



FY 2016 EEO Program Update Part II

Equal Employment Opportunity and Affirmative Action Plan

Office of Civil Rights
January 5, 2016

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I. INTRODUCTION

As a recipient of federal assistance, the Texas Department of Transportation (TxDOT) shall perform all official equal employment opportunity actions in an affirmative manner, and in full accord with applicable statutes, executive orders, regulations, and policies enunciated thereunder, to assure the equality of employment opportunity, without regard to race, color, religion, national origin, sex, age, or disability in its own workforce.

The Federal Highway Administration (FHWA) requires recipients of federal assistance to prepare a plan to clarify roles, responsibilities, and procedures to ensure fair and equal treatment for all persons. TxDOT's Equal Employment Opportunity (EEO) Program/Affirmative Action Plan (AAP), established in accordance with federal rules under 23 CFR Part 230 Subpart C, Part II, is intended to communicate how TxDOT implements its internal EEO Program.

A. *TxDOT's EEO Policy*

An EEO Program sets forth results-oriented policies and commitments of good faith efforts to attain fairness and equity in the administration of all TxDOT's employment practices such as recruitment, hiring, pay, benefits, job assignments, leave, promotions and all other employment actions. The program promotes the creation of a diverse workforce, and an inclusive, open work environment free of discrimination or harassment.

TxDOT is committed to providing fair and equal treatment of all employees without regard to race, color, religion, sex, national origin, genetic information, disability, military status, or age. Applicants for employment, vendors, contractors and their employees, customers, and the public are also recipients of this same commitment. On the following page is TxDOT's EEO Policy signed by TxDOT's Executive Director, LtGen J.F. Weber, USMC (Ret), and the Affirmative Action (AA) Officer.

Equal Employment Opportunity (EEO) Policy Statement

The mission of the Department is to work with others to provide safe and reliable transportation solutions for Texas. Employees play an essential role in meeting the Department's mission. The Department's public duties require integrity, competence, and the hard work of many employees with diverse skills and knowledge. The Department cannot perform its mission well unless its employees perform their duties well.

The core qualities inherent in the Department's philosophy are public accountability, open government, high ethical standards, and respect for persons doing business with the Department and its employment practices. The commissioners, executive administration, directors, managers, supervisors, and employees all govern their conduct by these qualities in carrying out Department business and in dealing with members of the public and each other.

The Department stands as an equal employment opportunity (EEO) employer and is committed to providing fair and equal treatment of all employees without regard to race, color, religion, sex, national origin, genetic information, disability, military status, or age. Applicants for employment, vendors, contractors and their employees, customers, and the public also are recipients of this same commitment.

The Department strives to ensure full compliance with all EEO requirements, laws, and regulations. The Department seeks to attract and hire qualified individuals who are part of the available workforce and who mirror the state's unique diversity.

Through its employment practices, the Department fosters and promotes successive employee career growth in a workplace environment free of intimidation, discrimination and harassment.

The Department considers any employee degradation or abusive conduct towards individuals external to the organization a serious violation of its EEO policy. Corrective action will be taken, as appropriate, for each behavior or event occurrence.

The Department communicates its EEO commitment to the public and employees by way of policy manuals, employee orientation and supplemental training, affirmative action statements on job applications, outreach efforts, and recruitment literature, advertising, and other media.

LtGen J.F. Weber, USMC (Ret)
Executive Director

10/28/15

Date

Michael D. Bryant
Interim OCR Director/Affirmative Action Officer

10/19/15

Date

II. ADMINISTRATION AND IMPLEMENTATION

The Executive Director is responsible for the overall administration of TxDOT's internal EEO program. This includes EEO initiatives and implementation of Department policies, programs, and operating strategies consistent with federal and state laws, as well as regulations and directives issued by the Commission.

The Executive Director delegates certain responsibilities for administering and implementing the internal EEO/AA program to staff. The Office of Civil Rights (OCR) is responsible for the development and implementation of the AAP and monitoring EEO activities and diversity programs in accordance with FHWA (Title 23 CFR) and the Texas Labor Code § 21.501-556.

A. Affirmative Action Officer

In accordance with 23 CFR 230 Subpart C, Part II(A), the OCR Director serves as TxDOT's AA Officer. With support from TxDOT's administration, the OCR Director is responsible for all aspects of the EEO/AA program and has been delegated sufficient authority and responsibility to effectively carry out the duties assigned to this position. The letter signed by TxDOT's Executive Director designating Michael D. Bryant, the OCR Interim Director, as the AA Officer is located at [Attachment 1](#).

The organizational chart located at [Attachment 2](#) depicts the main structure of TxDOT and the relationship the AA Officer has with TxDOT's Executive Director. The AA Officer has direct access to TxDOT's Executive Director.

B. Affirmative Action Officer Responsibilities

The AA Officer oversees and directs, in coordination with executive administration and the commission, TxDOT's EEO/AA program. The AA Officer will ensure compliance by:

- Applying Federal laws, state statues, policy regulations, and guidelines related to discrimination/retaliation in employment, affirmative action, and equal employment opportunity;
- Ensuring the development and implementation of policies, procedures, and programs necessary to achieve a workforce that reflects the labor force availability.
- Ensuring the design, implementation, and monitoring of internal audit and reporting systems to measure program effectiveness and to determine where progress and deficiencies are in relation to Department goals.
- Oversees internal EEO-related matters.

Additionally, OCR is staffed with an EEO Diversity Program Coordinator who, at the direction of the AA Officer, oversees the daily administration of TxDOT's EEO/AA program.

Responsibilities of the EEO Diversity Program Coordinator include:

- Oversees preparation of the AAP and annual updates;
- Develops and oversees reporting systems used for affirmative action efforts;
- Evaluates, interprets, and prepares the EEO/AAP quarterly progress reports for management, state, and federal authorities;
- Ensuring dissemination of EEO/AAP internally and externally;
- Provides technical assistance on civilian labor force statistics and workforce information;
- Prepares labor force availability analysis and impact statistical reports;
- Monitors workforce statistical information and recruitment programs; and
- Develops and facilitates EEO-related information to statewide EEO coordinators.

C. Assignment of Responsibility and Authority for Program

Because the size of TxDOT, multi-geographic locations, and diverse local populations, TxDOT practices the "shared responsibility" concept regarding its EEO approach. Under executive stewardship, the AA Officer establishes strategic policies and defines the underlying principles that guide directors, managers, supervisors, and EEO coordinators to effectively carry out policy directives. EEO/AA authority has been further delegated to the following:

- **District, Division, and Office (DDO) Directors** support the strategic direction through responsible and accountable EEO/AAP program execution in their respective business units. They appoint a local EEO coordinator to monitor and implement activities that are imbued with the goals, spirit, and intent of these programs. Coordinators will be trained in all aspects of the EEO policy and procedures, will attend employee forums as resource advisors to address policy questions, and will collect and report EEO/AA quarterly data to the EEO Diversity Program Coordinator for review.
- **Managers and supervisors** will provide a third level of support by ensuring ongoing compliance with EEO/AA policies. They clarify areas of ambiguity using varied communication channels and periodically review training, hiring, and promotion practices to eliminate goal accomplishment impediments. Quarterly EEO/AA reports will be used by managers/supervisors to assess and evaluate recruitment needs and targeted affirmative action goals.

To ensure effectiveness in the implementation of TxDOT's internal EEO/AA program, specific responsibilities are assigned for carrying out the program at all management levels. The following also assist in ensuring AAP goals and objectives are achieved throughout the year:

- The **Human Resources Division (HRD)** oversees all human resources activities for TxDOT, including classification, employee relations, and recruitment.
- **HRD Recruiters** provide assistance with all program activities, including the Conditional Grant and the Transportation and Civil Engineering Programs; assist assigned districts with recruitment initiatives; and attend selected recruiting events.
- The **HRD Ethics and EEO Section** is the department's clearinghouse for complaints concerning discrimination, harassment (including sexual), and EEO-related retaliation and provides training, oversight, and outreach on those subjects. This section also handles questions concerning TxDOT's Ethics Policy and state ethics laws from TxDOT employees and commissioners and oversees and provides training on these matters.
- The HRD Ethics and EEO Section **Staff Attorneys** conduct internal inquiries concerning issues of discrimination, harassment, and retaliation. Attorneys are also responsible for the dissemination of EEO-related information via email, training, and district visits and provide other business related assistance, as necessary.
- The **Workforce Development Section (WFD)** works with the HRD Ethics and EEO Section to develop, review, and deliver required policy courses; sexual harassment, EEO diversity awareness, and information on employee's rights on harassment and the EEO complaint process. WFD reviews courses to ensure continuing educational unit (CEU) criteria are met for professional certifications and administers the Tuition Assistance Programs.
- The **Collaborative Resolution Program's Supervisor** manages the newly created HR section, which assists with workplace concerns and/or employee issues affecting the work environment. It is an option for employees wishing to seek a non-adversarial approach to resolving conflict at the lowest organizational level.
- The **Work Force Analysis Section Director** manages the Conditional Grant Program, the Transportation and Civil Engineering Recruitment Programs, and the central employment office.
- **DDO Recruitment Team Members (RTMs)** provide statewide recruiting assistance to HRD Recruiters. Members include DDO staff from engineering and other business areas. HRD Recruiters coordinate closely with district HR Staff and RTMs on recruitment, career fairs, and hiring.
- Each district designates an **EEO Coordinator** (generally one or two individuals) who is responsible for integrating all aspects of the EEO/AAP and EEO activities within their particular organizations.

III. AFFIRMATIVE ACTION PLAN

An AAP is an integral part of an EEO Program. It details positive steps to overcome the effects of past or present barriers to assure that TxDOT workforce is reflective of the available labor pools of the communities served. The purpose of the AAP is the development, implementation, monitoring, and evaluation of EEO in TxDOT's programs. Through the AAP, TxDOT reports its progress and accomplishments to its employees, the public, and the appropriate federal agencies.

The EEO/AAP will be prepared by OCR and approved by the Executive Director. The plan will specify goals, objectives, and guidelines pertaining to these items:

- Achieving workforce parity with available labor force within the state;
- Achieving and maintaining equity in employment and training opportunities for employees;
- Equitable selection process for promotions, and performance evaluations;
- Participating in departmental educational assistance programs;
- Resolving employee problems and complaints; and
- Making reasonable employment accommodations in the event of injury or disability.

TxDOT's EEO/AAP will be reviewed and implemented annually. The EEO Diversity Program Coordinator will monitor the AAP goals and objectives quarterly to:

1. Ensure that TxDOT has an aggressive affirmative action program which incorporates the most advanced concepts and monitoring methodologies available;
2. Ensure that the affirmative action program complies fully with all applicable federal and state statutes and judicial decisions; and
3. Ensure that the affirmative action program actively involves each DDO in the development, implementation, and compliance monitoring of goals, objectives, guidelines, and other applicable procedures.

A. Survey of Labor Market Area

The 2010 U.S. Census Bureau reports that as of 2010, Texas is estimated to have 26,956,958 residents. Of the total population, 10,343,085 are estimated to have State or Local Government Jobs; the table on the following page is a summary of the total employment in this industry. TxDOT used the American Community Survey (ACS) 5-year estimates for State and Local Government Job Groups by sex and race/ethnicity for Residence Geography, Civilian Labor Force (CLF) 16 years and over who are U.S. citizen.

State and Local Government Job Groups by Sex, and Race/Ethnicity for Residence Geography EEO Tabulation 2006-2010 (5-year ACS data)				
Texas Total Workforce	Total Workforce	Total Minority	Total Female	Total Men
Officials/Administrators	1,329,890	390,110	528,505	801,385
Professionals	1,899,430	609,325	1,074,470	824,960
Technicians	312,835	130,565	164,595	148,235
Protective Service: Sworn	236,650	114,580	53,175	183,470
Protective Service: Non-sworn	18,640	8,280	9,045	9,595
Administrative Support	2,997,085	1,324,395	1,909,700	1,087,395
Skilled Craft	924,925	396,875	48,910	876,010
Service/Maintenance	2,528,045	1,421,525	1,062,305	1,465,740
Unemployed	95,585	62,840	46,455	49,115
TOTALS	10,343,085	4,458,495	4,897,160	5,445,905
		43.11%	47.35%	52.65%

B. Analyzing the Present Workforce

The FY16 beginning benchmark for the total number of regular, full-time department employees is 11,595. This annual benchmark was taken on September 2, 2015.

FY16 Beginning Workforce	Total Workforce	Total Minority	Total Female	Total White	Total Black or African American	Total Hispanic or Latino	Total Asian American/Pacific Islander	Total American Indian or Alaska Native
Beginning FY16	11,595	4,284	2,559	7,311	923	2,990	318	53
		36.95%	22.07%	63.05%	7.96%	25.79%	2.74%	0.46%

C. Hiring and Promotion Goals

TxDOT's current workforce should mirror the representation of females and minorities in the available labor market in Texas. The utilization analysis is the comparison of TxDOT's workforce to the available labor market, by job groups. The utilization analysis requires comparison of two sets of data: (1) percentages of females and minorities in TxDOT's workforce in each job group; and (2) percentages of females and minorities available in the Texas Labor market in each job group. Females and/or minorities are considered underutilized when their representation in a TxDOT job group falls below their labor market availability in the same job group. This analysis serves as the basis for setting minimum hiring goals to reduce the underutilization in each job group as well as establish specific timetables to achieve the goals.

TxDOT will seek to attract and hire qualified individuals having requisite skills and who are part of the available and reasonable labor workforce area using AA Factor 4 & 5 (immediately local labor & reasonable recruiting areas). TxDOT will annually prepare an Availability Analysis/Utilization Analysis, which compares its workforce to the state's CLF occupations, excluding the Protective service and Unemployed job categories, to identify jobs where minorities and females are underutilized. TxDOT's analysis/utilization analysis will include:

- A survey of the labor market area in terms of population makeup, skills, and availability for employment;
- Analyzing the present work force to identify jobs, departments, and units where minorities and females are underutilized; and
- Setting specific, measurable, attainable hiring and promotion goals, with target dates, in each area of under-utilization of the local labor area.

FY16 Workforce Analysis

TxDOT analyzed the FY16 beginning workforce to identify jobs where minorities and females are underutilized. This analysis on the following page serves as the basis for setting minimum hiring and recruitment goals to reduce the underutilization in each job group as well as establish specific timetables to achieve the goals. For FY16, TxDOT recruitment efforts should focus on increasing the workforce by 2% in the Professional and Skilled Craft females and minorities and in the Technician minorities group. Additionally, TxDOT will also focus on the following:

- **Officials/Administrators** – Black or African American males; and White, Black or African American, Hispanic or Latino, and Asian American/Pacific Islander females
- **Professional** – Black or African American males; and White, Black or African American, Hispanic or Latino, and Asian American/Pacific Islander females
- **Technician** – Asian American/Pacific Islander males; and White, Black or African American, Hispanic or Latino, Asian American/Pacific Islander, and American Indian or Alaska Native females
- **Administrative Support** – Black or African American, Hispanic or Latino, and Asian American/Pacific Islander males; and Black or African American, Asian American/Pacific Islander females
- **Skilled Craft** – Hispanic or Latino and Asian American/Pacific Islander males; and White, Black or African American, Hispanic or Latino, and Asian American/Pacific Islander females
- **Service/Maintenance** – Black or African American and Asian American/Pacific Islander males; and White, Black or African American, Hispanic or Latino, Asian American/Pacific Islander, and American Indian or Alaska Native females

FY16 Workforce Analysis by Job Category – Goals

Job Category	Total	Total Minority	Total Female	White		Black or African American		Hispanic or Latino		Asian American/ Pacific Islander		American Indian or Alaska Native	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Administrators	379	87	69	243	49	8	4	50	14	9	1	0	1
TxDOT Workforce	100%	22.96%	18.21%	64.12%	12.93%	2.11%	1.06%	13.19%	3.69%	2.37%	0.26%	0%	0.26%
Civilian Labor Force		28.88%	39.68%	45.1%	26.02%	3.74%	4.72%	9.46%	7.71%	1.81%	1.11%	0.22%	0.12%
Representative Index		-5.93%	-21.48%	19.02%	-13.09%	-1.62%	-3.66%	3.73%	-4.02%	0.57%	-0.85%	-0.22%	0.14%
Parity Number		-22.46	-81.4	72.08	-49.62	-6.16	-13.89	14.15	-15.24	2.16	-3.2	-0.83	0.55
Target Recruitment		22	81	0	50	6	14	0	15	0	3	1	0
Professionals	4,805	1,819	1,669	2,020	966	238	204	709	409	159	81	10	9
TxDOT Workforce	100%	37.86%	34.73%	42.04%	20.1%	4.95%	4.25%	14.76%	8.51%	3.31%	1.69%	0.21%	0.19%
Civilian Labor Force		31.63%	56.55%	31%	37.37%	3.37%	6.59%	6.38%	9.89%	2.58%	2.5%	0.12%	0.19%
Representative Index		6.23%	-21.81%	11.04%	-17.27%	1.58%	-2.35%	8.38%	-1.38%	0.73%	-0.82%	0.08%	0%
Parity Number		299.41	-1,048.03	530.32	-829.73	76.14	-112.89	402.54	-66.1	35	-39.29	4.02	-0.02
Target Recruitment		0	1048	0	830	0	113	0	66	0	39	0	0
Technicians	1,807	635	214	1,033	139	110	18	422	49	19	8	9	0
TxDOT Workforce	100%	35.14%	11.84%	57.17%	7.69%	6.09%	1%	23.35%	2.71%	1.05%	0.44%	0.5%	0%
Civilian Labor Force		41.37%	52.62%	29.44%	29.19%	4.26%	8.82%	10.95%	12.01%	2.57%	2.4%	0.16%	0.2%
Representative Index		-6.23%	-40.78%	27.73%	-21.5%	1.82%	-7.82%	12.41%	-9.3%	-1.52%	-1.95%	0.34%	-0.2%
Parity Number		-112.6	-736.82	501.07	-388.47	32.93	-141.3	224.21	-168.1	-27.46	-35.31	6.08	-3.65
Target Recruitment		113	737	0	388	0	141	0	168	27	35	0	4
Administrative Support	583	202	512	42	339	3	37	26	131	0	3	0	2
TxDOT Workforce	100%	34.65%	87.82%	7.2%	58.15%	0.51%	6.35%	4.46%	22.47%	0%	0.51%	0%	0.34%
Civilian Labor Force		43.89%	63.74%	21.02%	35.09%	4.2%	8.75%	9.8%	18.38%	1.14%	1.32%	0.1%	0.2%
Representative Index		-9.24%	24.08%	-13.81%	23.06%	-3.69%	-2.41%	-5.34%	4.09%	-1.14%	-0.8%	-0.1%	0.15%
Parity Number		-53.88	140.41	-80.54	134.41	-21.5	-14.02	-31.15	23.86	-6.63	-4.68	-0.6	0.85
Target Recruitment		54	0	81	0	21	14	31	0	7	5	1	0
Skilled Craft	3,610	1,331	69	2,225	54	260	4	1,007	8	31	2	18	1
TxDOT Workforce	100%	36.87%	1.91%	61.63%	1.5%	7.2%	0.11%	27.89%	0.22%	0.86%	0.06%	0.5%	0.03%
Civilian Labor Force		42.6%	5.26%	54.76%	2.64%	6.78%	0.69%	31.24%	1.49%	1.58%	0.41%	0.38%	0.04%
Representative Index		-5.73%	-3.35%	6.88%	-1.15%	0.42%	-0.57%	-3.34%	-1.27%	-0.73%	-0.35%	0.12%	-0.01%
Parity Number		-206.8	-120.88	248.21	-41.41	15.33	-20.74	-120.73	-45.71	-26.2	-12.73	4.28	-0.3
Target Recruitment		207	121	0	41	0	21	121	46	26	13	0	0
Service/Maintenance	411	210	26	181	20	36	1	161	4	4	1	3	0
TxDOT Workforce	100%	51.09%	6.33%	44.04%	4.87%	8.76%	0.24%	39.17%	0.97%	0.97%	0.24%	0.73%	0%
Civilian Labor Force		56.06%	42.01%	26.16%	17.78%	9.66%	7.83%	20.76%	14.9%	1.22%	1.34%	0.18%	0.16%
Representative Index		-4.96%	-35.69%	17.88%	-12.92%	-0.9%	-7.59%	18.41%	-13.93%	-0.25%	-1.1%	0.55%	-0.16%
Parity Number		-20.4	-146.68	73.49	-53.09	-3.7	-31.2	75.66	-57.23	-1.02	-4.51	2.24	-0.65
Target Recruitment		20	147	0	53	4	31	0	57	1	5	0	1

D. Meeting Hiring and Promotion Goals

Achieving TxDOT affirmative action goals requires the commitment and leadership of every manager and supervisor within TxDOT. To assist in the achievement of these affirmative action goals, the EEO Diversity Program Coordinator, along with all managers and supervisors, are assigned the responsibilities for program implementation including, but not limited to:

- Identify problem areas and establish local goals and objectives.
- Active involvement with local minority, women, and other community organizations' service programs.
- Periodic audit of training programs, hiring, and promotion patterns to remove impediments to the attainment of goals and objectives.
- Regular discussions with local managers, supervisors and employees to be certain that TxDOT's policies are being followed.
- Review of the qualifications of all employees to insure that minorities and females are given full opportunities for transfer and promotions.
- Career counseling for all employees.
- Ensure minority and female employees are afforded full opportunity and encouraged to participate in all TxDOT-sponsored educational, training, recreational, and events.
- Taking actions to prevent harassment of employees.

FY16 Goals

TxDOT's goal is to reflect the diversity of the state's available workforce. TxDOT will ensure every manager and supervisor is responsible and accountable for meeting these goals.

	FY16 Goals/Objectives	Responsible Official(s)	Target Date By
FY16 Goals/Objectives	Distribute discrimination, harassment and retaliation policies to all District Engineers, Division Directors, and Office Directors (DE/DD/OD) for dissemination to all employees; Place on intranet.	OCR	Jan/16
	Distribute AAP to DE/DD/OD after approval for program awareness, place on intranet/internet.	OCR	Jan/16
	Conduct training on department EEO and AAP requirements at eight selected districts.	OCR/Districts	Aug/16
	Update 25 district availability analyses to identify underutilized minority and female groups.	OCR	Jan/16
	Assist EEO/HR's with outreach and recruitment to achieve an overall 2% increase in the Professional and Skilled Craft females and minorities and in the Technician minorities group.	OCR/District HROs & EEO Coordinators	Aug/16
	Ensure that recruitment literature is relevant to all employees, including minority groups and women.	OCR/HRD DE/DD/OD	Aug/16
	Develop SOPs for the desk-monitoring system (DMS).	OCR	April/16
	Implement new DMS with two districts.	OCR/ Districts	Aug/16
	Develop EEO presentation for FY16 short-courses.	OCR/HRD	Aug/16
	HRD developing procedures to implement affirmative action goals accountability to manager/supervisors performance.	OCR/HRD	Aug/16

E. Job Descriptions and Hiring Criteria

HR Compensation Analysts create and update business job descriptions, which are used to create job postings. This includes defining job description content for education, experience, and license minimum requirements using standardized benchmarks. HR employment specialists review and approve job postings, interview questions, job simulations (if applicable) and hiring packets to ensure there are no unintended employment barriers and that documentation adheres to policy. If needed, employment specialists will discuss any concerns with HR compensation staff.

Additionally, supervisors/managers are responsible for reviewing employee's job responsibilities to ensure that employees are properly matched to the best job description. Supervisors and managers can provide job description updates to HR, request to create new job descriptions or reclassifications.

F. Recruiting Minorities and Females

TxDOT seeks to mirror the state's unique diversity through use of these efforts by TxDOT's EEO/AA monitoring and reporting system:

- Identifying minorities and females who are qualified to fill jobs; and
- Promoting minorities and females into upward mobility and relevant training programs where access to these programs was not previously provided.

TxDOT's recruitment initiatives include:

- Attending college, high school, and veteran's career events to target workforce diversity;
- A hiring process that is designed to provide hiring supervisors/managers the opportunity to expand the applicant pool to meet AAP goals,
- HR's review of each hiring packet to ensure a diverse applicant pool is considered prior to a conditional job offer, and
- The EEO Diversity Program Coordinator's monitoring of new hire and applicant data through the PeopleSoft EEO reports.

To meet its recruitment goals, TxDOT continues to participate in the following programs:

- College Cooperative Education Program
- College Internship Program
- Conditional Grant Program
- E.J. Conrad Leadership Program
- High School Co-op Program
- Recruitment and Career Fairs
- Texas Pre-Freshman Engineering Program (TexPREP)

G. Training Minorities and Females

TxDOT's training policies and procedures are designed to enhance employee development and advancement opportunities. TxDOT will ensure that:

- Employees have opportunities to participate in training and educational programs which enable them to advance in relation to their own career goals and the present and projected needs of the agency;
- Training is offered to all eligible employees on an equitable basis;

- Employees who interview job applicants receive appropriate information on interviewing techniques; and
- Employees are advised of training opportunities via TxDOT internal website and in some instances, by e-mail.

H. Systems to Monitor and Measure Progress

The EEO Diversity Program Coordinator developed an in-house reporting and retrieval system utilizing PeopleSoft to monitor the AAP. Progress is measured regularly by:

- Monitoring PeopleSoft EEO reports to encourage the utilization of recruitment program resources;
- Ensuring District EEO Coordinators submit quarterly reports for tracking and analysis;
- Developing action plans to correct deficiencies, if applicable;
- Monitoring procedures capable of objectively evaluating all EEO programs and policies affecting employees; and
- Submitting quarterly assessments of the affirmative action program with reports to Administration and DDOs via online websites.

PeopleSoft

HR's online reporting system offers the following to its employees:

- Human Resources – Includes timesheets, W-2s, holiday schedules, and direct deposit information.
- Finance & Supply Chain – Includes links and information on Purchasing, Inventory, Contracts and Supply Chain Management.
- Training & Development – Includes training and development online courses.
- TxDOT Job Center – Career opportunities for TxDOT staff.

The EEO Diversity Program Coordinator reviews and analyzes the following PeopleSoft EEO reports:

- EEO Workforce Progressive Summary – Provides data on all applicants, hires, promotions (including merits and one-time merits), and separations by job category.
- Separation Analysis– Provides data on all separations by age, years of services, reason code as well as by job category and state title.
- EEO New Hire Analysis– Includes data on all new hires by job category statewide as well as in each DDO.

- Equal Employment Opportunity Commission (EEOC) State and Local Government Report or EEO-4 Form – Provides TxDOT’s employment data by employees' job category and salary and by sex and race/ethnicity as of June 30 of the survey year.
- EEO-4 Annual Government Report – Provides a summary of the EEOC EEO-4 Form.

District Quarterly EEO Reports

The EEO Diversity Program Coordinator will evaluate progress made on goals and recruitment by reviewing the District quarterly reports. The results are reviewed for program effectiveness and for improving performance utilizing PeopleSoft:

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

TxDOT Quarterly EEO Assessments

The Quarterly EEO Assessments provide an analysis of TxDOT’s AAP, workforce activities, and personnel transactions for a specific period. Reports identify specific projects, plans, programs, etc., with target dates, responsible parties, and status information about each effort. It provides a comprehensive format by which to track affirmative action goals to ensure EEO compliance. Reports include:

- Fiscal year goals and objectives identified in the AAP;
- Recruitment results;
- Workforce levels by EEO Job Group; and
- Hiring, separation, and application movement

Quarterly reports are made available on TxDOT’s websites and are disseminated to the following:

- Administration;
- Districts, Divisions, and Offices
- The Texas Transportation Commission;
- FHWA; and
- The Texas Workforce Commission (TWC) Civil Rights Division.

District Visits

The EEO Diversity Program Coordinator conducts district visits to bring EEO/AA program awareness to the forefront of the district administrator and update HR staff to all elements of the EEO/AA program. Additionally, goals, initiatives, and recruitment outreach are discussed. The district visits are attended by district staff, including the District Engineer, Deputy or Business Coordinator, and HRO/EEO coordinator. Visits focus on the following:

- TxDOT's fiscal year recruitment goals and district availability;
- Each district's availability analysis and recruitment goals for improving underutilized workforce categories;
- Identifying areas for more outreach efforts toward organizations that might supply applicants for narrowing the underutilized gaps in specific categories;
- Each district's recruitment programs and HRD's Career Opportunity Section recruitment programs, which can be used resources to assist the district;
- How each district can monitor the status of its workforce by using PeopleSoft EEO reports to compare application and hiring statistics to the district availability analysis to determine underutilization in the district; and
- Encouraging the utilization of TxDOT recruitment programs and HR resources.

I. Discrimination Complaint Procedures

TxDOT does not allow, condone, or tolerate discrimination or harassment based on legally protected classes, retaliation or sexual harassment. Any employee who suspects or witnesses discrimination, harassment, or retaliation must report the situation immediately. If TxDOT receives an allegation or believes an inappropriate situation is occurring, the necessary steps will be taken to ensure the matter is promptly investigated and addressed.

- **Discrimination** – TxDOT prohibits unfair treatment because of race, color, religion, sex, national origin, genetic information, disability, military status, or age, which are classes protected by law.
- **Sexual Harassment and Harassment** – TxDOT does not allow, condone, or tolerate sexual harassment or harassment based on race, color, religion, sex, national origin, genetic information, disability, military status, or age.
- **Retaliation** – TxDOT prohibits adverse personnel actions such as demotion, denial of promotion, or unjustified negative evaluation against an employee as punishment for filing a discrimination or harassment complaint in good faith, being involved in a workplace investigation, or participating in any legally protected activity.

1. Reporting Sexual Harassment and Discrimination

The HRD Ethics and EEO Section manages and oversees the grievance and investigation processes, establishes procedures, and monitors the progress of investigations.

Discrimination and Harassment (Based on a protected class; excluding sexual harassment)

Employees who feel they are being subjected to discrimination or harassment because of a legally protected class must first attempt resolution through their management chain of command by reporting their concern in writing to their immediate supervisor or to an HRO in their district or Austin or to a higher level of management, if appropriate.

If there is no resolution, employees can submit their concern in writing to their DE/DD/OD or to an HRO in their district or Austin.

If there is still no response or resolution, employees can file a formal complaint with the HRD Ethics and EEO section. Employees must show attempted resolution through their management chain when filing a formal complaint to the HRD Ethics and EEO Section.

Sexual Harassment

Employees who witness any incident that appears to be a violation of TxDOT's policy on sexual harassment or employees who feel they are being subjected to sexual harassment by a co-worker must report the incident to their immediate supervisor, an HRO in their district or Austin, DE/DD/OD, or directly file a formal complaint with the HRD Ethics and EEO Section.

- Chain of command or HR representatives must report allegations to the HRD Ethics and EEO section immediately and before taking any action unless the incident requires the employee to be placed on administrative leave immediately.
- The HRD Ethics and EEO section reserves the right to investigate.

Employees who feel they are being subjected to sexual harassment or retaliation by their immediate supervisor should report their concern to a higher level of management, as appropriate, or directly to the HRD Ethics and EEO Section.

Retaliation

Employees who feel they are being retaliated against must report their concern to the appropriate supervisor within the chain of command or to an HRO in their district or Austin.

- The chain of command must report allegations to the HRD Ethics and EEO section immediately and before taking any action.
- The HRD Ethics and EEO section reserves the right to investigate.

In addition to the above, employees may also file a formal complaint directly with the HRD Ethics and EEO section.

External Complaints

External applicants wanting to file a complaint may contact the Texas Workforce Commission-Civil Rights Division, the U.S. EEOC, or TxDOT's HRD. Those agencies should be contacted to obtain information about the required time parameters for filing a complaint and the applicable processes.

2. Conflict Resolution

TxDOT's policy on employee conduct applies to all employees and is designed to encourage employees to maintain a level of behavior and performance that will promote the efficiency of the department and conform to accepted ethical principles. An employee who violates any provision of this or any other employee conduct policy is subject to disciplinary action up to and including termination. An employee who violates any applicable federal or state law or rule may be subject to civil or criminal penalties in addition to any disciplinary action. Decisions regarding conduct or problem resolution will be made without regard to the employee's race, color, religion, sex, national origin, genetic information, disability, military status, or age.

TxDOT seeks to resolve differences among individuals internally and utilizes informal conflict resolution processes such as facilitated discussion and mediation to address concerns and issues. These processes are designed to provide affected parties with problem-solving enhanced environments that allow for open communication and resolution of differences. When informal processes do not result in mutual agreements, employees may elect to engage in a formal complaint process.

Collaborative Resolution Program

The Collaborative Resolution Program is designed to create a non-adversarial avenue for people to get help in a timely manner and be easily accessible. The purpose of this program is to work with employees and supervisors to help improve communication and find resolution once it has been determined the issue or concern can't be resolved directly between all parties.

Facilitated Discussion – The program can serve as a neutral party to encourage the exchange of information and help guide the conversation to a resolution that is satisfactory for all parties. The facilitator doesn't usually offer any new content to the discussion; instead, they guide the process by helping all sides communicate their thoughts effectively and reflect back the comments of the participants to ensure that all viewpoints are heard and understood. Facilitators help achieve closure and consensus through creative problem solving.

Mediation – The program can offer a structured facilitation when a concern or issue has not been addressed in a timely manner or if all parties cannot agree to a resolution. The mediator acts as a neutral third-party to keep the conversation focused on the issue and suggest ways to break an impasse. They help people find middle ground so a compromise can be reached. This process may be especially helpful when both parties are experiencing difficulty because fairness or policy is the focus.

Additionally, employees may not retaliate against or harass another employee who requests a facilitated discussion or mediation, or participates in the conflict resolution process. Employees who feel that they have been subjected to such treatment must report incidents to their supervisor, manager, a higher level of management as appropriate, or directly submit a complaint to HRD or the Collaborative Resolution Program for issues of non-harassment or retaliation.

3. *Employee Resources*

HRD's website HRD-Net, located on TxDOT's internal website, Crossroads, provides information to employees on all HR programs. Employees are encouraged to visit the site to become familiar with their rights and processes for reporting discrimination, conflict resolution, or filing grievances and appeals. Additionally, employees can find information to resolve workplace problems such as the conflict resolution, complaint, and appeals processes in TxDOT's HR Policy Manual, Chapter 8: Conduct and Problem Resolution. Other topics include whistleblowing, workplace harassment, discrimination, retaliation, conflict resolution, disciplinary process, and appeals process.

The HRD Ethics and EEO Section has made available TxDOT's EEO policy statement on its website. Additionally, HRD has developed and made the following available on its website (see [Attachment 3](#)):

- TxDOT's EEO Policy
- Discrimination and Harassment Policy Statement flyer – Provides details on the process of filing a complaint and can also be found on TxDOT's official bulletin boards.
- TxDOT's Internal Discrimination Complaint Form
- Collaborative Resolution Program Flyer – Provides information and steps to minimize and resolve conflict.

IV. PUBLISHING THE AFFIRMATIVE ACTION PLAN

TxDOT's AAP will be posted on TxDOT's website both internally and externally to ensure it is available to all employees and the public. Additionally, TxDOT communicates its EEO commitment to the public as well as its employees, including, but not limited to the following:

- Publication in related policy manuals and the EEO Program Update report;
- Policy discussions during new employee orientation and supplemental training;
- Ensuring accessibility of the policy to outside organizations;
- Inclusion of an EEO statement on job applications, stationery, and recruitment literature and advertising; and
- Distributing an EEO/AAP Quarterly Activity Report to the Federal Highway Administration and the Texas Work Force Commission.

TxDOT ensures publications and announcements will feature articles highlighting program milestones, successes, and minority/female employee representation. When TxDOT features employees in its advertising, the publication will include pictures of both minority and non-minority males and females.

A. Internal Dissemination

TxDOT is committed to ensuring that each employee is aware of his/her rights concerning affirmative action and discrimination policies. Affirmative action objectives will be a shared commitment between management and employees. Employees will receive clear communication of their responsibilities for this endeavor. Listed below is the manner in which the AAP and related policies will be disseminated within TxDOT:

- **Crossroads** – TxDOT's internal website that includes websites for each DDO. The AAP will be posted on OCR's website to ensure it is accessible to all TxDOT employees. Additionally, HRD-Net on Crossroads and the HR Policy Manual will include policy on nondiscrimination, sexual harassment, and retaliation.
- **District Visits** – the EEO Diversity Program Coordinator visits each district to bring EEO/AA program awareness to the forefront of each district. Visits include reviewing TxDOT's EEO Policy, AAP EEO data and reporting, and identifying any goals and objectives for hiring managers and supervisors, if necessary.
- **Workforce Availability Analysis Report** – the AAP will be used by district EEO Coordinators and HRD recruiters to identify job categories that are underutilized locally.
- **Bulletin Boards** – EEO and sexual harassment policies will be displayed on bulletin boards throughout TxDOT.

- The EEO and affirmative action policies are reviewed annually with management, supervisory personnel, and employees to explain their intent, as well as to ensure each manager's individual responsibility for effective policy implementation. These meetings will include a commitment reaffirmation by the Executive Administration to these programs and policies.

Additionally, TxDOT offers all employees several courses related to EEO:

- **New Employee Orientation (NEO) Training** – Provides new employees information on TxDOT policies and procedures. More specifically, it includes 1) EEO training that provides information on laws prohibiting sexual harassment and retaliation; roles of the EEOC; TxDOT's Conflict Resolution Process and overall policy regarding discrimination, intimidation, and harassment and 2) Sexual Harassment & Grievance training designed to inform new employees of EEO laws, directives, regulations and affirmative action program incentives including information on EEOC guidelines for preventing sexual harassment, TxDOT's sexual harassment policy, and TxDOT's procedures for handling a sexual harassment complaint.
- **EEO Compliance Training** – Provides information laws, theories, procedures, policy, and guidelines relative to EEO.
- **EEO Supplemental Training** – Refresher course on the NEO EEO training that must be completed every two years to ensure employees are well-informed on anti-discrimination laws.
- **EEO and Preventing Discrimination in the Federal Workplace** – Provides information on EEO laws that guide TxDOT's recruiting efforts and how to help ensure hiring practices are fair and lawful.
- **EEO/Discrimination Practice in Hiring** – Provides information on such as types of questions asked during an employment interview.

B. External Dissemination

TxDOT's AAP will be posted on TxDOT external website to ensure contractors, minority groups and organizations, the transportation industry, and the public have access. Additionally, TxDOT will communicate its EEO commitment by:

- Ensuring all job requisitions to external organizations include TxDOT's EEO/AA commitment.
- Distributing EEO program information and job announcements to minority groups, women organizations, community action groups, appropriate state agencies, professional organizations and other similar organizations. The process will be facilitated through direct outreach efforts and district staff will report the outreach efforts to OCR quarterly.

- Ensuring recruiting sources, including minority organizations, organizations for women, agencies, employment agencies, and colleges and universities are made aware of TxDOT's EEO and affirmative action policy and inviting these organizations to actively refer minorities and women to TxDOT for position openings.
- Placing advertisements for employment in the news, including media with minority audiences.
- Ensuring all employment advertisements contain the Equal Opportunity Employer clause.
- Ensuring TxDOT's EEO and affirmative action policy is available to all employees upon request.
- Notifying all contractors, subcontractors, vendors, and suppliers on TxDOT policy.
- Ensuring both minority and non-minority males and females alike are featured in recruitment brochures.
- Ensuring job requisitions to external organizations include TxDOT's EEO/AA commitment.

V. PROGRAMS TO ELIMINATE DISCRIMINATORY BARRIERS AND ACHIEVE GOALS

To ensure an effective affirmative action program, TxDOT has developed and implemented programs to eliminate discriminatory barriers to equal employment opportunity and promote the achievement of full and fair utilization of all protected groups found to be underutilized in the workforce or to be adversely affected by any TxDOT policy or practice.

A. Job Structuring and Upward Mobility

TxDOT has designed and implemented the following programs to develop employee knowledge, skills and abilities, and promote career advancement opportunities. Encouraging participation can improve upward mobility and retention.

Career Counseling and Guidance

HRD's Career Opportunities Section is committed to providing excellent customer service to DDOs and the general public, including recruiting highly qualified applicants, providing applicant assistance to both internal and external customers, being responsive to requestors of records via the Public Information Act, and supporting TxDOT's diversity goals and initiatives through coordination and promoting of special recruiting programs in such areas as engineering, and so on.

Creating Career Development Plans for Lower Grade Employees

TxDOT supervisors/managers discuss career development goals and needs with their employees. This includes training needs and opportunities and educational and developmental needs. This information is documented on performance plan and reviewed during the plan year.

Publicizing Programs and Opportunities

[Attachment 4](#) includes snapshots of HRD-Net to ensure all employees are made aware available programs and opportunities.

B. Recruitment, Placement, and Hiring

As outlined by Texas Labor Code §21.452, TxDOT shall seek to attract and hire qualified individuals who are a part of the available, diverse workforce. TxDOT shall make reasonable efforts to ensure that all protected classes and underutilized groups have equal access to TxDOT employment. Through the AAP and Recruitment Plan outreach efforts, which include job fairs, high school and college recruiting, and engagement with local communities, TxDOT strives to achieve workforce diversity. [Attachment 5](#) includes samples of some of TxDOT's recruitment initiatives.

External Recruitment Programs

TxDOT utilizes the following recruitment programs in addition to regular job postings to assist in hiring efforts:

Conditional Grant Program – Provides financial assistance to eligible economically disadvantaged students who intend to work for TxDOT after graduation in civil engineering or other professions.

Summer Employment Program – Designed to introduce interested students from high schools, technical schools, and/or colleges and universities to TxDOT. The program provides opportunities for students to gain practical, on-the-job experience, and to broaden their awareness of transportation careers.

College Cooperative Education Program – Is a planned and progressive learning process that integrates academic studies with supervised work experience. Through this program, college students are employed by TxDOT for specific periods of time in positions related to their major field of study and/or career choice.

College Intern Program – Designed to introduce interested college and graduate level students to career opportunities in transportation-related fields.

High School Cooperative Education Program – Offers exposure to TxDOT, an opportunity to gain valuable work experience and exposure to working in a professional environment.

Temporary Recruitment Program – Allows hiring external personnel into non-supervisory temporary positions in salary group B16 and below. Positions must be posted on the Texas Workforce Commission's Work-in-Texas website.

Volunteer Program – Designed to provide hands-on training opportunities for volunteers from local and regional communities.

Rapid Hire Program – Accelerates the hiring of external personnel into non-supervisory regular positions in salary group B16 and below to meet critical staffing needs. Positions must be posted on the Texas Workforce Commission's Work-in-Texas website.

C. Promotions

TxDOT works to ensure that all promotional opportunities are widely publicized and that the selection process is free of any form of discrimination.

Performance Management Program

A brief overview of TxDOT's new Performance Management Program is set forth below. The complete policy is included in the HR Policy Manual, Chapter 5. Decisions regarding performance are made without regard to the employee's race, color, religion, sex, national origin, genetic information, disability, or age. Administration reserves the right to change or revoke this program at any point in time without written notice.

TxDOT's performance management program is based on a "pay for performance" model. The intent of the program is designed to provide employees with a clear evaluation of their performance on an annual basis with input from both the employee and supervisor including touch points throughout the year. The standard, annual review period and process includes three key phases: beginning-of-cycle (BOC) review in January, mid-cycle review (MCR) in June, and end-of-cycle (EOC) review in December. The annual review process begins with a planning phase in which the employee and evaluator establish performance tasks for the upcoming year. At the mid-year point, the employee and evaluator meet to assess how the employee is proceeding on the performance tasks and rated factors and to discuss each other's assessment. The mid-year review will indicate if the employee is on track for successful completion of the tasks and performance on the rated factors. At the end of the calendar year, the employee and evaluator complete a final assessment of the employee's performance.

Evaluators update performance plans throughout the year to account for significant changes in work assignments and advise their employees of new expectations. Evaluators will coach their employees on their job performance and behavior throughout the year. Such coaching sessions can be conducted as often as needed to promote open communication, better working practices, and improved employee performance. Performance plans will:

- List the employee's most relevant performance tasks in order of importance;
- Establish specific, measurable, attainable, relevant, and time-based expected results for each performance task; and
- Identify training and development activities.

The expected performance expectations for the coming year are documented on the Performance Management Form 2484 (PMF 2484). The PMF is a living document that may be continually adjusted throughout the year to most accurately reflect the employee's entire year of performance tasks. However, after final submission of PMF 2484, the evaluation cannot be changed, except to resolve discrepancies. An employee may submit written

comments or rebuttal to the evaluator within three working days from the evaluator's signature date. A performance evaluation becomes an official record when it has been presented to an employee, signed, and placed in their personnel file.

Merits and Promotions

Merit salary increases or one-time merit payments may be granted to recognize performance above and beyond the basic job function and are reflective only of the year reviewed. Merit salary increases or one-time merit payments may be granted to employees who maintain an employee performance overall rating of Meets Expectations or higher. The Annual Evaluation meeting is an opportunity for the employee and the supervisor/manager to sit down together and discuss the employee's overall progress and merit (if any) determination.

TxDOT offers two types of promotions:

- **Competitive Promotions:** Used to recruit people from internally to fill a job, processed throughout the year and based on business need.
- **Career Ladder Promotions:** Used to recognize and compensate individuals who have developed their skills and capabilities to a level beyond what their current job requires and needs. A review of the most recent performance evaluation will be integrated into the justification and approval process.

Promotions are based on business need to perform work at higher level, and employees who have demonstrated the potential and readiness to assume higher-level responsibilities. Supervisors and managers are required to justify work to be performed by submitting a job description indicating higher-level duties and responsibilities to be performed. The Engineering Assistance Program establishes criteria for promotions. Engineer in Training and Professional Engineer licenses are issued based on business need when employees meet the established criteria.

Job vacancies

TxDOT is committed to hiring a diverse group of people from all types of economical, educational and ethnic backgrounds. The Careers page on TxDOT's website is available for internal and external applicants. Additionally, employees are encouraged to apply for any job in which they feel they are qualified.

D. Training

The training of managers, supervisors and all TxDOT staff is a critical component to the success of the EEO/AA Program. The mission of TxDOT's Workforce Development Program is to develop and deliver effective and responsive training to produce a highly competent workforce with the essential technical and professional skills and knowledge required to stay ahead of the emerging trends and future requirements in public transportation. TxDOT

offers in-agency classroom and video teleconferences, out of agency, or online training facilitates developmental opportunities, depending on the course topic. TxDOT will review training programs and their participants to ensure that the opportunities are being offered to all eligible employees on an equal basis. Decisions regarding training opportunities will be made without regard to the employee's race, color, religion, sex, national origin, genetic information, disability, military status, or age.

EEO Training

Newly hired employees are first made aware of TxDOT training opportunities and professional and academic development while attending NEO. During orientation, employees are also provided EEO training covering the overall EEO program, the administration of EEO/AA policies and procedures, and Federal and state laws relating to EEO. All employees are required to participate in an EEO refresher training course every two years. Additionally, lead workers and supervisors are required to take training on interviewing and hiring.

Training and Education Programs

Procedures in HR's policy manual Chapter 2, Training and Development, are intended to assist employees, managers, and HR professionals in locating and administering educational and professional development opportunities and programs. The procedures include methods and best practices to assist employees in accessing educational and professional development opportunities, internal and external training, and the Tuition Assistance Programs.

TxDOT's overall training program provides educational and professional development opportunities for employees to enhance their current work and prepare them for future roles with TxDOT. The program supports both internal and external models; the internal program is designed and implemented by internal staff, while the external program provides financial assistance to employees for educational opportunities outside of TxDOT. TxDOT's training programs include:

- The **Tuition Assistance Program (TAP)** provides opportunities for a small number of employees to pursue educational growth through academic programs. A course or field of study must provide the participant with knowledge, skills, and abilities that meet the needs of TxDOT and contribute to its mission. TxDOT offers the following programs: Job Related Non-Degree Program, Job Related Degree Program, Job Related Degree Completion Program, Job Related Master's Program, and the Prospective Job Duty Degree Program. As required by Texas Government Code §656.102, for each of the five programs, all courses of study must relate to an employee's duties following completion of the program.
- The **Engineering Assistant Career Development Program** is designed to guide Engineering Assistants (EA) to become licensed Professional Engineers (PE) through

on the job training, job rotation, mentoring activities, and Fundamentals of Engineering (FE) and PE test preparation. Three career paths are supported by this program: Those with an engineering or related science degree who are preparing for the FE exam, Engineer in Training (EIT), and PE. In accordance with the EA program agreement, the employee is committed to work full-time for TxDOT a minimum of one year for EIT certification and a minimum of two years for PE license.

- **Certifications and Licenses:** TxDOT may pay vendors directly or reimburse employees for selected professional/technical certifications, licenses, and selected organization memberships. TxDOT may also provide paid absence from work to take job-related professional/technical examinations and to attend required continuing education courses. An employee's pursuit of certifications or licenses must benefit the department in order to get approval to use Department resources.
- **Leadership One (L1)** is a three-month program designed specifically to develop leadership skills at all levels of the organization. Participants will gain the skills, competencies and values necessary to lead employees effectively, achieve personal mastery and promote a meaningful culture within TxDOT.
- The **Instructor Certification Program** is an assessment-based series that covers the entire process of preparing, delivering training, assessment and evaluation, creating a positive learning environment, and designing and developing engaging curriculum. Grounded in theory and focused on practice and application, this program will enhance the trainer's professional knowledge related to curriculum development and delivery. The program is available to all trainers regardless of their training discipline.

Additionally, the following are also available to enhance career development:

- **Enterprise Learning Management (ELM)** is TxDOT's Learning Management System, which provides all course information.
- **Skillsoft** videos are short, covering different desktop applications and IT related programs. Every month, new videos are released in their collection. These videos are accessible through HRD's website.
- The **National Highway Institute (NHI)** offers free web-based courses on its website. Topics for these courses vary from pavements and materials to highway safety.
- **Continuing Education Units (CEUs)** may fulfill certain requirements to maintain professional licenses, registrations, or certifications. One CEU equals ten contact hours of participation in an organized, continuing education experience, under responsible, qualified direction and instruction. The CEU serves as a uniform unit of measure for continuing education and training and is used to evaluate the quality of learning activities, program development, and delivery of a program. The Workforce Development Section (WFD) of HRD reviews courses to ensure CEU criteria are met.

E. Layoffs, Recalls, Discharges, Demotions, and Disciplinary Actions

TxDOT policy addresses layoffs, recalls, discharges, demotions, separations, terminations, and disciplinary actions. Procedures in HR Policy Manual Chapter 9, Employment Separation, are intended to assist employees, managers, and HR professionals in voluntary and involuntary separations from employment with the department. The procedures include methods and best practices that will assist with administering separation processes for retirement, resignation, death of an employee, and involuntary terminations.

Employees may separate employment with TxDOT voluntarily or involuntarily. TxDOT asks that employees give a two weeks' notice when voluntarily separating. A voluntary separation includes resignation and retirement and creates no right to file a complaint or an appeal.

TxDOT may involuntarily separate its employees through reduction in force or termination. TxDOT shall make good-faith efforts to communicate with employees before conducting any involuntary separation. Decisions regarding separation will be made without regard to the employee's race, color, religion, sex, national origin, genetic information, disability, military status, or age.

TxDOT policy requires that each employee have an exit interview with his or her supervisor, HRO, or EEO officer before the last workday. The interviewer arranges time for the interview and ensures that the Exit Interview Form is completed. Employees are also provided the opportunity to provide any comments concerning their departure on this form. Additionally, as outlined by the Texas Government Code §651.007, employees who voluntarily separate are encouraged to complete the State Auditor's Office (SAO) Exit Survey. Employee will sign SAO Exit Survey Employee Acknowledgment page to acknowledge they were given the opportunity to complete the SO Exit Survey.

F. Other Personnel Actions

The need for developing systems to ensure nondiscrimination in all employment practices is important to the success of an EEO Program. TxDOT will:

- Assure that information on EEO counseling and grievance procedures is easily available to all employees;
- Assure there is an effective system for processing and investigating complaints alleging discrimination based on race, color, national origin, sex, age, disability and religion;
- Review and monitor the performance program periodically to determine its objectivity and effectiveness; and
- Ensure the equal availability of benefits to all employees.

Employees Equal Access and Benefits

This section is a brief outline of employee benefits, as outlined in Chapter 3, Benefits Section, of the HR Policy Manual. TxDOT provides employees with equitable access to state-offered benefits, including group insurance, unemployment benefits, worker's compensation, retirement options, employee assistance, and work-life balance programs. Decisions regarding benefits are made without regard to the employee's race, color, religion, sex, national origin, genetic information, disability, or age. [Attachment 6](#) includes samples of some of these programs.

Group Insurance: As outlined by Texas Insurance Code §1551.002, the State provides a comprehensive benefits program for state agency employees that is administered by the Employees Retirement System of Texas (ERS). Eligible employees are entitled to participate in the Texas Employees Group Benefits Program (GBP), even if they already have other insurance.

Unemployment Benefits: Part of an employer-paid program that provides temporary, partial income replacement to qualified individuals (claimants) unemployed through no fault of their own. TWC has sole responsibility for determining a claimant's eligibility to receive benefits, and the amount and duration of the benefits. An employee's right to unemployment benefits are protected by requirements established by the Texas Unemployment Compensation Act. TxDOT shall not prevent former employees from filing claims for unemployment benefits.

Workers' Compensation: A Form of insurance that provides wage replacement benefits, medical treatment, vocational rehabilitation, and other benefits to workers who are injured on the job or acquire an occupational disease on the job. TxDOT's Occupational Safety Division determines compensability on TxDOT's behalf. The Texas Department of Insurance, Division of Workers' Compensation, regulates TxDOT's workers compensation program. An employee's right to workers compensation is protected by requirements established by the Texas Workers' Compensation Act. As outlined by Texas Labor Code §451.001, TxDOT shall not discriminate against employees exercising their rights to workers compensation. The following applies:

- **Notification:** As outlined by Texas Labor Code §409.001, an employee or person representing the employee should notify TxDOT as soon as possible but no later than 30 days after an injury occurred. If the injury is an occupational disease, the employee should notify TxDOT as soon as the employee knows that the injury or injurious exposure might be related to the employment. When a worker is injured, OCC must be notified immediately so that an investigation may be conducted.
- **Filing Claims:** As outlined by Texas Labor Code §409.003 and §409.004, claims for compensation must be filed within one year from the date of injury or within one year from the date the employee knew that the disease was related to their employment.

- **Income Benefits:** As outlined by Texas Labor Code §408.082, income benefits may not be paid for an injuries that result in disability for less than one week. If disabilities continue for longer than one week, income benefits begin to accrue on the eighth day after date of injury or on the date the disability began.

Retirement: As outlined by Texas Government Code §814.001, the State offers defined benefit and defined contribution retirement plans to employees administered and regulated by ERS. Eligible employees must participate in the defined benefit plan but may elect to participate in the defined contribution plans, such as 401(k) or 457 accounts. As outlined by Texas Government Code §812.001, membership in the employee class begins on the 91st day of employment and continues until the employee retires, dies, or withdraws personal contributions and interest thereon after leaving state service.

Deferred Compensation Program: As outlined by Texas Government Code §609.501, employees have the opportunity to participate in a deferred compensation plan. Under such a plan, employees may defer a part of their pay for investment in a qualified investment product. Employees may choose to participate in a 401(k), 457, or Roth with a number of investment options.

The **Employee Assistance Program (EAP):** Supports TxDOT's mission to maintain the health and safety of its employees, provide a drug-free workplace, and improve employee morale and productivity. EAP services are a TxDOT benefit and are provided at no cost to participants.

The **Wellness Program:** Designed to encourage and motivate employees to adopt a lifestyle that improves their overall health, fitness, and well-being. All employees are eligible to voluntarily participate in the Wellness Program. As outlined by Texas Government Code §664.061, wellness participants may use wellness leave to exercise 30 minutes up to three times a week during regularly scheduled work hours. Eight hours of wellness leave per fiscal year are awarded to employees if they complete a Health Risk Assessment (HRA) and a routine physical examination.

VI. FY15 ACCOMPLISHMENTS

The EEO Diversity Program Coordinator, working with HRD, obtained data and the following reports utilizing PeopleSoft:

- [Attachment 7](#) – EEO Workforce Progression Summary, which includes full-time and temporary workforce data on all applicants, hires, promotions and separations by job category/
- [Attachment 8](#) – Separations Analysis, which includes only full-time workforce data on all separations by job category.

TxDOT began using PeopleSoft as the new system of record for HR information on October 8, 2014. Data is being reported from two different systems for the EEO Workforce Progressive Summary report:

- September 1, 2014 – October 7, 2014 (HR Online)
- October 8, 2014 – August 31, 2015 (PeopleSoft)

Below is a summary of TxDOT's historical workforce data for the past ten fiscal years:

Fiscal Year Ending	Total Workforce	Total Minority	Total Female	Total Male	White	Black or African American	Hispanic or Latino	Asian American/ Pacific Islander	American Indian or Alaska Native
2006	14,550	4,911	3,464	11,088	9,639	1,181	3,385	285	60
		33.75%	23.81%	76.19%	66.25%	8.12%	23.26%	1.96%	0.41%
2007	14,476	4,906	3,489	10,987	9,571	1,168	3,390	283	65
		33.89%	24.1%	75.9%	66.12%	8.07%	23.42%	1.96%	0.44%
2008	13,522	4,531	3,242	10,280	8,991	1,081	3,121	269	60
		33.51%	23.98%	76.02%	66.49%	8%	23.08%	1.99%	0.44%
2009	13,022	4,428	3,119	9,903	8,594	1,046	3,057	271	54
		34%	23.95%	76.05%	66%	8.03%	23.48%	2.08%	0.41%
2010	12,456	4,266	2,981	9,475	8,190	993	2,942	276	55
		34.25%	23.93%	76.07%	65.75%	7.97%	23.62%	2.22%	0.44%
2011	11,719	4,008	2,501	9,218	7,711	901	2,785	270	52
		34.2%	21.34%	78.66%	65.8%	7.69%	23.77%	2.3%	0.44%
2012	11,514	3,968	2,409	9,105	7,546	866	2,780	272	50
		34.46%	20.92%	79.08%	65.54%	7.52%	24.15%	2.36%	0.43%
2013	11,670	4,123	2,445	9,225	7,539	910	2,881	284	48
		35.33%	20.95%	79.05%	64.6%	7.8%	24.75%	2.44%	0.41%
2014	11,648	4,204	2,519	9,129	7,444	920	2,934	303	47
		36.09%	21.63%	78.37%	63.91%	7.9%	25.19%	2.6%	0.4%
2015	11,595	4,999	2,519	10,594	8,558	1,095	3,494	349	61
		43.11%	21.72%	91.37%	73.81%	9.44%	30.13%	3.01%	0.53%

A. FY16 & FY15 Beginning Workforce Comparison

The following table compares the FY16 and FY15 beginning workforce by job category; totals reflect the composition of TxDOT employees in each EEO-4 Job Category by race, sex, and workforce percentage. In summary, TxDOT has a total of 11,595 employees at the beginning of FY16; this was a decrease of 53 employees (or 0.46%) from FY15. The majority of employees continue to work in the Professionals job group with a total of 4,872 employees, Hispanic or Latino is the largest number of minorities in this job group with 1,094 employees. Overall, there was an increase of employees in every minority group. Additionally, in FY15 there was an underutilization in both females and minorities in the Professional and Technician job categories. TxDOT's recruitment efforts were to focus on increasing the workforce by 2% in both females and minorities in these job categories to narrow this disparity. FY16 workforce indicates there was an increase in Professional minorities (58 employees or 3.29%) and females (34 employees or 2.08%) and an increase in female Technicians (6 employees or 2.88%), but there was a decrease in minority Technicians (16 employees or 2.46%).

FY16 / FY15 Comparison	Total	Total Minority	Total Female	White	Black or African American	Hispanic or Latino	Asian American/ Pacific Islander	American Indian or Alaska Native
Officials/Administrators	379	87	69	292	12	64	10	1
Professionals	4,805	1,819	1,669	2,986	442	1,118	240	19
Technicians	1,807	635	214	1,172	128	471	27	9
Administrative Support	583	202	512	381	40	157	3	2
Skilled Craft	3,610	1,331	69	2,279	264	1,015	33	19
Service/Maintenance	411	210	26	201	37	165	5	3
FY16 Beginning Totals	11,595	4,284	2,559	7,311	923	2,990	318	53
		36.95%	22.07%	63.05%	7.96%	25.79%	2.74%	0.46%
Officials/Administrators	382	84	63	298	9	64	10	1
Professionals	4,872	1,761	1,635	3,111	421	1,094	231	15
Technicians	1,845	651	208	1,194	140	476	24	11
Administrative Support	598	207	518	391	42	161	3	1
Skilled Craft	3,570	1,334	72	2,236	281	1,002	32	19
Service/Maintenance	381	167	23	214	27	137	3	0
FY15 Beginning Totals	11,648	4,204	2,519	7,444	920	2,934	303	47
		36.09%	59.92%	63.91%	7.9%	25.19%	2.6%	0.4%
Officials/Administrators	-3	3	6	-6	3	0	0	0
		3.57%	9.52%	-2.01%	33.33%	0%	0%	0%
Professionals	-67	58	34	-125	21	24	9	4
		3.29%	2.08%	-4.02%	4.99%	2.19%	3.9%	26.67%
Technicians	-38	-16	6	-22	-12	-5	3	-2
		-2.46%	2.88%	-1.84%	-8.57%	-1.05%	12.5%	-18.18%
Administrative Support	-15	-5	-6	-10	-2	-4	0	1
		-2.42%	-1.16%	-2.56%	-4.76%	-2.48%	0%	100%
Skilled Craft	40	-3	-3	43	-17	13	1	0
		-0.22%	-4.17%	1.92%	-6.05%	1.3%	3.13%	0%
Service/Maintenance	30	43	3	-13	10	28	2	3
		25.75%	13.04%	-6.07%	37.04%	20.44%	66.67%	0%
Comparison (+/-)	-53	80	40	-133	3	56	15	6
		1.9%	1.59%	-1.79%	0.33%	1.91%	4.95%	12.77%

B. FY15 & FY14 Applicants and Hires

The following table shows that there were 96,258 job applications received for FY16, which was an increase of 6,106 (or 6.77%) from FY14. Additionally, there were 2,008 new hires in FY15, an increase of 10.76% from 1,813 in FY14. Minority and female new hires also increased from FY14. Note: New hire data includes temporary hires and rehires.

FY15 / FY14 Applicants	Total	Total Minority	Total Female
Officials/Administrators			
Current FY15	4,600	1,803	1,120
Previous FY14	5,940	2,165	1,359
Professionals			
Current FY15	39,650	19,683	15,307
Previous FY14	50,869	22,274	18,825
Technicians			
Current FY15	14,602	7,311	2,901
Previous FY14	8,940	3,983	1,807
Administrative Support			
Current FY15	12,884	5,521	9,351
Previous FY14	10,253	4,505	7,172
Skilled Craft			
Current FY15	19,317	7,533	851
Previous FY14	11,707	4,241	562
Service/Maintenance			
Current FY15	5,205	2,570	391
Previous FY14	2,443	902	159
TOTALS			
Current FY15	96,258	44,421	29,921
Previous FY14	90,152	38,070	29,884
Comparison (+/-)	6,106	6,351	37
	6.77%	16.68%	0.12%

FY15 / FY14 Hires	Total	Total Minority	Total Female
Officials/Administrators			
Current FY15	23	5	6
Previous FY14	17	2	3
Professionals			
Current FY15	393	171	183
Previous FY14	444	195	191
Technicians			
Current FY15	458	202	95
Previous FY14	401	190	80
Administrative Support			
Current FY15	168	75	139
Previous FY14	129	59	105
Skilled Craft			
Current FY15	540	176	11
Previous FY14	434	154	8
Service/Maintenance			
Current FY15	426	176	32
Previous FY14	388	157	31
TOTALS			
Current FY15	2,008	805	466
Previous FY14	1,813	757	418
Comparison (+/-)	195	48	48
	10.76%	6.34%	11.48%

C. FY15 Workforce Analysis Results

The table on the following page is a utilization availability analysis and a quarterly progress report by each job category. At the end of each quarter, the “Targeted Recruitment” in each job category is compared to each ending quarter results to identify any progress made to the address the workforce diversity efforts. At the end of the 4th quarter, the underutilization is determined.

NOTE: Underutilization is the ending workforce result of any differences in actual movement from the beginning of the fiscal year. This is determined by multiplying the ending workforce total by the State CLF, then subtracting the result from the job category ending workforce. Example: 379 (ending workforce total) x 39.7% (female State CLF %) = 150; 150 - 69 (ending female total) = 81 (underutilize for this group).

FY15 Workforce	Total	Total Minority	Total Female	White		Black or African American		Hispanic or Latino		Asian American/ Pacific Islander		American Indian or Alaska Native	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Administrators	382	84	63	254	44	4	5	52	12	9	1	0	1
TxDOT %	100%	21.99%	16.49%	66.49%	11.52%	1.05%	1.31%	13.61%	3.14%	2.36%	0.26%	0%	0.26%
State CLF %	X	29.58%	39.7%	44.6%	25.8%	3.8%	4.08%	9.4%	7.6%	2.1%	1.4%	0.2%	1%
Representation Index	X	-7.59%	-23.21%	21.89%	-14.28%	-2.75%	-2.77%	4.21%	-4.46%	0.26%	-1.14%	-0.2%	-0.74%
Parity %	X	-29%	-88.65%	83.63%	-54.56%	-10.52%	-10.59%	16.09%	-17.03%	0.98%	-4.35%	-0.76%	-2.82%
Targeted Recruitment	X	29	88	0	54	10	10	0	17	0	4	0	2
1st Quarter Workforce	392	87	68	258	47	5	5	52	14	9	2	0	0
2nd Quarter Workforce	389	87	64	259	43	5	6	52	14	9	1	0	0
3rd Quarter Workforce	392	85	70	259	48	5	7	50	14	8	1	0	0
4th Quarter Workforce	379	87	69	243	49	8	4	50	14	9	1	0	1
<i>Underutilized</i>		25	81	0	49	6	11	0	15	0	4	1	3
Professionals	4,872	1,761	1,635	2,137	974	231	190	704	390	157	74	8	7
TxDOT %	100%	36.15%	33.56%	43.86%	19.99%	4.74%	3.9%	14.45%	8%	3.22%	1.52%	0.16%	0.14%
State CLF %	X	32.04%	56.6%	30.6%	36.9%	3.3%	6.51%	6.3%	9.8%	2.6%	2.5%	0.3%	0.73%
Representation Index	X	4.11%	-23.04%	13.26%	-16.91%	1.44%	-2.61%	8.15%	-1.8%	0.62%	-0.98%	-0.14%	20%
Parity %	X	200.01%	-1122.55%	646.17%	-823.77%	70.22%	-127.17%	397.06%	-87.46%	30.33%	-47.8%	-6.62%	974.4%
Targeted Recruitment	X	0	1122	0	823	0	127	0	87	0	47	6	0
1st Quarter Workforce	4,817	1,777	1,629	2,077	963	233	192	708	395	160	72	10	7
2nd Quarter Workforce	4,814	1,783	1,641	2,060	971	237	199	707	391	159	73	10	7
3rd Quarter Workforce	4,862	1,819	1,657	2,069	974	243	202	724	396	159	77	10	8
4th Quarter Workforce	4,805	1,819	1,669	2,020	966	238	204	709	409	159	81	10	9
<i>Underutilized</i>		0	1,051	0	807	0	109	0	62	0	39	4	26
Technicians	1,845	651	208	1,065	129	118	22	429	47	16	8	9	2
TxDOT %	100%	35.28%	11.27%	57.72%	6.99%	6.4%	1.19%	23.25%	2.55%	0.87%	0.43%	0.49%	0.11%
State CLF %	X	41.42%	52.6%	29.1%	28.9%	4.21%	8.71%	10.8%	11.9%	2.8%	2.6%	0.2%	0.2%
Representation Index	X	-6.14%	-41.33%	28.62%	-21.91%	2.19%	-7.52%	12.45%	-9.35%	-1.93%	-2.17%	0.29%	-0.09%
Parity %	X	-113.2%	-762.47%	528.11%	-404.21%	40.33%	-138.7%	229.74%	-172.56%	-35.66%	-39.97%	5.31%	-1.69%
Targeted Recruitment	X	113	762	0	404	0	138	0	172	35	39	0	1
1st Quarter Workforce	1,805	631	209	1,040	134	115	20	416	45	17	8	8	2
2nd Quarter Workforce	1,789	620	209	1,035	134	114	20	407	44	17	9	7	2
3rd Quarter Workforce	1,838	632	213	1,066	140	110	18	421	46	19	8	9	1
4th Quarter Workforce	1,807	635	214	1,033	139	110	18	422	49	19	8	9	0
<i>Underutilized</i>		113	736	0	383	0	139	0	166	32	39	0	4

Administrative Support	598	207	518	44	347	5	37	31	130	0	3	0	1
TxDOT %	100%	34.62%	86.62%	7.36%	58.03%	0.84%	6.19%	5.18%	21.74%	0%	0.5%	0%	0.17%
State CLF %		44.1%	63.7%	20.8%	34.7%	4.3%	8.7%	9.7%	18.1%	1.3%	1.7%	0.1%	0.2%
Representation Index		-9.48%	22.92%	-13.44%	23.33%	-3.46%	-2.51%	-4.52%	3.64%	-1.3%	-1.2%	-0.1%	-0.03%
Parity %		-56.72%	137.07%	-80.38%	139.49%	-20.71%	-15.03%	-27.01%	21.76%	-7.77%	-7.17%	-0.6%	-0.2%
Targeted Recruitment		59	0	80	0	20	15	27	0	7	7	0	0
1st Quarter Workforce	595	206	518	44	345	4	37	29	132	0	3	0	1
2nd Quarter Workforce	587	203	511	44	340	3	35	29	132	0	3	0	1
3rd Quarter Workforce	579	200	509	40	339	3	34	27	132	0	3	0	1
4th Quarter Workforce	583	202	512	42	339	3	37	26	131	0	3	0	2
<i>Underutilized</i>		55	0	79	0	22	14	31	0	8	7	1	0
Skilled Craft	3,570	1,334	72	2,183	53	274	7	993	9	31	1	17	2
TxDOT %	100%	37.37%	2.02%	61.15%	1.48%	7.68%	0.2%	27.82%	0.25%	0.87%	0.03%	0.48%	0.06%
State CLF %		42.5%	5.3%	54.2%	2.6%	6.8%	0.7%	30.9%	1.5%	2%	0.4%	0.2%	0%
Representation Index		-5.13%	-3.28%	6.95%	-1.12%	0.88%	-0.5%	-3.08%	-1.25%	-1.13%	-0.37%	0.28%	0.06%
Parity %		-183.25%	-117.21%	248.06%	-39.82%	31.24%	-17.99%	-110.13%	-44.55%	-40.4%	-13.28%	9.86%	2%
Targeted Recruitment		183	117	0	39	0	17	110	44	40	13	0	0
1st Quarter Workforce	3,537	1,317	69	2,167	53	277	6	977	7	29	1	18	2
2nd Quarter Workforce	3,544	1,310	72	2,179	55	272	7	972	7	29	1	20	2
3rd Quarter Workforce	3,592	1,330	74	2,205	57	269	6	993	8	31	1	20	2
4th Quarter Workforce	3,610	1,331	69	2,225	54	260	4	1,007	8	31	2	18	1
<i>Underutilized</i>		203	122	0	40	0	21	108	46	41	12	0	0
Service/Maintenance	381	167	23	194	20	27	0	134	3	3	0	0	0
TxDOT %	100%	43.83%	6.04%	50.92%	5.25%	7.09%	0%	35.17%	0.79%	0.79%	0%	0%	0%
State CLF %		56.4%	42%	25.9%	17.6%	9.7%	7.8%	20.6%	14.8%	1.5%	1.6%	0.2%	0.2%
Representation Index		-12.57%	-35.96%	25.02%	-12.35%	-2.61%	-7.8%	14.57%	-14.01%	-0.71%	-1.6%	-0.2%	-0.2%
Parity %		-47.88%	-137.02%	95.32%	-47.06%	-9.96%	-29.72%	55.51%	-53.39%	-2.72%	-6.1%	-0.76%	-0.76%
Targeted Recruitment		47	137	0	47	9	29	0	53	2	6	0	0
1st Quarter Workforce	395	167	27	207	21	28	1	130	5	3	0	0	0
2nd Quarter Workforce	407	172	26	214	21	31	0	132	5	3	0	1	0
3rd Quarter Workforce	389	186	24	183	20	32	0	144	4	3	0	3	0
4th Quarter Workforce	411	210	26	181	20	36	1	161	4	4	1	3	0
<i>Underutilized</i>		22	147	0	52	4	31	0	57	2	6	0	1

D. FY15 Goals and Accomplishments

	FY15 Goals/Objectives	Responsible Official(s)	Target Date By	Status
FY15 Goals/Objectives	Distribute discrimination, harassment and retaliation policies to DE/DD/OD for dissemination to all employees; Place on intranet.	OCR	Dec/14	Completed; posted on websites and email distributed
	Distribute AAP to DE/DD/OD after approval for program awareness, place on intranet/internet.	OCR	Dec /14	Completed
	Conduct training on department EEO and AAP requirements at eight selected districts.	OCR/ Districts	Aug/15	Completed 8 district visits.
	Update 25 district availability analyses to identify underutilized minority and female groups.	OCR	Dec /14	All 25 districts were updated by January 2015.
	Assist EEO/HR's with outreach and recruitment to achieve an overall 2% increase in female, veterans, disabled and minority groups with focus on Prof/Tech job categories.	OCR/District HROs & EEO Coordinators	Aug/15	Increase in Professionals, 58 minorities (or 3.29%) and 34 females (or 2.08%); increase in Technicians, 6 females (or 2.88%) but decrease in Technicians, 16 minorities (or 2.46%)
	Ensure that recruitment literature is relevant to all employees, including minority and female groups.	OCR/HRD DE/DD/OD	Aug/15	Completed
	Develop SOPs for the desk-monitoring system (DMS).	OCR	Dec/14	About 50% complete, will continue working on this to be completed in FY16
	Implement new DMS with two districts.	OCR/ Districts	Aug/15	Delay in progress due to staffing changes
	Develop EEO presentation for FY15 short-courses.	OCR/HRD	Aug/15	Did not present in FY15
	HRD developing procedures to implement affirmative action goals accountability to manager/supervisors performance.	OCR/HRD	Mar/15	Sending memorandum in January 2016 to supervisors/managers reminding them of their responsibilities and goals.

E. FY15 & FY14 Promotion Analysis

The following table provides a comparison of the promotions for FY15 and FY14 by each job category. Overall, there was a decrease in promotions in every job category and in both female (38.85%) and minority (46.73%) for FY15. The reduction might be due to the salary budgets that were established last fiscal year.

FY15 / FY14 Promotions	Total	Total Minority	Total Female	White	Black or African American	Hispanic or Latino	Asian American/Pacific Islander	American Indian or Alaska Native
Officials/Administrators								
Current FY15	64	15	14	49	2	10	3	0
Previous FY14	73	24	13	49	3	19	2	0
Professionals								
Current FY15	922	380	302	542	89	238	47	6
Previous FY14	1,584	578	455	1,006	129	370	76	3
Technicians								
Current FY15	281	97	28	184	19	74	3	1
Previous FY14	592	205	52	387	31	165	6	3
Administrative Support								
Current FY15	52	16	41	36	4	12	0	0
Previous FY14	120	42	106	78	9	30	1	2
Skilled Craft								
Current FY15	540	164	9	376	25	133	4	2
Previous FY14	1,062	418	20	644	102	297	13	6
Service/Maintenance								
Current FY15	2	2	1	0	0	1	1	0
Previous FY14	3	2	0	1	0	2	0	0
TOTALS								
Current FY15	1,861	674	395	1,187	139	468	58	9
Previous FY14	3,434	1,269	646	2,165	274	883	98	14
Comparison (+/-)	-1,573	-595	-251	-978	-135	-415	-40	-5
	-45.81%	-46.89%	-38.85%	-45.17%	-49.27%	-47%	-40.82%	-35.71%

F. FY15 & FY14 Separations Analysis

[Attachment 8](#) shows the FY15 separations by each job category for full-time regular positions at TxDOT. The EEO top three job categories with the highest separations were: 1) Professionals (514 employees or 35.33%), 2) Skilled Craft (478 employees or 32.85%), and 3) Technicians (213 employees or 14.64%).

Involuntary separations accounted for 589 or 32.56%; 256 minorities (or 43.46%) and 114 (or 19.35%) females. The following top three reasons accounted for 93.81% in separations: 1) Voluntary Separation (637 employees or 43.78%), 2) Retirement (595 employees or 40.89%), and 3) Dismissal for Cause (133 employees or 9.14%).

The following table provides an overall comparison between FY15 and FY14 by each job category. Minority separations decreased but female separations increased overall. Note: Separations data in this table include also includes temporary positions.

FY15/ FY14 Separations	Total	Total Minority	Total Female	White	Black or African American	Hispanic or Latino	Asian American/ Pacific Islander	American Indian or Alaska Native	Unknown
Officials/Administrators									
Current FY15	38	6	9	32	0	4	1	1	0
Previous FY14	44	7	8	37	3	4	0	0	0
Professionals									
Current FY15	405	132	143	273	39	79	14	0	0
Previous FY14	470	163	158	307	33	101	24	5	0
Technicians									
Current FY15	454	190	72	261	37	139	12	2	3
Previous FY14	442	191	69	251	41	134	13	3	0
Administrative Support									
Current FY15	121	53	87	67	25	25	3	0	1
Previous FY14	98	41	74	57	19	22	0	0	0
Skilled Craft									
Current FY15	425	158	13	267	40	115	1	2	0
Previous FY14	491	148	11	343	32	114	1	1	0
Service/Maintenance									
Current FY15	252	99	28	153	19	79	0	1	0
Previous FY14	264	111	23	153	19	91	1	0	0
TOTALS									
Current FY15	1,695	638	352	1,053	160	441	31	6	4
Previous FY14	1,809	661	343	1,148	147	466	39	9	0
Comparison (+/-)	-114	-23	9	-95	13	-25	-8	-3	4
	-6.3%	-3.48%	2.62%	-8.28%	8.84%	-5.36%	-20.51%	-33.33%	0%

G. FY15 Recruitment and Hiring

In FY15, there were 3,005 vacancies. The following table compares FY15 target recruitment goals and new hires.

JOB CATEGORY	VACANCIES
Officials/Administrators	106
Professionals	940
Technicians	426
Administrative Support	169
Skilled Craft	1040
Service/Maintenance	324
FY15 TOTAL	3005

FY15 Applicant and Hiring Analysis	Total	Total Minority	Total Female	White		Black or African American		Hispanic or Latino		Asian American/Pacific Islander		American Indian or Alaska Native		Unknown		Unknown	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials/Administrators																	
Applicants	4,600	1,803	1,120	1,917	566	355	224	558	240	340	49	22	15	36	26	252	
New Hires	23	5	6	13	5	2	1	1	0	0	0	1	0	0	0	0	
Professionals																	
Applicants	39,650	19,683	15,307	10,218	6,892	3,586	2,979	5,426	4,270	2,273	772	165	212	291	182	2,384	
New Hires	393	171	183	118	102	31	23	47	49	13	7	0	1	1	1	0	
Technicians																	
Applicants	14,602	7,311	2,901	5,234	1,274	1,543	649	3,268	752	759	175	138	27	119	24	640	
New Hires	458	202	95	208	45	26	12	114	31	10	6	3	0	2	1	0	
Administrative Support																	
Applicants	12,884	5,521	9,351	1,422	5,144	446	1,589	808	2,157	123	236	26	136	32	89	676	
New Hires	168	75	139	14	78	6	23	8	34	0	3	0	1	1	0	0	
Skilled Craft																	
Applicants	19,317	7,533	851	10,588	530	1,634	116	5,081	158	176	32	326	10	103	5	558	
New Hires	540	176	11	354	8	28	1	141	1	3	0	2	0	1	1	0	
Service/Maintenance																	
Applicants	5,205	2,570	391	2,243	207	563	68	1,682	90	76	20	69	2	35	4	146	
New Hires	426	176	32	227	23	27	0	136	9	1	0	3	0	0	0	0	
TOTALS																	
Applicants	96,258	44,421	29,921	31,622	14,613	8,127	5,625	16,823	7,667	3,747	1,284	746	402	616	330	4,656	
New Hires	2,008	805	466	934	261	120	60	447	124	27	16	9	2	5	3	0	
Percentage Ratio	2.09%	1.81%	1.56%	2.95%	1.79%	1.48%	1.07%	2.66%	1.62%	0.72%	1.25%	1.21%	0.5%	0.81%	0.91%	0%	

1. FY15 Recruitment and Placement Program Results

TxDOT utilizes the following recruitment programs in addition to regular job postings to assist in hiring efforts:

Temporary Hiring Program (Directive 2-94) – Develops effective applicant training and cross training for underutilized EEO groups and positions.

	Ethnicity	Total	Female	Male
FY15 Temporary Hiring Program (2-94)	White	44	8 18.18%	36 81.82%
	Black or African American	7	1 14.29%	6 85.71%
	Hispanic or Latino	7	0 0.00%	7 100.00%
	Total	58	9 15.52%	49 84.48%
	Total Minority	14	1 1.72%	13 22.41%
			24.14%	

Summer Employment Program – Recruits students from high schools, technical schools, colleges and universities.

	Ethnicity	Total	Female	Male
FY15 Summer Hires	White	252	43 17.06%	209 82.94%
	Black or African American	51	23 45.10%	28 54.90%
	Hispanic or Latino	152	40 26.32%	112 73.68%
	American Indian/Alaska Native	1	0 0.00%	1 100.00%
	Asian American/Pacific Islander	19	9 47.37%	10 52.63%
	Total	475	115 24.21%	360 75.79%
	Total Minority	223	72 15.16%	151 31.79%
			46.95%	

Engineering Assistants Career Development Program – Recruits EAs to become licensed PEs.

In FY15, there were 259 employees in the EA Career Development Program; 36 EAs were promoted to a Transportation Engineer (TE).

Conditional Grant Program – Provides educational and financial opportunities to students for hard-to-fill positions. Additionally, the program provides higher education and potential recruitment opportunities for qualified candidates into TxDOT’s workforce.

	Ethnicity	Total	Female	Male
FY15 Conditional Grant Program	White	5	1 20.00%	4 80.00%
	Black or African American	6	2 33.33%	4 66.67%
	Hispanic or Latino	18	3 16.67%	15 83.33%
	Asian American/Pacific Islander	3	1 33.33%	2 66.67%
	Unknown	1	0 0.00%	1 100.00%
	Grand Total	33	7 21.21%	26 78.79%
	Total Minority	27 81.82%	6 18.18%	21 63.64%

Undergraduate Majors: Civil Engineering, Accounting and Communication – 24 participants

Texas Pre-Freshman Engineering (TexPREP) Program – Provides engineering program support to institutions.

	Ethnicity	Total	Female	Male
TexPREP	White	1	1 100.00%	0 0.00%
	Black or African American	3	3 100.00%	0 0.00%
	Hispanic or Latino	3	1 33.33%	2 66.67%
	Asian American/Pacific Islander	2	2 100.00%	0 0.00%
	Grand Total	9	7 77.78%	2 22.22%
	Total Minority	8 88.89%	6 66.67%	2 22.22%

Recruitment & Career Fairs – HRD recruiters targeted and conducted outreach to the following organizations in an attempt to recruit a diverse workforce, while targeting specific academic occupation majors:

	CY15 Recruitment Efforts
Fall 2014	Career Fair - Texas A&M Kingsville – Kingsville, TX
	Job Fair - McNease Convention Center – San Angelo, TX
	SEC Career Fair- Texas A&M University – College Station, TX
	CEAT Fair - Oklahoma State University – Stillwater, OK
	Engineering Expo - University of Texas Austin – Austin, TX
	Engineering Job Fair - Lubbock Memorial Civic Center – Lubbock, TX
	Career Fair - Prairie View University - Prairie View, TX
	All Majors Fair - University of Texas – Arlington - Arlington, TX
	Career & Internship Fair - Huston Tillotson University - Austin, TX
	STEM Career Fair - Prairie View University – Prairie View, TX
	Job Expo – Business & Liberal Arts - University of Texas El Paso – El Paso, TX
	STEM Career - University of Texas El Paso – El Paso, TX
	Job & Internship Fair -Texas State University - San Marcos, TX
	STEM Career Fair - University of Texas San Antonio – San Antonio, TX
	Job & Intern Fair - Texas Southern University – Houston, TX
	Career Expo - Texas Tech University – Lubbock, TX
	STEM Fair - Texas State University – San Marcos, TX
	Career Expo - West Texas A&M - Canyon, TX
	Job Fair - Midland County Horseshoe Arena – Midland, TX
	2014 Community & Global Impact Fair - Texas State University – San Marco, TX
	Red White & You – Veterans Fair - Norris Conference Center
	Civilian Jobs Military Job Fair - Club Hood - Fort Hood, TX
	Spring 2015
Career Fair - Texas A&M Kingsville – Kingsville, TX	
Job Fair - Floresville Event Center – Floresville, TX	
STEM Career Fair - Lamar University – Beaumont, TX	
Job Expo – Business & Liberal Arts University of Texas El Paso – El Paso, TX	
STEM Career - University of Texas El Paso – El Paso, TX	
Engineering Expo - University of Texas Austin – Austin, TX	
Cougar 100 Career Fair - University of Houston – Houston, TX	
STEM Career Fair - University of Texas San Antonio – San Antonio, TX	
All Majors Career Fair - University of Texas San Antonio – San Antonio, TX	
Engineering Job Fair - Lubbock Memorial Civic Center – Lubbock, TX	
Career Fair - Prairie View University - Prairie View, TX	
Engineering Fair - University of Texas – Arlington - Arlington, TX	
Career Expo West TX A&M – Canyon, TX	
STEM Fair - Texas State University - San Marcos, TX	
Career Fair - Alabama A&M University – Huntsville, AL	
All Majors Career Fairs - Texas A&M Corpus – Corpus Christi, TX	
San Angelo Job Fair - McNease Convention Center – San Angelo, TX	
Texas Job Fair – All Majors - Houston Baptist University – Houston, TX	
Civilian Jobs Military Job Fair - Club Hood - Fort Hood, TX	

District Outreach –The following is a summary of each district’s outreach efforts to institutions and organizations that encourage minority and female applicants (includes meetings, presentations and vacancy notices) and their hiring efforts. Note: Due to restrictive hiring, outreach was very limited.

District	FY15 Recruitment and Hiring Efforts
Abilene	Borden, Scurry, Howard, and Nolan Counties – Hiring Event at Workforce Solutions Office on Howard College Campus. Online job posts with Indeed, CareerBuilder, Glassdoor, etc. Postings through Texas Workforce Solutions Offices in Abilene, Snyder and Big Spring locations. Job Boards frequently utilized at local universities such as Hardin-Simmons University, McMurry University, Abilene Christian University and Cisco College. Filled 29 positions; 9 minority/female.
Amarillo	Area newspapers (Amarillo, Canadian, Dumas, & Pampa),TxDOT Internal email, Word of Mouth by employees to potential applicants, Posted TxDOT Career online instructions at area libraries, Posted TxDOT Career online instructions at local Panhandle Workforce Center, Career Fair at West Texas A&M University, Word of Mouth by local TxDOT Engineers to Texas Tech, Oklahoma State University, Amarillo College, & Panhandle State University, Word of Mouth by local TxDOT Engineers to Amarillo High School, ACAL, Randall High School, Caprock High School, Palo Duo High School, Tascosa High School & Canyon High School, Goodwill Industries provided employees to assist with temporary assignments during the fiscal year (both were offered positions with TxDOT). Filled 195 positions; 55 minority/female.
Atlanta	Texarkana College, Texas A&M University-Texarkana, Brookshire’s Starlight Chapter OES, Le Tourneau University, Atlanta High School, Career Expo Job Fair – Texarkana Convention Center, Youth Career Fair-Texarkana Convention Center, Red White & You Job Fair – Texarkana Convention Center, Texarkana Lions Club, Graceful Steamboat Company, Maxx Fitness, Just Serve, Chapel Hill High School. Filled 24 positions; 2 minority/female.
Austin	Filled 47 positions; 18 minority/female.
Beaumont	Galilee Baptist Church, Liberty Area Chamber of Commerce, Winnie Chamber of Commerce, Anahuac Chamber of Commerce, Immaculate Conception Church, Trinity Valley Baptist Church, Kirbyville Chamber of Commerce, Jasper Chamber of Commerce, Deweyrose Baptist Church, Our Lady of Pine Catholic Church, Mount Olive Church, First Baptist Church, Woodville United Methodist Church, Woodville Church of Christ, Peaceful Rest Baptist Church, Newton Chamber of Commerce, Liberty Baptist Church, Alpha Phi Omega Nat. Service Frat., American Association of University Women, American Red Cross, Antioch Baptist Church, Beaumont Chamber of Commerce, Beaumont State Center, Black Students Association, Borden Chapel Baptist Church, Bridge City Chamber of Commerce, BUU Mon Buddhist Temple, Cathedral of Faith Baptist Church, City of Sour Lake, Department of Public Safety, Douglas Memorial CME Church, East Mount Olive Baptist Church, East Texas Catholic Newspaper, Ebenezer Missionary Baptist Church, Emmanuel Baptist Church of Jesus Christ, Exquisett Club, Goodwill Industries, Greater Pt Arthur Chamber of Commerce, Kountze Chamber of Commerce, Lamar Institute of Technology, Lamar State College Orange, Lamar University, Lamar University/Career Center, League of Women Voters, Lumberton Chamber of Commerce, Magnolia Baptist Church, Maxon Memorial C.O.G.I.C., McCabe United Methodist Church, Mount Calvary Baptist Church, Mount Gilead Baptist Church, Mount Olive Baptist Church, Mt. Calvary Baptist Church, NAACP, National Society of Black Eng. (NSBE), Nederland Chamber of Commerce, New Birth Assembly of God, New Day Church, New Life Tabernacle, New Light Christian Center Church, Orange Chamber of Commerce, Our Lady of Guadalupe, Pioneer Presbyterian Church, Psalms 150, Ramirez Enterprises, Royal Cloverleaf Club, Saints Chapel C.O.G.I.C., Silsbee Chamber of Commerce, Society of Women Engineers, Some Other Place, Spindletop MHMR Services, St. Johns Missionary Baptist Church, St. Paul’s CME Church, Starlight Baptist Church, Starlight C.O.G.I.C., Sunlight Baptist Church, Texas Department of Human Services, Texas Rehab.

District	FY15 Recruitment and Hiring Efforts
	Commission, Thomas Blvd. Church of Christ, Victory Temple, West Tabernacle Baptist Church, Youth Young Adult Fellow Alliance, Zeta Amicare Auxillary. Filled 56 positions; 21 minority/female.
Brownwood	Angelo State University; Tarleton State University; Howard Payne University; Texas State Technical College, Twitter, Facebook, Brownwood online, Lampasas Job Fair, Red, White and Blue job fair-San Angelo, Brownwood Bulletin, Local Radio. Filled 42 positions; 8 minority/female.
Bryan	Bryan Eagle newspaper, Huntsville newspaper, Buffalo newspapers, Fairfield newspaper, TSTC-Waco Technical College, Brenham Chamber of Commerce, City of Brenham, Texas A&M Graduate Student Career Fair, high school career fairs, local Rotary and Lions Club meetings. Filled 54 positions; 21 minority/female.
Childress	Childress Job Fair sponsored by Chamber of Commerce. Portable message boards. Newspapers: Blackburn Media Group for Childress, Hall, Collingsworth and Knox; Caprock Courier for Briscoe, Motley; Texas Spur for Dickens and King. Childress Facebook Page, PIO posted on CHS TxDOT Facebook page and Twitter. School Administration office in Knox County for summer hires. Filled 59 position (this includes 10 summer hires); 12 minority/female.
Corpus Christi	A.C. Jones High School, Alice High School, Agua Dulce High School, Aransas Pass High School, Austwell-Tivoli High School, Banquete High School, Ben Bolt-Palito Blanco High School, Bishop High School, Calallen High School, Collegiate High School, Falls City High School, Flour Bluff High School, Moody High School, George West High School, Goliad High School, Gregory Portland High School, H.M. King High School, Incarnate Word Academy High School, Ingleside High School, Karnes City High School, Kaufer High School, Kenedy High School, King High School, Carroll High School, Mathis High School, Odem High School, Orange Grove High School, Pettus High School, Port Aransas High School, Premont High School, Refugio High School, Robstown High School, Rockport Fulton High School, Roy Miller High School, Runge High School, Santa Gertrudis Academy High School, Sinton High School, Skidmore-Tynan High School, Taft High School, Three Rivers High School, Tuloso-Midway High School, Ray High School West Oso High School, Woodsboro High School, Texas A & M University – Corpus Christi Campus, Texas A & M University – Kingsville Campus, Coastal Bend College – Alice Campus, Coastal Bend College – Beeville Campus, Coastal Bend College – Kingsville Campus, Work Force of Alice , Work Force of Kingsville , Work Force of Beeville , Work Force of Sinton, Work Force of the Coastal Bend , Texas A & M University – Corpus Christi Campus, Texas A & M University – Kingsville Campus, Coastal Bend College – Alice Campus, Coastal Bend College – Beeville Campus, Coastal Bend College – Kingsville Campus, Nation Association for the Advancement of Color People (NAACP), Corpus Christi Hispanic Chamber of Commerce. Filled 87 positions; 61 minority/female.
Dallas	Southern Methodist University Mock Interviews; Oklahoma State University Job Fair; University of Texas Arlington Job Fair; Denton County Area Office Job Fair; Southern Methodist University Job Fair; Red White and You Veterans Job Fair; Mountain View Community College Job Fair; TexPrep, Veterans Hiring Fair; Oklahoma University Job Fair; Southern Methodist University Resume Review. Filled 59 positions; 17 minority/female.
El Paso	University of Texas @ El Paso (UTEP) Career Connections; Bill Childress Elementary Career Day; Frank Macias Elementary Career Day; Canutillo High School Career Day; Sageland Elementary Career Day; Ross Middle School Career Day; Texas Western Technical Institute; Rafael Hernando III Middle School; Roberts Elementary Career Day; Job Corps Center; Greater El Paso Chamber of Commerce; Department of Veteran Affairs; Texas Commission for Tigua Indian Affairs; El Paso Black Chamber of Commerce. Filled 12 positions; 2 minority/female.
Fort Worth	UT Arlington Spring Break Externship Program, The Children’s Center Transportation Day, Congressman Veasey’s Teen Summit, Bridgeport Elementary Career on Wheels day, Rosemont 6th grade Egg drop, Veteran’s Job Fair, FW Housing Authority Employment Fair, Western Hills Elementary Career Day, Hiring our Hero’s Resource Connection Job Fair, TexPrep field trip, Red,

District	FY15 Recruitment and Hiring Efforts
	White& You Hiring fair, Congressman Veasey’s Job Fair, FE Boot Camp, Construction Career Days. Filled 83 positions; 30 minority/female.
Houston	Congressman Gene Green Job Fair – April, 2015; Fellowship of the Woodlands Job Fair – May, 2015; Houston Community College – outreach to the Career and Planning Resources; University of Houston – (attended with Recruiters); Texas Southern University – (attended with Recruiters). Filled 35 positions; 16 minority/female.
Laredo	September 2014 attended UT Austin career fair, UTSA career fair, and Texas A&M Kingsville career fair. February 2015 attended UT Austin career fair, UTSA career fair, and Texas A&M Kingsville career fair. Filled 60 positions; 58 minority/female.
Lubbock	Hispanic News (West Texas); Hispanic Women’s Network; Lubbock Community Services for the Deaf; Templo Bautista Mexican Church; Levelland Area Chamber of Commerce; Dimmitt Chamber of Commerce; Church of Christ Spanish Speaking; St. Michael’s Catholic Church; Lubbock Housing Authority; Lubbock ISD College & Career Night; LULAC Council (#281, #262, #4522); NAACP Interest on Lawyers; TX Tech University Minority Engineering. Filled 57 positions; 37 minority/female.
Lufkin	Attended the Red, White and You event last November and sent a copy of a job order and a memo to our Adopt A Highway groups on several job order. Filled 70 positions, 16 minority/female.
Odessa	Posted jobs in the Odessa American and Midland Reporter newspapers. We participated in a job fair at the Ector County Coliseum in May 2015. We participated in XCHEM Job Career Fair 2015 in Midland (Oct 2015) and Odessa (Dec 2015). We participated in the Red White & You Hiring Fair in Midland (Nov 2015). Filled 66 positions; 36 Hispanic, 2 African-American, 1 Asian, 7 female, 20 White.
Paris	Viola Chapter #98; NAACP; Goodwill Industries; Les Belles Parisian Club; 3 Minority Greenville Churches; 1 Minority Bonham Church; 7 Hispanic Churches; Sherman Newspaper; Lakes Regional MHMR; Texas National Guard Armory; Army Reserve Center in Paris; Department of Human Services in Paris; TX Workforce Commission. Filled 33 positions; 5 minority/female.
Pharr	Roma High School; Rio Grande City High School; Los Fresnos High School; Lyford High School; City of Pharr (public works); TX Workforce Commission; Travis Middle School; Ann Richards Middle School. Filled 33 positions; 33 minority/female
San Angelo	Job Opening notifications were sent to: American GI Forum-Sonora, Angelo State University, Big Lake Chamber of Commerce, City of Bronte, Concho Valley COG, Evins Personnel Consultants, Family Shelter – San Angelo, Concho Valley Community Action Agency, Howard College, Judge Roy Bean Visitor Center, Junction Medical Clinic, Kinney County, Labor Ready, LULAC Council #637, Menard Chamber of Commerce, MHMR-San Angelo, NAACP- San Angelo, pastors of 10 various churches in San Angelo, Robert Lee City Hall, San Angelo Chamber of Commerce, Sonora Chamber of Commerce, Sonora City Hall, Sonora High School, Southwest Texas Jr College, Spherion, Sutton County Library, Sweetwater High School, Texas Rehab Commission – Del Rio, Texas State Technical College – Sweetwater and Marshall, HHSC – Ballinger, Texas Veteran’s Commission – San Angelo, DARS – San Angelo and Del Rio. Advertised certain jobs in the following newspapers: Big Lake Wildcat, Eden Echo, Junction Eagle, and San Angelo Standard Times. Social Media: Posted job openings on District’s Facebook and Twitter, and Craigslist. HR represented TxDOT at the following Job Fairs: XChem Job Fair – San Angelo 9/9/14; TWC Veteran’s Job Fair – San Angelo 11/13/14, Banners: HR ordered “Now Hiring” banners for all 11 maintenance sections in our district to use when they have openings, and one for the District HQ. Filled 58 positions; 30 minority/female
San Antonio	UTSA Student Engineering Fund Raiser, Ft. Sam Houston, Women’s Transportation Society, Texas Workforce Commission - Pearsall, Bexar County contracting Conference, Bexar County Workshop, Bulverde-Spring Branch Transportation Forum, New Braunfels Transportation Committee, Communications Roundtable and Governmental Affairs Meeting, Joint BSE San Antonio-Randolph

District	FY15 Recruitment and Hiring Efforts
	Community Council Meeting, Salvation Army Women's Auxiliary, Jourdanton Rotary, Pleasanton Rotary Club, Loop 1604 Noise Wall Club, I-10 Perimeter Public Meeting, I-35 NE San Antonio Expansion - Public Meeting, Converse City Council, City of Boerne Economic Development Board, Alamo Area Chapter for American Industrial Hygiene Association, Texas Federal Field Safety and Health Committee, San Antonio Military Bases, TexITE Website, IMSA Website and Judson Independent School District. Pearsall News Paper, John L. Sinclair Elementary, Pavement Design UTSA, ASCE, ACI, East Safety Improvements Open House, I-410 Notice Wall Workshop. Filled 80 positions; 38 minority/female.
Tyler	Attended UT-Tyler Engineering Job Fair on 9/22/15. Filled 41 positions; 8 minority/female
Waco	Belton Chamber of Commerce; HOT African American Chamber of Commerce; Cen-Tex Hispanic Chamber of Commerce; Hillsboro Chamber of Commerce; Killeen of Chamber of Commerce; Killeen Hispanic Chamber of Commerce; Temple Community College; Temple Chamber of Commerce; Waco Hispanic Chamber of Commerce; McLennan Community College. Filled 32 hires; 4 females; 5 minorities.
Wichita Falls	Midwestern State University, Gainesville Daily Register, Electra Star News, Throckmorton Tribune. Public events and educational safety demonstrations were held in Wichita Falls, Gainesville, Vernon, Seymour, Graham, Archer City, and Throckmorton, at high schools, colleges, local events and civic organizations. Public awareness events in Vernon, Wichita Falls and Gainesville. Wichita Falls Hotter'n Hell public event. Employee forums held in each maintenance and area office in July and October. Participated in veterans' hiring fair. Participated in Texas Workforce Solutions job fair in Wichita Falls. HR maintains membership in the Wichita Falls HR Management Association. District Design office employees participate in a mentor program in partnership with the Wichita Falls ISD. Filled 32 positions; 3 minority/female.
Yoakum	Victoria College, University of Houston – Victoria, Yoakum Herald Times, Shiner Gazette, Cuero Record, Columbus Banner. Filled 50 positions; 20 minority/female

H. FY15 Training Minorities and Females

EEO/AA policies are incorporated in mandatory training courses with the intent of informing all managers, supervisors, and employees of TxDOT's commitment to EEO. In FY 15, the following training classes were taken:

- New Employee Orientation – Informs all new employees of TxDOT's policies. 51 NEO training classes were held; 1,547 employees participated.
- Sexual Harassment and Complaints – 7,567 employees attended.
- EEO/Sexual Harassment supplemental course – EEO refresher training required every two years. 6,020 employees completed.
- Recruiting & Hiring – Covers policy on EEO, AA, and diversity; including the online pre-assessment. 332 supervisors and managers completed.
- Practical Supervision – Course that includes a heavy EEO component, regulatory-based case studies, and scenarios that ties into department policy and processes. 328 supervisors completed.

- EA Career Development Program – Provides job rotational opportunities, formalized mentoring, and engineering exam preparation training. 259 EAs participated, 36 promoted to TEs.
- Enterprise Learning Management (ELM) – TxDOT’s online training system. 112,128 courses were completed to include health and safety, employee interpersonal skills, project management, conflict resolution, ethics, fraud and department policy.

In FY15, there were 3,456 training events held at TxDOT that were led by an instructor. The following tables represent the employees that were scheduled to attend and the actual number in attendance. The variance shows the number/percentage change between training outcomes (Attended and Scheduled).

FY15 Training	Total	Total Minority	Total Female	Minorities & Females	All Others
Scheduled	43,015	17,558 40.82%	8,238 19.15%	25,796 59.97%	17,219 40.03%
Attended	30,553	11,987 27.87%	5,720 13.3%	17,707 41.16%	12,846 42.04%
Variance (+/-)	12,462 28.97%	5,571 12.95%	2,518 5.85%	8,089 18.81%	4,373 10.17%

FY15 EEOC Training	Total	Total Minority	Total Female	Minorities & Females	All Others
Attended	11,177	4,012 35.9%	2,455 21.96%	6,467 57.86%	4,710 42.14%

FY15 DDO Training Totals	Minorities Scheduled	Females Scheduled	Total Scheduled	Minorities Attended	Females Attended	Total Attended	Variance
Abilene District	310	127	437	205	79	284	153
Administration (ADM)	13	16	29	10	11	21	8
Amarillo District	198	105	303	152	83	235	68
Atlanta District	159	194	353	110	139	249	104
Audit Office (AUD)	16	13	29	13	11	24	5
Austin District	505	337	842	369	240	609	233
Aviation (AVN)	15	29	44	12	21	33	11
Beaumont District	287	214	501	202	160	362	139
Bridge	148	180	328	92	105	197	131
Brownwood District	140	36	176	95	28	123	53
Bryan District	170	87	257	145	66	211	46
Childress District	134	108	242	109	80	189	53
Communications Division	37	53	90	29	42	71	19
Construction	51	45	96	38	28	66	30
Contract Services Office	41	63	104	31	47	78	26
Corpus Christi District	1,100	305	1,405	738	170	908	497
Dallas District	1,215	593	1,808	896	454	1,350	458
Design	110	57	167	73	37	110	57
El Paso District	1,641	227	1,868	974	126	1,100	768
Environmental Affairs	35	122	157	31	100	131	26
ESO Office	3	13	16	3	9	12	4

FY15 DDO Training Totals	Minorities Scheduled	Females Scheduled	Total Scheduled	Minorities Attended	Females Attended	Total Attended	Variance
Finance	138	237	375	104	193	297	78
Fleet Operations Division	290	67	357	201	47	248	109
Fort Worth District	984	569	1,553	632	387	1,019	534
Government Affairs Office	9	35	44	8	22	30	14
Houston District	1,258	619	1,877	905	438	1,343	534
Human Resources Division	454	690	1,144	320	499	819	325
Innovative Finance & Debt Management	2	6	8	1	6	7	1
IT Operations Division	46	69	115	31	46	77	38
Laredo District	1,214	98	1,312	799	48	847	465
Local Government Projects	2	5	7	1	2	3	4
Lubbock District	522	140	662	366	95	461	201
Lufkin District	111	127	238	90	105	195	43
Maintenance	44	38	82	22	19	41	41
Maritime Division	2	11	13	1	8	9	4
Masters Student Program	0	1	1	0	0	0	1
Occupational Safety	30	21	51	22	14	36	15
Odessa District	1,122	220	1,342	699	138	837	505
Office of General Counsel	8	18	26	6	16	22	4
Office Strategic Planning	0	9	9	0	5	5	4
Office of Public Involvement	4	14	18	4	11	15	3
Office of Compliance and Investigation	13	20	33	3	17	20	13
Office of Civil Rights	11	20	31	9	11	20	11
Paris District	148	135	283	103	92	195	88
Pharr District)	1,459	197	1,656	1,031	142	1,173	483
Procurement Division	31	49	80	27	44	71	9
Professional Procurement	100	150	250	56	107	163	87
Project Management Office	176	97	273	92	54	146	127
Public Transportation	24	17	41	23	14	37	4
Rail Division	13	12	25	6	8	14	11
Real Estate Management	0	14	14	0	5	5	9
Research & Technology Implementation Office	53	80	133	21	37	58	75
Right of Way	239	259	498	150	171	321	177
San Angelo District	465	92	557	335	63	398	159
San Antonio District	1,427	353	1,780	1,004	235	1,239	541
Strategic Projects Division	65	55	120	43	33	76	44
Support Services Division	96	106	202	62	74	136	66
Toll Operations	20	8	28	13	6	19	9
Traffic Operations	71	77	148	45	58	103	45
Transportation Planning & Programming	59	110	169	48	81	129	40
Travel Division	38	102	140	31	71	102	38
Tyler District	75	112	187	53	80	133	54
Waco District	168	98	266	127	65	192	74
Wichita Falls District	71	42	113	53	40	93	20
Yoakum District	178	115	293	113	77	190	103
Totals	17,568	8,238	25,806	11,987	5,720	17,707	8,099
	40.84%	19.15%	59.99%	27.87%	13.3%	41.16%	18.83%

I. FY15 District Quarterly Reports

The EEO Diversity Program Coordinator evaluates progress made on goals and recruitment by reviewing quarterly reports provided by the district EEO Coordinators. The results are reviewed for program effectiveness and for improving performance utilizing PeopleSoft.

Note: Due to staff changes, the following are estimates.

From Quarterly Report	Totals
Number of positions posted during reporting quarter:	1,193
Number of positions filled during reporting quarter:	1,045
Number of females & minorities hired:	372
Number of employees hired for the Temporary Recruitment Program (TxDOT Directive 2-94):	101 employees; 7 female, 48 minority
Number of High School Co-op students hired:	8 students; 1 female, 4 minority
Number of College Co-op students hired:	86 students; 11 female, 43 minority
Number of College Intern students hired:	74 students; 8 female, 36 minority
How many training events occurred during the reporting quarter?	Provided in the training accomplishments section
Specify local outreach during the reporting quarter to educational institutions and organizations contacted to encourage minorities and females to apply for positions at TxDOT:	Provided in the recruitment accomplishments section
TxDOT recruiters involved	55
The number of hiring opportunities that may occur during this quarter:	868
What training activities do you have planned for this quarter?	Provided in the training accomplishments section
List any outreach community programs, organizations, and associations that your district, division or office participate in to recruit prospective job applicants.	Provided in the recruitment accomplishments section

J. FY15 District Visits

District Visits

For FY15, the EEO Diversity Program Coordinator conducted eight district visits. The visits included and focused on the following:

- TxDOT's FY15 EEO recruitment goals and statewide availability analysis;
- The district's own labor availability/underutilization analysis and recruitment goals for improving underutilized workforce categories;
- Identifying areas for more outreach efforts toward organizations that might supply applicants for narrowing the underutilized gaps in certain job categories;

- Encouraging the utilization of TxDOT recruitment program and HR resources;
- Reviewing and utilizing the PeopleSoft reports to periodically monitor application/hiring statistics to their district availability analysis to get an updated underutilization report.

The districts visited this year and their workforce stats at the time of visit were as follows:

1. Dallas District – 841 employees, including 30.68% minorities and 17.84% females.
2. Fort Worth District – 553 employees, including 26.76% minorities and 16.46% females.
3. Laredo District – 226 employees, including 93.36% minorities and 11.95% females.
4. Lubbock District – 331 employees, including 45.62% minorities and 11.18% females.
5. Lufkin District – 258 employees, including 18.6% minorities and 14.34% females.
6. Paris District – 260 employees, including 12.31% minorities and 15.77% females.
7. San Antonio District – 552 employees, including 44.1% minorities and 12.7% females.
8. Tyler District – 281 employees, including 13.17% minorities and 12.1% females.

K. FY15 Allegations Received

The following table shows the number of internal allegations received by CEI from September 1, 2014 to September 1, 2015. “Allegations” is used for clarity since complaints received may contain multiple allegations. Additionally, there were six (6) retaliation allegations for filing complaint of discrimination or harassment.

	Age	Disability	Genetic Information	Race/Color	National Origin	Religion	Sex
Discrimination	4	3	0	9	1	0	0
Harassment	1	3	0	5	0	0	2
Sexual Harassment	0	0	0	0	0	0	18
Retaliation	0	0	0	0	0	0	0
Total Allegations	5	6	0	14	1	0	20



FY 2015 EEO Program Update Part II

ATTACHMENTS

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Attachment 1 – Appointment of Affirmative Action Officer



October 6, 2015

Achille Alonzi
Division Administrator
Federal Highway Administration
300 East 8th Street, Room 826
Austin, Texas 78701

Dear Mr. Alonzi:

In accordance with the requirements listed in 23 CFR §230.313, Appendix A to Subpart C, Part II, I am designating, Michael D. Bryant, Interim Director, Office of Civil Rights, as the Department's Affirmative Action Officer.

With my support, Michael will be directly responsible for all aspects of the department's Affirmative Action programs. His contact information is below.

Michael D. Bryant
Texas Department of Transportation
Office of Civil Rights
125 East 11th Street
Austin, Texas 78701

Office - (512) 416-4700
E-mail – Michael.D.Bryant@txdot.gov

Sincerely,

A handwritten signature in blue ink, appearing to read "J.F. Weber", is written over a light blue background.

LtGen J.F. Weber, USMC (Ret)
Executive Director

cc: Mark Arrington, Federal Highway Administration Civil Rights Specialist

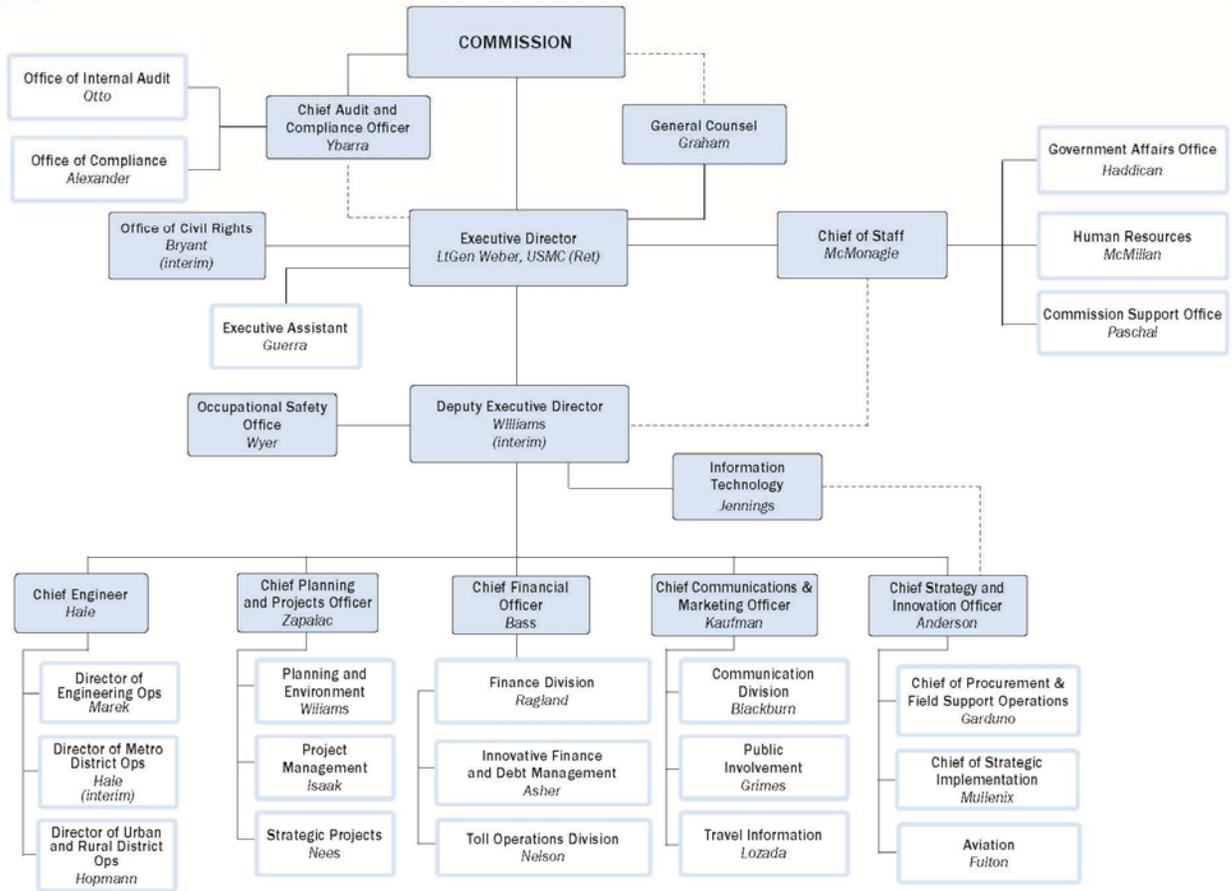
OUR GOALS
MAINTAIN A SAFE SYSTEM ▪ ADDRESS CONGESTION ▪ CONNECT TEXAS COMMUNITIES ▪ BEST IN CLASS STATE AGENCY

An Equal Opportunity Employer

Attachment 2 – TxDOT Organizational Chart



Texas Department of Transportation
Effective 9/8/2015



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Equal Employment Opportunity (EEO)

EEO Policy Statement

The Department's EEO Policy is as follows:

The mission of the department is to work with others to provide safe and reliable transportation solutions for Texas. Employees play an essential role in meeting the department's mission. The department's public duties require integrity, competence, and the hard work of many employees with diverse skills and knowledge. The department cannot perform its mission well unless its employees perform their duties well.

The core qualities inherent in the department's philosophy are public accountability, open government, high ethical standards, and respect for persons doing business with the department and its employment practices. The commissioners, executive administration, directors, managers, supervisors, and employees all govern their conduct by these qualities in carrying out department business and in dealing with members of the public and each other.

The department stands as an equal employment opportunity employer and is committed to providing fair and equal treatment of all employees without regard to race, color, religion, sex, national origin, genetic information, disability, military status, or age. Applicants for employment, vendors, contractors and their employees, customers, and the public also are recipients of this same commitment.

The department strives to ensure full compliance with all equal employment opportunity (EEO) requirements, laws, and regulations. The department seeks to attract and hire qualified individuals who are part of the available workforce and who mirror the state's unique diversity.

Through its employment practices, the department fosters and promotes successive employee career growth in a workplace environment free of intimidation, discrimination and harassment.

The department considers any employee degradation or abusive conduct towards individuals external to the organization a serious violation of its EEO policy. Corrective action will be taken, as appropriate, for each behavior or event occurrence.

The department communicates its EEO commitment to the public and employees by way of policy manuals, employee orientation and supplemental training, affirmative action statements on job applications, outreach efforts, and recruitment literature, advertising, and other media.

For any questions concerning EEO issues, please contact us at EEO@TXDOT.gov.

For instructions on filing an inquiry please see the tab entitled "Submit an Inquiry" and use Complaint Form 1809A.

 Reviewed / Updated: 5-15-2015 - David Lucas

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Ethics

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- Guidance on Employee Conduct Policies
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EEO

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Discrimination and Harassment Policy Statement



Texas Department of Transportation Discrimination and Harassment Policy Statement

General Conditions

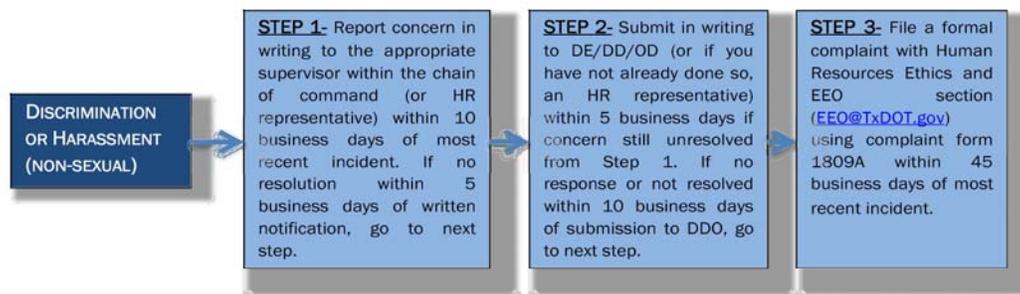
It is the policy of the Texas Department of Transportation that all employees are entitled to a workplace free of discrimination and harassment based on race, color, religion, sex, national origin, genetic information, disability, military status, or age.

Prohibited Behavior

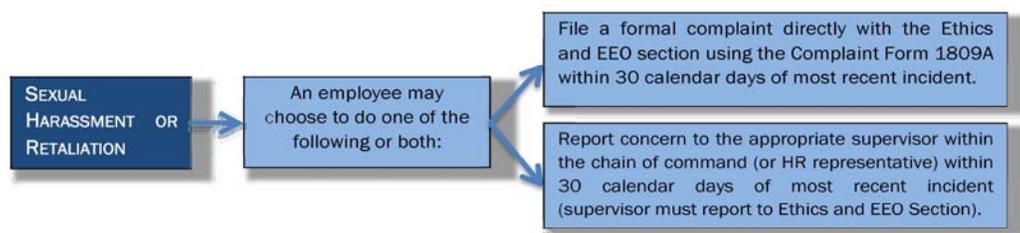
Examples of unacceptable behavior under this policy include (but are not limited to):

- Discrimination in any employment practice (including, but not limited to recruitment, hiring, promotions, transfers, work assignments, terminations, compensation, benefits, and training);
- Offensive references to an individual's race, color, age, sexual orientation, ethnic origin, or disability;
- Exhibition of offensive pictures, diagrams, and cartoons; and
- Subjecting another employee to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Reporting Discrimination, Harassment, or Retaliation:



Optional: Collaborative Resolution Program (CRC) – If CRC utilized, all deadlines are suspended. To seek assistance through the CRC, please call (512) 486-5340 or e-mail HRD_CRC@TxDOT.gov.



Please Note: Employees who file complaints concerning discrimination and harassment, or participate in an investigation, are protected from retaliation by state and federal laws as well as TxDOT policy.

Investigations

When appropriate, Human Resources Ethics and EEO Section (which may be contacted at EEO@TxDOT.gov) will investigate reported incidents of discrimination, harassment, and retaliation.

Corrective Actions

Supervisors will take prompt action when they become aware of behavior or allegations that may be regarded as discrimination or harassment. Discrimination and harassment are forms of misconduct that constitute serious offenses and subject offenders to disciplinary action up to and including termination of employment.

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Internal Discrimination Complaint Form



Complaint Form

Form 1809A
(Rev. 06/15)
Page 1 of 1

Date: _____

Your Contact Information

Employee Name: <i>null null</i>	District/Division/Office:
Position/Title:	Preferred Phone Number:
Home Address:	Preferred e-mail:

Complaint Information

Type of complaint:

Discrimination - unfair treatment because of the following classes protected by law:
 Race Color Religion Sex National Origin Genetic Information Disability Age Pregnancy Military Status
 I affirm that I have attempted resolution through my chain of command or human resources officers and am filing this claim within 45 business days of the most recent incident.

Retaliation - any adverse personnel action (demotion, denial of promotion, unjustified negative evaluation, etc.) against an employee as punishment for filing a discrimination or harassment complaint in good faith, being involved in a workplace investigation, or participating in any legally protected activity.
 I filed a discrimination or harassment I participated in a workplace investigation/hearing/lawsuit
 I participated in another legally protected activity (please explain):

Harassment - unwanted intimidation, ridicule, insult, comments, or physical conduct based on:
 Race Color Religion Sex National Origin Genetic Information Disability Age Pregnancy Military Status
(Additional definitions are available on Human Resources Ethics and EEO section web site.)
 I affirm that I have attempted resolution through my chain of command or human resources officers and am filing this claim within 45 business days of the most recent incident (affirmation not required for sexual harassment).

My complaint is against:
Name: _____
Job Position/Title: _____ District/Division/Office: _____

Has this incident occurred more than once? Yes No
Please list the date and location of each occurrence:

Have you reported your complaint before? Yes No
If yes, to whom? _____

Please describe in detail how and why you believe you were discriminated against, retaliated against, and/or harassed.

Do you have supporting information? Yes No
If yes, please explain or attach documentation. Documentation may be attached to the email generated after you complete this form:

I hereby certify that the above information is accurate and complete to the best of my knowledge.
Please be aware that under some circumstances your complaint may be referred to District management or local HROs for handling.

Employee Signature _____ Date: _____

Signed forms may also be mailed or hand delivered.
Mail to: TxDOT Human Resources Division, Ethics and EEO Section, 125 E. 11th Street, Austin, TX 78701-2483.
Or hand-deliver to: TxDOT Human Resources Division, 200 E. Riverside Drive, second floor, Austin TX 78704.

Collaborative Resolution Program Flyer

Throughout our business lives we will likely use all of the five Thomas-Kilmann Conflict Mode Instrument (TKI) styles (*Competing, Avoiding, Compromising, Collaborating, Accommodating*) without realizing which one or why.

The TKI can help you determine which of the 5 is your preferred style. It also helps you recognize the traits associated with each style and can be useful in determining when a different style is required to bring about a desired outcome for all concerned.



Tips to Minimize Conflict

Here are steps a team can take in identifying and addressing stress producing problems.

- › Deal with conflict immediately.
- › Be open.
- › Practice clear communication.
- › Practice active listening.
- › Do not let conflict get personal.
- › Demonstrate respect.
- › Keep team issues within the team.

Conduct team meetings with co-workers, communicate the findings, exercise emotional intelligence and introduce the action plan for implementing improvements.

COLLABORATIVE RESOLUTION PROGRAM

Causes of Conflict in the Workplace

Different Work Methods

Employees often have the same goal but different approaches to achieving it.

Different Goals

Often in organizations, separate business units may drive toward different goals.

Personalities

Personality differences often are a source of conflict.

Stress

Stress is a huge motivator of conflict. Every employee has a breaking point, and every employee will reach his or her breaking point at some time or another.

Different Viewpoints or Perspectives

Individual perspectives give a business environment its edge.

Resolving Conflict in Three Steps

Step 1: Prepare for Resolution

- › Acknowledge the conflict
- › Discuss the Impact
- › Agree to a cooperative process
- › Agree to communicate

Step 2: Understand the Situation

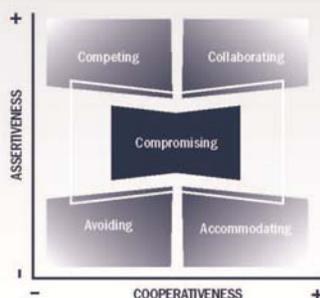
- › Clarify positions
- › List facts, assumptions and beliefs
- › Analyze in small groups
- › Convene as a team

Step 3: Reach Agreement

- › Clarify positions
- › List facts, assumptions and beliefs
- › Analyze in small groups
- › Convene as a team



THOMAS-KILMANN CONFLICT MODE INSTRUMENT (TKI)



Competing: High assertiveness, low cooperativeness.

› The goal is to "win."

Avoiding: Low assertiveness and low cooperativeness.

› The goal is to "delay."

Compromising: Moderate assertiveness, moderate cooperativeness.

› The goal is "to find a middle ground."

Collaborating: High assertiveness, high cooperativeness.

› The goal is "a win-win solution."

Accommodating: Low assertiveness, high cooperativeness.

› The goal is to "yield."

Workforce Development Section

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HRD-NET > WORKFORCE-DEVELOPMENT > Home

Workforce Development

What's New in WFD? **NEW**

Enterprise Learning Management (ELM) is TxDOT's Learning Management System. We have updated the ELM dashboard to simplify and enhance your learning experience.

- **My Learning** allows you to launch online courses and view completed and enrolled courses.
- The **Announcements** section keeps you informed of updates and news about training.
- For managers and supervisors, the **Manager Quick Links** and **Team Learning** sections are now integrated for ease of navigation.

Click on the guides below to learn how to navigate the updated dashboard:

- **Employee ELM Guide**
- **Manager ELM Guide**

To search, enroll or start taking online classes, **go to ELM.**

If you have any questions or need assistance with ELM, view the **ERP Support Flyer.**

Workforce Planning

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- ▶ Workforce Planning Presentations
- ▶ Environmental Scanning and Data Collection
- ▶ Supply, Demand and Gap Analysis
- ▶ Strategy Development
- ▶ Implementation
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Workforce Analysis

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Workforce Planning

What is Workforce Planning?

It is a systematic process to get the right employees with the right skills in the right jobs to meet the Department's mission and strategic priorities at the right time.

Why is TxDOT embracing it?

As TxDOT continues to aspire toward becoming a best-in-class organization, an emphasis on the workforce is paramount so the Department can continue to thrive and optimize resources. A holistic approach from the hiring to retiring of employees is key to fostering a modern workforce equipped to meet the challenges of sourcing work activities in the global environment in which TxDOT now functions. This allows TxDOT to fulfill the mission "to work with others to provide safe and reliable transportation solutions for Texas." Our people need to be well-positioned to embrace change and to continue to lead TxDOT into the 21st Century.

[TxDOT's Workforce Plan for Fiscal Years 2015 to 2019](#)

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Careers
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Careers @ TxDOT

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Job postings expire at 11:59 p.m. Central Standard Time (CST) on the Posting Close Date.

Helpful Hints

For all browsers, pop-ups must be enabled. If you do not allow pop-ups on your computer, you may not be able to access and use the online application system properly. For quick instructions on enabling pop-ups (or disabling pop-up blockers), click on the browser you currently use: [Internet Explorer](#), [Chrome](#), [Firefox](#), [Safari](#)

Apply to a Position

These step-by-step instructions may answer any question you might have about completing the application for: [Prospective Employees](#), [Current Employees](#)

Need Assistance?

TxDOT staff can assist you with questions regarding the online application. You can speak directly with Human Resource staff from 8 a.m. to 5 p.m. Central Standard Time, Monday through Friday. The number is (800) 893-6848.

For Employees
ORACLE
PEOPLESOFT

Subscribe to Updates

Contact Us

Forms & Publications

Prospective Employees



If you are not currently employed by TxDOT, use this application to browse and apply for jobs.

[Browse and Apply >](#)

Current Employees



If you are currently employed by TxDOT, use this application to browse and apply for jobs.

[Browse and Apply >](#)

Employment

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Recruitment

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Tuition Assistance

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- ▶ Non-Degree Program
- ▶ Degree Completion Program
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Questions / Suggestions about the Tuition Assistance Program? Contact Us!

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Tuition Assistance Program



The Tuition Assistance Program (TAP) provides opportunities for employees to pursue educational growth through academic programs. A course or field of study must provide the participant with knowledge, skills, and abilities that meet the needs of the Department and contribute to its mission.

Find out more about Online Degree Programs.

Participants may pursue either a bachelor's or master's degree through the program. However, they may earn an associate's degree on the way to earning a bachelor's degree, while not exceeding 120 credit hours. Participants may use the program for up to eight years in pursuit of a bachelor's degree, and up to four years for all other degrees. At the start of each semester, participants will be responsible for 30% of the tuition and mandatory fees, and the Department will pay the remaining 70%. After that semester's courses are completed with a passing grade, the 30% portion of the tuition and fees paid by the participant will be reimbursed.

The Department will pay tuition and mandatory fees up to a maximum of \$5,000 per semester. This maximum payment excludes books, supplies, and other expenses.

Please refer to the following sources for more information:

- ▶ Tuition Assistance Program Policy
- ▶ Tuition Assistance Program Guidelines
- ▶ Tuition Assistance Program Overview (presentation)
- ▶ Application and forms as specified for each program

Job Related Degree Program

This program assists employees who wish to pursue an associate's, bachelor's, or master's degree while they work full-time for the Department and attend classes.

Job Related Non-Degree Program

This program assists non-degree seeking employees in completing specific college level courses that are directly related to their current job duties or courses required for a general equivalency diploma (GED).

Job Related Degree Completion Program

This program assists employees pursuing bachelor's or master's degrees in civil engineering or other approved fields.

Job Related Master's Degree Program

This program assists employees in civil engineering and other selected professions who wish to pursue a master's degree on a full-time basis while continuing as a regular full-time employee.

Prospective Job Duty Degree Program

This program allows selected employees to earn a degree suited for the planned and approved career plan with the Department as critical due to a shortage in the field.

Contact

To request more information about the Tuition Assistance Program, contact Tammie Bunns, TAP Administrator, at 512/488-5455.

TxDOT Recruitment Programs

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Recruitment Programs

By stressing the importance and commitment to the transportation needs of the future, the Texas Transportation Commission has named one of its top priorities as retention and recruitment of "a diverse and well-prepared workforce." Some initiatives in the recruitment area include:

Conditional Grant Program -The Conditional Grant Program is primarily a recruitment program available to students seeking career opportunities in eligible degree programs. Students must be considered economically disadvantaged based on federal guidelines. The maximum amount awarded per semester is \$3,000 not to exceed \$6,000 per academic year. Upon graduation, student must work for the department a minimum of two years.

Eligible Major - Civil engineering or a department-approved discipline: [Application](#) | [Requirements](#)

Summer Employment Program - designed to introduce interested students from high schools, technical schools and/or colleges and universities to the Texas Department of Transportation. The program provides opportunities for students to gain practical, on-the-job experience and cultivate a qualified work force rich in cultural diversity.

College Cooperative Education Program - is a planned and progressive learning process that integrates academic studies with supervised work experience. Through this program, college students are employed by TxDOT for specific periods of time in positions related to their major field of study and/or career choice.

High School Cooperative Education Program - offers exposure to TxDOT, an opportunity to gain valuable work experience and exposure to working in a professional environment.

College Intern Program - designed to introduce interested college and graduate level students to career opportunities in transportation related fields.

Recruitment Team Members - provide statewide recruiting assistance to the Career Opportunities Section Recruiters. They recruit for the department as a whole. Members include Engineering and Information Systems personnel from each district/office who serve for a period of two (2) years. Recruiting events are scheduled throughout the year and listed on TxDOT's recruitment calendar.

For information regarding recruitment team members and recruiting activities please contact the Career Opportunities Section at (512) 416-2994.



Reviewed / Updated: 8-19-2015 - David Lucas

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TEXAS DEPARTMENT OF TRANSPORTATION

Careers

Texas on the Move

Career Opportunities

We offer various career choices in the following functional areas:

- Administration
- Planning
- Finance
- Human Resources
- Inspection
- Legal
- Procurement/Contract Administration
- Public Information
- Occupational Safety
- Skilled Craft

Student Opportunities

- Conditional Grant Programs
- College Student Intern Program
- College Student Cooperative Program
- Summer Employment Program

About Us

In 1917, the Texas Legislature established the Texas Highway Department to administer federal funds for planning, construction and maintenance of the state's highway system. In the 1950s when the state's way of life transformed from rural to metropolitan, Texas was one of the first states to implement the federal interstate system, connecting its major cities. While the state continued to flourish and prosper and through the emergence of various state agencies, the Texas Department of Transportation (TxDOT) was founded in 1993. The fabrication of TxDOT's transportation system is derived from 75,000 miles of state-maintained roadways. We lead the nation in the number of bridges and public roads. To meet the needs of such a diverse transportation network, TxDOT will prioritize projects from a regional level, building partnerships that foster economic development, a vision that will "keep Texas moving".

TxDOT headquarters is centrally located in Austin, Texas. We employ a diverse workforce of 13,000 plus employees statewide, who strive to make our transportation system one of the finest in the nation.

Let Your Knowledge Meet the Road

If a challenging and rewarding career is what you want, then come and join the more than 13,000 employees who share that vision for the state of Texas.

TxDOT Where Careers Begin. Come Work with Us.

```

    graph TD
      ED[Executive Director] --> DDO[Deputy Executive Director]
      DDO --> AD[Assistant Executive Director for District Operations]
      AD --> RSCs[Districts and Regional Support Centers (RSCs)]
      RSCs --> RSC_WEST[RSC WEST - Lubbock]
      RSCs --> RSC_CENTRAL[RSC CENTRAL - Fort Worth]
      RSCs --> RSC_SOUTH[RSC SOUTH - San Antonio]
      RSCs --> RSC_EAST[RSC EAST - Houston]
      RSC_WEST --> W_Cities[Amarillo, El Paso, San Angelo, Del Rio, Lubbock, Midland, Childress]
      RSC_CENTRAL --> C_Cities[Arling, Fort Worth, Tyler, Wichita Falls, Potts, Dallas, Waco, Brownsville]
      RSC_SOUTH --> S_Cities[Houston, Ft. Worth, Corpus Christi, San Antonio, Laredo, Austin]
      RSC_EAST --> E_Cities[Houston, Dallas, Lubbock, San Antonio]
    
```

An Equal Opportunity Employer

Summer Employment Program

CAREER OPPORTUNITIES
Get your start with TxDOT's
**SUMMER
EMPLOYMENT PROGRAM**

How to Apply
Visit our Agency Website at www.txdot.gov and click the link to State of Texas Application for Employment Form.

Mail your completed application to:
Texas Department of Transportation
Employment-Career Services Section
133 East 17th Street
Austin, Texas 78702-2888

or
You may visit your local TxDOT district office.

An Equal Opportunity Employer

The TxDOT Summer Employment Program is an excellent gateway for students to explore the various careers in the field of transportation.

What is the Summer Employment Program?

The TxDOT Summer Employment Program (SEP) is designed to mentor students and provide on-the-job training, while cultivating a qualified and diverse work force. By working alongside trained and licensed professionals, students will foster their professional development, and enhance their job skills through practical application while being introduced to techniques of the transportation industry. The SEP provides students with paid positions during the months of May through August. Positions available may be in the field of maintenance, engineering, information technology or administration.



Who is eligible?

- Full-time college students
- High school students 17 and over

Program Highlights

- Most positions are 8 a.m. to 5 p.m.
- Pay is comparable to current industry and commensurate with college hours
- Positions are available throughout the state

To be considered, students must pass a pre-employment physical exam which includes a drug test and must be eligible to work in the U.S.

For more information on how to apply for summer employment with TxDOT, contact us by calling 1-800-893-6848.

Don't Delay!

Applications are accepted starting March 1 through June 15. Job assignments start May 1 and may be available through August 15.



SUMMER

Attachment 6 – Sample Employee Benefits



Total Compensation Package

- ▶ **Vacation Accrual (minimum)**
8 hours per month x \$20.00 – **\$160** per month
 - ▶ **Sick Leave Accrual (standard)**
8 hours per month x \$20.00 – **\$160** per month
 - ▶ **Holiday Leave (on average)**
8 hours per month x \$20.00 – **\$160** per month
 - ▶ **Insurance Contribution**
HealthSelect, Member Only Coverage: **\$576.54** per month
Includes \$5,000 of Term Life and \$5,000 Accidental Death and Dismemberment
 - ▶ **State Rate plus Agency Payroll Contribution Towards Retirement**
10% (9.5 + 0.5) x \$3,466.67 – **\$346.66** per month
 - ▶ **State Social Security Contributions**
6.2% x \$3,466.67 – **\$214.93** per month
 - ▶ **Longevity (Beginning with 2 Years of Qualified State Service)**
An additional **\$20.00** per month for every two full years of state service will be added to your monthly salary.
-
- ▶ **Total Estimated Benefit**
\$1,618.13 per month; **\$19,417.56** annual

Figures based on an average TxDOT new hire monthly salary: \$3,466.67; Hourly \$20.00; Annual \$41,600.00 as of September 2015.

Statement

Typically, the way state benefits are structured; a New Hire can potentially receive an additional \$1,618.13 (approximate figure) in Total Compensation per month. This can translate into \$19,417.56 annually of “enhanced benefits” unseen on your monthly paycheck. These figures include your monthly base salary, health benefit contribution, state social security contributions, retirement consideration, paid leave time and \$5,000 of Term Life and \$5,000 of Voluntary Accidental Death and Dismemberment (AD&D) coverage.

Equal Opportunity Employer



Total Compensation Package

Employee Paid Leave

- Vacation Leave
- Sick Leave
- Performance Leave
- State Holiday Leave
- Time off to Vote
- Wellness Leave
- Other Miscellaneous Leave

Insurance Benefits

- Health Insurance – Upon Acceptance Free to Full time employee
- \$5,000 Basic Life Insurance and \$5,000 Accidental Death and Dismemberment *provided with health coverage*
- Short and Long Term Disability
- Optional Life Insurance
- Dependent Term Life Insurance
- Prescription Drug Program
- Dental
- Vision Discounts
- Flexible Spending Account
- Texas Legal Protection Program

Retirement Benefits

- Monthly Employee and State Contributions
- TexaSaver Program (401k, 457 and Roth options)

Additional Benefits

- Tuition Assistance Program
- Flexible Work Schedules
- Work-Life Balance
- Wellness Program
- Employee Assistance Program
- Discount Purchase Program
- Service and Retirement Awards
- Longevity Pay
- Recruitment Referrals

For more information on these benefits visit
www.txdot.gov/careers/benefits.htm.

TXDOT

Texas Department of Transportation
Employee Assistance Program (EAP)



Alliance Work Partners is
here for you as life happens.

AWP is proud to serve as your EAP, offering you and your household valuable, *confidential* services at no cost to you.

Your benefits are designed to help you manage daily responsibilities, major events, work stresses, or any issue affecting your quality of life.

All benefits can be
accessed by calling:

toll free

1-800-34TXDOT
(348-9368)

TDD

1-800-448-1823

teen line

1-800-334-TEEN (8336)

We are available to take your call
24 hours a day, 7 days a week.



Visit your EAP website at
awpnow.com

and create a
customized account.

Go to

<https://www.awpnow.com>
Select "Access Your Benefits"

Registration Code:
AWP-TXDOT-1751

Your EAP Benefits:

LawAccess

Legal and Financial services provided by a lawyer or financial professional specializing in your area of concern. Available online or by telephone.

HelpNet

Customized EAP website featuring resources, skill-building tools, online assessments and referrals.

WorkLife

Resources and referrals for everyday needs. Available by telephone.

WellCoach

Personalized planning and 1-on-1 support, online or by telephone, to help you improve and maintain your health and well-being.

SafeRide

Reimbursement for emergency cab fare for eligible employees and dependents that opt to use a cab service instead of driving while impaired.

1 to 6 Counseling Sessions

Per problem, per year. Short-term counseling sessions which include assessment, referral, and crisis services. *(Same day appointments available for urgent/crisis callers, or facilitation of immediate hospitalization)*

Newsletters

Webinar Training Series
Tips for Everyday Living

Here for you as life happens ...

AWP-EAP Benefit_2015

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Criteria for Benefits Eligibility

Full Benefits:

- Employee, retiree, married/divorced spouse, partner, significant other
- Any household member, regardless of age or relationship, residing in employee's home, including significant other and their children
- All covered employees may bring anyone with them to their authorized/covered sessions regardless of relationship to employee.
- Children and grandchildren, **age 26 or under**, residing in US or Puerto Rico. This includes children and grandchildren of significant other or partner.
- Any person meeting benefit eligibility prior to lay-off or termination of an employee will continue to be eligible for benefits up to 6 months from the date of employee's lay-off or termination. Benefits are extended for 6 months from date of employee's call within this timeframe.

Assessment & Referral:

- Children and grandchildren **age 27 and over** of employee, married/divorced spouse, partner, or significant other living outside employee's home
- Employee instructed by law to receive court-ordered counseling
- All crisis cases (suicidal/homicidal, domestic violence, chemical dependence, substance abuse, child/elderly abuse) not otherwise covered
- Any person meeting benefit eligibility prior to lay-off or termination of an employee will continue to be eligible for assessment and referral after 6 months and up to 1 year from the date of employee's lay-off or termination. Benefits are extended 1 year from date of employee's call within this timeframe.

Information & Referral:

- Anyone contacting Alliance Work Partners regardless of contract status

Children under the age of 18 must have a written, signed release by their guardian who has custody (whether living in the home or not) to attend counseling on their own. This release is given to their affiliate provider. Divorced parents who bring their children in for counseling must bring a copy of their divorce decree or have signed permission from the other parent before bringing a child into counseling. Grandparents who bring their grandchildren into counseling must have proof of guardianship or written permission from the child's parents.

HRD★Net

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[Add to Favorites](#)

HRD-NET > PROGRAMS > WELLNESS > Forms



...the program is dedicated to encouraging employees to adopt a lifestyle that improves overall health, fitness and well-being.

Wellness Program Forms and Procedures

Interested in participating in a wellness program? Review the policy at HRD-Net or contact your wellness coordinator.

- ▶ [Wellness Policy](#)
- ▶ [Wellness Procedures](#) NEW
- ▶ [Wellness FAQs](#) NEW
- ▶ [Form 22.12, Physician's Verification of Routine Physical Exam and Health Risk Assessment Certification](#)
- ▶ [Form 22.14, Physical Activity/Work Schedule Agreement \(open in aForm\)](#)
- ▶ [Form 22.16, Statement of Informed Consent](#)
- ▶ [Form 22.17, Service Provider-Instructor Application](#)
- ▶ [Form 22.20, Recognition Leave for Completing GetRidDOT Challenge](#)

Resources

- ▶ [United Healthcare](#)
- ▶ [Scott & White](#)
- ▶ [ERS](#)
- ▶ [SAP](#)
- ▶ [Nurseline](#)
- ▶ [FAQs](#)

Wellness

- ▶ Home
- ▶ Forms and Procedures
- ▶ Balanced Living News
- ▶ Wellness News
- ▶ Health Assessment
- ▶ HRV and the Workplace
- ▶ Lose & Win
- ▶ Massage Therapy
- ▶ Nurseline
- ▶ Wellness Contacts

New Health Screenings (Screenings)

- ▶ Know Your Numbers
- ▶ Video
- ▶ FAQs
- ▶ Register Here
- ▶ Talking Points (Presentation)

Wellness in the Field

- ▶ Home
- ▶ Health being PLAN
- ▶ Healthy Being in the Field (Video)

Monthly Activities

- ▶ Monthly Activity Calendar
- ▶ Blood Drive

Volunteering

- ▶ Be a Volunteer

Employee Discounts

- ▶ Workplace Discounts
- ▶ E-Book Discounts
- ▶ State-Contracted Hotels
- ▶ State Parking Garage
- ▶ E-Mobile Advantage Program



Questions/Suggestions about Wellness? Contact Us!

Feedback

"Thank you for coordinating our Wellness Run. This morning I was ready to go home for the day because I was in so much pain. I went to the massage therapy session, from 12:30-1:00pm and my pain level decreased to the point that I will be able to finish out my workday. I am thankful because I have several deadlines to complete and I would've been very stressed if I had to miss work this afternoon. Your massage therapy helped me be able to remain productive today...thank you! Keep up the great work."

Page Options

INCREASE Font

DECREASE Font



Reviewed / Updated: 3-15-2015 - David Lucas

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TEXAS DEPARTMENT OF TRANSPORTATION

EEO Workforce Progression Summary

Page No. 1
 Run Date: 11/12/2015
 HR Online Rpt ID: X_RR5030
 From 09/01/14 Thru 10/07/14

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	11951	2811	907	1349	467	38	234	2263	1027	1029	168	34	188	1436	
% of Total Applicants		23.52	7.59	11.29	3.91	0.32	1.96	18.94	8.59	8.61	1.41	0.28	1.57	12.02	
Applicants - External	10076	2075	779	1046	373	31	178	2060	971	896	134	34	177	1322	
% of Total Applicants - External		20.59	7.73	10.38	3.70	0.31	1.77	20.44	9.64	8.89	1.33	0.34	1.76	13.12	
Applicants - Internal	1875	736	128	303	94	7	56	203	56	133	34	-	11	114	
% of Total Applicants - Internal		39.25	6.83	16.16	5.01	0.37	2.99	10.83	2.99	7.09	1.81	-	0.59	6.08	
Hires	198	93	13	40	2	1	-	32	4	13	-	-	-	-	
% of Total Hires		46.97	6.57	20.20	1.01	0.51	-	16.16	2.02	6.57	-	-	-	-	
All Promotions	111	59	8	25	3	2	-	8	4	2	-	-	-	-	
% of Total All Promotions		53.15	7.21	22.52	2.70	1.80	-	7.21	3.60	1.80	-	-	-	-	
Competitive Promotions	107	57	8	24	3	2	-	7	4	2	-	-	-	-	
% of Total Comp. Promotions		53.27	7.48	22.43	2.80	1.87	-	6.54	3.74	1.87	-	-	-	-	
Non-Competitive Promotions	4	2	-	1	-	-	-	1	-	-	-	-	-	-	
% of Total Non-Comp Promotions		50.00	-	25.00	-	-	-	25.00	-	-	-	-	-	-	
Merit Increases	13	9	-	2	1	-	-	1	-	-	-	-	-	-	
% of Total Merit Increases		69.23	-	15.38	7.69	-	-	7.69	-	-	-	-	-	-	
Transfers	241	113	13	48	6	2	-	32	9	16	1	1	-	-	
% of Total Transfers		46.89	5.39	19.92	2.49	0.83	-	13.28	3.73	6.64	0.41	0.41	-	-	
Separations	114	63	2	28	2	-	-	14	2	2	-	1	-	-	
% of Total Separations		55.26	1.75	24.56	1.75	-	-	12.28	1.75	1.75	-	0.88	-	-	

EEO Program Update Part II 72

*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.

EEO Workforce Progression Summary

Page No. 2
 Run Date: 11/12/2015
 HR Online Rpt ID: X_RR5030
 From 09/01/14 Thru 10/07/14

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	1167	417	81	131	23	8	23	192	72	67	14	3	23	113
% of Total Applicants		35.73	6.94	11.23	1.97	0.69	1.97	16.45	6.17	5.74	1.20	0.26	1.97	9.68
Applicants - External	924	292	70	101	15	6	20	167	68	53	9	3	22	98
% of Total Applicants - External		31.60	7.58	10.93	1.62	0.65	2.16	18.07	7.36	5.74	0.97	0.32	2.38	10.61
Applicants - Internal	243	125	11	30	8	2	3	25	4	14	5	-	1	15
% of Total Applicants - Internal		51.44	4.53	12.35	3.29	0.82	1.23	10.29	1.65	5.76	2.06	-	0.41	6.17
Hires	1	-	-	-	-	-	-	1	-	-	-	-	-	-
% of Total Hires		-	-	-	-	-	-	100.00	-	-	-	-	-	-
All Promotions	6	2	1	-	1	-	-	1	-	1	-	-	-	-
% of Total All Promotions		33.33	16.67	-	16.67	-	-	16.67	-	16.67	-	-	-	-
Competitive Promotions	5	2	1	-	1	-	-	-	-	1	-	-	-	-
% of Total Comp. Promotions		40.00	20.00	-	20.00	-	-	-	-	20.00	-	-	-	-
Non-Competitive Promotions	1	-	-	-	-	-	-	1	-	-	-	-	-	-
% of Total Non-Comp Promotions		-	-	-	-	-	-	100.00	-	-	-	-	-	-
Merit Increases	1	1	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Merit Increases		100.00	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	8	3	1	-	1	-	-	2	-	1	-	-	-	-
% of Total Transfers		37.50	12.50	-	12.50	-	-	25.00	-	12.50	-	-	-	-
Separations	2	1	-	-	-	-	-	-	-	-	-	1	-	-
% of Total Separations		50.00	-	-	-	-	-	-	-	-	-	50.00	-	-

EEO Workforce Progression Summary

Page No. 3
 Run Date: 11/12/2015
 HR Online Rpt ID: X_RR5030
 From 09/01/14 Thru 10/07/14

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	5966	1121	458	585	329	13	135	1262	549	611	106	14	106	677
% of Total Applicants		18.79	7.68	9.81	5.51	0.22	2.26	21.15	9.20	10.24	1.78	0.23	1.78	11.35
Applicants - External	4992	843	378	450	245	9	96	1139	508	510	79	14	96	625
% of Total Applicants - External		16.89	7.57	9.01	4.91	0.18	1.92	22.82	10.18	10.22	1.58	0.28	1.92	12.52
Applicants - Internal	974	278	80	135	84	4	39	123	41	101	27	-	10	52
% of Total Applicants - Internal		28.54	8.21	13.86	8.62	0.41	4.00	12.63	4.21	10.37	2.77	-	1.03	5.34
Hires	61	14	5	12	2	-	-	18	2	8	-	-	-	-
% of Total Hires		22.95	8.20	19.67	3.28	-	-	29.51	3.28	13.11	-	-	-	-
All Promotions	51	24	5	8	2	1	-	7	3	1	-	-	-	-
% of Total All Promotions		47.06	9.80	15.69	3.92	1.96	-	13.73	5.88	1.96	-	-	-	-
Competitive Promotions	49	22	5	8	2	1	-	7	3	1	-	-	-	-
% of Total Comp. Promotions		44.90	10.20	16.33	4.08	2.04	-	14.29	6.12	2.04	-	-	-	-
Non-Competitive Promotions	2	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Non-Comp Promotions		100.00	-	-	-	-	-	-	-	-	-	-	-	-
Merit Increases	9	6	-	1	1	-	-	1	-	-	-	-	-	-
% of Total Merit Increases		66.67	-	11.11	11.11	-	-	11.11	-	-	-	-	-	-
Transfers	120	47	7	20	5	1	-	22	6	10	1	1	-	-
% of Total Transfers		39.17	5.83	16.67	4.17	0.83	-	18.33	5.00	8.33	0.83	0.83	-	-
Separations	29	10	1	6	1	-	-	8	2	1	-	-	-	-
% of Total Separations		34.48	3.45	20.69	3.45	-	-	27.59	6.90	3.45	-	-	-	-

EEO Workforce Progression Summary

Page No. 4
 Run Date: 11/12/2015
 HR Online Rpt ID: X_RR5030
 From 09/01/14 Thru 10/07/14

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	*NI
All Applicants	1169	374	134	192	48	1	21	123	65	39	7	-	5	160
% of Total Applicants		31.99	11.46	16.42	4.11	0.09	1.80	10.52	5.56	3.34	0.60	-	0.43	13.69
Applicants - External	968	253	129	161	46	1	19	111	59	35	6	-	5	143
% of Total Applicants - External		26.14	13.33	16.63	4.75	0.10	1.96	11.47	6.10	3.62	0.62	-	0.52	14.77
Applicants - Internal	201	121	5	31	2	-	2	12	6	4	1	-	-	17
% of Total Applicants - Internal		60.20	2.49	15.42	1.00	-	1.00	5.97	2.99	1.99	0.50	-	-	8.46
Hires	20	9	1	4	-	-	-	6	-	-	-	-	-	-
% of Total Hires		45.00	5.00	20.00	-	-	-	30.00	-	-	-	-	-	-
All Promotions	14	7	-	7	-	-	-	-	-	-	-	-	-	-
% of Total All Promotions		50.00	-	50.00	-	-	-	-	-	-	-	-	-	-
Competitive Promotions	13	7	-	6	-	-	-	-	-	-	-	-	-	-
% of Total Comp. Promotions		53.85	-	46.15	-	-	-	-	-	-	-	-	-	-
Non-Competitive Promotions	1	-	-	1	-	-	-	-	-	-	-	-	-	-
% of Total Non-Comp Promotions		-	-	100.00	-	-	-	-	-	-	-	-	-	-
Merit Increases	1	-	-	1	-	-	-	-	-	-	-	-	-	-
% of Total Merit Increases		-	-	100.00	-	-	-	-	-	-	-	-	-	-
Transfers	29	16	-	11	-	-	-	2	-	-	-	-	-	-
% of Total Transfers		55.17	-	37.93	-	-	-	6.90	-	-	-	-	-	-
Separations	17	11	-	5	-	-	-	1	-	-	-	-	-	-
% of Total Separations		64.71	-	29.41	-	-	-	5.88	-	-	-	-	-	-

EEO Workforce Progression Summary

Page No. 5
 Run Date: 11/12/2015
 HR Online Rpt ID: X_RR5030
 From 09/01/14 Thru 10/07/14

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	1898	131	48	101	11	2	11	638	314	298	40	16	54	234
% of Total Applicants		6.90	2.53	5.32	0.58	0.11	0.58	33.61	16.54	15.70	2.11	0.84	2.85	12.33
Applicants - External	1841	125	47	98	11	2	11	607	309	287	40	16	54	234
% of Total Applicants - External		6.79	2.55	5.32	0.60	0.11	0.60	32.97	16.78	15.59	2.17	0.87	2.93	12.71
Applicants - Internal	57	6	1	3	-	-	-	31	5	11	-	-	-	-
% of Total Applicants - Internal		10.53	1.75	5.26	-	-	-	54.39	8.77	19.30	-	-	-	-
Hires	12	-	-	-	-	-	-	5	2	5	-	-	-	-
% of Total Hires		-	-	-	-	-	-	41.67	16.67	41.67	-	-	-	-
All Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-
% of Total All Promotions		-	-	-	-	-	-	-	100.00	-	-	-	-	-
Competitive Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-
% of Total Comp. Promotions		-	-	-	-	-	-	-	100.00	-	-	-	-	-
Non-Competitive Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Non-Comp Promotions		-	-	-	-	-	-	-	-	-	-	-	-	-
Merit Increases	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Merit Increases		-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	17	2	1	2	-	-	-	6	3	3	-	-	-	-
% of Total Transfers		11.76	5.88	11.76	-	-	-	35.29	17.65	17.65	-	-	-	-
Separations	4	-	-	-	-	-	-	4	-	-	-	-	-	-
% of Total Separations		-	-	-	-	-	-	100.00	-	-	-	-	-	-

EEO Workforce Progression Summary

Page No. 6
 Run Date: 11/12/2015
 HR Online Rpt ID: X_RR5030
 From 09/01/14 Thru 10/07/14

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	1386	621	140	273	49	13	33	39	18	8	1	-	-	191
% of Total Applicants		44.81	10.10	19.70	3.54	0.94	2.38	2.81	1.30	0.58	0.07	-	-	13.78
Applicants - External	993	420	109	171	49	12	21	27	18	5	-	-	-	161
% of Total Applicants - External		42.30	10.98	17.22	4.93	1.21	2.11	2.72	1.81	0.50	-	-	-	16.21
Applicants - Internal	393	201	31	102	-	1	12	12	-	3	1	-	-	30
% of Total Applicants - Internal		51.15	7.89	25.95	-	0.25	3.05	3.05	-	0.76	0.25	-	-	7.63
Hires	61	42	5	12	-	1	-	1	-	-	-	-	-	-
% of Total Hires		68.85	8.20	19.67	-	1.64	-	1.64	-	-	-	-	-	-
All Promotions	39	26	2	10	-	1	-	-	-	-	-	-	-	-
% of Total All Promotions		66.67	5.13	25.64	-	2.56	-	-	-	-	-	-	-	-
Competitive Promotions	39	26	2	10	-	1	-	-	-	-	-	-	-	-
% of Total Comp. Promotions		66.67	5.13	25.64	-	2.56	-	-	-	-	-	-	-	-
Non-Competitive Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Non-Comp Promotions		-	-	-	-	-	-	-	-	-	-	-	-	-
Merit Increases	2	2	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Merit Increases		100.00	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	64	42	4	15	-	1	-	-	-	2	-	-	-	-
% of Total Transfers		65.63	6.25	23.44	-	1.56	-	-	-	3.13	-	-	-	-
Separations	48	32	-	14	1	-	-	-	-	1	-	-	-	-
% of Total Separations		66.67	-	29.17	2.08	-	-	-	-	2.08	-	-	-	-

EEO Workforce Progression Summary

Page No. 7
 Run Date: 11/12/2015
 HR Online Rpt ID: X_RR5030
 From 09/01/14 Thru 10/07/14

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	365	147	46	67	7	1	11	9	9	6	-	1	-	61
% of Total Applicants		40.27	12.60	18.36	1.92	0.27	3.01	2.47	2.47	1.64	-	0.27	-	16.71
Applicants - External	358	142	46	65	7	1	11	9	9	6	-	1	-	61
% of Total Applicants - External		39.66	12.85	18.16	1.96	0.28	3.07	2.51	2.51	1.68	-	0.28	-	17.04
Applicants - Internal	7	5	-	2	-	-	-	-	-	-	-	-	-	-
% of Total Applicants - Internal		71.43	-	28.57	-	-	-	-	-	-	-	-	-	-
Hires	43	28	2	12	-	-	-	1	-	-	-	-	-	-
% of Total Hires		65.12	4.65	27.91	-	-	-	2.33	-	-	-	-	-	-
All Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total All Promotions		-	-	-	-	-	-	-	-	-	-	-	-	-
Competitive Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Comp. Promotions		-	-	-	-	-	-	-	-	-	-	-	-	-
Non-Competitive Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Non-Comp Promotions		-	-	-	-	-	-	-	-	-	-	-	-	-
Merit Increases	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Merit Increases		-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	3	3	-	-	-	-	-	-	-	-	-	-	-	-
% of Total Transfers		100.00	-	-	-	-	-	-	-	-	-	-	-	-
Separations	14	9	1	3	-	-	-	1	-	-	-	-	-	-
% of Total Separations		64.29	7.14	21.43	-	-	-	7.14	-	-	-	-	-	-

TEXAS DEPARTMENT OF TRANSPORTATION

EEO Workforce Progression Summary

Page No. 1
 Run Date: 11/12/2015
 Rpt ID: X_RR5030
 From 10/08/14 Thru 08/31/15

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	84307	28811	7220	15474	3280	708	382	12350	4598	6638	1116	368	142	3220	
% of Total Applicants		34.17	8.56	18.35	3.89	0.84	0.45	14.65	5.45	7.87	1.32	0.44	0.17	3.82	
Applicants - External	70957	23117	6168	12968	2508	673	382	10547	4118	5789	1000	355	142	3190	
% of Total Applicants - External		32.58	8.69	18.28	3.53	0.95	0.54	14.86	5.80	8.16	1.41	0.50	0.20	4.50	
Applicants - Internal	13350	5694	1052	2506	772	35	-	1803	480	849	116	13	-	30	
% of Total Applicants - Internal		42.65	7.88	18.77	5.78	0.26	-	13.51	3.60	6.36	0.87	0.10	-	0.22	
Hires	1810	841	107	407	25	8	5	229	56	111	16	2	3	-	
% of Total Hires		46.46	5.91	22.49	1.38	0.44	0.28	12.65	3.09	6.13	0.88	0.11	0.17	-	
All Promotions	1750	904	88	335	37	5	-	216	39	106	18	2	-	-	
% of Total All Promotions		51.66	5.03	19.14	2.11	0.29	-	12.34	2.23	6.06	1.03	0.11	-	-	
Merit Increases	5790	2831	302	1146	113	11	-	861	131	343	46	6	-	-	
% of Total Merit Increases		48.89	5.22	19.79	1.95	0.19	-	14.87	2.26	5.92	0.79	0.10	-	-	
One Time Merit	821	426	43	117	13	2	-	148	22	38	11	1	-	-	
% of One Time Merit		51.89	5.24	14.25	1.58	0.24	-	18.03	2.68	4.63	1.34	0.12	-	-	
Separations	1581	780	110	333	19	3	3	196	46	78	10	2	1	-	
% of Total Separations		49.34	6.96	21.06	1.20	0.19	0.19	12.40	2.91	4.93	0.63	0.13	0.06	-	

EEO Program Update Part II
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*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: 11/12/2015
 Rpt ID: X_RR5030
 From 10/08/14 Thru 08/31/15

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	3433	1500	274	427	317	14	13	374	152	173	35	12	3	139
% of Total Applicants		43.69	7.98	12.44	9.23	0.41	0.38	10.89	4.43	5.04	1.02	0.35	0.09	4.05
Applicants - External	2134	927	166	230	161	14	13	233	122	114	27	11	3	113
% of Total Applicants - External		43.44	7.78	10.78	7.54	0.66	0.61	10.92	5.72	5.34	1.27	0.52	0.14	5.30
Applicants - Internal	1299	573	108	197	156	-	-	141	30	59	8	1	-	26
% of Total Applicants - Internal		44.11	8.31	15.17	12.01	-	-	10.85	2.31	4.54	0.62	0.08	-	2.00
Hires	22	13	2	1	-	1	-	4	1	-	-	-	-	-
% of Total Hires		59.09	9.09	4.55	-	4.55	-	18.18	4.55	-	-	-	-	-
All Promotions	58	37	1	7	1	-	-	9	-	2	1	-	-	-
% of Total All Promotions		63.79	1.72	12.07	1.72	-	-	15.52	-	3.45	1.72	-	-	-
Merit Increases	181	112	1	30	4	-	-	24	2	7	1	-	-	-
% of Total Merit Increases		61.88	0.55	16.57	2.21	-	-	13.26	1.10	3.87	0.55	-	-	-
One Time Merit	43	26	1	4	1	-	-	6	1	4	-	-	-	-
% of One Time Merit		60.47	2.33	9.30	2.33	-	-	13.95	2.33	9.30	-	-	-	-
Separations	36	24	-	3	1	-	-	7	-	1	-	-	-	-
% of Total Separations		66.67	-	8.33	2.78	-	-	19.44	-	2.78	-	-	-	-

EEO Workforce Progression Summary

Page No. 3
 Run Date: 11/12/2015
 Rpt ID: X_RR5030
 From 10/08/14 Thru 08/31/15

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	33684	9097	3126	4841	1944	152	156	5630	2430	3659	666	198	76	1707
% of Total Applicants		27.01	9.29	14.37	5.77	0.45	0.46	16.71	7.21	10.86	1.98	0.59	0.23	5.07
Applicants - External	27175	7169	2514	3728	1374	140	156	4503	2060	3000	565	187	76	1703
% of Total Applicants - External		26.38	9.25	13.72	5.06	0.52	0.57	16.57	7.58	11.04	2.08	0.69	0.28	6.27
Applicants - Internal	6509	1928	614	1113	570	12	-	1127	370	659	101	11	-	4
% of Total Applicants - Internal		29.62	9.43	17.10	8.76	0.18	-	17.31	5.68	10.12	1.55	0.17	-	0.06
Hires	332	104	26	35	11	-	1	84	21	41	7	1	1	-
% of Total Hires		31.33	7.83	10.54	3.31	-	0.30	25.30	6.33	12.35	2.11	0.30	0.30	-
All Promotions	871	358	48	142	29	3	-	153	33	87	16	2	-	-
% of Total All Promotions		41.10	5.51	16.30	3.33	0.34	-	17.57	3.79	9.99	1.84	0.23	-	-
Merit Increases	2685	1170	104	399	85	3	-	558	99	225	37	5	-	-
% of Total Merit Increases		43.58	3.87	14.86	3.17	0.11	-	20.78	3.69	8.38	1.38	0.19	-	-
One Time Merit	381	165	17	34	8	-	-	102	18	26	11	-	-	-
% of One Time Merit		43.31	4.46	8.92	2.10	-	-	26.77	4.72	6.82	2.89	-	-	-
Separations	376	165	24	45	10	-	-	90	12	27	3	-	-	-
% of Total Separations		43.88	6.38	11.97	2.66	-	-	23.94	3.19	7.18	0.80	-	-	-

EEO Workforce Progression Summary

Page No. 4
 Run Date: 11/12/2015
 Rpt ID: X_RR5030
 From 10/08/14 Thru 08/31/15

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	*NI
All Applicants	13433	4860	1409	3076	711	137	98	1151	584	713	168	27	19	480
% of Total Applicants		36.18	10.49	22.90	5.29	1.02	0.73	8.57	4.35	5.31	1.25	0.20	0.14	3.57
Applicants - External	11952	4036	1295	2761	676	126	98	1043	547	679	166	26	19	480
% of Total Applicants - External		33.77	10.84	23.10	5.66	1.05	0.82	8.73	4.58	5.68	1.39	0.22	0.16	4.02
Applicants - Internal	1481	824	114	315	35	11	-	108	37	34	2	1	-	-
% of Total Applicants - Internal		55.64	7.70	21.27	2.36	0.74	-	7.29	2.50	2.30	0.14	0.07	-	-
Hires	438	199	25	110	10	3	2	39	12	31	6	-	1	-
% of Total Hires		45.43	5.71	25.11	2.28	0.68	0.46	8.90	2.74	7.08	1.37	-	0.23	-
All Promotions	267	159	17	59	3	1	-	18	2	8	-	-	-	-
% of Total All Promotions		59.55	6.37	22.10	1.12	0.37	-	6.74	0.75	3.00	-	-	-	-
Merit Increases	856	495	55	190	8	3	-	72	9	19	5	-	-	-
% of Total Merit Increases		57.83	6.43	22.20	0.93	0.35	-	8.41	1.05	2.22	0.58	-	-	-
One Time Merit	153	99	5	34	1	-	-	8	1	4	-	1	-	-
% of One Time Merit		64.71	3.27	22.22	0.65	-	-	5.23	0.65	2.61	-	0.65	-	-
Separations	437	224	24	107	8	1	2	25	13	27	4	1	1	-
% of Total Separations		51.26	5.49	24.49	1.83	0.23	0.46	5.72	2.97	6.18	0.92	0.23	0.23	-

EEO Workforce Progression Summary

Page No. 5
 Run Date: 11/12/2015
 Rpt ID: X_RR5030
 From 10/08/14 Thru 08/31/15

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	10986	1291	398	707	112	24	21	4506	1275	1859	196	120	35	442
% of Total Applicants		11.75	3.62	6.44	1.02	0.22	0.19	41.02	11.61	16.92	1.78	1.09	0.32	4.02
Applicants - External	10529	1245	390	656	112	22	21	4249	1242	1803	192	120	35	442
% of Total Applicants - External		11.82	3.70	6.23	1.06	0.21	0.20	40.36	11.80	17.12	1.82	1.14	0.33	4.20
Applicants - Internal	457	46	8	51	-	2	-	257	33	56	4	-	-	-
% of Total Applicants - Internal		10.07	1.75	11.16	-	0.44	-	56.24	7.22	12.25	0.88	-	-	-
Hires	156	14	6	8	-	-	1	73	21	29	3	1	-	-
% of Total Hires		8.97	3.85	5.13	-	-	0.64	46.79	13.46	18.59	1.92	0.64	-	-
All Promotions	51	8	-	3	-	-	-	28	3	9	-	-	-	-
% of Total All Promotions		15.69	-	5.88	-	-	-	54.90	5.88	17.65	-	-	-	-
Merit Increases	318	20	2	11	-	-	-	177	18	87	2	1	-	-
% of Total Merit Increases		6.29	0.63	3.46	-	-	-	55.66	5.66	27.36	0.63	0.31	-	-
One Time Merit	39	3	-	2	-	-	-	28	2	4	-	-	-	-
% of One Time Merit		7.69	-	5.13	-	-	-	71.79	5.13	10.26	-	-	-	-
Separations	117	15	8	10	-	-	1	48	17	15	3	-	-	-
% of Total Separations		12.82	6.84	8.55	-	-	0.85	41.03	14.53	12.82	2.56	-	-	-

EEO Workforce Progression Summary

Page No. 6
 Run Date: 11/12/2015
 Rpt ID: X_RR5030
 From 10/08/14 Thru 08/31/15

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	
All Applicants	17931	9967	1494	4808	127	313	70	491	98	150	31	10	5	367
% of Total Applicants		55.59	8.33	26.81	0.71	1.75	0.39	2.74	0.55	0.84	0.17	0.06	0.03	2.05
Applicants - External	14445	7688	1301	4007	117	303	70	342	90	115	30	10	5	367
% of Total Applicants - External		53.22	9.01	27.74	0.81	2.10	0.48	2.37	0.62	0.80	0.21	0.07	0.03	2.54
Applicants - Internal	3486	2279	193	801	10	10	-	149	8	35	1	-	-	-
% of Total Applicants - Internal		65.38	5.54	22.98	0.29	0.29	-	4.27	0.23	1.00	0.03	-	-	-
Hires	479	312	23	129	3	1	1	7	1	1	-	-	1	-
% of Total Hires		65.14	4.80	26.93	0.63	0.21	0.21	1.46	0.21	0.21	-	-	0.21	-
All Promotions	501	342	22	123	4	1	-	8	1	-	-	-	-	-
% of Total All Promotions		68.26	4.39	24.55	0.80	0.20	-	1.60	0.20	-	-	-	-	-
Merit Increases	1692	1018	130	490	15	5	-	26	3	4	1	-	-	-
% of Total Merit Increases		60.17	7.68	28.96	0.89	0.30	-	1.54	0.18	0.24	0.06	-	-	-
One Time Merit	198	127	20	42	3	2	-	4	-	-	-	-	-	-
% of One Time Merit		64.14	10.10	21.21	1.52	1.01	-	2.02	-	-	-	-	-	-
Separations	377	227	37	100	-	1	-	8	3	-	-	1	-	-
% of Total Separations		60.21	9.81	26.53	-	0.27	-	2.12	0.80	-	-	0.27	-	-

EEO Workforce Progression Summary

Page No. 7
 Run Date: 11/12/2015
 Rpt ID: X_RR5030
 From 10/08/14 Thru 08/31/15

Employee Types: '1','2','3','4','5'
 Job Category: '1','2','3','6','7','8'

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	
All Applicants	4840	2096	517	1615	69	68	24	198	59	84	20	1	4	85
% of Total Applicants		43.31	10.68	33.37	1.43	1.40	0.50	4.09	1.22	1.74	0.41	0.02	0.08	1.76
Applicants - External	4722	2052	502	1586	68	68	24	177	57	78	20	1	4	85
% of Total Applicants - External		43.46	10.63	33.59	1.44	1.44	0.51	3.75	1.21	1.65	0.42	0.02	0.08	1.80
Applicants - Internal	118	44	15	29	1	-	-	21	2	6	-	-	-	-
% of Total Applicants - Internal		37.29	12.71	24.58	0.85	-	-	17.80	1.69	5.08	-	-	-	-
Hires	383	199	25	124	1	3	-	22	-	9	-	-	-	-
% of Total Hires		51.96	6.53	32.38	0.26	0.78	-	5.74	-	2.35	-	-	-	-
All Promotions	2	-	-	1	-	-	-	-	-	-	1	-	-	-
% of Total All Promotions		-	-	50.00	-	-	-	-	-	50.00	-	-	-	-
Merit Increases	58	16	10	26	1	-	-	4	-	1	-	-	-	-
% of Total Merit Increases		27.59	17.24	44.83	1.72	-	-	6.90	-	1.72	-	-	-	-
One Time Merit	7	6	-	1	-	-	-	-	-	-	-	-	-	-
% of One Time Merit		85.71	-	14.29	-	-	-	-	-	-	-	-	-	-
Separations	238	125	17	68	-	1	-	18	1	8	-	-	-	-
% of Total Separations		52.52	7.14	28.57	-	0.42	-	7.56	0.42	3.36	-	-	-	-

Separation Analysis

TEXAS DEPARTMENT OF TRANSPORTATION

Texas Dept of Transportation

Page No. 2
 Run Date: 11/11/2015
 Rpt ID: X_RR5015
 From 09/01/2014 Thru 09/02/2015

By Reason Code

Reason Code	Total Sep By Rsn Cd	% of Total	Male					Female						
			White	Black	Hisp	*AA/ PI	*AI/ AN	Un- known	White	Black	Hisp	*AA/ PI	*AI/ AN	Un- known
051 Inadequate Salary	1	0.07	-	1	-	-	-	-	-	-	-	-	-	-
057 Resig inLieu of Invol Sep	4	0.28	1	2	-	-	-	-	1	-	-	-	-	-
058 Personal Reasons	1	0.07	-	-	-	-	-	-	1	-	-	-	-	-
060 Voluntary Separation	621	42.71	319	40	160	11	2	1	58	8	21	1	-	-
063 Termination at Will	26	1.79	12	1	6	1	-	-	2	2	1	-	1	-
064 Reduction in Force	19	1.31	9	-	3	-	-	-	4	1	1	-	1	-
065 Trans to Another Agency	34	2.34	8	1	1	1	-	-	14	3	6	-	-	-
067 Dismissal for Cause	134	9.22	72	19	23	-	1	-	14	3	1	1	-	-
068 Retirement	597	41.06	335	32	97	4	1	-	93	12	21	1	1	-
069 Death	17	1.17	12	2	1	-	-	-	2	-	-	-	-	-
Column Totals	1,454		768	98	291	17	4	1	189	29	51	3	3	-

Separation Analysis

TEXAS DEPARTMENT OF TRANSPORTATION

Texas Dept of Transportation

Page No. 3
 Run Date: 11/11/2015
 Rpt ID: X_RR5015
 From 09/01/2014 Thru 09/02/2015

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 and Administrators	53	3.65	38	-	4	1	-	-	7	1	1	-	1	-
Professionals	505	34.73	229	31	68	14	-	-	112	15	33	3	-	-
Technicians	220	15.13	138	15	45	-	-	1	11	4	5	-	1	-
Protective Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessionals	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office/Clerical	68	4.68	8	2	4	-	-	-	40	5	9	-	-	-
Skilled Craft	476	32.74	292	39	127	2	3	-	8	3	1	-	1	-
Service Maintenance	132	9.08	63	11	43	-	1	-	11	1	2	-	-	-
Elected Officials	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Elected Official Staff	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Column Totals	1,454		768	98	291	17	4	1	189	29	51	3	3	-