



# **AFFIRMATIVE ACTION PLAN**

## **FISCAL YEAR 2009**

## **PART II**

# **AFFIRMATIVE ACTION PLAN FISCAL YEAR 2009**

## **EEO PROGRAM SUMMARY**

**SEPTEMBER 1, 2007 - AUGUST 31, 2008**



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# **I. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

## **A. Equal Employment Opportunity Policy**

TxDOT is an equal employment opportunity employer and is committed to providing fair and equal treatment of all employees without regard to race, color, age, religion, sex, national origin or disability. This commitment also applies to applicants for employment, vendors, contractors and their employees, customers and the general public.

TxDOT is committed to complying with all equal employment opportunity (EEO) requirements, laws and regulations.

TxDOT is committed to hiring qualified applicants who reflect the diversity of the state's available workforce, as well as retaining and promoting eligible and deserving employees.

TxDOT fosters a work environment free of discrimination and harassment.

The Office of Civil Rights Director is responsible for the development and implementation of TxDOT's Affirmative Action Plan (AAP), as well as the monitoring and reporting of EEO activities.

All district engineers, division and office directors, EEO officers and coordinators, managers and supervisors are responsible for the compliance and enforcement of EEO and AAP programs and activities.

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**Amadeo Saenz, Jr., P.E.**  
**Executive Director**

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**Date**

## **B. Sexual Harassment Policy**

The department does not allow, condone or tolerate sexual harassment by anyone in the workplace.

- Sexual harassment - Unwelcome sexual or gender-based conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment; unreasonably interferes with work performance; or is made a term or condition of employment; or used as the basis for an employment decision.
- Unwelcome conduct - Conduct that an employee does not solicit or initiate and that the employee regards as undesirable and offensive.

## **C. Reporting Sexual Harassment**

Employees who witness any incident that appears to be a violation of the department policy on sexual harassment will report the incident to their immediate supervisor, HRO, DE/DD/OD, or the Office of Civil Rights.

Employees who feel they are being subjected to sexual harassment by their peers or co-workers will report the incident to their immediate supervisor, HRO, DE/DD/OD, or the Office of Civil Rights.

Employees who feel they are being subjected to sexual harassment by their immediate supervisor or any other supervisor or manager should report such concerns directly to a higher level of management, as appropriate, or file a complaint with the Office of Civil Rights. (See Chapter 9, "Problem Resolution.")

Supervisors or HROs will report behavior or allegations that may be regarded as sexual harassment to their DE/DD/OD.

DE/DD/ODs or designees will ensure all sexual harassment complaints are promptly reported to the Office of Civil Rights and prior to any investigation.

NOTE: Employees who report sexual harassment are protected against retaliation by state and federal laws.

## **D. Posting of Notices and Training**

All employees will be made aware of issues concerning sexual harassment in the workplace through New Employee Orientation (NEO) Training. All districts, divisions and offices are required to post notices on employee bulletin boards. In addition, state law requires discrimination and sexual harassment supplemental training every two years (after the date of hire) for current employees.

## II. DELEGATION OF AUTHORITY OF AFFIRMATIVE ACTION - EEO OFFICER

The Executive Director is responsible for efficiently and effectively leading all aspects of the department. This includes EEO and implementation of the department's policies, programs and operating strategies consistent with federal and state laws, as well as regulations and directives issued by the commission.

### The OCR Director:

- Serves as the department's designated EEO Officer;
- Manages the department's grievance, compliance and investigation processes, resulting from internal and external complaints;
- Interprets EEO/Civil Rights case law and internal policy;
- Disseminates information to management staff; and
- Manages internal EEO-related matters.

### The Investigation Section Director:

- Manages and oversees the agency's grievance and investigation processes;
- Establishes procedures; and
- Monitors the progress of investigations.

The Diversity Program Coordinator develops and disseminates the agency's annual Affirmative Action Plan (AAP), EEO Quarterly Activity Reports and all other state and federally-mandated EEO reports.

The Human Resources Division (HRD) Director oversees all human resources activities for the department, including classification, employee relations and recruitment.

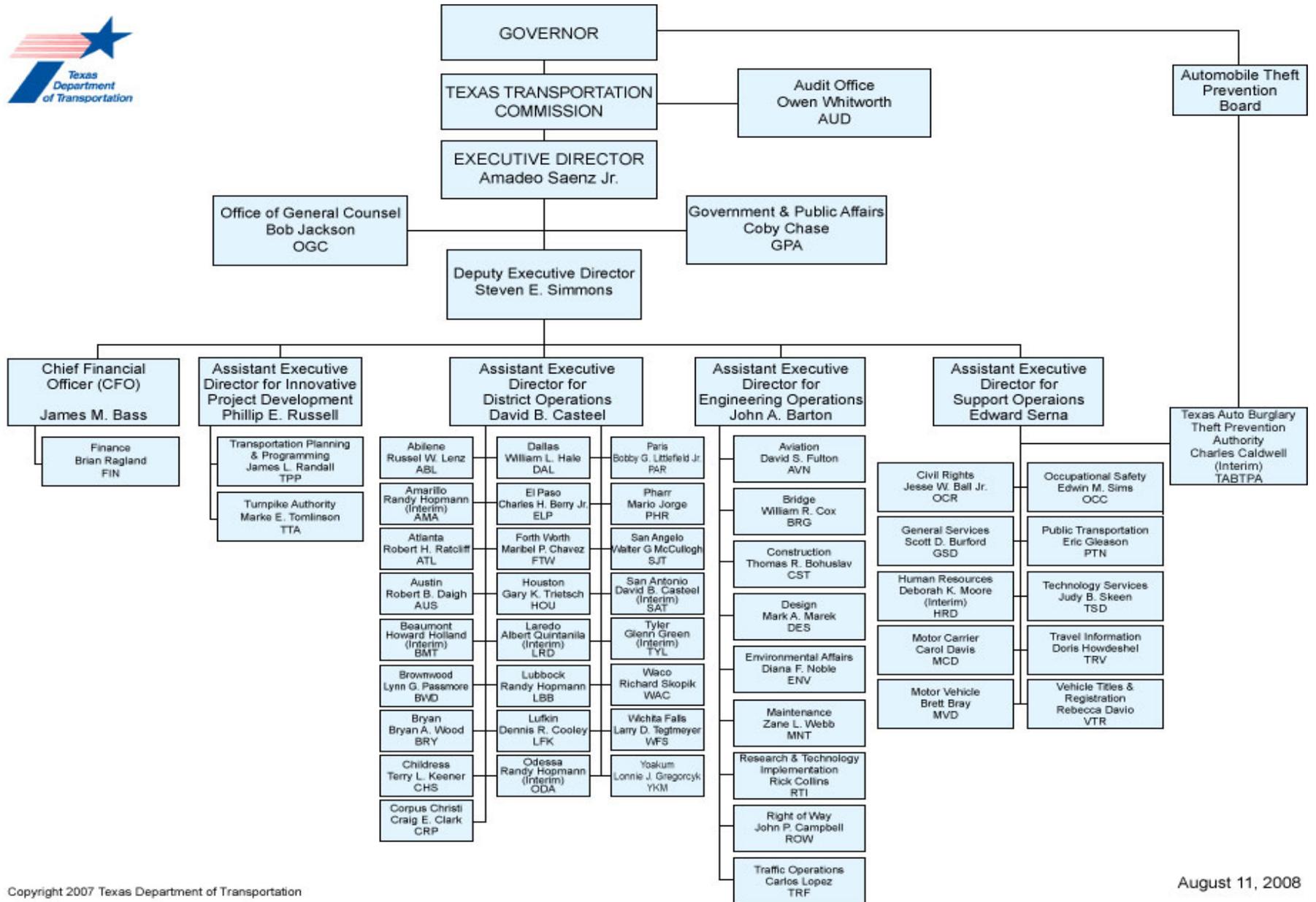
The Employment Opportunities Section (EOS) Director manages the Conditional Grant Program, the Transportation and Civil Engineering Recruitment Programs, and the central employment office.

The Training, Quality and Development (TQD) Section Director oversees all training activity for the department, including developing and delivering policy, and staff development courses.

Each District/Region designates an internal and external EEO Coordinator.

Each Division/Office designates an internal Title VII EEO Coordinator. Those divisions subject to Title VI requirements also appoint external EEO Coordinators. These coordinators are responsible for integrating all aspects of the AAP and EEO activities within their particular organizations.

### III. ORGANIZATIONAL CHART



## **IV. FY08 AFFIRMATIVE ACTION PLAN (AAP) PROGRAM ACCOMPLISHMENTS**

### **A. Introduction**

TxDOT's AAP is implemented and monitored on a fiscal-year basis with three main objectives:

1. Ensure that TxDOT has an aggressive Affirmative Action (AA) program which incorporates the most advanced concepts and monitoring methodologies available;
2. Ensure that the AA program complies fully with all applicable federal/state statutes and judicial decisions; and
3. Ensure that the AA program actively involves each district, division and office in the development, implementation and compliance monitoring of goals, objectives, guidelines and other applicable procedures.

The AAP is prepared by OCR and approved by the Executive Director. The plan specifies goals, objectives and guidelines pertaining to:

- Achieving workforce parity with available labor force within the state;
- Achieving and maintaining equity in employment and training opportunities for employees;
- Selecting employees for promotion;
- Participating in departmental educational assistance programs;
- Resolving employee problems and grievances; and
- Making reasonable employment accommodations in the event of injury or disability.

Monitoring of the AA program includes:

- Quarterly reports to OCR for tracking and analysis;
- Action plans developed to correct deficiencies;
- Monitoring procedures capable of objectively evaluating all equal employment opportunity programs and policies affecting employees; and
- Quarterly assessments of the AA program with reports to Administration and DEs/DDs/ODs.

Filling vacancies in the latter two quarters were limited and restricted to certain key positions due to budget restraints, proved to a challenge in keeping a well balanced workforce. The private sector demand for certain professions added to a decline in the available workforce in some of the larger urban areas also contributed to the difficulty in filling vacancies.

## **B. Noteworthy Activities & Initiatives**

- OCR conducted 4 Advisory Information Module Series (AIMS) that provided EEO and employee relations information to include Conflict Resolution in the Workplace, Creating a Positive Work Environment and Cultural Diversity. A total of 140 employees attended 7 presentations in 4 districts.
- OCR participated in 19 New Employee Orientation (NEO) Training classes. Courses presented: Sexual Harassment and Grievances policies and procedures.

## **C. FY08 Workforce Analysis by EEO Job Categories**

The benchmark for the total number of regular, full-time department employees was 14,476. The benchmark was taken on September 08, 2007:

TxDOT Beginning Workforce Comparison:

- Minorities represented 33.88% or 4,905 employees;
- Females represented 24.10% of the workforce or 3,489 employees;
- Hispanics represented 23.42% or 3,390 employees;
- Blacks represented 8.07% or 1,168 employees;
- Asian American/Pacific Islanders represented 1.96% or 283 employees; and
- American Indians/Alaskan Natives represented 0.44% of the workforce or 64 employees.

## FY08 WORKFORCE ANALYSIS BY EEO JOB CATEGORIES (FINAL RESULTS)

Officials/ Administrators	TOTAL	Min.	Fem.	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
TxDOT Beg. Workforce	416	65	76	62	289	2	7	12	41	-	3	-	-
TxDOT Workforce %	-	15.63	18.27	14.90	69.47	0.48	1.68	2.89	9.86	-	0.72	-	-
State CLF %	-	25.98	37.46	26.25	47.77	3.52	3.15	6.36	9.20	1.00	1.99	0.33	0.43
Representation Index	-	-10.36	-19.19	-11.35	21.70	-3.04	-1.47	-3.48	0.66	-1.00	-1.27	-0.33	-0.43
Parity %	-	-43.08	-79.83	-47.2	90.28	-12.64	-6.10	-14.46	2.75	-4.16	-5.28	-1.37	-1.79
Targeted Recruitment	-	43	79	47	-	12	6	14	-	4	5	1	1

4 <sup>th</sup> Qtr/FY Ending	399	65	72	58	276	2	8	12	41	-	2	-	-
4 <sup>th</sup> Qtr %	-	16.29	18.05	14.54	69.17	0.50	2.01	3.01	10.28	-	0.50	-	-
Underutilization	-	38	77	46	-	12	4	13	-	3	5	1	1
1 <sup>st</sup> Qtr	426	68	77	63	295	2	8	12	43	-	3	-	-
2 <sup>nd</sup> Qtr	421	70	78	63	288	2	8	13	44	-	3	-	-
3 <sup>rd</sup> Qtr	412	69	76	62	281	2	8	12	44	-	3	-	-

**NOTE:**

"State CLF %" is the percentage calculation derived from the 2000 CLF Census based on each job category, gender and ethnicity.

"Underutilization" is the ending workforce result of any differences in actual movement from the beginning of the fiscal year. This is determined by (1) multiplying the Fourth Ending Quarter Total workforce by the State CLF; then (2) subtracting the result from the FY Category Ending Total. Example:

$$399 \text{ (4th Qtr Ending Total)} \times 37.46\% \text{ (Female state CLF \%)} = 149;$$

$$149 - 72 \text{ (FY Female ending Total)} = 77 \text{ (Underutilization)}$$

Professionals	TOTAL	Min.	Fem.	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
TxDOT Beg. Workforce	4,982	1,598	1,710	1,102	2,282	170	203	360	645	70	132	8	10
TxDOT Workforce %	-	32.08	34.32	22.12	45.80	3.41	4.07	7.23	12.95	1.41	2.65	0.16	0.20
State CLF %	-	29.91	50.25	34.43	37.28	5.41	2.99	7.72	7.55	2.26	3.20	0.43	0.35
Representation Index	-	2.17	-15.93	-12.31	8.52	-2.0	1.08	-0.49	5.40	-0.85	-0.55	-0.27	-0.15
Parity %	-	107.88	-793.46	-613.3	424.7	-99.64	54.04	-24.61	268.6	-42.59	-27.40	-13.42	-7.44
Targeted Recruitment	-	-	793	613	-	99	-	24	-	42	27	13	7

4 <sup>th</sup> Qtr/FY Ending	4,814	1,544	1,637	1,062	2,208	157	197	346	634	63	128	9	10
4 <sup>th</sup> Qtr %	-	32.07	34.01	22.06	45.87	3.26	4.09	7.19	13.17	1.31	2.66	0.19	0.21
Underutilization	-	-	782	595	-	103	-	25	-	45	26	11	6
1 <sup>st</sup> Qtr	4,905	1,571	1,693	1,094	2,240	169	196	355	633	68	133	7	10
2 <sup>nd</sup> Qtr	4,916	1,584	1,695	1,091	2,241	163	196	365	640	69	133	7	11
3 <sup>rd</sup> Qtr	4,858	1,552	1,657	1,074	2,232	154	198	354	632	66	129	9	10

Technician	TOTAL	Min.	Fem.	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
TxDOT Beg. Workforce	3,725	1,283	753	449	1,993	65	248	213	683	17	38	9	10
TxDOT Workforce %	-	34.44	20.21	12.05	53.50	1.75	6.66	5.72	18.34	0.46	1.02	0.24	0.27
State CLF %	-	37.89	53.84	32.02	30.07	8.70	3.88	10.59	9.76	2.00	1.96	0.53	0.47
Representation Index	-	-3.45	-33.63	-19.97	23.43	-6.96	2.78	-4.87	8.58	-1.54	-0.94	-0.29	-0.20
Parity %	-	-128	-1,252	-743	872	-259	103	-181	319	-57.50	-35.0	-10.74	-7.51
Targeted Recruitment	-	128	1,252	743	-	259	-	181	-	57	35	10	7

4 <sup>th</sup> Qtr Stats	3,389	1,137	611	398	1,854	55	241	132	631	17	40	9	12
4 <sup>th</sup> Qtr %	-	33.55	18.03	11.74	54.71	1.62	7.11	3.90	18.62	0.50	1.18	0.27	0.35
Underutilization	-	147	1,213	687	-	239	-	226	-	50	26	8	3
1 <sup>st</sup> Qtr	3,688	1,277	744	445	1,966	65	251	205	678	19	38	10	11
2 <sup>nd</sup> Qtr	3,638	1,278	736	437	1,923	64	257	208	669	17	41	10	12
3 <sup>rd</sup> Qtr	3,446	1,165	624	407	1,874	58	246	132	647	18	42	9	13

Protective Services	TOTAL	Min.	Fem.	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
TxDOT Beg. Workforce	8	3	1	-	5	-	2	-	-	-	-	1	-
TxDOT Workforce %	-	37.5	12.50	-	62.5	-	25.0	-	-	-	-	12.50	-
State CLF %	-	39.9	20.2	10.0	49.2	6.1	10.4	3.8	18.1	0.10	0.50	0.20	0.70
Representation Index	-	-2.40	-7.70	10.0	13.3	-6.1	14.6	-3.8	-18.1	-0.10	-0.50	12.30	-0.70
Parity %	-	-0.19	-0.62	-0.80	1.06	-0.49	1.17	0.30	-1.45	-0.01	-0.04	-0.98	-0.06
Targeted Recruitment	-	-	-	-	-	-	-	-	1	-	-	-	-
4 <sup>th</sup> Qtr Stats	8	2	-	-	6	-	2	-	-	-	-	-	-
4 <sup>th</sup> Qtr %	-	25.0	-	-	75.0	-	25.0	-	-	-	-	-	-
Underutilization	-	1	-	-	-	-	-	-	1	-	-	-	-
1 <sup>st</sup> Qtr	9	3	1	-	6	-	2	-	-	-	-	1	-
2 <sup>nd</sup> Qtr	9	3	1	-	6	-	2	-	-	-	-	1	-
3 <sup>rd</sup> Qtr	9	3	1	-	-	6	2	-	-	1	-	-	-

Administrative Support	TOTAL	Min.	Fem.	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
TxDOT Beg. Workforce	1,000	352	866	580	68	78	19	200	45	5	2	3	-
TxDOT Workforce %	-	35.20	86.60	58.0	6.80	7.8	1.9	20.0	4.50	0.50	0.20	0.30	-
State CLF %	-	39.82	67.09	40.20	20.0	8.33	3.56	16.59	8.12	1.41	1.00	0.56	0.25
Representation Index	-	-4.62	19.51	17.80	-13.20	-0.53	-1.6	3.41	-3.62	-0.91	-0.80	-0.26	-0.25
Parity %	-	-46.20	195.10	178.0	-132.0	-5.3	-16.6	34.1	-36.2	-9.10	-8.0	-2.6	-2.5
Targeted Recruitment	-	46	-	-	132	5	16	-	36	9	8	2	2
4 <sup>th</sup> Qtr Stats	986	339	858	578	69	78	15	196	43	4	1	2	-
4 <sup>th</sup> Qtr %	-	34.38	87.02	58.62	7.0	7.91	1.52	19.88	4.36	0.41	0.10	0.20	-
Underutilization	-	53	-	-	128	4	20	-	37	9	8	3	2
1 <sup>st</sup> Qtr	1,065	384	913	603	78	88	20	215	52	4	2	3	-
2 <sup>nd</sup> Qtr	1,057	381	906	597	79	89	19	213	52	4	1	3	-
3 <sup>rd</sup> Qtr	1,016	354	876	586	76	82	18	202	45	4	1	2	-

Skilled Crafts	TOTAL	Min.	Fem.	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
TxDOT Beg. Workforce	3,992	1,424	63	38	2,530	8	326	17	1,037	-	14	-	22
TxDOT Workforce %	-	35.67	1.58	0.95	63.38	0.20	8.17	0.43	25.98	0.0	0.35	0.0	0.55
State CLF %	-	46.54	6.00	3.00	50.46	0.70	5.73	1.76	35.61	0.46	1.37	0.08	0.83
Representation Index	-	-10.87	-4.42	-2.05	12.92	-0.50	2.44	-1.33	-9.63	-0.46	-1.02	0.08	-0.28
Parity %	-	-433	-176	-81.76	515	-19.94	97.26	-53.26	-384	-18.36	-40.69	-3.19	-11.13
Targeted Recruitment	-	433	176	81	-	19	-	53	384	18	40	3	11

4 <sup>th</sup> Qtr Stats	3,595	1286	50	33	2,276	6	283	10	958	-	11	1	17
4 <sup>th</sup> Qtr %	-	35.77	1.39	0.92	63.31	0.17	7.87	0.28	26.65	-	0.31	0.03	0.47
Underutilization	-	387	165	74	-	19	-	53	322	16	38	1	12
1 <sup>st</sup> Qtr	3,925	1,410	59	38	2,477	8	310	13	1,043	-	13	-	23
2 <sup>nd</sup> Qtr	3,845	1,379	59	39	2,427	8	301	12	1,025	-	11	-	22
3 <sup>rd</sup> Qtr	3,706	1,322	58	38	2,346	8	291	12	980	-	11	-	20

Service/Maintenance	TOTAL	Min.	Fem.	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
TxDOT Beg. Workforce	353	180	20	14	159	1	39	4	133	-	2	1	-
TxDOT Workforce %	-	50.9	5.67	3.97	45.04	0.28	11.05	1.13	37.68	-	0.57	0.28	-
State CLF %	-	55.75	11.16	3.87	39.87	1.80	12.99	5.08	33.47	0.28	1.36	0.10	0.67
Representation Index	-	-4.76	-5.49	-0.10	5.17	-1.52	-1.94	-3.95	4.21	-0.28	-0.79	0.18	-0.67
Parity %	-	-16.8	-19.39	-0.34	18.26	-5.35	-6.85	-13.93	14.85	-0.99	-2.80	0.65	-2.37
Targeted Recruitment	-	16	19	-	-	5	6	13	-	1	2	-	2

4 <sup>th</sup> Qtr Stats	331	158	14	10	163	1	36	3	115	-	3	-	-
4 <sup>th</sup> Qtr %	-	47.73	4.23	3.02	49.25	0.30	10.88	0.91	34.74	-	0.91	-	-
Underutilization	-	26	22	2	-	4	6	13	-	-	1	-	2
1 <sup>st</sup> Qtr	402	187	18	14	201	1	48	2	133	-	2	1	-
2 <sup>nd</sup> Qtr	378	180	15	11	187	1	47	2	126	-	3	1	-
3 <sup>rd</sup> Qtr	350	166	15	11	173	1	40	2	119	-	3	1	-

**D. FY07 & FY08**

Throughout FY08 TxDOT hired **726** employees or 5.37% of the total workforce. There was a net lost of **954** employees, based on a comparison of the total number of employees at the beginning of the fiscal year to the total at the end of the fiscal year. The overall statistics indicate a percentage lost of 0.37% in minorities or a decrease of **54**. There were loses in all minority groups except the Hispanic and Asian American/Pacific Islander males.

**All EEO Job Groups - Workforce FY Summary**

Ethnicity/Gender (E/G)		Minority (Min)	Female (Fm)	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
Beg of FY08	14,476	4,905	3,489	2,245	7,326	324	844	806	2,584	92	191	22	42
% of Workforce	-	33.88	24.10	15.51	50.61	2.24	5.83	5.57	17.85	0.64	1.32	0.15	0.29

End of FY08	13,522	4,531	3,242	2,139	6,852	299	782	699	2,422	84	185	21	39
% of Workforce	-	33.51	23.98	15.82	50.67	2.21	5.78	5.17	17.91	0.62	1.37	0.16	0.29
FY Movement % + / -	-	-0.37	-0.12	0.31	0.06	-0.03	-0.05	-0.04	0.06	-0.02	0.05	0.01	-

End of FY07	14,476	4,905	3,489	2,245	7,326	324	844	806	2,584	92	191	22	42
% of Workforce	-	33.88	24.10	15.51	50.61	2.24	5.83	5.57	17.85	0.64	1.32	0.15	0.29

## E. Salary Job Category Comparison

The FY07/FY08 EEO-4 salary classification comparison located in Appendix E indicates an increase in women and minorities from the lower classification levels into the two higher salary classification levels.

- Official/Administrator - Increase in the Black and Hispanic male female group totals--an average of **11.3%**.
- Professional - Increase in all groups at the highest salary level. The average increase for females was **20%**, **16%** for males and **19%** for minorities. The Black male and Hispanic female groups showed the highest increases from **20%** to **25%**.
- Technician - Increase from **40% to 70%** in the minority group totals.
- Administrative Support - Little movement across the pay classification. Increase from **1 to 5** for the Hispanic female group; **0 to 3** for the Hispanic male group and from **1 to 3** for the Black female group.
- Skill Craft - Increase for the minority male group from **40% to 50%**.
- Service Maintenance - White females increased to **55%**; Hispanic males increased to **100%**.

## F. Publicizing the AAP

### 1. Internal Dissemination

The AAP was posted on the department's intranet webpage and is accessible to TxDOT employees. Portions of the plan are also made available through various internal meetings and forums:

- Workforce Availability Analysis Report - This AAP report was used by district EEO Coordinators and recruiters to identify job categories that are underutilized locally.
- New Employee Orientation (NEO) Training - Conducted by HRD/TQD every three weeks for districts, divisions and offices. New employees are informed of department policies and procedures. A total of **765** employees were trained in FY08.
- District Visits - The department's EEO Policy, EEO data and reporting were reviewed with District Engineers (DEs), Directors of Administration (DOAs) and EEO Coordinators in the Tyler and Corpus Christi districts. The visits also identified the goals and objectives of hiring managers and supervisors.
- Bulletin Boards - The EEO and Sexual Harassment policies are displayed on bulletin boards throughout the department and are also available on TxDOT's website.

## 2. External Dissemination

The AAP was posted on the department's internet webpage and is accessible to contractors, minority groups and organizations, the transportation industry and the public.

### G. FY08 Accomplishments

Goals and objectives for FY08 were achieved by utilizing the following resources:

#### Office of Civil Rights (OCR):

- *Special Projects Coordinator* - Oversees the OCR daily administration and financial duties, including research, managing special projects and compiling reports.
- *Investigators* - Conduct internal discrimination (Title VII), non-discrimination and external discrimination (Title VI) investigations; disseminate EEO information via district visits; and provide other business-related assistance.
- *Information Specialist* - Develops, disseminates, coordinates and presents EEO information, including the Advisory Information Module Series (AIMS) and participates in NEO Training.

#### Human Resources Division (HRD):

- *Employment Opportunities Section (EOS) Recruiters* - Provide assistance with all program activities, including the Conditional Grant and Transportation & Civil Engineering Programs; assist assigned districts with recruitment activities; coordinate and attend selected recruiting events.
- *Training, Quality & Development (TQD) Section* provides training programs for technical skills; management and supervisor development; educational and college degree assistance; and regulatory workshops and awareness. Quality Management provides teambuilding seminars, meeting facilitations and assists all DDO functions with national transportation awards submissions.
- *American with Disabilities Act (ADA) Coordinator* develops and administers the department's ADA Program; interprets and revises policies and procedures; and advises department personnel on ADA.

## Districts, Divisions & Offices

*Recruitment Team Members (RTMs)* - Provide state-wide recruiting assistance to EOS recruiters. Members include district/division/office engineering and information system personnel. Due to travel restrictions, EOS coordinated closely with district HR Coordinators and RTMs on recruitment, career fairs and hiring through the Rapid Hire Program.

<b>FY08 GOALS/OBJECTIVES</b>	<b>RESPONSIBLE OFFICIAL(S)</b>	<b>TARGET DATE</b>	<b>STATUS</b>
Distribute EEO discrimination and harassment policies to all districts; place on intranet.	OCR	May08	<i>Completed</i>
Monitor, evaluate, and report AAP programs.	OCR	Quarterly	<i>See Page 20, Items 1-5.</i>
Distribute job postings to female and minority organizations to diversify applicant pool.	District HROs & EEO Coordinators	Quarterly	<i>See Page 20, Item 3.</i>
Update all 25-district availability analyses.	OCR	Feb08	<i>Analyses updated and forwarded to all districts for recruitment use.</i>
Inform all hiring supervisors of goals to improve underutilization of women and minorities.	District DEs & Hiring Supervisors	Aug08	<i>Progress is continuing.</i>
Report all EEO activities to OCR.	District HROs & EEO Coordinators	Quarterly	<i>All district reports received for 3rd Qtr FY08.</i>
Conduct outreach and recruitment efforts to female and minority organizations.	District HROs & EEO Coordinators	Quarterly	<i>See Page 12, Section VII, Item 6.</i>
Update availability analyses to identify all underutilized groups of women and minorities of 3 districts selected for visits.	OCR/District HROs & EEO Coordinators	May08	<i>Updated for Corpus Christi &amp; Tyler Districts.</i>
Conduct visits for the 3 selected districts to discuss department AAP goals.	OCR/District DEs	Aug08	<i>Due to limited budget, 2 districts selected: Corpus Christi &amp; Tyler.</i>
Identify FY09 outreach and recruitment efforts for the 3 selected districts.	OCR/District HROs & EEO Coordinators	Aug08	<i>Due to limited budget, 2 districts selected: Corpus Christi &amp; Tyler.</i>
Monitor and report on mandatory state supplemental EEO/Sexual Harassment Training.	HROs/EEO Coordinators & Hiring Supervisors	Quarterly	<i>5,822 employees completed training during FY08.</i>
Monitor and report NEO EEO/Sexual Harassment training.	OCR & HRD	Quarterly	<i>Participated in 19 presentations during FY08.</i>
Monitor and report AIMS presentations.	OCR	Quarterly	<i>Conducted 7 presentations in the Austin, Beaumont, El Paso &amp; Tyler Districts for 140 attendees during FY08.</i>
Monitor and follow-up on previous district visits.	AUS, SAT, BMT & FTW District & OCR	Aug08	<i>Completed, see page 27 this report.</i>
Conduct EEO Compliance training for managers and supervisors.	OCR/TWC	Aug08	<i>Class was not scheduled this fiscal year</i>
Update and post EEO Supplemental Video (DEV205) online.	OCR	Aug08	<i>Delayed due to budget restraints; update 90% complete.</i>
Conduct OCR/HRD Conference to discuss EEO updates, goals and objectives.	OCR/HRD	May08	<i>Canceled due to limited travel budget.</i>

## H. FY08 Workforce Analysis

As of August 31, 2008, TxDOT had a total of 13,522 full-time employees:

- Minorities represented **33.51%** or 4,531 employees;
- Females represented **23.98%** or 3,242 employees;
- Hispanics represented **23.08%** or 3,121 employees;
- Blacks represented **8.0%** or 1,081 employees;
- Asian American/Pacific Islanders represented **1.99%** or 269 employees;
- and
- American Indians/Alaskan Natives represented **0.44%** of the workforce or 60 employees.

Budget restrictions placed numerous limits on hiring and recruiting in the second half of the fiscal year, resulting in a total workforce reduction in all gender and ethnic categories.

The total workforce decreased by **6.59%** with a decrease in minority groups by **0.44%** from the previous year. The Hispanic group decreased by **0.34%**; the Black group by **0.7%**; and the Asian American/Pacific Islander group by **0.03%**. The American Indians/Alaskan Native group had no change at **0.0%**.

Female and male groups decreased by **0.12%**. The non-minority group had the largest decrease of **0.37%**.

There were a total of **29,016** job applications--down **37.5%** from last fiscal year's total of **46,486**. There were a total of **726** new hires--down **50.5%** compared to **1,467** new hires last fiscal year. Included were **299** minorities and **229** females--both down from **564** (-46.9%) and **356** (-35.7%), respectively, from last fiscal year.

## I. Complaints of Discrimination

OCR conducted **28** investigations; **9** of which were Title VII discrimination grievances based on race, gender (sex), national origin, age or disability; **8** for retaliation and **12** for non-discrimination and non-retaliation issues.

## J. FY08 AAP Recruitment & Hiring Programs

The Employment Opportunities Section (EOS) expanded recruitment to colleges, universities and other state organizations that have high Black and other minority-focused enrollment. Due to budget restraints, recruitment efforts were restricted, impacting the hiring of minorities and women in non-engineering occupations.

1. College Cooperative Education Program - Planned and progressive learning process for students that integrate academic studies with supervised work experience.

*Recruited 1 Hispanic male.*

2. Conditional Grant Program - Provides educational and financial opportunities to students for hard-to-fill positions; provides higher education and potential recruitment opportunities for qualified candidates into the department's workforce.

Total of **21** participants: 9 Hispanic males; 2 Hispanic females; 5 White males; 1 White female; 1 Asian American/Pacific Islander female; 1 Black female; 2 Black males. *(71% minority: 24% female; 76% male)*

Undergraduate Majors: Civil Engineering - **14** participants (67%); Computer Science - 4 participants (19%); Computer Information - 2 participants (9%); Management Information - 1 (5%).

3. District Outreach - Community outreach to institutions and organizations that encourage minority and women applicants (includes meetings, presentations and vacancy notices):
  - *Bryan District* - Army Career & Alumni Program (ACAP); Brazos County; Brazos Valley Business & Professional Women; Brazos Valley Community Action Agency; Brazos Valley Council of Government; Bryan/College Station Chamber of Commerce; Bryan Library; Carnegie Center of Brazos Valley; College Station City Library; Girls Club of Brazos County; Goodwill Industries Stores; Knights of Columbus; League of United Latin American Citizens (LULAC); Lincoln Recreation Center; the National Association for the Advancement of Colored People (NAACP); Salvation Army; TX A&M University); TX Workforce Commission (TWC).
  - *Dallas District* - Southern A&M; TX A&M (Commerce, Kingsville); TX Tech University; University of TX (Arlington, El Paso).

- *El Paso District* - Cadwallader Elementary School; Capistrano Elementary School; Coolie Elementary School; Dell City ISD; Desert Wind Middle School; Frank Macias Elementary School; Indian Ridge Middle School; Parkland Middle School; Sageland MicroSociety School; San Elizario High School; Tornillo High School.
- *Ft Worth District* - Carroll Peak Elementary Career Day; Ft Worth Hispanic Chamber of Commerce; CAD Concepts Inc (CCI) Training Center; Department of Human Services; Goodwill; Minority Opportunity News; M.L. Phillips Elementary Career Day; NAACP; Poolville Middle School Career Day; Sunrise McMillen Elementary Career Day; Tarleton State University; Tarrant County College; Tarleton State University; Tarrant County Employee's Network; Taylor Elementary Career Day; TX A&M Career Placement; TX Christian University Career Placement; TX Pre-Engineering Student Summer Camp District Tour; TWC; University of TX (Arlington, Tyler); Veterans Outreach; Waltrip High School; Weatherford College; Western Hills Elementary Career Day; Whitley Road Elementary Career Day; Women's Center of Tarrant County; Worth Heights Elementary Career Day.
- *San Antonio District* - McCullum High School Mentor Program; San Antonio Independent School District (ISD); UT San Antonio Career Fair.
- *San Angelo District* - Ballinger High School Career; Career On-Wheels Career Day; Howard College Spring Job Fair; Leahey High School.
- *Tyler District* - Goodwill Industries Opportunities in Tyler (OIT); ITT Technical Institute; Jacksonville College; Junior College; People Attempting to Help (PATH); Prairie View A&M University; TX State Technical College; UT Tyler; TX Veterans Commission (Van Zandt County).
- *Pharr District* - Eddie Lucio Middle School; North San Juan Elementary School; Pharr San Juan Alamo High School; Rio Grande City High School; Zapata High School.
- *Odessa District* - Local churches in the Permian Basin; Odessa Community College; TX Tech University.
- *Waco District* - Cen-Tex Hispanic Chamber of Commerce; Department of Assisted & Rehabilitated Services; McLennan County Restitution Center; New Mt Zion Baptist Church.
- *Paris District* - 1 Bonham church; 3 Greenville churches; Les Belles Parisian Club; Monster.com; Viola Chapter #98.

4. College Internship Program - Provides students job experience by working in a TxDOT professional environment.

*Recruited 1 Hispanic male.*

5. Recruitment And Career Fairs:

- Alabama A&M University (Huntsville) Career Week Expo
- Alderete, Montwood, Slider & Sun Ridge Middle School Career Fairs (El Paso)
- Amarillo Chamber of Commerce Job Fair
- Arizona State University (Albuquerque) Career Expo
- Houston Area Texas Job Fair
- Huston-Tillotson University (Austin) Career Expo
- Huston-Tillotson University (Austin) 2008 Spring Career Fair
- Jarvis Christian College Job Fair (Hawkins)
- John Glenn Elementary School Career Day (San Antonio)
- Lamar University Career Expo (All Campuses)
- Lubbock Independent School District College & Career Night
- Military.com Career Fair (Austin)
- New Mexico State University (Albuquerque) Engineering Career Fair
- New Mexico State University (Albuquerque) Career Expo
- North Alabama Connection Professional Employment Fair
- Prairie View A&M University 2008 Spring Job Fair
- Prairie View A&M University Career Expo (All Campuses)
- Southern University (Baton Rouge, LA) 2008 Career Exploration
- Southern Methodist University (Dallas) Career Expo
- St. Edwards University 2008 Spring Job Fair
- TX A&M University (College Station) Engineering 2008 Career Fair
- TX A&M University (College Station) Student Engineers' Council (SEC) Fall Fair
- TX A&M University (Bryan) Career Fair
- TX A&M University (Kingsville) 2008 Spring Career Fair
- TX Tech University (Lubbock) 2008 Spring Job Fair
- TX Tech University (Lubbock) 2008 Spring Engineering Job Fair
- TX State University (San Marcos) Internship & Job Fair
- TX State University (San Marcos) Spring 2008 Career Fair
- TX Association of Mexican American Chamber of Commerce
- University of Houston Engineering Technology Fair
- University of Houston National Society of Black Engineers (NSBE) Technology Fair
- UT Texas Arlington Engineering Fair
- UT Texas Austin Engineering Fair
- UT Texas Austin Natural Science Career Fair

- UT Texas Austin Natural Science, Engineering & Business School Expos
- UT Texas El Paso Engineering Expo
- UT Texas El Paso, San Antonio & Odessa Career Day
- UT Houston Engineering Technology Fair
- Weatherford College Job Fair (Ft Worth)
- West Texas A&M University Career Fair (Canyon)
- Wimberley ISD 8th Grade 2008 Career Day

#### **K. FY08 Employee Training & Development**

- Interviewing & Hiring - **100** supervisors and managers completed this course along with the on-line pre-assessment that covers policy information on EEO, AA and diversity.
- Professional Ethics & Fundamentals of Ethics - **949** employees completed a combination of instructor-led courses, on-line courses and instructor distance learning.
- Practical Supervision - **394** supervisors completed this new course with a heavy component of EEO and other regulatory-based case studies and scenarios tied into department policy and processes.
- Engineering Assistant (EA) Career Development Program - New program aimed at 400+ EA's to provide an increased level of training, job rotational opportunities, formalized mentoring and engineering exam preparation training. A tracking system has been developed to monitor compliance, trends and milestones.
- Learning Content Management System (i-Way) - **15,475** on-line course completions. The system contains 400+ online courses, including health and safety, employee interpersonal skills, project management, conflict resolution, ethics, fraud and department policy.

## L. FY07 & FY08 Non-Competitive Promotion Analysis (Performance-Based)

The department had a decrease in female (3.1%) and minority (3.5%) in non-competitive promotions.

JOB CATEGORY	Total			WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F
		Women	Minority										
<b>Officials/Administrators</b>													
Previous FY07	6	1	1	4	1	-	-	1	-	-	-	-	-
Current FY08	18	2	4	12	2	-	-	3	-	-	-	-	-
<b>Professionals</b>													
Previous FY07	788	282	273	329	186	38	13	111	64	27	18	1	1
Current FY08	751	292	266	310	175	22	31	106	70	19	14	2	2
<b>Technicians</b>													
Previous FY07	572	89	201	313	58	37	7	123	19	8	2	2	3
Current FY08	545	80	206	288	51	47	3	124	21	4	4	2	1
<b>Protective Service</b>													
Previous FY07	5	-	1	4	-	1	-	-	-	-	-	-	-
Current FY08	1	-	1	-	-	1	-	-	-	-	-	-	-
<b>Office/Clerical</b>													
Previous FY07	98	91	37	4	57	-	6	3	27	-	1	-	-
Current FY08	91	77	37	8	45	-	9	6	22	-	-	-	-
<b>Skilled Craft</b>													
Previous FY07	516	9	196	316	4	37	1	154	4	-	-	-	-
Current FY08	451	7	173	272	6	21	-	147	-	2	-	2	1
<b>Service/Maintenance</b>													
Previous FY07	3	-	2	1	-	-	-	2	-	-	-	-	-
Current FY08	2	-	-	2	-	-	-	-	-	-	-	-	-
Total Previous FY07	1998	472	711	971	306	113	27	394	114	35	21	3	4
Total Current FY08	1859	458	687	892	279	91	43	386	113	25	18	6	4
Movement +/-	<139>	<14>	<24>	<79>	<27>	<22>	16	<8>	<01>	<10>	<3>	3	0
% Movement +/-	-	3.1%	3.5%	8.1%	8.8%	19.5%	59.3%	2.0%	0.88%	28.6%	14.3%	100%	0

## M. Separations

Separations accounted for a workforce reduction of approximately **1,688** or **12.48%** of the ending workforce and outpaced New Hires (**726**).

Separations of minorities accounted for **685** or **40.58%** of the workforce; women accounted for **473** or **28.02%**. The EEO job categories with the highest separations were:

- Technician (29.92%)
- Professional (27.37%)
- Skilled Craft (27.01%)

Involuntary separations (**222** or **13.15%**) accounted for **48.65%** minorities and **26.23%** women.

The top three separation reasons:

1. Personal Reasons (**534** employees or **31.64%**).
2. Retirement (**417** employees or **24.70%**).
3. Inadequate Salary (**226** employees or **13.39%**).

## N. Program Evaluations

The district, division and office EEO Coordinators provided quarterly reports to the OCR EEO Diversity Program Coordinator on the progress of goals and recruitment. The results were reviewed for program effectiveness and improving performance, utilizing the new Human Resources Online Information System:

- Total number of applicants by race, ethnicity and gender;
- Total number of applicants hired by race, ethnicity and gender;
- Termination totals (voluntary and involuntary) by race, ethnicity and gender;
- Promotion and transfer totals by race, ethnicity and gender;
- General training attendance totals by race, ethnicity and gender; and
- Total number of employees attending required EEO and Sexual Harassment supplemental training.

## O. District Visits

OCR conducted two district visits to discuss department AAP goals and brief new HR staff on EEO initiatives. OCR visited the District Engineer, Director of Administration, Human Resources Officers and EEO Coordinators of the Tyler and Corpus Christi districts in August 2008:

- Reviewed district's availability analysis and recruitment goals for improving underutilized categories.
- Reviewed new EEO HR Online reports and emphasized utilization of recruitment program resources.
- Reviewed district's recruitment programs.
- Monitored district's FY08 EEO recruiting goals.

Since our FY07 visit, the **Austin** district increased the following categories:

- Official/Administrator (Female and minorities)
- Professional (Females and minorities)
- Office/Clerical (Females)
- Skilled Craft (Minorities)

The **San Antonio** district overall had a slight decrease in the following categories since our FY07 visit:

- Professional (Minorities)
- Technician (Females and minorities)
- Office/Clerical (Females and minorities)
- Skilled Craft (Minorities)
- Service Maintenance (Minorities)

The **Ft. Worth** district had an overall mix of decreases and increases in all categories since our FY07 visit, but showed an increase in the female and minority groups.

The **Beaumont** district also had an overall mix of decreases and increases in all categories since our FY07 visit, but showed an increase in the female group and a decrease in the minority group.

## V. FY09 AFFIRMATIVE ACTION PLAN - INITIATIVES & OBJECTIVES

### A. FY09 Job Group Goals

Using the 2000 Civilian Labor Workforce census data and comparing it to the TxDOT Workforce analysis in Appendix A, the department will focus on the following protected categories in FY08:

- Officials/Administrators - White females; Black & Hispanic females and males; Asian American/Pacific Islander females and males; and American Indian/Alaskan Native females and males.
- Professional - White, Black & Hispanic females; Asian American/Pacific Islander females and males; and American Indian/Alaskan Native females and males.
- Technician - White, Black, Hispanic & American Indian/Alaskan Native females; and Asian American/Pacific Islander females and males.
- Administrative Support - Black, Asian American/Pacific Islander & American Indian/Alaskan Native females and males; and Hispanic males.
- Skilled Craft - White & Black females; Hispanic and Asian American/Pacific Islander females and males; and American Indian/Alaskan Native females and males.
- Service/Maintenance - Black & Asian American/Pacific Islander females and males; Hispanic females; and American Indian/Alaskan Native males.

### B. FY09 AAP Recruitment Programs

TxDOT will continue to participate in the following recruitment programs:

- College Cooperative Education Program
- Conditional Grant Program
- College Internship Program
- E.J. Conrad Leadership Program
- High School Co-op Program
- Recruitment and Career Fairs
- Summer Transportation Institute (STI)
- Temporary Hiring Program (Directive 2-94)
- Texas Pre-Freshman Engineering Program (TexPREP)
- Transportation and Civil Engineering Program (TRAC)

<b>FY09GOALS/OBJECTIVES</b>	<b>RESPONSIBLE OFFICIAL(S)</b>	<b>TARGET DATE</b>	<b>STATUS</b>
Distribute discrimination and harassment policies to all employees; place on intranet.	OCR	Aug09	
Monitor, evaluate and report AAP program results.	OCR	Quarterly	
Improve distributing of job postings to female and minority organizations to diversify applicant pool.	District HROs & EEO Coordinators	May09	
Update all 25 district availability analyses for FY09.	OCR	Dec08	
Inform hiring supervisors of goals to improve underutilization of women and minorities.	District DEs & Hiring Supervisors	Aug09	
All districts report all EEO activities to OCR.	District HROs & EEO Coordinators	Quarterly	
Improve outreach and recruitment efforts to female and minority organizations.	Division/District HROs & EEO Coordinators	Quarterly	
Update availability analysis to identify all underutilized groups of women and minorities of the three districts selected for visits.	OCR/District HROs & EEO Coordinators	Dec08	
Conduct three district visits to discuss department AAP goals.	OCR/District DEs	Aug09	
Increase outreach and recruitment efforts in (3) districts with identified underutilization in ethnic and gender groups.	OCR/District HROs & EEO Coordinators	Quarterly	
Monitor and report on mandatory state supplemental EEO/Sexual Harassment Training.	HROs/EEO Coordinators & Hiring Supervisors	Quarterly	
Monitor and report NEO EEO/Sexual Harassment training.	OCR & HRD	Quarterly	
Monitor and report AIMS presentations.	OCR	Quarterly	
Monitor and follow-up on previous FY08 district visits.	Tyler & Corpus Christi District & OCR	Aug09	
Conduct EEO Compliance training for managers and supervisors.	OCR/TWC	Aug09	
Update and post EEO Supplemental Video (DEV205) online.	OCR	Aug09	
Conduct OCR/HRD Conference to discuss EEO updates, goals and objectives.	OCR/HRD	June09	

# **APPENDICIES**

## APPENDIX A - FISCAL YEAR 2009 WORKFORCE ANALYSIS BY OCCUPATIONAL CATEGORY

JOB CATEGORY	Total			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Minority	Women										
Officials/Administrators	399	65	72	58	276	2	8	12	41	0	2	0	0
TxDOT %		16.29	18.05	14.54	69.17	0.50	2.01	3.01	10.28	0.00	0.50	0.00	0.00
State CLF %		25.98	37.46	26.25	47.77	3.52	3.15	6.36	9.20	1.00	1.99	0.33	0.43
Representation Index		-9.69	-19.41	-11.71	21.40	-3.02	-1.14	-3.35	1.08	-1.00	-1.49	-0.33	-0.43
Parity %		-38.66	-77.47	-46.74	85.40	-12.04	-4.57	-13.38	4.29	-3.99	-5.94	-1.32	-1.72
Targeted Recruitment		38	77	46	0	12	4	13	0	3	5	1	1
Professionals	4,814	1,544	1,637	1,062	2,208	157	197	346	634	63	128	9	10
TxDOT %		32.07	34.00	22.06	45.87	3.26	4.09	7.19	13.17	1.31	2.66	0.19	0.21
State CLF %		29.91	50.25	34.43	37.28	5.41	2.99	7.72	7.55	2.26	3.20	0.43	0.35
Representation Index		2.16	-16.25	-12.37	8.59	-2.15	1.10	-0.53	5.62	-0.95	-0.54	-0.24	-0.14
Parity %		104.13	-782.04	-595.46	413.34	-103.44	53.06	-25.64	270.54	-45.80	-26.05	-11.70	-6.85
Targeted Recruitment		0	782	595	0	103	0	25	0	45	26	11	6
Technicians	3,389	1,137	611	398	1,854	55	241	132	631	17	40	9	12
TxDOT %		33.55	18.03	11.74	54.71	1.62	7.11	3.89	18.62	0.50	1.18	0.27	0.35
State CLF %		37.89	53.84	32.02	30.07	8.70	3.88	10.59	9.76	2.00	1.96	0.53	0.47
Representation Index		-4.34	-35.81	-20.28	24.64	-7.08	3.23	-6.70	8.86	-1.50	-0.78	-0.26	-0.12
Parity %		-147.09	-1213.64	-687.16	834.93	-239.84	109.51	-226.90	300.23	-50.78	-26.42	-8.96	-3.93
Targeted Recruitment		147	1213	687	0	239	0	226	0	50	26	8	3
Protective Service	8	2	0	0	6	0	2	0	0	0	0	0	0
TxDOT %		25.00	0.00	0.00	75.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00
State CLF %		39.90	20.20	10.00	49.20	6.10	10.40	3.80	18.10	0.10	0.50	0.20	0.70
Representation Index		-14.90	-20.20	-10.00	25.80	-6.10	14.60	-3.80	-18.10	-0.10	-0.50	-0.20	-0.70
Parity %		-1.19	-1.62	-0.80	2.06	-0.49	1.17	-0.30	-1.45	-0.01	-0.04	-0.02	-0.06
Targeted Recruitment		1	1	0	0	0	0	0	1	0	0	0	0
Office/Clerical	986	339	858	578	69	78	15	196	43	4	1	2	0
TxDOT %		34.38	87.02	58.62	7.00	7.91	1.52	19.88	4.36	0.41	0.10	0.20	0.00
State CLF %		39.82	67.09	40.20	20.00	8.33	3.56	16.59	8.12	1.41	1.00	0.56	0.25
Representation Index		-5.44	19.93	18.42	-13.00	-0.42	-2.04	3.29	-3.76	-1.00	-0.90	-0.36	-0.25
Parity %		-53.63	196.49	181.63	-128.20	-4.13	-20.10	32.42	-37.06	-9.90	-8.86	-3.52	-2.47
Targeted Recruitment		53	0	0	128	4	20	0	37	9	8	3	2
Skilled Craft	3,595	1,286	50	33	2,276	6	283	10	958	0	11	1	17
TxDOT %		35.77	1.39	0.92	63.31	0.17	7.87	0.28	26.65	0.00	0.31	0.03	0.47
State CLF %		46.54	6.00	3.00	50.46	0.70	5.73	1.76	35.61	0.46	1.37	0.08	0.83
Representation Index		-10.77	-4.61	-2.08	12.85	-0.53	2.14	-1.48	-8.96	-0.46	-1.06	-0.05	-0.36
Parity %		-387.11	-165.70	-74.85	461.96	-19.17	77.01	-53.27	-322.18	-16.54	-38.25	-1.88	-12.84
Targeted Recruitment		387	165	74	0	19	0	53	322	16	38	1	12
Service/Maintenance	331	158	14	10	163	1	36	3	115	0	3	0	0
TxDOT %		47.73	4.23	3.02	49.24	0.30	10.88	0.91	34.74	0.00	0.91	0.00	0.00
State CLF %		55.75	11.16	3.87	39.87	1.80	12.99	5.08	33.47	0.28	1.36	0.10	0.67
Representation Index		-8.02	-6.93	-0.85	9.37	-1.50	-2.11	-4.17	1.27	-0.28	-0.45	-0.10	-0.67
Parity %		-26.53	-22.94	-2.81	31.03	-4.96	-7.00	-13.81	4.21	-0.93	-1.50	-0.33	-2.22
Targeted Recruitment		26	22	2	0	4	7	13	0	0	1	0	2
<b>Total</b>	<b>13,522</b>	<b>4,531</b>	<b>3,242</b>	<b>2,139</b>	<b>6,852</b>	<b>299</b>	<b>782</b>	<b>699</b>	<b>2,422</b>	<b>84</b>	<b>185</b>	<b>21</b>	<b>39</b>
<b>%</b>		<b>33.51</b>	<b>23.98</b>	<b>15.82</b>	<b>50.67</b>	<b>2.21</b>	<b>5.78</b>	<b>5.17</b>	<b>17.91</b>	<b>0.62</b>	<b>1.37</b>	<b>0.16</b>	<b>0.29</b>
		Minority	Women	WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M

## APPENDIX B - PROMOTION, SEPARATION & HIRING ANALYSIS

### EEO Workforce Progression Summary

Page No. 1  
Run Date: 09/08/2008  
HR Online Rpt ID: X\_RR5030  
From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

#### Summary of All Job Groups

#### Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	*NI
All Applicants	29016	6801	1920	2446	407	79	375	5490	2120	2587	296	100	486	5909
% of Total Applicants		23.44	6.62	8.43	1.40	0.27	1.29	18.92	7.31	8.92	1.02	0.34	1.67	20.36
Applicants - External	24141	5003	1660	1823	310	69	261	4645	1968	2126	259	81	408	5528
% of Total Applicants - External		20.72	6.88	7.55	1.28	0.29	1.08	19.24	8.15	8.81	1.07	0.34	1.69	22.90
Applicants - Internal	4875	1798	260	623	97	10	114	845	152	461	37	19	78	381
% of Total Applicants - Internal		36.88	5.33	12.78	1.99	0.21	2.34	17.33	3.12	9.46	0.76	0.39	1.60	7.82
Hires	726	297	48	137	9	6	-	130	30	61	7	1	-	-
% of Total Hires		40.91	6.61	18.87	1.24	0.83	-	17.91	4.13	8.40	0.96	0.14	-	-
All Promotions	1859	892	92	386	25	6	-	279	43	113	19	4	-	-
% of Total All Promotions		47.98	4.95	20.76	1.34	0.32	-	15.01	2.31	6.08	1.02	0.22	-	-
Competitive Promotions	354	175	17	66	5	1	-	49	8	26	5	2	-	-
% of Total Comp. Promotions		49.44	4.80	18.64	1.41	0.28	-	13.84	2.26	7.34	1.41	0.56	-	-
Non-Competitive Promotions	1505	717	75	320	20	5	-	230	35	87	14	2	-	-
% of Total Non-Comp Promotions		47.64	4.98	21.26	1.33	0.33	-	15.28	2.33	5.78	0.93	0.13	-	-
Merit Increases	7593	3936	390	1333	70	17	-	1255	160	385	32	15	-	-
% of Total Merit Increases		51.84	5.14	17.56	0.92	0.22	-	16.53	2.11	5.07	0.42	0.20	-	-
Transfers	1254	567	58	174	17	2	-	263	45	108	16	4	-	-
% of Total Transfers		45.22	4.63	13.88	1.36	0.16	-	20.97	3.59	8.61	1.28	0.32	-	-
Separations	1688	770	114	307	15	9	-	233	54	169	15	2	-	-
% of Total Separations		45.62	6.75	18.19	0.89	0.53	-	13.80	3.20	10.01	0.89	0.12	-	-

\*AA/PI - Asian American/Pacific Islander

\*AI/AN - American Indian/Alaskan Native

\*NI - Not Indicated

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# EEO Workforce Progression Summary

Page No. 2  
 Run Date: 09/08/2008  
 HR Online Rpt ID: X\_RR5030  
 From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

Job Category: Officials/Administrators

Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	*NI
All Applicants	1593	616	109	119	36	8	24	189	43	107	14	3	11	314
% of Total Applicants		38.67	6.84	7.47	2.26	0.50	1.51	11.86	2.70	6.72	0.88	0.19	0.69	19.71
Applicants - External	1067	313	81	56	27	6	19	142	41	91	9	2	9	271
% of Total Applicants - External		29.33	7.59	5.25	2.53	0.56	1.78	13.31	3.84	8.53	0.84	0.19	0.84	25.40
Applicants - Internal	526	303	28	63	9	2	5	47	2	16	5	1	2	43
% of Total Applicants - Internal		57.60	5.32	11.98	1.71	0.38	0.95	8.94	0.38	3.04	0.95	0.19	0.38	8.17
Hires	7	4	-	-	-	-	-	2	-	1	-	-	-	-
% of Total Hires		57.14	-	-	-	-	-	28.57	-	14.29	-	-	-	-
All Promotions	18	12	1	3	-	-	-	2	-	-	-	-	-	-
% of Total All Promotions		66.67	5.56	16.67	-	-	-	11.11	-	-	-	-	-	-
Competitive Promotions	14	9	1	3	-	-	-	1	-	-	-	-	-	-
% of Total Comp. Promotions		64.29	7.14	21.43	-	-	-	7.14	-	-	-	-	-	-
Non-Competitive Promotions	4	3	-	-	-	-	-	1	-	-	-	-	-	-
% of Total Non-Comp Promotions		75.00	-	-	-	-	-	25.00	-	-	-	-	-	-
Merit Increases	217	148	4	22	1	-	-	33	2	7	-	-	-	-
% of Total Merit Increases		68.20	1.84	10.14	0.46	-	-	15.21	0.92	3.23	-	-	-	-
Transfers	31	17	-	5	-	-	-	9	-	-	-	-	-	-
% of Total Transfers		54.84	-	16.13	-	-	-	29.03	-	-	-	-	-	-
Separations	32	22	1	2	1	-	-	5	-	1	-	-	-	-
% of Total Separations		68.75	3.13	6.25	3.13	-	-	15.63	-	3.13	-	-	-	-

\*AA/PI - Asian American/Pacific Islander

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# EEO Workforce Progression Summary

Page No. 3  
 Run Date: 09/08/2008  
 HR Online Rpt ID: X\_RR5030  
 From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

Job Category: Professionals

Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	*NI
All Applicants	14033	3098	951	1064	243	26	190	2835	1026	1255	184	48	284	2829
% of Total Applicants		22.08	6.78	7.58	1.73	0.19	1.35	20.20	7.31	8.94	1.31	0.34	2.02	20.16
Applicants - External	11404	2272	801	795	165	24	132	2283	911	951	161	43	220	2646
% of Total Applicants - External		19.92	7.02	6.97	1.45	0.21	1.16	20.02	7.99	8.34	1.41	0.38	1.93	23.20
Applicants - Internal	2629	826	150	269	78	2	58	552	115	304	23	5	64	183
% of Total Applicants - Internal		31.42	5.71	10.23	2.97	0.08	2.21	21.00	4.37	11.56	0.87	0.19	2.43	6.96
Hires	127	48	11	11	2	1	-	34	6	11	3	-	-	-
% of Total Hires		37.80	8.66	8.66	1.57	0.79	-	26.77	4.72	8.66	2.36	-	-	-
All Promotions	751	310	22	106	19	2	-	175	31	70	14	2	-	-
% of Total All Promotions		41.28	2.93	14.11	2.53	0.27	-	23.30	4.13	9.32	1.86	0.27	-	-
Competitive Promotions	139	58	5	12	3	-	-	33	5	18	4	1	-	-
% of Total Comp. Promotions		41.73	3.60	8.63	2.16	-	-	23.74	3.60	12.95	2.88	0.72	-	-
Non-Competitive Promotions	612	252	17	94	16	2	-	142	26	52	10	1	-	-
% of Total Non-Comp Promotions		41.18	2.78	15.36	2.61	0.33	-	23.20	4.25	8.50	1.63	0.16	-	-
Merit Increases	2610	1221	90	328	48	2	-	621	87	185	22	6	-	-
% of Total Merit Increases		46.78	3.45	12.57	1.84	0.08	-	23.79	3.33	7.09	0.84	0.23	-	-
Transfers	642	285	28	82	13	2	-	143	24	56	9	-	-	-
% of Total Transfers		44.39	4.36	12.77	2.02	0.31	-	22.27	3.74	8.72	1.40	-	-	-
Separations	462	187	24	59	8	2	-	104	25	46	7	-	-	-
% of Total Separations		40.48	5.19	12.77	1.73	0.43	-	22.51	5.41	9.96	1.52	-	-	-

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# EEO Workforce Progression Summary

Page No. 4  
 Run Date: 09/08/2008  
 HR Online Rpt ID: X\_RR5030  
 From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

Job Category: Technicians

Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	
All Applicants	3624	1077	355	505	83	19	73	333	170	205	37	6	28	733
% of Total Applicants		29.72	9.80	13.93	2.29	0.52	2.01	9.19	4.69	5.66	1.02	0.17	0.77	20.23
Applicants - External	2936	803	308	373	79	14	48	267	152	164	31	6	28	663
% of Total Applicants - External		27.35	10.49	12.70	2.69	0.48	1.63	9.09	5.18	5.59	1.06	0.20	0.95	22.58
Applicants - Internal	688	274	47	132	4	5	25	66	18	41	6	-	-	70
% of Total Applicants - Internal		39.83	6.83	19.19	0.58	0.73	3.63	9.59	2.62	5.96	0.87	-	-	10.17
Hires	142	49	12	26	6	1	-	18	6	19	4	1	-	-
% of Total Hires		34.51	8.45	18.31	4.23	0.70	-	12.68	4.23	13.38	2.82	0.70	-	-
All Promotions	545	288	47	124	4	2	-	51	3	21	4	1	-	-
% of Total All Promotions		52.84	8.62	22.75	0.73	0.37	-	9.36	0.55	3.85	0.73	0.18	-	-
Competitive Promotions	81	37	7	20	-	1	-	8	1	5	1	1	-	-
% of Total Comp. Promotions		45.68	8.64	24.69	-	1.23	-	9.88	1.23	6.17	1.23	1.23	-	-
Non-Competitive Promotions	464	251	40	104	4	1	-	43	2	16	3	-	-	-
% of Total Non-Comp Promotions		54.09	8.62	22.41	0.86	0.22	-	9.27	0.43	3.45	0.65	-	-	-
Merit Increases	1794	998	94	338	12	6	-	233	27	73	7	6	-	-
% of Total Merit Increases		55.63	5.24	18.84	0.67	0.33	-	12.99	1.51	4.07	0.39	0.33	-	-
Transfers	302	160	18	47	4	-	-	40	7	17	5	4	-	-
% of Total Transfers		52.98	5.96	15.56	1.32	-	-	13.25	2.32	5.63	1.66	1.32	-	-
Separations	505	210	37	86	3	-	-	54	13	95	6	1	-	-
% of Total Separations		41.58	7.33	17.03	0.59	-	-	10.69	2.57	18.81	1.19	0.20	-	-

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 \*NI - Not Indicated

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# EEO Workforce Progression Summary

Page No. 5  
 Run Date: 09/08/2008  
 HR Online Rpt ID: X\_RR5030  
 From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

Job Category: Protective Services

Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	*NI
All Applicants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Applicants		-	-	-	-	-	-	-	-	-	-	-	-	-
Applicants - External	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Applicants - External		-	-	-	-	-	-	-	-	-	-	-	-	-
Applicants - Internal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Applicants - Internal		-	-	-	-	-	-	-	-	-	-	-	-	-
Hires	1	1	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Hires		100.00	-	-	-	-	-	-	-	-	-	-	-	-
All Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-
% of Total All Promotions		-	100.00	-	-	-	-	-	-	-	-	-	-	-
Competitive Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Comp. Promotions		-	-	-	-	-	-	-	-	-	-	-	-	-
Non-Competitive Promotions	1	-	1	-	-	-	-	-	-	-	-	-	-	-
% of Total Non-Comp Promotions		-	100.00	-	-	-	-	-	-	-	-	-	-	-
Merit Increases	7	6	1	-	-	-	-	-	-	-	-	-	-	-
% of Total Merit Increases		85.71	14.29	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Transfers		-	-	-	-	-	-	-	-	-	-	-	-	-
Separations	1	-	-	-	-	-	-	-	-	-	-	1	-	-
% of Total Separations		-	-	-	-	-	-	-	-	-	-	100.00	-	-

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# EEO Workforce Progression Summary

Page No. 6  
 Run Date: 09/08/2008  
 HR Online Rpt ID: X\_RR5030  
 From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

Job Category: Administrative Support

Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	*NI
All Applicants	6875	586	249	345	34	1	26	2025	846	1006	59	32	152	1514
% of Total Applicants		8.52	3.62	5.02	0.49	0.01	0.38	29.45	12.31	14.63	0.86	0.47	2.21	22.02
Applicants - External	6443	521	248	306	33	1	18	1861	834	910	58	28	144	1481
% of Total Applicants - External		8.09	3.85	4.75	0.51	0.02	0.28	28.88	12.94	14.12	0.90	0.43	2.23	22.99
Applicants - Internal	432	65	1	39	1	-	8	164	12	96	1	4	8	33
% of Total Applicants - Internal		15.05	0.23	9.03	0.23	-	1.85	37.96	2.78	22.22	0.23	0.93	1.85	7.64
Hires	145	12	3	9	-	-	-	73	18	30	-	-	-	-
% of Total Hires		8.28	2.07	6.21	-	-	-	50.34	12.41	20.69	-	-	-	-
All Promotions	91	8	-	6	-	-	-	45	9	22	1	-	-	-
% of Total All Promotions		8.79	-	6.59	-	-	-	49.45	9.89	24.18	1.10	-	-	-
Competitive Promotions	11	2	-	-	-	-	-	4	2	3	-	-	-	-
% of Total Comp. Promotions		18.18	-	-	-	-	-	36.36	18.18	27.27	-	-	-	-
Non-Competitive Promotions	80	6	-	6	-	-	-	41	7	19	1	-	-	-
% of Total Non-Comp Promotions		7.50	-	7.50	-	-	-	51.25	8.75	23.75	1.25	-	-	-
Merit Increases	565	36	8	24	-	-	-	341	37	113	3	3	-	-
% of Total Merit Increases		6.37	1.42	4.25	-	-	-	60.35	6.55	20.00	0.53	0.53	-	-
Transfers	137	12	2	4	-	-	-	71	14	32	2	-	-	-
% of Total Transfers		8.76	1.46	2.92	-	-	-	51.82	10.22	23.36	1.46	-	-	-
Separations	121	7	5	8	1	-	-	62	14	22	2	-	-	-
% of Total Separations		5.79	4.13	6.61	0.83	-	-	51.24	11.57	18.18	1.65	-	-	-

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\*NI - Not Indicated

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# EEO Workforce Progression Summary

Page No. 7  
 Run Date: 09/08/2008  
 HR Online Rpt ID: X\_RR5030  
 From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

Job Category: Skilled Craft

Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	*NI
All Applicants	2343	1155	187	363	7	18	53	81	29	10	2	11	7	420
% of Total Applicants		49.30	7.98	15.49	0.30	0.77	2.26	3.46	1.24	0.43	0.09	0.47	0.30	17.93
Applicants - External	1770	832	154	249	2	17	36	66	24	7	-	2	4	377
% of Total Applicants - External		47.01	8.70	14.07	0.11	0.96	2.03	3.73	1.36	0.40	-	0.11	0.23	21.30
Applicants - Internal	573	323	33	114	5	1	17	15	5	3	2	9	3	43
% of Total Applicants - Internal		56.37	5.76	19.90	0.87	0.17	2.97	2.62	0.87	0.52	0.35	1.57	0.52	7.50
Hires	163	106	12	40	-	4	-	1	-	-	-	-	-	-
% of Total Hires		65.03	7.36	24.54	-	2.45	-	0.61	-	-	-	-	-	-
All Promotions	451	272	21	147	2	2	-	6	-	-	-	1	-	-
% of Total All Promotions		60.31	4.66	32.59	0.44	0.44	-	1.33	-	-	-	0.22	-	-
Competitive Promotions	109	69	4	31	2	-	-	3	-	-	-	-	-	-
% of Total Comp. Promotions		63.30	3.67	28.44	1.83	-	-	2.75	-	-	-	-	-	-
Non-Competitive Promotions	342	203	17	116	-	2	-	3	-	-	-	1	-	-
% of Total Non-Comp Promotions		59.36	4.97	33.92	-	0.58	-	0.88	-	-	-	0.29	-	-
Merit Increases	2158	1403	163	541	7	9	-	21	7	7	-	-	-	-
% of Total Merit Increases		65.01	7.55	25.07	0.32	0.42	-	0.97	0.32	0.32	-	-	-	-
Transfers	133	89	9	32	-	-	-	-	-	3	-	-	-	-
% of Total Transfers		66.92	6.77	24.06	-	-	-	-	-	2.26	-	-	-	-
Separations	456	281	33	121	2	7	-	6	2	4	-	-	-	-
% of Total Separations		61.62	7.24	26.54	0.44	1.54	-	1.32	0.44	0.88	-	-	-	-

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\*NI - Not Indicated

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# EEO Workforce Progression Summary

Page No. 8  
 Run Date: 09/08/2008  
 HR Online Rpt ID: X\_RR5030  
 From 09/01/07 Thru 08/31/08

Employee Types: '1','2','5','6','7','8','9'

Job Category: Service-Maintenance

Statewide

Workforce Category	Total	Male						Female						Gender
		White	Black	Hispanic	*AA/PI	*AI/AN	*NI	White	Black	Hispanic	*AA/PI	*AI/AN	*NI	*NI
All Applicants	548	269	69	50	4	7	9	27	6	4	-	-	4	99
% of Total Applicants		49.09	12.59	9.12	0.73	1.28	1.64	4.93	1.09	0.73	-	-	0.73	18.07
Applicants - External	521	262	68	44	4	7	8	26	6	3	-	-	3	90
% of Total Applicants - External		50.29	13.05	8.45	0.77	1.34	1.54	4.99	1.15	0.58	-	-	0.58	17.27
Applicants - Internal	27	7	1	6	-	-	1	1	-	1	-	-	1	9
% of Total Applicants - Internal		25.93	3.70	22.22	-	-	3.70	3.70	-	3.70	-	-	3.70	33.33
Hires	141	77	10	51	1	-	-	2	-	-	-	-	-	-
% of Total Hires		54.61	7.09	36.17	0.71	-	-	1.42	-	-	-	-	-	-
All Promotions	2	2	-	-	-	-	-	-	-	-	-	-	-	-
% of Total All Promotions		100.00	-	-	-	-	-	-	-	-	-	-	-	-
Competitive Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Comp. Promotions		-	-	-	-	-	-	-	-	-	-	-	-	-
Non-Competitive Promotions	2	2	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Non-Comp Promotions		100.00	-	-	-	-	-	-	-	-	-	-	-	-
Merit Increases	242	124	30	80	2	-	-	6	-	-	-	-	-	-
% of Total Merit Increases		51.24	12.40	33.06	0.83	-	-	2.48	-	-	-	-	-	-
Transfers	9	4	1	4	-	-	-	-	-	-	-	-	-	-
% of Total Transfers		44.44	11.11	44.44	-	-	-	-	-	-	-	-	-	-
Separations	111	63	14	31	-	-	-	2	-	1	-	-	-	-
% of Total Separations		56.76	12.61	27.93	-	-	-	1.80	-	0.90	-	-	-	-

\*AA/PI - Asian American/Pacific Islander  
 \*AI/AN - American Indian/Alaskan Native  
 \*NI - Not Indicated

This form contains sensitive or proprietary information. Please do not distribute.

## APPENDIX C - TERMINATION ANALYSIS

# Separation Analysis

Texas Dept of Transportation

Employee Type: '1','2','5','6','7','8','9'

Page No. 4

Run Date: 09/08/2008

HR Online Rpt ID: X\_RR5015

From 09/01/2007 Thru 08/31/2008

### By Job Category

Job Category	Total Sep By Job Cat	% of Total	Male					Female						
			White	Black	Hisp	*AA/ PI	*AI/ AN	Un- known	White	Black	Hisp	*AA/ PI	*AI/ AN	Un- known
Officials & Administrators	32	1.90	22	1	2	1	-	-	5	-	1	-	-	-
Professionals	462	27.37	187	24	59	8	2	-	104	25	46	7	-	-
Technicians	505	29.92	210	37	86	3	-	-	54	13	95	6	1	-
Protective Service Worker	1	0.06	-	-	-	-	-	-	-	-	-	-	1	-
Paraprofessionals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Support	121	7.17	7	5	8	1	-	-	62	14	22	2	-	-
Skilled Craft	456	27.01	281	33	121	2	7	-	6	2	4	-	-	-
Service/Maintenance	111	6.58	63	14	31	-	-	-	2	-	1	-	-	-
Column Totals	1,688		770	114	307	15	9	-	233	54	169	15	2	-

\*AA/PI-Asian American/Pacific Islander. AI/AN-American Indian/Alaskan Native

# Involuntary Separations

Texas Dept of Transportation

Employee Type: '1','2','5','6','7','8','9'

Page No. 16

Run Date: 09/08/2008

HR Online Rpt ID: X\_RR5015

From 09/01/2007 Thru 08/31/2008

## By Job Category

Job Category	Total Sep By Job Cat	% of Total	Male						Female					
			White	Black	Hisp	*AA/ PI	*AI/ AN	Un- known	White	Black	Hisp	*AA/ PI	*AI/ AN	Un- known
Officials & Administrators	2	0.12	-	1	-	-	-	-	1	-	-	-	-	-
Professionals	41	2.43	13	3	7	-	1	-	8	3	4	2	-	-
Technicians	61	3.61	21	4	13	-	-	-	10	2	10	1	-	-
Protective Service Worker	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessionals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Support	21	1.24	1	2	1	1	-	-	11	1	4	-	-	-
Skilled Craft	63	3.73	30	8	22	1	1	-	1	-	-	-	-	-
Service/Maintenance	34	2.01	18	7	9	-	-	-	-	-	-	-	-	-
Column Totals	222		83	25	52	2	2	-	31	6	18	3	-	-

\*AA/PI-Asian American/Pacific Islander. AI/AN-American Indian/Alaskan Native

## APPENDIX D - FY08 DISCRIMINATION COMPLAINTS ANALYSIS

BASIS(ES)	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F	Total
Race	-	-	2	-	-	-	-	-	-	-	2
Gender	-	2	-	-	1	-	-	-	-	1	4
Color	-	-	-	-	-	-	-	-	-	-	-
National Origin	-	-	-	-	2	1	-	-	-	-	3
Age	-	1	-	-	-	1	-	-	-	-	2
Disability	-	1	-	-	-	-	-	-	-	-	1
Retaliation	-	1	-	-	2	1	-	-	-	-	4
<b>Total</b>	-	5	2	-	5	3	-	-	-	1	16

ISSUE(S)											Total	
Harassment	-	-	-	-	-	-	-	-	-	-	-	-
Sexual Harassment	-	-	-	-	-	-	-	-	-	-	-	-
Awards	-	-	-	-	-	-	-	-	-	-	-	-
Promotions	-	1	-	-	-	1	-	-	-	-	-	2
Training	-	-	-	-	-	-	-	-	-	-	-	-
Terminations	-	3	2	-	2	2	-	-	-	-	-	9
Lay-Offs	-	-	-	-	-	-	-	-	-	-	-	-
Hiring	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	1	-	-	3	-	-	-	-	1	-	5
<b>Total</b>	-	5	2	-	5	3	-	-	-	1	-	16

## FY08 DISCRIMINATION COMPLAINTS ANALYSIS (Cont'd)

	TOTAL	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F
<b>OPEN CASES</b>											
Counseling within 35 days	0	-	-	-	-	-	-	-	-	-	-
Counseling 35+ days	0	-	-	-	-	-	-	-	-	-	-
Counseling within 60 days	0	-	-	-	-	-	-	-	-	-	-
Counseling 60+ days	0	-	-	-	-	-	-	-	-	-	-
Pending Mediation 35 days	0	-	-	-	-	-	-	-	-	-	-
Pending Mediation 60 days	0	-	-	-	-	-	-	-	-	-	-
Pending Mediation 60+	0	-	-	-	-	-	-	-	-	-	-
<b>FY07 CLOSED CASES</b>											
Closed within 35 days	0	-	-	-	-	-	-	-	-	-	-
Closed within 60 days	0	-	-	-	-	-	-	-	-	-	-
Closed 60+ days	0	-	-	-	-	-	-	-	-	-	-
<b>APPEALS</b>											
Open 35 days	1	-	-	-	-	-	-	-	1	-	-
Open 60 days	3	-	-	1	-	2	-	-	-	-	-
Open 60+ days	10(3)	3(2)	1	-	1	5(1)	-	-	-	-	-
Closed 35 days	2	-	1	-	1	-	-	-	-	-	-
Closed 30+ days	30 (7)	10	5(4)	2(1)	1	6(1)	5	1(1)	-	-	-
<b>Total</b>	<b>46 (10)</b>	<b>13(2)</b>	<b>7(4)</b>	<b>3(1)</b>	<b>3</b>	<b>13(2)</b>	<b>5</b>	<b>1(1)</b>	<b>1</b>	<b>-</b>	<b>-</b>
<b>COMPLAINTS FILED WITH EEOC</b>	<b>16</b>	<b>-</b>	<b>5</b>	<b>2</b>	<b>-</b>	<b>5</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>
<b>Note:</b> Numbers in parenthesis indicates appeal alleging discrimination and/or retaliation											

## APPENDIX E - SALARY BY OCCUPATIONAL CATEGORY (EEO-4)

All Employees Active From 09/01/2007 To 08/31/2008

EEO Job Category	Total A	Male					Female				
		B Wht	C Blk	D Hisp	E *AA/PI	F *AI/AN	G Wht	H Blk	I Hisp	J *AA/PI	K *AI/AN
Officl/Adm	422	290	9	43	3		62	2	13		
Professnls	5234	2374	218	686	136	12	1158	182	389	70	9
Technicns	4095	2159	296	772	49	12	470	74	228	25	10
Protct/Svc	9	6	2								1
Admin Supp	1119	78	24	54	2		640	94	220	5	2
Skill Crft	4019	2538	315	1066	13	24	39	8	15		1
Serv/Maint	529	292	55	159	3		14	2	4		
<b>Total</b>	<b>15427</b>	<b>7737</b>	<b>919</b>	<b>2780</b>	<b>206</b>	<b>48</b>	<b>2383</b>	<b>362</b>	<b>869</b>	<b>100</b>	<b>23</b>

\* Asian American/Pacific Islander  
American Indian/Alaskan Native

**1. Full Time Employees From 09/01/2007 To 08/31/2008**

EEO Job Category	Salaries	Total A	Male					Female					
			B Wht	C Blk	D Hisp	E *AA/PI	F *AI/AN	G Wht	H Blk	I Hisp	J *AA/PI	K *AI/AN	
Officl/Adm	01 \$0.0 -15.9	2	2										
	02 16.0 -19.9	5	3					1		1			
	43.0 Plus	414	285	9	43	3		60	2	12			
Professnls	10 \$20.0 -24.9	1	1										
	11 25.0 -34.9	182	47	9	19	2		64	15	22	2	2	
	12 35.0 -42.9	632	156	28	81	5		212	50	92	7	1	
	43.0 Plus	4393	2162	181	586	129	12	866	117	273	61	6	
Technicns	17 \$20.0 -24.9	110	65	19	14			8	1	2	1		
	18 25.0 -34.9	1442	694	97	305	22	7	155	31	123	5	3	
	19 35.0 -42.9	1403	757	104	281	11	1	147	20	71	6	5	
	43.0 Plus	886	521	53	105	10	4	136	15	30	10	2	
Protct/Svc	24 \$20.0 -24.9	1	1										
	25 25.0 -34.9	8	5	2								1	
Admin Supp	38 \$20.0 -24.9	26	4	2	2			11	2	5			
	39 25.0 -34.9	581	48	14	37	2		292	58	126	4		
	40 35.0 -42.9	392	18	3	8			253	29	80		1	
	43.0 Plus	81	5	1	3			62	3	5	1	1	
Skill Crft	45 \$20.0 -24.9	213	114	23	68	2	3	3					
	46 25.0 -34.9	2455	1494	211	681	6	17	27	5	13		1	
	47 35.0 -42.9	776	510	40	214	3	3	3	2	1			
	43.0 Plus	572	419	40	103	2	1	6	1				
Serv/Maint	52 \$20.0 -24.9	307	136	36	120	3		9	1	2			
	53 25.0 -34.9	124	83	14	24			3					
	54 35.0 -42.9	5	3		2								
	43.0 Plus	3	3										
<b>Total Full Time</b>	65	15014	7536	886	2696	200	48	2318	352	858	97	23	

\* Asian American/Pacific Islander  
American Indian/Alaskan Native

2. Other Than Full Time (Includes Temporary Employees) From 09/01/2007 To 08/31/2008

EEO Job Category	Salaries	Total A	Male					Female					
			B Wht	C Blk	D Hisp	E *AA/PI	F *AI/AN	G Wht	H Blk	I Hisp	J *AA/PI	K *AI/AN	
Officl/Adm	05 \$35.0 -42.9	1							1				
Professnls	10 \$20.0 -24.9	5	1					3		1			
	11 25.0 -34.9	10	2					7		1			
	12 35.0 -42.9	3						3					
	43.0 Plus	8	5					3					
Technicns	15 \$0.0 -15.9	1			1								
	16 16.0 -19.9	11	6	1	1			1				2	
	17 20.0 -24.9	97	53	8	24	1		10	1				
	18 25.0 -34.9	143	62	14	40	5		13	6	2		1	
	19 35.0 -42.9	1			1								
43.0 Plus	1	1											
Admin Supp	37 \$16.0 -19.9	1								1			
	38 20.0 -24.9	26	2	2	3			14	2	3			
	39 25.0 -34.9	9	1	2	1			5					
	40 35.0 -42.9	2						2					
	43.0 Plus	1						1					
Skill Crft	45 \$20.0 -24.9	1								1			
	46 25.0 -34.9	1	1										
	43.0 Plus	1		1									
Serv/Maint	51 \$16.0 -19.9	18	14	2	2								
	52 20.0 -24.9	72	53	3	11			2	1	2			
<b>Total Other Than F-T</b>	74	413	201	33	84	6		65	10	11	3		

\* Asian American/Pacific Islander  
American Indian/Alaskan Native

3. New Hires (Permanent Full Time Only) From 09/01/2007 To 08/31/2008

EEO Job Category	Total A	Male -----					Female -----				
		B Wht	C Blk	D Hisp	E *AA/PI	F *AI/AN	G Wht	H Blk	I Hisp	J *AA/PI	K *AI/AN
Officl/Adm	6	3					2		1		
Professnls	100	34	8	10	2	1	27	6	9	3	
Technicns	130	47	12	24	6	1	15	5	16	4	
Protct/Svc	1	1									
Admin Supp	73	4	1	5			39	7	17		
Skill Crft	161	106	11	39		4	1				
Serv/Maint	139	76	10	50	1		2				
New Hires	610	271	42	128	9	6	86	18	43	7	

\* Asian American/Pacific Islander  
American Indian/Alaskan Native

## APPENDIX F - FY08 RECRUITMENT & HIRING ANALYSIS

EEO CATEGORY	ANNUAL VACANCIES
Officials/Administrators	21
Professionals	219
Technicians	134
Protective Service	-
Office/Clerical	68
Skilled Craft	165
Service Maintenance	32
<b>Total FY08</b>	<b>639</b>

POOL OF APPLICANTS FY08	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F	OTHER	TOTAL
Officials/Administrators	616	189	109	43	119	107	36	14	8	3	349	1,593
Professionals	3,098	2,835	951	1,026	1,064	1,255	243	184	26	48	3,303	14,033
Technicians	1,077	333	355	170	505	205	83	37	19	6	834	3,624
Protective Service	-	-	-	-	-	-	-	-	-	-	-	0
Office/Clerical	586	2,025	249	846	345	1,006	34	59	1	32	1,692	6,875
Skilled Craft	1,155	81	187	29	363	10	7	2	18	11	480	2,343
Service Maintenance	269	27	69	6	50	4	4	-	7	-	112	548
<b>Total</b>	<b>6,801</b>	<b>5,490</b>	<b>1,920</b>	<b>2,120</b>	<b>2,446</b>	<b>2,587</b>	<b>407</b>	<b>296</b>	<b>79</b>	<b>100</b>	<b>6,770</b>	<b>29,016</b>

HIRED	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F	TOTAL
Officials/Administrators	4	2	-	-	-	1	-	-	-	-	7
Professionals	48	34	11	6	11	11	2	3	1	-	127
Technicians	49	18	12	6	26	19	6	4	1	1	142
Protective Service	1	-	-	-	-	-	-	-	-	-	1
Office/Clerical	12	73	3	18	9	30	-	-	-	-	145
Skilled Craft	106	1	12	-	40	-	-	-	4	-	163
Service Maintenance	77	2	10	-	51	-	1	-	-	-	141
<b>Total</b>	<b>297</b>	<b>130</b>	<b>48</b>	<b>30</b>	<b>137</b>	<b>61</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>726</b>

	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F	OTHER	TOTAL
APPLICANTS	6,801	5,490	1,920	2,120	2,446	2,587	407	296	79	100	6,770	29,016
HIRED	297	130	48	30	137	61	9	7	6	1	-	726
<b>Percentage Ratio %</b>	<b>4.37%</b>	<b>2.37%</b>	<b>2.50%</b>	<b>1.42%</b>	<b>5.60%</b>	<b>2.36%</b>	<b>2.21%</b>	<b>2.36%</b>	<b>7.59%</b>	<b>1.00%</b>	<b>-</b>	<b>2.50%</b>

## APPENDIX G - SPECIAL REPORTS (HISTORICAL WORKFORCE UTILIZATION)

Fiscal Year Ending	Total Workforce	Male	Female	White	Black	Hispanic	Asian/Pacific Islander	Native Indians/Alaskans
2000	13,771	10,588 76.9%	3,183 23.10%	9,522 69.15%	1,099 7.98%	2,876 20.88%	210 1.52%	64 0.46%
2001	13,933	10,665 76.50%	3,268 23.50%	9,546 68.50%	1,118 8.00%	2,983 21.40%	222 1.59%	64 0.46%
2002	14,011	10,703 76.39%	3,308 23.61%	9,578 68.36%	1,109 7.92%	3,028 21.61%	229 1.63%	67 0.48%
2003	13,852	10,560 76.23%	3,292 23.77%	9,454 68.25%	1,070 7.72%	3,010 21.74%	251 1.81%	65 0.47%
2004	13,753	10,447 75.96%	3,306 24.04%	9,236 67.16%	1,075 7.82%	3,125 22.72%	258 1.88%	59 0.43%
2005	14,523	11,020 75.88%	3,503 24.12%	9,652 66.46%	1,183 8.15%	3,349 23.06%	281 1.93%	58 0.40%
2006	14,550	11,088 76.19%	3,464 23.81%	9,639 66.25%	1,181 8.12%	3,385 23.26%	285 1.96%	60 0.41%
2007	14,476	10,987 75.90%	3,489 24.10%	9,571 66.12%	1,168 8.07%	3,390 23.42%	283 1.96%	65 0.44%
2008	13,522	10,280 76.02%	3,242 23.98%	8,991 66.49%	1,081 8.00%	3,121 23.08%	269 1.99%	60 0.44%