

# **Equal Employment Opportunity Program**

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**January 2022 – December 2022**

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## **Introduction**

Valley Transit is committed to the concept and practice of equal employment opportunity in all aspects of employment. In developing and implementing this Equal Employment Opportunity (EEO) Program, Valley Transit has been guided by established policy of providing equal employment opportunity.

Any goals which Valley Transit has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this EEO Program. The use and effect of goals and timetables in this EEO Program is not intended to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she, or they are qualified on the grounds that he, she, or they are not the named beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person.

## **Equal Opportunity Policy Statement and Reaffirmation**

Valley Transit has a strong commitment to the community it serves and its employees. As an equal opportunity employer, Valley Transit strives to have a workforce that reflects the community it serves. 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.

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

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

Valley 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.

Valley Transit's General Manager maintains overall responsibility and accountability for Valley Transit's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, the Human Resources Manager has been appointed as Valley Transit's EEO Officer. The Human Resources Manager reports directly to the General Manager and acts with authority with all levels of management, labor unions, and employees.

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

Valley 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.

Valley Transit is committed to being 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 the EEO Policy and Program.

# **Responsibilities for Implementation**

## **Administrative Structure**

The General Manager bears the overall responsibility for the implementation of Valley Transit's EEO Program. The Human Resources Manager, under delegation from the General Manager, serves as the EEO Officer for the organization. The Human Resources Manager is responsible for implementing, coordinating, maintaining and evaluating the Program. Department managers are charged with the responsibility of carrying out the EEO Program within their departments, and for reporting with respect to implementation of the Program, to the Human Resources Manager. Managers and supervisors are responsible to carry out the goals and objectives of the Program as delegated to them by their respective department managers.

The Human Resources Manager is responsible for:

1. Reviewing current programs for broadening employment opportunities for all protected classes and to recommend new programs to assist Valley Transit in achieving its EEO goals;
2. Reviewing the contents of the EEO Program and to recommend modifications to the Program when necessary;
3. Providing advice regarding the impact and feasibility of proposed modifications to the Program;
4. Reviewing departmental objectives and goals to ensure that EEO objectives are included;
5. Assisting in identifying employment barriers that might exist, making recommendations regarding the elimination of such barriers and assisting in breaking down such barriers; and
6. Providing information to Valley Transit departments about progress toward achieving EEO goals.

The Human Resources Manager is responsible for classification, compensation, and monitoring discipline of all employees; recruiting, evaluating, and referring applicants for employment, promotion, or transfer; maintaining liaison with organizations providing services to minorities, women, and the disabled; investigating internal complaints of discrimination and monitoring compliance with the goals of the EEO Program; and maintaining all personnel records and data necessary for monitoring and determining compliance with the Program that pertains to employment or compensation and classification matters.

A review of the EEO Program will be conducted annually to ensure successful implementation of the program.

## **Departmental Plans**

In support of the EEO Policy and the EEO Program, each department manager shall, depending on their needs, develop goals and objectives related to their work environment which will contribute toward the overall goals and objectives established in the program.

Department Managers are responsible to:

1. Assist in the identification of problem areas and to establish department goals and objectives which will further the organization's commitment to equal employment opportunity;

2. Seek to participate in local minority organizations, women and disabled groups, community action organizations, and community service programs which are designed to promote equal employment opportunity;
3. Hold regular discussions with supervisors and other employees to assure the organization's policies and procedures are being followed;
4. Review the qualifications of departmental employees and applicants for employment to assure that all protected classes are given full opportunities for employment, promotion and transfer, training, compensation, and all other terms and conditions of employment;
5. Participate in periodic audits of all aspects of employment in order to ensure that the organization is in compliance with local, state, and federal laws and regulations pertaining to equal employment opportunity; and
6. Participate in the review and/or investigation of complaints alleging discrimination.

## **Dissemination**

The EEO Program shall be made available to all parties via our website and upon request to all employees at the office of the Human Resources Manager.

A copy of the EEO Program will be readily available to members of the public.

All new employees shall receive information describing employee related benefits and equal employment opportunity policies. A non-discrimination policy statement shall be included in employee handbooks and manuals.

## **Internal**

All employees including managers and supervisors are fully informed of the EEO Program through actions which include, but are not limited to the following:

1. The EEO Policy will be included in, or referred to, in the organization's personnel policies and other appropriate in-house publications.
2. The EEO information will be provided to employees through normal communication channels including postings and employee memos.
3. Bulletin board announcements and literature regarding the EEO Program shall be posted in appropriate work locations.
4. Presentation and discussion of the EEO Policy in new employee orientation sessions and training sessions. Meetings will be held semi-annually. New employees are directed to the Personnel Policy Manual that includes the EEO Policy and are required to sign an acknowledgement of receipt and understanding of these policies/rules.
5. Conferencing with diverse employee groups including underutilized classes of women and minorities for suggestions in implementing and refining the EEO Program.

## **External**

1. Community organizations have access to the organization's EEO Program via the Agency website. Agencies such as public and private employment agencies, educational institutions, local jurisdictions, unions, and agencies that assist minorities and persons with disabilities, and others that refer applicants may also request a copy by contacting the Agency directly.
2. The Human Resources Manager, as the EEO Officer for Valley Transit, will maintain liaison with organizations serving persons of minority status and females.

3. Recruitment sources, such as the media, public employment agencies, educational institutions and jurisdictions that receive Valley Transit's employment announcements will be notified of the Equal Employment Opportunity Policy and Valley Transit's interest in interviewing and hiring minorities and females for all positions.
4. All position announcements will include the following statement: "Equal Employment Opportunity Employer" or in an abbreviated form "EEO".
5. Contractors, sub-contractors, vendors, and suppliers will be notified of the Equal Employment Opportunity Policy.
6. All purchasing contracts and/or agreements over \$25,000 entered into by Valley Transit shall contain language addressing Valley Transit's Equal Employment Opportunity Policy.

## **Designation of Personnel Responsibility**

The Office of the General Manager bears the overall responsibility and accountability for the implementation of Valley Transit's Equal Employment Opportunity Program. The Human Resources Manager, under delegation from the General Manager, serves as the Equal Employment Opportunity Officer (EEOO) for the organization. Valley Transit does not consider it a conflict of interest for the Human Resources Manager to serve as the EEOO. The agency is too small and does not experience enough EEO adverse activities to support a single position plus staff to administer the EEOP. It is the experience of the agency that the Human Resources Manager has adequate time and staff to act as the EEOO. The EEOO, in conjunction with managers and supervisors, performs employment-related duties in concurrence with the EEO Program, and the EEOO serves as a check and balance on employment practices. The EEOO is responsible for classification, compensation, grievance resolution, monitoring discipline of all employees, recruiting, evaluating, and referring applicants for employment, promotion, or transfer; maintaining liaison with organizations providing services to minorities, women, and the disabled; investigating internal complaints of discrimination and monitoring compliance with the goals of the Equal Employment Opportunity Program; as well as maintaining all personnel records and data necessary for monitoring and determining compliance with the Program that pertains to employment or compensation and classification matters.

The Human Resources Manager is an executive who reports, and is directly responsible, to the agency's General Manager, and to whom top management support is given. The EEOO is identified by name in all internal and external communications regarding the agency's EEO Program.

When there is a conflict of interest regarding any EEO complaint, the complainant shall file their complaint directly with the General Manager. The General Manager bears overall responsibility for the actions of the EEOO. No conflicts of interest as described have arisen to date.

Valley Transit's Human Resources Manager exhibits effectiveness acting as the EEOO through:

1. Sensitivity to, and an awareness of, the varied ways in which discrimination occurs;
2. Total commitment to EEO program goals and objectives;
3. Knowledge of civil rights precepts, policies, rules, regulations, and guidelines; and
4. Sufficient authority and ability to work and communicate with others to achieve EEO goals and objectives.

The Equal Employment Opportunity Officer's program responsibilities include:

1. Developing and recommending EEO policy and programs, including internal and external communication;
2. Collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals;

3. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
4. Reporting regularly to the General Manager on progress toward meeting agency goals;
5. Serving as liaison between the agency, federal, state, and local governments, regulatory agencies, minority, disability, and women's organizations and other community groups;
6. Assuring that current legal information affecting equal employment opportunity is disseminated to responsible officials;
7. Overseeing the recruitment of minority, disabled, and female applicants and establishing outreach sources for use by hiring departments;
8. Concurring in all hires and promotions; and
9. Investigating employment discrimination complaints.

In addition, the Human Resources Manager's program responsibilities include:

1. Review current programs for broadening employment opportunities for all protected classes and to recommend, explore or implement new programs to assist Valley Transit in achieving its equal opportunity goals;
2. Review the contents of the Equal Employment Opportunity Program and to recommend modifications to the Program when necessary;
3. Review the contents of the Equal Employment Opportunity Program and to recommend modifications to the Program when necessary;
4. Review departmental objectives and goals to ensure equal opportunity objectives are included;
5. Assist in identifying employment barriers that might exist and make recommendations leading to the elimination of any such barriers; and
6. To provide information to Valley Transit departments about progress toward achieving the equal opportunity goals.

While the EEO is responsible for coordinating, maintaining and evaluating the implementation of the EEO Program, department managers are charged with the responsibility for carrying out the Equal Employment Opportunity Program within their respective departments, as well as communicating on departmental implementation of the Program to the EEO. Managers and supervisors are responsible for carrying out the goals and objectives of the Program as an integral function of their jobs and as delegated to them by their respective department directors.

Managers' and supervisors' responsibilities in implementing the EEO Program include the following as befits the individual departments and divisions:

1. Assisting in identifying problem areas and establishing agency and department goals and objectives in support of the EEO Plan;
2. Being actively involved with local minority, disability, and women's organizations, community action groups and community service programs designed to promote EEO;
3. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives;
4. Holding regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed;
5. Reviewing the qualifications of all employees to assure that minorities, people with disabilities, and females are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation;
6. Participating in the review and/or investigation of complaints alleging discrimination or harassment;
7. Conducting and supporting career counseling for all employees; and



8. Participating in periodic audits to ensure that each agency department and division is in compliance with EEO requirements.

## **Employment Procedures and Practices**

The following action-oriented procedures and practices which are designed to further the organizations commitment to Equal Employment Opportunity are continuing:

### **Employment**

Valley Transit will aggressively recruit the most qualified people to staff the organization; and in doing so, it will afford equal opportunity for employment, placement, training, promotion, and salary to all persons without regard to any protected status, including race, color, creed, national origin, marital status, age, sex, disabled veteran status, or the presence of any physical, mental or sensory disability, or any other factor not related to the requirements of a work assignment.

The Human Resources Manager is responsible for establishing recruitment, examination and referral procedures and shall be responsible for all personnel activity at Valley Transit.

Recruitment: When Valley Transit determines that it is necessary to create a position or to fill a vacancy, the Human Resources Manager will handle the recruitment in one of the following ways:

1. Open Competitive Recruitment:

An announcement will be developed which will include a brief description of the position, the minimum qualifications required to do the job, the salary or hourly wage, the period of time during which applications will be accepted, and a brief description of the selection process. The position announcement will be placed on Valley Transit's designated bulletin boards, on the Valley Transit website at [www.valleytransit.com](http://www.valleytransit.com) and will be mailed to:

- State employment agencies, i.e., WorkSource
- Annual local Job Fair announcements which may be onboard our vehicles
- The placement office of appropriate educational institutions, i.e., Whitman College, Walla Walla University, Walla Walla Community College
- Agencies within Walla Walla which serve minority groups
- Appropriate minority focused media such as La Voz

A brief version of the announcement will appear in the classified employment section of the appropriate local/regional newspaper(s).

2. Internal Competitive Recruitment

When the Human Resources Manager determines that there are an adequate number of employees who might be qualified for a position vacancy, the recruitment will be handled as follows:

A position vacancy notice will be developed as outlined above and the notice will be placed on designated bulletin boards within the organization. If an adequate number of qualified candidates do not apply for the position, the Human Resources Manager in conjunction with the hiring department may extend the recruitment period or move to the open recruitment process defined above.

## **Selection Process**

Each step in the selection process will be designed to test the knowledge and skills required to perform the work in a specific position. Applicants will be treated in a uniform manner and without regard to any protected status including race, color, creed, national origin, marital status, age, sex, disabled veteran status, or the presence of any physical, mental or sensory disability, and with proper regard for their privacy and constitutional rights.

It is Valley Transit's policy that spouses and immediate family shall not be employed in positions where one supervises the other, or audits, his/her work, or where they are in direct or potential competition with each other. Conviction records shall not be used as a factor in hiring except when a particular type of conviction has a direct relationship to the position involved.

## **Applicant Evaluation**

Preliminary screening of applications shall be done by the Human Resources Manager or his/her designee, and the hiring department manager. The weights assigned to each step in the evaluation process or to any test which is administered will be determined by the Human Resources Manager and hiring department manager based on the requirements of the position. The evaluation will consist of, but not be limited to, the following steps:

1. The accurate completion and timely filing of the application and such other supplemental forms or required attachments as described in the position announcement;
2. An evaluation of the application to determine whether or not the applicant meets the stated minimum requirements of the position;
3. Any one or more of the following procedures: a written or video test, an oral interview, a performance test, or an evaluation of experience and training to determine qualifications.
4. Verification of any required licenses, certifications, work history, driving records, academic records, or other records as may be required to fulfill the duties of the position;
5. An interview with the hiring department;
6. A medical examination and/or medical tests to determine fitness for the position including required pre-employment drug tests and in the case of hiring for a safety-sensitive position, a pre-employment alcohol screen; and
7. A check of personal and professional references; and
8. The evaluation of the individual's performance during the applicable probationary employment period, if any.

## **Trainee Opportunities**

Trainees may be accepted for on-the-job training for those positions for which there is sufficient guidance and supervisory personnel to develop employee potential. The existence of such positions shall be determined by the hiring department manager with approval of the General Manager.

## **Job Descriptions**

Job descriptions are periodically reviewed, evaluated and, where necessary, revised to ensure that they are job-related and consistent for the same job from one department or unit to another. Job descriptions are reviewed to ensure that they are job-related and do not screen out minorities and women. The job descriptions used are made available to those members of management who are significantly involved in recruiting, screening, selecting and promoting. Recruitment sources are provided with the requisite job-related information, and thus are able to recruit qualified persons on a nondiscriminatory basis.

## **Transfer and Promotion Practices**

Valley Transit's transfer, reclassification and promotion practices monitored on an annual basis with the renewal of this plan to ensure that lateral and vertical movement occurs without regard to any protected status, including race, color, creed, national origin, marital status, age, sex, disabled veteran status, or the presence of any physical, mental or sensory disability.

## **Compensation and Benefit Programs**

The object of Valley Transit's compensation and benefit programs is to permit the organization to attract, retain and motivate high caliber employees and to provide salaries and benefits commensurate with the organization's financial goals and constraints, and with comparable and competing organizations. The compensation and benefit programs are periodically reviewed to ensure equal treatment is provided to all employees. The established programs are nondiscriminatory and are administered without regard to any protected status, including an individual's race, color, creed, national origin, marital status, sex, disabled veteran status, or physical, mental or sensory disability.

## **Disciplinary Process**

Valley Transit uses a system of progressive discipline including, but not limited to, the use of counseling sessions (informal) for minor infractions, oral and/or written warnings (formal) for more serious infractions or repeated violations, and suspension and/or termination for significant conduct violations. Valley Transit also has entered into a collective bargaining agreement with the Amalgamated Transit Union #757 which outlines disciplinary action for bargaining unit employees.

Valley Transit's disciplinary process is based on the principle of uniformity and progression; it is designed to be instructive and corrective rather than strictly punitive. It is not Valley Transit's intent to administer formal discipline to an employee when a particular infraction is minor and is an isolated incident, and the employee has an otherwise good work record. Except as outlined in the collective bargaining agreement, each incident is examined on an individual basis, with mitigating circumstances taken into consideration. The next step in the disciplinary progression is taken only after weighing all of the facts presented and it is determined that further action is necessary in order to correct the employee's behavior.

All employees are afforded the opportunity to verbally or in writing respond to any alleged infraction or violation prior to the administration of disciplinary action. Employees are also provided a copy of Valley Transit's Personnel Policy Manual at the time of their hire and throughout their employment as rules and regulations are amended or changed.

The assessment of the disciplinary action imposed upon employees by Valley Transit during this reporting period indicates that the rules and regulations set by Valley Transit are applied fairly and consistently without discrimination.

## Work Force Composition/Statistical Data

The current workforce composition, the organization's departments and employee movement activity by minority and female status are listed below. Also, listed below is the number of applicants for employment in each job category that we had filled externally and internally year to date to include the number hired, cross-referenced by sex and race.

We review this data to identify any adverse effect in personnel processes for minorities and women.

### Equal Employment Opportunity Job Categories for All Departments

#### A OFFICIALS/MANAGERS

General Manager (1)  
Deputy General Manager (1)  
Human Resources Manager (1)  
Operations Manager (1)  
Maintenance Manager (1)

#### B PROFESSIONALS

Fiscal Accountant (1)  
Operations Supervisor (1)  
Operations Road Supervisor (2)  
Procurement Specialist (1)

#### C TECHNICIANS

None

#### D OFFICE AND CLERICAL

Customer Service Representative (1)  
Payroll and Accounts Payable Specialist (1)

#### E CRAFTSMEN

Mechanics (2)

#### F OPERATORS

Full-Time Operators (21)  
Extra-Board Operators (1)

#### G LABORERS

None

#### H SERVICE WORKERS

Facilities Maintenance Service Workers (6)

## Position Titles and Descriptions for All Departments

### Administrative Department

**General Manager:** Provides leadership and managerial direction to the system. Directs transit operations, maintenance, planning, marketing, financial and human resource functions to attain the goals and objectives of the system. Ensures the efficient utilization of employees, funds, materials, facilities, and time.

**Deputy General Manager:** Manages the day-to-day affairs of the transit system administration office; supervises and trains administrative and accounting personnel; develops and maintains budgeting and accounting procedures and controls; performs duties and services in close proximity to the General Manager and the Valley Transit Board of Directors, and acts as next in command in the General Manager's absence.

**Human Resources Manager:** This position is responsible for a wide variety of human resources related activities and programs. Duties include recruitment and selection, employee benefits, administration of various state and federal mandates, employee and labor relations activities, classification, compensation, human resources policies and procedures, HR Information Systems, etc. This position serves as the EEO Officer, Public Records Officer, drug and alcohol program manager, and Title VI coordinator.

**Fiscal Accountant:** Under the direction of the Deputy General Manager, this position is tasked with professional accounting work including tracking and recording accounts receivable; recording and tracking pass sales; performing bank reconciliations; gathering data on boarding; alighting and other ridership surveys on fixed route vehicles as assigned; provides support through data collection; computer input and preparation of monthly and annual reports; processes ridership and performance data; compiles statistics and reports; prepares accurate correspondence for office personnel and general public use; answers telephones, and provides courteous and tactful customer service, trip planning, route information, and pass sales to the general public.

**Payroll and Accounts Payable Specialist:** Performs a variety of clerical accounting and financial recordkeeping functions related to payroll, accounts payable, grant management, other areas of fiscal accounting as assigned.

**Customer Service Representative:** Greets guests; answers Agency telephone and routes calls to appropriate person. Responsible for answering requests for information about bus routes, bus schedules and ridesharing services by phone and in person. Responsible for data entry of ridership information; and preparing ridership reports.

## **Operations Department**

**Operations Manager:** Plans, organizes and directs the public transportation services of the system including fixed route and demand-response services. Develops and implements policies and procedures. Oversees department labor/management issues and resolutions. Oversees ADA eligibility process, and service planning. Plans, organizes, coordinates, manages and evaluates the Agency's planning. Reviews system performance and reporting of transit services; selects, develops, directs and evaluates the performance of assigned personnel.

Coordinates compliance with the Americans with Disabilities Act regulations. Responsible for paratransit eligibility screening, assessments and appeal process, coordination of eligible guests with paratransit dispatchers. Coordination of ADA/mobility training programs, certification issues and outreach program.

**Operations Supervisor:** Supports the Operations Manager and serves as subject matter expert regarding training in the Operations Department.

**Road Supervisor/Dispatcher:** Dispatches and coordinates movement of transportation service vehicles to various locations within the agency's service area. Receives and processes ride requests for demand response and route deviated services. Supervises the daily operations of all Valley Transit transportation services. Monitors operator and service performance, accident and incident investigations, training, dispatching, and scheduling including the automated demand response scheduling/dispatching program. Assists in administration of policies, conducts evaluations, and administers discipline. Responsible for receiving, processing and scheduling passenger's telephone requests for specialized transportation services from individuals with disabilities and other special needs.

**Full-Time/Extra-Board Operator:** Responsible for operating service vehicles to provide safe, courteous, and reliable public transportation within the system's service area. Services include fixed route, route deviated, and demand response. Provide route and schedule information to passengers. Maintain clean and safe coaches at all times.

## **Maintenance Department**

**Maintenance Manager:** Plans, organizes, directs, and provides vehicle and facility maintenance, capital project functions for Valley Transit. Oversees all maintenance and mechanical repairs on the transit fleet including buses, vans and staff vehicles. Plans, coordinates and implements capital planning facilities projects, short- and long-range studies, needs assessments, and coordinates plan design, development and construction of Agency facilities. Develops and implements policies and procedures. Provides direction and leadership to department staff and develops work priorities and schedules as needed. Administers department budget and authorizes expenditures; develops and recommends operating policies, prepares reports, cost estimates and maintenance projections. Reviews, analyzes and interprets statistical and performance information from a variety of sources; identifies and investigates maintenance improvement opportunities; plans and implements improvements; resolves complaints regarding maintenance work and employees.

**Maintenance Procurement Specialist:** Responsible for purchasing supplies, equipment and services according to established purchasing guidelines in accordance with federal and state regulations. Maintains minimum stocking levels for parts inventory and keeps accurate inventory records; documents maintenance activities; assists the Administration Department with clerical activities and other duties as assigned.

**Mechanic:** Independently performs journey-level mechanical duties in the diagnosis, maintenance and repair of diesel, gasoline, and CNG powered vehicles, and miscellaneous equipment, buildings and fixtures.

**Maintenance Custodian:** Lead and oversee the duties of the Part-Time Bus Cleaner, Part-Time Utility Custodian and Temporary Workers. Cleans buses, transit facilities, and related equipment; performs ground maintenance such as mowing and trimming; makes minor repairs to shelters, irrigation systems, and plumbing.

**Utility Custodian:** Cleans buses, transit facilities, and related equipment; performs ground maintenance such as mowing and trimming; makes minor repairs to shelters, irrigation systems, and plumbing.

**Bus Washer:** Provides support to the Maintenance Department by performing a variety of duties including fueling, washing, cleaning and detailing transit vehicles

## **Work Force**

As of March 2022, the work force composition consists of a total of forty-nine (49) employees. Of that number, three (3) or 6% are minorities and fifteen (15) or 31% are women.

## **Employment Opportunities (External Recruitment)**

During the year 2021, a total of seven (7) employees were hired into vacant or new positions. Of that number, five (5) or 71% were women. Two (2) minorities or 29% were hired.

The following positions were filled through external recruitment efforts:

A. Officials/ Managers	None
B. Professionals	None
C. Technicians	None
D. Office and Clerical	None
E. Craftsmen	None
F. Operators	Three
H. Laborers	None
G. Service Workers	Four

## **Promotions/Transfers (Internal Recruitment)**

During the year 2021, five individuals were promoted from part time to full time status. Of the five internal promotions, three were non-minority males and two were non-minority females.

In 2021, four other individuals were promoted into different positions. Of the four internal promotions, two were non-minority males, one was a minority female and one was a non-minority female.

## Terminations/Separations (Involuntary/Voluntary)

In 2021, 12 employees separated from Valley Transit employment as illustrated below.

- Voluntary (resignations):
  - Six (6) were non-minority males
  - Three (3) were non-minority females
  - Three (3) were minority females

The termination's/resignations (includes retirement) by job category are as follows:

A. Officials/ Managers	None
B. Professionals	One
C. Technicians	None
D. Office and Clerical	None
E. Craftsmen	None
F. Operators	Seven
H. Laborers	None
G. Service Workers	Four

## 2021 Applicant Flow by Job Category, Number Hired, Cross-Referenced by Sex and Race

Job Category (3 positions filled)	# of Applicants	# of People Hired	# of Applications M/F			# of Applications by Race							
			Male	Female	N/A	Non-Minority	Hispanic	African-American	Asian	American Indian	Other	Gender Only	Blank
Professional	0	0	0	0	0	0	0	0	0	0	0	0	0
Technician	0	0	0	0	0	0	0	0	0	0	0	0	0
Craftsmen	0	0	0	0	0	0	0	0	0	0	0	0	0
Operator	36	3	31	5	0	26	5	1	0	0	4	0	0
Service Worker	6	4	3	3	0	4	2	0	0	0	0	0	0
<b>Total</b>	<b>42</b>	<b>7</b>	<b>34</b>	<b>8</b>	<b>0</b>	<b>30</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>

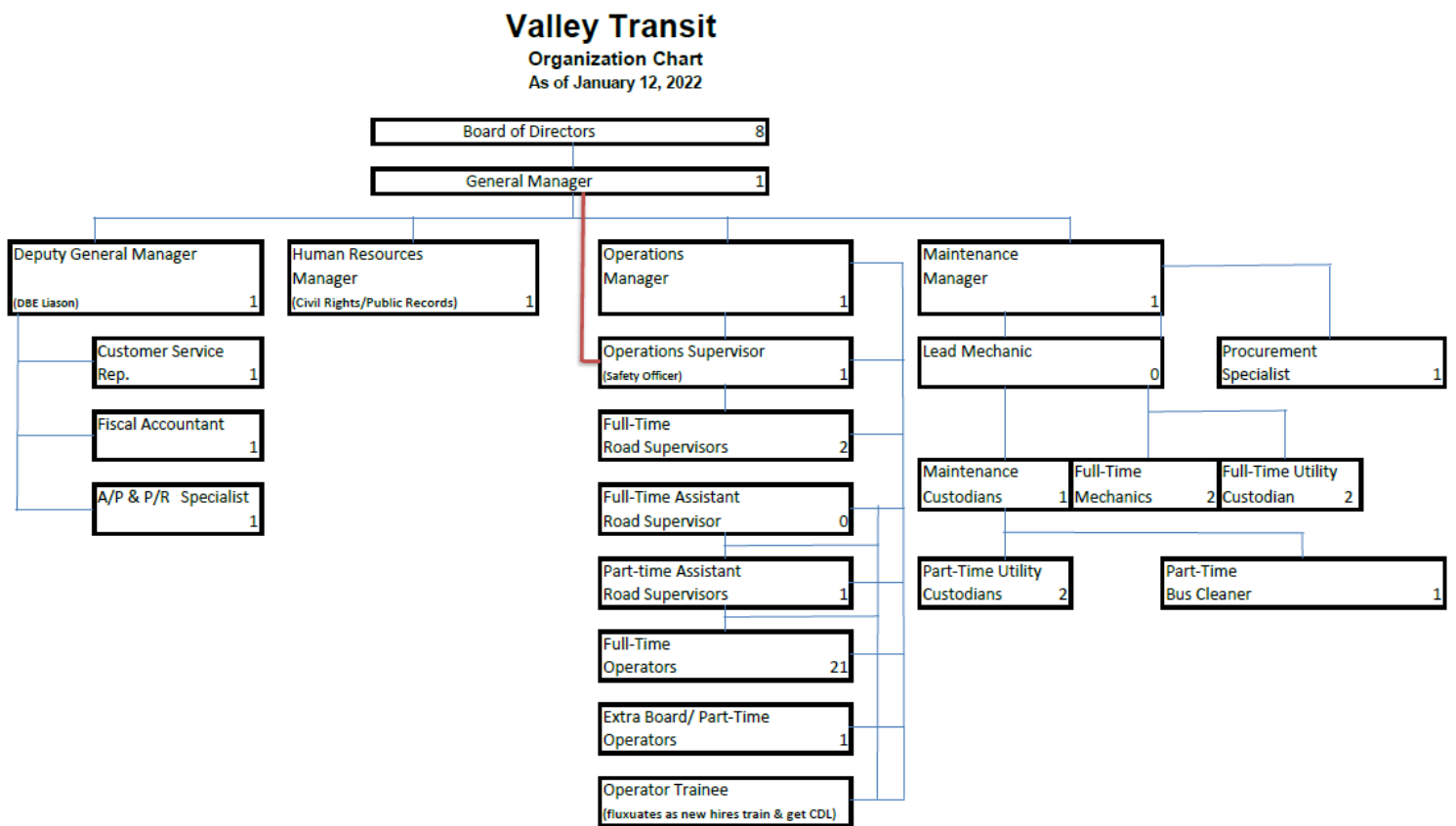


## Monitoring and Reporting

To ensure our Equal Employment Opportunity Program remains effective, we will review our statistical data pertaining to our external applicant flow data, internal promotional activity, grievance, separation activity and EEO compliant activity on an annual basis. We will do this to help us understand the current overall demographics of our workforce and to determine if there are any disparate impacts to address based on our employment practices and opportunities for improvement.

After reviewing and analyzing this data, the EEO officer will meet with the GM and department heads annually to share the results of the employment activity mentioned above and make any necessary recommendations. From these meetings, the EEO Officer will make any necessary changes to our plan in order for Valley Transit to continue its commitment as an equal opportunity employer and an employer of choice.

## Organization Chart as of January 12, 2022



## **Appendix A: Good Faith Efforts Made/Areas of Opportunity**

### **Recruitment Process/Applicant Flow:**

An analysis of the overall applicant flow at this facility in year 2021 reveals that COVID-19 continued to have a strong impact on recruitment and hiring. In 2019 Valley Transit hired 11 new employees from a pool of 102 applicants (11% hire rate), in 2020 Valley Transit hired three new employees from a pool of 21 applicants (14% hire rate) and in 2021 Valley Transit hired seven new employees from a pool of 42 applicants (17% hire rate).

To further our equal employment opportunity commitment, we will continue to aggressively recruit (through advertising media, job fairs and referral sources) women and minority applicants for all job openings.

In addition to the above applicant flow sources, we will proactively seek out local diverse organizations and associations at our local community college to make Valley Transit more visible and known. We hope to attract more women and minority applicants with this targeted approach. We also will look into updating our manual application process to a more efficient and seamless online solution. We hope that this will make our job opportunities more visible to attract more applicants and make it easier for them to apply. This will also enable us to more efficiently track and manage our applicant flow data electronically for retention and reporting needs.

Lastly, we are looking at ways to improve our screening process to give as much opportunity for individuals to qualify for our jobs. In 2020 we implemented a new screening tool that allows Operator applicants to participate from an off-site location of their choice rather than requiring them to come to our location.

### **Training Programs**

Training is a top priority for Valley Transit and all employees - including minorities and women - are afforded equal opportunity to participate, depending on the particular training activity, need, or subject. Valley Transit seeks within the limits of available resources, to offer training to increase an employee's skills and knowledge that is directly related to their duties/functions, or to maintain required licenses and certifications as part of the position.

### **Desegregated Facilities**

All of our facilities have been, and are, fully desegregated.

### **Transportation**

The availability of adequate transportation has not impeded the employment of minority or female employees to any significant degree. Valley Transit provides transportation to all its guests in the area it serves for a nominal fee. In January, 2013 cash fares decreased to \$0.50. Several types of passes are available. Employees and their dependents receive free bus passes.

### **Technical Compliance**

We are in compliance with all technical requirements such as poster display, application retention, subcontractor notification, and the inclusion of the Equal Employment Opportunity clause in all appropriate contracts or agreements entered into provided by Valley Transit.

### **Work Force Attitude**

Management staff is available to assist in the resolution of problems at all times. Management has taken prompt action and has a strong commitment toward preventing harassment in the work environment and maintaining a positive work environment. Valley Transit has made a commitment to its employees to

provide additional training sessions on workplace/sexual harassment and Americans with Disabilities Act as time permits.

The overall work force attitude has enabled Valley Transit to foster a culture of caring and respecting each of our unique differences and that of the community we serve. At this time, we have not received any official internal or external EEO violation complaints. We continue to monitor this activity and will make any needed improvements in order to sustain a positive work force attitude.

**Review of EEO Performance**

To enable this facility to meet federal EEO reporting requirements and provide information for internal analysis, reviews will be made of EEO Performance and this document will be updated on an annual basis.