

WSDOT Internal Diversity and ADA Compliance Program

2015 EEO Assurances

Part II – Internal Program



Washington State
Department of Transportation

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Chapter One: Status of the Internal Equal Employment Opportunity Program

Secretary of Transportation Commitment to Equal Employment Opportunity and Affirmative Action

The Washington State Department of Transportation serves people in every community, economic class and cultural group throughout the state. As such, we will meet our mission and vision only when the work we do reflects the principles of equal opportunity, diversity, affirmative action and cross-cultural respect.

The Department of Transportation is committed to Washington's statewide affirmative action and diversity efforts. Equal Employment Opportunity (EEO) is not only the law, but it is fundamental to the Department's operations and success in meeting the transportation needs of Washington State and providing the best possible service to the people of Washington.

The Department of Transportation will take steps to ensure equitable participation in all business and employment practices without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. In doing so, the Department will strive to establish a workforce representative of the public we serve by promoting a program of Affirmative Action and outreach to identify and eliminate employment barriers to women, minority groups, veterans and persons with disabilities. All employees, supervisors and managers will be held accountable for their actions in carrying out the expectation to maintain a workplace free of discrimination, harassment and retaliation.

As Secretary of Transportation I am personally committed to the principles of EEO, Affirmative Action and diversity. WSDOT executives are expected to share this commitment.

Lynn Peterson
Secretary of Transportation

Overview

The Washington State Department of Transportation (WSDOT) submits annual Equal Employment Opportunity (EEO) Assurances to meet U.S. Department of Transportation requirements and to support WSDOT management with accountability measurements. Beyond compliance, EEO and Affirmative Action programs provide the benefits of a diverse workforce that enables WSDOT to best serve Washington communities.

This report provides a detailed overview on the status of internal civil rights programming at WSDOT. WSDOT continues to develop a comprehensive diversity program that will ensure compliance, improve utilization of under-represented groups, educate staff and managers on diversity endeavors and create community partnerships. The WSDOT Office of Human Resources and Safety (OHR&S) has the responsibility to oversee the program, provide consultation to managers and staff and assist WSDOT in meeting, and ultimately exceeding, compliance standards.

Roles and Responsibilities for Civil Rights Compliance

- **Office of Human Resources and Safety**

The Secretary of Transportation has delegated all internal EEO duties to the Director of the OHR&S. The OHR&S is responsible for implementing agency wide, internal equal employment opportunity, internal civil rights, Title I of the ADA, diversity and affirmative action (AA) programs.

Contact information for Diversity and ADA Affairs is as follows:

Director of the Office of Human Resources and Safety

Jeff Pelton
310 Maple Park Avenue SE
Olympia, WA 98501
360-705-7388

Manager, Labor Relations, HR Policy and Operations

Todd Dowler
310 Maple Park Avenue SE
Olympia, WA 98501
360-705-7037

- **Office of Equal Opportunity**

The WSDOT Office of Equal Opportunity (OEO) is responsible for all external civil rights compliance reporting, with regard to Disadvantaged Business Enterprise, Minority & Women Business Enterprise, Small Business Enterprises, On the Job Training, EEO Contract Compliance, Tribal Employment Rights Ordinance, Title VI, Title II and III of the ADA, Limited English Proficiency, and Environmental Justice.

Budget and Staffing

- **Budget**

There were no changes to program budget and funding during the reporting period.

- **Staffing**

There were changes in staffing due to some incumbents that help administer the internal EEO program leaving for different positions within the state. Mr. Pelton was the Director of OHR&S for the entire fiscal year. A copy of the OHR&S organizational chart is attached.

Internal Civil Rights Compliance Policies and Regulations

- **Federal Regulations**

WSDOT is not aware of any changes made to federal regulations during the reporting period with regard to internal civil rights program compliance reporting. As a recipient of federal funds, WSDOT conducts federal reporting in accordance with the following federal regulations:

- 23 CFR pt. 230(c), *State Highway Equal Employment Opportunity Programs* (Federal Highway Administration)
- Circular 4704.1, *Equal Employment Opportunity Program Guidelines for Grant Recipients* (Federal Transit Administration)
- Equal Employment Opportunity Commission (EEOC) Form 164 – *State and Local Government Information (EEO-4)*

- **Washington State Law**

WSDOT is unaware of any changes to state law, Washington Administrative Code (WAC) or Revised Code of Washington (RCW), with respect to program compliance and delivery. WSDOT conducts internal civil rights programming in accordance with the following state laws:

- RCW 41.06.150 – *Rules of director – Mandatory Subjects – Personnel administration*
- RCW 49.60, *Law Against Discrimination*
- WAC 357-01-005 – *Affected Groups*
- WAC 357-25 – *Affirmative Action*

- **Governor-Issued Executive Orders**

WSDOT conducts internal civil rights programming in accordance with the following Governor's Executive Orders:

- EO 89-01, *Sexual Harassment*
- EO 96-04, *Implementing the Americans with Disabilities Act*
- EO 12-02, *Workforce Diversity and Inclusion*
- EO 13-01, *Veterans Transition Support*
- EO 13-02, *Improving Employment Opportunities and Outcomes for People with Disabilities in State Employment*

- **WSDOT Policies and Executive Orders**

All WSDOT policies are created in reference to the laws and regulations listed above. The following WSDOT policies mandate internal civil rights programming:

- E 1014.05, *Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment*
- E 1081.01, *Reasonable Accommodation*

Policy E1081.01 was updated and published in June 2014. Policy E1014.05 was updated in November 2014, a copy of this update is included in [Appendix Tab A](#). The OHR&S continues to review and update policy to align with the agency administration's commitments to EEO and Affirmative Action.

- **Human Resources Desk Manual**

The Human Resources Desk Manual is a reference and guidance tool with regard to conducting WSDOT employment practices consistently and in accordance with the agency policies listed above. The Desk Manual is reviewed and updated annually. The specific chapters related to internal civil rights are as follows:

- Chapter 25 – Reasonable Accommodation (reviewed November 2014, included in [Appendix Tab A](#).)
- Chapter 29 – Equal Opportunity in the Workplace (reviewed 2013, no updates at this time.)

Complaints and Investigations

Between July 1, 2014 and June 30, 2015, WSDOT investigated 15 new cases, 7 internal and 8 external.

[Appendix Tab B](#) contains a comparison table of 2014 and 2015 investigation activity and a table showing complaints filed by EEO Category.

Internal Investigations

WSDOT closed seven internal investigations during the reporting period. 5 of the 7 had no finding and two resulted in WSDOT policy violations. As of June 30, 2015, 0 internal investigations remain open.

External Investigations

During the reporting period six external investigations were closed by the Equal Employment Opportunity Commission (EEOC) or the Washington State Human Rights Commission (HRC). All six resulted in a "no cause" finding. As of June 30, 2015, seven EEOC/HRC investigations remain open, 2 of these EEOC investigations remain active from previous reporting periods. (WSDOT has contacted the EEOC to request information on these two which date to 2010/11).

Diversity and Inclusion

➤ Washington State Diversity Council

WSDOT maintains a representative on the Washington State Diversity Council. The council is comprised of eleven members representing diversity practitioners within Washington State agencies. The council works collaboratively with state agencies and higher education to support strategic diversity efforts across state government. The mission of the council is to develop recommendations on statewide diversity policies and strategies, provide input on issues brought to the council by state agencies and create training and development strategies for diversity practitioners across the state, including reasonable accommodation coordinators. The council meets once a month.

➤ WSDOT Diversity Advisory Group

The first meeting of the WSDOT Diversity Advisory Group (DAG) occurred on September 17, 2014 facilitated by OHR&S. The final Charter was signed by all members of the DAG at the first meeting. This committee continues to meet bi-monthly and has supported diversity efforts throughout the agency. Currently the DAG has representation from all segments of WSDOT and has subcommittees formed to support "Outreach to Women in Non-traditional Roles"; Events and Communication. A future

subcommittee will be formed regarding “Training” in partnership with the OHR&S TAAD office. See [Appendix G](#).

➤ **Events and Observances**

The OHR&S continues to build a diversity program that acknowledges diversity issues that occur in the workplace with the goal of educating employees and management and eliminating discrimination, in all forms, through education and open discussion. WSDOT diversity events are typically held in conjunction with federal observances and presidential proclamation. During the reporting period, WSDOT through the DAG publicized information on African American History; Women; and Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ).

➤ **Diversity Website**

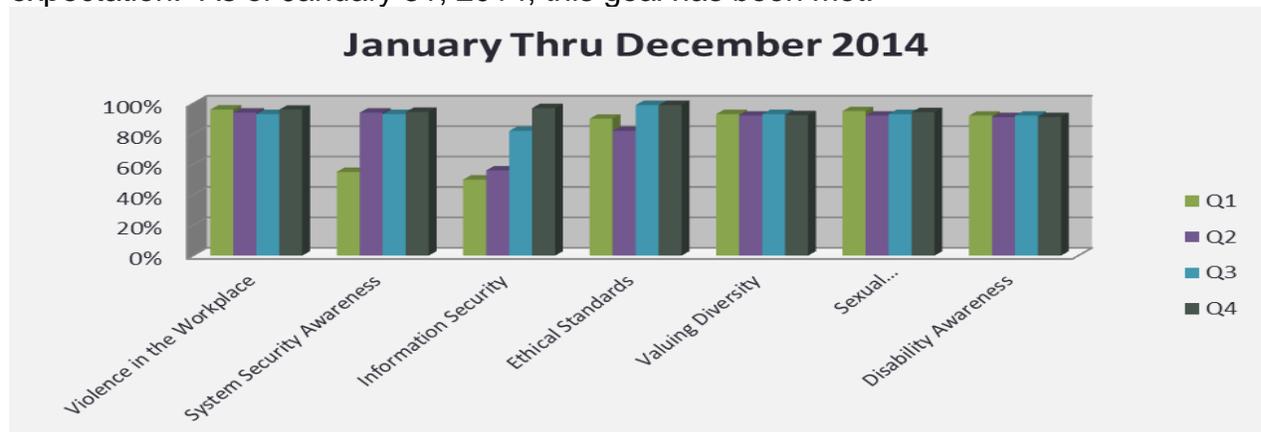
Currently this website is being updated with current data and contacts.

Mandatory Training-Fiscal Year 2015

WSDOT mandatory diversity training includes Valuing Diversity, Sexual Harassment and Discrimination, and Disability Awareness. Employees are also required to take Violence that Affects the Workplace, Information Security, Ethical Standards, and System Security Awareness. The Talent Acquisition and Development (TAAD) Team, within OHR&S, ensure delivery of mandatory training to all employees in the Regions, Ferries Division, and Headquarters through the Learning Management System (LMS). LMS allows all employees to complete mandatory training online, making it more accessible to staff in outlying areas of the agency such as maintenance sheds and ferry vessels and terminals.

WSDOT mandatory training is delivered in compliance with Washington State law. Employees of state agencies are required to complete sexual harassment awareness and prevention training at least every three years.

In providing mandatory training to employees, WSDOT has met 90% compliance. The 90% compliance goal is a benchmark that WSDOT has established as an agency expectation. As of January 31, 2014, this goal has been met.



Chapter 2: ADA Compliance

Reasonable Accommodation Data

WSDOT accommodation activities are tracked and reported through OHR&S. A total of 104 employees requested accommodation in FY 2014/15. A total of 131 accommodation requests were provided. Two (2) requested accommodations were denied. See Table 1 below.

This year the department spent approximately \$44,262.45 on reasonable accommodations.

Table 1: Reasonable Accommodations	Number Of Accommodations	Percentage of Accommodations
Leave that goes beyond FMLA, Shared, Annual, or Sick Leave (e.g., LWOP)	5	3.8%
NOT APPROVED	2	1.5%
Acquiring or modifying equipment	23	17.4%
Adjusted Work Schedule	12	9.1%
Telecommuting	10	7.6%
Family Medical Leave	8	6.1%
Light Duty	42	31.8%
Adjusting or modifying policies	0	0.0%
Job Restructuring (Duties/Methods)	12	9.1%
Making Existing Facilities Readily Accessible	9	6.8%
Reassignment to a vacant position	3	2.3%
Adjustment of Hiring Process	0	0.0%
Independent Medical Examination	0	0.0%
Interpreter/Reader	1	0.8%
Adjusting or Modifying Examinations	1	0.8%
Change in Supervisory Methods	0	0.0%
Shared Leave	4	3.0%
Total Number of Accommodations	132	100%

Table 2: Reasons for Not Providing Accommodation	Number of Employees	Percentage of Accommodations
Requested Accommodation would fundamentally alter the nature or operation of WSDOT's business	1	50.0%
Requested Accommodation would be ineffective in that it would <u>not</u> remove a barrier in performing an essential job function	1	50.0%
Total	2	100%

Table 3: Technical Assistance Obtained	Number of Inquiries	Percentage of Inquiries
Ergonomic Assessment	2	4.3%
Job Accommodation Network	1	2.2%
Reasonable Accommodation Coordination Team	42	91.3%
Northwest ADA and IT Center	1	2.2%
Total	46	100%

WSDOT initiates an Involuntary Disability Separation if an employee is unable to perform, with accommodation, the essential job functions of the current position held by the employee, or an available, vacant and funded alternative position for which the employee is qualified. Employees may request a Voluntary Disability Separation if medical information is provided confirming the individual cannot work due to a disabling condition. The General Government Transition Pool provides reemployment assistance to separated employees that are later able to return to work or are able to work in positions at other agencies.

Table 4: Disability Separations	Number of Employees
Involuntary Disability Separations	1
Voluntary Disability Separations	0
Total Disability Separations	1

➤ **Reasonable Accommodation Training**

OHR&S continues to provide training for managers, supervisors and human resource consultants in the reasonable accommodation process. While no additional training was offered in 2014/15, opportunities for training are provided throughout the year from the State Human Resources Office through the Statewide Reasonable Accommodation Roundtable. Additionally, OHR&S staff members attended the National Employment Law Institute (NELI) which focuses on current law and updates on ADA and the Accommodation process.

Chapter Three: Personnel Actions and Workforce Analysis

➤ Permanent New Hire and Rehire Rates

New hires include permanent full-time and part-time appointments into WSDOT, and rehires after a break in service. A total number of 395 new hires and rehires were made during the 2015 fiscal year. This is an increase of 57 from the 341 new hires from the previous fiscal year. Statistical significant adverse impact was found for, African/American/Black, American Indian/Alaska native, Asian American/Pacific Islander, Hispanic/Latino, Vietnam Era Veteran, Disabled and employees over 40.

➤ Promotions

Promotions include appointments to permanent, full-time and part-time positions at a higher salary range. There were 705 promotions during the 2015 fiscal year. This is an increase of 43 from the 662 promotions from the previous fiscal year. Statistical significant adverse impact was found for Asian American/Pacific Islander, Vietnam Era Veterans, and Employees over 40.

➤ Separations

There were a total of 40 involuntary separations, or terminations, during the reporting period. This data shows a no change in terminations from last year. Statistical Significance of Adverse Impact was for African American/Black.

The break out for the total full-time and permanent employees involuntarily separated in fiscal year 2015 was: African American/ Black 3; American Indian/ Alaska Native 0; Asian/ Pacific Islander 1; Hispanic/ Latino 0; White/ Caucasian 36; Female 15; Male 25; Vietnam Era Veterans 0; Disabled Veterans 0; Persons with Disabilities 1; Non-Disabled Persons 39; Employees over Forty 30; and Employees under Forty 10.

➤ Disciplinary Actions

The current reporting period shows 30 disciplinary actions taken. Statistical Significance of Adverse Impact was not found for any group.

The break out for disciplinary actions in fiscal year 2015 was: African American/ Black 1; American Indian/ Alaska Native 0; Asian/ Pacific Islander 3; Hispanic/ Latino 1; White/ Caucasian 25; Female 7; Males 23; Vietnam Era Veterans 1; Disabled Veterans 0; Persons with Disabilities 2; Non-Disabled Persons 28; Employees over Forty 27; and Employees under Forty 3.

➤ Reduction in Force – Layoffs

The Washington State legislature, through ESHB 1175.SL, *Transportation Budget*

Staffing Levels has directed WSDOT to reduce its workforce by 800 full-time equivalents by 2015, with primary focus on reducing engineering staff as new construction projects decline. As such, WSDOT has been progressively reducing staff and positions. WSDOT has limited the impact of layoffs to employees by using attrition and voluntary retirements to meet the requirements of the mandate. WSDOT has reduced staff numbers by 782 since 2011, layoffs account for 45 employees in fiscal year 2012; and 9 employees in fiscal year 2013; and 32 employees in fiscal year 2014; and 12 employees in fiscal year 2015. A total 98 layoffs have taken place since 2011.

During the reporting period, a total of 12 employees were laid off from employment with WSDOT. The chart located in [Appendix C](#) represents the total break-out by affected groups. Statistical significance of adverse impact was found for females.

All New Hires, Promotions, Terminations, Layoffs, Disciplinary Actions and Headcount Comparison data can be found in [Appendix Tab C](#).

Recruitment, Outreach and Partnerships

In recent years, WSDOT recruitment and outreach has been negatively impacted by budget constraints and layoffs. However, recruitment activities are showing some increasing trends and WSDOT has an opportunity to conduct targeted outreach to affected groups.

➤ **Community Links**

Recruitment strategies associated with outreach to affected group members include a vast array of external resources.

➤ **Washington State Commissions**

WSDOT has in the past established contacts with various commissions in an effort to collaborate on workforce diversity planning and development. WSDOT recognizes that the commissions have a strong community connection and as such are a valuable resource in workforce planning.

➤ **Interagency Committee for State Employed Women**

Heidi Mabbott, Human Resource Consultant 4, was the WSDOT 2014/15 representative to the Interagency Committee for State Employed Women (ICSEW). The ICSEW works as an advisory group to the Governor's office on policies and practices that affect state employees. By participating on this committee, WSDOT is able to share a unique perspective on workplace issues while collaborating with other state agencies on how to improve the working conditions enterprise-wide. ICSEW general membership meetings are held bi-monthly.

➤ **Veterans Support**

Recruitment outreach to veterans has been an active endeavor in the last year and continues to be a priority strategy for WSDOT. Governor Inslee’s Executive Order 13-01, *Veterans Transition Support, included in TAB A*, directs all cabinet agencies to develop and implement strategies to increase the representation of veterans within the state workforce. During this reporting period, WSDOT participated in a Veterans Fellowship Program which includes 12 volunteer mentors from several offices/disciplines within the department. Additionally, WSDOT is participating in the Cammo to Commerce Program in partnership with JBLM and the Thurston County Development Council. During the reporting period there were four (4) non-permanent Cammo to Commerce positions filled within the department, resulting in one (1) permanent hire. The representation of veterans in the WSDOT workforce can be found in the table below. Currently, 9.7% of the WSDOT workforce is comprised of employees with military veteran status; this is a decrease of .7%.

Job Group	Veterans	Percentage of All Vets (621)
Office and Clerical	13	2.1%
Officials and Administrators	65	10.3%
Paraprofessionals	5	.8%
Professional - Administrative	20	3.2%
Professional - Auditor	1	0.2%
Professional - Budget and Accounting	4	0.6%
Professional - Communications and Marketing	0	0.0%
Professional - Engineering	215	34.2%
Professional - Human Resources	4	0.6%
Professional - IT	37	5.9%
Professional - Investigator	1	.2%
Professional - Safety	8	1.3%
Protective Service Workers	1	0.2%
Service-Maintenance	18	2.9%
Skilled Craft Workers	145	23.1%
Technicians	92	14.6%
Total	629	

➤ **Employment Opportunities for People with Disabilities**

Governor Inslee's Executive Order 13-02, *Improving Employment Opportunities and Outcomes for People with Disabilities in State Employment*, directs all cabinet agencies to develop strategies to increase the representation of persons with disabilities within the state workforce. The Executive order 13-02 sets a goal of 5% by June 30, 2017. This endeavor will continue to be a priority strategy for WSDOT as well. Approximately 4.5% of the WSDOT workforce is comprised of employees that have identified as having a disability. The OHR&S has been engaged with the Governor's taskforce on Disabilities.

Applicant Flow Data Analysis

Applicant flow reporting to appointing authorities and HR staff is critical in assessing recruitment achievements and challenges. The collection of applicant flow data is compiled in NeoGov, a tracking system utilized by Washington State agencies. WSDOT tracked 15,860 applicants for 814 appointments. Statewide results of statistical significance of adverse impact for affected groups are listed below. Additional detail for applicant flow reports by job groups are provided in [Appendix Tab E](#).

Officials / Administrators: Disabled

Professionals: African American/Black, American Indian, Asian American, Hispanic/Latino, and persons over 40.

Para-professionals: Female

Administrative Support: No statistical significance of adverse impact was found for this job group.

Skilled Crafts: African American/Black and Hispanic/Latino.

Technicians: African American and Persons Over 40.

Service Maintenance: No statistical significance of adverse impact was found for this job group.

2015 WSDOT Workforce

WSDOT applies the general "Four-Fifths", or "80% Rule" methodology to determine if employment actions result in potential adverse impact to any affected groups. This process determines adverse impact if the employment action rate of a minority group is less than four-fifths, or 80%, of the rate of the majority group. Indications of adverse impact will be reviewed and addressed in accordance with all state and federal regulations.

Although WSDOT is in a reduction in force, an ongoing outreach effort is in place to ensure women, minority groups, veterans, and people with disabilities have access to open recruitments and promotional opportunities when they occur. WSDOT is developing strategies for addressing underutilization where it exists within its workforce. Goals and strategies based on workforce utilization data will be developed with a different approach this year. Strategies will focus on specific job groups, rather than local or regional areas, targeted outreach as directed by Governor’s Inslee’s executive orders, community partnerships, and employee development.

In the coming months, the HR Scorecard will be utilized to help division managers establish metrics, set target numbers and track changes in workforce utilization. The metrics used from the scorecard will include, but not be limited to reduction-in-force status, performance evaluation compliance, mandatory training compliance, employee development, workforce utilization and recruitment activities. The scorecard report will continue to be provided on a quarterly basis to executive management and will be used as an auditing tool for internal civil rights.

➤ **Agency Employee Profile**

African American/ Black	American Indian/Alaska Native	Asian/Pacific Islander	Hispanic /Latino	Total Minority
2%	1%	4.9%	2.3%	10.2%
Female	Vietnam Era Veteran	Disabled Veteran	Person with Disability	Age 40 and Over
24.9%	2.2%	.6%	4.5%	78%

Percentages reflect permanent Merit System 1 employees (≥50%) and all active WSF Merit System 5 employees. Source: DOP Data Warehouse for June 2015.

➤ **Senior Management Profile**

Total Senior Staff	Over 40	Male	Female	White	Hispanic	Black	Asian/PI	American Indian/Alaskan	Disabled
47	42	26	21	44	1	0	1	1	0
	89%	55%	45%	94%	2%	0%	2%	2%	0%

Source for Senior Staff List: Agency Org Chart dated 01/2015, see [Appendix A](#)

➤ **Workforce Utilization Analysis**

The narrative below provides an overview of adverse impact within the WSDOT statewide workforce. A full detail of the workforce utilization analysis can be found in [Appendix Tab E](#). Adverse impact for the entire workforce is calculated using the general 80% rule. An analysis of WSDOT workforce utilization and the relative labor market shows statistical significance of adverse impact for the following groups:

Officials/ Administrators: African American/Black, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic/Latino, Female, Vietnam Era Veteran, Disabled Veteran and Persons with Disabilities.

Professionals: Asian/Pacific Islander, Hispanic/Latino, and Disabled Veteran.

Paraprofessionals: African American/Black, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic/Latino, Vietnam Era Veteran, and Disabled Veteran.

Office and Clerical: African American/Black, Asian/Pacific Islander, Hispanic/Latino, Vietnam Era Veteran, and Disabled Veteran.

Skilled Crafts: African American/Black, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic/Latino, Female, Vietnam Era Veteran, Disabled Veteran and Persons with Disabilities.

Technicians: Asian/Pacific Islander, Hispanic/Latino, and Female

Service Maintenance: African American/Black, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic/Latino, Female, Vietnam Era Veteran, Disabled Veteran and Persons with Disabilities.

➤ **EEO-4 Form**

The EEO-4 Form illustrating WSDOT Employee Affirmative Action data can be found in [Appendix Tab F](#).

Chapter Four: Status on Previous Strategies

Previous Strategy: Implement 2012-2017 Affirmative Action Strategies

This strategy is ongoing in nature as strategies continue to be implemented and assessed for effectiveness. New strategies for fiscal year 2015 are detailed in [Chapter Five](#).

Previous Strategy: Implement the WSDOT Workforce Business Strategy and Reduction in Force

This strategy will be carried over in order to meet a reduction of 800 full-time equivalents by 2015. As of June 30, 2015, 782 reductions have occurred.

Previous Strategy: Meet 90% Compliance Goal for Sexual Harassment Training

This strategy is complete.

Previous Strategy: Develop a Comprehensive Diversity Program

This strategy will be carried over given the ongoing nature of the program to grow and change overtime. New diversity endeavors are detailed in [Chapter Five](#).

Previous Strategy: Policies and Procedures

➤ Strategy: Review and Update WSDOT EEO Policies

In March 2013, Lynn Peterson was appointed as Secretary of Transportation and several administrative changes ensued within the agency. As such, the Diversity and ADA Affairs team will conduct a full review of all applicable policies to assess content and ensure alignment with the new administration's commitment to EEO and Affirmative Action and the new WSDOT strategic plan. (See action steps for Strategy progress)

Action Items:

- Review and update E 1014.04, *Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment*. Completed.
 - Acquire a signed commitment statement from Secretary Peterson and executive management on the principles of EEO, Affirmative Action and diversity. At the writing of this report, a commitment statement has been drafted and signed by Secretary Peterson and is being executed by executive management. A final, signed copy will be submitted to FHWA. Completed.
 - Review and update E 1081.00, *Reasonable Accommodation*. Action Item is Complete
 - Review and update P 2013.00, *Zero Tolerance for Violence, Threats or Intimidation*. Action Item is in Review.
- #### **➤ Strategy: Review and Update the Human Resources Desk Manual**

The WSDOT Human Resources Desk Manual is a reference and guidance tool with regard to conducting employment practices in accordance with WSDOT policies. As such, the desk manual will be updated to align with the EEO policy updates noted above.

Action Items:

- Review and update Chapter 29 – *Equal Opportunity in the Workplace*. In review.
- Review and update all forms associated with these chapters. This Action Item is complete as it relates to the Reasonable Accommodation Chapter and is in review as it relates to other chapters as they currently do not contain forms.

Essential Reporting

➤ Previous Strategy: Update and Maintain Consistent and Accurate Data Reports

WSDOT uses several systems and methods for gathering and reporting data. The information collected provides a detail of business functions such as personnel investigations, reasonable accommodations and applicant flow. The primary system used to track investigations and reasonable accommodations is SharePoint and the primary system used to track applicant flow is NeoGov. These systems are accessed and updated by OHR&S employees. It is important that employees accessing these systems understand the reporting purpose and intent. The OHR&S will assess the content and use of these systems to ensure consistent and accurate data is being reported throughout the agency.

Action Items:

- Conduct an assessment of the personnel investigations database and make changes as needed to improve consistency and accuracy. Action Item is in Progress.
- Conduct an assessment of the reasonable accommodations database and make changes as needed to improve consistency and accuracy. Action Item is in Progress.
- Align disability reporting in HRMS with information provided by employees through the reasonable accommodation process. Completed.
- Provide training to all user groups agency wide to ensure consistent reporting on personnel investigations and reasonable accommodations. Although some training has occurred, this Action Item is in Progress.
- Work with TAAD to ensure that recruitments are closed in NeoGov after a new-hire appointment has been made. Completed.

Personnel Actions

➤ Previous Strategy: Implement the WSDOT Workforce Business Strategy – Layoffs

The Washington State legislature, through ESHB 1175.SL, *Transportation Budget – Staffing Levels*, has directed WSDOT to reduce its workforce by 800 full-time equivalents by 2015. To date, 782 reductions have occurred. All layoff actions will be done in accordance with collective bargaining agreements.

Action Items:

- When possible, implement layoffs through means that have the least disruption and impact to employees. This may include eliminating positions that are currently vacant as well as those that become vacant as a result of voluntary separation or retirement. Ongoing.
- Monitor layoffs as they occur to determine adverse impact to women, veterans, minority groups, and people with disabilities. Ongoing.
- Encourage at-risk employees to seek career services assistance from OHR&S. Ongoing.
- Maintain seniority reports online through the OHR&S website as an informational tool to managers and employees. Ongoing.
- Create job rotations and cross-training opportunities for employees to temporarily upgrade to learn new skills and gain knowledge about higher level positions. Ongoing.
- Encourage employees to seek out free and low-cost training and development opportunities such as those provided in SkillSoft which is available to all WSDOT employees and can help to develop a more knowledgeable, productive and engaged workforce. Ongoing.
- Publicize the online exit interview process and encourage employees to complete exit interviews. Managers and HR consultants are encouraged to conduct in-person exit interviews to gather feedback and closure from employees upon departure. Ongoing.

Diversity and Inclusion

➤ Previous Strategy: Develop a Comprehensive Diversity Program

This action item is being carried over given the ongoing nature of the program to grow and change overtime. The WSDOT diversity program strives to educate employees and management on maintaining an environment of inclusion, awareness and cross-cultural respect.

Action Items:

- Publish a diversity message that is in conjunction with the Secretary of Transportation's commitment to Affirmative Action and Governor's Executive Order 12-02. Completed.
 - Celebrate diversity events and cultural observances that are in accordance with state and federal observances and presidential proclamation. Ongoing.
 - Collaborate with TAAD, OSHRD and other state agencies on developing enterprise wide cultural competency training. This item is ongoing, and alternative processes are being explored.
 - Partner with other state agencies on hosting agency diversity events. These partnerships remain ongoing.
 - Publicize community diversity events to employees and other stakeholders. Ongoing
 - Implement the WSDOT Diversity Advisory Group (DAG). Recruitment for members is completed with first meeting scheduled for September 2014. Completed (See [Appendix G](#))
 - Improve the Diversity and ADA Affairs web page to ensure the most up-to-date, accurate information is available to employees and the traveling public. Ongoing.
- **Previous Strategy: Develop Community Partnerships**

WSDOT recognizes that strong community connections are essential to meeting the business needs of the agency. Community connections represent a variety of perspectives and WSDOT will ensure that those perspectives are considered in conducting business and employment throughout the state.

Action Items:

- Partner with the African American Affairs Commission, the Commission on Hispanic Affairs, the Governor's Office of Indian Affairs, and the Asian Pacific American Affairs Commission on community outreach and diversity initiatives. Ongoing through the Statewide Diversity Council.
- Maintain representation on the Interagency Committee for State Employed Women. Ongoing.
- Maintain representation on the Washington State Diversity Council. Ongoing.

- Implement the Ferries ADA Accessibility Advisory Group. This Action Item is completed. (This function is no longer housed in OHR&S)

Recruitment and Outreach

➤ Previous Strategy: Recruitment

The TAAD will work toward an effective statewide outreach to populations and organizations that represent underutilized groups. This practice will ensure effective networking and access to the most diverse applicant pool when recruiting new employees.

- Establish a comprehensive list of community contacts from within state and local agencies, schools, cultural centers and other organizations. This action item is ongoing and will be reviewed for best practice.
- Establish contacts at colleges, universities and technical trade schools, including those considered “Minority Institutions” by the U.S. Department of Education. Ongoing
- Assess outreach to local high schools in promoting WSDOT as an employment option for students not seeking higher education. This strategy remains ongoing.
- Participate in job networking events and develop a broad list of diverse contacts to ensure equal access to open, external recruitments. WSDOT participated in several job fairs during this reporting period, specific outreach targeted veterans. This strategy will remain ongoing.
- Develop a group of employees trained in objective and contemporary interviewing techniques. Ongoing through supervisor and management training.

Mandatory Training

➤ Previous Strategy: Meet 90% Compliance Goal for Mandatory Training

WSDOT is presently at 90% compliance for Sexual Harassment training. A year ago, the agency was at 73.69% compliance. (2015 update, all mandatory training is at or above 90%)

Action Items:

- Continue to provide online access to training courses. Completed

- Provide communication to employees that the refresher requirement has been changed to three years. Completed
- Hold supervisors and employees accountable for being non-compliant in completing mandatory training. This Action item is ongoing and will be carried forward.
- Frequently audit trainings to ensure content is current, meets the needs of the agency, and is in legal compliance. This Action item is ongoing and will be carried forward.
- Provide quarterly reports to division managers on mandatory training compliance in an effort to increase awareness of compliance status. This Action item is ongoing and will be carried forward.

Workforce Utilization

- **Previous Strategy: Implement Governor’s Executive Order on Veterans Support**

Governor Inslee’s Executive Order 13-01, *Veterans Transition Support*, directs all cabinet agencies to develop and implement strategies to increase the representation of veterans within the state workforce.

Action Items:

- Assess the representation of veterans within WSDOT. This Action Item is ongoing and is reported quarterly through the HR Scorecard.
- Develop an employment plan that is specific to veterans in the WSDOT workforce, This Action item is ongoing and will be carried forward.
- Participate in the Veterans Fellowship Program led by OSHRD. WSDOT continues to participate in this program.
- Participate in the Veterans Employee Resource Group led by OSHRD. Currently, WSDOT has a representative who is active on this group. This Action item is ongoing and will be carried forward.
- Collaborate with OSHRD and other state agencies on hiring initiatives and outreach to veterans seeking employment. WSDOT has participated in the Cammo to Commerce program this commitment is ongoing.
- **Previous Strategy: Implement Governor’s Executive Order on Employing People with Disabilities**

Governor Inslee's Executive Order 13-02, *Improving Employment Opportunities and Outcomes for People with Disabilities in State Employment*, directs all cabinet agencies to develop strategies to increase the representation of persons with disabilities within the state workforce.

Action Items:

- Assess the representation of people with disabilities within the WSDOT workforce. This Action item is ongoing and will be carried forward.
- Develop an employment plan that is specific to employing people with disabilities. This Action item is ongoing and will be carried forward.
- Designate an employee to serve as the Disability Employment Coordinator. Completed.
- Identify opportunities to participate in supported employment programs. This program has not been fully developed for state agencies at this time. This will remain on going.
- Increase employment of people with disabilities at WSDOT to the statewide utilization goal of 6.1% of the overall workforce. This Action item is ongoing and will be carried forward.
- Participate in the Disability Employment Task Force as led by OSHRD. This Action item is ongoing and will be carried forward.
- Collaborate with OSHRD, the Governor's Committee on Disability Issues and Employment, and other state agencies on hiring initiatives and outreach to people with disabilities seeking employment. WSDOT has been an active participant in the taskforce. This action item is ongoing.
- Maintain representation on the Reasonable Accommodation Roundtable as led by OSHRD. WSDOT has been an active member of this group, this item will remain ongoing.
- Maintain and implement the reasonable accommodation process according to agency policy and procedure. Ongoing, with the updates to the HR Manual Chapter 25 (as referenced above) discussions on best practices will continue.
- Partner with community organizations such as Goodwill, Skills Inc., and Cares of Washington in outreach and job networking events. Ongoing
- **Previous Strategy: Improve Workforce Utilization in Service Maintenance Positions**

The WSDOT workforce utilization analysis shows significant underutilization in Service Maintenance jobs, especially for women, Asian/Pacific Islanders, and Hispanic/Latinos. WSDOT will conduct a full assessment of hiring practices to identify barriers and ensure equal access to open Service Maintenance positions.

Action Items:

- Review hiring trends and practices with regional maintenance managers and Ferries hiring authorities. Ongoing.
- Review required qualifications specifications for each job classification in Service Maintenance. Ongoing.
- Identify practices that may be creating employment barriers to women and minority groups. Ongoing.
- Conduct targeted outreach to women and organizations representing the Asian/Pacific Islander and Hispanic/Latino population. Ongoing.
- Establish contacts with students completing Commercial Drivers Licensing certification. Ongoing.
- Monitor all recruitment and hiring activity in Service Maintenance positions and review quarterly. Ongoing.

Strategy: Improve Workforce Utilization in Skilled Crafts Positions

The WSDOT workforce utilization analysis shows significant underutilization in Skilled Crafts jobs, especially for women, Asian/Pacific Islanders, and Hispanic/Latinos. WSDOT will conduct a full assessment of hiring practices to identify barriers and ensure equal access to open Skilled Crafts positions.

Action Items:

- Review hiring trends and practices with managers and hiring authorities. Ongoing.
- Review required qualifications specifications for each job classification in Skilled Crafts. Ongoing.
- Identify practices that may be creating employment barriers to women and minority groups. Ongoing.
- Conduct targeted outreach to women and organizations representing the Asian/Pacific Islander and Hispanic/Latino population. Ongoing.

- Establish contacts with students in skilled craft and technical trade schools. Ongoing.
- Monitor all recruitment and hiring activity in Skilled Crafts positions and review quarterly. Ongoing.

➤ **Strategy: Improve Workforce Utilization in Technician Positions**

The WSDOT workforce utilization analysis shows significant underutilization in Technicians, especially for women and Asian/Pacific Islanders. WSDOT will conduct a full assessment of hiring practices to identify barriers and ensure equal access to open Technician positions.

Action Items:

- Review hiring trends and practices with managers and hiring authorities. Ongoing.
- Review required qualifications specifications for each job classification in Technicians. Ongoing.
- Identify practices that may be creating employment barriers to women and minority groups. Ongoing.
- Conduct targeted outreach to women and organizations representing the Asian/Pacific Islander population. Ongoing.
- Establish contacts with students in technical trade schools. Ongoing
- Monitor all recruitment and hiring activity in Technician positions and review quarterly. Ongoing.

➤ **Previous Strategy: Performance Evaluations**

In July 2014 WSDOT implemented updated diversity/inclusion performance competencies for all employees, with additional levels of responsibility for Managers/Supervisors.

- Strategy: Meet 100% Compliance Goal for including diversity competency on 2014/15 employee evaluations.

Action Items:

- Notify managers/supervisors and all employees of Diversity/Inclusion competency requirement. Completed in Deputy Secretary's message to Executive Staff January 2, 2015. (See [Appendix G](#))

- Provide HR consulting, training and support for evaluators. Ongoing.
- Audit evaluations for compliance. Ongoing.
- **Previous Strategy: Meet ADA Compliance on Ferry Vessels and Terminals**

This work is no longer in the scope of OHR&S. The Office of Equal Opportunity is coordinating this work.

Chapter Five: Strategies for Fiscal Year 2015

The following strategies have been developed to address any unmet goals and underutilization identified in the preceding narrative of this report. Each strategy describes a targeted goal to meet as well as action items that will assist in reaching that goal. In an effort to improve diversity, meet regulatory compliance, foster employee development and eliminate potential employment barriers, WSDOT will implement the following strategies over the next twelve months.

Policies and Procedures

- **Strategy: Improve Workforce Utilization in Service Maintenance Positions**

The WSDOT workforce utilization analysis shows significant underutilization in Service Maintenance jobs, for women, African American/Black, Asian/Pacific Islanders, and Hispanic/Latinos. WSDOT will conduct a full assessment of hiring practices to identify barriers and ensure equal access to open Service Maintenance positions.

Action Items:

- Review hiring trends and practices with regional maintenance managers and Ferries hiring authorities.
- Review required qualifications specifications for each job classification in Service Maintenance.
- Identify practices that may be creating employment barriers to women and minority groups.
- Conduct targeted outreach to women and organizations representing the African American/Black, Asian/Pacific Islander and Hispanic/Latino population.
- Establish contacts with students completing Commercial Drivers Licensing certification.

- Monitor all recruitment and hiring activity in Service Maintenance positions and review quarterly.

➤ **Strategy: Improve Workforce Utilization in Skilled Crafts Positions**

The WSDOT workforce utilization analysis shows significant underutilization in Skilled Crafts jobs, in all identified areas. WSDOT will conduct a full assessment of hiring practices to identify barriers and ensure equal access to open Skilled Crafts positions.

Action Items:

- Review hiring trends and practices with managers and hiring authorities.
- Review required qualifications specifications for each job classification in Skilled Crafts.
- Identify practices that may be creating employment barriers to women and minority groups.
- Conduct targeted outreach to women and organizations representing the Asian/Pacific Islander and Hispanic/Latino population.
- Establish contacts with students in skilled craft and technical trade schools.
- Monitor all recruitment and hiring activity in Skilled Crafts positions and review quarterly.

➤ **Strategy: Improve Workforce Utilization in Technician Positions**

The WSDOT workforce utilization analysis shows significant underutilization in Technicians, for Asian/Pacific Islanders, Hispanic/Latino and women. WSDOT will conduct a full assessment of hiring practices to identify barriers and ensure equal access to open Technician positions.

Action Items:

- Review hiring trends and practices with managers and hiring authorities.
- Review required qualifications specifications for each job classification in Technicians.
- Identify practices that may be creating employment barriers to women and minority groups.

- Conduct targeted outreach to women and organizations representing the Asian/Pacific Islander population.
- Establish contacts with students in technical trade schools.
- Monitor all recruitment and hiring activity in Technician positions and review quarterly.

➤ **Strategy: Review and Update WSDOT EEO Policies**

Continue to review and update the following policies for compliance with federal/state law and changes in WSDOT personnel.

➤ **Strategy: Review and Update the Human Resources Desk Manual**

The WSDOT Human Resources Desk Manual is a reference and guidance tool with regard to conducting employment practices in accordance with WSDOT policies. As such, the desk manual will be updated to align with the EEO policy updates noted above.

Action Items:

- Review Chapter 29 – *Equal Opportunity in the Workplace Ongoing*.

Essential Reporting

➤ **Strategy: Update and Maintain Consistent and Accurate Data Reports**

WSDOT uses several systems and methods for gathering and reporting data. The information collected provides a detail of business functions such as personnel investigations, reasonable accommodations and applicant flow. The primary system used to track investigations and reasonable accommodations is SharePoint and the primary system used to track applicant flow is NeoGov. These systems are accessed and updated by OHR&S employees. It is important that employees accessing these systems understand the reporting purpose and intent. OHR&S will assess the content and use of these systems to ensure consistent and accurate data is being reported throughout the agency.

Action Items:

- Conduct an assessment of the personnel investigations database and make changes as needed to improve consistency and accuracy.

- Continue assessment of the reasonable accommodations database and make changes as needed to improve consistency and accuracy.
- Provide training to all user groups agency wide to ensure consistent reporting on personnel investigations and reasonable accommodations.

Personnel Actions

➤ Strategy: Implement the WSDOT Workforce Business Strategy – Layoffs

The Washington State legislature, through ESHB 1175.SL, *Transportation Budget – Staffing Levels*, has directed WSDOT to reduce its workforce by 800 full-time equivalents by 2015. To date, 782 reductions have occurred. All layoff actions will be done in accordance with collective bargaining agreements.

Action Items:

- Implement layoffs through means that have the least disruption and impact to employees as possible. This may include eliminating positions that are currently vacant as well as those that become vacant as a result of voluntary separation or retirement.
- Monitor layoffs as they occur to determine adverse impact to women, veterans, minority groups, and people with disabilities.
- Encourage at-risk employees to seek career services assistance from OHR&S.
- Maintain seniority reports online through the OHR&S website as an informational tool to managers and employees.
- Create job rotations and cross-training opportunities for employees to temporarily upgrade to learn new skills and gain knowledge about higher level positions.
- Encourage employees to seek out free and low-cost training and development opportunities such as those provided in SkillsSoft and available to all WSDOT employees, in which can help to develop a more knowledgeable, productive and engaged workforce.
- Publicize the online exit interview process and encourage employees to complete exit interviews. Managers and HR consultants are encouraged to conduct in-person exit interviews to gather feedback and closure from employees upon departure.

Diversity and Inclusion

➤ Strategy: Develop a Comprehensive Diversity Program

This action item is being carried over given the ongoing nature of the program to grow and change overtime. The WSDOT diversity program strives to educate employees and management on maintaining an environment of inclusion, awareness and cross-cultural respect.

Action Items:

- Continue to celebrate diversity events and cultural observances that are in accordance with state and federal observances and presidential proclamation through the WSDOT Diversity Advisory Group, (DAG).
 - Collaborate with TAAD, OSHRD and other state agencies on developing enterprise-wide cultural competency training.
 - Continue to partner with other state agencies on hosting agency diversity events when appropriate.
 - Publicize community diversity events to employees and other stakeholders.
 - Continue to facilitate the WSDOT Diversity Advisory Group (DAG).
 - Improve the Diversity and ADA Affairs web page to ensure the most up-to-date, accurate information is available to employees and the public.
- **Strategy: Develop Community Partnerships**

WSDOT recognizes that strong community connections are essential to meeting the business needs of the agency. Community connections represent a variety of perspectives and WSDOT will ensure that those perspectives are considered in conducting business and employment throughout the state.

Action Items:

- Strengthen partnerships with the African-American Affairs Commission, the Commission on Hispanic Affairs, the Governor's Office of Indian Affairs, and the Asian Pacific American Affairs Commission on community outreach and diversity initiatives.
- Continue representation on the Interagency Committee for State Employed Women.
- Continue representation on the Washington State Diversity Council.

Recruitment and Outreach

➤ **Strategy: Recruitment**

The TAAD office will work toward an effective statewide outreach to populations and organizations that represent underutilized groups. This practice will ensure effective networking and access to the most diverse applicant pool when recruiting new employees.

- Assess recruitment processes and determine current level; consistency and effectiveness of diversity outreach.
- Research and determine need to establish a comprehensive list of community contacts from within state and local agencies, schools, cultural centers and other organizations.
- Research and determine need to establish contacts at colleges, universities and technical trade schools, including those that are considered “Minority Institutions” by the U.S. Department of Education.
- Assess outreach to local high schools in promoting WSDOT as an employment option for students not seeking higher education.
- Participate in job networking events and develop a broad list of diverse contacts to ensure equal access to open, external recruitments.
- Develop a group of employees trained in objective and contemporary interviewing techniques.

Performance Evaluations

In July 2014 WSDOT implemented updated diversity/inclusion performance competencies for all employees, with additional levels of responsibility for Managers/Supervisors.

- Strategy: Meet 100% Compliance Goal for including diversity competency on 2014/15 employee evaluations.

Action Items:

- Notify managers/supervisors and all employees of Diversity/Inclusion competency requirement completed WSDOT Secretary’s message January, 2015. ([Appendix G](#))
- Replace the ten year old Performance Management System with a modern system.

- Provide HR consulting, training and support for evaluators.
- Audit evaluations for compliance.

Mandatory Training

- **Strategy: Meet 90% Compliance Goal for Mandatory Training**

WSDOT has met its 90% compliance goal for all mandatory training.

Action Items:

- Continue to provide online access to training courses.
- Hold supervisors and employees accountable for being noncompliant in completing mandatory training.
- Frequently audit trainings to ensure content is current, meets the needs of the agency, and is in legal compliance.
- Provide quarterly reports to division managers on mandatory training compliance in an effort to increase awareness of compliance status.

Workforce Utilization

- **Strategy: Implement Governor's Executive Order on Veterans Support**

Governor Inslee's Executive Order 13-01, *Veterans Transition Support*, directs all cabinet agencies to develop and implement strategies to increase the representation of veterans within the state workforce.

Action Items:

- Continue participation in the Veterans Fellowship Program led by OSHRD.
- Continue to participate in the Cammo to Commerce program.
- Continue participation in the Veterans Employee Resource Group led by OSHRD.
- Collaborate with OSHRD and other state agencies on hiring initiatives and outreach to veterans seeking employment.

➤ **Strategy: Implement Governor’s Executive Order on Employing People with Disabilities**

Governor Inslee’s Executive Order 13-02, *Improving Employment Opportunities and Outcomes for People with Disabilities in State Employment*, directs all cabinet agencies to develop strategies to increase the representation of persons with disabilities within the state workforce.

Action Items:

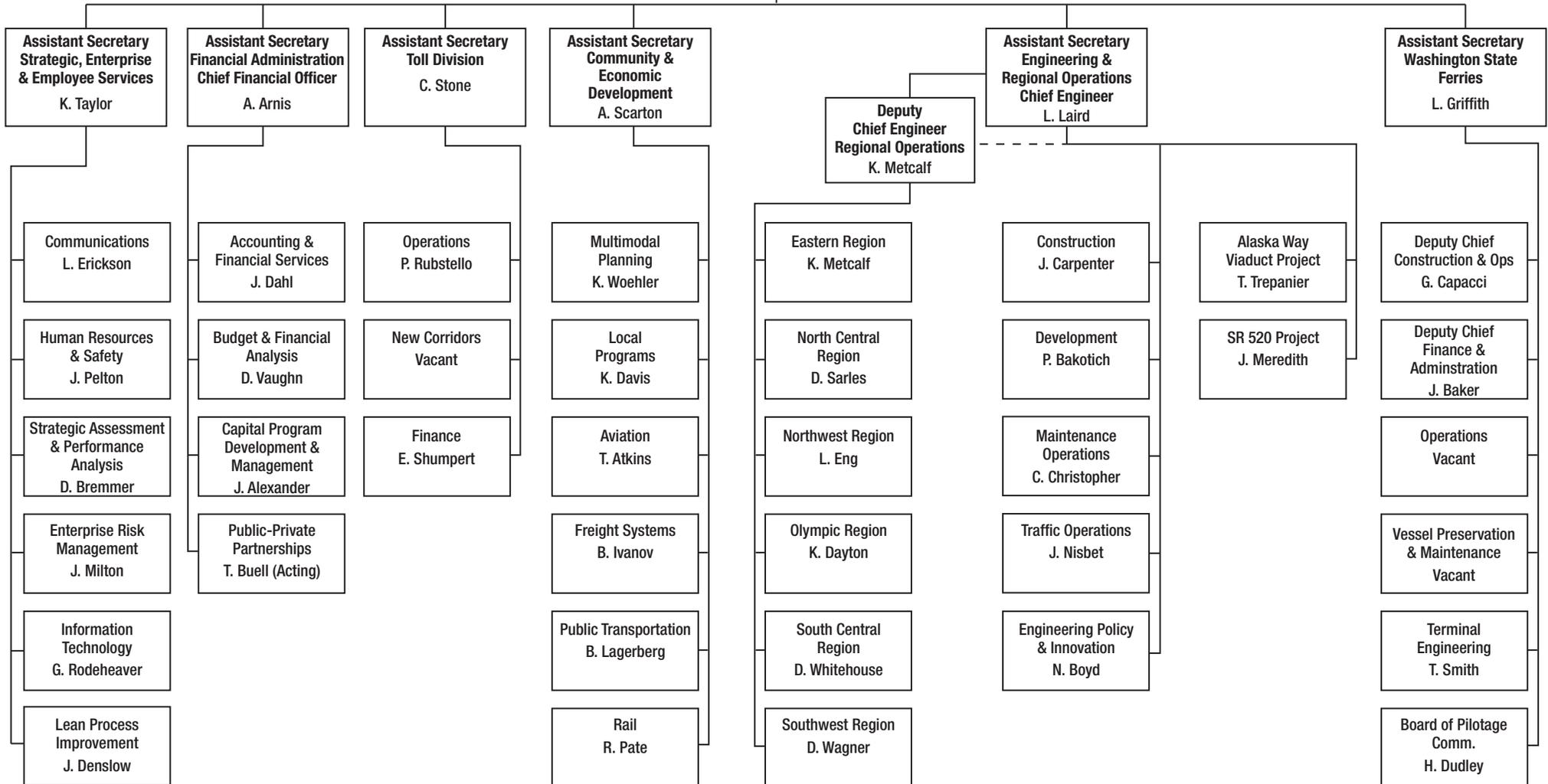
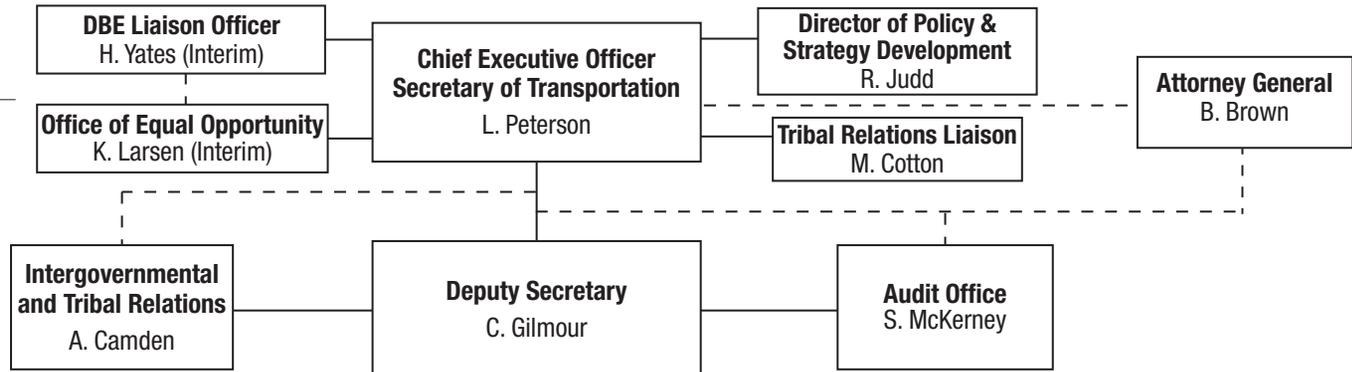
- Assess the representation of people with disabilities within the WSDOT workforce.
- Develop an employment plan that is specific to employing people with disabilities.
- Identify opportunities to participate in supported employment programs.
- Increase employment of people with disabilities at WSDOT to the statewide utilization goal of 6.1% of the overall workforce.
- Continue to participate in the Disability Employment Task Force as led by OSHRD.
- Collaborate with OSHRD, the Governor’s Committee on Disability Issues and Employment, and other state agencies on hiring initiatives and outreach to people with disabilities seeking employment.
- Maintain representation on the Reasonable Accommodation Roundtable as led by OSHRD.
- Maintain and implement the reasonable accommodation process according to agency policy and procedure.
- Look for opportunities to partner with community organizations such as Goodwill, Skills Inc., and Cares of Washington in outreach and job networking events.

Appendix

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Appendix A

Lynn Peterson
 1/20/2015
 Date



I. Overview

The purpose of this chapter is to define procedures for handling reasonable accommodation cases. The goal in implementing these procedures is to ensure that the Washington State Department of Transportation (WSDOT) complies with both state and federal laws, and to develop accommodations that enable an otherwise qualified employee who has a disability to perform the essential functions of the position or, in the case of a job candidate, to compete for a position.

Managers and supervisors are expected to initiate these procedures by reporting any disclosure of a need for reasonable accommodation by an employee or job candidate to the appropriate human resources staff as soon as possible. All parties are expected to participate in the interactive process such as sharing information, providing medical documentation, and attending meetings.

For purposes of this process, a request for reasonable accommodation is a statement or identification that an individual needs an adjustment or change at work, in the application process, or in a benefit or privilege of employment for a reason related to a medical condition. This request does not need to be in writing. The reasonable accommodation process begins as soon as the request for accommodation is made or the agency becomes aware an accommodation is needed.

An effective accommodation is a modification or adjustment that enables the employee to perform the essential functions of the position. Similarly, an effective accommodation will enable an applicant with a disability to have an equal opportunity to participate in the application process and be considered for a job. Finally, a reasonable accommodation will be effective if it allows an employee with a disability an equal opportunity to enjoy the benefits and privileges of employment that employees without disabilities enjoy. The agency makes the final decision regarding the accommodation chosen. If an accommodation can be provided, that is different than the one desired by the employee or applicant but still effective for the purpose of the accommodation and meets the needs of both the employee and the position, WSDOT can pursue that accommodation.

II. Basis of Authority

This chapter supports WSDOT Executive Orders E 1069 *Equal Access for Persons with Disabilities*, E 1081 *Reasonable Accommodation*, and E 1014 *Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment*.

III. Definitions

Disability Under the Americans with Disabilities Act (ADA), a disability is defined as the presence of a sensory, mental, or physical impairment that substantially limits one or more major life activities of an individual, a record of such an impairment, or being regarded as having such an impairment. Section 12102 (4) of the ADA states that the definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent possible.

The Washington Law Against Discrimination (WLAD), or RCW 49.60, has a broader definition of disability. Under the WLAD, there is no requirement that the impairment substantially limit one or more major life activities. Temporary conditions are covered under the Washington State definition, but are not covered under the ADA. Conditions that are ameliorated or mitigated by medication or other means are disabilities under the Washington State definition, but are often not considered to be disabilities under the ADA. Under the WLAD, disability means the presence of a sensory, mental, or physical impairment that:

- (i) Is medically cognizable or diagnosable; or
- (ii) Exists as a record or history; or
- (iii) Is perceived to exist whether or not it exists in fact.

According to the WLAD, a disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job.

Impairment The WLAD goes further to define Impairment as well. According to the WLAD, impairment is:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine or
2. Any mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The impairment must have a substantially limiting effect upon the individual's ability to perform their job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment; or the employee must have put the employer on notice of the existence of an impairment, and medical documentation must establish a reasonable likelihood that engaging in job functions without an accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect.

Reasonable Accommodation means (i) modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position the qualified applicant desires; (ii) modifications, adjustments, or changes to a job or work environment or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or (iii) modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees.

Qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Essential Functions are those duties that are so fundamental to the position that an individual cannot do the job without performing them. A function can be “essential” if, among other things:

- The position exists specifically to perform that function.
- There are a limited number of other employees who could perform the function.
- The position is specialized and the individual is hired based on ability to perform it.

Determination of the essential functions of a position must be done on a case by case basis so that it reflects the job as actually performed, and not simply the components of a generic position description.

Interactive Process is the process engaged in between an employee and the employer to identify barriers to job performance caused by the employee’s limitations and to determine the types of accommodations which would be most effective. This should be a meaningful dialogue between the parties to find the best means of accommodating a disability.

Direct Threat means that a person with a disability poses a significant risk of substantial harm to them self or others, and there is not a reasonable accommodation that would lower the risk of harm.

IV. Roles and Responsibilities

Human Resource Consultant

The HR consultant (HRC) will function as the central point of contact on accommodation issues. The HRC will work collaboratively with the assigned ADA Coordinator as necessary throughout the accommodation process. The role of the HRC is to coordinate the reasonable accommodation process for an employee from start to finish. This includes providing options, working with management based on the need for accommodation and with the ADA Coordinator regarding applicable disability laws. Other resources may include but are not limited to the Safety Office, WSDOT facilities and third-party consultants.

Confidential medical information will be housed in a medical file, separate from the employee's personnel file.

ADA Coordinator

The assigned ADA Coordinator will work with the HRC when requested and is the resource for policy input, implementation advice, and guidance in the areas of federal and state disability requirements.

Internal Equal Employment Opportunity Manager

This manager is responsible for the policy development and overall implementation of WSDOT's Reasonable Accommodation program in compliance with federal and state law. In addition, this manager may serve as a consultant to management and staff during the interactive process.

Safety Office

The Safety Office may be consulted on workplace safety issues, including environmental and ergonomic matters that are part of the accommodation process.

Supervisor/Manager

The supervisor/manager represents the needs of the workplace and organization. The supervisor/manager will contribute:

- Expertise on position functions, including identifying Essential Job Functions.
- Insight into workloads and type of work performed.
- Strategies and options within the workgroup to help shape the accommodation.

The supervisor/manager is responsible for providing transitional support to the employee during the implementation of the accommodation. The supervisor/manager is the conduit for communication with the employee and responsible for keeping HR and the chain of command informed. While supervisors and managers will be aware of the functional limitations that a disability presents, medical information, such as diagnosis, shall only be disclosed to appropriate HR staff.

Facilities Offices

Facilities staff may be consulted to provide options addressing physical alterations, space modifications, and/or logistics that may be required as part of a reasonable accommodation.

Appointing Authority

The appointing authority is responsible for the general oversight of the supervisor's role in the process. The appointing authority has final approval of options and funding for the accommodations and any work performed by an outside consultant.

Third-Party Consultant

The department may choose to use an outside consultant on contract in certain cases to assist with gathering medical information, such as an Independent Medical Exam (IME) and/or providing vocational rehabilitation expertise. The third-party consultant works with the HRC to deliver findings and recommendations.

V. Requests for Reasonable Accommodations

An employee or a person acting on the employee's behalf may make a request for reasonable accommodation. Such a request does not have to use any special words, such as "reasonable accommodation," "disability," or "Rehabilitation Act." An individual with a disability may request a reasonable accommodation at any time, even if they have not previously disclosed the existence of a disability. Any WSDOT employee or applicant may consult HR for further information or assistance in connection with requesting or processing a request for reasonable accommodation.

1. An employee may submit a request for a reasonable accommodation orally or in writing to their supervisor, another supervisor or manager in the immediate chain of command, or the Office of Human Resources. Once such a request is made, it is then forwarded to HR to begin the interactive process as described in [Section VI](#). The employee is not required to disclose medical information to a supervisor or manager.
2. An applicant may request a reasonable accommodation orally or in writing from any WSDOT employee with whom the applicant has had contact with in regard to the recruitment process.
3. A family member, health professional, or other representative may request accommodation on behalf of a WSDOT employee or applicant.
4. A supervisor or manager may become aware of an employee with a health condition or disability that appears to need an accommodation. The supervisor or manager should immediately consult with the HRC if they become aware of an employee with a possible need for an accommodation.
5. When an accommodation request is made by a third party, the employee will be consulted before an accommodation is made on their behalf. Additionally, an employee may refuse an accommodation. Should this be the case, and the employee cannot perform the essential functions of the position without accommodation, the agency shall not consider the employee to be an otherwise qualified person with a disability, and will treat the employee as any other employee with a performance issue.

VI. The Interactive Process

Once there is an identified need for accommodation, the next step is for the parties to begin the interactive process to determine what, if any, accommodation should be provided. This means that the individual requesting the accommodation, the HRC, and the supervisor of the employee will communicate about the request, the process for determining whether an accommodation will be provided, and potential accommodations. Communication is a priority throughout the entire process. The employee requesting the accommodation is obligated to participate to the extent possible in helping to identify an effective accommodation.

The interactive process typically includes the following steps:

1. When an accommodation request becomes known, the HRC will determine if an initial or introductory meeting with the employee is necessary and will begin working with the ADA Coordinator as needed.
2. The HRC in consultation with the ADA Coordinator will determine if additional medical information is necessary and if so, communicate that to the employee and get a signed medical release.
3. As determined above, the HRC will solicit relevant and necessary medical information from the employee's medical provider. This information is limited to the extent the employee's disability affects their ability to perform the essential functions of their position. (See [Section VII](#) Gathering Medical Information)
4. When the appropriate medical documentation is received, the HRC will coordinate with the employee and the supervisor, as well as the ADA Coordinator as needed, to determine accommodation options. Other resources may be consulted as needed. This step may be repeated throughout the process as different accommodations are evaluated for effectiveness.
5. The HRC will inform the employee of the progress of the request at least once every 30 days.
6. When effective options have been determined, the HRC will meet with the appointing authority, or their designee, for a final decision on what accommodation will be offered, if any. If it is determined that the employee cannot continue in their current position, the HRC will begin the process outlined in the reassignment section.
7. The final decision regarding an accommodation or a reassignment will be communicated to the employee on behalf of the Appointing Authority by the HRC or another designee as appropriate.
8. Accommodations that are implemented will be reviewed as necessary. Accommodations may require periodic review for continued effectiveness. The employee has the responsibility to bring concerns regarding the effectiveness of the accommodation to a supervisor or HRC's attention.

VII. Gathering Medical Information

WSDOT is entitled to verify that an employee or applicant has a disability that requires a reasonable accommodation. In some cases, the disability and need for accommodation will be obvious or otherwise already known to the decision maker. In these cases, WSDOT may not need further information in order to effectively accommodate the individual. However, when a disability and/or the need for reasonable accommodation are not obvious or there is a need for further medical information, WSDOT may require that the individual provide reasonable documentation about the disability and functional limitations. Such information will be secured on the employee's own time and at their own expense.

If a determination is made to seek additional medical information, WSDOT will request information in writing or in person sufficient to substantiate that the individual has a disability that meets the state or federal definition and needs a reasonable accommodation.

In some cases, the individual requesting the accommodation will supply medical information directly to HR without being asked. In these cases, the documentation will be reviewed and if additional information is needed, WSDOT will request additional documentation.

If medical information appears to be contradictory or WSDOT cannot get clear information from the selected medical provider, the department may require the employee to participate in an IME. IMEs are obtained at the agency's expense and participation by the employee will be considered work hours or state time.

Medical information will be kept in a separate medical file away from the official personnel file and will only be discussed with those necessary to make a decision on an accommodation request. During the decision making process, managers and supervisors shall only have access to information related to the employee's functional limitations in performing their job and any corresponding reasonable accommodation recommendations. Specific diagnostic information will be held by the HRC and filed in the employee's medical file. Each region and the headquarters Office of Human Resources are responsible for maintaining these files, which are to be locked and centrally located within the region of the employee's duty station.

The failure to provide the appropriate requested documentation or to cooperate in WSDOT's efforts to obtain such documentation will prevent the employee from being considered a qualified individual with a disability (see [Section III Definitions](#)).

VIII. Timeframes for Processing Requests and Providing Reasonable Accommodations

Upon receipt of the request for reasonable accommodation the HRC, will begin processing the request within 30 days. Every 30 days, the HRC will report the status of the case to the individual that made the request until the case is closed. In the case of pre-employment reasonable accommodations, the HRC in conjunction with recruitment office (if applicable) will implement appropriate accommodations for the applicant consistent with the recruitment process.

IX. Reassignment as Accommodation

For employees who develop disabilities during their employment or whose disabilities are aggravated during their careers, managers and supervisors have a responsibility to make a concerted effort for their continued employment. Reassignment is the last resort and is required only after it has been determined that:

1. There are no effective accommodations that will enable the employee to perform the essential functions of the current position, and
2. All other accommodations would impose an undue hardship.

The department will consider reassignment as a reasonable accommodation when an employee, due to a disability, can no longer continue performing the essential functions of the position, even with reasonable accommodation. The HRC, in coordination with the ADA Coordinator, shall look for a vacant and funded position that is equivalent to the employee's current position in terms of a number of factors, including grade, level of work assignments, pay, benefits, and geographical location. This search begins when the employee completes the Reasonable Accommodation Reassignment Information Form and it is received by the HRC.

A position is considered vacant when it is available at the time the employee asks for reasonable accommodation, or that the department knows will become available within a reasonable amount of time. A "reasonable amount of time" should be determined on a case-by-case basis considering relevant facts such as, whether the department, based on experience, can anticipate that an appropriate position will become vacant within a short period of time. A position is considered vacant even if the department has posted a notice or announcement seeking applications for that position. The department does not have to bump an employee from a job in order to create a vacancy; nor does it have to create a new position. If no equivalent vacant position exists then the HRC, in coordination with the ADA Coordinator, will consult with the employee to determine whether the employee is willing to take a voluntary demotion. If so, the department will look for lower level positions that are vacant and funded. Although this is a non-competitive process, the employee has to be qualified for the vacant position. The employee is deemed qualified if they meet the requisite skill, experience, education, and other job related requirements of the vacant position and can perform the essential functions of the position with or without reasonable accommodation. The HRC will conduct the prescreening analysis to determine if the employee meets the requisite qualifications.

If appropriate positions are identified, the HRC will inform the appropriate Appointing Authority of the reassignment candidate and forward the candidate's resume to the Appointing Authority for review. A reassignment candidate can be hired into any vacant, funded position for which they are qualified. An Appointing Authority can only reject a reassignment candidate if the candidate is not qualified or if no reasonable accommodation can be provided to enable the employee to perform the essential functions of the position. If a reassignment candidate is rejected, the Appointing Authority will document those reasons using the Reassignment Candidate Disposition Form and return it to the HRC who will fill out the remainder of the form.

If a recruitment is outstanding, prior to making a hiring decision the Appointing Authority may engage in a noncompetitive interview and/or meet with the reassignment candidate. No other applicants may be referred to this open position until the qualifications of the reassignment candidate are evaluated.

Non-permanent positions may be considered as accommodations if appropriate.

X. On-the-Job Injury Cases and Reasonable Accommodation

The department will make a reasonable attempt to accommodate employees injured on the job. When a supervisor or safety officer becomes aware that an employee has been injured on the job, they will report the injury to HR within three days. The process in this chapter will be followed as a supplement to the on-the-job injury process.

The department may use the medical information gathered through the on-the-job injury process as a foundation for the reasonable accommodation process and may supplement with additional medical information for reasonable accommodation purposes.

XI. Disability Separation

In the event that the employee cannot be accommodated in the current position, and placement in an alternative vacant position is not possible, the appointing authority may initiate a disability separation in accordance with [WAC 357-46-160](#) and applicable union contracts.

[WAC 357-19-465](#) through [357-19-475](#) provide information regarding reemployment services to employees separated due to disability separation.

XII. Direct Threat Defense

If it is determined that there is significant risk of substantial harm to the health or safety of the employee or others which cannot be eliminated or reduced by a reasonable accommodation, supervisors and/or managers will immediately engage their HR Consultant and the ADA Coordinator.

In deciding whether a Direct Threat exists, WSDOT will consider:

- The duration of the risk
- The nature and severity of the potential harm
- How likely it is that the potential harm will occur, and
- How imminent the potential harm is.

These factors will be weighed against each other on a case-by-case basis to decide whether a direct threat is present. The direct threat standard applies to all individuals, not just to individuals with disabilities. WSDOT's determination that an employee poses a direct threat will be determined through individualized assessment based on reliable medical or other objective evidence and cannot be based on fears, misconceptions, or stereotypes about the employee's disability, but rather the specific risk posed by the behavior of the individual. HR and the ADA Coordinator will work with the supervisor/manager to complete the Direct Threat Checklist, which will be reviewed by the HR Director (or designee) and the Attorney General's Office prior to a final decision regarding refusal to hire or terminating an employee.

XIII. Granting a Reasonable Accommodation Request

When it is determined that a reasonable accommodation will be provided, that decision shall be immediately communicated to the individual in writing by the appointing authority using the Reasonable Accommodation Implementation form.

Accommodations that are implemented will be reviewed as necessary. Accommodations may require periodic review for continued effectiveness. The employee has the responsibility to bring concerns regarding the effectiveness of the accommodation to a supervisor or HRC's attention.

XIV. Denial of Reasonable Accommodation Request

As soon as it is determined that a request for reasonable accommodation will be denied, the Reasonable Accommodation Denial of Request form shall be completed by the appointing authority and given to the employee requesting an accommodation. When a specific request is denied but a different accommodation is offered, this should be documented in writing to the employee. The documentation should indicate why the selected accommodation is appropriate.

Notice of denial of a request for reasonable accommodation will include specific reasons, such as:

1. The requested accommodation would not be effective.
2. Providing the requested accommodation would result in undue hardship. Before reaching this determination, the agency will determine whether other effective accommodations exist which would not impose undue hardship and, therefore, can be provided. A determination of undue hardship means that WSDOT finds that a specific accommodation would result in significant difficulty or expense, or would fundamentally alter the nature of WSDOT's operations. When evaluating budgetary or administrative concerns to determine if undue hardship exists, WSDOT will follow federal and state regulations.

Prior to making a final determination regarding undue hardship, management will consult with the HRC and ADA Coordinator who will review the determination with the attorney general's office. Input will be provided to the HR Director who will make the final determination.

3. Medical documentation is inadequate to establish that the individual has a disability and/or needs a reasonable accommodation.
4. The requested accommodation would require the removal of an essential function.
5. The requested accommodation would require the lowering of a performance or production standard.

XV. Internal Review Process

In the event that an employee disagrees with the department's decision regarding a reasonable accommodation, the employee may request a review with the Assistant Secretary for Strategic, Enterprise and Employee Services, the Director of the Office of Human Resources and Safety, the Internal EEO Manager, or their designee. This review is the final step in the internal process.

The appeal shall be submitted to the Office of Human Resources and Safety within 30 calendar days from the date of the department's determination. The reviewing party shall review the matter and inform all parties of the decision in writing within 10 calendar days. The department and employee will provide all necessary information to facilitate this review.

In order to review a reasonable accommodation determination, an employee shall assert that:

1. They were an active participant in the reasonable accommodation process as outlined by this chapter. "Active Participant" includes but is not limited to: providing requested and/or relevant medical documentation and information in a timely manner to the HRC.
2. The determined outcome does not represent a reasonable accommodation as it relates to the employee's documented disability.

The basis for the internal review shall:

1. State that the disability, in the absence of the requested accommodation, would have a substantially limiting effect upon the employee's ability to perform the job, or the employee's access to equal benefits, privileges, or terms or conditions of employment; or
2. State that the employee put the employer on notice of the existence of an impairment, and medical documentation that establishes a reasonable likelihood that engaging in job functions without an accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect. The appeal shall include a documented rationale for the requested accommodation.

Pursuing any of the informal dispute resolution procedures identified above, including seeking a review, does not affect the time limits for initiating statutory and collective bargaining claims.

XVI. Complaints

Chapter 29 of the *Human Resource Desk Manual*, “Equal Opportunity in the Workplace” Section VIII outlines the process for filing an internal discrimination complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs or benefits. Complaints may also be filed with the Washington State Human Rights Commission or the Equal Employment Opportunity Commission.

XVII. Information Tracking

1. The HRC will enter the accommodation information into the Reasonable Accommodation Tracking Database within ten business days of the initial request. All medical and case information will be filed in the medical file.
2. Employees with permanent disabilities, as defined by the ADA (see Section III., *Definitions*) will be provided the opportunity to update their status to Person with a Disability in the Human Resource Management System (HRMS) for Affirmative Action reporting purposes.
3. If a requested accommodation does not require an extensive process (for example a headset for a phone), the appointing authority or a designee is responsible for completing the Reasonable Accommodation Implementation form and forwarding it to the HRC for reporting purposes.

XVIII. Forms

Forms referenced within this Chapter are maintained by the Office of Human Resources and Safety and are available from your HRC.



Signature on file

Lynn Peterson
Secretary of Transportation

November 20, 2014

Date

Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment

I. Introduction

The Secretary of Transportation and WSDOT executive staff are personally committed to the principles of Equal Employment Opportunity, Affirmative Action, and Diversity. To emphasize the importance of this commitment to WSDOT staff, partners, and the public, the Secretary made the following statement:

The Washington State Department of Transportation (WSDOT) serves people in every community, economic class and cultural group throughout the state. As such, we will meet our mission and vision only when the work we do reflects the principles of equal opportunity, diversity, affirmative action and cross-cultural respect.

WSDOT is committed to Washington's statewide affirmative action and diversity efforts. Equal Employment Opportunity (EEO) is not only the law, but it is fundamental to the Department's operations and success in meeting the transportation needs of Washington State and providing the best possible service to the people of Washington.

WSDOT will take steps to ensure equitable participation in all business and employment practices without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. In doing so, the Department will strive to establish a workforce representative of the public we serve by promoting a program of Affirmative Action and outreach to identify and eliminate employment barriers to women, minority groups, veterans and persons with disabilities. All employees, supervisors and managers will be held accountable for their actions in carrying out the expectation to maintain a workplace free of discrimination, harassment and retaliation.

A. Purpose

This Secretary's Executive Order directs employees to follow department policies, plans, rules, and procedures for equal opportunity, affirmative action, freedom from discrimination, and freedom from sexual harassment in the workplace.

B. Supersession

This Secretary's Executive Order supersedes and replaces the prior version with the same title dated February 29, 2012. All references to the superseded E 1014.04 now reference E 1014.05.

C. What Has Changed

- Section I updates the statement of commitment to equal employment from the Secretary of Transportation.
- Section III updates the language where appropriate using the terms *will* and *require* and the phrase *be in compliance*.
- Item III.A and section IV update the Office of Human Resources and Safety name to include the phrase *and Safety*.
- Section VI replaces references to the Chief of Staff with references to the Assistant Secretary for Strategic, Enterprise and Employee Services.

II. Secretary's Executive Order

The following direction supports Title VII of the United States Civil Rights Act of 1964 as amended, Revised Code of Washington (RCW) 49.60 *Discrimination – human rights commission*, and rulings of the U.S. Equal Employment Opportunity Commission (EEOC).

A. Equal Opportunity and Affirmative Action

Employees are directed to provide equal opportunity for the employment, development, and advancement of all persons. Equal opportunity will be practiced agency-wide in all employment actions including recruitment, selections, hiring, transfers, promotions, training, compensation, benefits, recognition, layoffs, and all other terms and conditions of employment.

B. Freedom from Discrimination

Employees are directed to provide and maintain a work place that is free from all forms of discrimination, including harassment, based on race, color, creed, religion, gender, national origin, age, sexual orientation, gender identity, marital status, use of a trained guide dog or service animal by a disabled person, veteran status, disabled veteran status, or the presence of a physical, mental, or sensory disability.

C. Freedom from Sexual Harassment

Employees are directed to provide and maintain a work place that is free from all forms of sexual harassment.

III. Information to Carry Out This Secretary's Executive Order

A. Human Resources and Safety Role and Responsibilities

The director of the Office of Human Resources and Safety and designated staff will:

1. Develop and implement the agency equal employment opportunity and affirmative action programs with measurable goals and objectives.
2. Provide expertise to the department regarding equal opportunity, affirmative action, freedom from discrimination, and freedom from sexual harassment.
3. Develop, maintain, and distribute information, procedures, and training to be in compliance with this Secretary's Executive Order.

4. Make this information available in new employee orientation packets, bulk email, and on the intranet.
5. Monitor and report agency compliance with mandatory and refresher training on discrimination and sexual harassment.

B. Executive Role and Responsibilities

Executives will:

1. Be responsible and accountable for the promotion and implementation of equal employment strategies for all employment actions within their organization.
2. Establish and maintain an effective and responsive affirmative action program within their organization.
3. Require that this Secretary's Executive Order is read and understood by current and future employees, including seasonal and non-permanent employees.
4. Require that all employees within their area of responsibility attend all mandatory and refresher training on discrimination and sexual harassment.

C. Employee Role and Responsibilities

Employees will:

1. Read and understand this Secretary's Executive Order.
2. Support work places that are free from discrimination and sexual harassment.
3. Attend all mandatory and refresher training on discrimination and sexual harassment.
4. Be familiar with the definitions and policies regarding sexual harassment, discrimination, affirmative action, and equal employment opportunity as provided in Chapter 29 of the *Human Resources Desk Manual* M 3009.
5. All employees, and applicants for employment, have the right to report complaints alleging discrimination and harassment without being subjected to retaliation.

IV. Contact for More Information

For more information about this Secretary's Executive Order, contact your human resources representative or the Office of Human Resources and Safety at 360-705-7105.

V. References

- Title VII of the United States Civil Rights Act of 1964 as amended
- Rulings of the [U.S. Equal Employment Opportunity Commission](#)
- [RCW 49.60 Discrimination – human rights commission](#)
- Rulings from the [Washington State Human Rights Commission](#)
- [Human Resources Desk Manual](#) M 3009

VI. Review and Update Requirements

When changes are necessary to update this document, please inform the Assistant Secretary for Strategic, Enterprise and Employee Services. The Assistant Secretary for Strategic, Enterprise and Employee Services periodically reviews this document and proposes updates to the Secretary of Transportation for approval.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Compliance Team at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Appendix B

WSDOT EEO Investigations

Fiscal Year 2014 and 2015 Comparison

Types of Complaints	Race/Color		National Origin		Religion		Age		Sex/Gender		Disability		Retaliation		Marital Status	
	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
Internal	1	2	0	0	0	0	0	1	8	3	2	0	1	0	0	0
External	3	2	1	3	1	0	2	2	1	3	1	6	2	6	1	0
Total	4	4	1	3	1	0	2	3	9	6	3	6	3	6	1	0
# Violations	1	1	0	0	0	0	0	0	5	2	2	0	1	0	0	0
# Violations Difference		0		0		0		0		-3		-2		-1		0
Difference Internal		1		0		0		1		-5		-2		-1		0
Difference External		-1		2		-1		0		2		5		4		-1
Total Difference		<u>0</u>		<u>2</u>		<u>-1</u>		<u>1</u>		<u>-3</u>		<u>3</u>		<u>3</u>		<u>-1</u>

Total Charges Investigated

FY 2014

33

Total Violations FY 2014

9

Total Charges Investigated

FY 2015

28

Total Violations FY 2015

3

Grand Total Difference

-5

Difference in Violations

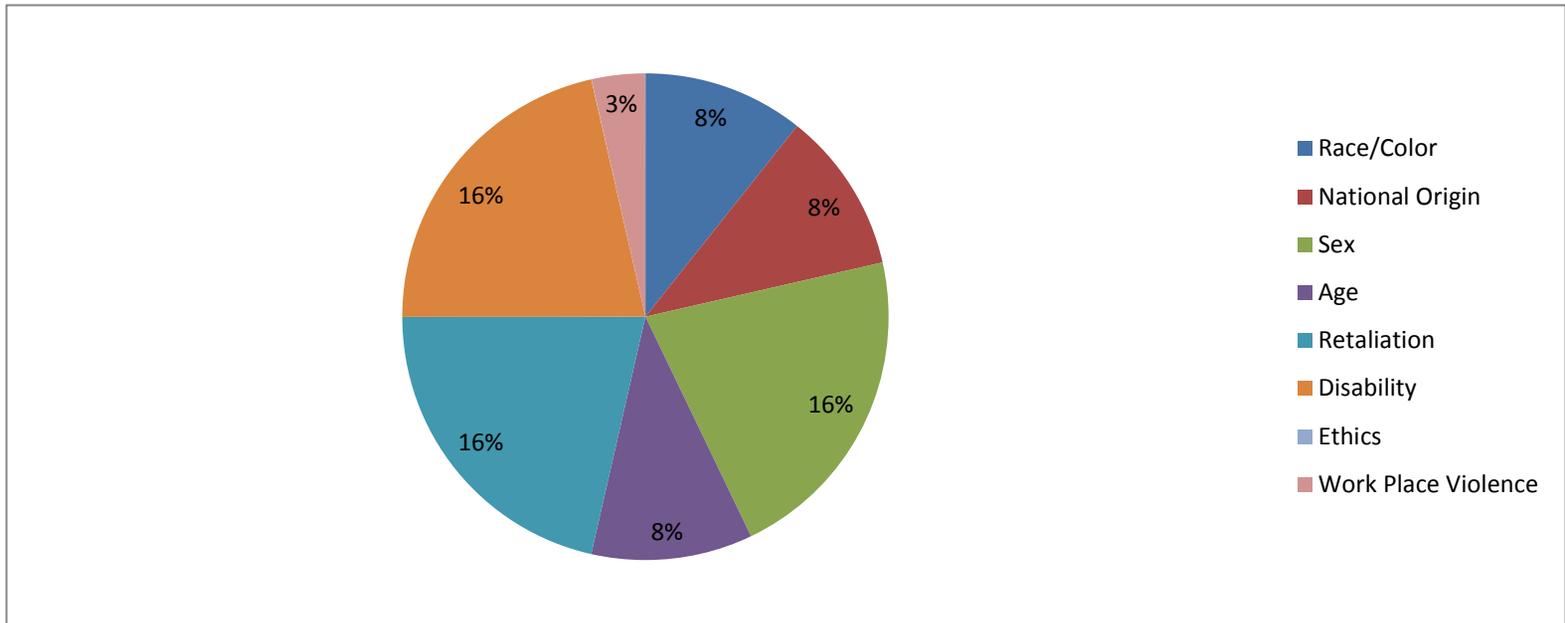
-6

15 Complaints were filed during the reporting period; 5 included more than one basis for investigation. See the above chart for FY 2014/2015 complaint details.

2015 Title VII Complaints Filed by Basis Issue

Race/Color	3	8%
National Origin	3	8%
Sex	6	16%
Age	3	8%
Retaliation	6	16%
Disability	6	16%
Ethics	0	0%
Work Place Violence	1	3%

28*



* List includes internal and external complaints filed by single individuals who are WSDOT employees, and does not include complaints against WSDOT EE's filed by outside contractors or other entities.

Appendix C

Washington State Department of Transportation
Hiring Adverse Impact Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Statewide

TOTAL NUMBER OF NEW HIRES / REHIRES:

395

(Note: highlighted areas indicates data to be run and inserted each reporting period.)

	Total Employees	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Current Workforce (FT-PERM)	6501	5816	122	92	328	143	685	1633	4868
Total New Hires / Rehires (Categorized as Perm)	395	380	2	1	9	3	15	99	296
Hiring Rate	6.08%	6.53%	1.64%	1.09%	2.74%	2.10%	2.19%	6.06%	6.08%
80% Factor			5.23%	5.23%	5.23%	5.23%	5.23%	4.86%	
Adverse Impact (Y/N)			YES	YES	YES	YES	YES	NO	
Proportion of Employees			2.05%	1.56%	5.34%	2.40%	10.54%	25.12%	
Percentage of the proportion of Employees			6.43%	6.45%	6.33%	6.43%	6.08%	6.08%	
Statistical Significance of Adverse Impact			SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	NOT SIGNIFICANT	

	Total Employees	Non-Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Employees under 40	Employees Over 40
Current Workforce (FT-PERM)	6501	6384	117	6486	15	6206	295	1346	5155
Total New Hires / Rehires (Categorized as Perm)	395	395	0	394	1	388	7	201	194
Hiring Rate	6.08%	6.19%	0.00%	6.07%	6.67%	6.25%	2.37%	14.93%	3.76%
80% Factor			4.95%		4.86%		5.00%		11.95%
Adverse Impact (Y/N)			YES		NO		YES		YES
Proportion of Employees			1.80%		0.23%		4.54%		79.30%
Percentage of the proportion of Employees			6.08%		6.08%		6.08%		6.08%
Statistical Significance of Adverse Impact			SIGNIFICANT		NOT SIGNIFICANT		SIGNIFICANT		SIGNIFICANT

Washington State Department of Transportation
Promotions Adverse Impact Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Statewide

TOTAL NUMBER OF PROMOTIONS:

705

(Note: highlighted areas indicates data to be run and inserted each reporting period.)

	Total Employees	Non-Minority	African American/Black	American Indian/Alaska Native	Asian American/Pacific Islander	Hispanic/Latino	Total Minority	Female	Male
Available for Promotion	6797	6110	124	92	328	143	687	1633	5164
Total Promotions (Categorized as Perm)	705	655	10	4	21	15	50	186	519
Promotions Rate	10.37%	10.72%	8.06%	4.35%	6.40%	10.49%	7.28%	11.39%	10.05%
80% Factor			8.58%	8.58%	8.58%	8.58%	8.58%	8.04%	
Adverse Impact (Y/N)			YES	YES	YES	NO	YES	NO	
Proportion of Employees Available for Promotion			1.99%	1.48%	5.09%	2.29%	10.11%	24.03%	
Percentage of the proportion of Employee Available for promotion			10.67%	10.63%	10.50%	10.71%	10.37%	10.37%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT	NOT SIGNIFICANT	SIGNIFICANT	NOT SIGNIFICANT	SIGNIFICANT	NOT SIGNIFICANT	

	Total Employees	Non-Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Employees under 40	Employees Over 40
Available for Promotion (FT Perm)	6797	6680	117	6782	15	6502	295	1642	5155
Total Promotions (Categorized as Perm)	705	702	3	701	4	679	26	260	445
Promotions Rate	10.37%	10.51%	2.56%	10.34%	26.67%	10.44%	8.81%	15.83%	8.63%
80% Factor			8.41%		8.27%		8.35%		12.67%
Adverse Impact (Y/N)			YES		NO		NO		YES
Proportion of Employees Available for Promotion			1.72%		0.22%		4.34%		75.84%
Percentage of the proportion of Employee Available for promotion			10.37%		10.37%		10.37%		10.37%
Statistical Significance of Adverse Impact			SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		SIGNIFICANT

Washington State Department of Transportation
Involuntary Separation Adverse Impact Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Statewide

TOTAL NUMBER OF TERMINATIONS:

40

(Note: highlighted areas indicates data to be run and inserted each reporting period.)

	Total Employees	Non-Minority	African American/Black	American Indian/Alaska Native	Asian American/Pacific Islander	Hispanic/Latino	Total Minority	Female	Male
Current Workforce (FT-PERM)	6501	5816	122	92	328	143	685	1633	4868
Total Terminations	40	36	3	0	1	0	4	15	25
Termination Rate	0.62%	0.62%	2.46%	0.00%	0.30%	0.00%	0.58%	0.92%	0.51%
80% Factor			0.77%	0.77%	0.77%	0.77%	0.77%	0.64%	
Adverse Impact (Y/N)			YES	NO	NO	NO	NO	YES	
Proportion of Employees			2.05%	1.56%	5.34%	2.40%	10.54%	25.12%	
Proportion Employee Proportion			0.66%	0.61%	0.60%	0.60%	0.62%	0.62%	
Statistical Significance of Adverse Impact			SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	

	Total Employees	Non-Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Employees under 40	Employees Over 40
Current Workforce (FT-PERM)	6501	5881	117	6486	15	6206	295	1346	5155
Total Terminations	40	40	0	40	0	39	1	10	30
Termination Rate	0.62%	0.68%	0.00%	0.62%	0.00%	0.63%	0.34%	0.74%	0.58%
80% Factor			0.85%		0.77%		0.79%		0.93%
Adverse Impact (Y/N)			NO		NO		NO		NO
Proportion of Employees			1.95%		0.23%		4.54%		79.30%
Proportion Employee Proportion			0.67%		0.62%		0.62%		0.62%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT

Washington State Department of Transportation
Disciplinary Actions Adverse Impact Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Statewide

TOTAL NUMBER OF Disciplinary Actions:

30

(Note: highlighted areas indicates data to be run and inserted each reporting period.)

	Total Employees	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Current Workforce (FT-PERM)	6501	5816	122	92	328	143	685	1633	4868
Total Disciplinary Actions	30	25	1	0	3	1	5	7	23
Disciplinary Actions Rate	0.46%	0.43%	0.82%	0.00%	0.91%	0.70%	0.73%	0.43%	0.47%
80% Factor			0.54%	0.54%	0.54%	0.54%	0.54%	0.59%	
Adverse Impact (Y/N)			YES	NO	YES	YES	YES	NO	
Proportion of Employees			2.05%	1.56%	5.34%	2.40%	10.54%	25.12%	
Proportion Employee Proportion			0.44%	0.42%	0.46%	0.44%	0.46%	0.46%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	

	Total Employees	Non-Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Employees under 40	Employees Over 40
Current Workforce (FT-PERM)	6501	5881	117	6486	15	6206	295	1346	5155
Total Disciplinary Actions	30	29	1	30	0	28	2	3	27
Disciplinary Actions Rate	0.46%	0.49%	0.85%	0.46%	0.00%	0.45%	0.68%	0.22%	0.52%
80% Factor			0.62%		0.58%		0.56%		0.28%
Adverse Impact (Y/N)			YES		NO		YES		YES
Proportion of Employees			1.95%		0.23%		4.54%		79.30%
Proportion Employee Proportion			0.50%		0.46%		0.46%		0.46%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT

Washington State Department of Transportation
Layoff Actions Adverse Impact Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Statewide

TOTAL NUMBER OF Laid Off:

12

(Note: highlighted areas indicates data to be run and inserted each reporting period.)

	Total Employees	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Current Workforce (FT-PERM)	6501	5816	122	92	328	143	685	1633	4868
Total Laid Off	12	11	1	0	0	0	1	7	5
Laid Off Rate	0.18%	0.19%	0.82%	0.00%	0.00%	0.00%	0.15%	0.43%	0.10%
80% Factor			0.24%	0.24%	0.24%	0.24%	0.24%	0.13%	
Adverse Impact (Y/N)			YES	NO	NO	NO	NO	YES	
Proportion of Employees			2.05%	1.56%	5.34%	2.40%	10.54%	25.12%	
Proportion Employee Proportion			0.20%	0.19%	0.18%	0.18%	0.18%	0.18%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	SIGNIFICANT	

	Total Employees	Non-Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Employees under 40	Employees Over 40
Current Workforce (FT-PERM)	6501	6384	117	6486	15	6206	295	1346	5155
Total Laid Off	12	12	0	12	0	12	0	0	12
Laid Off Rate	0.18%	0.19%	0.00%	0.19%	0.00%	0.19%	0.00%	0.00%	0.23%
80% Factor			0.23%		0.23%		0.24%		0.00%
Adverse Impact (Y/N)			NO		NO		NO		YES
Proportion of Employees			1.80%		0.23%		4.54%		79.30%
Proportion Employee Proportion			0.18%		0.18%		0.18%		0.18%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT

Appendix D

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Statewide

Total Applicants: 15,860

Total Number of Selections: 814

	Total	Non-Minority	African American/Black	American Indian/Alaska Native	Asian American/Pacific Islander	Hispanic/Latino	Total Minority	Female	Male
Responded Applicants	15,834	11,665	1,157	581	1,555	876	4,169	4,795	10,745
Number of Appointments	814	670	21	25	59	24	128	230	584
Selection Rate	5.14%	5.74%	1.77%	4.22%	3.77%	2.78%	3.07%	4.80%	5.44%
80% Factor			4.59%	4.59%	4.59%	4.59%	4.59%	4.35%	
Adverse Impact (Y/N)			YES	YES	YES	YES	YES	NO	
Proportion of Applicants Available for Hire			9.02%	4.74%	11.76%	6.99%	26.33%	30.86%	
Percentage of the Proportion of Applicants Available for Hire			5.39%	5.67%	5.51%	5.54%	5.04%	5.24%	
Statistical Significance of Adverse Impact			SIGNIFICANT	NOT SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	NOT SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	15,834	15,133	247	14,590	625	14,634	789	7,746	7,676
Number of Appointments	814	798	16	792	22	790	24	406	408
Selection Rate	5.14%	5.27%	6.48%	5.43%	3.52%	5.40%	3.04%	5.24%	5.32%
80% Factor			4.22%		4.34%		4.32%		4.19%
Adverse Impact (Y/N)			NO		YES		YES		NO
Proportion of Applicants Available for Hire			1.61%		4.11%		5.12%		49.77%
Percentage of the Proportion of Applicants Available for Hire			5.29%		5.35%		5.28%		5.28%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		SIGNIFICANT		SIGNIFICANT		NOT SIGNIFICANT

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Officials and Administrators

Total Applicants: 1,194

Total Number of Selections: 60

	Total	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Responded Applicants	1,188	882	93	30	100	83	306	368	789
Number of Appointments	60	48	2	1	3	3	9	21	39
Selection Rate	5.05%	5.44%	2.15%	3.33%	2.99%	3.64%	2.94%	5.71%	4.94%
80% Factor			4.35%	4.35%	4.35%	4.35%	4.35%	3.95%	
Adverse Impact (Y/N)			YES	YES	YES	YES	YES	NO	
Proportion of Applicants Available for Hire			9.55%	3.29%	10.21%	8.55%	25.76%	31.81%	
Percentage of the Proportion of Applicants Available for Hire			5.13%	5.37%	5.19%	5.29%	4.80%	5.19%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	1,188	1,110	34	1,048	83	1,073	76	763	382
Number of Appointments	60	59	1	58	2	60	0	19	41
Selection Rate	5.05%	5.32%	2.94%	5.53%	2.41%	5.59%	0.00%	2.49%	10.73%
80% Factor			4.25%		4.43%		4.47%		1.99%
Adverse Impact (Y/N)			YES		YES		YES		NO
Proportion of Applicants Available for Hire			2.97%		7.34%		6.61%		33.36%
Percentage of the Proportion of Applicants Available for Hire			5.24%		5.31%		5.22%		5.24%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		SIGNIFICANT		NOT SIGNIFICANT

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Professionals

Total Applicants: 5,740

Total Number of Selections: 264

	Total	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male	
Responded Applicants	5,730	3,887	472	185	897	289	1,843	1,917	3,671	
Number of Appointments	264	209	3	2	34	7	46	115	149	
Selection Rate	4.61%	5.38%	0.64%	1.08%	3.75%	2.54%	2.50%	6.00%	4.06%	
80% Factor			4.30%	4.30%	4.30%	4.30%	4.30%	3.25%		
Adverse Impact (Y/N)			YES	YES	YES	YES	YES	NO		
Proportion of Applicants Available for Hire			10.83%	4.53%	18.76%	6.92%	32.16%	34.31%		
Percentage of the Proportion of Applicants Available for Hire			4.86%	5.18%	5.07%	5.18%	4.45%	4.72%		
Statistical Significance of Adverse Impact			SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	NOT SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	5,730	5,448	72	5,253	207	5,243	296	2,572	2,950
Number of Appointments	264	260	4	255	9	252	12	147	117
Selection Rate	4.61%	4.77%	5.56%	4.85%	4.35%	4.81%	4.05%	5.72%	3.97%
80% Factor			3.82%		3.88%		3.85%		4.57%
Adverse Impact (Y/N)			NO		NO		NO	YES	
Proportion of Applicants Available for Hire			1.30%		3.79%		5.34%	53.42%	
Percentage of the Proportion of Applicants Available for Hire			4.78%		4.84%		4.77%	4.78%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT	SIGNIFICANT	

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Para-Professionals

Total Applicants: 1,427

Total Number of Selections: 19

	Total	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Responded Applicants	1,426	1,054	102	62	115	93	372	1,092	318
Number of Appointments	19	15	2	0	1	1	4	11	8
Selection Rate	1.33%	1.42%	1.96%	0.00%	0.87%	1.08%	1.08%	1.01%	2.52%
80% Factor			1.14%	1.14%	1.14%	1.14%	1.14%	2.01%	
Adverse Impact (Y/N)			NO	YES	YES	YES	YES	YES	
Proportion of Applicants Available for Hire			8.81%	5.59%	9.82%	8.11%	26.08%	77.45%	
Percentage of the Proportion of Applicants Available for Hire			1.47%	1.34%	1.37%	1.39%	1.33%	1.35%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	1,426	1,402	7	1,345	53	1,318	82	635	771
Number of Appointments	19	19	0	18	1	18	1	8	11
Selection Rate	1.33%	1.36%	0.00%	1.34%	1.89%	1.37%	1.22%	1.26%	1.43%
80% Factor			1.08%		1.07%		1.09%		1.01%
Adverse Impact (Y/N)			YES		NO		NO		NO
Proportion of Applicants Available for Hire			0.50%		3.79%		5.86%		54.84%
Percentage of the Proportion of Applicants Available for Hire			1.35%		1.36%		1.36%		1.35%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Office and Clerical

Total Applicants: 1,366

Total Number of Selections: 43

	Total	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Responded Applicants	1,366	990	124	53	98	101	376	903	443
Number of Appointments	43	33	4	2	3	2	11	30	13
Selection Rate	3.15%	3.33%	3.23%	3.76%	3.05%	1.98%	2.93%	3.32%	2.93%
80% Factor			2.67%	2.67%	2.67%	2.67%	2.67%	2.35%	
Adverse Impact (Y/N)			NO	NO	NO	YES	NO	NO	
Proportion of Applicants Available for Hire			11.10%	5.10%	9.03%	9.24%	27.52%	67.09%	
Percentage of the Proportion of Applicants Available for Hire			3.32%	3.36%	3.31%	3.21%	3.22%	3.19%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	1,366	1,324	10	1,290	31	1,262	70	640	696
Number of Appointments	43	42	1	43	0	41	2	16	27
Selection Rate	3.15%	3.17%	10.00%	3.33%	0.00%	3.25%	2.86%	2.50%	3.88%
80% Factor			2.54%		2.67%		2.60%		2.00%
Adverse Impact (Y/N)			NO		YES		NO		NO
Proportion of Applicants Available for Hire			0.75%		2.35%		5.26%		52.10%
Percentage of the Proportion of Applicants Available for Hire			3.22%		3.26%		3.23%		3.22%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Skilled Craft Workers

Total Applicants: 4,248

Total Number of Selections: 306

	Total	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Responded Applicants	4,242	3,514	172	178	178	200	728	178	4,008
Number of Appointments	306	270	6	15	10	3	34	13	293
Selection Rate	7.21%	7.68%	3.49%	8.43%	5.62%	1.50%	4.67%	7.30%	7.31%
80% Factor			6.15%	6.15%	6.15%	6.15%	6.15%	5.85%	
Adverse Impact (Y/N)			YES	NO	YES	YES	YES	NO	
Proportion of Applicants Available for Hire			4.67%	4.82%	4.82%	5.39%	17.16%	4.25%	
Percentage of the Proportion of Applicants Available for Hire			7.49%	7.72%	7.58%	7.35%	7.17%	7.31%	
Statistical Significance of Adverse Impact			SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	SIGNIFICANT	SIGNIFICANT	NOT SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	4,242	4,054	94	3,912	189	3,991	179	2,264	1,910
Number of Appointments	306	298	8	297	9	298	8	145	161
Selection Rate	7.21%	7.35%	8.51%	7.59%	4.76%	7.47%	4.47%	6.40%	8.43%
80% Factor			5.88%		6.07%		5.97%		5.12%
Adverse Impact (Y/N)			NO		YES		YES		NO
Proportion of Applicants Available for Hire			2.27%		4.61%		4.29%		45.76%
Percentage of the Proportion of Applicants Available for Hire			7.38%		7.46%		7.34%		7.33%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP:

Technicians

Total Applicants:

1,072

Total Number of Selections:

58

	Total	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Responded Applicants	1,069	744	107	48	120	51	325	201	846
Number of Appointments	58	45	1	2	5	3	11	20	38
Selection Rate	5.43%	6.05%	0.94%	4.21%	4.16%	5.90%	3.38%	9.95%	4.49%
80% Factor			4.84%	4.84%	4.84%	4.84%	4.84%	3.59%	
Adverse Impact (Y/N)			YES	YES	YES	NO	YES	NO	
Proportion of Applicants Available for Hire			12.52%	6.00%	13.91%	6.40%	30.40%	19.20%	
Percentage of the Proportion of Applicants Available for Hire			5.41%	5.94%	5.79%	6.04%	5.24%	5.54%	
Statistical Significance of Adverse Impact			SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	1,069	1,017	11	983	36	989	47	460	582
Number of Appointments	58	57	1	58	0	57	1	38	20
Selection Rate	5.43%	5.60%	9.09%	5.90%	0.00%	5.76%	2.13%	8.26%	3.44%
80% Factor			4.48%		4.72%		4.61%		6.61%
Adverse Impact (Y/N)			NO		YES		YES		YES
Proportion of Applicants Available for Hire			1.07%		3.53%		4.54%		55.85%
Percentage of the Proportion of Applicants Available for Hire			5.64%		5.69%		5.60%		5.57%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		SIGNIFICANT

Washington State Department of Transportation
Applicant Flow Analysis
Race and Gender Affected Groups: July 1, 2014 - June 30, 2015

JOB GROUP: Services/Maintenance

Total Applicants: 813

Total Number of Selections: 64

	Total	Non-Minority	African American/ Black	American Indian/ Alaska Native	Asian American/ Pacific Islander	Hispanic/ Latino	Total Minority	Female	Male
Responded Applicants	813	594	87	25	46	60	219	136	670
Number of Appointments	64	50	3	3	3	5	13	20	44
Selection Rate	7.87%	8.42%	2.87%	9.90%	6.50%	8.29%	5.94%	14.71%	6.57%
80% Factor			6.73%	6.73%	6.73%	6.73%	6.73%	5.25%	
Adverse Impact (Y/N)			YES	NO	YES	NO	YES	NO	
Proportion of Applicants Available for Hire			12.81%	4.08%	7.21%	9.22%	26.94%	16.87%	
Percentage of the Proportion of Applicants Available for Hire			7.71%	8.48%	8.28%	8.41%	7.75%	7.94%	
Statistical Significance of Adverse Impact			NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	NOT SIGNIFICANT	

	Total	Non-Vietnam Era Veteran	Vietnam Era Veteran	Non-Disabled Veteran	Disabled Veteran	Non-Disabled	Disabled	Under 40	Over 40
Responded Applicants	813	778	19	759	26	758	39	412	385
Number of Appointments	64	63	1	63	1	64	0	33	31
Selection Rate	7.87%	8.10%	5.26%	8.30%	3.85%	8.44%	0.00%	8.01%	8.05%
80% Factor			6.48%		6.64%		6.75%		6.41%
Adverse Impact (Y/N)			YES		YES		YES		NO
Proportion of Applicants Available for Hire			2.38%		3.31%		4.89%		48.31%
Percentage of the Proportion of Applicants Available for Hire			8.03%		8.15%		8.03%		8.03%
Statistical Significance of Adverse Impact			NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT		NOT SIGNIFICANT

Appendix E

Affirmative Action Utilization Report

Department of Transportation
 Data as of: June 30, 2015
 Report date: August 4, 2015

	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Total Workforce	6,893					
Women	1,716	24.9%				
Men	5,177	75.1%				
40 and Over	5,377	78.0%				
Under 40	1,516	22.0%				
Total Persons of Color	702	10.2%				
Hispanic/Latino			158	2.3%		
African American			124	1.8%		
Asian/Pacific Islander			336	4.9%		
American Indian/Alaskan Native			84	1.2%		
Caucasian	6,191	89.8%				
Veterans*	596	8.6%			9.1%	95.0%
Vietnam Era Veterans	149	2.2%			3.0%	72.1%
Disabled Veterans	28	0.4%			0.8%	50.8%
Persons with a Disability	300	4.4%				
Officials & Administrators	584					
Women	143	24.5%			38.6%	63.4%
Men	441	75.5%			61.4%	123.0%
40 and Over	532	91.1%				
Under 40	52	8.9%				
Total Persons of Color	58	9.9%			14.9%	66.7%
Hispanic/Latino			13	2.2%	3.7%	60.9%
African American			11	1.9%	2.5%	75.7%
Asian/Pacific Islander			28	4.8%	6.9%	69.1%
American Indian/Alaskan Native			6	1.0%	1.8%	57.1%
Caucasian	526	90.1%			85.1%	105.8%
Veterans*	58	9.9%			9.1%	109.1%
Vietnam Era Veterans	11	1.9%			3.0%	62.8%
Disabled Veterans	3	0.5%			0.8%	64.2%
Persons with a Disability	21	3.6%			4.7%	77.3%
Professional - Administrative	197					
Women	83	42.1%			54.1%	77.9%
Men	114	57.9%			45.9%	126.1%
40 and Over	170	86.3%				
Under 40	27	13.7%				
Total Persons of Color	21	10.7%			15.7%	68.1%
Hispanic/Latino			5	2.5%	3.8%	66.3%
African American			3	1.5%	3.0%	50.4%
Asian/Pacific Islander			11	5.6%	7.2%	78.0%
American Indian/Alaskan Native			2	1.0%	1.7%	61.5%
Caucasian	176	89.3%			84.3%	106.0%
Veterans*	17	8.6%			9.1%	94.8%
Vietnam Era Veterans	4	2.0%			3.0%	67.7%
Disabled Veterans	2	1.0%			0.8%	126.9%
Persons with a Disability	16	8.1%			4.9%	166.4%

*Veterans include all individuals who have served in a branch of the military.

Utilization data prepared by Washington State Office of Financial Management, State HR Division

Affirmative Action Utilization Report

Department of Transportation
 Data as of: June 30, 2015
 Report date: August 4, 2015

	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Professional - Auditor	6					
Women	3	50.0%			62.4%	80.1%
Men	3	50.0%			37.6%	133.1%
40 and Over	1	16.7%				
Under 40	5	83.3%				
Total Persons of Color	1	16.7%			20.3%	82.1%
Hispanic/Latino			1	16.7%	2.3%	715.0%
African American			0	0.0%	2.5%	0.0%
Asian/Pacific Islander			0	0.0%	14.2%	0.0%
American Indian/Alaskan Native			0	0.0%	1.3%	0.0%
Caucasian	5	83.3%			79.7%	104.6%
Veterans*	0	0.0%			9.1%	0.0%
Vietnam Era Veterans	0	0.0%			3.0%	0.0%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	0	0.0%			4.8%	0.0%
Professional - Budget and Accounting	115					
Women	95	82.6%			58.2%	142.0%
Men	20	17.4%			41.8%	41.6%
40 and Over	84	73.0%				
Under 40	31	27.0%				
Total Persons of Color	27	23.5%			19.0%	123.8%
Hispanic/Latino			6	5.2%	3.2%	164.6%
African American			4	3.5%	2.2%	156.6%
Asian/Pacific Islander			17	14.8%	12.2%	120.8%
American Indian/Alaskan Native			0	0.0%	1.3%	0.0%
Caucasian	88	76.5%			81.0%	94.5%
Veterans*	3	2.6%			9.1%	28.7%
Vietnam Era Veterans	1	0.9%			3.0%	29.0%
Disabled Veterans	1	0.9%			0.8%	108.7%
Persons with a Disability	3	2.6%			3.9%	66.3%

*Veterans include all individuals who have served in a branch of the military.

Utilization data prepared by Washington State Office of Financial Management, State HR Division

Affirmative Action Utilization Report

Department of Transportation
 Data as of: June 30, 2015
 Report date: August 4, 2015

	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Professional - Communications and Marketing	31					
Women	19	61.3%			58.1%	105.5%
Men	12	38.7%			41.9%	92.5%
40 and Over	19	61.3%				
Under 40	12	38.7%				
Total Persons of Color	4	12.9%			18.4%	70.0%
Hispanic/Latino			0	0.0%	7.8%	0.0%
African American			1	3.2%	3.0%	108.4%
Asian/Pacific Islander			3	9.7%	6.7%	144.6%
American Indian/Alaskan Native			0	0.0%	0.9%	0.0%
Caucasian	27	87.1%			81.5%	106.8%
Veterans*	0	0.0%			9.1%	0.0%
Vietnam Era Veterans	0	0.0%			3.0%	0.0%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	1	3.2%			3.4%	94.8%
Professional - Engineering	1,867					
Women	390	20.9%			16.2%	129.2%
Men	1,477	79.1%			83.8%	94.4%
40 and Over	1,465	78.5%				
Under 40	402	21.5%				
Total Persons of Color	211	11.3%			17.2%	65.8%
Hispanic/Latino			31	1.7%	3.4%	49.5%
African American			30	1.6%	1.5%	106.2%
Asian/Pacific Islander			135	7.2%	11.5%	62.9%
American Indian/Alaskan Native			15	0.8%	0.8%	98.5%
Caucasian	1,656	88.7%			82.9%	107.0%
Veterans*	201	10.8%			9.1%	118.3%
Vietnam Era Veterans	50	2.7%			3.0%	89.3%
Disabled Veterans	10	0.5%			0.8%	67.0%
Persons with a Disability	95	5.1%			3.0%	172.0%
Professional - Human Resources	65					
Women	53	81.5%			70.3%	116.1%
Men	12	18.5%			29.8%	62.0%
40 and Over	42	64.6%				
Under 40	23	35.4%				
Total Persons of Color	16	24.6%			22.1%	111.4%
Hispanic/Latino			4	6.2%	7.4%	83.4%
African American			4	6.2%	4.8%	127.5%
Asian/Pacific Islander			7	10.8%	7.9%	135.7%
American Indian/Alaskan Native			1	1.5%	2.0%	78.9%
Caucasian	49	75.4%			77.9%	96.8%
Veterans*	4	6.2%			9.1%	67.6%
Vietnam Era Veterans	1	1.5%			3.0%	51.3%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	5	7.7%			4.7%	163.0%

*Veterans include all individuals who have served in a branch of the military.

Utilization data prepared by Washington State Office of Financial Management, State HR Division

Affirmative Action Utilization Report

Department of Transportation
 Data as of: June 30, 2015
 Report date: August 4, 2015

	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Professional - Investigator	12					
Women	6	50.0%			33.4%	149.8%
Men	6	50.0%			66.7%	75.0%
40 and Over	10	83.3%				
Under 40	2	16.7%				
Total Persons of Color	4	33.3%			16.8%	198.3%
Hispanic/Latino			1	8.3%	6.6%	126.3%
African American			2	16.7%	3.1%	534.2%
Asian/Pacific Islander			1	8.3%	5.1%	163.0%
American Indian/Alaskan Native			0	0.0%	2.0%	0.0%
Caucasian	8	66.7%			83.2%	80.1%
Veterans*	1	8.3%			9.1%	91.6%
Vietnam Era Veterans	1	8.3%			3.0%	277.8%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	2	16.7%			6.1%	273.2%
Professional - IT	253					
Women	76	30.0%			20.9%	143.5%
Men	177	70.0%			79.1%	88.5%
40 and Over	208	82.2%				
Under 40	45	17.8%				
Total Persons of Color	31	12.3%			27.2%	45.1%
Hispanic/Latino			3	1.2%	3.1%	38.0%
African American			4	1.6%	2.1%	75.3%
Asian/Pacific Islander			20	7.9%	20.9%	37.8%
American Indian/Alaskan Native			4	1.6%	1.0%	152.4%
Caucasian	222	87.7%			72.8%	120.5%
Veterans*	36	14.2%			9.1%	156.4%
Vietnam Era Veterans	10	4.0%			3.0%	131.8%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	8	3.2%			3.5%	91.5%

*Veterans include all individuals who have served in a branch of the military.

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Department of Transportation
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	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Professional - Safety	116					
Women	21	18.1%			43.4%	41.7%
Men	95	81.9%			56.7%	144.5%
40 and Over	107	92.2%				
Under 40	9	7.8%				
Total Persons of Color	15	12.9%			17.5%	73.8%
Hispanic/Latino			4	3.4%	4.3%	79.8%
African American			2	1.7%	2.6%	66.1%
Asian/Pacific Islander			8	6.9%	9.3%	74.5%
American Indian/Alaskan Native			1	0.9%	1.3%	64.2%
Caucasian	101	87.1%			82.5%	105.5%
Veterans*	6	5.2%			9.1%	56.8%
Vietnam Era Veterans	3	2.6%			3.0%	86.2%
Disabled Veterans	1	0.9%			0.8%	107.8%
Persons with a Disability	5	4.3%			7.1%	60.3%
Professional - Science	2					
Women	1	50.0%			39.2%	127.6%
Men	1	50.0%			60.9%	82.1%
40 and Over	1	50.0%				
Under 40	1	50.0%				
Total Persons of Color	0	0.0%			20.7%	0.0%
Hispanic/Latino			0	0.0%	3.8%	0.0%
African American			0	0.0%	1.3%	0.0%
Asian/Pacific Islander			0	0.0%	14.3%	0.0%
American Indian/Alaskan Native			0	0.0%	1.3%	0.0%
Caucasian	2	100.0%			79.4%	126.0%
Veterans*	0	0.0%			9.1%	0.0%
Vietnam Era Veterans	0	0.0%			3.0%	0.0%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	0	0.0%			1.6%	0.0%

*Veterans include all individuals who have served in a branch of the military.

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Department of Transportation
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	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Technicians	594					
Women	133	22.4%			51.9%	43.1%
Men	461	77.6%			48.0%	161.6%
40 and Over	419	70.5%				
Under 40	175	29.5%				
Total Persons of Color	69	11.6%			21.5%	53.9%
Hispanic/Latino			21	3.5%	6.8%	51.9%
African American			13	2.2%	3.1%	70.2%
Asian/Pacific Islander			27	4.5%	9.9%	46.1%
American Indian/Alaskan Native			8	1.3%	1.8%	76.6%
Caucasian	525	88.4%			78.4%	112.7%
Veterans*	88	14.8%			9.1%	162.8%
Vietnam Era Veterans	20	3.4%			3.0%	112.2%
Disabled Veterans	6	1.0%			0.8%	126.3%
Persons with a Disability	38	6.4%			5.7%	112.1%
Paraprofessionals	107					
Women	90	84.1%			84.0%	100.2%
Men	17	15.9%			16.0%	99.1%
40 and Over	82	76.6%				
Under 40	25	23.4%				
Total Persons of Color	15	14.0%			23.4%	59.8%
Hispanic/Latino			5	4.7%	7.0%	67.1%
African American			4	3.7%	6.1%	61.2%
Asian/Pacific Islander			4	3.7%	7.8%	47.7%
American Indian/Alaskan Native			2	1.9%	2.5%	73.8%
Caucasian	92	86.0%			76.5%	112.3%
Veterans*	5	4.7%			9.1%	51.4%
Vietnam Era Veterans	2	1.9%			3.0%	62.3%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	11	10.3%			7.7%	133.5%

*Veterans include all individuals who have served in a branch of the military.

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	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Office and Clerical	522					
Women	349	66.9%			74.3%	90.0%
Men	173	33.1%			25.7%	129.0%
40 and Over	442 84.7%					
Under 40	80 15.3%					
Total Persons of Color	61	11.7%			20.8%	56.2%
Hispanic/Latino			14	2.7%	6.4%	42.0%
African American			13	2.5%	4.2%	59.3%
Asian/Pacific Islander			23	4.4%	8.2%	53.9%
American Indian/Alaskan Native			11	2.1%	2.1%	102.6%
Caucasian	461	88.3%			79.2%	111.5%
Veterans*	14	2.7%			9.1%	29.5%
Vietnam Era Veterans	8	1.5%			3.0%	51.1%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	36	6.9%			6.5%	106.9%
Protective Service Workers	1					
Women	0	0.0%			21.4%	0.0%
Men	1	100.0%			78.6%	127.3%
40 and Over	1 100.0%					
Under 40	0 0.0%					
Total Persons of Color	0	0.0%			20.0%	0.0%
Hispanic/Latino			0	0.0%	6.2%	0.0%
African American			0	0.0%	5.6%	0.0%
Asian/Pacific Islander			0	0.0%	5.5%	0.0%
American Indian/Alaskan Native			0	0.0%	2.8%	0.0%
Caucasian	1	100.0%			80.0%	125.1%
Veterans*	1	100.0%			9.1%	1098.9%
Vietnam Era Veterans	0	0.0%			3.0%	0.0%
Disabled Veterans	0	0.0%			0.8%	0.0%
Persons with a Disability	0	0.0%			7.0%	0.0%

*Veterans include all individuals who have served in a branch of the military.

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Affirmative Action Utilization Report

Department of Transportation
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	Agency				Availability	Utilization
	Overall		Race/ethnicity		% Washington civilian labor force doing similar work	% Agency / % Washington
	#	%	#	%		
Skilled Craft Workers	1,528					
Women	58	3.8%			5.7%	66.4%
Men	1,470	96.2%			94.3%	102.0%
40 and Over	1,170	76.6%				
Under 40	358	23.4%				
Total Persons of Color	86	5.6%			22.0%	25.6%
Hispanic/Latino			29	1.9%	12.5%	15.2%
African American			13	0.9%	2.5%	34.0%
Asian/Pacific Islander			26	1.7%	4.9%	34.7%
American Indian/Alaskan Native			18	1.2%	2.0%	58.0%
Caucasian	1,442	94.4%			78.0%	120.9%
Veterans*	139	9.1%			9.1%	100.0%
Vietnam Era Veterans	32	2.1%			3.0%	69.8%
Disabled Veterans	2	0.1%			0.8%	16.4%
Persons with a Disability	41	2.7%			7.5%	35.7%
Service-Maintenance	893					
Women	196	21.9%			35.8%	61.3%
Men	697	78.1%			64.2%	121.5%
40 and Over	624	69.9%				
Under 40	269	30.1%				
Total Persons of Color	83	9.3%			33.7%	27.6%
Hispanic/Latino			21	2.4%	18.2%	12.9%
African American			20	2.2%	4.5%	50.3%
Asian/Pacific Islander			26	2.9%	8.4%	34.6%
American Indian/Alaskan Native			16	1.8%	2.7%	67.4%
Caucasian	810	90.7%			66.3%	136.8%
Veterans*	23	2.6%			9.1%	28.3%
Vietnam Era Veterans	6	0.7%			3.0%	22.4%
Disabled Veterans	3	0.3%			0.8%	42.0%
Persons with a Disability	18	2.0%			8.7%	23.2%

*Veterans include all individuals who have served in a branch of the military.

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Affirmative Action Utilization Report

Department of Transportation
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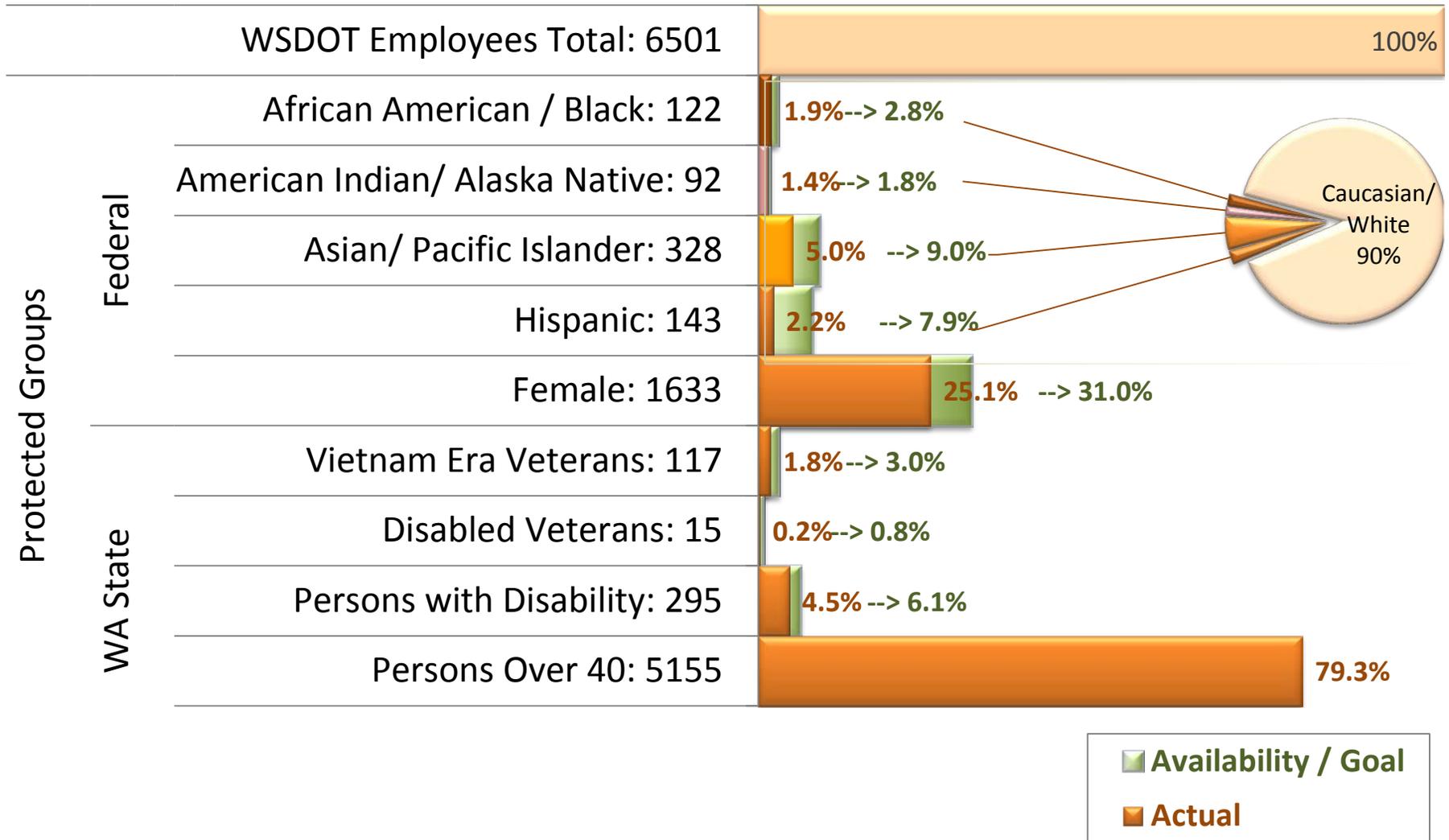
	Job group has fewer than 100 employees
	90%+ utilization
	80% - 90% utilization
	80% or lower utilization

	Officials & Administrators	Professional - Administrative	Professional - Auditor	Professional - Budget and Accounting	Professional - Claims Adjudicator	Professional - Communications and Marketing	Professional - Engineering	Professional - Human Resources	Professional - Insurance Business Services	Professional - Investigator	Professional - IT	Professional - Legal	Professional - Licensing and Regulation	Professional - Medical	Professional - Natural Resources	Professional - Public Health	Professional - Safety	Professional - Science	Professional - Social Services	Professional - Tax Professional	Technicians	Paraprofessionals	Office and Clerical	Protective Service Workers	Skilled Craft Workers	Service-Maintenance
# Headcount	584	197	6	115	0	31	1,867	65	0	12	253	0	0	0	0	0	116	2	0	0	594	107	522	1	1,528	893
% Utilization																										
Women	63.4	77.9	80.1	142.0	#####	105.5	129.2	116.1	#####	149.8	143.5	#####	#####	#####	#####	#####	41.7	127.6	#####	#####	43.1	100.2	90.0	0.0	66.4	61.3
Men	123.0	126.1	133.1	41.6	#####	92.5	94.4	62.0	#####	75.0	88.5	#####	#####	#####	#####	#####	144.5	82.1	#####	#####	161.6	99.1	129.0	127.3	102.0	121.5
Total Persons of Color	66.7	68.1	82.1	123.8	#####	70.0	65.8	111.4	#####	198.3	45.1	#####	#####	#####	#####	#####	73.8	0.0	#####	#####	53.9	59.8	56.2	0.0	25.6	27.6
Hispanic/Latino	60.9	66.3	715.0	164.6	#####	0.0	49.5	83.4	#####	126.3	38.0	#####	#####	#####	#####	#####	79.8	0.0	#####	#####	51.9	67.1	42.0	0.0	15.2	12.9
African American	75.7	50.4	0.0	156.6	#####	108.4	106.2	127.5	#####	534.2	75.3	#####	#####	#####	#####	#####	66.1	0.0	#####	#####	70.2	61.2	59.3	0.0	34.0	50.3
Asian/Pacific Islander	69.1	78.0	0.0	120.8	#####	144.6	62.9	135.7	#####	163.0	37.8	#####	#####	#####	#####	#####	74.5	0.0	#####	#####	46.1	47.7	53.9	0.0	34.7	34.6
American Indian/Alaskan Native	57.1	61.5	0.0	0.0	#####	0.0	98.5	78.9	#####	0.0	152.4	#####	#####	#####	#####	#####	64.2	0.0	#####	#####	76.6	73.8	102.6	0.0	58.0	67.4
Caucasian	105.8	106.0	104.6	94.5	#####	106.8	107.0	96.8	#####	80.1	120.5	#####	#####	#####	#####	#####	105.5	126.0	#####	#####	112.7	112.3	111.5	125.1	120.9	136.8
Veterans	109.1	94.8	0.0	28.7	#####	0.0	118.3	67.6	#####	91.6	156.4	#####	#####	#####	#####	#####	56.8	0.0	#####	#####	162.8	51.4	29.5	1098.9	100.0	28.3
Vietnam Era Veterans	62.8	67.7	0.0	29.0	#####	0.0	89.3	51.3	#####	277.8	131.8	#####	#####	#####	#####	#####	86.2	0.0	#####	#####	112.2	62.3	51.1	0.0	69.8	22.4
Disabled Veterans	64.2	126.9	0.0	108.7	#####	0.0	67.0	0.0	#####	0.0	0.0	#####	#####	#####	#####	#####	107.8	0.0	#####	#####	126.3	0.0	0.0	0.0	16.4	42.0
Persons with a Disability	77.3	166.4	0.0	66.3	#####	94.8	172.0	163.0	#####	273.2	91.5	#####	#####	#####	#####	#####	60.3	0.0	#####	#####	112.1	133.5	106.9	0.0	35.7	23.2

Notes:

- Caucasian includes White and undisclosed race.
- Veterans include all individuals who have served in a branch of the military.
- The "Disabled Veterans" definition in WAC aligns with the "Special Disabled Veterans" Federal interpretations and guidelines. Effective with this report, the civilian workforce availability benchmark has been realigned to better reflect this definition.
- Utilization: how much the state agency workforce reflects the diversity of the Washington state population doing similar work.
- The state of Washington is committed to an inclusive environment where all employees are treated with respect, are valued, and have the opportunity to contribute to their fullest potential.
- Diversity, equal employment opportunity, and affirmative action are key to creating an inclusive work environment.

WSDOT Workforce Utilization as of June 30, 2015



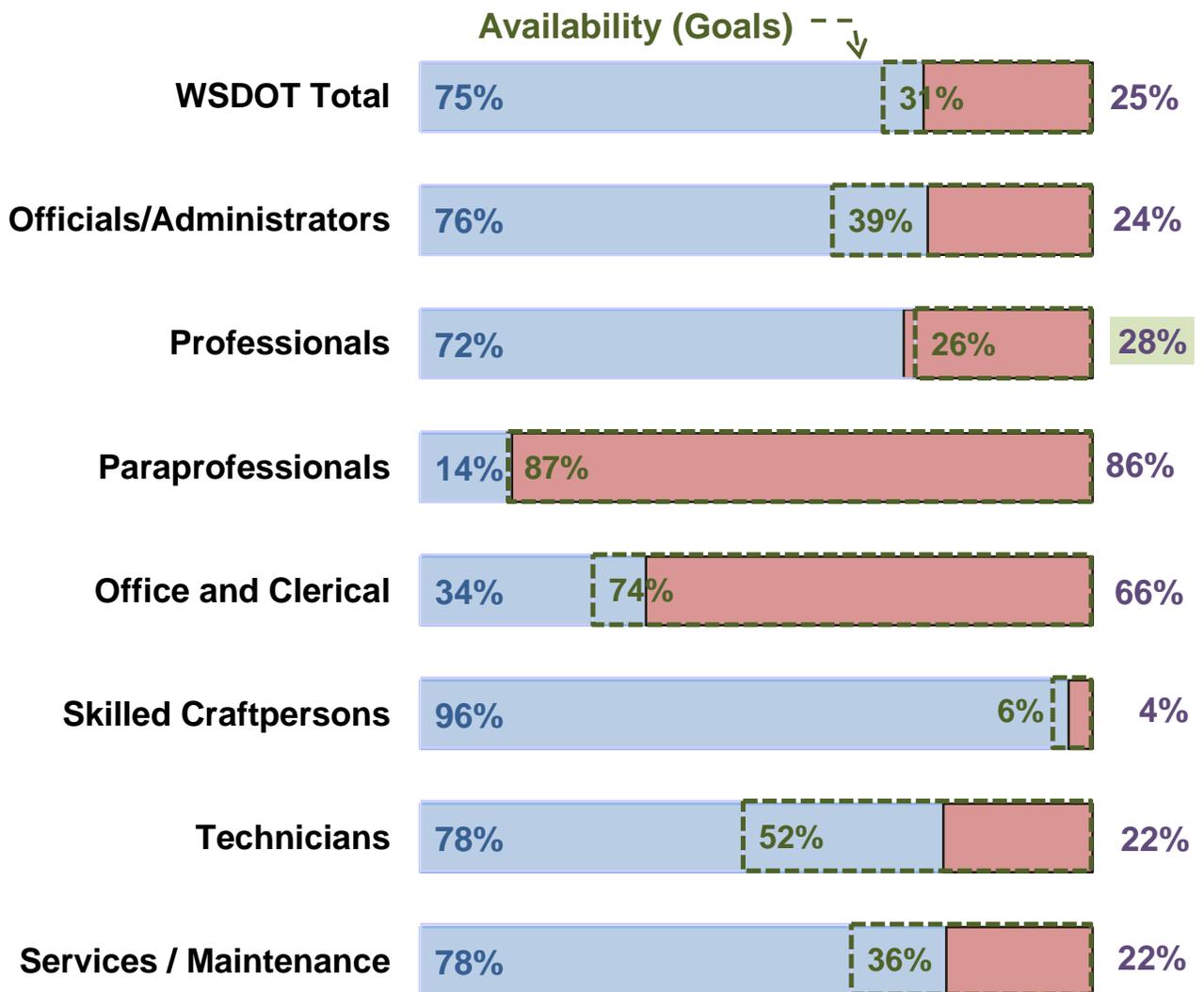
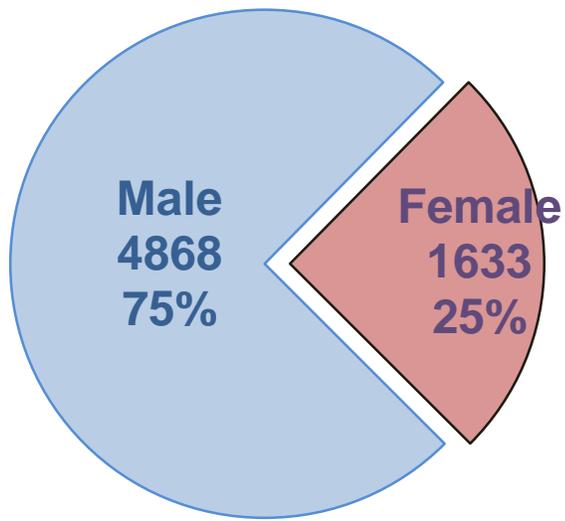
WSDOT Workforce Utilization and Availability (Goals)
as of June 30, 2015

EEO Groups	% African American /Black		% American Indian / Alaska Native		% Asian / Pacific Islander		% Hispanic / Latino		% Female	
	Current	Goal	Current	Goal	Current	Goal	Current	Goal	Current	Goal
Officials and Administrators	1.7%	2.5%	1.0%	1.8%	4.8%	6.9%	2.2%	3.7%	24.5%	38.6%
Professionals	2.0%	2.1%	1.1%	1.2%	7.8%	11.9%	2.0%	3.6%	28.0%	26.3%
Technicians	2.7%	3.1%	1.5%	1.8%	4.4%	9.9%	3.6%	6.8%	22.2%	51.9%
Para-Professionals	3.9%	6.1%	2.0%	2.5%	2.9%	7.8%	3.9%	7.0%	86.3%	87.0%
Office and Clerical	2.4%	4.2%	2.4%	2.1%	4.5%	8.2%	2.6%	6.4%	66.3%	74.3%
Skilled Crafts	0.9%	2.5%	1.4%	2.0%	1.9%	4.9%	1.8%	12.5%	3.5%	5.7%
Service Maintenance	2.1%	4.5%	1.9%	2.7%	3.1%	8.4%	2.2%	18.2%	21.7%	35.8%
WSDOT Total	1.9%	2.8%	1.4%	1.8%	5.0%	9.0%	2.2%	7.9%	25.1%	31.0%

EEO Groups	% Vietnam Era Veterans		% Disabled Veterans		% Persons with a Disability		% Persons Over 40	
	Current	Goal	Current	Goal	Current	Goal	Current	Goal
Officials and Administrators	1.7%	3.0%	0.2%	0.8%	3.6%	5.3%	91.0%	N/A
Professionals	2.4%	3.0%	0.4%	0.8%	5.3%	4.7%	80.5%	N/A
Technicians	2.8%	3.0%	0.8%	0.8%	7.0%	5.7%	74.6%	N/A
Para-Professionals		3.0%		0.8%	10.8%	7.7%	79.4%	N/A
Office and Clerical	0.8%	3.0%		0.8%	6.5%	6.5%	84.4%	N/A
Skilled Crafts	1.7%	3.0%	0.1%	0.8%	3.0%	7.5%	77.7%	N/A
Service Maintenance	0.4%	3.0%		0.8%	2.1%	8.7%	70.2%	N/A
WSDOT Total	1.8%	3.0%	0.2%	0.8%	4.5%	6.1%	79.3%	N/A

WSDOT Workforce Utilization Female

as of June 30, 2015



WSDOT Affirmative Action Region/Division Profiles June 30, 2015

WSDOT Region/ Division	Total	White/ Caucasian*		African American / Black		American Indian / Alaska Native		Asian/ Pacific Islander		Hispanic / Latino		Female		Vietnam Era Veterans		Disabled Veterans		Persons with Disability		Persons Over 40	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
WSF	1,812	1,617	89.2%	43	2.4%	32	1.8%	80	4.4%	40	2.2%	455	25.1%	17	0.9%	1	0.1%	70	3.9%	1,445	79.7%
Northwest	1,070	931	87.0%	26	2.4%	6	0.6%	87	8.1%	20	1.9%	202	18.9%	20	1.9%	2	0.2%	48	4.5%	851	79.5%
Olympic	615	560	91.1%	9	1.5%	9	1.5%	31	5.0%	6	1.0%	104	16.9%	13	2.1%	2	0.3%	33	5.4%	497	80.8%
Headquarters	1,584	1,367	86.3%	38	2.4%	26	1.6%	116	7.3%	37	2.3%	622	39.3%	37	2.3%	7	0.4%	89	5.6%	1,235	78.0%
Southwest	377	361	95.8%	1	0.3%	2	0.5%	8	2.1%	5	1.3%	81	21.5%	10	2.7%	1	0.3%	16	4.2%	281	74.5%
North Central	226	212	93.8%	1	0.4%	4	1.8%	1	0.4%	8	3.5%	24	10.6%	5	2.2%	0	0.0%	4	1.8%	179	79.2%
South Central	450	424	94.2%	1	0.2%	4	0.9%	3	0.7%	18	4.0%	83	18.4%	7	1.6%	0	0.0%	17	3.8%	355	78.9%
Eastern	367	344	93.7%	3	0.8%	9	2.5%	2	0.5%	9	2.5%	62	16.9%	8	2.2%	2	0.5%	18	4.9%	312	85.0%
WSDOT	6,501	5,816	89.5%	122	1.9%	92	1.4%	328	5.0%	143	2.2%	1,633	25.1%	117	1.8%	15	0.2%	295	4.5%	5,155	79.3%
* WORKFORCE AVAILABILITY			89.5%		1.8%		1.4%		4.9%		2.3%		24.5%		1.8%		0.2%		4.3%		N/A

Data is extracted from HRMS Business Intelligence using a "snapshot" query of WSDOT employees at the end of June 2015 Fiscal Year. Included are all permanent Merit System (MS) 1 staff in 50%-100% time appointments and all Active MS 5 (WSF) staff. Active MS 5 includes employees in Appointment Status designations of Marine-On-call, Marine-Temporary, Marine-Permanent, Marine-Relief, and Probationary.

* Please note that Race/Ethnicity is voluntarily disclosed by employees through Affirmative Action Profile forms. Those that do not identify a race/gender have historically defaulted to "Caucasian". Employees may identify a designation by submitting an Affirmative Action Profile Form to their Human Resources Representative.

WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	580	523	10	6	28	13	142	10	1	21	
Current Utilization %		90.2%	1.7%	1.0%	4.8%	2.2%	24.5%	1.72%	0.17%	3.62%	
Internal Availability	1061	88.6%	2.0%	1.5%	5.8%	2.1%	24.2%	2.5%	0.4%	5.4%	
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%	
Relative Available #			15	11	41	22	224	18	5	31	
Goal			5	5	13	9	82	8	4	10	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	2550	2222	51	28	199	50	715	62	9	134
Current Utilization %		87.1%	2.0%	1.1%	7.8%	2.0%	28.0%	2.4%	0.4%	5.3%
Internal Availability	3127	87.9%	2.1%	1.3%	6.4%	2.3%	26.7%	2.1%	0.3%	5.0%
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%
Relative Available #			53	32	304	91	670	77	21	120
Goal			2	4	105	41	0	15	12	0
Goals Met?			NO	NO	NO	NO	YES	NO	NO	YES
Utilization Analysis			Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	Utilized	Under-utilized	S Under-utilized	Utilized

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	102	89	4	2	3	4	88	0	0	11	
Current Utilization %		87.25%	3.92%	1.96%	2.94%	3.92%	86.27%	0.00%	0.00%	10.78%	
Internal Availability	112	87.5%	2.7%	1.8%	4.5%	3.6%	88.4%	0.0%	0.0%	5.4%	
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%	
Relative Available #			7	3	8	8	89	4	1	8	
Goal			3	1	5	4	1	4	1	0	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	YES
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	Utilized	

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	508	448	12	12	23	13	337	4	0	33	
Current Utilization %		88.19%	2.36%	2.36%	4.53%	2.56%	66.34%	0.79%	0.00%	6.50%	
Internal Availability	340	90.0%	1.8%	2.4%	3.8%	2.1%	65.9%	0.3%	0.0%	4.4%	
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%	
Relative Available #			22	11	42	33	378	16	5	33	
Goal			10	0	19	20	41	12	5	0	
Goals Met?			NO	YES	NO	NO	NO	NO	NO	NO	YES
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	Utilized	

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	1381	1297	13	20	26	25	49	23	1	41	
Current Utilization %		93.9%	0.9%	1.4%	1.9%	1.8%	3.5%	1.7%	0.1%	3.0%	
Internal Availability	1461	93.8%	1.0%	1.4%	1.9%	1.9%	5.2%	1.4%	0.1%	4.3%	
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%	
Relative Available #			35	29	68	173	79	42	12	104	
Goal			22	9	42	148	30	19	11	63	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	528	464	14	8	23	19	117	15	4	37	
Current Utilization %		87.9%	2.7%	1.5%	4.4%	3.6%	22.2%	2.8%	0.8%	7.0%	
Internal Availability	309	88.3%	1.6%	1.6%	5.5%	2.9%	20.1%	1.9%	0.6%	4.9%	
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%	
Relative Available #			17	10	53	36	275	16	5	31	
Goal			3	2	30	17	158	1	1	0	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	YES
Utilization Analysis			Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized	Utilized	Utilized	

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	852	773	18	16	26	19	185	3	0	18	
Current Utilization %		90.7%	2.1%	1.9%	3.1%	2.2%	21.7%	0.4%	0.0%	2.1%	
Internal Availability	387	90.4%	2.1%	0.8%	2.8%	3.9%	29.2%	0.3%	0.0%	2.8%	
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%	
Relative Available #			38	23	72	155	305	26	7	74	
Goal			20	7	46	136	120	23	7	56	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). Utilization % is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the EEO Job Group.

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators

Region: Eastern Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	28	27	1	0	0	0	2	0	0	1	
Current Utilization %		96.4%	3.6%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	3.6%	
Internal Availability	47	95.7%	2.1%	2.1%	0.0%	0.0%	6.4%	2.1%	0.0%	4.3%	
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%	
Relative Available #			1	1	2	2	11	1	1	2	
Goal			0	1	2	2	9	1	1	1	
Goals Met?			YES	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals

Region: Eastern Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	106	100	0	2	2	2	28	4	1	6
Current Utilization %		94.3%	0.0%	1.9%	1.9%	1.9%	26.4%	3.8%	0.9%	5.7%
Internal Availability	119	91.6%	0.0%	1.7%	1.7%	5.0%	26.9%	3.4%	0.8%	5.9%
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%
Relative Available #			3	2	13	4	28	4	1	5
Goal			3	0	11	2	0	0	0	0
Goals Met?			NO	YES	NO	NO	YES	YES	YES	YES
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Utilized	Utilized	Utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals

Region: Eastern Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	2	2	0	0	0	0	2	0	0	0
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Internal Availability	6	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	16.7%
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%
Relative Available #			1	1	1	1	2	1	1	1
Goal			1	1	1	1	0	1	1	1
Goals Met?			NO	NO	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical

Region: Eastern Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	12	12	0	0	0	0	12	0	0	2
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	16.7%
Internal Availability	9	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	11.1%
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%
Relative Available #			1	1	1	1	9	1	1	1
Goal			1	1	1	1	0	1	1	0
Goals Met?			NO	NO	NO	NO	YES	NO	NO	YES
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons

Region: Eastern Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	171	164	0	6	0	1	8	2	0	6
Current Utilization %		95.9%	0.0%	3.5%	0.0%	0.6%	4.7%	1.2%	0.0%	3.5%
Internal Availability	185	96.2%	0.5%	2.7%	0.0%	0.5%	7.0%	1.6%	0.0%	2.7%
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%
Relative Available #			5	4	9	22	10	6	2	13
Goal			5	0	9	21	2	4	2	7
Goals Met?			NO	YES	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians

Region: Eastern Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	39	31	1	1	0	6	8	1	1	3
Current Utilization %		79.5%	2.6%	2.6%	0.0%	15.4%	20.5%	2.6%	2.6%	7.7%
Internal Availability	21	81.0%	4.8%	4.8%	0.0%	9.5%	14.3%	4.8%	9.5%	14.3%
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%
Relative Available #			2	1	4	3	21	2	1	3
Goal			1	0	4	0	13	1	0	0
Goals Met?			NO	YES	NO	YES	NO	NO	YES	YES
Utilization Analysis			Under-utilized	Utilized	S Under-utilized	Utilized	S Under-utilized	Under-utilized	Utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance

Region: Eastern Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	9	8	1	0	0	0	2	1	0	0
Current Utilization %		88.9%	11.1%	0.0%	0.0%	0.0%	22.2%	11.1%	0.0%	0.0%
Internal Availability	3	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%
Relative Available #			1	1	1	2	4	1	1	1
Goal			0	1	1	2	2	0	1	1
Goals Met?			YES	NO	NO	NO	NO	YES	NO	NO
Utilization Analysis			Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). Utilization % is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators Org: Headquarters Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	285	256	6	5	13	5	96	6	1	11
Current Utilization %		89.8%	2.1%	1.8%	4.6%	1.8%	33.7%	2.1%	0.4%	3.9%
Internal Availability	471	86.2%	3.0%	2.3%	6.6%	1.9%	35.9%	2.8%	0.4%	5.7%
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%
Relative Available #			8	6	20	11	111	9	3	16
Goal			2	1	7	6	15	3	2	5
Goals Met?			NO	YES	NO	NO	NO	NO	NO	NO
Utilization Analysis			Under-utilized	Utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare HQ Utilization against WSDOT Availability.

S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals

Org: Headquarters

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	1083	930	22	16	93	22	402	27	4	62
Current Utilization %		85.9%	2.0%	1.5%	8.6%	2.0%	37.1%	2.5%	0.4%	5.7%
Internal Availability	993	86.3%	2.1%	1.2%	7.8%	2.6%	37.5%	2.3%	0.5%	5.5%
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%
Relative Available #			23	14	129	39	285	33	9	51
Goal			1	0	36	17	0	6	5	0
Goals Met?			NO	YES	NO	NO	YES	NO	NO	YES
Utilization Analysis			Under-utilized	Utilized	S Under-utilized	S Under-utilized	Utilized	Under-utilized	S Under-utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare HQ Utilization against WSDOT Availability.

S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals

Org: Headquarters

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	66	57	2	1	3	3	59	0	0	7
Current Utilization %		86.4%	3.0%	1.5%	4.5%	4.5%	89.4%	0.0%	0.0%	10.6%
Internal Availability	61	83.6%	1.6%	1.6%	6.6%	6.6%	86.9%	0.0%	0.0%	8.2%
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%
Relative Available #			5	2	6	5	58	2	1	6
Goal			3	1	3	2	0	2	1	0
Goals Met?			NO	NO	NO	NO	YES	NO	NO	YES
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare HQ Utilization against WSDOT Availability.

S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical

Org: Headquarters

Date: June 30, 2015

	Total Count	Caucasian /White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	25	22	0	1	0	2	20	1	0	1
Current Utilization %		88.0%	0.0%	4.0%	0.0%	8.0%	80.0%	4.0%	0.0%	4.0%
Internal Availability	30	90.0%	0.0%	3.3%	0.0%	6.7%	80.0%	3.3%	0.0%	10.0%
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%
Relative Available #			2	1	3	2	19	1	1	2
Goal			2	0	3	0	0	0	1	1
Goals Met?			NO	YES	NO	YES	YES	YES	NO	NO
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	Utilized	Utilized	Utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare HQ Utilization against WSDOT Availability.

S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons

Org: Headquarters

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	20	18	1	0	0	1	4	1	0	2
Current Utilization %		90.0%	5.0%	0.0%	0.0%	5.0%	20.0%	5.0%	0.0%	10.0%
Internal Availability	6	83.3%	16.7%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%
Relative Available #			1	1	1	3	2	1	1	2
Goal			0	1	1	2	0	0	1	0
Goals Met?			YES	NO	NO	NO	YES	YES	NO	YES
Utilization Analysis			Utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	Utilized	S Under-utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare HQ Utilization against WSDOT Availability.

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WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians

Org: Headquarters

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	104	83	7	3	7	4	41	2	2	6
Current Utilization %		79.8%	6.7%	2.9%	6.7%	3.8%	39.4%	1.9%	1.9%	5.8%
Internal Availability	58	77.6%	3.4%	1.7%	15.5%	1.7%	41.4%	0.0%	0.0%	1.7%
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%
Relative Available #			4	2	11	8	55	4	1	6
Goal			0	0	4	4	14	2	0	0
Goals Met?			YES	YES	NO	NO	NO	NO	YES	YES
Utilization Analysis			Utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare HQ Utilization against WSDOT Availability.

S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance

Org: Headquarters

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	1	1	0	0	0	0	0	0	0	0	
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Internal Availability	1	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%	
Relative Available #			1	1	1	1	1	1	1	1	1
Goal			1	1	1	1	1	1	1	1	1
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare HQ Utilization against WSDOT Availability.

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Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). Utilization % is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

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Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators **Region:** North Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	20	20	0	0	0	0	0	0	0	0
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Internal Availability	39	97.4%	2.6%	0.0%	0.0%	0.0%	2.6%	0.0%	0.0%	2.6%
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%
Relative Available #			1	1	2	1	8	1	1	2
Goal			1	1	2	1	8	1	1	2
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals **Region:** North Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	48	43	0	2	1	2	9	1	0	1
Current Utilization %		89.6%	0.0%	4.2%	2.1%	4.2%	18.8%	2.1%	0.0%	2.1%
Internal Availability	65	89.2%	0.0%	3.1%	1.5%	6.2%	21.5%	1.5%	0.0%	1.5%
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%
Relative Available #			1	1	6	2	13	2	1	3
Goal			1	0	5	0	4	1	1	2
Goals Met?			NO	YES	NO	YES	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals **Region:** North Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	1	1	0	0	0	0	1	0	0	0
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Internal Availability	4	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%
Relative Available #			1	1	1	1	1	1	1	1
Goal			1	1	1	1	0	1	1	1
Goals Met?			NO	NO	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical **Region:** North Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	6	5	0	0	0	1	6	0	0	0
Current Utilization %		83.3%	0.0%	0.0%	0.0%	16.7%	100.0%	0.0%	0.0%	0.0%
Internal Availability	4	75.0%	0.0%	0.0%	0.0%	25.0%	100.0%	0.0%	0.0%	0.0%
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%
Relative Available #			1	1	1	1	5	1	1	1
Goal			1	1	1	0	0	1	1	1
Goals Met?			NO	NO	NO	YES	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	Utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons **Region:** North Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	124	118	1	2	0	3	4	2	0	2
Current Utilization %		95.2%	0.8%	1.6%	0.0%	2.4%	3.2%	1.6%	0.0%	1.6%
Internal Availability	129	96.1%	0.0%	1.6%	0.0%	2.3%	4.7%	3.1%	0.0%	1.6%
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%
Relative Available #			4	3	7	16	8	4	1	10
Goal			3	1	7	13	4	2	1	8
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians **Region:** North Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	24	22	0	0	0	2	4	2	0	1
Current Utilization %		91.7%	0.0%	0.0%	0.0%	8.3%	16.7%	8.3%	0.0%	4.2%
Internal Availability	9	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	22.2%	0.0%	0.0%
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%
Relative Available #			1	1	3	2	13	1	1	2
Goal			1	1	3	0	9	0	1	1
Goals Met?			NO	NO	NO	YES	NO	YES	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance **Region:** North Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	3	3	0	0	0	0	0	0	0	0
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Internal Availability	3	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%
Relative Available #			1	1	1	1	2	1	1	1
Goal			1	1	1	1	2	1	1	1
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). Utilization % is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the EEO Job Group.

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators

**Region: Northwest
Region**

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	92	80	2	0	8	2	17	1	0	4
Current Utilization %		87.0%	2.2%	0.0%	8.7%	2.2%	18.5%	1.1%	0.0%	4.3%
Internal Availability	144	88.2%	1.4%	0.0%	7.6%	2.8%	16.0%	0.7%	0.0%	5.6%
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%
Relative Available #			3	2	7	4	36	3	1	5
Goal			1	2	0	2	19	2	1	1
Goals Met?			NO	NO	YES	NO	NO	NO	NO	NO
Utilization Analysis			Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals

**Region: Northwest
Region**

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	382	306	13	2	51	10	111	9	2	24
Current Utilization %		80.10%	3.40%	0.52%	13.35%	2.62%	29.06%	2.36%	0.52%	6.28%
Internal Availability	421	81.0%	3.6%	0.5%	12.6%	2.4%	27.6%	2.9%	0.5%	6.7%
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%
Relative Available #			8	5	46	14	101	12	4	18
Goal			0	3	0	4	0	3	2	0
Goals Met?			YES	NO	YES	NO	YES	NO	NO	YES
Utilization Analysis			Utilized	S Under-utilized	Utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals

**Region: Northwest
Region**

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	4	3	1	0	0	0	3	0	0	0
Current Utilization %		75.0%	25.00%	0.00%	0.00%	0.00%	75.00%	0.00%	0.00%	0.00%
Internal Availability	13	84.6%	7.7%	7.7%	0.0%	0.0%	84.6%	0.0%	0.0%	0.0%
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%
Relative Available #			1	1	1	1	4	1	1	1
Goal			0	1	1	1	1	1	1	1
Goals Met?			YES	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			Utilized	S Under- utilized	S Under- utilized	S Under- utilized	Under- utilized	S Under- utilized	S Under- utilized	S Under- utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical **Region:** Northwest Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	38	35	0	1	2	0	36	0	0	2
Current Utilization %		92.11%	0.00%	2.63%	5.26%	0.00%	94.74%	0.00%	0.00%	5.26%
Internal Availability	30	93.3%	0.0%	0.0%	6.7%	0.0%	96.7%	0.0%	0.0%	6.7%
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%
Relative Available #			2	1	4	3	29	2	1	3
Goal			2	0	2	3	0	2	1	1
Goals Met?			NO	YES	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons

Region: Northwest Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	382	357	4	2	14	5	12	7	0	11	
Current Utilization %		93.46%	1.05%	0.52%	3.66%	1.31%	3.14%	1.83%	0.00%	2.88%	
Internal Availability	386	1	1.3%	0.5%	4.1%	1.0%	3.9%	1.8%	0.0%	2.1%	
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%	
Relative Available #			10	8	19	48	22	12	4	29	
Goal			6	6	5	43	10	5	4	18	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians **Region:** Northwest Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	149	130	4	1	11	3	18	3	0	7	
Current Utilization %		87.25%	2.68%	0.67%	7.38%	2.01%	12.08%	2.01%	0.00%	4.70%	
Internal Availability	95	1	2.1%	1.1%	5.3%	2.1%	10.5%	0.0%	0.0%	3.2%	
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%	
Relative Available #			5	3	15	11	78	5	2	9	
Goal			1	2	4	8	60	2	2	2	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance **Region:** Northwest Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	23	20	2	0	1	0	5	0	0	0	
Current Utilization %		86.96%	8.70%	0.00%	4.35%	0.00%	21.74%	0.00%	0.00%	0.00%	
Internal Availability	9	77.8%	22.2%	0.0%	0.0%	0.0%	22.2%	0.0%	0.0%	0.0%	
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%	
Relative Available #			2	1	2	5	9	1	1	2	
Goal			0	1	1	5	4	1	1	2	
Goals Met?			YES	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). **Utilization %** is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the EEO Job Group.

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. **Availability #**, **Goal**, **Goal Met**, and **Utilization Analysis** are based on the **WSDOT Availability %**.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the **WSDOT Availability** multiplied by the number of positions in the EEO Job Group, rounded up.

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Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators

Region: Olympic Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	53	43	0	1	6	3	8	1	0	1
Current Utilization %		81.1%	0.0%	1.9%	11.3%	5.7%	15.1%	1.9%	0.0%	1.9%
Internal Availability	85	85.9%	0.0%	2.4%	8.2%	3.5%	12.9%	4.7%	1.2%	3.5%
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%
Relative Available #			2	1	4	2	21	2	1	3
Goal			2	0	0	0	13	1	1	2
Goals Met?			NO	YES	YES	YES	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	Utilized	Utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals

Region: Olympic Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	201	185	2	0	13	1	41	7	0	15
Current Utilization %		92.0%	1.0%	0.0%	6.5%	0.5%	20.4%	3.5%	0.0%	7.5%
Internal Availability	241	91.7%	0.8%	0.4%	6.6%	0.4%	22.4%	3.3%	0.0%	8.3%
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%
Relative Available #			5	3	24	8	53	7	2	10
Goal			3	3	11	7	12	0	2	0
Goals Met?			NO	NO	NO	NO	NO	YES	NO	YES
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals

Region: Olympic Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	4	3	1	0	0	0	3	0	0	0
Current Utilization %		75.0%	25.0%	0.0%	0.0%	0.0%	75.0%	0.0%	0.0%	0.0%
Internal Availability	9	88.9%	11.1%	0.0%	0.0%	0.0%	88.9%	0.0%	0.0%	0.0%
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%
Relative Available #			1	1	1	1	4	1	1	1
Goal			0	1	1	1	1	1	1	1
Goals Met?			YES	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			Utilized	S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical

Region: Olympic Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	26	25	0	0	1	0	24	0	0	1
Current Utilization %		96.2%	0.0%	0.0%	3.8%	0.0%	92.3%	0.0%	0.0%	3.8%
Internal Availability	21	95.2%	0.0%	0.0%	4.8%	0.0%	90.5%	0.0%	0.0%	4.8%
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%
Relative Available #			2	1	3	2	20	1	1	2
Goal			2	1	2	2	0	1	1	1
Goals Met?			NO	NO	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons

Region: Olympic Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	234	215	5	6	7	1	9	2	1	7
Current Utilization %		91.9%	2.1%	2.6%	3.0%	0.4%	3.8%	0.9%	0.4%	3.0%
Internal Availability	251	92.0%	2.4%	2.4%	2.8%	0.4%	4.4%	0.0%	0.4%	2.8%
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%
Relative Available #			6	5	12	30	14	8	2	18
Goal			1	0	5	29	5	6	1	11
Goals Met?			NO	YES	NO	NO	NO	NO	NO	NO
Utilization Analysis			Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians

Region: Olympic Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	92	85	0	2	4	1	18	3	1	9
Current Utilization %		92.4%	0.0%	2.2%	4.3%	1.1%	19.6%	3.3%	1.1%	9.8%
Internal Availability	54	88.9%	0.0%	1.9%	5.6%	3.7%	18.5%	1.9%	0.0%	3.7%
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%
Relative Available #			3	2	10	7	48	3	1	6
Goal			3	0	6	6	30	0	0	0
Goals Met?			NO	YES	NO	NO	NO	YES	YES	YES
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	Utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance

Region: Olympic Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	5	4	1	0	0	0	1	0	0	0	
Current Utilization %		80.0%	20.0%	0.0%	0.0%	0.0%	20.0%	0.0%	0.0%	0.0%	
Internal Availability	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%	
Relative Available #			1	1	1	1	2	1	1	1	
Goal			0	1	1	1	1	1	1	1	
Goals Met?			YES	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). Utilization % is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators **Region:** South Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	32	30	0	0	0	2	2	1	0	1
Current Utilization %		93.8%	0.0%	0.0%	0.0%	6.3%	6.3%	3.1%	0.0%	3.1%
Internal Availability	58	94.8%	0.0%	0.0%	0.0%	5.2%	8.6%	3.4%	0.0%	5.2%
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%
Relative Available #			1	1	3	2	13	1	1	2
Goal			1	1	3	0	11	0	1	1
Goals Met?			NO	NO	NO	YES	NO	YES	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals **Region:** South Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	2	2	0	0	0	0	1	0	0	0	
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	
Internal Availability	8	100.0%	0.0%	0.0%	0.0%	0.0%	87.5%	0.0%	0.0%	0.0%	
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%	
Relative Available #			1	1	1	1	2	1	1	1	
Goal			1	1	1	1	1	1	1	1	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical **Region:** South Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	2	2	0	0	0	0	1	0	0	0	
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	
Internal Availability	15	86.7%	0.0%	6.7%	0.0%	6.7%	100.0%	0.0%	0.0%	13.3%	
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%	
Relative Available #			1	1	1	1	2	1	1	1	
Goal			1	1	1	1	1	1	1	1	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons

Region: South Central Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	199	188	0	3	0	8	5	3	0	4	
Current Utilization %		94.5%	0.0%	1.5%	0.0%	4.0%	2.5%	1.5%	0.0%	2.0%	
Internal Availability	245	93.9%	0.0%	1.2%	0.4%	4.5%	6.5%	0.8%	0.0%	1.2%	
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%	
Relative Available #			5	5	10	25	12	6	2	15	
Goal			5	2	10	17	7	3	2	11	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians

Region: South Central
Region

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	55	51	1	0	0	3	9	3	0	3
Current Utilization %		92.7%	1.8%	0.0%	0.0%	5.5%	16.4%	5.5%	0.0%	5.5%
Internal Availability	42	95.2%	0.0%	0.0%	0.0%	4.8%	14.3%	4.8%	0.0%	4.8%
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%
Relative Available #			2	1	6	4	29	2	1	4
Goal			1	1	6	1	20	0	1	1
Goals Met?			NO	NO	NO	NO	NO	YES	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	Utilized	S Under-utilized	Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance **Region:** South Central Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	16	15	0	0	1	0	15	0	0	0
Current Utilization %		93.8%	0.0%	0.0%	6.3%	0.0%	93.8%	0.0%	0.0%	0.0%
Internal Availability	8	75.0%	12.5%	0.0%	0.0%	12.5%	75.0%	0.0%	0.0%	0.0%
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%
Relative Available #			1	1	2	3	6	1	1	2
Goal			1	1	1	3	0	1	1	2
Goals Met?			NO	NO	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

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WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

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American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: **Officials/Administrators** **Region:** **Southwest Region** **Date:** **June 30, 2015**

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	33	32	0	0	1	0	7	1	0	2
Current Utilization %		97.0%	0.0%	0.0%	3.0%	0.0%	21.2%	3.0%	0.0%	6.1%
Internal Availability	59	96.6%	0.0%	0.0%	3.4%	0.0%	13.6%	3.4%	0.0%	3.4%
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%
Relative Available #			1	1	3	2	13	1	1	2
Goal			1	1	2	2	6	0	1	0
Goals Met?			NO	NO	NO	NO	NO	YES	NO	YES
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	Utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals

Region: Southwest Region

Date: June 30, 2015

	Total Count	Caucasian/White	African American/Black	American Indian/Alaska Native	Asian/Pacific Islander	Hispanic/Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	111	103	0	0	6	2	27	3	1	4	
Current Utilization %		92.8%	0.0%	0.0%	5.4%	1.8%	24.3%	2.7%	0.9%	3.6%	
Internal Availability	137	93.4%	0.7%	0.0%	4.4%	1.5%	27.7%	2.2%	0.7%	4.4%	
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%	
Relative Available #			3	2	14	4	30	4	1	6	
Goal			3	2	8	2	3	1	0	2	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	YES	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized	Under-utilized	Utilized	S Under-utilized	

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals **Region:** Southwest Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	2	2	0	0	0	0	2	0	0	0
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Internal Availability	6	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%
Relative Available #			1	1	1	1	2	1	1	1
Goal			1	1	1	1	0	1	1	1
Goals Met?			NO	NO	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical **Region:** Southwest Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	2	2	0	0	0	0	2	0	0	0
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Internal Availability	15	100.0%	0.0%	0.0%	0.0%	0.0%	93.3%	0.0%	0.0%	0.0%
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%
Relative Available #			1	1	1	1	2	1	1	1
Goal			1	1	1	1	0	1	1	1
Goals Met?			NO	NO	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last page)

JOB GROUP: Skilled Craftpersons **Region:** Southwest Region **Date:** June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	149	146	0	1	0	2	7	6	0	5
Current Utilization %		98.0%	0.0%	0.7%	0.0%	1.3%	4.7%	4.0%	0.0%	3.4%
Internal Availability	164	95.7%	0.6%	1.2%	0.0%	2.4%	8.5%	3.0%	0.0%	3.0%
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%
Relative Available #			4	4	8	19	9	5	2	12
Goal			4	3	8	17	2	0	2	7
Goals Met?			NO	NO	NO	NO	NO	YES	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Under-utilized	Utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

WSDOT REGIONAL/HQ UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: **Services / Maintenance** **Region:** **Southwest Region** **Date:** **June 30, 2015**

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	8	7	0	0	0	1	3	0	0	0
Current Utilization %		87.5%	0.0%	0.0%	0.0%	12.5%	37.5%	0.0%	0.0%	0.0%
Internal Availability	2	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%
Relative Available #			1	1	1	2	3	1	1	1
Goal			1	1	1	1	0	1	1	1
Goals Met?			NO	NO	NO	NO	YES	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized

Note: "Relative Available #", "Goal", "Goals Met" and "Utilization Analysis" compare the Regional Utilization against WSDOT Availability.

Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). Utilization % is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the EEO Job Group.

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-utilized:** The number of current employees in an affected group is less than the number available. **S (Significantly) Under-utilized:** The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

WSDOT WSF MARINE DIVISION UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Officials/Administrators

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	37	35	1	0	0	1	10	0	0	1
Current Utilization %		94.6%	2.7%	0.0%	0.0%	2.7%	27.0%	0.0%	0.0%	2.7%
Internal Availability	158	88.0%	1.9%	1.3%	7.0%	1.9%	23.4%	2.5%	0.6%	7.0%
WSDOT Availability %			2.5%	1.8%	6.9%	3.7%	38.6%	3.0%	0.8%	5.3%
Relative Available #			1	1	3	2	15	2	1	2
Goal			0	1	3	1	5	2	1	1
Goals Met?			YES	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT WSF MARINE DIVISION UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Professionals

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	491	434	14	6	31	6	64	11	1	15
Current Utilization %		88.4%	2.9%	1.2%	6.3%	1.2%	13.0%	2.2%	0.2%	3.1%
Internal Availability	981	89.2%	2.7%	2.1%	4.4%	1.6%	16.9%	1.3%	0.0%	3.3%
WSDOT Availability %			2.1%	1.2%	11.9%	3.6%	26.3%	3.0%	0.8%	4.7%
Relative Available #			11	6	59	18	129	15	4	24
Goal			0	0	28	12	65	4	3	9
Goals Met?			YES	YES	NO	NO	NO	NO	NO	NO
Utilization Analysis			Utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

WSDOT WSF MARINE DIVISION UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Paraprofessionals

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam Era Veteran	Disabled Veteran	Persons With Disabilities	
Current Utilization #	21	19	0	1	0	1	17	0	0	4	
Current Utilization %		90.5%	0.0%	4.8%	0.0%	4.8%	81.0%	0.0%	0.0%	19.0%	
Internal Availability	5	80.0%	0.0%	0.0%	20.0%	0.0%	80.0%	0.0%	0.0%	0.0%	
WSDOT Availability %			6.1%	2.5%	7.8%	7.0%	87.0%	3.0%	0.8%	7.7%	
Relative Available #			2	1	2	2	19	1	1	2	
Goal			2	0	2	1	2	1	1	0	
Goals Met?			NO	YES	NO	NO	NO	NO	NO	NO	YES
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	Utilized	

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WSDOT WSF MARINE DIVISION UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Office and Clerical

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	364	313	12	9	20	10	203	3	0	25
Current Utilization %		86.0%	3.3%	2.5%	5.5%	2.7%	55.8%	0.8%	0.0%	6.9%
Internal Availability	216	88.4%	2.8%	2.8%	4.6%	1.4%	50.9%	0.0%	0.0%	2.8%
WSDOT Availability %			4.2%	2.1%	8.2%	6.4%	74.3%	3.0%	0.8%	6.5%
Relative Available #			16	8	30	24	271	11	3	24
Goal			4	0	10	14	68	8	3	0
Goals Met?			NO	YES	NO	NO	NO	NO	NO	YES
Utilization Analysis			S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized

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WSDOT WSF MARINE DIVISION UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Skilled Craftpersons

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	102	91	2	0	5	4	0	0	0	4
Current Utilization %		89.2%	2.0%	0.0%	4.9%	3.9%	0.0%	0.0%	0.0%	3.9%
Internal Availability	95	90.5%	1.1%	0.0%	4.2%	4.2%	0.0%	0.0%	0.0%	3.2%
WSDOT Availability %			2.5%	2.0%	4.9%	12.5%	5.7%	3.0%	0.8%	7.5%
Relative Available #			3	3	6	13	6	4	1	8
Goal			1	3	1	9	6	4	1	4
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	Utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

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WSDOT WSF MARINE DIVISION UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Technicians

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	10	10	0	0	0	0	2	1	0	3
Current Utilization %		100.0%	0.0%	0.0%	0.0%	0.0%	20.0%	10.0%	0.0%	30.0%
Internal Availability	1	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	100.0%
WSDOT Availability %			3.1%	1.8%	9.9%	6.8%	51.9%	3.0%	0.8%	5.7%
Relative Available #			1	1	1	1	6	1	1	1
Goal			1	1	1	1	4	0	1	0
Goals Met?			NO	NO	NO	NO	NO	YES	NO	YES
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized	S Under-utilized	Utilized

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WSDOT WSF MARINE DIVISION UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Services / Maintenance

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam- Era Veteran	Disabled Veteran	Persons With Disabilities
Current Utilization #	787	715	14	16	24	18	159	2	0	18
Current Utilization %		90.9%	1.8%	2.0%	3.0%	2.3%	20.2%	0.3%	0.0%	2.3%
Internal Availability	361	90.9%	1.4%	0.8%	3.0%	3.9%	29.1%	0.0%	0.0%	3.0%
WSDOT Availability %			4.5%	2.7%	8.4%	18.2%	35.8%	3.0%	0.8%	8.7%
Relative Available #			36	21	67	143	282	24	7	69
Goal			22	5	43	125	123	22	7	51
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO
Utilization Analysis			S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized

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Utilization Analysis Report Definitions and Descriptions

This report compares the composition of Washington State Department of Transportation's current workforce of affected group members against the available workforce. WSDOT Regions and HQ Administrations use this information to establish and monitor strategies to correct underutilization and employ a productive and diverse workforce. Human Resource Consultants use this report to determine what supplemental certifications (if applicable) need to be enacted for the following affected groups: Person with Disabilities, Vietnam-Era Veterans, and Disabled Veterans.

Job Groups are groups of Occupational Categories (job classifications) in WSDOT that have relatively similar content and opportunities. Job Groups with less than 10 employees are not included in this report.

Utilization # is the total number of employees in within the reported WSDOT Organization. (Includes permanent Merit System 1 employees with 50% or more "Appointment Percent" and all active Merit System 5 (WSF) employees (including "On-call", "Temporary", "Relief", and "Probation"). Utilization % is the proportion of each race, gender, veteran, or disability category within each EEO Group. It equals the number of employees in each Affirmative Action Category divided by the total number of employees in the EEO Job Group.

Internal Availability is the estimated internal pool of candidates available for promotion. The methodology is based on identifying Job Classes that have a natural career path progression to higher classes. For example, Bridge Engineer 1 employees are "available" for promotion to Bridge Engineer 2 positions. Employee data was grouped for all employees (permanent and non-permanent) from the job class held on June 30, 2015 into the EEO Group of the job class they could promote into.

WSDOT Availability % is the final availability percentage for the agency as a whole. Availability #, Goal, Goal Met, and Utilization Analysis are based on the WSDOT Availability %.

Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded up.

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Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

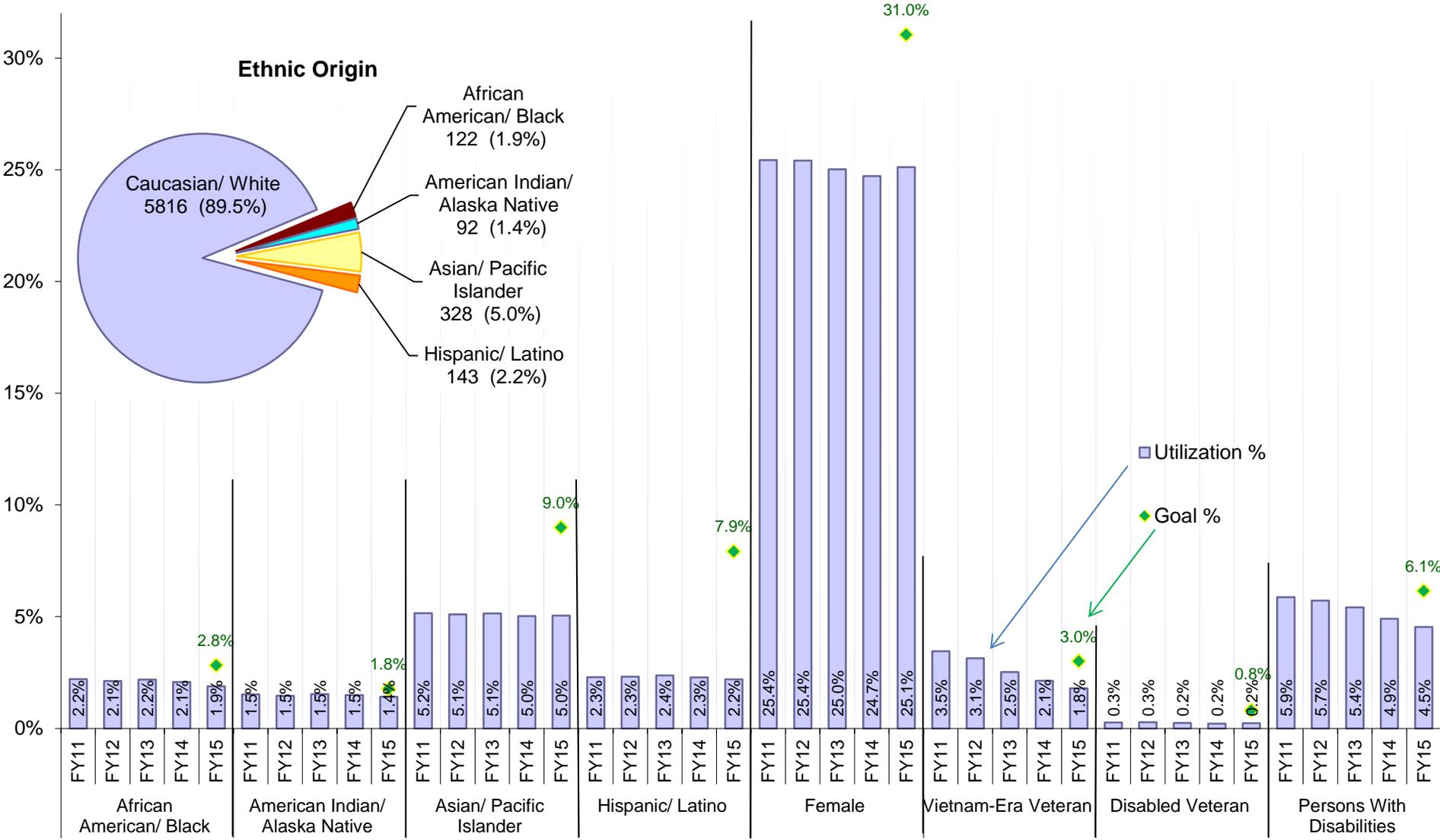
Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

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WSDOT AGENCY-WIDE UTILIZATION ANALYSIS

Full-time Permanent Employees FY 2015 versus FY2011 - FY2014



WSDOT AGENCY-WIDE UTILIZATION ANALYSIS REPORT (Definitions on last pages)

JOB GROUP: Full-time Permanent Employees

Date: June 30, 2015

	Total Count	Caucasian/ White	African American/ Black	American Indian/ Alaska Native	Asian/ Pacific Islander	Hispanic/ Latino	Female	Vietnam-Era Veteran	Disabled Veteran	Persons With Disabilities	Persons Over 40	
Current Utilization #	6501	5816	122	92	328	143	1633	117	15	295	5155	
Current Utilization %		89.5%	1.9%	1.4%	5.0%	2.2%	25.1%	1.80%	0.23%	4.54%	79.30%	
Internal Availability	6797	89.5%	1.8%	1.4%	4.9%	2.3%	24.5%	1.8%	0.2%	4.3%	77.8%	
WSDOT Availability %			2.8%	1.8%	9.0%	7.9%	31.0%	3.0%	0.8%	6.1%	76.3%	
Relative Available #			184	115	585	515	2018	196	53	400	4959	
Goal			62	23	257	372	385	79	38	105	0	
Goals Met?			NO	NO	NO	NO	NO	NO	NO	NO	NO	YES
Utilization Analysis			S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	S Under-utilized	Utilized

Utilized: The number of current employees in an affected group equals the number available. Under-utilized: The number of current employees in an affected group is less than the number available. S (Significantly) Under-utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action.

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Relative Available # represents the number available for each affected group, relative to the size of the Job Group. It is the product of the WSDOT Availability multiplied by the number of positions in the EEO Job Group, rounded up.

Goal is the number of new hires/promotions that would bring the group to parity with the available workforce. It is the Utilization # minus the Availability #, where the result is greater than zero. Numbers are rounded up.

Goals Met? indicates if there is underutilization, meaning the group is under-represented compared the number available. If goals have not been met, there is a need to apply affirmative action strategies. If there is underutilization of less than .5 FTE, there is still a goal for which affirmative action can be taken. Therefore, "Relative Available" and "Goal" numbers are rounded

Utilization Analysis compares the number of employees represented by the WSDOT Region/HQ Division against WSDOT Final Availability. **Utilized:** The number of current employees in an affected group equals the number available. **Under-**

utilized: The number of current employees in an affected group is less than the number available. **S (Significantly) Under-**

utilized: The number of current employees in an affected group is less than 80% of the number available. This is an indicator of a potential barrier that requires monitoring and necessary corrective action

Affirmative Action Category Definitions

Affirmative Action information is self-identified by employees on a voluntary basis. All employee counts include permanent full-time employees and are compiled from the Washington State HRMS Business Intelligence system.

Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

African American/Black: A person with origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

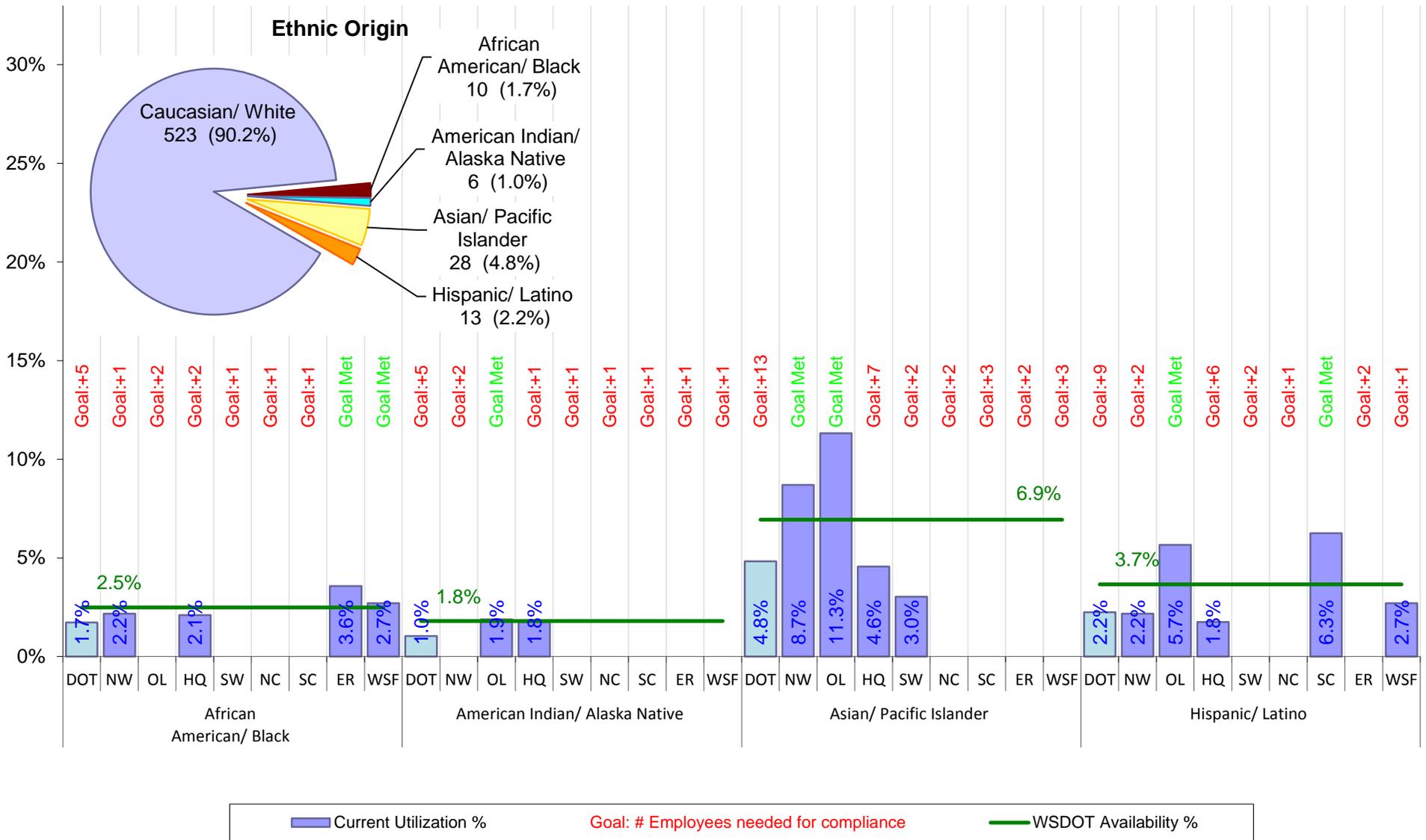
Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should

Person with Disability: A person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

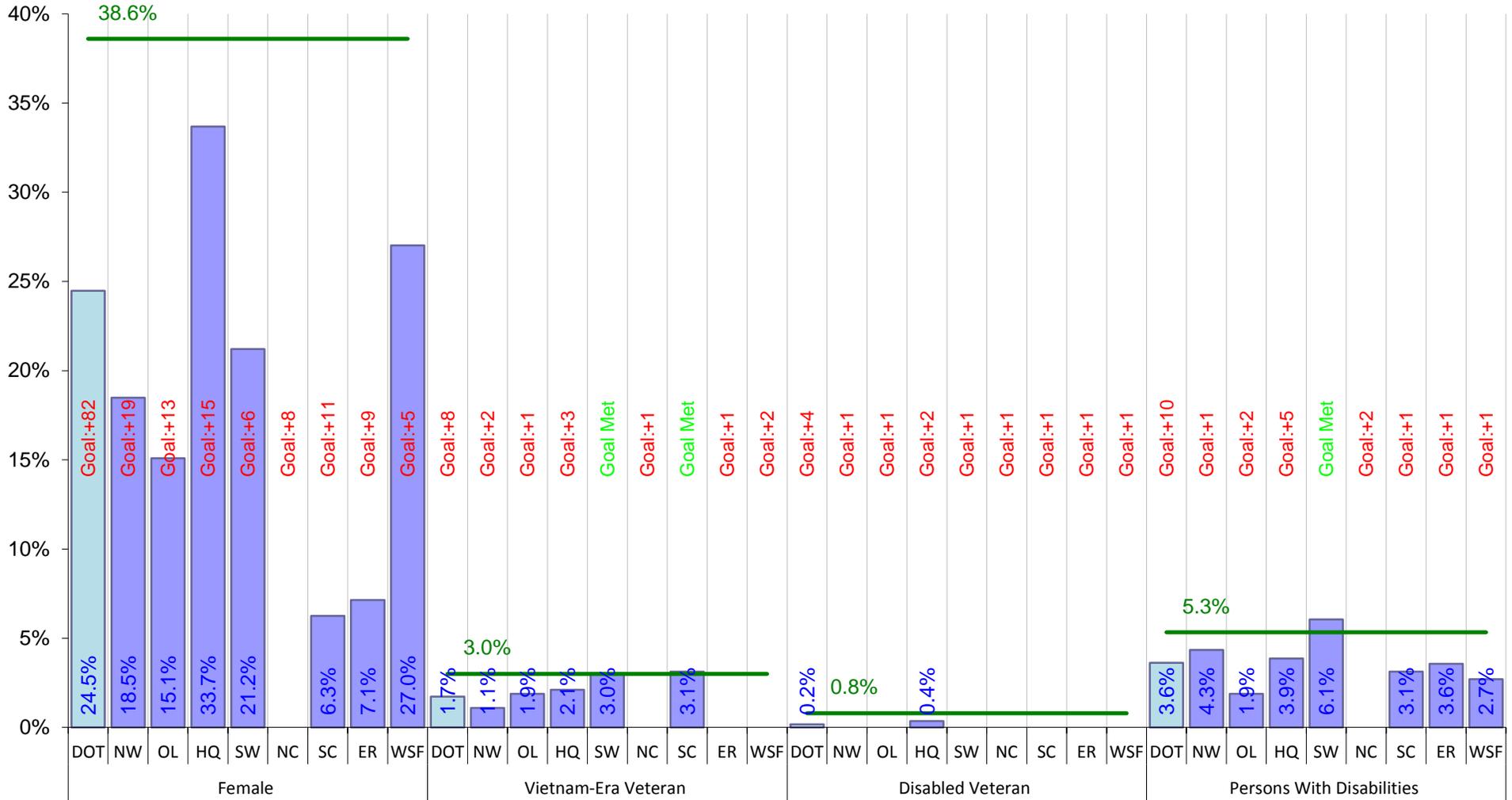
Disabled Veteran: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 percent or more, or disability rated at least 10 percent in the case of a veteran who has been determined by the Veterans Administration to have a serious employment handicap, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-Era Veteran: A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961 and May 7, 1975 in the Republic of Vietnam, or between August 5, 1964 and May 7, 1975 in all other cases; and was discharged or released from active duty with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and

WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Officials/Administrators June 30, 2015

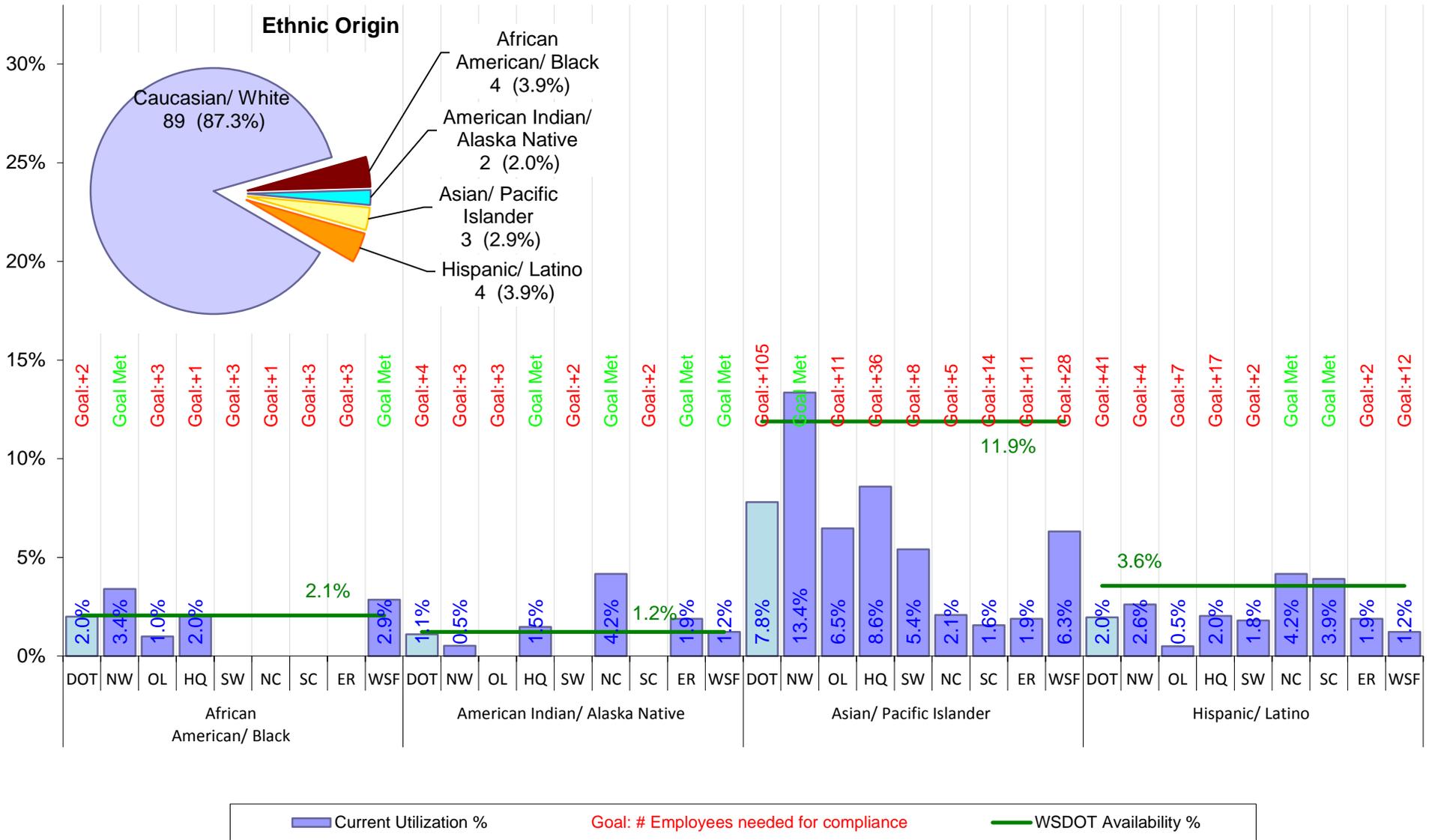


WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Officials/Administrators June 30, 2015

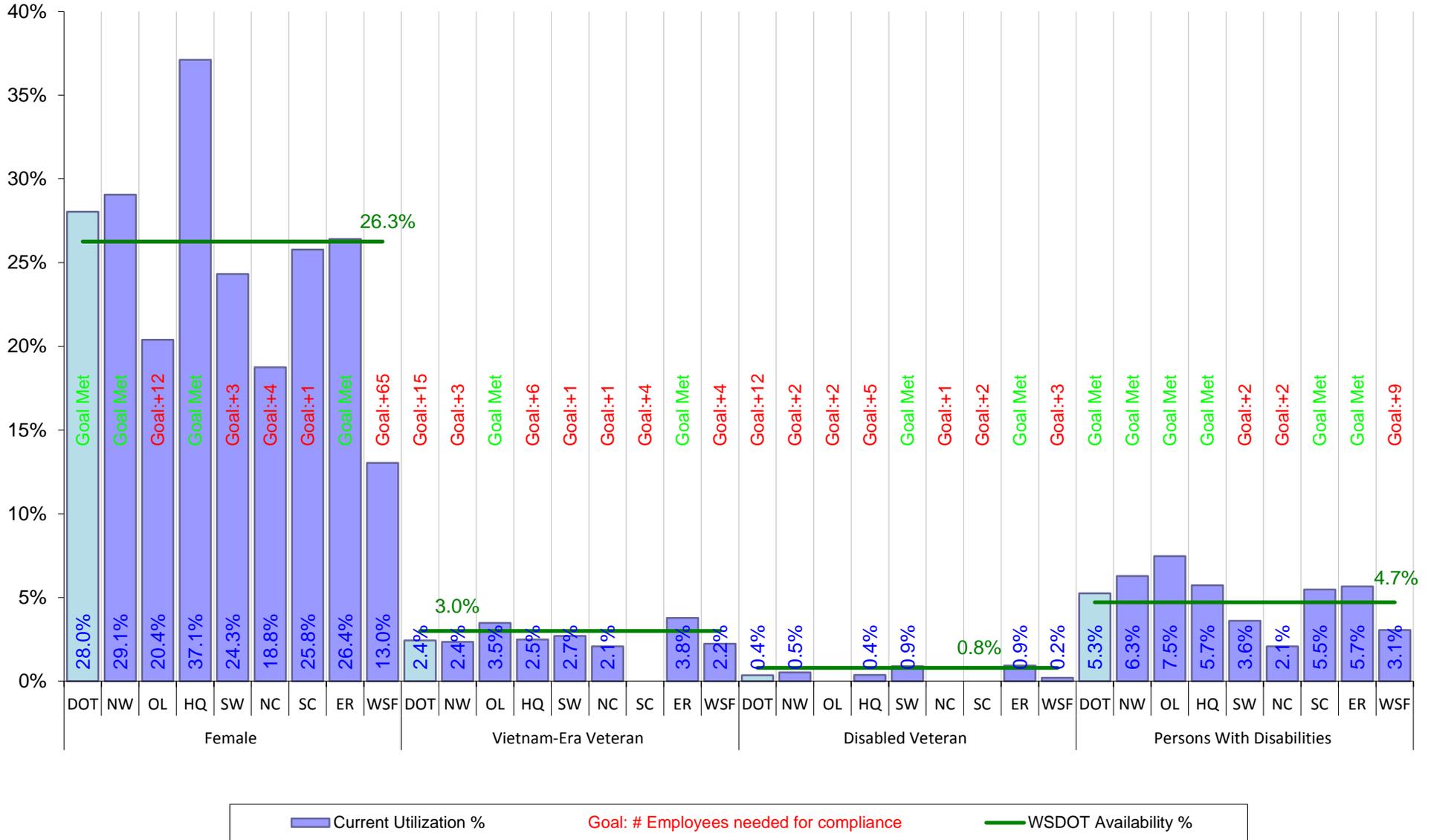


■ Current Utilization %
 ■ Goal: # Employees needed for compliance
 — WSDOT Availability %

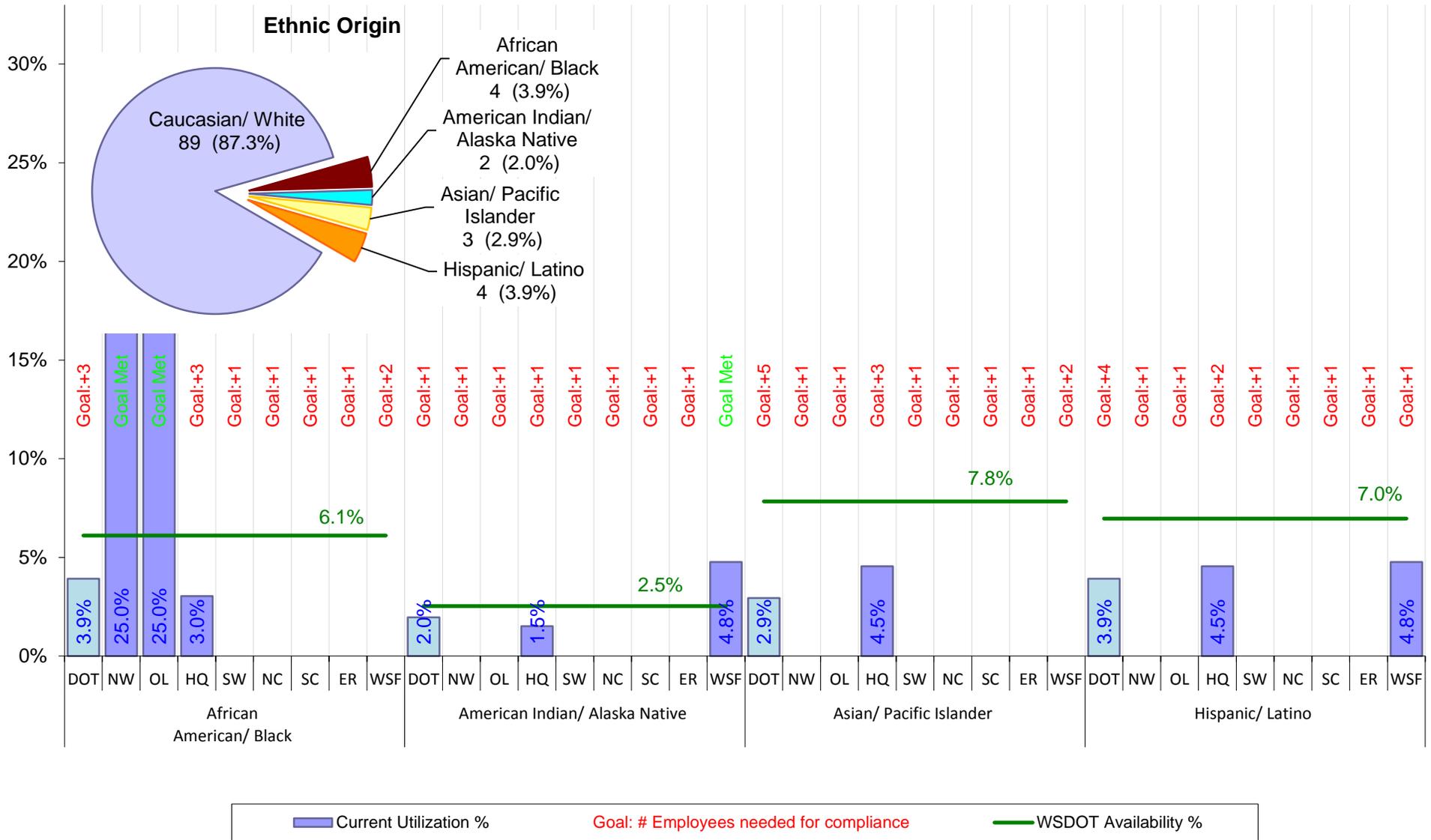
WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Professionals June 30, 2015



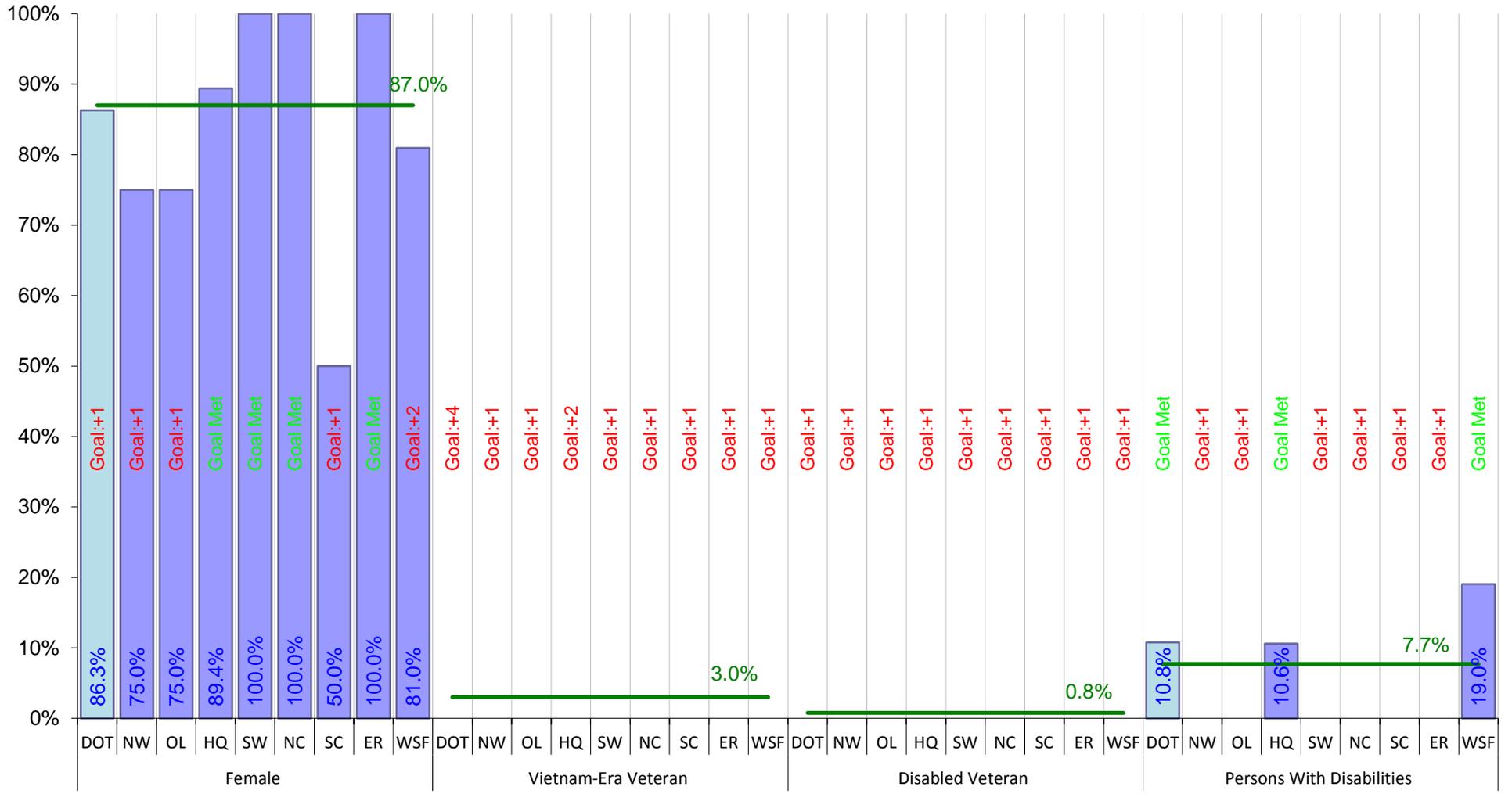
WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Professionals June 30, 2015



WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Paraprofessionals June 30, 2015

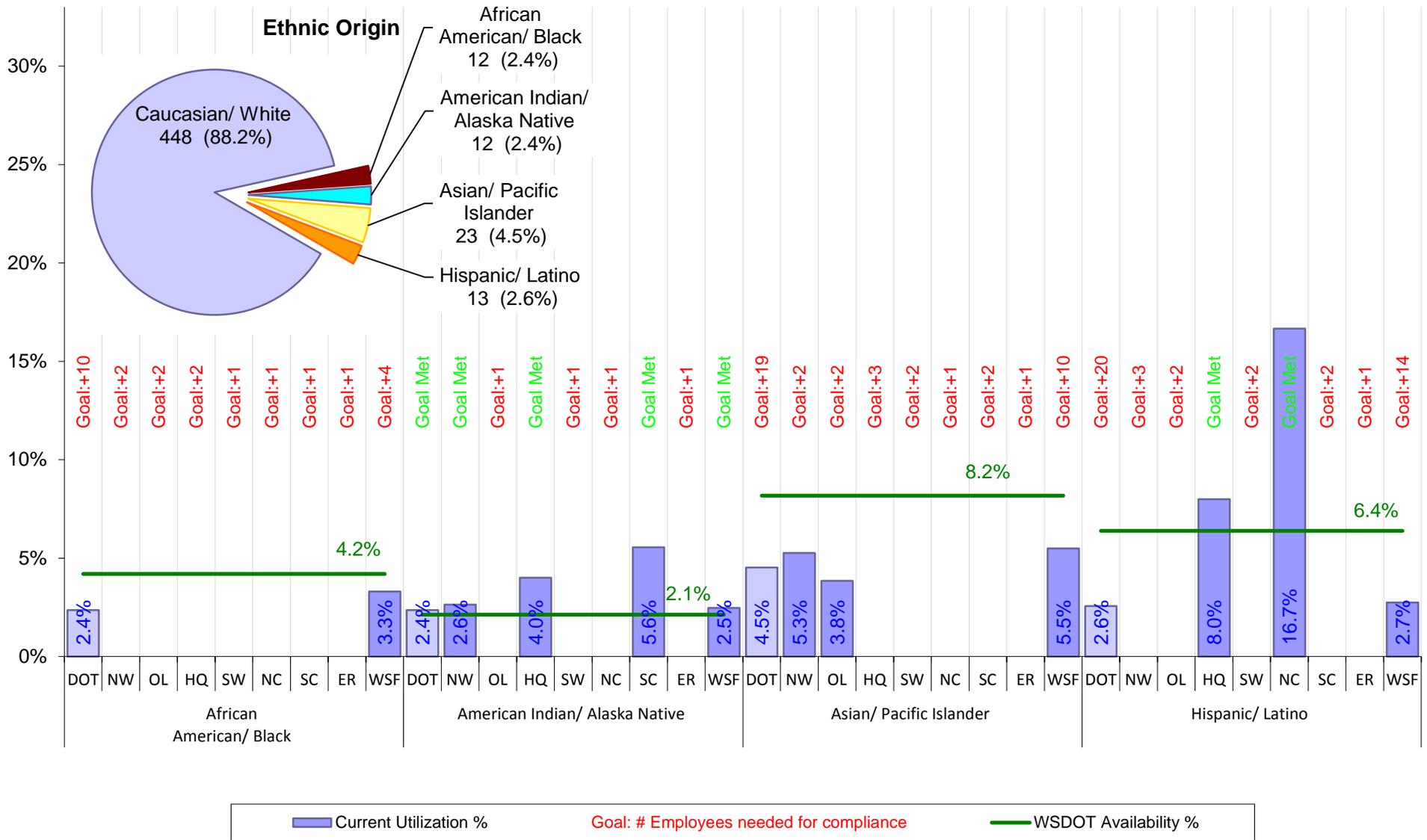


WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Paraprofessionals June 30, 2015

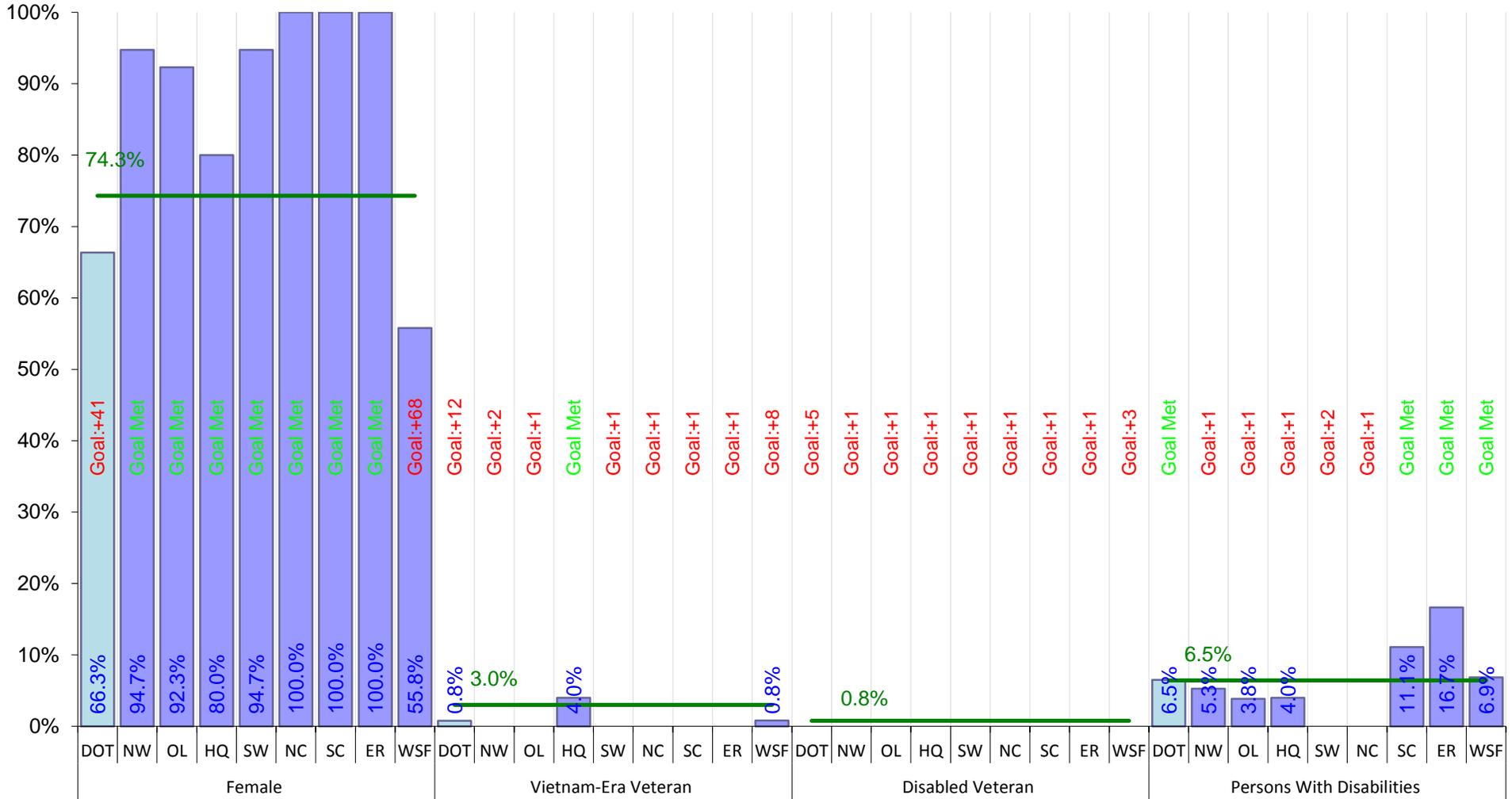


■ Current Utilization %
 ■ Goal: # Employees needed for compliance
 — WSDOT Availability %

WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Office and Clerical June 30, 2015

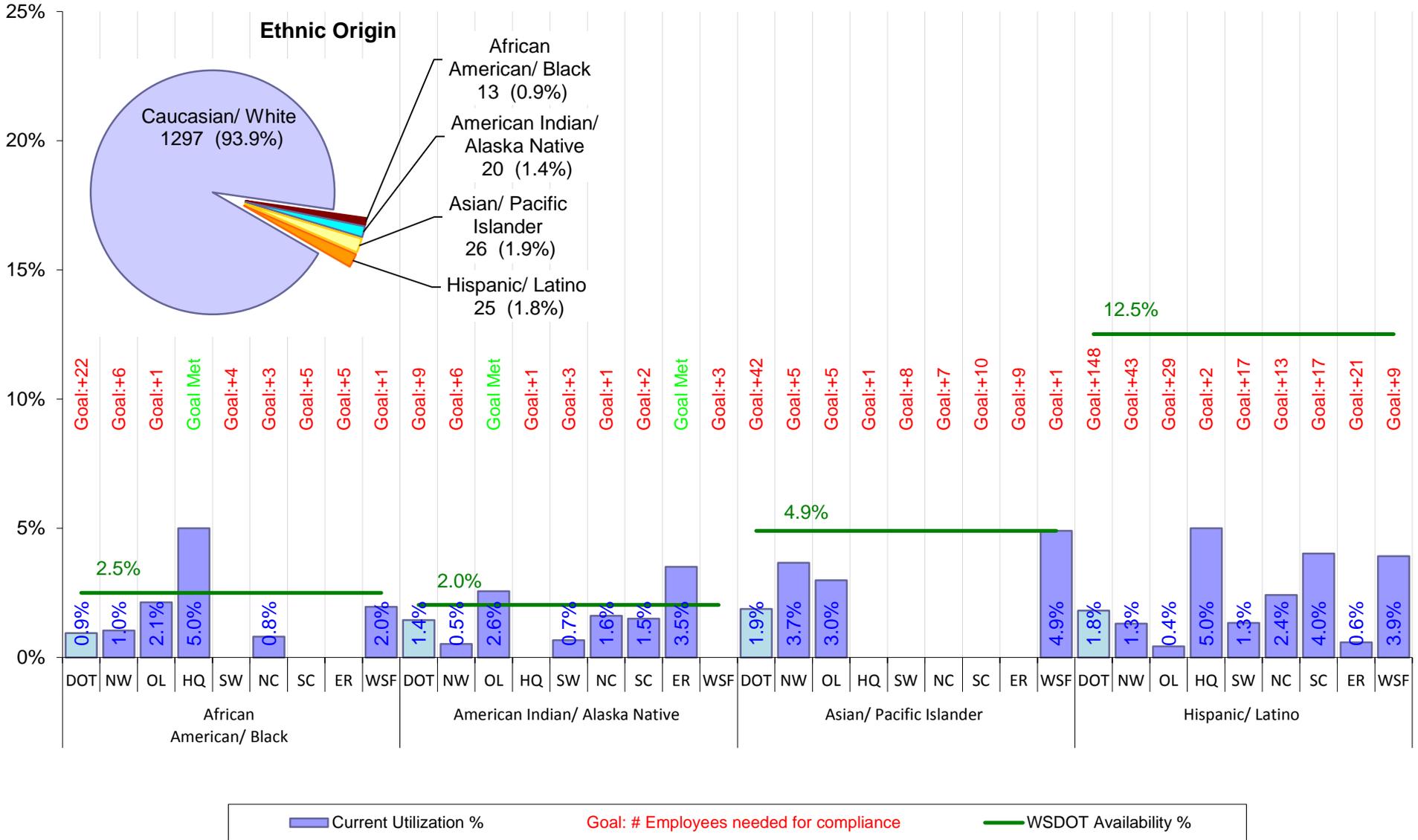


WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Office and Clerical June 30, 2015



■ Current Utilization %
 ■ Goal: # Employees needed for compliance
 — WSDOT Availability %

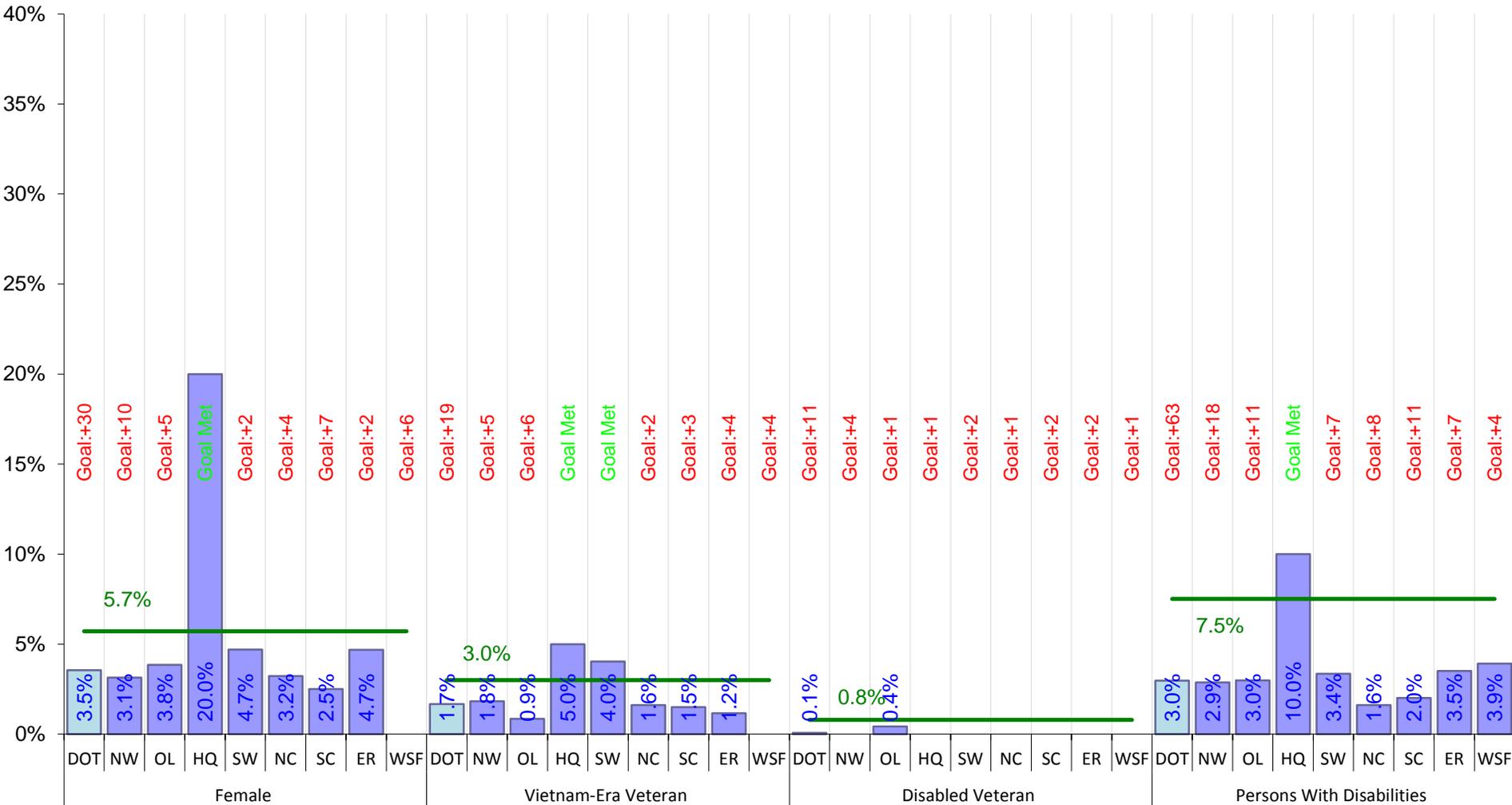
WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Skilled Craftpersons June 30, 2015



WSDOT UTILIZATION ANALYSIS by REGION

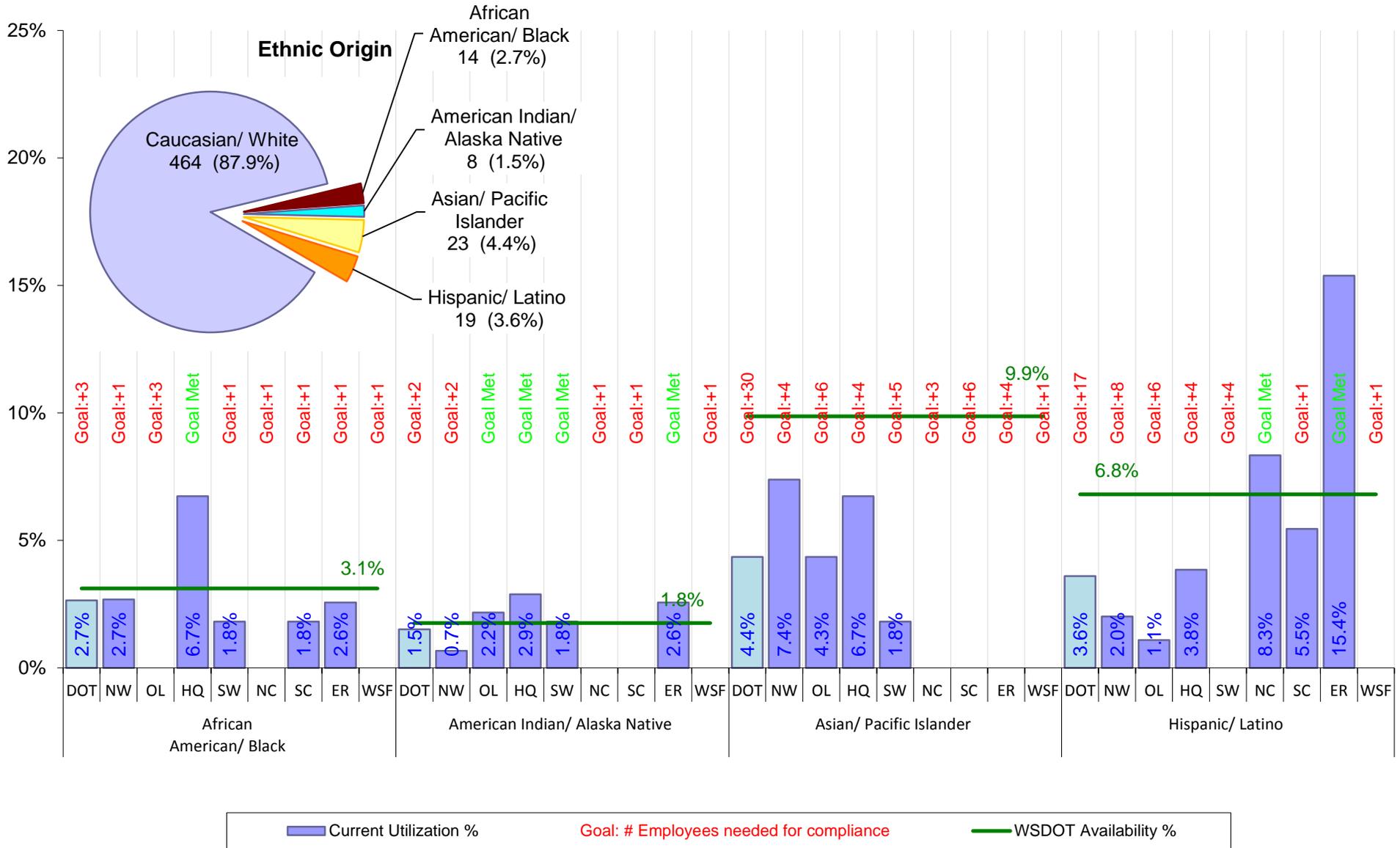
JOB GROUP: Skilled Craftpersons

June 30, 2015



■ Current Utilization %
 ■ Goal: # Employees needed for compliance
 — WSDOT Availability %

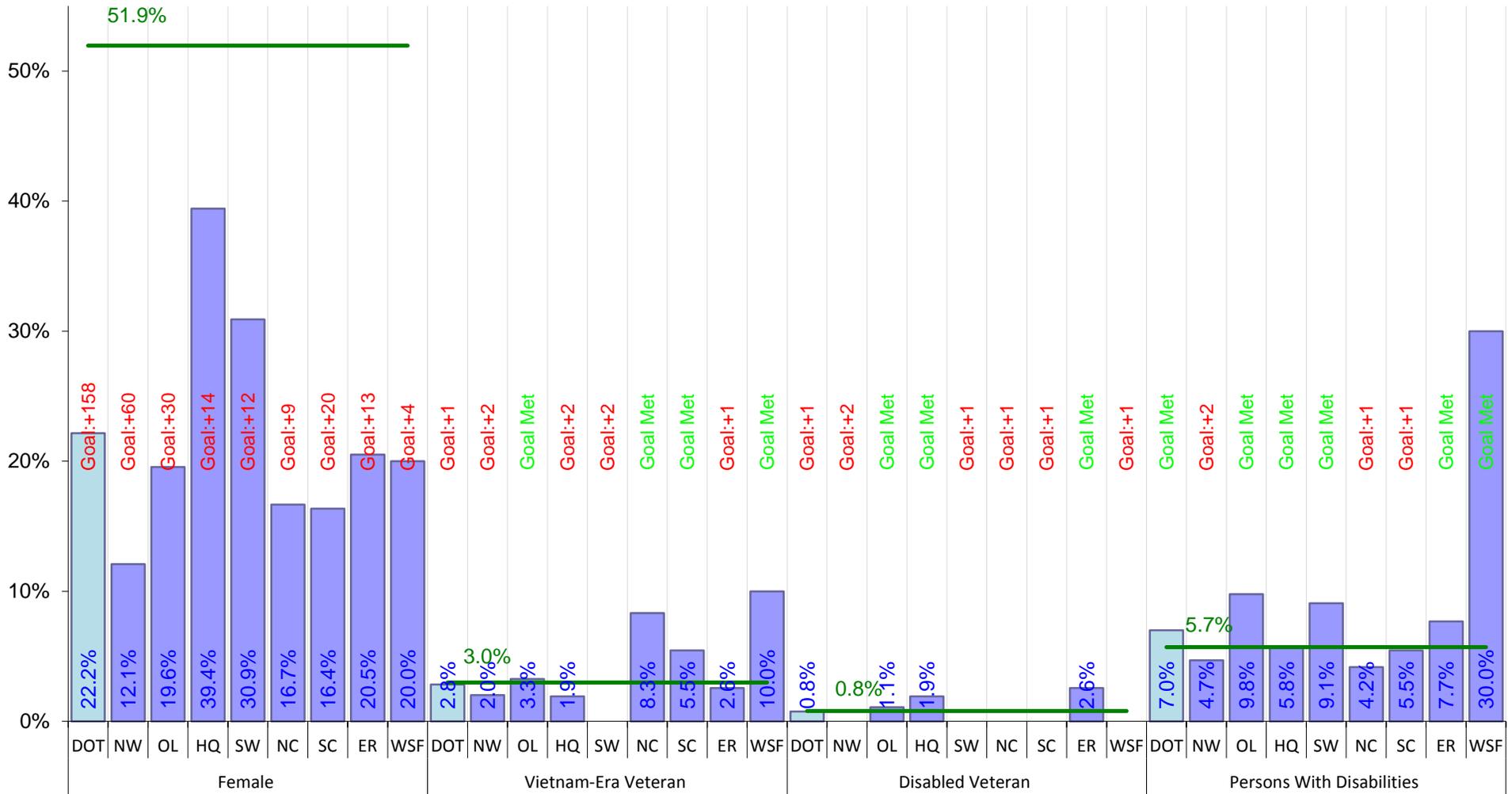
WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Technicians June 30, 2015



WSDOT UTILIZATION ANALYSIS by REGION

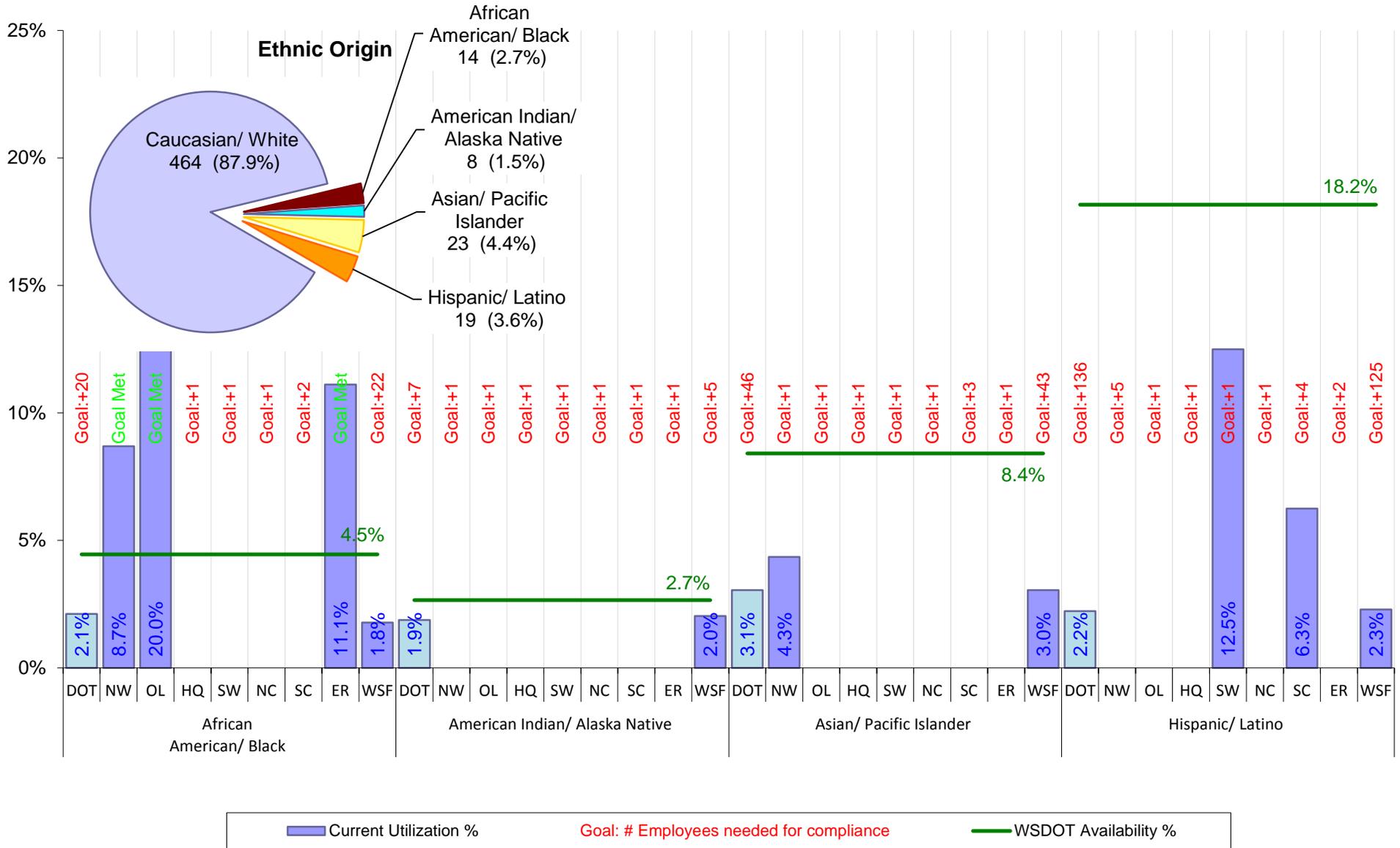
JOB GROUP: Technicians

June 30, 2015

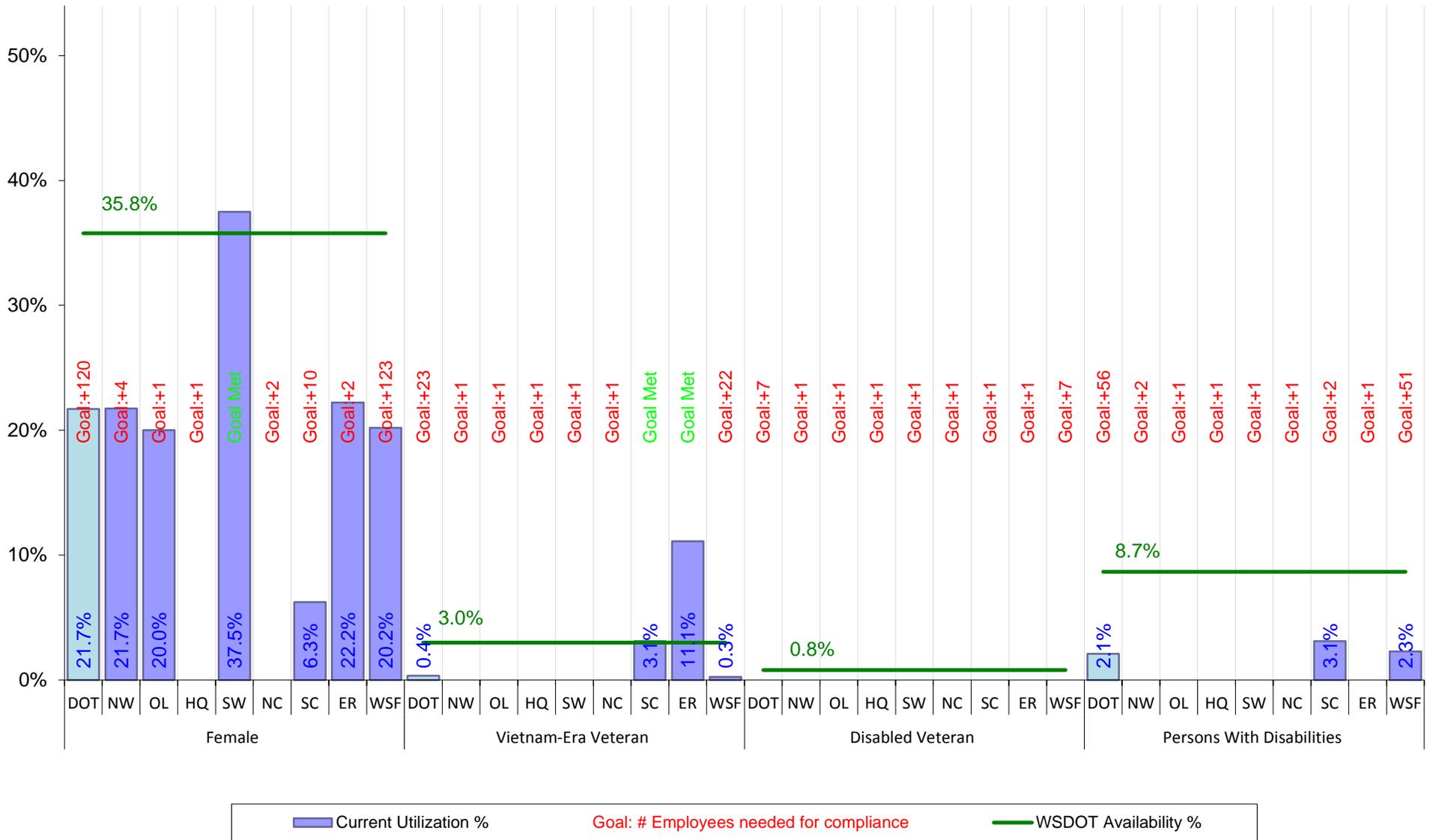


■ Current Utilization %
 ■ Goal: # Employees needed for compliance
 — WSDOT Availability %

WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Services / Maintenance June 30, 2015



WSDOT UTILIZATION ANALYSIS by REGION JOB GROUP: Services / Maintenance June 30, 2015



Appendix F

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

		1. EMPLOYMENT DATA AS OF JUNE 30										
JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K)	MALE					FEMALE				
			NON- HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN	NON- HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN
			WHITE B	BLACK C	D	E	F	WHITE G	BLACK H	I	J	K
		A	B	C	D	E	F	G	H	I	J	K
OFFICIALS AND ADMINISTRATOR	1. \$0.1-15.9											
	2. 16.0-19.9											
	3. 20.0-24.9											
	4. 25.0-32.9											
	5. 33.0-42.9											
	6. 43.0-54.9											
	7. 55.0-69.9	13	7					6				
	8. 70.0 PLUS	567	390	7	9	21	4	120	3	4	7	2
TOTAL		580	397	7	9	21	4	126	3	4	7	2
PROFESSIONALS	9. \$0.1-15.9	2						1				1
	10. 16.0-19.9	1	1									
	11. 20.0-24.9	1						1				
	12. 25.0-32.9	1	1									
	13. 33.0-42.9	36	11			1		23			1	
	14. 43.0-54.9	156	60		1	4		76	2	2	8	3
	15. 55.0-69.9	798	439	15	17	44	3	232	9	6	31	2
	16. 70.0- PLUS	1555	1,093	19	21	92	13	284	6	3	18	6
TOTAL		2550	1605	34	39	141	16	617	17	11	58	12
TECHNICIANS	17. \$0.1-15.9	6	2					4				
	18. 16.0-19.9											
	19. 20.0-24.9											
	20. 25.0-32.9	2						2				
	21. 33.0-42.9	9	4					3			1	1
	22. 43.0-54.9	130	74	5	3	5		37		2	4	
	23. 55.0-69.9	295	208	7	9	7	2	53	1	3	2	3
	24. 70.0- PLUS	86	76	1	2	4	2	1				
TOTAL		528	364	13	14	16	4	100	1	5	7	4
PROTECTIVE SERVICE	25. \$0.1-15.9											
	26. 16.0-19.9											
	27. 20.0-24.9											
	28. 25.0-32.9											
	29. 33.0-42.9											
	30. 43.0-54.9	1	1									
	31. 55.0-69.9											
	32. 70.0- PLUS											
TOTAL		1	1									
PARA- PROFESSIONAL	33. \$0.1-15.9											
	34. 16.0-19.9											
	35. 20.0-24.9	1						1				
	36. 25.0-32.9											
	37. 33.0-42.9	45	6	3	1			31		3		1
	38. 43.0-54.9	28	2					23	1		1	1
	39. 55.0-69.9	26	2					22			2	
	40. 70.0- PLUS	2						2				
TOTAL		102	10	3	1			79	1	3	3	2
ADMINISTRATIVE SUPPORT	41. \$0.1-15.9	1						1				
	42. 16.0-19.9	1						1				
	43. 20.0-24.9	2						2				
	44. 25.0-32.9	17	2					14				1
	45. 33.0-42.9	159	32		1	1		119		2	3	1
	46. 43.0-54.9	325	112	8	5	5	5	163	4	5	14	4
	47. 55.0-69.9	3						2				1
	48. 70.0- PLUS											
TOTAL		508	146	8	6	6	5	302	4	7	17	7
SKILLED CRAFT	49. \$0.1-15.9											
	50. 16.0-19.9	4	3					1				
	51. 20.0-24.9	1	1									
	52. 25.0-32.9	5	5									
	53. 33.0-42.9	418	385	3	1	7	5	17				
	54. 43.0-54.9	647	586	6	15	11	10	16		1	1	1
	55. 55.0-69.9	275	244	3	7	7	4	9		1		
	56. 70.0- PLUS	31	28	1				2				
TOTAL		1381	1252	13	23	25	19	45		2	1	1
SERVICE MAINTENANCE	57. \$0.1-15.9	1	1									
	58. 16.0-19.9											
	59. 20.0-24.9											
	60. 25.0-32.9	20	11	2	2			5				
	61. 33.0-42.9	145	96	2	1	1		43			2	
	62. 43.0-54.9	661	479	12	14	12	11	118	1		9	5
	63. 55.0-69.9	24	17	1	2	2		2				
	64. 70.0- PLUS											
TOTAL		851	604	17	19	15	11	168	1		11	5
65. TOTAL FULL TIME (LINES 1-64)		6501	4379	95	111	224	59	1437	27	32	104	33

FEDERAL HIGHWAY ADMINISTRATION
STATE AND LOCAL GOVERNMENT INTERNAL EMPLOYMENT DATA

2. OTHER THAN FULL-TIME EMPLOYEES (Including temporary employees)												
66. OFFICIALS/ADMIN		4	3					1				
67. PROFESSIONALS		115	75	1	4	2		31		1	1	
68. TECHNICIANS		67	47		1	2		13		1	3	
69. PROTECTIVE SERVICE												
70. PARA-PROFESSIONAL		5		1	1	1		2				
71. ADMIN. SUPPORT		14	2					11		1		
72. SKILLED CRAFT		147	130	1	4	1	2	9				
73. SERVICE/MAINTENANCE		43	28	2	2			11				
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)		395	285	5	12	6	2	78		3	4	
3. NEW HIRES DURING FISCAL YEAR (Permanent full time only)												
75. OFFICIALS/ADMIN		5	2					3				
76. PROFESSIONALS		78	45		1	2		27			3	
77. TECHNICIANS		14	12					2				
78. PROTECTIVE SERVICE												
79. PARA-PROFESSIONAL		6	1					5				
80. ADMIN. SUPPORT		60	26			1		33				
81. SKILLED CRAFT		108	101			3	1	3				
82. SERVICE/MAINTENANCE		116	93	2	1			20				
83. TOTAL NEW HIRES(Lines 75-82)		387	280	2	2	6	1	93			3	

Appendix G

From: Gilmour, Cam
Sent: Friday, January 02, 2015 3:46 PM
To: WSDOT ExecList
Subject: Anti-Discrimination Message

Good afternoon,

This message reinforces WSDOT's commitment to Washington's statewide affirmative action and diversity efforts. Equal Employment Opportunity (EEO) is not only the law, but it is fundamental to the Department's operations and success in meeting the transportation needs of Washington State and providing the best possible service to the people of Washington.

Consistent with our culture of inclusion and mutual respect, and in keeping with federal and state law, there is no tolerance for discrimination against any employee or applicant for employment because of the individual's race, creed, color or national origin; families with children; sex, marital status or sexual orientation; age; honorably discharged veteran or military status; or the presence of any sensory, mental, or physical disability with respect to hiring, promotion, firing, compensation or other conditions or privileges of employment.

Despite our commitment, every year we face actual or potential violations of rights under Titles VI and VII of the Civil Rights Act. We take these matters very seriously and review thoroughly to identify opportunities to do better. We have learned some valuable lessons on the importance of our obligation to take prompt action when we become aware of any actions or behavior that could violate a person's civil rights.

Respectful behavior in the workplace is not an option, it is required. All employees must be treated and treat one another in a respectful way. Towards this end, we are implementing mandatory competencies and standards to be included for all employees as part of their annual PMP to underscore our commitment.

Ignoring discriminatory actions can have a profound impact on affected individuals. It can also cause financial risk to WSDOT. It cannot be emphasized enough that we have an obligation to take prompt and definitive action when we observe or become aware of potential discrimination. It is our responsibility to act promptly in understanding and addressing these issues.

As you know, we serve people in every community, economic class and cultural group throughout the state. Of paramount importance in pursuing our mission and vision for transportation is that our work reflects the principles of equal opportunity, diversity, affirmative action and cross-cultural respect for all of those we serve and do business with.

We have been working diligently over the last several months to implement strategies to strengthen our DBE program. Our efforts are continuing. One strategy to reinforce our commitment and support for these efforts is to add mandatory competencies for all employees

with responsibility for DBE compliance.

To this end, the following specific actions are expected:

1. Upon publication of the executive order E 1014.05 Equal Opportunity, Affirmative Action, Freedom from Discrimination, and Freedom from Sexual Harassment, executives and managers will highlight to all staff the existence and importance of this policy.
2. Work with the Office of Human Resources and Safety to review WSDOT utilization reports and to develop strategies that address areas of underutilization for each specific region.
3. Work with the Office of Human Resources and Safety to identify and assess WMS positions, look at recruitment actions and identify any barriers to recruitment that lower the potential to select, hire and promote qualified candidates within the WMS system.
4. Effective 1/1/15, all managers will include the appropriate mandatory competencies and *standards when selecting upcoming performance appraisal criteria in the PMP system*. (An all- staff communication will be sent).
5. Develop internal strategies that foster the growth and development for staff in understanding equal opportunity, diversity, affirmative action and cross-cultural respect, and provide for critical areas of expertise.
6. Review exit interviews, and internal surveys that identify needs, concerns and opportunities for staff.

Your dedication to ensuring our workplaces are free of discrimination is greatly appreciated.

Thank you,

Cam



Diversity Advisory Group Charter

The Washington State Department of Transportation Diversity Advisory Group (DAG) serves as the advisory body to agency executive leadership in supporting strategic diversity efforts throughout WSDOT. The DAG is a work group of employee representatives from all WSDOT regions and headquarters.

Mission

The mission of the DAG is to promote and sustain a working environment at WSDOT that values diversity by integrating the principles of respect and inclusion throughout the agency.

Purpose

The purpose of the DAG is to lead in the development, focus and continuous progress toward diversity at WSDOT. The DAG is a forum to share ideas and information on diversity matters and events, collaborate on and implement diversity initiatives, and leverage organizational resources to improve diversity within WSDOT. The DAG is also a function of civil rights compliance within WSDOT pursuant to state and federal regulations.¹ However, the DAG will not act as a forum for resolution of individual grievances and complaints or personal, religious, or political agendas.

Objectives

Ultimately, the DAG will act as a forum for creative diversity ideas that will benefit all WSDOT employees. The DAG will work to ensure that diversity initiatives and programs link to the strategic business goals of the agency. Cultural understanding, awareness, sensitivity, competence, and diversity of staff at all levels are critical to create and sustain a healthy work environment. Such an environment embodies a set of attitudes, skills, behaviors, and business practices that promote inclusion, equity, and respect. Using these underlying principles, the DAG will:

- Serve as a resource to management and staff in the areas of diversity awareness

¹ Federal Highway Administration, Code of Federal Regulation: 23 CFR 230 Part II, Section II, A, 2 (g)(2); Governor's Executive Order 12-02, *Workforce Diversity and Inclusion*; Governor's Executive Order 13-01, *Veterans Transition Support*; and Governor's Executive Order 13-02, *Improving Employment Opportunities and Outcomes for People with Disabilities in State Government*.

- Solicit input from employees, agency-wide, and provide feedback and recommendations on statewide diversity issues and strategies
- Promote training, activities and events to foster understanding, awareness and inclusion
- Celebrate the diversity of cultures by promoting and coordinating organized celebration events
- Share information about community activities and events
- Assist in responding to WSDOT cultural concerns and opportunities when appropriate or when asked by WSDOT leadership team members
- Bring awareness of the changing demographics in the department, the state and nation
- Improve WSDOT employee understanding of individual, group, and organizational culture
- Improve the quality of services and outcomes for internal and external customers
- Leverage the contributions of Employee Resource Groups as they become established

Executive Sponsors

The executive sponsors for the DAG are the Assistant Secretary of Strategic, Enterprise and Employee Services and the Director of the Office of Human Resources and Safety. Under the guidance of the executive sponsors, the DAG will function through the administrative oversight of the WSDOT Internal Equal Employment Opportunity (EEO) Manager and the Diversity Coordinator.

The Office of Human Resources and Safety

The Office of Human Resources and Safety (OHR&S) will be responsible for implementation and oversight of the DAG.

- OHR&S will solicit and screen membership applications
- OHR&S will conduct all meetings of the DAG
- OHR&S will provide diversity content, subject matter expertise, guidance, and direction to the DAG
- OHR&S will assist in the development and presentation of progress reports from the DAG to executive leadership
- OHR&S will help to secure resources as needed for activities and events

Membership

The DAG will be comprised of 14 appointed members representing the following areas:

- 4 representatives from Headquarters
- 3 representatives from Northwest Region
- 2 representatives from Ferries
- 1 representative from Olympic Region
- 1 representative from South Central Region
- 1 representative from Southwest Region
- 1 representative from Eastern Region
- 1 representative from North Central Region

The members are appointed and serve at the request of the Assistant Secretary, who retains the right to remove members. All members will be appointed to two (2) year terms. When vacancies occur, the Diversity Coordinator and Internal EEO Manager will solicit applications for membership from the appropriate sub-area and will interview applicants for the vacancy. Appointment decisions will rest solely with the Assistant Secretary.

Responsibilities

The DAG members are leaders, expected to carry out the spirit and purpose of diversity and inclusion with the groups they represent and work with day-to-day. The DAG members will provide input on proposed diversity programs, initiatives, or ideas and ensure alignment with the agency mission statement. Each DAG member will be expected to:

- Attend regularly scheduled meetings
- Actively participate in meetings by sharing new ideas and solutions and contribute to the discussion
- Participate in DAG sponsored events
- Send an appropriate replacement if unable to attend a meeting
- Obtain supervisor approval prior to participating
- Communicate with coworkers about DAG projects and activities and engage peers in discussion on issues to represent full enterprise perspective
- Work together to plan and implement activities
- Positively impact the culture of WSDOT by reminding all of the importance of diversity and respect, and by modeling the same
- Promote the concept that everyone has culture and tradition in their heritage and use it as a model to celebrate cultural diversity

- Promote the recruitment and retention of a diverse workforce at all levels of the agency

Meetings

- Meetings shall occur bi-monthly
- Minutes shall be taken and made available to the membership before the next regular meeting
- Meetings shall be open to anyone who wishes to attend and participate
- Participants will need to obtain supervisory approval to attend
- The DAG will role model an appropriate team environment by practicing respect, inclusiveness and a collaborative approach when conducting meetings
- If a member is unable to attend a meeting, substitutes or alternates may attend in his/her place
- To remain a member in good standing, members must attend 75% of all regularly scheduled meetings. If a member cannot remain in good standing, the Assistant Secretary reserves the right to withdraw the appointment of a member

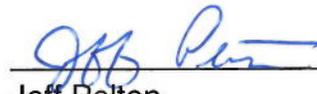
Charter Revisions

This charter shall be reviewed biennially and updated as needed. WSDOT reserves the right to change the charter at any time and will consult and/or inform the DAG members of any revisions. WSDOT may disband the DAG and/or reconstitute it at any time.

Signatures



Katy Taylor
Assistant Secretary, Strategic Enterprise
& Employee Services



Jeff Pelton
Director of Human Resources



Brenda Reagan
Internal Equal Employment Opportunity
Manager



Kathy Szolomayer
Library & Archival Professional 4 - HQ



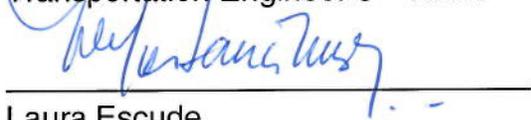
Althea Sims
Tort Claims Investigator 1 - HQ



Roberta Keel
Transportation Technician 3 - HQ



Adrian Braxton
Transportation Engineer 3 - NWR



Laura Escude
Transportation Planning
Specialist 4 - NWR



Marsha Morse
Chief Mate - WSF



Gregory Moses
Transportation Technician 2 - ER



Mike Palazzo
Real Estate Services Manager - SWR



Evan Olsen
Transportation Planning
Specialist 4 - HQ



Hung Huynh
Project Engineer - NWR



Broch Bender
Communications Consultant 5 - WSF



Cristen Miller
Facility Services Coordinator - NCR



Kara Shute
Assistant Maintenance
Superintendent - SCR



Sue Babic
Transportation Engineer 4 - OR

Employee News

WSDOT launches new Diversity Advisory Committee

Posted 10.14.14

Our agency is proud to serve people in every community, economic class and cultural group throughout the state. The recent launch of our new Diversity Advisory Group (DAG) bolsters this commitment by providing opportunities for staff to engage in conversations about diversity-related topics.

The DAG, comprised of 14 employee representatives from all regions in the agency, is dedicated to promoting and sustaining a healthy work environment that values diversity, respect and inclusion. In the coming months, look for trainings, activities and events aimed toward fostering and celebrating the wide range of diverse cultures and backgrounds of our workforce.



2014 Diversity Advisory Group members (from top left to right): Roberta Keel, Kathy Szolomayer, Althea Sims, Sue Babic, Hung Huynh, Cristen Miller, Adrian Braxton, Broch Bender, Marsha Morse, Stacy Hiatt, Brenda Reagan, Mike Palazzo, Evan Olsen, Gregory Moses, Laura Escude (absent Kara Shute).

Each DAG member will serve a two-year term under the direction of the Assistant Secretary of Strategic, Enterprise and Employee Services and the Director of the Office of Human Resources and Safety.

If you would like to share your ideas or provide feedback and recommendations on statewide or region-specific diversity issues, please contact [Brenda Reagan](#), Internal Equal Employment Opportunity Manager.

Have a story you'd like featured? Let us know! Send an email with your ideas to intranet@wsdot.wa.gov.

Employee News

February is Black History Month

Posted 02.10.15

Across Washington State and the nation, the month of February is officially observed as Black History Month. It is a time when we can all join together to learn about black women and men who greatly influenced the lives of Washingtonians and beyond.

In 1976, Black History Month was expanded from what was known as "[Negro History Week](#)." February was selected largely because the birthdays of both human rights activist [Frederick Douglass](#) (b. Feb. 1818), and [President Abraham Lincoln](#) (b. Feb. 12, 1809) fall during the same month.

We are encouraged to celebrate Black History Month by attending a public event, participating in regional celebrations or by reading up on famous black Americans.

Below is a list of public events, resources and activities happening around the state. For more information, contact your regional [Diversity Advisory Group member \(pdf 13 kb\)](#) or check out this [reading list of selected books and resources for Black History Month \(pdf 90 kb\)](#).

Statewide

- Internet - [Audio archive of Dr. Martin Luther King, Jr. speeches](#)

Eastern Region

Spokane

- [Black History Month Storytime feat. I am Rosa Parks and I am Jackie Robinson](#) – 2/28/15
- [Spokane County Bar Assoc. Luncheon Celebrating Black History Month](#)
- Gonzaga University – [Lesson of the Color of Fear](#), Tuesday, February 24th @ 7PM, Jepson Wolff Auditorium

Pullman

- [WSU Tri-Cities Black History Month Event Calendar](#) and [WSU Tri-Cities Black History Month Events Flyer \(pdf 2.3 mb\)](#)

Cheney

- Eastern Washington University - [Diversity Events Happening throughout the month](#)

Southwest Region

Vancouver

- [Buffalo Soldiers Exhibit – Fort Vancouver National Site](#)

Olympic Region and HQ

Olympia

- [South Puget Sound Community College - Black History Month events](#)
- [Storytime for Black History Month](#)

Tacoma

- [University of Puget Sound](#)
- [Black History Month: George Washington Carver Event](#)

NW Region & Ferries

Seattle & Eastside

- [Experience Music Project](#)
- [Northwest African American Museum](#)
- [Garfield High School - One Human Race – interfaith discussion of equality and non-discrimination](#)
- [Black History Events in Seattle – Several throughout the month](#)
- [Black History Events in Seattle – Seattle PI, throughout the month](#)

North Central Region

- Check local listings for events in NC Region

South Central Region

Yakima

- [Rotary Club – Black History Month Speaker - Ezra Teshome](#) - 2/19/2015 at noon, Yakima Convention Center

Walla Walla

- [Black History Month Program at VA - theme is "A Century of Black Life, History, and Culture"](#)
- [Walla Walla University – Art Display of 16 black American Visual Artists](#)

Have a story you'd like featured? Let us know! Send an email with your ideas to intranet@wsdot.wa.gov.

Employee News

Throwback Thursday: Black History Month transportation connections

Posted 02.26.15

As February draws to a close, we recognize the contributions African-American inventors have made in all fields, including transportation. You may not realize it, but each day you travel to and from work, you're benefitting from the creativity of [Garrett A. Morgan](#), inventor of the traffic signal. Whether you walk, drive or take public transit, Morgan's invention helps keep your trip safe.

If you take to the highway for your commute, there's ample evidence of the work of an African-American inventor whose idea revolutionized freight transport of perishable goods. [Frederick McKinley Jones](#) held more than 40 patents related to refrigeration, including an automatic refrigeration system for long-haul trucks and railroad cars.

Speaking of transportation, many transformative civil rights movement events were played out within the public transit system. Most notably, [Rosa Parks](#)' and the [freedom riders](#), who together challenged racial desegregation aboard public buses.

To learn more about diversity and inclusion activities at WSDOT contact a member of the [Diversity Advisory Group \(pdf 13 kb\)](#).

Have a story you'd like featured? Let us know! Send an email with your ideas to intranet@wsdot.wa.gov.



Employee News

Understanding diversity: June is Pride Month

Posted 06.10.15

A message from our very own Diversity Advisory Group:

I'm Kathy Szolomayer, a member of the Diversity Advisory Group (DAG) and a librarian here at WSDOT, so I'm happy to share some [resources and event information \(pdf 193 kb\)](#), our group has compiled in support of [LGBTQ+](#) Pride Month, celebrated in June.

Pride Month is particularly significant for me because of two young adults in my extended family. I watched them grow up, come out and become members of the LGBTQ+ community. I'm so proud of them and hopeful for their futures. When I was their age our society would not have welcomed their diversity or provided the acceptance and protection for them that everyone deserves. My personal wish is for everyone to accept and respect our LGBTQ+ community, to join in and enjoy local Pride celebrations, and to recognize and support the strength and diversity LGBTQ+ co-workers, friends, neighbors and family members contribute to our lives every day.

The DAG charter recognizes that "cultural understanding, awareness, sensitivity, competence, and diversity of staff at all levels are critical to create and sustain a healthy work environment." I'm proud to be a member of DAG, working with others who want to foster a value of inclusion in our workforce, diversity in our problem-solving and decision-making, and respect in our relationships.

To learn more about diversity and inclusion activities here at WSDOT, [contact a member of DAG \(pdf 13.2 kb\)](#).

Is there a topic you'd like featured on the intranet homepage? Let us know! Send your ideas to intranet@wsdot.wa.gov.



[Photo courtesy of Benson Hua.](#)