



City of Phoenix

**PUBLIC TRANSIT
DEPARTMENT**

**EQUAL EMPLOYMENT
OPPORTUNITY PROGRAM
TRIENNIAL UPDATE**

FTA C - 4704.1

August 2014



City of Phoenix

PUBLIC TRANSIT DEPARTMENT

August 25, 2014

Mr. Derrin Jourdan
FTA Region 9 Civil Rights Officer
201 Mission Street, Suite 22102
San Francisco, CA 94105-1926

RE: Triennial 2014 Equal Employment Opportunity (EEO) Update

Dear Mr. Jourdan:

Enclosed with this letter is the City of Phoenix Public Transit Department's (PTD) triennial EEO Program Plan update. This triennial update is submitted in accordance with FTA Circular 4704.1, Equal Employment Opportunity Program Guidelines for Grant Recipients.

As of June 1, 2014, the PTD had 167 full-time employees, 65 females comprised 39% and 81 minorities comprised 49% of the full time work force (See Table II). The growth rate for the PTD has declined due to retirements, budget constraints associated with filling vacant positions and the outsourcing of a function. The PTD has decreased by 23% (51 employees) in the past three years. The growth rate in female employees has remained consistent, while there was a decrease of minorities by 10%. The percentage for minorities exceeds the corresponding Maricopa County Local Market Availability (LMA) percentages.

The department's current female and minority utilization by job category to the Maricopa County LMA for each job category shows four federal job categories in which underutilization exists: Technicians, Protective Service Sworn, Protective Service Non-Sworn, and Service Maintenance. The department is at parity with the Maricopa County LMA in the federal categories of Officials and Administrators, Professionals, Office and Clerical.

The department has employment goals to decrease female underutilization in the Protective Service Sworn and Protective Service Non-Sworn areas. The department also has employment goals to reduce minority underutilization in the Protective Service Sworn area.

Our point of contact for any questions you may have regarding our EEO Program is Susan Sweeden, Equal Opportunity Specialist for the Public Transit Department. Her phone number is 602-534-2667.

Sincerely,

Maria Hyatt
Public Transit Director

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City of Phoenix Public Transit Department General Overview and Accomplishments

Phoenix residents have come to view public transit as an affordable alternative to a personal vehicle. Work is a top destination for 55% of passengers, with shopping as another for 45% of riders, and for 23% of passengers transit is their ride to school. The Public Transit Department operates local bus, Express bus, RAPID bus, and circulator routes, dial-a-ride service for qualified residents, and Senior Center Shuttle transportation for qualifying senior center participants. The department also funds its portion of METRO light rail service.

Funding for public transit comes from local, regional, and federal sources:

- Transit 2000 - 4/10ths of a cent local sales tax to improve services for its residents
- Proposition 400 - regionally approved transportation funding for the Valley
- Federal grants - capital improvements such as new passenger shelters, city buses, and bus maintenance yards

As the designated recipient of federal funds, Phoenix oversees the application for and disbursement of federal grant monies to other transit providing cities and agencies in the Valley.

Bus and dial-a-ride services are contracted to private companies to manage operations: they hire bus operators, mechanics, road supervisors, and administrative personnel to do the work. Other outsourced work includes shelter cleaning, advertising sales, and Senior Center Shuttle.

Bus and light rail security are managed by the Phoenix Police Department. A bureau commander and two lieutenants oversee the sergeants, patrol officers, and police assistants assigned to uphold security on transit vehicles and facilities.

Transit Operations Information		
Bus Rider-ship (Fiscal Year 2012-13) <ul style="list-style-type: none"> • 38.4 million bus passengers boardings - annually • 3.2 million passenger boardings - monthly average • 130,885 passenger boardings - weekday average 	Bus Fleet, Fixed Route <ul style="list-style-type: none"> • 64 articulated buses (60 ft.) • 336 standard buses (40 ft.) • 56 RAPID buses (45 ft.) • 9 DASH buses (30 ft.) • 21 neighborhood circulator mini-buses 	Passenger Facilities <ul style="list-style-type: none"> • 8 Park and Rides (city-owned) • 6 Transit Centers • 3,955 bus stops • 2,510 with passenger shelters • 1,016 with advertising kiosks
Bus Routes Phoenix operates 46 of the 104 Valley Metro bus routes <ul style="list-style-type: none"> • 35 local bus routes • 1 limited stop route • 5 RAPID commuter bus routes • 3 neighborhood circulator routes • 2 business circulator routes 	Phoenix Dial-a-Ride <ul style="list-style-type: none"> • 125 mini-buses • 315,561 passenger trips - annually 	Alternative Transportation Programs <ul style="list-style-type: none"> • Senior Cab: 8,887 passengers - annually • ADA Cab: 1,697 passengers - annually • Work Trips: 2,746 passengers - annually • Dialysis Trips: 16,075 passengers - annually

Primary Accomplishments from 2011 – 2014

FEDERAL DISCRETIONARY FUNDS

Public Transit received more than \$6.67 million in federal grants to support operations and capital projects. Projects include a taxi subsidy program for Phoenix seniors and persons with disabilities; funding service on three high-capacity routes offering regional connectivity; and a collaborative effort between Public Transit, Neighborhood Services, and Street Transportation Departments for pedestrian and transit enhancements in the historic Garfield District.

SENIOR & ADA CAB PROGRAMS

The adoption of this cab voucher program for seniors is a permanent alternative service program that makes available subsidized coupons to Phoenix seniors age 65 and older. A second taxi subsidy program was established for Phoenix residents who are certified under the Americans with Disabilities Act (ADA) for complementary paratransit. The ADA program offers an alternative to persons with disabilities for same day transportation in addition to reservations based next day transportation with program parameters similar to Senior Cab.

HAPPY VALLEY ROAD/I-17 PARK-AND-RIDE

The ARRA-funded Happy Valley Road/I-17 Park and- Ride opened for service on January 24, 2011. This park-and-ride serves RAPID I-17 bus riders from North Phoenix to downtown Phoenix and is already nearing 50 percent capacity. The park-and-ride was developed to alleviate overcrowding at the Bell Road/I-17 Park and-Ride and expand service to the north.

LAUNCH OF RAPID CENTRAL-SOUTH MOUNTAIN

In conjunction with the completion of the 27th Avenue and Baseline Road Park-and-Ride, the Public Transit Department worked to accelerate funding for Central-South Mountain RAPID™ service by over two years using adjustments in Proposition 400 allocations. RAPID™ provides commuter service from the city's outlying areas commuter service from the city's outlying areas into downtown employment hubs into downtown employment hubs.

REOPENING OF CENTRAL STATION

On July 4, 2011, the newly refurbished Central Station was reopened to passenger and bus traffic after a nearly year-long construction project. The update of the city's primary transit hub was supported by \$3.7 million from the American Recovery and Reinvestment Act. As part of the refurbishment project, signage and other passenger amenities were improved, and several innovative environmentally-friendly features - including solar power and pervious concrete, were added.

NORTHWEST LIGHT RAIL EXTENSION PROJECT

The northwest segment of light rail, running from 19th Avenue and Bethany Home Road north to Dunlap Avenue, was intended to be operational by fall of 2012. The project was delayed due to declining revenue during the economic downturn.

On June 20, 2012, the City Council agreed to advance \$60 million of Transit 2000 funding to Valley Metro Rail to get the first phase of the extension under way. Without this action, no light rail projects would be completed in Phoenix until 2021. Construction started in January 2013 and the extended service is expected to be operational by early 2016.

19TH AVENUE CONNECTOR

Transit learned many lessons during construction of the first 20 miles of light rail. It was that knowledge that led to the implementation of the 19th Avenue Connector service. The 19C travels through the northwest extension construction site, operating on a continuous loop between the 19th Ave/Montebello Transit Center and Metrocenter Transit Center. Circulator and standard size buses are used to carry passengers through an area where bus stops shift daily to accommodate the work being completed. The service is free and operates seven days a week. More than a half million boardings were logged in its first five months. The service will be available throughout construction.

SENIOR CENTER SHUTTLE

Two years of hard work and senior center input led to the successful transition of Reserve-A-Ride to the Senior Center Shuttle program. Reserve-A-Ride mini-bus service was first implemented more than 40 years ago to ensure seniors had transportation to and from senior centers for meals and activities. In May 2011, Public Transit staff began researching innovative and alternative methods to respond to an increasing demand for service. This led to a four-month pilot program using taxicabs during the fall of 2012 at the Desert West and Helen Drake Senior Centers. Seniors overwhelmingly preferred the cab program and the City Council unanimously approved it in June 2013.

SECTION A STATEMENT OF POLICY

The City of Phoenix Public Transit Department (PTD) will ensure that equal employment opportunity is afforded in all employment practices including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits and other terms and conditions of employment.

The PTD shall not discriminate against any employee or applicant on the basis of race, religion, color, sex, age, national origin, or disability. Management intends to comply with all requirements of the Americans with Disabilities Act and reiterates that sexual harassment in the workplace will not be tolerated. The PTD shall take affirmative action steps to ensure that applicants receive fair treatment in the selection process and that during employment employees have a positive work environment free of discrimination.

In light of its commitment to affirmative action in recruitment and employment practices, the PTD shall undertake an Equal Employment Opportunity (EEO) Program. This program will include goals and timetables in order to overcome the effects of past discrimination on minorities and women.

The responsibility for the implementation and monitoring of the EEO Program will be assigned to the PTD's Equal Opportunity Specialist. However, all management personnel shall share in this responsibility through specific tasks assigned to ensure compliance is achieved. In addition, performance by managers, supervisors, etc., will be evaluated on the success of the EEO Program just as their performance is evaluated on other departmental and organizational goals.

Any employee and/or applicant that feel he or she has been discriminated against should file a written complaint with the Equal Opportunity Specialist who will conduct an investigation and report the findings to the PTD Director.

The principles of EEO parallel and complement the principles of sound, effective personnel management. It is the PTD's objective that the successful achievement of EEO goals will provide benefits to the organization through fuller utilization and development of previously underutilized human resources.

SECTION B
DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY (EEO)
POLICY AND PROGRAMS

1. Managers and supervisors will be fully informed internally of the Public Transit Department's (PTD) EEO policy through the following actions:
 - a. Written policy statement from the PTD Director.
 - b. Meetings will be held annually with department managers to discuss the EEO program and implementation.
2. Non-supervisory staff will be informed annually of the PTD's EEO policy and program by actions such as:
 - a. Posting official EEO posters and the policy statement on bulletin boards, employee break areas, photocopy areas, and in the offices of department personnel staff.
 - b. Inclusion of the PTD's EEO program and policy statement in the new employee orientation packet.
 - c. Presentation and discussion of the EEO Program as part of the PTD's required diversity and EEO training programs.
 - d. Presentation of the EEO program at the department's New Employee Orientation sessions.

SECTION C
DESIGNATION OF THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM
MANAGER

EEO Program Manager: Melissa Sweinhagen, Deputy Public Transit Director
Susan Sweeden, Equal Opportunity Specialist.

The Deputy Public Transit Director is designated as the EEO Program Manager. In this capacity, the EEO Program Manager delegates the duties of the position to the Equal Opportunity Specialist who will manage the daily functions of the position. While the Equal Opportunity Specialist is supervised by a Management Assistant II, as demonstrated by the organizational chart (see Attachment A), the position also maintains a "dotted-line" direct reporting responsibility to the Public Transit Director. As represented by the Equal Opportunity Specialist, the EEO Program Manager will be responsible for the following responsibilities: (see Attachments B and C for detailed job descriptions of the EEO Program Manager and the Equal Opportunity Specialist)

- The day-to-day administration of the EEO Program.
- Development, implementation and monitoring of the EEO Program approved by the Federal Transit Administration.
- Assisting management in collecting and analyzing employment data, setting goals and developing programs to achieve goals.
- Conduct a semi-annual evaluation of the EEO Program and make new recommendations and revisions in the program as needed to the PTD Director.
- Serve as the official liaison between the PTD and governmental agencies and minority, women and disability community groups concerning equal employment opportunities.
- Assist the City's Human Resources Department in PTD-wide employee recruitments regarding the identification of areas of underutilization for minorities and females.
- Process and investigate employment discrimination complaints.

SECTION D EMPLOYMENT UTILIZATION ANALYSIS

The City of Phoenix Public Transit Department's (PTD) utilization analysis is comprised of three parts. The first element is a Workforce Analysis which is a statistical breakdown of the PTD's workforce by job category and by race, national origin and gender within each job category.

The second element is a Local Market Availability (LMA) analysis which provides a statistical profile of the availability of persons within the local labor market (Maricopa County, Arizona) who identified themselves in the 2000 census as having the requisite skills for a job that was assigned to a particular EEO category. This availability analysis provides a profile by job category and by race, national origin and gender within each job category.

The third element is a Labor Market Variance (LMV) that provides a comparison of the percentage difference between the labor market availability for each federal job category and the corresponding current utilization within the PTD. This comparison of variance includes race, national origin, and gender within each job category.

The updated Workforce Analysis of the PTD is based on the department's employment records as of June 1, 2014. On that date, 167 persons were employed in six EEO federal job categories: Officials & Administrators, Professionals, Protective Service Sworn, Protective Service Non-Sworn, Office/Clerical, and Service Maintenance.

* The City of Phoenix is currently using 2000 Census data for all reporting.

AVAILABILITY ANALYSIS

Based on Maricopa County 2000 census figures, the total female LMA is 44.4% and the total minority LMA is 28%. These total availability percentages represent all federal job categories combined. A more detailed discussion of LMA percentages by job category is provided in the section on LMV.

UTILIZATION ANALYSIS

Work Force Profiles:

On June 1, 2011, 85 females comprised 39% and 117 minorities comprised 54% of the full time work force, with a total of 218 full-time employees. As of June 1, 2014, the PTD had 167 full-time employees, 65 females comprised 39% and 81 minorities comprised 49% of the full time work force (See Table II). The growth rate for the PTD has declined due to retirements, budget constraints associated with filling vacant positions and the outsourcing of a function. The PTD has decreased by 23% (51 employees) in the past three years. The growth rate in female employees has remained consistent, while there was a decrease of minorities by 10%. The percentage for minorities exceeds the corresponding Maricopa County LMA percentages.

Work Force Utilization Analysis:

The Table I charts provide an analysis of each federal job category used in the PTD. For each job category, the analysis provides data on each job title used by the department and the breakout of employees for each job title by race, national origin and sex. The minority section of Table I breaks out the minority employees by race and national origin. The Table I charts also provide a comparison of minority and female utilization compared to the Maricopa County LMA for that job category. The percentage underutilization or LMV is reflected for minorities and

females on each Table I chart. The Table II chart is a summary of comparisons of employee utilization against market availability for all job categories used in the PTD.

LOCAL MARKET VARIANCE (LMV)

The chart below provides a summary comparison of the department's current female and minority utilization by job category to the Maricopa County LMA for each job category. Percentage underutilization of females and minorities represents the LMV within each job category. The table shows four federal job categories in which underutilization exists: Technicians, Protective Service Sworn, Protective Service Non-Sworn, and Service Maintenance. The department is at parity with the Maricopa County LMA in the federal categories of Officials and Administrators, Professionals, Office and Clerical. The June 1, 2014 comparison of the PTD's work force composition to the Maricopa County LMA data is also displayed in Table II on page 30 of this program document.

Job Category	MINORITY			FEMALE		
	LMA	Current	LMV	LMA	Current	LMV
Officials & Administrators	15.5%	50.0%	N/A	38.8%	50.0%	N/A
Professionals	16.9%	46.2%	N/A	49.3%	50.0%	N/A
Technicians	22.0%	100.0%	N/A	51.6%	0%	51.6%
Protective Service Sworn	24.8%	20.0%	4.8%	20.1%	8%	12.1%
Protective Service Non-Sworn	14.4	50.0%	N/A	50.2%	26.9%	23.3%
Office/Clerical	24%	68.0%	N/A	64.8%	76.0%	N/A
Service Maintenance	46.1%	75.0%	N/A	39.2%	0%	39.2%

The department has employment goals to decrease female underutilization in the Protective Service Sworn and Protective Service Non-Sworn areas. The department also has employment goals to reduce minority underutilization in the Protective Service Sworn area.

OUTREACH

The City of Phoenix Human Resources Department (HRD) performs significant outreach for all City departments to increase female and minority awareness of career opportunities. Information about available openings is provided to local women and minority organizations, local publications, Internet sites, and transit-related publications. The HRD will place employment opportunity advertisements with specific publications selected by the PTD to ensure optimal outreach to potential candidates.

SECTION E GOALS and TIMETABLES INTRODUCTION

The previous section on Employment Utilization Analysis described the current employment goals for the PTD in terms of workforce profiles compared to the Maricopa County Labor Market Availability (LMA) within each federal job category for minorities and females. This section provides employment goals on a short-term and long-term basis. The data in Table III displays numeric goals for females for the PTD program year 7/1/14-6/30/15. These goals reflect attrition, expansion, the method of filling new positions and the anticipated percentage rate of addition for minorities and females in filling new positions. Long-term employment goals are established out to the PTD program year 7/1/15-6/30/18 also considering attrition, expansion and the percentage rate of addition for minorities and females. The PTD program year is the Affirmative Action Plan program year established by the City of Phoenix for all departments.

GOAL METHODOLOGY

As of June 1, 2014, the PTD had 167 full-time employees. The growth rate for the PTD has declined due to the outsourcing of a section of employees, retirements and budget constraints associated with filling vacated positions. The PTD has decreased by 51 employees, 23% in the past three years. The total numbers of anticipated job openings both short-term and long-term are as follows. These openings will be discussed in greater detail by job category later in this section.

Short-Term (7/1/14 – 6/30/15): Thirty-three attritions due to possible retirements

Long -Term (6/30/15 – 6/30/17): Fifteen attritions due to possible retirements

FORECASTED GOALS by JOB CATEGORY

Forecasted goals by federal job category are displayed in Table III. To establish a forecasting methodology for employment goals, the total minority and female employees were calculated that would be needed to remove all areas of underutilization in all job categories as of July 1, 2018. Other considerations include the degree to which a particular job category has an underutilization of minorities and females when compared to the LMA. Anticipated job openings due to attrition are based on retirement eligibility and intent of the incumbent to retire when eligible.

Short -Term (7/1/14– 6/30/15):

- **Professionals:** There are possible attritions for one non-minority male, four minority males, two minority females and two non-minority females due to retirement. There are currently nine vacancies. Filling these fourteen positions with minority females will result in minority and female utilization of 46% and 50% respectively.

- **Protective Service Sworn:** There are ten possible retirements in this category. Filling six positions with minority females will result in minority and female utilization of 32% and 24% respectively, above the LMA and will eliminate all areas of underutilization.
- **Protective Service Non-Sworn:** There are possible attritions of four non-minority males, three non-minority female, one minority male and two minority female due to retirement. There are currently seven vacancies. Filling these positions with minority females will result in minority and female utilization of 64% and 47% respectively. Underutilization would still exist in this category for females.
- **Official/Clerical:** There are three possible retirements and nine existing vacancies in this category. Filling seven of these positions with females will result in minority and female utilization of 68% and 67% respectively. Application of the employment goals will result in exceeding the minority LMA of 24% and female LMA of 64.8%.
- **Service Maintenance:** There is a possible retirement of a non-minority male. Filling this position with a female would result in and female utilization of 25%, underutilization would still exist in this category for females. Minority utilization would remain at 50% exceeding the LMA of 46.1%.

Long -Term (7/1/15 – 6/30/18):

- **Officials & Administrators:** There is one anticipated retirement of a non-minority female and one existing vacancy during the period of 7/1/15-6/30/18. The employment goal formula would call for the addition of one female to maintain female utilization of 50% above the LMA of 38.8%. Minority utilization would remain at 50%, exceeding the LMA of 15.5%.
- **Professionals:** There are seven possible retirements in this category during the period of 7/1/15-6/30/18. Employment goals are calculated to maintain minority utilization at 46% above the LMA of 16.9% and maintain female utilization of 50% above the LMA of 49.3%.
- **Protective Service Non-Sworn:** There are six possible attritions due to retirement during the period 7/1/15 – 6/30/18. Filling these positions with females will result in minority utilization at 57% above the LMA of 14.4% and to increase female utilization to 50% to eliminate female underutilization in this category.
- **Official/Clerical:** There is one possible retirement of a minority female in this category during the period of 7/1/15-6/30/18. Filling this position with a minority female, will maintain utilization of 67% on an LMA of 64.8%. Use of the employment goal for minorities is unnecessary since minority utilization remains at 68% above the LMA of 24%.
- **Technicians:** There is only one employee in this job classification with no anticipated attrition. In the event additional positions are added to this job category, concerted efforts will be made through outreach to eliminate the female underutilization in this category.

Prior goals to correct underutilization in the areas of Protective Sworn and Protective Non-Sworn positions were not met due to hiring freezes of positions. Protective Sworn positions have been not been approved to hire since 2008.

CONCLUSION

The combination of short-term and long-term employment goals as displayed in Table III indicate that underutilization of females continues through June 30, 2015, in the job categories of Protective Service Sworn, and Protective Service Non-Sworn. These employment goals will remain a high priority in the Public Transit Department should attrition occur.

SECTION F

ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

The City of Phoenix is an Equal Opportunity/Reasonable Accommodation Employer. The City does not discriminate on the basis of race, religion, gender, age, disability, or national origin. All individuals are encouraged to apply and compete for jobs with the City of Phoenix. The HRD provides accommodations for persons with disabilities.

RECRUITMENT AND SELECTION PROCESS

The City of Phoenix conducts recruitments on a weekly basis, which may run from five days or until filled. Recruitments include job descriptions and the application forms, which are placed on the City of Phoenix web page and in the HRD employment center. Advertisements are placed in local, state, national publications, transit industry publications, and minority publications as determined by the PTD and submitted by the HRD. Examples of transit publications are *Passenger Transport* and *Mass Transit*. Notification of recruitments is provided at job fairs, high school, vocational, and college career days.

Departments process a position requisition to the HRD for a classification to request an existing list of eligible candidates, recruitment for a classification, or a special recruitment, which specifies essential skills for a particular position. Applicants submit applications including résumé or training and experience questionnaires, if required. HR analysts review applications and documents and approve those that qualify. An eligibility list is created and provided to the requesting department(s).

The PTD schedules the first interview with approximately 6-12 candidates. A panel of 3 to 5 members is approved with members representing a diverse gender/ethnic background. Some members will be from the PTD, other City departments, and/or from the community. A final interview is conducted with 1-3 candidates by the position supervisor, deputy director, and/or director.

Successful candidates must pass a pre-employment drug test and a fingerprint background check. References are checked and individual HR files are reviewed if the candidate is a current City employee.

The recruitment and selection process is further illustrated in Table IV using statistics based on the past 12-month period. The PTD filled six positions with new hires/rehires during the period of July 1, 2013-June 1, 2014.

Because of the declining economy, the City of Phoenix instituted a hiring freeze effective January 10, 2008. Departments are allowed to request approval to hire for "priority" position vacancies. Citywide budget cuts required the elimination of positions in many departments and many of those position cuts produced the opportunity for employee placements.

WAGES, SALARY LEVELS, AND OTHER FORMS OF COMPENSATION

All exempt and non-exempt positions are classified according to similarities of responsibilities and qualifications. The purpose of this classification is to cluster similar positions in order to establish a viable career ladder that can maximize promotion opportunities.

If an employee feels that the duties and responsibilities currently being performed are not accurately or completely described by the present position classification, this opinion can be brought to the attention of his/her supervisor. If the supervisor believes that an evaluation of the classification is justified, the supervisor can notify the HR Department, in writing, to request an evaluation be done to potentially upgrade the job classification in which the incumbent is working.

City of Phoenix employees in the Office and Clerical, Confidential Office and Clerical, and Supervisory and Professional units receive merit increases through a nine-step range progression. Merit increases are awarded at six months from Step 1, and then one year between steps, provided employee performance meets or exceeds job requirements. After completing one year at the top step with six/seven years of continuous service (six years for Office and Clerical and Confidential Office and Clerical, and seven years for Supervisory and Professional) and performance meets or exceeds job requirements, employees receive longevity pay. Longevity is paid semi-annually. Qualifications for longevity pay are made in the base class and will not be affected by movement into or out of assignment positions or positions within the same pay range.

Employees in Middle Management and Executive job units receive pay increases on established minimums and maximums. Pay increases are performance based.

The City of Phoenix provides vacation and sick leave benefits to all its fulltime employees. Some benefits may vary depending on job category. All new employees, regardless of category, must wait six months before using vacation leave. The following vacation policies are applicable to all City of Phoenix employees:

<u>Years of Service</u>	<u>Monthly Accrual Rate</u>	<u>Maximum Carryover Into New Calendar Year</u>	<u>Maximum Accrual That Can Be Compensated at Separation</u>
0-5	8 hours	192 hours	240 hours
6-10	10 hours	240 hours	300 hours
11-15	11 hours	264 hours	330 hours
16-20	13 hours	312 hours	390 hours
21+	15 hours	360 hours	450 hours

Sick leave shall accrue for all City of Phoenix employees at 10 hours per month for all job categories. There is unlimited accrual for both hourly and salaried employees. Upon retirement, General City employees receive payment for 20% of their accrued sick leave (if 750 hours accrued) with the remaining sick leave balance converted to service time with each 179 hours equaling one month of service time. Upon retirement Protective Service Sworn employees receive payment for 35% of base wage over 450 hours (if 900 hours accrued) or 60% of base wage over 386 hours (if 1,286 hours accrued) or 60% base wage for all hours (if 1,714 hours accrued).

Other miscellaneous benefits are available for all fulltime employees. The following employee benefits are applicable:

- Health and Dental Insurance
- Life Insurance
- Pension Plan
- Deferred Compensation Plan

- Prepaid Legal

DISCHARGE, TERMINATION, AND DISCIPLINARY PRACTICES

All employees hired to fill a permanent full-time position serve a probationary period of 12 months. The probationary period is a span of time during which an employee is evaluated by his or her supervisor on the performance of duties in that position. Those qualities, which comprise the overall makeup of the employee, include such areas as attendance, tardiness, reliability, trustworthiness, etc.

If at any time during the probationary period a new employee with no previous work history with the City of Phoenix is performing in an unsatisfactory manner, and has been counseled on these deficiencies and yet does not improve, the employee can be released without recourse. The reasons for separation are submitted to the appropriate manager and placed in the employee's Human Resources file.

Supervisors manage employees with disciplinary problems through progressive discipline. Employees with at least one year as a City of Phoenix employee have the following appeal rights in the event that the supervisor initiates termination action.

Employees have 14 days from the date of notice of proposed termination to request a hearing before a Civil Service Board. If the employee receives notice of termination by certified mail, the deadline to request a hearing is extended to 21 days. The request for hearing must be in writing and must state the specific allegations in the discipline notice with which the employee disagrees.

The appellant shall be entitled to appear personally, produce evidence, and to have counsel and a public or private hearing. The board may appoint a paid hearing officer to conduct the hearing.

The board can order the restoration of the employee to his/her position with or without loss of pay during the period between the filing of the charges and the issuance of the order or uphold or modify the order of suspension, demotion, or dismissal.

SECTION G

REPORTING and MONITORING SYSTEM

MONITORING

Supervisors, managers, and executives are required to take proactive steps to prevent discrimination and to take prompt corrective action wherever it occurs. Discrimination can occur in any process or function in achieving or maintaining employment, such as in work assignments, working conditions, job classification, disciplinary actions, promotions, salaries, performance ratings and merit pay increases, interpretations of rules and regulations, or other aspects of employment which affects employees or job applicants unequally.

Discrimination will not be tolerated in any aspect of employment. No employee of the PTD is permitted to discriminate against another employee based on race, color, religion, gender, age, disability, sexual orientation, genetic information, or national origin. No employee can discriminate against another based on the race, color, religion, gender, age, disability, sexual orientation or national origin of a person with whom the other associates.

The filing of a discrimination complaint cannot be used against an employee or job applicant in any aspect of employment. Any City employee found guilty of retaliation due to the filing of a discrimination complaint shall be disciplined accordingly.

PTD employees and job applicants are urged to raise discrimination questions promptly, so that issues can be addressed and corrected promptly before the situation deteriorates. Experience has shown that many such problems can be quickly resolved through administrative channels if addressed early.

REPORTING SYSTEM

Any employee who believes s/he has been discriminated against on the job or in the hiring process because of race, color, religion, gender, age, disability, sexual orientation, national origin, genetic information or any other protected basis must report it immediately. Any employee or supervisor who knows or believes that employment discrimination is occurring, or has occurred, also must file a report immediately.

Employment discrimination should be reported to a supervisor, department management, Department HR liaison/Equal Opportunity Specialist, or to the Equal Opportunity Department (EOD) Compliance and Enforcement Division.

Applicants for employment should file their complaints or discuss their concerns directly with the EOD. Complaints must be filed within 180 days of the alleged act(s) of discrimination. If there is uncertainty as to whether or not a situation constitutes discrimination, the concerned individual is encouraged to discuss the matter with the department's Personnel Officer/Equal Opportunity Specialist or EOD before determining whether to file a formal complaint.

Applicants for employment should file their complaints or discuss their concerns with the EOD. An employee or applicant may choose to raise the complaint with a state or federal agency without first pursuing it through City channels. Pursuant to state and federal law, complaints may also be filed with the Civil Rights Division of the Arizona State Attorney General's Office or the U.S. Equal Employment Opportunity Commission.

All employees have a right to redress for prohibited discrimination. To secure this right, an employee should provide a complaint, preferably in writing as soon as possible, to any of the following PTD staff:

- Supervisor or another person in the chain of command
- Department HR liaison
- Department Equal Opportunity Specialist, or
- EOD, Compliance and Enforcement Division

A. INVESTIGATION OF COMPLAINTS

The following procedures will be followed when a report of discrimination is made.

- 1. Department investigation.** When an employee or applicant reports a concern about possible discrimination, the department may, if it has the resources and expertise to do so, conduct its own investigation. In such an instance, the investigation must be done in consultation with the EOD and in a manner that is generally consistent with the procedure outlined below for the EOD.
- 2. EOD investigation.** When a possible discrimination concern is brought to the EOD Compliance and Enforcement Division will evaluate the situation and decide on a proper course of action. Among the actions that can be taken are:
 - a. The EOD can facilitate an informal resolution between the parties if it deems it appropriate after reviewing the complaint. This can include consulting with the parties involved to settle the issue.
 - b. If a formal complaint is filed, the EOD will:
 - i. Notify the appropriate Deputy City Manager, department head, and equal opportunity liaison of the complaint; and
 - ii. Immediately initiate an investigation to gather all relevant facts concerning the complaint.
 - c. The EOD may:
 - i. Schedule interviews with various employees, supervisors, witnesses or officials. Interviews may be tape-recorded or a written statement of the testimony may be provided for the signature of the witness
 - ii. Review personnel records or other documents;
 - iii. Make site visits to acquire pertinent facts; and
 - iv. Require employees to participate in an investigation either by submitting to an interview or providing documents or other relevant information; failure to participate may result in disciplinary action.
 - d. The EOD will work with the department(s) involved to obtain and evaluate all relevant evidence with respect to what has occurred.
 - e. The EOD will analyze all pertinent information and reach a conclusion as to whether or not a violation of this policy has occurred.
 - f. Notice of the conclusion of the investigation will be given to the complainant, the appropriate Deputy City Manager, the department head, the department Equal Opportunity Liaison, and the respondent.
 - g. All persons involved in an investigation of discrimination must attempt to keep the matter confidential; failure to do so may result in disciplinary action. This admonition does not apply to speaking with an attorney functioning within the attorney-client relationship. In addition, employees who receive a "notice of investigation" or "notice of inquiry" are permitted to consult with their union or association representative.

B. RESOLUTION of COMPLAINTS

An employee who engages in discrimination is acting contrary to City policy and will be subject to discipline, up to and including termination.

1. When it is determined that this policy has been violated, the EOD will make recommendations for the resolution of the complaint.
2. Management will take prompt corrective action. If warranted, verbal counseling up to and including involuntary termination will be imposed. Other appropriate actions will be taken to correct problems caused by the conduct.
3. A finding that the conduct does not constitute discrimination does not limit a department's right and responsibility to discipline or take remedial action for unacceptable conduct that may amount to conduct unbecoming a City employee and/or is in violation of any other City policy or regulation.

C. NON DISCRIMINATION INCIDENTS

Alleged acts of unfair or unequal treatment that do not involve discrimination, are not based upon an individual's gender, race, color, sexual orientation, religion, age, disability, national origin, genetic information, or any other protected basis, or do not involve sexual harassment should be addressed through the established grievance procedure and other provisions outlined in Administrative Regulation 2.61.

D. RETAILATION

1. No supervisor, manager, executive, or co-worker may retaliate against an employee who makes a report of discrimination or cooperates with an investigation. Retaliation is unlawful and will not be tolerated. Retaliation must be reported and handled in the same way as complaints of discrimination. Retaliation is a serious offense that may result in discipline up to and including termination.
2. A person found to have retaliated in response to a charge of discrimination will be subject to discipline. Exoneration on the underlying charge of discrimination will have no effect on the investigation of or possible discipline imposed for retaliation.
3. No supervisor, manager, executive, or co-worker may retaliate against an employee who has participated in an interactive process for a reasonable accommodation under the Americans with Disabilities Amendments Act. Retaliation is a serious offense that may result in discipline up to and including termination.

TABLE I-A

WORKFORCE ANALYSIS BY JOB TITLE AND CATEGORY
Current Period as of June 1, 2014

OFFICIALS & ADMINISTRATORS

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization			
					MALE										FEMALE																	
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	A	O	B	B	H	A	A	O	P	B	A	A	A	O	B	MIN	F	MIN	F
OFFICIALS & ADMINISTRATORS																											50.0	50.0	15.5	38.8	0	0
Deputy City Manager	\$131,581-\$223,662	1	0	1													1															
Public Transit Director	\$97,947-\$166,525	1	0	1																												
Deputy Public Transit Director	\$75,504-\$120,786	3	2	1		1																										
Special Projects Administrator	\$68,474-\$109,533	1	1	0		1																										
TOTALS		6	3	3		2											1															

TABLE I-B

WORKFORCE ANALYSIS BY JOB TITLE AND CATEGORY
Current Period as of June 1, 2014

PROFESSIONALS

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization				
					MALE										FEMALE																		
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	A	O	B	B	H	A	A	O	P	B	A	A	A	O	B	MIN	F	MIN	F	MIN
PROFESSIONALS																												48.1	51.9	16.9	49.3	0	0
Accountant I	\$42,099-\$62,691	1	0	1													1																
Accountant II	\$48,838-\$72,925	1	0	1																													
Accountant III	\$53,851-\$80,434	2	1	1																													
Administrative Assistant I	\$42,099-\$62,691	3	0	3													1	2															
Administrative Assistant II	\$53,851-\$80,434	6	1	5													1	1															
Budget Analyst II	\$53,851-\$80,434	2	0	2													1																
Civil Engineer III	\$65,853-\$98,197	1	1	0																													
Contracts Specialist II	\$53,851-\$80,434	3	1	2																													
Contracts Specialist II*Lead	\$59,571-\$88,962	1	1	0																													
Department Budget Supervisor	\$59,571-\$88,962	1	0	1																	1												

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization		
					MALE										FEMALE																
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	O	B	B	H	A	A	O	P	B	A	A	O	B	MIN	F	MIN	F	MIN
PROFESSIONALS																										48.1	51.9	16.9	49.3	0	0
Environmental Programs Coordinator	\$69,243-\$103,376	1	1	0																											
Equal Opportunity Specialist	\$53,851-\$80,434	1	0	1																											
Equipment Analyst	\$59,571-\$88,962	2	2	0		1																									
Facility Coordinator	\$56,701-\$84,552	1	1	0		1																									
Info Tech Analyst / Programmer II	\$59,571-\$88,962	4	2	2		1												1													
Info Tech Analyst / Programmer III	\$65,853-\$98,197	1	0	1														1													
Information Technology Proj Mgr	\$72,925-\$108,555	1	0	1																											
Lead User Technology Specialist	\$65,853-\$98,197	1	0	1												1															
Management Assistant II	\$59,571-\$88,962	4	1	3	1											1															
Planner II	\$53,851-\$80,434	2	2	0		1	1																								
Planner III	\$59,571-\$88,962	3	2	1																											
Project Manager	\$56,701-\$84,552	3	3	0	1	1																									
Public Information Officer	\$53,851-\$80,434	1	1	0																											
Public Information Specialist	\$48,838-\$72,925	1	0	1												1															

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization			
					MALE										FEMALE																	
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	A	O	B	B	H	A	A	O	P	B	A	A	A	O	B	MIN	F	MIN	F
PROFESSIONALS																											48.1	51.9	16.9	49.3	0	0
Quality Assurance Engineer	\$53,851-\$80,434	3	3	0		1	1																									
Senior User Technology Specialist	\$59,571-\$88,962	2	2	0		1																										
Transit Field Operations Manager	\$59,571-\$88,962	1	1	0		1																										
Transit Superintendent	\$65,853-\$98,197	1	1	0		1																										
TOTALS		54	27	27	2	9	2									6	4	2		1												

TABLE I-C

WORKFORCE ANALYSIS BY JOB TITLE AND CATEGORY
Current Period as of June 1, 2014

PROTECTIVE SERVICE SWORN

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization				
					MALE										FEMALE																		
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	A	O	B	B	H	A	A	O	P	B	A	A	A	O	B	MIN	F	MIN	F	MIN
PROTECTIVE SERVICE SWORN																												20.0	8.0	24.8	20.1	4.8	12.1
Police Commander	\$81,194 - \$139,965	1	1	0																													
Police Lieutenant	\$95,014 - \$109,990	2	1	1																													
Police Sergeant	\$71,822 - \$91,666	6	5	1		1																											
Police Officer	\$48,048 - \$67,600	16	16	0	1	1		1	1																								
TOTALS		25	23	2	1	2		1	1																								

TABLE I-D

WORKFORCE ANALYSIS BY JOB TITLE AND CATEGORY
Current Period as of June 1, 2014

PROTECTIVE SERVICE NONSWORN

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization			
					MALE										FEMALE																	
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	A	O	B	B	H	A	A	O	P	B	A	A	A	O	B	MIN	F	MIN	F
PROTECTIVE SERVICE NONSWORN																											38.2	29.4	14.4	50.2	0	23.3
Municipal Security Guard	\$30,285 - \$44,054	29	20	9	2	5	3									2	3	1														
Police Assistant	\$33,238 - \$48,422	23	18	5	0	5	2									1	2															
TOTALS		52	38	14	2	10	5									3	5	1														

TABLE I-E

WORKFORCE ANALYSIS BY JOB TITLE AND CATEGORY
Current Period as of June 1, 2014

OFFICE/CLERICAL

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																		Current%		% Local Market Availability		% Under-utilization		
					MALE										FEMALE														
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	O	P	B	A	A	O	P	B	A	A	O	MIN	F	MIN	F	MIN
OFFICE/CLERICAL																								68.0	76.0	24.0	64.8	0	0
Account Clerk II	\$27,810-\$40,373	2	1	1	1											1													
Account Clerk II *U8	\$27,934-\$40,872	1	0	1												1													
Account Clerk III	\$33,592-\$48,922	3	0	3											1	2													
Administrative Aide	\$35,298-\$51,251	2	0	2																									
Administrative Aide *U7	\$34,486-\$51,293	1	1	0				1																					
Administrative Secretary	\$36,150-\$53,851	1	0	1																									
Customer Service Clerk	\$26,562-\$38,501	7	1	6	1											4	1												
Customer Service Clerk *Lead-U7	\$28,600-\$42,099	3	1	2	1											2													
Facility Contract Compliance Specialist	\$35,298-\$51,251	2	0	2																									
Secretary II*U8	\$27,934-\$40,872	1	0	1																									

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization		
					MALE										FEMALE																
		TO-TAL	M	F	B	H	A	A	O	P	B	A	A	O	B	B	H	A	A	O	P	B	A	A	O	B	MIN	F	MIN	F	MIN
OFFICE/CLERICAL																										68.0	76.0	24.0	64.8	0	0
Supplies Clerk III*U7	\$36,150-\$53,851	1	1	0		1																									
Supplies Clerk I*U3	\$27,810-\$40,343	1	1	0																											
TOTALS		25	6	19		4		1							1	10	1														

TABLE I-F

WORKFORCE ANALYSIS BY JOB TITLE AND CATEGORY
Current Period as of June 1, 2014

SERVICE MAINTENANCE

JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under-utilization		
					MALE										FEMALE																
		TOT AL	M	F	B	H	A	A I	O	P	B W	A W	A I	A I	O B	B	H	A	A I	O	P	B W	A W	A I	A I	O B	MIN	F	MIN	F	MIN
SERVICE MAINTENANCE																										75.0	0	46.1	39.2	0	39.2
Minibus Operator	\$31,429-\$42,016	1	1	0		1																									
Street Maintenance Foreman II	\$36,150-\$53,851	2	2	0		2																									
Street Maintenance Foreman III	\$39,915-\$59,571	1	1	0																											
TOTALS		4	4	0		3																									

TABLE II

WORKFORCE ANALYSIS BY JOB TITLE AND CATEGORY
Current Period as of June 1, 2014

DEPARTMENT JOB TITLE	PAY RANGE	ALL EMPLOYEES			MINORITY EMPLOYEES																				Current%		% Local Market Availability		% Under- utilization		
					MALE										FEMALE																
		TO- TAL	M	F	B	H	A	A I	O	P	B W	A W	A I W	A I B	O B	B	H	A	A I	O	P	B W	A W	A I W	A I B	O B	MIN	F	MIN	F	MIN
Officials & Administrators	\$69,118-\$161,782	6	3	3		2										1										50.0	50.0	15.5	38.8	0	0
Professionals	\$42,099-\$108,555	54	27	27	2	9	2								6	4	2		1							48.1	50.0	16.9	49.3	0	0
Technicians	\$54,392-\$81,244	1	1	0		1																				100	0	22.0	51.6	0	51.6
Protective Service Sworn	\$48,048-\$139,965	25	23	2	1	2		1	1																	20.0	8.0	24.8	20.1	4.8	12.1
Protective Service Non-Sworn	\$30,285-\$48,422	52	38	14	2	10	5								3	5	1									50.0	26.9	14.4	50.2	0	23.3
Office/Clerical	\$26,562-\$53,851	25	6	19		4		1							1	10	1									68.0	76.0	24	65	0	0
Skilled Craft	N/A																														
Service Maintenance	\$31,429-\$59,571	4	4	0		3																				75.0	0	46.1	39.2	0	39.2
TOTALS		167	102	65	5	32	7	2	1						10	20	4		1												

TABLE III

WORKFORCE ANALYSIS, GOALS, AND TIMETABLES (FORECAST)

FUTURE PERIOD FROM: 7/1/14 – 6/30/15									NUMERIC GOALS FOR PROGRAM YEAR (7/1/14 – 6/30/15)								% RATE OF ADDITION		% AW NO TR I C F I O P R A C T E D 2015	PROJECTED % OF REPRESENTATION								
ANTICIPATED JOB OPENING BY: 7/1/15			JOB OPENINGS TO BE FILLED BY: 7/1/15						NEW HIRES			PROMOTIONS			TOTAL					12 Months		2 Year		3 Year		4 Year		
									TOTAL			TOTAL		MIN														
	AT T R	EX P S	T O T A L	RE C	TR AN S	P R O M O	HN ER S	T O T A L	MA LE	FE M	MIN	MA LE	FE M	MA LE	FE M	MIN	FE M			MIN	FE M	MIN	FE M	MIN	FE M	MIN	FE M	
A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50	50	50	50	50	50	50	50	
B	17	0	17	-	-	-	17	17	9	8	8	-	-	-	-	9	8	14	12	26	46	50	46	50	46	50	46	50
C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
D	10	0	10	-	-	-	10	10	4	6	6	-	-	-	-	4	6	16	24	40	64	47	57	50	57	50	57	50
E	17	0	17	-	-	-	17	17	0	17	17	-	-	-	-	17	17	28	28	46	56	47	56	47	56	47	56	47
F	12	0	12	-	-	-	12	12	5	7	0	-	-	-	-	0	7	0	20	20	68	67	68	67	68	67	68	67
G	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
H	1	0	1	-	-	-	1	1	-	1	-	-	-	-	-	-	1	0	25	25	50	25	50	25	50	25	50	25

A = Officials & Administrators Category
 B = Professionals Category
 C = Technicians Category

D = Protective Service Sworn Category
 E = Protective Service Non-Sworn Category
 F = Office/Clerical Category
 G = Skilled Craft Category
 H = Service Maintenance Category

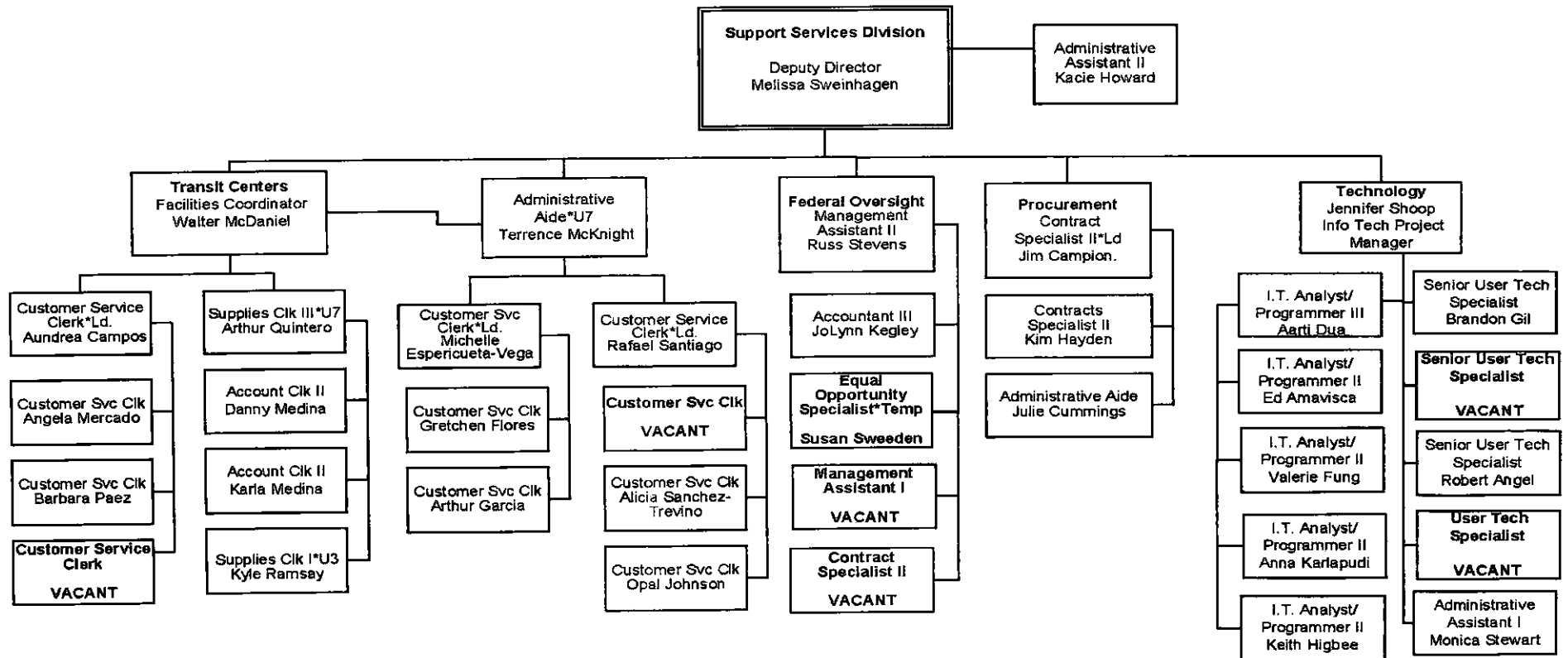
TABLE IV
STATISTICAL DATA

	TOTAL	Not Specified	Males												Females											
			A/Ind	A/Ind/Blk	A/Ind/Wh	Asian	Asian/Wh	Black	Black/Wh	Hispanic	Non Spec	Other	Pacific	White	A/Ind	A/Ind/Blk	A/Ind/Wh	Asian	Asian/Wh	Black	Black/Wh	Hispanic	Non Spec	Other	Pacific	White
Applied for Employment	2508	126	19	1	7	27	16	173	56	369	8	18	8	820	11	3	4	17	1	122	13	231	11	7	2	438
Hired	4	-	-	-	-	-	-	-	-	1	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	1
Rehire	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Promotions	13	-	-	-	-	-	-	-	-	2	-	-	-	4	-	-	-	-	-	2	-	2	-	-	-	3
Transfers	8	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	1	-	-	-	-	-	3
Resignations	7	-	-	-	-	-	-	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4
Retirement	16	-	-	-	-	1	1	-	-	-	-	-	-	4	-	-	-	-	-	3	-	2	-	-	-	5
Written Reprimands	3	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-
Suspensions	3	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-

Data based on 12 month period (July 1, 2013-June 1, 2014)

Public Transit Department

Support Services Division



ATTACHMENT B

JOB DESCRIPTION

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM MANAGER

This classification exists to direct all phases of the Public Transit's Department's Equal Employment Opportunity (EEO) and Affirmative Action programs. The manager of EEO should report to and be directly responsible to the Public Transit Director. The manager should be assigned staff commensurate with the importance of this program. The EEO program manager should be identified by name in all internal and external communications regarding the department's EEO program. The incumbent exercises a high degree of independent judgment in executing broad policies. Additional duties include management of staff responsible for administration of requirements of the Federal Transit Administration (FTA) regarding fair employment, the Americans with Disabilities Act, Disadvantaged Business Enterprises, Title VI of the Civil Rights Act of 1964, and Environmental Justice policy guidance.

The department's EEO program manager should have the following attributes:

1. Sensitivity to, and an awareness of, the varied ways in which discrimination occurs;
2. Total commitment to EEO program goals and objectives;
3. Sufficient knowledge of civil rights precepts, policies, rules, regulations, and guidelines; and
4. Sufficient authority and ability to work and communicate with others (e.g., division directors) to achieve EEO goals and objectives.

The EEO program manager is responsible for these responsibilities:

1. Develops and recommends EEO policy, a written EEO program, and internal and external communication procedures;
2. Assists in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;
3. Designs, implements, and monitors internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
4. Reports to the director on progress of each unit in relation to the agency's goals;
5. Serves as liaison between the department, Federal, State, and local governments, regulatory agencies, minority, the disability community, women's organizations, and other community groups;
6. Assures that current legal information affecting affirmative action is disseminated to responsible officials;
7. Assists in recruiting minority, handicapped, and women applicants and establishes outreach sources for use by hiring officials;
8. Concurs in all hires and promotions; and
9. Processes employment discrimination complaints.

ATTACHMENT C
JOB DESCRIPTION OF
EQUAL OPPORTUNITY PROGRAM SPECIALIST (EOS)

The EOS acts as a management advisor, employee counselor, and client supporter in the areas of affirmative action, investigations, and community relations programming. This position monitors regionally the civil rights programs of the Americans with Disabilities Act (ADA), Disadvantaged Business Enterprise (DBE), Title VI of the Civil Rights Act of 1964, Environmental Justice programs, and the Equal Employment Opportunity (EEO) program under Title VII of the Civil Rights Act.

The EOS program manager carries out these responsibilities:

1. Responds to regional and citywide questions to provide interpretations of civil rights and other regulations;
2. Enforces and assures regional and citywide compliance with local, state, and federal civil rights laws and regulations;
3. Monitors the status and progress of affirmative action goals and objectives for the Transit Department and establishes and monitors contract goals for subrecipient agencies within the region;
4. Analyzes and prepares written reports to the Federal Transit Administration (FTA) on program and project performance using qualitative analysis and other project management techniques;
5. Prepares and presents statistical, analytical, and other complex reports to citizen groups, Citizens Transit Commission (CTC), Mayor's Commission on Disability Issues (MCDI), and Phoenix City Council;
6. Ensures regional ADA and Title VI complaints are logged, processed and investigated in accordance with federal standards;
7. Develops a process for investigating complaints and monitoring corrective action plans for compliance;
8. Conducts investigations and makes recommendations regarding discrimination complaints;
9. Conducts complex quality assurance audits to ascertain compliance with civil rights laws and regulations;
10. Conducts site visits and ensures contractor compliance with local and federal requirements related to the City's Minority, Women, Small, and Disadvantaged Business Enterprise (M/W/S/DBE) programs;
11. Conducts reviews to certify eligible minority, women, small, and disadvantaged businesses for participation in City and federal contracting/procurement programs administered by the City;
12. Analyzes problems related to employment in transit service, works with regional sub-recipients and transit providers to ensure the elimination of artificial barriers to protected groups; and
13. Conducts training, selects speakers, and develops program content for workshops, seminars, and training sessions relating to various equal opportunity and affirmative action issues

ATTACHMENT D
Employment Outreach & Job Announcement Distribution List
as of June 2014

Organizations	Name	Department	City	State
African American Churches	Antioch Church of God in Christ		Peoria	AZ
African American Churches	Azusa World Ministries		Phoenix	AZ
African American Churches	First Institutional Baptist Church		Phoenix	AZ
African American Churches	Grace Temple Baptist Church		Tucson	AZ
African American Churches	Greater Progressive Christian Church		Phoenix	AZ
African American Churches	Higher Heights Church of God in Christ		Chandler	AZ
African American Churches	New Home Baptist Church		Phoenix	AZ
African American Churches	New Streams 1st Baptist Church of Phoenix		Phoenix	AZ
African American Churches	Salt of the Earth Baptist Church		Phoenix	AZ
African American Organizations	Arizona Opportunities Industrialization Center		Phoenix	AZ
African American Organizations	Greater Phoenix Black Chamber of Commerce		Phoenix	AZ
African American Organizations	Greater Phoenix Urban League		Phoenix	AZ
African American Organizations	National Association for the Advancement of Colored People-Local Chapter		Phoenix	AZ
African American Organizations	National Association of Black Accountants, Inc.		Greenbelt	MD
African American Organizations	National Black Chamber of Commerce		Washington	DC
African American Organizations	National Forum for Black Public Administrators -Central Arizona Chapter		Phoenix	AZ
African American Organizations	Tucson Black Chamber of Commerce		Tucson,	AZ
African American Organizations	Tucson Urban League	Employment & Training	Tucson	AZ
Asian	Asian American Times	Shwu Ing Fu, Publisher	Phoenix	AZ
Asian	Asian Chamber of Commerce	Madeline Ong-Sakata	Phoenix	AZ
Asian	Chinese Chamber of Commerce of Arizona	C/O R. Onadera	Phoenix	AZ
Asian	Filipino Club of Arizona & Pacific Rim Commission	Dr. Louis S. Tan	Phoenix	AZ
Business Schools	Everest College	Career Services	Phoenix	AZ
Business Schools	Lamson Junior College	Student Services	Tempe	AZ
Colleges	Chandler-Gilbert Community College	Career Services	Chandler	AZ
Colleges	Estrella Mountain Community College	Career Services	Avondale	AZ
Colleges	Gateway Community College	Office Coordinator	Phoenix	AZ
Colleges	Glendale Community College	Career Services	Glendale	AZ
Colleges	Maricopa County Skills Center	Student Services	Phoenix	AZ
Colleges	Mesa Community College	Career & Re-entry Services	Mesa	AZ
Colleges	Northern Arizona University	Career Services	Flagstaff	AZ
Colleges	Paradise Valley Community College	Career Services	Phoenix	AZ

ATTACHMENT D
Employment Outreach & Job Announcement Distribution List
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Organizations	Name	Department	City	State
Colleges	Phoenix College	Career and Resource Center	Phoenix	AZ
Colleges	Rio Salado Community College	Student Services	Tempe	AZ
Colleges	Scottsdale Community College	Career & Cooperative Education Services	Scottsdale	AZ
Colleges	South Mountain Community College	Career Services Center	Phoenix	AZ
Community Action Agencies around Arizona	Arizona State University West	College of Human Services-Deans Office	Glendale	AZ
Community Action Agencies around Arizona	Coconino County	Department of Health Services	Flagstaff	AZ
Community Action Agencies around Arizona	Communities in Schools Arizona	Workforce Development	Phoenix	AZ
Community Action Agencies around Arizona	Gila Bend Community Action Program		Gila Bend	AZ
Community Action Agencies around Arizona	Peoria Community Action Program		Phoenix	AZ
Community Action Agencies around Arizona	Phoenix Shanti Group	Family Services	Phoenix	AZ
Community Action Agencies around Arizona	Scottsdale Vista Del Camino Community Action Program		Scottsdale	AZ
Community Action Agencies around Arizona	Wickenburg Community Action Program		Wickenburg	AZ
Disabilities	Arizona Bridge to Independent Living	Employment Services	Phoenix	AZ
Disabilities	Arizona Early Intervention Program		Phoenix	AZ
Disabilities	Arizona Industries for the Blind	Rehabilitation Services-Employer Relations	Phoenix	AZ
Disabilities	Arizona Office of Americans with Disabilities		Phoenix	AZ
Disabilities	Arizona State University	Trio Student Support Services	Tempe	AZ
Disabilities	Chandler/Gilbert Community College	Disabled Student Center	Chandler	AZ
Disabilities	City of Scottsdale	Human Resources	Scottsdale	AZ
Disabilities	DeVry Institute of Technology	Disabled Student Center	Phoenix	AZ
Disabilities	Grand Canyon University	Career Services	Phoenix	AZ
Disabilities	Life Development Institute		Glendale	AZ
Disabilities	Rehabilitation Services Administration		Phoenix	AZ
Disabilities	Scottsdale Community College		Scottsdale	AZ
Disabilities	South Mountain Community College	Disability Resource Center	Phoenix	AZ
Disabilities	Sun Sounds of Arizona		Tempe	AZ
Disabilities	The Centers for Habilitation		Tempe	AZ
Disabilities	The Centers for Habilitation		Tempe	AZ
Disabilities	Vocational Rehabilitation/Rehabilitation Services Admin			AZ
Hispanic	Arizona Hispanic Chamber of Commerce		Phoenix	AZ

ATTACHMENT D
Employment Outreach & Job Announcement Distribution List
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Organizations	Name	Department	City	State
Hispanic	Arizona State University	Hispanic Student Organization	Tempe	AZ
Hispanic	Chicanos Por La Causa, Inc.		Phoenix	AZ
Hispanic	Latin Business Association	Attn: Ruth Lopez-Nador	Los Angeles	CA
Hispanic	The National Alliance for Hispanic Health	Kevin Adams	Washington	DC
Native American	Ak-Chin Indian Community		Maricopa	AZ
Native American	Arizona Commission of Indian Affairs		Phoenix	AZ
Native American	Fort McDowell Yavapai Nation		Fountain Hills	AZ
Native American	Inter-Tribal Council of Arizona		Phoenix	AZ
Native American	Native American Connections		Phoenix	AZ
Native American	NAU Human Resources		Flagstaff	AZ
Native American	Phoenix Indian Center, Inc.	Native Workforce Services Dept.	Phoenix	AZ
Native American	Phoenix Indian Center, Inc.	Native Workforce Services Dept.	Phoenix	AZ
Native American	Salt River Pima-Maricopa Indian Community		Scottsdale	AZ
Other Organizations	AZ Workforce Connections			
Other Organizations	Church of Jesus Christ of Latter Day Saints		Phoenix	AZ
Other Organizations	Family Service Agency		Phoenix	AZ
Other Organizations	Friendly Hous1		Phoenix	AZ
Other Organizations	Goodwill Industries		Phoenix	AZ
Other Organizations	International Rescue Committee		Phoenix	AZ
Other Organizations	Phoenix Jobcorps		Phoenix	AZ
Other Organizations	Saint Patrick's Employment Support Ministry		Scottsdale	AZ
Technical Schools	Arizona Automotive Institute		Glendale	AZ
Technical Schools	High Tech Institute	Graduate Placement	Phoenix	AZ
Technical Schools	ITT Technical Institute	Career Services	Tempe	AZ
Technical Schools	Universal Technical Institute	Graduate Employment	Phoenix	AZ
Veterans	Arizona Workforce Connection	Disabled Veterans Outreach	Peoria	AZ
Veterans	Carl T Hayden VA Medical Center		Phoenix	AZ
Veterans	Phoenix Vet Center		Phoenix	AZ
Veterans	Tucson Vet Center		Tucson	AZ
Women	Airport Minority Advisory Council		Washington	DC
Women	Arizona Women's Education & Employment, Inc.		Phoenix	AZ
Women	Association of Black Women Entrepreneurs		Los Angeles	CA
Women	National Society of Women in Engineering		Phoenix	AZ
Women	Phoenix College	International Education	Phoenix	AZ
Women	Phoenix College	Adult Re-Entry	Phoenix	AZ
Women	Professional Women in Construction		New York	NY