALS</b>	<b>151</b>		<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3</b>	<b>100.00%</b>	<b>N/A</b>	<b>Terminations: 5</b>	
										<b>New Hires*:</b>			<b>1</b>

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**Administrative Support**

Race/Ethnic Group/Gender	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		IN Dept. of Transportation-Central Office						
	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms	Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
Hispanic	0	4.59%	0	1					-1	0.00%	NO	0.00%	0.00%
Black	4	17.33%	0	0					0	0.00%	NO	Turnover Rates*	
American Indian	0	0.23%	0	0					0	0.00%	NO	Female	Male
Asian	2		0	0					0	0.00%	N/A	4.55%	0.00%
NHOPI**	0		0	0					0	0.00%	N/A	Minority	Caucasian
Total Minorities	6		0	1					-1	0.00%	N/A	16.67%	0.00%
Caucasians	21		0	0					0				
Females	22	25.12%	0	1					-1	0.00%	NO		
Males	5		0	0					0				
<b>TOTALS</b>	<b>27</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>NO</b>	<b>Terminations: 1</b>	
										<b>New Hires*:</b>			<b>None</b>

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**IT Professionals**

IN Dept. of Transportation-Central Office

Race/Ethnic Group/Gender	Number in Job Group from AAP	Hiring Goals from AAP	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were	
			New Hires	All Terms	New Hires	All Terms	New Hires	All Terms				Female*	Minority**
Hispanic	0	1.31%	0	0				0	0.00%	NO		25.00%	0.00%
Black	4	9.06%	0	0				0	0.00%	NO		Turnover Rates*	
American Indian	1		0	0				0	0.00%	N/A			
Asian	5	8.23%	0	0				0	0.00%	NO		Female	Male
NHOPI**	0		0	0				0	0.00%	N/A		7.41%	5.68%
Total Minorities	10	19.67%	0	0	0	0	0	0	0.00%	NO		Minority	Caucasian
Caucasians	66		4	5				-1				0.00%	7.14%
Females	26	36.11%	1	2				-1	25.00%	NO			
Males	50		3	3				0					
<b>TOTALS</b>	<b>76</b>		<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25.00%</b>	<b>NO</b>	<b>Terminations</b>	
												<b>5</b>	<b>4</b>

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

**Job Group:**

**Program Coordinators**

Race/Ethnic Group/Gender	Number in Job Group from AAP	Hiring Goals from AAP	6/1/15-9/30/15		10/1/15-1/31/16		2/1/16-5/31/16		Net Change Within Job Group*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were	
			New Hires	All Terms	New Hires	All Terms	New Hires	All Terms				Female*	Minority**
Hispanic	0	1.36%	0	0				0	0.00%	NO		25.00%	25.00%
Black	13		1	4				-3	25.00%	N/A		Turnover Rates*	
American Indian	2		0	0				0	0.00%	N/A			
Asian	0	1.07%	0	0				0	0.00%	NO		Female	Male
NHOPI**	0	0.02%	0	0				0	0.00%	NO		10.26%	7.69%
Total Minorities	15	12.83%	1	4	0	0	0	-3	25.00%	YES		Minority	Caucasian
Caucasians	124		3	9				-6				25.00%	7.09%
Females	77		1	8				-7	25.00%	N/A			
Males	62		3	5				-2				<b>Terminations</b>	
<b>TOTALS</b>	<b>139</b>		<b>4</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25.00%</b>	<b>N/A</b>	<b>15</b>	<b>4</b>

\* Year-to-Date

\*\* Native Hawaiian and Other Pacific Islander

# 2015 HIRE LOG

Agency: Indiana Dept. of Transportation/Central Office

Review Period: June 1, 2015 - September 30, 2015

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DATE	JOB TITLE HIRED INTO	JOB GROUP	SEX		H	RACE								
			Female	Male		W	B	A	AI	NHOPI				
9/28/2015	Attorney E7	Managers & Supvs	1			1								
8/3/2015	Program Director 1	Prog Coord	1			1								
7/6/2015	Accountant 5	Fin Professionals	1										1	
9/28/2015	Accountant 6	Fin Professionals	1			1								
7/6/2015	Appl Syst Analyst/Prog Spectst	IT Professionals	1						1					
9/14/2015	Broad Band Executive	Executives		1		1								
7/6/2015	Broad Band Executive	Executives	1						1					
8/3/2015	Budget Analyst E7	Fin Professionals	1			1								
9/28/2015	Engineering Assistant 1	Technicians		1		1								
8/17/2015	Engineering Assistant 4	Technicians		1		1								
9/28/2015	Environmental Manager 2	Scientific Prof	1			1								
7/20/2015	Environmental Manager 2	Scientific Prof		1		1								
9/28/2015	Field Auditor 1	Fin Professionals		1		1								
9/28/2015	Field Auditor 2	Fin Professionals		1		1								
9/14/2015	Highway Engineer 3	Engineers	1							1				
8/17/2015	Highway Engineer Supv 4	Mgr & Supv		1						1				
		TOTAL	13	13	0	21	0	4	0	21	0	0	1	
		% TOTAL	50.00%	50.00%	0.00%	80.77%	0.00%	15.38%	0.00%	80.77%	0.00%	0.00%	3.85%	









# 2015 TERMINATION LOG

Agency: Indiana Dept. of Transportation/Central Office

Review Period: June 1, 2015 - September 30, 2015

DATE	JOB TITLE TERMINATED FROM	JOB GROUP	REASON (Voluntary or Involuntary)	SEX		H	W	RACE							
				Female	Male			B	A	AI	NHOPI				
9/10/2015	Accountant 2	Fin Professionals	VOL		1		1								
8/11/2015	Accountant 5	Fin Professionals	VOL	1			1								
7/1/2015	Accountant 5	Fin Professionals	VOL	1			1								
7/30/2015	Appl Sys Analyst/Prog Specist	IT Professionals	VOL		1		1								
6/4/2015	Broad Band Executive	Executives	VOL	1				1							
8/1/2015	Broad Band Executive	Executives	VOL		1		1								
8/15/2015	Broad Band Executive	Executives	VOL		1			1							
8/29/2015	Business Systems Cnslt Sr	Bus Prof	VOL		1		1								
7/25/2015	Clerical Assistant 3	Admn Support	VOL	1				1							
9/26/2015	Engineering Assistant 1	Technicians	INVOL		1		1								
7/18/2015	Engineering Assistant 1	Technicians	VOL		1		1								
8/1/2015	Engineering Assistant 1	Technicians	VOL		1		1								
7/30/2015	Field Auditor 2	Fin Professionals	INVOL		1		1								
8/29/2015	Field Auditor 2	Fin Professionals	VOL	1			1								
8/1/2015	Highway Engineer 1	Engineers	VOL		1		1								
9/17/2015	Highway Engineer 2	Engineers	VOL	1			1								
			TOTAL	10	26		30	4	1	0	0				
			% TOTAL	27.78%	72.22%		83.33%	11.11%	2.78%	0.00%	0.00%				

# 2015 TERMINATION LOG

Agency: Indiana Dept. of Transportation/Central Office

Review Period: June 1, 2015 - September 30, 2015

DATE	JOB TITLE TERMINATED FROM	JOB GROUP	REASON (Voluntary or Involuntary)	SEX		H	W	B	A	AI	NHOPI
				Female	Male						
9/12/2015	Highway Engineer 2	Engineers	VOL		1		1				
7/9/2015	Highway Engineer 3	Engineers	VOL		1		1				
7/1/2015	Highway Engineer Supv 2	Mgrs & Supvs	VOL		1		1				
8/26/2015	Highway Engineer Trainee	Engineers	VOL		1			1			
6/2/2015	Hwy Incident Tech Worker	Technicians	INVOL		1		1				
6/2/2015	Hwy Incident Tech Worker	Technicians	INVOL		1	1					
9/23/2015	Hwy Incident Tech Worker	Technicians	VOL		1		1				
9/9/2015	Hwy Incident Tech Worker	Technicians	VOL		1		1				
9/22/2015	Hwy Incident Tech Worker	Technicians	VOL		1		1				
6/27/2015	Machinist 2	Technicians	VOL		1		1				
8/29/2015	Maintenance Foreman 1	Technicians	VOL		1		1				
6/20/2015	Program Coordinator 3	Prog Coord	VOL	1			1				
6/27/2015	Program Director 1	Prog Coord	VOL		1		1				
9/1/2015	Program Director 1	Prog Coord	VOL		1			1			
8/1/2015	Program Director 1	Prog Coord	VOL	1			1				
9/25/2015	Program Director 1	Prog Coord	VOL	1			1				
6/12/2015	Purchasing Administrator 2	Bus Prof	VOL		1		1				
8/22/2015	Research Analyst 3	Bus Prof	VOL	1			1				







**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #1**  
**Executives**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

1 females selected	1 males selected
14 female candidates	15 male candidates

Female Selection Rate =  $\frac{1}{14} = 7.14\%$   
 Male Selection Rate =  $\frac{1}{15} = 6.67\%$   
 Impact Ratio =  $\frac{7.14\%}{6.67\%} = 107.14\%$

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

1 minorities selected	1 caucasians selected
7 minority candidates	22 caucasian candidates

Minority Selection Rate =  $\frac{1}{7} = 14.29\%$   
 Caucasian Selection Rate =  $\frac{1}{22} = 4.55\%$   
 Impact Ratio =  $\frac{14.29\%}{4.55\%} = 314.29\%$

**Adverse Impact on Minorities?**  
NO

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

3 females selected	2 males selected
31 female candidates	22 male candidates

Female Selection Rate =  $\frac{3}{31} = 9.68\%$   
 Male Selection Rate =  $\frac{2}{22} = 9.09\%$   
 Impact Ratio =  $\frac{9.68\%}{9.09\%} = 106.45\%$

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

1 minorities promoted	4 caucasians promoted
18 minority candidates	34 caucasian candidates

Minority Promotion Rate =  $\frac{1}{18} = 5.56\%$   
 Caucasian Promotion Rate =  $\frac{4}{34} = 11.76\%$   
 Impact Ratio =  $\frac{5.56\%}{11.76\%} = 47.22\%$

**Adverse Impact on Minorities?**  
YES

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #1**  
**Executives**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females terminated                      \_\_\_\_\_ males terminated  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Termination Rate = \_\_\_\_\_  
 Female Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Terminations

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities terminated                      \_\_\_\_\_ caucasians terminated  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Termination Rate = \_\_\_\_\_  
 Minority Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Terminations

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females demoted                      \_\_\_\_\_ males demoted  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
 Female Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted                      \_\_\_\_\_ caucasians demoted  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
 Minority Demotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Demotions



**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #2**  
**Managers & Supervisors**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

1 females selected                      2 males selected  
4 female candidates                      17 male candidates

Female Selection Rate =  $\frac{25.00\%}{11.76\%}$   
Male Selection Rate =  $\frac{11.76\%}{212.50\%}$   
Impact Ratio =  $\frac{25.00\%}{11.76\%}$

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

1 minorities selected                      2 caucasians selected  
4 minority candidates                      17 caucasian candidates

Minority Selection Rate =  $\frac{25.00\%}{11.76\%}$   
Caucasian Selection Rate =  $\frac{11.76\%}{212.50\%}$   
Impact Ratio =  $\frac{25.00\%}{11.76\%}$

**Adverse Impact on Minorities?**  
NO

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

1 females selected                      1 males selected  
5 female candidates                      7 male candidates

Female Selection Rate =  $\frac{20.00\%}{14.29\%}$   
Male Selection Rate =  $\frac{14.29\%}{140.00\%}$   
Impact Ratio =  $\frac{20.00\%}{14.29\%}$

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

0 minorities promoted                      2 caucasians promoted  
0 minority candidates                      12 caucasian candidates

Minority Promotion Rate =  $\frac{0\%}{16.67\%}$   
Caucasian Promotion Rate =  $\frac{16.67\%}{16.67\%}$   
Impact Ratio =  $\frac{0\%}{16.67\%}$

**Adverse Impact on Minorities?**  
Unable to calculate

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #2**  
**Managers & Supervisors**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females terminated \_\_\_\_\_ males terminated  
 \_\_\_\_\_ females in job group \_\_\_\_\_ males in job group

Male Termination Rate = \_\_\_\_\_  
 Female Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Terminations

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities terminated \_\_\_\_\_ caucasians terminated  
 \_\_\_\_\_ minorities in job group \_\_\_\_\_ caucasians in job group

Caucasian Termination Rate = \_\_\_\_\_  
 Minority Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Terminations

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females demoted \_\_\_\_\_ males demoted  
 \_\_\_\_\_ females in job group \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
 Female Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted \_\_\_\_\_ caucasians demoted  
 \_\_\_\_\_ minorities in job group \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
 Minority Demotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Demotions

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #3**  
**Financial Professionals**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

3 females selected	2 males selected
27 female candidates	20 male candidates

Female Selection Rate =  $\frac{3}{27} = 11.11\%$   
Male Selection Rate =  $\frac{2}{20} = 10.00\%$   
Impact Ratio =  $\frac{11.11\%}{10.00\%} = 111.11\%$

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

1 minorities selected	4 caucasians selected
14 minority candidates	32 caucasian candidates

Minority Selection Rate =  $\frac{1}{14} = 7.14\%$   
Caucasian Selection Rate =  $\frac{4}{32} = 12.50\%$   
Impact Ratio =  $\frac{7.14\%}{12.50\%} = 57.14\%$

**Adverse Impact on Minorities?**  
YES

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

1 females selected	2 males selected
13 female candidates	6 male candidates

Female Selection Rate =  $\frac{1}{13} = 7.69\%$   
Male Selection Rate =  $\frac{2}{6} = 33.33\%$   
Impact Ratio =  $\frac{7.69\%}{33.33\%} = 23.08\%$

**Adverse Impact on Females?**  
YES

**Adverse Impact for Minorities:**

1 minorities promoted	2 caucasians promoted
3 minority candidates	16 caucasian candidates

Minority Promotion Rate =  $\frac{1}{3} = 33.33\%$   
Caucasian Promotion Rate =  $\frac{2}{16} = 12.50\%$   
Impact Ratio =  $\frac{33.33\%}{12.50\%} = 266.67\%$

**Adverse Impact on Minorities?**  
NO

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #3**  
**Financial Professionals**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

0 females terminated                      1 males terminated  
31 females in job group                      12 males in job group

Male Termination Rate = 8.33%  
Female Termination Rate = 0.00%  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
Unable to calculate

**Adverse Impact for Minorities:**

0 minorities terminated                      1 caucasians terminated  
7 minorities in job group                      36 caucasians in job group

Caucasian Termination Rate = 2.78%  
Minority Termination Rate = 0.00%  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
Unable to calculate

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A females demoted                      \_\_\_\_\_ males demoted  
\_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
Female Selection Rate = \_\_\_\_\_  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted                      \_\_\_\_\_ caucasians demoted  
\_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
Minority Demotion Rate = \_\_\_\_\_  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
No Involuntary Demotions

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #4**  
**Engineers**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

1 females selected                      0 males selected  
2 female candidates                      2 male candidates

Female Selection Rate = 50.00%  
Male Selection Rate = 0.00%  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
Unable to calculate

**Adverse Impact for Minorities:**

1 minorities selected                      0 caucasians selected  
4 minority candidates                      0 caucasian candidates

Minority Selection Rate = 25.00%  
Caucasian Selection Rate = \_\_\_\_\_  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
Unable to calculate

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

1 females selected                      1 males selected  
1 female candidates                      3 male candidates

Female Selection Rate = 100.00%  
Male Selection Rate = 33.33%  
Impact Ratio = 300.00%

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

0 minorities promoted                      2 caucasians promoted  
1 minority candidates                      2 caucasian candidates

Minority Promotion Rate = 0.00%  
Caucasian Promotion Rate = 100.00%  
Impact Ratio = 0.00%

**Adverse Impact on Minorities?**  
Unable to calculate

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #4**  
**Engineers**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

N/A females terminated                      \_\_\_\_\_ males terminated  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Termination Rate = \_\_\_\_\_  
 Female Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Terminations

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities terminated                      \_\_\_\_\_ caucasians terminated  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Termination Rate = \_\_\_\_\_  
 Minority Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Terminations

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A females demoted                      \_\_\_\_\_ males demoted  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
 Female Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted                      \_\_\_\_\_ caucasians demoted  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
 Minority Demotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Demotions







**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #6**  
**Program Coordinators**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

4 females selected	3 males selected
44 female candidates	29 male candidates

Female Selection Rate =  $\frac{4}{44} = 9.09\%$   
Male Selection Rate =  $\frac{3}{29} = 10.34\%$   
Impact Ratio =  $\frac{9.09\%}{10.34\%} = 87.88\%$

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

0 minorities selected	7 caucasians selected
19 minority candidates	53 caucasian candidates

Minority Selection Rate =  $\frac{0}{19} = 0.00\%$   
Caucasian Selection Rate =  $\frac{7}{53} = 13.21\%$   
Impact Ratio =  $\frac{0.00\%}{13.21\%} = 0.00\%$

**Adverse Impact on Minorities?**  
Unable to calculate

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

0 females selected	1 males selected
1 female candidates	6 male candidates

Female Selection Rate =  $\frac{0}{1} = 0.00\%$   
Male Selection Rate =  $\frac{1}{6} = 16.67\%$   
Impact Ratio =  $\frac{0.00\%}{16.67\%} = 0.00\%$

**Adverse Impact on Females?**  
Unable to calculate

**Adverse Impact for Minorities:**

0 minorities promoted	1 caucasians promoted
2 minority candidates	5 caucasian candidates

Minority Promotion Rate =  $\frac{0}{2} = 0.00\%$   
Caucasian Promotion Rate =  $\frac{1}{5} = 20.00\%$   
Impact Ratio =  $\frac{0.00\%}{20.00\%} = 0.00\%$

**Adverse Impact on Minorities?**  
Unable to calculate

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #6**  
**Program Coordinators**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

N/A females terminated                      \_\_\_\_\_ males terminated  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Termination Rate = \_\_\_\_\_  
 Female Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Terminations

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities terminated                      \_\_\_\_\_ caucasians terminated  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Termination Rate = \_\_\_\_\_  
 Minority Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Terminations

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A females demoted                      \_\_\_\_\_ males demoted  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
 Female Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Demotions

**Adverse Impact for Minorities:**

0 minorities demoted                      3 caucasians demoted  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
 Minority Demotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 Unable to calculate

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #7**  
**Scientific Professionals**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

1 females selected	1 males selected
4 female candidates	6 male candidates

Female Selection Rate =  $\frac{1}{4} = 25.00\%$   
Male Selection Rate =  $\frac{1}{6} = 16.67\%$   
Impact Ratio =  $\frac{25.00\%}{16.67\%} = 150.00\%$

**Adverse Impact on Females?**  
NO

**Adverse Impact for Minorities:**

0 minorities selected	2 caucasians selected
1 minority candidates	9 caucasian candidates

Minority Selection Rate =  $\frac{0}{1} = 0.00\%$   
Caucasian Selection Rate =  $\frac{2}{9} = 22.22\%$   
Impact Ratio =  $\frac{0.00\%}{22.22\%} = 0.00\%$

**Adverse Impact on Minorities?**  
Unable to calculate

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

1 females selected	0 males selected
2 female candidates	0 male candidates

Female Selection Rate =  $\frac{1}{2} = 50.00\%$   
Male Selection Rate =  $\frac{0}{0} =$   
Impact Ratio =  $\frac{50.00\%}{}$

**Adverse Impact on Females?**  
Unable to calculate

**Adverse Impact for Minorities:**

0 minorities promoted	1 caucasians promoted
0 minority candidates	2 caucasian candidates

Minority Promotion Rate =  $\frac{0}{0} =$   
Caucasian Promotion Rate =  $\frac{1}{2} = 50.00\%$   
Impact Ratio =  $\frac{}{50.00\%} =$

**Adverse Impact on Minorities?**  
Unable to calculate

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #7**  
**Scientific Professionals**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females terminated                      \_\_\_\_\_ males terminated  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Termination Rate = \_\_\_\_\_  
 Female Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Terminations

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities terminated                      \_\_\_\_\_ caucasians terminated  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Termination Rate = \_\_\_\_\_  
 Minority Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Terminations

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females demoted                      \_\_\_\_\_ males demoted  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
 Female Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted                      \_\_\_\_\_ caucasians demoted  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
 Minority Demotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Demotions



**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #8**  
**Business Professionals**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females terminated                      \_\_\_\_\_ males terminated  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Termination Rate = \_\_\_\_\_  
 Female Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Terminations

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities terminated                      \_\_\_\_\_ caucasians terminated  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Termination Rate = \_\_\_\_\_  
 Minority Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Terminations

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females demoted                      \_\_\_\_\_ males demoted  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
 Female Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted                      \_\_\_\_\_ caucasians demoted  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
 Minority Demotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Demotions

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #9**  
**Technicians**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

     0 females selected                           3 males selected  
     2 female candidates                           14 male candidates

Female Selection Rate =      0.00%  
Male Selection Rate =      21.43%  
Impact Ratio =      0.00%

**Adverse Impact on Females?**  
Unable to calculate

**Adverse Impact for Minorities:**

     0 minorities selected                           3 caucasians selected  
     4 minority candidates                           12 caucasian candidates

Minority Selection Rate =      0.00%  
Caucasian Selection Rate =      25.00%  
Impact Ratio =      0.00%

**Adverse Impact on Minorities?**  
Unable to calculate

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

  N/A   females selected                           males selected  
     female candidates                           male candidates

Female Selection Rate =       
Male Selection Rate =       
Impact Ratio =     

**Adverse Impact on Females?**  
No Promotions

**Adverse Impact for Minorities:**

     minorities promoted                           caucasians promoted  
     minority candidates                           caucasian candidates

Minority Promotion Rate =       
Caucasian Promotion Rate =       
Impact Ratio =     

**Adverse Impact on Minorities?**  
No Promotions

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #9**  
**Technicians**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

0 females terminated                      3 males terminated  
74 females in job group                      297 males in job group

Male Termination Rate = 1.01%  
Female Termination Rate = 0.00%  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
Unable to calculate

**Adverse Impact for Minorities:**

1 minorities terminated                      2 caucasians terminated  
26 minorities in job group                      345 caucasians in job group

Caucasian Termination Rate = 0.58%  
Minority Termination Rate = 3.85%  
Impact Ratio = 15.07%

**Adverse Impact on Minorities?**  
YES

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A females demoted                      \_\_\_\_\_ males demoted  
\_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
Female Selection Rate = \_\_\_\_\_  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted                      \_\_\_\_\_ caucasians demoted  
\_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
Minority Demotion Rate = \_\_\_\_\_  
Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
No Involuntary Demotions



**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #10**  
**Administrative Support**

June 1, 2015 - September 30, 2015

**Adverse Impact for Hires**

**Adverse Impact for Females:**

N/A females selected                      \_\_\_\_\_ males selected  
 \_\_\_\_\_ female candidates                      \_\_\_\_\_ male candidates

Female Selection Rate = \_\_\_\_\_  
 Male Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Hires

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities selected                      \_\_\_\_\_ caucasians selected  
 \_\_\_\_\_ minority candidates                      \_\_\_\_\_ caucasian candidates

Minority Selection Rate = \_\_\_\_\_  
 Caucasian Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Hires

**Adverse Impact for Promotions**

**Adverse Impact for Females:**

N/A females selected                      \_\_\_\_\_ males selected  
 \_\_\_\_\_ female candidates                      \_\_\_\_\_ male candidates

Female Selection Rate = \_\_\_\_\_  
 Male Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Promotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities promoted                      \_\_\_\_\_ caucasians promoted  
 \_\_\_\_\_ minority candidates                      \_\_\_\_\_ caucasian candidates

Minority Promotion Rate = \_\_\_\_\_  
 Caucasian Promotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Promotions

**AGENCY**  
**Department of Transportation - Central Office**  
**JOB GROUP #10**  
**Administrative Support**

June 1, 2015 - September 30, 2015

**Adverse Impact for INVOLUNTARY Terminations**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females terminated                      \_\_\_\_\_ males terminated  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Termination Rate = \_\_\_\_\_  
 Female Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Terminations

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities terminated                      \_\_\_\_\_ caucasians terminated  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Termination Rate = \_\_\_\_\_  
 Minority Termination Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Terminations

**Adverse Impact for INVOLUNTARY Demotions**

**Adverse Impact for Females:**

N/A \_\_\_\_\_ females demoted                      \_\_\_\_\_ males demoted  
 \_\_\_\_\_ females in job group                      \_\_\_\_\_ males in job group

Male Selection Rate = \_\_\_\_\_  
 Female Selection Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Females?**  
 No Involuntary Demotions

**Adverse Impact for Minorities:**

\_\_\_\_\_ minorities demoted                      \_\_\_\_\_ caucasians demoted  
 \_\_\_\_\_ minorities in job group                      \_\_\_\_\_ caucasians in job group

Caucasian Demotion Rate = \_\_\_\_\_  
 Minority Demotion Rate = \_\_\_\_\_  
 Impact Ratio = \_\_\_\_\_

**Adverse Impact on Minorities?**  
 No Involuntary Demotions

## Adverse Impact Summary

June 1, 2015 - September 30, 2015

Department of Transportation - Central Office

A "yes" indicates that an adverse impact could be calculated.

### Job Group #1:

### Executives

	Females	Minorities
New Hires	NO	NO
Promotions	NO	YES
Involuntary Termination	No Involuntary Terminations	No Involuntary Terminations
Involuntary Demotions	No Involuntary Demotions	No Involuntary Demotions

### Job Group #2:

### Managers & Supervisors

	Females	Minorities
New Hires	NO	NO
Promotions	NO	Unable to calculate
Involuntary Termination	No Involuntary Terminations	No Involuntary Terminations
Involuntary Demotions	No Involuntary Demotions	No Involuntary Demotions

### Job Group #3:

### Financial Professionals

	Females	Minorities
New Hires	NO	YES
Promotions	YES	NO
Involuntary Termination	Unable to calculate	Unable to calculate
Involuntary Demotions	No Involuntary Demotions	No Involuntary Demotions

### Job Group #4:

### Engineers

	Females	Minorities
New Hires	Unable to calculate	Unable to calculate
Promotions	NO	Unable to calculate
Involuntary Termination	No Involuntary Terminations	No Involuntary Terminations
Involuntary Demotions	No Involuntary Demotions	No Involuntary Demotions

### Job Group #5:

### IT Professionals

	Females	Minorities
New Hires	NO	NO
Promotions	NO	NO
Involuntary Termination	No Involuntary Terminations	No Involuntary Terminations
Involuntary Demotions	Unable to calculate	Unable to calculate

**Job Group #6:****Program Coordinators**

	<b>Females</b>	<b>Minorities</b>
<b>New Hires</b>	NO	Unable to calculate
<b>Promotions</b>	Unable to calculate	Unable to calculate
<b>Involuntary Termination</b>	No Involuntary Terminations	No Involuntary Terminations
<b>Involuntary Demotions</b>	No Involuntary Demotions	Unable to calculate

**Job Group #7:****Scientific Professionals**

	<b>Females</b>	<b>Minorities</b>
<b>New Hires</b>	NO	Unable to calculate
<b>Promotions</b>	Unable to calculate	Unable to calculate
<b>Involuntary Termination</b>	No Involuntary Terminations	No Involuntary Terminations
<b>Involuntary Demotions</b>	No Involuntary Demotions	No Involuntary Demotions

**Job Group #8:****Business Professionals**

	<b>Females</b>	<b>Minorities</b>
<b>New Hires</b>	No Hires	No Hires
<b>Promotions</b>	Unable to calculate	Unable to calculate
<b>Involuntary Termination</b>	No Involuntary Terminations	No Involuntary Terminations
<b>Involuntary Demotions</b>	No Involuntary Demotions	No Involuntary Demotions

**Job Group #9:****Technicians**

	<b>Females</b>	<b>Minorities</b>
<b>New Hires</b>	Unable to calculate	Unable to calculate
<b>Promotions</b>	No Promotions	No Promotions
<b>Involuntary Termination</b>	Unable to calculate	YES
<b>Involuntary Demotions</b>	No Involuntary Demotions	No Involuntary Demotions

**Job Group #10:****Administrative Support**

	<b>Females</b>	<b>Minorities</b>
<b>New Hires</b>	No Hires	No Hires
<b>Promotions</b>	No Promotions	No Promotions
<b>Involuntary Termination</b>	No Involuntary Terminations	No Involuntary Terminations
<b>Involuntary Demotions</b>	No Involuntary Demotions	No Involuntary Demotions

# Volume #5

- Affirmative Action Plan for the Disabled, Disabled Veterans, Veterans of the Vietnam Era, and other Eligible Veterans

**EXECUTIVE ORDER 11246**

**AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND WOMEN**

**Indiana Department of Transportation  
Central Office  
100 N. Senate Ave.  
Indianapolis, IN 46204**

**October 1, 2015 – September 30, 2016**

Approved by:

  
\_\_\_\_\_  
**Brandy L. Hendrickson, Commissioner**

Date

1-7-2016

EEO/Affirmative Action Contact:

**Eric Kleinert, Human Resources Director**, [ekleinert@indot.in.gov](mailto:ekleinert@indot.in.gov), 317-234-8558, or 100 N. Senate Ave Room N750, Indianapolis, IN 46204.

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## I. PREFACE

This Affirmative Action Plan ensures compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and regulations promulgated pursuant thereto (41 C.F.R. Section 60-741), and ensures compliance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and the regulations promulgated pursuant thereto (41 C.F.R. Section 60-250). These laws require affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era, and other eligible veterans.

A copy of this Affirmative Action Plan is available for inspection by employees and applicants, Monday through Friday, upon request to **Eric Kleinert, Human Resources Director**, at 317-234-8558 by appointment.

## II. STATEMENT OF AGENCY COMMITMENT

The **Indiana Department of Transportation-Central Office** will not unlawfully discriminate against any employee or applicant who is physically or mentally disabled, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran in regard to any position for which the employee or applicant is qualified. Nondiscriminatory treatment applies to all employment practices, including employment, promotion, demotion, transfer, recruitment, advertising, termination, rates of pay, other forms of compensation, and selection for training.

### **POLICY STATEMENT REGARDING VETERANS 41 C.F.R. § 60-250.44(a)**

The **Indiana Department of Transportation – Central Office** will continue to comply with the affirmative action requirements of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

The Agency will employ and advance without discrimination qualified disabled veterans, veterans of the Vietnam era, and other eligible veterans (defined as any other U.S. veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). Affirmative action includes, but is not limited to, employment, upgrading, transfer, layoff, training opportunities, and rates of pay.

Employees who consider themselves covered by the Act are invited to inform the Agency voluntarily of their status so that the information can be made part of the employment record. Disabled veteran employees are encouraged to inform the Agency of special skills, procedures, or methods by which they can perform work, in order to aid management in recognizing their capabilities and considering them for additional job opportunities.

### **POLICY STATEMENT REGARDING THE DISABLED 41 C.F.R. § 60-741 (a)**

It is the policy of the **Indiana Department of Transportation – Central Office** to employ and advance qualified disabled individuals, pursuant to the provisions of Section 503 of the Rehabilitation Act of 1973, as amended. This policy applies to all employment practices, including but not limited to hiring, upgrading, transfer, demotion, layoff, termination, rates of pay, and selection for training.



Supervisors and managers are responsible for carrying out policies and procedures of the Agency in respect to affirmative action for disabled workers. Written notice of this policy is posted and maintained in an area accessible to Agency staff members.

**III. IDENTIFICATION OF DISABLED, DISABLED VETERAN, VIETNAM ERA,  
AND OTHER ELIGIBLE VETERAN EMPLOYEES**

41 CFR § 60-741.23 (c), 60-741.42;

Appendix B to Part 60-741

41 CFR § 60-250.42;

Appendix A to Part 60-250

The **Indiana Department of Transportation – Central Office** maintains electronic data on employees. Such employee data includes an indication of those employees who are covered under the definitions of a disabled individual, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran. These definitions are intended to be consistent with the definitions found in 41 C.F.R. Sections 60-741 and 60-250. Such persons are identified in two ways:

1. By inviting employees and new hires, should they believe themselves to be covered by this Affirmative Action Plan and wish to be recognized as such, to voluntarily identify themselves to the Agency Affirmative Action staff members (printed invitation immediately follows this page); and
2. By electronically maintaining data regarding those employees of whose disability the Agency has actual knowledge.

The invitation on the following page is provided to employees upon hire, and is posted in a location accessible to Agency staff members. The notice to applicants on the subsequent page is also posted in a location accessible to applicants.

## **Invitation to Self-Identify: Individuals with Disabilities, Special Disabled Veterans, Veterans of the Vietnam Era, or Other Eligible Veterans**

The **Indiana Department of Transportation – Central Office** is subject to Section 503 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 2012 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. The Agency develops and maintains an affirmative action plan, with the intent to employ and advance in employment qualified individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

If you are an individual with disabilities, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, and would like to be considered under the Agency's affirmative action plan, please complete this form and submit it to **Eric Kleinert, Human Resources Director**, within State Personnel. (To obtain a blank copy of this form, please contact **Eric Kleinert, Human Resources Director**, at 317-234-8558.)

Employees are asked to voluntarily provide this information. An employee who chooses not to provide this information will not be subject to adverse actions by the Agency. The information obtained will be kept in confidence, with only the following exceptions: (a) management and supervisory staff members may be informed, if necessary, in order to ensure proper placement and/or to accommodate a disability that the employee has identified, (b) first aid and/or safety personnel may be informed, if necessary and to the appropriate extent, should an employee with a disability require emergency treatment, and (c) government officials investigating affirmative action plan compliance under the above cited Acts may be informed.

If you are an individual with a disability, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, you may inform **Eric Kleinert, Human Resources Director**, at 317-234-8558 of your request to be considered under the affirmative action plan at this time and/or at any time in the future.

\_\_\_\_\_ I am an **"Individual with a Disability"**. (1) I have a physical or mental impairment which substantially limits one or more of my major life activities, or (2) I have a record of such impairment. For purposes of this definition, an individual with a disability is substantially limited if s/he is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

\_\_\_\_\_ I am a **"Special Disabled Veteran"**. I am (1) a veteran who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38 U.S.C. to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

\_\_\_\_\_ I am a **"Vietnam-Era Veteran"**. I either: (1a) served on active duty for a period of more than 180 days; (b) was discharged or released therefrom with other than a dishonorable discharge; and (c) some portion of my active duty occurred either: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (B) between August 5, 1964, and May 7, 1975, in all other cases; **Or** (2) I was discharged or released from active duty for a service-connected disability and some portion of my active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975, in all other cases.

\_\_\_\_\_ I am an **"Other Eligible Veteran"**. I am a veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

---

Printed Name

Signature

Date

# **NOTICE TO APPLICANTS**

**THE Indiana Department of Transportation –**

**Central Office**

**AFFIRMATIVE ACTION PLAN FOR**

**VETERANS AND PERSONS WITH DISABILITIES**

**IS AVAILABLE FOR REVIEW TO ANY EMPLOYEE OR**

**APPLICANT FOR EMPLOYMENT**

**UPON REQUEST TO: Eric Kleinert, Human Resources**

**Director, at 317-234-8558**

**DATES AND TIMES FOR REVIEW ARE:**

**By Appointment**

**EXCLUDING OFFICIAL STATE HOLIDAYS.**

#### **IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES**

##### **A. Review of Personnel Processes**

41 CFR § 60-250.44(b)

41 CFR § 60-741.44(b)

An ongoing review of employment processes will continue, to ensure consideration of the job qualifications of known disabled, disabled veteran, veteran of the Vietnam era, and other eligible veteran employees and applicants for job vacancies, promotions, and training opportunities, offered or available.

##### **B. Review of Physical and Mental Job Qualifications**

41 CFR § 60-250.44(c)

41 CFR § 60-741.44(c)

An ongoing review of physical and mental job qualifications will continue, to ensure that they are job-related and consistent with business needs and safe performance of the job.

##### **C. Reasonable Accommodation to Physical and Mental Limitations**

41 CFR § 60-250.44(d)

41 FR § 60-741.44(d)

In considering qualified veterans or disabled employees and/or applicants for employment or advancement, the Agency will review reasonable possibilities for accommodation to their physical and/or mental restrictions. Factors in determining the extent of the Agency's obligations will include business necessity, cost considerations, and safety.

#### **V. HARASSMENT**

41 CFR § 60-741.44(e)

41 CFR § 60-250.44(e)

The Agency has developed and implemented procedures to ensure that its employees with disabilities, disabled veterans, veteran of the Vietnam era, and other eligible veterans are not harassed because of their disability or veteran status.

#### **VI. OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY**

41 CFR § 60-250.44(f)

41 CFR § 60-741.44(f)

- A. Recruiting efforts at schools will continue to include efforts to reach disabled students, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
- B. Employment advertisements will continue to include a statement that the Agency is an "Equal Opportunity Employer".
- C. The Agency may periodically enlist the assistance of agencies which might be helpful in recruiting qualified disabled and veteran applicants.
- D. When employees' photos are used in consumer, promotional or job advertising, photos of veterans and disabled workers will continue to be included whenever possible.

#### **VII. INTERNAL DISSEMINATION OF POLICY**

41 CFR § 60-250.44(g)

41 FR § 60-741.44(g)

The **INDOT's** EEO/AA policy is available to employees via:

1. **Posted written notice on bulletin boards in District Office** accessible to staff members;

2. A review of the Agency's annual Affirmative Action Plan upon request to the HR office or HR Director;
3. A copy of the Agency's annual Affirmative Action Plan located at the Indiana State Library.

### VIII. AUDIT AND REPORTING SYSTEMS

41 CFR § 60-250.44(h)

41 CFR § 60-741.44(h)

The Agency implements an audit and reporting system that:

1. Determines the degree to which Agency objectives are being attained.
2. Indicates the need for remedial action, if any.
3. Ensures that individuals with known disabilities, veterans of the Vietnam era, and other eligible veterans have opportunity to participate in Agency-sponsored educational, training, recreational, and social activities.

### IX. RESPONSIBILITY FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PROGRAMS

41 CFR § 60-250.44(i)

41 CFR § 60-471.44(i)

The **Indiana Department of Transportation – Central Office** recognizes that the success of this Affirmative Action Plan depends upon clearly defined areas of responsibility for implementation, as well as the commitment of all management levels to achieving the goals set out herein. While collective individual participation is essential to achieving the Agency's stated objectives, select staff members are assigned responsibility for ensuring the implementation of this Affirmative Action Plan. General responsibility designations are set forth below:

- A. In the **Indiana Department of Transportation – Central Office**, **Brandye L. Hendrickson, Commissioner**, has overall responsibility for ensuring that the Affirmative Action Plan is effectively communicated and carried out. **She** insists upon the cooperation and support of all management levels and employees in order to ensure that the Affirmative Action Plan is effectively administered.
- B. **Eric Kleinert, Human Resources Director**, at 317-234-8558, is responsible for preparing, updating, and finalizing the annual Affirmative Action Plan. Responsibilities include, but are not necessarily limited to:
  1. Assisting in identifying potential problem areas.
  2. Implementing audit systems which will:
    - a. Determine the degree to which Agency objectives are being achieved.
    - b. Determine the need for remedial action, if any.
    - c. Determine whether known disabled employees, disabled veterans, veterans of the Vietnam era, and other eligible veterans have had opportunity to participate in Agency-sponsored educational, training, recreational, and social activity.
  3. Serving as liaison between this Agency and organizations of and for disabled persons, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
  4. Upon request, arranging for career counseling for known disabled employees, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.
  5. Making periodic audits of employment action patterns within the Agency in order to identify impediments, if any, to attaining the objectives set out herein.
  6. Making periodic physical inspections of facilities in order to ensure technical compliance by checking to see that required EEO posters are properly displayed, that physical facilities are available to employees on a nondiscriminatory basis, and that Agency-sponsored training, recreational, and social activities are open to all employees.

- C. Personnel involved in the selection process are trained to assist in the performance of the responsibilities listed above. They receive training in Equal Employment Opportunity, and their work performance is evaluated partially on the basis of efforts made and results achieved in this area. It is the individual responsibility of supervisors to take appropriate action to prevent the harassment of those who have been placed through affirmative action efforts, as well as all other Agency employees.

**X. TRAINING**

41 CFR § 60-250.44(j)

41 CFR § 60-741.44(j)

The **State Personnel Department** trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes, to ensure that the commitments in the Agency's Affirmative Action Plan regarding the disabled, disabled veterans, veterans of the Vietnam era, and other eligible veterans are implemented.