

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM
CITY OF GAINESVILLE REGIONAL TRANSIT SYSTEM
2024 -2027**

Recipient ID: 1084



EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

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EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CITY OF GAINESVILLE REGIONAL TRANSIT SYSTEM 2024-2027

1. PURPOSE

The purpose of this program is to ensure compliance with Federal Transit Administration (FTA) Circular 4704.1a and Section 19 of the Urban Mass Transportation Act of 1964. The Regional Transit System (RTS) is a department of the City of Gainesville. Consequently, RTS relies on the City of Gainesville's Office of Office of Equity and Inclusion (see [Exhibit 1 Organization Chart, Office of Equity and Inclusion](#)) to meet many of the program components listed in this document.

2. STATEMENT OF POLICY

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

The City of Gainesville and RTS are committed to providing a workplace free of discrimination, harassment and a work atmosphere free from retaliation for filing a complaint. It is RTS's policy and practice to ensure equal employment opportunity in all personnel transactions including hiring, promotions, terminations, transfers, demotion, layoffs, compensation, training, benefits and other terms and conditions of employment without regard to race, color, marital status, genetic information, religion, national origin, ancestry, age, sex, including gender identity, sexual orientation, disability, veteran status, pregnancy, family and medical leave (see [Exhibit 2 City of Gainesville Employment Opportunity Policy, EO-7](#)). Moreover, the City of Gainesville has a separate policy on reasonable accommodation related to ADA applicants. All City of Gainesville applicants and employees have the right to file complaints alleging discrimination with the City of Gainesville's Office of Equity and Inclusion.

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

Furthermore, the City of Gainesville Regional Transit System (RTS) continuously assures the Florida Department of Transportation that no person shall, on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency, and assures the public of that as a matter of state and local law in Section 760.01, Florida Statutes, and Chapter 8, Article I, Gainesville Code of Ordinances. In addition to the foregoing, no person shall be excluded on the basis of gender, gender identity, or sexual orientation. Managerial and supervisory annual performance evaluations include factors that are tied to the City's, as well as, performance on other organizational goals. This includes Goal G of the Equal Employment Opportunity Policy Number EO-7 that ensures participation of and facilitation of upward mobility of a diverse group of employees within the City's employment system. The Policy also requires that all new supervisors or managers attend EEO training within 90 days of hire.

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

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



CITY OF GAINESVILLE

Regional Transit System

Memo

To: All RTS Employees

From: Jesus Gomez, Transit Director 

Cc: Malisa McCreedy, Director of Transportation and Mobility

Date: April 7, 2020

Subject: EEO Policy Statement ADM 2020-03

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

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

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

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

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

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CITY OF GAINESVILLE

Regional Transit System

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

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

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

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3. DISSEMINATION PLAN

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

The City of Gainesville Office of Equity and Inclusion disseminates information regarding the City of Gainesville's EO policies and procedures through myriad practices including new employee orientation, the employee handbook, periodic re-training, and feedback from community outreach. RTS supports the City's efforts to disseminate information by distributing information on bulletin boards, at time clocks (where available), and in break room facilities. RTS also briefly reviews equal employment policies during a week-long mandatory training session each summer for all operations employees, and online training sessions provided through the Office of Equity and Inclusion.

3.2. Designation of Personnel Responsibility

The City of Gainesville Office of Equity and Inclusion Director or designee is responsible for proposing and presenting amendments to all City of Gainesville EO policies and for establishing written procedures to implement these policies and any associated goals. The Office of Equity and Inclusion Director or designee is responsible for formal and informal investigations, as requested or needed under policies, and is the custodian of all formal complaints.

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

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

- **Transit Director:** The Transit Director is responsible for the implementation of the EEO program and all City EO policies.
- **RTS Transit Planning Manager:** The Transit Planning Manager is designated as the EEO program officer and is responsible for management of RTS' EEO program.
- **RTS Managers and Supervisors:** All RTS managers and supervisors also participate in the implementation of RTS's EEO program. Their performance is evaluated on the success of implementing the EEO program and City EO policies in the same way as their performance is evaluated on other RTS goals and objectives.
- **Other RTS Employees:** RTS employees are responsible for conducting themselves in accordance with RTS's EEO program.
- **Director, City of Gainesville Office of Equity and Inclusion** is responsible for developing and implementing a comprehensive Equal Employment Opportunity Program, adherence to equal opportunity laws, policies, and procedures, and to develop strategies, training, and workshops to ensure diversity in employment, services, programs, and activities. The City's Equal Opportunity Director, in coordination with the RTS Planning Manager and Transit Director, works to implement RTS's EEO program, (see [Exhibit 3, Responsibility for Implementation](#)).

4. UTILIZATION ANALYSIS

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

4.1 Workforce Analysis

The workforce analysis includes the number of employees and salary ranges for each job category ([Exhibit 4](#)) for the following sub-categories for people:

- White (not Hispanic or Latino)
- American Indian/Alaska Native (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- Asian (not Hispanic or Latino)
- Native Hawaiian and Other Pacific Islander (not Hispanic or Latino)

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U				
2	Job Category	Salary Range (XX,000-XX,000)	Total Workforce					Male													Female				
3	Use EEO-4		All	WM	MM	WF	MF	W	A/AN	B	HL	A	NHOPI	Mult	W	A/AN	B	HL	A	NHOPI	Mult				
87	7 - Skilled Craft																								
88	Current Workforce		16	15	1	0	0	15	-	1	-	-	-	-	-	-	-	-	-	-	-	-			
89	Percent in Category	*Entry		93.8%	6.3%			93.8%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
90	Percent of Availability							68.6%	1.4%	19.3%	2.1%	0.0%	0.0%	0.0%	4.3%	0.0%	1.4%	1.0%	0.0%	0.0%	0.0%				
91	Percent Underutilized								13%																
94	Underutilized (Yr/No)							No	Yes	No	No	No	No	No	No	No	No	No	No	No	No				
95	Number Needed to Reach Parity							-	2	-	-	-	-	-	-	-	-	-	-	-	-				
96	Planned percent increase Year 1								0%																
97	Planned percent increase Year 2								0%																
98	Planned percent increase Year 3								0%																
99	Planned percent increase Year 4								7%																
100																									
101	8 - Service/Maintenance		164	48	62	15	47	40		53	8	-	-	1	15	-	45	1	-	-	-				
102	Current Workforce																								
103	Percent in Category	*Entry		24.4%	37.8%	9.1%	28.7%	24.4%	0.0%	32.3%	4.9%	0.0%	0.0%	0.6%	9.1%	0.0%	27.4%	0.6%	0.0%	0.0%	0.6%				
104	Percent of Availability							25.0%	0.0%	39.1%	2.4%	0.0%	0.0%	1.2%	8.1%	0.0%	21.4%	1.0%	0.0%	0.0%	1.0%				
105	Percent Underutilized								2%												2%				
108	Underutilized (Yr/No)							No	Yes	No	No	No	No	No	No	No	No	No	No	No	No				
109	Number Needed to Reach Parity							-	14	-	-	-	-	-	-	-	-	-	-	-	-				
110	Planned percent increase Year 1								1%																
111	Planned percent increase Year 2								0%																
112	Planned percent increase Year 3								2%																
113	Planned percent increase Year 4								2%																
114																									

4.2.1 Goals and Timetables

The completed utilization analysis shows where problems may exist in the agency. Based on the analysis, RTS has set numerical goals within the established timeframe (and shown below) and, is expected to again meet these new goals, as much is possible, given prevailing resource challenges. FTA requires and RTS has provided percentages and numerical goals (using the whole-person rule) in Utilization Charts, along with timetables for the next four-year period for affected underutilized categories, and are separately shown below.

Officials and Administrators

	Males		Females		
	B	HL	W	AI/AN	B
Number needed to reach parity	1	1	9	8	6
Plan year:					
Year 1	-	-	2	2	1
Year 2	-	-	2	2	1
Year 3	-	1	2	2	2
Years 4	1	-	3	2	2

Professionals

	Males		Females		
	B	HL	W	AI/AN	B
Number needed to reach parity					1
Plan year:					
Year 1	-	-	-	-	-
Year 2	-	-	-	-	1
Year 3	-	-	-	-	-
Years 4	-	-	-	-	-

Administrative support

	Males		Females		
	B	HL	W	AI/AN	B
Number needed to reach parity					1
Plan year:					
Year 1	-	-			-
Year 2	-	-			-
Year 3	-	-			-
Years 4		-			1

Skilled craft

	Males		Females		
	B	HL	W	AI/AN	B
Number needed to reach parity	1				
Plan year:					
Year 1	-	-	-	-	-
Year 2	-	-	-	-	-
Year 3	-	-	-	-	-
Years 4	1	-	-	-	-

Service maintenance

	Males		Females		
	B	HL	W	AI/AN	B
Number needed to reach parity	11				
Plan year:					
Year 1	2	-	-	-	-
Year 2	3	-	-	-	-
Year 3	3	-	-	-	-
Years 4	3	-	-	-	-

Irrespective of the stated impediments, the City has the following objectives for addressing the issues:

- A. Our objective is to provide equal employment opportunities for White, American Indians/Alaskan Native females, and Black and Hispanic/Latino males when our agency fills vacancies in the *Officials and Administrators, and Professionals* job categories

The City's Human Resource Office will review applicant flow data that it is required to keep under the EEO regulations for all vacancies to determine whether any step in our hiring and selection processes have an impact on screening out White, American Indians/Alaskan Native females and, Black and Hispanic/Latino males. The Human Resources Office will compile data, provide it to the Equity and Inclusion Director, and the departments will collaborate in addressing the underutilization. Based on the analysis of this data, Human Resources may consider modifying its candidate selection process.

The Human Resources office will conduct targeted outreach in recruiting in order to widen applicant pools for more diverse candidates in these job categories. Additionally, the Human Resources Office and RTS will make themselves available at job fairs, trade associations and educational institutions. The Human Resources office will make efforts to conduct outreach at institutions such as: iHispano, IAW Career Center, TechLatino: Latinos in Information Science and Technology Association (LISTA), The University of Florida, Santa Fe Community College, CareerSource, Loften High School Magnet Programs, Alachua County Charter Schools as well as Alachua County Schools and others. Additionally, the City will use sources such as the Career Center, IAW Career Center, Diverselink, Minority Professional Network, the Society for Human Resource Management (SHRM), Handshake Schools (a large list of local Florida-based colleges), and others. and others detailed below:

- Black Career Network, Black Data Processing Associates, GreekDiversity Career Center, Colored People (NAACP), The National Urban, EBONY, Phi Beta Sigma, AKA, Incorporated, Kappa Alpha Psi, a college Fraternity, WTT Career Center, Iota Phi Theta®, Alpha Phi Alpha™, Sigma Gamma Rho Sorority, and Inc., Minority Network , and NFBPA.
- B. Our objective is to provide equal employment opportunities for Black males and females, and Two or More Races/Other when our agency fills vacancies that become available in *Administrative Support, Skilled Craft, and Service/Maintenance* job categories.

The City's Human Resource Office will review applicant flow data that it is required to keep under the EEOP regulations for all vacancies to determine whether any step in our hiring and selection processes have an impact on screening out Black males and females, and individuals who belong to Multi or two or more race category.

The Human Resources office will conduct targeted outreach in recruiting in order to widen applicant pools for more diverse candidates in these job categories. Additionally, the Human Resources Office will make themselves available at job fairs, trade associations and educational institutions. The Human Resources office will make efforts to conduct outreach at institutions such as: iHispano, IAW Career Center, TechLatino: Latinos in Information Science and Technology Association (LISTA), The University of Florida, Santa Fe Community College, CareerSource, Loften High School Magnet Programs, Alachua County Charter Schools as well as Alachua County Schools and others. Additionally, the City will use sources such as Diverselink, Diversity Inc., Minority Professional Network, Recruit Military, Handshake Schools (a large list of local Florida-based colleges),and others and others detailed below:

- Black Career Network, Black Data Processing Associates, Greek Diversity Career Center, Colored People (NAACP), The National Urban, EBONY, Phi Beta Sigma, AKA, Incorporated, Kappa Alpha Psi, a college Fraternity, WTT Career Center, Iota Phi Theta®, Alpha Phi Alpha™, Sigma Gamma Rho Sorority, and Inc., Minority Network , and NFBPA.

Exhibit 5 has additional information on implementation of actions to further address issues related to underutilization.

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

5.1 Recruitment and Selection

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

5.1.1 Review of Job Descriptions

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

5.1.2 Job Advertising/Posting

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

5.1.3 Scope of Advertising

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

5.1.4 Advertising Media for the General Public

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

5.1.5 Budget

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

5.1.6 Screening Applications

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

5.1.7 Testing

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

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

The City provides employees the opportunity to be promoted. The City periodically reviews promotional actions to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity. The City provides reasonable opportunity for employees to advance by offering training and other developmental opportunities. Promotional opportunities are also posted, providing interested employees with an opportunity to apply.

Tables 5.1.8A-5.1.8D show data on promotion for FY20-FY23. As a tradition, there were few opportunities for promotions, and when they existed, the data demonstrates that the agency adhered to fair practices for promoting existing employees. What the data confirms is the perennial low levels of attrition within the Regional Transit System.

In FY20, there were a total of five promotions and no potential adverse impacts are reported, and the same patterns of *No Potential Adverse Impacts* are repeated for the rest of this reporting period, as shown in the tables.

Table 5.1.8A – Four-Fifths Adverse Impact Analysis by Job Category – FY2020

Four-Fifths Adverse Impact Analysis by Job Category Promotions																
Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPJ		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	3	1	3	1	-	-	-	1	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Table 5.1.8B – Four-Fifths Adverse Impact Analysis by Job Category – FY2021

Four-Fifths Adverse Impact Analysis by Job Category Promotions																
Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
3 - Technicians																
Number Applied	1	-	1	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
6 - Administrative Support																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
8 - Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	1	1	-	1	-	-	1	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Table 5.1.8C – Four-Fifths Adverse Impact Analysis by Job Category – FY2022

Four-Fifths Adverse Impact Analysis by Job Category Promotions																
Job Category (Use EEO-4)	Total		W		A/I/A/N		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2 - Professionals																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
3 - Technicians																
Number Applied	4	-	2	-	-	-	-	-	-	1	-	-	-	-	1	
Total Promotions	4	-	2	-	-	-	-	-	-	1	-	-	-	-		
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%		
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%		
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	No		
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
6 - Administrative Support																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
8 - Service-Maintenance																
Number Applied	2	-	2	-	-	-	-	-	-	-	-	-	-	-		
Total Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-		
Selection Rate	50.0%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		

Four-Fifths Adverse Impact Analysis by Job Category Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Notes:

	Total		W		AI/AN		B		H/L		A		NHOPI		M	
Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Table 5.1.8D – Four-Fifths Adverse Impact Analysis by Job Category – FY2023

Four-Fifths Adverse Impact Analysis by Job Category Promotions																
Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-														
Total Promotions	2	-	2													
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	-	-														
Total Promotions	-	-														
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	-	-														
Total Promotions	1	-							1							
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

5.1.9 Seniority Practices

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

5.1.10 Training

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

Tables 5.1.10A - 5.1.10D summarize the training information conducted on behalf of the agency in the past four years. It appears that *Officials and Administrators* show adverse impact designations during this reporting period, even though in absolute numbers it is a failure to train a single or a couple of workers. However, given the similarity of the number for each fiscal year, it is plausible that it could have been a failure to inform or a rejection to take advantage of existing training opportunities or perhaps, it was an on-line training that the employee(s) missed the deadline(s). Since the officials and administrators are the record managers, it is also plausible that they are undercounting themselves. Either way the agency will take additional steps to address the anomaly.

In FY22 there are potential adverse impact for Technicians (White Males and Hispanic/Latino Males), and Service Maintenance (Females and Black Males). The percentages appear 'high' but again in absolute terms, the numbers are more alarming for White Male Technicians where they make up about 74% of the workforce but 70% of the total trained, even as the data shows the group achieved a 75% participation rate for training. In the same FY, for Service Maintenance workers, a single female worker and one out of the two Black male workers did not participate in training. These are issues that may have been affected by scheduling conflicts as their colleagues took advantage of some or same training opportunities.

Taken together, the agency training program appears to offer fair and balanced training opportunities to employees, in view of the constraints related to available resources, scheduling, and employees' willingness to participate in non-mandatory training.

Table 5.1.10A – Four-Fifths Adverse Impact Analysis by Job Category – FY20

Four-Fifths Adverse Impact Analysis by Job Category
Training

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	7	1	5	1	-	-	1	-	1	-	-	-	-	-	-	-
Total Trained	6	1	4	1	-	-	1	-	1	-	-	-	-	-	-	-
Training Rate	85.7%	100.0%	80.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	85.7%	100.0%	80.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	1	-	1	-	-	1	-	1	-	-	-	-	-	-	1
Total Trained	3	1	-	1	-	-	1	-	1	-	-	-	-	-	-	1
Training Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
3 - Technicians																
Total Workforce	37	-	24	-	-	-	10	-	3	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	1	6	1	4	-	-	-	2	-	-	-	-	-	-	-	-
Total Trained	1	6	1	4	-	-	-	2	-	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	8	3	4	2	-	-	-	-	1	-	2	1	-	-	1	-
Total Trained	6	3	3	2	-	-	-	-	1	-	1	1	-	-	1	-
Training Rate	75.0%	100.0%	75.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	50.0%	100.0%	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	75.0%	100.0%	75.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	50.0%	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	No	N/A	Yes	No	N/A	N/A	No	N/A

Table 5.1.10B – Four-Fifths Adverse Impact Analysis by Job Category – FY21

Four-Fifths Adverse Impact Analysis by Job Category
Training

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	5	3	-	-	1	-	2	-	-	-	-	-	-	-
Total Trained	7	2	4	2	-	-	1	-	2	-	-	-	-	-	-	-
Training Rate	87.5%	66.7%	80.0%	66.7%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	76.2%	80.0%	66.7%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	3	1	2	-	-	1	1	1	-	-	-	-	-	-	-
Total Trained	3	3	1	2	-	-	1	1	1	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	34	-	27	-	-	-	5	-	2	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	2	8	2	5	-	-	-	2	-	1	-	-	-	-	-	-
Total Trained	2	8	2	5	-	-	-	2	-	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	7	1	5	1	-	-	2	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 5.1.10C – Four-Fifths Adverse Impact Analysis by Job Category – FY22

Four-Fifths Adverse Impact Analysis by Job Category
Training

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	6	3	-	-	1	-	2	-	-	-	-	-	-	-
Total Trained	8	2	5	2	-	-	1	-	2	-	-	-	-	-	-	-
Training Rate	88.9%	66.7%	83.3%	66.7%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	75.0%	83.3%	66.7%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	3	1	2	-	-	1	1	1	-	-	-	-	-	-	-
Total Trained	3	3	1	2	-	-	1	1	1	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	38	-	28	-	-	-	6	-	3	-	-	-	-	-	-	1
Total Trained	30	-	21	-	-	-	6	-	2	-	-	-	-	-	-	1
Training Rate	78.9%	N/A	75.0%	N/A	N/A	N/A	100.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	N/A	75.0%	N/A	N/A	N/A	100.0%	N/A	66.7%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	2	9	2	6	-	-	-	2	-	1	-	-	-	-	-	-
Total Trained	2	9	2	6	-	-	-	2	-	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	9	1	7	1	-	-	2	-	-	-	-	-	-	-	-	-
Total Trained	8	-	7	-	-	-	1	-	-	-	-	-	-	-	-	-
Training Rate	88.9%	0.0%	100.0%	0.0%	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	100.0%	0.0%	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 5.1.10D – Four-Fifths Adverse Impact Analysis by Job Category – Training FY23

Four-Fifths Adverse Impact Analysis by Job Category
Training

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	11	2	8	2	-	-	1	-	2	-	-	-	-	-	-	-
Total Trained	10	1	7	1	-	-	1	-	2	-	-	-	-	-	-	-
Training Rate	90.9%	50.0%	87.5%	50.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	55.0%	87.5%	50.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	3	1	2	-	-	1	1	1	-	-	-	-	-	-	-
Total Trained	3	3	1	2	-	-	1	1	1	-	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	32	-	22	-	-	-	7	-	2	-	-	-	-	-	1	-
Total Trained	27	-	19	-	-	-	6	-	1	-	-	-	-	-	1	-
Training Rate	84.4%	N/A	86.4%	N/A	N/A	N/A	85.7%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	100.0%	N/A	86.4%	N/A	N/A	N/A	85.7%	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	1	9	1	6	-	-	-	2	-	1	-	-	-	-	-	-
Total Trained	1	9	1	6	-	-	-	2	-	1	-	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	10	7	4	2	-	-	3	4	1	1	1	-	-	-	1	-
Total Trained	8	4	3	1	-	-	2	3	1	-	1	-	-	-	1	-
Training Rate	80.0%	57.1%	75.0%	50.0%	N/A	N/A	66.7%	75.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	100.0%	71.4%	75.0%	50.0%	N/A	N/A	66.7%	75.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	No	Yes	No	N/A	N/A	N/A	No	N/A

5.1.11 Compensation and Benefits

Review of Compensation Systems:

As part of its affirmative action obligations, the City has reviewed its compensation systems to determine whether those systems are being administered without regard to an individual's sex, race, ethnicity, or other characteristic protected by law. If the City discovers significant compensation system differences between individuals who are similarly situated, it will determine whether they are the result of legitimate, nondiscriminatory factors.

Table 5-1.11 outlines the salary ranges for each job category, and [Exhibit 4](#) lists the RTS job titles within each job category, and their respective job group classification.

Table 5.1.11 Salary Range for each Job Category

Job Category	Job Group	Salary	Salary Min	Salary Max
Officials and Administrators	OAMM, OAM	20	\$54,000.00	\$158,750.00
Professionals	PADM	6	\$54,000.00	\$89,781.00
Administrative Support Workers	ASFIN, ASGEN, ASCS	17	\$29,040.00	\$75,090.00
Skilled Craft Workers	SK	19	\$33,210.00	\$69,070.00
Service-Maintenance	SER, SERBU	229	\$35,300.00	\$48,567.00

Source: City of Gainesville Human Resources Department

5.1.12 Disciplinary Procedures and Termination Practices

Terminations:

The City periodically evaluates its termination practices to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity. When terminations or reductions in force are necessary, the City makes its decisions without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

The disciplinary procedures and discharge practices are drafted into the labor agreement that the ATU and the City of Gainesville agree to abide by, see [Exhibit 6 Labor Contract, Article 10](#).

Following is the summary, [Tables 5.1.12A – 5.1.12D](#), of disciplinary actions and terminations completed in this reporting period.

From the tables, it appears that agency's disciplinary actions are concentrated in written notices and a few suspensions. During the COVID-19 period in FY20, it is understandable why there are so many notices and suspensions, as the agency intensified its efforts to monitor and maintain a safe transit system. In the next two fiscal years - a stabilizing period - there were no written notices and/or suspensions. In FY23, however, quite a few written notices were issued, but the other disciplinary types are also not populated, and that suggests that beyond written notices, the agency and staff worked out methods for resolving disciplinary issues to return staff to 'clean' working status.

For terminations, there are no adverse impacts recorded for the agency during the reporting period, except in FY22 when there were three involuntary terminations.

Table 5.1.12A RTS Disciplinary Action FY20

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	1	5	1			1		1						1	
Written Warning	1														1	
Discipline Rate	12.5%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A
Employee Notice (inc Suspension & Term)																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
2 - Professionals																
Total Workforce	3	1		1			1		1						1	
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A

7 - Skilled Craft																	
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
8 - Service-Maintenance																	
Total Workforce	157	96	60	24	-	-	78	69	17	1	2	1	-	-	-	1	<--Entry
Written Instruction & Cautioning	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	1.0%	0.0%	4.2%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A							
Instruction	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	1.0%	0.0%	4.2%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A							
Employee Notices	24	25	4	4	-	-	18	21	2	-	-	-	-	-	-	-	<--Entry
Discipline Rate	15.3%	26.0%	6.7%	16.7%	N/A	N/A	23.1%	30.4%	11.8%	N/A							
Ratio to Lowest Rate	100.0%	58.7%	100.0%	40.0%	N/A	N/A	28.9%	21.9%	56.7%	N/A							
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	Yes	No	N/A							
Suspension Employee Notices	15	19	6	7	-	-	9	12	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	9.6%	19.8%	10.0%	29.2%	N/A	N/A	11.5%	17.4%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	48.3%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	100.0%	N/A							
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	No	N/A							
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A							
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A							

Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Ye	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Ye	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Ye	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																	
Total Workforce	145	92	59	20			69	69	14	1	2	1	-	-	-	1	1
Employee Notice	15	12	4	5	-	-	9	6	2	-	-	1	-	-	-	-	-
Discipline Rate	10.3%	13.0%	6.8%	25.0%	N/A	N/A	13.0%	8.7%	14.3%	N/A							
Ratio to Lowest Rate	100.0%	79.3%	100.0%	27.1%	N/A	N/A	52.0%	78.0%	47.5%	N/A							
Potential Adverse Impact (Ye	No	No	No	No	N/A	N/A	No	No	No	N/A							
Suspension Employee Notices	17	14	7	2	-	-	8	12	2	-	-	-	-	-	-	-	-
Discipline Rate	11.7%	15.2%	11.9%	10.0%	N/A	N/A	11.6%	17.4%	14.3%	N/A							
Ratio to Lowest Rate	100.0%	77.0%	84.3%	100.0%	N/A	N/A	86.3%	57.5%	70.0%	N/A							
Potential Adverse Impact (Ye	No	No	No	No	N/A	N/A	No	No	No	N/A							
Last Chance Agreement	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	1.1%	0.0%	5.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Ye	No	No	No	No	N/A	N/A	No	No	No	N/A							
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Ye	No	No	No	No	N/A	N/A	No	No	No	N/A							
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Ye	No	No	No	No	N/A	N/A	No	No	No	N/A							
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A							
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A							
Potential Adverse Impact (Ye	No	No	No	No	N/A	N/A	No	No	No	N/A							

Notes:

3 - Technicians																		
Total Workforce	38	-	28				6	-	3	-	-	-	-	-	-	1	-	<--Entry
Employee Notice	2	-					1	-	1	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	66.7%	N/A	0.0%	N/A	N/A	N/A	16.7%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	<--Entry
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	<--Entry
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	<--Entry
Employee Notice-Dismissal	1	-					-	-	1	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	33.3%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	<--Entry
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	<--Entry
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	<--Entry
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	<--Entry
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	<--Entry
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	<--Entry
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	<--Entry
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	<--Entry
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	<--Entry
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	<--Entry
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	<--Entry
4 - Protective Service																		
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-	-	<--Entry
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<--Entry

Table 5.1.12D RTS Disciplinary Action FY23

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	12	2	8	2			1		2						1	
Written Warning	1														1	
Discipline Rate	8.3%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A
Employee Notice (Inc Suspension & Term)																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
<Enter Discipline Type>																
2 - Professionals																
Total Workforce	3	3	1	2			1	1	1							
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>																
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<Enter Discipline Type>																

Four-Fifths Adverse Impact Analysis by Job Category
Terminations

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	7	2	5	2			1		1							
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	1		1			1		1						1	
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
3 - Technicians																
Total Workforce	37	-	24				10		3							
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	1	6	1	4				2								
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service/Maintenance																
Total Workforce	158	94	60	24			78	69	17	1	2				1	
Total Involuntary Terminations	11	15	2	3			8	12	1							
Involuntary Termination Rate	7.0%	16.0%	3.3%	12.5%	N/A	N/A	10.3%	17.4%	5.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	43.6%	100.0%	26.7%	N/A	N/A	32.5%	19.2%	56.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 5.1.12E FY20

Four-Fifths Adverse Impact Analysis by Job Category
Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	8	3	5	3			1	-	2	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	3	1	2			1	1	1	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	34	-	27	-			5	-	2	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	2	8	2	5			-	2	-	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	145	92	59	20			69	69	14	1	2	1	-	-	1	1
Total Involuntary Terminations	6	3	2	-			4	3	-	-	-	-	-	-	-	-
Involuntary Termination Rate	4.1%	3.3%	3.4%	0.0%	N/A	N/A	5.8%	4.3%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	78.8%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 5.1.12F FY 21

Four-Fifths Adverse Impact Analysis by Job Category
Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	9	3	6	3			1		2							
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	3	1	2			1	1	1							
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	38	-	28				6		3						1	
Total Involuntary Terminations	2	-					1		1							
Involuntary Termination Rate	5.3%	N/A	0.0%	N/A	N/A	N/A	16.7%	N/A	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	Yes	N/A	N/A	N/A	N/A	N/A	No	N/A
4 - Protective Service																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	2	9	2	6				2		1						
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-														
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	9	1	7	1			2									
Total Involuntary Terminations	11	5	2				8	4	1				1			
Involuntary Termination Rate	122.2%	500.0%	28.6%	0.0%	N/A	N/A	400.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	24.4%	0.0%	100.0%	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	No	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 5.1.12G FY22

Table 5.1.12H: FY23

Four-Fifths Adverse Impact Analysis by Job Category
Terminations

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	11	2	8	2			1	-	2	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Total Workforce	3	3	1	2			1	1	1							
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	32	-	22				7	-	2						1	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	1	9	1	6			-	2	-	1	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Total Workforce	23	11	13				8	11	1						1	
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No	N/A

6. STATISTICAL IMPACT OF EMPLOYMENT PRACTICES ON MINORITIES AND WOMEN 2024-102

The previous section has information on number of employees in each job category who applied for promotion and the number in each job category promoted cross-referenced by sex and race; the number and type of disciplinary actions tailored to the language used in union contract and agency policies and procedures; the number of voluntary/involuntary terminations cross-referenced by sex and race; and, job category training that foster promotion potential, cross-referenced by sex and race. The following discussion focuses on applicant hires.

Review of Personnel Activity

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

Applicant Flow

Individuals interested in obtaining employment with the City are advised to apply according to the City's current policy for open positions, including those positions in the Regional Transit System. The City periodically reviews recruitment and selection actions to ensure there are no barriers to equal employment opportunity.

Hires

The City periodically reviews recruitment, selection and hiring actions to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity, those who claim veteran status or applicants with disability. Job descriptions are reviewed to make sure duties are accurately described and, the experience and education requirements are job related. Job descriptions will continue to be written without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law. Application forms are reviewed to ensure all requested information is job related, and the forms comply with all applicable laws. Where applicable, tests will be reviewed and administered in a non-discriminatory manner. City representatives who are involved in the selection process are briefed on the City's obligations. Hiring decisions are based on the applicant's experience, skills, abilities, education, and any other job-related criteria.

The following table is a summary of applicants and hires for the reporting period by job category in adherence to the City's fair employment practices. The summary shows applicants and hires, cross-referenced by sex and race.

As explained in the previous sections, employee turnover or attrition rate is very low at RTS, and therefore the number of open positions tend to be low at any given time. In addition to this characteristic, the agency was not engaged in a lot of hiring during the pandemic. As a result of those factors, it may appear as if the agency has several potential adverse impacts, as RTS cannot fill open positions that did not exist during the reporting period.

As a demonstration of the City's commitment to equal employment opportunities, data on hires for applicants with disability and those claiming veteran status suggests targeted efforts to support equal employment opportunities within existing laws.

Table 6.1 is a summary of the agency's hiring practices for the reporting period.

Four-Fifths Adverse Impact Analysis by Job Category
Hires

Job Category (Use EEO-4)	Total		W		A/I/A/N		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	60	25	48	16	-	-	9	5	3	2	-	1	-	-	-	1
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	1.7%	0.0%	2.1%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	100	31	32	2	10	2	24	9	12	14	11	2	-	-	11	2
Total Hires	4	2	3	-	-	-	1	1	-	-	1	1	-	-	-	-
Selection Rate	4.0%	6.5%	9.4%	N/A	0.0%	N/A	4.2%	11.1%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	62.0%	100.0%	84.4%	N/A	0.0%	N/A	37.5%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	No	N/A	Yes	N/A	Yes	No	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	68	82	42	28	-	-	54	23	-	-	-	-	-	-	3	-
Total Hires	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-	-
Selection Rate	1.5%	1.2%	0.0%	0.0%	N/A	N/A	N/A	1.9%	4.3%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	82.9%	0.0%	0.0%	N/A	N/A	N/A	42.6%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A
6 - Administrative Support																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Number Applied	93	4	55	1	-	-	27	2	2	1	-	-	-	-	9	-
Total Hires	4	-	2	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	4.3%	0.0%	3.6%	N/A	N/A	N/A	3.7%	0.0%	50.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	7.3%	N/A	N/A	N/A	7.4%	0.0%	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes	N/A
8 - Service-Maintenance																
Number Applied	394	305	139	68	-	-	225	192	30	25	-	-	-	-	-	20
Total Hires	36	25	13	-	-	-	20	18	3	6	-	-	-	-	-	1
Selection Rate	9.1%	8.2%	9.4%	0.0%	N/A	N/A	8.9%	9.4%	10.0%	24.0%	N/A	N/A	N/A	N/A	N/A	5.0%
Ratio to Highest Rate	100.0%	89.7%	39.0%	0.0%	N/A	N/A	37.0%	39.1%	41.7%	100.0%	N/A	N/A	N/A	N/A	N/A	20.8%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes

Four-Fifths Adverse Impact Analysis by Job Category
Hires

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F

Notes:

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities	4	2	1	-	-	-	2	2	1	-	-	-	-	-	-	-
Number Applied	3	2	1	-	-	-	2	2	-	-	-	-	-	-	-	-
Total Hires	75.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Selection Rate																
Veterans	36	12	12	-	-	-	24	12	-	-	-	-	-	-	-	-
Number Applied	6	2	2	-	-	-	4	2	-	-	-	-	-	-	-	-
Total Hires	16.7%	16.7%	16.7%	N/A	N/A	N/A	16.7%	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Selection Rate																

Notes:

7. INDIVIDUALS WITH DISABILITIES AND VETERANS

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

A review of [Table 6.1](#) shows that Veterans and individuals with disabilities have been selected at rates that suggest that the City is ensuring that applicants to City positions have equal employment opportunities.

8. MONITORING AND REPORTING

An employee or job applicant who believes s/he has been a victim of discrimination, harassment or retaliation has the right to file a complaint with the City of Gainesville Office of Equal Opportunity. Complaints of discrimination, harassment or retaliation should be directed to: Office of Equal Employment Opportunity Program, 222 East University Avenue, Second Floor, Gainesville, FL 32602, mailing address PO Box 490 Mail Station 52. The form for filing a complaint is shown below. They can contact the Office by phone to request a Complaint Form at 352-334-5051; Hearing Impaired: (800)955-8771. Also they can send an email to the Office to request a Complaint Form at: equalopportunity@cityofgainesville.org; Fax Number: (352)334-2088

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

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

2024-102

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

180 DAYS EXPIRE: _____

CITY OF GAINESVILLE OFFICE OF EQUITY AND INCLUSION
DAILY INTAKE FORM
(INTERNAL)

INTAKE PERSON: _____ TIME: _____ DATE _____

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

NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE _____ PHONE NUMBER: _____

EMAIL: _____

HOW DID YOU HEAR ABOUT THE OFFICE OF EQUAL OPPORTUNITY?

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

ARE YOU A:
CITY EMPLOYEE: OR CITIZEN:

IF CITY EMPLOYEE, DEPARTMENT EMPLOYED BY:

TYPE OF COMPLAINT:

FORMAL: **INFORMAL:**

TYPE OF ALLEGATION(S):

EMPLOYMENT: SERVICES, PROGRAMS, ACTIVITIES:

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

YES If yes, which one(s)? _____ NO

BASIS: (Please check all that applies)

- | | |
|--|--|
| <input type="checkbox"/> Sexual Orientation _____ | <input type="checkbox"/> Religion _____ |
| <input type="checkbox"/> Race _____ | <input type="checkbox"/> National Origin _____ |
| <input type="checkbox"/> Color _____ | <input type="checkbox"/> Marital Status _____ |
| <input type="checkbox"/> Gender _____ | <input type="checkbox"/> Disability _____ |
| <input type="checkbox"/> Age _____
<small>(Only apply if 40 yrs old + over)</small> | <input type="checkbox"/> Gender Identity _____ |

- Harassment - based on which protected class? _____
- Hostile work environment - based on which protected class? _____
- Retaliation - based on which protected class? _____

NOTE: IF NOT BASED ON ONE OF THE PROTECTED CLASSES, PLEASE STOP HERE

Revised: 12/2018

1

If your allegation is based on employment:

What is your date of hire? _____

What was your job title at time of alleged discrimination? _____

If applicant, date and position you applied for: _____

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

DEPARTMENT YOU ARE FILING YOUR ALLEGATION(S) AGAINST:

DEPARTMENT: _____ DIVISION: _____

Name specific individual (if applicable): _____

Position/Title: _____

Date of most recent incident: _____

Is the action/situation continuing? YES NO

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

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

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

WHAT HARM HAVE YOU SUFFERED?

Print Name

Sign Name

Date

Complainants Tracking System

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

Timeliness of investigations

•

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

(5) *Access to files during investigation.* Information obtained during the investigation of a complaint shall be disclosed only in accordance with the provisions of the Florida Public Records Law.

(c) “The director shall, within 100 days after the filing of a complaint, complete the investigation of the alleged unlawful discriminatory practice, unless it is impracticable to do so. If the director is unable to complete the investigation within 100 days after the filing of a complaint, the director shall notify, by certified mail or by personal service, the complainant and the respondent in writing of the reasons for not so doing. The director shall notify the aggrieved person and the respondent if administrative disposition of the complaint pursuant to this article cannot be accomplished within one year of the filing of the complaint”.

Resolutions, Reporting to Management

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

9. AGENCY REPORTING

RTS has a relationship with two subcontractors – MV Transportation and Center for Independent Living. RTS contracts with MV Transportation to provide paratransit services to the disability community while the Center issues ADA Certifications and provides travel training as part of its transportation-related activities. RTS monitors the Center for Independent Living for the services it provides to RTS. In addition, RTS reviews MV’s contract and monitors its EEO Program, [see Exhibit 7](#) for sample communication memo.

MV’s EEO Plan which, expires April 2024, is available, upon request.

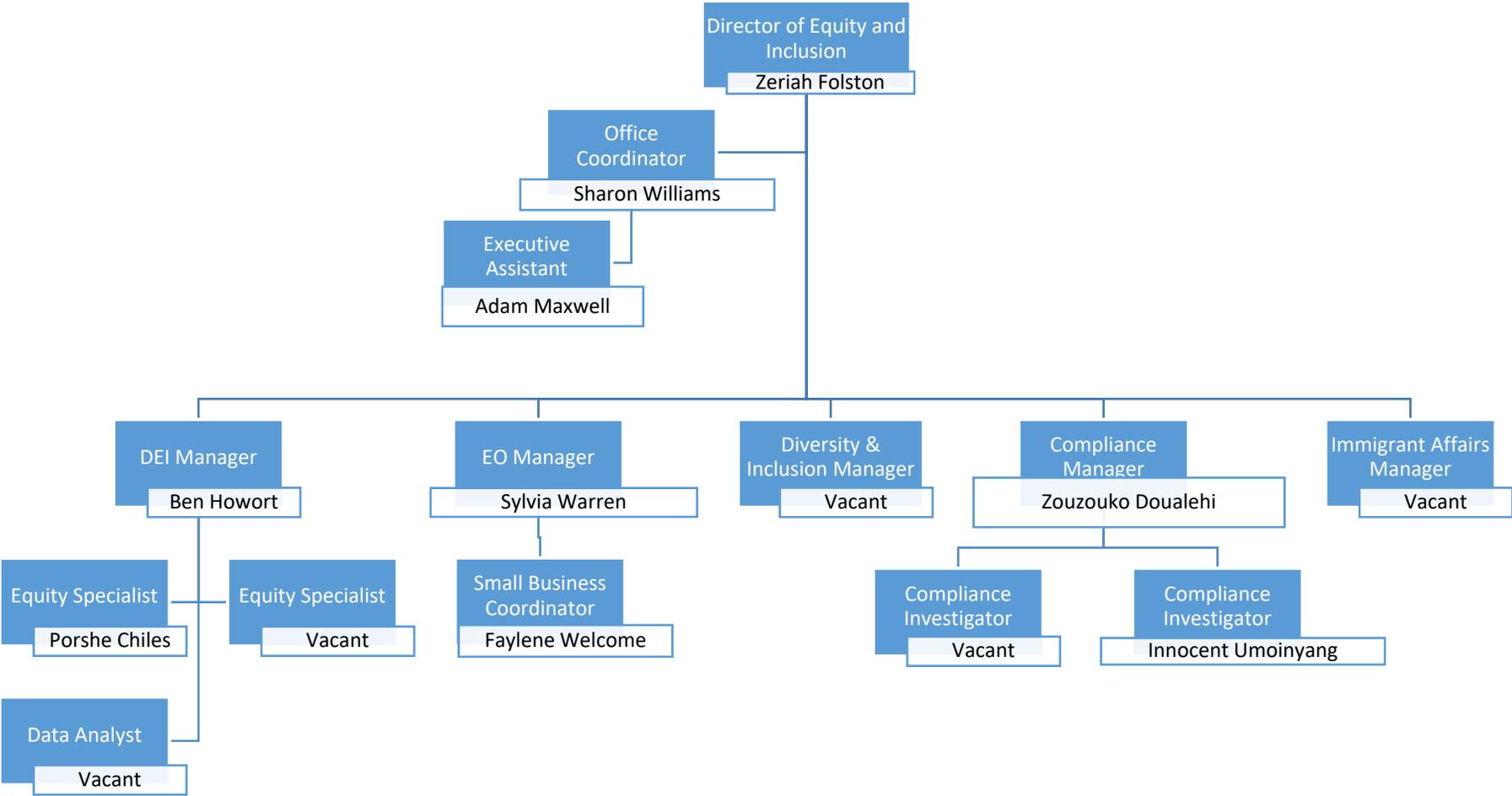
RTS does not have any sub-recipients.

LIST OF EXHIBITS

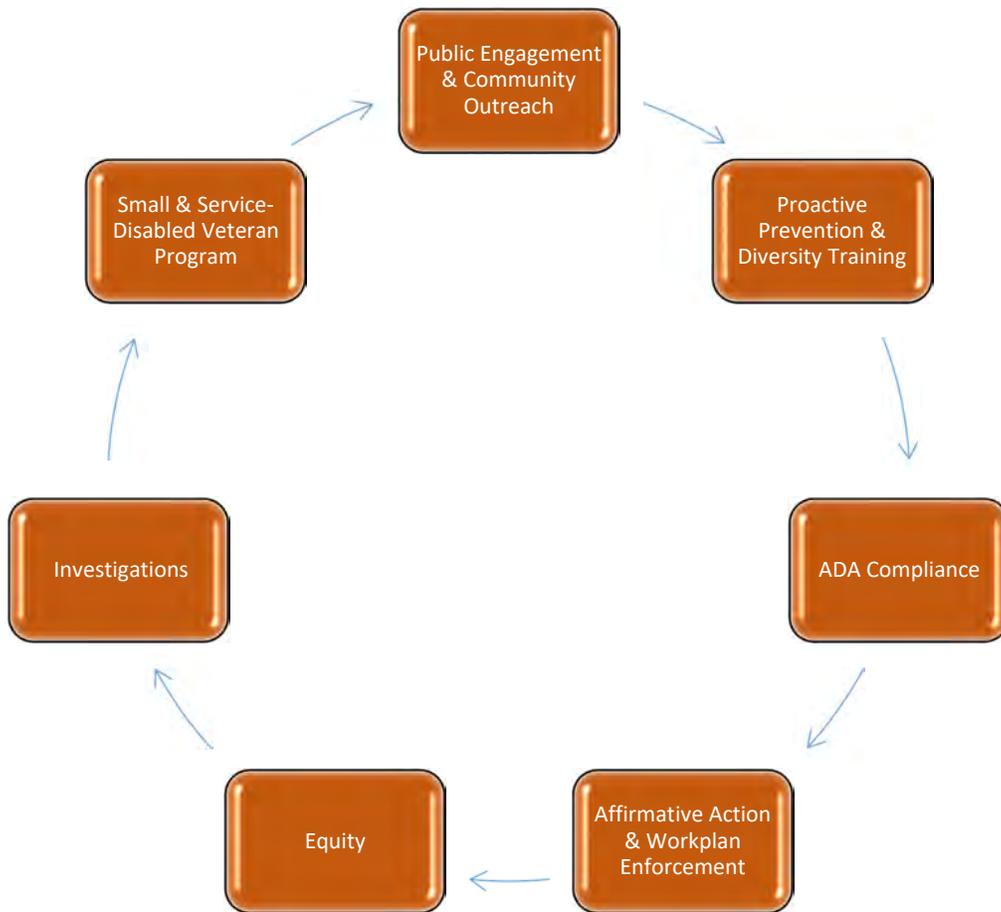
- Exhibit 1: Office of Equity and Inclusion – Organization Chart, Workflow and Vision
- Exhibit 2: City of Gainesville Employment Opportunity Policy, EO-7
- Exhibit 3: Responsibility for Implementation
- Exhibit 4: RTS Positions that fall under each Job EEO Salary Category
- Exhibit 5: Development and Implementation of Action-oriented Program
- Exhibit 6: Union Agreement, Local 1579
- Exhibit 7: Proof Memo to Contractor
- Exhibit 8: Goals and Timetables from Previous Submission
- Exhibit 9: City of Gainesville Organization Chart
- Exhibit 10: RTS Organization Chart

Exhibit 1

Office of Equity & Inclusion,
City of Gainesville
Program and Services Chart



Program Areas and Workflow



Vision

The Office of Equity and Inclusion aspires to help create and sustain a citywide culture that understands that diversity, equity, and inclusion are essential to the City's mission and strategic direction. We will serve as a change agent to shape the City of Gainesville's future to one where all Community Builders and Neighbors can fully realize their potential.

Mission

Our office provides expertise, tools, data and programming to promote diversity, equity and inclusion. We drive cultural transformation through education, policy development and guidance, the celebration of diversity, and fair and objective responses to complaints and concerns.

The City of Gainesville is committed to operationalizing equity in policy, practices, programs, and procedures to eliminate racial disparities and enhance the quality of life for all people in Gainesville. The Office of Equity and Inclusion is leading four strategies to accomplish this goal: 1) Leadership Training, 2) City-wide training, 3) Policy Review Process, and, 4) Department Partnership Model. Once implemented, the City of Gainesville will be able to: 1) Assess policies, programs and procedures with an equity lens and, 2) Measure the performance of equity strategies using disaggregated demographic data and show progress over time.

Core Values

Each member of our team approaches our work with the heart of a public servant. We are dedicated to fostering an environment of transparency, equity, integrity, and accountability.

Goals

1. Increase education and awareness of diversity, equity and inclusion.
2. Enhance policy development using an equity lens.
3. Expand outreach to include more small, minority and women business owners.
4. Provide timely, fair and objective responses to complaints and concerns.

Exhibit 2

EO –Policy 7

CITY OF GAINESVILLE
POLICY

	TITLE Equal Opportunity Administrative Procedure	PRIOR REVISIONS: 03/28/08, 09/04/08	
	PROPOSER UNIT Office of Equal Opportunity	ATTACHMENT: None	
NUMBER EO-7	ISSUE DATE 08/28/00	REVISION/REVIEW DATE 05/02/2023	TOTAL PAGES 2

I. PURPOSE:

I. PURPOSE:

This Administrative Procedure promulgates the City of Gainesville’s established goals for ensuring equal employment opportunities for all persons.

II. POLICY:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Goal. Ensure the participation of and facilitate the upward mobility of a diverse group of employees within the City's employment system. Require that all employees attend EEO training facilitated by the Office of Equal Opportunity within 90 days of being assigned to a leadership role. Also, all leadership employees will be required to attend EEO training annually.

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

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

By Order of

*Signed Original on File in the
City Managers Office*

**Cynthia Curry
City Manager**

Exhibit 3:

Responsibility for Implementation

41 C.F.R. 60-2.17

City of Gainesville has assigned primary management responsibility and accountability for ensuring full compliance with the Affirmative Action Program to Sylvia Warren, the Affirmative Action Officer of the City. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The identity of the Affirmative Action Officer appears on internal and external communications regarding the City's equal employment opportunity and affirmative action policies.

The duties of the Affirmative Action Officer and designees include:

- Developing policy statements, AAPs, and internal and external modes of Communication.
- Overseeing regular discussions with local managers, supervisors, and employees to ensure the City's policies are being followed.
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the City's Affirmative Action Program are implemented.
- Advising managers and supervisors that the City is obligated to prevent discrimination and harassment of applicants and employees on any basis protected by law.
- Identifying any problem areas in implementing the AAP, and developing solutions.
- Ensuring policies are in place to identify any barriers to employment based on sex, gender identity, sexual orientation, race, color, religious creed, or national origin and assisting managers in developing solutions to ensure all individuals benefit from equal employment opportunities.
- Designing and implementing an internal audit and reporting system to measure the effectiveness of the City's Program, indicate the need for remedial action, determine the degree to which the City's objectives have been attained, determine whether all employees have had the opportunity to participate in City-sponsored educational, training, recreational, and social activities, and ensure each City location is in compliance with applicable laws and regulations.
- Serving as liaison between the City and enforcement agencies, and between the City and organizations of and for minorities or females.
- Encouraging active involvement by City representatives in the community service programs of local organizations of and for minorities and females.
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees.
- Keeping management informed of developments in the affirmative action area.

Exhibit 4

RTS Positions that Fall Under Each Job EEO Salary Category

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

Exhibit 5

Development and Implementation of Action-Oriented Programs 41 C.F.R. 60-2.17

City of Gainesville has developed and executed action-oriented programs designed to correct any problem areas that may exist. To remove identified barriers and expand employment opportunities, the City engages in or has made plans to implement the activities outlined in this AAP, as appropriate.

The City's commitment to equal employment opportunity is publicized and employees are encouraged to participate in the City's Affirmative Action Program through activities such as the following.

- Written notification of the City's affirmative action policy will be sent to all subcontractors, including subcontracting vendors and suppliers, and request appropriate action on their part.
- The City will make the Equal Employment Opportunity Clause part of all covered contracts and purchase orders.
- The City's Equal Employment Opportunity and Affirmative Action Statement of Policy will be made available to applicants and employees. The policy will include a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under Executive Order 11246, as amended. When applicable, the City will publicize the policy in City publications.
- The City will hold meetings with executive, management and supervisory personnel to explain the City's policy of affirmative action and to make clear the Equal Opportunity Director's support for the policy.
- Advertisements or solicitations for prospective employees will indicate the City is an equal opportunity employer.
- The City will seek to include individuals covered by this AAP when employees are pictured in consumer and personnel recruitment advertising.
- The City will encourage qualified minority and female applicants to apply for available job openings through the following activities, as appropriate:
 - Minority and female, as well as non-minority and male, employees will be actively encouraged to refer applicants to the City.
 - The City will send available job opportunities to the State Employment Services Delivery System.
 - The City will identify local organizations and/or community agencies specializing in placing and/or developing training programs for protected individuals and send them notices of vacant positions.
 -

- Where placement goals exist as defined by the OFCCP, the City will contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students.

During the period from October 01, 2021 to September 30, 2022, special recruitment activities were conducted at the following schools and universities:

- Handshake Schools which is a large list of local Florida-based colleges
- During the period from October 01, 2021 to September 30, 2022, targeted recruitment activities were conducted at the following diversity outreach and recruitment sources:
 - iHispano, Black Career Network, Women's Career Channel, Asian Career Network, Black Data Processing Associates, Greek Diversity Career Center, IAW Career Center, TechLatino: Latinos in Information Science and Technology Association (LISTA), The National Association for the Advancement of Colored People (NAACP), The National Urban League is a historic civil rights, EBONY, Phi Beta Sigma, AKA, Incorporated, Kappa Alpha Psi, a college Fraternity, WTT Career Center, Iota Phi Theta®, Alpha Phi Alpha™, Sigma Gamma Rho Sorority, Inc., Minority Network , NFBPA.
- The City will implement procedures to ensure minority and female employees are given equal opportunities for promotion, such as the following:
 - On-the-job training will be provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher level jobs.
 - The City will continue to make opportunities for advancement widely known through its career development process and by encouraging minorities and females to take advantage of these opportunities. Internal job opportunities may be posted so employees may apply to positions of interest.
- The following internal training programs will be offered to eligible employees without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law: "Managing a Changing Workforce", "Equity & Inclusion." See City of Gainesville Office of Equity and City of Gainesville Compliance Department.
- The City may offer employees the opportunity to participate in external training programs such as the following: Berkshire Fundamentals of AA Training, ACCA American Contract Compliance Training, Various EEO trainings for employees.

Exhibit 6

AGREEMENT

AGREEMENT
BETWEEN THE
CITY OF GAINESVILLE
AND
AMALGAMATED TRANSIT UNION
LOCAL NO. 1579

EFFECTIVE: OCTOBER 1, 2021 - SEPTEMBER 30, 2024

ARTICLE 10
DISCHARGE AND DISCIPLINE

- 10.1 Employer reserves the right to discipline or discharge any employee for just cause. It is understood by the parties that employees are subject to all applicable rules and regulations of the City and the Transit System. Employer agrees that disciplinary action shall be in a timely fashion and the employee shall be notified of the potential of such disciplinary action within thirty (30) working days of the employer becoming aware of the event giving rise to the discipline, except in cases where immoral or unlawful conduct is involved.
- 10.2 Any official written reprimand shall be furnished to the employee outlining the reason for the reprimand. The employee will be requested to sign the statement; however, that signature does not constitute or imply agreement, only acknowledging receipt of the reprimand. If the employee refuses to sign, the refusal shall be noted and placed in the employee's personnel file. The employee shall have the opportunity to respond to the reprimand in writing. This written response shall remain attached to the reprimand maintained within the employee's file. Whenever possible, the City will make every effort to reprimand the employee in a private manner so as to avoid embarrassing the employee.
- 10.3 Disciplinary actions involving discharge, demotion, suspension with loss of pay and written instructions and cautionings may be subject to the grievance provisions of the Agreement. Written or verbal warnings are not grievable, provided they are not placed in the employee's official personnel file. Such warnings shall not be considered a "first offense" under City Personnel Policies and Procedures, Policy #E-3, however, such warnings may be used as a basis to substantiate future disciplinary action under Policy #E-3.
- 10.4 Any discharged employee who has completed his/her probationary period shall have the right to appeal said discharge directly to the second step of the grievance procedure provided such appeal is made within seven (7) days from the effective date of such action, computed in accordance with Section 8.2(D).

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

Exhibit 7:

Proof Memo to Contractor



CITY OF GAINESVILLE
Regional Transit System

Mr. Gary Luke
MV General Manager
3713 SW 42nd Avenue
Suite 2 and 3
Gainesville, FL 32608

Oct 20, 2022

RE: Letter of Compliance with Rule Chapter 14-90, Florida Administrative Code

Dear Mr. Luke,

I'm pleased to notify you that the Department has completed the Gainesville RTS Bus Transit System Safety, Security, and Maintenance Review, January 2017 and we find your agency to be in compliance with the provisions of Rule Chapter 14-90, Florida Administrative Code (F.A.C.). Thank you for addressing the findings from the subject review and subsequently communicating the completion of the corrective actions through October 20, 2022.

We appreciate the level of support and cooperation received from the agency's staff during the compliance audit and also noted your efforts in addressing safety system compliance with the subject Rule. Per the Department's Bus Transit System Safety Program Procedure 725-030-009-j, we will be returning to your agency within 3 years for our next compliance audit. If you have any questions or would like to discuss any concerns in the meantime, please contact me at (904) 360-5687 or janell.damato@dot.state.fl.us. We look forward to continuing to work with your agency in your efforts to serve the safe transportation needs of your constituents.

Sincerely,


Jesús M. Gomez
Transit Director

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

Exhibit 8

Goals and Timetables Chart from Previous Submission

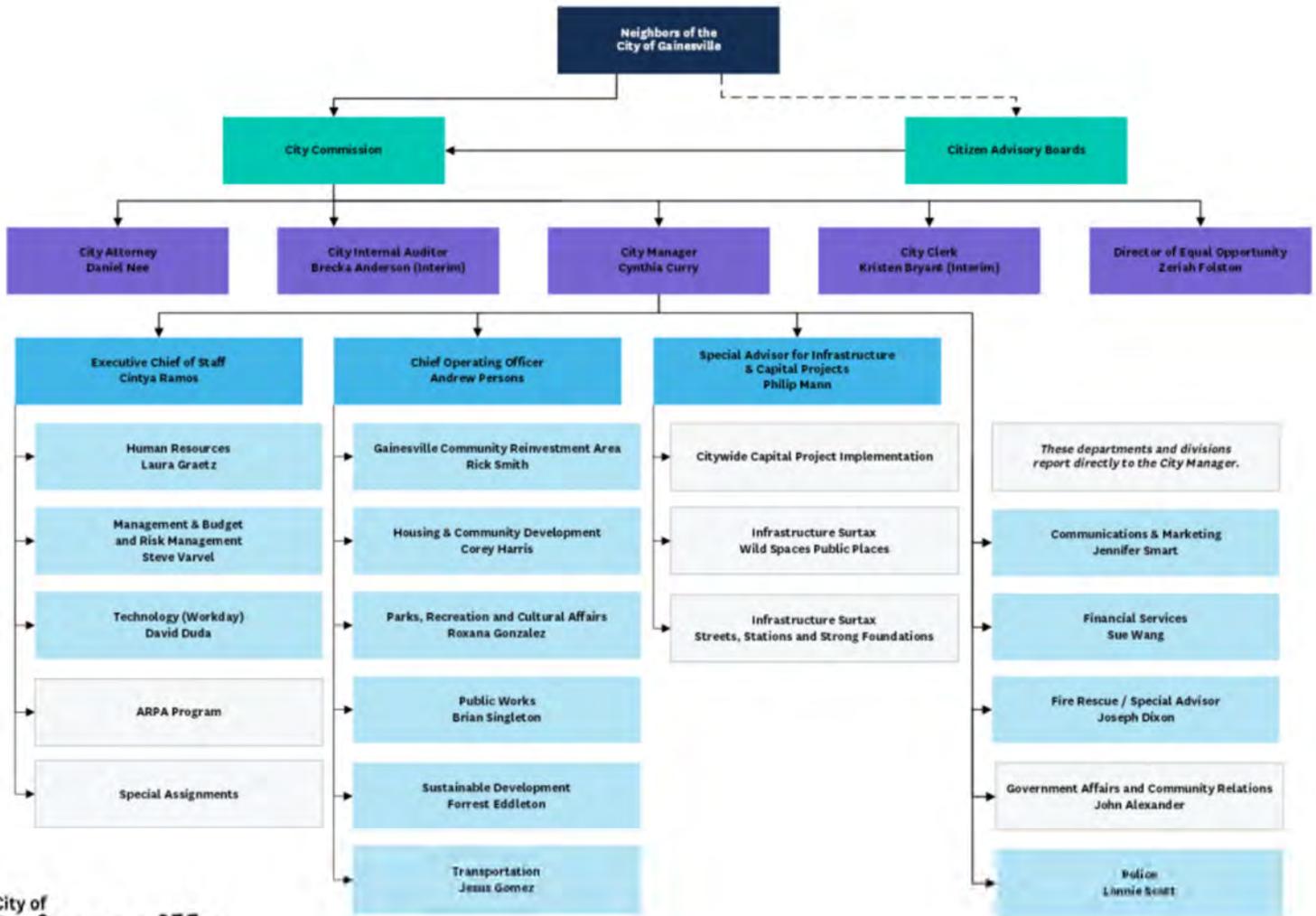
Officials & Admn	Male	Female	Female	Female	Female	Female
	A	W	B	H/L	A	Multi
Year 2	-	1	-	-	-	-
Year 3	-	1	-	-	-	-
Year 4	-	2	-	1	-	-

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

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

Exhibit 9

City of Gainesville Organization Chart



City of Gainesville

Organizational Chart
Effective Date: October 19, 2023

Exhibit 10

Regional Transit System Organization Chart

