



Oregon

Kate Brown, Governor

Department of Transportation

Office of Civil Rights, MS 23
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November 9, 2017

Jasmine Harris
Civil Rights Specialist
Federal Highway Administration – Oregon Division
530 Center Street NE, Ste 420
Salem, OR 97301

Subject: 2017 EEO Assurance Report - Part 1

Dear Mrs. Harris,

As required under 23 CFR 230.121, please find enclosed Oregon Department of Transportation's (ODOT) 2017 Equal Employment Opportunity (EEO) Assurances Report, Part 1. This report includes ODOT's accomplishments in regards to contractor compliance reviews; On-the-Job-Training/Apprenticeship goals and accomplishments; an update on ODOT's Office of Civil Rights EEO related initiatives, partnerships, and outreach activities; and, an update on ODOT's Workforce Development Program for the reporting period.

ODOT's Office of Civil Rights performed eight (8) EEO contractor compliance reviews in FFY 2017, which included two (2) follow-up reviews. ODOT OCR had originally committed to nine (9) reviews however, one (1) of the selected contracts was suspended and later officially shut down due to soil compaction issues. The subsequent efforts to schedule another firm met with several roadblocks, which included project completion schedules and the lack of qualified firms not already on Corrective Action Plans. Of the contractors reviewed this reporting period, six (6) were found in compliance and two (2) of the contractors were found in non-compliance. The follow-up reviews documented the contractors in compliance, and of the two (2) contractors found non-compliant, two (2) are on a Corrective Action Plan.

For the 2018 Federal Fiscal Year (FFY), ODOT is proposing to perform seven (7) contractor compliance reviews, including any follow-up reviews with contractors that are currently in corrective action-plan status. In addition, ODOT's OCR will continue to provide you with on-going communications regarding our compliance review schedule, and a standing invitation for you and your staff to participate or observe any portion of the review process.

As this report demonstrates, ODOT's OCR has had a successful year and we are looking forward to continuously improving on our accomplishments throughout the coming year. Please do not hesitate to call me at (503) 986-4353 if you have any questions or comments regarding the enclosed report.

Sincerely,

Angela M. Crain, Manager
ODOT Office of Civil Rights

Cc: Matt Garrett, ODOT Director
File

2017 EEO ASSURANCES REPORT

Part 1 Contract Compliance Program

NOVEMBER 2017



OREGON DEPARTMENT OF TRANSPORTATION

**OFFICE OF CIVIL RIGHTS
3930 FAIRVIEW INDUSTRIAL DR – MS 23
SALEM, OR 97302**

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2017 CONTRACT COMPLIANCE PROGRAM

OVERVIEW

The Oregon Department of Transportation's (ODOT) equal employment opportunity (EEO) programs are responsible for annually reporting contractor compliance (Part 1) and internal employment (Part 2), including the organizational structure of the total EEO program (internal and external). These Assurances Reports are based on the federal fiscal year and the requirements outlined in 23 CFR, Appendix A to Subpart C of Part 230.

ORGANIZATIONAL STRUCTURE AND PROGRAMS

STAFFING

The Oregon Department of Transportation's Office of Civil Rights (OCR) programs help ensure that all of ODOT's projects provide equal access to services and economic opportunities. OCR's programs are established and determined by federal and state law, federal regulations, Governor's Executive Orders, and the Department Director's policies.

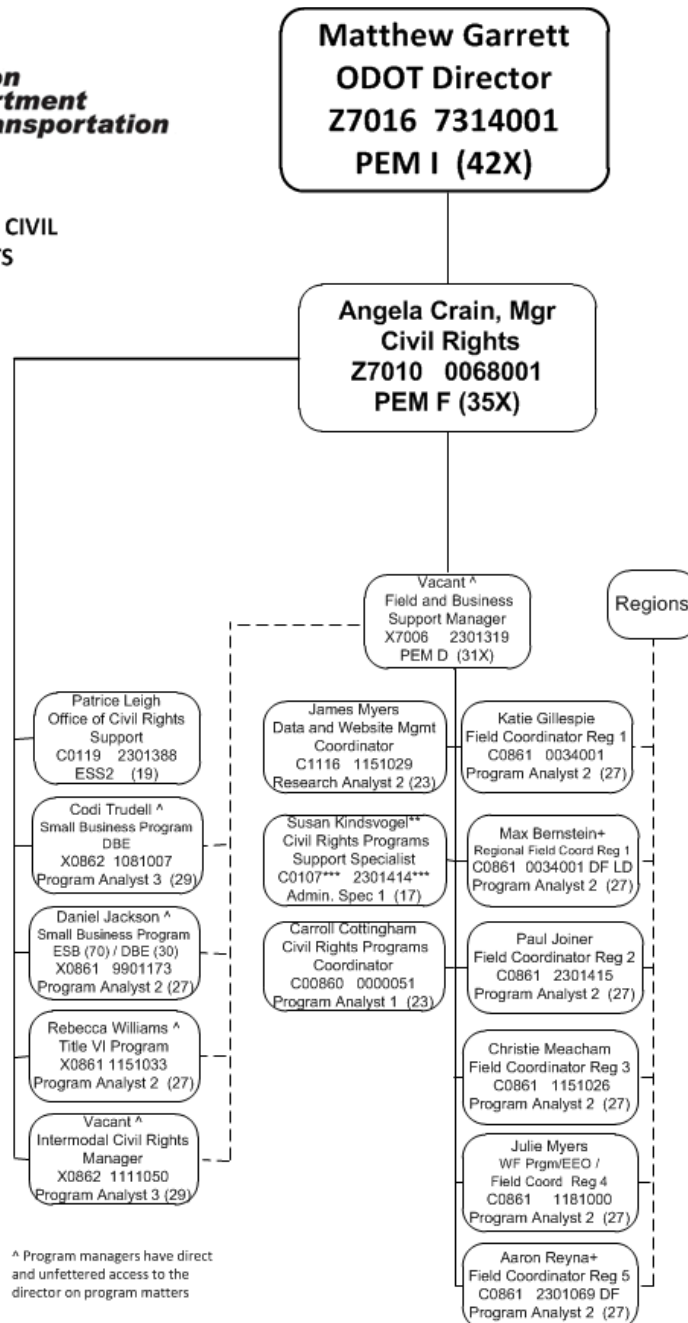
Organizationally, OCR is a unit of the Director's Office, which is ultimately responsible for and oversees the management of ODOT's commitment to the implementation of federal and state external and internal affirmative action programs (Figure 1). The federal programs OCR oversees under the leadership of Angela Crain, Manager, Office of Civil Rights, include the Disadvantaged Business Enterprise (DBE) program, Equal Employment Opportunity, OJT/Apprenticeship, Title VI, Limited English Proficiency, Environmental Justice and Intermodal Civil Rights. Also administered by OCR is the Emerging Small Business (ESB) program, which is a state-mandated, race and gender-neutral program that assists small businesses in overcoming barriers to participation in the State's public contracting process.

OCR operations have continued to support ODOT's mission through its programs that help minorities, women, low-income, disadvantaged, and disabled individuals or groups with acquiring economic opportunities through jobs or contracts. OCR is committed to providing fair and equitable access to ODOT economic opportunities, programs and services.



October 2017

OFFICE OF CIVIL
RIGHTS



- + Limited Duration
- * Interim
- ** Rotational/Developmental Assignment
- *** Rotational Assignment Position # and Classification
- - - Soft Reports

In addition to OCR's operations outlined above, a number of headquarters and regional staff members, managers, and leadership teams are involved in OCR operations and programs through project delivery and development processes at all levels of ODOT.

The OCR Regional Field Coordinator (FC) Unit has a resident FC in each of ODOT's five regions on a full time basis. This position engages in a "dotted line" reporting relationship to the regional management. The FC serves as a member of the Regional Project management team and provides direction and support to ODOT staff in two major areas: Project Development and Project Construction.

STAFFING FOR EEO COMPLIANCE

The Office of Civil Rights WDP & Business Support Manager and the Workforce/Region 4 Civil Rights Field Coordinator are dedicated to managing the agency's external EEO Contract Compliance Program. In addition, the OCR Regional Civil Rights Field Coordinators support OCR in monitoring and implementing ODOT's EEO program.

Refer to **Exhibit A** for the WDP & Business Support Manager position description and **Exhibit B** for the Workforce/Region 4 Civil Rights Field Coordinator position description. Refer to **Exhibit C** for the Civil Rights Field Coordinator position description.

PROJECT PERSONNEL

ODOT project managers (PMs), consultant project managers (CPMs), local government project managers, project support staff, and ODOT Regional Civil Rights Field Coordinators assist the WDP & Business Support Manager and Workforce/Region 4 Civil Rights Field Coordinator in monitoring EEO and OJT/Apprenticeship provisions of federal-aid highway construction contracts. Discrimination complaints from applicants or employees of contractors or subcontractors may be submitted to project managers or OCR. Training is provided annually to all project personnel on their roles and responsibilities as they are related to the EEO and OJT/Apprenticeship provisions.

OCR BUDGET

The Office of Civil Rights' 2017-19 operating budget is \$7.1 million, including \$3.575 million approved for the Emerging Small Business Program. This base budget amount does not include \$2.9 million federal funding provided by FHWA, such as DBE and OJT Supportive Services.

On July 23, 2009 the Oregon State Legislature enacted Senate Bill 894 (ORS 184.866) directing ODOT to expend up to one-half of one percent (1/2 of 1%) of all federal funds received by ODOT pursuant to 23 USC 140(b) up to an amount of \$1.5 million per state biennium (Amended by Senate Bill 831 passed by Senate June 29, 2013 to \$2.1 million) to increase diversity in the highway construction workforce and to prepare individuals interested in entering the highway construction workforce. This program will be described in the OCR Initiatives, Partnerships and Outreach section, beginning on page 8.

COMPLIANCE PROCEDURES

APPLICABLE DIRECTIVES

ODOT statutory and regulatory authority and EEO program procedures are outlined in the External EEO Contract Compliance Program Manual (December 1996, revised April 2014 and in final draft form). OCR anticipates an updated version by Winter 2017.

STAFF TRAINING

The WDP & Business Support Manager and Workforce/Region 4 Civil Rights Field Coordinator attended the following training during the program year, October 1, 2016 through September 30, 2017:

WDP & Business Support Manager:

- ODOT Fall Forum – 10/05/16
- Green Dot/Respectful Workplace Instructor Training – 10/12/2016
- Legislative Session Training – 11/04/2016
- HB 2375 Section 4 Requirements and Process – 12/08/2016
- ProjectWise: Basic Training – 2/21/2017

Workforce/Region 4 Civil Rights Field Coordinator:

- Green Dot/Respectful Workplace Instructor Training – 10/12/2016
- Procurement Overview – 11/3/2016
- ODOT-PROC 150: Speaking Procurement – 11/3/2016
- ODOT-PROC 250: Small Procurement of Goods and Trade Services – 11/3/2016
- ODOT-PROC 251: Intermediate Procurements – 11/3/2016
- ODOT-PROC 152: First Steps to Procuring Goods and Services – 11/4/2016
- ODOT-PROC 153: Notice to Governor's Policy Advisor for Economic and Business Equity – 11/4/2016
- ODOT-PROC 154: ODOT Purchase Orders – 11/4/2016
- ODOT-PROC 353: Basics about Consultant Selection for A&E and Related Services – 11/4/2016
- ODOT-PROC 354: Contracting Options for A&E and Related Services – 11/4/2016
- ODOT-PROC 302: Contract Administration of Personal Services Contracts – 11/15/2016
- HB 2375 Section 4 Requirements and Process – 11/21/2016
- ODOT-PROC 103: Procurement Resources on the OPO Intranet – 5/2/2017
- Building Blocks – Introduction to Title VI – 5/17/2017
- Innovation and Emerging Technologies to Advance Universal Transportation – 5/17/2017
- Understanding Language Access in 2017 – 5/17/2017
- Best Practices for Addressing Title VI in Transportation – 5/18/2017
- Building a More Respectful Workplace – The Imperative to Address Harassment – 5/18/2017

- Expectations for Submitting, Documenting, and Evaluating Good Faith Efforts in the DBE Program – 5/18/2017
- Moving the Dial – Leadership Behaviors for Promoting Inclusive Organizations – 5/18/2017
- DAS-OSCIO – Information Security Awareness: Passwords – 5/31/2017
- DAS-OSCIO – Information Security Training: Foundations – 8/25/2017
- DAS-OSCIO – Information Security Awareness: Print Outs – 9/5/2017
- DAS-OSCIO – Information Security Awareness: Clean Desk – 9/6/2017
- Cultivating Talent: Bridging the Gap Between Classrooms and Workplaces – 9/7/2017

PROCESS FOR IMPLEMENTING FHWA DIRECTIVES

Implementation of FHWA directives are as described in ODOT's External EEO Contract Compliance Program Manual, dated December 1996, revised April 2014 and in final draft form, in Chapter III, B, 1a.

NOTICE TO CONTRACTORS OF EEO CONTRACT REQUIREMENTS

Notification to contractors of EEO contract requirements are as described in ODOT's External EEO Contract Compliance Program Manual, dated December 1996, revised April 2014 and in final draft form, in Chapter III, B, 1b-h.

ACCOMPLISHMENTS

REGULAR PROJECT COMPLIANCE REVIEW PROGRAM

• Compliance reviews conducted	8
• Contractors reviewed	8
• Contractors found in compliance	6
• Contractors found in non-compliance	2
• Show cause notices issued	2
• Contractors Requesting Hearing	0
• Contractors Prevailing at Hearing	0
• Show cause notices rescinded	1
• Show cause notices still under conciliation/unresolved	1
• Corrective Action Plans received	1
• Corrective Action Plans approved	1
• Follow-up reviews conducted	2
• Contractors in compliance at follow-up review	2
• Contractors in non-compliance at follow-up review	0
• Corrective Action Plans extended at follow-up review	0
• Requests to Administrative Close file due to Contractor out-of-business	0

ODOT conducted eight (8) compliance reviews in FFY 2017, with two (2) reviews resulting in non-compliance. Included were two (2) follow-up reviews of Corrective Action Plans (CAP) agreed to in 2015 and 2016, and both firms were found in compliance (Legacy Contracting Inc. and Rocky Mountain Construction, LLC).

Contractors Found In Compliance

Emery & Sons Construction Group: c14911
Hamilton Construction Company: c14771
LTM, Incorporated, dba Knife River Materials: c14952
Wildish Standard Paving Co.: c14983

Contractors Found in Non Compliance

Coral Construction Company: c14961
Kerr Contractors Oregon, Inc.: c14929

Corrective Action Plans Approved

Coral Construction Company: c14961

Show Cause Notices Still Under Conciliation/Unresolved

None

Contractors in Compliance at Follow-up Review

Legacy Contracting, Inc.: c145074
Rocky Mountain Construction, LLC: c14792 (original); c14979 (transferred)

Contractors in Non-Compliance at Follow-up Review

None

CONSOLIDATED COMPLIANCE REVIEWS

ODOT did not conduct any consolidated compliance reviews during the reporting period.

OCR INITIATIVES, PARTNERSHIPS & OUTREACH

ODOT OFFICE OF CIVIL RIGHTS QUARTERLY AUDIT REVIEW PROCESS (OCR INITIATIVE)

The ODOT Office of Civil Rights (OCR) is required to review the project manager's files at a minimum every Quarter for OCR program compliance, although they can review more frequently as needed. Between First and Second Notification, the OCR Field Coordinator (FC) in every region will conduct quarterly reviews to determine missing paperwork, and document their findings. The Quarterly Review looks at the following contract submittals to monitor federally regulated civil rights compliance on ODOT construction projects: Subcontracts, Paid Summary Reports, DBE Work Plans Form 3A, DBE Commercially Useful Function Form 3B (CUF), Change Orders, Monthly Employment Utilization Reports, Training Reports, Apprentice/Trainee Approval Requests, and Apprentice/Trainee Monthly Progress Records. The results of the review are then distributed to the Project Manager (PM), Region Manager, Area Manager and State Construction Engineer. The Project Manager's office is responsible for working with the contractor(s) to resolve any outstanding issues before the next Quarterly Review. After Second Notification is issued, the FC will perform a final review listing any missing documents that need to be received prior to the PMs issuance of Third Notification.

OREGON BUREAU OF LABOR AND INDUSTRY (OJT/SS)

ODOT partners with the Oregon Bureau of Labor and Industry (BOLI) to develop, implement, and deliver the Highway Construction Workforce Development Program authorized under Oregon's SB 894 (ORS 184.866). SB 894, enacted on July 23, 2009, established that ODOT shall expend one-half of one percent (1/2 of 1%) up to an amount of \$1.5 million per state biennium (Amended by Senate Bill 831 passed by Senate June 29, 2013 to \$2.1 million) to increase diversity in the highway construction workforce and prepare individuals interested in entering the highway construction workforce by conducting the following activities:

1. Pre-apprenticeship programs
2. Pre-employment counseling
3. Orientations on the highway construction industry
4. Basic skills improvement classes
5. Career counseling
6. Remedial training
7. Entry requirements for training programs
8. Supportive services and assistance with transportation
9. Child care and other special needs
10. Job-site mentoring and retention services

Over the reporting period, ODOT through its partnership with BOLI successfully delivered all services outlined above. The following are the education, community, and industry partners that assisted in the delivery of these services:

Cooper & Zietz Engineering, Inc., doing business as Akana. Mentoring and Retention Services. ODOT and BOLI continued to partner with contractor Cooper Zietz Engineering, Inc., doing business as Akana over the reporting period to bring mentoring and retention services to new and existing apprentices. The main focus of the Statewide Mentoring and Retention Services program is to train mentors in the workforce who can then help to train and retain incoming new workers and apprentices. The program is designed to inform and train contractors, workforce development specialists, and experienced workers about understanding, assisting, and working with others who sometimes have different learning styles, come from different cultures, or represent generational differences.

The program was developed to assist construction contractors with jobsite training and retention of trainees/apprentices as well as experienced workers. This program is not intended to interfere with or replace any part of any existing apprentice programs, ODOT on-the-job training (OJT) programs, Associated General Contractor training programs, or pre-apprenticeship programs. Instead, it should be viewed as a supplement to other programs. Some of the programs are highlighted below:

- a. Pre-Apprenticeship Training Programs: Pre-apprenticeship programs are for recruiting, training, and assisting people to successfully apply to, and be accepted by, the apprenticeship training programs.
- b. Apprenticeship Training Programs: Apprenticeship training programs, union and non-union, join with employers in a signatory agreement and work together to assure that individuals receive the basic and comprehensive skills training necessary to become Journey Level Workers within their chosen construction trade.
- c. ODOT On-the-Job Training Program: ODOT encourages on the job training by encouraging highway construction contractors to become registered training agents with a Bureau of Labor and Industries approved Joint Apprenticeship and Training Committee (JATC). Registered training agents may pay sub-prevailing wages to registered apprentices. ODOT also offers in-house training programs for Federal Aid projects.

Oregon & Southern Idaho Laborers-Employers Training Trust Fund. Mentoring and Retention Services. This organization promotes recruiting, training and mentoring a diverse group of apprentices with a training facility, state of the art equipment and technology, and skilled instructors.

The Mentoring and Retentions Services include the following:

- a. Career Camps and High School Orientations
- b. Apprentice preparation
- c. Communications and outreach
- d. Orientations on the highway construction industry
- e. Recruitment, screening, and assessment
- f. Training, retention, and supportive services

Oregon Tradeswomen, Inc. A non-profit organization that educates girls and women about careers in the construction related trades. Founded on the principles that women deserve and can attain economic self-sufficiency through pursuing careers in the building, mechanical, electrical and utility trades, their programs include but are not limited to:

- a. Pathways to Success – a Pre-Apprenticeship Career Class.

- b. Building Girls – a program for young women that offers ways to explore careers available in the trades through supervised hands-on construction experience.
- c. Tradeswomen Organized for Outreach, Leadership and Support (T.O.O.L.S). – membership driven program that fosters leadership and activism skills for tradeswomen.
- d. Annual Women in Trades Career Fair, May 19 & 20, 2017.

Through ODOT-BOLI's partnership and with funding from ODOT, Oregon Tradeswomen, Inc. has launched a Respectful Workplaces pilot project called "Green Dot for the Trades," using a nationally recognized emerging best practice model known as "Green Dot." The Green Dot model is designed to teach bystanders how to prevent or intervene in situations where harassment, bullying, hazing or other forms of aggressive behavior may be observed. The Green Dot model has been implemented across domestic violence awareness/prevention programs, colleges and universities to reduce bullying and sexual assaults, the U.S. Airforce and now the trades. Oregon Tradeswomen, Inc. and Green Dot, etc., Inc. have adapted the Green Dot model to address bullying, harassment, hazing and other forms of aggression in the trade industries around Oregon, with the goal of creating more respectful workplaces and improving retention of apprentices in the trades, particularly for women and minorities. Portland State University will be evaluating the project to assess its effectiveness in the trades, including impact on incidents of harassment, aggression and other discriminatory behavior on worksites, and impact on retention of apprentices.

Portland State University. ODOT-BOLI through its partnership commissioned, Program Evaluation Research study through Portland State University to evaluate the ODOT Highway Construction Workforce Development Program, using data about apprentices maintained by BOLI as the registration agency and data collected through a phone survey of apprentices. The study conducted by Maura Kelly and Lindsey Wilkinson, Department of Sociology, Portland State University. The study allows for the ongoing evaluation of the effectiveness of the Program, as well as continued monitoring of working conditions that affect the recruitment and retention of female and racial/ethnic minority apprentices, such as discrimination and harassment faced by apprentices on the job.

University of Iowa. The University of Iowa has facilitated the distribution and evaluation of the ODOT/BOLI Nutrition Training developed for highway and bridge construction apprentices with a research study and ongoing evaluation. An online nutrition training was developed for apprentices in collaboration with researchers, health educators, and key members of the community. Training topics included the impact of nutrition on job performance, barriers to healthy eating associated with work organizational factors, and solutions to promote healthy eating. Peer-to-peer messages were included through images and videos featuring apprentices and journeymen on the construction site sharing personal stories, modeling healthy behaviors, and recommending methods for overcoming barriers to healthy eating. <http://constructionworkerhealth.com/>

University of North Carolina, Charlotte. A research project that involved the development and implementation of a training program for supervisors in highway construction in the state of Oregon. Specifically, this training intervention is designed to decrease the prevalence of aggressive, counter-productive workplace behaviors including workplace bullying, discrimination and mistreatment/harassment on the job by supervisors.

Labor's Community Services Agency. The Labor's Community Services Agency provides hardship assistance to apprentices who are referred by their training center in the Carpenter, Cement Mason, Ironworker, Laborer, Operating Engineer and Painter trades, with an emphasis on reaching women, racial/ethnic minorities, and disadvantaged individuals who need hardship assistance.

Phoenix School of Roseburg. The Exploring the Trades Camp targeted youth of Douglas County age 15-18, and took place June 26–30, 2017 at Phoenix Charter School in Roseburg, Oregon. Campers engaged in hands on workshop activities geared towards introducing them to entry level experience in the heavy highway construction trades. Campers assisted in building a shed for a local non-profit, which included excavation, site preparation, foundation form and pour, and carpentry of the structure. Daily safety meetings, apprentice style log booking, and daily end shift debriefs encouraged camper awareness of what they did and how it can relate in future employment opportunity.

ODOT OCR PROGRAMS TRAINING (OUTREACH)

ODOT OCR Field Coordinators delivered training to ODOT Project Manager staff, Local Agency staff as well as Contractors (Primes and Subcontractors) in various locations around the state. Topics covered included OCR Vision, mission and objectives; DBE and ESB programs, Title VI Compliance; Equal Employment Opportunity, and OJT/Apprenticeship Programs.

GOVERNOR'S MARKETPLACE 2017 ROADSHOW (OUTREACH)

ODOT OCR partnered with State, Federal and regional government entities along with private sector firms and non-profit organizations, to help Oregon small businesses achieve greater contracting success at the Governor's Marketplace 2017 Roadshow, which were held at the following locations:

- Salem Convention Center, March 23, 2017
- Klamath Falls, September 13 and 14, 2017
- Redmond, September 22, 2017
- Tillamook, October 12, 2017
- Portland Community College, Beaverton Campus, October 17, 2017

The day's events featured industry focused training, and a reverse vendor exhibitor fair, where small business owners had the opportunity to meet face-to-face with organizations who could utilize their products or services.

UMPQUA COMMUNITY COLLEGE CAREER FAIR (OUTREACH)

ODOT OCR participated as an exhibitor at the Career Fair held November 2, 2016 at the Umpqua Community College campus in Roseburg, which served over 200 students and alumni.

DIVERSITY IN CONSTRUCTION TRADES SUMMIT (OUTREACH)

ODOT OCR participated in the November 10, 2016 Diversity in Construction Trades Summit held at the Oregon Zoo in Portland. The Summit was attended by contractors, state, county and city government agencies with a total of forty (40) different organizations.

CENTRAL OREGON SKILLED TRADES & APPRENTICE FAIR (OUTREACH)

ODOT OCR participated as an exhibitor at the Central Oregon Skilled Trades & Apprentice Fair held November 18, 2016 at the Central Oregon Community College Technical Education Center in Redmond, which served students from local high schools.

JOSEPHINE COUNTY COLLEGE & CAREER FAIR (OUTREACH)

ODOT OCR participated in this event in Grants Pass on October 19, 2016 by sharing apprenticeship, internship and working for ODOT opportunities with students and teachers from all high schools in Josephine County, with an estimate of 1,800 attendees.

GOLD BEACH CAREER & COLLEGE FAIR (OUTREACH)

ODOT OCR provided pre-apprenticeship and apprenticeship opportunities to 7th through 12th grade students from multiple schools at this event held in Gold Beach on March 7, 2017.

HERMISTON HISPANIC CHAMBER OF COMMERCE COMMUNITY RESOURCE FAIR (OUTREACH)

ODOT OCR participated as an exhibitor at the Hermiston Hispanic Chamber of Commerce Community Resource Fair held on March 8, 2017 at the Hermiston Conference Center, and provided information to the 150 attendees regarding ODOT services, On the Job Training (OJT) and employment opportunities.

REYNOLDS LEARNING ACADEMY (OUTREACH)

ODOT OCR provided student to career opportunities, including OJT, apprenticeship and ODOT employment to students of Reynolds Learning Academy at the East Portland Maintenance Park on March 8, 2017.

ANNUAL ODOT/CONFEDERATED TRIBES OF GRAND RONDE TERO MEETING (OUTREACH)

Annual meeting between ODOT OCR and the Confederated Tribes of Grand Ronde to discuss federally funded projects that will be subject to TERO, workforce, apprenticeship and training, held in Salem on March 15, 2017.

ODOT-CONFEDERATED TRIBES OF WARM SPRINGS MEETINGS (OUTREACH)

ODOT OCR and Region 4 staff met with representatives from the Confederated Tribes of Warm Springs in April, May, June and September 2017 to discuss the new TERO, federally funded projects that will be subject to TERO, goals, workforce, apprenticeship and training.

OREGON YOUTH CHALLENGE CAREER FAIR (OUTREACH)

The Oregon National Guard Youth Challenge Program is an alternative, residential high school, which has a graduating class every 6 months. ODOT OCR regularly participates at these career fairs, and attended April 6, 2017 and October 6, 2017 to share and explain apprenticeship opportunities to the cadets.

ANNUAL ODOT/CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION TERO MEETING (OUTREACH)

Annual meeting between ODOT OCR and the Confederated Tribes of the Umatilla Indian Reservation to discuss federally funded projects that will be subject to TERO, workforce, apprenticeship and training, held at the Nixyaawii Governance Center in Pendleton, Oregon on April 14, 2017.

CONSTRUCTION CAREER DAYS – SALEM, OREGON (OUTREACH)

ODOT OCR participated in the Salem, Oregon Regional Construction Career Days (CCD) Event on April 25, 2017. This event drew 466 students from schools located within 100 miles of the event. 100% of the students participated in hands-on activities related to the construction and heavy highway construction trades.

2017 Construction Career Days by the numbers:

- 35% Minority representation
- 30% Female representation
- 15 School Districts
- 22 Schools represented
- 15 Pieces of Heavy Equipment
- 44 Exhibitors

2017 EASTERN OREGON CONSTRUCTION & UTILITY CAREER DAY (OUTREACH)

ODOT OCR hosted this biennial event held April 25, 2017 in Baker City at the ODOT Maintenance Station, with over 300 high school students attending. Exhibitors provided valuable information regarding employment and apprenticeship opportunities. Students were also given the opportunity to participate in hands on activities throughout the day which were job related skills and functions.

CINCO DE MAYO COMMUNITY CELEBRATION (OUTREACH)

ODOT OCR participated in the Cinco De May Community Celebration event at Butte Park in Hermiston on May 6, 2017, by providing information regarding transit, safety, OJT and employment opportunities with over 200 families.

OREGON ASSOCIATION OF MINORITY ENTREPRENEURS (OUTREACH)

The OAME Trade Show and Luncheon held May 11, 2017, is designed for purchasers and buyers from the public and private agencies to network with Minority, Women and Emerging Small Businesses (MWESBs). ODOT OCR participated as a sponsor and exhibitor at this large event.

EUGENE CHAMBER-LANE COUNTY CONSTRUCTION & AGGREGATE WORKFORCE COMMITTEE (OUTREACH)

ODOT OCR and BOLI were on the agenda of the May 11, 2017 meeting of the Eugene Chamber – Lane County Construction & Aggregate Workforce Committee in Eugene. BOLI presented a high-level apprenticeship 101 and ODOT OCR presented information about ODOTs OJT Program.

WOMEN IN TRADES CAREER FAIR (OUTREACH)

ODOT partnered and participated for the 25th year as an exhibitor at the 2017 Women in Trades Career Fair in Portland on May 19 & 20, 2017. The fair incorporates a Construction Career Day component by focusing on a highway construction theme. This fair is a highly visible event designed to encourage young girls and women to consider careers in the construction trades.

2017 Women in Trades Career Fair by the numbers:

- 923 Students attended on Girls' Day
- 146 Teachers who brought groups of students
- 676 Women and their families attended the fair
- 60 School groups attended
- 21 People toured the Fair as VIP's
- 107 Volunteers contributed 426 hours
- 40 Hands-on workshops
- 64 Exhibitors
- 25 Attended a seminar on recruiting girls for career and technical education
- 18 Dads and their Daughters participated in a special workshop

HISPANIC METROPOLITAN CHAMBER EMPLOYMENT, BUSINESS & RESOURCE FAIR (OUTREACH)

The Hispanic Metropolitan Chamber works with all members of the community to increase the economic advancement of Latinos in Oregon and SW Washington. The 15th Annual Employment, Business and Resource Fair was held June 15, 2017 in Portland. ODOT OCR was an exhibitor and sponsor at this event designed to allow participants to learn how to conduct business, apply for employment and network.

HISPANIC HERITAGE MONTH BREAKFAST (OUTREACH)

The Hispanic Heritage Month Breakfast event in Oregon's official kick-off celebration for Hispanic Heritage Month took place on September 15, 2017 at the Salem Convention Center. This even brought together Latino leaders, business owners, and community members from throughout Oregon. ODOT OCR staffed a table and discussed all OCR programs with representatives from the private sector, public institutions, non-profits, and public elected officials/candidates.

EL GRITO 2017 FIESTA PATRIAS (OUTREACH)

ODOT OCR participated in the 2017 El Grito celebration on September 16 at the Rose Quarter Commons in Portland, and interacted with 300 community members by providing information about employment opportunities, OJT/Apprentice information and all business lines of ODOT.

MINORITY ENTERPRISE DEVELOPMENT (MED) WEEK (OUTREACH)

Each year, ODOT sponsors the MED Week Workshops and awards luncheon for the Portland Metropolitan region. ODOT OCR attended MED Week, September 26 and 28, 2017, along with advocacy groups, government partners and the local business community to celebrate local minority businesses and the contributions they make to the local economy.

FIRST BIENNIAL SOUTHERN OREGON TRADES CAREERS EXPO (OUTREACH)

ODOT OCR was instrumental in organizing and participated in the first biennial Southern Oregon Trade Careers Expo on September 28, 2017 at the 7 Feathers convention Center in Canyonville. Students from Douglas, Josephine and Jackson counties attended this event to introduce and lead students to living wage career opportunities in manufacturing, trades and industries through hands on activities, while educating administrators, teachers and elected officials. After the students left, the Expo was open to veterans and young adults.

EEO PROGRAM UPDATES

CIVIL RIGHTS COMPLIANCE TRACKING (CRCT)

CRCT is a comprehensive database created to track and monitor all of OCR's programs. The CRCT System has continued to be a useful tool to record, track, and report ODOT's participation on construction projects. The components within the application include tracking utilities for monitoring Projects, Prime Contractors and sub-contractors; Small Business Enterprise; Equal Employment Opportunity; and On-the-Job Training/Apprenticeship.

The information stored within the CRCT System allows OCR to manage the programs by reviewing or reporting on the micro level of Individual Employee, Trade, and Contractor or on the macro level of Project, Region and Fiscal Year.

Over the course of FFY 2017 reporting period, one of the most significant accomplishments was the automation of OCR required forms submitted by contractors into OCR's CRCT database.

Previously, importing forms into the CRCT database followed a lengthy manual process, and during FFY 2017, a time-saving and automated process was developed.

The following forms have been incorporated into the automated importing process:

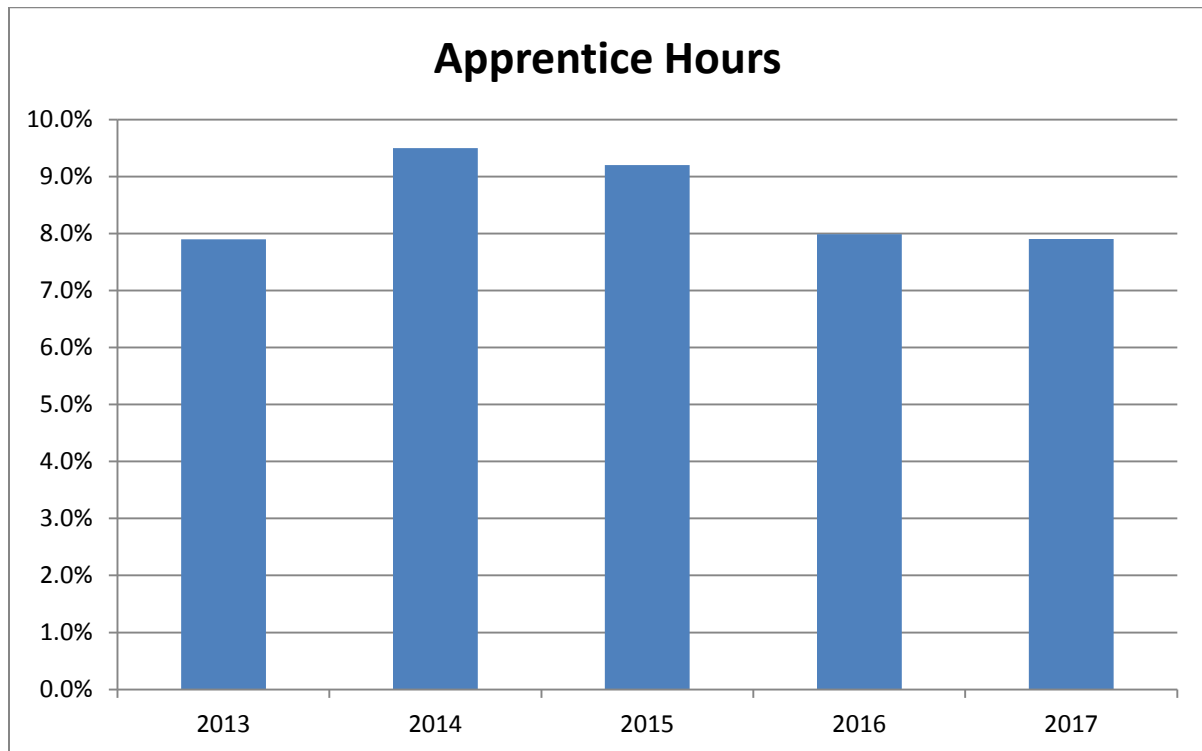
- Apprentice/Trainee Approval Request (ATAR), ODOT Form Number 734-2878
- Commercially Useful Function Report-Form 3B (CUF), ODOT Form Number 734-2165
- Monthly Employment Utilization Report (MEUR), ODOT Form Number 731-0668
- Apprentice/Trainee Monthly Progress Report (MPR), ODOT Form Number 734-2879
- Paid Summary Report (PSR), ODOT Form Number 734-2882
- Training Program Approval Request (TPAR), ODOT Form Number 734-2880

All reporting is now through the Report Builder software, capable of drawing live data from multiple databases and SharePoint lists.

ODOT WORKFORCE DEVELOPMENT PLAN/PROGRAM (WDP)

The Workforce Development Program was developed based on direction given in a budget note in the Department's 2003-05 budget that stated, "Involvement of Oregon construction firms and employees – the use of Oregon firms and employees, emerging small businesses and minorities will result in economic stimulus that will benefit the state overall." The two charts below illustrate the progress of apprenticeship hours and the success of the Workforce Development Program in achieving greater female and minority utilization.

Apprenticeship Utilization on Reimbursable On-the-Job Apprenticeship Projects



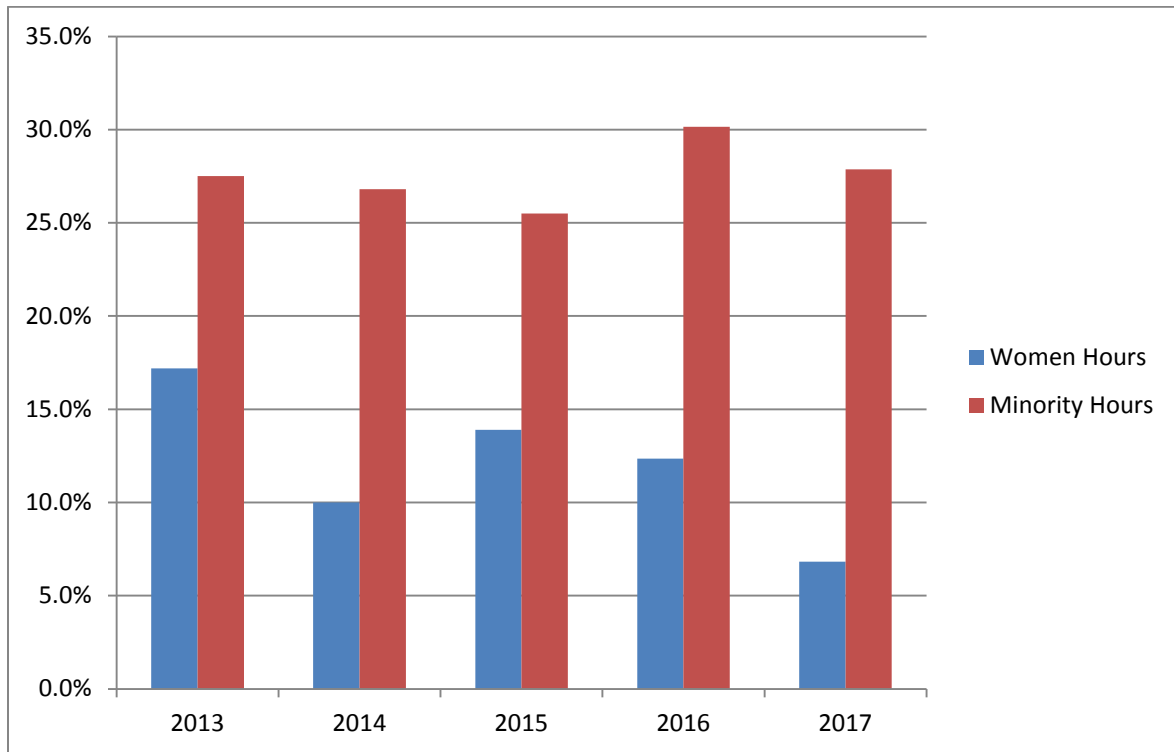
Year	2013	2014	2015	2016	2017
Apprentice Hours	7.9%	9.5%	9.2%	8.0%	7.9%

Data Source: Monthly Employment Utilization Reports entered into ODOT Civil Rights Compliance Tracking System (CRCT).

The Apprenticeship Utilization chart shows a decrease for the current reporting period. Even though there was a decrease, the Agency is committed to increasing apprentice utilization on heavy highway construction projects.

The next chart illustrates the percentage of apprenticeship hours by year for women and minorities. (Women that are also minorities are counted in the women column on the chart below).

Women and Minority Apprentice Hours Compared to Total Apprentice Hours



Year	2013	2014	2015	2016	2017
Women Hours	17.2%	10.0%	13.9%	12.4%	6.8%
Minority Hours	27.5%	26.8%	25.5%	30.1%	27.9%

Data Source: Contractor Monthly Progress Reports entered into ODOT Civil Rights Compliance Tracking System (CRCT).

OJT/APPRENTICESHIP GOALS - 2017 CONSTRUCTION SEASON

ODOT's authorization from FHWA allowed the 2017 training goal to be accomplished entirely through the Reimbursable training specification which is equivalent to 10% overall OJT/apprenticeship achieved per project. Each project is evaluated individually using standard goal setting methodology for all applicable federal, federally-assisted, and state projects valued at \$1 million or greater.

The greatest number of apprentices are in the Laborer and Electrician trades. The breakdown of placements for FFY 2017:

Laborer	34.1%
Electrician	22.0%
Equipment Operator	14.1%
Carpenter	10.5%
Iron Worker	10.5%
Cement Mason	5.9%
Painter	2.3%
Construction Assistant *	0.6%
	100%

*This training program is a contractors' in-house training program approved by ODOT and FHWA

COMPLAINTS

External Civil Rights Complaint Procedure

ODOT's external civil rights complaint procedure is incorporated in the External EEO Contract Compliance Program Manual, dated December 1996, revised April 2014 and in final draft, Chapter VI. This procedure is included in the contractor's pre-construction packet and covered in the Office of Civil Rights Internal Pre-Con meeting. Contractors are required to post this procedure on their bulletin boards at federal-aid construction sites.

Complaints alleging violation of civil rights by a contractor or subcontractor working on an Oregon Department of Transportation project, by an applicant or employee of the contractor or sub-contractor, or by an employee or agent of the Oregon Department of Transportation will be investigated.

ODOT encourages complainants to discuss their problems first with the ODOT Project Manager. However, if the complainant prefers to not contact the ODOT Project Manager, he/she may contact ODOT's Office of Civil Rights Unit at (503)986-4350. The discussion with the Project Manager or the Office of Civil Rights should be held as soon as possible after the alleged discrimination occurs. If the Project Manager is unable to resolve the complaint within three days after receipt or notice of the complaint, the Office of Civil Rights will conduct an investigation. If the Office of Civil Rights is contacted initially concerning the complaint, an investigation will begin immediately.

Discrimination Complaints

There was one external discrimination complaint received during the period October 1, 2016 through September 30, 2017. The complaint was investigated, resolved with no findings and closed.

EXTERNAL TRAINING PROGRAMS

Assignment of Training Positions

The method of establishing OJT goals on individual federal-aid contracts is outlined in the External EEO Contract Compliance Program Manual, dated December 1996, revised April 2014 and in final draft, in Chapter III, B, ii-c.

On-The-Job Training / Apprenticeship Program Data

For the report of On-the-Job Training / Apprenticeship Placements by Name, Trade, Race, Gender & Hours, see **Exhibit D**.

For the report of Ethnic/Gender Breakdown of All Trainees by Trade, see **Exhibit E**.

OJT Supportive Services

On July 23, 2009, the Oregon State Legislature enacted Senate Bill 894, which directs ODOT to expend up to one-half of one percent (1/2 of 1%) of all federal funds received by ODOT pursuant to 23 USC 140(b) up to an amount of \$1.5 million per state biennium (Amended by Senate Bill 831 passed by Senate June 29, 2013 to \$2.1 million) to increase diversity in the highway construction workforce and to prepare individuals interested in entering the highway construction workforce. See Pages 8-11 for details of On-the-Job-Training and Supportive Services activities.

OJT Program Administration

Under the guidance and leadership of OCR's WDP & Business Support Manager, the Regional Civil Rights Field Coordinators ensure consistent monitoring and compliance of OJT/Apprenticeship Special Provisions. This has proven to be the most efficient and consistent method for administering the OJT program.

OJT Supportive Services Administration

The Workforce/Region 4 Civil Rights Field Coordinator facilitates day-to-day administration of all OJT/SS contracts in support of the OCR WDP & Business Support Manager. The current Workforce/Region 4 Civil Rights Field Coordinator began employment with ODOT's Office of Civil Rights in January 2012.

CLOSING STATEMENT

ODOT continues to demonstrate its commitment to the state and its citizens by creating and supporting programs aimed at helping minority-owned, women-owned, and emerging small businesses grow. ODOT is also helping workers move into transportation-related careers by partnering with training organizations, growing apprenticeship opportunities, and reaching out to communities.

ODOT will continue to review and analyze its data. ODOT will also identify strategies to improve EEO compliance and increase diversity in the heavy highway construction trades.

As this report demonstrates, ODOT will continue to build on past successes and look for new opportunities in its ongoing commitment of ensuring fair and equitable access to ODOT economic opportunities, programs, and services.

OCR Vision:

"Promote innovative programs that provide equitable access and opportunities in Oregon transportation."

www.odotSmallBusinessSupport.org

www.odotWorkforceDevelopment.org

Exhibit A



Office of Civil Rights

*Resources for Equity and Opportunity
in Oregon Transportation*



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
May 16, 2016
(only change if revisions are made)
Service Type
of this position is:

(Check one box only)

Agency: Dept of Transportation

Division: Headquarters

This position description is for:

- ☐ A new position that is being established
☒ An existing position that is being revised
☐ No change – Annual review

Management Service (X):

- ☒ Supervisory (MMS)
☐ Managerial (MMN)
☐ Confidential (MMC)

Unclassified:

- ☐ Executive Service (Z)

SECTION 1. POSITION INFORMATION

a. Classification Title:	Principal Executive Manager D	b. Classification No:	X7006
c. Establish Date:	February 1, 1990	d. Position No:	2301319
e. Working Title:	Workforce Development Program, Field and Business Support Manager	f. Agency No:	73000
g. Section Title:	Office of Civil Rights	h. Budget Auth No:	000435040
i. Employee Name:	Corissa Neufeldt	j. Union Repr Code:	N/A
k. Work Location (City – County):	Salem, Marion		
l. Supervisor Name:	Angela Ramos		
m. Position: check the one/s that apply	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Double Fill		
n. Position: check only the one that applies	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share <input type="checkbox"/> Academic Year		
o. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input checked="" type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	p. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State's citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon's

competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a \$3.8 billion biennial budget.

The purpose of the Office of Civil Rights (OCR) is to provide fair and equitable access to ODOT economic opportunities, programs and services. Programs administered by OCR are governed by federal and state law, federal regulations and policies, Presidential Executive Orders, Governor's Executive Orders and ODOT policies.

OCR support the Department's mission by administering programs that help minorities, women, low-income, disadvantaged and disabled individuals or group's access economic opportunities through jobs or contracts with ODOT.

OCR is responsible for administering and providing oversight for the Department's federal and state civil rights programs. This includes, but is not limited to; the statewide Workforce Development Program (WDP), Disadvantaged Business Enterprise Program (DBE), emerging Small Business Program (ESB), Equal Employment Opportunity Program (EEO), Title VI Compliance, Tribal Employment Rights Ordinance (TERO), Environmental Justice Program and Intermodal Civil Rights. OCR is also responsible for working with the ODOT Office of Human Resources to coordinate and co-manage the Americans with Disabilities Act (ADA) program for the department.

OCR provides technical support, education, awareness and outreach on its programs to the public, ODOT's project management staff statewide, ODOT Technical Services Branch, Driver and Motor Vehicle Services, Motor Carrier Division, Transportation Development Division, Rail and Public Transit Division and Highway Construction Section. The Office also assists with professional services contracts which contain DBE, On the Job Training and Equal Employment Opportunity goals or provisions. In addition, OCR's ESB program provides opportunities to small emerging businesses regardless of race or gender.

OCR has a biennial base budget of \$9.5 million and receives additional funds during the biennium from the Federal Highway Administration (FHWA) and other sources.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Manage the general day-to-day operations for the overall Office of Civil Rights, ensuring adherence to laws, rules, policies and contracts that govern OCR. Manage and direct the Office of Civil Rights (OCR) Field Coordinator Unit, which has five positions located statewide in ODOT's regional offices, and the Business Support Unit which has five positions.

Manage the WDP and provide leadership to the WDP by developing short- and long-range goals, strategies and tactics for carrying out OCR's work in the WDP in accordance with the agency's mission and broad objectives in creating jobs for Oregonians. Provide leadership and ensure integration between Program Management, Field Coordinators, and Business Support units who all support the Disadvantaged Business Enterprise (DBE), Emerging Small Business (ESB), Title VI and Environmental Justice, Equal Employment Opportunity (EEO), OJT Apprenticeship and Intermodal (transit/rail) programs, which all play a role in administering the WDP for ODOT throughout the state of Oregon in roadway/bridge construction contracts. Provide advice and direction to ODOT managers, employees and private contractors; provide training and guidance to Civil Rights Field Coordinators ensuring field operations are in concert with all OCR programs requirements and ensuring the WDP is in compliance with FHWA program regulations.

Manage implementation of ODOT's, WDP statewide, and ensure all the resources required to run the program are available. Determine new policies, rules and appropriate changes needed to implement program goals and actions to achieve the successful execution of the WDP throughout the state Oregon. This position directs workforce development strategy and ensures a diverse workforce is available for OJT/apprenticeship programs to carry out diversity strategies in support of

the WDP statewide in roadway construction projects. The WDP monitors and administers the labor requirements in highway/bridge construction contracts through On-the-Job Training/Apprenticeship (OJT) programs, Support Service contracts, and Intergovernmental Agreements, Interagency Agreements, etc.

This position serves as the External EEO Compliance Officer for ODOT as required by the Federal Highway Administration (FHWA). Manage and ensure compliance of the FHWA External Equal Employment Opportunity (EEO) Contract and OJT/Apprenticeship Training programs. The EEO Program is responsible for ensuring that federal contractors and subcontractors do not discriminate in their employment and contracting practices based on race, color, religion, sex, national origin, age or disability. Develop and direct the grant management program for OJT Supportive Services programs and manage contracts awarded to OCR through these programs. Manage the fund development with other state and federal agencies and private sector organizations that provide supportive services and resources to WDP.

In the OCR Managers absence this position has the authority to make decisions on their behalf, and commit the agency to a course of action.

This position makes recommendations to the OCR Manager regarding the OCR total biennial budget of \$9.5 approximately and FHWA grants and ESB program funds. This position is also responsible for the WDP biennial budget of \$5,650.00 approximately.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

Be responsible for achieving the Department's Affirmative Action goals through recruitment, selection and retention of protected class individuals. Promote and support the value the Department places on Equal Employment Opportunity (EEO), Affirmative Action (AA), Diversity and Working Guidelines through individual actions and interactions with employees, applicants, stakeholders, community partners, and landowners.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
15%	R		<u>SUPERVISORY DUTIES</u> <ul style="list-style-type: none"> Perform full supervisory duties including directing and coordinating the work of the staff in the Field Coordination Unit and the Business Support Unit. This position will conduct the selection process for staff, conduct performance evaluations, respond to grievances, approve leave and travel expenditures, assign work schedules, establish performance expectations, monitor work performed, administer and/or recommend disciplinary actions, etc. Provide and recommend necessary training and knowledge

			<p>transfer from other programs areas, new and changed legislature, policy changes, ODOT project management processes, etc. as appropriate for staff to ensure they have all the tools necessary to implement the WDP statewide in compliance for ODOT.</p> <ul style="list-style-type: none"> Identify and provide leadership in the exchange of information between the Program Management staff, Field Coordinators staff, and Business Support staff for Disadvantaged Business Enterprise (DBE), Emerging Small Business (ESB), Title VI and Environmental Justice and Intermodal programs, to ensure performance standards are met by all.
15%	R		<p><u>PROGRAM PLANNING/DEVELOPMENT</u></p> <ul style="list-style-type: none"> Develop, establish and implement strategic plans to address WDP management challenges and opportunities. Develop, implement, and evaluate WDP statewide program goals, objectives and priorities and how they fit within ODOT's mission and goals, and have a primary effect on the Economic and Community Development mission of the State of Oregon. Create and implement evaluation and resource planning to provide for the long-term stability of the Workforce Development Program. Monitor and modify operational system to support changing state or federal priorities, recommend necessary reporting and administrative controls for long-term strategies. Consult with OCR Manager regarding new program initiatives and standards, for private sector businesses and county/city organizations who are recipients of OCR program funding.
15%	R		<p><u>FUNDING/BUDGET MANAGEMENT</u></p> <ul style="list-style-type: none"> Identify WDP funding strategies and necessary resources to implement the workforce diversity program. These projects require planning including fund development and monitoring of expenditures with local government's community organizations, private sector businesses and state and federal agencies. Administer and perform budget preparation duties for the Field Coordinator Unit, the Business Support Unit and the Workforce Development Program. Manage over all budget requests from stakeholders, contracts, internal governmental agreements, etc. based on current and future plans for WDP operation and program direction. Develop current WDP program budget projections and over see expenditures to ensure fiscal responsibilities have been met, according to various federal and state mandates. Consult with the OCR Manager in developing spending plans and perform budget prep work for OCR based on the current fiscal environment.
15%	R		<p><u>POLICY MAKING</u></p> <ul style="list-style-type: none"> Recommend revisions to OCR policies, procedures and rules, and assess their impact on program operations and the WDP. Develop short- and long-range goals, policies, strategies and tactics for carrying out the WDP through the Field Coordination and the OCR Business Support Unit's work in accordance with the agency's mission and objectives.

			<ul style="list-style-type: none"> • Make recommendations to the OCR Manager in the development of legislative responses, and interpretation of the legislative intent. Determine areas of risk to the Office of Civil Rights and make recommendations to the OCR Manager to mitigate risk exposure.
15%	R		<p><u>BUSINESS/ORGANIZATION OPERATIONS</u></p> <ul style="list-style-type: none"> • Develop and maintain efficient processes to deliver timely service and quality products to internal and external stakeholders. • Develop and maintain performance standards and performance measurement of programs that include workload projections and staffing plans; monitor, evaluate, report and adjust results to meet pre-set goals and expectations; • Manage the resources between the Field Coordinators, Business Support and Program Management within OCR to meet workload requirements, including shifting resources (which requires determining staffing needs), as needed to meet peak or unexpected workloads. Field Coordinators have an assigned number of projects that they are to administer and the number of projects they may have at one time varies from 20 – 70 approximately as determined by legislative and budgetary program directives. These positions are a member of Regional Project Management teams and provide direction and support to ODOT staff and external stakeholders in three areas; Project Development, Project Construction, and Maintenance and Operations. • Provide oversight and direction to the Field Coordination Unit in the implementation of the WDP program and implementation of Disadvantaged Business Enterprise (DBE), Emerging Small Business (ESB), Title VI and Environmental Justice and Intermodal programs in the regions bridge and roadway construction projects. • Serve as the Civil Rights Compliance Tracking (CRCT) business system owner and represent OCR at Community of Interest (COI) meetings when OCR Manager is not available. • Manages the ongoing development and design of the CRCT system database to support operations and strategies of the Workforce Development, Intermodal and Small Business programs for the state of Oregon internal and external customers. • Facilitate the flow of information between field coordinators and OCR program managers and various bridge and roadway construction project staff in the regions.
10%	R		<p><u>OUTREACH/INTERGRATION</u></p> <ul style="list-style-type: none"> • Ensure that information and communication continues regularly with OCR Manager, FHWA, the Statewide Project Delivery Manager, Workforce and Small Business Leadership Teams, and other participating agencies and stakeholders regarding the development of regulations, implementation of protocols, and federal and state expectations and interpretations. • Manage the results of the WDP goals and objectives to increase participation of women and minorities in highway/bridge construction projects. Identify needed funding, overall program goals, and other measures necessary for long-term program

			<p>effectiveness to ensure women and minorities can compete for positions on highway/bridge construction projects.</p> <ul style="list-style-type: none"> • Serve as a representative and/or committee member on committees and taskforces with various stakeholders internally and externally that further the goals and objectives of the WDP. This position is responsible for the integration of external and internal resources to the WDP to ensure its success statewide in providing jobs, training, funding, promoting opportunities to special interest groups, etc. • Serve on departmental leadership teams to facilitate integration of the small business, Intermodal and Title VI programs with field coordinators and business support programs. Advise OCR Manager of necessary actions and resources required to facilitate the implementation of OCR program plans statewide.
15%	R		<p><u>PROGRAM ADMINISTRATION</u></p> <ul style="list-style-type: none"> • Oversee the management of the federally required FHWA External Equal Employment Opportunity (EEO) and OJT programs. Provide advice and technical assistance to accomplish program requirements and reports including contractor's compliance reviews. Facilitate the annual federally required EEO Assurance Report (Part 1) and ensure that required reports are completed. • Ensure WDP is in compliance with FHWA program regulations. These standards, policies and rules affect citizens of Oregon seeking careers in highway/bridge construction, community organizations, Associated General Contractors, Bureau of Labor and Industries (BOLI), Oregon Employment Department (OED), Department of Community Colleges and Workforce Development (DCCWD) who are under the WDP programs oversight for funding distribution. Develop and direct the grant management program for OJT Supportive Services programs and manage contracts awarded through these programs. • Develop and manage Apprenticeship/OJT Supportive Services contracts and programs, overseeing contract progress and payments awarded for these programs. Supervise the writing of concept proposals for FHWA grant applications for continuation of funding to advance the WDP. • Perform other duties as assigned by OCR Manager. • Delegated signatory in absence of OCR Manager.

100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work with high visibility, confidential, and sensitive programs. Some travel to field locations, including overnight. The position requires strong interpersonal relationship skills, and strong verbal/written communication skills. There is a very high level of public contact with various stakeholders such as politicians, contractors, trades, minorities, community-based organizations, and other public entities.

This position will encounter situations when diverse opinions and conflicts are involved. Often, the issues being discussed are complex and controversial. This position requires the ability to work in highly stressful situations, have the skills to maintain composure, facilitate problem solving skills and know how to build consensus.

This position works primarily in an office environment with periodic travel to ODOT's regions for supervision of field staff. Must have a valid driver license.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

This position requires extensive knowledge of regulations, civil rights laws, policies, rules, interpretation/application of various state and federal regulations and laws, BOLI and ODOT policies and guidelines.

Publications: Workforce Development Plan, Oregon Plan of Action and Director's Policy on Workforce Diversity

- ODOT, Mission, Values and Goals
- ODOT Operating and Procedures and Policies
- ODOT Manager's Handbook
- Collective Bargaining Agreements
- ADA, Affirmative Action, OSHA, etc.
- State of Oregon Classification Specifications
- State/ODOT budget preparation and accounting procedures
- ODOT Purchasing Manual
- DAS Administrative Rules, Policies and Procedures
- Personnel Service Contracting Manual
- DAS and E-Board policies and procedures
- 23 CFR Part 230
- Civil Rights Act of 1964
- Title 49 CFR Part 26
- DBE Program Document & Operations Manual
- DBE Supplemental Required Contract Provisions
- WDP Supplemental Contract Provisions
- Governor's Executive Order
- Presidential Executive Order 11246
- Federal Highway Program Manual
- Oregon Administrative Rules
- MAP-21
- Surface Transportation and Uniform Relocation Assistance Act of 1987 (STURAA)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users 2005-2009 (SAFETEA-LU)
- Transportation Equity Act for the 21st Century 1998-2003 (TEA-21)
- Inter modal Surface Transportation Efficiency Act of 1991 (ISTEA)
- Standard Specifications for Highway Construction (1996)
- Oregon Revised Statutes
- ODOT Construction Manual
- EEO and OJT Supplemental Required Contract Provisions
- Davis-Bacon and related-acts, including State prevailing wages

b. How are these guidelines used?

They provide the basis for interpretation, decision making, and determination of the proper procedures to follow in implementing the EEO and OJT/Apprenticeship programs. They provide guidelines for the implementation of ODOT's Diversity Program outlined in the Workforce Program, and management of staff.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Office of Civil Rights manager	Ongoing	Overall direction and management	Daily
FHWA (Region and Division) Staff	Consultation, work groups	Design approved programs	Region – Monthly; Division – Bimonthly/daily
ODOT Divisions and Regions	Ongoing	Coordination of activities; consultation	Regularly
Industry Associations (Associated General Contractors, Unions, WCOC); Prime and Sub Contractors	Consultation Work groups	Coordination of activities; industry feedback; education/training; conflict resolution	Regularly
Supportive Services Consultants, Assistant Attorney General, Portland Community College, Oregon Tradeswomen Inc., Joint Apprenticeship Council, Evening Trades Apprenticeship Program	Consultation Work groups	Contractual obligations and expectations; legal interpretations and sufficiency of proposed contracts	Regularly
Other governmental bodies such as: <ul style="list-style-type: none"> City of Portland Port of Portland METRO Tri-Met City of Eugene Office of Federal Contracts Compliance Programs (OFCCP)	Consultation Work groups	Contractual obligations and expectations; legal interpretations and sufficiency of proposed contracts; community education; conflict resolution; public feedback	Regularly
ODOT Director and Executive Staff	Consultation	Requests for information and reports	As required

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

This position makes independent decisions daily regarding resource leveling (staffing, budget, internal and external stakeholder involvement, etc.) statewide to manage the WDP statewide appropriately and efficiently and in compliance with state and federal laws, rules, policies. This position makes decisions at a broad WDP level to find resolutions regarding the integration of services between OCR field staff, OCR program management staff, external construction contractors and stakeholders, internal Statewide Project Delivery Management and Bridge Delivery Program Management with conflicting and or competing priorities. These

decisions may impact how business is conducted in the WDP statewide and set new precedence. Many times innovative and objective problem solving for conflicting objectives from external and internal stakeholders is required where no precedents have been established, the WDP is continuously changing and growing to meet the needs of Oregonians. This position must analyze and interpret various new and revised federal and state law's intent in regards to the implementation of the WDP and then determine new standards of operation procedures that may be required statewide for ODOT.

This position makes decisions regarding program requirements, fund development and the development of policies, standards and rules for the WDP operation. These decisions have significant consequences as well as political implications for the Oregon Department of Transportation and stakeholder state agencies such as BOLI, Department of Community Colleges and Workforce Development (DCCWD), and Oregon Employment Department (OED). Decisions affect opportunities available to minority and women participating in the trade industry.

b) Explain the direct effect of these decisions.

Decisions impact the use of FHWA funds in the billions of dollars for programs affecting minority and women, training programs, technical assistance and equal employment opportunities. Poor or untimely decisions could also lead to potential grievances, inappropriate expenditures, tort claims, violations of Human Resource law, rules and regulations, missed deadlines, poor employee morale, low section productivity and WDP inefficiency.

The decisions made by this position will have a direct impact on the state's economy through the success of the ODOT's Workforce Development Program, Diversity Strategies and Policies. Successful management decisions will impact meeting the legislative and FHWA expectations, and developing productive relationships with various stakeholders such as minority communities, other public entities, and construction industries. Improper decisions could result in a direct impact to number of jobs created or made available to Oregonians seeking work opportunities. Improper decisions could result in negative perceptions and conclusions drawn by the public, legislators, internal and external stakeholders that the agency's Workforce Development Program and Diversity Programs are not effective in providing diversity in the Oregon workforce and funding may be withdrawn from various ODOT programs.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Principal Executive Manager F (Z7010)	0068001	Through on-going daily contact, formal annual evaluation, regular feedback	regularly or periodically (annual)	Purpose of review is to monitor progress of unit goals as decided by the Office of Civil Rights and to evaluate the overall performance of duties as described.

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

- a. How many employees are directly supervised by this position? 7
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires not only management and supervisory skills, but needs specific experience and knowledge of the Code of Federal Regulations (CFR), Workforce Development Plan, Federal EEO, ESB Labor Compliance, Title VI and DBE programs and the construction industry, and the ability to communicate effectively orally and in writing. This position requires the ability to confidently meet with and relate to individuals in senior positions in external and internal organizations while upholding State and Federal regulatory standards and the mission of the agency.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area (Personal Services; Services & Supplies; Capital Outlay)	Biennial Amount (\$00000.00)	Fund Type (General; Other; Federal; Lottery)
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
Operating Area Personal Services and Services and Supplies	Biennial amount \$1,550,000.	other funds and directed
Workforce Development Program Budget and Federal Grant Funds	Biennial amount \$4,100,000.	Other funds and grants

DESIGNATION OF CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, a CBC is required prior to filling the position.

The employee in this position...


- Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data..... ☐ Yes ☒ No
- Has responsibility for receiving, receipting, or depositing money or negotiable instruments..... ☐ Yes ☒ No
- Has responsibility for payroll functions..... ☐ Yes ☒ No
- Has responsibility for purchasing or selling property, or has access to private property in the Department's custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties..... ☐ Yes ☒ No
- Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information or criminal background information. ☒ Yes ☐ No

SECTION 11. ORGANIZATIONAL CHART

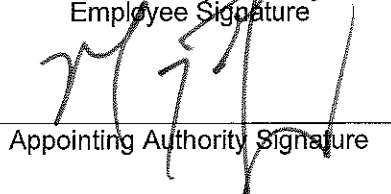
Attach a current organizational chart.

Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

 5-16-16

Employee Signature Date

 5-16-16

Appointing Authority Signature Date

 5/16/16

Supervisor Signature Date

Matthew L. Garrett

Printed Name of Appointing Authority

ODOT HEADQUARTERS

Exhibit A

May 2016

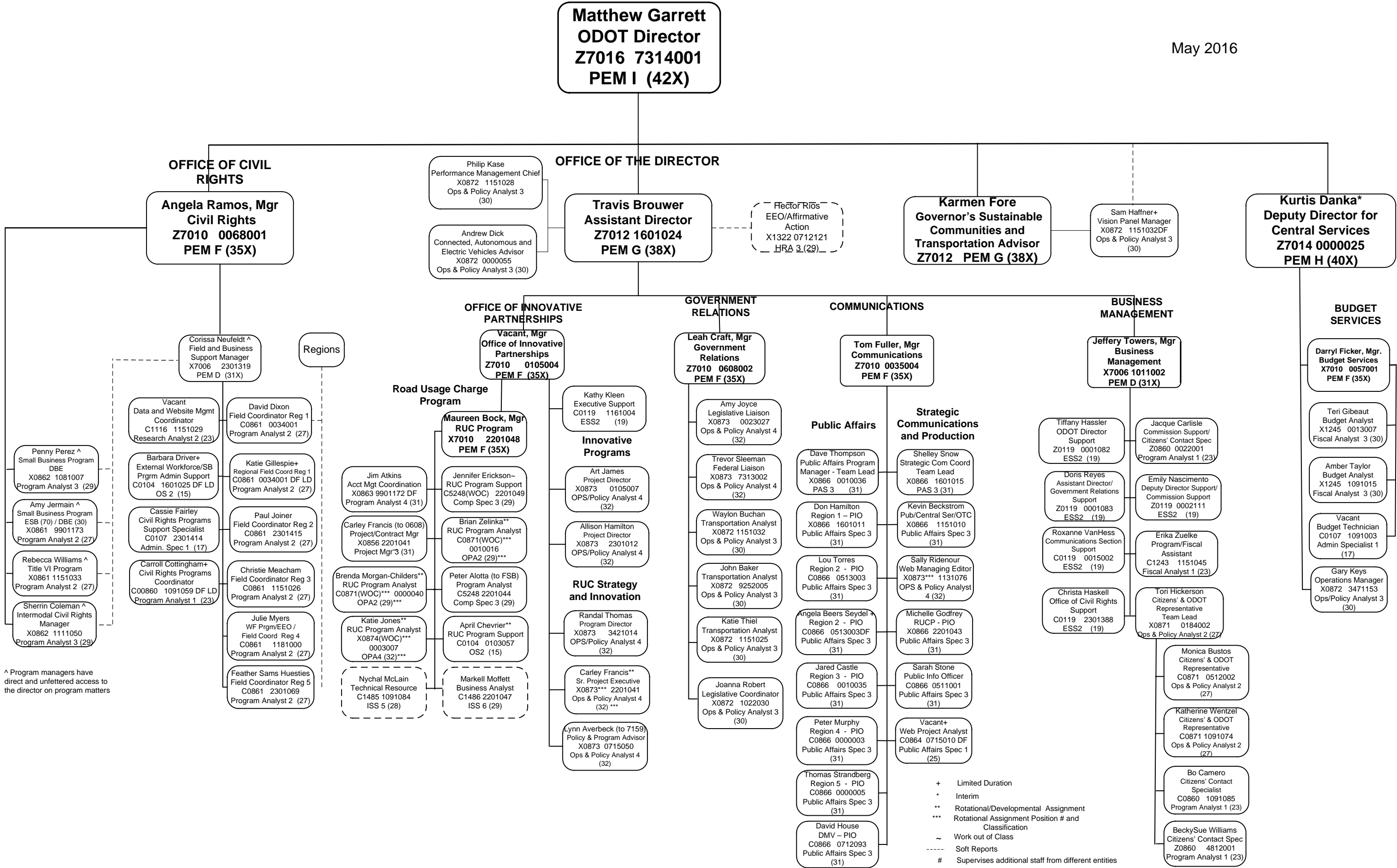


Exhibit B



Office of Civil Rights

*Resources for Equity and Opportunity
in Oregon Transportation*

Position Revised Date:
March 10, 2014
(only change if revisions are made)

☐ A new position that is being established
☒ An existing position that is being revised
☐ No change – Annual review

Confidential

a. Classification Title: <u>Program Analyst 2</u>		b. Classification No: <u>C0861</u>	
c. Effective (Est.) Date: <u>July 1, 2007</u>		d. Position No: <u>1181000</u>	
e. Working Title: <u>Field Coordinator – Region 4</u>		f. Agency No: <u>73000</u>	
g. Section Title: <u>Office of Civil Rights</u>		h. Budget Auth No: <u>001027690</u>	
i. Employee Name: <u>Julie Myers</u>		j. Union Repr Code: <input checked="" type="checkbox"/> SEIU(OA) <input type="checkbox"/> AEE (E)	
k. Work Location (City – County): <u>Bend, Deschutes</u>			
l. Supervisor Name: <u>Angela Ramos</u>			
m. Position: check the one/s that apply	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Double Fill		
n. Position: check only the one that applies	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
	<input type="checkbox"/> Academic Year		
o. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	p. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Page 1

OCR operation supports the Department's mission through its programs that helps minorities, women, low-income, disadvantaged and disabled individuals or groups with acquiring economic opportunities through jobs or contracts. Its programs provide equal access to services and economic opportunities.

Federal programs include Disadvantaged Business Enterprise, Equal Employment Opportunity, Title VI, Limited English Proficiency, and Environmental Justice. The OCR provides technical and administrative support ODOT-wide. A state mandated program includes the Emerging Small Business (ESB) program. Through ORS 200.150, the ESB program provides opportunities to small emerging businesses regardless of race and gender. Programs are determined by law, federal regulations, Governor's Executive Orders, and Department Director policies.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The Region 4 Field Coordinator has a dual role. Approximately seventy (70) percent of its time is devoted to implementation of the Workforce Development Program (WDP) statewide, and due to the smaller number of projects and associated construction related activities in region 4, approximately thirty (30) percent of the position's time is spent on field coordinator duties.

Recommend policy needs and program goals and actions to the Field and Business Support Manager to ensure the successful execution of the Workforce Development Program throughout the state.

Implement workforce development strategy and ensure a diverse workforce is available for OJT/apprenticeship programs to carry out diversity strategies in support of the WDP. The goal is to increase participation of women and minorities in highway construction projects. Identify needed funding, overall program goals, and other measures necessary for long-term program effectiveness to ensure women and minorities can compete for positions on highway construction projects.

Ensure compliance with FHWA program regulations. These standards, policies and rules affect citizens of Oregon seeking careers in highway/bridge construction, community organizations, Associated General Contractors, and Bureau of Labor and Industries (BOLI). BOLI is under the WDP for oversight of funding distribution. Implement the grant management program for OJT Supportive Services programs and manage contracts awarded through these programs.

Serve as a member of the Regional project management team and provide direction and support to ODOT staff in three major areas: Project Development, Project Construction, and Maintenance and Operations.

Under Project Development, this position will provide technical advice, assistance, and support for the Small Business Initiative, Community Outreach, Small Contracting Program, Disadvantaged Business Enterprise (DBE), Emerging Small Business Enterprise (ESB), and Title VI/Environmental Justice programs. Serve as a member of project development teams in support of the Area Managers.

Under Project Construction, provide technical advice, assistance, and support in the areas of Data Management, EEO Compliance, and Small Business Contracting programs.

Under Maintenance and Operations serve as liaison for the Emerging Small Business program manager in support of the Region District Managers.

This position will perform as a technical advisor and technical support to region managers and project management staff in the regions. Perform research and develop factual data and revise program procedures in coordination with Field and Business Manager to manage the programs and complete the programs processes to ensure compliance in order to successfully manage and complete projects in accordance with rules and regulations. This position is responsible for the programs in their region and monitoring local programs that are receiving funding, and representing the programs to the public.

Serve as liaison to Native American Tribes as appropriate to address workforce needs and development and, as deemed appropriate by the agency, as liaison for any existing formal tribal agreements such as an MOU/TERO agreement. This position maintains a leadership role and participates in community outreach events to promote job creation, diversity, and contracting opportunities for these tribes.

Perform contract analysis and some compliance related work in accordance with 49 CFR 26, 23 CFR Part 230, Executive Order 11246 and other related regulations. Part of managing and representing the programs in the region is to bring about compliance of organizations through enforcement and technical assistance. The focus of this position is to be an advocate, represent, and provide a service to contractors, businesses and various stakeholders with the programs in the region by providing assistance to individuals and organizations in the design, planning, monitoring, training, evaluation and reporting of DBE, ESB, EEO, small contracting, Title VI, and OJT programs consistent with current federal and state laws, rules and regulations. This position will conduct audits, reviews, fact findings, investigations and develop/recommend actions to be taken by project management staff in their respective regions to ensure contractor compliance with legal requirements.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
			<p>Notes:</p> <p>1 - The percentage of time allocated for each program area varies from day to day. The percentage of time specified in this position description is an estimated average over a period of a year.</p> <p>2 – Regional Assignment Coverage: Assigned coverage will vary depending on the changing number and location of construction projects in adjacent regions. Employee must adjust time allocated to each program area based on the demand on priority, geographical consideration, and workload factors.</p>
70%	NC	E	<p>Workforce and EEO Program Administration</p> <ul style="list-style-type: none"> • Implement Apprenticeship/OJT Supportive Services contracts and programs, monitor contract progress and payments awarded for these programs. Assist Field and Business Support Manager in the writing of concept proposals for FHWA grant applications for continuation of funding to advance the WDP. • Implement the WDP Statewide Regional Supportive Services programs, coordinating with Civil Rights field coordinators regarding their participation. • Work with Field and Business Support Manager to identify funding strategies and necessary resources to implement the workforce diversity program. These projects require planning including fund development with local governments, community organizations, private sector businesses and state and federal agencies. • Note areas of risk and recommend actions to Field and Business Support Manager to mitigate risk exposure. • Provide input and carry out evaluation and resource planning to provide for the long-term stability of the Workforce Development Program. • Assist the Field and Business Support Manager with implementation of the federally required FHWA External EEO

			<p>and OJT programs. Assist with the annual EEO Assurance Report (Part 1) and completion of required reports.</p> <ul style="list-style-type: none"> Assist in the preparation of formal External EEO Contract Compliance reviews.
25%	NC	E	<p>Workforce Development Field Implementation</p> <p>1. Technical Assistance/Consultation</p> <p>Develop processes for providing effective apprenticeship/OJT technical assistance to project management staff. Analyze, interpret and apply existing laws, rules and policies to advise internal and external project management staff and local agency project management staff on Equal Employment Opportunity (EEO), and Apprenticeship/On the Job Training (OJT) requirements. Instruct internal and external project management staff (i.e. consultants) and local agency project management staff on handling program requirements and regulatory complaints. Provide technical advice to managers, staff, contractors, consultants, and outside organizations on EEO and Apprenticeship/OJT regulations and guidelines. Develop and present oral and written presentations on policy and procedure. Collaborate with local officials to solve potential conflicts or misinterpretation of regulations.</p> <p>2. EEO Compliance</p> <p>Conduct employee interviews for EEO Compliance audits and reviews, as required. Coordinate follow-up actions with EEO Compliance Officer. Conduct trainee interviews, when necessary or as requested by EEO Compliance Officer. Identify and interpret applicable laws, policies, or procedures that have been violated and determine appropriate courses of action, up to and including, withholding of funds in conjunction with the Project Manager. This position must also factor in, and determine, the success of the project and its economical impacts to the region's projects and programs. Assist the EEO Officer in conducting investigations or fact findings in response to complaints, and develop corrective action plans based on findings. Work with consultants, local agencies and other regulatory entities to solve problems and mediate disputes concerning issues of compliance.</p> <p>3. Data Collection/Program Monitoring and Evaluation</p> <p>Develop and monitor methodologies for ensuring that all required contracting information is entered into Civil Rights Compliance Tracking (CRCT) system for compilation of statistical and other pertinent information in a timely manner. Monitor EEO and Apprenticeship/OJT statistical information and performance measures within its respective geographical area.</p>

			<p>Appropriate contracting information includes, but is not limited to:</p> <ul style="list-style-type: none"> All OJT/Apprenticeship Training Program information. All OJT/Apprenticeship Requests. All Monthly Progress Records/Apprenticeship timesheets All Monthly Employment (and Apprenticeship) Utilization Reports. <p>Develop and monitor procedures for reviewing reports and complaints submitted by internal and external contract administration staffs to verify EEO and Apprenticeship/OJT contract compliance. Evaluate program operations to identify areas of weakness or non-compliance, and establish corrective actions for identified deficiencies, in coordination with EEO Officer. Develop procedures for the review of project records for compliance to policy and procedure, rules or other governing documents. Develop and monitor processes for recommending adjustments needed to achieve program effectiveness.</p>
		E	<p>Small Business Programs</p> <p>1. Technical Assistance/Consultation</p> <p>Establish and develop processes for analysis, interpretation, and application of laws, rules and policies to assist internal and external project management staff and local agency project management staff with Disadvantaged Business Enterprise (DBE), and Emerging Small Business (ESB), and Minority/Women Business Enterprise (MWBE) program compliance issues. Instruct internal and external project management staff and local agency project management staff on handling regulatory complaints. Provide technical advice to managers, staff and outside organizations on DBE, ESB, MWBE program regulations and guidelines. Design and deliver oral and written presentations to educate users on policies and procedures. Collaborate with local agency officials to solve potential conflicts or misinterpretation of regulations. Work with regional staff to develop and present community outreach events in support of regional projects and programs.</p> <p>Construction projects include, but are not limited to, design-build, local agency managed projects, and Jobs and Transportation Act (JTA) projects. Assist in the clarification of contracting and subcontracting provisions of minorities and women owned firms on all types of projects. This also applies to associated personal services contracts.</p>

			<p>2. Compliance</p> <p>Working in concert with DBE and ESB managers, develop procedure(s) for conducting contract compliance reviews on federally assisted highway construction projects. Reviews include, but are not limited to, Commercially Useful Function (CUF) on-site reviews of DBE firms.</p> <p>Develop procedures for ensuring that CUF on-site reviews have been completed by project inspectors on DBE firms. Ensure Subcontractor Paid Summary Reports (Prompt Payment) have been submitted on all projects.</p> <p>Develop processes for conducting administrative contract compliance reviews on State and JTA funded highway construction projects, as required.</p> <p>Develop processes for conducting investigations in response to complaints about services, equipment, or operations. Investigate regulatory situations to decide compliance with program regulations. Identify and interpret laws, rules, or policies violated to decide course of action, regarding withholding of funds in conjunction with the Project Manager. This position must also factor in, and determine, the success of the project and its economical impacts to the communities within their respective region. Develop corrective action plans based on findings of audits or site visits, in coordination with DBE and ESB managers. Develop procedural changes to facilitate compliance. Work with local agencies and other entities to solve problems and mediate disputes in issues of compliance.</p> <p>3. Data Collection/Program Monitoring</p> <p>Develop procedures for ensuring that all appropriate and required contracting information is entered into the Civil Rights Compliance Tracking (CRCT) database system for compilation of statistical and other pertinent information. Appropriate contracting information includes, but is not limited to:</p> <ul style="list-style-type: none"> All subcontracting information, regardless of tier. All Subcontractor Paid Summary Reports, regardless of tier. All CUF reviews as required. <p>Working in concert with DBE and ESB managers, monitor DBE, ESB, MWBE contract performance activities.</p> <p>Review reports and complaints submitted by internal and external contract administration staff to verify contract compliance. Evaluate program operations to identify areas of weakness or non-compliance. Review project records for compliance to policy, rules or other requirements. Recommend adjustments need to achieve program effectiveness.</p>
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5%	NC	E	<p>Other Duties</p> <p>Serve as liaison to Native American Tribes in the region, and as appropriate, to:</p> <ul style="list-style-type: none"> ✓ address workforce needs and development, ✓ provide technical assistance and informational support relative to ODOT construction projects, and ✓ serve, as deemed appropriate and directed by management, as liaison for any existing formal tribal agreements such as an MOU/TERO agreement, ✓ maintain good working relationships with the Native American Tribal Nations within the Region. <p>Participate at outreach events such as tradeshow and conferences. Staff table or booths and promote ODOT's programs.</p> <p>Provide outreach services to DBE and ESB contractors performing on contracts or seeking to perform on contracts within the region(s).</p> <p>Identify training related compliance problems and develop training goal to improve compliance with regulations. Design and provide training for staff members, contractors, and individuals. Identify training resources for customers. Develop goals for training programs provided to staff members, contractors and local agencies.</p> <p>Represent OCR at hearings and other legal proceedings whenever necessary. Present facts and arguments at hearings when called upon. Represent agency position at contested cases. Prepare reports with recommendations based on program regulations.</p> <p>Attend and actively participate in training activities that promote employee professional development and individual growth. Pursue training opportunities which will enhance skills and knowledge related to the duties outlined in this position description, as well as other related programs that impact OCR's program. Develop or improve skills in the areas of leadership, project management, time management, conflict resolution, communications, and collaborative decision-making.</p> <p>Perform and participate on special projects or provide reports as assigned by manager.</p>
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100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work with highly visible programs with impact directly to Governor's Office. Frequent contact with federal and state stakeholders, contractors, local agencies, general public and industry special interest groups. Frequent field work including construction site visits and periodic overnight travel. Frequent regional travel required.

Typical office environment. Use of microcomputer is required. Ability to use Internet to conduct research. Operates office equipment such as copier, fax machine, calculator, digital tape recorder, and training equipment.

This position involves complex agency programs that require careful attention to political and technical details and deadlines. This position must have the ability to work in this environment, represent the agency and state, have mediation skills, and the skill to facilitate problem solving and bring about consensus. High-stress conflict situations are encountered.

Must have and maintain a valid driver license and acceptable driving record in order to attend various scheduled and short-notice meetings occasionally in other areas of the state.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

State and Federal laws, rules and regulations relating to the Disadvantaged Business Enterprises, Emerging Small Businesses, On-the-Job Training, Equal Employment Opportunity and Contract Compliance Programs, included but not limited to:

Title 49 CFR Part 26

23 CFR Part 230

Civil Rights Act of 1964

Federal Highway Program Manual

Oregon Administrative Rules

Personnel Service Contracting Manual

DBE Program Document & Operations Manual

WDP Supplemental Contract Provisions

Governor's Executive Order

Presidential Executive Order 11246

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users 2005-2009 (SAFETEA-LU)

MAP-21

Federal Highway DBE Program Administration Participant's Manual

Surface Transportation & Uniform Relocation Assistance Act of 1987 (STURAA)

Transportation Equity Act for the 21st Century 1998-2003 (TEA-21)

Inter modal Surface Transportation Efficiency Act of 1991 (ISTEA)
 Standard Specifications for Highway Construction (1996)
 Title 41 CFR, Americans with Disabilities Act
 Oregon Revised Statutes
 ODOT Construction Manual
 EEO, DBE and OJT Supplemental Required Contract Provisions

b. How are these guidelines used?

To ensure contract compliance, analysis, and oversight of the OCR programs. To identify training-related compliance problems, design, and deliver training to appropriate individuals and contractors.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
FHWA (Region & Division)	a) Consultation b) Work groups	Design approved programs	Region-Monthly Division-Bimonthly/Daily Regularly
ODOT Divisions & Regions	Consultations, Meetings and Trainings	Technical Assistance, Conflict Resolution, Contract Labor Compliance and Education, Workforce diversity	Regularly
Industry Associations (i.e. AGC, Unions, WCOC, BOLI, NAMCO, Prime Contractors DBE subcontractors)	a) Consultation b) Work groups	Coordination of activities, Industry feedback, Education/training, Conflict resolution and Outreach	Regularly
Supportive Services Consultants, Assistant Attorney General	a) Consultation b) Work groups	Contractual obligations & expectations Legal interpretations and sufficiency of proposed contracts	Regularly
Project Deliver Manager or Region Manager	Written, phone, in person	Operational effectiveness (planning, seeking advice, gathering data, answering questions, etc.	Daily
Area Managers	Written, phone, in person	Operational effectiveness	Daily
Project Leaders	Written, phone, in person	Project status and consultation	Daily
Project Managers	Written, phone, in person	Operational effectiveness	Daily
Tech Center Managers	Written, phone, in person	Operational effectiveness	Daily
Other governmental bodies such as: Municipalities, Port of Portland METRO, OMWESB Tri-Met, Counties	a) Consultation b) Work groups	Legal interpretations and sufficiency of proposed contracts, Contractual obligations & expectations, Community education, Conflict resolution, Public feedback, Outreach and Technical Support	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

The decisions made by this position will have a direct impact on the success of the ODOT's Workforce Development Program, Diversity Strategies and Policies, Legislative and FHWA expectations, and relationships with various stakeholders such as minority communities, other public entities, and construction industry. Improper decisions could result in negative perceptions and conclusions drawn by the public, legislators, internal and external stakeholders that impact the agency's workforce development and diversity programs. Decisions affect opportunities available to minority and women participating in the trade industry. Decisions impact the use of FHWA funds for programs affecting minority and women, training programs, technical assistance and equal employment opportunities.

Decisions are made regarding proper procedures and appropriate direction for the Region project development and construction programs, and reviewing project detail work, preparing reports and coordinating information with Department and Regional staff. Decisions will affect the expeditious execution of design and construction projects, dissemination of information relating to the OCR's programs, to other Department staff and FHWA to facilitate the execution of program directives and responsibilities.

Other decisions made are in regards to contractor conduct and compliance with program requirements. Decisions may have significant consequences as well as political implications for the Agency. Recommendations could impact the use or denial of FHWA funds for disadvantaged businesses, technical assistance and training opportunities.

b) Explain the direct effect of these decisions.

The decisions made by the employee in this position can have a direct effect on business and agency relationships with legislators, the Governor's Office, external stakeholders, other entities in the public and private sectors, and FHWA.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Principal Executive Manager D	2301319	Through on-going daily contact and observation of results achieved; monthly OCR discussions, monthly program status reports and written annual review.	Daily contact, monthly reports, and written annual reviews	Monitor progress of OCR goals and evaluate overall performance of duties as described
PEM G - Region 4 Manager	1641011	Visual check of work and informal discussions. Input to OCR for annual review.	Periodic	The region manager reviews work and progress on accomplishments of project deliver goals. Region manager, in coordination with OCR, reviews & approves leave based on overall project deliver schedules

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Experience locating and interpreting complex federal, state, and legal documents and regulations. Ability to work well in a diverse and political environment of both individuals and trades or organizations.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area (Personal Services; Services & Supplies; Capital Outlay)	Biennial Amount (\$00000.00)	Fund Type (General; Other; Federal; Lottery)
N/A		

SECTION 11. ORGANIZATIONAL CHART

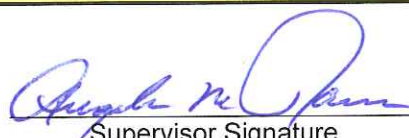
Attach a current organizational chart.

Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES


 Employee Signature 4/22/14
 Date


 Appointing Authority Signature 3/14/14
 Date


 Supervisor Signature 4/22/14
 Date

Dale Hormann
 Printed Name of Appointing Authority

Exhibit C



Office of Civil Rights

*Resources for Equity and Opportunity
in Oregon Transportation*



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
March 1, 2013

(only change if revisions are made)

Agency: Dept of Transportation

Division: ODOT Headquarters, Civil Rights

This position description is for:

- ☐ A new position that is being established
☒ An existing position that is being revised
☐ No change – Annual review

Service Type
of this position is:

(Check one box only)

Classified (C):

☒ Represented (fill in 1.j below)

☐ Unrepresented

Unclassified:

☐ Executive Service (Z)

Management Service (X):

☐ Supervisory

☐ Managerial

☐ Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Program Analyst 2
b. Classification No: C0861
c. Effective (Est.) Date: July 1, 1999
d. Position No: 2301415
e. Working Title: Field Coordinator - Region 2
f. Agency No: 73000
g. Section Title: Office of Civil Rights
h. Budget Auth No: 000860050
i. Employee Name: Paul Joiner
j. Union Repr Code: ☒ SEIU(OA)

k. Work Location (City – County): Salem, Marion
☐ AEE (E)

l. Supervisor Name: Angela Ramos
m. Position:
☒ Permanent

☐ Seasonal

☐ Limited Duration

☐ Double Fill

n. Position:
☒ Full-Time

☐ Part-Time

☐ Intermittent

☐ Job Share

 check only the one
that applies

☐ Academic Year

o. FLSA:
☐ Exempt

☒ Non-Exempt

If Exempt:

☐ Executive

☐ Professional

☐ Administrative

p. Eligible for Overtime:
☒ Yes

☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State's citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon's competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4,522 FTE with a \$3.8 billion biennial budget.

OCR operation supports the Department's mission through its programs that helps minorities, women, low-income, disadvantaged and disabled individuals or groups with acquiring economic opportunities through jobs or contracts. Its programs provide equal access to services and economic opportunities.

Federal programs include Disadvantaged Business Enterprise, Equal Employment Opportunity, Title VI, Limited English Proficiency, and Environmental Justice. The OCR provides technical and administrative support ODOT-wide. A state mandated program includes the Emerging Small Business (ESB) program. Through ORS 200.150, the ESB program provides opportunities to small emerging businesses regardless of race and gender. Programs are determined by law, federal regulations, Governor's Executive Orders, and Department Director policies.

b. Describe the primary purpose of this position, and how it functions within this program.

Complete this statement. The primary purpose of this position is to:

Serve as a member of the Regional project management team and provide direction and support to ODOT staff in three major areas: Project Development, Project Construction, and Maintenance and Operations.

Under Project Development, this position will provide technical advice, assistance, and support for the Small Business Initiative, Community Outreach, Small Contracting Program, Disadvantaged Business Enterprise (DBE), Emerging Small Business Enterprise (ESB), and Title VI/Environmental Justice programs. Serve as a member of project development teams in support of the Area Managers.

Under Project Construction, provide technical advice, assistance, and support in the areas of Data Management, Apprenticeship/On-the-Job Training (OJT), EEO Compliance, and Small Business Contracting programs.

Under Maintenance and Operations serve as liaison for the Emerging Small Business program manager in support of the Region District Managers.

Serve as liaison to Native American Tribes as appropriate to address workforce needs and development and, as deemed appropriate by the agency, as liaison for any existing formal tribal agreements such as an MOU/TERO agreement. This position maintains a leadership role and participates in community outreach events to promote job creation, diversity, and contracting opportunities for these tribes.

Perform contract analysis and some compliance related work in accordance with 49 CFR 26, 23 CFR Part 230, Executive Order 11246 and other related regulations. Part of managing and representing the programs in the region is to bring about compliance of organizations through enforcement and technical assistance. The focus of this position is to be an advocate, represent, and provide a service to contractors, businesses and various stakeholders with the programs in the region by providing assistance to individuals and organizations in the design, planning, monitoring, training, evaluation and reporting of DBE, ESB, EEO, small contracting, Title VI, and Apprenticeship/OJT programs consistent with current federal and state laws, rules and regulations. This position will conduct audits, reviews, fact findings, investigations and develop/recommend actions to be taken by project management staff in their respective regions to ensure contractor compliance with legal requirements.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

% of Time	N/R/NC	E/NE	DUTIES
			<p>Notes:</p> <p>1 - The % of time allocated for each program area varies from day to day. The % of time specified in this position description is an estimated average over a period of a year.</p> <p>2 – Regional Assignment Coverage: Assigned coverage will vary depending on the changing number and locations of construction projects in adjacent regions. Employee must adjust time allocated to each program area based on the demand on priority, geographical consideration, and workload factors.</p>
40%	NC	E	<p>Workforce Development</p> <p>1. Technical Assistance/Consultation</p> <p>Develop processes for providing effective apprenticeship/OJT technical assistant to project management staff. Analyze, interpret and apply existing laws, rules and policies to advise internal and external project management staff and local agency project management staff on Equal Employment Opportunity (EEO), and Apprenticeship/On the Job Training (OJT) requirements. Instruct internal and external project management staff (i.e. consultants) and local agency project management staff on handling program requirements and regulatory complaints. Provide technical advice to managers, staff, contractors, consultants, and outside organizations on EEO and Apprenticeship/OJT regulations and guidelines. Develop and present oral and written presentations on policy and procedure. Collaborate with local officials to solve potential conflicts or misinterpretation of regulations.</p> <p>2. EEO Compliance</p> <p>Conduct employee interviews for EEO Compliance audits and reviews, as required. Coordinate follow-up actions with EEO Compliance Officer. Conduct trainee interviews, when necessary or as requested by EEO Compliance Officer. Identify and interpret applicable laws, policies, or procedures that have been violated and determine appropriate courses of action, up to and including, withholding of funds in conjunction with the Project Manager. This</p>

			<p>position must also factor in, and determine, the success of the project and its economical impacts to the region's projects and programs. Assist the EEO Officer in conducting investigations or fact findings in response to complaints, and develop corrective action plans based on findings. Work with consultants, local agencies and other regulatory entities to solve problems and mediate disputes concerning issues of compliance.</p> <p>3. Data Collection/Program Monitoring and Evaluation</p> <p>Develop and monitor methodologies for ensuring that all required contracting information is entered into Civil Rights Compliance Tracking (CRCT) system for compilation of statistical and other pertinent information in a timely manner. Monitor EEO and Apprenticeship/OJT statistical information and performance measures within its respective geographical area.</p> <p>Appropriate contracting information includes, but is not limited to:</p> <ul style="list-style-type: none"> All OJT/Apprenticeship Training Program information. All OJT/Apprenticeship Requests. All Monthly Progress Records/Apprenticeship timesheets All Monthly Employment (and Apprenticeship) Utilization Reports. <p>Develop and monitor procedures for reviewing reports and complaints submitted by internal and external contract administration staffs to verify EEO and Apprenticeship/OJT contract compliance. Evaluate program operations to identify areas of weakness or non-compliance, and establish corrective actions for identified deficiencies, in coordination with EEO Officer. Develop procedures for the review of project records for compliance to policy and procedure, rules or other governing documents. Develop and monitor processes for recommending adjustments needed to achieve program effectiveness.</p>
45%	NC	E	<p>Small Business Programs</p> <p>1. Technical Assistance/Consultation</p> <p>Establish and develop processes for analysis, interpretation, and application of laws, rules and policies to assist internal and external project management staff and local agency project management staff with Disadvantaged Business Enterprise (DBE), and Emerging Small Business (ESB), and Minority/Women Business Enterprise (MWBE) program compliance issues. Instruct internal and external project management staff and local agency project management staff on handling regulatory complaints. Provide technical advice to managers, staff and outside organizations on DBE, ESB, MWBE program regulations and guidelines. Design and deliver oral and written presentations to educate users on policies and procedures. Collaborate with local agency officials to solve potential conflicts or misinterpretation of regulations. Work with regional staff to develop and present community outreach events in support of regional projects and programs.</p>

			<p>Construction projects include design-build, local agency managed projects, and Jobs for Transportation Act (JTA) projects. Assist in the clarification of contracting and subcontracting provisions of minorities and women owned firms on all types of projects. This also applies to associated personal services contracts.</p> <p>2. Compliance</p> <p>Working in concert with DBE and ESB managers, develop procedure(s) for conducting contract compliance reviews on federally assisted highway construction projects. Reviews include, but are not limited to, Commercially Useful Function (CUF) on-site reviews of DBE firms.</p> <p>Develop procedures for ensuring that CUF on-site reviews have been completed by project inspectors on DBE firms. Ensure Subcontractor Paid Summary Reports (Prompt Payment) have been submitted on all projects.</p> <p>Develop processes for conducting administrative contract compliance reviews on State funded highway construction projects, as required.</p> <p>Develop processes for conducting investigations in response to complaints about services, equipment, or operations. Investigate regulatory situations to decide compliance with program regulations. Identify and interpret laws, rules, or policies violated to decide course of action, regarding withholding of funds in conjunction with the Project Manager. This position must also factor in, and determine, the success of the project and its economical impacts to the communities within their respective region. Develop corrective action plans based on findings of audits or site visits, in coordination with DBE and ESB managers. Develop procedural changes to facilitate compliance. Work with local agencies and other entities to solve problems and mediate disputes in issues of compliance.</p> <p>3. Data Collection/Program Monitoring</p> <p>Develop procedures for ensuring that all appropriate and required contracting information is entered into the Civil Rights Compliance Tracking (CRCT) database system for compilation of statistical and other pertinent information. Appropriate contracting information includes, but is not limited to:</p> <ul style="list-style-type: none"> All subcontracting information, regardless of tier. All Subcontractor Paid Summary Reports, regardless of tier. All CUF reviews as required. <p>Working in concert with DBE and ESB managers, monitor DBE, ESB, MWBE contract performance activities.</p> <p>Review reports and complaints submitted by internal and external contract administration staff to verify contract compliance. Evaluate program operations to identify areas of weakness or non-compliance. Review project records for compliance to policy, rules or other requirements. Recommend adjustments need to achieve program effectiveness.</p>
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10%	NC	E	<p>Other Duties</p> <p>Serve as liaison to Native American Tribes in the region, and as appropriate, to:</p> <ul style="list-style-type: none"> ✓ address workforce needs and development, ✓ provide technical assistance and informational support relative to ODOT construction projects, and ✓ serve, as deemed appropriate and directed by management, as liaison for any existing formal tribal agreements such as an MOU/TERO agreement, ✓ maintain good working relationships with the Native American Tribal Nations within the Region. <p>Participate at outreach events such as tradeshow and conferences. Staff table or booths and promote ODOT's programs.</p> <p>Provide outreach services to DBE and ESB contractors performing on contracts or seeking to perform on contracts within the region(s).</p> <p>Identify training related compliance problems and develop training goal to improve compliance with regulations. Design and provide training for staff members, contractors, and individuals. Identify training resources for customers. Develop goals for training programs provided to staff members, contractors and local agencies.</p> <p>Represent OCR at hearings and other legal proceedings whenever necessary. Present facts and arguments at hearings when called upon. Represent agency position at contested cases. Prepare reports with recommendations based on program regulations.</p> <p>Attend and actively participate in training activities that promote employee professional development and individual growth. Pursue training opportunities which will enhance skills and knowledge related to the duties outlined in this position description, as well as other related programs that impact OCR's program. Develop or improve skills in the areas of leadership, project management, time management, conflict resolution, communications, and collaborative decision-making.</p>
5%	NC	E	Perform and participate on special projects or provide reports as assigned by manager.

 100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work with highly visible programs with impact directly to Governor's Office. Frequent contact with federal and state stakeholders, contractors, local agencies, general public and industry special interest groups. Frequent field work including construction site visits and periodic overnight travel. Frequent regional travel required.

Typical office environment. Use of microcomputer is required. Ability to use Internet to conduct research. Operates office equipment such as copier, fax machine, calculator, digital tape recorder, and training equipment.

This position involves complex agency programs that require careful attention to political and technical details and deadlines. This position must have the ability to work in this environment, represent the agency and state, have mediation skills, and the skill to facilitate problem solving and bring about consensus. High-stress conflict situations are encountered.

Must have and maintain a valid driver license and acceptable driving record in order to attend various scheduled and short-notice meetings occasionally in other areas of the state.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

State and Federal laws, rules and regulations relating to the Disadvantaged Business Enterprises, Emerging Small Businesses, Apprenticeship/On-the-Job Training, Equal Employment Opportunity and Contract Compliance Programs, included but not limited to:

Title 49 CFR Part 26

Civil Rights Act of 1964

Federal Highway Program Manual

Oregon Administrative Rules

DBE Program Document & Operations Manual

Federal Highway DBE Program Administration Participant's Manual

Surface Transportation & Uniform Relocation Assistance Act of 1987 (STURAA)

Transportation Equity Act for the 21st Century 1998-2003 (TEA-21)

Inter modal Surface Transportation Efficiency Act of 1991 (ISTEA)

Standard Specifications for Highway Construction (1996)

Title 41 CFR, Americans with Disabilities Act

Oregon Revised Statutes

ODOT Construction Manual

DBE and OJT Supplemental Required Contract Provisions

b. How are these guidelines used?

To ensure contract compliance, analysis, and oversight of the OCR programs. To identify training related compliance problems, design, and deliver training to appropriate individuals and contractors.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
FHWA (Region & Division)	a) Consultation b) Work groups	Design approved programs	Region-Monthly Division-Bimonthly/Daily
ODOT Branches & Regions	Consultations, Meetings and Trainings	Technical Assistance, Conflict Resolution, Contract Labor Compliance and Education, Workforce diversity	Regularly
Industry Associations (i.e. AGC, Unions, WCOC, BOLI, NAMCO, Prime Contractors DBE subcontractors)	c) Consultation d) Work groups	Coordination of activities, Industry feedback, Education/training, Conflict resolution and Outreach	Regularly
Supportive Services Consultants, Assistant Attorney General	a) Consultation b) Work groups	Contractual obligations & expectations Legal interpretations and sufficiency of proposed contracts	Regularly
Project Deliver Manager or Region Manager	Written, phone, in person	Operational effectiveness (planning, seeking advice, gathering data, answering questions, etc.	Daily
Area Managers	Written, phone, in person	Operational effectiveness	Daily
Project Leaders	Written, phone, in person	Project status and consultation	Daily
Project Managers	Written, phone, in person	Operational effectiveness	Daily
Tech Center Managers	Written, phone, in person	Operational effectiveness	Daily
Other governmental bodies such as: Municipalities, Port of Portland METRO, OMWESB Tri-Met, Counties	b) Consultation c) Work groups	Legal interpretations and sufficiency of proposed contracts, Contractual obligations & expectations, Community education, Conflict resolution, Public feedback, Outreach and Technical Support	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

Decisions are made regarding proper procedures and appropriate direction for the Regional project development and construction programs, and reviewing project detail work, preparing reports and coordinating information with Department and Regional staff. Decisions will affect the expeditious execution of design and construction projects, dissemination of information relating to the OCR's programs, to other Department staff and FHWA to facilitate the execution of program directives and responsibilities.

Other decisions made are in regards to contractor conduct and compliance with program requirements. Decisions may have significant consequences as well as political implications for the Agency. Recommendations could impact the use or denial of FHWA funds for disadvantaged businesses, technical assistance and training opportunities.

b) Explain the direct effect of these decisions.

The decisions made by the employee in this position can have a direct effect on business and agency relationships with legislators, the Governor's Office, external stakeholders, other entities in the public and private sectors, and FHWA.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
Principal Executive Manager D	2301319	Through on-going daily contact and observation of results achieved; monthly OCR discussions, monthly program status reports and written annual review.	Daily contact, monthly reports, and written annual reviews	Monitor progress of OCR goals and evaluate overall performance of duties as described
PEM G - Region 2 Project Delivery Manager	2301037	Visual check of work and informal discussions. Input to OCR for annual review.	Periodic	The PDM reviews work and progress on accomplishments of Project Deliver goals. PDM, in coordination with OCR, reviews & approves leave based on overall project deliver schedules

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Experience locating and interpreting complex federal, state, and legal documents and regulations. Ability to work well in a diverse and political environment of both individuals and trades or organizations.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

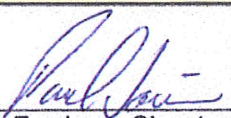
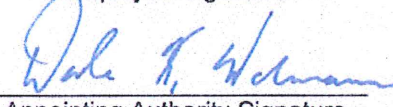
Operating Area (Personal Services; Services & Supplies; Capital Outlay)	Biennial Amount (\$00000.00)	Fund Type (General; Other; Federal; Lottery)

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart.

Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

	<u>2/19/13</u>
Employee Signature	Date
	<u>2/19/13</u>
Appointing Authority Signature	Date

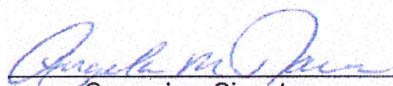
	<u>2/19/13</u>
Supervisor Signature	Date
<u>Dale K. Hermann</u>	
Printed Name of Appointing Authority	

Exhibit D



Office of Civil Rights

*Resources for Equity and Opportunity
in Oregon Transportation*

Apprentice/Trainees with start dates between 10/1/2016 and 9/30/2017

POSITIONS ON FEDERAL AID PROJECTS						
EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
ABBOTT, JAY	CAUCASIAN (WHITE)	M	11/1/2016	IRONWORKER	145074-07	8.50
ABBOTT, JAY BRADY	CAUCASIAN (WHITE)	M	11/1/2016	IRONWORKER	14925-07	16.00
ANDERSON, ZALE	UNKNOWN -NOT PROVIDED	M	10/1/2016	LABORER	14882-00	3.00
ANDERSON, ZALE	UNKNOWN -NOT PROVIDED	M	10/1/2016	POWER EQUIPMENT OPERATOR	14882-00	4.50
ASHLEY-BURNS, JOSEPH	NATIVE AMERICAN (INDIAN)	M	5/1/2017	LABORER	14907-00	41.00
ASHLEY-BURNS, JOSEPH	NATIVE AMERICAN (INDIAN)	M	5/1/2017	LABORER	14933-00	7.00
ASHLEY-BURNS, JOSEPH	NATIVE AMERICAN (INDIAN)	M	8/1/2017	LABORER	14974-00	71.00
AUSTIN, FLOCH	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14956-09	8.00
BAILEY, JEREMY	NATIVE AMERICAN (INDIAN)	M	3/1/2017	LABORER	14868-00	8.50
BAILEY, JEREMY	NATIVE AMERICAN (INDIAN)	M	3/1/2017	LABORER	14890-00	89.00
BAILEY, JEREMY	NATIVE AMERICAN (INDIAN)	M	5/1/2017	LABORER	14962-00	177.50
BAILEY, JEREMY	NATIVE AMERICAN (INDIAN)	M	5/1/2017	LABORER	2017-402-00	5.00
BANFORD, GEOFFERY	CAUCASIAN (WHITE)	M	10/1/2016	CARPENTER	145074-12	117.50
BAPTISTA, BRYCE	ASIAN PACIFIC	M	6/1/2017	IRONWORKER	14929-02C	11.50
BARNETT, JERED	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	4600008713-A6-26	43.50
BARRETT, HOWARD	NATIVE AMERICAN (INDIAN)	M	10/1/2016	POWER EQUIPMENT OPERATOR	14852-00	9.50
BATES, WESLEY	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	14868-00	25.50
BECK, KYLE	CAUCASIAN (WHITE)	M	6/1/2017	POWER EQUIPMENT OPERATOR	14932-11	7.50
BECK, KYLE	CAUCASIAN (WHITE)	M	6/1/2017	POWER EQUIPMENT OPERATOR	6960-03	3.50
BECK, KYLE	CAUCASIAN (WHITE)	M	7/1/2017	POWER EQUIPMENT OPERATOR	14840-04	7.00
BELISLE, MELANIE	CAUCASIAN (WHITE)	F	11/1/2016	ELECTRICIAN	14848-00	9.50
BENSON, KIRK	CAUCASIAN (WHITE)	M	8/1/2017	CARPENTER	14938-00	45.50
BENSON, KIRK	CAUCASIAN (WHITE)	M	8/1/2017	PAINTER	14938-00	421.50
BERQUIST, TRACEY	CAUCASIAN (WHITE)	M	3/1/2017	PAINTER	14683-27	568.00
BLAINE, MICHAEL	CAUCASIAN (WHITE)	M	10/1/2016	IRONWORKER	14808-15	13.00
BLAKE, AARON	CAUCASIAN (WHITE)	M	10/1/2016	PAINTER	14875-09	28.00
BLAKE, AARON	CAUCASIAN (WHITE)	M	8/1/2017	PAINTER	14936-03	2.00
BOEDIGHEIMER, KEVIN	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	14911-00	62.50
BOEDIGHIMER, KEVIN	CAUCASIAN (WHITE)	M	2/1/2017	LABORER	14911-00	241.00
BOWEN, KYLE	CAUCASIAN (WHITE)	M	11/1/2016	CARPENTER	14837-00	70.00
BOYES, TERRELL	AFRICAN AMERICAN (BLACK)	M	10/1/2016	CEMENT MASON	14915-07	21.50
BRABHAM, JORDAN	CAUCASIAN (WHITE)	M	3/1/2017	ELECTRICIAN	2017-00005-04	8.50
BRADLEY, PAULIN	CAUCASIAN (WHITE)	M	10/1/2016	IRONWORKER	14808-15	22.00
BREWER, DEVEN	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	4600008713-A2-24I	7.00
BROWN, BRYANT	CAUCASIAN (WHITE)	M	10/1/2016	CARPENTER	145074-00	490.00
BROWN, CLIFFORD	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14919-00	82.50
BURKETT, JAMES	CAUCASIAN (WHITE)	M	8/1/2017	LABORER	14870-00	99.50
BYERS, DAVID	CAUCASIAN (WHITE)	M	5/1/2017	CEMENT MASON	14929-15	14.00
CABRERA, GILBERTO	HISPANIC	M	7/1/2017	POWER EQUIPMENT OPERATOR	14962-04	32.00
CAIN, MILES	CAUCASIAN (WHITE)	M	6/1/2017	LABORER	14808-00	290.00
CAMMON, KENNETH	AFRICAN AMERICAN (BLACK)	M	7/1/2017	CARPENTER	14936-00	158.00
CAMMON, KENNETH	AFRICAN AMERICAN (BLACK)	M	9/1/2017	CARPENTER	14956-00	40.00
CAPPS, TIMKEN	CAUCASIAN (WHITE)	M	8/1/2017	LABORER	14602-03	232.50
CARPENTER, BLAINE	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	14840-04	14.00
CARPENTER, BLAINE	CAUCASIAN (WHITE)	M	11/1/2016	LABORER	14845-07	5.00
CASTRO, GREGORY	CAUCASIAN (WHITE)	M	5/1/2017	CEMENT MASON	14924-05	24.00
CHATFIELD, BACH	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14905-07	18.00
CHATFIELD, BACH	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14875-12	43.50
CHOUMY, DON BENN	AFRICAN AMERICAN (BLACK)	M	12/1/2016	CARPENTER	4600008713-A2-24	37.50
CHURCH, BEN	CAUCASIAN (WHITE)	M	3/1/2017	IRONWORKER	14957-05	43.50
CHURCH, BENJAMIN	CAUCASIAN (WHITE)	M	11/1/2016	IRONWORKER	14925-07	25.50
CONATSER, JOSH	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14834-08	40.00
CONNELLY, LEE	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14929-02C	4.00
COOK, JEFF	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14805-05	32.00

Exhibit D

EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
COOPER, DERRICK	NATIVE AMERICAN (INDIAN)	M	9/1/2017	LABORER	14946-13	21.00
CORIA CASTRO, GUADALUPE	HISPANIC	M	11/1/2016	LABORER	14890-00	429.50
CORIA, GILBERTO	HISPANIC	M	6/1/2017	LABORER	14962-00	55.00
CORIA, GILBERTO	HISPANIC	M	7/1/2017	LABORER	14890-00	438.50
CORIA, GUADALUPE	HISPANIC	M	7/1/2017	LABORER	14777-00	30.00
CORRELL, JONATHAN	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14952-00	2.00
COX, RACHAEL	CAUCASIAN (WHITE)	F	5/1/2017	POWER EQUIPMENT OPERATOR	14946-08	232.75
CRUZ BRAVO, MARIO	HISPANIC	M	10/1/2016	LABORER	14929-00	60.50
CUNNINGHAM, SHANE	CAUCASIAN (WHITE)	M	12/1/2016	ELECTRICIAN	14834-08	30.00
CUNNINGHAM, SHANE	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	14959-09	91.50
DAHL, AUSTIN	CAUCASIAN (WHITE)	M	12/1/2016	ELECTRICIAN	2017-00003-00	10.00
DAHL, AUSTIN	CAUCASIAN (WHITE)	M	6/1/2017	ELECTRICIAN	16/17-04-01	8.00
DAVALOS, JACOB	HISPANIC	M	1/1/2017	LABORER	14875-17	8.00
DAVIDSEN, THOMAS	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14552-00	1.50
DAWSON, NICHOLAS	CAUCASIAN (WHITE)	M	5/1/2017	CARPENTER	14844-00	613.00
DAWSON, NICHOLAS	CAUCASIAN (WHITE)	M	9/1/2017	CARPENTER	14936-00	51.00
DAWSON, NICHOLAS	CAUCASIAN (WHITE)	M	9/1/2017	CARPENTER	14956-00	10.00
DEGAGNE, TIMOTHY	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14956-09	8.00
DEMERS, AUSTIN	CAUCASIAN (WHITE)	M	4/1/2017	ELECTRICIAN	30005205-08	24.00
DETENNE, TYREL	CAUCASIAN (WHITE)	M	1/1/2017	LABORER	14929-13	81.00
DEVALT, STEVEN	NATIVE AMERICAN (INDIAN)	M	3/1/2017	LABORER	14868-00	9.50
DICKINSON, JACOB	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	30005205-08	43.00
DICKSON, DEVAN	CAUCASIAN (WHITE)	M	3/1/2017	CEMENT MASON	14937-09	84.50
DILLREE, TANNER	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14895-02	20.00
DUNN, LORN	CAUCASIAN (WHITE)	M	7/1/2017	ELECTRICIAN	14895-07	219.00
DUNN, STANLEY	CAUCASIAN (WHITE)	M	10/1/2016	POWER EQUIPMENT OPERATOR	14910-00	98.00
DURAN, FRANCISCO	HISPANIC	M	11/1/2016	CEMENT MASON	4600008713-A6-05E	25.50
EK, LEIF	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14905-07	20.00
EK, LEIF	CAUCASIAN (WHITE)	M	4/1/2017	ELECTRICIAN	14936-11	95.50
EK, LEIF	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	14953-02	224.00
ELIAS GUTIERREZ, MAURICIO	HISPANIC	M	1/1/2017	CEMENT MASON	14617-22	3.50
ELIAS GUTIERREZ, MAURICIO	HISPANIC	M	5/1/2017	CEMENT MASON	14911-09	54.50
ELLIOTT, JOSHUA	CAUCASIAN (WHITE)	M	8/1/2017	PAINTER	14906-06	11.50
ELLSWORTH, TIMOTHY	CAUCASIAN (WHITE)	M	6/1/2017	POWER EQUIPMENT OPERATOR	14952-00	161.50
ENICK, HAROLD	NATIVE AMERICAN (INDIAN)	M	5/1/2017	LABORER	14907-00	4.00
ENICK, HAROLD	NATIVE AMERICAN (INDIAN)	M	5/1/2017	POWER EQUIPMENT OPERATOR	14907-00	39.00
ESPINOZA, STEPHEN	HISPANIC	M	4/1/2017	IRONWORKER	14860-01B	33.00
FARVER, CASEY	CAUCASIAN (WHITE)	M	3/1/2017	POWER EQUIPMENT OPERATOR	14777-00	445.50
FAVER, CASEY	CAUCASIAN (WHITE)	M	3/1/2017	POWER EQUIPMENT OPERATOR	14777-00	147.00
FAVOR, CASEY	CAUCASIAN (WHITE)	M	4/1/2017	POWER EQUIPMENT OPERATOR	14777-00	90.00
FLEMING, PHOEBE	AFRICAN AMERICAN (BLACK)	F	8/1/2017	LABORER	14977-00	24.00
FLORES GARCIA, JUAN	HISPANIC	M	10/1/2016	PAINTER	14683-26	68.00
FRANCIS-GUSTAFSON, KURT	CAUCASIAN (WHITE)	M	3/1/2017	ELECTRICIAN	14907-01	62.00
FRANGIPANI, MICHAEL	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	14868-11	39.25
FRANGIPANI, MICHAEL	CAUCASIAN (WHITE)	M	6/1/2017	ELECTRICIAN	14932-04	34.25
FRANGIPANI, MICHAEL	CAUCASIAN (WHITE)	M	7/1/2017	ELECTRICIAN	14955-00	1.50
GALINDO MAIDONADO, ENRIQUE	HISPANIC	M	6/1/2017	LABORER	14946-00	86.00
GALINDON MAIDONADO, ENRIQUE	HISPANIC	M	6/1/2017	LABORER	14946-00	152.50
GARCIA, POLO	HISPANIC	M	3/1/2017	LABORER	14929-00	938.50
GARDNER, JAMES	CAUCASIAN (WHITE)	M	8/1/2017	LABORER	14956-00	359.50
GARNER, ELBERT	AFRICAN AMERICAN (BLACK)	M	6/1/2017	LABORER	14951-00	11.25
GARNER, JASON	CAUCASIAN (WHITE)	M	2/1/2017	CARPENTER	14931-00	241.50
GATES, ERIC	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14805-05	16.00
GELLATLY, JAKE	UNKNOWN -NOT PROVIDED	M	8/1/2017	IRONWORKER	14956-09	8.50
GEORGE, JOHN	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	14890-15	5.50
GIBSON, STEPHEN	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	14777-00	49.50
GIESE, CADENCE	UNKNOWN -NOT PROVIDED	M	11/1/2016	LABORER	14909-02	5.00

Exhibit D

EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
GODARZI, REZA	SUBCONTINENT ASIAN	M	10/1/2016	LABORER	14840-04	10.50
GODARZI, REZA	SUBCONTINENT ASIAN	M	10/1/2016	LABORER	14913-01	3.50
GODARZI, REZA	SUBCONTINENT ASIAN	M	11/1/2016	LABORER	14845-07	4.00
GODARZI, REZA	SUBCONTINENT ASIAN	M	11/1/2016	LABORER	16848-09	6.00
GODARZI, REZA	SUBCONTINENT ASIAN	M	6/1/2017	LABORER	6960-03	10.50
GOGGIN, PATRICK	CAUCASIAN (WHITE)	M	10/1/2016	IRONWORKER	4600008713-A2-15	8.00
GOMBER, BENJAMIN	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	14677-12	16.50
GOMBER, BENJAMIN	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	14912-03	227.00
GOMBER, BENJAMIN	CAUCASIAN (WHITE)	M	3/1/2017	ELECTRICIAN	14924-07	74.00
GRAHAM, DUSTIN	CAUCASIAN (WHITE)	M	7/1/2017	POWER EQUIPMENT OPERATOR	14969-00	28.00
GRAVES, JUSTIN	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	14782-02	109.50
GRAVES, JUSTIN	CAUCASIAN (WHITE)	M	1/1/2017	LABORER	14912-03	57.50
GRIFFITHS, MARC	CAUCASIAN (WHITE)	M	12/1/2016	POWER EQUIPMENT OPERATOR	14859-18	8.00
GRIFFITHS, MARC	CAUCASIAN (WHITE)	M	2/1/2017	POWER EQUIPMENT OPERATOR	14891-16	6.00
HACKETT, KEITH	CAUCASIAN (WHITE)	M	12/1/2016	POWER EQUIPMENT OPERATOR	14777-00	108.00
HACKETT, KEITH	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	14944-00	16.00
HACKETT, KEITH	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	2017-402-00	126.50
HALL, KENNETH	CAUCASIAN (WHITE)	M	10/1/2016	PAINTER	14777-08	116.00
HALL, KENNETH	CAUCASIAN (WHITE)	M	10/1/2016	PAINTER	4600008713-A2-34	14.00
HAMMOND, JOHN	CAUCASIAN (WHITE)	M	4/1/2017	CARPENTER	14956-00	828.00
HAMMOND, JOHN	CAUCASIAN (WHITE)	M	8/1/2017	CARPENTER	14929-02	10.00
HANSON, DAKOTA	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14946-16	16.00
HARLEY, PATRICK	AFRICAN AMERICAN (BLACK)	M	4/1/2017	ELECTRICIAN	14907-01	15.00
HARLEY, PATRICK	AFRICAN AMERICAN (BLACK)	M	4/1/2017	ELECTRICIAN	14933-07	2.00
HENDERSON, DAMION	CAUCASIAN (WHITE)	M	5/1/2017	CARPENTER	16808-00	72.00
HERRMANN, CHRISTOPHER	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14875-12	23.50
HIGGINS, COREY	CAUCASIAN (WHITE)	M	4/1/2017	POWER EQUIPMENT OPERATOR	14777-06	61.50
HIGGINS, COREY	CAUCASIAN (WHITE)	M	7/1/2017	POWER EQUIPMENT OPERATOR	14979-00	217.00
HIMMELSPACH, JEFFERY	CAUCASIAN (WHITE)	M	7/1/2017	CARPENTER	14940-00	234.50
HINCH, COLLINS	NATIVE AMERICAN (INDIAN)	M	7/1/2017	CARPENTER	14936-00	8.00
HOLLOWAY, JOHN	CAUCASIAN (WHITE)	M	6/1/2017	PAINTER	14683-27	67.00
HUDSON, LEROY	AFRICAN AMERICAN (BLACK)	M	11/1/2016	LABORER	30005205-09	6.00
HUZINGA, JACOB	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	4600008713-A2-24I	28.00
INGRAM, KASEY	CAUCASIAN (WHITE)	M	6/1/2017	LABORER	14911-00	338.00
JESS, JARED	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	145074-05	70.00
JOHNSON, TRENTON	CAUCASIAN (WHITE)	M	3/1/2017	ELECTRICIAN	145074-05	7.00
JONES, CARISSA	CAUCASIAN (WHITE)	F	11/1/2016	POWER EQUIPMENT OPERATOR	14706-00	1.50
JONES, JUSTIN	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14954-00	84.50
JONES, JUSTIN	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14952-00	274.00
JONES, KEVIN	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14602-03A	64.50
JOSHUA, CONATSER	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14959-09	66.80
KATZENBACH, JOSEPH	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	14952-00	11.50
KELLEY, JUSTIN	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14602-03A	146.50
KILE, CORBYN	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	2017-402-00	28.50
KILE, CORBYN	CAUCASIAN (WHITE)	M	6/1/2017	POWER EQUIPMENT OPERATOR	14962-00	208.00
KRAUSMAN, CURRAN	CAUCASIAN (WHITE)	M	8/1/2017	POWER EQUIPMENT OPERATOR	14984-00	19.00
KROENCKE, BERNDT	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14860-06	103.00
KUNKLE, TYLER	CAUCASIAN (WHITE)	M	11/1/2016	CARPENTER	14859-00	52.50
KUNKLE, TYLER	CAUCASIAN (WHITE)	M	2/1/2017	CARPENTER	14831-00	131.50
LARSON, LARS	CAUCASIAN (WHITE)	M	6/1/2017	ELECTRICIAN	14955-00	15.25
LARSON, LARS	CAUCASIAN (WHITE)	M	6/1/2017	ELECTRICIAN	14965-05	5.75
LARSON, LARS	CAUCASIAN (WHITE)	M	9/1/2017	ELECTRICIAN	14932-04	19.50
LEETCH, SHELLIE	CAUCASIAN (WHITE)	F	3/1/2017	CARPENTER	14902-00	501.50
LEWIS, DARRELL	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14940-00	50.00
LINK-OAKES, JASON	CAUCASIAN (WHITE)	M	11/1/2016	LABORER	14929-00	40.50
LIVINGSTON, TACITA	AFRICAN AMERICAN (BLACK)	F	12/1/2016	LABORER	14935-00	667.00
LOGAN, CHAD	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14860-01B	24.00
LOHR, JASON	CAUCASIAN (WHITE)	M	12/1/2016	ELECTRICIAN	14907-01	6.50
LOWERY, THOMAS	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	14782-02	68.50
LOWERY, THOMAS	CAUCASIAN (WHITE)	M	1/1/2017	LABORER	14912-03	25.00

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EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
LOWERY, THOMAS	CAUCASIAN (WHITE)	M	2/1/2017	LABORER	14929-13	141.00
MAERTZ, DALTON	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14785-10	33.00
MALINOWSKI, COLLIN	CAUCASIAN (WHITE)	M	4/1/2017	ELECTRICIAN	14936-11	86.00
MALINOWSKI, COLLIN	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	14953-02	38.50
MANSER, JOSHUA	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14845-00	2.00
MANSER, JOSHUA	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14848-00	35.00
MARCELO, REGINO	HISPANIC	M	1/1/2017	IRONWORKER	4600008713-A6-14A	27.00
MARTELL, BRYSON	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	2017-00003-00	140.00
MARTELL, BRYSON	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	16/17-04-01	123.00
MARTIN, MICHAEL	CAUCASIAN (WHITE)	M	11/1/2016	CARPENTER	14771-00	146.00
MARTIN, MICHAEL	CAUCASIAN (WHITE)	M	4/1/2017	CARPENTER	14895-00	625.00
MARTIN, TIMOTHY	CAUCASIAN (WHITE)	M	4/1/2017	IRONWORKER	14777-02C	31.00
MARTINEZ LARA, JOSE	HISPANIC	M	3/1/2017	LABORER	14929-00	92.50
MARTINEZ LARA, JOSE	HISPANIC	M	4/1/2017	LABORER	14929-00	748.00
MARTINEZ, BRYAN	HISPANIC	M	6/1/2017	CEMENT MASON	14975-05	80.50
MARTINEZ, BRYAN	HISPANIC	M	7/1/2017	CEMENT MASON	145074-08	9.00
MCCLAIN, ROSS	CAUCASIAN (WHITE)	M	5/1/2017	CEMENT MASON	14924-05	202.00
MCCLAIN, ROSS	CAUCASIAN (WHITE)	M	5/1/2017	CEMENT MASON	14959-10	115.50
MCCORMICK, AARON	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	30005205-08	90.00
MCCORMICK, AARON	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	4600008713-A5-09	9.00
MCCOY, KADE	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14929-00	548.00
MCCURDY, MICHELLE	CAUCASIAN (WHITE)	F	6/1/2017	CONSTRUCTION ASSISTANT	14890-00	627.50
MCKELLAR, REED	CAUCASIAN (WHITE)	M	10/1/2016	IRONWORKER	14902-25	107.00
MEICHSNER, TYLER	CAUCASIAN (WHITE)	M	3/1/2017	ELECTRICIAN	14602-03A	30.00
MERCADO, JUAN	HISPANIC	M	9/1/2017	PAINTER	14938-04	179.50
METZLER, RYAN	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14912-03	1.00
MILLER, COLE	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	2017-00003-00	17.00
MINNICK, JAKOB	CAUCASIAN (WHITE)	M	11/1/2016	POWER EQUIPMENT OPERATOR	14845-07	6.00
MINNICK, JAKOB	CAUCASIAN (WHITE)	M	11/1/2016	POWER EQUIPMENT OPERATOR	16848-09	18.00
MINNICK, JAKOB	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	6960-03	26.00
MITCHELL, SEAN	NATIVE AMERICAN (INDIAN)	M	4/1/2017	LABORER	14868-00	300.50
MITCHELL, SEAN	NATIVE AMERICAN (INDIAN)	M	6/1/2017	LABORER	14777-00	130.50
MITCHELL, SEAN	NATIVE AMERICAN (INDIAN)	M	7/1/2017	LABORER	14962-00	31.00
MOON, CODY	CAUCASIAN (WHITE)	M	2/1/2017	LABORER	14929-13	10.00
MOTTA, JARED	CAUCASIAN (WHITE)	M	5/1/2017	CEMENT MASON	14959-10	159.00
MOTTA, JARED	CAUCASIAN (WHITE)	M	6/1/2017	CEMENT MASON	14924-05	125.00
MUNSIL, ZACHERY	CAUCASIAN (WHITE)	M	8/1/2017	PAINTER	14961-04	10.50
MURRAY, DONALD	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	14961-00	25.50
MYERS, PATRICK	NATIVE AMERICAN (INDIAN)	M	7/1/2017	CARPENTER	14983-00	425.50
MYERS, PATRICK	NATIVE AMERICAN (INDIAN)	M	8/1/2017	CARPENTER	14992-00	15.50
NEAL, TANNER	CAUCASIAN (WHITE)	M	10/1/2016	IRONWORKER	14892-06B	16.00
NEER, TROY	CAUCASIAN (WHITE)	M	3/1/2017	POWER EQUIPMENT OPERATOR	14956-06	6.00
NEER, TROY	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14936-10	4.00
NEER, TROY	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14956-06	4.50
NELSON, RENO	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	14852-00	20.00
NELSON, STEPHEN	CAUCASIAN (WHITE)	M	11/1/2016	POWER EQUIPMENT OPERATOR	14888-00	23.00
NELSON, STEPHEN	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	14950-00	454.00
NIMO JR, TOMMY	AFRICAN AMERICAN (BLACK)	M	5/1/2017	IRONWORKER	14956-09	8.00
NIMO JR, TOMMY	AFRICAN AMERICAN (BLACK)	M	6/1/2017	IRONWORKER	14929-02C	12.00
NORMAN, JAZMIN	CAUCASIAN (WHITE)	F	4/1/2017	LABORER	4600008713-A2-10	5.00
NUNES, PARIS	NATIVE AMERICAN (INDIAN)	M	4/1/2017	LABORER	14946-00	328.50
OBRIST, BRIAN	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14848-00	48.50
OBRIST, BRIAN	CAUCASIAN (WHITE)	F	3/1/2017	ELECTRICIAN	14845-00	2.00
OLSEN, DANIEL	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14905-00	8.50
OROZCO, ROBERTO	HISPANIC	M	5/1/2017	CEMENT MASON	14868-08	172.25
OROZCO, ROBERTO	HISPANIC	M	6/1/2017	CEMENT MASON	14911-09	25.50
OWENS, ROBERT	AFRICAN AMERICAN (BLACK)	M	12/1/2016	ELECTRICIAN	30005205-08	111.50
PALMER, NICHOLAS	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14888-02	7.00
PANZER, SCOTT	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14924-07	2.50

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EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
PARKS, ERIK	CAUCASIAN (WHITE)	M	6/1/2017	ELECTRICIAN	145074-05	40.00
PEARSON, WESTLEY	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	14929-13	216.50
PEARSON, WESTLEY	CAUCASIAN (WHITE)	M	7/1/2017	ELECTRICIAN	14912-03	9.00
PEEBLES, ROBERT	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	14912-03	8.00
PEEBLES, ROBERT	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	14929-13	599.50
PETERS, KOLBY	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	2017-401-01	69.00
POLYAKOV, PAUL	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	30005205-08	48.00
PORTER, CHRIS	CAUCASIAN (WHITE)	M	3/1/2017	IRONWORKER	14929-02C	8.00
QUIRK, JOSEPH	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14837-00	91.00
QUITTLEY, MICHAEL	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14961-00	339.50
RAMOS, WILLIAM	UNKNOWN -NOT PROVIDED	M	3/1/2017	LABORER	14929-00	400.75
RASMUSSEN-NIEMAN, MARCIE	CAUCASIAN (WHITE)	F	5/1/2017	LABORER	14940-00	17.00
RAUCH, JASON	HISPANIC	M	4/1/2017	POWER EQUIPMENT OPERATOR	14860-06	5.50
RAUCH, JASON	HISPANIC	M	4/1/2017	LABORER	14860-06	86.00
RAUSCHERT, DAVID	CAUCASIAN (WHITE)	M	7/1/2017	CARPENTER	14983-00	455.00
RAUSCHERT, DAVID	CAUCASIAN (WHITE)	M	8/1/2017	CARPENTER	14992-00	19.00
REDICK, TREVOR	CAUCASIAN (WHITE)	M	11/1/2016	LABORER	4600008713-A6-26	206.00
REYES, BRIAN	HISPANIC	M	3/1/2017	PAINTER	14736-00	14.00
REYES, BRIAN	HISPANIC	M	4/1/2017	CARPENTER	14736-00	541.00
RIMPLEY, BOBBY	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	14929-06	41.00
ROMERO, BRIAN	CAUCASIAN (WHITE)	M	5/1/2017	PAINTER	14931-01	6.00
ROMERO, BRIAN	CAUCASIAN (WHITE)	M	6/1/2017	PAINTER	14777-08	138.50
ROSEBORO, GREGORY	CAUCASIAN (WHITE)	M	8/1/2017	LABORER	14837-00	152.00
ROSS, DAMON	CAUCASIAN (WHITE)	M	2/1/2017	IRONWORKER	145074-09	44.00
ROSS, JAMES	CAUCASIAN (WHITE)	M	3/1/2017	IRONWORKER	16808-00	10.00
ROSS, JAMES	CAUCASIAN (WHITE)	M	8/1/2017	CARPENTER	14949-00	18.50
ROSS, JOSHUA	CAUCASIAN (WHITE)	M	3/1/2017	ELECTRICIAN	14907-01	15.00
RUSSELL, CHRIS	CAUCASIAN (WHITE)	M	4/1/2017	POWER EQUIPMENT OPERATOR	14860-06	33.50
RUSSELL, CHRIS	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14860-06	135.00
RYKOWSKI, THOMAS	CAUCASIAN (WHITE)	M	6/1/2017	CEMENT MASON	14975-05	90.50
SANDERS-ANDERSON, SCOTT	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	14961-00	635.00
SANTIAGO LOPEZ, PABLO	HISPANIC	M	11/1/2016	POWER EQUIPMENT OPERATOR	4600008713-A6-17	10.00
SANTOYO, ROBERTO	HISPANIC	M	10/1/2016	LABORER	14777-16	13.50
SAWYER, GARRETT	CAUCASIAN (WHITE)	M	8/1/2017	IRONWORKER	14956-09	18.50
SHELLEY, ROBERT	CAUCASIAN (WHITE)	M	2/1/2017	LABORER	14929-13	2.00
SHELLEY, ROBERT	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14912-03	9.00
SHORES, TANNER	CAUCASIAN (WHITE)	M	12/1/2016	ELECTRICIAN	14912-03	9.00
SHORES, TANNER	CAUCASIAN (WHITE)	M	1/1/2017	LABORER	14880-02	18.00
SHORES, TANNER	CAUCASIAN (WHITE)	M	7/1/2017	ELECTRICIAN	14954-02	3.00
SHORES, TREVOR	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	14912-03	66.00
SHORES, TREVOR	CAUCASIAN (WHITE)	M	1/1/2017	ELECTRICIAN	14929-13	165.00
SHORES, TREVOR	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	14951-02	10.00
SIGLER, DAVID	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14771-04	149.50
SILANOV, VALERIY	CAUCASIAN (WHITE)	M	4/1/2017	IRONWORKER	14777-02C	8.00
SINCLAIR, WIL	CAUCASIAN (WHITE)	M	10/1/2016	POWER EQUIPMENT OPERATOR	145074-12	71.00
SIPOS, JORDAN	CAUCASIAN (WHITE)	F	6/1/2017	POWER EQUIPMENT OPERATOR	14868-10	43.50
SIPOS, JORDAN	CAUCASIAN (WHITE)	F	7/1/2017	POWER EQUIPMENT OPERATOR	14946-08	45.50
SKINNER, JOHNNATHON	CAUCASIAN (WHITE)	M	6/1/2017	LABORER	14924-11	4.00
SLONE, JORDEN	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	4600008713-A2-24	5.50
SLUDER, TAYLOR	CAUCASIAN (WHITE)	M	10/1/2016	CARPENTER	14683-22	14.00
SMITH, JOHN	CAUCASIAN (WHITE)	M	7/1/2017	CARPENTER	145074-00	117.00
SPARKS, JEREMIAH	CAUCASIAN (WHITE)	M	7/1/2017	POWER EQUIPMENT OPERATOR	14962-04	13.00
STANFORD, THAD	CAUCASIAN (WHITE)	M	4/1/2017	IRONWORKER	14777-02C	16.00
STEWART, KYLE	CAUCASIAN (WHITE)	M	9/1/2017	CARPENTER	14869-00	5.00
STEWART, KYLE	CAUCASIAN (WHITE)	M	9/1/2017	CARPENTER	14976-00	43.50
STICKA, COLETON	CAUCASIAN (WHITE)	M	4/1/2017	ELECTRICIAN	30005205-08	6.00
STONE, REECE	CAUCASIAN (WHITE)	M	1/1/2017	LABORER	14902-00	484.00
STONEKING, CHRISTOPHER	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14913-00	48.50
STRICKLAND, JACOB	CAUCASIAN (WHITE)	M	4/1/2017	CEMENT MASON	14929-15	17.00
TAYLOR, TY	CAUCASIAN (WHITE)	M	11/1/2016	LABORER	14929-13	20.00

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EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
TAYLOR, TY	CAUCASIAN (WHITE)	M	1/1/2017	LABORER	14912-03	205.00
THOMPSON, MATHHEW	CAUCASIAN (WHITE)	M	9/1/2017	CARPENTER	14736-00	0.50
TOLOY III, TMOTHY	HISPANIC	M	2/1/2017	PAINTER	14736-00	141.00
TOLOY, TIMOTHY III	HISPANIC	M	3/1/2017	PAINTER	14736-00	141.00
TOLOY, TIMOTHY III	HISPANIC	M	4/1/2017	CARPENTER	14736-00	438.25
TOUGH, CASEY	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14860-01B	39.00
TURNBULL, TESS	CAUCASIAN (WHITE)	F	8/1/2017	LABORER	14954-00	39.00
VEITENHEIMER, CODY	CAUCASIAN (WHITE)	M	8/1/2017	POWER EQUIPMENT OPERATOR	14977-00	32.00
WALKER, CHRISTOPHER	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14942-09	19.00
WALKER, JOSHUA	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14860-01B	39.00
WALKER, JOSHUA	CAUCASIAN (WHITE)	M	6/1/2017	IRONWORKER	14957-05	23.50
WEATHERS, GARY	CAUCASIAN (WHITE)	M	4/1/2017	POWER EQUIPMENT OPERATOR	14860-06	8.50
WEITZEL, CASEY	CAUCASIAN (WHITE)	M	6/1/2017	CEMENT MASON	14975-02	101.00
WEITZEL, CASEY	CAUCASIAN (WHITE)	M	7/1/2017	CEMENT MASON	14969-05	20.50
WEITZEL, CASEY	CAUCASIAN (WHITE)	M	8/1/2017	CEMENT MASON	14977-06	67.50
WELCH, CHRISTOPHER	CAUCASIAN (WHITE)	M	10/1/2016	PAINTER	14875-09	5.50
WELCH, CHRISTOPHER	CAUCASIAN (WHITE)	M	3/1/2017	PAINTER	14777-08	12.50
WELLER, RICHARD	CAUCASIAN (WHITE)	M	4/1/2017	IRONWORKER	14777-02C	31.00
WESTMORELAND, ORRIN	CAUCASIAN (WHITE)	M	6/1/2017	ELECTRICIAN	145074-05	118.50
WHITE, JEFFREY	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	6960-03	17.00
WHITE, JEFFREY	CAUCASIAN (WHITE)	M	8/1/2017	LABORER	14845-07	7.00
WILKINSON, JASON	CAUCASIAN (WHITE)	M	4/1/2017	POWER EQUIPMENT OPERATOR	14860-06	94.00
WILKINSON, JASON	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14860-06	68.00
WILKS, RYAN	CAUCASIAN (WHITE)	M	4/1/2017	IRONWORKER	14777-02C	4.00
WILLIAMS, RANCY	CAUCASIAN (WHITE)	M	4/1/2017	POWER EQUIPMENT OPERATOR	14860-06	4.00
WILLIAMS, RANCY	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14860-06	133.50
WILSON, CHRIS	AFRICAN AMERICAN (BLACK)	M	6/1/2017	LABORER	14951-00	12.50
WILSON, DEREK	CAUCASIAN (WHITE)	M	11/1/2016	CARPENTER	14895-00	1,119.50
WILSON, KIMBERLY	CAUCASIAN (WHITE)	F	12/1/2016	CONSTRUCTION ASSISTANT	14957-00	377.50
WOLF, BRYAN	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	14959-09	10.00
WOOLEY, PETER	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14940-00	40.00
WYATT, AARON	CAUCASIAN (WHITE)	M	9/1/2017	PAINTER	14938-04	80.50
ZENER, ALEC	CAUCASIAN (WHITE)	M	12/1/2016	LABORER	14929-00	369.00
ZIMMERMAN, TRAVIS	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14902-10	20.00
Total Federal Aid						32,206.05

POSITIONS ON STATE FUNDED PROJECTS						
EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
AMADORO, ADAM	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	30004736-01	2.00
BOYES, TERRELL	AFRICAN AMERICAN (BLACK)	M	10/1/2016	LABORER	14705-06	8.00
CASTANEDA JR, ENRIQUE	HISPANIC	M	11/1/2016	CARPENTER	14607-00	16.00
CONTRERAS GRANADO, VICENTE	HISPANIC	M	10/1/2016	IRONWORKER	14722-09	24.00
DAVIE, JAMES	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14705-03	7.00
DEPUY, ERIC	CAUCASIAN (WHITE)	M	11/1/2016	LABORER	14607-00	8.50
DETIENNE, TYREL	CAUCASIAN (WHITE)	M	11/1/2016	LABORER	14786-07	140.00
DETIENNE, TYREL	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	14786-07	152.00
EDMUNDSON, DEVON	CAUCASIAN (WHITE)	M	5/1/2017	POWER EQUIPMENT OPERATOR	14705-03	14.75
ELIAS GUTIERREZ, MAURICIO	HISPANIC	M	6/1/2017	CEMENT MASON	14722-06	6.00
FISHER, PATRICK	CAUCASIAN (WHITE)	M	6/1/2017	LABORER	14786-03	37.00
GOMBER, BENJAMIN	CAUCASIAN (WHITE)	M	3/1/2017	ELECTRICIAN	14705-19D	3.50
GRAVES, JUSTIN	CAUCASIAN (WHITE)	M	3/1/2017	LABORER	14786-07	40.00
HARDING, JAYTON	AFRICAN AMERICAN (BLACK)	M	11/1/2016	PAINTER	14705-17	48.00
HENDERSON, DAMION	CAUCASIAN (WHITE)	M	12/1/2016	CARPENTER	14871-00	400.50
JOHNSON, MICHAEL	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14705-03	17.75
JONES, ALONZO	AFRICAN AMERICAN (BLACK)	M	1/1/2017	PAINTER	14705-17	45.00
JONES, CARISSA	CAUCASIAN (WHITE)	F	10/1/2016	POWER EQUIPMENT OPERATOR	14871-00	1,269.50
JONES, CARISSA	CAUCASIAN (WHITE)	F	1/1/2017	LABORER	14871-00	16.00
JONES, JUSTIN	CAUCASIAN (WHITE)	M	5/1/2017	LABORER	14786-00	21.50

Exhibit D

EMPLOYEE	ETHNICITY	GENDER	START DATE	CRAFT	CONTRACT	HOURS
KATZENBACH, JOSEPH	CAUCASIAN (WHITE)	M	10/1/2016	LABORER	14786-00	707.00
KUNKLE, TYLER	CAUCASIAN (WHITE)	M	5/1/2017	CARPENTER	14871-00	142.00
MALINOWSKI, COLLIN	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14607-08	12.00
MARTELL, BRYSON	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	14871-05	6.00
MCFALL, CHRISTOPHER	CAUCASIAN (WHITE)	M	6/1/2017	LABORER	14786-00	80.50
MILLER, COLE	CAUCASIAN (WHITE)	M	5/1/2017	ELECTRICIAN	14871-05	1.50
MILLER, SEAN	SUBCONTINENT ASIAN	M	5/1/2017	POWER EQUIPMENT OPERATOR	14705-01	15.50
OBRIST, BRIAN	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	14722-07	21.00
OBRIST, BRIAN	CAUCASIAN (WHITE)	M	11/1/2016	ELECTRICIAN	30004736-00	1.00
OWINGS, JONATHAN	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14786-00	31.00
PANZER, SCOTT	CAUCASIAN (WHITE)	M	12/1/2016	ELECTRICIAN	14786-07	80.00
SANDERS ANDERSON, SCOTT	CAUCASIAN (WHITE)	M	9/1/2017	LABORER	14871-09	34.00
SHORES, TANNER	CAUCASIAN (WHITE)	M	10/1/2016	ELECTRICIAN	14786-07	752.00
SHORES, TREVOR	CAUCASIAN (WHITE)	M	6/1/2017	ELECTRICIAN	14786-07	34.00
SHORES, TREY	CAUCASIAN (WHITE)	M	4/1/2017	LABORER	14786-07	10.00
TAYLOR, TY	CAUCASIAN (WHITE)	M	2/1/2017	LABORER	14705-19D	19.00
TILLEY, NICHOLAS	CAUCASIAN (WHITE)	M	3/1/2017	CEMENT MASON	14786-01	59.25
WHITE JR, TRACY	CAUCASIAN (WHITE)	M	7/1/2017	LABORER	14786-00	57.00
Total State Funded						4,339.75

Total Number of Apprentice/Trainees	270
Apprentice/Trainees on Federal-Aid Projects	235
Apprentice/Trainees on State Funded Projects	35
Total Number of Placements	362
Placements on Federal-Aid Projects	324
Placements on State Funded Projects	38
Total Hours on Federal-Aid Projects	32,206.05

Exhibit E



Office of Civil Rights

*Resources for Equity and Opportunity
in Oregon Transportation*

Craft Placements on Federal-Aid Projects

Start dates between 10/1/2016 and 9/30/2017

238 Apprentice/Trainees were placed in 318 positions.
The ethnic breakdown is:

APPRENTICE/TRAINEE

MALE		
AFRICAN AMERICAN	10	4.44%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	174	77.33%
HISPANIC	26	11.56%
SUBCONTINENT ASIAN	1	0.44%
NATIVE AMERICAN	10	4.44%
UNKNOWN	4	1.79%
TOTAL	225	

FEMALE		
AFRICAN AMERICAN	1	7.69%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	11	84.62%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	1	7.69%
TOTAL	13	

PLACEMENTS

MALE		
AFRICAN AMERICAN	12	3.95%
ASIAN PACIFIC	1	0.33%
CAUCASIAN	230	75.66%
HISPANIC	32	10.53%
SUBCONTINENT ASIAN	5	1.64%
NATIVE AMERICAN	19	6.25%
UNKNOWN	5	1.64%
TOTAL	304	

FEMALE		
AFRICAN AMERICAN	1	7.14%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	12	85.72%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	1	7.14%
TOTAL	14	

Craft Placements on Federal-Aid Projects
Start dates between 10/1/2016 and 9/30/2017

CARPENTER

17 Apprentice/Trainees were placed in 32 positions.

The ethnic breakdown is:

APPRENTICE/TRAINEE

MALE		
AFRICAN AMERICAN	2	12.50%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	13	81.25%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	1	6.25%
UNKNOWN	0	0.00%
TOTAL	16	

FEMALE		
AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	1	100.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	1	

PLACEMENTS

MALE		
AFRICAN AMERICAN	3	9.68%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	23	74.19%
HISPANIC	2	6.45%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	3	9.68%
UNKNOWN	0	0.00%
TOTAL	31	

FEMALE		
AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	1	100.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	1	

CEMENT MASON

11 Apprentice/Trainees were placed in 18 positions.

The ethnic breakdown is:

APPRENTICE/TRAINEE

MALE		
AFRICAN AMERICAN	1	9.09%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	6	54.55%
HISPANIC	4	36.36%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	11	

FEMALE		
AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

PLACEMENTS

MALE		
AFRICAN AMERICAN	1	5.55%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	10	55.56%
HISPANIC	7	38.89%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	18	

FEMALE		
AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

ELECTRICIAN

45 Apprentice/Trainees were placed in 67 positions.

The ethnic breakdown is:

APPRENTICE/TRAINEE**MALE**

AFRICAN AMERICAN	2	4.65%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	41	95.35%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	43	

FEMALE

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	2	100.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	2	

PLACEMENTS**MALE**

AFRICAN AMERICAN	3	4.62%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	62	95.38%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	65	

FEMALE

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	2	100.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	2	

IRONWORKER

29 Apprentice/Trainees were placed in 32 positions.

The ethnic breakdown is:

APPRENTICE/TRAINEE**MALE**

AFRICAN AMERICAN	2	6.90%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	23	79.31%
HISPANIC	3	10.34%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	1	3.45%
TOTAL	29	

FEMALE

AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

PLACEMENTS**MALE**

AFRICAN AMERICAN	2	6.25%
ASIAN PACIFIC	1	3.13%
CAUCASIAN	26	81.25%
HISPANIC	2	6.25%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	1	3.12%
TOTAL	32	

FEMALE

AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

LABORER

82 Apprentice/Trainees were placed in 104 positions.
The ethnic breakdown is:

APPRENTICE/TRAINEE**MALE**

AFRICAN AMERICAN	3	3.90%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	53	68.83%
HISPANIC	11	14.28%
SUBCONTINENT ASIAN	1	1.30%
NATIVE AMERICAN	7	9.09%
UNKNOWN	2	2.60%
TOTAL	77	

FEMALE

AFRICAN AMERICAN	1	20.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	3	60.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	1	20.00%
TOTAL	5	

PLACEMENTS**MALE**

AFRICAN AMERICAN	3	3.03%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	61	61.62%
HISPANIC	13	13.13%
SUBCONTINENT ASIAN	5	5.05%
NATIVE AMERICAN	14	14.14%
UNKNOWN	3	3.03%
TOTAL	99	

FEMALE

AFRICAN AMERICAN	1	20.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	3	60.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	1	20.00%
TOTAL	5	

PAINTER

8 Apprentice/Trainees were placed in 7 positions.
The ethnic breakdown is:

APPRENTICE/TRAINEE**MALE**

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	3	37.50%
HISPANIC	4	50.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	1	12.50%
UNKNOWN	0	0.00%
TOTAL	8	

FEMALE

AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

PLACEMENTS**MALE**

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	3	42.86%
HISPANIC	4	57.14%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	7	

FEMALE

AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

POWER EQUIPMENT OPERATOR

33 Apprentice/Trainees were placed in 43 positions.

The ethnic breakdown is:

APPRENTICE/TRAINEE**MALE**

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	24	80.00%
HISPANIC	4	0.1334
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	1	3.33%
UNKNOWN	1	3.33%
TOTAL	30	

FEMALE

AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		100.00%
HISPANIC		0
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL		

PLACEMENTS**MALE**

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	32	82.05%
HISPANIC	4	10.26%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	2	5.13%
UNKNOWN	1	2.56%
TOTAL	39	

FEMALE

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	4	100.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	4	

CONSTRUCTION ASSISTANT

2 Apprentice/Trainees were placed in 2 positions.

The ethnic breakdown is:

APPRENTICE/TRAINEE**MALE**

AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

FEMALE

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	2	100.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	2	

PLACEMENTS**MALE**

AFRICAN AMERICAN		0.00%
ASIAN PACIFIC		0.00%
CAUCASIAN		0.00%
HISPANIC		0.00%
SUBCONTINENT ASIAN		0.00%
NATIVE AMERICAN		0.00%
UNKNOWN		0.00%
TOTAL	0	

FEMALE

AFRICAN AMERICAN	0	0.00%
ASIAN PACIFIC	0	0.00%
CAUCASIAN	2	100.00%
HISPANIC	0	0.00%
SUBCONTINENT ASIAN	0	0.00%
NATIVE AMERICAN	0	0.00%
UNKNOWN	0	0.00%
TOTAL	2	

