



Cape Fear Public Transportation Authority
(d.b.a Wave Transit)
**Equal Employment Opportunity (EEO)
Policy and Program**

Effective February 12, 2024

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I. STATEMENT POLICY: EQUAL EMPLOYMENT OPPORTUNITY

The Cape Fear Public Transportation Authority (d.b.a. Wave Transit) has a commitment to serve the community and uphold its mission as stated:

Develop and maintain an effective, efficient, and safe system of public transportation services within Southeastern North Carolina which is responsive to the mobility needs of the community. Transportation services provided shall be designed to maintain and encourage the use of public transportation and shall contribute to the economic vitality of the community, the conservation of natural resources and the protection of the environment.

As an equal opportunity employer, we strive to have a competent and qualified workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information, disability, veteran status or other protected class. The Authority is committed to ensuring Equal Employment Opportunity (EEO) through its system of employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, termination, transfer, layoff, benefits, rates of pay and other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

The Authority is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent of undue hardship.

As the Authority's Executive Director, I maintain overall responsibility and accountability for the Authority's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring and complaint investigation, Jon Dodson has been appointed Deputy Director, and as the Authority's EEO Officer. Mr. Dodson will report directly to me and acts with my authority with all levels of management, Authority employees and contracted staff. Mr. Dodson can be reached directly via e-mail: jdodson@wavetransit.com or by phone at: (910) 202-2057.

The Authority's executives, management and supervisory personnel, however, share in the responsibility for implementing and monitoring the Authority's EEO Policy and Program within their respective areas and are assigned specific tasks to ensure compliance is achieved. The

Authority will evaluate the performance of their managers and supervisors and contracted staff on their successful implementation of the Authority's policies and procedures.

The Authority is committed to undertaking and developing written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO policy and program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

Mark Hairr, Executive Director
Cape Fear Public Transportation Authority

February 12, 2024

II. DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

The methods the Authority will use to communicate their adopted EEO policy and program to employees, applicants, potential applicants, community partners, stakeholder groups and the general public are outlined in this section.

A. INTERNAL DISSEMINATION

- Posting of EEO policy statement and official materials to employee bulletin boards and in spaces in which employees congregate.
- Inclusion of EEO policy and other related information in employee manuals, personnel, operator handbooks and any other relevant materials.
- Discussion with management officials, supervisory staff and service level personnel regarding the EEO program and its implementation.
- Training for all employees on a routine and periodic basis.
- Training for all new employees conducted within a 90-day window of appointment.

Revisions to the EEO policy and program are communicated to all employees by notices which identify and explain any such change.

B. EXTERNAL DISSEMINATION

- Notification of the Authority's EEO policy and program will be provided to recruitment sources, employment agencies, and community action groups when outreach is conducted or advertising pursued.
- Certification that the Authority as an EEO employer shall be referenced on all recruitment ads, external postings and included on the Wave Transit website.

Dissemination of the Authority's EEO policy and program is not limited to the above referenced action items. The Authority will use all appropriate means to convey the organization's commitment to EEO.

III. DESIGNATION OF PERSONNEL RESPONSIBILITY

The designated EEO Officer, as referenced in the policy statement above, reports directly to the Authority's Executive Director on all EEO related matters. The EEO Officer is responsible for evaluating whether the EEO policy is being upheld and the program is being implemented at all levels of the organization and conduct periodic reviews on the effectiveness of the current program. The duties and responsibilities of the EEO Officer are listed as follows:

- Develop EEO policy and program
- Recommend internal and external communication procedures
- Review the Authority's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood
- Assist management in the collection and analysis of employment data, goal establishment and strategies for goal attainment
- Design, implement and monitor internal audit and reporting systems to measure program effectiveness and identify areas in which progress is needed
- Investigate complaints of EEO discrimination
- Provide EEO training for employees and managers
- In conjunction with human resources, conduct periodic reviews of employment practices policies, complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements
- Report to the Executive Director on each department's progress in relation to the agency's goals and on contractor and vendor compliance
- In conjunction with human resources, advise employees and applicants of available training programs and professional development opportunities and the entrance requirements
- Audit postings of the EEO policy statement to ensure compliance information is posted and up to date

Please consult **Appendix A** for a copy of the EEO Officer's job description.

Although the EEO Officer holds primary responsibility, managers at all levels of the organization share in the responsibility to implement the organization's EEO program. Their duties and responsibilities include the following:

- Assist in identifying problem areas and establish agency goals and objectives
- Active involvement with local minority organizations, women's and individuals with disabilities groups, community action organizations and community service programs designed to promote EEO
- Participate actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives
- Hold regular discussions with other managers, supervisors and employees to assure the organization's policies and procedures pertaining to EEO are being followed
- Review the qualifications of all employees to assure that minorities, individuals with disabilities and women are given full opportunity to transfer, promotion, training and other forms of compensation
- Participate in the review and/or investigation of complaints alleging discrimination.
- Conduct and support career counseling for all employees
- Participate in periodic audits to ensure each department is in compliance

A copy of the Authority's organizational chart can be found in **Appendix B**.

IV. UTILIZATION ANALYSIS

Equal Employment Opportunity assumes the workforce of any organization should mirror the composition of the population. A primary factor to assessing EEO is the availability and skill of the current labor pool. A comprehensive analysis of the workforce for the Authority and the contractor (Transdev and Transit Management of Wilmington) is illustrated in the supplemental utilization worksheet provided by FTA.

A. WORKFORCE ANALYSIS

The workforce analysis table above includes the total number of Authority and contracted employees and salary ranges for each respective job category for the following subcategories for men and women:

- White (not Hispanic or Latino)
- American Indian/Alaska Native (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- Asian (not Hispanic or Latino)
- Native Hawaiian and Other Pacific Islander (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

Each employee belongs to one of the following job categories referenced below:

1. Officials and administrators
2. Professionals
3. Technicians
4. Protective Service Workers (category not applicable to organization)
5. Paraprofessionals
6. Administrative Support Workers
7. Skilled Craft Workers
8. Service-Maintenance Workers

B. AVAILABILITY ANALYSIS

Included as part of the utilization analysis is an assessment of the relevant labor market for both Authority and contracted employees relative to the job classifications as referenced above. The labor market is both geographical and occupational in nature. The geographic recruiting area has broader implications for higher skilled positions and is

tailored to a more narrow geographic area for lower skilled jobs. The recruiting area used for securing labor market statistics is as follows:

- National - Officials, administrators and professionals
- Regional - Technicians
- Statewide - Paraprofessionals, administrative support workers, skilled craft workers and service-maintenance workers

V. GOALS AND TIMETABLES

The quantitative goals are illustrated in the complementary utilization analyses worksheet provided by FTA. A narrative and summary of goals and associated timelines for each job category is as follows:

1. Officials and administrators

Underutilization of female personnel in current employment levels under this job category. Due to very low turnover and organizational practices of promotion within, opportunities for employment at the executive and upper management level is low making goal attainment challenging if an underutilization of personnel was noted.

2. Professionals

This job category consists of one male employee. Therefore, minority males and minority females are underutilization under this category.

3. Technicians

This job category consists of six employees. Minority representation is 50%.

4. Protected Service Workers and Paraprofessionals

The number of personnel employed under both classifications is zero. Opportunities under each category are not projected to materialize during this goal-setting period.

5. Administrative Support Workers

Males and black females are well represented in this job category. However, an underutilization of white and Hispanic females. A way to address this is by targeted recruitment.

6. Skilled Craft Workers

Equipment operators comprise roughly 70% of the organizational workforce. With the exception of Hispanic males and females and white females, minorities and females are well represented in this category. Plans to address underutilization in the above noted areas are illustrated in the goal setting worksheet.

7. Service Maintenance Workers

There are four employees listed under this job category. Two minority males, one white male and one white female was represented in this category.

VI. ASSESSMENT OF EMPLOYMENT PRACTICES

In order for successful attainment of short-term and long-term goals, the Authority will identify the causes of underutilization and concentration of minorities and women in the organization and take corrective action to address. This will occur through self-assessment of the effectiveness of current employment practices. A proper assessment allows the Authority to evaluate the impact of internal employment practices and external factors on areas of underutilization or concentration.

A description and analysis of the Authority's current recruitment and selection policies and procedures are outlined in this section.

A. RECRUITMENT AND SELECTION

The Authority recruits and extends employment opportunities to the most qualified applicants. The following methods are employed to ensure equal opportunities are extended to all qualified applicants during the recruitment and selection process:

- Partnership and active engagement with community organizations that are prepared to refer desired applicants, including minorities, females, and individuals with disabilities
- Participation in outreach events at educational institutions and community groups, including events geared toward minorities, females and individuals with a disability
- Encouragement of current employees for recruitment and referral of qualified minority, female and candidates with disabilities

Current recruitment and selection policies and practices employed by the Authority and its contractor are outlined below.

Application Process

Interested parties may submit an application for employment in response to an advertised position. Applications will be maintained in the Human Resources Office for confidentiality purposes and retained on file for a minimum of six (6) month. Upon submittal, applications are prescreened by the Authority's HR Generalist then provided to the appropriate department head and/or his/her designee for review. Candidates must possess the basic qualifications required to effectively perform the functions of the position. Consideration is granted to such factors as education, experience, skills, advancement potential and character. Applicants selected for an interview are ranked and interviewed by the department head and/or his/her designee in the area of the vacancy. Notification is provided to the Authority's HR Generalist upon selection of a candidate.

In accordance with EEO Commission guidelines, an applicant log will be maintained showing each applicant's race or national origin and sex, based upon visual observation; he/she may not ask such questions specifically. When applications are not submitted in person and applicants are not personally known to the manager, he/she may ask each applicant to fill out a self-identification form and advise the applicant that the information is not being sought for employment decisions but to meet federal record keeping requirements. All applicant logs or self-identification forms must be kept in completely separate files and must have no bearing on any employment decision. Applicants will be informed of this fact.

The role of the EEO Officer shall be to monitor the hiring and selection procedure in such a way that all applicants are given an equal opportunity for employment. In doing so, the EEO Officer will have access to files of all applicants interested in employment; conduct periodic reviews of resumes and applications on file; and review and suggest revisions on all employment procedures to assure they do not have discriminating effects.

A copy of the Authority's employment application can be found in **Appendix C**, and a copy of the employment application for Transit Management of Wilmington can be found in **Appendix D**.

B. TESTING

The HR Generalist will request a background and DMV test for each candidate selected by the hiring manager. The tests and associated requirements vary by position; however, a summary is provided as follows:

Employment and Background

- Verification of at least 10 (ten) years of employment and residency
- Explanation for any gap in employment or residency exceeding thirty (30) calendar days

Motor Vehicle Record

- A valid driver's license in the state in which you reside
- At least 21 years of age with a minimum of three (3) years of driving experience
- No more than two (2) moving violations within the past thirty-six (36) months
- No more than (2) accidents (verified by corresponding violation or points associated with accident) within the past thirty-six (36) months
- The ability to obtain a Commercial Driver's License (CDL) if/as required by the position

Criminal History

Criminal conviction(s) involving one of the following may potentially disqualify potential candidates from employment opportunities.

- Any crime against a child or vulnerable adult (i.e., disabled, elderly or infirmed)
- Kidnapping / Abduction
- Murder / Manslaughter / Attempted Murder / Vehicular Homicide
- The possession, manufacture, cultivation, use or distribution of illegal substances or associated paraphernalia
- The unlawful use, possession, distribution, disposal or alteration of a firearm or weapon
- Any act of violence upon another individual
- Theft, larceny
- Any offense of a sexual or indecent nature including but not limited to the unlawful possession of publications and images, and/or downloading of such images for the managing and accessing of any website containing unlawful sexual content
- Driving Under the Influence (DUI) or Driving While Intoxicated (DWI)

Results from background checks are screened by the HR Generalist and provided to the hiring manager for a comprehensive review. Candidates selected for a position are offered a conditional offer of employment with employment granted only upon successful completion of the following:

Drug Screening

- Applicants must pass a pre-employment drug test

FTA and DOT Requirements

- The ability to pass an FTA/DOT mandated physical examination or an approved state-specific physical for non-DOT driving positions

- The willingness to comply with FTA/DOT substance abuse regulations and testing requirements outlined in CFR 665 and CFR part 40

Training

- Successful completion of new-hire classroom and if applicable, behind the wheel training

The conditions set forth in the offer of employment letter are revoked and full employment granted upon successful completion of the above noted items.

C. TRANSFERS, PROMOTION AND SENORITY

The Authority and the contractor make every effort to promote from within and provide employees with transfer opportunities that qualify them for future promotional opportunities. It is the responsibility of management to provide developmental assistance by which minority, female and employees with disabilities can advance within the company.

Performance appraisals are conducted once an employee has successfully transitioned out of the probationary period outlined in their conditional letter of employment. Administration and supervisory employees are then reviewed annually coinciding with anticipated salary increases, at or about the first of the fiscal year (July 1st). Union employees are made aware of job openings via postings made by the contractor, Transit Management of Wilmington. Promotion and transfer opportunities are based on performance and seniority.

Amalgamated Transit Union, Local 1328 represents employees of the transportation and maintenance departments as certified by U.S. Department of Labor. Seniority practices affecting these employees are agreed to in the labor contract. Promotions from one bargaining unit position to another are selected from those persons who sign the job posting bulletins. Individuals within the respective department as well as all other employees are eligible to sign job postings. Selection is determined by work performance as well as qualifications for the new position. A probation period of ninety days will be observed for salaried personnel as well as new union employees. Promotions within management are based upon qualifications and the potential to handle added responsibilities. The fixed route General Manager position is filled through a professional services contract between the Authority and Transdev.

D. TRAINING

A formal training program, minimum duration of two weeks, will be held for new paratransit and fixed route bus operators. Employee training consists of but is not limited to: one-on-one training between management and/or supervisors and staff; local training courses, seminars, community colleges, trade schools, etc.; and regional and national

training courses. Mechanic training will be performed on a one-on-one basis with an experienced mechanic during the probationary period.

E. DISCIPLINE AND TERMINATION

An employee may resign by presenting a written notice of resignation to his/her supervisor or the HR Generalist. An employee may be dismissed for unsatisfactory performance of duties, for disciplinary reasons, for other just causes, or for reduction in workforce. The employee may receive monies due upon dismissal. Although employees may be paid for accumulated vacation leave on a pro-rata basis upon termination, they will not be reimbursed for accumulated sick leave. Medical and life insurance will be paid through the effective date of termination of the employee but no later than the end of the month in which termination occurred.

F. EMPLOYEES WITH DISABILITIES

It is the policy of the Authority and its contractor not to discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Authority and its contractor take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices. Reasonable accommodations will be provided to employees with disabilities on behalf of the Authority.

VII. MONITORING AND REPORTING

The Authority has developed internal monitoring and reporting mechanisms intended to measure the effectiveness of its EEO program in accordance with FTA regulations as outlined in Circular 4704.1A.

Updated EEO information will be provided to the Authority's EEO Officer in a report format and reviewed on a quarterly basis. The monitoring and reporting activities referenced below are deemed critical to the success of its EEO program:

- Employment activity records, including applications submitted, referrals, placements, rejected offers, training, transfers, promotions, terminations and any layoffs will be monitored to ensure compliance with the Authority's non-discriminatory policy.
- Relevant data and updates pertaining to the Authority's EEO policy and program will be provided at interdepartmental meetings in which Authority and contracted staff are both present. Interdepartmental meetings are held on a monthly basis.
- The EEO Officer will report information in relation to the Authority's EEO program and progress to Wave Transit's Executive Director on a quarterly basis. The EEO Officer will oversee program effectiveness with recommendations for improvements

documented and submitted in accordance with established timelines as outlined in FTA Circular 4704.1A.

Mechanisms for reporting and program monitoring will be adjusted on an as need basis.

VIII. COMPLAINTS

As an equal opportunity employer, the Authority and its contractor are compliant with provisions of Title VII of the Civil Rights Act of 1964. These mandates state that no person, on the grounds of race, color, creed, national origin, sex, age or disability, may be excluded from, be denied the benefits of, or be subjected to discrimination. The Authority and its contractor are committed to enforcing civil rights provisions and protecting the rights and opportunities of all persons, employees and others associated with the organization of affected by its programs. Any person(s) who feel they have been discriminated against based on the criteria indicated in the above mandate, is encouraged to pursue the complaint procedures outlined in this section. The EEO Officer is responsible for tracking EEO complaints brought forth by individual(s) and/or manager(s) and maintaining appropriate records pertaining to EEO complaints. All EEO complaints will be reported in accordance with federal regulations. Additionally, all EEO complaints will be brought forth to the Authority's Executive Director by the EEO Officer for review.

The following procedure was established to address discrimination complaints regarding race, color, religion, sex, national origin, age, disability or military status for current employees and those seeking employment. Utilization of this complaint procedure will not in any way jeopardize current or prospective employment status. Procedures are as follows:

- The EEO Officer will receive all written complaints of discrimination. These complaints may be direct from the employee or referred from a supervisor or manager who has received a complaint from an employee.
- All discrimination complaints filed under this procedure will be accepted for investigation up to and including 30 days after the date of the alleged discriminatory act.
- All complaints will be properly recorded and signed by the complainant. Employees will be advised and counseled as to other avenues of redress including, not limited to, the following:
 1. State of North Carolina, Department of Human Rights;
 2. Equal Employment Opportunity Commission; and
 3. Wilmington, NC Human Relations Commission.
- All complaints will be investigated and processed by the EEO Officer and/or his/her designee within 30 days of receipt.

- The complainant will receive written notification regarding the results of the investigation and the final disposition of the complaint including remedial actions to be taken.
- If the complainant disagrees with the findings and decisions of the EEO Officer and/or his/her designee, he/she will be advised and counseled as to other avenues of redress including, but not limited to, the following:
 1. State of North Carolina, Department of Human Rights;
 2. Equal Employment Opportunity Commission; and
 3. Wilmington, NC Human Relations Commission
- The EEO Officer will take necessary steps to ensure the confidentiality of all discriminatory complaint records and of any counseling done in the course of the complaint procedure.

Any contracted employee, union or non-union, who feels that he or she has been unjustly treated through termination has the right to appeal the employment termination decision under the appropriate sections, terms and conditions of the bargaining agreement. The EEO Officer will be apprised of all verbal and written appeals.

APPENDIX A: Job Description of EEO Officer



Cape Fear Public Transportation Authority

Deputy Director

JOB DESCRIPTION

POSITION TITLE: Deputy Director

JOB SUMMARY: Serves as Chief Operating and Planning Officer for the Authority responsible for oversight of operational and planning activities. Serves as Interim Executive Director in absence of Executive Director.

WORK SCHEDULE:

- Forty (40) hour work week, typically 8:00 am until 5:00 pm Monday through Friday including one (1) hour lunch period
- Must be available during disaster and emergency events
- On-call for major incident coordination when Authority is in operation

REPORTS TO: Executive Director

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

- Serve as Interim Executive Director in absence of Executive Director
- Oversight of fixed route department to ensure management contractor compliance with management agreement
- Oversight of Paratransit division
- Oversight of Facilities Management department
- Oversight of Mobility Management program
- Make recommendation for operating policies and procedures
- Ensure that Authority rolling stock and facilities are maintained to FTA state of good repair requirement
- Work with vendors and management contractor to ensure sufficient goods and services are available to maintain fleet to adopted standards
- Oversee Authority drug testing program for direct and contract employees and ensures FTA and NCDOT compliance
- Analyze data from AssetWorks, GFI, CTS, AVL and other sources to ensure efficient operation of Authority programs
- Work with Director of Finance & Administration to oversee procurement process
- Oversight of asset management program
- Prepare draft annual budget of operations department
- Serve as project manager for major capital projects as assigned

- Serve as staff liaison to Authority Planning & Operations Committee
- Serve as Authority emergency management coordinator
- Provide leadership in the daily management of the Operations Department
- Maintain departmental standards for safety, and reliability by daily monitoring operations employees and contract employees for adherence with policies, guidance, regulations and schedules
- Review reports from supervisors and contract employees regarding accidents and incidents
- Coordinate hiring and training of non-contract departmental employees
- Prepare short and long range planning functions in accordance with budget guidelines and adopted plans
- Oversee contract management of fixed route scheduling and service analysis
- Perform paratransit scheduling analysis
- Manage and implement all public relations efforts on behalf of the Authority
- Serve as Authority Civil Rights Officer for Title VI and EEO and DBE Liaison Officer
- Serve as Authority Americans with Disabilities Act (ADA) compliance officer
- Serve as Transportation Demand Management (TDM) liaison to WMPO for vanpool, carpool and alternative transportation initiatives
- Manage the following employees: Mobility Manager; Paratransit Manager; Facilities Manager; Board & Customer Relations Manager
- Manage Authority bus advertising program
- Represent Authority on Boards and Committees as directed
- Other duties as assigned

QUALIFICATIONS:

- Bachelor degree in planning, engineering, transportation, management, public administration, political science or related field from an accredited institute. Master Degree in Public Administration preferred.
- Four (4) to seven (7) years verifiable employment as a senior administrator in public transportation providing fixed route urban and paratransit services
- Must possess valid North Carolina Driver License
- Pre-employment background check and drug screen required

SKILLS REQUIRED:

- Computer literate with a working knowledge of word processing, spreadsheet and accounting software. Experience working with CTS, AssetWorks, AVL and GFI software systems

PHYSICAL REQUIREMENTS:

- Typically requires talking, hearing, seeing, and repetitive motions including keyboard entries
- Sedentary to light work: Exerting up to 10-20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects
- May be subject to overnight travel

SPECIAL REQUIREMENTS: May be required to assist in performing other administrative duties and/or operational tasks

STATUS: FSLA Exempt

MARKET 50th PERCENTILE: \$3,986.69 Bi-weekly

SALARY RANGE: \$3,189.35 - \$4,784.03 Bi-weekly

REVISION DATE: February 2017

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, Cape Fear Public Transportation Authority reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, staff shortages, work load changes, rush jobs, or technological developments).

I acknowledge and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE



CAFE-FAEQ
 CE BKIC-QAMRENQBAINIM
 AT ENOIQX
 NQAMIAINMEHAQX

CFPTA BOARD OF DIRECTORS

M. HAIR
 Executive Director

J. DODSON
 Deputy Director (Civil Rights Officer)

E. WALTERS
 Director of Finance

M. HUGHES
 Accounting Manager

Finance Analyst I
 Finance Analyst II

K. WILLIAMS
 Customer Service Supervisor

Customer Service Representatives (6.5 FTEs)

B. CANNON
 Transit Planner

B. DITRI
 Mobility Manager

C. RODE
 Paratransit Manager

Paratransit Dispatchers (3)
 Paratransit Operators (21 FTEs)

K. PATRICK
 Facilities Maintenance Manager

Facilities Maintenance Tech

A. GIBBS HINES
 HR Generalist

P. USHER-MILLER
 General Manager

A. NOETH
 Vehicle Maintenance Manager

L. MOORE
 Assistant Vehicle Maintenance Manager

Technicians/Mechanics (7)
 Service Attendants (4)

VACANT
 Operations & Safety Manager

Fixed Route Dispatchers (4)
 Bus Operators (65)

Procurement Coordinator

- CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY EMPLOYEE
- TRANSDEV EMPLOYEE
- CAPE FEAR TRANSIT MANAGEMENT INC. EMPLOYEE

APPENDIX B: Organizational Chart

APPENDIX C: Employment Application for Wave Transit



Cape Fear Public Transportation Authority Application for Employment

Please PRINT or TYPE all information

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------|
| Name _____ | Date _____ | |
| Address _____ | Apt. No. _____ | |
| City _____ | State _____ | Zip Code _____ |
| Home Telephone _____ | Cell Phone _____ | |
| E-Mail Address _____ | | |
| For what position are you applying? _____ | | |
| How did you become aware of this opening? _____ | | |
| Type of employment desired? <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal | | |
| Please indicate your shift availability: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday | | |
| Date available to start work: _____ | Desired rate of pay: _____ per _____ | |
| Have you ever applied to or previously worked for WAVE TRANSIT? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, list location(s) and date(s): _____ | | |
| Do you have any friends or relatives currently working for WAVE Transit? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, state the individual's name and relationship to you: _____ | | |
| Can you provide original documentation of your identity & eligibility to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Have you ever been convicted of a felony/misdemeanor crime? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, please explain: _____ | | |
| <small>* Note: An applicant will not be denied employment based solely on the grounds of a conviction for a criminal offense. The type of offense, the date and the relevance of the criminal conviction to the position applied for may be considered in the employment decision.</small> | | |
| If you have been at your current address less than 3 years, please list all of your addresses for the past three years. | | |
| Address _____ | Apt. No. _____ | |
| City _____ | State _____ | Zip Code _____ |
| Address _____ | Apt. No. _____ | |
| City _____ | State _____ | Zip Code _____ |
| Address _____ | Apt. No. _____ | |
| City _____ | State _____ | Zip Code _____ |

EDUCATION

| | | | |
|----------------------------------|----------------------------------------------------------|----------------------------|----------------|
| High School | Graduated | Name of School and Address | Type of Degree |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| College/University | Graduated | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Graduate or Professional School | Graduated | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Trade/Business or Driving School | Graduated | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

EMPLOYMENT RECORD

PLEASE FULLY COMPLETE ALL SECTIONS

I understand consideration for employment with WAVE TRANSIT will be contingent upon the results of reference and criminal background checks. I authorize WAVE TRANSIT to investigate all information I provide on this application for employment, including previous employment, experience and educational credentials. I also give WAVE TRANSIT my permission to contact my former employer(s), all listed references or any other person who can verify the information I provide on this application. I release my current/former employer(s) and any other persons contacted from any liability for releasing information to WAVE TRANSIT.

Signature _____ Date _____

PLEASE COMPLETELY LIST ALL PRIOR EMPLOYMENT DURING THE PAST 10 YEARS, EVEN IF YOU ARE SUBMITTING A RESUME. BEGIN WITH THE CURRENT OR MOST RECENT EMPLOYER AND INCLUDE ANY MILITARY SERVICE AND PERIODS OF UNEMPLOYMENT.

| | | | |
|----------------------------------------------------------------------------------------|----------------------|------------|-----------------------------|
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer: | Period of Employment | | Name/Title of Supervisor |
| | To mm/yy | From mm/yy | |
| Street Address: | | | Phone Number (w/ area code) |
| City, State, Zip: | | | Starting Hourly Rate/Salary |
| Reason for Leaving: | | | Ending Hourly Rate/Salary |
| Title/Duties: | | | |

| | | | |
|----------------------------------------------------------------------------------------|----------------------|------------|-----------------------------|
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer: | Period of Employment | | Name/Title of Supervisor |
| | To mm/yy | From mm/yy | |
| Street Address: | | | Phone Number (w/ area code) |
| City, State, Zip: | | | Starting Hourly Rate/Salary |
| Reason for Leaving: | | | Ending Hourly Rate/Salary |
| Title/Duties: | | | |

| | | | |
|----------------------------------------------------------------------------------------|----------------------|------------|-----------------------------|
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer: | Period of Employment | | Name/Title of Supervisor |
| | To mm/yy | From mm/yy | |
| Street Address: | | | Phone Number (w/ area code) |
| City, State, Zip: | | | Starting Hourly Rate/Salary |
| Reason for Leaving: | | | Ending Hourly Rate/Salary |
| Title/Duties: | | | |

| | | | |
|----------------------------------------------------------------------------------------|----------------------|------------|-----------------------------|
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer: | Period of Employment | | Name/Title of Supervisor |
| | To mm/yy | From mm/yy | |
| Street Address: | | | Phone Number (w/ area code) |
| City, State, Zip: | | | Starting Hourly Rate/Salary |
| Reason for Leaving: | | | Ending Hourly Rate/Salary |
| Title/Duties: | | | |

Please complete Driver License and Accident Record sections **ONLY** if you are applying for a safety sensitive position.

DRIVER LICENSE INFORMATION

Do you hold a valid driver's license in this state? Yes No

Do you hold a valid commercial driver's license (CDL) in this state? Yes No

Unexpired License Number: _____ State: _____ Expiration Date: _____

Class: _____ Endorsements: _____ Date of Birth (MM/DD/YY): _____

List all states where you have held a driver's license in the past 10 years: _____

Have you ever been denied a license or permit to operate a motor vehicle? Yes No

Has your license or permit ever been suspended or revoked? Yes No

If you answered yes to either question, please explain: _____

Were you subject to the Federal Motor Carrier Safety Regulations (FMCSR) while employed? Yes No

Was your job designated as a safety sensitive function in any DOT regulated mode subject to the Drug and Alcohol testing requirements of 49 CFR Part 40? Yes No

Have you worked for a Department of Transportation (DOT) regulated Employer and were you covered under DOT regulated Drug and Alcohol testing during the last two years prior to this application? Yes No

Accident & Traffic Violation Record for the Past Three (3) Years

List all vehicular accidents in which you have been involved as a driver during the past three (3) years.

| Date | Description | Location |
|------|-------------|----------|
| | | |
| | | |
| | | |

In addition to any traffic accidents listed on your application, please supply any additional traffic violations in the past three years.

| Date | Description | Location |
|------|-------------|----------|
| | | |
| | | |
| | | |

All of the information listed on this document and the WAVE TRANSIT application are true and fully correct to the best of my knowledge. I also certify that no denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued has occurred. If any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle has been issued please describe in detail the circumstances and facts of the event.

Signature _____ Date _____

Please read each paragraph below. If you do not understand any part of the information included in each paragraph, please ask the interviewer before signing.

All employees of WAVE TRANSIT are required to adhere to the WAVE TRANSIT Drug and Alcohol Policy. The information provided below is intended to be a brief summary of this policy and is not inclusive. Our complete policy is available for review upon request in our Human Resources Department.

WAVE TRANSIT maintains a Drug and Alcohol free workplace and requires a drug-screening test as a requirement for employment. If I do not complete the pre-employment drug and alcohol test after being extended an offer of employment or if I test positive, refuse to test or submit an adulterated specimen, I understand I will not be considered for employment.

I will be required to submit to random, post-accident and reasonable suspicion drug and alcohol testing during the course of my employment. Testing positive, refusing to test within the designated time period or submitting an adulterated specimen for a random, reasonable suspicion or post-accident drug and alcohol screening during my employment will be considered grounds for termination.

It is understood that the laboratories, facilities, physicians, nurses and technicians contracted by WAVE TRANSIT will collect the necessary specimens for the purpose of determining the presence or absence of controlled substances. This information will only be disclosed to the appropriate WAVE TRANSIT Managers. WAVE TRANSIT is responsible for maintaining the confidentiality of all testing results.

I understand that WAVE TRANSIT abides by an employment-at-will policy except where there is a collective bargaining agreement in effect. In such circumstances, the terms of the collective bargaining contract take precedence. However, for employees not covered by a collective bargaining agreement the following terms apply: Either the company or the employee may terminate the employment relationship at any time, for any reason, with or without notice. Additionally, nothing contained in this employment application or anything conveyed during an interview, is intended to create an employment contract, implicit or implied. I also understand and agree that any future changes in my titles, duties, compensation, working conditions, benefits or company policies and procedures will not alter this at-will agreement.

If I am applying for a position as a CDL or non-CDL driver, I am required to possess a current and valid driver's license and I agree to provide WAVE TRANSIT with a certified copy of my driving record. I also understand that any offer of employment is contingent upon my ability to be covered by the Company's vehicle insurance policy.

I certify that I completed this application for employment and that all the information provided herein is true. I understand that any omission, misstatement or inclusion of false information on this application or any document used to secure employment with WAVE TRANSIT shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below certifies that I have read and fully understand the information included on this application and agree to the terms and conditions outlined in this document.

Signature of Applicant _____ Date _____

Date: _____

Position Applied For: _____

Name: _____ Phone #: _____

Address: _____

Referral Source: Advertisement _____ Friend _____ Walk-In _____
 Employment Agency _____ Other _____

Sex: Male _____ Female _____

Race/Ethnic Group: White _____ Black or African American _____
 Hispanic/Latino _____ American Indian/Alaskan Native _____
 Asian _____ Two or more races _____
 Native Hawaiian or Other Pacific Islander _____

Definitions

White- (Not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American- (Not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.

Hispanic/Latino- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian- All person having origins in any of the ` original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

APPENDIX D: Employment Application for Transit Management of Wilmington

APPLICATION FOR EMPLOYMENT FOR SAFETY SENSITIVE POSITIONS*

Note to Applicant: Please advise us in advance if you require an accommodation to complete this application.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We are an Equal Employment Opportunity employer. We do not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

As a matter of policy and for the safety of the communities we serve, background checking standards are consistently applied to all applicants. It is essential that all information requested, including educational background, work, criminal (as permitted by law) and residential history, be complete and accurate.

Instructions: Please type or print in black or blue ink. Answer all questions, checking all boxes that apply. Answer "none" on questions that do not apply. Additional forms are available for each section, if needed.

| GENERAL INFORMATION | | | | | |
|--------------------------------------------------------------|-------|----------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Last Name | First | Middle | Date of Birth: / / <small>required by FMCSR Part 391.21 (b) (2)</small> | | |
| Present Address: Street City County State Zip | | | | | How long? (mo/ yr) |
| Telephone Number and Area Code: Primary () Secondary () | | Email address: | | If hired, can you present evidence of your legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| List any other names that you have used in the past 10 years | | | | | |
| Name Used | City | County | State | From / To | |
| | | | | | |
| | | | | | |
| List all addresses for the past 10 years | | | | | |
| Street | City | County | State | Zip | How long? (mo/yr) |
| | | | | | |
| | | | | | |
| | | | | | |

Date: / /

| | | | | | |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------|----------|---------------------------------------|-------------------------------------------------------------|
| Have you ever been fired or asked to resign by an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, explain: | | | | |
| What position are you applying for? | Minimum salary / wage requirement: | Social Security Number: - - <small>required by FMCSR Part 391.21 (b) (2)</small> | | | |
| How were you referred to our company? | Banner Community Organization | Flyer Organization | Print Ad | On-line Ad Employee referral-Name: | Radio/TV Ad State Employment Agency Job Fair Other |
| Have you ever worked for our company? Yes No | In what position? | | | When? | |

| | | |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| If hired, what date are you available to start work? / / | Are you applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Are you able to work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|

***For all positions that will be driving a revenue vehicle, or where a CDL is required**

Note: A pre-employment drug test is required for employment

| EDUCATIONAL BACKGROUND | | | | |
|--------------------------------------------------------------------------|----------------------------------------|--------------------------------|-------------------|---------------------------------|
| | Name and location of school or college | Circle highest grade completed | Did you graduate? | What was your degree and major? |
| Elementary and Junior High / Middle School | | 1 2 3 4 5 6 7 8 | | |
| High School and/or G.E.D. | | 9 10 11 12 | Yes No | |
| College | | 1 2 3 4 | Yes No | Degree _____ Major _____ |
| Trade, Business, Correspondence or Graduate School | | Degree / Certificate earned: | Yes No | Degree _____ Major _____ |
| List any other training or educational programs of note: | | | | |
| List any academic honors or other special recognition you have received: | | | | |
| List any extracurricular activities and school offices of note: | | | | |

| IDENTIFY AND EXPLAIN ANY EMPLOYMENT GAPS, OR PERIODS OF UNEMPLOYMENT OF 30 DAYS OR LONGER | | |
|-------------------------------------------------------------------------------------------|-----|---------|
| Dates: | | Reason: |
| From: | To: | |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | | |

| | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------|-------|---------------------------------------|---------|
| Employer name: | Dates employed (mo/yr): | | Salary / pay rate: | |
| | From: / | To: / | Beginning: | Ending: |
| Employer address: | Employer phone #: | | Supervisor's name & title: | |
| | | | | |
| Position(s) held: | Briefly explain your job duties & responsibilities including supervisory experience: | | | |
| | | | | |

| | | | |
|----------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------|--|
| | | | |
| May we contact this employer? | | Reason for leaving: | |
| Yes No | | | |
| Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)? | | Yes No | |
| Employer name: | | Dates employed (mo/yr): | |
| | | From: / To: / | |
| | | Beginning: Ending: | |
| Employer address: | | Employer phone #: | |
| | | | |
| Supervisor's name & title: | | | |
| Position(s) held: | | Briefly explain your job duties & responsibilities including supervisory experience: | |
| | | | |
| May we contact this employer? | | Reason for leaving: | |
| Yes No | | | |
| Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)? | | Yes No | |
| Employer name: | | Dates employed (mo/yr): | |
| | | From: / To: / | |
| | | Beginning: Ending: | |
| Employer address: | | Employer phone #: | |
| | | | |
| Supervisor's name & title: | | | |
| Position(s) held: | | Briefly explain your job duties & responsibilities including supervisory experience: | |
| | | | |
| May we contact this employer? | | Reason for leaving: | |
| Yes No | | | |
| Was this position covered under the Federal Motor Carrier Safety Regulations (FMCSR)? | | Yes No | |

CRIMINAL HISTORY

We strive to provide a safe environment for our employees, the community, and the patrons we transport. For these reasons, all applicants must provide a complete adult criminal conviction record *subject to federal and state mandated restrictions*. This includes any conviction and/or criminal charge where the final disposition is still pending. Please note that a criminal conviction history will not necessarily disqualify an applicant from employment. Factors such as age, seriousness and nature of the violation as it relates to the applicable position shall be considered.

Massachusetts & City of Philadelphia Applicants: DO NOT COMPLETE THE "CRIMINAL HISTORY PORTION OF THIS APPLICATION.

| | | |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------|
| Date of conviction or pending charge MM / YYYY | Location of conviction or pending charge City, State | Name of court |
| / | | |
| Mark appropriate box | Nature of conviction or pending charge | |
| <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge | | |
| Date of conviction or pending charge MM / YYYY | Location of conviction or pending charge City, State | Name of court |

| | | |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|
| / | | |
| Mark appropriate box | | Nature of conviction or pending charge |
| <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge | | |
| Date of conviction or pending charge MM / YYYY | Location of conviction or pending charge City, State | Name of court |
| / | | |
| Mark appropriate box | | Nature of conviction or pending charge |
| <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony <input type="checkbox"/> Pending Charge | | |

| DRIVING EXPERIENCE | | | | | |
|-----------------------------------------------------------------------------|--------------------|----------------------------------------------|--------|----|-----------------------------------|
| | Class of equipment | Type of equipment (van, tank, flat, etc.) | Dates | | Approximate total number of miles |
| | | | From | To | |
| Straight Truck | | | | | |
| Auto or Van | | | | | |
| Bus | | | | | |
| Other _____ | | | | | |
| List all states where you have held a CDL in the last five years: | | | | | |
| List special driving courses or training you have received: | | | | | |
| What driving awards have you received? From whom? | | | | | |
| Have you had experience supervising children or vulnerable adults? Explain: | | | | | |
| Have you ever driven a bus? † Yes † No | | If yes, for what company or school district? | Dates: | | Salary / pay rate: |

| LICENSE INFORMATION | | | |
|---------------------------------------------------|-----------|-------------------|-----------------|
| State | License # | Type | Expiration date |
| | | | |
| How many years of driving experience do you have? | | Less than 3 years | 3 years or more |

| TRAFFIC CITATIONS / CONVICTIONS & FORFEITURES FOR THE PAST 3 YEARS (other than parking violations) | | | |
|----------------------------------------------------------------------------------------------------|------|--------|---------|
| Location | Date | Charge | Penalty |
| | | | |
| | | | |
| | | | |

TECHNICIAN / MECHANIC APPLICANTS ONLY

| Type of experience | Length of experience | Type of experience | Length of experience |
|--------------------------------------------------------------------|----------------------|---------------------------------|----------------------|
| Engine tune-up; Diesel | | Air Brakes / Steering | |
| Engine tune-up; Gas | | Brakes / Steering | |
| Electrical Systems | | Lubrication | |
| Clutch & Transmission-Truck | | Tire repair | |
| Inspection License Class | | Do you own your own shop tools? | Yes No |
| List current ASE's: | | | |
| Describe your diagnostic experience: | | | |
| List any other skills which are relevant to the position you seek: | | | |

ADDITIONAL QUALIFICATIONS

Briefly summarize any additional qualifications you believe are important

| |
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APPLICANT'S STATEMENT AND RELEASE

I certify that all statements made on this Application for Employment and in any subsequently executed questionnaire or employment document are true and correct. I understand that any material falsifications or omissions made on this application, or on any pre- employment document, may result in termination of my candidacy or any subsequent employment.

I authorize the Company and its representatives to conduct background evaluations and obtain information including but not limited to, criminal history checks from federal, state or local authorities, the Department of Transportation (DOT) and/or the Federal Transportation Administration (FTA).

I hereby expressly authorize such inquiries and fully release and discharge the Company and consumer reporting agency, their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to a consumer reporting agency from all claims and damages arising out of or relating to any investigation of my background for employment purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

I acknowledge that any offer of employment is conditioned upon my taking a drug screen and the Company's receipt of satisfactory results of such a test and receipt of satisfactory background checks and, if necessary to determine ability to perform essential duties of the position offered, the satisfactory results of physical examination.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

| | | |
|-----------------------------|--|--------------|
| Applicant Name: | | Date: |
| Applicant Signature: | | |

Voluntary Disclosure Form

Date _____

Regulations of the Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP) require employers to compile data regarding the nature and makeup of their work forces in order to further the goals of Title VII of the Civil Rights act of 1964 as amended. Your responses to the following questions will help us comply with this requirement.

Completion of this questionnaire is entirely voluntary. Should you opt to complete the questionnaire, your response will be used solely for the purposes of preparing reports required by the EEOC. Your response will be kept confidential, and will play no part in our evaluation of your suitability for employment, employment performance or status. The completed questionnaire will be kept separate from your application, and any subsequent personnel file.

We appreciate your assistance.

Position applied for (indicate only one position per form): _____

Last 4 digits of Social Security Number: XXX-XX-_____

SEX (check one)

Male (M) Female (F)

GROUP STATUS (check one)

- 1. Hispanic or Latino (Cuban, Mexican Puerto Rican, South or Central American or other Spanish culture or origin regardless of race)
- 2. White (Not Hispanic or Latino)
- 3. Black or African American (Not Hispanic or Latino)
- 4. Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 5. Asian (Not Hispanic or Latino)
- 6. American Indian or Alaska Native (Not Hispanic or Latino)
- 7. Two or More Races (Not Hispanic or Latino)

REFERRAL SOURCE (check one)

- 1. Mail in
- 2. Employment Agency
- 3. Walk in
- 4. Employee Referral
- 5. Advertisement
- 6. State Agency
- 7. Intra Company Referral
- 8. College Recruiting
- 9. Other _____

FOR OFFICE USE ONLY

Company Job Title _____

EEO Group Status: 1 2 3 4 5 6 7

EEO Job Group: 1 2 3 4 5 6 7 8 9 10

Location/Department Name _____ Location Code _____

Job Group Key: 1. Exec / Sr. Mgrs. 2. First/Mid Level Mgrs. 3. Professionals 4. Technicians (requiring post secondary education). 5. Sales Workers 6. Admin. Support Workers 7. Craft Workers (includes mechanics) 8. Operatives (includes bus drivers) 9. Laborers & Helpers 10. Service Workers

An Equal Opportunity Employer That Values Diversity

APPENDIX E: EEO Utilization Analysis Chart FY24

| Job Category Use EEO-4 | Salary Range (\$XX,000-XX,000) | Total Workforce | | | | | Male | | | | | | | Female | | | | | | |
|-------------------------------------------|-----------------------------------|-----------------|-------|-------|-------|------|--------|-------|-------|------|------|-------|-------|--------|-------|------|------|------|-------|-------|
| | | All | WM | MM | WF | MF | W | A/IAN | B | H/L | A | NHOPI | Multi | W | A/IAN | B | H/L | A | NHOPI | Multi |
| 1 - Officials & Administrators | | | | | | | | | | | | | | | | | | | | |
| Current Workforce | \$62,400 - \$158,000 | 8 | 3 | 1 | 2 | 2 | 3 | 1 | - | - | - | - | 2 | 1 | 1 | - | - | - | - | - |
| Percent in Category | *Entry | 37.5% | 12.5% | 25.0% | 25.0% | | 37.5% | 12.5% | 0.0% | 0.0% | 0.0% | 0.0% | 25.0% | 12.5% | 12.5% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent of Availability | | | | | | | 44.8% | 0.2% | 0.0% | 0.0% | 0.0% | 0.0% | 31.2% | 0.2% | 4.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent Underutilized | | | | | | | | | | | | | 6% | | | | | | | |
| Underutilized (Yes/No) | | | | | | | No | No | No | No | No | No | No | No | No | No | No | No | No | No |
| Number Needed to Reach Parity | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 2 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 3 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 4 | | | | | | | | | | | | | | | | | | | | |
| 2 - Professionals | | | | | | | | | | | | | | | | | | | | |
| Current Workforce | \$62,400 | 1 | 1 | 0 | 0 | 0 | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Percent in Category | *Entry | 100.0% | | | | | 100.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent of Availability | | | | | | | 31.6% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent Underutilized | | | | | | | | | | | | | | | | | | | | |
| Underutilized (Yes/No) | | | | | | | No | No | No | No | No | No | No | No | No | No | No | No | No | No |
| Number Needed to Reach Parity | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 2 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 3 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 4 | | | | | | | | | | | | | | | | | | | | |
| 3 - Technicians | | | | | | | | | | | | | | | | | | | | |
| Current Workforce | \$46,600 - \$59,700 | 6 | 3 | 2 | 0 | 1 | 3 | | 2 | - | - | - | - | 1 | - | - | - | - | - | - |
| Percent in Category | *Entry | 50.0% | 33.3% | | 16.7% | | 50.0% | 0.0% | 33.3% | 0.0% | 0.0% | 0.0% | 0.0% | 16.7% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent of Availability | | | | | | | 21.6% | 0.0% | 3.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent Underutilized | | | | | | | | | | | | | | | | | | | | |
| Underutilized (Yes/No) | | | | | | | No | No | No | No | No | No | No | No | No | No | No | No | No | No |
| Number Needed to Reach Parity | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 2 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 3 | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 4 | | | | | | | | | | | | | | | | | | | | |
| 4 - Protective Service | | | | | | | | | | | | | | | | | | | | |
| Current Workforce | *Entry | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Percent in Category | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent of Availability | | | | | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Percent Underutilized | | | | | | | | | | | | | | | | | | | | |
| Underutilized (Yes/No) | | | | | | | No | No | No | No | No | No | No | No | No | No | No | No | No | No |
| Number Needed to Reach Parity | | | | | | | | | | | | | | | | | | | | |
| Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | |

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
|-----|-----------------------------------|---------------------|----|-------|-------|-------|-------|-------|------|-------|-------|------|------|------|-------|------|-------|-------|------|------|------|---------|
| 58 | | | | | | | | | | | | | | | | | | | | | | |
| 59 | 5 - Paraprofessional | | | | | | | | | | | | | | | | | | | | | |
| 60 | Current Workforce | 0 | 0 | 0 | 0 | 0 | 0 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | <-Entry |
| 61 | Percent in Category | *Entry | | | | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | <-Entry |
| 62 | Percent of Availability | | | | | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | <-Entry |
| 65 | Percent Underutilized | | | | | | | | | | | | | | | | | | | | | |
| 66 | Underutilized (Yes/No) | | | | | | | No | No | No | No | No | No | No | No | No | No | No | No | No | No | |
| 67 | Number Needed to Reach Parity | | | | | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| 68 | Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 69 | Planned percent increase Year 2 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 70 | Planned percent increase Year 3 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 71 | Planned percent increase Year 4 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 72 | | | | | | | | | | | | | | | | | | | | | | |
| 73 | 6 - Administrative Support | | | | | | | | | | | | | | | | | | | | | |
| 74 | Current Workforce | \$34,800 - \$58,300 | 21 | 2 | 1 | 2 | 16 | 2 | 1 | - | - | - | - | - | 2 | - | 15 | - | - | - | 1 | <-Entry |
| 75 | Percent in Category | *Entry | | 3.5% | 4.8% | 9.5% | 78.2% | 3.5% | 4.8% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 9.5% | 0.0% | 71.4% | 0.0% | 0.0% | 0.0% | 4.8% | <-Entry |
| 76 | Percent of Availability | | | | | | | 14.4% | 0.1% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 52.7% | 0.0% | 3.3% | 0.0% | 0.0% | 0.0% | 15% | <-Entry |
| 79 | Percent Underutilized | | | | | | | | | | | | | | 43% | | | | | | | |
| 80 | Underutilized (Yes/No) | | | | | | | No | No | No | No | No | No | No | Yes | No | No | No | No | No | No | |
| 81 | Number Needed to Reach Parity | | | | | | | - | - | - | - | - | - | - | 9 | - | - | - | - | - | - | |
| 82 | Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 83 | Planned percent increase Year 2 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 84 | Planned percent increase Year 3 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 85 | Planned percent increase Year 4 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 86 | | | | | | | | | | | | | | | | | | | | | | |
| 87 | 7 - Skilled Craft | | | | | | | | | | | | | | | | | | | | | |
| 88 | Current Workforce | \$37,300 - \$52,500 | 87 | 16 | 37 | 4 | 30 | 16 | - | 35 | 2 | - | - | - | 4 | - | 28 | 1 | - | - | 1 | <-Entry |
| 89 | Percent in Category | *Entry | | 18.4% | 42.5% | 4.6% | 34.5% | 18.4% | 0.0% | 40.2% | 2.3% | 0.0% | 0.0% | 0.0% | 4.6% | 0.0% | 32.2% | 1.1% | 0.0% | 0.0% | 1% | <-Entry |
| 90 | Percent of Availability | | | | | | | 71.0% | 0.0% | 6.9% | 14.4% | 0.0% | 0.0% | 0.0% | 2.4% | 0.0% | 50.0% | 50.0% | 0.0% | 0.0% | 0.0% | <-Entry |
| 93 | Percent Underutilized | | | | | | | | | 12% | | | | | | | 18% | 43% | | | | |
| 94 | Underutilized (Yes/No) | | | | | | | No | No | Yes | No | No | No | No | No | No | Yes | Yes | No | No | No | |
| 95 | Number Needed to Reach Parity | | | | | | | - | - | 10 | - | - | - | - | - | - | 15 | 42 | - | - | - | |
| 96 | Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 97 | Planned percent increase Year 2 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 98 | Planned percent increase Year 3 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 99 | Planned percent increase Year 4 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 100 | | | | | | | | | | | | | | | | | | | | | | |
| 101 | 8 - Service-Maintenance | | | | | | | | | | | | | | | | | | | | | |
| 102 | Current Workforce | \$34,100 - \$42,800 | 4 | 1 | 2 | 1 | 0 | 1 | - | 1 | 1 | - | - | - | 1 | - | - | - | - | - | - | <-Entry |
| 103 | Percent in Category | *Entry | | 25.0% | 50.0% | 25.0% | | 25.0% | 0.0% | 25.0% | 25.0% | 0.0% | 0.0% | 0.0% | 25.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | <-Entry |
| 104 | Percent of Availability | | | | | | | 26.3% | 0.0% | 7.7% | 7.7% | 0.0% | 0.0% | 0.0% | 31.5% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | <-Entry |
| 107 | Percent Underutilized | | | | | | | | | | | | | | 7% | | | | | | | |
| 108 | Underutilized (Yes/No) | | | | | | | No | No | No | No | No | No | No | No | No | No | No | No | No | No | |
| 109 | Number Needed to Reach Parity | | | | | | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| 110 | Planned percent increase Year 1 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 111 | Planned percent increase Year 2 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 112 | Planned percent increase Year 3 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 113 | Planned percent increase Year 4 | | | | | | | | | | | | | | | | | | | | | <-Entry |
| 114 | | | | | | | | | | | | | | | | | | | | | | |
| 115 | Notes: www.census.gov | | | | | | | | | | | | | | | | | | | | | |
| 116 | | | | | | | | | | | | | | | | | | | | | | |
| 117 | | | | | | | | | | | | | | | | | | | | | | |
| 118 | | | | | | | | | | | | | | | | | | | | | | |