

# **ALABAMA DEPARTMENT OF TRANSPORTATION**



## **EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

### **PART I-CONTRACTOR COMPLIANCE**

### **PART II- AFFIRMATIVE ACTION PROGRAM**

**2017 UPDATE**

**(CY January 1, 2016– December 31, 2016)**

**CONTRACTOR  
COMPLIANCE PLAN  
UPDATE**

**PART I**

# 2017 UPDATE

## Alabama Department of Transportation



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## I. ORGANIZATION & STRUCTURE

### *ALDOT EEO Coordinator (External) & staff support*

- ✚ Describe the organizational location & responsibilities of ALDOT's EEO Coordinator.  
(Provided organization charts of the State highway agency and of the EEO staff)
- ✚ Indicate whether full or part-time; if part-time, indicate percentage of time devoted to EEO
- ✚ Indicate length of time in position, civil rights experience & training, and supervision.
- ✚ Indicate whether compliance program is centralized or decentralized.
- ✚ Identify EEO Coordinator's staff support (full & part-time) by job title & indicate areas of their responsibilities.
- ✚ Identify any other individuals in the central office having a responsibility for the implementation of this program and describe their respective roles & training received in program area.

Alabama Department of Transportation (ALDOT) devotes a full bureau within the agency, referred to as the Compliance & Business Opportunity Bureau, to the responsibility of implementing and monitoring all Federal Highway Administration (FHWA) Civil Rights programs. The Compliance Bureau has the primary function of the continuous administration of ALDOT's EEO/Affirmative Action Program. The program is designed to implement federal and state laws, as well as regulations issued by federal agencies regarding Equal Opportunity (EO) requirements. The ALDOT EEO (External) Coordinator is a full-time position which is held by the Compliance Bureau Chief, and has the responsibility of overall supervision. The EEO Coordinator has thirty-four (34) years of experience in EEO and Civil Rights activities on local, state and federal levels. **SEE EXHIBITS A & B**

Contract Compliance in regards to EEO responsibilities are overseen by the External Programs unit within the Compliance Bureau. More specifically the unit has oversight responsibility for sections I & II of FHWA 1273, which includes Construction Contract Equal Opportunity Compliance, Training Special Provision, and the Implementation of Special Requirements for the Provision of On-the-job Training. (23 CFR Part 230 Subpart D, 23 CFR Part 230 Appendix B of Subpart A & 23 CFR Part 230.111 respectively).

The External Program's Unit Supervisor has been involved in an array of ALDOT programs implementing federal regulations and state laws specific to EEO. The Unit Supervisor has over forty-two (42) years with the State of Alabama in various supervisory and managerial capacities involving compliance with state and federal requirements. In addition to her experience, the External Unit Supervisor achieved Master Compliance Administrator (MCA) Certification granted by the American Contract Compliance Association Training Institute. The External Unit Supervisor is assisted by two EEOs referred to as the "Contract Compliance Coordinator" and "OJT Training Coordinator".

It should be noted that the External Unit/Compliance Bureau acts as liaison between FHWA and the rest of the agency, but it does not have the authority to implement the contract sanctions set forth in the parameters of FHWA 1273 when a contractor is not meeting the obligations and responsibilities of the contract. This authority is maintained by the ALDOT Regions.



### District or Division Personnel

- ✚ Describe the responsibilities & duties of any district EEO personnel. Identify to whom they report.
- ✚ Explain whether district EEO personnel are full-time and have other responsibilities such as labor compliance or engineering.
- ✚ Describe training provided for personnel having EEO compliance responsibility.

ALDOT is divided into five regions (North, East Central, West Central, Southeast & Southwest) that are found in various geographical locations throughout Alabama. Furthermore, each region is divided into two district areas (North-Tuscumbia/Guntersville, East Central-Birmingham/Alexander City, West Central-Tuscaloosa/Fayette, Southeast- Montgomery/Troy, and Southwest- Grove Hill/Mobile). Each region will have a Regional Engineer who directs all aspects of ALDOT responsibilities on a local level. The Regional Engineer has the ability to make some modifications to the region's organizational structure and job responsibilities within his/her region.

There is an agency standard that each Regional Engineer employ a Project Manager/District Manager to oversee the project in its entirety and to completion. The Project Manager and project personnel will have contact with the contractors and issue guidance to the contractors.

The preferred regional organizational structure is that each district area has a EEO/Compliance Specialist to complete the majority of EEO tasks, but is not always the case due to the nature of the region or inability to fill the position.

In the North Region, there is one full-time EEO Officer for the entire region who reports directly to the Tuscumbia Area Operations Engineer. In calendar year 2016, the North EEO Officer was provided the following training: DOT Civil Rights Virtual Symposium, The EEOC: Its Laws and Procedures teleconference, Contract Compliance Training, FHWA Equal Employment Leadership Training, Diversity in the Transportation Industry: Attracting & Engaging Diverse Groups Webinar. \*no more information was provided.

In the East Central Region, both district areas (Birmingham & Alexander City) have EEOs. Their responsibilities include, but are not limited to, conducting Contract Compliance Reviews, investigating complaints/grievances, conducting DBE reviews, discussing EEO Contract requirements at pre-construction conferences and coordinating Title VI Reviews. Both EEOs are full-time and report directly to the Regional Engineer. In calendar year 2016, East Central personnel who have EEO compliance responsibility were provided with the following training: Human Resource Professionals Conference, Alabama Leadership Conference, Labor & Employment Law Seminar, Workplace Harassment & Violence Prevention, Contract Compliance Training, EEO Leadership Training for Managers & Supervisors, Diversity Summit, and Introduction of Area Safety Officers.

In the Southeast Region, the responsibilities are also divided by the District Areas (Montgomery & Troy). The Montgomery Area has a full-time EEO Officer who reports to the District Area Operations Engineer. The responsibilities of the position include conducting Contract Compliance Reviews, investigating complaints/grievances, labor compliance, discuss EEO Contract requirements at Pre-Construction Conferences, and conduct Title VI reviews & DBE reviews. In calendar year 2016, the Southeast Region Montgomery Area EEO was provided with the following training: Human Resource Professionals Conference, DBE 2016 Academies, Alabama Leadership Conference, "The EEOC: Its Laws & Procedures", Contract Compliance Training, Construction/Material Engineers Conference, and EEO Leadership




Training for Managers & Supervisors. In the Troy Area, the Contract Compliance Reviews are conducted by a contracted consultant as Compliance Specialist. In addition, the compliance specialist responsibilities included preconstruction conferences, all EEO duties, and Annual Title IV updates.

The Southwest Region also divides EEO responsibilities by its District Areas (Grove Hill & Mobile). The Compliance Specialist reports directly to the District Area Operations Engineer. In calendar year 2016 In Grove Hill, all EEO responsibilities are shared between the Office Manager (internal disciplinary actions) and the Compliance Specialist who is a contracted consultant from Thompson Engineers. The full-time Compliance Specialist has the responsibilities of conducting Contract Compliance Reviews, discussing EEO Contract requirements at Pre-Construction Contracts, DBE-10 Reports & DBE On-site Verification Reviews, Title VI Reviews, investigates complaints/grievances, and reviews On-the-Job Training Reports, Certified Payroll & Certifications of Payments to DBE Firms. The Compliance Specialist attended Contractor Compliance Training.

In Mobile the responsibilities and duties of the Region EEO Officer includes: prepare Title VI Annual and Semi-Annual Reports, conduct Uniform On-Site Inspection and Interview Report for Disadvantage Business Enterprises, and Verification Documents. Conduct ALDOT's Americans with Disabilities Self Evaluation and Transition Plan, attend Public Involvement Meetings, conduct project files reviews for EEO documentation, advises Grove Hill area offices on EEO issues, conduct bulletin board periodical reviews, conducts ADA self-evaluation and transition plan. The Southwest Region Equal Employment Opportunity Officer is full-time and is responsible for the contract's Labor Compliance. Contractor's On-The-Job Training is also monitored by the Region EEO Officer.

External Programs held a training in June 2016 attended by Regional personnel on ensuring the accuracy of the annual PR 1391 completed by contractors and the computation of the PR 1392. In attendance were all five Regional EEO officers, both **contracted** consultant as Compliance Specialist, and four members of the Construction Bureau from different regions.

### Project Personnel

 Describe the EEO role of project personnel.

In all Regions, the Project Manager and his/her staff of Project Personnel are responsible for ensuring that the operations of the contractor(s) are performed in accordance with the plans, specifications and special provisions set forth in the contract.

The Project Manager will adhere to a set of guidelines contained within the "Construction Manual" which outlines the Project Manager's responsibilities including those that are of an EEO nature. The manual details a mandatory uniform filing system to be utilized on each project that is consistent with good business procedures. The filing system is broken down into four basic sections:

- ❖ Section 1 – Contractor's Payroll Correspondence, Transcripts & Affidavits
- ❖ Section 2 – EEO Correspondence, Labor Interviews, DBE/WBE Verifications & Compliance Reviews
- ❖ Section 3 – Trainee Reports (all initial, monthly & final trainee reports)
- ❖ Section 4 – DBE Utilization Plan (including each verification report)



This uniform system allows for all the contractor's EEO-activity documentation, procured by the Project Manager, to be easily retrieved by anyone within the agency such as the Central Compliance Office and Regional EEOs/Compliance Specialists.

Along with the maintenance of the contractor's documentation, the Project Manager and staff also has the responsibility to conduct interviews of the contractors' employees, with a minimum of one interview per month per every fifteen employees. When staffing levels are larger, monthly interviews are conducted at the 1:15 ratio prescribed. It is important to note here, ALDOT Contract Compliance Specialists conduct interviews of employees during the Contract Compliance Review and the results are included in the review reports.

Other duties performed by the Project Manager and his/her staff include observation of the contractor's operations, maintaining project EEO reports, checking and transmitting data to the Region/Division offices, and obtaining reports to document the contractor's efforts & accomplishments.

## II. COMPLIANCE PROCEDURES

### Applicable directives

- ❖ FHWA Contract Compliance Procedures
- ❖ EEO Special Provisions<sup>i</sup>
- ❖ Training Special Provisions<sup>ii</sup>
- ❖ FHWA Federal-Aid Highway Program Contract Procedures & Minority Business Enterprise<sup>iii</sup>

### Implementation

- ✚ Describe process (methods of incorporating the above FHWA directives into ALDOT's Compliance program
- ✚ Describe the methods used by ALDOT to familiarize ALDOT compliance personnel with all FHWA contract compliance directives. Indicate frequency of workshops, training sessions, etc.
- ✚ Describe the procedure for advising the contractor of the EEO contract requirements at any Pre-Construction Conference held in connection with a Federal-aid contract

The contract compliance review incorporates FHWA directives through formatting provided in the Desk Reference; specifically the following:

- ❖ Appendix G: Contractor Compliance Review Data Report
- ❖ Appendix I: Compliance Review Questions for Contractor for On-site Verification & Interviews (Phase II)
- ❖ Appendix J: Sample Correspondence
  - Contractor Voluntary Corrective Plan Letter
  - Contractor Show Cause Notice Letter
  - Notice of Compliance to Contractor from STA
  - Contractor Voluntary Correction Action Plan Letter
  - Contractor Compliance Review Report Checklist





ALDOT utilizes teleconferences, workshop-style meetings and symposiums (previously described training classes) to ensure that employees with EEO responsibilities are knowledgeable about EEO requirements and are informed of any updates published by FHWA.

Within fifteen (15) working days of the issuance of the *Notice to Proceed*, the Region Construction Engineer will arrange a Pre-Conference between agency personnel, the prime contractor, subcontractors, utility company representatives and other interested parties. *(If the project is federally-funded, the FHWA Area Engineer will be invited.)* The purpose of the conference is to introduce everyone who will be actively associated with the project. During the conference, plans, specifications, special provisions, and unusual conditions of the specific project will be discussed along with how the Prime Contractor plans to staff and construct the project.

A suggested agenda format for the Pre-Construction include the following:

- ❖ Request for information in writing from the Prime Contractor (including Name of Company, Project Safety Officer, Name of company EEO Officer & Affidavits authorizing person(s) to sign labor Payroll)
- ❖ Region EEO or a designated representative will discuss and ensure the Prime Contractor has a clear understanding of what is expected between all parties concerning EEO requirements contained within the contract (including FHWA 1273, all EEO special provisions, bulletin board requirements, employee interviews, project DBE obligations, and On-the-Job training where applicable)

On projects with a dollar value exceeding six (6) million dollars and/or have the Training Special Provision (TSP), EEOs from the External Programs Unit will attend the conference to further emphasize the importance the contractor's OJT responsibilities and obligations.

In 2016, there were three projects that met this criteria and were attended by a member of the External Programs Unit.



### III. ACCOMPLISHMENTS

 Describe accomplishments in the construction EEO compliance program during the past fiscal Year.

#### Regular Project Compliance Review Program

	Total number conducted	Total number needing a Follow-up that was conducted	
Compliance Reviews	17	0	
	Total number reviewed	Total number to be found:	
		"In Compliance"	"Not in Compliance"
Contractors	17	17	0
	Total number Issued	Total number rescinded	
Show Cause Notices	0	0	

#### Consolidated Compliance Reviews

Since the implementation of the consolidated review, ALDOT has not been directed by either FHWA or OFCCP to cooperate with this type of review.

#### Home Office Reviews

The guidance given in FHWA 1273 dictates that ALDOT's oversight responsibilities of ensuring contractor compliance in non-discrimination and affirmative action measures are limited to the contract, which is the project. Home Office Reviews require reviewing outside of the scope of the contract (home office location and reviewing personnel outside project classifications), thus ALDOT solely conducts project reviews.

#### Major Problems Encountered

None

#### Major Breakthroughs

The Compliance Bureau requested the Alabama State Personnel Board to review the EEO classification within ALDOT. Since the EEO classification is defined with all state agencies in mind, including those that fall out of the scope of highway construction, this approved reconsideration will allow ALDOT to ensure staffing levels.



## IV. AREA WIDE PLANS/HOMETOWN & IMPOSED (IF APPLICABLE)

Currently ALDOT does not have an Area Wide Plan that takes the form of either a voluntary “Hometown” approved by OFCCP or an OFCCP-mandated “Imposed” plan.

## V. CONTRACT SANCTIONS

- ✚ Describe the procedures used by ALDOT to impose contract sanctions or institute legal proceedings.
- ✚ Indicate the State or Federal laws which are applicable.
- ✚ Does ALDOT withhold a contractor’s progress payments for failure to comply with EEO requirements? If so, identify contractor(s) involved in such actions during the past fiscal year. If not, identify other actions taken.

In accordance with FHWA 1273, 23 CFR, Part 230, ALDOT maintains a policy that “If the Region Engineer feels that the Contractor or Subcontractor is not making his/her best effort in supply of records necessary to determine compliance with EEO requirements in the contract, he/she may temporarily withhold monthly estimates as a means of impressing upon the Contractor the necessity of those necessary records”. If during External Unit/Compliance Bureau/Regional monitoring efforts find evidence that the contractor is not making GFEs (Good Faith Efforts), the External Unit/Compliance Bureau/Regional will inform the Regional Engineer so he/she can determine the need to enforce contract sanctions.

Applicable state and federal laws are discussed within The ALDOT Standard Specifications for Highway Construction 2012 Edition 102.14 (a)(4) Laws and Ordinances, which is made available to contractors and posted on the agency’s webpage. Specifically noted are Title 23 of the U.S. Code and amendments. State Laws, specifically Title 23 and Title 29 of the Code of Alabama, 1975, covers respectively the requirements for Highways, Roads, Bridges & Ferries, and requirements for contract administrations (bonding, bidding, letting, award and payment).

There have been no reports of “failure to comply” sanctions garnered against any contractor by ALDOT who was utilized by the agency during projects active in 2016.

## VI. COMPLAINTS

- ✚ Describe ALDOT’s procedures for handling discrimination complaints against contractors.
- ✚ If complaints are referred to a State Fair Employment Agency or similar agency, describe the referral procedure.
- ✚ Identify the Federal-aid highway contractor(s) that have had discrimination complaints filed against them during the past fiscal year and provide status.

Since the State of Alabama does not have a fair employment agency, ALDOT has an FHWA- approved Title VI Complaint Procedure for Processing External Complaints of Discrimination or Retaliation and Informal Resolution policy to provide aggrieved individuals a process to bring forth complaints of discrimination regarding programs, activities, and/or services administered by ALDOT or its recipients, consultants, or contractors. **SEE EXHIBIT C**



In addition, ALDOT has a Contract Compliance Procedure for Processing External Complaints of Discrimination for Contractor Employees which is intended to be utilized by contractors that do not have their own procedures to process complaints of employee discrimination filed by their employees. **SEE EXHIBIT D**

During Fiscal 2016, none of the Federal-aid contractors used by ALDOT had discrimination complaints filed against them.

## VII. EXTERNAL TRAINING PROGRAMS, INCLUDING SUPPORTIVE SERVICES

- ✚ Describe ALDOT's process for reviewing the work classifications of trainees to determine that there is a proper and reasonable distribution among appropriate craft.
- ✚ Describe ALDOT's procedures for identifying the number of minorities & women who have completed training programs
- ✚ Describe the extent of participation by women in construction training programs.
- ✚ Describe the efforts made by ALDOT to locate and use the services of qualified minority & female supportive service consultants. Indicate if ALDOT supportive services contractor is a minority or female-owned enterprise.
- ✚ Describe the extent to which reports from the supportive service contractor(s) provide sufficient data to evaluate the status of training programs, with particular reference to minorities & women.

### On-the-Job Training

ALDOT adheres to the outlined format contained within 23 CFR Part 230.111 for the development and establishment of its On-the-Job Training (OJT) Program. **ALDOT details the procedure in the ALDOT OJT Manual.** The steps begin with the ALDOT Office of Engineers assigning an amount of training hours to a project before the bidding process allowing contractors the ability to bid on OJT. Once the project is awarded, the contractor submits to the OJT Coordinator, the firm's OJT Plan for approval in terms of the number of trainees to be trained for each selected classification and the training programs to be utilized. The "OJT Training Coordinator" (an Equal Employment Officer within External Programs) immediately reviews the proposed OJT Plan, and if approved using the OJT Manual as a guide, forwards the approved plan to the Division(s) and the contractor(s).

The oversight process continues with periodic visits to the project construction sites to conduct trainee interviews by the OJT Training Coordinator, Regional and Project Office staff. A standardized questionnaire is used to gauge the trainees' experiences relating to the contractor's contractual obligations and the contractor's administration of the designated OJT program. The ALDOT-developed role of OJT Training Coordinator has been beneficial all around. The Coordinator's role provides trainee-monitoring assistance to Project personnel, and helps facilitate direct understanding of the program by the contractors and trainees. The Coordinator also inspects the Project Office's OJT files for added oversight to ensure all necessary documentation is complete and adequate.

Since the primary objective in training programs is to train and upgrade minority and women work groups, the External Programs Unit requires that each region submit a monthly report to the Unit that includes all pertinent information identifying individuals selected by the contractor(s) to participate in their contracted OJT programs. In addition to the monthly updates, each region submits an annual report that provides data to show how many women, minority, and other individuals who have



successfully completed the OJT training program. Certificates are provided by the Unit which are given to the trainees at the conclusion of their training. A copy of the certification is included in the contract record.

In Calendar Year 2016, the OJT Program:

### **Supportive Services**

ALDOT directly solicits proposals for OJT Supportive Services (SS) from qualified sources including historically-black and/or state colleges/universities and the general public to ensure a competitive nature in the procurement of these supportive services.

ALDOT OJT/SS FY2016 allocation was \$135,611.00 by FHWA to implement a pilot equipment operator training program subsequently ALDOT requested proposals for this program from the public and historically black and/or state colleges/universities.

### **For Calendar Year 2016,**

As required by federal regulations, ALDOT ensures its OJT/SS Contractors provide monthly and quarterly reports that comprise a sufficient amount of statistical data and narrative content to enable evaluation on both progress and problems within the program. OJT/SS Contractors are also required to conduct a Follow-up Review on the employment status of each OJT Program graduate at 90-day, 180-day, and 360-day thresholds subsequent to the effective date of their contract. (Refer to 23 CFR Part 230 Subpart A, paragraph 230.113 (f) (5) & (6))

ALDOT's primary objective in its OJT/SS Program is to increase the effectiveness of approved OJT programs, in particular the effectiveness in providing meaningful training opportunities for minorities, women, and the disadvantaged on Federal-aid highway projects. Each progress report submitted by contractors must include a monthly contact sheet and evaluation form with specific reference to minorities and women. ALDOT uses these reports to assess the true meaningfulness of each program. Also, with ALDOT's OJT/SS reporting requirements, in monthly and quarterly intervals, provide ALDOT the ability to implement corrective changes and/or new ideas in such a way as to generate the most effect over the timespan of the program period.

## **VIII. DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

- A. Describe the method used for the listing of minority contractors capable of, or interested in, highway construction contracting or subcontracting. Describe the process used to circulate names of appropriate minority firms and associates to contractors obtaining contract proposals.**

As per 49 Code of Federal Regulations (CFR), Part 26, ALDOT established a Disadvantaged Business Enterprise Program (DBE) that superseded and replaced the Minority Business Enterprise Program and its reporting requirements.



- B. Describe the State's procedure for insuring that contractors take action to affirmatively solicit the interest, capability, and prices of potential minority subcontractors.**

As per 49 Code of Federal Regulations (CFR), Part 26, ALDOT established a Disadvantaged Business Enterprise Program (DBE) that superseded and replaced the Minority Business Enterprise Program and its reporting requirements.

- C. Describe the State's procedure for insuring that contractors have designated liaison officers to administer the minority business enterprise program in an effective manner. Specify resource material, including contracts, which the State provides to liaison officers.**

As per 49 Code of Federal Regulations (CFR), Part 26, ALDOT established a Disadvantaged Business Enterprise Program (DBE) that superseded and replaced the Minority Business Enterprise Program and its reporting requirements.

- D. Describe the action the State has taken to meet its goals for prequalification or licensing of minority business. Include dollar goals established for the year, and describe what criteria or formula the State has adopted for setting such goals. If it is different from the previous year, describe in detail.**

As per 49 Code of Federal Regulations (CFR), Part 26, ALDOT established a Disadvantaged Business Enterprise Program (DBE) that superseded and replaced the Minority Business Enterprise Program and its reporting requirements.

- E. Outline the State's procedure for evaluating its prequalification/licensing requirements.**

ALDOT only prequalifies prime contractors.

- F. Identify instances where the State has waived prequalification for subcontractors on Federal-aid construction work or for prime contractors on Federal-aid contracts with an estimated dollar value lower than \$100,000.**

The ALDOT only requires prime contractors to be pre-qualified and does not waiver prequalification for prime contractors.

- G. Describe the State's methods of monitoring the progress and results of its minority business enterprise efforts.**

As per 49 Code of Federal Regulations (CFR), Part 26, ALDOT established a Disadvantaged Business Enterprise Program (DBE) that superseded and replaced the Minority Business Enterprise Program and its reporting requirements.



## IX. LIASION

- Describe the liaison established by ALDOT between public (State, county, & municipal) agencies and private organizations involved in EEO programs. How is the liaison maintained on a continuing basis?

The External Programs Unit Supervisor was involved with the National Association of Women in Construction (NAWIC) and attended several meetings and spoke about exploring potential partnership. Additionally, several communications with the Office of Contract Compliance Programs (OFCCP) – Birmingham (AL) District Office about federal-aid projects and mega construction projects and a possible joint OFCCP-ALDOT Technical Assistance Seminar (TAS) in 2017.

Also, The Contract Compliance Coordinator was involved with NAWIC and attended monthly meetings and a member of OFCCP Mega Construction Project EEO Committee, US Courthouse, Mobile, AL.

## X. INNOVATIVE PROGRAMS

- Identify any innovative EEO programs or management procedures initiated by ALDOT and not previously covered.

Pending

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<sup>i</sup> FHWA Federal-Aid Highway Program Manual, Volume 6, Chapter 4, Section 1, Subsection 2, Attachment 1)

<sup>ii</sup> “” Attachment 2)

<sup>iii</sup> “” Subsection 6 (Contract Procedures) and Subsection 8 (Minority Business Enterprise)



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# **PART 1**

# **CONTRACTOR**

# **COMPLIANCE**

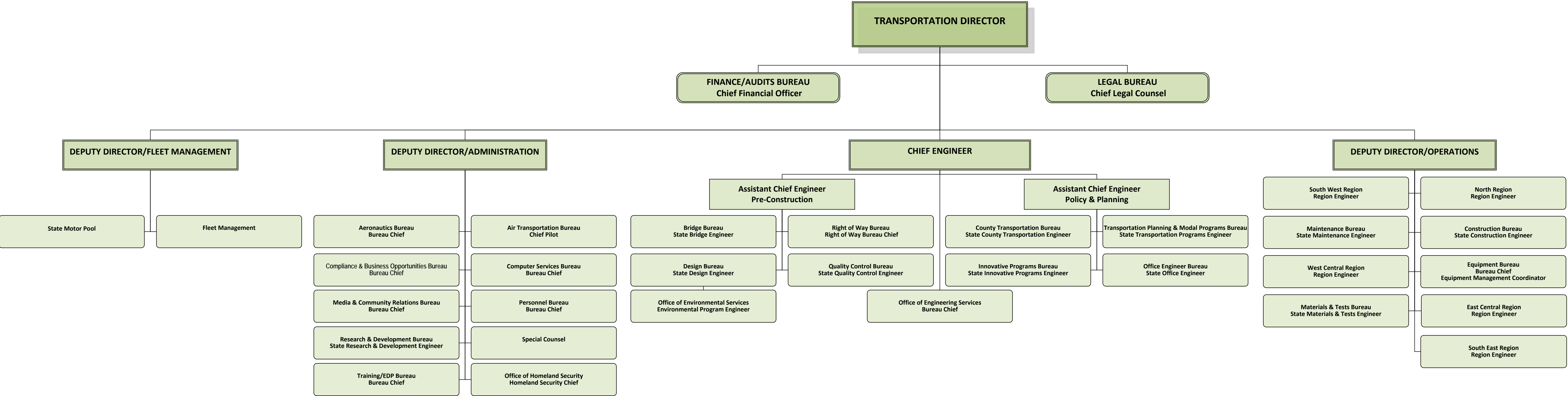
# **EXHIBITS**



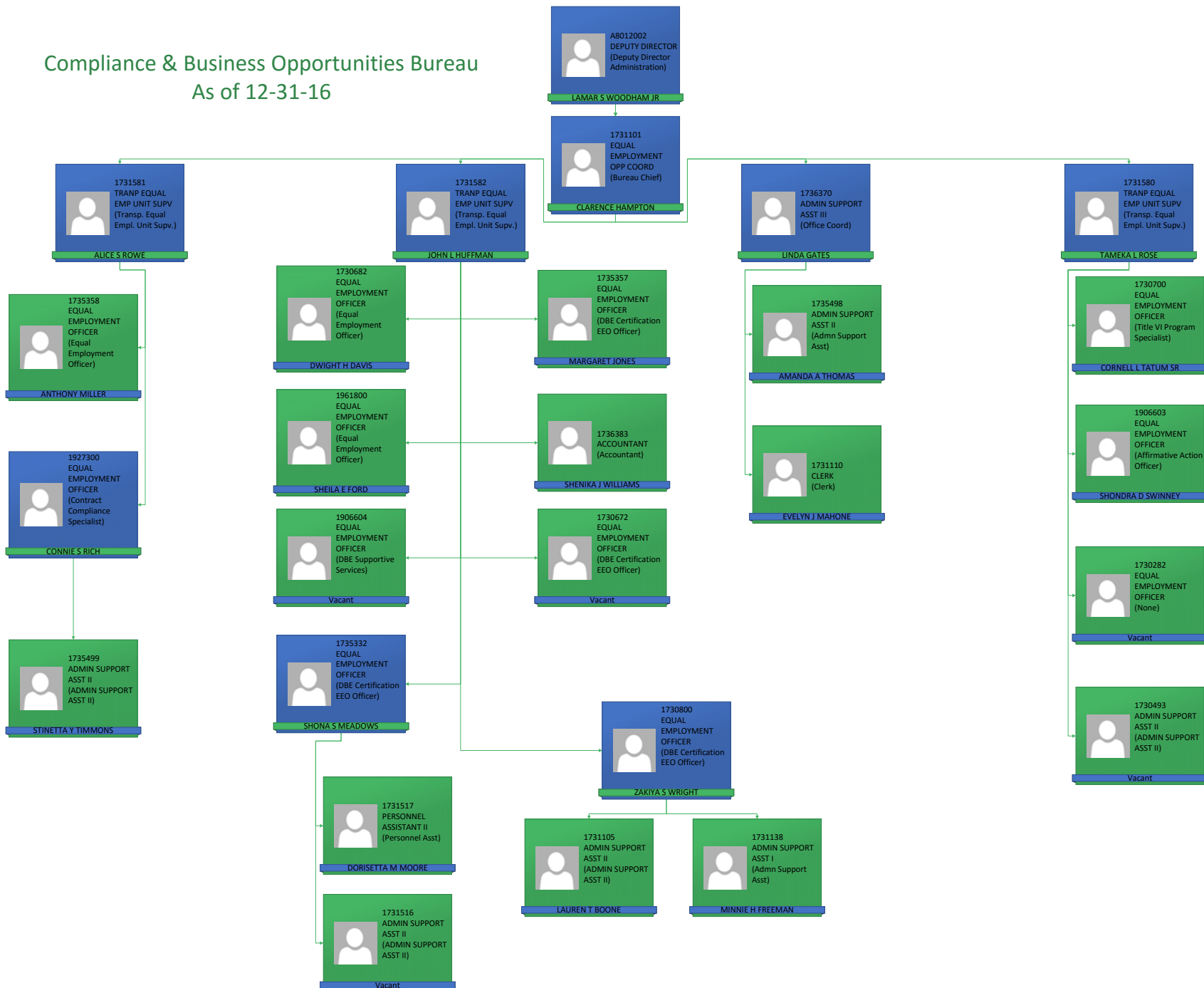


# The Alabama Department of Transportation

December 2016



Compliance & Business Opportunities Bureau  
As of 12-31-16



**EXHIBIT C****The Alabama Department of Transportation****Title VI Discrimination Complaint Procedures****General**

The Title VI discrimination complaint procedure is intended to provide aggrieved individuals a process to bring forth complaints of discrimination regarding federal financial assisted programs, activities and/or services administered by ALDOT or its sub-recipients, consultants and contractors. Title VI of the Civil Rights Act of 1964 states that: "No person in the United State shall, on the grounds of race, color, national origin, disability, age or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

**Purpose**

The purpose is to describe the procedure used by ALDOT for processing complaints of discrimination under the Title VI of the 1964 Civil Rights Act as amended, while ensuring due process for complaints. This process does not preclude ALDOT from attempting to informally resolve complaints. This process does not deny the right of a complainant to file formal complaints with other federal agencies or seek private counsel for complaints alleging discrimination.

**Authorities**

Title VI and Title VII of the Civil Rights Act of 1964, State EEO and Nondiscrimination Assurances required by the Federal –Aid Highway Act of 1968, Section 22; the Civil Rights Act of 1987; the Age Discrimination Act of 1975; 23 U.S.C. 140, 23 CFR Part 230; 23 CFR 635.117(d) and (e); FHWA 1273; FHWA Orders 4710.8 and FHWA Notice 4720.7(g) and the Americans with Disabilities Act (ADA) of 1990.

**Investigation of Complaints**

ALDOT's Title VI staff will investigate Title VI complaints filed against sub-recipients, consultants, and contractors. The Personnel and Compliance Bureau Chief will designate an investigator to evaluate the complaint.

Complaints, in which ALDOT is named as the respondent, shall be forwarded to FHWA. Complainants may also file a complaint with the Headquarters Civil Rights Office (HCRO); Department of Justice (DOJ); or United States Department of Transportation (USDOT). The final decision of a violation or not is a Federal decision that cannot be delegated.

Complaints that do not constitute discrimination (i.e., based on race, color, national origin, sex, age, or disability) or violation of environmental justice issues will be dismissed.

## **Procedures**

- A.** Allegations of discrimination must be based on race, color, religion, national origin, sex, age, or disability. Any persons who feel that they have been retaliated against for participating in a discrimination complaint process may also file a complaint.
- B.** The complaint may be filed by the complainant or representative and must be submitted in writing no later than one-hundred eighty (180) days after the date of alleged act of discrimination; or knowledge of alleged discrimination; or where there has been a continuing course of conduct, or the date on which that conduct was discontinued or the latest instance of the conduct.
- C.** Title VI complaints must be submitted in writing and signed by the aggrieved person or representative. The complaint should include the complainant name, address and telephone number, basis of the complaint, the sub-recipient, consultant or contractor involved and location. Complaints may be submitted by mail, fax, or e-mail.

**Mailing Address:** Alabama Department of Transportation  
Personnel and Compliance Bureau  
1409 Coliseum Boulevard, Room N-101  
Montgomery, AL 36110

**Fax Number:** 334-263-7586

**E-mail:** hamptonc@dot.state.al.us

- D.** Within ten days (10) of the receipt of the complaint, ALDOT will acknowledge the receipt of the complaint by certified mail to the complainant. The notice will include the name of the investigator and advise the person of their rights under any related statutes.
- E.** Within sixty days (60) of receiving the complaint, ALDOT will complete the investigation and forward a copy of the complaint, the investigative report, and ALDOT's decision to FHWA. If additional time is needed for the investigation, ALDOT can request for such time from FHWA.
- F.** Upon completion of the investigation by the assigned investigator, the Personnel and Compliance Bureau Chief will review the finding(s) of the report and make other requests for information if necessary. The Personnel and Compliance Bureau Chief will prepare an investigation summary and present it to the Director of ALDOT. The Director of ALDOT will prepare a statement reflecting ALDOT's recommended finding(s). The Director will forward copies of its proposed disposition to FHWA for Final Agency Decision.

## **Dismissals**

ALDOT will recommend, in writing, to FHWA the dismissal of complaints for the following reasons:

- (1) The complaint is untimely filed;
- (2) The complaint does not allege a basis covered by the statutory authorities;

- (3) The complaint does not allege any harm with regard to covered programs or statutes;
- (4) The complainant requests the withdrawal of the complaint;
- (5) The complainant fails to respond to repeated requests for additional information needed to process the complaint;
- (6) The complainant can not be located after reasonable attempts;
- (7) The complainant has failed to accept a reasonable resolution. Note: FHWA or other appropriate federal agency determine reasonable;
- (8) The complainant has filed legal action in Federal District Court with the same basis and issue involved in the complaint;
- (9) The same complaint allegation has been filed with another Federal, State, or local agency.

If additional information is needed, please feel free to call 334-242-6659.

  
\_\_\_\_\_  
**John R. Cooper**  
**Transportation Director**

09/13/12  
\_\_\_\_\_  
**Date**

## **EXHIBIT D**

### **CONTRACT COMPLIANCE PROCEDURE FOR PROCESSING EXTERNAL COMPLAINTS OF DISCRIMINATION**

#### **I. GENERAL**

The Alabama Department of Transportation (ALDOT) is committed to the goal of treating all contractor employees equally without regard to race, age, gender, religion, national origin, disability, or any other statutorily-protected right. ALDOT will not tolerate acts of harassment or discrimination, and these procedures establish the departmental methods for preventing and/or addressing harassment and discrimination in the workplace.

#### **II. POLICY**

A. Prohibits any form of harassment, whether based on race, age, gender, religion, national origin, disability or any other statutorily-protected right.

B. Prohibits any form of discrimination in hiring, promotion, termination, pay, and other aspects of contract employment on the basis of race, age, gender, religion, national origin, disability or any other statutorily-protected right.

C. Prohibits any form of reprisal or retaliation against complainants under this policy. It is also a violation of this policy for anyone knowingly or recklessly, either to make a false complaint, or to provide false information, regarding a complaint.

#### **III. DEFINITIONS**

A. Harassment: Any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, skin color, religion, gender, national origin, age, or disability. Harassment does one or more of the following:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- has the purpose or effect of unreasonably interfering with an individual's work performance.
- otherwise adversely affects an individual's employment opportunities.

B. Sexual Harassment: Any unwelcome conduct of a sexual nature, including advances, requests for favors, remarks, sounds, gestures, physical contact and display or circulation of material that is offensive.

C. Racial Harassment: Any offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race.

D. Verbal Harassment: Making statements or threats which contain derogatory descriptions or stereotypes based on race, age, gender, religion, national origin, disability or any other statutorily-protected right.

E. Physical Harassment: Pushing, shoving, touching, or other intentional acts committed in whole, or in part, because of the employee's race, age, gender, religion, national origin, disability or any other statutorily protected right and, the displaying of signs, pictures, cartoons, written statements or other materials that belittle or discriminate against any employee based on one's race, age, gender, religion, national origin, disability or any other statutorily-protected right.

F. Discrimination: Adverse treatment or consideration based on class or category such as one's race, age, gender, religion, national origin, disability or any other statutorily-protected right rather than individual merit.

G. Individual: An employee of an ALDOT contractor, and other such as vendors or visitor associated with an ALDOT contractor.

H. Reprisal Retaliation: Any materially adverse treatment of an individual filing a complaint under this policy.

#### **IV. RESPONSIBILITIES**

- A. The contractor, or sub-contractor, is responsible for ensuring compliance with this policy and ensuring that employees are educated regarding this policy.
- B. Contractor employees and other individuals are responsible for reporting incidents of harassment and discrimination as prescribed in the procedures below.

#### **V. PROCEDURES**

- A. Any individual who believes he/she has been harassed, or has witnessed harassment, or believes that adverse decisions concerning his/her employment with an ALDOT contractor were based on unlawful discrimination shall:
  - 1. Within ten (10) days of its occurrence, report it to the contractor's human resources department or designated contractor employee.
  - 2. The contractor will investigate the complaint and attempt to correct and/or resolve the matter.
  - 3. Within thirty (30) days of receipt of the complaint, the contractor will notify the complainant in writing of the results of the investigation and the disposition of the complaint.
- B. If the complaint is not resolved to the complainant's satisfaction, he/she may file a formal complaint with ALDOT, within ten (10) days of receipt of the contractor's response, as follows:
  - 1. The complaint will be submitted on the Alabama Department of Transportation External Discrimination Complaint Form to the Bureau Chief of the ALDOT Compliance and Business Opportunities Bureau, N-101 at 1409 Coliseum Boulevard, Montgomery, AL 36110, phone number (334) 242-6659, fax number (334) 263-7586 website: [www.dot.state.al.us](http://www.dot.state.al.us).
  - 2. An ALDOT investigator will be assigned to investigate the complaint, and provide a written report within thirty (30) days of receipt of the complaint.
  - 3. After a review of the investigation, the Transportation Director, of his designee, shall inform the complainant and the contractor of the results of the investigation and, if warranted, of the corrective actions taken and/or recommended.
- C. An individual may also file a complaint with the Equal Employment Opportunity Commission (EEOC) or the Office of Federal Contract Compliance Programs (OFCCP) at any time during the above mentioned process or afterward, according to the time frames specified by those agencies.
- D. Should a contractor fail to cooperate with ALDOT during an investigation, or fail to take corrective actions recommended by ALDOT, the state highway department (ALDOT) will, on its own initiative, take affirmative action, including the imposition of contract sanctions and the initiation of appropriate legal proceedings under any applicable State or Federal law to achieve equal employment opportunity on Federal-Aid highway projects. In addition, the matter will be referred to the Federal Highway Administration (FHWA) for further handling if necessary or appropriate.

## Alabama Department of Transportation External Complaint Form

Last Name	First Name	Male/Female
Mailing Address	City/State	Zip
Home Telephone	Other Telephone	E-mail Address
Type of Discrimination Race, Color, National Origin, Age, Religion, Disability, Sex/Gender		
Race of Complainant Black, White, Hispanic, Asian American, American Indian, Alaska, Native Pacific Islander, Other _____		
How were you discriminated against? Please explain your complaint as clearly as possible. Include how other persons were treated differently. Use additional sheet(s), if necessary. Attach supporting documents if available.		
Date and place of the alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date(s) of discrimination. Name the project number and the location.		



Name(s) of individual(s) responsible for the discriminatory action(s). Name of contractor project number and location.

Name(s) of person(s) who may be contacted for additional information to support or clarify your complaint. (Attach additional sheets, if necessary). Name Address Telephone.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

What action(s) have you or your representative done to attempt to resolve this complaint? Please include filing dates or other dates as applicable. Action Date

Filed with the Federal Highway Administration \_\_\_\_\_

Filed with the U.S. Department of Transportation \_\_\_\_\_

Filed with another Federal agency \_\_\_\_\_

Filed in Federal Court \_\_\_\_\_

Other action \_\_\_\_\_

Please provide any additional information you feel would be helpful in investigating this manner.

Briefly explain what action you are seeking.

Complainant's Signature Date

For Official Use Only Date Complaint Received: \_\_\_\_\_ Referred to: \_\_\_\_\_ Date Referred: \_\_\_\_\_

**AFFIRMATIVE ACTION  
PROGRAM**

**UPDATE**

**PART II**

# 2017 UPDATE

## ALABAMA DEPARTMENT OF TRANSPORTATION AFFIRMATIVE ACTION PROGRAM



In accordance with 23 CFR 230.307



**ALABAMA DEPARTMENT OF TRANSPORTATION  
1409 COLISEUM BOULEVARD  
MONTGOMERY, ALABAMA 36110**

**Part II  
AFFIRMATIVE ACTION PROGRAM  
UPDATE 2017**

Approval Section:

Program Update completed by:

  
Shondra D. Swinney  
Affirmative Action Officer  
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Recommended Approval:

  
Clarence Hampton, Chief  
Bureau of Compliance & Business Opportunities

Approved: \_\_\_\_\_

  
John R. Cooper  
Transportation Director

Effective: \_\_\_\_\_

Date

4/20/17

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# ALABAMA DEPARTMENT OF TRANSPORTATION

## AFFIRMATIVE ACTION PROGRAM

### 2017 UPDATE

#### INTRODUCTION

The mission of the Alabama Department of Transportation (ALDOT) is to provide a safe, efficient, environmentally sound intermodal transportation system for all users, especially the taxpayers of Alabama. ALDOT's mission is also to facilitate economic and social development and prosperity through the efficient movement of people and goods and to facilitate intermodal connections within Alabama. ALDOT demands excellence in transportation and is very much involved in promoting adequate funding to promote and maintain Alabama's transportation infrastructure.

The Department is organized into five geographic regions, with a Central Office located in Montgomery. The Central Office is organized into the Office of the Transportation Director and the Office of the Chief Engineer. The five Region Engineers report to the director and Deputy Director, Operations. The organization of the various bureaus and offices are designed to report to the director and the deputy directors, Chief Engineer, or the Assistant Chief Engineers. The Department has several boards and committees that operate either within a bureau or as a cooperative effort among several bureaus and/or regions.

Along with monitoring ALDOT's Affirmative Action Program, the Compliance and Business Opportunities Bureau is responsible for developing, implementing and monitoring Title VI, Contract Compliance, Youth Transportation Workforce Development Program, and the Disadvantaged Business Enterprise (DBE) Program (administratively). The staff is responsible for the day-to-day administration and monitoring of these plans and programs.

During CY2016, Ronda Brooks remained Title VII Coordinator in the Personnel Bureau- Recruiting/Employee Relations Unit. Also during CY2016, she was given the added responsibility to handle the Americans with Disabilities Act (ADA) accommodations for ALDOT employees. Mr. Brian Davis continued to be the ADA Coordinator dealing with **accessibility**. He remained in the East Central Region.

ALDOT's Internal EEO Program continued to be an integral part of the agency's total activities. It included the involvement, commitment and support of executives, managers, and supervisors and all other employees. The Transportation Department developed an Affirmative Action Plan (AAP) which facilitates the administration and implementation of an internal EEO program. ALDOT continued to strive to ensure fair and equal treatment for all persons, regardless of race, color, religion, sex, national origin, age or disability in all employment practices in 2016. The Transportation Director of ALDOT continued to be responsible for the overall administration of the internal EEO program.

## Statement on Equal Employment Opportunity

As Director of the Alabama Department of Transportation, I am personally committed to the principles and spirit of Equal Employment Opportunity (EEO) for all employees and employment applicants.

It is a fundamental policy of the Department to assure equal opportunity in employment to all individuals regardless of race, color, gender, religion, national origin, age, disability. Equal Employment Opportunity and Affirmative Action Programs are legal, social and economic requirements for the success of the Department and as such, will continue to receive attention and guidance. To further assure that appropriate program measures are implemented and monitored, I have designated Ms. Shondra D. Swinney as the Department's Affirmative Action Officer.

Our Equal Opportunity/Affirmative Action Program will pervade all human resource practices including, but not limited to, recruiting, hiring, transfers, promotions, training, compensation, benefits, recognition, and all forms of employment. Equal Employment Opportunity positively affects the development of our entire workforce, an active Affirmative Action Program will provide a positive employment environment, which benefits this Department and all of its employees.

For effective administration and implementation of the Equal Employment Opportunity Program, my office has advised all Bureau Chiefs and Region (Area/District) Engineers that responsibility for positive implementation of the Affirmative Action Program will be expected and shared by all management and supervisory personnel. Bureau Chiefs and Region (Area/District) Engineers have been further advised that they will be held accountable for their actions in this area and will be evaluated in carrying out these responsibilities.

As an expression of the commitment to and support of the Alabama Department of Transportation's Affirmative Action Program, below is my signature, as the Director of Alabama Department of Transportation.

  
\_\_\_\_\_  
Transportation Director

4/20/17  
Date

## **ASSIGNMENT OF RESPONSIBILITIES**

### **Transportation Director**

During CY2016, Mr. John R. Cooper, Transportation Director, continued to be ultimately responsible for the overall administration of the Alabama Department of Transportation's Internal EEO/AA Program.

### **Designees**

Mr. Clarence Hampton, Bureau Chief of the Compliance and Business Opportunities Bureau, oversees internal programs such as: Affirmative Action Program (AAP), Title VI Program and Youth Transportation-Workforce Development Programs as well as external programs: Contractor Compliance, On-the-Job Training (OJT)/Support Services, Special Projects. He is administratively responsible for the Disadvantaged Business Opportunities (DBE) Program. Mr. Hampton continued to report directly to Deputy Director of Administration, Mr. Lamar Woodham who has direct access to the Director on all matters concerning ALDOT's EEO/AA Program. Mr. Hampton represents ALDOT in matters related to the review of the plan and enforcement of affirmative action by assisting and ensuring that managers are responsible and accountable for the success of the program in their areas of responsibility.

Ms. Tameka Rose, Internal Programs Unit Supervisor, was responsible for supervising the Internal Programs Section which include: the Affirmative Action Program (AAP), Title VI Program, and Youth Transportation-Workforce Development Programs. Ms. Rose continued to report directly to the Compliance and Business Opportunities Bureau Chief.

### **Affirmative Action Officer**

During the CY2016, the Affirmative Action Officer (AAO), Shondra D. Swinney, continued to report to the Internal Programs Unit Supervisor. The AAO also continued to monitor the internal AAP/EEO program on a full-time basis.

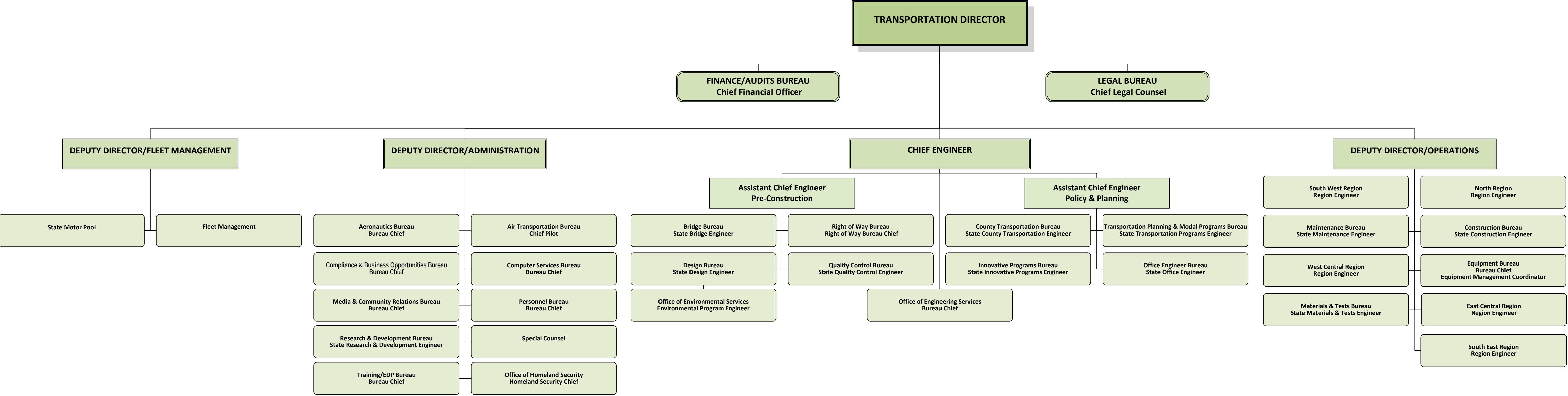
### **Managers/Supervisors**

Managers/Supervisors continued to be encouraged to discuss EEO programs during meetings as mandated by the Director of ALDOT. Each Bureau Chief and Region Engineer continued to have a line item added to his/her performance appraisals regarding accountability for EEO/AA efforts. Managers/Supervisors continued to be asked to have employees sign read receipts upon review of (new/updated) policies/procedures (as needed).

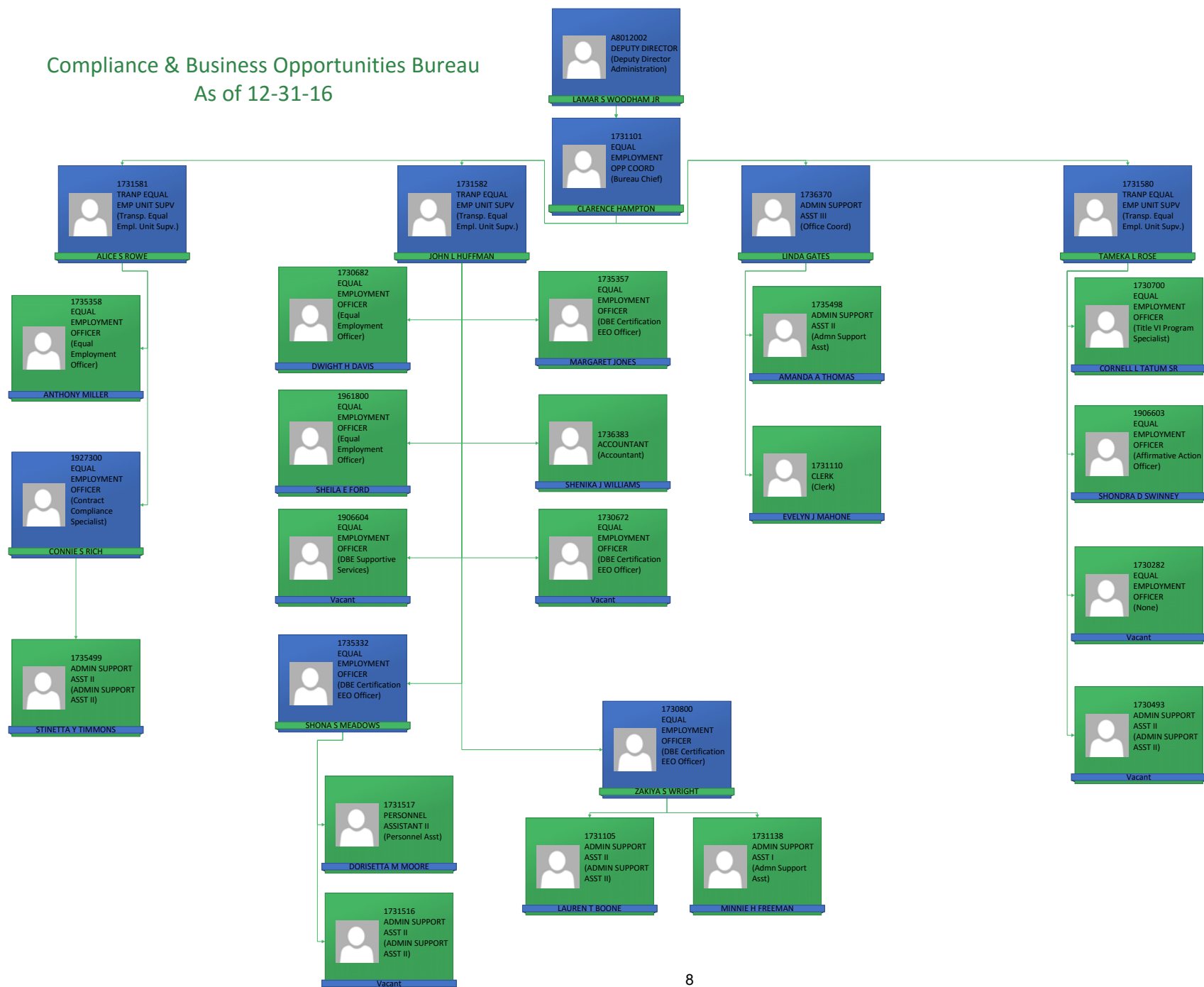


# The Alabama Department of Transportation

December 2016



# Compliance & Business Opportunities Bureau As of 12-31-16



# SURVEY OF THE LABOR MARKET AREA

## AGENCY OVERVIEW WORKFORCE

### Full-Time

As of December 31, 2016, the Alabama Department of Transportation employed 4234 persons in its full-time work force. The percentage total for women and minorities remained about the same as the workforce noted at the close of CY2015.

- 28% (1183) were women
- 36% (1534) were minorities

### PLAN METHODOLOGY

#### DATA SOURCES:

- 2010 Census data was used for the availability analysis for this plan. The labor market data was derived from the 2010 U.S. Census data (EEO\_10\_5YR\_EEOCIT6R)
- Training data and promotion data were obtained from the Alabama Department of Transportation's personnel records.
- The database of employees and resultant employee count used in this plan was obtained from the Alabama Department of Transportation's Human Capital Management (HCM) database that included permanent, temporary, exempt, and seasonal employees on the roster at the time.
- State Personnel Statistician Dr. Maury Buster stated that it is not clear as to why the EEOC has identified Paraprofessionals as one of their job categories. The EEOC included estimates in the EEOC noncitizen U.S. Census table (EEO-NIT06R); yet, the same estimates are not provided in the EEOC job categories U.S. Census citizen table (EEO-CIT06R). Nevertheless, if you precede with the noncitizen Paraprofessionals data, combined with the citizen data for the other job categories; you will end up with an overestimate of the available workforce numbers. This is because some of the Paraprofessionals figures appearing in the U.S. Census noncitizen table (EEO-NIT06R) have been distributed among the other job categories in the citizen table (EEO-CIT06R). Therefore, some of the numbers listed for the Paraprofessionals have also been distributed among the other categories in the table; thus, these individuals appear twice in the table. NOTE: Per the U.S. Census, the eight categories will add to more than the total population and the percentages may add to more than 100% because individuals were allowed to report more than one race.

## 2010 Census of Population and Employment by Ethnic Group and Gender

State of ALABAMA	Number	Percent
Total Population	4,779,736	100
White	3,204,402	67
African American	1,244,437	26
Hispanic	185,602	4
Asian/Pacific Islander	54,913	1
American Indian/Alaskan		
Native	25,907	1
Some other race*	4,030	0
Two or more races	60,445	1

Source: The above labor market data are derived from the 2010 Census Data

Note 1: The seven race ethnic group numbers will add to more than the Total Population shown in the above table. This occurs because the Hispanic figure is also reflected in the above table. This occurs because the Hispanic figure is also reflected in the numbers for each of the remaining race groups. In other words, the seven race/ethnic group figures total 4, 965,338, which equals 4,779,736 + 185, 602.

Note 2: "Some other race" indicates the respondent specified a race not identified on the census.

Total Labor Force by Occupational Categories*													
EEO-4 Job Category	American						American						
	White Female	Black Female	Hispanic Female	Asian Female	Indian Female	Total Females	White Male	Black Male	Hispanic Male	Asian Male	Indian Male	Total Males	Total Labor Force
Officials/Administrators	65,535	18,540	830	940	385	86,230	112,870	13,125	1,505	1,380	545	129,425	215,655
Professionals	156,530	42,175	2,205	1,785	810	203,505	117,395	17,145	1,935	2,535	580	139,590	343,095
Technicians	30,325	10,620	330	209	110	41,594	20,360	3,815	200	295	210	24,880	66,474
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	276,930	99,855	4,395	1,955	1,910	385,045	144,780	36,735	2,045	1,020	575	185,155	570,200
Skilled Craft	9,265	4,045	205	100	25	13,640	173,225	32,200	3,210	625	1,625	210,885	224,525
Service/Maintenance	152,740	110,160	4,230	2,340	1,690	271,160	241,160	124,700	5,925	1,925	1,850	375,560	646,720
Protective Services	4,695	3,965	4	45	135	8,844	24,870	9,840	514	30	135	35,389	44,233
Total	696,020	289,360	12,199	7,374	5,065	1,010,018	834,660	237,560	15,334	7,810	5,520	1,100,884	2,110,902

Source: The above labor market data are derived from the 2010 U. S Census data (EEO\_10\_5y\_EEOCIT6R)

EEO-4 Job Category	Availability %					
	Minorities by Racial Category					
	Total Females	Total Minorities	Black	Hispanic	Asian	American Indian
Officials/Administrators	40.0%	17.3%	14.7%	1.1%	1.1%	0.4%
Professionals	59.3%	20.2%	17.3%	1.2%	1.3%	0.4%
Technicians	62.6%	23.8%	21.7%	0.8%	0.8%	0.5%
Paraprofessional	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Administrative Support	67.5%	26.0%	24.0%	1.1%	0.5%	0.4%
Skilled Craft	6.1%	18.7%	16.1%	1.5%	0.3%	0.7%
Service/Maintenance	41.9%	39.1%	36.32%	1.6%	0.7%	0.5%
Protective Services	20.0%	33.2%	31.2%	1.2%	0.2%	0.6%

Source: The above labor market data are derived from the 2010 U. S Census data (EEO\_10\_5y\_EEOCIT6R)

## LABOR FORCE ANALYSIS OF PRESENT WORKFORCE

The following is a brief overview of ALDOT's EEO-4 Employment Report as of 12/31/2016

The total employees in the **Officials and Administrators** job group was five hundred fifty (550) employees. White males continued to have the highest number of employees in this job group with three hundred eighty-five (385). Employees in salary range 70.0-Plus continued to have the highest total with three hundred thirty-five (335), while salary range 25.0-32.9 continued to have the lowest with one (1). The total blacks in the 70.0-Plus salary range was fifty (50); black males and black females made up 11% and 4%, respectively. Females, overall, continued to have most of its representation in the 70-Plus salary range with thirty-eight (38) employees as compared to the other salary ranges.

The **Professional** job group had a total four hundred ninety-two (492) employees. During CY2016, individuals were in salary range 55.0-69.9 with two hundred ten (207) employees, followed behind with individuals in salary range 43.0-54.9 with one hundred sixty-eight (168) employees. White males continued to have the highest total of employees with two hundred sixty-sixty-two (262), followed behind with white females with eighty-three (83). Minority males as well as females (overall) continued to be largely represented in salary range 43.0-54.9.

The **Technician** job group continued to have one of the highest total of employees with one thousand one hundred sixty-three (1063). Overall, white males in this job group continued to have the highest total of employees with five hundred ninety-six (596), while black males continued to have the second highest total overall with one hundred eighty-five (185). White females also continued to have the highest total employees in this group with one hundred forty-three (143), while black females continued to have the second highest total with one hundred twenty (120). At the close of CY2016, salary range 33.0-42.9 had the highest total employees in this job group with three hundred eighty-one (381) employees, followed closely by salary range 25.0-32.9 with two hundred fifty-three (253).

The **Protective Service** job group continued to have a total of six (6) employees with black males having the highest representation of employees with five (5). There were no females represented in this job group at the close of CY2016. Salary range 25.0-32.9 had the highest total employees with four (4), while salary range 33.0-42.9 had the second highest total with two (2), respectively.

The **Para-Professional** job group had a total of forty-three (43) employees at the close of 2016. There was one (1) male represented in this job group. There were twenty-six (26) white females and sixteen (16) black females in this job group. Salary range 43.0-54.9 continued to have the highest total employees with twenty-two (22), while salary range 33.0-42.9 continued to have the second highest total with nineteen (19).

The **Administrative Support or Office/Clerical** job group had a total of five hundred twenty (520) employees at the close of CY2016. Females continued to have the highest total employees with four hundred eighty-seven (487). At the close of 2016, salary range 25.0-32.9 and 33.0-42.9 continued to have the highest total employees with two hundred thirty-three (233) and one hundred fifty-six (156) respectively. Both white and black females continued to have the highest total employees in the Administrative Support-Office/Clerical job group with three hundred twenty (320) and one hundred sixty (160) respectively.

The **Skilled Craft** job group had the highest total employees with one thousand two hundred twelve (1212) employees. White males continued to have the largest number of individuals with six hundred sixty-four (664), followed behind with black males at four hundred ninety-one (491). Salary range 25.0-32.9 continued to have the largest total of individuals with five hundred forty-five (545). The majority of the female representation (22) continued to be in the 25.0-32.9 salary range as well.

The total individuals in the **Service Maintenance** job group was three hundred forty-eight (348) employees. Salary range 25.0-32.9 and 20.0-24.9 continued to have the highest number of employees with two hundred ten (210) and one hundred twenty-three (123) employees respectively.

In summary, ALDOT had an employment total of four thousand two hundred thirty-four (4234) as of December 31, 2016. There were one thousand five hundred fourteen (1,514) minorities, twenty (20) unknown race; while females had one thousand one hundred eighty-three (1,183). The majority of the employees worked in the Skilled Craft job group with a total of one thousand two hundred twelve (1,212) employees, with blacks continuing to be the largest number of minorities in this job group. Also, four of the eight job categories (Official & Administrator, Professional, Technician, and Skilled Craft) had minority representation within each ethnic group when compared to the other job categories.

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Employment Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	White (%)	Black (%)	Male								Female											
					Hisp (%)	Asian (%)	Amdnd (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amdnd (%)	Other (%)										
Officials and Administrators	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	25.0-32.9	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	24	12	50%	11	46%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	59	31	53%	20	34%	0	0%	0	0%	0	0%	0	0%	6	10%	2	3%	0	0%	0	0%	0	0%
	55.0-69.9	131	89	68%	16	12%	0	0%	1	1%	0	0%	0	0%	15	11%	9	7%	0	0%	1	0	0	0%
	70.0-Plus	335	253	76%	38	11%	1	0%	1	0%	3	1%	1	0%	25	7%	12	4%	0	0%	0	0%	1	0%
	SubTotal	550	385		86		1		2		3		1		47		23		0		1		0	1
Professionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	33.0-42.9	20	7	35%	1	5%	0	0%	0	0%	0	0%	0	0%	6	30%	5	25%	0	0%	0	0%	1	5%
	43.0-54.9	168	75	45%	27	16%	0	0%	2	1%	0	0%	0	0%	28	17%	35	21%	0	0%	1	1%	0	0%
	55.0-69.9	207	124	60%	23	11%	0	0%	1	0%	2	1%	3	1%	27	13%	24	12%	1	0%	0	0%	2	0%
	70.0-Plus	97	56	58%	6	6%	1	1%	1	1%	1	1%	1	1%	22	23%	9	9%	0	0%	0	0%	0	0%
	SubTotal	492	262		57		1		4		3		4		83		73		1		1		2	1
Technicians	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	20.0-24.9	14	10	71%	2	14%	0	0%	0	0%	0	0%	0	0%	1	7%	1	7%	0	0%	0	0%	0	0%
	25.0-32.9	253	152	60%	41	16%	1	0%	0	0%	1	0%	1	0%	23	9%	34	13%	0	0%	0	0%	0	0%
	33.0-42.9	381	199	52%	77	20%	0	0%	0	0%	4	1%	2	1%	51	13%	45	12%	0	0%	1	0%	2	0%
	43.0-54.9	235	116	49%	44	19%	0	0%	0	0%	4	2%	0	0%	42	18%	27	11%	0	0%	0	0%	1	0%
	55.0-69.9	148	97	66%	18	12%	0	0%	0	0%	0	0%	0	0%	21	14%	12	8%	0	0%	0	0%	0	0%
	70.0-Plus	32	22	69%	3	9%	0	0%	0	0%	0	0%	1	3%	5	16%	1	3%	0	0%	0	0%	0	0%
	SubTotal	1063	596		185		1		0		9		4		143		120		0		1		3	1
Protective Service	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	25.0-32.9	4	1	25%	3	75%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	2	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SubTotal	6	1		5		0		0		0		0		0		0		0		0		0	0
Paraprofessionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	20.0-24.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%
	25.0-32.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%
	33.0-42.9	19	0	0%	1	5%	0	0%	0	0%	0	0%	0	0%	9	47%	9	47%	0	0%	0	0%	0	0%
	43.0-54.9	22	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	16	73%	6	27%	0	0%	0	0%	0	0%

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Employment Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male												Female											
			White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)						
Office/Clerical	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SubTotal	43	0	1	0	0	0	0	0	0	0	0	0	26	16	0	0	0	0	0	0	0	0	0	0	
	0.1-15.9	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	
	16.0-19.9	12	0	0%	0	0%	0	0%	0	0%	0	0%	0	7	58%	4	33%	1	8%	0	0%	0	0%	0	0%	
	20.0-24.9	90	5	6%	1	1%	0	0%	0	0%	0	0%	0	57	63%	26	29%	0	0%	0	0%	1	1%	0	0%	
	25.0-32.9	233	7	3%	3	1%	0	0%	0	0%	0	0%	0	138	59%	82	35%	2	1%	0	0%	0	0%	1	0%	
	33.0-42.9	156	9	6%	7	4%	0	0%	0	0%	0	0%	0	96	62%	42	27%	0	0%	0	0%	2	1%	0	0%	
	43.0-54.9	28	0	0%	0	0%	0	0%	0	0%	0	0%	0	22	79%	6	21%	0	0%	0	0%	0	0%	0	0%	
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SubTotal	520	22	11	0	0	0	0	0	0	0	0	0	320	160	3	0	3	1	320	160	3	0	3	1	0	
Skilled Craft	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	20.0-24.9	220	131	60%	80	36%	0	0%	0	0%	2	1%	1	0%	3	1%	3	1%	0	0%	0	0%	0	0%	0	0%
	25.0-32.9	545	292	54%	222	41%	4	1%	1	0%	2	0%	2	0%	8	1%	14	3%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	342	176	51%	153	45%	1	0%	0	0%	2	1%	0	4	1%	6	2%	0	0%	0	0%	0	0%	0	0%	
	43.0-54.9	102	65	64%	35	34%	1	1%	0	0%	0	0%	0	0	0%	1	1%	0	0%	0	0%	0	0%	0	0%	
	55.0-69.9	3	0	0%	1	33%	1	33%	0	0%	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	SubTotal	1212	664	491	7	1	6	4	15	24	0	0	0	15	24	0	0	0	0	15	24	0	0	0	0	0
	Service Maintenance	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16.0-19.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20.0-24.9		123	37	30%	44	36%	0	0%	0	0%	1	1%	0	18	15%	21	17%	0	0%	0	0%	0	0%	2	2%	
25.0-32.9		210	51	24%	91	43%	0	0%	0	0%	0	0%	1	24	11%	42	20%	0	0%	0	0%	1	0%	0	0%	
33.0-42.9		10	3	30%	3	30%	0	0%	0	0%	0	0%	0	0	0%	4	40%	0	0%	0	0%	0	0%	0	0%	
43.0-54.9		5	1	20%	2	40%	0	0%	0	0%	0	0%	0	2	40%	0	0%	0	0%	0	0%	0	0%	0	0%	
55.0-69.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
70.0-Plus		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SubTotal		348	92	140	0	0	1	1	44	67	0	0	1	44	67	0	0	1	2	44	67	0	0	1	2	0
Total Full Time		4234	2022	48%	976	23%	10	0%	7	0%	22	1%	14	0%	678	16%	483	11%	4	0%	3	0%	9	0%	6	0%



## **JOB GROUP NARRATIVE**

Job groups continued to be derived from the workforce analysis and consist of one group of jobs with similar content, wage rates, and opportunities as provided in the EEO-4 Report. Job titles continued to be assigned to those job groups coinciding with the EEO-4 job category in which the job title is classified.

### **ALDOT EEO-4 Job Groups**

### **Job Group Category Definitions**

#### **Officials/Administrators**

Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an agency's operations or provide specialized consultation on a Regional, District, or area basis.

#### **Professionals**

Occupations which require specialized and theoretical knowledge which is usually acquired throughout college training or work experience and other training which provides compatible knowledge.

#### **Technicians**

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

#### **Protective Service**

Occupation in which workers are entrusted with public safety, security, and protection from destructive forces.

#### **Para-Professionals**

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status.

#### **Service Maintenance**

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the up keep or care of building, facilities or grounds of public property.

#### **Administrative Support (Clerical)**

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

#### **Skilled Craft**

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired throughout on-the-job training and experienced or throughout apprenticeship or other formal training programs.

JOB GROUPS AT ALDOT  
AS OF DECEMBER 2016

JOB GROUP	JOB CLASSIFICATION
Officials and Administrators	ACCOUNTING DIRECTOR I
Officials and Administrators	ACCOUNTING DIRECTOR II
Officials and Administrators	ACCOUNTING DIRECTOR III
Officials and Administrators	ACCOUNTING MANAGER
Officials and Administrators	AERONAUTICS ADMIN
Officials and Administrators	AERONAUTICS MANAGER
Officials and Administrators	AERONAUTICS SPEC
Officials and Administrators	AGRONOMIST MANAGER
Officials and Administrators	AIRCRAFT MAINT SUPERVISOR
Officials and Administrators	ALDOT ENVIRMNTL SPEC SUPV
Officials and Administrators	ALDOT ENVIRMNTL SPEC, SR
Officials and Administrators	ATS MAINTENANCE SUPERVISOR
Officials and Administrators	ATS OPERATIONS SUPERVISOR
Officials and Administrators	ATTORNEY IV
Officials and Administrators	AUDIT MANAGER
Officials and Administrators	CARTOGRAPHY MANAGER
Officials and Administrators	CHEMIST III
Officials and Administrators	CHIEF ENGINEER
Officials and Administrators	DEPT PERSONNEL MANAGER I
Officials and Administrators	DEPT PERSONNEL MANAGER II
Officials and Administrators	DEPT PERSONNEL MANAGER III
Officials and Administrators	DEPUTY DIRECTOR
Officials and Administrators	EQUAL EMPLOYMENT OPP COORD
Officials and Administrators	EQUIP MANAGEMENT COORD
Officials and Administrators	EQUIPMENT MAINTENANCE MANAGER
Officials and Administrators	GOVERNMENTAL REL MGR
Officials and Administrators	GRAPHIC ARTS FACILITY SUPV
Officials and Administrators	INVENTORY CONTROL MANAGER
Officials and Administrators	IT MANAGER I
Officials and Administrators	IT MANAGER II

JOB GROUPS AT ALDOT  
AS OF DECEMBER 2016

JOB GROUP	JOB CLASSIFICATION
Officials and Administrators	IT MANAGER III
Officials and Administrators	IT OPERATIONS MANAGER
Officials and Administrators	MAINTENANCE & REPAIR SUPV
Officials and Administrators	PLANT MAINTENANCE SUPV I
Officials and Administrators	PLANT MAINTENANCE SUPV II
Officials and Administrators	PROF CIVIL ENGINEER II
Officials and Administrators	PROF CIVIL ENGINEER II SR
Officials and Administrators	PROF CIVIL ENGINEER III
Officials and Administrators	PUBLIC INFORMATION MANAGER
Officials and Administrators	R O W ACQUISITION MANAGER
Officials and Administrators	REVENUE DIVISION DIRECTOR
Officials and Administrators	SPECIAL AGENT (FUEL TAX)
Officials and Administrators	TRAFFIC SIGN SHOP SUPV
Officials and Administrators	TRANP EQUAL EMP UNIT SUPV
Officials and Administrators	TRANSPORTATION MAINTANCE SUPT
Officials and Administrators	TRANSPORTATION ADMINISTRATOR
Officials and Administrators	TRANSPORTATION MANAGER
Officials and Administrators	TRANSPORTATION PLANNER, SR
Officials and Administrators	TRANSPORTATION REG ENG / ASST. CHIEF ENG
Officials and Administrators	TRANSPORTATION REGIONAL OFFICE MANAGER
Officials and Administrators	TRANSPORTATION SR ADMIN
Officials and Administrators	TRANSPORTATION TRAINING OFF
Officials and Administrators	WAREHOUSE SUPERINTENDENT
Professionals	ACCOUNTANT
Professionals	ADMINISTRATIVE ANALYST I
Professionals	AGRONOMIST
Professionals	AGRONOMIST SENIOR
Professionals	AIRCRAFT PILOT, SR.
Professionals	ALDOT ENVIRMNTL SPECIALIST

JOB GROUPS AT ALDOT  
AS OF DECEMBER 2016

JOB GROUP	JOB CLASSIFICATION
Professionals	ALDOT TRAIN/EDP MANAGER
Professionals	ARCHIVIST, SR
Professionals	ATTORNEY I/II
Professionals	ATTORNEY III
Professionals	CHEMIST II
Professionals	CIVIL ENGINEER, LICENSED
Professionals	CIVIL ENGINEERING GRAD
Professionals	DATA PROCESSING SPEC I(T)
Professionals	DEPARTMENTAL MARKETING SPEC
Professionals	DEPT PROCUREMENT OFFICER I
Professionals	DEPT PROCUREMENT OFFICER II
Professionals	ELECTRICAL ENGINEER I
Professionals	ENGINEERING GRADUATE
Professionals	ENVIRONMENTAL SCIENTIST, SR
Professionals	EQUAL EMPLOYMENT OFFICER
Professionals	GEOLOGIST II
Professionals	GEOLOGIST III
Professionals	GIS SPECIALIST
Professionals	GIS SPECIALIST, SENIOR
Professionals	IT PROJECT MANAGER
Professionals	IT SYSTEMS SPEC, ASSOC
Professionals	IT SYSTEMS SPECIALIST
Professionals	IT SYSTEMS SPECIALIST, SR
Professionals	PROF CIVIL ENGINEER I
Professionals	PROGRAMMER
Professionals	PROGRAMMER ANALYST
Professionals	PROGRAMMER ANALYST, ASSOC
Professionals	PROGRAMMER ANALYST, SR
Professionals	PUBLIC INFORMATION SPEC
Professionals	SAFETY COORDINATOR

JOB GROUPS AT ALDOT  
AS OF DECEMBER 2016

JOB GROUP	JOB CLASSIFICATION
Professionals	SENIOR ACCOUNTANT
Professionals	STAFF ACCOUNTANT
Professionals	TRANSPORTATION PLANNER
Technicians	ATS MAINTENANCE SPECIALIST
Technicians	ENGINEERING ASSISTANT I
Technicians	ENGINEERING ASSISTANT II
Technicians	ENGINEERING ASSISTANT III
Technicians	IT OPERATIONS SPECIALIST
Technicians	IT OPERATIONS TECHNICIAN
Technicians	IT SYSTEMS TECHNICIAN
Technicians	IT SYSTEMS TECHNICIAN, SR
Technicians	REAL PROP VAL ANALYST
Technicians	RIGHT OF WAY SPECIALIST
Technicians	SENIOR RIGHT OF WAY SPEC
Technicians	SR REAL PROP VAL ANALYST
Technicians	TRANSPORTATION TECHNOLOGIST, SR
Technicians	TRANSPORTATION TECHNOLOGIST
Protective Services	SECURITY GUARD I
Protective Services	SECURITY GUARD II
Paraprofessionals	ACCOUNTING TECHNICIAN
Paraprofessionals	DEPARTMENTAL OPERATIONS SPECIALIST
Paraprofessionals	LEGAL RESEARCH ASSISTANT
Paraprofessionals	PARALEGAL
Paraprofessionals	PERSONNEL ASSISTANT III
Paraprofessionals	STATE PROFESSIONAL TRAINEE
Paraprofessionals	TRANSPORTATION OFFICE MGR

JOB GROUPS AT ALDOT  
AS OF DECEMBER 2016

JOB GROUP	JOB CLASSIFICATION
Office/Clerical	ACCOUNT CLERK
Office/Clerical	ADMIN SUPPORT ASST I
Office/Clerical	ADMIN SUPPORT ASST II
Office/Clerical	ADMIN SUPPORT ASST III
Office/Clerical	CLERK
Office/Clerical	INVENTORY CONTROL OFFICER
Office/Clerical	MAIL CLERK
Office/Clerical	MAIL CLERK, SR
Office/Clerical	MECHANICAL STOCK CLERK
Office/Clerical	PERSONNEL ASSISTANT I
Office/Clerical	PERSONNEL ASSISTANT II
Office/Clerical	PROJECT COST AUDITOR I (T)
Office/Clerical	STOCK CLERK I
Office/Clerical	STOCK CLERK II
Office/Clerical	STUDENT AIDE
Office/Clerical	SUPPLY OFFICER
Skilled Craft	AIRCRAFT MECHANIC
Skilled Craft	COMMUNICATIONS TECH II
Skilled Craft	COMMUNICATIONS TECH SUPV
Skilled Craft	ELECTRICIAN
Skilled Craft	ELECTRONIC SHOP SUPV
Skilled Craft	ELECTRONIC TECHNICIAN
Skilled Craft	EQUIPMENT MECHANIC
Skilled Craft	EQUIPMENT MECHANIC, SENIOR
Skilled Craft	EQUIPMENT REPAIR SUPERVISOR
Skilled Craft	GRAPHIC ARTS SPECIALIST
Skilled Craft	GRAPHIC ARTS TECHNICIAN
Skilled Craft	HWY MAINT TECH II/III(T)
Skilled Craft	PLANT MAINTENANCE WORKER

JOB GROUPS AT ALDOT  
AS OF DECEMBER 2016

JOB GROUP	JOB CLASSIFICATION
Skilled Craft	SERVICE PATROL OPERATOR
Skilled Craft	SERVICE PATROL OPERATOR SPV
Skilled Craft	TRAFFIC SIGN PAINTER I
Skilled Craft	TRAFFIC SIGN PAINTER II
Skilled Craft	TRAFFIC SIGNAL TECH
Skilled Craft	TRAFFIC SIGNAL TECH, SENIOR
Skilled Craft	TRANSPORTATION MAINT TECH III
Skilled Craft	TRANSPORTATION MAINT TECH I
Skilled Craft	TRANSPORTATION MAINT TECH II
Service Maintenance	ATS OPERATOR
Service Maintenance	TRANSPORTATION WORKER
Service Maintenance	TRANSPORTATION WORKER, SR
Service Maintenance	UTILITY LABORER
Service Maintenance	WAREHOUSE WORKER

## Job Group Analysis

The Job Group Analysis Report gives an overview of all the classifications for each EEO-4 job group used at ALDOT. The report indicates the race, sex, and number of individuals for each classification. Below is an overview of the Job Group Analysis for each EEO-4 job group during CY2016:

- **Officials & Administrators:**
  - Males continued to have the largest representation in the Official & Administrators job group with four hundred seventy-eight (478), while females had seventy-two (72). The majority of the total employee representation was in such job classifications as Transportation Manager (186), Professional Civil Engineer II (82), and Transportation Maintenance Supt. (67). The highest representation of females and minorities continued to be in the Transportation Manager classification with twenty-nine (29) and thirty-three (33) respectively. Overall, there were no female and minority representation in twenty-one (21) of the fifty-three (53) classifications in the Official & Administrators job group.
- **Professionals:**
  - Males continued to have the highest total of employees in the Professionals job group by remaining at four hundred ninety-two (492). There continued to be one hundred sixty-one (161) females and one forty-seven (147) minorities in this job group. The largest concentration of employees continued to be in the Civil Engineer Graduate (170), Professional Civil Engineer I (56), and Civil Engineer Licensed (37) classifications. The highest representation of females and minorities continued to be in the Civil Engineer Graduate (87), Sr. Accountant (27), and Staff Accountant (24)/Equal Employment Officer (24) classifications. There continued to be no representation of females/minorities in eight (8) of the thirty-nine (39) Professional classifications.
- **Technicians:**
  - The second highest total of employees at ALDOT was in the Technicians job group with one thousand sixty-three (1063). Of that one thousand sixty-three (1063), two hundred sixty-eight (268) were females and three hundred twenty-four (324) were minorities. The greatest representation of employees in this job group was Transportation Technologist (271), Engineering Assistant II (232), and Transportation Technologist, Sr. (225). Minorities and females continued to have the highest total employee representation in these three job classifications. All of the fourteen (14) Technician job classifications had female and minority representation. Males continued to have the highest representation at seven hundred ninety-five (795).
- **Protective Service:**
  - The Protective Service Worker job group continued to have a total of six (6) employees. The Security Guard I classification continued to have the largest total employees with five (5); four (4) of whom were minority. There was no female representation in the Protective Service Worker job group.



- Paraprofessionals:
  - The Paraprofessional total employees was forty-three (43). Females in the Paraprofessional job group continued to have the largest representation of employees with forty-two (42), while minorities had seventeen (17) in this job group. Females continued to have the highest representation in the Transportation Office Manager (14), Departmental Operations Specialist (10) and Accounting Technician (7). The Paraprofessional job group had female and minority representation in **all** but one of its job classifications.
  
- Office/Clerical:
  - The Office/Clerical job group continued to have females as its highest total of employees at ALDOT with four hundred eighty-seven (487). Minorities also continued to have a large representation with one hundred seventy-eight (178) employees. The largest number of employees in this job group was in the Administrative Support Assistant II (206), Administrative Support Assistant III (130), and Administrative Support Assistant I (83) classifications respectively. The Office/Clerical job group continued to have female or minority representation in **all** but three (3) of its job classifications.
  
- Skilled Craft:
  - The Skilled Craft job group had the largest representation (1212) of employees with a little less than half being minorities (533). The highest total of employees in this job group continued to be in the Transportation Maintenance Tech II (517), Transportation Maintenance Tech I (246), and Transportation Maintenance Tech III (203) classifications respectively. Minorities also continued to have its highest representation of employees in the aforementioned job classifications as well. There was no female/minority representation noted in four (4) of the twenty-two (22) Skilled Craft job classifications.
  
- Service Maintenance:
  - The Service Maintenance job group had a total of three hundred forty-eight (348) employees. The Transportation Worker classification continued to have the largest number of employees with two hundred ninety-six (296) employees. The majority of the female and minority representation continued to be in the Transportation Worker job classification with ninety-two (92) and one hundred eighty-three (183) employees respectively. There was minority representation in all of the five Service Maintenance classifications, while females had representation in all but one job classification.

## Compliance Management

Run Date: 2/21/2017

For the period 1/1/2016 through 12/31/2016

## Job Group Analysis Report as of 12/31/2016

Run Time: 9:33 AM

Job			Total	Total	Total	Total	Male					Female				
Job Group	Grp #	Job Titles	Employees	Males	Females	Minority	Black	Asian	AmInd	Hisp	Other	Black	Asian	AmInd	Hisp	Other
Officials and Administrators	1	TRANSPORTATION REGIONAL OFFICE	5	0	5	1	0	0	0	0	0	1	0	0	0	0
		GRAPHIC ARTS FACILITY SUPV	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		IT OPERATIONS MANAGER	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		IT MANAGER I	4	3	1	1	1	0	0	0	0	0	0	0	0	0
		IT MANAGER II	3	2	1	1	1	0	0	0	0	0	0	0	0	0
		IT MANAGER III	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		ACCOUNTING DIRECTOR I	2	1	1	0	0	0	0	0	0	0	0	0	0	0
		ACCOUNTING DIRECTOR II	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		ACCOUNTING DIRECTOR III	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		ACCOUNTING MANAGER	3	2	1	1	0	0	0	0	0	1	0	0	0	0
		AUDIT MANAGER	2	1	1	1	0	0	0	0	0	1	0	0	0	0
		REVENUE DIVISION DIRECTOR	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		EQUAL EMPLOYMENT OPP COORD	1	1	0	1	1	0	0	0	0	0	0	0	0	0
		TRANP EQUAL EMP UNIT SUPV	3	1	2	3	1	0	0	0	0	2	0	0	0	0
		TRANSPORTATION TRAINING OFF	2	1	1	2	1	0	0	0	0	1	0	0	0	0
		DEPT PERSONNEL MANAGER I	1	0	1	1	0	0	0	0	0	1	0	0	0	0
		DEPT PERSONNEL MANAGER II	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		DEPT PERSONNEL MANAGER III	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		WAREHOUSE SUPERINTENDENT	9	6	3	5	4	0	0	0	0	1	0	0	0	0
		INVENTORY CONTROL MANAGER	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		PUBLIC INFORMATION MANAGER	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		SPECIAL AGENT (FUEL TAX)	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		ATTORNEY IV	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		GOVERNMENTAL REL MGR	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		CARTOGRAPHY MANAGER	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		R O W ACQUISITION MANAGER	12	10	2	1	1	0	0	0	0	0	0	0	0	0
		PROF CIVIL ENGINEER II SR	21	21	0	1	1	0	0	0	0	0	0	0	0	0
		PROF CIVIL ENGINEER II	82	73	9	13	5	1	1	1	1	3	0	0	0	1
		PROF CIVIL ENGINEER III	17	16	1	1	0	0	0	0	0	1	0	0	0	0
		Transportation Reg Eng /Asst Chief Eng	8	8	0	1	1	0	0	0	0	0	0	0	0	0
		TRANSPORTATION MANAGER	186	157	29	33	22	1	2	0	0	7	1	0	0	0
		TRANSPORTATION ADMINISTRATR	59	56	3	10	9	0	0	0	0	1	0	0	0	0
		TRANSPORTATION SR ADMIN	1	0	1	1	0	0	0	0	0	1	0	0	0	0
		CHEMIST III	1	1	0	1	1	0	0	0	0	0	0	0	0	0
		AGRONOMIST MANAGER	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		ALDOT ENVIRMNTL SPEC, SR	5	3	2	3	2	0	0	0	0	1	0	0	0	0
		ALDOT ENVIRMNTL SPEC SUPV	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		TRANSPORTATION PLANNER, SR	5	5	0	4	4	0	0	0	0	0	0	0	0	0
		DEPUTY DIRECTOR	2	2	0	1	1	0	0	0	0	0	0	0	0	0
		CHIEF ENGINEER	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		ATS OPERATIONS SUPERVISOR	1	0	1	1	0	0	0	0	0	1	0	0	0	0
		ATS MAINTENANCE SUPERVISOR	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		TRANSPORT MAINTANCE SUPT	67	67	0	27	27	0	0	0	0	0	0	0	0	0
		AERONAUTICS SPEC	4	2	2	0	0	0	0	0	0	0	0	0	0	0
		AERONAUTICS MANAGER	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		AERONAUTICS ADMIN	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		AIRCRAFT MAINT SUPERVISOR	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		EQUIPMENT MAINTENANCE MANAGER	15	14	1	2	2	0	0	0	0	0	0	0	0	0

## Compliance Management

Run Date: 2/21/2017

For the period 1/1/2016 through 12/31/2016

## Job Group Analysis Report as of 12/31/2016

Run Time: 9:33 AM

Job			Total	Total	Total	Total	Male					Female					
Job Group	Grp #	Job Titles	Employees	Males	Females	Minority	Black	Asian	AmInd	Hisp	Other	Black	Asian	AmInd	Hisp	Other	
Total Professionals	2	EQUIP MANAGEMENT COORD	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
		MAINTENANCE & REPAIR SUPV	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
		TRAFFIC SIGN SHOP SUPV	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		PLANT MAINTENANCE SUPV I	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		PLANT MAINTENANCE SUPV II	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
			550	478	72	118	86	2	3	1	1	23	1	0	0	1	
		DATA PROCESSING SPEC I(T)	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
		PROGRAMMER	10	4	6	8	2	0	0	0	0	6	0	0	0	0	0
		PROGRAMMER ANALYST, ASSOC	16	5	11	4	1	0	0	0	0	3	0	0	0	0	0
		PROGRAMMER ANALYST	18	14	4	5	2	1	0	0	0	2	0	0	0	0	0
		PROGRAMMER ANALYST, SR	9	8	1	1	1	0	0	0	0	0	0	0	0	0	0
		IT SYSTEMS SPEC, ASSOC	29	24	5	13	6	1	0	0	2	3	0	1	0	0	0
		IT SYSTEMS SPECIALIST	18	16	2	5	2	0	1	0	0	2	0	0	0	0	0
		IT SYSTEMS SPECIALIST, SR	7	3	4	2	0	0	0	0	0	2	0	0	0	0	0
		IT PROJECT MANAGER	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		ACCOUNTANT	6	2	4	3	0	0	0	0	0	2	0	0	0	0	1
		STAFF ACCOUNTANT	15	3	12	12	2	0	0	0	0	10	0	0	0	0	0
		SENIOR ACCOUNTANT	25	7	18	9	1	0	0	0	0	8	0	0	0	0	0
		EQUAL EMPLOYMENT OFFICER	15	5	10	14	5	0	0	0	0	9	0	0	0	0	0
		SAFETY COORDINATOR	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
		ALDOT TRAIN/EDP MANAGER	1	0	1	1	0	0	0	0	0	1	0	0	0	0	0
		DEPT PROCUREMENT OFFICER I	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		DEPT PROCUREMENT OFFICER II	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		PUBLIC INFORMATION SPEC	5	3	2	1	0	0	0	0	0	1	0	0	0	0	0
		ATTORNEY I/II	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		ATTORNEY III	6	3	3	1	0	0	0	0	0	1	0	0	0	0	0
		ADMINISTRATIVE ANALYST I	2	1	1	2	1	0	0	0	0	1	0	0	0	0	0
		ENGINEERING GRADUATE	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0
		CIVIL ENGINEERING GRAD	170	128	42	45	26	1	2	0	2	12	1	1	0	0	0
		PROF CIVIL ENGINEER I	56	45	11	7	3	1	0	1	0	2	0	0	0	0	0
		Civil Engineer, Licensed	37	31	6	4	2	0	0	0	0	1	0	0	1	0	0
		ENVIRONMENTAL SCIENTIST, SR	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		CHEMIST II	3	1	2	2	0	0	0	0	0	2	0	0	0	0	0
		AGRONOMIST	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		AGRONOMIST SENIOR	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		ELECTRICAL ENGINEER I	1	0	1	1	0	0	0	0	0	1	0	0	0	0	0
		GIS SPECIALIST	5	4	1	0	0	0	0	0	0	0	0	0	0	0	0
		GIS SPECIALIST, SENIOR	3	2	1	0	0	0	0	0	0	0	0	0	0	0	0
		GEOLOGIST II	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		GEOLOGIST III	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		ALDOT ENVIRMNTL SPECIALIST	7	3	4	1	0	0	0	0	0	1	0	0	0	0	0
		TRANSPORTATION PLANNER	7	3	4	4	1	0	0	0	0	3	0	0	0	0	0
		ARCHIVIST, SR	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		DEPARTMENTAL MARKETING SPEC	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
		Aircraft Pilot, Sr	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Total			492	331	161	147	57	4	3	1	4	73	1	2	1	1	
Technicians	3	IT OPERATIONS TECHNICIAN	2	1	1	0	0	0	0	0	0	0	0	0	0	0	
		IT OPERATIONS SPECIALIST	3	2	1	1	0	0	0	0	0	1	0	0	0	0	0

## Compliance Management

Run Date: 2/21/2017

For the period 1/1/2016 through 12/31/2016

## Job Group Analysis Report as of 12/31/2016

Run Time: 9:33 AM

Job			Total	Total	Total	Total	Male					Female				
Job Group	Grp #	Job Titles	Employees	Males	Females	Minority	Black	Asian	AmInd	Hisp	Other	Black	Asian	AmInd	Hisp	Other
Total		IT SYSTEMS TECHNICIAN	14	7	7	8	4	0	0	0	0	4	0	0	0	0
		IT SYSTEMS TECHNICIAN, SR	20	16	4	6	3	0	0	0	0	3	0	0	0	0
		ENGINEERING ASSISTANT I	71	59	12	15	8	0	1	1	0	5	0	0	0	0
		ENGINEERING ASSISTANT II	232	167	65	93	46	0	0	0	2	45	0	0	0	0
		ENGINEERING ASSISTANT III	166	133	33	38	28	0	1	0	1	7	1	0	0	0
		RIGHT OF WAY SPECIALIST	15	9	6	6	2	0	0	0	0	4	0	0	0	0
		SENIOR RIGHT OF WAY SPEC	17	9	8	6	3	0	0	0	0	3	0	0	0	0
		REAL PROP VAL ANALYST	9	2	7	2	0	0	0	0	0	2	0	0	0	0
		SR REAL PROP VAL ANALYST	9	6	3	1	0	0	0	0	0	1	0	0	0	0
		TRANSPORTATION TECHNOLOGIST	271	195	76	95	56	0	5	0	0	31	0	3	0	0
		TRANSPORTATION TECHN LGST,SR	225	180	45	51	33	0	2	0	1	14	0	0	0	1
		ATS MAINTENANCE SPECIALIST	9	9	0	2	2	0	0	0	0	0	0	0	0	0
Total			1063	795	268	324	185	0	9	1	4	120	1	3	0	1
Protective Services	4	SECURITY GUARD I	5	5	0	4	4	0	0	0	0	0	0	0	0	0
		SECURITY GUARD II	1	1	0	1	1	0	0	0	0	0	0	0	0	0
Total			6	6	0	5	5	0	0	0	0	0	0	0	0	0
Paraprofessionals	5	TRANSPORTATION OFFICE MGR	14	0	14	3	0	0	0	0	0	3	0	0	0	0
		ACCOUNTING TECHNICIAN	8	1	7	4	1	0	0	0	0	3	0	0	0	0
		PERSONNEL ASSISTANT III	5	0	5	4	0	0	0	0	0	4	0	0	0	0
		LEGAL RESEARCH ASSISTANT	3	0	3	1	0	0	0	0	0	1	0	0	0	0
		PARALEGAL	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		STATE PROFESSIONAL TRAINEE	2	0	2	1	0	0	0	0	0	1	0	0	0	0
		Departmental Operatns Spec	10	0	10	4	0	0	0	0	0	4	0	0	0	0
Total			43	1	42	17	1	0	0	0	0	16	0	0	0	0
Office/Clerical	6	MAIL CLERK	2	2	0	2	2	0	0	0	0	0	0	0	0	0
		MAIL CLERK, SR	1	1	0	1	1	0	0	0	0	0	0	0	0	0
		CLERK	17	1	16	9	0	0	0	0	0	8	0	0	1	0
		ADMIN SUPPORT ASST I	83	2	81	29	0	0	0	0	0	28	0	0	1	0
		ADMIN SUPPORT ASST II	206	5	201	70	2	0	0	0	0	65	0	2	1	0
		ADMIN SUPPORT ASST III	130	1	129	37	0	0	0	0	0	36	0	0	0	1
		ACCOUNT CLERK	23	2	21	8	0	0	0	0	0	8	0	0	0	0
		PROJECT COST AUDITOR I (T)	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		PERSONNEL ASSISTANT I	1	0	1	1	0	0	0	0	0	1	0	0	0	0
		PERSONNEL ASSISTANT II	14	1	13	8	1	0	0	0	0	7	0	0	0	0
		STOCK CLERK I	8	3	5	4	1	0	0	0	0	2	0	1	0	0
		STOCK CLERK II	13	6	7	3	1	0	0	0	0	2	0	0	0	0
		MECHANICAL STOCK CLERK	4	3	1	2	2	0	0	0	0	0	0	0	0	0
		INVENTORY CONTROL OFFICER	15	5	10	4	1	0	0	0	0	3	0	0	0	0
		SUPPLY OFFICER	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		STUDENT AIDE	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Total			520	33	487	178	11	0	0	0	0	160	0	3	3	1
Skilled Craft	7	GRAPHIC ARTS TECHNICIAN	3	3	0	1	1	0	0	0	0	0	0	0	0	0
		GRAPHIC ARTS SPECIALIST	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		TRAFFIC SIGNAL TECH	20	20	0	7	6	0	1	0	0	0	0	0	0	0
		TRAFFIC SIGNAL TECH, SENIOR	17	17	0	4	4	0	0	0	0	0	0	0	0	0
		ELECTRONIC TECHNICIAN	9	8	1	2	2	0	0	0	0	0	0	0	0	0
		ELECTRONIC SHOP SUPV	1	1	0	1	0	0	0	0	1	0	0	0	0	0
		COMMUNICATIONS TECH II	5	5	0	0	0	0	0	0	0	0	0	0	0	0

## Compliance Management

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For the period 1/1/2016 through 12/31/2016

## Job Group Analysis Report as of 12/31/2016

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Job			Total	Total	Total	Total	Male					Female				
Job Group	Grp #	Job Titles	Employees	Males	Females	Minority	Black	Asian	AmInd	Hisp	Other	Black	Asian	AmInd	Hisp	Other
		COMMUNICATIONS TECH SUPV	1	1	0	1	0	0	0	1	0	0	0	0	0	0
		TRANSPORTATION MAINT TECH I	246	238	8	100	94	0	2	0	1	3	0	0	0	0
		HWY MAINT TECH II/III(T)	39	38	1	29	28	0	0	0	0	1	0	0	0	0
		TRANSPORT MAINT TECH III	203	194	9	87	76	0	2	1	0	8	0	0	0	0
		TRANSPORTATION MAINT TECH II	517	501	16	247	230	0	1	3	2	11	0	0	0	0
		AIRCRAFT MECHANIC	1	1	0	1	1	0	0	0	0	0	0	0	0	0
		SERVICE PATROL OPERATOR	26	24	2	19	18	0	0	0	0	1	0	0	0	0
		SERVICE PATROL OPERATOR SPV	4	4	0	1	1	0	0	0	0	0	0	0	0	0
		EQUIPMENT MECHANIC	57	57	0	17	15	1	0	1	0	0	0	0	0	0
		EQUIPMENT MECHANIC, SENIOR	40	40	0	9	8	0	0	1	0	0	0	0	0	0
		EQUIPMENT REPAIR SUPERVISOR	12	12	0	3	3	0	0	0	0	0	0	0	0	0
		PLANT MAINTENANCE WORKER	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		TRAFFIC SIGN PAINTER I	6	5	1	3	3	0	0	0	0	0	0	0	0	0
		TRAFFIC SIGN PAINTER II	2	1	1	1	1	0	0	0	0	0	0	0	0	0
		ELECTRICIAN	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Total			1212	1173	39	533	491	1	6	7	4	24	0	0	0	0
Service Maintenance	8	WAREHOUSE WORKER	4	3	1	2	2	0	0	0	0	0	0	0	0	0
		UTILITY LABORER	1	1	0	1	1	0	0	0	0	0	0	0	0	0
		ATS OPERATOR	17	10	7	10	6	0	0	0	0	4	0	0	0	0
		TRANSPORTATION WORKER, SR	30	16	14	16	7	0	0	0	0	9	0	0	0	0
		TRANSPORTATION WORKER	296	204	92	183	124	0	1	0	1	54	0	1	0	2
Total			348	234	114	212	140	0	1	0	1	67	0	1	0	2
Grand Total			4234	3051	1183	1534	976	7	22	10	14	483	3	9	4	6

## UTILIZATION ANALYSIS

The purpose of the Utilization Analysis is to determine whether or not affected group members are equitably represented in the workforce. The extent that affected group members are utilized is a function of comparing "WHAT IS" (ALDOT's workforce analysis) with "WHAT SHOULD BE" (the external labor force and internal availability).

The workforce versus availability comparison is made by using percentages for both state and federal reporting purposes. During CY2016, underutilizations were noted in the all job groups/for different races at ALDOT, but those numbers are not reflective of the actual/future number of vacancies as a whole. Newly noted underutilizations included: Office Clerical job group-American Indian male and American Indian female and Skilled Craft job group: Asian female and American Indian female. **(NOTE:** The numbers in the Utilization Analysis Report were based on the total population for males and females in the entire state of Alabama as compared to the positions currently occupied at ALDOT. If ALDOT's underutilization numbers were compared to the transportation industry in the state of Alabama, the numbers needed to reach parity would be reduced.)

### UTILIZATION ANALYSIS REPORT

Job Category	Total	Total Male	Males					Total Female	Females				
			White	Black	Hisp	AI/AN	Asian		White	Black	Hisp	AI/AN	Asian
<b>Official Administrator</b>													
Current Workforce	550	477	390	86	1	3	2	71	47	23	0	0	1
Availability (CLF%)			52.34%	6.09%	.70%	.25%	.64%		30.39%	8.60%	.38%	.18%	.44%
<b>Underutilization #</b>					4		4		167	47	2	1	2
Underutilized (Yes or No)				NO	YES	NO	YES		YES	YES	YES	YES	YES
# Needed for Parity					3		2		120	24	2	1	1
<b>Professional</b>													
Current Workforce	492	327	262	57	1	3	4	160	83	73	1	2	1
Availability (CLF%)			34.22%	5.00%	.56%	.17%	.74%		45.62%	12.29%	.64%	.24%	.52%
<b>Underutilization #</b>					3				224		3		3
Underutilized (Yes or No)				NO	YES	NO	NO		YES	NO	YES	NO	YES
# Needed for Parity					2				141		2		2
<b>Technicians</b>													
Current Workforce	1063	791	596	185	1	9	0	267	143	120	0	3	1
Availability (CLF%)			30.63%	5.74%	.30%	.32%	.44%		45.62%	15.98%	.50%	.17%	.31%
<b>Underutilization #</b>					3		5		485	170	5		3
Underutilized (Yes or No)				NO	YES	NO	YES		YES	YES	YES	NO	YES
# Needed for Parity					2		5		342	50	5		2
<b>Protective Services</b>													
Current Workforce	6	6	1	5	0	0	0	0	0	0	0	0	0
Availability (CLF%)			56.24%	22.25%	1.16%	.31%	.07%		10.62%	8.94%	.01%	.31%	.08%
<b>Underutilization #</b>									1	1			
Underutilized (Yes or No)				NO	NO	NO	NO		YES	YES	NO	NO	NO
# Needed for Parity									1	1			

\*NOTE 1: NO\* indicates the numbers were not sufficiently large to round to "1"

\*NOTE 2: The labor market data was derived from the 2010 U.S. Census data (EEO\_10\_5YR\_EEOCIT6R)

\*NOTE 3: This report is reflective of the chart layout in the 2007 FHWA Desk Reference. The FHWA includes "OTHER" employees in the Total for each job category; however this group is not reported in the race by gender columns. Therefore, the figures in the TOTAL column may exceed the total number of employees in the corresponding Current Workforce

### UTILIZATION ANALYSIS REPORT

Job Category	Total	Total Male	Males					Total Female	Females					
			White	Black	Hisp	AI/AN	Asian		White	Black	Hisp	AI/AN	Asian	
Administrative Support														
Current Workforce	520	33	22	11	0	0	0	486	320	160	3	3	0	
Availability (CLF%)			25.39%	6.44%	.36%	.10%	.18%		48.57%	17.51%	.77%	.33%	.34%	
Underutilization #				33	2	1	1				4		2	
Underutilized (Yes or No)				YES	YES	YES	YES			NO	NO	YES	NO	YES
# Needed for Parity				22	2	1	1					1		2
Skilled Craft														
Current Workforce	1212	1169	664	491	7	6	1	39	15	24	0	0	0	
Availability (CLF%)			77.15%	14.34%	1.43%	.72%	.28%		4.13%	1.80%	.09%	.01%	.04%	
Underutilization #					17	9	3			50		1		
Underutilized (Yes or No)				NO	YES	YES	YES			YES	NO	YES	NO	NO
# Needed for Parity					10	3	2			35		1		
Service Maintenance														
Current Workforce	348	233	92	140	0	1	0	112	44	67	0	1	0	
Availability (CLF%)			37.29%	19.28%	.92%	.29%	.30%		23.62%	17.03%	.65%	.26%	.36%	
Underutilization #					3		1			82		2		1
Underutilized (Yes or No)				NO	YES	NO	YES			YES	NO	YES	NO	YES
# Needed for Parity					3		1			38		2		1
Para-professional														
Current Workforce	43	1	0	1	0	0	0	42	26	16	0	0	0	
Availability (CLF%)														
Underutilization #														
Underutilized (Yes or No)														
# Needed for Parity														
*NOTE: The EEO tabulation for the job category by sex and race/ethnicity groups in the 2010 Census did not include the current labor force for the Paraprofessionals category. Therefore, the underutilization analysis could not be reported herein.														



## SETTING GOALS

According to the COE reports, the total employees hired/promoted from an underutilized job group at ALDOT from January 1, 2016 – December 31, 2016 was **eighty-eight (88)**: Technician (52) (33-white females/17-black females/1-Hispanic male/1-Asian female), Skilled Craft (4) (1-American Indian male/2-white females/1-Hispanic male), Professional (17) (15-white females/1-Hispanic female/1-Asian female), Official Administrator (13) (9-white females/3-black females/1-Asian male) and Office/Clerical (2) (1-Hispanic female/1-black male). The number of Non-COE employees hired/promoted from an underutilized job group was **fourteen (14)**: Service Maintenance (8) (8-white females), Skilled Craft (5) (2-white females/3-American Indian male) and Professional (1) (1-white female).

The Department's Certificate of Eligible (COE) applicant ratio was 39% (minority)/61% (non-minority), while the COE Appointee ratio was 29% (minority)/ 71% (non-minority). (NOTE: Appointee ratio does not reflect declinations made by applicants, specifically minorities). The COE gender ratio was 65% male and 35% female and the non-COE gender ratio was 79% male and 21% female.

NOTE: Some of the projected hiring/promotion goals set were good faith efforts made by the Bureau Chiefs/Region Engineers if opportunities were to occur and **did not** necessarily reflect the actual number of vacancies or actual candidates available for hire/promotion. After the statewide freeze was lifted in 2014, ALDOT continued its efforts to inform individuals about job opportunities and fill vacancies as approved. In addition, ALDOT's Affirmative Action Plan was taken into consideration when jobs were filled. The goals set during CY2016 were to continue hiring/promoting individuals from underutilized job groups when making employment selections.

### Status of Goals:

#### Official Administrator:

Under-Utilized Groups at ALDOT As of CY2016	
Official Administrator:	
Hispanic Male	White Female
Asian Male	Black Female
	Hispanic Female
	American Indian Female
	Asian Female

**Status of goals at the close of CY2016:** The Department had/anticipated fifty-four (51) Official Administrator vacancies at the close of CY2015 and by the end of CY2016 the department hired/promoted ninety-five (95) (2-New Hires/93- Promotions). There were **thirteen (13)** (9-white females, 3-blacks, 1-Asian male) individuals promoted that were considered underutilized in the Official Administrator job group.

**Professional:**

Under-Utilized Groups at ALDOT As of CY2016	
Professional job group:	
Hispanic Male	White Female
	Hispanic Female
	Asian Female

**Status of goals at the close of CY2016:** The Department had/anticipated one hundred fifty-four (154) Professional vacancies at the close of CY2015 and by the end of the CY2016 the department hired/promoted ninety-one (91) (18-New Hires/73-Promotions). ALDOT hired/promoted eighteen (18) (16-white females, 1-Hispanic female, 1-Asian female) individuals whom were considered underutilized in the Professional job group.

**Technician:**

Under-Utilized Groups at ALDOT As of CY2016	
Technician job group:	
Hispanic Male	White Female
Asian Male	Black Female
	Hispanic Female
	Asian Female

**Status of goals at the close of CY2016:** The Department had/anticipated two hundred eighty-six (286) Technician vacancies at the close of 2015 and by the end of CY2016 the department hired/promoted two hundred eighteen (218) (41-Hires/177-Promotions). During CY2016, the Department hired/promoted fifty-two (52) (33-white females, 17-black females, 1-Hispanic male, 1-Asian female) individuals whom were considered underutilized in the Technician job group.

**Protective Services:**

Under-Utilized Groups at ALDOT As of CY2016	
Protective Services job group:	
	White Female
	Black Female

**Status of goals at the close of CY2016:** The Department had/anticipated two (2) Protective Services vacancies at the close of CY2015. However, there were no individuals hired/promoted in the Protective Services job group by the close of CY2016.

### Administrative Support:

Under-Utilized Groups at ALDOT As of CY2016	
Administrative Support job group:	
	Hispanic Female
Black Male	Asian Female
Hispanic Male	
American Indian Male	
Asian Male	

**Status of goals at the close of CY2016:** The Department had/anticipated one hundred three (103) Administrative Support vacancies at the close of 2015, but hired/promoted one hundred twelve (112) (56-New Hires/56-Promotions). There were **two (2)**: one (1) black male hired and one (1) Hispanic female promoted that were considered underutilized in the Administrative Support job group.

### Skilled Craft:

Under-Utilized Groups at ALDOT As of CY2016	
Skilled Craft job:	
	White Female
Hispanic Male	Hispanic Female
American Indian Male	
Asian Male	

**Status of goals at the close of CY2016:** The Department had/anticipated one hundred fifty-nine (159) Skilled Craft vacancies at the close of 2015, but hired/promoted three hundred thirty-nine (339) (188-New Hires/151-Promotions). The Department hired four (4): three (3) American Indian males, one (1) white female and promoted five (5): (1) American Indian male, one (1) Hispanic male and three (3) white females that were considered underutilized in the Skilled Craft job.

### Service Maintenance:

Under-Utilized Groups at ALDOT As of CY2016	
Service Maintenance job group:	
Hispanic Male	White Female
Asian Male	Hispanic Female
	Asian Female

**Status of goals at the close of CY2016:** The Department had/anticipated thirty-one (31) Service Maintenance vacancies at the close of 2015, but hired/promoted fifty-six (56) (49-New Hires/7-Promotions) by close of CY2016. The Department hired six (6) white females and promoted (2) white females that were considered underutilized in the Service Maintenance job group.

### Paraprofessional

**STATUS:** The Paraprofessional job group was not listed on the underutilization chart because the percentage was so small an accurate number could not be calculated properly. However, it should be noted that the Department hired none (0) and promoted six (6) in the Paraprofessional job group.

## EEO COMPLAINTS

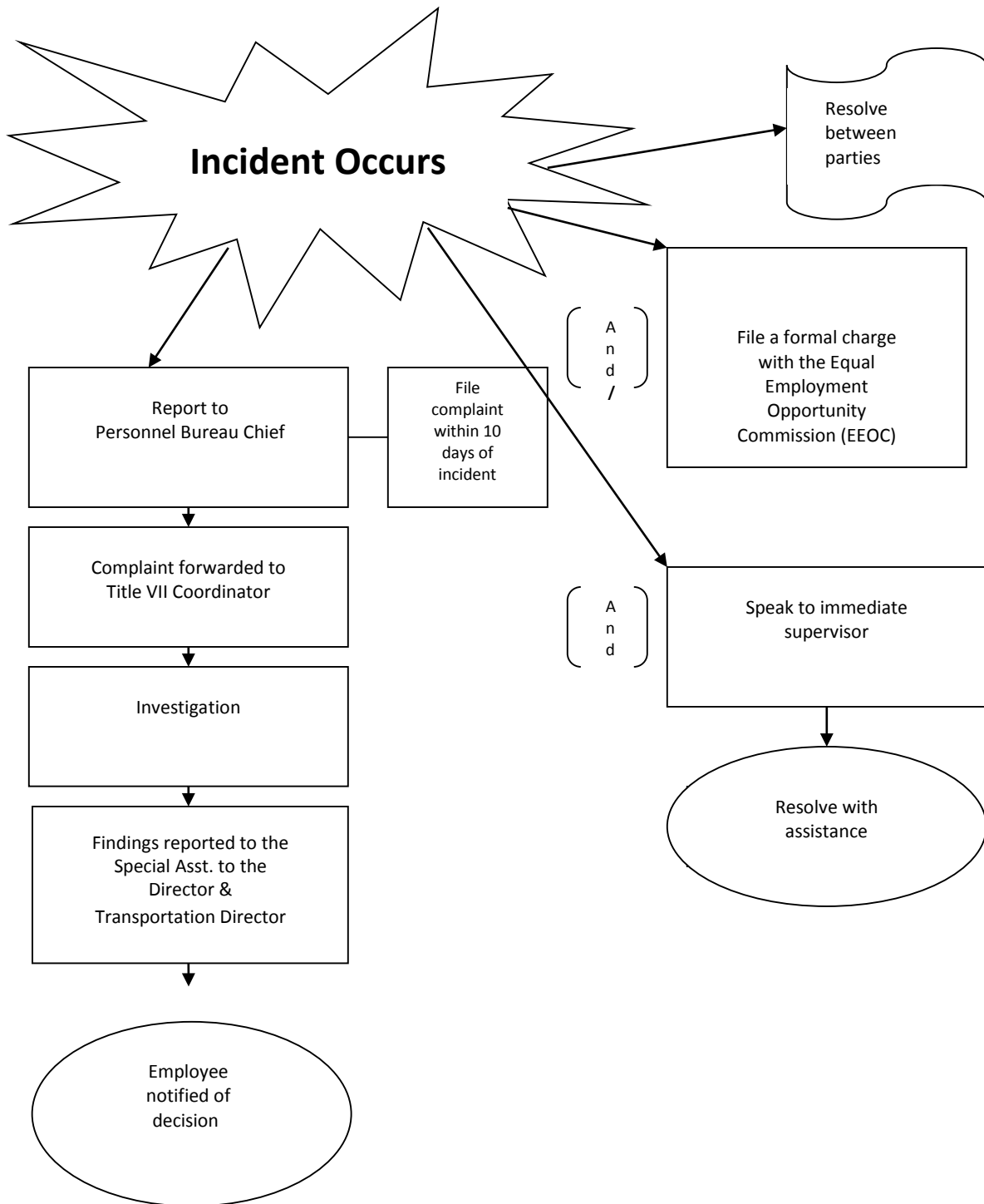
Information on the Department's Harassment and Discrimination Policy continued to be found on ALDOT's intranet and the Bureau/Region's (Area/District) bulletin boards. Also, ALDOT employees could contact the Central Office Title VII Coordinator and/or the Region EEO Officers if there were any questions regarding the policy and complaint procedures. No changes were made to the ALDOT complaint procedure in 2016.

The Alabama State Personnel Board Rules continued to provide a system of appeal for employees who believed they had been discriminated against. All EEO policies continued to be displayed on the work area bulletin boards throughout the Central Office as well as in each Bureau and Region (Area/District).

### Data Overview of EEO Complaints

Six (6) EEO complaints were filed by ALDOT employees from January 1, 2016 – December 31, 2016. Of those, the issue raised the most dealt with conflict with co-workers. The bases raised the most dealt with race. All complaints were investigated. Three (3) of the complaints were resolved and the others were still pending by the close of CY2016. The one (1) pending case at the close of CY2015 was resolved in CY2016.

## COMPLAINT FLOWCHART



## EEO POLICY

A policy statement of commitment to EEO issued by the ALDOT Director to reaffirm the Department's position of providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, color, national origin, age, or disability was updated during CY2007 which included a statement regarding Affirmative Action. A few grammatical/word changes were made to this policy. There were no changes made to the policy during CY2016. The responsibility and authority for the Affirmative Action Program continued to be assigned to the Department's Equal Opportunity Coordinator and Equal Employment Officers in their respective areas.

## PUBLICIZE THE AAP

### **INTERNAL:**

The AAP Update 2016 (CY2015) was publicized within ALDOT via email to all Bureau Chiefs, Region Engineers and Office Managers informing them that the Update was available to be viewed on the ALDOT intranet. The AAP discussed all employment data collected, reviewed and analyzed. The Plan also identified problem areas, set action item/goals and made recommendations to achieve these goals. The Title VII Coordinator continued to be responsible for investigating and monitoring all complaints/grievances at ALDOT. A hardcopy of the Update is planned to be sent out to all Bureau Chiefs, Region Engineers and Office Managers once it has been printed.

### **EXTERNAL:**

The AAP Update 2016 (CY2015) was made available to the public upon request to minority groups, women's organizations, community action groups, State agencies, and others. During CY2016, there were no requests for copies of the AAP outside of the organization.

During CY2016, ALDOT did not knowingly conduct business with any entity that discriminated against protected group members and/or violated Federal or State civil rights laws. An equitable representation of protected group and non-affected group employees continued to be shown in ALDOT brochures, publications, manuals, reports, and advertisements that depict the ALDOT workforce.

## PROGRAMS TO ELIMINATE DISCRIMINATORY BARRIERS

### Job Structuring and Upward Mobility:

ALDOT's Personnel Bureau's Recruiting Unit continued to work closely with State Personnel Department (SPD) when reviewing job descriptions to abolish, revise, or change. Entry level positions continued to be used to facilitate upward mobility within occupational areas. Also, the Department continued to use the Employee Development Program (EDP) to assist employees' efforts to gain knowledge which potentially could increase their competition for other classifications.

The ALDOT EXPRESSWAY (newsletter) which was published on a quarterly basis in years' past was discontinued until further notice. The EXPRESSWAY allowed ALDOT the opportunity to highlight employment activities such as new hires, promotions, new career heights, general information about ALDOT, etc. There was no set date as to when this newsletter would become available again.

### Recruitment and Placement

ALDOT Personnel Bureau's Recruiting Unit continues to actively and non-discriminately recruit qualified applicants to fill vacancies at ALDOT. The Recruiting Unit uses recruitment tools such as newspaper, job boards, the State of Alabama Personnel Department's job announcement notices, ALDOT's website sheets, and ALDOT's brochures to inform potential applicants/employees about jobs with the Department.

In 2016 (CY), ALDOT Recruiters attended eighteen (18) career events of which twelve (12) were focused primarily toward Civil Engineering. The Recruiting Unit continued to coordinate the On-Campus Interview process for the Civil Engineering Graduate classification when requested.

The Alabama State Personnel Department (SPD) continued to have the responsibility to review and validate written tests and other selection devices. ALDOT continued to use the interview and selection process as mandated by the State Personnel Department. NOTE: Applications issued during Recruiting events are sent by applicant directly to SPD for processing. Applications (excluding Direct Appointment applications) sent to ALDOT are automatically forwarded to SPD. Also, applicants have the option to submit an application on-line or download an application (via SPD website) to fill out and mail/fax it directly to SPD.

ALDOT's Compliance and Business Opportunities Bureau used Educational outreach programs geared toward youth to introduce students (specifically minorities) to careers in the Transportation field. Such programs included the National Summer Transportation Institute Program and the Youth Transportation Program at University of Alabama at Birmingham (UAB). These programs were used to help increase the pool of qualified applicants for future employment with ALDOT.



## Data Overview of New Hires

The number of individuals hired (Permanent Full Time) during CY2016 was three hundred fifty-four (354). The use of the Human Capital Management (HCM) database system allowed the inclusion of transfers from other state agencies as well as a more accurate collection of data. White males continued to have the highest number of newly hired individuals with one hundred seventy-four (174), while black males had the second highest number of new hires with ninety-four (94). In regards to female new hires, white females continued to have the highest total with forty-five (45) followed by black females with thirty-five (35). The highest number of new hires continued to be in the Skilled Craft job group with one hundred eighty-eight (188). Female new hires were noted in five (5) of the eight job groups (except Officials & Administrators, Protective Services and Paraprofessionals). There were eighty-one (81) female new hires overall which was 23% of the total new hires.

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Employment Report as of 12/31/2016**

## 3.New Hired Employees (Permanent Full Time Employees Only)

1/1/2016 to 12/31/2016

Job Categories	Total	White	(%)	Black	(%)	Male								Female											
						Hisp	(%)	Asian	(%)	Amlnd	(%)	Other	(%)	White	(%)	Black	(%)	Hisp	(%)	Asian	(%)	Amlnd	(%)	Other	(%)
Officials and Administrators	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Professionals	18	9	50%	6	33%	0	0%	0	0%	0	0%	0	0%	2	11%	1	6%	0	0%	0	0%	0	0%	0	0%
Technicians	41	30	73%	3	7%	1	2%	0	0%	0	0%	0	0%	3	7%	4	10%	0	0%	0	0%	0	0%	0	0%
Protective Services	0	0		0		0		0		0		0		0		0		0		0		0		0	
Paraprofessionals	0	0		0		0		0		0		0		0		0		0		0		0		0	
Admin Spt Incl. Cleric/Sales	56	5	9%	1	2%	0	0%	0	0%	0	0%	0	0%	33	59%	17	30%	0	0%	0	0%	0	0%	0	0%
Skilled Craft Workers	188	111	59%	69	37%	0	0%	0	0%	3	2%	1	1%	1	1%	3	2%	0	0%	0	0%	0	0%	0	0%
Service-Maintenance	49	17	35%	15	31%	0	0%	0	0%	0	0%	0	0%	6	12%	10	20%	0	0%	0	0%	0	0%	1	2%
Total New Hires	354	174	49%	94	27%	1	0%	0	0%	3	1%	1	0%	45	13%	35	10%	0	0%	0	0%	0	0%	1	0%

## Overview of Applicant Flow \*

Most state applications continued to be sent directly to State Personnel for review while other applications (such as Direct Appointments) are sent directly to the agency in which the job opening is located. Direct appointment positions at ALDOT include such positions as Transportation Worker, Clerical Aide, Custodial Worker, etc. When analyzing the Applicant flow at ALDOT, the following issues need to be considered: (1) the number of employees hired may be greater than the number of applications collected. For example, an employee may submit an application for Clerk (Office/Clerical) but be hired as an Account Clerk (Paraprofessional), (2) the number of applications may be inflated as a person can apply for **several positions**, but only be hired for one. For example, a person submits five applications for a job code in the Professionals category and then gets hired and (3) the number of employees hired may be inflated since a person will be counted multiple times if they were hired, terminated, and then rehired during the reporting period.)

ALDOT's Personnel Bureau (Recruiting Unit) received four hundred thirty-one (431) Direct Appointment applications. NOTE: Direct hires can be for such reasons as Rehires, New Employment, Transfers into the Agency/within the Agency, Change of Classification, Promotion, etc.

The following chart describes the total number of applications received at ALDOT's Central Office for Direct Appointment positions:

<b><u>APPLICANT FLOW FOR DIRECT APPOINTMENTS</u></b>		
<b><u>OFFICE/CLERICAL (47)</u></b>		
1. CLERICAL AIDE (11)		
Black Females		7
White Females		4
2. Clerk (34)		
Black Females		19
White Females		8
Black Males		4
White Males		3
3. Student Aide (2)		
Black Male		1
White Female		1

## **APPLICANT FLOW FOR DIRECT APPOINTMENTS**

### **SERVICE MAINTENANCE (180)**

1. TRANSPORTATION WORKER (167)
 

Asian Female	1
Asian Male	1
Black Females	39
Black Males	79
Other Female	1
Other Male	1
White Females	9
White Males	35
  
2. TRANSPORTATION WORKER SR. (13)
 

Black Females	4
Black Males	4
White Females	4
White Male	1

### **SKILLED CRAFT (204)**

1. TRAFFIC SIGN PAINTER I (53)
 

Black Females	15
Black Males	23
White Females	3
White Males	12
  
2. TRANSPORTATION MAINTENANCE TECH I (151)
 

Black Females	8
Black Males	94
White Female	1
White Males	47
Other Male	1

## Applicant Flow

### How the Merit System Works

State jobs in the classified service are under the merit system. The merit system is based on competition. Positions are filled on an equal opportunity basis.

#### **How to Apply**

To be considered for a job a person must be on the employment register. A person must submit an official application form. Each job class requires a separate application. An application can be downloaded from the State Personnel website or a person can get one from the State Personnel Department or a local State Employment Service. Photocopies of completed applications are also accepted.

Once complete, an application can be mailed to State Personnel at the address shown at the top of the application or FAXED to (334) 242-1110.

There are many different job classes with the State. Some of these are open on a continuous basis. You can apply for these at any time.

Other job classes are open on a current basis. An applicant must apply by the closing date. The closing date will be on the job announcement.

The State Personnel Department publishes an employment guide. This guide tells an applicant about different state jobs. It also tells applicants how they can be notified about these jobs. An employment guide can be found at the State Personnel Department or at the State Employment Service.

#### **How You Are Rated**

The minimum requirements for the job are on the announcement. An applicant must meet the requirements to be accepted. If an applicant did not meet the requirements they should not apply. For some jobs, applicants will take a written test. For other jobs, applicants get a score based on their education and experience. For a few jobs, applicants get a score based on some activity that must be performed. Some scores are number scores like 80 or 90. Other scores group similar applicants together. These groups are called bands and have names like Band 1 or Band 2.

**(NOTE:** Not all institutional degrees will be accepted. Please see the Degree Acceptance Policy on the State Personnel Department website for more information)

For current exams, written tests are given soon after the closing date. For continuous exams, written tests are given every three to four months. Applicants will be notified a week before the test and told the date, time, and place of the test. Applicants must show a picture identification at the test. Results will be sent to the applicant about four weeks after the test. Applicants must pass the test or evaluation to be put on the employment register.

Applicants must submit proof to get veteran's credit. Veteran's credit consists of five points added to the score. If an applicant is a disabled veteran, ten points will be added to the score. More information about this credit is on the application form.

#### **How Appointments Are Made**

Hiring is done by the various State agencies from names sent by the State Personnel Department. These are the top ten applicants on the register. The names of people not selected stay on the register to be considered for future jobs. Persons are usually hired at the minimum of the pay range.

## Promotions

The Recruiting Section continued to advertise positions at ALDOT via the State Personnel Department website, on bulletin boards at ALDOT Bureaus and Region Offices, and via e-mail. ALDOT employees continued to be encouraged by ALDOT Recruiting Section staff to apply for all jobs for which they feel they were qualified. Individuals wanting to be promoted must first apply for the position through the State Personnel Department. Upon meeting the minimum qualifications and being in the top ten (10) of the most qualified applicants, a supervisor can then select applicants to interview and promote.

### Data Overview of Promotions

A total of five hundred sixty-three (563) employees were promoted at ALDOT from January to December 2016. During CY2016, most promotions continued to occur in the Technicians job group followed by the Skilled Craft Workers job group. Minority representation overall was mainly noted in the Skilled Craft job group, with black males having the largest minority representation with fifty-five (55). In the Technicians job group, black males also had the largest minority total with thirty-two (32), with black females having the second highest minority total with thirteen (13). Females overall had its largest overall total in the Office Clerical job group with fifty-three (53).

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Promotion Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male				Female															
			White (%)	Black (%)	Hispanic (%)	Asian (%)	Amerind (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	Amerind (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	Amerind (%)	Other (%)	White (%)	Black (%)
Officials and Administrators	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	5	1	20%	3	60%	0	0%	0	0%	0	0%	0	0%	1	20%	0	0%	0	0%	0	0%
	43.0-54.9	4	3	75%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%	0	0%
	55.0-69.9	23	15	65%	2	9%	0	0%	0	0%	0	0%	0	0%	4	17%	2	9%	0	0%	0	0%
	70.0-Plus	61	50	82%	5	8%	0	0%	1	2%	0	0%	1	2%	3	5%	1	2%	0	0%	0	0%
	<b>SubTotal</b>	<b>93</b>	<b>69</b>		<b>10</b>		<b>0</b>		<b>1</b>		<b>0</b>		<b>1</b>		<b>9</b>		<b>3</b>		<b>0</b>		<b>0</b>	
Professionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	6	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	3	50%	0	0%	0	0%
	43.0-54.9	17	7	41%	4	24%	0	0%	0	0%	0	0%	0	0%	4	24%	2	12%	0	0%	0	0%
	55.0-69.9	40	30	75%	1	2%	0	0%	0	0%	0	0%	0	0%	4	10%	4	10%	1	2%	0	0%
	70.0-Plus	10	7	70%	0	0%	0	0%	0	0%	0	0%	0	0%	2	20%	1	10%	0	0%	0	0%
	<b>SubTotal</b>	<b>73</b>	<b>45</b>		<b>5</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>11</b>		<b>10</b>		<b>1</b>		<b>0</b>	
Technicians	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	4	1	25%	2	50%	0	0%	0	0%	0	0%	0	0%	0	0%	1	25%	0	0%	0	0%
	25.0-32.9	69	49	71%	7	10%	0	0%	0	0%	0	0%	0	0%	10	14%	3	4%	0	0%	0	0%
	33.0-42.9	64	32	50%	16	25%	0	0%	0	0%	1	2%	0	0%	6	9%	8	12%	0	0%	1	2%
	43.0-54.9	29	11	38%	5	17%	0	0%	0	0%	1	3%	0	0%	11	38%	1	3%	0	0%	0	0%
	55.0-69.9	11	7	64%	2	18%	0	0%	0	0%	0	0%	0	0%	2	18%	0	0%	0	0%	0	0%
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	<b>177</b>	<b>100</b>		<b>32</b>		<b>0</b>		<b>0</b>		<b>2</b>		<b>0</b>		<b>29</b>		<b>13</b>		<b>0</b>		<b>1</b>	
Protective Services	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	<b>0</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	
Paraprofessionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%
	25.0-32.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%
	33.0-42.9	3	0	0%	1	33%	0	0%	0	0%	0	0%	0	0%	2	67%	0	0%	0	0%	0	0%

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Promotion Report as of 12/31/2016**

1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	White (%)				Male				Female				White (%)				Black (%)				Asian (%)				Amdnd (%)				Other (%)					
			White	(%)	Black	(%)	Hisp	(%)	Asian	(%)	Amdnd	(%)	Other	(%)	White	(%)	Black	(%)	Hisp	(%)	Asian	(%)	Amdnd	(%)	Other	(%)	White	(%)	Black	(%)	Asian	(%)	Amdnd	(%)	Other	(%)
Admin Spt Incl. Cleric/Sales	43.0-54.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	6	0		1		0		0		0		0		4		1		0		0		0		0		0		0		0		0		0	
	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	20.0-24.9	14	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	9	64%	5	36%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	25.0-32.9	29	2	7%	0	0%	0	0%	0	0%	0	0%	0	0%	19	66%	7	24%	1	3%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	12	1	8%	0	0%	0	0%	0	0%	0	0%	0	0%	5	42%	6	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		
70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		
SubTotal	56	3		0		0		0		0		0		33		19		1		0		0		0		0		0		0		0		0		
Skilled Craft Workers	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	19	13	68%	4	21%	0	0%	0	0%	0	0%	0	0%	1	5%	1	5%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	25.0-32.9	103	59	57%	39	38%	1	1%	0	0%	1	1%	0	0%	1	1%	2	2%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	23	11	48%	11	48%	0	0%	0	0%	0	0%	0	0%	1	4%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	6	4	67%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	151	87		55		1		0		1		0		3		4		0		0		0		0		0		0		0		0		0	
Service-Maintenance	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	25.0-32.9	7	1	14%	0	0%	0	0%	0	0%	0	0%	0	0%	2	29%	4	57%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	7	1		0		0		0		0		0		2		4		0		0		0		0		0		0		0		0		0	
Total Full Time	563	305	54%	103	18%	1	0%	1	0%	3	1%	1	0%	91	16%	54	10%	2	0%	1	0%	0	0%	1	0%	1	0%	0	0%	1	0%	0	0%	1	0%	



## Training

Managers and supervisors continued to attend various workshops and seminars some of which were sponsored by the FHWA, Colleges/Universities, and in-house training efforts. The ALDOT EEO Officers also continued to be available to discuss any training issues that arose regarding discrimination to attend training classes. The Training Bureau continued to offer courses at the Department as well as through the Auburn University Montgomery (AUM) Continuing Education Program. Employees continued to have the opportunity to receive training on different computer programs (ACCESS, WORD, EXCEL, POWERPOINT, WEB DESIGN, etc.) writing skills, math skills, as well as office etiquette. The Department also continued to offer Civil Engineer Graduate employees study guides/sessions for the FE/PE Exam, as well as job rotation opportunities. The Training Bureau continued to input/monitor training data in the ALDOT Human Capital Management (HCM) database system.

### Data Overview of Training

The total number of training classes attended was thirteen thousand four hundred sixty-five (13,465). In regards to highest number of training classes attended by males, white males continued to complete the highest number of training classes by attending seven thousand one hundred sixty-four (7164), with Black males completing the second highest number of training classes at two thousand two hundred six (2206). American Indian males completed the third highest number of training classes with eighty (80). In regards to the highest number of training classes completed by females, white females continued to complete the highest number of training classes with two thousand two hundred seven (2207), with Black females completing the second highest at one thousand six hundred seven (1607) and American Indian females completing the third highest with fifty-one (51). Individuals in the Technician job group continued to complete the most training with three thousand eight hundred sixty-nine (3869). (NOTE: The calculations for each category include all of the training classes an employee attended during the reporting period. For example, if a black employee completed two (2) training classes during the reporting period, it would be counted twice on the report under the black ethnicity column.)

### EEO Training

During CY2016 ALDOT employees received EEO related training as well. Such training included: Interview & Selection, Ethics, Progressive Discipline, Dynamics of Supervision, and Dealing with Difficult People. ALDOT employees overall attended one thousand three hundred ninety (1390) EEO related training courses. Most of the EEO related training was attended by individuals in the Professionals and Technician job group. (NOTE: ALL ALDOT employees are required to attend certain EEO related courses over a specific time frame. For example, ALDOT employees are required to attend Ethics Training class once every three (3) years.) The numbers of individuals that attended the EEO related training are higher in the above mentioned job groups primarily because a large number of ALDOT employees work in those job groups.

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Training Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male				Female															
			White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)
Officials and Administrators	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	72	31	43%	36	50%	0	0%	0	0%	0	0%	0	0%	5	7%	0	0%	0	0%	0	0%
	43.0-54.9	215	101	47%	87	40%	0	0%	0	0%	0	0%	0	0%	16	7%	11	5%	0	0%	0	0%
	55.0-69.9	748	557	74%	65	9%	0	0%	4	1%	0	0%	0	0%	88	12%	29	4%	0	0%	5	1%
	70.0-Plus	1967	1495	76%	224	11%	7	0%	10	1%	14	1%	9	0%	130	7%	66	3%	0	0%	0	0%
	<b>SubTotal</b>	<b>3003</b>	<b>2184</b>		<b>413</b>		<b>7</b>		<b>14</b>		<b>14</b>		<b>9</b>		<b>239</b>		<b>106</b>		<b>0</b>		<b>5</b>	
Professionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	90	40	44%	10	11%	0	0%	0	0%	0	0%	0	0%	22	24%	12	13%	0	0%	0	0%
	43.0-54.9	1069	502	47%	158	15%	0	0%	3	0%	0	0%	0	0%	177	17%	224	21%	0	0%	5	0%
	55.0-69.9	1337	816	61%	143	11%	1	0%	3	0%	18	1%	6	0%	171	13%	158	12%	7	1%	0	0%
	70.0-Plus	341	187	55%	24	7%	6	2%	2	1%	1	0%	1	0%	100	29%	20	6%	0	0%	0	0%
	<b>SubTotal</b>	<b>2837</b>	<b>1545</b>		<b>335</b>		<b>7</b>		<b>8</b>		<b>19</b>		<b>7</b>		<b>470</b>		<b>414</b>		<b>7</b>		<b>5</b>	
Technicians	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	53	36	68%	7	13%	0	0%	0	0%	0	0%	0	0%	8	15%	2	4%	0	0%	0	0%
	25.0-32.9	1175	754	64%	118	10%	11	1%	0	0%	3	0%	3	0%	128	11%	158	13%	0	0%	0	0%
	33.0-42.9	1367	736	54%	220	16%	0	0%	0	0%	22	2%	3	0%	209	15%	161	12%	0	0%	2	0%
	43.0-54.9	761	376	49%	172	23%	0	0%	0	0%	10	1%	0	0%	113	15%	77	10%	0	0%	0	0%
	55.0-69.9	395	270	68%	52	13%	0	0%	0	0%	0	0%	0	0%	45	11%	28	7%	0	0%	0	0%
	70.0-Plus	118	88	75%	5	4%	0	0%	0	0%	0	0%	4	3%	19	16%	2	2%	0	0%	0	0%
	<b>SubTotal</b>	<b>3869</b>	<b>2260</b>		<b>574</b>		<b>11</b>		<b>0</b>		<b>35</b>		<b>10</b>		<b>522</b>		<b>428</b>		<b>0</b>		<b>2</b>	
Protective Services	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	14	4	29%	10	71%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	5	0	0%	5	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	<b>19</b>	<b>4</b>		<b>15</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	
Paraprofessionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%	0	0%	0	0%
	25.0-32.9	15	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	13%	13	87%	0	0%	0	0%
	33.0-42.9	64	0	0%	2	3%	0	0%	0	0%	0	0%	0	0%	35	55%	27	42%	0	0%	0	0%
	43.0-54.9	47	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	33	70%	14	30%	0	0%	0	0%

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Training Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male												Female											
			White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)												
Admin Spt Incl. Cleric/Sales	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	SubTotal	127	0	2	0	0	0	0	0	0	0	0	0	0	71	54	0	0	0	0	0	0	0	0		
	0.1-15.9	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0%	
	16.0-19.9	30	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	21	70%	8	27%	1	3%	0	0%	0	0%	0%	
	20.0-24.9	304	11	4%	3	1%	0	0%	0	0%	0	0%	0	0%	186	61%	99	33%	0	0%	0	0%	5	2%	0	
	25.0-32.9	623	3	0%	6	1%	0	0%	0	0%	0	0%	0	0%	373	60%	234	38%	6	1%	0	0%	0	0%	1	
	33.0-42.9	316	5	2%	10	3%	0	0%	0	0%	0	0%	0	0%	184	58%	115	36%	0	0%	0	0%	2	1%	0	
	43.0-54.9	82	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	60	73%	22	27%	0	0%	0	0%	0	0%	0	
55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0		
70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0		
SubTotal	1356	20		19		0		0		0		0		824	478	7		0		7		1				
Skilled Craft Workers	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	667	358	54%	279	42%	0	0%	0	6	1%	3	0%	12	2%	9	1%	0	0%	0	0%	0	0%	0	0%	
	25.0-32.9	637	377	59%	221	35%	2	0%	7	1%	3	0%	1	0%	7	1%	19	3%	0	0%	0	0%	0	0%	0	
	33.0-42.9	368	213	58%	140	38%	0	0%	0	0	1	0%	0	0%	3	1%	11	3%	0	0%	0	0%	0	0%	0	
	43.0-54.9	132	82	62%	48	36%	0	0%	0	0	0	0%	0	0%	0	0%	2	2%	0	0%	0	0%	0	0%	0	
	55.0-69.9	8	0	0%	3	38%	1	12%	0	0	0	0%	4	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	1812	1030		691		3		7		10		8		22	41	0		0		0		0		0	
Service-Maintenance	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	226	76	34%	68	30%	0	0%	0	2	1%	0	0%	24	11%	42	19%	0	0%	0	0%	0	14	6%		
	25.0-32.9	209	44	21%	89	43%	0	0%	0	0	0	0%	0	0%	35	17%	38	18%	0	0%	0	3	1%	0	0%	
	33.0-42.9	7	1	14%	0	0%	0	0%	0	0	0	0%	0	0%	0	0%	6	86%	0	0%	0	0	0	0	0%	
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	442	121		157		0		0		2		0		59	86	0		0		3		14			
Total Full Time	13465	7164	53%	2206	16%	28	0%	29	0%	80	1%	34	0%	2207	16%	1607	12%	14	0%	12	0%	51	0%	33	0%	

Compliance Management  
EEO Training Summary

Run Date: 3/16/2017

Run Time: 3:34 PM

For the period 1/1/2016 through 12/31/2016

Job Group	Course		Total	Total	Total	Total	Male						Female					
	Code	Title	Employees	Males	Females	Minority	White	Black	Asian	Amlnd	Hisp	Other	White	Black	Asian	Amlnd	Hisp	Other
Officials and Administrators	000650	Interview and Selection	13	11	2	3	8	1	1	0	0	1	2	0	0	0	0	0
	990943	Progressive Discipline	13	13	0	3	10	2	0	0	0	1	0	0	0	0	0	0
	991137	Dynamics of Supervision	8	7	1	4	3	3	0	0	0	1	1	0	0	0	0	0
	991474	Ethics Training/ALDOT	113	92	21	26	74	17	0	0	0	1	13	7	1	0	0	0
	992440	Dealing With Difficult People	6	5	1	2	3	1	0	0	0	1	1	0	0	0	0	0
Total			153	128	25	38	98	24	1	0	0	5	17	7	1	0	0	0
Professionals	000650	Interview and Selection	56	36	20	16	27	8	0	0	0	1	13	6	1	0	0	0
	990943	Progressive Discipline	46	28	18	18	19	8	1	0	0	0	9	9	0	0	0	0
	991137	Dynamics of Supervision	37	21	16	13	18	3	0	0	0	0	6	10	0	0	0	0
	991474	Ethics Training/ALDOT	178	125	53	57	94	25	2	1	1	2	27	24	1	0	0	1
	992440	Dealing With Difficult People	35	21	14	9	18	3	0	0	0	0	8	5	1	0	0	0
Total			352	231	121	113	176	47	3	1	1	3	63	54	3	0	0	1
Technicians	000650	Interview and Selection	28	20	8	9	15	5	0	0	0	0	4	3	0	1	0	0
	990943	Progressive Discipline	28	20	8	10	14	5	0	1	0	0	4	3	0	1	0	0
	991137	Dynamics of Supervision	10	7	3	3	6	1	0	0	0	0	1	2	0	0	0	0
	991474	Ethics Training/ALDOT	251	189	62	84	136	50	0	2	1	0	31	31	0	0	0	0
	992440	Dealing With Difficult People	16	9	7	5	6	3	0	0	0	0	5	1	0	1	0	0
Total			333	245	88	111	177	64	0	3	1	0	45	40	0	3	0	0
Protective Services	991137	Dynamics of Supervision	2	2	0	1	1	1	0	0	0	0	0	0	0	0	0	0
Total			2	2	0	1	1	1	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	000650	Interview and Selection	6	0	6	3	0	0	0	0	0	0	3	3	0	0	0	0
	990943	Progressive Discipline	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0
	991474	Ethics Training/ALDOT	9	0	9	7	0	0	0	0	0	0	2	7	0	0	0	0
Total			17	0	17	12	0	0	0	0	0	0	5	12	0	0	0	0
Office/Clerical	000650	Interview and Selection	15	0	15	7	0	0	0	0	0	0	8	7	0	0	0	0
	990943	Progressive Discipline	8	0	8	1	0	0	0	0	0	0	7	1	0	0	0	0
	991137	Dynamics of Supervision	18	0	18	6	0	0	0	0	0	0	12	6	0	0	0	0
	991474	Ethics Training/ALDOT	118	14	104	43	10	4	0	0	0	0	65	39	0	0	0	0
	992440	Dealing With Difficult People	4	0	4	2	0	0	0	0	0	0	2	2	0	0	0	0
Total			163	14	149	59	10	4	0	0	0	0	94	55	0	0	0	0
Skilled Craft	000650	Interview and Selection	6	6	0	1	5	1	0	0	0	0	0	0	0	0	0	0
	990943	Progressive Discipline	8	8	0	2	6	2	0	0	0	0	0	0	0	0	0	0
	991137	Dynamics of Supervision	3	3	0	1	2	1	0	0	0	0	0	0	0	0	0	0
	991474	Ethics Training/ALDOT	265	256	9	133	130	121	0	3	0	2	2	7	0	0	0	0
	992440	Dealing With Difficult People	4	4	0	1	3	1	0	0	0	0	0	0	0	0	0	0
Total			286	277	9	138	146	126	0	3	0	2	2	7	0	0	0	0
Service Maintenance	000650	Interview and Selection	3	0	3	2	0	0	0	0	0	0	1	2	0	0	0	0
	990943	Progressive Discipline	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0
	991137	Dynamics of Supervision	7	6	1	4	2	4	0	0	0	0	1	0	0	0	0	0
	991474	Ethics Training/ALDOT	71	50	21	45	21	29	0	0	0	0	5	15	0	0	0	1
	992440	Dealing With Difficult People	2	2	0	1	1	1	0	0	0	0	0	0	0	0	0	0
Total			84	58	26	52	24	34	0	0	0	0	8	17	0	0	0	1
Grand Total			1390	955	435	524	632	300	4	7	2	10	234	192	4	3	0	2

## Dismissals/Suspensions/Involuntary Demotions

The disciplinary review process is used to identify, prevent, and/or eliminate discriminatory barriers with respect to adverse personnel actions such as terminations (dismissals), suspensions, and involuntary demotions before they were made final. Employees involved in this process are located in the Administration Office, Legal Bureau, and Personnel Bureau. The process includes a review of relevant information to determine whether the disciplinary recommendation was (1) justified (i.e., based on a violation of employee work rules and/or policies); (2) consistent with progressive disciplinary procedures; and (3) consistent with similar situations in the past. To determine and maintain consistency in these personnel actions, comparative analyses were conducted from disciplinary action data gathered and maintained over several years. The process was followed for each disciplinary recommendation/action, regardless of race, gender, etc.

### Data Overview of Terminations/Separations

During CY2016, there were a total of three hundred eighty (380) terminations/separations. White males continued to have the highest total of terminations/separations with one hundred eighty-four (184), while black males continued to have the second highest terminations with ninety-nine (99) terminations. In regards to females, both white and black females continued to have the highest total terminations/separations with fifty-three (53) and forty (40) respectively. The most terminations continued to occur in the Skilled Craft job group with one hundred sixty-four (164). The least amount of terminations occurred in the Protective Service job group with no terminations. The causes for terminations/separations included such reasons as resignations, promotions to another position, retirements, dismissals, transfers, probation-outs (being dismissed after probation), or death. There were a total of thirty-six (36) disciplinary terminations to occur at ALDOT: Twenty-five (25) whites, ten (10) blacks, and one (1) Asian female. White males had the highest total disciplinary terminations with twenty (20). Four (4) disciplinary terminations were for individuals in under-utilized job groups: one (1) white female in the Official & Administrator job group, one (1) white female in the Technician group, one (1) white female in the Service Maintenance job group, and one (1) Asian female in the Professional job group. Based on the disciplinary process, the Title VII Coordinator stated that there were no discriminatory barriers that affected the recommendations for any of the (adverse) terminations.

### Data Overview of Demotions

A demotion occurs when an employee does not pass probation or is used as a disciplinary action. At the close of CY2016, there were seven (7) demotions at ALDOT. There were two (2) white males, two (2) black males, two (2) white females, and one (1) black female demoted at ALDOT.

### Data Overview of Suspensions

Suspension is the third step of the disciplinary process, following warnings and reprimands. A total of forty (40) employees were suspended during the 2016 AAP year. White males had the highest total suspensions with twenty-two (22) and black males had the second highest total suspensions with eleven (11). Females continued to have the lowest total suspensions with seven (7): four (4) white females and three (3) black females. During CY2016, the Skilled Craft and Technician job groups continued to have the largest number of suspensions with nineteen (19) and thirteen (13) respectively. Based on the disciplinary process, the Title VII Coordinator stated that there were no discriminatory barriers that affected the recommendations for any of the suspensions.

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Termination Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male				Female															
			White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)
Officials and Administrators	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	5	2	40%	3	60%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	55.0-69.9	8	5	62%	2	25%	0	0%	0	0%	0	0%	0	0%	1	12%	0	0%	0	0%	0	0%
	70.0-Plus	18	14	78%	1	6%	0	0%	0	0%	0	0%	0	0%	1	6%	2	11%	0	0%	0	0%
	<b>SubTotal</b>	<b>31</b>	<b>21</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Professionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	9	5	56%	1	11%	0	0%	0	0%	0	0%	0	0%	2	22%	0	0%	0	1	11%	0
	55.0-69.9	12	8	67%	2	17%	1	8%	0	0%	0	0%	0	0%	1	8%	0	0%	0	0%	0	0%
	70.0-Plus	3	2	67%	1	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>SubTotal</b>	<b>25</b>	<b>16</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Technicians	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	25.0-32.9	25	18	72%	3	12%	0	0%	0	0%	0	0%	0	0%	0	4	16%	0	0%	0	0%	0%
	33.0-42.9	24	8	33%	7	29%	0	0%	0	0%	0	0%	0	0%	5	21%	4	17%	0	0%	0	0%
	43.0-54.9	14	6	43%	1	7%	0	0%	0	0%	0	0%	0	0%	7	50%	0	0%	0	0%	0	0%
	55.0-69.9	11	6	55%	1	9%	0	0%	0	0%	0	0%	0	0%	3	27%	1	9%	0	0%	0	0%
	70.0-Plus	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	<b>SubTotal</b>	<b>77</b>	<b>41</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Protective Services	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Paraprofessionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	3	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	33%	2	67%	0	0%	0	0%

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Termination Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male												Female											
			White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)						
Admin Spt Incl. Cleric/Sales	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	SubTotal	3	0	0	0	0	0	0	0	0	0	0	0	1	2	0	0	0	0	0	0					
	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	16.0-19.9	2	0	0%	0	0%	0	0%	0	0%	0	0%	0	1	50%	1	50%	0	0%	0	0%	0				
	20.0-24.9	10	0	0%	0	0%	0	0%	0	0%	0	0%	0	6	60%	4	40%	0	0%	0	0%	0				
	25.0-32.9	15	2	13%	0	0%	0	0%	0	0%	0	0%	0	5	33%	8	53%	0	0%	0	0%	0				
	33.0-42.9	13	1	8%	0	0%	0	0%	0	0%	0	0%	0	8	62%	4	31%	0	0%	0	0%	0				
	43.0-54.9	1	0	0%	0	0%	0	0%	0	0%	0	0%	0	1	100%	0	0%	0	0%	0	0%	0				
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
SubTotal	41	3	0	0	0	0	0	0	0	0	0	0	21	17	0	0	0	0	0	0						
Skilled Craft Workers	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	20.0-24.9	57	27	47%	28	49%	0	0%	0	0%	1	2%	0	1	2%	0	0%	0	0%	0	0%	0				
	25.0-32.9	56	36	64%	16	29%	0	0%	0	0%	1	2%	0	2	4%	1	2%	0	0%	0	0%	0				
	33.0-42.9	37	16	43%	20	54%	0	0%	0	0%	0	0%	0	0	0%	1	3%	0	0%	0	0%	0				
	43.0-54.9	13	10	77%	3	23%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0				
	55.0-69.9	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0				
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	SubTotal	164	89	68	0	0	2	0	3	2	0	0	0	0	0	0	0	0	0	0	0					
	Service-Maintenance	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
16.0-19.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
20.0-24.9		11	6	55%	0	0%	0	0%	0	0%	0	0%	0	4	36%	1	9%	0	0%	0	0%	0				
25.0-32.9		26	7	27%	8	31%	0	0%	0	0%	0	0%	0	4	15%	7	27%	0	0%	0	0%	0				
33.0-42.9		1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0				
43.0-54.9		1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0	0%	0	0%	0	0%	0	0%	0				
55.0-69.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
70.0-Plus		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
SubTotal		39	14	9	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0					
Total Full Time		380	184	48%	99	26%	1	0%	0	0%	2	1%	0	0%	53	14%	40	11%	0	0%	1	0%	0			

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Demotion Report as of 12/31/2016**

1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male				Female											
			White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	AmerInd (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)
Officials and Administrators	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	2	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Services	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SubTotal</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Demotion Report as of 12/31/2016**

## 1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male												Female											
			White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)	White (%)	Black (%)	Hisp (%)	Asian (%)	Amind (%)	Other (%)						
Admin Spt Incl. Cleric/Sales	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SubTotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	25.0-32.9	2	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0%			
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
SubTotal	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0				
Skilled Craft Workers	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	25.0-32.9	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0%			
	33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	43.0-54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	55.0-69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	70.0-Plus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	SubTotal	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Service-Maintenance	0.1-15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
16.0-19.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
20.0-24.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
25.0-32.9		1	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0%			
33.0-42.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
43.0-54.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
55.0-69.9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
70.0-Plus		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
SubTotal		1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0			
Total Full Time		7	2	29%	2	29%	0	0%	0	0%	0	0%	0	0%	2	29%	1	14%	0	0%	0	0%	0	0%		

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Suspension Report as of 12/31/2016**

1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male										Female													
			White	(%)	Black	(%)	Hisp	(%)	Asian	(%)	AmInd	(%)	Other	(%)	White	(%)	Black	(%)	Hisp	(%)	Asian	(%)	AmInd	(%)	Other	(%)
Officials and Administrators	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	25.0-32.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	33.0-42.9	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	1	0		1		0		0		0		0		0		0		0		0		0		0	
Professionals	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	25.0-32.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	33.0-42.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	43.0-54.9	3	1	33%	2	67%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	3	1		2		0		0		0		0		0		0		0		0		0		0	
Technicians	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	25.0-32.9	8	5	62%	0	0%	0	0%	0	0%	0	0%	0	0%	3	38%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	4	1	25%	1	25%	0	0%	0	0%	0	0%	2	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	13	7		1		0		0		0		2		3		0		0		0		0		0	
Protective Services	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Suspension Report as of 12/31/2016**

1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male										Female													
			White	(%)	Black	(%)	Hisp	(%)	Asian	(%)	Amlnd	(%)	Other	(%)	White	(%)	Black	(%)	Hisp	(%)	Asian	(%)	Amlnd	(%)	Other	(%)
	20.0-24.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	25.0-32.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	33.0-42.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	SubTotal	0	0		0		0		0		0		0		0		0		0		0		0		0	
Paraprofessionals	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	25.0-32.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	33.0-42.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
SubTotal	0	0		0		0		0		0		0		0		0		0		0		0		0		
Admin Spt Incl. Cleric/Sales	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	2	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%
	25.0-32.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	33.0-42.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
SubTotal	2	0		0		0		0		0		0		2		0		0		0		0		0		
Skilled Craft Workers	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	4	4	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	25.0-32.9	10	7	70%	3	30%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	2	1	50%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%

**Alabama Department of Transportation**  
**Compliance Management**  
**EEO-4 Suspension Report as of 12/31/2016**

1.Full Time Employees (Temporary Employees Not Included)

Job Categories	Annual Salary in Thousands	Total	Male												Female											
			White (%)	Black (%)	Hispanic (%)	Asian (%)	American Indian (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	American Indian (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	American Indian (%)	Other (%)	White (%)	Black (%)	Hispanic (%)	Asian (%)	American Indian (%)	Other (%)
	43.0-54.9	2	1	50%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	55.0-69.9	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	<b>SubTotal</b>	19	13		6		0		0		0		0		0		0		0		0		0		0	
Service-Maintenance	0.1-15.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	16.0-19.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	20.0-24.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	25.0-32.9	2	1	50%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
	33.0-42.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	43.0-54.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	55.0-69.9	0	0		0		0		0		0		0		0		0		0		0		0		0	
	70.0-Plus	0	0		0		0		0		0		0		0		0		0		0		0		0	
	<b>SubTotal</b>	2	1		1		0		0		0		0		0		0		0		0		0		0	
<b>Total Full Time</b>		40	22	55%	11	28%	0	0%	0	0%	0	0%	0	0%	4	10%	3	8%	0	0%	0	0%	0	0%	0	0%

## Other Personnel Actions

Information on the Harassment and Discrimination Policy and Procedures continued to be found on the ALDOT intranet and the Bureau, Region (Area)/District bulletin boards. Also, ALDOT employees could always contact the Central Office Title VII Coordinator and/or Region EEO Officer if there were any questions regarding the Harassment and Discrimination Policy and Procedures.

The Department continued to follow guidelines to process alleged discrimination complaints by following the procedures revised on February 21, 2008. In addition, the Alabama State Personnel Board Rules continued to provide a system of appeal for employees who believed they had been discriminated against.

All ALDOT employees' benefits, including sick leave, annual leave, retirement, insurance, etc. continued to be provided in a non-discriminatory manner as directed by the Alabama State Personnel Rules.

## Post-Exit Questionnaire Overview

The Post-Exit Questionnaire form continued to be mailed on a quarterly basis to all former employees upon leaving ALDOT. At the close of December 31, 2016, three hundred ninety-two (392) post exit questionnaires were mailed. The questionnaires were sent to all former employees, including those that left ALDOT that were temporary as well as those employees that left, came back and left again during the same year. When filling out the Post-Exit Questionnaire, former employees could choose between the following reasons on why they were no longer with the organization: Lack of promotion, career change, transfer to another State Agency, increase in salary/benefits, family situation, health reasons, location of employment, dissatisfied with Management, dissatisfied with Co-workers, dissatisfied with working environment, and other. The top four reasons given as to why employees left ALDOT in 2016 were Lack of Promotion, Dissatisfied with Management, Increase in Salary/Benefits, and Dissatisfied with Working Environment. After reviewing the remarks, it was determined that some of the responses (especially those dealing with Dissatisfaction with Management) were opinionated statements made by former employees which may not necessarily reflect the actual events. All responses were reviewed and kept confidential. Post-exit questionnaires were received from former employees in all job groups. NOTE: Those that stated "Other" for the reason leaving was due primarily to retirement. Of the three hundred ninety-two (392) separations questionnaires mailed, only ninety (90) returned their questionnaire. (NOTE: All Post Exit mailings include a postage paid envelope. Questionnaires are returned on a voluntary basis.)

## EFFORTS TO ELIMINATE DISCRIMINATORY BARRIERS AND ACHIEVE GOALS

### **A. Problem Areas and Underutilization**

ALDOT noted underutilization in several jobs groups due to the use of the Civilian Labor Force data. The use of various classifications at ALDOT, also reflect classifications used in other State Agencies and private industry. Though some numbers were high in regards to underutilization at ALDOT, these numbers do not reflect the actual number of vacancies at the Department. These numbers are just a representation of the underutilization for the State of Alabama overall.

### **B. Goals to Address Underutilization**

#### Long Range Goals:

- To have all ALDOT Bureaus/Region Managers to encourage their supervisors to make good faith efforts to consider hiring individuals that represent those in underutilized groups when conducting interviews.

#### Short Range Goals:

- Encourage the ALDOT Recruiting Unit to maintain contact with College/University Career Centers and (Minority) Outreach programs to keep them informed about job opportunities with ALDOT.

### **C. Goal Implementation and Time Frames- Status Updates**

**STATUS:** Good faith efforts were made on a continuous basis to try to fill vacancies at ALDOT with individuals representing underutilized groups if those individuals could be reached on a register. (NOTE: State Personnel Department Rules allows for the top ten qualified applicants to be considered for vacant positions when any State Agency requests a list of potential applicants to interview/hire.)

**STATUS:** During CY2016, Appointment Ratio Reports were reviewed and sent on a quarterly basis to the Administration Bureau to make them aware of all personnel related actions regarding hires, promotions, or transfers. Also included with the report was a listing of the job groups at ALDOT as well as those groups that were underutilized. Additionally, the Office of Chief Engineer continued to review the hiring and promotion statistics of Bureau Chiefs/Region Engineers. Each Bureau Chief/Region Engineer continued to be evaluated annually on their efforts concerning equal opportunity hiring/promoting.

## NATIONWIDE MINORITY AND FEMALE RECRUITING SOURCES

Minority Institution Career Events attended during the CY2016
Alabama State University
Alabama A& M University

### Recruitment Initiatives:

ALDOT continued to offer introductory job information to high school students, college students, and college graduates regardless of race or gender. Classifications used in CY2016 included Civil Engineering Graduate and the Professional Civil Engineer Trainee.

The Civil Engineering Graduate (CEG) is a permanent full-time position with the Department of Transportation. This is entry level work in the field of civil engineering.

The Professional Civil Engineer Trainee classification is a full-time position that provides training and experience in civil engineering in order to stimulate interest in the state transportation department. In order to be employed in this class, employees are required to enroll in the Engineering Education and Training Program. This program requires employees to remain academically acceptable to college or university and successfully complete coursework each year that may be counted towards a Civil Engineering degree.

Also during CY2016, the Recruiting Section hosted high school students participating in the National Summer Transportation Institute Program. The aforementioned outreach program is designed to introduce high school students (specifically minorities) to careers in the transportation field.



## FOUR-FIFTHS RULE ANALYSIS

### Adverse Impact Report

The Four-Fifths Rule Analysis report gives a general overview on how individuals, if any, may have been adversely impacted in regards to how the Department hired, trained, promoted, or terminated applicants/employees. The purpose of the Four Fifths Rule Analysis report is to review the efforts of the Department regarding hiring, training, promotions, and terminations within each of the EEO categories. In general, the adverse impact ratio is merely a calculation of a lower (hiring, promotion, training) rate for a particular group, divided by the corresponding value for the highest (hiring, promotion, training) rate group. For example, if we assume that for a particular EEO category, Black Males exhibit a selection rate (SR) of .20, and the SR for the highest rate group (e.g. Hispanic Males) is .40, our adverse impact ratio would be .50 or 50%. Of course, in this scenario, the data suggest the possibility of adverse impact (i.e.  $.50 < .80$ ) for this combined EEO category, race/gender subgroup, and personnel action (i.e. Hiring). It is important to note that the adverse impact ratio does not necessarily establish that adverse impact has occurred, but it provides an indicator whereby both the Department and FHWA can examine the potential thereof. For example, issues such as sample size and selection rate often confound the calculation and therefore the determination of adverse impact. As well, each of the EEO categories is comprised of a significant number of job classifications that have been combined for this analysis.

The Department continued to be proactive in its efforts to ensure the employment practices in the aforementioned areas are consistent with our goal of fairness in employment matters. It is the Department's continued intent to treat all employees/potential employees fairly and equally when it comes to such areas as recruitment, hiring, demotions, retention, training, performance appraisals, promotions, etc. even though adverse impact may be perceived.

NOTE: In the Adverse Impact Analysis reports for New Hires and Promotions, the section entitled "Total Applicants" represents the total number of applications received at the State Personnel Department overall. The sections entitled "Total hires" and "Total Promoted" indicate the number of applicants that were actually hired or promoted at ALDOT.

The following is a brief synopsis of guidelines for New Hires/Promotions, Training, and Terminations that can sometimes adversely impact employment practices. (NOTE: The correlation of the total number of applicants/employees adversely impacted is NOT determined by ALDOT's employment process.)

#### *New Hires/Promotions*

When ALDOT requests to hire/promote an applicant/employee, the Department sends a request to SPD. A top-ten listing of potential applicants is then sent to ALDOT for consideration. (NOTE: Certificates of Eligibles came from the SPD database and they are used by ALL State Agencies in Alabama)

#### *Training*

The ALDOT Training Bureau provided various training opportunities for all ALDOT employees. The specific course and type of training depended on the employee meeting the pre-determined criteria and having received the authorization from their Supervisor/Bureau Chief/Region Engineer. The following categories are utilized for selection of training candidates:

Job Related - Training is required to improve the quality of work performance or operate in a specialized field

EDP - Training is required to fulfill the requirements of the Employee Development Program. A course requirement report is printed to capture the names of employees who need the particular class that is being offered. The report lists employees starting with the most past due date. Employees are selected from this report, starting with the most past due, and scheduled until the maximum number of students for the class has been reached. In the event there are less EDP participants than the class size, the remaining slots are then filled with NON-EDP employees who have expressed an interest in the class or their supervisor has expressed the employee's need for that class.

(NOTE: The EDP training is offered to each ALDOT employee to ensure that everyone is given an opportunity to participate and receive "On-the Job" training as well as participating in classroom type training. Employees participating in EDP are given priority when enrolling in courses that are required to complete the EDP Modules.)

NON-EDP Classes can be a requirement for an employee to perform their job duties. The classes can also include recertification or be a refresher course for one of the employee's skills. Their names would be submitted by their supervisors or Bureau/Region personnel.

Certification - Training required for employees to retain certification in a specialized field.

E-Learning - Training required for employees to improve the quality of work performance.

As stated earlier, training is approved by a Bureau Chief/Region Engineer or Manager/Supervisor. If an employee feels that they were denied the opportunity to attend a training class due to discrimination, the employee can file a grievance/complaint and the matter will then be investigated by the Title VII Coordinator. No grievances/complaints were filed regarding the denial of training during CY2014. It is the goal of the department to look into devising a reporting mechanism that analyzes training data more in terms of selection process, criteria and how it ensures selections are based on non-discriminatory factors.

### *Terminations (Dismissals)*

Disciplinary terminations at ALDOT follow the steps validated by the State Personnel Employee Work rules: Statutory Authority; Code of Alabama 1975 § 36-26-9 History Filed September 29, 1981-Amended File: May 24, 1985. ALDOT consistently ensures fairness of the disciplinary termination process. The disciplinary review process was used to identify, prevent, and/or eliminate discriminatory barriers with respect to adverse personnel actions such as terminations (dismissals), suspensions, and involuntary demotions before they were made final. The process is reviewed by the Administration Office, Legal Bureau, and Personnel Bureau. The process included a review of relevant information to determine whether the disciplinary recommendation was (1) justified (i.e., based on a violation of employee work rules and/or policies); (2) consistent with progressive disciplinary procedures; and (3) consistent with similar situations in the past. To determine and maintain consistency in these personnel actions, comparative analyses were conducted from disciplinary action data gathered and maintained over many years. Most importantly, the process was followed for each disciplinary recommendation/action, regardless of race, gender, etc.

# Alabama Department of Transportation

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

Page No.

Run Date

02-16-2017

For the period 1/1/2016 through 12/31/2016

## New Hires

Run Time

15:11:54

JOB CATEGORY: Officials and Administrators

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	8	2	0.2500	1.00	1.00>.80	N
Black Males	2		0.0000	0.00	0.00<.80	Y
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
Total Males	10	2	0.2000	1.00	1.00>.80	N
White Females	1		0.0000	0.00	0.00<.80	Y
Black Females						
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Females	1		0.0000	0.00	0.00<.80	Y

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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For the period 1/1/2016 through 12/31/2016

## New Hires

Run Time

15:11:54

JOB CATEGORY: Professionals

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	419	9	0.0215	0.34	0.34<.80	Y
Black Males	96	6	0.0625	1.00	1.00>.80	N
Hispanic Males	16		0.0000	0.00	0.00<.80	Y
Asian/Pacific Males	32		0.0000	0.00	0.00<.80	Y
American Indian Males	2		0.0000	0.00	0.00<.80	Y
Other Males	4		0.0000	0.00	0.00<.80	Y
Total Males	569	15	0.0264	1.00	1.00>.80	N
White Females	124	2	0.0161	1.00	1.00>.80	N
Black Females	78	1	0.0128	0.79	0.79<.80	Y
Hispanic Females	9		0.0000	0.00	0.00<.80	Y
Asian/Pacific Females	19		0.0000	0.00	0.00<.80	Y
American Indian Females						
Other Females	1		0.0000	0.00	0.00<.80	Y
Total Females	231	3	0.0130	0.49	0.49<.80	Y

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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For the period 1/1/2016 through 12/31/2016

## New Hires

Run Time

15:11:54

JOB CATEGORY: Technicians

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	378	30	0.0794	0.24	0.24<.80	Y
Black Males	97	3	0.0309	0.09	0.09<.80	Y
Hispanic Males	3	1	0.3333	1.00	1.00>.80	N
Asian/Pacific Males	10		0.0000	0.00	0.00<.80	Y
American Indian Males	1		0.0000	0.00	0.00<.80	Y
Other Males						
Total Males	489	34	0.0695	1.00	1.00>.80	N
White Females	70	3	0.0429	1.00	1.00>.80	N
Black Females	139	4	0.0288	0.67	0.67<.80	Y
Hispanic Females						
Asian/Pacific Females	4		0.0000	0.00	0.00<.80	Y
American Indian Females	2		0.0000	0.00	0.00<.80	Y
Other Females	1		0.0000	0.00	0.00<.80	Y
Total Females	216	7	0.0324	0.47	0.47<.80	Y

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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For the period 1/1/2016 through 12/31/2016

## New Hires

Run Time

15:11:54

JOB CATEGORY: Protective Service

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males						
Black Males						
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
Total Males						
White Females						
Black Females						
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Females						

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

For the period 1/1/2016 through 12/31/2016

#### New Hires

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Run Time

15:11:54

JOB CATEGORY: Paraprofessionals

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males						
Black Males						
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
Total Males						
White Females						
Black Females						
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Females						

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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## New Hires

Run Time

15:11:54

JOB CATEGORY: Office/Clerical

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	30	5	0.1667	1.00	1.00>.80	N
Black Males	16	1	0.0625	0.37	0.37<.80	Y
Hispanic Males						
Asian/Pacific Males	4		0.0000	0.00	0.00<.80	Y
American Indian Males	1		0.0000	0.00	0.00<.80	Y
Other Males						
Total Males	51	6	0.1176	1.00	1.00>.80	N
White Females	333	33	0.0991	1.00	1.00>.80	N
Black Females	371	17	0.0458	0.46	0.46<.80	Y
Hispanic Females						
Asian/Pacific Females	1		0.0000	0.00	0.00<.80	Y
American Indian Females						
Other Females	2		0.0000	0.00	0.00<.80	Y
Total Females	707	50	0.0707	0.60	0.60<.80	Y



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## Compliance Management

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## New Hires

Run Time

15:11:54

JOB CATEGORY: Skilled Craft

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	190	111	0.5842	0.58	0.58<.80	Y
Black Males	170	69	0.4059	0.41	0.41<.80	Y
Hispanic Males						
Asian/Pacific Males						
American Indian Males	4	3	0.7500	0.75	0.75<.80	Y
Other Males	1	1	1.0000	1.00	1.00>.80	N
Total Males	365	184	0.5041	1.00	1.00>.80	N
White Females	11	1	0.0909	0.58	0.58<.80	Y
Black Females	19	3	0.1579	1.00	1.00>.80	N
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females	3		0.0000	0.00	0.00<.80	Y
Total Females	33	4	0.1212	0.24	0.24<.80	Y

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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For the period 1/1/2016 through 12/31/2016

## New Hires

Run Time

15:11:54

JOB CATEGORY: Service Maintenance

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	24	17	0.7083	0.85	0.85>.80	N
Black Males	18	15	0.8333	1.00	1.00>.80	N
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
Total Males	42	32	0.7619	0.99	0.99>.80	N
White Females	6	6	1.0000	1.00	1.00>.80	N
Black Females	15	10	0.6667	0.67	0.67<.80	Y
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females	1	1	1.0000	1.00	1.00>.80	N
Total Females	22	17	0.7727	1.00	1.00>.80	N

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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Run Date

02-16-2017

For the period 1/1/2016 through 12/31/2016

## Promotions

Run Time

15:23:45

JOB CATEGORY: Officials and Administrators

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	895	69	0.08	0.31	0.31<.80	Y
Black Males	187	10	0.05	0.21	0.21<.80	Y
Hispanic Males	6		0.00	0.00	0.00<.80	Y
Asian/Pacific Males	4	1	0.25	1.00	1.00>.80	N
American Indian Males	20		0.00	0.00	0.00<.80	Y
Other Males	24	1	0.04	0.17	0.17<.80	Y
Total Males	1136	81	0.07	1.00	1.00>.80	N
White Females	138	9	0.07	1.00	1.00>.80	N
Black Females	86	3	0.03	0.53	0.53<.80	Y
Hispanic Females						
Asian/Pacific Females	1		0.00	0.00	0.00<.80	Y
American Indian Females						
Other Females						
Total Females	225	12	0.05	0.75	0.75<.80	Y

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## Promotions

Run Time

15:23:45

JOB CATEGORY: Professionals

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	728	45	0.06	1.00	1.00>.80	N
Black Males	150	5	0.03	0.54	0.54<.80	Y
Hispanic Males	10		0.00	0.00	0.00<.80	Y
Asian/Pacific Males	32		0.00	0.00	0.00<.80	Y
American Indian Males	1		0.00	0.00	0.00<.80	Y
Other Males	7		0.00	0.00	0.00<.80	Y
Total Males	928	50	0.05	1.00	1.00>.80	N
White Females	177	11	0.06	0.12	0.12<.80	Y
Black Females	252	10	0.04	0.08	0.08<.80	Y
Hispanic Females	6	1	0.17	0.33	0.33<.80	Y
Asian/Pacific Females	17		0.00	0.00	0.00<.80	Y
American Indian Females	2		0.00	0.00	0.00<.80	Y
Other Females	2	1	0.50	1.00	1.00>.80	N
Total Females	456	23	0.05	0.94	0.94>.80	N

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## Compliance Management

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02-16-2017

For the period 1/1/2016 through 12/31/2016

## Promotions

Run Time

15:23:45

JOB CATEGORY: Technicians

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	1445	100	0.07	0.62	0.62<.80	Y
Black Males	521	32	0.06	0.55	0.55<.80	Y
Hispanic Males	5		0.00	0.00	0.00<.80	Y
Asian/Pacific Males	5		0.00	0.00	0.00<.80	Y
American Indian Males	18	2	0.11	1.00	1.00>.80	N
Other Males	4		0.00	0.00	0.00<.80	Y
Total Males	1998	134	0.07	1.00	1.00>.80	N
White Females	288	29	0.10	0.50	0.50<.80	Y
Black Females	343	13	0.04	0.19	0.19<.80	Y
Hispanic Females						
Asian/Pacific Females	5	1	0.20	1.00	1.00>.80	N
American Indian Females	2		0.00	0.00	0.00<.80	Y
Other Females	2		0.00	0.00	0.00<.80	Y
Total Females	640	43	0.07	1.00	1.00>.80	N

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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For the period 1/1/2016 through 12/31/2016

## Promotions

Run Time

15:23:45

JOB CATEGORY: Protective Service

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males						
Black Males						
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
Total Males						
White Females						
Black Females						
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Females						

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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For the period 1/1/2016 through 12/31/2016

## Promotions

Run Time

15:23:45

JOB CATEGORY: Paraprofessionals

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	1		0.00	0.00	0.00<.80	Y
Black Males	7	1	0.14	1.00	1.00>.80	N
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
Total Males	8	1	0.13	0.73	0.73<.80	Y
White Females	9	4	0.44	1.00	1.00>.80	N
Black Females	18	1	0.06	0.13	0.13<.80	Y
Hispanic Females						
Asian/Pacific Females						
American Indian Females	1		0.00	0.00	0.00<.80	Y
Other Females	1		0.00	0.00	0.00<.80	Y
Total Females	29	5	0.17	1.00	1.00>.80	N

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

Page No.

Run Date

02-16-2017

For the period 1/1/2016 through 12/31/2016

## Promotions

Run Time

15:23:45

JOB CATEGORY: Office/Clerical

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	47	3	0.06	1.00	1.00>.80	N
Black Males	40		0.00	0.00	0.00<.80	Y
Hispanic Males	2		0.00	0.00	0.00<.80	Y
Asian/Pacific Males	3		0.00	0.00	0.00<.80	Y
American Indian Males						
Other Males						
Total Males	92	3	0.03	0.88	0.88>.80	N
White Females	602	33	0.05	0.49	0.49<.80	Y
Black Females	807	19	0.02	0.21	0.21<.80	Y
Hispanic Females	9	1	0.11	1.00	1.00>.80	N
Asian/Pacific Females	4		0.00	0.00	0.00<.80	Y
American Indian Females	8		0.00	0.00	0.00<.80	Y
Other Females	4		0.00	0.00	0.00<.80	Y
Total Females	1434	53	0.04	1.00	1.00>.80	N



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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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## Promotions

Run Time

15:23:45

JOB CATEGORY: Skilled Craft

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	1137	87	0.08	0.15	0.15<.80	Y
Black Males	772	55	0.07	0.14	0.14<.80	Y
Hispanic Males	2	1	0.50	1.00	1.00>.80	N
Asian/Pacific Males						
American Indian Males	9	1	0.11	0.22	0.22<.80	Y
Other Males						
Total Males	1920	144	0.08	1.00	1.00>.80	N
White Females	56	3	0.05	1.00	1.00>.80	N
Black Females	80	4	0.05	0.93	0.93>.80	N
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Females	136	7	0.05	0.69	0.69<.80	Y

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

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## Promotions

Run Time

15:23:45

JOB CATEGORY: Service Maintenance

Race Category	Total Applicants	Total Hires	Selection Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	1	1	1.00	1.00	1.00>.80	N
Black Males						
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
Total Males	1	1	1.00	1.00	1.00>.80	N
White Females	2	2	1.00	1.00	1.00>.80	N
Black Females	4	4	1.00	1.00	1.00>.80	N
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Females	6	6	1.00	1.00	1.00>.80	N

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### Compliance Management

#### Application Of Four-Fifths Rule Analysis

#### Training

For the period 1/1/2016 through 12/31/2016

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Run Time

15:49:21

JOB CATEGORY: Officials and Administrators

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	405	2184	5.39	0.60	0.60<.80	Y
Black Males	92	413	4.49	0.50	0.50<.80	Y
Hispanic Males	1	7	7.00	0.78	0.78<.80	Y
Asian/Pacific Males	2	14	7.00	0.78	0.78<.80	Y
American Indian Males	3	14	4.67	0.52	0.52<.80	Y
Other Males	1	9	9.00	1.00	1.00>.80	N
White Females	49	239	4.88	0.41	0.41<.80	Y
Black Females	25	106	4.24	0.35	0.35<.80	Y
Hispanic Females						
Asian/Pacific Females	1	5	5.00	0.42	0.42<.80	Y
American Indian Females						
Other Females	1	12	12.00	1.00	1.00>.80	N
Total Males	504	2641	5.24	1.00	1.00>.80	N
Total Females	76	362	4.76	0.91	0.91>.80	N

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#### Application Of Four-Fifths Rule Analysis Training

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15:49:21

JOB CATEGORY: Professionals

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	278	1545	5.56	0.88	0.88>.80	N
Black Males	61	335	5.49	0.87	0.87>.80	N
Hispanic Males	2	7	3.50	0.55	0.55<.80	Y
Asian/Pacific Males	4	8	2.00	0.32	0.32<.80	Y
American Indian Males	3	19	6.33	1.00	1.00>.80	N
Other Males	4	7	1.75	0.28	0.28<.80	Y
White Females	86	470	5.47	0.78	0.78<.80	Y
Black Females	73	414	5.67	0.81	0.81>.80	N
Hispanic Females	1	7	7.00	1.00	1.00>.80	N
Asian/Pacific Females	2	5	2.50	0.36	0.36<.80	Y
American Indian Females	2	14	7.00	1.00	1.00>.80	N
Other Females	1	6	6.00	0.86	0.86>.80	N
Total Males	352	1921	5.46	0.98	0.98>.80	N
Total Females	165	916	5.55	1.00	1.00>.80	N

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## Compliance Management

## Application Of Four-Fifths Rule Analysis

## Training

For the period 1/1/2016 through 12/31/2016

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JOB CATEGORY: Technicians

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	636	2260	3.55	0.32	0.32<.80	Y
Black Males	197	574	2.91	0.26	0.26<.80	Y
Hispanic Males	1	11	11.00	1.00	1.00>.80	N
Asian/Pacific Males						
American Indian Males	9	35	3.89	0.35	0.35<.80	Y
Other Males	4	10	2.50	0.23	0.23<.80	Y
White Females	158	522	3.30	0.37	0.37<.80	Y
Black Females	129	428	3.32	0.37	0.37<.80	Y
Hispanic Females						
Asian/Pacific Females	1	2	2.00	0.22	0.22<.80	Y
American Indian Females	3	27	9.00	1.00	1.00>.80	N
Other Females	1		0.00	0.00	0.00<.80	Y
Total Males	847	2890	3.41	1.00	1.00>.80	N
Total Females	292	979	3.35	0.98	0.98>.80	N

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#### Training

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JOB CATEGORY: Protective Services

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	1	4	4.00	1.00	1.00>.80	N
Black Males	5	15	3.00	0.75	0.75<.80	Y
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
White Females						
Black Females						
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Males	6	19	3.17	1.00	1.00>.80	N
Total Females						

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JOB CATEGORY: Paraprofessionals

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males						
Black Males	1	2	2.00	1.00	1.00>.80	N
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
White Females	27	71	2.63	0.88	0.88>.80	N
Black Females	18	54	3.00	1.00	1.00>.80	N
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Males	1	2	2.00	0.72	0.72<.80	Y
Total Females	45	125	2.78	1.00	1.00>.80	N

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#### Application Of Four-Fifths Rule Analysis Training

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JOB CATEGORY: Office/Clerical

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	25	20	0.80	0.46	0.46<.80	Y
Black Males	11	19	1.73	1.00	1.00>.80	N
Hispanic Males						
Asian/Pacific Males						
American Indian Males						
Other Males						
White Females	341	824	2.42	0.89	0.89>.80	N
Black Females	177	478	2.70	1.00	1.00>.80	N
Hispanic Females	3	7	2.33	0.86	0.86>.80	N
Asian/Pacific Females						
American Indian Females	3	7	2.33	0.86	0.86>.80	N
Other Females	1	1	1.00	0.37	0.37<.80	Y
Total Males	36	39	1.08	0.43	0.43<.80	Y
Total Females	525	1317	2.51	1.00	1.00>.80	N



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JOB CATEGORY: Skilled Craft

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	752	1030	1.37	0.20	0.20<.80	Y
Black Males	559	691	1.24	0.18	0.18<.80	Y
Hispanic Males	7	3	0.43	0.06	0.06<.80	Y
Asian/Pacific Males	1	7	7.00	1.00	1.00>.80	N
American Indian Males	8	10	1.25	0.18	0.18<.80	Y
Other Males	4	8	2.00	0.29	0.29<.80	Y
White Females	18	22	1.22	0.78	0.78<.80	Y
Black Females	26	41	1.58	1.00	1.00>.80	N
Hispanic Females						
Asian/Pacific Females						
American Indian Females						
Other Females						
Total Males	1331	1749	1.31	0.92	0.92>.80	N
Total Females	44	63	1.43	1.00	1.00>.80	N

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## Training

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JOB CATEGORY: Service Maintenance

Race Category	Total Workforce	Total Participants	Training Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	106	121	1.14	0.57	0.57<.80	Y
Black Males	149	157	1.05	0.53	0.53<.80	Y
Hispanic Males						
Asian/Pacific Males						
American Indian Males	1	2	2.00	1.00	1.00>.80	N
Other Males	1		0.00	0.00	0.00<.80	Y
White Females	52	59	1.13	0.16	0.16<.80	Y
Black Females	75	86	1.15	0.16	0.16<.80	Y
Hispanic Females						
Asian/Pacific Females						
American Indian Females	1	3	3.00	0.43	0.43<.80	Y
Other Females	2	14	7.00	1.00	1.00>.80	N
Total Males	257	280	1.09	0.87	0.87>.80	N
Total Females	130	162	1.25	1.00	1.00>.80	N

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## Compliance Management Application Of Four-Fifths Rule Analysis Separations

For the period 1/1/2016 through 12/31/2016

JOB CATEGORY: Officials and Administrators

Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	386	19	367	95.08%	0.95	0.95>.80	N
Black Males	87	6	81	93.10%	0.93	0.93>.80	N
Hispanic Males	1		1	100.00%	1.00	1.00>.80	N
Asian/Pacific Males	2		2	100.00%	1.00	1.00>.80	N
American Indian Males	3		3	100.00%	1.00	1.00>.80	N
Other Males							
White Females	41	2	39	95.12%	0.95	0.95>.80	N
Black Females	23	2	21	91.30%	0.91	0.91>.80	N
Hispanic Females							
Asian/Pacific Females	1		1	100.00%	1.00	1.00>.80	N
American Indian Females							
Other Females	1		1	100.00%	1.00	1.00>.80	N
Total Males	479	25	454	94.78%	1.00	1.00>.80	N
Total Females	66	4	62	93.94%	0.99	0.99>.80	N

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## Compliance Management Application Of Four-Fifths Rule Analysis Separations

For the period 1/1/2016 through 12/31/2016

JOB CATEGORY: Professionals							
Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	268	16	252	94.03%	0.94	0.94>.80	N
Black Males	57	4	53	92.98%	0.93	0.93>.80	N
Hispanic Males	2	1	1	50.00%	0.50	0.50<.80	Y
Asian/Pacific Males	4		4	100.00%	1.00	1.00>.80	N
American Indian Males	3		3	100.00%	1.00	1.00>.80	N
Other Males	5		5	100.00%	1.00	1.00>.80	N
White Females	85	3	82	96.47%	0.96	0.96>.80	N
Black Females	70		70	100.00%	1.00	1.00>.80	N
Hispanic Females	1		1	100.00%	1.00	1.00>.80	N
Asian/Pacific Females	2	1	1	50.00%	0.50	0.50<.80	Y
American Indian Females	2		2	100.00%	1.00	1.00>.80	N
Other Females							
Total Males	339	21	318	93.81%	0.96	0.96>.80	N
Total Females	160	4	156	97.50%	1.00	1.00>.80	N

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## Compliance Management Application Of Four-Fifths Rule Analysis Separations

For the period 1/1/2016 through 12/31/2016

JOB CATEGORY: Technicians							
Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	603	40	563	93.37%	0.93	0.93>.80	N
Black Males	193	12	181	93.78%	0.94	0.94>.80	N
Hispanic Males							
Asian/Pacific Males							
American Indian Males	9		9	100.00%	1.00	1.00>.80	N
Other Males	4		4	100.00%	1.00	1.00>.80	N
White Females	157	15	142	90.45%	0.90	0.90>.80	N
Black Females	127	9	118	92.91%	0.93	0.93>.80	N
Hispanic Females							
Asian/Pacific Females	1		1	100.00%	1.00	1.00>.80	N
American Indian Females	3		3	100.00%	1.00	1.00>.80	N
Other Females	1		1	100.00%	1.00	1.00>.80	N
Total Males	809	52	757	93.57%	1.00	1.00>.80	N
Total Females	289	24	265	91.70%	0.98	0.98>.80	N

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## Compliance Management Application Of Four-Fifths Rule Analysis Separations

For the period 1/1/2016 through 12/31/2016

JOB CATEGORY: Protective Services							
Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	1		1	100.00%	1.00	1.00>.80	N
Black Males	5		5	100.00%	1.00	1.00>.80	N
Hispanic Males							
Asian/Pacific Males							
American Indian Males							
Other Males							
White Females							
Black Females							
Hispanic Females							
Asian/Pacific Females							
American Indian Females							
Other Females							
Total Males	6		6	100.00%	1.00	1.00>.80	N
Total Females							

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

For the period 1/1/2016 through 12/31/2016

## Separations

JOB CATEGORY: Paraprofessionals							
Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males							
Black Males							
Hispanic Males							
Asian/Pacific Males							
American Indian Males							
Other Males							
White Females	23	1	22	95.65%	1.00	1.00>.80	N
Black Females	16	2	14	87.50%	0.91	0.91>.80	N
Hispanic Females							
Asian/Pacific Females							
American Indian Females							
Other Females							
Total Males							
Total Females	39	3	36	92.31%	1.00	1.00>.80	N

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## Compliance Management Application Of Four-Fifths Rule Analysis Separations

For the period 1/1/2016 through 12/31/2016

JOB CATEGORY: Office/Clerical							
Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	22	3	19	86.36%	0.86	0.86>.80	N
Black Males	12		12	100.00%	1.00	1.00>.80	N
Hispanic Males							
Asian/Pacific Males							
American Indian Males							
Other Males							
White Females	311	20	291	93.57%	0.94	0.94>.80	N
Black Females	160	14	146	91.25%	0.91	0.91>.80	N
Hispanic Females	3		3	100.00%	1.00	1.00>.80	N
Asian/Pacific Females							
American Indian Females	3		3	100.00%	1.00	1.00>.80	N
Other Females	2		2	100.00%	1.00	1.00>.80	N
Total Males	34	3	31	91.18%	0.98	0.98>.80	N
Total Females	479	34	445	92.90%	1.00	1.00>.80	N



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## Compliance Management Application Of Four-Fifths Rule Analysis Separations

For the period 1/1/2016 through 12/31/2016

JOB CATEGORY: Skilled Craft							
Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	641	73	568	88.61%	0.89	0.89>.80	N
Black Males	488	58	430	88.11%	0.88	0.88>.80	N
Hispanic Males	7		7	100.00%	1.00	1.00>.80	N
Asian/Pacific Males	1		1	100.00%	1.00	1.00>.80	N
American Indian Males	5	1	4	80.00%	0.80	0.80>.80	N
Other Males	4		4	100.00%	1.00	1.00>.80	N
White Females	16	3	13	81.25%	0.89	0.89>.80	N
Black Females	24	2	22	91.67%	1.00	1.00>.80	N
Hispanic Females							
Asian/Pacific Females							
American Indian Females							
Other Females							
Total Males	1146	132	1014	88.48%	1.00	1.00>.80	N
Total Females	40	5	35	87.50%	0.99	0.99>.80	N

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## Compliance Management

### Application Of Four-Fifths Rule Analysis

For the period 1/1/2016 through 12/31/2016

## Separations

JOB CATEGORY: Service Maintenance

Race Category	Total Workforce 1/1/2016	Total Separations	Number Retained	Retention Rate	Ratio to Highest Rate	4/5 Rule 80% of Base	Adverse Impact
White Males	99	13	86	86.87%	0.87	0.87>.80	N
Black Males	138	9	129	93.48%	0.93	0.93>.80	N
Hispanic Males							
Asian/Pacific Males							
American Indian Males	1		1	100.00%	1.00	1.00>.80	N
Other Males							
White Females	48	8	40	83.33%	0.83	0.83>.80	N
Black Females	67	7	60	89.55%	0.90	0.90>.80	N
Hispanic Females							
Asian/Pacific Females							
American Indian Females	1		1	100.00%	1.00	1.00>.80	N
Other Females	1		1	100.00%	1.00	1.00>.80	N
Total Males	238	22	216	90.76%	1.00	1.00>.80	N
Total Females	117	15	102	87.18%	0.96	0.96>.80	N

## PROGRAM EVALUATION

### INTERNAL PROGRAM EVALUATION

The Affirmative Action Officer continued to have the task of monitoring and reporting ALDOT's progress towards equal employment opportunity in the workforce.

On a quarterly basis appointment ratio reports were prepared and sent to the Transportation Director and Chief Engineer which included employment activity information for the Central Office and Regions. The report included the current workforce profile which provided information for an analysis of ALDOT's progress toward achieving its affirmative action goals. (NOTE: ALDOT Bureau Chiefs/Region Engineers' Performance Appraisal/Evaluation scores were based partially on the results of the Appointment Ratio reports. Each Bureau Chief/Region Engineer met with their Supervisor (in the Administration Office) to discuss the importance of fair employment practices and importance of diversity in the workforce. Each Bureau Chief/Region Engineer was encouraged to consider hiring/promoting individuals in underutilized job groups if opportunities were to occur and to promote the importance of Affirmative Action/ EEO efforts in their Bureau/Region. ALDOT Bureau Chiefs and Region Engineers were held accountable by being asked to keep accurate documentation and being knowledgeable of all employment practices that take place in their respective Bureau or Region.

An annual Affirmative Action Program Update was prepared and submitted to the Federal Highway Administration's Division Administrator with the following information:

1. Efforts toward implementing recommendations;
2. Progress towards achievement of agency AA goals;
3. Progress towards the correction of problem areas; and
4. General comments about the agency's EEO/AA program.

Supervisors and Managers assisted in establishing specific numerical goals and objectives for the ensuing year. The Affirmative Action Program Update 2016 (CY2015) was reviewed and approved by the Federal Highway Administration on June 2, 2016.

## Update on FHWA Comment(s)/Recommendation(s) and Future Goals for CY2017

### FHWA REQUEST:

The STA should schedule EEO Leadership Training for its managers and supervisors within the next four months or as soon as practical. Our (FHWA-Alabama) Division and Resource Center will assist you. We recommend that ALDOT develop EEO training covering the EEO and AAP program and that it be done at least every two years for ALDOT's supervisors and managers (23 CFR § 230, Subpart C, App. A).

### ALDOT's RESPONSE:

On September 22, 2016, ALDOT's Compliance & Business Opportunities Bureau scheduled a mandatory EEO Training for Managers and Supervisors at ALDOT. The training was presented by the FHWA Civil Rights Specialist from Washington D.C. via video conference, with ALDOT's Affirmative Action Officer assisting with the presentation from the Central Office location. The training was set up to do the following:

- To define authorities and regulations for State Internal Equal Employment Opportunity (SIEEO) Program requirements.
- To identify key responsibilities of managers and supervisors regarding SIEEO Program requirements and Affirmative Action Plan components.
- To emphasize FHWA's expectations of the State DOT's administration of the SIEEO program.
- To provide a forum for discussion and clarification on program requirements, promising practices, and emerging issues.

### Expanded Efforts for Affirmative Action Program

As requested by the Federal Highway Administration (FHWA), ALDOT Administration and the Compliance & Business Opportunities Bureau Chief, ALDOT expanded its efforts to ensure employees were informed about the Affirmative Action Program overall by conducting one on one interviews. In October 2016, the Affirmative Action Officer scheduled visits to the ALDOT Region Offices to discuss the Affirmative Action Program with randomly selected employees (from different races and job groups). During the interviews, the selected employees were asked questions regarding their understanding of the Alabama Department of Transportation's (ALDOT) Affirmative Action Program (AAP) and general ALDOT employment related questions. The interviews allowed ALDOT employees to express their feelings about the working environment as well as explain things about the ALDOT policies/procedures, recruitment efforts, training opportunities, career progression, and work schedules. The purpose of the interviews was to bring awareness about the Affirmative Action Program and to address any issues that may be misunderstood/misinterpreted/not known by the employees. It also allowed the Department to evaluate the effectiveness of the Affirmative Action Program and to determine whether improvements, if any, should be made based on the employee comments.

Several employees stated that they had heard of the Affirmative Action Plan, but did not really know much about it. Many knew the basics about the policies/procedures at the Department and the employment/training opportunities offered. Many wished more attention was put on career progression, flexible time schedules, and salary increases. Each interview took about fifteen (15) minutes with a close out review of the notes being given to the Region Engineer at the end. In closing, all Managers/Supervisors were asked to continue to make sure ALL employees are aware of ALDOT's Affirmative Action Plan, policies & procedures, training opportunities, vacancies, and other personnel

related information. Managers/Supervisors **should** have staff meetings/safety meetings (monthly/quarterly) to discuss ALDOT employment related information.

#### GOAL FOR CY2017:

- Finish the AAP Interviews with the randomly selected employees in the Bureaus.
- Send out the Affirmative Action Plan via email to all ALDOT employees globally.

#### EEO TRAINING MODULE

In addition to the bi-annual **Personnel & Compliance** Conference, ALDOT's Compliance & Business Opportunities Bureau Chief requested the development of EEO Training Modules for all ALDOT Managers/Supervisors. The modules would train managers and supervisors on the different components of the Compliance & Business Opportunities Bureau: Internal Programs, External Programs and Disadvantaged Business Enterprise (DBE). As related to the Affirmative Action Program (AAP), managers and supervisors would be required to participate in EEO seminars covering the Affirmative Action Program, the overall EEO programs and the administration of the policies and procedure incorporated therein, and on Federal, State, and local laws relating to EEO. Upon completion of the modules, Managers/Supervisors will receive a Certificate of Completion. Each Manager/Supervisor is expected to complete the training every two (2) years.

#### GOAL FOR CY2017:

- The development/completion of the EEO module will depend on the approval time frame and the assistance from the ALDOT Training Bureau. It is **projected** that the EEO Module Committee have a final draft ready for review during CY2017.

#### EEO CONFERENCE

During CY2016, ALDOT had planned a Personnel & Compliance Conference for all Bureau Chiefs, Region Engineers and Managers/Supervisors to attend in spring of 2017. However, due to unforeseen circumstances the planning of the Conference was put on hold until further notice. The Conference is still in development and is tentatively set for CY2018.

#### UPDATE FOR ADMINISTRATION

The Transportation Director was given a copy of the 2016 AAP Update and was aware of ALDOT's employment actions. On May 31, 2016, the close out meeting was held with the Assistant Transportation Director/Administration, FHWA Civil Rights Specialist, Special Council, Affirmative Action Officer, Internal Programs Unit Supervisor and Compliance & Business Opportunities Bureau Chief to discuss the progress and deficiencies of ALDOT Department recruitment goals. The Affirmative Action Plan was conditionally approved by FHWA on June 2, 2016, pending EEO/AAP training for ALDOT managers/supervisors. NOTE: EEO Leadership Training was held on September 22, 2016, thus meeting the approval request of FHWA.

## EMPLOYMENT STATISITCAL DATA ANALYSIS

The total population of the State of Alabama is 4,779,736 (four million seven hundred seventy-nine thousand seven hundred thirty-six) as derived from the 2010 U. S. Census Data. The total population in the State, by race/ethnic group, is described below.

The total population in the State,

### Population and Employment by Race/Ethnic Group and Gender 2010 Census of Population State of Alabama

	Number	Percent
Total Population	4,779,736	100
White	3,275,394	69
Black	1,251,311	26
Hispanic	185,602	4
Native American	28,218	1
Asian /Pacific Islander	56,652	1
Some other race	96,910	2
Two or More Races*	71,251	1

The total labor market in the State of Alabama, with a breakdown by racial/ethnic identification and sex,

### Available in the Civilian Labor Force

Occupational Groups	Total	White		Black		Hispanic		Asian		American Indian		Total Minority		Total Fem.
(In numbers)	All	M	F	M	F	M	F	M	F	M	F	M	F	N/A
Office/Administrators	215,655	112,870	65,535	13,125	18,540	1,505	830	1,380	940	545	385	16,555	20,695	86,230
Professional	343,095	117,395	156,530	17,145	42,175	1,935	2,205	2,535	1,785	580	810	22,195	46,975	203,505
Technical	66,474	20,360	30,325	3,815	10,620	200	330	295	209	210	110	4,520	11,269	41,594
Para-Professional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	570,200	144,780	276,930	36,735	99,855	2,045	4,395	1,020	1,955	575	1,910	40,375	108,115	385,045
Skilled Craft	224,525	173,225	9,265	32,200	4,045	3,210	205	625	100	1,625	25	37,660	4,375	13,640
Service Maintenance	646,720	241,160	152,740	124,700	110,160	5,925	4,230	1,925	2,340	1,850	1,690	134,400	118,420	271,160
Protective Services	44,223	24,870	4,695	9,840	3,965	514	4	30	35	135	135	10,519	4,139	8,834

Utilized 2010 Census Data