City and County of Honolulu

Department of Transportation Services

Equal Employment Opportunity Program

July 2015 to July 2018

INTRODUCTION

The Department of Transportation Services (DTS) has established an Equal Employment Opportunity (EEO) program in accordance with the provisions of Section 19 of the Urban Mass Transportation Act of 1964 (UMT Act). DTS has received federal financial assistance from the Federal Transit Administration (FTA), and as a condition of receiving this assistance, DTS has signed an assurance with the FTA that it will comply with all the provisions of Section 19 of the UMT Act.

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EEO PROGRAM

Section I – Purpose

General – No person in the United States shall, on the grounds of race, color, creed, national origin, sex, disability, or age, be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through federal assistance under Section 19 of the 1964 Urban Mass Transportation Act (UMT Act).

Compliance: The Department of Transportation Services (DTS) has established an Equal Employment Opportunity (EEO) Program to eliminate barriers and to promote equal opportunity in employment. The Director of the DTS is committed to the full compliance of this program. The position of Director is equivalent to the agency's chief executive officer as referenced in the Chapter III 2.c. of the Equal Employment Opportunity Program Guidelines for Grant Recipients, Circular UMTA C 4704.1.

Section II – Objectives

This program's objectives are:

1. To ensure that the DTS will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability.

2. To ensure that the DTS will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to race, color, creed, national origin, sex, age or disability. Such action shall include, but not be limited to: recruitment, selection, compensation, promotions, transfers, layoffs, terminations, training, benefits, and terms. The DTS shall also include a written, affirmative action plan as referenced in Section V Utilization Analysis, Goals & Timetables, designed to achieve full utilization of minorities and women in all aspects of the workforce.

3. To ensure that the DTS makes available to employees and applicants for employment, notices setting forth the DTS' EEO policy. In addition applicants/employees will be notified of the DTS' procedures for filing complaints of discrimination internally, as well as externally with the DTS' EEO Officer, the City's Equal Opportunity Office and/or the FTA Office of Civil Rights.

Section III – Definitions

For purposes of this policy, the following definitions will be used:

1. **Affirmative Action:** The methods and measures taken to correct imbalances in the work force and eliminate the effects of past discrimination employment practices.

2. **Affirmative Action Plan:** Means a written, detailed, results oriented set of procedures designed to achieve prompt and full utilization of minorities and women at all levels and in all parts of the recipient's workforce.

3. **Availability (Workforce):** Availability is an estimate of the number of qualified minorities and/or women available for employment in a given job group. Availability is determined to establish a benchmark against which the demographic composition of the workforce can be compared in order to determine whether barriers to equal employment opportunity may exist by job groups.

4. **Compliance:** Refers to a condition in which the FTA will find the DTS has met the requirements in circular UMTA C 4704.1, and there is no indication or evidence of discrimination on the basis of race, color, creed, national origin, sex, disability, or age.

5. **Concentration:** Means a higher representation of a particular group (e.g., Blacks, Hispanics, women, etc.) in a job category or department as compared to their representation in the relevant labor market.

6. **Contractor:** Means any entity or organization that has entered into a federally funded contract with the DTS.

7. **DTS:** Department of Transportation Services

8. **Discrimination:** Refers to any act, or any failure to act, that has the purpose or effect of limiting, excluding, or denying a person employment opportunity because of race, color, creed, national origin, sex, age or disability.

9. **EEO:** Equal Employment Opportunity. The availability of employment and advancement of all people on the basis of merit, capability, and potential, and without regard to race, color, creed, national origin, sex, age or disability. A concept which addresses Equal Opportunity for all persons in employment which includes recruitment, application processing, hiring, job placement, compensation, promotion, transfer, and termination.

10. **EEOC:** The Equal Employment Opportunity Commission.

11. **Equal Employment Opportunity Job Categories:** The DTS utilizes job categories as defined by the EEOC to organize DTS' jobs. EEO job categories, also known as job groups, are a means to separate various occupations into groups based upon job title, skill and knowledge, requirements, and level of responsibility involved. The City collects and reports workforce data using the following job categories that are specified by the EEOC to complete the EEO-4A report required of the City:

Officials/Administrators, Professionals, Technicians, Protective Services, Para-Professionals, and Administrative Support. DTS' transit-related employees are not aligned with all of these job categories. It is also noted that some of the aforementioned EEO-4A report-based job categories are similar to, but not all of them are the same as the EEO-1 (private sector) report-based job categories used by the U.S. Census.

12. **Equal Opportunity:** A system of practices under which individuals are not excluded from any opportunity or benefits because of their race, color, creed, national origin, sex, age or disability.

13. **FTA:** Federal Transit Administration.

14. **Goals:** As part of an affirmative action program, goals to eliminate employment discrimination and effects of past discrimination are required. Goals are specific, temporary and flexible.

15. **Job Group:** Aggregate job titles with similar work content, compensation and opportunities for advancement. Job groups are also associated with job categories also known as EEO categories.

16. **Job-Relatedness:** According to EEO court decisions, any criterion employed to determine whether a person will be hired, fired, transferred, promoted, given a salary increase, and so forth, must be directly related to job performance.

17. **Minority or Minority Group Persons includes the following:**

    a. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
    b. **Black or African American (not Hispanic or Latino):** A person having origins in any of the Black racial groups of Africa;
    c. **Asian (not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
    d. **Native Hawaiian or Other Pacific Islander (not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
    e. **American Indian or Alaskan Native (not Hispanic or Latino):** A person having origins in any of the original people of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community attachment.

18. **Noncompliance:** Means a failure to meet the requirements of FTA Circular UMTA C 4704.1 and guidance issued pursuant to the circular or failure to implement an approved EEO program.

19. **Placement Goals:** Placement goals serve as objectives reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. Placement goals also are used to measure progress toward achieving equal employment opportunity.

20. **Present Effect of Past Practices:** The concept of present effects of past practices means that employers are liable today for events and decisions of the past. Because past discriminatory practices prevented women and minorities from acquiring the necessary experience or skills to be promoted or do certain jobs, they are considered to be suffering the present effects of past discrimination.

21. **Probable Noncompliance:** Refers to a condition in which the FTA has found that the DTS does not fully satisfy these requirements and has requested the DTS to take remedial or corrective actions to achieve compliance or has initiated an enforcement action against the DTS.

22. **Problem Area(s):** The identified cause of job group under representation found within a job group.

23. **Promotion:** The movement of an employee to a position and title having a higher maximum salary range than the position previously held.

24. **Retaliation:** To take adverse employment action against an individual because they have exercised their rights protected under law by complaining in good faith about discrimination, harassment, and/or retaliation, or assisted or participated in an investigation of such allegations.

25. **Selection Process:** Steps involved in employment or promotion decisions. Generally includes initial screening interviews; filling out applications; tests for employment; background and/or reference checks; actual interview for employment; and decision whether or not to hire or promote the individual.

26. **Subcontractor:** Means any entity or organization that has entered into a subcontract relating to a federally funded contract with a contractor to provide a service in connection with a program or activity initiated by the DTS.

27. **Timetables:** The time frame (in years) set for attaining measurable goals in an affirmative action program.

28. **Transit-related employee:** Is an employee of the DTS is involved in any aspect of an agency's mass transit operation funded by the FTA.

29. **UMTA Activity:** Means any program of assistance authorized by sections of the UMT Act; the Federal Aid Urban Systems Program, 23 U.S.C. 142(a)(2); and the Interstate Transfer Program 23 U.S.C. 103(4)(e).

30. **Underutilization:** Refers to a condition where there are fewer minorities and/or women in a particular job category or department than would reasonably be expected based on their presence in the relevant labor force.

31. **Workforce:** The total of all regular authorized positions within a department. Such positions include only regular full-time and part-time positions, excluding those specifically exempted by the appointing authority.

Section IV – Coverage

1. **General** – All programs administered by the FTA are subject to Section 19 of the UMT Act. These include the assistance programs authorized by the UMT Act, 23 U.S.C. 142(a)(2), and 23 U.S.C. 103(e)(4). These programs are also covered by the implementing regulations 28 CRF Part 42, Subpart F and 49 CFR Part 21. In addition, all recipients are required to comply with Part II, Section 110(a) of the FTA Standard Grant Contract. These obligations are to be re-delegated to any contractor/subcontractor in a federally funded contract. All employees, applicants, programs and activities are also covered by applicable Federal laws governing non-discrimination.

2. **Threshold Requirements**. The DTS, as a part of the City, is required to comply with program requirements as outlined in this policy if it meets the following thresholds:

   a. Employs 50 or more transit-related employees. This is due to the addition of the Honolulu Authority for Rapid Transportation's workforce and the oversight of their EEO program; and,

   b. Requests and receives capital or operating assistance under Sections 2, 4(i), or 9 of the UMT Act; assistance under 23 U.S.C. 142(a)(2) or 23 U.S.C. 103(e)(4), or any combination thereof, in excess of $1 million in the previous Federal fiscal year; or requests or receives planning assistance under Sections 8 and/or 9 in excess of $250,000 in the previous Federal fiscal year.

   The City and County of Honolulu exceeds both thresholds.

3. **Frequency of Update** – The DTS shall submit to the FTA an updated EEO submission on a triennial basis or as major changes occur in the workforce or employment conditions. At the discretion of the FTA Office of Civil Rights, less information may be requested where the DTS' previously submitted EEO program has not changed significantly.

EEO Program Components

Overview - The sections that follow describe the components of DTS' EEO program in accordance with Section 19 of the UMT Act

Program Requirements

Section I - Policy Statement

Appendix A.

Section II – Dissemination

Internal Dissemination

A successful EEO Program requires effective communication. DTS' EEO Policy will be disseminated to Division Chiefs, and the department's Administrative Services Officer (ASO).

Management meetings will be held at least once a year to discuss the DTS' EEO program and its implementation. DTS will also hold a meeting once a year with those employees that are minority and female to get their suggestions on implementing and refining the EEO program.

Employees will have access to the full text of the EEO Program upon request and shall be informed of this right.

The EEO policy statement and EEO related posters will be posted in conspicuous locations seen by employees, applicants, and the public such as employee and department bulletin boards, including electronic sites.

The DTS Director will issue annual statements to affirm the EEO Policy to all employees, managers and supervisors. The policy, purpose and overall goals of the DTS' EEO Program will be communicated to new employees as part of their new employee orientation and included in the DTS Standard Operating Procedures.

External Dissemination

The EEO Policy as well as appropriate elements of the program will be available to external organizations.

Copies of the EEO Program will be provided to appropriate federal agencies upon request for regulatory compliance purposes.

The EEO Policy will be available upon request to individuals and organizations that represent persons of color, women, veterans and persons with disabilities.

DTS will ensure it presents itself, Oahu Transit Services, Inc. and Honolulu Authority for Rapid Transportation as an equal employment opportunity employer by including statements to that effect in all job announcements and advertisements.

The EEO Policy will be made accessible to the public by making hard copies available and posting electronic copies on the DTS' website (www.honolulu.gov/dts).

The EEO Policy will be provided upon request to appropriate groups (particularly those serving specific groups, i.e. minority groups, women and disabled).

Section III – Administration

1. The DTS Director shall be the DTS' EEO Director and the ultimate authority and responsibility for the implementation of the DTS' EEO Program. The DTS' EEO Director shall delegate duties to achieve the policy goals as necessary and have the following duties:

    a. Final authority and responsibility for compliance with the DTS' EEO Program.

    b. Delegate to the DTS' EEO Officer the responsibility for coordinating the overall administration of the DTS' EEO Program.

2. The DTS' EEO Officer shall have the following duties:

    a. Develop and recommend an EEO policy and program, including internal and external communication procedures, assisting management in collecting and analyzing employment data, indentifying problem areas, setting goals and timetables.

    b. Design, implement and monitor an internal audit and reporting system to measure program effectiveness and to determine where progress has been made and where further action is needed.

    c. Implement, monitor, and ensure the DTS' compliance with EEO regulations in the day-to-day administration and reporting requirements of the DTS' EEO Program.

    d. Responsible for reviewing and concurring on all related reports, including terminations and demotions.

        i. On all terminations, including layoffs and discharges, indicate total number, name, employment date, termination date, recall rights, sex,

racial/ethnic identification (by job category), and reason for employment action;

ii. On all demotions: include total number, name, demotion date, sex, racial/ethnic identification (by job category), and reason for demotion;

e. Ensure that all supervisors and managers are aware of the details of the DTS' EEO Program.

f. Report to the DTS Director on a minimum of once a year, on the progress, accomplishments and goals of the program.

g. Collect and analyze employment data, identify problem areas, set goals and timetables, and develop programs to achieve goals.

h. Periodically meet with minority and female employees to obtain suggestions on EEO program implementation.

i. Conduct an annual utilization analysis to identify job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market.

j. Process, record, and disseminate EEO complaints received.

k. Develop, monitor, disseminate and ensure public information is available for the DTS' EEO Program.

l. Make available EEO training programs and related statutes for DTS' employees, as needed.

m. Identify and propose ways to eliminate discrimination when found to exist.

n. Serve as liaison between the DTS, Federal, State, and local governments, regulatory agencies, minority and women's organizations, and other community groups as required.

o. Assist in recruiting minority and women applicants and establishing outreach sources for use the hiring process.

p. Monitor changes in EEO/AA law and rules and assure that current legal information affecting affirmative action is disseminated to responsible officials and suggest changes to the DTS' EEO policy as necessary to maintain compliance.

q. Facilitate opportunities for career development, such as, ensuring all qualification requirements are job related; publicizing promotional opportunities within the department, and career counseling and guidance, as it is appropriate.

r. Assure EEO counseling and grievance procedures are available and objective, and an effective performance evaluation system is in place.

   i. Assure that information on EEO counseling and grievance procedures is easily available to all employees;
   ii. Inform employees that they have the right to file a complaint alleging discrimination of race, color, creed, national origin, sex, age or disability to be heard before an impartial body;
   iii. Create a unified system for processing grievances and appeals (i.e. disciplinary actions, adverse actions, adverse action appeals, etc.);
   iv. Create a system to rate the performance of managers and supervisors in their performance of the EEO program responsibilities assigned to them;
   v. Review and monitor the performance evaluation system periodically to determine its objectivity and effectiveness;
   vi. Ensure the equal availability of employee benefits to all employees.

s. Concur in all hires and promotions.

3. The supervisors and managers are responsible for managing and implementing all aspects of the DTS' EEO Program and shall be delegated to perform the administrative, day-to-day, functions of the DTS' EEO Program and have the following duties:

   a. Assist in identifying problem areas and establishing the DTS' goals and objectives.

   b. Actively involved with local minority organizations, women's and handicapped groups, community action organizations and community service programs designed to promote EEO.

   c. Participate actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.

   d. Hold regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed.

   e. Review the qualifications of all employees to assure that minorities, women and persons with disabilities are given full employment opportunities for transfers, promotions, training, salary increases, and other forms of compensation.

f. Participate in periodic audits to ensure that each division is in compliance (e.g. EEO Posters are properly displayed on all employee bulletin boards).

g. Conduct and support career counseling for all employees.

h. Ensure that the DTS' EEO policies and program, as outlined in this EEO Program Policy are carried out.

Section IV – DTS Organizational Chart

DTS FTA EEO Transit Employee Organizational Chart (Appendix B) with respective position salary codes. (Appendix B1).

Section V – Utilization Analysis, Goals & Timetables

Summary of Prior Years' Performance (October 2012 to October 2014)

In 2012, DTS' workforce comprised of 24 transit employees. Twenty-one or 88% were total minority and 12 employees or 50% were female. As of October 2014, the DTS workforce is 24 transit employees. The number of total minority employees in the workforce is 18 compared to 21 which represent a decrease of 14%. There are now 11 females or 46% of the total workforce compared to 12 which represents an 8% decrease.

In the Officials and Managers group in 2012, DTS had 100% minorities and 33% females. As of October 2014, DTS has 50% minorities and 25% females. A 2012 placement goal of hiring one person represented by either an underutilized minority or female was made for this group. DTS met this placement goal for females by hiring one female (Asian).

In the Professionals group, DTS had 86% minorities and 33% females. As of October 2014, these percentages remain unchanged. A 2012 placement goal of hiring two females was made for this group. DTS met this goal by hiring two females (Asian and Native Hawaiian/Pacific Islander).

In the Administrative Support Workers group, DTS had 80% minorities and 100% females. As of October 2014, DTS has 50% minorities and 100% females. A 2012 placement goal of hiring one person represented by either an underutilized minority or female was made for this group. DTS met this placement goal by hiring two females (White and Asian).

In the Technicians group, DTS had 100% each for minorities and females. As of October 2014, this remains unchanged. In 2012, no placement goals were made due to no anticipated available vacancies.

Over the past few years, DTS' recruitment efforts have included outreach efforts to minority and women's' community groups such as, the Women's Transportation Seminar, and outreach to the local Hispanic community through the Hawaii Hispanic News.

The City collects and reports summarized data on the composition of our workforce using the racial/ethnic categories that are specified by the U.S. EEOC. As required by *EEOC Form 164A State and Local government Information (EEO-4A)* that is applicable to the State of Hawaii only, workforce data is collected and reported to the U.S. EEOC in accordance with the following racial/ethnic categories: White, Hawaiian and Part Hawaiian, Chinese and Korean, Filipino, Japanese, and Other. It is noted that these categories are not the same as the race/ethnic categories on which U.S. Census Bureau data is based, and, data for two or more races is not currently collected, as reflected in the U.S. Census Bureau 2006-2010 American Community Survey, EEO Tabulation (5-Year ACS Data). (Appendix C). A summary of this analysis and annual goals are shown in Appendices D, E, and E1. Goals will be evaluated annually to measure progress toward effectively achieving the projected goals and for reporting purposes (Appendices F, G, H, I).

2015-2018 Placement Goals

DTS conducted a utilization analysis using the U.S. Census Bureau 2006-2010 American Community Survey, EEO Tabulation (5-Year ACS Data, Honolulu County). DTS compared the representation of minorities and females in its workforce with the estimated availability of minorities and females qualified to be employed. DTS found that the percentage of minorities or females employed in a particular job group was less than what would reasonably be expected for all qualified persons available based on the ACS data.

The Whole Person rule was the method used for goal placement. A 2015-2018 goal was established when a job group's availability exceeded the current workforce within that group by one or more persons. This rule is based on the premise that the employer cannot recruit less than a whole person. Another consideration in determining a goal was whether there were anticipated available job vacancies for the job group.

DTS' utilization analysis was based on the following conditions:

The total number of transit related employees (twenty-four) on which the Affirmative Action Plan was based upon was a small number compared to the ACS data. Furthermore, the total number of transit related employees within each job category was even smaller compared to the ACS data, i.e. Officials and Managers (four persons), Professionals (fifteen persons), Administrative Support Workers (four persons) and Technicians (one person). This relatively smaller workforce and limited available positions may affect the findings.

DTS' 2015 goals:

Officials and Managers
Current workforce: (4) persons, 2 whites, 2 Asians and 1 female (Appendices J, J1)

This group's whole person rule percentage rate was 25%. The group's underutilization percentage was not equal to or greater than the whole person rate of 25%. No placement goal was required. In addition, there were no anticipated available vacancies. GOAL: No goal.

Professionals
Current workforce: (15) persons, 2 whites, 11 Asians, 2 Native Hawaiian/Pacific Islanders and five females (Appendices K, K1)

This group's whole person rule percentage rate was 7%. The group's underutilization percentage was greater than the whole person rate of 7% in whites and females. DTS set a placement goal of hiring at least two persons that is represented by an underutilized category in the whites and female categories by October 2017.
GOAL: (4) new persons (two white and two females).

There are currently four (4) vacancies in the professionals' job group. DTS' goal over the next three years is to work with the City's Department of Human Resources to broaden the applicant pool when approvals are given to fill each of the four available positions. NOTE: After October 2014, DTS recruited and hired 4 persons: 1 male (Asian), 3 females (White and two Asians) in this job group.

Administrative Support Workers:
Current workforce: 4 persons, 2 whites, 1 Asian, 1 Native Hawaiian/Pacific Islander, and 4 females (Appendices L, L1)

This group's whole person rule percentage rate was twenty-five percent (25%). The group's underutilization percentage was not equal to or greater than the whole person rate of 25%. No placement goal was required. There were no anticipated available vacancies. GOAL: No goal.

NOTE: After October 2014, a transfer of one person created a vacancy which resulted in the recruitment and hiring of one (1) person (female, Asian) in this job group.

Technicians:
Current workforce: 1 person: 1 Asian female (Appendices M, M1).
This group's whole person rule percentage rate was one-hundred percent (100%). The group's underutilization percentage was not equal to or greater than the whole person rate of 100%. No placement goal was required. There were no anticipated available vacancies. GOAL: No goal.

Recruitment

DTS believes that disseminating employment opportunity information is critical in the effort to fully utilize minorities and women in all aspects of our workforce. The summary of the DTS EEO category descriptions and EEO job categories are shown in Appendices N and O. DTS will continue its outreach efforts by pursuing minority and female population points of contact and centers of influence for those underutilized job groups, specifically the professionals group. It was determined that the reasonable recruitment area for the professional group was Honolulu because of its large population of qualified minorities and females, specifically at the local colleges. Data from DTS' past hires have shown that the Planner job series were filled from persons attending colleges in the Honolulu area. DTS will begin recruiting efforts at the local four and two-year colleges in the area, particularly collaborating with the business and arts and sciences departments.

As additional talent is needed, DTS' intention is to actively recruit from the available minority and women civilian work force for all vacant positions that are approved for filling. It will be made clear that DTS is available to provide whatever reasonable assistance is needed address any issues affecting the minority and/or women individuals during the application and hiring process.

DTS will continue its proactive approach to recruiting by attending and sponsoring job fairs, posting openings on the appropriate websites, and disseminating employment related information to all entries on our list. DTS will make it clear that we are an equal opportunity employer and will not discriminate against any applicant for employment because of race, color, creed, national origin, sex, disability, or age. DTS will actively solicit and encourage female and minority individuals to apply for open positions and to submit documents in anticipation of future hiring needs.

Section VI – Assessment of Employment Practices to Identify Causes of Underutilization: Affirmative Action to Remedy Problem Areas.

(October 2012 to October 2014)

The current employment practices and procedures are in accordance with the City's merit based civil service laws.

Recruitment and Selection

Every year DTS assesses department wide recruiting needs and initiates the appropriate hiring procedures for permanent civil service positions and temporary personal services contract positions. During this period, 30 candidates, 9 females and 21 males applied for positions in DTS. All of these positions were from the professional category (Table A). Refer to Exhibit 1 for a detailed breakdown of applicants by job categories. Position descriptions (PD) for each vacant position are reviewed in accordance with civil service requirements and submitted to the Director for approval via the ASO. It is also determined if the recruitment will be Internal (Inter or Intra

department) or Open (outside) competitive recruitment. As a practice, DTS conducts an open competitive recruitment for the majority of positions to be filled. Over the past two years, all of DTS' recruitment has been open competitive recruitment.

The City's Department of Human Resources (DHR) recruits candidates through various technical and media means, including email blasts to outside agencies and individuals. These email blasts are also sent to City agencies and employees. Other recruitment sources include social media such as, website announcements at www.honolulu.gov/hr, Twitter and Facebook. Annual city-wide outreach efforts in collaboration with DTS, includes community and college job fairs and presentations to minorities and women's groups, e.g. Women in Transportation Seminars (WTS).

After a list of candidates is prepared, an interview panel of three to five members is formed which is race and gender balanced. DHR provides a certified list of candidates to ensure that applicants meet the minimum qualifications. Prior to the interview, the ASO briefs the panel to ensure compliance with appropriate personnel procedures, including EEO requirements. During the interview, each applicant is observed by the panelists and the applicant's gender and race is documented. Race is broadly categorized into Chinese, Korean, Filipino, Japanese, Native Hawaiian/Part-Hawaiian, White (not of Hispanic/Latino origin), American Indian/Alaska Native, Black/African American, Pacific Islander, Hispanic/Latino, Other and Unknown.

Upon selection, a recommendation to hire is forwarded to the ASO who reviews and forwards the recommendation and the completed EEO clearance form (Appendix P) The EEO clearance form is signed by the DTS Director and co-signed by the EEO Officer. This form indicates whether the candidate is a new hire or a promotion, and provides the gender and race of each applicant; and gender and race of the panel members. Eleven persons were hired, 5 females and 6 males (Table A). Refer to Exhibit 2 for a detailed breakdown of applicants by job categories that were actually hired.

For promotional opportunities, all civil service employees pursuing higher classification positions are subject to the same recruitment and selection process. During this reporting period, 31 persons applied for promotional opportunities in DTS, 9 females and 22 males (Table B). Refer to Exhibit 3 for a detailed breakdown of applicants by job categories. These promotional opportunities were from the Officials and Managers, Professionals and Technicians job categories. No promotional opportunities were from the Administrative Support Workers. 7 persons were promoted through an open competitive recruitment 6 females and 1 male (Table B). Refer to Exhibit 4 for a detailed breakdown of applicants by job categories who were actually promoted.

Transfers

Transfers to other City agencies occur when an employee meets the minimum qualification requirements for the prospective position. The transfer will require prior approval of the Director. During this reporting period, no employees were transferred.

Benefits

All new employees are required to attend the DHR Benefits Processing Session which provides information about medical privileges and compensation details. Employees are also asked to self-proclaim their race on the EEO Survey (Appendix Q) for reporting purposes. In addition to the EEO Survey, employees are invited to voluntarily complete the DTS' EEO Employee Data Capture Sheet (Appendix R) to self identify their race and ethnicity for reporting purposes. All benefits are provided in accordance with collective bargaining and the civil service rules for eligible employees. They include vacation leave, sick leave, holidays, training and development, medical care (medical, dental, prescription drug and vision care), group life insurance, deferred compensation plan, retirement plan, commuter choice pre-tax benefits, parking and eligibility for employee assistance program. All new employees must also attend a civil service rules orientation regarding Workplace Violence and Sexual Harassment and Ethics.

Employee Development and Training

Training programs to improve employees' work knowledge, skills and abilities are provided by the DHR. DTS managers and supervisors assess subordinates' training needs and identify appropriate training opportunities. This includes training opportunities for career and professional enhancements.

Supervisors and managers are responsible in part to meet DTS' EEO program goals by promoting training and career counseling opportunities.

Compensation

Compensation adjustments are covered by applicable collective bargaining agreements or executive orders. Compensation adjustments shall be made in the following order: Step movement, negotiated wage increase, change to a new pay schedule, re-pricing, promotion, reallocation and other personnel actions.

Termination and Layoff

DTS may terminate the services of an employee for failure in the following areas: to qualify for probationary or permanent appointment to continue the employment; to meet minimum performance requirements or standards; to report to work for fifteen days without notifying DTS, or to return to work within fifteen calendar days following the expiration of an approved leave of absence. An employee may also be terminated for the following reasons: placement cannot be made for an employee affected by a layoff; employee submits a resignation prior to, during or after the completion of an investigation.

A regular employee subject to termination shall be given a pre-determination hearing and given written notice ten calendar days prior to the termination. A non-regular employee shall be informed of the reason for termination in writing or before the effective date. When there is an impending layoff because of lack of work, need, or funds, the affected employee shall be notified in writing at lease ninety calendar days prior to the effective date.

During this reporting period, no employees were terminated or laid off.

Disciplinary Action

Any violation of the laws and rules of the civil service system, a criminal offense related to the employee's position, and/or drug usage may be cause for disciplinary action. Disciplinary action shall be imposed within a reasonable period of time and may be in the form of an oral reprimand, a written reprimand, or suspension with explanation of the violation.

If disciplinary action leads to a discharge from the service, a pre-determination hearing will be held where a regular employee shall be given an opportunity to respond in writing or in person as to why the disciplinary action should not be applied. When an employee is to be discharged, a written notice at least ten calendar days in advance shall be given indicating the reasons for the discharge, the findings of the pre-determination hearing, and the date of the discharge.

During this reporting period, one disciplinary action was taken involving an Asian male employee for an EEO related incident. A written reprimand was issued and it did not result in termination of the employee (Table C).

Employment Assessment

Under the current EEO plan, goals were identified for underutilized categories relating to either minority or female or both where there existed vacancies in a specific job category. Of the twenty-four transit related positions, potential vacancies were identified in Officials and Managers, Professionals and Administrative Support Workers job categories. The utilization analysis revealed underutilization in the Hispanics and female areas. Goals were established in these underutilized areas for these job categories to hire at least one individual represented by an underutilized category, i.e. Hispanics and females each year starting from 2013 - 2014. A review of the statistical data over the past two years indicates that 5 females were hired over the past two years. The five females consisted of 3 from the professionals and 2 from the administrative support workers areas. While this accounted for an increase in the hiring of females, the retirement or resignation of an equal amount contributed to a zero net gain of female employees. It was determined that DTS needs to continue its efforts to widen the job pool by hiring females, including the Hispanics by effectively targeting our recruitment efforts to these underutilized areas. However, based on this assessment and given the current workforce size and keeping with the City's employment practices and procedures, DTS does believe there are any significant employment barriers. Moreover, DTS is hopeful that the anticipated filling of future vacancies in the professional category would result in the recruitment and hiring of persons from these underutilized areas.

DTS will continue its recruitment program by compiling an ongoing list of minority businesses and community associations; women's groups and professional organizations; schools and colleges placement offices to encourage employment interest and participation. DTS has recently established a direct link to the Hawaii Hispanic community by making available city-wide job postings via the Hawaii Hispanic

News facebook page. In addition, DTS has been an active participant in the WTS local chapter. WTS is an international organization committed to building the future of transportation through the global advancement of women through professional programs, networking opportunities, including access to industry and government leaders. Through our networking, DTS has participated in WTS' annual forums and job fairs.

Our analysis also revealed that the source of the majority of successful hires from the professional category, specifically the planner position series, originated from the university community. To this end, DTS will focus on targeting university campuses for potential recruitment of female and Hispanics candidates in this job category. At the University of Hawaii, and local private colleges, DTS will now work with their career centers to establish direct employment links to the City to encourage interest in city transportation career opportunities, particularly in the planner series.

Section VII - Monitoring and Reporting System

DTS has an internal EEO monitoring and reporting system which reviews progress annually. The EEO Officer will be responsible for implementing and updating the program, as necessary.

1. Job Description

   The EEO Officer will work with the DHR to annually review classification plans to ensure that positions are allocated the appropriate classification. The EEO Officer will also review all job descriptions before the position is posted.

2. Filling of DTS Positions

   The EEO Officer will work closely with the DHR, DTS personnel offices, minority and female community organizations, and other organizations to ensure fair and equal treatment of all races and genders for the filling of DTS positions. The EEO Officer will review and ensure that all hiring announcements and literature to be disseminated through the email listing will promote an environment of inclusion to all applicants.

3. Placement Procedures

   The EEO Officer will review and monitor DTS recruitment and placement procedures to ensure that no discriminatory practice exists. The EEO Officer will also work closely with management and DTS personnel officers to review and validate as needed, any written tests and selection methods to ensure that they comply with EEO/AA laws and regulations. An analysis of the applicant flow, including review of the application form (Appendix S), selection, rejection, and appointment process will be reviewed as needed.

4. Promotions

   All promotions should be done in a fair and non discriminatory manner and should provide for equal opportunity for all persons based on merit and without regard to race, color, creed, national origin, sex, age or disability.

Section VIII - Discrimination Complaints

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, creed, national origin, sex, age or disability may file a written complaint with the DTS' EEO Officer or the City's Equal Opportunity Office (EOO) and/or FTA Office of Civil Rights.

The final determination of all EEO complaints filed with the DTS will be made by the DTS.

Submission of Complaints

1. Filing Complaints of Discrimination

   a. Complainants may submit written complaints to the DTS' EEO Officer or the City's EOO and/or FTA Office of Civil Rights.

   b. In cases where the complainant is unable or incapable of providing a written statement, but wants the DTS to investigate alleged discrimination, a verbal complaint of discrimination may be made and the complainant will be provided assistance in filing the complaint.

2. Complaint Format

   a. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination. The DTS has developed a Complaint Form for Reporting Discrimination, Harassment or Sexual Harassment and the DTS Complainant Consent/Release Forms (Appendices T, U) for this purpose to assist in the process. Forms can be obtained from the EEO Officer at the DTS offices located at 650 South King Street, 3rd Floor, Honolulu, Hawaii 96813 or online at the DTS' website: www.honolulu.gov/dts.html. Complaints can also be filed by going to the City's EOO website: www.honolulu.gov/hreohome/filecomplaint.html.

   b. The EEO Officer will provide the complainant or his/her representative with a written acknowledgement that the complaint was received, within ten (10) working days from the date it was received.

3. Notification of Disposition

The EEO Officer shall notify the complainant of the disposition within five (5) days by registered letter the decision to investigate or not investigate the complaint:

a. If the decision is to investigate, the notification shall state the jurisdiction, inform the parties that an investigation will take place, and request any additional information needed to assist the investigator in preparing for the investigation.

b. If the decision is to not investigate, the notification shall specifically state the reason for the decision.

4. Complaint Investigation

a. DTS Investigation. The DTS will conduct an investigation appropriate to the level of complaint filed.

b. Priority Complaints. All incoming complaints shall be examined to determine if the discrimination alleged would be irremediable if not dealt with promptly. If such a determination is made, the complaint shall be given priority status. The processing, investigation, and determination of such complaints shall be accelerated to advance significantly the normal completion date of the process.

c. Investigator's Preparation. Before beginning the investigation, the investigator shall send a letter of introduction, establishing the times and dates for the investigation and interviews. This preparation shall be completed within 30 working days after the assignment has been given to the investigator, contingent upon the investigator's workload and resources.

5. Investigative Report

A written report will be prepared by the responsible investigator at the conclusion of the investigation. This report will be reviewed by the EEO Officer and final determination to be made by the Director of DTS. The investigative report will include the following:

a. Statement from named accused if an individual is "named" and/or the responsible official when a procedure or process is the focus of the complaint.
b. Response by the named accused and/or the responsible official, as applicable.

c. Description of the investigation, including a list of the persons contacted by the investigator and a summary of the interviews conducted.

d. Statement of the investigator's findings and recommendations.

6. Disposition of Complaints
   Any violations of this policy may result in disciplinary action, up to and including termination. All applicants and employees should follow the above procedures in dealing with possible discrimination.

7. Non-Retaliation

   Retaliation against an individual who files a charge of discrimination, participates in a discrimination proceeding, or opposes an unlawful employment practice is prohibited.

Directory of Contacts for filing complaints:

Don Hamada, EEO Officer
Department of Transportation Services
650 South King Street, 3rd Floor
Honolulu, HI 96813
dhamada@honolulu.gov
808-768-8310
808-768-6987 (Fax)

Denise Tsukayama, Equal Opportunity Officer
Equal Opportunity Office
650 South King Street, 10th Floor
Honolulu, HI 96813
dtsukayama@honolulu.gov
808-768-8505

Federal Transit Administration, Region 9
Office of Civil Rights
201 Mission Street, Suite 1650
San Francisco, CA 94105-1839
415-744-3133
415-744-2726 (Fax)

DEPARTMENT OF TRANSPORTATION SERVICES
POLICY STATEMENT ON
EQUAL EMPLOYMENT OPPORTUNITY
December 16, 2016

The Department of Transportation Services (DTS) 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, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

DTS' 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 of 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.

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

As DTS' Director, I maintain overall responsibility and accountability for DTS' compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Mr. Don Hamada, email: dhamada@honolulu.gov at 808-768-8310 as DTS' EEO Officer. Mr. Hamada will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All DTS management and supervisory personnel, however, share in the responsibility for implementing and monitoring DTS' EEO Policy and Program within their respective areas and will be assigned duties to ensure compliance is achieved. DTS will evaluate its managers' and supervisors' performance on their successful implementation of DTS' policies and procedures, and their efforts will be evaluated annually.

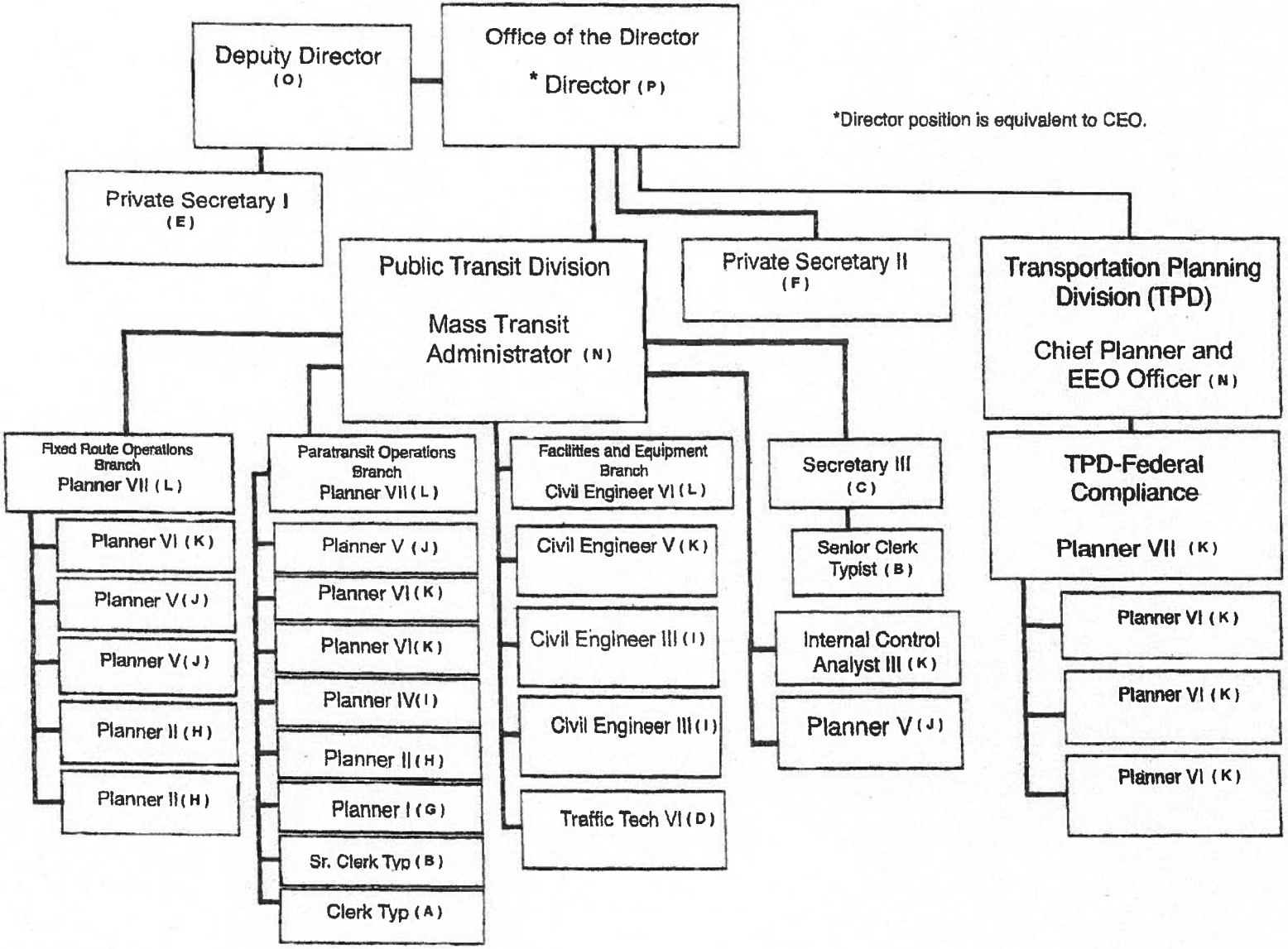
DTS is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timelines, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

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 equitably under the guidelines of our EEO Policy and Program.

Mark N Garrity AICP, Director Designate
Department of Transportation Services

Department of Transportation Services
FTA EEO Transit Employee Organizational Chart

(As of 10/31/14)



Revised 6/3/15

Appendix B1

Department of Transportation Services
Salary Codes

City Compensation Schedule Effective March 1, 2012	Annual Salary Range	Code	Low Monthly/Hourly Rate
BU-03/SR-08	$25,668 to $39,480	A	$2,139/$12.34
BU-03/SR-10	$27,756 to $42,684	B	$2,313/$13.34
BU-03/SR-16	$35,064 to $54,012	C	$2,922/$16.86
BU-03/SR-19	$39,480 to $60,744	D	$3,290/$18.98
BU-03/SR-20	$41,040 to $63,204	E	$3,420/$19.73
BU-03/SR-22	$44,412 to $68,388	F	$3,701/$21.35
BU-13/SR-16	$36,024 to $53,352	G	$3,002/$17.32
BU-13/SR-18	$40,548 to $60,012	H	$3,379/$19.49
BU-13/SR-22	$45,576 to $67,488	I	$3,798/$21.91
BU-13/SR-24	$51,312 to $75,960	J	$4,276/$24.67
BU-13/SR-26	$55,500 to $82,128	K	$4,625/$26.88
BU-13/SR-28	$62,424 to $92,400	L	$5,202/$30.01
EMCP/EM-03	$67,608 to $113,064	M	$5,634/$32.50
EMCP/EM-08	$86,268 to $144,312	N	$7,189/$41.48
DD for Deputy Director	$115,677	O	$9,640/$55.61
DIR for Director	$121,894	P	$10,158/$58.60

Civilian Labor Force by EEO-1 Job Categories, Sex, and Race/Ethnicity (Percent Distribution)

Honolulu County, 2010*

(revised Total Minority to include Hispanic/Latino, 4/9/15)

Job Categories	TOTAL	NOT HISPANIC OR LATINO						HISPANIC OR LATINO	TOTAL MINORITY	TOTAL FEMALE
		White	Black or African American	Asian	Native Hawaiian and Other Pacific Islander	American Indian and Alaska Native	Balance, 2+ races			
Total Civilian Labor Force	**462,845**	19.0%	1.5%	48.1%	8.3%	0.1%	16.5%	6.4%	81.0%	48.3%
Officials and managers	**54,035**	27.5%	1.9%	46.3%	5.4%	0.1%	13.4%	5.5%	72.6%	44.2%
Professionals	**87,425**	30.1%	1.8%	46.8%	4.2%	0.1%	12.2%	4.9%	69.9%	55.0%
Technicians	**11,215**	19.4%	3.1%	51.5%	4.9%	0.0%	14.8%	6.2%	80.5%	50.0%
Sales workers	**52,395**	19.1%	0.8%	50.8%	6.6%	0.0%	16.5%	6.1%	80.9%	56.8%
Administrative support workers	**77,000**	13.6%	1.5%	50.5%	9.2%	0.1%	18.4%	6.7%	86.4%	74.4%
Craft workers	**40,580**	16.7%	1.9%	41.2%	11.2%	0.2%	21.7%	7.1%	83.3%	5.1%
Operatives	**28,090**	10.1%	0.9%	50.0%	12.2%	0.1%	20.1%	6.6%	89.9%	23.9%
Laborers and helpers	**20,400**	11.8%	0.4%	43.2%	17.1%	0.2%	17.4%	9.9%	88.2%	13.1%
Service workers	**88,200**	13.6%	1.5%	50.6%	10.2%	0.1%	17.1%	6.9%	86.4%	51.7%
Unemployed, no civilian work experience in the last 5 years	**3,505**	9.0%	2.6%	30.0%	13.6%	0.3%	29.8%	14.7%	90.9%	49.5%

**Source: U.S. Census Bureau, 2006-2010 American Community Survey, EEO Tabulation (5-year ACS data).*

Note: Total may not add due to rounding.

Data as of January 2013.

DTS UTILIZATION ANALYSIS AND ANNUAL GOALS

As of 10/31/2014

JOB GROUP	INCUMBENTS								
	T	W	B	H	AS	NH PI	AIAN	F	TM
Officials/Managers	4	2	-	-	2		-	1	2
Professionals	15	2	-	-	11	2	-	5	13
Admin. Support Wkrs.	4	2	-	-	1	1	-	4	2
Technicians	1		-	-	1	-	-	1	1
Total	**24**	**6**			**15**	**3**		**11**	**18**
Percentage	**100**	**25**			**63**	**13**		**46**	**75**

UTILIZATION

JOB GROUP	WHITE				BLACK				HISPANIC				ASIAN				NHPI				AIAN				FEMALE				TOTAL MINORITY			
	%A	%C	UU	G	%A	%C	UU	G	%A	%C	UU	G	%A	%C	UU	G	%A	%C	UU	G	%A	%C	UU	G	%A	%C	UU	G	%A	%C	UU	G
MGMT	27.5	50.0	N	0	1.9	0	Y	A,B	5.5	0	Y	A,B	46.3	50.0	N	0	5.4	0	Y	A,B	0.1	0	N*	0	44.2	25.0	Y	A,B	72.6	50.0	Y	A,B
PRO	30.1	13.3	Y	2	1.8	0	Y	A	4.9	0	Y	A,B	46.8	73.3	N	0	4.2	13.3	N	0	0.1	0	N*	0	55.0	33.3	Y	2	69.9	86.7	N	0
ADMIN	13.6	50.0	N	0	1.5	0	Y	A,B	6.7	0	Y	A,B	50.5	25.0	Y	B	9.2	25.0	N	0	0.1	0	N*	0	74.4	100	N	0	86.4	50.0	Y	A,B
TECH	19.4	0	Y	A,B	3.1	0	Y	A,B	6.2	0	Y	A,B	51.5	100	N	0	4.9	0	Y	A,B	0.0	0	N*	0	50.0	100	N	0	80.5	100	N	0

MGMT = Officials and Managers PRO = Professionals ADMIN = Administrative Support Workers TECH = Technicians

The Whole Person Rule was used to conduct the utilization analysis and goal placement. A goal is established when a job group's availability exceeds the current workforce within that group by one or more persons. This rule is based on the premise that the employer cannot recruit less than a whole person.

A: Underutilization percentage is less than the Whole Person Rule percentage rate.
B: No anticipated available vacancies in this job group.

Percent distribution of the civilian labor force by EEO-1 job categories, sex, and race (%A = Percent available) is based on data obtained from the following source: U.S. Census Bureau, 2006-2010 American Community Survey, EEO Tabulation (5-Year ACS data). A placement goal is not an admission of illegal or discriminatory conduct, nor a lack of good faith efforts taken towards affirmative action. Any placement goal is for affirmative action purposes to target and make good faith efforts toward that goal to increase the percentage of minorities and/or women in the workplace.

NOTE: The City and County of Honolulu does not collect workforce demographic data on the "2 or more races" category. While employees may voluntarily self-identify with a broad "Other" race/ethnic category (defined as persons who do not identify with the Chinese, Korean, Filipino, Japanese, Native Hawaiian/Part Hawaiian, White [not of Hispanic/Latino origin], American Indian/Alaska Native, Black/African American, Pacific Islander, or Hispanic/Latino categories), they are not asked to specify what is their "Other" race/ethnic category

T = Total
BLACK = Black or African American
H = Hispanic

AS = Asian
NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native

%A = Percent available
F = Female
TM = Total Minority

G = Goal
%C = Percent in category
UU = Underutilization

W = White

FTA Workforce Analysis Chart

Dept. Job Title or Number	Salary	Current Period As Of: October 31, 2014															CURRENT				AVAILABILITY %		% OF UNDER UTILIZATION		GOAL	
		All Employees			EMPLOYEES												MIN		F							
					MALE						FEMALE															
		TOT	M	F	W	Black	HISP	AS	AIAN	NHPI	W	Black	HISP	AS	AIAN	NHPI	#	%	#	%	MIN	F	MIN	F	MIN	F
Officials and Managers	P,O,N	4	3	1	2	0	0	1	0	0	0	0	0	1	0	0	2	50.0%	1	25.0%	72.6%	44.2%	-22.6%	-19.2%	0.90	0.77
Professionals	G,H,K,L	15	10	5	2	0	0	7	0	1	0	0	0	4	0	1	13	86.7%	5	33.3%	69.9%	55.0%	16.8%	-21.7%	(2.52)	3.25
Administrative Support Workers	B,C,E,F	4	0	4	0	0	0	0	0	0	2	0	0	1	0	1	2	50.0%	4	100.0%	86.4%	74.4%	-36.4%	25.6%	1.46	(1.02)
Technicians	D	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	100.0%	1	100.0%	80.5%	50.0%	19.5%	50.0%	(0.20)	(0.50)

W - White
Black - African American
HISP - Hispanic
AS - Asian
AIAN - American Indian or Alaskan Native
NHPI - Native Hawiian or Other Pacific Islander

WORKFORCE ANALYSIS AND GOALS BY JOB TITLE AND GROUP (as of October 31, 2014)

Appendix E1

Job Title	Salary Code	Current Period as of: December 2014																Current %		Availability Factor		% of Under Utilization		Future Period: From: 2015 To: 2018							Numeric Goals for Program Year									Anticipated Workforce As of:	Projected % of Representation					
		All Employees			Minority Employees																			Anticipated Job Openings by:			Job Openings to be Fille.d by:				New Hire			Promotions**			Total				Year 1 2015		Year 2 2016		Year 3 2017	
					Male						Female																				Total			Total		Minority										
		Total	Male	Female	White	Black	Hispanic	Asian	AIAN	NHPI	White	Black	Hispanic	Asian	AIAN	NHPI	Minority	Female	Minority	Female	Minority	Female	Attrition*	Expansion	Total	Recall	Transfer	Promotion	New Hire	Male	Female	Minority	Female	Male	Female	Male	Female	Minority								
MGMT	N, O, P	4	3	1	2	0	0	1	0	0	0	0	0	1	0	0	50.0	25.0	72.6	44.2	-22.6	-19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10/31/2014	0	0	0	0	0	0
PRO	G, H, K, L	15	10	5	2	0	0	7	0	1	0	0	0	4	0	1	86.7	33.3	69.9	55	16.8	-21	0	0	0	0	0	0	4	0	2	2	0	0	0	0	0	0	10/31/2014	6	6	11	11	16	16
ADMIN	B, C, E, F	4	0	4	0	0	0	0	0	0	2	0	0	1	0	1	50	100	86.4	74.4	-36.4	25.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10/31/2014	0	0	0	0	0	0
TECH	D	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	100	100	80.5	50	19.5	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10/31/2014	0	0	0	0	0	0

Availability Factors & Underutilization based on DTS' Utilization Analysis and Annual Goals
MGMT: Officials and Manager
PRO: Professionals
ADMIN: Administrative Support Workers
TECH: Technicians

DTS ANALYSIS OF AFFIRMATIVE ACTION PROGRAM PROGRESS
[✓] PRIOR YEAR APP [ ] CURRENT YEAR APP
(As of 10/31/14)

JOB GROUP*		GOAL PLACEMENT RATE (%)**	ACTUAL PLACEMENT RATE (%)***	ANALYSIS OF GOOD FAITH EFFORTS
Officials and Managers	MINORITY	N/A	100	Attended the Women's Transportation Seminar and other community events to promote the City's transportation career opportunities.
Officials and Managers	FEMALE	33	100	An opportunity was made available for employees to seek an internal promotion in the department.
Professionals	MINORITY	3.7 (Hispanic)	0	While we did not address this need, DTS will continue its recruitment efforts in an attempt to bring more Hispanics into this job group. We have established a contact in the Hispanic community and will make available City employment opportunities through the Hawaii Hispanic News. In addition, outreach efforts will continue by targeting the Hispanic community and organizations.
Professionals	FEMALE	53	33	New hiring of a planner and internal control analyst (Native Hawaiian/Pacific Islander and Asian). The City also conducted internal advertising for this job group.
Administrative Support Workers	MINORITY	5.8 (Hispanic)	0	While we did not address this need, DTS will continue its recruitment efforts in an attempt to bring more Hispanics into this job group. We have established a contact in the Hispanic community and will make available City employment opportunities through the Hawaii Hispanic News. In addition, outreach efforts will continue by targeting the Hispanic community and organizations.
Administrative Support Workers	FEMALE	N/A	N/A	Attended the Women's Transportation Seminar and other community events to promote the City's transportation career opportunities.
Technicians	MINORITY	N/A	N/A	Attended the Women's Transportation Seminar and other community events to promote the City's transportation career opportunities.
Technicians	FEMALE	N/A	N/A	

* JOB GROUPS WHERE GOALS ARE REQUIRED
** GOAL PLACEMENT RATE EQUALS AVAILABILITY PERCENTAGE RATE FOR MINORITIES OR FEMALES AS APPLICABLE
*** ACTUAL PLACEMENT RATE FOR MINORITIES OR FEMALES FOR A PARTICULAR JOB GROUP IS EQUAL TO THE NUMBER OF MINORITY OR FEMALE PLACEMENTS DIVIDED BY THE TOTAL NUMBER OF PLACEMENTS. FOR EXAMPLE, IF JOB GROUP A EXPERIENCED 45 FEMALE PLACEMENTS OUT OF 90 TOTAL PLACEMENTS, THE ACTUAL PLACEMENT RATE FOR FEMALES IS (45/90=.50) OR 50%.
N/A: Not Applicable. DTS' analyses showed no underutilization of minorities and/or females in the job group.

DTS PERSONNEL TRANSACTION REPORT

(As of October 31, 2014)

Summary		Total	White	Minority							Male	Female
				Black	Hisp	Asian	NHPI	AIAN	2+	Total Min		
Employees at Beginning of Period	#	24	3	0	0	16	5	0	0	21	12	12
	%	100	13	0	0	67	21	0	0	88	50	50
Employees at End of Period	#	24	6	0	0	15	3	0	0	18	13	11
	%	100	25	0	0	63	13	0	0	75	54	46
Net Increase (decrease)		0	+3	0	0	-1	-2	0	0	-3	+1	-1
Personnel Transactions												
New Hires	#	11	4	0	0	6	1	0	0	7	6	5
	%	100	36	0	0	55	9	0	0	64	55	46
Promotions	#	7	1	0	0	6	0	0	0	6	1	6
	%	100	14	0	0	86	0	0	0	86	14	86
Demotions		0	0	0	0	0	0	0	0	0	0	0
Separations		0	0	0	0	0	0	0	0	0	0	0

Hisp = Hispanic
NHPI = Native Hawaiian/Pacific Islander
AIAN = American Indian/Alaskan Native
2+ = Two or more races
Total Min = Total Minority

The Personnel Transactions Report provides an agency-wide summary of the progress made toward achieving the established affirmative action plan goals for the reporting period. It shows a comparison of the total number of employees at the beginning and end of the report period, and the total number of completed personnel transactions.

DTS EVALUATION OF PREVIOUS EEO EFFORTS (NEW HIRES)

(As of: October 31, 2014)

Summary		Total New Hires	White	Black	Hisp	Asian	NHPI	AIAN	2+	Total Min	Male	Fem
New Hires FY 2012	#	0										
New Hires FY 2013	#	6	3			2	1			3	3	3
New Hires FY 2014	#	5	1			4				4	3	2
Total Number for Three Year period	#	11	4			6	1			7	6	5
Total Percent for Three year Period	%	100	36			55				63	55	46
Total Percent for Current Year	%	100	36			55				63	55	46

DTS NEW HIRES FOR CURRENT REPORTING YEAR ONLY (as of 11/1/14)

		Male								Female								
EEO Categories	Total New Hires	White	Black	Hisp	Asian	NHPI	AIAN	2+	Tot Male	White	Black	Hisp	Asian	NHPI	AIAN	2+	Tot Fem	Tot Min
Mgmt	0																	
Profs	4				1				1	1			2				3	3
Techs	0																	
Admin	1												1				1	1
Totals	5				1				1	1			3				4	4

Hisp = Hispanic
NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native

2+ = Two or more races
Tot = Total
Fem = Female

Min = Minority
Mgmt = Management
Profs = Professionals

Techs = Technicians
Admin = Administration

Appendix I

DTS PRESENT STAFFING

As of 10/31/14

		MALE								FEMALE								
JOB CAT	TOT EMP	WHITE	BLACK	HISP	ASIAN	NHPI	AIAN	2+	TOT MALE	WHITE	BLACK	HISP	ASIAN	NHPI	AIAN	2+	TOT FEM	TOT MIN
Officials/Mgrs	4	2	0	0	1	0	0	-	3	0	0	0	1	0	0	-	1	2
% REP		50	0	0	25	0	0	-	75	0	0	0	25	0	0	-	25	50
% CLF		15.3	1.06	3.06	25.83	3.01	.05	7.5	55.8	12.15	0.83	2.43	20.5	2.39	.04	5.9	44.2	72.6
Professional	15	2	0	0	7	1	0	-	10	0	0	0	4	1	0	-	5	13
% REP		13.3	0	0	46.7	6.7	0	-	66.7	0	0	0	26.7	6.7	0	-	33.3	86.7
% CLF		13.6	0.8	2.21	21.06	1.9	.04	5.4	45.0	16.6	1.0	2.7	25.7	2.3	.06	6.7	55.0	68.3
Admin. Wkrs.	4	0	0	0	0	0	0	-	0	2	0	0	1	1	0	-	4	2
% REP		0	0	0	0	0	0	-	0	50	0	0	25	25	0	-	100	50
% CLF		3.48	.38	1.71	12.92	2.35	.02	4.71	26.0	10.11	1.11	4.98	37.57	6.84	.07	13.68	74.0	86.4
Technicians	1	0	0	0	0	0	0	-	0	0	0	0	1	0	0	-	1	1
% REP		0	0	0	0	0	0	-	0	0	0	0	100	0	0	-	100	100
% CLF		9.7	1.5	3.1	25.75	2.4	0	7.4	49.9	9.7	1.5	3.1	25.75	2.4	0	7.4	49.9	80.5

CAT = Category
REP = Represented
CLF = Civilian Labor Force
MGMT = Officials and Managers
EMP = Employees
HISP = Hispanic
NHPI = Native Hawaiian/Pacific Islander
ADMIN = Administrative Support Workers
2+ = Two or more races
FEM = Female
TOT = Total
AIAN = American Indian/Alaskan Native
PRO = Professionals
TECH = Technicians
MIN = Minority

This report reflects the distribution and composition of DTS' work force by the EEO categories. The data provides a snapshot of the total number of employees throughout DTS by race/ethnicity and gender for each of the applicable EEO categories. The Civilian Labor Force (CLF) represented is from the U.S. Census Bureau, 2006-2010 American Community Survey, EEO Tabulation (5-Year ACS Data).

NOTE: The City and County of Honolulu does not collect workforce demographic data on the "2 or more races" category. While employees may voluntarily self-identify with a broad "Other" race/ethnic category (defined as persons who do not identify with the Chinese, Korean, Filipino, Japanese, Native Hawaiian/Part Hawaiian, White [not of Hispanic/Latino origin], American Indian/Alaska Native, Black/African American, Pacific Islander, or Hispanic/Latino categories), they are not asked to specify what is their "Other" race/ethnic category.

Appendix J

DTS JOB GROUP ANALYSIS

As of: 10/31/14

EEO Category: Officials and Managers

Job Group: MGMT

			Male								Female								
SC	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
P	Director	1	1							1								0	
O	Deputy	1	1							1									
N	Chief Planner	1				1				1								0	1
N	Mass Transit Administrator	1																	1
Total Job Group (#)		4	2			1				3				1				1	2
Total Job Group (%)		100	50			25				75				25				25	50

SC = Salary Code
Emp = Employees
Hisp = Hispanic

NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native
2+ = Two or more races

Fem = Female
Min = Minority

DTS AVAILABILITY ANALYSIS

As of: 10/31/14
EEO Category: Officials and Managers

	Raw Availability										Weighted Availability									
Factors	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Weight Factor	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Source of Statistic
Percentage of minorities or females having requisite skills in the area which DTS can reasonably recruit.	27.5	1.9	5.5	46.3	5.4	0.1	13.4	72.6	44.2	60%	16.5	1.14*	3.3	27.8	3.2	.06	8.0	43.56	26.52	2010 U.S. Census 2006-2010 ACS, Honolulu, Hawaii
Percentage of minorities or females promotable, transferable and trainable within DTS.	50	0	0	50	0	0	0	50	25	40%	20	0	0	20	0	0	0	20	10	Present staffing report as of 10/31/14
Total										100%	36.5	1.14	3.3	47.8	3.2	.06	8.0	63.56	36.52	
Final Availability										100%	36.5	1.14	3.3*	47.8	3.2	.06	8.0	63.56	36.52	

(Raw Availability % X Weight Factor = Weighted Availability)

WH = White
Hisp = Hispanic
NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native

Min = Minority
Fem = Female
2+ = Two or more races

Appendix K

DTS JOB GROUP ANALYSIS

As of: 10/31/14

EEO Category: Professionals

Job Group: PRO

			Male								Female								
SC	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
L	Planner VII	3				2				2				1				1	3
K	Planner VI	6	2			1	1			4				1	1			2	4
K	Intl. Cnt. Anl. III	1												1				1	1
K	Civil Eng. V	1				1				1									1
L	Civil Eng. VI	1				1				1									1
H	Planner II	2				2				2									2
G	Planner I	1												1				1	1
Total Job Group (#)		15	2			7	1			10				4	1			5	13
Total Job Group (%)		100	13.3			46.7	6.7			66.7				26.7	6.6			33.3	86.7

SC = Salary Code
Emp = Employees
Hisp = Hispanic

NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native
2+ = Two or more races

Fem = Female
Min = Minority

DTS AVAILABILITY ANALYSIS

As of: 10/31/14
EEO Category: Professionals

	Raw Availability										Weighted Availability									
Factors	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Weight Factor	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Source of Statistic
Percentage of minorities or females having requisite skills in the area which DTS can reasonably recruit.	30.1	1.8	4.9	46.8	4.2	0.1	12.2	69.9	33.3	60%	18.06	1.08	2.94	28.08	2.52	.06	7.3	41.9	19.98	2010 U.S. Census 2006-2010 ACS, Honolulu, Hawaii
Percentage of minorities or females promotable, transferable and trainable within DTS.	13.3	0	0	73.3	13.3	0.1	0	69.9	55	40%	5.3	0	0	29.32	5.3	.04	0	27.96	22	Present staffing report as of 10/31/14
Total										100%	23.36	1.08	2.94	57.40	7.82	.10	7.3	69.86	41.98	
Final Availability										100%	23.36	1.08	2.94	57.40	7.82	.10	7.3	69.86	41.98	

(Raw Availability % X Weight Factor = Weighted Availability)

WH = White
Hisp = Hispanic
NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native

Min = Minority
Fem = Female
2+ = Two or more races

Appendix L

DTS JOB GROUP ANALYSIS

As of: 10/31/14

EEO Category: Administrative Support Workers

Job Group: ADMIN

			Male								Female								
SC	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
F	Pvt. Secy. II	1												1				1	1
E	Pvt. Secy. I	1									1							1	
C	Secretary III	1									1							1	
B	Sr. Clerk Typ	1													1			1	1
Total Job Group (#)		4									2			1	1			4	2
Total Job Group (%)		100									50			25	25			100	50

SC = Salary Code
Emp = Employees
Hisp = Hispanic

NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native
2+ = Two or more races

Fem = Female
Min = Minority

DTS AVAILABILITY ANALYSIS

As of: 10/31/14
EEO Category: Administrative Support Workers

	Raw Availability										Weighted Availability									
Factors	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Weight Factor	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Source of Statistic
Percentage of minorities or females having requisite skills in the area which DTS can reasonably recruit.	13.6	1.5	6.7	50.5	9.2	0.1	18.4	86.4	74.4	60%	8.1	.90	4.02	30.3	5.5	.06	11.04	51.84	44.64	2010 U.S. Census 2006-2010 ACS, Honolulu, Hawaii
Percentage of minorities or females promotable, transferable and trainable within DTS.	50	0	0	25	25	0	0	50	100	40%	20	0	0	10	10	0	0	20	40	Present staffing report as of 10/31/14
Total										100%	28.1	.90	4.02	40.3	15.5	.06	11.04	71.84	84.64	
Final Availability										100%	28.1	.90	4.02	40.3	15.5	.06	11.04	71.84	84.64	

(Raw Availability % X Weight Factor = Weighted Availability)

WH = White
Hisp = Hispanic
NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native

Min = Minority
Fem = Female
2+ = Two or more races

Appendix M

DTS JOB GROUP ANALYSIS

As of: 10/31/14

EEO Category: Technicians

Job Group: TECH

			Male								Female								
SC	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
D	Traffic Tech. VI	1												1				1	1
Total Job Group (#)		1												1				1	1
Total Job Group (%)		100												100				100	100

SC = Salary Code
Emp = Employees
Hisp = Hispanic

NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native
2+ = Two or more races

Fem = Female
Min = Minority

Appendix M1

DTS AVAILABILITY ANALYSIS

As of: 10/31/14
EEO Category: Technicians

	Raw Availability										Weighted Availability									
Factors	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Weight Factor	WH	Black	Hisp	Asian	NH PI	AI AN	2+	Total Min	Fem	Source of Statistic
Percentage of minorities or females having requisite skills in the area which DTS can reasonably recruit.	19.4	3.1	6.2	51.5	4.9	0.0	14.8	80.5	50.0	60%	11.6	1.86	3.72	30.9	2.9	0	8.8	48.3	30	2010 U.S. Census 2006-2010 ACS, Honolulu, Hawaii
Percentage of minorities or females promotable, transferable and trainable within DTS.	0	0	0	100	0	0	0	100	100	40%	0	0	0	40	0	0	0	40	40	Present staffing report as of 10/31/14
Total										100%	11.6	1.86	3.72	70.9	2.9	0	8.8	88.3	70	
Final Availability										100%	11.6	1.86	3.72	70.9	2.9	0	8.8	88.3	70	

(Raw Availability % X Weight Factor = Weighted Availability)

WH = White
Hisp = Hispanic
NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native

Min = Minority
Fem = Female
2+ = Two or more races

Department of Transportation Services

DTS EEO Category Descriptions

The major job categories are listed below, including a brief description of the skills and training required for occupations in that category and examples of the job titles that fit each category. The examples shown below are illustrative and not intended to be exhaustive of all job titles in a job category. These job categories are primarily based on the average skill level, knowledge, and responsibility involved in each occupation within the job category.

1) Officials and Managers. Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include the Director, the Deputy Director, the Mass Transit Administrator and the Chief Planner.

2) Professionals. Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include: Planner I, Planner II, Planner IV, Planner V, Planner VI, Planner VII; Civil Engineer I, Civil Engineer III, Civil Engineer V, Civil Engineer VI and Internal Control Analyst.

3) Administrative Support Workers. These jobs involve nonmanagerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: Private Secretary I, Private Secretary II, Secretary III; Senior Clerk Typist and Clerk Typist.

4) Technicians. Jobs in this category include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Example of these types of positions is Traffic Technician.

EEO Job Categories

Appendix O

Officials and Upper Management

Director
Deputy Director
Administrative Services Officers
Chief Planner
Mass Transit Administrator

Professionals

Planner I
Planner II
Planner IV
Planner V
Planner VI
Planner VII
Civil Engineer III
Civil Engineer V
Civil Engineer VI
Internal Control Analyst

Administrative Support

Private Secretary I
Private Secretary II
Secretary III
Senior Clerk Typist
Clerk Typist

Technician

Traffic Technician

TO: City Equal Employment Opportunity Officer FAX NO. (808) 527-5563

FROM: _____ FAX NO. _____

DEPT.: _____

DIVISION _____

CITY EEO OFFICER

☐ CLEARANCE FOR NEW HIRES

☐ PROMOTION

NAME OF PERSON _____

JOB TITLE _____ POSITION NO. _____ SR/BC _____

(1) NUMBER OF APPLICANTS INTERVIEWED _____

(2) GENDER/ETHNICITY OF ALL APPLICANTS: (use application codes or your best guess)

(3) GENDER/ETHNICITY OF PANEL MEMBERS:

(4) JUSTIFICATION FOR RECOMMENDATION:

(5) ATTACHMENTS: (Please keep the following items to document the selection process)

(a) Eligible List (Form 10)
(b) Employment Applications
(c) Rating Scores
(d) Resumes
(e) Others

DEPARTMENT HEAD: _____ _____ Date

E.E.O. OFFICER: _____ _____ Date

EQUAL EMPLOYMENT OPPORTUNITY SURVEY
Confidential Internal Document

NAME: _____ **MALE** ☐ **FEMALE** ☐
Last First Middle Initial(s)

DEPARTMENT/AGENCY: _____

See the reverse side of this form for descriptions of race/ethnicity categories. Parts 1 AND 2 of this form are based on different race/ethnicity groupings and reports that are required by separate federal agencies.

Complete Part 1 AND Part 2

Part 1 Race/Ethnic Categories Reported to the EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	**Part 2** Race/Ethnic Categories Reported to the U.S. DEPARTMENT OF JUSTICE
*USING THE LIST BELOW, CHECK **ONLY ONE CATEGORY** THAT BEST REPRESENTS YOUR BACKGROUND.* *CHECK **ONLY ONE CATEGORY** FROM THE LIST BELOW:* ☐ CHINESE ☐ KOREAN ☐ FILIPINO ☐ JAPANESE ☐ NATIVE HAWAIIAN / PART HAWAIIAN ☐ WHITE (not of Hispanic / Latino origin) ☐ AMERICAN INDIAN / ALASKA NATIVE ☐ BLACK / AFRICAN AMERICAN ☐ PACIFIC ISLANDER ☐ HISPANIC / LATINO ☐ OTHER	*FIRST, ANSWER THE FOLLOWING QUESTION:* ARE YOU HISPANIC / LATINO? ☐ YES ☐ NO *THEN, USE THE LIST BELOW AND CHECK **ALL CATEGORIES** THAT ARE REPRESENTED IN YOUR BACKGROUND.* *CHECK **ALL APPLICABLE CATEGORIES** FROM THE LIST BELOW:* ☐ BLACK / AFRICAN AMERICAN ☐ AMERICAN INDIAN / ALASKA NATIVE ☐ ASIAN ☐ NATIVE HAWAIIAN / PART HAWAIIAN / PACIFIC ISLANDER ☐ WHITE (not of Hispanic / Latino origin)

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

General Information

The City and County of Honolulu (City) is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City invites employees to voluntarily self-identify their race and ethnicity, using categories specified by the Equal Employment Opportunity Commission (EEOC) and federal agencies that grant financial assistance to the City. [Reference: Public Law 88-352, Titles VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Executive Order 11246.] Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

This information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify specific individuals. If an employee declines to complete this survey, a race/ethnic category will be assigned by visual survey and according to applicable regulations.

RACE/ETHNIC CATEGORIES

CHINESE	Persons of Chinese descent
KOREAN	Persons of Korean descent
FILIPINO	Persons of Filipino descent
JAPANESE	Persons of Japanese descent
NATIVE HAWAIIAN / PART HAWAIIAN	Persons of Hawaiian descent, or part Hawaiian with any other descent
WHITE (not of Hispanic / Latino origin)	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
AMERICAN INDIAN / ALASKA NATIVE	Persons having origins in any of the original peoples of North America, and who maintain tribal affiliation or community recognition
BLACK / AFRICAN AMERICAN	Persons having origins in any of the Black racial groups of Africa
PACIFIC ISLANDER	Persons having origins in any of the South Pacific Islands, such as Guam, Samoa, or other Pacific Islands, excluding Hawaii
ASIAN	Persons of Chinese, Filipino, Japanese, or Korean descent; and original peoples of the Far East, Southeast Asia, or the Indian subcontinent
HISPANIC / LATINO	Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of any of the categories listed above
OTHER	Persons who do not identify with any of the categories listed in **Part 1** on the reverse side of this form

City and County of Honolulu

Department of Transportation Services

DTS EEO Employee Data Capture Sheet

Name: _____ Position title: _____

Appointment type (permanent/contract): _____ Salary code from chart: _____

Full/Part time: _____ Sex (M/F): _____ Date of Birth: _____

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Race and ethnic identification (please choose only one):

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. ____

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. ____

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa. ____

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. ____

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. ____

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. ____

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races. ____

Rev. 3/08

CITY AND COUNTY OF HONOLULU EMPLOYMENT APPLICATION

CITY & COUNTY OF HONOLULU
650 South King Street, 10th Floor
Honolulu, Hawaii 96813
(808) 768-8536
http://www.honolulu.gov/hr

Received:
For Official Use Only:
QUAL:_____
DNQ: _____
☐ Experience
☐ Training
☐ Other:_____

POSITION TITLE:	EXAM ID #:
LEGAL NAME: (Last, First, Middle)	
ADDRESS: (Street, City, State, Zip Code)	

HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:
Birth Month/Day (MM/DD)	Former Last Name, if Applicable (list only one; leave blank if none)	

HIGH SCHOOL EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? ☐Yes ☐No
IF YOU DID NOT GRADUATE, DO YOU HAVE A GED? ☐Yes ☐No

COLLEGE OR UNIVERSITY EDUCATION

SCHOOL NAME:		
SCHOOL LOCATION: (City, State)	DID YOU GRADUATE? ☐Yes ☐No	DEGREE RECEIVED:
MAJOR:		UNITS COMPLETED:

SCHOOL NAME:		
SCHOOL LOCATION: (City, State)	DID YOU GRADUATE? ☐Yes ☐No	DEGREE RECEIVED:
MAJOR:		UNITS COMPLETED:

SCHOOL NAME:		
SCHOOL LOCATION: (City, State)	DID YOU GRADUATE? ☐Yes ☐No	DEGREE RECEIVED:
MAJOR:		UNITS COMPLETED:

WORK EXPERIENCE

DATES: From: To:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY: /month	MAY WE CONTACT THIS EMPLOYER? ☐Yes ☐No
DUTIES:		
REASON FOR LEAVING:		

DATES: From: To:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY: /month	MAY WE CONTACT THIS EMPLOYER? ☐Yes ☐No
DUTIES:		
REASON FOR LEAVING:		

DATES: From: To:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY: /month	MAY WE CONTACT THIS EMPLOYER? ☐Yes ☐No
DUTIES:		
REASON FOR LEAVING:		

DATES: From: To:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY: /month	MAY WE CONTACT THIS EMPLOYER? ☐Yes ☐No
DUTIES:		
REASON FOR LEAVING:		

DATES: From: To:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY: /month	MAY WE CONTACT THIS EMPLOYER? ☐Yes ☐No
DUTIES:		
REASON FOR LEAVING:		

DATES: From: To:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY: /month	MAY WE CONTACT THIS EMPLOYER? ☐Yes ☐No
DUTIES:		
REASON FOR LEAVING:		

DRIVER'S LICENSE

DO YOU HAVE A DRIVER'S LICENSE? ☐Yes ☐No

TYPE:	EXPIRATION DATE:	ISSUING STATE:

PROFESSIONAL LICENSE/CERTIFICATE

TYPE:	EXPIRATION DATE:
LICENSE NUMBER:	ISSUING AGENCY:

TYPE:	EXPIRATION DATE:
LICENSE NUMBER:	ISSUING AGENCY

ADDITIONAL INFORMATION

SIGNATURE

I HEREBY CERTIFY that all statements made on or in connection with this application including those regarding my education and employment record are true and correct to the best of my knowledge. I agree and understand that any misstatements or omissions of material facts may cause forfeiture on my part of all rights to any employment in the service of the City and County of Honolulu. I understand that all information is subject to verification.

Further, I understand that I may be required to pass a drug screening test, and that applications and attachments become the property of the City Department of Human Resources and will not be returned. Also, I will keep a copy of this application to bring with me to the interview.

Applicant Name:	Date:

REFERENCES (Optional)

REFERENCE TYPE:	NAME:	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:

REFERENCE TYPE:	NAME:	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:

REFERENCE TYPE:	NAME:	POSITION:
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:

I understand that these references may be contacted.

AGENCY WIDE CONFIDENTIAL SUPPLEMENTAL QUESTIONS

5. The requirements for Citizenship and Veteran's Preference must be met at the time of application.
   CITIZENSHIP STATUS: (Check one)

   ☐ U.S. Citizen

   ☐ U.S. National (includes persons born in America Samoa, including Swain's island)

   ☐ Permanent Resident Alien

   ☐ Non-Citizen authorized under federal law to work in the U.S.

6. If you selected Non-Citizen in Question #5, do you have an Employment Authorization Document (EAD) or other documentation allowing you to work in U.S without restrictions and/or employer sponsorship?

   ☐ Yes ☐ No

7. If you answer "Yes" or "No" in Question #6, please explain: Visa Type & Number _____

8. VETERAN'S PREFERENCE:
   Veteran's preference is not applicable for City promotional examinations.

   I claim: ☐ None
   ☐ 5 Points
   ☐ 10 points

9. Check the appropriate block:

   Note: Documents will be reviewed for veteran's preference points eligibility.

   ☐ I am claiming 5 veteran's preference points, and will mail or drop off a **copy of my DD214** to the Department of Human Resources within 7 days of filing this application.

   ☐ I am claiming 10 veteran's preference points, and will mail or drop off a **copy of my DD214 and an official statement from the Veteran's Administration or armed forces, dated within the past 12 months** which confirms my eligibility for 10 points preference to the Department of Human Resources within 7 days of filing this application. (Spouses or widows applying for preference must also submit appropriate documentation.)

   ☐ I am claiming 10 veteran's preference points as a Purple Heart recipient, and will mail or drop off a **copy of my DD214** to the Department of Human Resources within 7 days of filing this application.

   Please indicate the exam title on the copy of the DD214 form.

   Mail or drop off your documents to:
   Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813.

10. SUITABILITY REQUIREMENT:

The information requested for Questions 10 - 23 is needed to determine your suitability for employment. Convictions, dismissals from employment or dishonorable separations from military service do not automatically disqualify you for employment. To determine employment suitability, the circumstances of each individual case will be evaluated in relationship to the requirements of the position for which you have applied.

Have you accepted a settlement or have been barred from applying for employment with the City and County of Honolulu?

- ☐ Yes
- ☐ No
- ☐ ***FOR INTERNAL USE ONLY***

11. If you answered "Yes", please explain in detail the reason and date you were barred from applying with the City.

12. DISMISSAL FROM EMPLOYMENT
Have you been fired, dismissed, discharged or asked to resign from employment?

- ☐ Yes
- ☐ No
- ☐ ***FOR INTERNAL USE ONLY***

13. If you have answered "Yes", please explain in detail the reason for your dismissal.

14. Have you been separated from military service under OTHER than honorable conditions?

- ☐ Yes
- ☐ No
- ☐ I was never in the military
- ☐ ***FOR INTERNAL USE ONLY***

15. If you have answered "Yes", please explain in detail the reason for the separation from military service.

22. SUSPENSION OR REVOCATION OF LICENSE:
Was your license or certification to practice in a regulated profession (for example, physician, engineer, nurse, plumber, etc.) ever suspended or revoked?

- ☐ Yes
- ☐ No
- ☐ ***FOR INTERNAL USE ONLY***

23. If you answered "Yes", please indicate below, the type of license; the date; the state; the specific board or organization that suspended or revoked your license; the circumstances of the suspension; and any other relevant information you wish to provide.)

24. RECRUITMENT SURVEY:
How did you find out about this examination?

- ☐ City and County Employee
- ☐ City Website
- ☐ Job Fair
- ☐ Job Information Recording
- ☐ News Media
- ☐ Newspaper Ad
- ☐ Radio Ad/Announcement
- ☐ Speaker at Group Presentation
- ☐ School Counselor
- ☐ Other

25. If you selected "Other", how did you find out about this examination?

26. APPLICANT DATA SURVEY: OPTIONAL

In order to meet the requirements as set forth in Federal guidelines, we need your cooperation and assistance in completing Questions 26-28. PARTICIPATION IS CONFIDENTIAL AND VOLUNTARY. Your replies will not affect your eligibility or opportunity for employment. The data will be used for reporting and personnel research purposes only. It will not be used for the purpose of selecting job applicants.

Sex: ☐ Female ☐ Male

27. Age
- ☐ Under 20
- ☐ 20 - 24
- ☐ 25 - 29
- ☐ 30 - 39
- ☐ 40 - 49
- ☐ 50 and over

16. CONVICTION FOR VIOLATION OF LAW

Convictions will not necessarily be a bar to employment. Factors such as age at the time of the offense, date of the offense, seriousness and nature of the violation and rehabilitation may be taken into account.

In answering the following question, you need NOT report the following:

A) Arrests not followed by convictions;
B) Convictions which were annulled or expunged;
C) Offense for which you were tried as a minor or juvenile;
D) Convictions of offenses punishable by fine only. (You must report any convictions that **could have** resulted in a jail sentence even if your sentence was only a fine. If you are in doubt, please answer "YES" and explain in the following question #17;
E) Convictions of misdemeanor in which the period of twenty years has elapsed since the date the sentence was fulfilled and during which elapsed time there has not been any subsequent arrest or conviction.

Have you been convicted of a violation of law? Report state, out-of-state, federal, military, international and other convictions. Convictions of felony and misdemeanor offenses (including petty misdemeanor, DUI, contempt of court, etc.) **must be reported.**

☐ Yes
☐ No
☐ ***FOR INTERNAL USE ONLY***

17. If you answered "Yes" to the above question, include the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.

18. Within the past three years, have you been convicted of any offense related to controlled substances?

☐ Yes
☐ No
☐ ***FOR INTERNAL USE ONLY***

19. If you answered "Yes" to the above question, include the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.

20. Have you ever been convicted of any act, attempt, or conspiracy to overthrow the State or federal government by force or violence?

☐ Yes
☐ No
☐ ***FOR INTERNAL USE ONLY***

21. If you answered "Yes" to the above question, include the dates, nature and circumstances of the conviction; the sentence imposed and its current status; and any other relevant information you wish to provide.

28. Read the 12 categories listed below, then check the one which best fits your ethnic background.

- ☐ Black
- ☐ Chinese
- ☐ Filipino
- ☐ Hawaiian
- ☐ Part-Hawaiian
- ☐ Japanese
- ☐ Korean
- ☐ Puerto Rican
- ☐ Samoan
- ☐ White - Includes persons of Portuguese, Indo-European descent, including Pakistani, and East Indian, and persons of Spanish or Latin descent (excluding Filipino and Puerto Rican).
- ☐ Mixed - Mixtures of any categories on this form except Hawaiian. If you are Part-Hawaiian, mark it above.
- ☐ Others or Unknown - Includes Guamanian, South East Asian (Vietnamese, Laotian, Thai, etc.), American Indian, and Alaskan Native.

29. **TEST ACCOMMODATION**:
Do you wish to request a test accommodation due to disability, religious beliefs, or military service?

If you answer "Yes", you must submit, within 7 days of filing this application, your request in writing with supporting documents for an accommodation to be considered. Send or drop off: Department of Human Resources, 650 South King Street, 10th Floor, Honolulu, HI 96813.

- ☐ Yes
- ☐ No

City & County of Honolulu

Complaint Form for Reporting
Discrimination, Harassment or Sexual Harassment

CITY EMPLOYEE'S NAME: _____ **Work Phone:** _____

Position: _____ **Department:** _____

Supervisor: _____

1. **On (date)** _____ **at (place)** _____
the following happened:

2. **I believe what is described above is sexual harassment and/or prohibited discrimination in the work place because:**

3. **I would like to have the following corrective action taken by management to resolve my concerns in this matter:**

4. I believe the following persons can contribute information on this matter:

Name	Title	Work Phone	Home Phone

5. I have discussed my concerns on this matter with:
(supervisors, other management officials, union representatives, or co-workers, as appropriate)

Name	Title	Work Phone	Home Phone

6. I understand the City & County of Honolulu will investigate this matter and, as much as possible, keep the details of the situation confidential. Once completed, I shall be informed of the findings. I understand that management does not make any promises of a specific action that may be taken against the alleged harasser; however, appropriate action will be taken based on the results of the investigation.

Signature_____ _____
(Date)

7. Received by:_____ _____
(Name) (Title)

Signature:_____ _____
(Date)

Note: Provide a copy of this record to the complaining party; the original becomes part of the official investigative file.

City and County of Honolulu

Department of Transportation Services

DTS COMPLAINANT CONSENT/RELEASE FORM

Your Name: _____

Address: _____

_____

Please read information below, initial the appropriate space, and sign and date this form on the lines at the bottom of this form.

As a complainant, I understand that in the course of a preliminary inquiry or investigation it may become necessary for the Department of Transportation Services (DTS) to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of DTS to honor requests under the Freedom of Information Act. I understand that it might be necessary for DTS to disclose information, including personally identifying details, which it has gathered as a part of its preliminary inquiry or investigation of my complaint. In addition, I understand that as a complainant I am protected by federal regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statues enforced by the federal government.

CONSENT/RELEASE

_____
Initial on the above
If you give consent

CONSENT GRANTED: I have read and understand the above information and authorize DTS to reveal my identity to persons at the organization or institution under investigation and to other Federal agencies that provide Federal financial assistance to the organization or institution or also have civil rights compliance oversight responsibilities that cover that organization or institution. I hereby authorize DTS to receive material and information about me pertinent to the investigation of my complaint. This release includes, but is not limited to, applications, case files, personal records, and medical records. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and I do so voluntarily.

_____
Initial on the above
if you deny consent

CONSENT DENIED: I have read and understand the above information and do not want DTS to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and consent information about me, pertinent to the investigation of my complaint. I understand that this is likely to make the investigation of my complaint and getting all the facts more difficult and, in some cases, impossible, and may result in the investigation being closed.

_____ _____
Signature Date

A. New Hires (October 2012 to October 2014)

Persons Who Applied For Employment by EEO Category and Gender

During this reporting period, there were thirty (30) applicants applying for positions in the professionals category. Nine (9) female applicants and twenty-one (21) male applicants.

Applicants	Females							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	0	0	0	0	0
Professionals	3	0	0	5	1	0	0	9
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0
Grand Total	**3**	**0**	**0**	**5**	**1**	**0**	**0**	**9**

Applicants	Males							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	0	0	0	0	0
Professionals	2	2	0	17	0	0	0	21
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0
Grand Total	**2**	**2**	**0**	**17**	**0**	**0**	**0**	**21**

Applicants	Combined							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	0	0	0	0	0
Professionals	5	2	0	22	1	0	0	30
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0
Grand Total	**5**	**2**	**0**	**22**	**1**	**0**	**0**	**30**

Black: Black or African American
NHPI: Native Hawaiian/Pacific Islander
AIAN: American Indian/Alaskan Native

A. New Hires (October 2012 to October 2014)

Persons Who Were Actually Hired for Employment by EEO Category and Gender

During this reporting period, there were eleven (11) new employees hired. Five (5) female employees and six (6) male employees.

Job Categories	Females						
	White	Black	Hispanic	Asian	NHPI	AIAN	Total
Officials and Managers	0	0	0	0	0	0	0
Professionals	1	0	0	1	1	0	3
Administrative Support Workers	1	0	0	1	0	0	2
Technicians	0	0	0	0	0	0	0
Grand Total	**2**	**0**	**0**	**2**	**1**	**0**	**5**

Job Categories	Males						
	White	Black	Hispanic	Asian	NHPI	AIAN	Total
Officials and Managers	2	0	0	0	0	0	2
Professionals	0	0	0	4	0	0	4
Administrative Support Workers	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0
Grand Total	**2**	**0**	**0**	**4**	**0**	**0**	**6**

Job Categories	Combined						
	White	Black	Hispanic	Asian	NHPI	AIAN	Total
Officials and Managers*	2	0	0	0	0	0	2
Professionals	1	0	0	5	1	0	7
Administrative Support Workers*	1	0	0	1	0	0	2
Technicians	0	0	0	0	0	0	0
Grand Total	**4**	**0**	**0**	**6**	**1**	**0**	**11**

*Appointed positions
Black: Black or African American
NHPI: Native Hawaiian/Pacific Islander
AIAN: American Indian/Alaskan Native

Applicants	Combined							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	4	0	0	0	4
Professionals	8	3	0	10	0	0	3	24
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	3	0	0	0	3
Grand Total	**8**	**3**	**0**	**17**	**0**	**0**	**3**	**31**

Black: Black or African American
NHPI: Native Hawaiian/Pacific Islander
AIAN: American Indian/Alaskan Native

B. Promotions/Transfers (October 2012 to October 2014)

Persons Who Were Actually Promoted by EEO Category and Gender

During this reporting period, there were seven (7) employees who were promoted. Six (6) female employees and one (1) male employee. No transfers occurred during this reporting period.

Applicants	Females							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	1	0	0	0	1
Professionals	1	0	0	3	0	0	0	4
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	1	0	0	0	1
Grand Total	**1**	**0**	**0**	**5**	**0**	**0**	**0**	**6**

Applicants	Males							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	0	0	0	0	0
Professionals	0	0	0	1	0	0	0	1
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0
Grand Total	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**1**

Applicants	Combined							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	1	0	0	0	1
Professionals	1	0	0	4	0	0	0	5
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	1	0	0	0	1
Grand Total	**1**	**0**	**0**	**6**	**0**	**0**	**0**	**7**

Black: Black or African American
NHPI: Native Hawaiian/Pacific Islander, AIAN: American Indian/Alaskan Native

B. Promotions/Transfers (October 2012 to October 2014)

Persons Who Applied For Promotions by EEO Category and Gender

During this reporting period, there were thirty-one (31) applicants. Nine (9) female applicants and twenty-two (22) male applicants applied for promotions.

Applicants	Females							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	1	0	0	0	1
Professionals	3	0	0	4	0	0	0	7
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	1	0	0	0	1
Grand Total	**3**	**0**	**0**	**6**	**0**	**0**	**0**	**9**

Applicants	Males							
Job Categories	**White**	**Black**	**Hispanic**	**Asian**	**NHPI**	**AIAN**	**Unknown/ Other**	**Total**
Officials and Managers	0	0	0	3	0	0	0	3
Professionals	5	3	0	6	0	0	3	17
Administrative Support Workers	0	0	0	0	0	0	0	0
Technicians	0	0	0	2	0	0	0	2
Grand Total	**5**	**3**	**0**	**11**	**0**	**0**	**3**	**22**

C. Disciplinary Actions and Terminations

(October 2012 to October 2014)

All DTS employees are subject to collective bargaining agreement and civil service rules applying to all disciplinary actions and terminations. During the reporting period, one disciplinary action occurred (12/31/12) involving an Asian male which resulted in a written reprimand. This action did not result in the termination of the employee.

	ORAL	WRITTEN	SUSPENSION	TOTAL
MALE	0	1	0	1
FEMALE	0	0	0	0
TOTAL	**0**	**1**	**0**	**1**

DTS JOB GROUP ANALYSIS
New Hires Applicants
NOTE: These are appointed positions

EXHIBIT 1

October 2012 to October 2014

EEO Category: Officials and Managers

Job Group: MGMT

			Male								Female								
	Job Family Title	Total Apps	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Director	1	1							1									
	Deputy Director	1	1							1									
Total Job Group (#)		2	2							2									
Total Job Group (%)		100	100	0	0	0	0	0	0	100	0	0	0	0	0	0	0	0	0

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
New Hires Applicants

EXHIBIT 1

October 2012 to October 2014

EEO Category: Professionals

Job Group: PRO

			Male								Female								
	Job Family Title	Total Apps	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Internal Control Analyst	4				1				1				3				3	4
	Civil Engineer V	3				3				3									3
	Civil Engineer VI	8	1			7				8									7
	Planner VI	4	1	1		1				3					1			1	3
	Planner II	11		1		5				6	3			2				5	8
Total Job Group (#)		30	2	2		17				21	3			5	1			9	25
Total Job Group (%)		100	67	67	0	57	0	0	0	70	10	0	0	17	3	0	0	30	83

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
New Hires Applicants
NOTE: These are appointed positions

October 2012 to October 2014

EEO Category: Administrative Support Workers

Job Group: ADM SVC

	Job Family Title	Total Apps	Male								Female								
			White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Private Secretary II	1												1				1	1
	Private Secretary I	1									1							1	
Total Job Group (#)		2									1			1				2	2
Total Job Group (%)		100	0	0	0	0	0	0	0	0	50%	0	0	50%	0	0	0	100%	100%

SC = Salary Code
Emp = Employees
Hisp = Hispanic

NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native
2+ = Two or more races

Fem = Female
Min = Minority

DTS JOB GROUP ANALYSIS
New Hires Applicants
No new hires during this reporting period

October 2012 to October 2014

EEO Category: Technicians

Job Group: TECH

			Male								Female								
	Job Family Title	Total Apps	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
Total Job Group (#)																			
Total Job Group (%)																			

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
New Hires
NOTE: These are appointed positions

EXHIBIT 2

October 2012 to October 2014

EEO Category: Officials and Managers

Job Group: MGMT

			Male								Female								
	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Director	1	1							1									
	Deputy	1	1							1									
Total Job Group (#)		2	2							2									
Total Job Group (%)		100	100	0	0	0	0	0	0	100	0	0	0	0	0	0	0	0	0

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
New Hires

October 2012 to October 2014

EEO Category: Professionals

Job Group: PRO

	Job Family Title	Total Emp	Male								Female								Total Min
			White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	
	Internal Control Analyst	1												1				1	1
	Civil Engineer V	1				1				1									1
	Civil Engineer VI	1				1				1									1
	Planner VI	1													1			1	1
	Planner II	3				2				2	1							1	2
Total Job Group (#)		7				4				4	1			1	1			3	6
Total Job Group (%)		100	0	0	0	57	0	0	0	57	14	0	0	14	14	0	0	43	86

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
New Hires
NOTE: These are appointed positions

EXHIBIT 2

October 2012 to October 2014

EEO Category: Administrative Support Workers

Job Group: ADM SVC

			Male								Female								
SC	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Private Secretary II	1												1				1	1
	Private Secretary I	1									1							1	
Total Job Group (#)		2									1			1				2	2
Total Job Group (%)		100	0	0	0	0	0	0	0	0	50%	0	0	50%	0	0	0	100%	100%

SC = Salary Code
Emp = Employees
Hisp = Hispanic

NHPI = Native Hawaiian/Pacific Islanders
AIAN = American Indian/Alaskan Native
2+ = Two or more races

Fem = Female
Min = Minority

DTS JOB GROUP ANALYSIS
New Hires
No new hires during this reporting period

October 2012 to October 2014

EEO Category: Technicians

Job Group: TECH

			Male								Female								
	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
Total Job Group (#)																			
Total Job Group (%)																			

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions Applications

EXHIBIT 3

October 2012 to October 2014

EEO Category: Officials and Managers

Job Group: MGMT

			Male								Female								
	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Division Chief	4				3				3				1				1	4
Total Job Group (#)		4				3				3				1				1	4
Total Job Group (%)		100	0	0	0	75	0	0	0	75	0	0	0	100	0	0	0	100	100

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions Applicants

October 2012 to October 2014

EEO Category: Professionals

Job Group: PRO

			Male								Female								
	Job Family Title	Total Apps	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Planner VII	14	4	2		4				10	2			2				4	8
	Planner IV	5	1	1		1			1	4				1				1	3
	Planner III	2							1	1	1							1	
	Planner I	3				1			1	2				1				1	2
Total Job Group (#)		24	5	3		6			3	17	3			4				7	13
Total Job Group (%)		100	21	13	0	25	0	0	13	71	13	0	0	17	0	0	0	29	54

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions Applicants
No promotions applicants during this reporting period

October 2012 to October 2014

EEO Category: Administrative Support Workers

Job Group: ADM SVC

			Male								Female								
	Job Family Title	Total Apps	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
Total Job Group (#)																			
Total Job Group (%)																			

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions Applicants

October 2012 to October 2014

EEO Category: Technicians

Job Group: TECH

			Male								Female								
	Job Family Title	Total Apps	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Traffic Technician V1	3				2				2				1				1	3
Total Job Group (#)		3				2				2				1				1	3
Total Job Group (%)		100	0	0	0	67	0	0	0	67	0	0	0	33	0	0	0	33	100

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions

EXHIBIT 4

October 2012 to October 2014

EEO Category: Officials and Managers

Job Group: MGMT

			Male								Female								
	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Division Chief	1												1				1	1
Total Job Group (#)		1												1				1	1
Total Job Group (%)		100	0	0	0	0	0	0	0	0	0	0	0	100	0	0	0	100	100

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions

EXHIBIT 4

October 2012 to October 2014

EEO Category: Professionals

Job Group: PRO

			Male								Female								
	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Planner VII	2				1				1				1				1	2
	Planner IV	1												1				1	1
	Planner III	1									1							1	
	Planner I	1												1				1	1
Total Job Group (#)		5				1				1	1			3				4	4
Total Job Group (%)		100	0	0	0	20	0	0	0	20	20	0	0	60	0	0	0	80	80

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Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions
No promotions during this reporting period

October 2012 to October 2014

EEO Category: Administrative Support Workers

Job Group: ADM SVC

			Male								Female								
	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
Total Job Group (#)																			
Total Job Group (%)																			

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races

DTS JOB GROUP ANALYSIS
Promotions

EXHIBIT 4

October 2012 to October 2014

EEO Category: Technicians

Job Group: TECH

			Male								Female								
	Job Family Title	Total Emp	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Male	White	Black	Hisp	Asian	NH PI	AI AN	2+	Total Fem	Total Min
	Traffic Technician VI	1												1				1	1
Total Job Group (#)		1												1				1	1
Total Job Group (%)		100	0	0	0	0	0	0	0	0	0	0	0	100	0	0	0	100	100

NHPI = Native Hawaiian/Pacific Islanders
Emp = Employees
Hisp = Hispanic
Min = Minority

Fem = Female
AIAN = American Indian/Alaskan Native
2+ = Two or more races