# Indiana Department of Transportation

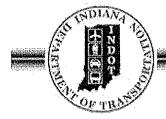
**LaPorte District** 

# 2015 – 2016 Affirmative Action Plan

# Volume #1

- Agency Affirmative Action Policy Statement
- Affirmative Action Plan for Minorities and Women

# **INDIANA DEPARTMENT OF TRANSPORTATION**



Driving Indiana's Economic Growth

LaPorte District P.O. Box 429 LaPorte. IN 46352

PHONE: 855-464-6368 FAX: 219-325-7496 Michael R. Pence, Governor Brandye L. Hendrickson, Commissioner

# APPOINTING AUTHORITY EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY AND ASSIGNMENT OF RESPONSIBILITY

# Indiana Department of Transportation LaPorte District

The State of Indiana's policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations, prohibiting discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy statement applies to recruitment, selection, placement, training, promotion, transfer, rates of pay, and all other terms and conditions of employment. We will continue to comply with the spirit as well as the letter of applicable state and federal law.

Effective July 1, 2014, under Indiana House Enrolled Act (HEA) 1242, it is against public policy of the State of Indiana and a discriminatory practice for an employer to discriminate against a prospective employee on the basis of status as a veteran by refusing to employ an applicant on the basis that they are a veteran of the armed forces of the United States, a member of the Indiana National Guard or a member of a reserve component.

Compliance with this policy statement is the individual responsibility of supervisors, managers, and other staff members whose duties related to employment, status, or tenure of employees. Further, all employees are expected to be aware of this policy statement.

In order to ensure compliance with this policy statement, I hereby designate the following duties related to affirmative action:

As the Agency's Appointing Authority, I acknowledge that I have overall responsibility for Equal Employment Opportunity at the Indiana Department of Transportation/LaPorte District.

Each manager and supervisor within the Agency/Facility is individually responsible for:

- 1. Ensuring equal opportunity for employees with regard to work assignments, training, transfers, advancements and other conditions or privileges of employment.
- 2. Including EEO as an operating objective.
- 3. Recognizing that his/her job performance is evaluated on the basis of his/her equal employment opportunity efforts and results, in addition to other job-related criteria.

For this Agency/Facility, **Kathy Jordan**, Human Resources Director, serves as the Affirmative Action/EEO Contact. Her responsibilities include, but are not limited to:

1. Monitoring Agency/Facility employment actions for compliance with this EEO policy statement.

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- 2. Preparing the annual Affirmative Action Plan (or Policy Statement) and periodic AAP Monitoring Reports for the Agency/Facility.
- 3. Identifying problem areas, if any, and recommending potential solutions to management.
- 4. Ensuring that EEO policies are communicated to all levels within the Agency/Facility.

In coordination with the State Personnel Department, the individual responsible for human resource functions for the Indiana Department of Transportation/LaPorte District will maintain the data necessary to monitor the affirmative action program, including, but not limited to information about applicant flow, hires, promotions, transfers, demotions, lay-offs, recalls, and terminations.

Should a complaint of discrimination or harassment on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, or any other statutorily protected class occur, such complaint will be promptly and thoroughly investigated and, if appropriate, remedial action will be taken including disciplinary actions up to and including dismissal, depending on findings of fact.

Questions or concerns regarding this policy statement, Equal Employment Opportunity, or Affirmative Action may be directed to Kathy Jordan, Human Resources Director, at kjordan@indot.in.gov, 219-325-7454.

Rick Powers, LaPorte District Deputy Commissioner

Indiana Department of Transportation

12/17/15 Date

# **EXECUTIVE ORDER 11246**

# AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND WOMEN

Indiana Department of Transportation
LaPorte District
315 E. Boyd Blvd.
LaPorte, IN 46350

October 1, 2015 - September 30, 2016

Approved by:

Rick Powers, LaPorte District Deputy Commissioner

Date

EEO/Affirmative Action Contact: : Kathy Jordan, Human Resources Director, kjordan@indot.in.gov, 219-325-7454.

# **TABLE OF CONTENTS**

# **VOLUME I**

A.	Agona	i'e Affirma	tive Action	Policy	Statemen
Α.	Agency	/ s Amma	tive action	Policy	otatemen

- B. Introduction
- C. Equal Employment Opportunity / Affirmative Action Policy
- D. Responsibility for Implementation § 60-2.17 (a)
- E. Identification of Problem Areas § 60-2.17 (b)
- F. Development and Execution of Action-Oriented Programs § 60-2.17 (c)
- G. Internal Audit and Reporting Systems § 60-2.17 (d)
- H. Compliance with Sex Discrimination Guidelines § 60-20
- Compliance with Guidelines on Discrimination Because of Religion or National Origin § 60-50
- I. Report on Prior Year's AAP Goals

# **VOLUME II**

- A. Organizational Profile § 60-2.11
- B. Job Group Analyses § 60-2.12 and 2.13
- C. Availability Analyses § 60-2.14
- D. 2000 Census Data
- E. Utilization Analyses 1 & 2 § 60-2.15
- F. Placement Goals § 60-2.16

# **VOLUME III**

State's Workplace Harassment Policy

# **VOLUME IV**

Affirmative Action Plan for the Disabled, Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans

# **VOLUME!**

# INTRODUCTION

This Affirmative Action Plan is designed to fulfill **Indiana Department of Transportation/ LaPorte District's** equal employment opportunity/affirmative action responsibilities under Executive Order 11246, as amended, and the implementing rules and regulations of the Secretary of Labor and the State of Indiana. A separate Affirmative Action Plan for disabled persons, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is also developed and revisited on an annual basis.

# A. Program Terminology

The terms "utilization analysis," "underutilization," and "problem area," appearing in this Affirmative Action Plan are terms the **Indiana Department of Transportation/LaPorte District** is required to use herein by government regulations. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although we use the terms in good faith in connection with the Affirmative Action Plan, such usage does not necessarily signify that the **Indiana Department of Transportation/LaPorte District** agrees that these terms are properly applied to any particular factual situation.

The State of Indiana is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, as provided in 41 C.F.R. Section 60-2.16. Accordingly, the term "goal", whenever used in this plan, is expressly NOT intended to allow discrimination against or grant a preference for any applicant or employee.

This Affirmative Action Program is not intended to create any rights in any person or entity.

# B. Reliance on EEOC's Guidelines on Affirmative Action

Although the **Indiana Department of Transportation/LaPorte District** has no reason to believe any violation of Title VII of the 1964 Civil Rights Act has occurred, the agency has developed this Affirmative Action Plan in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, 29 C.F.R. Section 1608.

# **EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY**

The Indiana Department of Transportation/LaPorte District is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, reclassification, upgrade, demotion, transfer, reduction of work force, layoff, termination, selection for training, rates of pay or other form of compensation, the use of all facilities, and participation in all Agency-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Agency if/where appropriate.

As part of the Agency's equal employment opportunity efforts, the Agency and the State Personnel Department take steps to ensure that qualified minority group individuals and females are recruited and hired into our work force and considered for promotion as promotional opportunities arise.

Employees and applicants shall not be subjected to harassment or intimidation because they are members of a protected group or because they have: (1) filed a complaint; (2) assisted or participated in any investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The importance of this policy is periodically brought to the attention of supervisors. It is the responsibility of each supervisor in the **Indiana Department of Transportation/LaPorte District** to ensure effective implementation of this policy to prevent discrimination in employment. All employees are made aware of this policy during new employee on-boarding or orientation, and are expected to cooperate with its implementation. Violation of this policy is subject to disciplinary action, depending on findings of fact.

Written notice of the **Indiana Department of Transportation/LaPorte District**'s policy statement is posted and maintained in an area accessible to Agency staff members.

## RESPONSIBILITY FOR IMPLEMENTATION

Within the Indiana Department of Transportation/LaPorte District's District Deputy Commissioner, Rick Powers, has overall responsibility and accountability for its equal employment opportunity and affirmative action plan. It is the Agency's objective to ensure adherence to its equal employment opportunity policy and to the affirmative action plan. Each level of supervision has been and will continue to be informed that work performance is evaluated on the basis of a supervisor's individual equal employment opportunity efforts, as well as other performance measures. Actions by supervisory personnel inconsistent with the policy and plan will not be tolerated.

# Kathy Jordan, Human Resources Director is responsible for:

- a. Developing and implementing reporting systems that:
  - (1) measure the effectiveness of Agency affirmative action programs;
  - (2) indicate the need for remedial action, if any;
  - (3) determine the degree to which the Agency's goals and objectives have been achieved.
- b. Preparing and submitting written Affirmative Action Plans and Affirmative Action Monitoring Reports for the Agency.
- c. Providing affirmative action data to the Agency Director and Agency Human Resources Director on a regular basis, and offering to discuss the information upon request.
- d. Serving as liaison between the Agency and equal employment and/or affirmative action enforcement agencies as appropriate and necessary.
- e. Performing periodic audits to ensure that:
  - (1) EEO posters are properly displayed; and

(2) All facilities which the Agency maintains for the use and benefit of its employees are in fact accessible to all employees, both in policy and use, and that any facilities such as rest rooms are comparable for both sexes.

# Kathy Jordan, Human Resources Director is responsible for:

 Ensuring all supervisors are informed and periodically reminded that their individual work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.

# Kathy Jordan, Human Resources Director is responsible for:

 Assisting management in arriving at solutions to problems related to affirmative action, if any.

# Kathy Jordan, Human Resources Director is responsible for:

• Developing and implementing internal and external communication methods related to affirmative action.

# Kathy Jordan, Human Resources Director is responsible for:

• Ensuring that all employees, including Minority and Female employees, are invited and encouraged to participate in all Agency-sponsored educational, training, recreational, and social activities.

# The Indiana Department of Transportation/LaPorte District's supervisors and managers are responsible for:

- a. Ensuring employees are aware of and follow Agency policies, including the Equal Employment Opportunity / Affirmative Action Policy.
- b. Reviewing the qualifications of employees who apply for vacant positions to ensure that minorities and women are given full opportunities for transfers and promotions.
- Recognizing that their work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.
- d. Preventing the harassment of all employees.

## **IDENTIFICATION OF PROBLEM AREAS**

As part of the Indiana Department of Transportation/LaPorte District's ongoing affirmative action processes, the Affirmative Action Specialist conducts an analysis of the Agency's workforce to determine whether and where impediments to equal employment opportunity may exist. At a minimum, Kathy Jordan, Human Resources Director, evaluates the following:

- 1) The workforce by organizational unit and job group, to determine whether there are problems of minority or female utilization (employment), or minority or female distribution (placement); and
- 2) Employment activity (applicant flow, hires, terminations, promotions, and other employment actions) to determine whether there are selection disparities.

# **DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS**

The proper execution of the following actions are intended to result either in an increase in the Minority / Female utilization in the job group(s) identified (should vacancies occur), or document the Agency's good faith efforts to do so.

- a. Agency supervisors and managers are responsible for annually reviewing and updating position descriptions to ensure they accurately reflect essential job functions.
- b. **Agency supervisors and managers** are responsible for providing current position descriptions and qualification standards, to applicable staff members involved in the recruiting, screening, selection, and promotion process.
- c. Kathy Jordan, Human Resources Director is responsible for ensuring that the overall selection process is free from bias, thus aiding the attainment of goals and objectives.
- d. **Kathy Jordan, Human Resources Director** is responsible for ensuring that staff members involved in the recruiting / screening processes are carefully selected and trained to prevent discrimination in all employment actions.
- e. Kathy Jordan, Human Resources Director is responsible for ensuring that selection procedures do not unlawfully discriminate against women and minorities.
- f. Kathy Jordan, Human Resources Director is responsible for ensuring that qualification standards are job-related.

# DESIGN AND IMPLEMENTATION OF INTERNAL AUDIT AND REPORTING SYSTEMS

**Kathy Jordan, Human Resources Director,** is responsible for implementing an internal audit and reporting system. She monitors employment actions throughout the plan year and reports on the effectiveness of the EEO policy to the Agency Head and/or the Agency Human Resources Director, making recommendations for improvements, as necessary. The reporting system generates the following reports:

- a. Applicant flow by job group;
- b. Hires by job group;
- c. Promotions/transfers into job groups; and
- d. Involuntary demotions and terminations by job group.

## **COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES**

The does not discriminate on the basis of sex. To this end, the Agency continues to do the following:

# RECRUITMENT AND ADVERTISING

- a. The Agency seeks to recruit qualified applicants for all jobs, without regard to race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.
- b. When placed, advertisements include no gender preference. Advertisements end with "Equal Opportunity Employer".

# PERSONNEL PRACTICES

- a. Policies and practices apply to every employee on an equal basis, regardless of gender.
- b. Employees have equal opportunity for any job for which they are qualified. Sex is not considered a bona fide occupational qualification for any job within the Agency.
- c. No distinction is made between the sexes in regard to opportunity, wages, hours, benefits or other conditions of employment.
- d. There is no distinction between the employment, treatment, or termination of women or men based on marital status.
- e. The Agency does not deny employment to women or men with young children.
- f. The Agency provides comparable physical facilities for both female and male employees.
- g. The Agency follows federal guidelines relative to employment.
- h. No difference is made between women and men as to retirement age for any particular job.
- i. Both women and men are eligible for all training programs and benefits offered by the Agency.
- j. The Agency has a medical leave policy which treats pregnancy the same as other serious medical conditions, and is valid in light of Title VII of the Civil Rights Act of 1964, as amended, and the Family Medical Leave Act.

# COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

The Indiana Department of Transportation/LaPorte District will make reasonable accommodation for the religious observances and practices of employees or prospective employees, except where such accommodation causes undue hardship on the conduct of the Agency's business. The extent of accommodation will be determined by considering business necessity, financial costs and expenses, and potential resulting personnel problems.

In implementing its EEO policy regarding nondiscrimination because of religion or national origin, the Agency does not discriminate against any qualified employee or applicant for employment because of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.

# REPORT ON PRIOR YEAR'S AAP GOALS

The results of the 2014 - 2015 Affirmative Action Plan is provided in the three (3) monitoring reports.

# Volume #2

- Workforce Analysis
- Job Group Narrative
- Location of Positions
- Job Groups
- Availability Analyses/Utilization Analyses
- Placement Goal Summary

Job Title	Department
*Broad Band Executive	LaPorte District 4
Account Clerk 2	LaPorte District 4
Account Clerk 3	LaPorte District 4
Administrative Assistant 6	Gary Sub
	LaPorte District 4
	LaPorte Flt
	LaPorte Sub
	Monticello Sub
	Rensselaer Sub
	Technical Services 4
Broad Band Executive	Construction 4
	LaPorte District 4
	Technical Services 4
Business Systems Cnslt Int	Technical Services 4
Clerical Assistant 3	LaPorte District 4
	Technical Services 4
	Testing 4
Construction Engineer 3	Construction 2
	Construction 4
Construction Engineer 4	Construction 4
Construction Engineer 5	Construction 2
	Construction 4
Construction Engineer Trainee	Construction 4
Construction Project Mgr	Construction 4
Engineering Assistant 1	Asset Management
N A V 3 NV A AAAA A 7	Construction 4
Engineering Assistant 4	Capital Program Mgmt 4
	Construction 4
	Technical Services 4
	Testing 4
Engineering Technician Sup 3	Construction 4
	Technical Services 4
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Equipment Mechanic 2	Gary Sub - Flt
	LaPorte Sub - Flt
	Monticello Sub - Flt
	Plymouth Sub - Flt
	Rennselaer Sub - Fit
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Field Investigator 1	Technical Services 4
Geologist 2	Testing 4
Highway Engineer 1	Construction 4
	Technical Services 4
Highway Engineer 2	Capital Program Mgmt 4

Job Title	Department
Highway Engineer 3	Technical Services 4
Highway Engineer Supv 3	Technical Services 4
Highway Engineer Supv 4	Construction 4
	Technical Services 4
	Testing 4
Highway Engineer Trainee	Technical Services 4
-	Testing 4
Highway Mechanic Sup 4	Gary Sub - Flt
- The state of the	Rennselaer Sub - Flt
	Winamac Sub - Flt
Highway Tech Sup 3	Chesterton Unit 5
	Crown Point Unit 1
	Facilities 4
	Freeway Unit 4
	Gary Unit 3
ndanove	Highway Maintenance 4
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·	Michigan City Unit 3
· ·	Miller Unit 2
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	Hvy Equip/Bridge Mnt 4
	LaPorte Unit 1
	Logansport Unit 4
	Medaryville Unit 3
	Michigan City Unit 3
	Miller Unit 2
	Mishawaka Unit 4
Lighten Tahaisi	Monticello Unit 1
Highway Technician 1	Plymouth Unit 5

Job Title	Department
Highway Technician 1	Rensselaer Unit 2
	Rochester Unit 2
	Roselawn Unit 3
	Testing 4
	Traffic 4
	Wanatah Unit 2
	Winamac Unit 1
	Winamac Unit 2
Highway Technician 2	Construction 4
	Freeway Unit 4
	Hvy Equip/Bridge Mnt 4
	Monticello Unit 1
	Plymouth Unit 5
	Roselawn Unit 3
	Testing 4
	Wanatah Unit 2
Highway Technician 3	Chesterton Unit 5
	Crown Point Unit 1
	Facilities 4
	Freeway Unit 4
	Gary Unit 3
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	LaPorte Unit 1
	Logansport Unit 4
	Medaryville Unit 1
	Medaryville Unit 3
	Michigan City Unit 3
	Miller Unit 2
	Mishawaka Unit 4
	Monticello Unit 1
	Plymouth Unit 5
	Rensselaer Unit 2
	Rochester Unit 2
	Roselawn Unit 3
	Traffic 2
	Traffic 4
	Wanatah Unit 2
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Maintenance Repair 2	Facilities 4
Maintenance Repair 3	Facilities 4
Maintenance Sup 1	Highway Maintenance 4
Maintenance Sup 2	Gary Sub
•	LaPorte Sub
	Traffic 4

Job Title	Department
Operations Analyst 1	Technical Services 4
Program Coordinator 3	LaPorte District 4
Program Director 1	Facilities 4
	Highway Maintenance 4
	Technical Services 4
Program Director 2	Technical Services 4
Program Director E7	LaPorte District 4
	LaPorte Flt
Safety Training Consultant 4	LaPorte District 4
Stores Clerk 3	Gary Sub - Flt
	LaPorte Sub - Flt
	Rennselaer Sub - Flt
	Winamac Sub - Flt
Sub District Operations Manage	Gary Sub
	LaPorte Sub
Autorope	Monticello Sub
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	Rensselaer Sub
Traffic Signal Technician 2	Traffic 4
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	Construction Engineer 4	001DZ4	Engineers		က	3				3	8	9
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	Program Director E7	00EUE7	Officials & Admin								,	1	1
- t	Program Coordinator 3	OOZWW3	Professionals		2								2
LaPorte District 4	Safety Training Consultant 4	002HI4	Professionals	1									1
	Administrative Assistant 6	002WN6	Admin Support							1			X.
	Clerical Assistant 1	003LD1	Admin Support		<b>.</b>								•
	Clerical Assistant 3	003LD3	Admin Support		7	新数据条					210		7
	V - 1 - 1 - V					Agent Contract and and							100 100 miles

									as o	as of August 1	- JSD	2015
Transportation - LaPorte District	aPorte District			FEMALES	1.55	Female		MALE	S	i jejs je	57.00	Grand
Department	Job Title	Job Code	Job Group	B	I   	Total	A A	A B	H	8	Total	Total
LaPorte District 4	Account Clerk 3	003JA3	Admin Support		2							2
LaPorte District 4 Total				<b>,</b>	8	6				3	4	- 13
DOCTO FIT	Program Director E7	00EUE7	Officials & Admin							-		1
	Administrative Assistant 6	002WN6	Admin Support		_							+
LaPorte Fit Total		The Application of the Control of th								1	J. W. D. S	8
The Advantage of the Ad	Sub District Operations Manage	00EWQ6	Officials & Admin							-	1	,
LaPorte Sub	Maintenance Sup 2	009IC2	Officials & Admin					4-			1	1
een toe een aande minn mennest (1,48% t.) bestaad in 28 maay in 40 maay in 100 maar (1,000 maay in 100 maay in	Administrative Assistant 6	002WN6	Admin Support		_					16051		15 P 55
LaPorte Sub Total					1	1		1		1	2	က
1 aDorte Sub - Elt	Equipment Mechanic 2	004FA2	Skill Craft		743 1					9	9	9
	Stores Clerk 3	003PA3	Admin Support		1					The state of the s		
LaPorte Sub - Fit Tota			The state of the s							9	9	7
	Highway Tech Sup 3	009MB3	Officials & Admin		491					1	1	1
LaPorte Unit 1	Highway Technician 1	004MB1	Technicians		1012					2	2	2
to are a term to the trade to common a section of the CPV shall did not be adjusted in the first by the death of the CD trade of the CPV shall did not be adjusted in the first by the death of the CD trade of the CPV shall did not the common of th	Highway Technician 3	004MB3	Technicians		2	2			1	9	7	6
LaPorte Unit 1 Total				110	Z	2				6	10	12
	Highway Tech Sup 3	009MB3	Officials & Admin		3137					-	L	<del>,</del>
Logansport Unit 4	Highway Technician 1	004MB1	Technicians		negë.					2	2	7
MENY EXPRESS As all stable designed protection and his problem from manifestaments on policy by the EAST Colonials.	Highway Technician 3	004MB3	Technicians							8	8	8
Logansport Unit 4 Tota										11	11	Σ
Madanovilla Hnit 1	Highway Tech Sup 3	009MB3	Officials & Admin							1	171	1
	Highway Technician 3	004MB3	Technicians							2	2	2
Medanyville Unit 1 Total									100 miles	3	3	3
Medanoville Hnit 3	Highway Technician 1	004MB1	Technicians		1000	201	_			2	2	2
	Highway Technician 3	004MB3	Technicians							9	9	9
Medaryville Unit 3 Total							53			8	8	8
	Highway Tech Sup 3	009MB3	Officials & Admin							1	100	
Michigan City Unit 3	Highway Technician 1	004MB1	Technicians					1		1		2
·	Highway Technician 3	004MB3	Technicians		-			2		2	7	œ
Michigan City Unit 3 Total					## ##			8		2	10	
e de la companya de l	Highway Tech Sup 3	009MB3	Officials & Admin	Γ	2					-10.00		7
Miller Unit 2	Highway Technician 1	004MB1	Technicians	1	7.47	11				_		2
en e	Highway Technician 3	004MB3	Technicians		2	2		2		က	Q	7
Willer Unit 2 Total				2	2	4		2		4	9	10
Mishawaka Unit 4	Highway Technician 1	004MB1	Technicians		1	1			1			Ø
	Highway Technician 3	004MB3	Technicians		_		+			7	<b>%</b>	တ

		2	or kierce Arianysis						as (	of Au	as of August 1,	2015
Transportation - LaPorte District	aPorte District			FEMALES		Female		MALES	S		20.72	Grand
Department	Job Title	Job Code	Job Group	В	<u>'</u>  ≥	Total	A	A B	H	≥	Total	Total
Mishawaka Unit 4 Tota	al				7	2	1		\$ 100 \$ 100	7	6	
Monticello Sub	Sub District Operations Manage	00EWQ6	Officials & Admin							1	100	
	Administrative Assistant 6	002WN6	Admin Support		<b>\</b>	Ļ				3.64		
Monticello Sub Total			7							Ţ		2
Monticello Sub - Fit	Equipment Mechanic 2	004FA2	Skill Craft		MAR Ven					4	4	4
Monticello Sub - Fit Total								A STATE		7	Ż	4
CAN AND AND AND AND AND AND AND AND AND A	Highway Tech Sup 3	009MB3	Officials & Admin							~		1
Monticello I Init 1	Highway Technician 1	004MB1	Technicians			0.000				2	2	2
	Highway Technician 2	004MB2	Technicians		244(					1	T	<b>5</b>
en ja men ja	_	004MB3	Technicians							7	$\mathbf{Z} = \mathbf{Z}$	The Contract
Monticello Unit 1 Total								ATT COLUMN		14	¥	of a
Plymouth Sub	Sub District Operations Manage	00EWQ6	Officials & Admin							1	1	₩.
Plymouth Sub Total									Guille Br	7	T. (2)	40 40 40 40 40
Plymouth Sub - Fit	Equipment Mechanic 2	004FA2	Skill Craft						1	4	2	3
Plymouth Sub - FIt Total										4	5	ည
	Highway Tech Sup 3	009MB3	Officials & Admin							1		1
Divmouth I laif 5	Highway Technician 1	004MB1	Technicians							3	3	က
Call Call	Highway Technician 2	004MB2	Technicians							1		•
emonoment system (MANC) at the forest section (for the context of a personal manual decision of a supply).	Highway Technician 3	004MB3	Technicians							14	14	4
Plymouth Unit 5 Total										19	19	6
	Highway Mechanic Sup 4	009FA4	Officials & Admin		1407	(6) (6)				2	2	7
Rennselaer Sub - Flt	Equipment Mechanic 2	004FA2	Skill Craft							5	2	2
ост ч навина нализания постана устана в 2000 г. Остана да постана на постана постана постана в постана в 1000 г.	Stores Clerk 3	003PA3	Admin Support	·						1	7	<b>.</b>
Rennselaer Sub - Fit Total	otal कर्म है क्षा है है जिस्सा है जिस्सा सिंह के जिस्सा है जिस्सा है जिस्सा है जिस्सा है जिस्सा है जिस्सा है	100 100 100 100 100 100 100 100 100 100						200		8	8	œ
Renecelaer Cuh	Sub District Operations Manage	00EWQ6	Officials & Admin							1		
	Administrative Assistant 6	002WN6	Admin Support							3-44		7
Rensselaer Sub Total		·····································								1		2
Asart	Highway Tech Sup 3	009MB3	Officials & Admin	-	100					1		<b>T</b>
Rensselaer Unit 2	Highway Technician 1	004MB1	Technicians		Parent 1855.	28 28 161				3	3	Ŋ
	Highway Technician 3	004MB3	Technicians		2	2				11	1	13
Rensselaer Unit 2 Total					N	2			0.000	15	15	1/2
	Highway Tech Sup 3		Officials & Admin							1	<b>,</b>	<b>\P</b>
Rochester Unit 2	Highway Technician 1	004MB1	Technicians							2	2	N
PORT META A Manage And General And Andrew Annual Association and a second and a second and a second and by the	Highway Technician 3	004MB3	Technicians		2005 2005					6	6	တ
						100 A				12	12	12
Roselawn Unit 3	Highway Tech Sup 3	009MB3	Officials & Admin							7	*	7

		2	TOTAL CE ATIALISES					•	4	, i	3 7 0 C P + 2
Transportation - LaPorte District	aPorte District		<b>I</b>	FEMAI ES	S Female	<u>a</u>	Σ	MALES	20 00	Male	Grand
Department	Job Title	Job Code	Job Group	B ≪		₹	A	1	M H	·   · · · ·	
	Highway Technician 1	004MB1	Technicians			1000			က	3	3
Roselawn Unit 3	Highway Technician 2	004MB2	Technicians						1		1
	Highway Technician 3	004MB3	Technicians	2	2	934			10	0)   C	12
Roselawn Unit 3 Total				2	2				15	5 15	12
-	Broad Band Executive	00EXBB	Officials & Admin	~	<b>V</b>	3514.					1
# 5 . F\$ So	Highway Engineer Supv 3	006DC3	Officials & Admin						~	<b>7</b> 0	<b>+</b>
and the second	Highway Engineer Supv 4	006DC4	Officials & Admin		66 75 75	201 550			1		1.00
obsessed in a few	Highway Engineer 1	001DC1	Engineers	-		11 Type of married by married by married by married by					
alia da ara	Highway Engineer 3	001DC3	Engineers			327			1		
	Highway Engineer Trainee	001DCT	Engineers		distribution (S)	9126			1	L. So	
	Program Director 1	002WM1	Professionals			644			-		1
Technical Services 4	Program Director 2	002WM2	Professionals				·		1		4
for forbass M	Operations Analyst 1	001CE1	Professionals	τ		1111					
~~~~	Business Systems Cnslt Int	001BD2	Admin Support						1	Si Pin Ha	1
	Engineering Technician Sup 3	008AB3	Officials & Admin			1,000			_		
	Engineering Assistant 4	001DB4	Technicians						3	3	- 3
one branch	Field Investigator 1	003KB1	Technicians	2	2				2	2	4
	Administrative Assistant 6	002WN6	Admin Support	-		100 1 To 100					1
The second principles and the second	Clerical Assistant 3	EG7E00	Admin Support	<b>—</b>		100 K					1
Technical Services 4 Total	olal.			2	2				13	3   13	20
	Highway Engineer Supv 4	006DC4	Officials & Admin						1	<b>1</b>	E E
	Highway Engineer Trainee	001DCT	Engineers	1							<b>,</b>
	Geologist 2	001IE2	Professionals						_	7	<b>&gt;</b>
Testing 4	Engineering Technician Sup 3	008AB3	Officials & Admin			10.00			3	6	3
-	Engineering Assistant 4	001DB4	Technicians			1613			2	2	2
<b>***</b>	Highway Technician 1	004MB1	Technicians	1					1	A STATE	2
, )	Highway Technician 2	004MB2	Technicians	1	7	1			2	2	7
a de la companya de l	Clerical Assistant 3	EG7E00	Admin Support		<b>Y</b>	2000					1
Testing 4 Total				1 4	2					10 10	15
Traffic 2	Highway Technician 3	004MB3	Technicians			Sec.			1		
Traffic 2 Total									<b>Y</b>	X 100 100 100 100 100 100 100 100 100 10	
	Maintenance Sup 2	009IC2	Officials & Admin						1		41 No. 164 ASS
Traffic 4	Highway Tech Sup 3	009MB3	Officials & Admin						1		
	Highway Technician 1		Technicians	2	7				5	2	7
	Highway Technician 3	004MB3	Technicians					-	9	2	7

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Transportation - LaPorte District	aPorte District			FEMAL	FEMALES Female	ale		MALES	'n	er y	Male (	Grand
Department	Job Title	Job Code	Job Group	В	W Total		A H	В	I	≯	Total	Total
Traffic 4	Traffic Signal Technician Sup	009GE4	Officials & Admin							###		
+ 2 1 3 1	Traffic Signal Technician 2	004GE2	Technicians					-		4	2	9
Fraffic 4 Total					2			7	CANAL	18	20	23
	Highway Tech Sup 3	009MB3	Officials & Admin							_		
Wanatah Hnit 2	Highway Technician 1	004MB1	Technicians			100				2	2	7
	Highway Technician 2	004MB2	Technicians			2000				1		
Personner ( VPV 18 NY) FC FC ( ) is the industriance of a sum in additional by FC (limits ) and it may be closed to be	Highway Technician 3	004MB3	Technicians							မှ	9	9
Wanatah Unit 2 Total						155 A				10	10	<b>6</b>
	Highway Mechanic Sup 4	009FA4	Officials & Admin							XXX.		
Winamac Sub - Fit	Equipment Mechanic 2	004FA2	Skill Craft		100 mg v 100	001				မ	9	9
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Winamac Sub - Flt Total										1/2		œ
	Highway Tech Sup 3	009MB3	Officials & Admin	, <del></del>		130%				-		
Winamac Unit 1	Highway Technician 1	004MB1	Technicians			10000				-		
ann of Angels (A.C. Marks	Highway Technician 3	004MB3	Technicians		1010 1010 1010 1010 1010 1010 1010 101				-	2	9	9
Winamac Unit 1 Total		Carrier Street							•	7	80	8
Winamac Unit 2	Highway Technician 1	004MB1	Technicians		A SA					-		•
Winamac Unit 2 Total									100			
Grand Total				7 6	62 69	- 69	2 1 24	24	6	353 386	7977	458

\*Appointed outside of the agency.

Lines of Progression illustrated by department beginnining with the highest position.

Bolded positions - Highest position(s) in the line of progression, Positions in Italics - Positions with no line of progression within the department.

# Job Group Analysis Narrative

Job Groups are formulated based on a group of jobs/titles having similar content, wage rates and opportunities.

- Similar work content refers to the duties and responsibilities of the job titles which make up the job
- Similar rates of pay are reviewed in conjunction with job content.
- Similar opportunities within a job group refers to the ability to take advantage of training opportunities, transfers, promotions, mobility to desirable wage or salary situations and other employment benefits

Job Titles within each job group are listed below:

## Officials and Administrators (1)

**Broad Band Executive Engineering Technician Sup 3** Highway Engineer Supv 3 Highway Engineer Supv 4 Highway Mechanic Sup 4 Highway Tech Sup 3 Maintenance Sup 1 Maintenance Sup 2 **Program Director E7 Sub District Operations Manage** 

Traffic Signal Technician Sup

## Engineers (2)

**Construction Engineer 3 Construction Engineer 4 Construction Engineer 5 Construction Engineer Trainee Construction Project Mgr** Highway Engineer 1 Highway Engineer 2 Highway Engineer 3 **Highway Engineer Trainee** 

## Professionals (3)

**Environmental Manager 2 Environmental Manager 2** Geologist 2 Operations Analyst 1 **Program Coordinator 3 Program Director 1** Program Director 2 Safety Training Consultant 4

# Technicians (4)

**Engineering Assistant 1 Engineering Assistant 4** Field Investigator 1 Highway Technician 1 Highway Technician 2 Highway Technician 3 Traffic Signal Technician 2

## Administrative Support (5)

Account Clerk 2 Account Clerk 3 Administrative Assistant 6 Clerical Assistant 1 Clerical Assistant 3 Stores Clerk 3

## Skill Craft (6)

**Equipment Mechanic 2** Maintenance Repair 2 Maintenance Repair 3

Revised 8/2015

**JGA PAGE** 

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# JOB GROUP ANALYSIS

Job Group #1:

Officials & Managers

Agency/BU: INDOT/LaPorte District

**%TOTAL** | **100%** | 6.58% | 9.21% | 0.00% | 7.89% | 1.32% | 0.00% | 0.00% | 0.00% | 90.79% | 0.00% | 85.53% | 3.95% | 1.32% | 0.00% | 0.00% | 0.00% NHOPI Non-Hispanic or Latino B/AA AI/AN MALE 23 9 ₹ N Ŋ 4 S 불 0 Total 25 20 Ŋ 4 ന 2 NHOPI Non-Hispanic or Latino Q 4 0 B/AA AI/AN FEMALE 0 N 4 ဖ ¥ Total S 4 N Total Minorities 2 Employees 29 7 Ŋ ന 5 Total TOTAL 00EWQ6 Codes 006DC4 00EXBB 00EXBB 006DC3 009MB3 008AB3 009GE4 **OOEUE7** Job 009FA4 009IC1 009IC2 \*Appointed outside of the district. Sub District Operations Manage Engineering Technician Sup 3 Traffic Signal Technician Sup Highway Engineer Supv 3 Highway Engineer Supv 4 Highway Mechanic Sup 4 Broad Band Executive **Broad Band Executive** Job Title Highway Tech Sup 3 Program Director E7 Maintenance Sup 1 Maintenance Sup 2

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INDOT/LaPorte District

# JOB GROUP ANALYSIS

Job Group #2:

Engineers

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Job Title	Job	Total	ioniM l			Non	Non-Hispanic or Latino	anic	or La	tino			Non	-Hisp	Non-Hispanic or Latino	or La	tino
		43	stoT	Total	H	*	B/AA	AI/AN	∢	NHOPI	Total	H/L	M	B/AA	AI/AN	٧	NHOPI
Construction Engineer 3	001DZ3	3									3	- 12 <sup>1</sup>	3				
Construction Engineer 4	001DZ4	9		က		က					3		3				
Construction Engineer 5	001DZ5	က									3		3				
ee	001DZT	2	-				: :				7		9			1	
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1	001DC1	2		7 T)		-					1		1				
	001DC2	1		1		-											
Highway Engineer 3	001DC3	-				ii.					1		,				
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				360 73.5 74.5 75.5 75.5 75.5													
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	%TOTAL	100%	3.85%	23.08% 0.00% 23.08% 0.00% 0.00% 0.00%	0.00%	3.08% (	) %00.(	) %00.(	%00°C	0.00% 76.92% 0.00%	76.92%	%00:0	73.08%	0.00%	73.08% 0.00% 0.00% 3.85% 0.00%	3.85%	0.00%

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# JOB GROUP ANALYSIS

Job Group #3:

**Professionals** 

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Job Title	Job Codes	Total nploye	ToniM I			Non-	Hisp	Non-Hispanic or Latino	ır Lat	ino			Non	Hisp-	Non-Hispanic or Latino	or La	ino
		13	stoT	Total	T/H	<b>8</b>	B/AA	AIIAN	Y V	NHOPI	Total	H/L	3	B/AA	AI/AN	<u>-</u>	NHOPI
Business Systems Cnslt Int	001BD2	~									-		7				
Environmental Manager 2	001LS2	-				_											
	001IE2	-									-	.:	•				
Analyst 1	001CE1	<b>-</b>		*		-		<u> </u>									
Program Coordinator 3	002WM3	2		2		2											
Program Director 1	002WM1	က		<b>T</b>		-					2		7			-	
Program Director 2	002WM2	-									_		-				
Safety Training Consultant 4	002HI4	-	-		: :.		-					: :					
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INDOT/LaPorte District

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# JOB GROUP ANALYSIS

Job Group #4:

**Technicians** 

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Job Title	Job	Total nploye	oniM l			Nor	-Hisp	anic	Non-Hispanic or Latino	atino			Non	-His	Non-Hispanic or Latino	or Lá	ıtino
		13	stoT	Total	T/L	≱	B/AA	AI/AN	٧	Idohn	Total	H/L	Μ	B/AA	AI/AN	٧	NHOPI
Engineering Assistant 1	003AB1	2									2		2				٠.
Engineering Assistant 4	001DB4	6		3		က					9		9				
Field Investigator 1	003KB1	4		2		2					2		2				
Highway Technician 1	004MB1	72	ဖ	8		7	-				49	3	59	2			
Highway Technician 2	004MB2	33	3	3		2	-				30	1	28	ζ			
Highway Technician 3	004MB3	166	20	16		15	<b>V</b>				150	3	131	15	-		
Traffic Signal Technician 2	004GE2	9	2				-				5		4	~			
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				1,275 1,275 1,275 1,275			1. Ta										
				. W. 1													
	TOTAL	292	31	æ	0	29	4	0	0	0	259	2	232	19	l	0	0
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INDOT/LaPorte District

# JOB GROUP ANALYSIS

Job Group #5:

Administrative Support

%TOTAL 100% 15.79% 84.21% 0.00% 78.95% 5.26% 0.00% 0.00% 0.00% 15.79% 5.26% 5.26% 5.26% 0.00% 0.00% 0.00% NHOPI Non-Hispanic or Latino 0 0 B/AA AI/AN 0 MALE ₹ Ή Total က N NHOPI Non-Hispanic or Latino 0 ⋖ 0 B/AA AI/AN FEMALE 0 ≥ 5 Ŋ N 4 Ħ 0 Total N 9 S Ø 4 N Total Minorities ന Employees 19 N 4 4 Total TOTAL Codes 002WN6 003LD3 003JA2 003LD1 003PA3 Job 003JA3 Administrative Assistant 6 Job Title Clerical Assistant 1 Clerical Assistant 3 Account Clerk 2 Account Clerk 3 Stores Clerk 3

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# JOB GROUP ANALYSIS

Job Group #6: Skill Craft

Job Title			Se	ties				FEMALE	Ш		- 199 - 1 - 124			2	MALE			
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004IA3 1	equipment Mechanic 2	004FA2	32	2	-		-					31	1	29	_			
004IA3 1		0041A2	1									_		<b>.</b>				
TOTAL 34 2 34%		004IA3	_									-		-				
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34 2 1 100% 5.88% 2.94%																		
<b>100%</b> 5.88% 2.94%		TOTAL	34	2	<del>V</del> .	0	_	0	0	0	0	33	1	31	~	0	0	0
		%TOTAL	100%	.88%	2.94% 0	.00% 2.	94% 0.	00% 00	.00% 0.	) %00	%00'(	92.06%	2.94%	91.18%	2.94%	0.00%	0.00%	0.00%

# Job Group #1 Officials & Managers

# Availability Analysis Computation Form

# Utilization Analysis and Placement Goals\*

Job Group Percentage of Current 2016 AAP         Availability         Underutilization           -2016 AAP         Employees         0.48%         YES           0         0.00%         0.48%         NO           1         1.32%         0.00%         NO           0         0.00%         0.00%         NO           5         6.58%         6.69%         YES           6         9.21%         11.74%         YES						
0         0.00%         0.48%         YES           4         5.26%         4.75%         NO           0         0.00%         0.00%         NO           0         0.00%         0.00%         NO           5         6.58%         6.69%         YES           7         9.21%         11.74%         YES			erce.	Availability	Underutilization	Placement Goal*
4         5.26%         4.75%         NO           1         1.32%         0.00%         NO           0         0.00%         0.00%         NO           5         6.58%         6.69%         YES           7         9.21%         11.74%         YES	Hispanic/Latino	0	0.00%	0.48%	YES	0.48%
1         1.32%         0.00%         NO           0         0.00%         0.00%         NO           5         6.58%         6.69%         YES           7         9.21%         11.74%         YES	Black/African Amer.	4	5.26%	4.75%	ON	N/A
inority         0         0.00%         0.00%         NO           inority         5         6.58%         6.69%         YES           mployees         7         9.21%         11.74%         YES	Am. Indian/Al. Native	1	1.32%	0.00%	ON	NJA
inority         0         0.00%         0.00%         NO           inority         5         6.58%         6.69%         YES           7         9.21%         11.74%         YES	Asian	0	%00:0	0.00%	ON	N/A
inority         5         6.58%         6.69%         YES           7         9.21%         11.74%         YES           nployees         76         YES	NHOPI	0	%00:0	0.00%	ON	N/A
7         9.21%         11.74%         YES           nployees         76         9.21%         11.74%	Total Minority	5	6.58%	6.69%	YES	6.69%
92	Female		9.21%	11.74%	YES	11,74%
	Total Employees	9/				

<sup>&</sup>quot;Goals for "New Hires" during the 2015-2016 plan year for the:

# Job Group #2 Engineers

# Availability Analysis Computation Form

		RAI	RAW STATISTICS	STICS						WEI	GHTED	WEIGHTED FACTOR	2				
FACTOR	Hispanic/ Latino	Black/ African Amer.	Amer. Indian/ Alaskan Native	Asian	Native Hawaiian & Other Pacific	Total Minor.	Female	VALUE WEIGHT	VALUE Black/ WEIGHT Hispanic African	Black/ African Amer	Amer. Indian/ Alaskan Native	Asian	Native Hawaiian & Other Pacific	Total Minor.	Female	REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS
Percentage of minorities     and women among those     having requisite skill in															-	-	US Census Bureau,
reasonable labor area.	6.27	1.79	0.75	4.03	0.00	13.97	6.35	%06	5.64% 1.61% 0.68% 3.63%	1.61%	0.68%	3.63%	%00.0	12.57%	5.72%	0.00% 12.57% 5.72% from outside.	2006-2010 American Community Survey
<ol> <li>Percentage of minorities and women among those promotable or transferable within facility.</li> </ol>	0.00%	0.00%	0.00%	3.85%	0.00% 0.00% 3.85% 0.00% 3.85%	3.85%		23.08% 10%	0.00% 0.00% 0.38%	0.00%	0.00%	0.38%	0.00%	0.38%	2.31%	Some are 0.00% 0.38% 2.31% promoted or transferred	Derived from Job Group #2
		This	MUST (	equal 10	This MUST equal 100.0%>	<b>^</b>		100%									

# Utilization Analysis and Placement Goals\*

5.64% | 1.61% | 0.68% | 4.01% | 0.00% | 12.96% | 8.02%

FINAL AVAILABILITY (PERCENTAGE)

Hispanic/Latino         from 2015-2016 AAP         Employees         Availability         Underutilization         Placement Goal*           Hispanic/Latino         0         0.00%         5.64%         YES         5.64%           Black/African Amer.         0         0.00%         1.61%         YES         1.61%           Am. Indian/Al. Native         0         0.00%         0.68%         YES         0.68%           Asian         1         3.85%         4.01%         YES         4.01%           NHOPI         0         0.00%         0.00%         NO         N/A           Female         6         23.08%         6.35%         NO         N/A           Female         6         23.08%         6.35%         NO         N/A		Number in Job Group	n Job Group   Percentage of Current		4	70 000
Amer.         0         0.00%         5.64%         YES           Amer.         0         0.00%         1.61%         YES           Native         0         0.00%         0.68%         YES           1         3.85%         4.01%         YES           0         0.00%         0.00%         NO           1         3.85%         12.96%         YES           6         23.08%         6.35%         NO           es         26         NO		from 2015-2016 AAP	Employees	Availability	Underutilization	Piacement Goal
Amer.         0         0.00%         1.61%         YES         1.61%         YES         1.61%         VES         1.61%         NO         1.61%         NO         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%         1.61%	Hispanic/Latino	0	0.00%	5.64%	YES	5.64%
Native         0         0.00%         0.68%         YES           1         3.85%         4.01%         YES           0         0.00%         0.00%         NO           1         3.85%         12.96%         YES           6         23.08%         6.35%         NO	Black/African Amer.	0	0.00%	1.61%	YES	1.61%
1         3.85%         4.01%         YES           0         0.00%         0.00%         NO           1         3.85%         12.96%         YES           6         23.08%         6.35%         NO           es         26         NO         NO	Am. Indian/Al. Native	0	0.00%	0.68%	YES	0.68%
0         0.00%         0.00%         NO           1         3.85%         12.96%         YES           6         23.08%         6.35%         NO           es         26         NO         NO	Asian	1	3.85%	4.01%	YES	4.01%
1         3.85%         12.96%         YES           6         23.08%         6.35%         NO           res         26         NO         NO	NHOPI	0	0.00%	0.00%	ON	NA
6         23.08%         6.35%         NO           nployees         26         23.08%         6.35%         NO	Total Minority		3.85%	12.96%	YES	12.96%
26	Female	မ	23.08%	6.35%	ON.	N/A
	Total Employees	26				

<sup>&</sup>quot;Goals for "New Hires" during the 2015-2018 plan year for the:

# Job Group #3 Professionals

# Availability Analysis Computation Form

		RA	RAW STATISTICS	ISTICS						WEI	GHTED	WEIGHTED FACTOR	4					
FACTOR	Hispanic/ Latino	Black/ African Amer.	Amer. Indian/ Alaskan Native	Asian	Native Hawaiian & Other Pacific	Total Minor.	Female	VALUE WEIGHT	VALUE Biack/ Female WEIGHT Hispanic African	Black/ African Amer	Amer. Indian/ Alaskan Native	Asian	Native Hawaiian & Other Pacific	Total Minor.	Female	REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS	
<ol> <li>Percentage of minorities and women among those having requisite skill in reasonable labor area.</li> </ol>	5.00	4.24	0.00	2.54	00	12.64	59.20		3.75%	3.18%	0.00%	1.91%	0.00%	9.48%	14.40% h	75% 3.75% 3.18% 0.00% 1.91% 0.00% 9.48% 44.40% from outside.	US Census Bureau, 2006-2010 American Community Survey	
2 Percentage of minorities and women among those promotable or transferable within facility.	%00:0	%60.6	0.00%	0.00%	%00.0 %00.0 %60.6 %00.0	%60.6	54.55% 25%		%00.0	2.27%	0.00%	0.00%	0.00%	2.27%	13.64% F	0.00% 2.27% 0.00% 0.00% 0.00% 2.27% 13.64% transferred internally.	Derived from Job Group #3	
	-	Thị.	S MUST	ednal 1	This MUST equal 100.0%>	<b> </b>		100%										

# Utilization Analysis and Placement Goals\*

3.75% | 5.45% | 0.00% | 1.91% | 0.00% | 11.75% | 58.04%

FINAL AVAILABILITY (PERCENTAGE)

	Number in Job Group	Job Group   Percentage of Current			; ;
	from 2015-2016 AAP	Employees	Availability	Underutilization	Macement Goal
Hispanic/Latino	0	0.00%	3.75%	YES	3.75%
Black/African Amer.	1	%60'6	4.24%	ON	N/A
Am. Indian/Al. Native	0	0.00%	0.00%	ON	N/A
Asian	0	%00'0	1.91%	YES	1.91%
NHOPI	0	0.00%	0.00%	ON	N/A
Total Minority	<b>V</b>	9:09%	11.75%	YES	11.75%
Female	9	54.55%	58.04%	YES	58.04%
Total Employees	11		,		

<sup>&</sup>quot;Goals for "New Hires" during the 2015-2016 plan year for the:

# Job Group #4 Technicians

# Availability Analysis Computation Form

		RA	RAW STATISTICS	ISTICS						WEI	WEIGHTED FACTOR	FACTOF	~					
FACTOR	Hispanic/ Latino	Black/ African Amer.	Amer. Indian/ Alaskan Native	Asian	Native Hawaiian & Other Pacific	Total Minor.	Female	VALUE	VALUE Black/ Female WEIGHT Hispanic African	Black/ African Amer	Amer. Indian/ Alaskan Native	Asian	Native Hawaiian & Other Pacific	Total Minor.	Female	REASON FOR VALUE WEIGHT	SOURCE OF STATISTICS	
<ol> <li>Percentage of minorities and women among those having requisite skill in reasonable labor area.</li> </ol>	9.15	3.61	0.09	0.75	0.00	14.87	8.31	%09	5.49%	2.17%	2.17% 0.05% 0.45%	0.45%	0.00%	8.92%	4.99%	8.92% 4.99% Most are hired from outside.	US Census Bureau, 2006-2010 American Community Survey	
Percentage of minorities     and women among those     promotable or transferable     within facility.	2.40%	7.88%	0.34%	0.00%	2.40% 7.88% 0.34% 0.00% 0.00% 10.62%	10.62%	11.30%	11.30% 40%	0.96%	3.15%	0.14%	0.00%	0.00%	4.25%	4.52%	0.96% 3.15% 0.14% 0.00% 0.00% 4.25% 4.52% transferred internally.	Derived from Job Group #4	1
		Thi.	s MUST	equal 1	This MUST equal 100.0%>	Ą		100%										
			_	FINAL AV	FINAL AVAILABILITY (PERCENTAGE)	,   ,			6.45%	5.32%	0.19% 0.45%	0.45%	0.00% 13.17% 9.51%	13.17%	9.51%			

# Utilization Analysis and Placement Goals\*

Hispanic/Latino         7         2.40%         6.45%         YES         6.45%           Black/African Amer.         23         7.88%         3.61%         NO         N/A           Am. Indian/Al. Native         1         0.34%         0.09%         NO         N/A           Asian         0         0.00%         0.45%         YES         0.45%           NHOP!         0         0.00%         0.45%         NO         N/A           Total Minority         31         10.62%         13.17%         YES         13.17%           Female         33         11.30%         8.31%         NO         N/A           Total Employees         292         11.30%         8.31%         NO         N/A		Number in Joh Groun	Dorrontage of Current			
Amer.         2.40%         6.45%         YES           Amer.         23         7.88%         3.61%         NO           Native         1         0.34%         0.09%         NO         NO           No         0         0.00%         0.45%         YES         NO           No         31         10.62%         13.17%         YES           No         33         11.30%         8.31%         NO           es         292			Employees	Availability	Underutilization	Placement Goal*
Amer.         23         7.88%         3.61%         NO           Native         1         0.34%         0.09%         NO           0         0.00%         0.45%         YES           10.00%         0.00%         NO           11.30%         11.30%         8.31%         NO	Hispanic/Latino	7	2.40%	6.45%	YES	6.45%
Native         1         0.34%         0.09%         NO           0         0.00%         0.45%         YES           0         0.00%         0.00%         NO           31         10.62%         13.17%         YES           s3         11.30%         8.31%         NO	Black/African Amer.	23	7.88%	3.61%	ON	NA
0         0.00%         0.45%         YES           0         0.00%         0.00%         NO           31         10.62%         13.17%         YES           83         11.30%         8.31%         NO	Am. Indian/Al. Native	-	0.34%	%60.0	ON	N/A
0         0.00%         0.00%         NO           31         10.62%         13.17%         YES           83         11.30%         8.31%         NO	Asian	0	%00.0	0.45%	YES	0.45%
31         10.62%         13.17%         YES           33         11.30%         8.31%         NO           es         292         NO         NO	NHOPI	0	%00.0	%00:0	ON	N/A
33 11.30% 8.31% NO nployees 292	Total Minority	31	10.62%	13.17%	YES	13.17%
292	Female	33	11.30%	8.31%	ON	N/A
	Total Employees	292				

<sup>&</sup>quot;Goals for "New Hires" during the 2015-2016 plan year for the:

# Job Group #5 Administrative Support

# Availability Analysis Computation Form

1 I	-	RAW STATISTICS	ISTICS			П			WE	WEIGHTED FACTOR	FACTOR				M COATIO		
Hispanic/ African Alaskan Asian Amer.  Latino Amer. Native	Amer, Indian/ Alaskan Native	Asia		Native Hawaiian & Other Pacific Islander	Total Minor.	Female	VALUE	VALUE Black/ Female WEIGHT Hispanic African	Black/ African Amer	Amer. Indian/ Alaskan Native	Asian	Native Hawaiian & Other Pacific Islander	Total Minor.	Female	FEASON FOR VALUE WEIGHT	SOURCE OF STATISTICS	
5.06 4.30 0.06 0.67	0.06	0.67		80	10.80	84.54	%06	4.55%	3.87%	0.05%	%09.0	0.00%	9.72%	76.09% I	4.55% 3.87% 0.05% 0.60% 0.00% 9.72% 76.09% from outside.	US Census Bureau, 2006-2010 American Community Survey	
5.26% 10.53% 0.00% 0.00% 15.79%	%00.0 %00.0	0.00%	<del></del>	0.00%	15.79% {	84.21%	10%	0.53%	1.05%	0.00%	00:00%	0.00%	1.58%	8.42%	0.53% 1.05% 0.00% 0.00% 0.00% 1.58% 8.42% transferred internally.	Derived from Job Group #5	
This MUST equal 100.0%>	is MUST equal 1	equal 1		%0:00	Ņ		100%								-		
FINAL A	FINAL A	FINAL A	-	FINAL AVAILABILITY	>-			5.08%	4.92%	0.05%	0.60%	5.08% 4.92% 0.05% 0.60% 0.00% 11.30% 84.51%	11.30%	34.51%	•		

# Utilization Analysis and Placement Goals\*

	Number in Job Group from 2015-2016 AAP	in Job Group Percentage of Current 15-2016 AAP Employees	Availability	Underutilization	Placement Goal*
Hispanic/Latino	-	5.26%	5.06%	ON	NA
Black/African Amer.	2	10.53%	4.30%	ON	N/A
Am. Indian/Al. Native	0	0.00%	0.05%	YES	0.05%
Asian	0	%00.0	0.60%	YES	%09.0
NHOPI	0	%00:0	0.00%	ON	N/A
Total Minority	3	15.79%	10.80%	ON	N/A
Female	16	84.21%	84.51%	YES	84.51%
Total Employees	19				

"Goals for "New Hires" during the 2015-2016 plan year for the:

# Job Group #6 Skill Craft

# Availability Analysis Computation Form

	OF	reau, erican vey	qc	
	SOURCE OF STATISTICS	US Census Bureau, 2006-2010 American Community Survey	Derived from Job Group #6	
	REASON FOR VALUE WEIGHT	95% 4.32% 4.03% 0.72% 0.00% 0.00% 10.27% 2.64% from outside.	0.15% 0.15% 0.00% 0.00% 0.00% 0.29% 0.15% transferred internally.	
	Female	2.64%	0.15%	
	Total Minor.	10.27%	0.29%	
R	Native Hawaiian & Other Pacific	%00.0	0.00%	
FACTO	Asian	0.00%	0.00%	
WEIGHTED FACTOR	Amer. Indian/ Alaskan Native	0.72%	0.00%	
WEI	Black/ African Amer	4.03%	0.15%	
	VALUE Black/Female WEIGHT Hispanic African	4.32%	0.15%	
	VALUE	95%	5%	
	Female	2.78	2.94%	
	Total Minor.	10.81	5.88%	
	Native Hawaiian & Other Pacific	0.00	2.94% 2.94% 0.00% 0.00% 5.88%	
<b>FISTICS</b>	Asian	0.00	0.00%	
RAW STATISTICS	Amer. Indian/ Alaskan Native	0.76 0.00	0.00%	
RA	Black/ African Amer.	424	2.94%	Ī
	Hispanic/ Latino	4,55	2.94%	
	FACTOR	Percentage of minorities and women among those having requisite skill in reasonable labor area.	Percentage of minorities and women among those promotable or transferable within facility.	

# Utilization Analysis and Placement Goals\*

4.47% | 4.18% | 0.72% | 0.00% | 0.00% | 10.56% | 2.79%

FINAL AVAILABILITY (PERCENTAGE)

1 Job Group 5-2016 AAP         Percentage of Current Employees         Availability         Underutilization           1         2.94%         4.47%         YES           1         2.94%         4.18%         YES           0         0.00%         0.72%         YES           0         0.00%         0.00%         NO           2         5.88%         10.56%         YES           1         2.94%         2.78%         NO           34         NO         NO						
1         2.94%         4.47%         YES           0         0.00%         4.18%         YES           0         0.00%         0.72%         YES           0         0.00%         0.00%         NO           2         5.88%         10.56%         YES           1         2.94%         2.78%         NO           34         NO         NO         NO			Percentage of Current Employees	Availability	Underutilization	Placement Goal*
1         2.94%         4.18%         YES           0         0.00%         0.72%         YES           0         0.00%         0.00%         NO           2         5.88%         10.56%         YES           1         2.94%         2.78%         NO	Hispanic/Latino		2.94%	4.47%	YES	4.47%
0         0.00%         0.72%         YES           0         0.00%         0.00%         NO           2         5.88%         10.56%         YES           1         2.94%         2.78%         NO	Black/African Amer.		2.94%	4.18%	YES	4.18%
0         0.00%         0.00%         NO           0         0.00%         0.00%         NO           2         5.88%         10.56%         YES           1         2.94%         2.78%         NO	Am. Indian/Al. Native	0	0.00%	0.72%	YES	0.72%
0         0.00%         0.00%         NO           2         5.88%         10.56%         YES           1         2.94%         2.78%         NO           34         NO         NO	Asian	0	%00.0	0.00%	ON	NIA
2 5.88% 10.56% YES 1.94% 2.78% NO 34	NHOPI	0	0.00%	0.00%	ON	N/A
1 2.94% 2.78% NO 34	Total Minority	2	5.88%	10.56%	YES	10.56%
34	Female	-	2.94%	2.78%	ON	N/A
	Total Employees	34				

<sup>&</sup>quot;Goals for "New Hires" during the 2015-2016 plan year for the.

## PLACEMENT GOAL\* SUMMARY

\*Goals for "New Hires" during the 2015-2016 plan year for the:

INDOT/LaPorte District

*Goals for "New Hires" duri	Hispanic/ Latino	Black/ African American	American Indian/ Alaskan Native	Asian	Native Hawaiian & Pacific Islander Annual Goals		Females Annual Goals
	Annual Goal		Annual Goals	Annual Goals			
Officials & Managers	0.48%	N/A	N/A	N/A	N/A	6.69%	11.74%
Engineers	5.64%	1,61%	0.68%	4.01%	N/A	12.96%	N/A
Professionals	3.75%	N/A	N/A	1,91%	N/A	11.75%	58.04%
Technicians	6.45%	N/A	N/A	0.45%	N/A	13.17%	N/A
Administrative Support	N/A	N/A	0.05%	0.60%	N/A	N/A	84.51%
Skill Craft	4.47%	4.18%	0.72%	N/A	N/A	10.56%	N/A
							· · · · · · · · · · · · · · · · · · ·
		,					

# Volume #3

- State's Workplace Harassment Policy

#### WORKPLACE HARASSMENT PREVENTION

### **PURPOSE**

To establish workplaces where employees are not harassed or discriminated against due to race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to ensure employees have procedures available so that alleged violations of this policy can be investigated and addressed.

#### SCOPE

This policy applies to all employees under the authority of the Governor and Lieutenant Governor of Indiana. Separately elected officials are encouraged to adopt this or a similar policy concerning workplace harassment.

#### STATEMENT OF POLICY

The State of Indiana (hereinafter the State) will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to implement this policy in a consistent and vigorous manner.

Each employee has the right to work in a professional environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated in State Government. The State will not tolerate workplace harassment whether engaged in by fellow employees, supervisors, officers, or by outside clients or other non-employees who conduct business with the State. The State encourages reporting of all incidences of alleged harassment regardless of who the offender may be or the offender's status.

#### REFERENCES

Governor's Affirmative Action Statement, April 26, 2005

Americans with Disabilities Act of 1990, as amended – 42 U.S.C. Chapter 126 §12101 et seq. (Pub. L. 101-336) (ADA). IC 22-9-5

Rehabilitation Act of 1973, as amended – 29 U.S.C. §794

Age Discrimination in Employment Act of 1967, as amended – 29 U.S.C. Chapter 14 §621 (Pub. L. 90-202) (ADEA), IC 22-9-2

Title VII of the Civil Rights Act of 1964, as amended – 42 U.S.C. Chapter 21 Subchapter VI §2000e

(Pub. L. 88-352) (Title VII)

Pregnancy Discrimination Act — is an amendment to Title VII of the Civil Pights Act of 1064

Pregnancy Discrimination Act – is an amendment to Title VII of the Civil Rights Act of 1964 National Origin Harassment – 29 C.F.R. §1606 et seq.

EFFECTIVE DATE July 1, 2005

Supersedes Sexual Harassment Policy dated Feb 2005

APPROVAL	_ Delira	14.	minatt	
	Debra F. Minott, State Pe	ersonnel Dir	ector	
Date	June 6, 2005			

## Volume #4

Affirmative Action Plan for the Disabled,
 Disabled Veterans, Veterans of the Vietnam
 Era, and other Eligible Veterans

# AFFIRMATIVE ACTION PLAN FOR THE DISABLED, DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS

Indiana Department of Transportation
LaPorte District
315 East Boyd Boulevard
LaPorte, IN 46350

October 1, 2015 - September 30, 2016

Approved by:

Rick Powers, District Deputy Commissioner

Date

**EEO/Affirmative Action Contact:** 

Kathy Jordan, Human Resources Director, kjordan@indot.in.gov, 219-325-7454.

## **TABLE OF CONTENTS**

I.	PRE	PREFACE					
II.	STA <sup>*</sup>	STATEMENT OF AGENCY COMMITMENT					
	A.	POLICY STATEMENT REGARDING VETERANS					
	B.	POLICY STATEMENT REGARDING THE DISABLED					
HI.		IDENTIFICATION OF DISABLED, DISABLED VETERAN, VIETNAM ERA AND OTHER ELIGIBLE VETERAN EMPLOYEES					
IV.	AFF	AFFIRMATIVE ACTION PRACTICES AND PROCEDURES					
	A.	REVIEW OF PERSONNEL PROCESSES					
	B.	REVIEW OF PHYSICAL AND MENTAL JOB QUALIFICATIONS					
	C.	REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS					
V.	HAR	HARASSMENT					
VI.	OUT	OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY					
VII.	INTE	INTERNAL DISSEMINATION OF POLICY					
VIII.	AUD	AUDIT AND REPORTING SYSTEMS					
IX.	RES	RESPONSIBILITY FOR IMPLEMENTATION					
X	TRA	TRAINING					

## I. PREFACE

This Affirmative Action Plan ensures compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and regulations promulgated pursuant thereto (41 C.F.R. Section 60-741), and ensures compliance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and the regulations promulgated pursuant thereto (41 C.F.R. Section 60-250). These laws require affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era, and other eligible veterans.

A copy of this Affirmative Action Plan is available for inspection by employees and applicants, Monday through Friday, upon request to: **Kathy Jordan, Human Resources Director,** 219-325-7454, by appointment.

## II. STATEMENT OF AGENCY COMMITMENT

The Indiana Department of Transportation-LaPorte District will not unlawfully discriminate against any employee or applicant who is physically or mentally disabled, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran in regard to any position for which the employee or applicant is qualified. Nondiscriminatory treatment applies to all employment practices, including employment, promotion, demotion, transfer, recruitment, advertising, termination, rates of pay, other forms of compensation, and selection for training.

## POLICY STATEMENT REGARDING VETERANS 41 C.F.R. § 60-250.44(a)

The Indiana Department of Transportation – LaPorte District will continue to comply with the affirmative action requirements of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

The Agency will employ and advance without discrimination qualified disabled veterans, veterans of the Vietnam era, and other eligible veterans (defined as any other U.S. veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). Affirmative action includes, but is not limited to, employment, upgrading, transfer, layoff, training opportunities, and rates of pay.

Employees who consider themselves covered by the Act are invited to inform the Agency voluntarily of their status so that the information can be made part of the employment record. Disabled veteran employees are encouraged to inform the Agency of special skills, procedures, or methods by which they can perform work, in order to aid management in recognizing their capabilities and considering them for additional job opportunities.

## POLICY STATEMENT REGARDING THE DISABLED 41 C.F.R. § 60-741 (a)

It is the policy of the Indiana Department of Transportation –LaPorte District to employ and advance qualified disabled individuals, pursuant to the provisions of Section 503 of the Rehabilitation Act of 1973, as amended. This policy applies to all employment practices, including but not limited to hiring, upgrading, transfer, demotion, layoff, termination, rates of pay, and selection for training.

Supervisors and managers are responsible for carrying out policies and procedures of the Agency in respect to affirmative action for disabled workers. Written notice of this policy is posted and maintained in an area accessible to Agency staff members.

## III. IDENTIFICATION OF DISABLED, DISABLED VETERAN, VIETNAM ERA, AND OTHER ELIGIBLE VETERAN EMPLOYEES

41 CFR § 60-741.23 (c), 60-741.42; Appendix B to Part 60-741 41 CFR § 60-250.42; Appendix A to Part 60-250

The Indiana Department of Transportation —LaPorte District maintains electronic data on employees. Such employee data includes an indication of those employees who are covered under the definitions of a disabled individual, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran. These definitions are intended to be consistent with the definitions found in 41 C.F.R. Sections 60-741 and 60-250. Such persons are identified in two ways:

- 1. By inviting employees and new hires, should they believe themselves to be covered by this Affirmative Action Plan and wish to be recognized as such, to voluntarily identify themselves to the Agency Affirmative Action staff members (printed invitation immediately follows this page); and
- 2. By electronically maintaining data regarding those employees of whose disability the Agency has actual knowledge.

The invitation on the following page is provided to employees upon hire, and is posted in a location accessible to Agency staff members. The notice to applicants on the subsequent page is also posted in a location accessible to applicants.

## Invitation to Self-Identify: Individuals with Disabilities, Special Disabled Veterans, Veterans of the Vietnam Era, or Other Eligible Veterans

The Indiana Department of Transportation – LaPorte District is subject to Section 503 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 2012 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. The Agency develops and maintains an affirmative action plan, with the intent to employ and advance in employment qualified individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

If you are an individual with disabilities, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, and would like to be considered under the Agency's affirmative action plan, please complete this form and submit it to: **Kathy Jordan, Human Resources Director,** kjordan@indot.in.gov, 219-325-7454. (To obtain a blank copy of this form, please contact **Kathy Jordan**.) Employees are asked to voluntarily provide this information. An employee who chooses not to provide this information will not be subject to adverse actions by the Agency. The information obtained will be kept in confidence, with only the following exceptions: (a) management and supervisory staff members may be informed, if necessary, in order to ensure proper placement and/or to accommodate a disability that the employee has identified, (b) first aid and/or safety personnel may be informed, if necessary and to the appropriate extent, should an employee with a disability require emergency treatment, and (c) government officials investigating affirmative action plan compliance under the above cited Acts may be informed.

If you are an individual with a disability, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, you may inform **Kathy Jordan**, **Human Resources Director**, of your request to be

considered under the affirmative action plan at this time and/or at any time in the future. I am an "Individual with a Disability". (1) I have a physical or mental impairment which substantially limits one or more of my major life activities, or (2) I have a record of such impairment. For purposes of this definition, an individual with a disability is substantially limited if s/he is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability. I am a "Special Disabled Veteran". I am (1) a veteran who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38 U.S.C. to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability. I am a "Vietnam-Era Veteran". I either: (1a) served on active duty for a period of more than 180 days; (b) was discharged or released therefrom with other than a dishonorable discharge; and (c) some portion of my active duty occurred either: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (B) between August 5, 1964, and May 7, 1975, in all other cases; Or (2) I was discharged or released from active duty for a service-connected disability and some portion of my active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975, in all other cases. I am an "Other Eligible Veteran". I am a veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

Signature

Date

**Printed Name** 

## **NOTICE TO APPLICANTS**

THE Indiana Department of Transportation -

LaPorte District's

AFFIRMATIVE ACTION PLAN FOR
VETERANS AND PERSONS WITH DISABILITIES
IS AVAILABLE FOR REVIEW TO ANY EMPLOYEE OR
APPLICANT FOR EMPLOYMENT

UPON REQUEST TO: Kathy Jordan, Human Resources

Director, kjordan@indot.in.gov, 219-325-7454.

**DATES AND TIMES FOR REVIEW ARE:** 

By Appointment

**EXCLUDING OFFICIAL STATE HOLIDAYS.** 

## IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES

## A. Review of Personnel Processes

41 CFR § 60-250.44(b)

41 CFR § 60-741.44(b)

An ongoing review of employment processes will continue, to ensure consideration of the job qualifications of known disabled, disabled veteran, veteran of the Vietnam era, and other eligible veteran employees and applicants for job vacancies, promotions, and training opportunities, offered or available.

## B. Review of Physical and Mental Job Qualifications

41 CFR § 60-250.44(c)

41 CFR § 60-741.44(c)

An ongoing review of physical and mental job qualifications will continue, to ensure that they are job-related and consistent with business needs and safe performance of the job.

## C. Reasonable Accommodation to Physical and Mental Limitations

41 CFR § 60-250.44(d)

41 FR § 60-741.44(d)

In considering qualified veterans or disabled employees and/or applicants for employment or advancement, the Agency will review reasonable possibilities for accommodation to their physical and/or mental restrictions. Factors in determining the extent of the Agency's obligations will include business necessity, cost considerations, and safety.

## V. HARASSMENT

41 CFR § 60-741.44(e)

41 CFR § 60-250.44(e)

The Agency has developed and implemented procedures to ensure that its employees with disabilities, disabled veterans, veteran of the Vietnam era, and other eligible veterans are not harassed because of their disability or veteran status.

## VI. OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY

41 CFR § 60-250.44(f)

41 CFR § 60-741.44(f)

- A. Recruiting efforts at schools will continue to include efforts to reach disabled students, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
- B. Employment advertisements will continue to include a statement that the Agency is an "Equal Opportunity Employer".
- C. The Agency may periodically enlist the assistance of agencies which might be helpful in recruiting qualified disabled and veteran applicants.
- D. When employees' photos are used in consumer, promotional or job advertising, photos of veterans and disabled workers will continue to be included whenever possible.

## VII. INTERNAL DISSEMINATION OF POLICY

41 CFR § 60-250.44(g)

41 FR § 60-741.44(g)

The INDOT's EEO/AA policy is available to employees via:

1. Posted written notice on bulletin boards in District Office accessible to staff members;

- 2. A review of the Agency's annual Affirmative Action Plan upon request to the HR office or HR Director;
- 3. A copy of the Agency's annual Affirmative Action Plan located at the Indiana State Library.

## VIII. AUDIT AND REPORTING SYSTEMS

41 CFR § 60-250.44(h)

41 CFR § 60-741.44(h)

The Agency implements an audit and reporting system that:

- 1. Determines the degree to which Agency objectives are being attained.
- 2. Indicates the need for remedial action, if any.
- 3. Ensures that individuals with known disabilities, veterans of the Vietnam era, and other eligible veterans have opportunity to participate in Agency-sponsored educational, training, recreational, and social activities.

## IX. RESPONSIBILITY FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PROGRAMS

41 CFR § 60-250.44(i)

41 CFR § 60-471.44(i)

The Indiana Department of Transportation – LaPorte District recognizes that the success of this Affirmative Action Plan depends upon clearly defined areas of responsibility for implementation, as well as the commitment of all management levels to achieving the goals set out herein. While collective individual participation is essential to achieving the Agency's stated objectives, select staff members are assigned responsibility for ensuring the implementation of this Affirmative Action Plan. General responsibility designations are set forth below:

- A. Rick Powers, District Deputy Commissioner, has overall responsibility for ensuring that the Affirmative Action Plan is effectively communicated and carried out. He insists upon the cooperation and support of all management levels and employees in order to ensure that the Affirmative Action Plan is effectively administered.
- B. **Kathy Jordan, Human Resources Director,** are responsible for preparing, updating, and finalizing the annual Affirmative Action Plan. Responsibilities include, but are not necessarily limited to:
  - 1. Assisting in identifying potential problem areas.
  - Implementing audit systems which will:
    - a. Determine the degree to which Agency objectives are being achieved.
    - b. Determine the need for remedial action, if any.
    - c. Determine whether known disabled employees, disabled veterans, veterans of the Vietnam era, and other eligible veterans have had opportunity to participate in Agency-sponsored educational, training, recreational, and social activity.
  - 3. Serving as liaison between this Agency and organizations of and for disabled persons, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
  - 4. Upon request, arranging for career counseling for known disabled employees, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.
  - 5. Making periodic audits of employment action patterns within the Agency in order to identify impediments, if any, to attaining the objectives set out herein.
  - Making periodic physical inspections of facilities in order to ensure technical compliance by checking to see that required EEO posters are properly displayed, that physical facilities are available to employees on a nondiscriminatory basis, and that Agency-sponsored training, recreational, and social activities are open to all employees.

C. Personnel involved in the selection process are trained to assist in the performance of the responsibilities listed above. They receive training in Equal Employment Opportunity, and their work performance is evaluated partially on the basis of efforts made and results achieved in this area. It is the individual responsibility of supervisors to take appropriate action to prevent the harassment of those who have been placed through affirmative action efforts, as well as all other Agency employees.

## X. TRAINING

41 CFR § 60-250.44(j)

41 CFR § 60-741.44(j)

The **State Personnel Department** trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes, to ensure that the commitments in the Agency's Affirmative Action Plan regarding the disabled, disabled veterans, veterans of the Vietnam era, and other eligible veterans are implemented.