



EQUAL EMPLOYMENT OPPORTUNITY (EEO) ACTIVITY QUARTERLY REPORT

**FY2011, 3rd Quarter
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I. Equal Employment Opportunity Policy Statement

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The mission of the department is to provide safe, efficient, cost-effective and environmentally sensitive statewide transportation systems for the movement of people and goods. Employees play an essential role in meeting the department's mission. The department's public duties require integrity, competence and 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. These principles will also be applied to all 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 age, color, disability, national origin, race, religion or sex. Applicants for employment, vendors, contractors and their employees, customers and the general 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. These efforts will be measured and evaluated.

Through its employment practices, the department fosters and promotes successive employee career growth in a workplace environment free of intimidation, discrimination, retaliation and harassment. Any punitive action taken as a result of an employee filing a discrimination complaint is illegal.

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.



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

3/25/11

Date

A. Sexual Harassment Policy

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

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

B. Reporting Sexual Harassment

Employees who witness any incident that appears to be a violation of the department policy on sexual harassment will report the incident to their immediate supervisor, manager, Human Resources Officer (HRO), DE/DD/OD/RD, Human Resources Division (HRD) or the Office of Civil Rights (OCR).

Employees who feel they are being subjected to sexual harassment by their peers or co-workers must report the incident to their immediate supervisor, manager, HRO, DE/DD/OD/RD, HRD or OCR.

Employees who feel they are being subjected to sexual harassment by their immediate supervisor or any other supervisor or manager must report such concerns directly to a higher level of management, as appropriate, HRD or directly submit a sexual harassment grievance to OCR.

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

DE/DD/OD/RDs or designees will ensure all concerns of sexual harassment are promptly reported to OCR prior to any informal inquiry or formal investigation.

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

A. Reporting Discrimination

The department 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 render mutual agreements, employees may elect to engage in a grievance formal process.

Employees are encouraged to visit the department's internal web-site "Crossroads" to become familiar with their rights and processes for reporting discrimination, conflict resolution, filing grievances and appeals, refer to Appendix (H).

Employees can find discrimination reporting information by consulting the Human Resources Manual, Chapter 9; Problem Resolution, Section 1: Conflict Resolution, and Section 3: Grievances.

These sections contain information about facilitated discussion, mediation, grievances and appeals. Other topics like interviewing and hiring concerns, sexual harassment, retaliation, and whistle-blowing are detailed as well. For more information, refer to Appendix (I).

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 such incidents to their supervisor, manager, a higher level of management as appropriate, or directly submit a grievance to the Office of Civil Rights or the Collaborative Resolution Center for issues of non-harassment or retaliation, refer to Appendix (J).

Any punitive action (i.e., harassment, terminations, demotions), taken as a result of employees filing discrimination complaint may be considered retaliation and illegal.

External applicants wanting to file a complaint may contact the Texas Workforce Commission, Civil Rights Division, the U.S. Equal Employment Opportunity Commission, or the TxDOT Office of Civil Rights. Those agencies should be contacted to obtain information about the required time frames for filing a complaint and the applicable processes, refer to Appendix (K).

Conflict Resolution-The Collaborative Resolution Center (CRC), a new addition to TxDOT workforce adds a new dimension to resolving internal conflict among employees, supervisors and managers. The CRC provides an alternative option for prompt, fair, and effective means for constructively resolving

workplace concerns; to the mutual satisfaction of all parties, at the earliest opportunity; and at the lowest organizational level.

B. Publicizing EEO/AAP

Department publications and announcements will feature articles highlighting program milestones, successes, and minority/female employee representation. When the department features employees in its advertising, the publication will include pictures of both minority and non-minority males and females, refer to Appendix (L). The department will feature its EEO and Affirmative Action Programs for new employees through the New Employee Orientation (NEO) course. In addition, courses such as A.I.M.S. and the EEO supplemental course will also provide EEO refresher information.

The EEO and affirmative action policies will be reviewed every two years 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.

The department will display EEO/AAP information on both internal and external websites.

1. EEO Training & Awareness

Employees that participate in recruitment, on boarding, placement, training, and transfer processing will receive ongoing state and federal EEO law training. The department will cover its AAP in depth with all employees working in employment-related jobs.

The EEO/Sexual Harassment course is mandated every two years requiring all employees to take supplemental training. In addition, the EEO Compliance Training course is required for managers/supervisors when the agency receives three or more complaints of employment discrimination in a fiscal year.

Affirmative action objectives will be a shared commitment between management and employees. Employees will receive clear communication in their responsibilities for this endeavor. On an annual basis, the department will distribute a non-discrimination, sexual harassment and retaliation policy flyer to all employees. Refer to Appendix (M),

All department bulletin boards will include a copy of the EEO and Affirmative Action Policy Statement where applicants and employees normally find information of general interest.

2. External EEO/AA

TxDOT will distribute EEO 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 via mail to community organizations. The outreach efforts will be reported quarterly to OCR.

Recruiting sources, including minority organizations, organizations for women, agencies, employment agencies, and colleges and universities will be made aware of the department's EEO and affirmative action policy. These sources will also be invited to actively refer minorities and women to the department for position openings.

The department will place advertisements for employment in the news media; including media with minority audiences. All employment advertisements will contain the phrase, "An Equal Opportunity Employer"). Copies of the department's EEO and affirmative action policy will be made available to all employees upon request. Written notification of department policy will be sent to all contractors, subcontractors, vendors, and suppliers. Both minority and non-minority males and females alike will be featured in recruitment brochures; please refer to Appendix (N).

INTRODUCTION

Affirmative Action Plan (AAP) is defined as *“A management plan that assesses the representation of minorities and women in the workforce, analyzes problem areas where full utilization of minorities and women are not being met and provides a plan of action to reach specific goals set to eliminate such underutilization”*.

A. Introduction

TxDOT's AAP is reviewed and implemented annually. It is monitored on a quarterly basis with three main objectives:

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

The AAP will be prepared by OCR and approved by the ED. The plan will specify goals, objectives and guidelines pertaining to:

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

The department will seek to attract and hire qualified individuals who are part of the available workforce and who mirror the state's unique diversity and these efforts will be measured and evaluated.

Monitoring of the AA program will include:

- Quarterly reports to OCR for tracking and analysis;
- Action plans developed to correct deficiencies;

- Monitoring procedures capable of objectively evaluating all EEO programs and policies affecting employees; and
- Quarterly assessments of the AA program with reports to Administration and DEs/DDs/ODs/RDs.
- New EEO HR Online reports to encourage the utilization of recruitment program resources; refer to Appendix (B & C).

QUARTERLY EEO REPORT

The Quarterly EEO Report provides an analysis of the department's AAP, workforce activities and personnel transactions. These reports are disseminated to:

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

The Goals and Objectives section identifies 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 several department units' (districts') affirmative action goals to ensure EEO compliance. The report includes:

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

STATEWIDE CIVILIAN LABOR FORCE

Using the 2000 Civilian Labor Workforce census data and comparing it to the TxDOT Workforce Analysis in Appendix A, the department will focus on the Professional and Technician categories in FY11. There is an underutilization disparity in both females and minorities in these categories. TxDOT recruitment efforts will focus on increasing the workforce new-hire by 2% in both the female and minority groups. Efforts will be focused on the Professional and Technician categories to try and narrow this disparity.

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

FY11 Workforce Analysis by EEO Job Categories

The benchmark for the total number of regular, full-time department employees was **12,456**; the benchmark was taken on September 3, 2010:

TxDOT Beginning Workforce:

- **Minorities** represented 34.25% of the workforce or *4,466 employees*;
- **Females** represented 23.93% of the *workforce or 2,981 employees*;
- **Hispanics** totaled 23.62% or *2,942 employees*;
- **Blacks** totaled 7.97% or *993 employees*;
- **Asian Americans/Pacific Islanders** totaled 2.22% or *276 employees*; and
- **American Indians/Alaskan Natives** totaled 0.44% or *55 employees*.

WORKFORCE COMPILATION & FISCAL YEAR SUMMARY

The Workforce Compilation table represents the overall second quarter performance summary of all EEO Jobs. Each job group performance is listed in the tables on Pages 19 - 25.

All EEO Job Groups - Fiscal Year 2011													
All EEO Job Groups		MIN	FEM	WHITE		BLACK		HISPANIC		ASIAN/PACIFIC ISLANDER		AMERICAN INDIAN/ALASKAN	
Ethnicity/Gender (E/G)				WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
FY11 Beg Workforce	12,456	4,266	2,981	1,936	6,254	287	706	653	2,289	85	191	20	35
Beg. %		34.25	23.93	15.64	50.21	2.30	5.67	5.24	18.38	0.68	1.53	0.16	0.28
3 rd Quarter Stats	11,786	4,044	2,536	1662	6,080	236	680	543	2,262	78	195	17	33
%		34.31	21.52	14.10	51.59	2.00	5.77	4.61	19.19	0.66	1.66	0.14	0.28
2 nd Quarter Stats	11,827	4,046	2,561	1,682	6,099	240	684	544	2,257	79	193	16	33
1 st Quarter Stats	11,854	4,030	2,580	1,705	6,119	240	688	540	2,242	79	192	16	33

Comments

1. This table is a combined statistical summary of TxDOT's workforce for the third quarter. It is also a comparison to the first and second quarters and the beginning of the fiscal year or *benchmark*.
2. The actual Parity and Utilization Totals are located in each EEO Job Group table on [pages 20-26](#).
3. **MIN** = Minorities; **FEM** = Female.

GOALS & OBJECTIVES (TABLE ON PAGE 15)

Using the 2000 Civilian Labor Workforce census data and comparing it to the TxDOT Workforce Analysis in Appendix A, the department will focus on the Professional and Technician categories in FY11. There is an underutilization disparity in both females and minorities in these categories. TxDOT recruitment efforts will focus on increasing the workforce increase by 2% in both the female and minority groups. Efforts will be focused on the Professional and Technician categories to try to narrow this disparity.

Officials/Administrators

- White females;
- Black females and males;
- Hispanic females and males;
- Asian American/Pacific Islander females and males; and
- American Indian/Alaskan Native females and males.

Professionals

- White females;
- Black females;
- Hispanic females;
- Asian American/Pacific Islander females and males; and
- American Indian/Alaskan Native females and males.

Technicians

- White females;
- Black females;
- Hispanic females;
- Asian American/Pacific Islander females and males; and
- American Indian/Alaskan Native females.

Administrative Support

- Black males;
- Hispanic males;
- Asian American/Pacific Islander females and males; and
- American Indian/Alaskan Native females and males.

GOALS & OBJECTIVES (Cont'd)

Skilled Craft

- White females;
- Black females;
- Hispanic females and males;
- Asian American/Pacific Islander females and males; and
- American Indian/Alaskan Native males.

Service Maintenance

- White females;
- Black females and males;
- Hispanic females;
- Asian American/Pacific Islander females and males; and
- American Indian/Alaskan Native males.

FY11 GOALS/OBJECTIVES	RESPONSIBLE OFFICIAL(S)	TARGET DATE	FINAL STATUS
Distribute discrimination and harassment policies to DEs/DDs/ODs/RDs for dissemination to all employees; place on intranet.	OCR	Aug11	<i>Working</i>
Monitor, evaluate and report department AAP results.	OCR	Quarterly	<i>Reported on page 13, Section VII, items 1-2, 4-8</i>
Monitor and report department NEO presentations.	OCR	Quarterly	<i>3 NEO classes including EEO Supplemental = 1348 participants.</i>
Conduct training on department EEO and AAP requirements to two districts.	OCR/Regions/DMV	Mar11	<i>Working</i>
Update district/region availability analyses to identify underutilized minority and women groups.	OCR	Dec10	<i>25 out of 25 districts completed</i>
Assist EEO/HR's with outreach and recruitment to achieve an overall 2% increase in female and minority groups with focus on Prof/Tech job categories	OCR/District/Region HROs & EEO Coordinators	Aug11	<i>Working</i>
Select two districts/regions with underutilization to increase outreach and recruitment efforts.	OCR/District/Region HROs & EEO Coordinators	Quarterly	<i>Working</i>
Conduct up to two district/regional visits to review and discuss underutilization and AAP goals.	OCR/DEs/RDs/HROs & EEO Coordinators	Aug11	<i>Abilene District is scheduled for visit</i>
Monitor the distribution of job postings to area female and minority organizations for a more diverse applicant pool.	OCR/DEs/RDs/HROs & EEO Coordinators	Quarterly	<i>See page 13 Section VII, item 3.</i>
Monitor underutilization, outreach and recruitment efforts, and job postings of FY10 district visit.	OCR & Laredo District	Quarterly	<i>Working</i>
Monitor and report progress on minority and female to achieve a 2% increase	OCR/District/Region HROs & EEO Coordinators	Quarterly	<i>Working</i>
Monitor and report all EEO activities to OCR.	District/Region HROs & EEO Coordinators	Quarterly	<i>All district reported in their 2nd qtrly for FY11.</i>
Monitor and report mandatory state supplemental EEO/Sexual Harassment Training to OCR.	HROs/EEO Coords & Hiring Supervisors	Quarterly	<i>None scheduled at this time.</i>

FY11 AAP RECRUITMENT & HIRING PROGRAMS (3RD QUARTER)

The Employment Opportunities Section (EOS) expanded recruitment to colleges, universities and other state organizations that have high Black and other minority-focused enrollment.

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

No participates for the 3rd quarter.

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

*Total of 11 participants: 7 Hispanic males; 1 Hispanic female;
1 Asian American/Pacific Islander female; 1 Black female;
1 American Indian male; (91% minority; 18% female; 82% male)*

Undergraduate Majors: Civil Engineering – 8 participants (73%); Computer Information – 2 participants (9%); Computer Science 1 (18%)

3. District Outreach - Community outreach to institutions and organizations that encourage minority and women applicants (includes meetings, presentations and vacancy notices) Due to restrictive hiring, outreach was very limited:

- **Bryan District** - Bryan/College Station Chamber of Commerce; Brazos Valley Business & Professional Women; Girls Club of Brazos County; Brazos Valley Community Action Agency; Carnegie Center of Brazos Valley; Salvation Army; Lincoln Recreation Center; Brazos Valley Council of Government; Twin City Mission; Knights of Columbus; Brazos County NAACP; Bryan Library; Goodwill Industries Stores; College Station Library; BTX-TV Job Website; TAMU Former Student Assoc. Website; Texas Work Force Commission.
- *Beaumont District* - Lamar University, Golden Triangle Minority Council, Society of Women Engineers, YMCA of Beaumont, TX Rehabilitation Commission, and Business Women Association.
- *Dallas District* - Career Days at Lincoln Middle; Southern Methodist University (SMU) Visioning 2011-Network Engineering Career Week; TX A&M (Commerce, Kingsville); TX Tech University; UT Arlington; TxPrep and E.J. Conrad Programs.

- *Ft Worth District* - DeVry Education America; Ft Worth Hispanic Chamber of Commerce; Goodwill; Ft Worth ISD; Minority Opportunity News; NAACP; National Association of Women in Construction (NAWIC); Tarleton State University; Tarrant County College; TX A&M Career Placement; TX Christian University Career Placement; UT Arlington; Women's Center of Tarrant County.
 - *Paris District* – TX WorkForce Commission; Viola Chapter #98; NAACP; Goodwill Industries; Les Belles Parisian Club; Greenville Church and Bonham Church.
 - *El Paso District* - New Mexico State University Career Expo; UT El Paso Career Expo.
 - *Lubbock District* - Hispanic News (West Texas); Hispanic Women's Network; Lubbock Community Services for the Deaf; Lubbock Housing Authority; Lubbock ISD College & Career Night; LULAC Council (#281, #262, #4522); NAACP Interest on Lawyers; TX Tech University Minority Engineering.
 - *Laredo District* - Texas A&M Kingsville; UT San Antonio UTSA Career Fair; United High School; Big Brothers/Sisters of South Texas (Laredo); Webb County Sheriff Dept; Texas Dept. of Public Safety; Del Rio Communications Office; Eagle Pass Middle Rio Grande Development Council; AT&T (Laredo); Laredo Housing Authority; *Eagle Pass Middle Rio Grande Development Council Work Force*.
 - *Tyler District* - Goodwill Industries Opportunities in Tyler (OIT); ITT Technical Institute; Jacksonville College; NAACP; People Attempting to Help (PATH); Prairie View A&M University; TX DARS; TX ISD; TX State Technical College; TX Veterans Commission (Van Zandt County); Tyler Junior College; UT Tyler.
 - *San Angelo* - Assoc of Mexican-American; Howard College Job Fair; Labor Ready; LULAC Council #637; Menard Chamber of Commerce; NAACP; San Angelo Chamber of Commerce; Southwest TX Junior College; TX Dept of Assistive & Rehabilitative Services (DARS); TX State Technical College; TX Veteran's Commission
 - *Waco District* - Cen-Tex Hispanic Chamber of Commerce; McLennan County Restitution Center; New Mt Zion Baptist Church; TX DARS; LULAC of Waco; NAAC of McLennan County, University of Mary Hardin-Baylor.
4. College Internship Program - Provides students job experience by working in a TxDOT professional environment.
No participates for the 2nd quarter.

5. Recruitment & Career Fairs:

- Huston-Tillotson University (Austin) 2011 Spring Career Expo
- New Mexico State University (La Cruces) 2011 Spring Career Expo
- Prairie View A&M University 2011 Spring Career Expo
- TX A&M University (College Station) Student Engineers' Council (SEC) 2011 Spring Job Fair
- University of Houston 2011 Spring Consortium Career Center
- TX A&M University (Kingsville) 2011 Spring Career Fair
- TX State University (San Marcos) 2011 Spring Job & Internship Expo
- TX State University (San Marcos) 2011 Construction and Concrete Industry Career Fair
- TX Tech (Lubbock,) 2011 Spring Engineering Job Fair
- UT Austin Natural Science 2010 Fall Career Fair
- UT Austin 2011 Spring Engineering Expo
- UT El Paso 2011 Spring Career Expo
- UT San Antonio 2011 Spring Career Fair

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

Total of 394 students: 212 White males; 29 White females; 94 Hispanic males; 10 Hispanic females; 35 Black males; 3 Black females; 9 Asian American/Pacific Islander males; 2 Asian American/Pacific Islander females.

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

Total of 12 employees: 3 White males; 1 Hispanic male; 3 White females; 1 Black male; 4 Hispanic females.

Total of 50% minority: 42% male; 58% female.

8. Texas Pre-Freshman Engineering (TexPREP) Program - Provides engineering program support to institutions of higher education.

Recruited & hired 10 college students: 3 White males; 1 White female; 2 Hispanic males, 2 Hispanic females; 2 Black males;

Total of 60% minority: 70% male; 30% female.

STATISTICAL ANALYSIS & GOALS BY EEO JOB GROUPS

Officials/Administrators <i>by Gender/Ethnicity</i>													
Officials/ Administrators	TOTAL			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Min	Fem										
TxDOT Beg. Workforce	361	64	62	48	249	3	4	11	42	-	4	-	-
TxDOT Workforce %	-	17.73	17.17	13.30	68.98	0.83	1.11	3.05	11.63	-	1.11	-	-
State CLF %	-	25.98	37.46	26.25	47.77	3.52	3.15	6.36	9.20	1.00	1.99	0.33	0.43
Representation Index	-	-8.25	-20.29	-12.95	21.21	-2.69	-2.04	-3.31	2.43	-1.00	-0.88	-0.33	-0.43
Parity %	-	-29.79	-73.23	-46.76	76.55	-9.71	-7.37	-11.96	8.79	-3.61	-3.18	-1.19	-1.55
Targeted Recruitment	-	29	73	46	-	9	7	11	-	3	3	1	1
3rd Qtr Stats	339	67	53	38	234	3	5	10	43	1	4	1	-
%		19.76	15.63	11.21	69.03	0.89	1.48	2.95	12.68	0.30	1.18	0.30	-

Comments

1. Females represented 15.63%, less than the FY11 37.46% goal.
2. Black female and male categories represented 0.89% and 1.48%, respectively; both remain underutilized.
3. Hispanic female and male categories represented 2.95% and 11.80%, respectively; only females remain underutilized.
4. Asian American/Pacific Islander female and male categories represented 0.30% and 1.18%, respectively; both remain underutilized.
5. American Indian/Alaskan Native female and male categories represented 0.0%; both are underutilized.

Professionals by Gender/Ethnicity

Professionals	TOTAL			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Min	Fem										
TxDOT Beg. Workforce	5,085	1,670	1,646	1,056	2,359	165	226	345	710	69	134	11	10
TxDOT Workforce %	-	32.84	32.37	20.77	46.39	3.24	4.44	6.78	13.96	1.36	2.64	0.22	0.20
State CLF %	-	29.91	50.25	34.43	37.28	5.41	2.99	7.72	7.55	2.26	3.20	0.43	0.35
Representation Index	-	2.93	-17.88	-13.66	9.11	-2.17	1.45	-0.94	6.41	-0.90	-0.56	-0.21	-0.15
Parity %	-	149.1	-909.2	-694.7	463.3	-110.1	73.96	-47.56	326.1	-45.9	-28.7	-10.87	-7.80
Targeted Recruitment	-	-	909	694	-	110	-	47	-	45	28	10	7

3 rd Qtr Stats	4,725	1,562	1,470	942	2221	140	211	314	680	65	133	9	10
%	-	33.06	31.11	19.94	47.01	2.96	4.47	6.65	14.39	1.38	2.82	0.19	0.21

Comments

1. Females represented 31.11%, still below the 50.25% goal.
2. Black females and males represented 2.99% and 4.43%, respectively. The goal for Black males was met; Black females remain underutilized.
3. Hispanic females and males represented 6.57% and 14.43%, respectively; Hispanic females remain underutilized.
4. Asian American/Pacific Islander females and males represented 1.37% and 2.82%, respectively; both remain underutilized.
5. American Indian/Alaskan Native males and females represented 0.19% and 0.21%, respectively; both remain underutilized.

Technicians by Gender/Ethnicity

Technicians	TOTAL			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Min	Fem										
TxDOT Beg. Workforce	2,659	954	502	306	1,399	49	193	125	521	15	34	7	10
TxDOT Workforce %		35.88	18.88	11.51	52.61	1.84	7.26	4.70	19.59	0.56	1.28	0.26	0.38
State CLF %	-	37.89	53.84	32.02	30.07	8.70	3.88	10.59	9.76	2.00	1.96	0.53	0.47
Representation Index	-	-2.01	-34.96	-20.51	22.54	-6.86	3.38	-5.89	9.83	-1.44	-0.68	-0.27	-0.09
Parity %	-	-53.50	-929.61	-545.4	599.44	-182.3	89.83	-156.6	261.5	-38.1	-18.12	-7.09	-2.50
Targeted Recruitment	-	53	929	545	-	182	-	156	-	38	18	7	2
3rd Qtr Stats	1,830	634	294	179	1,017	27	126	73	358	11	30	4	5
%	-	34.65	16.07	9.78	55.57	1.48	6.89	3.99	19.56	0.60	1.64	0.22	0.27

Comments

1. Females represented 14.5%, below the 53.84% goal.
2. Black females and males represented 1.29% and 7.71%, respectively. Black males exceeded Parity; Black females remain underutilized.
3. Hispanic females and males represented 3.29% and 20.21%, respectively. Hispanic males exceeded Parity; Hispanic females remain underutilized.
4. Asian American/Pacific Islander females and males represented 0.50% and 1.54%, respectively; both remain underutilized.
5. American Indian/Alaskan Native females and males represented 0.21% and 0.38%, respectively; both remain underutilized.

Protective Service
by Gender/Ethnicity

Protective Service	TOTAL			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Min	Fem										
TxDOT Beg. Workforce	7	2	0	0	5	0	2	0	0	0	0	0	0
TxDOT Workforce %		28.57	0.00	0.00	71.43	0.00	28.57	0.00	0.00	0.00	0.00	0.00	0.00
State CLF %	-	39.9	20.2	10.0	49.2	6.1	10.4	3.8	18.1	0.10	0.50	0.20	0.70
Representation Index	-	-11.3	-20.2	-10.0	22.23	-6.10	18.17	-3.80	-18.10	-0.10	-0.50	-0.20	-0.70
Parity %	-	-0.79	-1.41	-0.70	1.56	-0.43	1.27	-0.27	-1.27	-0.01	-0.04	-0.01	-0.05
Targeted Recruitment	-	-	1	-	-	-	-	-	1	-	-	-	-

3rd Qtr Stats	6	2	-	-	4	-	2	-	-	-	-	-	-
%	-	33.33	-	-	66.67	-	33.33	-	-	-	-	-	-

Comments

N/A

Administrative Support

by Gender/Ethnicity

Administrative Support	TOTAL			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Min	Fem										
TxDOT Beg. Workforce	830	284	712	484	62	63	15	163	37	1	3	1	1
TxDOT Workforce %		34.22	85.78	58.31	7.47	7.59	1.81	19.64	4.46	0.12	0.36	0.12	0.12
State CLF %	-	39.82	67.09	40.20	20.0	8.33	3.56	16.59	8.12	1.41	1.00	0.56	0.25
Representation Index	-	-5.60	18.69	18.11	-12.53	-0.74	-1.75	3.05	-3.66	-1.29	-0.64	-0.44	-0.13
Parity %	-	-46.51	155.15	150.34	-104.0	-6.14	-14.55	25.30	-30.40	-10.70	-5.30	-3.65	-1.08
Targeted Recruitment	-	46	0	0	104	6	14	0	30	10	5	3	1
3rd Qtr Stats	723	237	614	426	60	56	15	131	32	0	2	1	0
%	-	32.49	84.92	58.92	8.30	7.75	2.08	18.12	4.43	-	0.28	0.14	-

Comments

1. Females represented 85.24%, exceeding the 67.09% goal.
2. Black females and males represented 7.72% and 2.13%, respectively; both remain underutilized.
3. Hispanic females and males represented 17.84% and 4.13%, respectively. Hispanic females exceeded parity; Hispanic males remain underutilized.
4. Asian American/Pacific Islander females and males represented 0.13% and 0.27%, respectively; both remain underutilized.
5. American Indian/Alaskan Native females and males represented 0.13% and 0.13%, respectively; both remain underutilized.

Skilled Craft

by Gender/Ethnicity

Skilled Craft	TOTAL			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Min	Fem										
TxDOT Beg. Workforce	3,301	1,179	40	28	2,094	4	246	7	894	0	13	1	14
TxDOT Workforce %		35.72	1.21	0.85	63.44	0.12	7.45	0.21	27.08	0.00	0.39	0.03	0.42
State CLF %	-	46.54	6.0	3.0	50.46	0.70	5.73	1.76	35.61	0.46	1.37	0.08	0.83
Representation Index	-	-10.82	-4.79	-2.15	12.98	-0.58	1.72	-1.55	-8.53	-0.46	-0.98	-0.05	-0.41
Parity %	-	-357.1	-158.1	-71.03	428.32	-19.11	56.85	-51.10	-281.5	-15.18	-32.22	-1.64	-13.40
Targeted Recruitment	-	357	158	71	0	19	0	51	281	15	32	1	13

3rd Qtr Stats	3,897	1,394	85	61	2,442	8	295	13	1,034	1	23	2	18
%	-	35.77	2.18	1.57	62.66	0.21	7.57	0.33	26.53	0.03	0.59	0.05	0.46

Comments

1. Females represented 1.23%, less than the 6.0% goal.
2. Black females and males represented 0.12% and 7.32%, respectively; Black females remain underutilized.
3. Hispanic females and males represented 0.21% and 27.18%, respectively; both remain underutilized.
4. Asian American/Pacific Islander males represented 0.39%; both females and males remain underutilized.
5. American Indian/Alaskan Native females and males represented 0.03% and 0.39%, respectively; both remain underutilized.

Service/Maintenance by Gender/Ethnicity

Service/Maintenance	TOTAL			WF	WM	BF	BM	HF	HM	AA/PI F	AA/PI M	AI/AN F	AI/AN M
		Min	Fem										
TxDOT Beg. Workforce	213	113	19	14	86	3	20	2	85	0	3	0	0
TxDOT Workforce %		53.05	8.92	6.57	40.38	1.41	9.39	0.94	39.91	0.00	1.41	0.00	0.00
State CLF %	-	55.75	11.16	3.87	39.87	1.80	12.99	5.08	33.47	0.28	1.36	0.10	0.67
Representation Index	-	-2.70	-2.24	2.70	0.51	-0.39	-3.60	-4.14	6.44	-0.28	0.05	-0.10	-0.67
Parity %	-	-5.75	-4.77	5.76	1.08	-0.83	-7.67	-8.82	13.71	-0.60	0.10	-0.21	-1.43
Targeted Recruitment	-	5	4	-	-	-	7	8	-	-	-	-	1

3 rd Qtr Stats	266	148	20	16	102	2	26	2	115	-	3	-	-
%	-	55.64	7.52	6.02	38.35	0.75	9.77	0.75	43.23	-	1.13	-	-

Comments

1. Females represented 7.17%, less than the 11.16% goal.
2. Black females and males represented 0.90% and 8.86%, respectively; both remain underutilized.
3. Hispanic females and males represented 0.90% and 44.73%, respectively; females remain underutilized.
4. Asian American/Pacific Islander males represented 1.27%; males remain underutilized.
5. American Indian/Alaskan Native females and males represented 0.0%; males remain underutilized.

3rd Quarter Applicant Flow *by Gender/Ethnicity*

APPLICANTS	TOTAL	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F	Other
3 rd Quarter	10,533	4,110	1,217	718	338	1,414	396	262	113	59	25	1881
2 nd Quarter	8,248	3,455	608	590	207	1,196	201	176	66	58	16	1,675
1 st Quarter	10,636	3,961	1,262	689	423	1,407	484	353	92	42	35	1,888
% of Applicants	-	39.18	10.49	6.79	3.29	13.66	3.67	2.69	0.92	0.54	0.26	18.51
Applicant FY Total	29,417	11,526	3,087	1,997	968	4,017	1,081	791	271	159	76	5,444

3rd Quarter New Hire *by Gender/Ethnicity*

APPLICANTS	TOTAL	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F	Other
3 rd QTR # Hired	353	204	21	20	3	85	9	8	1	1	1	-
2 nd QTR # Hired	180	108	12	5	2	46	6	1	-	-	-	-
1 st QTR # Hired	192	120	17	10	1	38	4	2	-	-	-	-
% of Hire		61.29	7.80	4.03	0.81	22.58	2.69	0.81	-	-	-	-
FY11 Total	228	29	15	3	84	10	3	228	-	-	-	-

Comments

The department HRD recruitment teams continue to be visible throughout the state by participating in various job and career fairs at colleges, universities and high schools. The department also advertises job opportunities through various publications, professional associations and specific minority organizations to broaden its pool of applicants.

3rd Quarter Separation
by Gender/Ethnicity

SEPARATION	TOTAL	WM	WF	BM	BF	HM	HF	AA/PI M	AA/PI F	AI/AN M	AI/AN F
3 rd Qtr	267	151	44	15	4	45	5	3	-	-	-
2 nd Qtr	196	124	29	8	3	32	2	-	-	-	-
1 st Qtr	155	83	29	11	2	22	5	-	1	2	-
%	100%	57.93	16.51	5.50	1.46	16.10	1.94	0.49	0.16	0.32	-
FY Total	618	358	102	34	9	99	12	3	1	2	
Total Ethnicity %	-	74.43	-	6.96	-	17.96	-	0.49	-	0.32	-

Comments

Total of 196 separations; *involuntary* separations totaled 29 (14.8%).

Top Four Reasons for Separations:

- 1. Retirement 44.29%
- 2. Personal 26.67%
- 3. State-Transfer 5.24%
- 4. Inadequate Salary 3.33%
- Total Separations 79.53%**

NOTE: Separations for the 2nd Quarter outpaced New Hire: 196 Separations vs. 180 New Hire.

EEO WORKFORCE PROGRESSION SUMMARY

TEXAS DEPARTMENT OF TRANSPORTATION

EEO Workforce Progression Summary

Page No. 1
 Run Date: 09/14/2011
 HR Online Rpt ID: X_RR5030
 From 09/01/11 Thru 09/30/11

Employee Types: *1,*2,*5,*6,*7,*8,*9
 Job Category: *1,*2,*3,*4,*5,*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	10543	4125	840	1421	283	60	119	1248	341	403	114	25	55	1529	
% of Total Applicants		39.13	7.97	13.48	2.49	0.57	1.13	11.84	3.23	3.82	1.08	0.24	0.52	14.50	
Applicants - External	8648	3187	747	1022	233	51	91	1057	299	340	108	10	49	1452	
% of Total Applicants - External		36.86	8.84	11.82	2.69	0.59	1.05	12.23	3.46	3.93	1.25	0.12	0.57	16.79	
Applicants - Internal	1897	938	93	399	30	9	28	191	42	63	6	15	6	77	
% of Total Applicants - Internal		49.45	4.99	21.03	1.58	0.47	1.48	10.07	2.21	3.32	0.32	0.79	0.32	4.08	
Hires	184	107	11	44	4	1	-	12	1	3	-	1	-	-	
% of Total Hires		58.15	5.98	23.91	2.17	0.54	-	6.52	0.54	1.63	-	0.54	-	-	
All Promotions	320	168	10	73	8	1	-	38	5	14	5	-	-	-	
% of Total All Promotions		52.50	3.13	22.81	2.50	0.31	-	11.25	1.56	4.38	1.56	-	-	-	
Competitive Promotions	141	77	4	42	3	-	-	12	-	2	1	-	-	-	
% of Total Comp. Promotions		54.61	2.84	29.79	2.13	-	-	8.51	-	1.42	0.71	-	-	-	
Non-Competitive Promotions	179	91	6	31	5	1	-	24	5	12	4	-	-	-	
% of Total Non-Comp Promotions		50.84	3.35	17.32	2.79	0.56	-	13.41	2.79	6.70	2.23	-	-	-	
Merit Increases	1359	729	67	278	22	3	-	180	29	41	8	2	-	-	
% of Total Merit Increases		53.64	4.93	20.46	1.62	0.22	-	13.25	2.13	3.02	0.59	0.15	-	-	
Transfers	255	117	13	38	3	1	-	49	14	18	3	1	-	-	
% of Total Transfers		45.88	5.10	14.90	1.18	0.39	-	19.22	5.49	6.27	1.18	0.39	-	-	
Separations	268	153	18	45	2	-	-	43	4	5	-	-	-	-	
% of Total Separations		57.09	5.97	16.79	0.75	-	-	16.04	1.49	1.87	-	-	-	-	

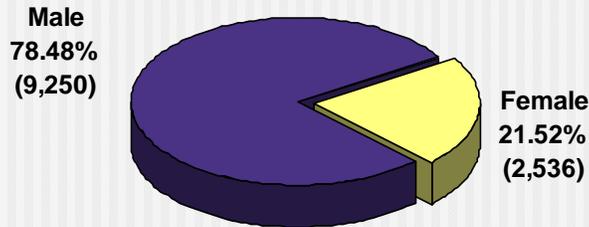
APPENDIX

TxDOT WORKFORCE GRAPHS

FY11, 3rd Quarter

TxDOT Workforce All EEO Categories - 3rd Quarter FY11

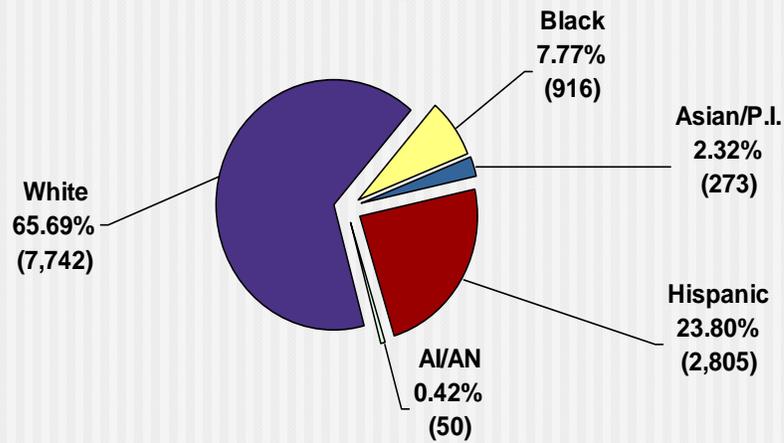
Gender



Total: 11,786

TxDOT Workforce All EEO Categories - 3rd Quarter FY11

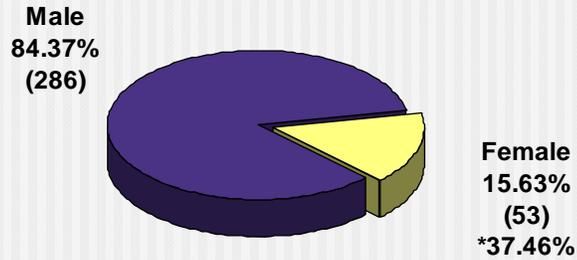
Ethnicity



Total: 11,786

TxDOT Workforce Officials/Administrators - 3rd Quarter FY11

Gender

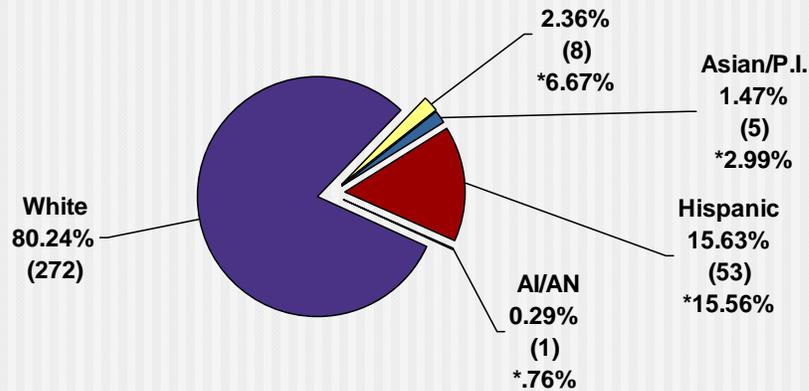


Total: 339

*Civilian Labor Force Comparison

TxDOT Workforce Officials/Administrators - 3rd Quarter FY11

Ethnicity

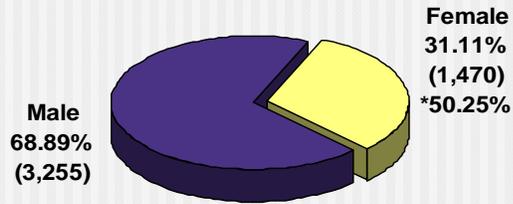


Total: 339

*Civilian Labor Force Comparison

TxDOT Workforce Professionals - 3rd Quarter FY11

Gender

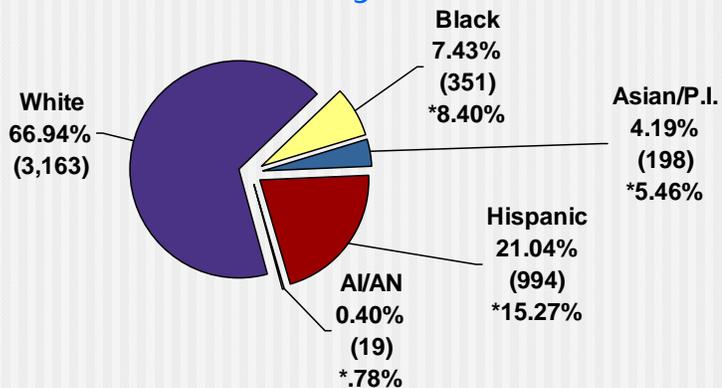


Total: 4,725

*Civilian Labor Force Comparison

TxDOT Workforce Professionals - 3rd Quarter FY11

Ethnicity

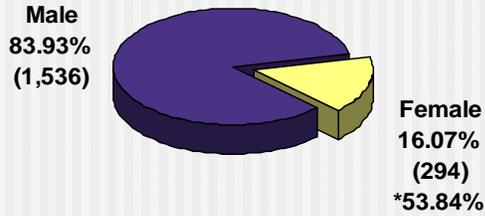


Total: 4,725

*Civilian Labor Force Comparison

TxDOT Workforce Technicians - 3rd Quarter FY11

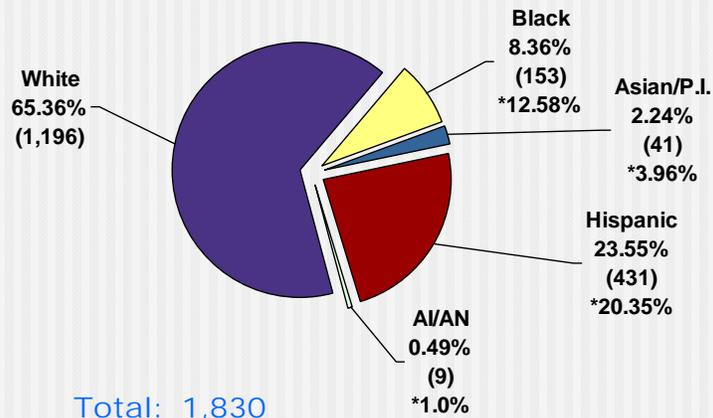
Gender



Total: 1,830
*Civilian Labor Force Comparison

TxDOT Workforce Technicians - 3rd Quarter FY11

Ethnicity

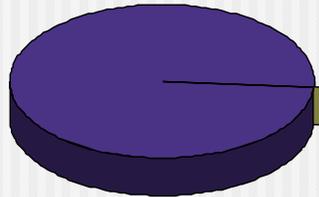


Total: 1,830
*Civilian Labor Force Comparison

TxDOT Workforce Protective Service - 3rd Quarter FY11

Gender

Male
100%
(6)



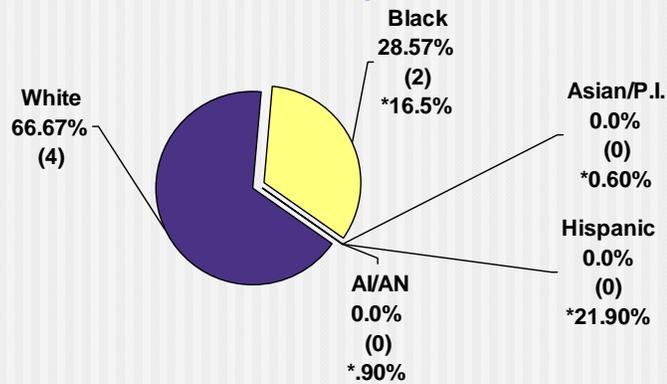
Female
0.0%
(0)
*20.20%

Total: 6

*Civilian Labor Force Comparison

TxDOT Workforce Protective Service - 3rd Quarter FY11

Ethnicity

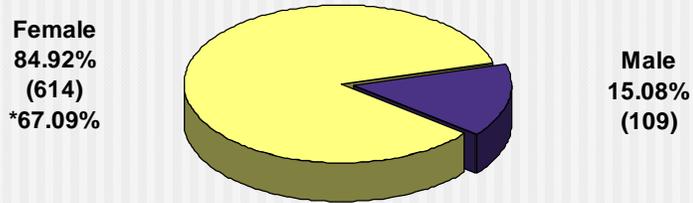


Total: 6

*Civilian Labor Force Comparison

TxDOT Workforce Administrative Support - 3rd Quarter FY11

Gender

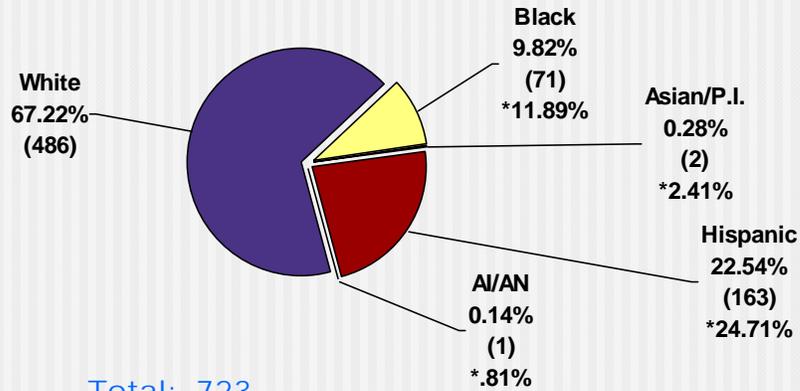


Total: 723

*Civilian Labor Force Comparison

TxDOT Workforce Administrative Support - 3rd Quarter FY11

Ethnicity



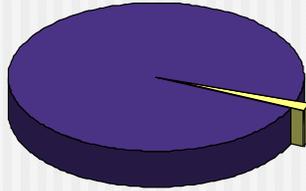
Total: 723

*Civilian Labor Force Comparison

TxDOT Workforce Skilled Craft - 3rd Quarter FY11

Gender

Male
98.42%
(3,812)



Female
1.58%
(61)
*6.0%

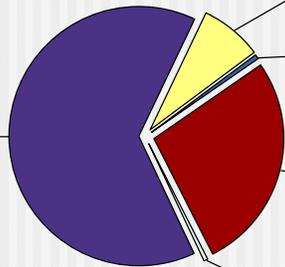
Total: 3,897

*Civilian Labor Force Comparison

TxDOT Workforce Skilled Craft - 3rd Quarter FY11

Ethnicity

White
64.23%
(2,503)



Black
7.78%
(303)
*6.43%

Asian/P.I.
0.62%
(24)
*1.83%

Hispanic
26.87%
(1,047)
*37.37%

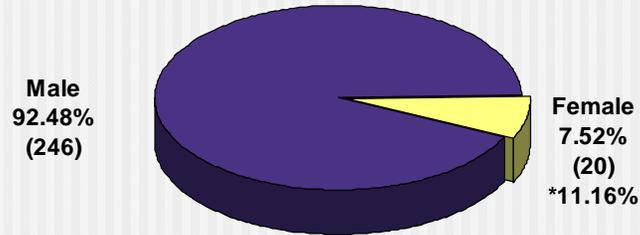
AI/AN
0.51%
(20)
*0.91%

Total: 3,897

*Civilian Labor Force Comparison

TxDOT Workforce Service Maintenance - 3rd Quarter FY11

Gender

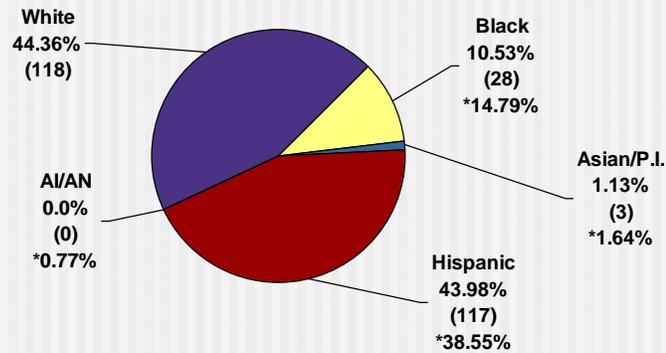


Total: 266

*Civilian Labor Force Comparison

TxDOT Workforce Service Maintenance - 3rd Quarter FY11

Ethnicity

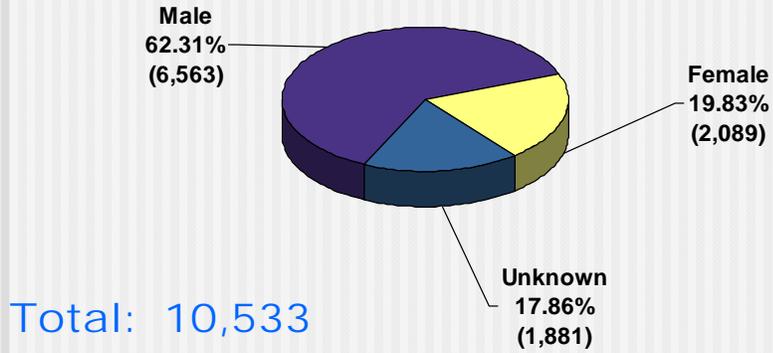


Total: 266

*Civilian Labor Force Comparison

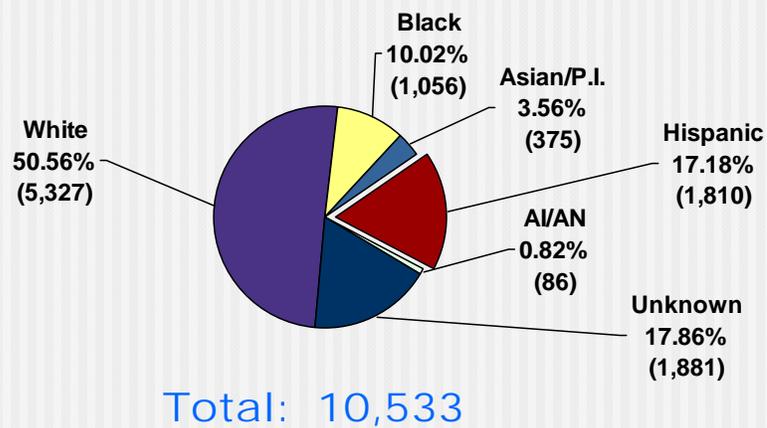
TxDOT Workforce Applicant Flow - 3rd Quarter FY11

Gender



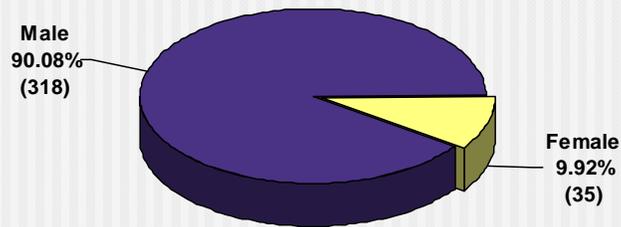
TxDOT Workforce Applicant Flow - 3rd Quarter FY11

Ethnicity



TxDOT Workforce New Hire - 3rd Quarter FY11

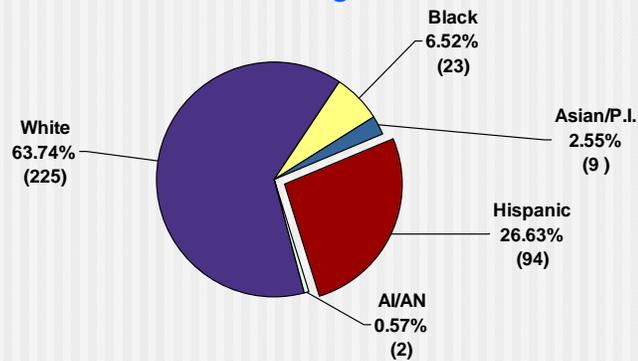
Gender



Total: 353

TxDOT Workforce New Hire - 3rd Quarter FY11

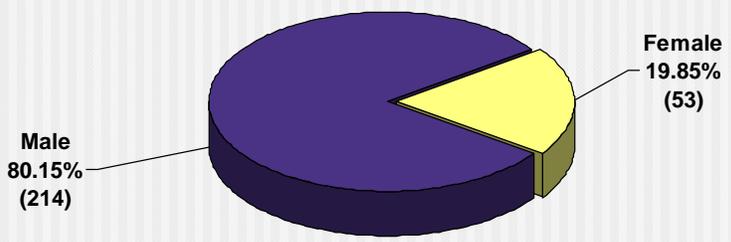
Ethnicity



Total: 353

TxDOT Workforce Separation - 3rd Quarter FY11

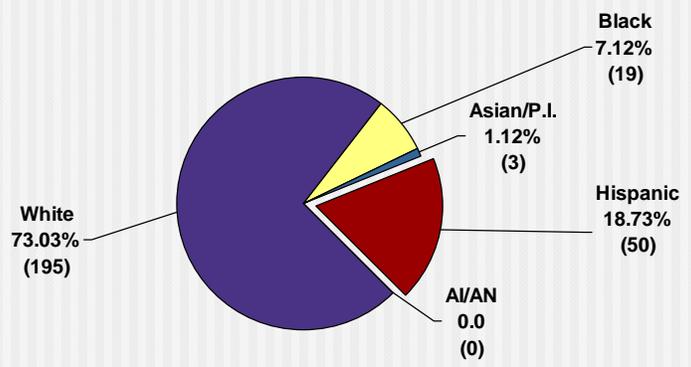
Gender



Total: 267

TxDOT Workforce Separation - 3rd Quarter FY11

Ethnicity



Total: 267