

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)

for

**Community Transit
2312 W Casino Road
Everett, WA 98204**

Plan Effective: July 1, 2023

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Everett, WA 98204

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Plan Effective: July 1, 2023

Plan Expiration Date: June 30, 2027

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APPROVAL SECTION:

Program Plan Completed by: Cesar Portillo
EEO Program Officer
Chief Human Resources Officer

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Chief Executive Officer

AFFIRMATIVE ACTION PROGRAM
FOR
MINORITIES AND FEMALES
DISABLED AND VETERANS

COMMUNITY TRANSIT EEOP

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INTRODUCTION

This document was prepared pursuant to the Federal Transit Administration Circular 4704.1 Equal Employment Opportunity (EEO) Program Requirements and Guidelines for Federal Transit Administration Recipients. Community Transit is a recipient of federal grant funds administered through the Federal Transit Administration and is therefore subject to the Circular requirements.

This document references specific policies and administrative actions of Community Transit incorporated herein by reference, that comply with the federal Equal Employment Opportunity requirements.

CHAPTER 1: EEO POLICY STATEMENT
COMMUNITY TRANSIT
EQUAL EMPLOYMENT OPPORTUNITY POLICY
FTA C 4704.1A (2.2.1)

Community Transit is committed to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Community Transit's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, recruitment advertising, hiring, upgrading, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, and treatment of employees.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated. Community Transit is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Community Transit's Chief Executive Officer, I maintain overall responsibility and accountability for Community Transit's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Cesar Portillo, Chief Human Resources Officer (cesar.portillo@commtrans.org) as Community Transit's EEO Officer. Mr. Portillo will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Community Transit executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Community Transit's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Community Transit will evaluate its managers' and supervisors' performance on their successful implementation of Community Transit's policies and procedures, in the same way Community Transit assesses their performance regarding other agency's goals.

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

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



Ric Ilgenfritz, Chief Executive Officer

2/28/24
Date

CHAPTER 2: DISSEMINATION

FTA 4704.1A (2.2.2)

External Dissemination:

The following activities will be implemented or continued to further enhance our equal employment opportunity program efforts. All activities are the responsibility of Cesar Portillo the EEO Officer and Chief Human Resources Officer.

1. Any advertisement, posting, or bulletin distributed for employment recruitment purposes will indicate that Community Transit is an Equal Employment Opportunity Employer.
2. Whenever possible, Community Transit will utilize female / minority / physically disabled / veteran recruiting sources.
3. Community Transit will utilize regular sources of employment or other agencies such as schools, colleges and universities, community agencies, employment services, for recruitment and communication of its EEO policy.
4. Include diverse group of employees when they are pictured in consumer, promotional, or help wanted advertising.
5. Send written notification of Community Transit's equal employment opportunity policy to all subcontractors, vendors, and suppliers requesting appropriate action on their part.
6. When there is outreach or advertising to recruitment entities (e.g., employment agencies, educational institutions, minority, and women organizations) the agency will disseminate our policy to those entities.

Internal Dissemination:

In order to gain positive support and understanding for the equal employment opportunity program, Community Transit will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of Cesar Portillo, EEO Officer. The following policies and procedures are designed to foster support and understanding from Community Transit's executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid Community Transit in meeting its obligations.

1. Provide written communications from the Chief Executive Officer on policy statement.
2. Include the EEO policy statement in Community Transit's policy manual, personnel and operations manual, employee handbooks, and other in-house publications.
3. Conduct special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the Chief Executive Officer's personal commitment

and support. Meetings to discuss the EEO Program and its implementation occur at a minimum semiannually.

4. Hold periodic EEO training sessions for all employees and managers involved in recruiting, selection, promotion, and other related employment issues for women and minorities.
5. Discuss the policy during employee onboarding and management training programs.
6. Inform union officials of the policy and request their cooperation.
7. Community Transit will post the EEO policy statement conspicuously along with other federal, state, and local notices.
8. Community Transit will update management personnel annually of the progress made during the preceding year and will provide information for the current year.
9. Meetings with all employees and affinity groups to seek input on the program implementation.
10. Conduct EEO training for all new supervisors or managers within 90 days of their appointment.

CHAPTER 3: ESTABLISHMENT OF RESPONSIBILITIES FOR IMPLEMENTATION OF THE EEOP FTA C 4704.1A (2.2.3)

As part of its efforts to ensure equal employment opportunity to all individuals, Community Transit has designated specific responsibilities to various staff to ensure the EEOP focuses on all components of the employment system. To that end, the Chief Executive Officer, Chief Human Resources Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

Chief Executive Officer

The primary responsibility and accountability for implementing this EEOP rests with the Chief Executive Officer. This person is responsible, through the Chief Human Resources Officer, for adherence to Community Transit's policy of equal employment opportunity. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring Community Transit's EEOP. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all EEOP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that ensures total involvement and commitment to equal employment opportunity programs through Community Transit's EEOP.

Chief Human Resources Officer

The Chief Executive Officer is responsible for the overall administration of the EEOP. The Chief Human Resources Officer ensures, through Community Transit department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Chief Human Resources Officer's effective work performance. The Chief Human Resources Officer's responsibilities include, but are not limited to, the following:

1. Develop, review at least annually and update as needed the EEOP and Policy Statement. This includes reporting semiannually to the Chief Executive Officer the results of the review and any progress made towards goals and on vendor/contractor compliance.
2. Responsible for the design and effective implementation of the EEOP. This includes assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
3. Responsible for the development, implementation, and maintenance of audit and reporting systems to measure effectiveness of equal employment opportunity

programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.

4. Advise management in the modification and development of Community Transit's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines. This includes periodic review of employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and any union agreements.
5. Conduct periodic audits of 1) training programs and hiring and promotion patterns to remove impediments to the attainment of EEOP goals and objectives, 2) facilities to ensure they are maintained for the use and benefit of all employees and integrated both in policy and practice, and 3) sponsored educational and training activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination.
6. Serve as the liaison between the agency; Federal, state, county, and local governments; regulatory agencies; and community groups representing minorities, women, persons with disabilities, and others.
7. Investigate complaints of EEO discrimination filed against the agency by an applicant or past/current employee.
8. Review the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
9. Concurring in the hiring and promotion process
10. Maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination are disseminated to responsible officials.
11. Providing EEO training for employees and managers.
12. In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements.
13. Reporting at least semiannually to the Chief Executive Officer on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
14. Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

Managers

In their direct day-to-day contact with Community Transit's employees, managers have assumed certain responsibilities to help the agency ensure compliance with equal employment opportunity programs and effective implementation of the EEOP. These include, but are not limited to, the following:

1. Assertively adhere to Community Transit's equal employment opportunity policy.
2. Ensure that all interviews, offers of employment and/or wage commitments are consistent with Community Transit's policy.
3. Participate actively in periodic reviews and audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives.
4. Encourage employee participation to support the advancement of the EEO programs (i.e., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).
5. Assist in identifying problem areas and provide needed information for establishing and meeting equal employment opportunity goals and objectives.
6. Cooperate with the Chief Human Resources Officer in review of information and investigation of complaints.
7. Hold regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
8. In conjunction with the Chief Human Resources Officer, maintain and update the personnel database for generating reports required for the nondiscrimination program.

CHAPTER 4: ANALYSIS OF THE PRESENT WORKFORCE TO IDENTIFY JOBS WHERE MINORITIES AND WOMEN ARE UNDERUTILIZED FTA C 4704.1A (2.2.4)

WORKFORCE OVERVIEW:

As of June 30th, 2023, Community Transit employed 815 persons in its workforce.

Permanent

- 28% (228) are women
- 29.8% (243) are minorities

PLAN METHODOLOGY:

- The 2018 Census data was used for the availability analysis of this plan
- Training and promotion data were obtained from Community Transit personnel records
- The database of employees and the resultant employee count used in this plan were obtained from Community Transit's human resource information system that included permanent employees on the roster at the time.

Workforce Analysis:

FTA C 4704.1A (2.2.4)

Community Transit conducted a workforce analysis to identify employees by gender and race/ethnicity in each job title. The data was collected from payroll records dated June 30th, 2023.

Job EEO categories are listed by organizational unit. The list includes EEO Categories containing all job titles, including departmental supervision, exempt, and nonexempt titles.

For each job title, Community Transit identified the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of employees who are White, Black, Hispanic, Asian, American Indian or Alaskan Native employees, Native Hawaiian or Pacific Islander, and Two or More races, and the male and female employees within each of these race/ethnic groups.

See the *Workforce Analysis* for the results per organizational unit.

Job Group Analysis:

Although the workforce analysis was conducted individually for every department, after it was completed, job titles were grouped for the comparison of incumbency to availability and for setting goals.

All active job titles within Community Transit were grouped by EEO-4 classification for analysis purposes.

Each EEO-4 classification appears as a Job Group on a Job Group Report with a job group name and number. The report lists each job title in the job group. For each job title, the worksheet provides the following information: EEO reporting category, job title, employee headcounts, and overall percentages by gender and race/ethnicity for each job title as of June 30th, 2019.

See the *Job Group Analysis* for the listing of the job titles and the associated race and gender headcounts per job group.

Availability Analysis:
FTA C 4704.1A (2.2.4)

"Availability" is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at Community Transit for a given job group in the relevant labor market during the life of the EEOP. Availability indicates the approximate level at which each race/ethnic and sex group could reasonably be expected to be represented in a job group if Community Transit's employment decisions are being made without regard to gender, race, or ethnic origin, assuming qualified individuals exist in each group. Availability estimates, therefore, are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for underutilized groups depend on competent and accurate availability analyses. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from the workforce analysis), identify areas of underutilization, and establish goals to narrow or eliminate the gaps.

Identify Availability Factors: The FTA requires agencies to use relevant geographic areas and labor force data for different job categories. For the purposes of Community Transit's EEOP, the following were used when developing availability estimates for each job group:

1. External Factor: The external requisite skills data comes from the 2018 Census of Population.
 - A. Local labor area: An employee Zip Code Analysis was used to identify the most precise local labor market. The final local labor area met the following two (2) conditions: 1) it includes all counties where 5% or more of the employees resided, and 2) when summed, those counties accounted for at least 78% of the total employees within the at-issue workforce. Smaller contributing counties are removed unless they are necessary to reach 78%. The weights for the remaining counties were proportionately increased to reach 100%.
 - B. Reasonable labor area: National
2. Internal Factor: The percentage of minorities or women among those promotable, transferable, and trainable within the agency's organization.

Assign Internal and External Factor Weights: Weights were assigned to each factor for each job group. A combination of historical data and experience were used to determine the weights. Weights were never assigned in an effort to hide or reduce problem areas.

Identify Final Availability: Weights were multiplied by the component-specific data to produce weighted data for each component. Weighted data for each component was summed. This

produced a final availability estimate for each sex and race/ethnic group, as well as for minorities in the aggregate.¹

See the *Two Factor Availability Analysis* for the availability breakdown for each job group.

Utilization Analysis:

FTA C 4704.1A (2.2.4)

Once final availability estimates were made for each job group, Community Transit compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of June 30th, 2023, and that group's final availability.

See the *Utilization Analysis with Goals and Timetables* for the results per job group.

Setting of Placement Goals and Timetables:

FTA C 4704.1A (2.2.5)

Community Transit has established an annual percentage placement goal whenever it found that minority or female representation within a job group was less than would reasonably be expected given their availability. In each case, the goal was set at the availability figure derived for women and/or minorities, as appropriate for that job group. These goals assume the availability of qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with the organization. Goals are not rigid and inflexible quotas which must be met but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire EEOP work. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs (see Chapter 6). Selections will occur only from among qualified applicants. Goals do not require the hiring of a person when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that Community Transit hire a specified number of minorities or women.

A goal is a guidepost against which Community Transit, a community group, or a compliance agency can measure progress in remedying identified underutilization in community Transit's workforce.

See the *Utilization Analysis with Goals and Timetables* report for each job group.

Based on the current financial situation Community Transit has plans to expand or increase staffing in the foreseeable future. Community Transit will continue utilizing affirmative recruitment and hiring techniques for all positions, with a particular emphasis on those categories with identified underutilization.

¹ In most cases, the final availability report (and most other technical reports in this EEOP) only includes data/information for females and minorities in the aggregate.

Analysis of Personnel Transactions:

FTA C 4704.1A (2.2.6)

In addition to comparing incumbency to availability within job groups, Community Transit has conducted studies of each of its selection procedures (i.e., hires, promotions, and terminations) to identify and correct the causes of underutilization and concentration of minorities and women if they occur.

CHAPTER 5: ASSESSMENT OF EMPLOYMENT PRACTICES

FTA C 4704.1A (2.2.6)

Recruitment and Selection

Community Transit performs in-depth analysis of its total employment process to determine if there are areas where minority and/or female groups may face impediments to equal opportunity. The following review is conducted in order to reveal any potential problem areas:

1. Recruitment and Hiring Policies and Procedures

It is Community Transit's policy to assure equal employment opportunity for employees and job applicants in all employment processes, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment. Community Transit is committed to the recruitment of women and minorities and of non-discrimination in employment practices. Equal opportunity for employment is provided to all employees and applicants based on their demonstrated ability and competence without regard to race, color, creed, religion, national origin, sex/gender, age, sexual orientation, physical or mental disability, veteran status or any other status protected by applicable federal, state, and local laws. Community Transit will make accommodations that are reasonable and not unduly burdensome to enable qualified applicants and employees to participate in the employment process and perform essential job functions.

Job applicants and employees who believe they have been a victim of discrimination have the right to file a complaint with the designated Chief Human Resources Officer, or with another member of management with whom the individual is comfortable speaking. Community Transit will promptly investigate complaints and will take appropriate remedial and disciplinary action whenever it determines that this policy has been violated. Community Transit believes that successful achievement of EEO goals will provide benefits to Community Transit through fuller utilization and development of previously underutilized human resources.

Community Transit's recruitment process includes as many recruitment sources and techniques as necessary to generate an adequate pool of diverse, qualified applicants from which the most qualified candidates are selected. The role of the Chief Human Resources Officer is to coordinate with the hiring managers and review requests to fill all positions. The Chief Human Resources Officer works with each hiring manager during the recruitment, selection, and hiring process to ensure that all applicants are given fair consideration.

2. Internal Recruitment Sources and Strategies

Internal recruitment is conducted through a Job Opportunities Posting Process led by our Recruitment team. Represented positions are posted in accordance with applicable collective bargaining agreements and policies. Community Transit's non-represented vacancies are posted electronically and are open for internal applicants for a minimum of

14 calendar days. Community Transit is committed to the advancement of women and minorities in the workplace. There are a number of procedures in place to support that commitment, including:

- a. *Transfer and Promotion Practices* - Employees may apply for opportunities that are posted in accordance with Community Transit's job posting policy and the terms and conditions of the collective bargaining agreement. These opportunities may involve lateral transfer and promotion. All employees, including women and minorities, are encouraged to take advantage of the opportunity to apply. Selections are made based on knowledge, skills, and abilities and without regard to race, color, creed, religion, national origin, sex/gender, age, sexual orientation, physical or mental disability, veteran status or any other status protected by applicable federal laws.
- b. *Lead and positions* – Certain positions include 1 or 2 lead positions which carry additional responsibility and offer increased pay over non-lead positions in those categories. Additionally, some of the labor contracts allow for union employees to “work up” as temporary leads based on operational need. These opportunities allow for interested and qualified employees to work permanently or temporarily, respectively, in higher level positions. Their skills are assessed, and opportunities are given to increase technical and leadership abilities. These positions allow for some succession planning; however, all open positions are posted and available for all employees to be considered.

3. External Recruitment Sources and Strategies

All externally posted jobs are posted via our on-line application provider. Positions are posted on on-line job boards. The postings are also sent to a regional non-profit organization that provides employment-related services to Veterans and their families. This group networks with other Veteran groups within the State. Additionally, external postings are received by Work Source for dissemination. Applicable positions are posted with the local universities and community college.

Community Transit encourages word-of-mouth solicitation by incumbent minorities and has been successful in recruiting many employees through this referral process. Job postings are also posted on ‘Interact’ Community Transit’s internal website, Facebook page, LinkedIn and Twitter. These are resources used frequently by our customers and the public.

4. Applicant Procedures

Applicants are invited to apply for open positions through the on-line application process. Incomplete and late applications are not considered. Applicants may voluntarily complete race, ethnicity, and gender information which is not visible to hiring managers. Records are kept for each selection decision, if any, for which the applicant was considered.

Applications are reviewed by the Recruiters to ensure that applicants meet the minimum qualifications for each position. Qualified candidates are then referred to the hiring manager for selection from those to be interviewed.

Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job-related criteria.

Testing

Community Transit administers assessment tests where minimum qualification requirements require determining applicant skill.

Promotions and Transfers

As previously noted above, employees may apply for opportunities that are posted in accordance with Community Transit's job posting practices and the terms and conditions of the collective bargaining agreement. These opportunities may involve lateral transfer and promotion. All employees, including women and minorities, are encouraged to take advantage of the opportunity to apply. Selections are made based on knowledge, skills, and abilities and without regard to race, color, creed, religion, national origin, sex/gender, age, sexual orientation, physical or mental disability, veteran status or any other status protected by applicable federal laws. Community Transit's job descriptions, which are available to all employees from the HR office, inform employees of the minimum qualifications and the knowledge, skills, and abilities that are needed to successfully compete for the position. Job descriptions are also incorporated into each posting.

Seniority Practices

Training

Training is open to all employees without regard to race, color, creed, religion, national origin, sex/gender, age, sexual orientation, physical or mental disability, veteran status or any other status protected by applicable federal laws.

The Educational Reimbursement Policy was amended to allow for additional opportunities in trade certifications.

Compensation and Benefits

Community Transit's compensation program is designed to be internally equitable and externally competitive and is administered without regard to race, color, creed, religion, national origin, sex/gender, age, sexual orientation, physical or mental disability, veteran status or any other status protected by applicable federal laws or Community Transit's policy.

Community Transit conducts periodic, comprehensive analyses of the salary structure that considers information from salary surveys, equity reviews and market value relativity analysis.

Community Transit remains committed to the design, implementation and maintenance of a compensation program, including salary, benefits, and perquisites, that are non-discriminatory, which compare competitively and has the following affects:

- Does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, educational association, sexual orientation or physical disability, or height and weight.
- Attracts and retain high caliber and engaged employees.
- Recognizes and compensates employees based upon varying degrees of job responsibilities.
- Rewards individual employee contributions and motivates employees to improve their level of job performance.

Disciplinary Procedures and Termination (Separations) Practices

1. Disciplinary Procedures

Community Transit's disciplinary procedures are administered without regard to race, color, creed, religion, national origin, sex/gender, age, sexual orientation, physical or mental disability, veteran status or any other status protected by applicable federal laws or Community Transit's policy.

The Chief Human Resources Officer regularly reviews Personnel Actions to determine whether there is evidence of discrimination.

2. Termination (Separation) Procedures

Community Transit's termination procedures are administered without regard to race, color, creed, religion, national origin, sex/gender, age, sexual orientation, physical or mental disability, veteran status or any other status protected by applicable federal laws or Community Transit's policy.

Separations may be voluntary or involuntary. Voluntary reasons include early and normal retirement, personal reasons, resignation, death, health and medical reasons, failure to return from leave, end of assignment, did not report for first day of work, other, and no reason given. There are number of reasons a person might leave the employment of Community Transit other than by choice. The reasons include but are not limited to accident record, attendance, disciplinary, disability retirement, staff reduction, tardiness, unsatisfactory attendance or violation of rules.

3. Layoffs

In the event layoffs are necessary of union positions, the process is outlined in the collective bargaining agreement. Layoffs would occur based on inverse order of seniority and the bumping rights afforded to all employees are outlined in the contract. Layoffs of nonunion employees are solely based on business necessity, and not on incumbents.

**CHAPTER 6: DEVELOPMENT AND IMPLEMENTATION OF SPECIFIC PROGRAMS
TO ELIMINATE DISCRIMINATORY BARRIERS AND ACHIEVE GOALS
FTA C 4704.1A (2.2.7)**

Community Transit tailors our employment practices and EEO goals and objectives to ensure they address identified deficiencies.

The processes designed to address the underutilization of women and minorities are listed below. These plans will be carried-out throughout the EEOP year. The Chief Human Resources Officer, and managers will be responsible in ensuring that the following are implemented.

A. Job Restructuring and Upward Mobility:

Community Transit will continue to do the following:

1. Perform periodic review to ensure that position descriptions are accurate and are allocated to the appropriate classification.
2. Ensure that all job qualification requirements are closely related to the job.
3. Provide counseling and guidance to employees.
4. Widely publicize upward mobility programs and opportunities within each work unit and within the total organizational structure.

B. Recruitment, Placement, and Hiring Applicant Flow Analysis:

Community Transit will continue to do the following:

1. Ensure active recruitment efforts to support and supplement those of the Human Resources Department, reaching all appropriate sources to obtain qualified employees on a nondiscriminatory basis. This includes candidate slate practice to ensure at least two minority candidates in the applicant pool for each recruitment.
2. Maintain contacts with organizations representing minority groups, women, professional societies, and other sources of candidates for technical, professional and management level positions.
3. Ensure that recruitment literature is relevant to all employees, including minority groups and women.
4. Review and monitor recruitment and placement procedures so as to assure that no discriminatory practices exist.
5. Provide candidates with interview questions two days prior to the scheduled interview to allow for equity in preparation and question understanding.
6. Cooperate with the Human Resources Department on the review and validation of written tests and other selection devices.

7. Analyze the flow of applicants through the selection and appointment process, including an analytical review of reasons for rejections.
8. Monitor the placement of employees to ensure the assignment of work and workplace on a nondiscriminatory basis.

C. Promotions

Community Transit will continue to do the following:

1. Develop employees so as to match employee skills with available job advancement opportunities.
2. Evaluate promotion criteria (interviews, written tests, qualification standards, etc.) and their use by hiring managers to identify and eliminate factors which may lead to improper "selection out" of employees or applicants, particularly minorities and women, who traditionally have not been hired into certain jobs.
3. Assure that all job vacancies are posted conspicuously and that all employees are encouraged to bid on all jobs for which they feel they are qualified.
4. Publicize career achievements/promotions by highlighting breakthrough promotions, i.e., advancement of minorities and women to key jobs, new career heights, etc.

D. Training

Community Transit will continue to do the following:

1. Require managers and supervisors to participate in EEO seminars covering the EEOP, the overall EEO program and the administration of the policies and procedures incorporated therein, and on Federal, State and local laws relating to EEO.
2. Train in proper interviewing techniques of employees who conduct employment selection interviews.
3. Provide training and education programs designed to provide opportunities for employees to advance in relation to the present and projected manpower needs of the agency and the employees' career goals.
4. Review the profiles of training course participants to ensure that training opportunities are being offered to all eligible employees on an equal basis and to correct any inequities discovered.

E. Layoffs, recalls, discharges, demotions, and disciplinary actions

The standards for deciding when a person shall be terminated, demoted, disciplined, laid off or recalled should be the same for all employees, including minorities and females. Seemingly neutral practices are re-examined to see if they have a disparate effect on such groups.

When employees, particularly minorities and females, are disciplined, laid off, discharged or downgraded, the Chief Human Resources officer in collaboration with the Chief Executive Officer review the actions before they become final.

1. Any punitive action (i.e., harassment, terminations, demotions), taken as a result of employees filing discrimination complaints, is illegal.
2. The following records are kept in order to monitor this area of the internal EEO program:
 - a. On all terminations, including layoffs and discharges: indicate total number, name, (home address and phone number), employment date, termination date, recall rights, sex, racial/ethnic identification (by job category), type of termination and reason for termination.
 - b. On all demotions: indicate total number, name, (home address and phone number), demotion date, sex, racial/ethnic identification (by job category), and reason for demotion.
 - c. On all recalls: indicate total number, name, (home address and phone number) recall date, sex, and racial/ethnic identification (by job category).
3. Exit interviews are conducted with employees who leave the employment of the Community Transit.

F. Other personnel actions

Community Transit will continue to do the following:

1. Provide assurance that information on EEO counseling and grievance procedures is easily available to all employees.
2. Develop, implement and support a system for processing complaints alleging discrimination because of race, color, religion, sex or national origin to an impartial body.
3. Develop, implement and support a system for processing grievances and appeals (i.e., disciplinary actions, adverse actions, adverse action appeals, etc).
4. Review and monitor the performance appraisal program periodically to determine its objectivity and effectiveness.
5. Ensure the equal availability of employee benefits to all Community Transit employees.

CHAPTER 7: MONITORING AND REPORTING

FTA C 4704.1A (2.2.7)

Inherent in the EEOP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the EEOP itself.

The objective of all record keeping systems to be implemented is to assess the results of past actions, trends, the appropriateness of goals and objectives, the appropriateness and relevancy of identified solutions to problems, and the adequacy of the Plan as a whole. In addition, a further objective is to identify the proper corrective actions to be made to all components.

In order to fully achieve the objectives of such a record keeping system, the results of it must lead to follow-up through feedback to managers, supervisors, and staff, through reallocation of resources, through modifications to plans and the record keeping system itself, through appropriate recognition of personal achievements as well as punitive actions for discriminatory acts. For any identified deficiencies, appropriate corrective action will be identified and implemented.

The records that are maintained are the basis for updating the equal employment opportunity plan, including revising the availability data and establishing annual numerical goals. The internal audit and reporting system are used as the basis for evaluating systemic, results-oriented programs and equal employment opportunity efforts.

Community Transit's auditing and reporting system periodically measures the effectiveness of its total equal employment opportunity program. The Chief Human Resources Officer:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out.
2. Reviews internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained.
3. Meets with the Chief Executive Officer at least on a semi-annual basis to report program effectiveness, underutilization, and recommendations for improvement.
4. Review's report results with management; and with HR and hiring officials.
5. Advises top management of program effectiveness and submits recommendations to improve unsatisfactory performance.
6. Works with Procurement to collect EEOPs from contractors meeting the EEO Circular threshold, and reviews contractor EEOPs for compliance.
7. Reviews union contracts to ensure there is not a disparate impact.

CHAPTER 8: EEO COMPLAINT PROCEDURE

Community Transit has a very exhaustive and detailed Internal Complaint Policy and Procedure whereby employees and applicants may process allegations of discrimination to an impartial body without fear of reprisal.

Community Transit's Chief Human Resources Officer, managers, and supervisors are responsible for ensuring that the procedures are appropriately carried out. The procedure provides prohibition of retaliation or reprisals against complainants or the agency's employees involved in processing complaints, with appropriate disciplinary measure for officials found to have taken reprisal and/or retaliatory actions.

The detailed complaint procedure is attached, and the directions can be found by employees and the public on the Community Transit website.

TITLE I OF THE AMERICANS WITH DISABILITIES ACT OF ***1990***

Community Transit is covered by Title I of the Americans with Disabilities Act of 1990 which prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Job restructuring, modifying work schedules, reassignment to a vacant position.
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

Community Transit shall make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the employer’s business. Reasonable accommodations are adjustments or modifications provided by to enable people with disabilities to enjoy equal employment opportunities.

Veteran and Disability Goals and Benchmarks

Effective March 31, 2023, the hiring benchmark for veterans is 5.4%. Community Transit is at 5.9% as of June 30, 2023. The utilization goal of individuals with disabilities is 7%. Community Transit Disability total is 5.2% and therefore has a goal to reach 7%.

Veteran and Disability Recruitment.

Protected Veterans – The selection rate for applicants hired 7/1/2022 to 6/30/2023 was 4.2% male and 1.4% Female.

Individuals with Disabilities – The Selection rate for applicants hired 7/1/2022 to 6/30/2023 was 5.6% male and 3.3% female.

JOB GROUP ANALYSIS

Community Transit
Job Group Analysis
1 - Officials and Administrators

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.	
		Total	Male	Female	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	White	Black	Hisp	Asian	AI/AN	NHOPI	2+		
Administrator - Finance & Administration	1	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Assistant Manager - Accounting AP&AM	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Assistant Manager - Accounting GL	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Manager - Facilities Maintenance	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Manager - IT	1	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Assistant Manager - Procurement SBE/DBE	1	2	1	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Assistant Manager - Training Instruction	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Assistant Manager - Transportation Operations	1	4	3	1	1	0	0	0	0	0	2	1	0	0	0	0	0	0	0	2
Assistant Manager - Vehicle Maintenance	1	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Manager Transportation Operations	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assitant Manager - Customer Experience	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Chief Communications Officer	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Executive Officer	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Financial Officer	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Chief Human Resources Officer	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Chief Information Officer	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Innovation & Customer Experience Officer	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Chief of Staff & Public Affairs	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Chief Operating Officer	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Planning & Development Officer	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Director - Capital Dev & Delivery	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director - IT		1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Director - Maintenance	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director - Planning	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - BRT	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Budget	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Capital Development	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Contracted Transportation	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Manager - Corp Communications	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Manager - DE&I	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Manager - Environmental Health & Safety	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Gender/Race Category Legend:
Hisp - Hispanic
AI/AN - American Indian/Alaskan Native
NHOPi - Native Hawaiian or Pacific Islander
2+ - Two or More

Community Transit

Job Group Analysis

1 - Officials and Administrators

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.
		Total	Male	Female	White	Black	Hisp	Asian	AI/AN	NHOP	2+	White	Black	Hisp	Asian	AI/AN	NHOP	2+	
Manager - EPO & Records	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Manager - Facilities Maintenance	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Government Relations	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Manager - Grants	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Manager - IT	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Labor Relations	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Manager - Operations Support	1	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Manager - Payroll	1	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Manager - People Operations	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Manager - Regional Technology	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Scheduling & Operations Design	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Security & Emergency Mgmt	1	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Manager - Strategic Partners	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Manager - System Planning	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Training	1	2	1	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Manager - Transit Integration	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Transportation Operations	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager - Zero Emissions	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manager Strategic Planning	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr Program Manager - Training	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Sr. Director - Finance	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Director - Safety Security & Sustainability	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Director - Transportation	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. HR Business Partner	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Sr. Manager - Community Programs	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Manager - Customer Care	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Manager - Digital Experience	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Manager - IT	1	3	2	1	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Manager - Marketing	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Manager - Procurement & Contracts	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Sr. Manager - Training & Staff Dev	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

Gender/Race Category Legend:

Hispanic

AI/AN - American Indian/Alaskan Native

NHOP - Native Hawaiian or Pacific Islander

2+ - Two or More

Community Transit

Job Group Analysis

1 - Officials and Administrators

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.
		Total	Male	Female	White	Black	Hisp	Asian	A/AN	NHOPI	2+	White	Black	Hisp	Asian	A/AN	NHOPI	2+	
Sr. Mgr - Research & Analytics	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Program Manager - Creative	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Program Manager - Executive Dept.	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Program Manager - Field Marketing	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Program Manager - Procurement Parts	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Program Manager - Security Services	1	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisor - Operations Administration	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Supervisor - Payroll	1	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Supervisor - Security Services	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supervisor - Shared Services	1	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Total for 1 - Officials and Administrators		81	46	35	38	0	4	1	1	0	2	27	2	2	2	0	0	2	16

Gender/Race Category Legend:

Hispanic

AI/AN - American Indian/Alaskan Native

NHOPI - Native Hawaiian or Pacific Islander

2+ - Two or More

Community Transit
Job Group Analysis
2 - Professionals

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.	
		Total	Male	Female	White	Black	Hisp	Asian	AI/AN	NHOP	2+	White	Black	Hisp	Asian	AI/AN	NHOP	2+		
Accountant	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Administrator - Benefits & Leave	2	2	0	2	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1
Administrator - IT	2	2	1	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Analyst I - Digital Data	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Analyst I - IT	2	7	4	3	2	0	0	2	0	0	0	0	2	0	0	1	0	0	0	3
Analyst I - Risk Management	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Analyst I - Schedule Planning	2	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Analyst I - Schedule Planning SS	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Analyst II - Budget	2	3	0	3	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0
Analyst II - Environmental	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Analyst II - IT	2	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Analyst II - Payroll Systems	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Analyst II - Research & Analytics	2	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Analyst II - Safety	2	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Analyst II - Spatial Research & Analytics	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Analyst II - Transportation	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Campaign Manager - Marketing	2	4	0	4	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	2
Consultant - DE&I	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consultant - Process Improvement	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Consultant - Security Services	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Engineer - IT	2	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Graphic Designer	2	4	2	2	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
HR Business Partner	2	3	1	2	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1
Instructional Designer - Employee Engagement	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Planner - Transportation Services	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program Manager - Contracted Transportation	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program Manager - Employee Engagement	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Program Mgr - Community Engagemen	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Program Mgr - Workers Compensat	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Project Manager I	2	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Project Manager I - IT	2	3	0	3	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0
Project Manager II - Innovation	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Gender/Race Category Legend:
Hispanic
AI/AN - American Indian/Alaskan Native
NHOP - Native Hawaiian or Pacific Islander
2+ - Two or More

Community Transit
Job Group Analysis
2 - Professionals

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES				MALES							FEMALES							Tot Min.	
		Total	Male	Female		White	Black	Hisp	Asian	AI/AN	NHOP	2+	White	Black	Hisp	Asian	AI/AN	NHOP	2+		
Project Manager II - IT	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Project Manager III - Capital	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Senior Strategist	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Specialist - Grants	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Specialist - Labor Relations	2	1	0	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Specialist - Procurement & SBE/DBE	2	3	1	2		1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
Specialist - Public Affairs	2	1	1	0		0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Specialist - Systems	2	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Accountant	2	1	0	1		0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Sr. Accountant - Capital Assets	2	1	1	0		0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Sr. Analyst	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Sr. Architect - IT	2	3	3	0		2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Sr. Engineer - Security	2	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Planner	2	2	1	1		0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Sr. Program Manager - Emergency Mgmt	2	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Program Manager - Sustainability	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Sr. Project Manager - Capital	2	4	4	0		4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Project Manager - Planning	2	1	1	0		0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Sr. Scientist - Research & Analytics	2	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Specialist - Digital Content	2	1	0	1		0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Sr. Specialist - Employee Engagement	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Sr. Specialist - Grants	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Sr. Specialist - Internal Communications	2	2	0	2		0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
Sr. Specialist - Marketing Copywriter & Content	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Sr. Specialist - Procurement SBE/DBE	2	3	1	2		1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0
Sr. Specialist - Public Information Officer	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Strategist - Marketing Programs	2	1	0	1		0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Total for 2 - Professionals		94	40	54		31	2	0	6	0	0	1	46	0	1	4	1	1	1	1	17

Gender/Race Category Legend:
Hispanic
AI/AN - American Indian/Alaskan Native
NHOP - Native Hawaiian or Pacific Islander
2+ - Two or More

Community Transit

Job Group Analysis

4 - Protective Service Workers

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.
		Total	Male	Female	White	Black	Hisp	Asian	A/AN	NHOP	2+	White	Black	Hisp	Asian	A/AN	NHOP	2+	
Transit Security Officer	4	9	7	2	3	2	1	0	0	0	1	1	1	0	0	0	0	0	5
Total for 4 - Protective Service Workers		9	7	2	3	2	1	0	0	0	1	1	1	0	0	0	0	0	5

Gender/Race Category Legend:

Hispanic - Hispanic

AI/AN - American Indian/Alaskan Native

NHOP - Native Hawaiian or Pacific Islander

2+ - Two or More

Community Transit

Job Group Analysis

5 - Paraprofessionals

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot Min.
		Total	Male	Female	White	Black	Hisp	Asian	A/AN	NHOPI	2+	White	Black	Hisp	Asian	A/AN	NHOPI	2+	
Administrative Support Specialist - CX	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Administrative Support Specialist - Facilities	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Administrative Support Specialist - IT	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Administrative Support Specialist - Maintenance	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Administrative Support Specialist - Training	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Administrative Support Specialist - Employee Engage	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Analyst I - Research & Analytics	5	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Coordinator - HR	5	2	0	2	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1
Coordinator - Marketing	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Coordinator - Procurement	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Coordinator - Safety/Security/Sustainability	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Project Assistant - Capital	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Project Assistant - IT	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Specialist - Executive Offices	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Specialist - Finance	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Specialist - Research& Analyst	5	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr Coordinator - Payroll	5	3	0	3	0	0	0	0	0	0	0	2	0	0	1	0	0	0	1
Sr. Coordinator - Accounting	5	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Sr. Analyst - Research & Analytics	5	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Coordinator - Accounting	5	2	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Sr. Coordinator - HR	5	2	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Sr. Coordinator - Payroll	5	2	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Sr. Recruiter	5	3	1	2	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Sr. Specialist - LMS	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Specialist - Training	5	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Sr. Specialist - Vanpool	5	2	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Technician - IT Support	5	4	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total for 5 - Paraprofessionals		39	8	31	7	0	1	0	0	0	0	28	0	0	3	0	0	0	4

Gender/Race Category Legend:

Hispanic

AI/AN - American Indian/Alaskan Native

NHOPI - Native Hawaiian or Pacific Islander

2+ - Two or More

Community Transit

Job Group Analysis

6 - Administrative Support Workers

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.
		Total	Male	Female	White	Black	Hisp	Asian	AI/AN	NHOP	2+	White	Black	Hisp	Asian	AI/AN	NHOP	2+	
Administrative Assistant - Admin	6	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Administrative Assistant - Parts	6	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Administrative Assistant - Transportation	6	3	0	3	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0
Administrative Assistant - Warranties	6	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Customer Inform Specialist F/T	6	4	2	2	1	0	0	1	0	0	0	1	0	0	0	0	0	1	2
Dispatcher	6	14	7	7	4	0	0	2	0	1	0	7	0	0	0	0	0	0	3
Receptionist/Secretary	6	2	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Sales and Distribution Spec FT	6	5	3	2	3	0	0	0	0	0	0	1	0	1	0	0	0	0	1
Service Ambassador	6	8	4	4	1	0	2	0	0	0	1	2	1	0	0	0	0	1	5
Service Ambassador Lead	6	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Total for 6 - Administrative Support Workers		40	17	23	9	0	3	3	0	1	1	17	1	1	1	0	1	2	14

Gender/Race Category Legend:

Hispanic

AI/AN - American Indian/Alaskan Native

NHOP - Native Hawaiian or Pacific Islander

2+ - Two or More

Community Transit
Job Group Analysis
7 - Skilled Craft Workers

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES				MALES						FEMALES						Tot. Min.	
		Total	Male	Female		White	Black	Hisp	Asian	A/AN	NHOPI	2+	White	Black	Hisp	Asian	A/AN		NHOPI
Automotive Mechanic	7	3	3	0		3	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronics Technicians	7	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0
Facilities Maintenance Lead	7	4	4	0		3	0	1	0	0	0	0	0	0	0	0	0	0	1
Facilities Maintenance Tech II	7	8	8	0		7	0	0	1	0	0	0	0	0	0	0	0	0	1
Inhouse Transportation Sup	7	10	9	1		8	0	0	1	0	0	0	0	0	1	0	0	0	2
Instructor	7	13	10	3		8	1	0	1	0	0	0	2	0	0	1	0	0	3
Journey Body Person	7	4	4	0		2	0	1	1	0	0	0	0	0	0	0	0	0	2
Journey Component Rebuild Day	7	2	2	0		2	0	0	0	0	0	0	0	0	0	0	0	0	0
Journey Parts Person	7	4	4	0		2	0	1	1	0	0	0	0	0	0	0	0	0	2
Journeyman Mechanic	7	44	43	1		38	2	1	2	0	0	0	1	0	0	0	0	0	5
Lead Automotive Mechanic	7	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0
Lead Coach Operator Instructor	7	2	1	1		0	0	0	1	0	0	0	1	0	0	0	0	0	1
Lead Journey Body Person	7	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0
Lead Journey Component Rebuild	7	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0
Lead Journey Mechanic	7	3	3	0		3	0	0	0	0	0	0	0	0	0	0	0	0	0
Lead Journey Parts Person	7	2	1	1		1	0	0	0	0	0	0	1	0	0	0	0	0	0
Maintenance Instructor	7	2	2	0		1	0	0	1	0	0	0	0	0	0	0	0	0	1
Technical Lead	7	1	1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0
Transportation Instructor	7	2	0	2		0	0	0	0	0	0	0	0	1	0	1	0	0	2
Transportation Supervisor	7	25	20	5		13	2	0	4	0	0	1	4	0	0	1	0	0	8
Total for 7 - Skilled Craft Workers		133	119	14		96	5	4	13	0	0	1	9	1	1	3	0	0	28

Gender/Race Category Legend:
 Hisp - Hispanic
 AI/AN - American Indian/Alaskan Native
 NHOPI - Native Hawaiian or Pacific Islander
 2+ - Two or More

Community Transit
Job Group Analysis
8 - Service and Maintenance

Snapshot Date: 06/30/2023

Job Title	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.
		Total	Male	Female	White	Black	Hisp	Asian	A/AN	NHOPI	2+	White	Black	Hisp	Asian	A/AN	NHOPI	2+	
Apprentice Mechanic	8	4	4	0	3	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Coach Operator	8	345	283	62	170	42	22	32	5	6	6	45	2	5	4	0	2	4	130
Coach Operator Reg Part-Time	8	5	1	4	0	0	0	1	0	0	0	3	0	0	0	0	0	1	2
Coach Operator Trainee	8	33	31	2	11	8	3	4	0	0	5	1	0	0	0	0	0	1	24
Customer Service Lead	8	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Facilities Maintenance Tech I	8	11	11	0	10	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Lead Vehicle Service Attendant	8	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Service Attendant	8	11	11	0	8	1	0	1	0	0	1	0	0	0	0	0	0	0	3
Vehicle Service Worker	8	8	7	1	6	0	0	1	0	0	0	1	0	0	0	0	0	0	1
Total for 8- Service and Maintenance		419	350	69	210	51	26	40	5	6	12	50	2	5	4	0	2	6	159

Gender/Race Category Legend:
Hisp - Hispanic
AI/AN - American Indian/Alaskan Native
NHOPI - Native Hawaiian or Pacific Islander
2+ - Two or More

Community Transit

Job Group Analysis Summary

Snapshot Date: 06/30/2023

Job Group	EEO-4 Cat	ALL EMPLOYEES			MALES							FEMALES							Tot. Min.	
		Total	Male	Female	White	Black	Hisp	Asian	AI/AN	NHOPi	2+	White	Black	Hisp	Asian	AI/AN	NHOPi	2+		
Total Workforce	1 - Officials and Administrators	1	81	46	35	38	0	4	1	1	0	2	27	2	2	2	0	0	2	16
	2 - Professionals	2	94	40	54	31	2	0	6	0	0	1	46	0	1	4	1	1	17	
	4 - Protective Service Workers	4	9	7	2	3	2	1	0	0	0	1	1	1	0	0	0	0	5	
	5 - Paraprofessionals	5	39	8	31	7	0	1	0	0	0	0	28	0	0	3	0	0	4	
	6 - Administrative Support Workers	6	40	17	23	9	0	3	3	0	1	1	17	1	1	1	0	1	14	
	7 - Skilled Craft Workers	7	133	119	14	96	5	4	13	0	0	1	9	1	1	3	0	0	28	
	8 - Service and Maintenance	8	419	350	69	210	51	26	40	5	6	12	50	2	5	4	0	2	6	159
Total Workforce			815	587	228	394	60	39	63	6	7	18	178	7	10	17	1	4	11	243

Gender/Race Category Legend:
 Hisp - Hispanic
 AI/AN - American Indian/Alaskan Native
 NHOPI - Native Hawaiian or Pacific Islander
 2+ - Two or More

AVAILABILITY ANALYSIS

Community Transit
Two-Factor Availability Computation
1 - Officials and Administrators

Snapshot Date: 06/30/2023

Factor to Consider	MALES (%)								FEMALES (%)								Tot. Min.
	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	62.9	49.9	2.7	2.0	5.1	0.2	0.1	2.9	37.1	27.9	0.5	3.1	3.9	0.3	0.1	1.4	22.3
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) **	63.8	47.5	4.2	6.5	4.1	0.2	0.1	1.1	36.2	25.9	3.4	3.6	2.3	0.2	0.0	0.7	26.6
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency ***	58.2	45.6	2.6	1.3	7.6	0.0	0.1	1.0	41.8	34.6	0.4	1.0	3.5	0.7	0.8	0.9	19.8
LOCAL VALUE WEIGHT	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0	31.0
NATIONAL VALUE WEIGHT	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
INTERNAL VALUE WEIGHT	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0	65.0
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	19.5	15.5	0.8	0.6	1.6	0.1	0.0	0.9	11.5	8.6	0.2	1.0	1.2	0.1	0.0	0.4	6.9
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) *	2.6	1.9	0.2	0.3	0.2	0.0	0.0	0.0	1.4	1.0	0.1	0.1	0.1	0.0	0.0	0.0	1.1
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency **	37.8	29.6	1.7	0.9	4.9	0.0	0.1	0.7	27.2	22.5	0.2	0.7	2.3	0.4	0.5	0.6	12.9
ULTIMATE GOAL (%)	59.9	47.0	2.7	1.7	6.7	0.1	0.1	1.6	40.1	32.2	0.5	1.8	3.6	0.5	0.5	1.0	20.8

*External percentages derived from 2018 census data within the local recruitment area (Snohomish and King County, WA)

**External percentages derived from 2018 census data within the national recruitment area (United States)

***Internal percentages derived from composition of feeder pool(s)

Community Transit
Two-Factor Availability Computation
2 - Professionals

Snapshot Date: 06/30/2023

Factor to Consider	MALES (%)								FEMALES (%)								Tot. Min.
	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	59.0	43.0	2.4	2.7	7.5	0.0	0.0	3.3	41.0	29.2	0.8	2.7	6.4	0.2	0.0	1.6	27.9
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) **	57.4	39.2	4.8	5.6	6.2	0.2	0.1	1.3	42.6	28.4	4.9	4.3	3.8	0.2	0.1	1.0	32.4
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency ***	45.2	37.5	0.8	3.4	2.3	0.4	0.0	0.9	54.8	47.3	0.9	0.9	5.0	0.0	0.0	0.7	15.3
LOCAL VALUE WEIGHT	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0	56.0
NATIONAL VALUE WEIGHT	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
INTERNAL VALUE WEIGHT	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	33.0	24.1	1.4	1.5	4.2	0.0	0.0	1.9	23.0	16.3	0.5	1.5	3.6	0.1	0.0	0.9	15.6
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) *	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3	2.3
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency **	18.1	15.0	0.3	1.3	0.9	0.1	0.0	0.4	21.9	18.9	0.4	0.4	2.0	0.0	0.0	0.3	6.1
ULTIMATE GOAL (%)	53.4	41.4	4.0	5.2	7.4	2.5	2.3	4.5	47.2	37.5	3.1	4.2	7.9	2.4	2.3	3.5	24.0

* External percentages derived from 2018 census data within the local recruitment area (Snohomish and King County, WA)

** External percentages derived from 2018 census data within the national recruitment area (United States)

*** Internal percentages derived from composition of feeder pool(s)

Community Transit
Two-Factor Availability Computation
4 - Protective Service Workers

Snapshot Date: 06/30/2023

Factor to Consider	MALES (%)								FEMALES (%)								Tot.
	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	Min.
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	59.2	57.1	0.6	0.0	1.1	0.0	0.3	0.0	40.8	2.3	0.6	0.0	0.6	0.0	1.2	36.1	40.6
LOCAL VALUE WEIGHT	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NATIONAL VALUE WEIGHT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
INTERNAL VALUE WEIGHT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	59.2	57.1	0.6	0.0	1.1	0.0	0.3	0.0	40.8	2.3	0.6	0.0	0.6	0.0	1.2	36.1	40.6
ULTIMATE GOAL (%)	59.2	57.1	0.6	0.0	1.1	0.0	0.3	0.0	40.8	2.3	0.6	0.0	0.6	0.0	1.2	36.1	40.6

*External percentages derived from 2018 census data within the local recruitment area (Snohomish and King County, WA)

**External percentages derived from 2018 census data within the national recruitment area (United States)

***Internal percentages derived from composition of feeder pool(s)

Community Transit
Two-Factor Availability Computation
5 - Paraprofessionals

Snapshot Date: 06/30/2023

Factor to Consider	MALES (%)								FEMALES (%)								Tot. Min.
	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	23.1	17.6	1.5	0.6	2.5	0.2	0.0	0.8	76.9	59.1	2.5	4.6	6.8	0.8	0.3	2.7	23.3
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency ***	60.9	37.5	4.0	6.5	8.4	0.3	1.8	2.4	39.1	28.7	1.7	1.9	2.0	0.0	1.6	3.3	33.8
LOCAL VALUE WEIGHT	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0
NATIONAL VALUE WEIGHT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
INTERNAL VALUE WEIGHT	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0	40.0
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	13.9	10.5	0.9	0.4	1.5	0.1	0.0	0.5	46.1	35.5	1.5	2.8	4.1	0.5	0.2	1.6	14.0
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency **	24.4	15.0	1.6	2.6	3.4	0.1	0.7	0.9	15.6	11.5	0.7	0.8	0.8	0.0	0.6	1.3	13.5
ULTIMATE GOAL (%)	38.2	25.5	2.5	3.0	4.8	0.2	0.7	1.4	61.8	46.9	2.2	3.5	4.9	0.5	0.8	2.9	27.5

* External percentages derived from 2018 census data within the local recruitment area (Snohomish and King County, WA)

** External percentages derived from 2018 census data within the national recruitment area (United States)

*** Internal percentages derived from composition of feeder pool(s)

Community Transit
Two-Factor Availability Computation
7 - Skilled Craft Workers

Snapshot Date: 06/30/2023

Factor to Consider	MALES (%)								FEMALES (%)								Tot. Min.
	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	86.6	65.0	5.3	6.1	6.0	0.3	1.3	2.6	13.4	10.7	0.2	0.3	1.5	0.2	0.0	0.4	24.3
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) **	88.5	60.4	7.7	15.9	2.4	0.5	0.2	1.4	11.5	7.2	2.1	1.6	0.4	0.1	0.0	0.2	32.4
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency ***	77.7	46.2	10.4	6.4	9.3	1.0	1.6	2.8	22.3	16.3	0.8	1.4	1.2	0.0	0.8	1.9	37.5
LOCAL VALUE WEIGHT	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0	39.0
NATIONAL VALUE WEIGHT	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
INTERNAL VALUE WEIGHT	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0	60.0
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	33.8	25.3	2.1	2.4	2.4	0.1	0.5	1.0	5.2	4.2	0.1	0.1	0.6	0.1	0.0	0.2	9.5
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) *	88.5	60.4	7.7	15.9	2.4	0.5	0.2	1.4	11.5	7.2	2.1	1.6	0.4	0.1	0.0	0.2	32.4
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency **	46.6	27.7	6.3	3.8	5.6	0.6	1.0	1.7	13.4	9.8	0.5	0.8	0.7	0.0	0.5	1.2	22.5
ULTIMATE GOAL (%)	168.9	113.5	16.0	22.1	10.3	1.3	1.6	4.1	30.1	21.1	2.7	2.5	1.6	0.2	0.5	1.5	64.4

*External percentages derived from 2018 census data within the local recruitment area (Snohomish and King County, WA)

**External percentages derived from 2018 census data within the national recruitment area (United States)

***Internal percentages derived from composition of feeder pool(s)

Community Transit
Two-Factor Availability Computation
6 - Administrative Support Workers

Snapshot Date: 06/30/2023

Factor to Consider	MALES (%)								FEMALES (%)								Tot. Min.
	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	39.6	28.6	1.5	3.7	3.3	0.0	0.4	2.0	60.4	46.5	1.2	4.8	4.8	0.3	0.4	2.5	24.9
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) **	41.4	25.7	5.3	7.5	1.8	0.2	0.1	0.9	58.6	37.2	8.3	9.3	2.1	0.3	0.1	1.2	37.2
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency ***	84.1	52.3	11.3	5.9	9.6	1.1	1.3	2.7	15.9	11.4	0.5	1.1	1.1	0.0	0.4	1.3	36.3
LOCAL VALUE WEIGHT	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0
NATIONAL VALUE WEIGHT	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
INTERNAL VALUE WEIGHT	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	24.6	17.8	0.9	2.3	2.1	0.0	0.3	1.2	37.4	28.8	0.7	2.9	3.0	0.2	0.3	1.5	15.4
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) *	1.2	0.8	0.2	0.2	0.1	0.0	0.0	0.0	1.8	1.1	0.3	0.3	0.1	0.0	0.0	0.0	1.1
Percentage of Minorities or Women among those promotable, transferable or trainable within the agency **	29.4	18.3	4.0	2.1	3.3	0.4	0.5	0.9	5.6	4.0	0.2	0.4	0.4	0.0	0.2	0.5	12.7
ULTIMATE GOAL (%)	55.3	36.8	5.1	4.6	5.5	0.4	0.7	2.2	44.7	33.9	1.1	3.6	3.4	0.2	0.4	2.0	29.3

*External percentages derived from 2018 census data within the local recruitment area (Snohomish and King County, WA)

**External percentages derived from 2018 census data within the national recruitment area (United States)

***Internal percentages derived from composition of feeder pool(s)

Community Transit
Two-Factor Availability Computation
8 - Service - Maintenance

Snapshot Date: 06/30/2023

Factor to Consider	MALES (%)								FEMALES (%)								Tot. Min.
	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	60.1	41.3	8.6	2.6	4.2	0.0	1.2	2.1	39.9	34.2	1.4	1.0	1.1	0.1	0.0	2.1	24.4
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) **	57.0	30.5	14.4	8.6	2.1	0.4	0.2	0.8	43.0	24.4	11.8	5.5	0.3	0.3	0.1	0.7	45.1
LOCAL VALUE WEIGHT	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0	99.0
NATIONAL VALUE WEIGHT	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
INTERNAL VALUE WEIGHT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (LOCAL) *	59.5	40.9	8.5	2.5	4.2	0.0	1.1	2.1	39.5	33.9	1.4	0.9	1.1	0.1	0.0	2.0	24.2
Percentage of Minorities or Women with REQUISITE SKILLS in the reasonable recruitment area (NATIONAL) *	0.6	0.3	0.1	0.1	0.0	0.0	0.0	0.0	0.4	0.2	0.1	0.1	0.0	0.0	0.0	0.0	0.5
ULTIMATE GOAL (%)	60.0	41.2	8.6	2.6	4.2	0.1	1.1	2.1	40.0	34.1	1.5	1.0	1.1	0.1	0.0	2.1	24.6

*External percentages derived from 2018 census data within the local recruitment area (Snohomish and King County, WA)

**External percentages derived from 2018 census data within the national recruitment area (United States)

***Internal percentages derived from composition of feeder pool(s)

UTILIZATION ANALYSIS WITH GOALS AND TIMETABLES

Community Transit

Utilization Analysis with Goals and Timetables

Snapshot Date: 06/30/2023

Job Category	Total Workforce	MALES							FEMALES							TOT. MIN.		
		All	White	Black	Hisp	Asian	A/AN	NHOPI	2+	All	White	Black	Hisp	Asian	A/AN		NHOPI	2+
1 - Officials and Administrators																		
Current Workforce (#)	81	46	38	0	4	1	1	0	2	35	27	2	2	2	0	0	2	16
Current Workforce (%)		56.8	46.9	0.0	4.9	1.2	1.2	0.0	2.5	43.2	33.3	2.5	2.5	2.5	0.0	0.0	2.5	19.8
Availability (%)		59.9	47.0	2.7	1.7	6.7	0.1	0.1	1.6	40.1	32.2	0.5	1.8	3.6	0.5	0.5	1.0	20.8
Underutilized (%)		3.1	0.1	2.7	-3.2	5.4	-1.2	0.1	-0.9	-3.1	-1.2	-1.9	-0.7	1.1	0.5	0.5	-1.4	1.1
Underutilized (Y/N)		Y	N	Y	N	Y	N	N	N	N	N	N	N	N	N	N	N	N
Numerical Goal		3	*	1	*	5	*	*	*	*	*	*	*	*	*	*	*	*
Short Term Goal		1	*	0	*	2	*	*	*	*	*	*	*	*	*	*	*	*
Long Term Goal		2	*	1	*	3	*	*	*	*	*	*	*	*	*	*	*	*
2 - Professionals																		
Current Workforce (#)	94	40	31	2	0	6	0	0	1	54	46	0	1	4	1	1	1	17
Current Workforce (%)		42.6	33.0	2.1	0.0	6.4	0.0	0.0	1.1	57.4	48.9	0.0	1.1	4.3	1.1	1.1	1.1	18.1
Availability (%)		53.4	41.4	4.0	5.2	7.4	2.5	2.3	4.5	47.2	37.5	3.1	4.2	7.9	2.4	2.3	3.5	24.0
Underutilized (%)		10.9	8.4	1.8	5.2	1.1	2.5	2.3	3.4	-10.3	-11.4	3.1	3.1	3.7	1.3	1.2	2.4	5.9
Underutilized (Y/N)		Y	Y	N	Y	N	N	N	Y	N	N	N	N	Y	N	N	N	Y
Numerical Goal		10	8	*	5	*	*	*	3	*	*	*	*	3	*	*	*	5
Short Term Goal		4	2	*	2	*	*	*	1	*	*	*	*	1	*	*	*	2
Long Term Goal		5	6	*	3	*	*	*	2	*	*	*	*	2	*	*	*	3
4 - Protective Service Workers																		
Current Workforce (#)	9	7	3	2	1	0	0	0	1	2	1	1	0	0	0	0	0	17
Current Workforce (%)		7.4	3.2	2.1	1.1	0.0	0.0	0.0	1.1	2.1	1.1	1.1	0.0	0.0	0.0	0.0	0.0	18.1
Availability (%)		59.2	57.1	0.6	0.0	1.1	0.0	0.3	0.0	40.8	2.3	0.6	0.0	0.6	0.0	1.2	36.1	40.6
Underutilized (%)		51.7	53.9	-1.5	-1.1	1.1	0.0	0.3	-1.1	38.7	1.2	-0.4	0.0	0.6	0.0	1.2	36.1	22.5
Underutilized (Y/N)		Y	Y	N	N	N	N	N	N	Y	N	N	N	N	N	N	Y	Y
Numerical Goal		*	4	*	*	*	*	*	*	4	*	*	*	*	*	*	1	2
Short Term Goal		*	1	*	*	*	*	*	*	1	*	*	*	*	*	*	0	1
Long Term Goal		*	3	*	*	*	*	*	*	3	*	*	*	*	*	*	1	1
5 - Paraprofessionals																		
Current Workforce (#)	39	8	7	0	1	0	0	0	0	31	28	0	0	3	0	0	0	4
Current Workforce (%)		20.5	17.9	0.0	2.6	0.0	0.0	0.0	0.0	79.5	71.8	0.0	0.0	7.7	0.0	0.0	0.0	10.3
Availability (%)		38.2	25.5	2.5	3.0	4.8	0.2	0.7	1.4	61.8	46.9	2.2	3.5	4.9	0.5	0.8	2.9	27.5
Underutilized (%)		17.7	7.6	2.5	0.4	4.8	0.2	0.7	1.4	-17.7	-24.9	2.2	3.5	-2.8	0.5	0.8	2.9	17.3
Underutilized (Y/N)		Y	Y	N	N	Y	N	N	N	N	N	N	Y	N	N	N	Y	Y
Numerical Goal		5	2	*	*	1	*	*	*	*	*	*	1	*	*	*	1	5
Short Term Goal		2	1	*	*	0	*	*	*	*	*	*	0	*	*	*	0	2
Long Term Goal		3	1	*	*	1	*	*	*	*	*	*	1	*	*	*	1	3

Gender/Race Category Legend:

Hisp - Hispanic

A/AN - American Indian/Alaskan Native

NHOPI - Native Hawaiian or Pacific Islander

2+ - Two or More

Community Transit

Utilization Analysis with Goals and Timetables

Snapshot Date: 06/30/2023

Job Category	Total Workforce	MALES							FEMALES							TOT. MIN.	
		All	White	Black	Hisp	Asian	AI/AN	NHOPI	2+	All	White	Black	Hisp	Asian	AI/AN		NHOPI
6 - Administrative Support Workers																	
Current Workforce (#)	40	17	9	0	3	3	0	1	1	23	17	1	1	1	0	1	2
Current Workforce (%)		42.5	22.5	0.0	7.5	7.5	0.0	2.5	2.5	57.5	42.5	2.5	2.5	2.5	0.0	2.5	5.0
Availability (%)		55.3	36.8	5.1	4.6	5.5	0.4	0.7	2.2	44.7	33.9	1.1	3.6	3.4	0.2	0.4	2.0
Underutilized (%)		14.3	14.3	5.1	-2.9	-2.0	0.4	-1.8	-0.3	-12.8	-8.6	-1.4	1.1	0.9	0.2	-2.1	-3.0
Underutilized (Y/N)		Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	N
Numerical Goal		4	4	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Short Term Goal		1	1	0	*	*	*	*	*	*	*	*	*	*	*	*	*
Long Term Goal		3	3	1	*	*	*	*	*	*	*	*	*	*	*	*	*
7 - Skilled Craft Workers																	
Current Workforce (#)	133	119	96	5	4	13	0	0	1	14	9	1	1	3	0	0	0
Current Workforce (%)		89.5	72.2	3.8	3.0	9.8	0.0	0.0	0.8	10.5	6.8	0.8	0.8	2.3	0.0	0.0	21.1
Availability (%)		168.9	113.5	16.0	22.1	10.3	1.3	1.6	4.1	30.1	21.1	2.7	2.5	1.6	0.2	0.5	64.4
Underutilized (%)		79.4	41.3	12.3	19.1	0.5	1.3	1.6	3.4	19.6	14.3	1.9	1.8	-0.6	0.2	0.5	43.4
Underutilized (Y/N)		Y	N	Y	Y	N	N	Y	Y	Y	Y	N	N	N	N	Y	Y
Numerical Goal		79	*	12	19	*	*	1	3	*	14	*	*	*	*	1	43
Short Term Goal		20	*	3	5	*	*	0	1	*	4	*	*	*	*	0	10
Long Term Goal		59	*	9	14	*	*	1	2	*	10	*	*	*	*	1	33
8 - Service and Maintenance																	
Current Workforce (#)	419	350	210	51	26	40	5	6	12	69	50	2	5	4	0	2	159
Current Workforce (%)		83.5	50.1	12.2	6.2	9.5	1.2	1.4	2.9	16.5	11.9	0.5	1.2	1.0	0.0	0.5	37.9
Availability (%)		60.0	41.2	8.6	2.6	4.2	0.1	1.1	2.1	40.0	34.1	1.5	1.0	1.1	0.1	0.0	24.6
Underutilized (%)		-23.5	-8.9	-3.5	-3.6	-5.3	-1.1	-0.3	-0.7	23.5	22.2	1.0	-0.2	0.2	0.1	-0.5	-13.3
Underutilized (Y/N)		N	N	N	N	N	N	N	N	Y	Y	Y	N	N	N	Y	N
Numerical Goal		*	*	*	*	*	*	*	*	94	93	4	*	*	*	*	3
Short Term Goal		*	*	*	*	*	*	*	*	30	30	1	*	*	*	1	*
Long Term Goal		*	*	*	*	*	*	*	*	64	63	3	*	*	*	2	*

Gender/Race Category Legend:
 Hisp - Hispanic
 AI/AN - American Indian/Alaskan Native
 NHOPI - Native Hawaiian or Pacific Islander
 2+ - Two or More

COMPLAINT PROCEDURE



Title VI Complaint Form

Appendix C-1

If you believe you have been discriminated against on the basis of race, color or national origin by Community Transit, you may file a Title VI complaint by completing and submitting this Title VI Complaint Form. **Complaints must be filed within 180 days of the alleged discriminatory act.** If you require assistance in completing this form contact Customer Care at (425) 353-RIDE (7433) or riders@commtrans.org

Section 1—Contact Information

Name: _____ Phone: _____

Mailing Address: _____

City/State/Zip Code: _____

Email: _____

Accessible Format Requirements: ☐ Language Assistance ☐ Large Print ☐ Other

Are you filing this complaint on your own behalf? ☐ Yes ☐ No

If NO, provide the name and relationship to the person for whom you are filing the complaint:

Section 2—Alleged Discrimination Information

I believe the discrimination I experienced was based on:

☐ Race ☐ Color ☐ National Origin

Date of Alleged Discrimination (Month/Day/Year): _____

Location of Alleged Discrimination: _____

If the alleged discrimination occurred on a bus, please provide the route, direction of travel, and bus number (if available): _____

Explain the events that happened and why you believe you were discriminated against. Please include the names, titles and descriptions of the Community Transit employees involved, Witness and their contact information. For additional space, you may attach any written materials.

Section 3—Complaint Information

Have you previously filed a Title VI complaint with Community Transit? ☐ Yes ☐ No

Have you filed this complaint with other Federal, State or Local Agencies? ☐ Yes ☐ No

If YES, list the agency/agencies and contact information below:

Agency: _____ Contact Name: _____

Address: _____ City/State/Zip Code: _____

Contact Phone: _____

Section 4—Signature

You may attach any written materials or other information relevant to your complaint.

Please sign and date.

Name	Date
------	------

Mail to:
Community Transit
2312 W Casino Road
Everett, Washington 98204
ATTN: Title VI Officer