

Affirmative Action Plan

A. Agency Affirmative Action Policy

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|---|--|-------------------------|
|  POLICY | NUMBER PER 01-04 | SUPERSEDES NEW |
| | EFFECTIVE DATE 03/01/06 | PAGE NUMBER 01 OF 03 |
| | VALIDATION DATE | |
| | REFERENCE Executive Order 05-01 | |
| SUBJECT EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION | APPROVED SIGNATURE  | |

PURPOSE

The purpose of this policy is to outline the standards regarding Equal Employment Opportunity (EEO) and Affirmative Action (AA) for the Oregon Department of Transportation (Department).

BACKGROUND

The Department consists of people with diverse backgrounds including different cultures, beliefs, and life experiences;

The Department is committed to the right of all persons to work and advance on the basis of merit, ability, and potential;

Affirmative Action is a valuable tool that may enable the Department to mitigate the effects of past and present discrimination, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status, or disabilities; and

The Department, by and through its Divisions, Branches, and Regions, values the principles of equal employment opportunities, affirmative action, and diversity.

POLICY

The Department by and through its Division, Regions, and Branches shall value the principles of equal employment opportunities, affirmative action, and diversity.

The Department by and through its Division, Regions, and Branches shall proactively lead on issues of equality and diversity, and on the promotion of Equal Employment Opportunity and Affirmative Action.

All employees and job applicants shall receive fair consideration and respectful treatment in hiring and all employment actions without regard to race, color, religion, gender, age, national origin, disability, or sexual orientation.

The Department shall engage in public contracting practices designed to promote affirmative action goals, policies, or programs for disadvantaged or minority groups to ensure equal opportunity in employment and business for people otherwise disadvantaged by reason of race, color, religion, gender, national origin, age, or physical or mental disability.

GUIDELINES
RESPONSIBILITY ACTION

| | |
|--|--|
| Department Director and Affirmative Action Officer | Review and discuss the affirmative action plan and affirmative action goals for the Department to identify resources for improving, if needed, the hiring and developmental opportunities of underrepresented persons. |
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|--------------------------------|---|
| EEO/Affirmative Action Officer | <p>Coordinate with ODOT's Labor Relations and Training group in the development and presentation of training designed to improve the skills and competency necessary to effectively manage affirmative action, equal employment opportunity, effective human resource management, and diversity issues.</p> <p>The Affirmative Action Officer shall also, through a working relationship with the Governor's Office for Affirmative Action, identify internal or external training resources which address the following objectives:</p> <ul style="list-style-type: none">• The creation of a climate of increased cultural awareness;• An ability to appropriately identify and respond to cultural and language barriers;• A common understanding of how all members of the organization should be valued and respected;• Promotion of managerial skills among diverse populations of employees;• An understanding of the roles of employers and employees in creating a welcoming environment; and• The improvement of employee morale. <p>In partnership with Human Resources, the EEO/Affirmative Action Officer shall insure that all executive and management service employees have appropriate affirmative action and diversity responsibilities included in their position descriptions and annual performance evaluations.</p> |
|--------------------------------|---|

All Managers

Value the principles of equal employment opportunities, affirmative action, and diversity. Proactively lead on issues of equality and diversity and on the promotion of EEO/AA.

Include affirmative action and diversity elements in executive and management service performance evaluations. Evaluate subordinate managers on their diversity and EEO efforts in their annual performance appraisals.

All Employees and
Job Applicants

Contribute to a respectful work environment, free of discrimination and harassment.

Contact ODOT's EEO/Affirmative Action Officer (also serving as the agency's and ADA (Americans with Disabilities Act) Coordinator related to concerns of discrimination, harassment, or public access and accommodation.

**Contact information for ODOT's EEO/Affirmative Action Officer /
ADA Public Access Coordinator**

Phone: 503-986-3222, Toll-free phone: 877- EEO-ODOT
Oregon telecommunications relay service: 711
Toll-Free TTY 800-993-8898
E-Mail: odoteeo@odot.state.or.us
FAX: 503-986-3328

Contact information for ODOT's Chief Human Resource Officer

Phone: 503-986-4057, Toll-free phone: 866-6-ODOT-HR
Oregon telecommunications relay service: 711
TTY: 503-986-3854
E-Mail: askhr@odot.state.or.us
FAX: 503-986-3862

B. Status of Contracts to Minority Business (ORS 659A.015)

ODOT has a Procurement Office and the Office of Civil Rights that advertises in a variety of publications. Our recruiting effort is a part of our contracting process. Bidders for contracts with the State of Oregon DOT sign forms assuring non-discrimination. Under separate cover and upon request we can provide:

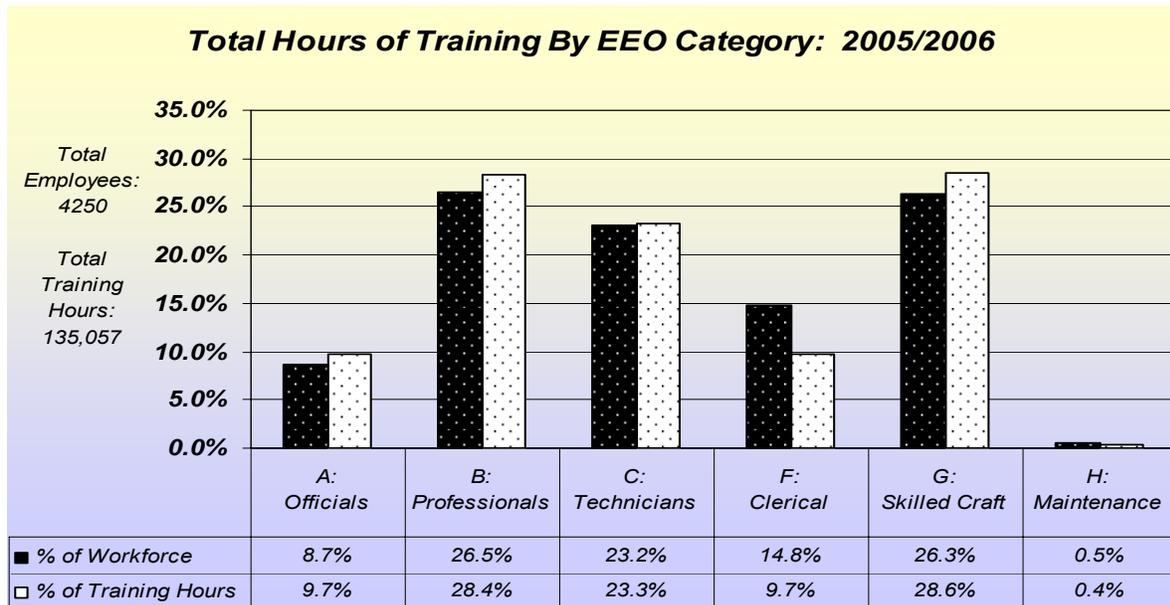
1. Personal Services Contracts Report
2. List of contractors and subcontractors and dollar
3. List of MBE Certifications and Commitments Awards and Payments
4. Semi-Annual DBE Commitments Awards and Payments

C. Training, Education and Development – Education Overview

A healthy and respectful work environment is essential for good employee morale, retention, and productivity. As diversity grows within the ODOT workforce, the need for awareness and mutual respect increases. Workforce education is a continuous process with the threefold objective of improving the internal work environment, improving the inclusiveness of under-represented persons in ODOT's employment community, and improving customer service to our growing and diverse customer base.

The Employment and Diversity unit of Human Resources was an active co-sponsor for the second annual ODOT/DHS Diversity Conference where more than 250 ODOT managers and employees attended in September of 2006. This was the second year of the significant investment by ODOT to partner with another large agency on the statewide conference.

The table below shows the number of employees trained in ODOT during the last fiscal year by EEO categories



| | | | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|------------|
| Total Employees | 369 | 1128 | 984 | 627 | 1119 | 23 |
| Total Training Hrs. | 13,079 | 38,292 | 31,430 | 13,123 | 38,619 | 514 |

The tables below reflect the number of employees trained in 'Workplace Harassment' during fiscal years 2003-04, 2004-05, and 2005-06. Results are also visually depicted by EEO categories in the "Workplace Harassment Training 2003-2006" graphic below

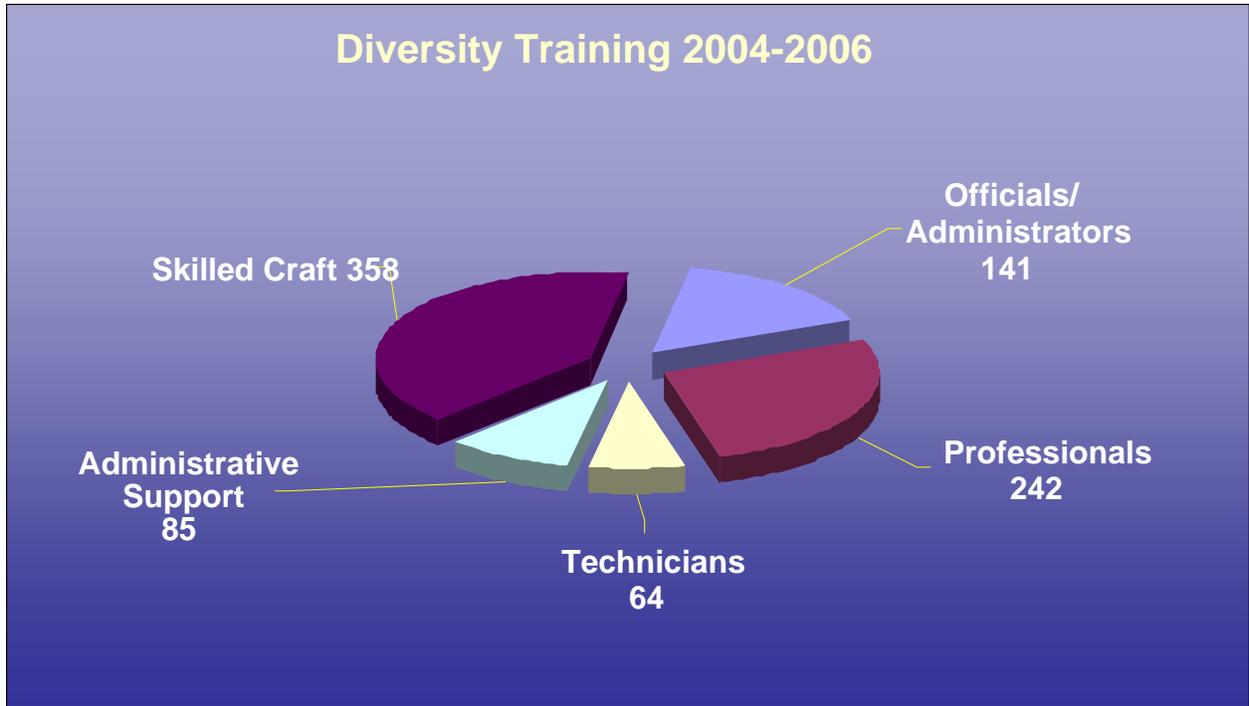
In an effort to keep training content fresh and current, ODOT made the decision to combine the Workplace Harassment and Diversity Basics into a new half-day seminar entitled "Respectful Workplace". This program is in final development and has been piloted in November 2006 with roll out in early 2007.



Attendance FY 2002-03 – FY 2005-06

| Fiscal Year | EEO Categories | | | | | |
|-------------|----------------|---------------|-------------|----------------|---------------|-------------|
| | Officials | Professionals | Technicians | Administrative | Skilled Craft | Maintenance |
| 2002/2003 | 25 | 62 | 17 | 13 | 116 | 1 |
| 2003/2004 | 8 | 10 | 2 | 9 | 14 | 0 |
| 2004/2005 | 32 | 119 | 42 | 32 | 173 | 1 |
| 2005/2006 | 14 | 84 | 32 | 44 | 118 | 5 |

The number of participants attending "Diversity Basics" and the ODOT "Diversity Conference" was tracked during fiscal years, 2004-05 and 2005-06. Attendance for these classes is provided below in both table and graphic formats.



Diversity Basics and Diversity Conference: Attendance FY 2004/2005 and FY 2005/2006

| Fiscal Year | EEO Categories | | | | | |
|-------------|----------------|---------------|-------------|----------------|---------------|-------------|
| | Officials | Professionals | Technicians | Administrative | Skilled Craft | Maintenance |
| 2004/2005 | 56 | 180 | 56 | 47 | 334 | 0 |
| 2005/2006 | 85 | 62 | 8 | 38 | 24 | 0 |

HIGH SCHOOL SUMMER ENGINEERING TRAINING PROGRAM 2004-2006

| High School Summer Engineering Training Program 2004 -2006 | | | | | | | | | | | | | | |
|--|----------|-------|----------|--------|--------------------------|----------|-------|----------|--------|--------|----------|-------|----------|--------|
| 2004 | | | | | 2005 | | | | | 2006 | | | | |
| Apps. | Female | % | Minority | % | Apps. | Female | % | Minority | % | Apps. | Female | % | Minority | % |
| 15 | 4 | 26.7% | 1 | 6.7% | 27 | 6 | 22.2% | 6 | 22.2% | 8 | 3 | 33% | 1 | 13% |
| | Ethnic | Total | Male | Female | | Ethnic | Total | Male | Female | | Ethnic | Total | Male | Female |
| | W | 11 | 8 | 3 | | W | 18 | 14 | 4 | | W | 5 | 3 | 2 |
| | B | 0 | 0 | 0 | | B | 0 | 0 | 0 | | B | 0 | 0 | 0 |
| | H | 0 | 0 | 0 | | H | 1 | 1 | 0 | | H | 0 | 0 | 0 |
| | A/PI | 1 | 0 | 1 | | A/PI | 4 | 4 | 0 | | A/PI | 1 | 1 | 0 |
| | I/AN | 0 | 0 | 0 | | I/AN | 1 | 0 | 1 | | I/AN | 0 | 0 | 0 |
| | Declined | 3 | 3 | 0 | | Declined | 3 | 2 | 1 | | Declined | 2 | 1 | 1 |
| Placed | Female | % | Minority | % | Placed | Female | % | Minority | % | Placed | Female | % | Minority | % |
| 4 | 2 | 50.0% | 1 | 25.0% | 4 | 2 | 50.0% | 1 | 25.0% | 3 | 1 | 33.3% | 0 | 0% |
| | Ethnic | Total | Male | Female | | Ethnic | Total | Male | Female | | Ethnic | Total | Male | Female |
| | W | 3 | 2 | 1 | | W | 2 | 2 | 0 | | W | 3 | 2 | 1 |
| | B | 0 | 0 | 0 | | B | 0 | 0 | 0 | | B | 0 | 0 | 0 |
| | H | 0 | 0 | 0 | | H | 0 | 0 | 0 | | H | 0 | 0 | 0 |
| | A/PI | 1 | 0 | 1 | | A/PI | 2 | 2 | 0 | | A/PI | 0 | 0 | 0 |
| | I/AN | 0 | 0 | 0 | | I/AN | 1 | 0 | 1 | | I/AN | 0 | 0 | 0 |
| | Declined | 0 | 0 | 0 | | Declined | 1 | 0 | 1 | | Declined | 0 | 0 | 0 |
| Note: 1 student returned | | | | | Note: 1 student returned | | | | | | | | | |

The High School Summer Engineering Training program focuses on attracting individuals into the field of transportation and related civil engineering. In the last three years, the High School program has produced a minimal applicant pool. Additional effort and analysis will be a part of the agency's 2007 – 2009 Affirmative Action Plan so that progress can be made in this program.

COLLEGE SUMMER ENGINEERING TRAINING PROGRAM 2004-2006

| College Summer Engineering Training Program 2004 -2006 | | | | | | | | | | | | | | |
|--|-----------|--------|----------|--------|---|-----------|--------|----------|--------|--|-----------|--------|----------|--------|
| 2004 | | | | | 2005 | | | | | 2006 | | | | |
| Apps. | Female | % | Minority | % | Apps. | Female | % | Minority | % | Apps. | Female | % | Minority | % |
| 70 | 14 | 20.0% | 9 | 12.9% | 66 | 11 | 16.7% | 12 | 18.2% | 55 | 11 | 20% | 8 | 16% |
| | Ethnicity | Totals | Male | Female | | Ethnicity | Totals | Male | Female | | Ethnicity | Totals | Male | Female |
| | W | 62 | 53 | 9 | | W | 51 | 40 | 11 | | W | 45 | 37 | 8 |
| | B | 2 | 1 | 1 | | B | 1 | 1 | 0 | | B | 0 | 0 | 0 |
| | H | 3 | 1 | 2 | | H | 2 | 2 | 0 | | H | 4 | 4 | 0 |
| | A/PI | 9 | 8 | 1 | | A/PI | 6 | 5 | 1 | | A/PI | 4 | 2 | 2 |
| | I/AN | 1 | 0 | 1 | | I/AN | 0 | 0 | 0 | | I/AN | 0 | 0 | 0 |
| | Declined | 29 | 26 | 3 | | Declined | 10 | 8 | 2 | | Declined | 2 | 1 | 1 |
| Placed | Female | % | Minority | % | Placed | Female | % | Minority | % | Placed | Female | % | Minority | % |
| 40 | 8 | 20.0% | 7 | 17.5% | 50 | 9 | 18.0% | 9 | 18.0% | 51 | 11 | 22.0% | 8 | 16% |
| | Ethnicity | Totals | Male | Female | | Ethnicity | Totals | Male | Female | | Ethnicity | Totals | Male | Female |
| | W | 21 | 16 | 5 | | W | 31 | 25 | 6 | | W | 41 | 33 | 8 |
| | B | 0 | 0 | 0 | | B | 0 | 0 | 0 | | B | 0 | 0 | 0 |
| | H | 2 | 1 | 1 | | H | 1 | 1 | 0 | | H | 4 | 4 | 0 |
| | A/PI | 1 | 1 | 0 | | A/PI | 1 | 5 | 1 | | A/PI | 4 | 2 | 2 |
| | I/AN | 0 | 0 | 0 | | I/AN | 0 | 0 | 0 | | I/AN | 0 | 0 | 0 |
| | Declined | 7 | 7 | 0 | | Declined | 7 | 1 | 1 | | Declined | 2 | 1 | 1 |
| Sixteen returning students (from 2003) and one student from the HSET program in 2003 and 2002 was placed in the 2004 SCET program. | | | | | Fifteen returning students (from 2004). Three students from HSET program in 2004 were placed in the 2005 SCET program | | | | | Information regarding returning student is unavailable | | | | |

The College Summer Engineering Training Program attracted 11 female and 8 minority applicants; 100% of the candidates were placed. The program also attracted 4 Hispanic and 4 Asian/Pacific Islander applicants indicating that program enhancements are producing outreach and professional development opportunities. This will continue to be a focus area in our 2007-09 Affirmative Action Plan

D. Cultural Competency Assessment Update

ODOT will not be using the resources provided by the State. The Diversity Council's goal for 2007 will be a broader delivery of Cultural Competency training for staff, with a pilot program scheduled for ODOT's DMV Division.