

## ACCOMPLISHMENT REPORT (JULY 1, 2009– JUNE 30, 2010)

### Employment

The agency had a 30 percent minority new hire rate and a 10 percent female new hire rate for FY2010.

MDOT continues its effort to recruit qualified individuals into the transportation area. Our recruiting officer visited Ole Miss and Mississippi State University.

MDOT hired the following co-op students: one (1) white female to work in the Traffic Engineering Division, five (5) black males were hired in the Materials Division, and one (1) black male was hired to work in District 5 project office. The agency also hired a black female to work in District 7 project office. All of the co-op students are enrolled in a four year Civil Engineering Program at an accredited university. Some of the challenges MDOT was met with in its effort to recruit more students are budget constraints, the lack of vacant positions and opportunities, and competitive salaries to match those of the private sector.

### Training

The Office of Civil Rights and District Personnel Officers attended the Southern Transportation Civil Rights Training Symposium in Birmingham, AL, August 17-20, 2009.

The State EEO Officer attended the 55<sup>th</sup> Annual AASHTO Transportation Conference in Madison, WI, April 25, 2009. The training provided mid-level managers in departments of transportation the skills needed to make the transition from technical to management responsibilities.

### Complaints

MDOT received and investigated several allegations of workplace harassment, retaliation and discrimination based on race and age.

- 1) A black male alleged that he was not selected for a Maintenance Superintendent II position because of his race. An investigation revealed that the charging party was more qualified for the position and should have been considered for the position. He was given the increase in salary he would have gotten had he received the promotion.
- 2) A black male alleged discrimination when a white male was selected to fill a position and that he had more supervisory experience than the chosen applicant. An investigation revealed that the chosen applicant had more supervisory experience.
- 3) A white female alleged she was being harassed by co-workers because she is a female. An investigation revealed that there were no evidences to support charging party's allegation of discrimination based on sex.

- 4) A black male alleged that he was overlooked for a promotion that went to a white employee with fewer years of service and experience. An investigation revealed that both applicant had approximately the same level of experience but chosen applicant has less experience with the agency. The agency does not require that previous experience be with the agency.
- 5) A black male alleged that employees with less experience and seniority were given promotions over him. Investigation revealed that there was no discrimination in the promotion process. Charging party was advised to contact the agency's Human Resource Division for further guidance.
- 6) A white male alleged that being forced to work on Sunday is against his religious belief. This is an on-going case and a final resolution has not been reached.
- 7) A black male alleged that his employment was terminated during his probationary period was more race related than job performance related. An investigation revealed that the charging party was a hard worker. His only problem was his inability to backup a truck. After discussion with Supervisor and District Engineer, he was offered a position with a crew that didn't require him to be able to back up a truck.
- 8) A black male alleged he was being discriminated against because of his race when he was not giving opportunities to receive the necessary training needed to qualify for a promotion. An investigation revealed that the crew in which the charging party works has not been able to provide training due to not the lack of equipment available for training purposes.

The Department has developed a 5-year EEO/AAP Plan. The plan includes statistical analysis to determine any adverse impacts and provides a plan of action to address them.

### ADA

MDOT received no request for reasonable accommodation during this reporting period.

State EEO Officer worked with Human Resources to revise ADA policy to reflect changes in the regulations with regards to "major life activities".

### Partnerships

Students throughout Mississippi are reaping the benefits of a unique partnership that provides training and resources to classroom teachers, thereby enhancing math and science education throughout the state. Partnering with the Mississippi Department of Education, Jackson State University and Alcorn State University, MDOT continues to invest in educating the workforce of tomorrow through the TRAC, RIDES and the Mississippi Summer Transportation Institute Programs (MSTI).

Construction of a new Transploreum was scheduled for completion in 2010 on the grounds of Burger Middle School in Hattiesburg. It is scheduled to open in late January 2011.

### **TRANSPORTATION AND CIVIL ENGINEERING (TRAC)**

A total of 231 schools were enriched through TRAC student outreach. Participation in TRAC activities were planned and implemented by teachers from Tupelo Middle School.

### **Roadway In Developing Elementary Students (RIDES)**

MDOT successfully trained 958 teachers representing 310 schools and 65 counties in RIDES transportation education modules for students in kindergarten through 8<sup>th</sup> grade.

### **Career Awareness, Roadway to Success (CARS)**

MDOT has provided training to 75 teachers representing 53 schools in CARS transportation education modules for 9<sup>th</sup> grade students.

### **Mississippi Summer Transportation Institute (MSTI)**

- The 2010 MSTI was held at Mississippi State University and Alcorn State University.
- Approximately 56 freshmen, sophomores and junior high school students from all over the state attended the universities for a two week course. The attendees combined consisted of 91% minorities and 46% females.
- The program continued its study to foster the use of a team approach to solving problems and to develop communication skills and the utilization of the technology and math based skills required in today workforce.
- Other activities for 2010 consist of touring of the Port/Barge of Vicksburg, the Columbus Air Force Base, and the Nissan Plant. Groups also had the opportunity to visit MDOT lab and offices where they were given safety demonstrations.

### **General**

The State EEO Officer performed reviews of new hires, promotions, and terminations data to monitor if the Department is on track to reach desired goals during the first half of the year. The State EEO Officer is currently looking to revise the format of this information so that it will be as helpful as possible to Managers and Supervisors in helping the Department meet its goals.

State EEO Officers revised EEO and ADA Posters and made available to each Division and all District Officers to prominently display MDOT's non-discrimination policies.

State EEO Officer updated the Office of Civil Rights website to include our EEO/AAP Program Booklet that includes our EEO and ADA Posters in an effort to further communicate our EEO Program goals and objectives.

### **Public Transit**

#### **Training**

Public Transit Division staff participated in the MPTA sponsored the Seventh Annual Leadership Summit and Professional Development Training held in Natchez, MS August 12-14, 2009. The conference provided essential training to building effective and productive leaders in the public arena.

Public Transit Division staff attended the Vehicle Maintenance Management Training December 1-3, 2009 in Hattiesburg, MS at the Pine Belt Mental Healthcare Resources.

Public Transit Division Staff attended a Bus & Safety Trainings sponsored by FTA on December 15, 2009 in Jackson, MS at the Roberts Walthall Hotel and on December 16, 2009 in Natchez, MS. FTA Technical Lead Consultant facilitated the training session.

MPTA and MDOT Public Transit Division sponsored the 33<sup>rd</sup> Annual Conference on November 11-13, 2009 at the Northeast Inn Conference Center in Meridian, MS. Conference sessions included emergency preparedness, fatigue awareness, vehicle maintenance and safety issues, coordination and private/public partnership.

Staff attended the Drug and Alcohol Substance Abuse training on March 16-18, 2010 in Universal City, CA. Policy updates and information was presented to assist Division in administering the Drug & Alcohol Testing program required of rural transit providers.

The MPTA's annual Roadeo was held in Choctaw, MS April 9-11, 2010. Vehicle wheelchair lift operations, drivers training refresher and preventative service and checks training were also held during the annual Roadeo.

Staff attended the 2009 Federal Transit Administration Civil Right Training in Cleveland, OH August 5-7, 2009 and in Nashville, TN on May 10-14, 2010. The training reviewed Federal laws, regulations, executive orders, and guidance covering ADA, Title VI, EEO and DBE.

Staff attended the Community Transportation Association of American Conference and Expo May 24-28, 2010 in Long Beach, CA. The conference included training sessions on best practices from different states regarding the implementation of various transit related programs and projects.

The Public Transit Division collaborated with several stakeholders to sponsor the 4<sup>th</sup> Annual Statewide Coordinator Summit held on June 22-23, 2010 at the Jackson Convention Complex. The summit focused on coordination progress, local planning and statewide resource allocation discussions, as well as coordination initiatives.

The Public Transit Division continues to encourage its contractors to initiate training with certified DBE's and to utilize other DBE vendors that have been certified through the Unified Certification Program. Outreach efforts are also continuously initiated to encourage more minority and small businesses to apply for DBE certification.

### Others

The Public Transit Division's Director continues to serve on the Jackson State University's Technology Center's Advisory Board. He is the residing president of the Community Transportation Association of America (CTAA). He also serves on several committees: the AASHTO Standing Committee on Public Transportation and AASHT's Multi State Technical Assistance Program, the National Rural Transit Assistance Program (RTAP) Board and the Mississippi Transportation Coalition.

The Public Transit Division Staff are members of the Mississippi Public Transit Association, the Community Transportation Association of America as well as several Transportation Research Board Transit Cooperative Research programs and the National Cooperative Highway Research program project panels.

## Annual Work Plan Update

The State EEO Officer will continue to assist District EEO Officer, Division Heads and District Engineers to eliminate any discrimination in the Department's employment practices based on race, color, religion, sex, age, national origin or disability.

The Department will secure replacement of Division Heads and District Engineers requiring them to participate in training in the area of EEO management.

The Department will continue to recruit and employ qualified individuals without regard to race, color, religion, sex, age, national origin, or disability. The Department will also continue to participate in special activities such as TRAC and the Summer Transportation Institute designed to attract females and minorities to the transportation industry as well as explore new activities to achieve this goal.

The Department will conduct quarterly meetings with District Personnel Managers to discuss potential EEO issues and concerns in an effort to be proactive and prevent any intentional and/or unintentional adverse impacts.

The Training Division will continue to meet the training needs of the employees in order that they may build career paths within the Department. The Training Division will also continue to work to expand the scope of the training offered. Sexual Harassment, ADA, Diversity, and other related EEO training will continue to be offered.

The Department will meet with Division Heads and District Engineers to discuss goals and timelines established in the revised Equal Employment Opportunity Plan for the period of July 1, 2009 – June 30, 2014. A timeline of completion was originally set for September 30, 2010 but was unable to complete due to the Department's transition to a new State EEO Officer. This goal will be completed by September 30, 2011.

The State EEO Officer will request that District Human Resources Professionals be allowed to attend at least one EEOC Technical Assistance seminar sponsored by EEO Commission, Washington, DC as an additional source of vital training in EEO related issues.

The State EEO Officer will continue to communicate with Managers and Supervisors to gain information and feedback on the program and identify and problem areas. The State EEO Officer will perform quarterly reviews of new hires, promotions, and terminations data to monitor if the Department is on track to reach desired goals and correct any adverse impact that may be occurring. This is an ongoing task. In light of goals outlined in the five-year plan, the State EEO Officer is in the process of revising format to provide meaning information that Managers and Supervise can use to help the Department meet their overall goals.

The State EEO Officer will work with MDOT's Human Resource Division as well as the State Personnel Board to determine the best way to collect applicant flow data and any other pertinent data needed to accurately evaluate the agency's EEO accomplishment. Preliminary reviews began but were stalled due to personnel changes within the State Personnel Board. The State

EEO Officer is working diligently to get new personnel up to speed on information needed and the barriers to obtaining that information.

The Department will review data collected from training participation vs. information needed for accurate workforce analysis to determine additional information to be collected.

The Department will work to incorporate language into appraisal system to ensure that supervisors and managers are evaluated annually on their performance toward achieving the Department's Affirmative Action goals and their support of the EEO/AA Program. Language was developed to include in Performance Appraisals but implementation had to be halted due to the implementation of a new Behavioral-based system by the State Personnel Board.

The Department will continue to publicize the American with Disabilities Act.

The Division Heads and District Engineers or their designee will report on an as-needed basis to the State EEO Officer any special accommodations requested.

The Recruitment Officer plans to attend Engineering Career Day at Mississippi State University and Ole Miss during their Fall semester and Jackson State University in the Spring of 2011 for their Career Day.

Other goals and objectives to be achieved are as follows:

<b>Action Plan:</b>
<p><b>Activity:</b> The State EEO Officer will continue to assist District EEO Officers, Division Heads and District Engineers in eliminating any discrimination in the Department's employment practices based on race, color, religion, sex, age, national origin or disability. Identify potential adverse impacts and work to reduce Complaints by 10%</p>
<p><b>Timeline for Completion:</b> June, 2011</p>
<p><b>Performance Measure:</b></p> <ul style="list-style-type: none"> <li>• Reduction or elimination of complaints</li> <li>• Identification of possible adverse impacts and solutions to eliminate</li> <li>• Development of programs to reduce or eliminate discrimination</li> </ul>
<p><b>Activity:</b> The Department will meet with Division Heads and District Engineers to discuss goals and timelines established in the revised Equal Employment Opportunity Plan for the period July 1, 2009 – June 30, 2014.</p>
<p><b>Timeline for Completion:</b> December 31, 2010</p>
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• Management knowledgeable of goals and expectations</li> <li>• Policy available to all employees and other interested parties via web and hard copy.</li> </ul>
<p><b>Activity:</b> The Department will continue to recruit and employ qualified individuals without regard to race, color, religion, sex, age, national origin, or disability. The Department will also continue to participate in special activities such as TRAC, RIDES, Career Construction Fairs and the Summer Transportation Institute designed to attract females and minorities to the transportation industry as well as explore new activities to achieve this goal. Set new hire and promotional goals each year.</p>
<p><b>Timeline for Completion:</b> June, 2011</p>
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• Department meeting or exceeding new hire and/or promotional goals as outlined in attachment #</li> <li>• Number of students participating in programs</li> <li>• Number of students seeking and/or getting jobs in transportation industry</li> </ul>

<p><b>Activity:</b> State EEO Officer request that District Human Resources Professional be allowed to attend at least one EEOC Technical Assistance seminar sponsored by EEO Commission, Washington, DC as an additional source of vital training in EEO related issues.</p>
<p><b>Timeline for Completion:</b> Ongoing</p>
<p><b>Performance Measures:</b></p>
<p>Number of Human Resources Professionals attending training</p>
<p> </p>
<p><b>Activity:</b> The Training Division will continue to meet the training needs of the employees in order that they may build career paths within the Department. The Training Division will also continue to work to expand the scope of the training offered. Sexual Harassment, ADA, Diversity, and other related EEO training will continue to be offered. Review training and make adjustments</p>
<p><b>Timeline for Completion:</b> June, 2011</p>
<p><b>Performance Measures:</b></p>
<ul style="list-style-type: none"> <li>• Number of employees being trained</li> <li>• Number of new training programs developed</li> <li>• All supervisory personnel being trained on EEO related issues</li> </ul>
<p><b>Activity:</b> The State EEO Officer will perform quarterly reviews of new hires, promotions, and termination data to monitor if the Department is on track to reach desired goals and correct any adverse impact that may be occurring.</p>
<p><b>Timeline for Completion:</b> December (2009, 2010, 2011, 2012 and 2013), March (2010, 2011, 2012, and 2013) June (2010, 2011, 2012) September (2010, 2011, and 2012)</p>
<p><b>Performance Measures:</b></p>
<ul style="list-style-type: none"> <li>• Adjustments made to goals and timelines when needed</li> <li>• Goals and timelines achieved</li> </ul>
<p><b>Activity:</b> Review data collected from training participation vs. information needed for accurate workforce analysis to determine additional information to be collected.</p>
<p><b>Timeline for Completion:</b> December 2010</p>
<p><b>Performance Measures:</b></p>
<ul style="list-style-type: none"> <li>• Identification of additional data needed</li> <li>• Collecting new data for analysis</li> <li>• Using new data for accurate analysis of workforce achievements</li> </ul>

<ul style="list-style-type: none"> <li>• Setting goals based on information</li> </ul>
<p><i>Activity:</i> Incorporate performance measures and communicate them to agency.</p>
<p><b>Timeline for Completion:</b> December 2009</p>
<p><b>Performance Measures:</b></p>
<ul style="list-style-type: none"> <li>• Staff knowledge of performance measures</li> </ul>
<p><i>Activity:</i> The Division Heads and District Engineers or their designee will report on an as-needed basis to the State EEO Officer any special accommodations requested.</p>
<p><b>Timeline for Completion:</b> Ongoing</p>
<p><b>Performance Measures:</b></p>
<ul style="list-style-type: none"> <li>• Number of special accommodations needed</li> </ul>
<p><i>Activity:</i> Incorporate language into appraisal system to ensure that supervisors and managers are evaluated annually on their performance toward achieving the Department's Affirmative Action goals and their support of the EEO/AA Program.</p>
<p><b>Timeline for Completion:</b> December 31, 2013</p>
<p><b>Performance Measures:</b></p>
<ul style="list-style-type: none"> <li>• All supervisors have appropriate language in their performance appraisal.</li> </ul>
<p><i>Activity:</i> Work with MDOT's Human Resource Division as well as the Mississippi State Personnel Board to determine the best way to collect applicant flow data and any other pertinent data needed to accurately evaluate the agency's EEO accomplishments</p>
<p><b>Timeline for Completion:</b> December 31, 2010</p>
<p><b>Performance Measures:</b></p>
<ul style="list-style-type: none"> <li>• All information needed to perform two-factor analysis available</li> <li>• All information needed to track applicant flow</li> </ul>

## INTERNAL STATISTICAL DATA

**NOTE:** All totals and percentages are based on the 2000 Census (updated) unless stated otherwise. This information is given to comply with transmittal 202, Volume 2, Chapter 2, Section III, Employment Statistical Data.

### Employment Statistical Data

1. State Population (2008) – 2,967,297
  
2. Male Labor Force (2009).....674,442  
Female Labor Force (2009).....617,758  
White Labor Force (2009).....863,011  
Non-White Labor Force (2009).....429,189  
  
Employed.....1,292,200  
Unemployed.....123,500  
Unemployment Rate.....9.6%
  
2. It is impossible to analyze the statistical data in regard to the recruiting efforts of the Mississippi Department of Transportation since our direct recruiting efforts are in the Engineer-in-Training and Engineering Technician series only.

The applicants, after being evaluated and tested, are placed on a Certificate of Eligibles by the State Personnel Board which is furnished to this agency for interview and selection.

**PERSONNEL ACTIVITIES**

**TERMINATIONS AGENCYWIDE ANALYSIS**

EEO-4 Job Category	Male					Female					Grand Total		
	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	White	Black	Hisp	Asian/ Pacific		American Indian	Total Females
Officials/Administrators	10	1				11	2	1				3	14
Professionals	38	5		1		44	8	5				13	57
Technicians	135	65				200	9	2				11	211
Protective Service												0	0
Paraprofessionals										1		1	1
Administrative Support							9	1				10	10
Skilled Craft	14	3				17						17	17
Service/Maintenance	7	3				10						10	10
<b>Total</b>	<b>204</b>	<b>77</b>		<b>1</b>		<b>282</b>	<b>0</b>	<b>9</b>			<b>1</b>	<b>38</b>	<b>320</b>

**NEW HIRES AGENCYWIDE ANALYSIS**

EEO-4 Job Category	Male					Female					Grand Total		
	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	White	Black	Hisp	Asian/ Pacific		American Indian	Total Females
Officials/Administrators	6					6	3	1				4	10
Professionals	38	4				42	8	2				10	52
Technicians	226	105		1		332	9	3		1		13	345
Protective Service												0	0
Paraprofessionals								1				1	1
Administrative Support	1					1	10	3				13	14
Skilled Craft	6	8				14					1	1	15
Service/Maintenance	8	8				16						16	16
<b>Total</b>	<b>285</b>	<b>125</b>		<b>1</b>		<b>411</b>	<b>30</b>	<b>10</b>		<b>1</b>	<b>1</b>	<b>42</b>	<b>453</b>

**PROMOTIONS AGENCYWIDE ANALYSIS**

EEO-4 Job Category	Male					Female					Grand Total		
	White	Black	Hisp	Asian/ Pacific	American Indian	Total Males	White	Black	Hisp	Asian/ Pacific		American Indian	Total Females
Officials/Administrators	7					7	1	1				2	9
Professionals	62	11	1		1	75	11	7				18	93
Technicians	92	50				142	5	1				6	148
Protective Service												0	0
Paraprofessionals												0	0
Administrative Support							5	1				6	6
Skilled Craft	5	1				6						6	6
Service/Maintenance												6	6
<b>Total</b>	<b>166</b>	<b>62</b>	<b>1</b>		<b>1</b>	<b>230</b>	<b>22</b>	<b>10</b>				<b>32</b>	<b>262</b>

FEDERAL HIGHWAY ADMINISTRATION  
STATE AND LOCAL GOVERNMENT INTERNAL EMPLOYMENT DATA

**ENTER NAME OF STATE HERE: MISSISSIPPI**

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K)	MALE				FEMALE				
			NON- HISPANIC ORIGIN	BLACK C	HISPANIC D	ASIAN OR PACIFIC ISLANDER	NON- HISPANIC ORIGIN	BLACK H	HISPANIC I	ASIAN OR PACIFIC ISLANDER	
		A	WHITE B				WHITE G				
OFFICIALS AND ADMINISTRATOR	1. \$0.1-15.9										
	2. 16.0-19.9										
	3. 20.0-24.9	1	1								
	4. 25.0-32.9										
	5. 33.0-42.9	27	14	3			6	2			
	6. 43.0-PLUS	189	127	8	1		38	15			
	7. 55.0-69.9										
	8. 70.0-PLUS										
<b>TOTAL</b>		217	142	11	1		44	17			1
PROFESSIONALS	9. \$0.1-15.9										
	10. 16.0-19.9	1									
	11. 20.0-24.9	4	1								
	12. 25.0-32.9	165	89	20	1		2	1			
	13. 33.0-42.9	204	170	33	1		36	19			
	14. 43.0-PLUS	385	289	16			35	23			
	15. 55.0-69.9						50	23			
	16. 70.0-PLUS										
<b>TOTAL</b>		759	489	69	2		124	66			1
TECHNICIANS	17. \$0.1-15.9										
	18. 16.0-19.9	236	145	78			8	4			
	19. 20.0-24.9	665	392	241	2		15	12			
	20. 25.0-32.9	706	488	237	1		20	8			
	21. 33.0-42.9	314	215	67			21	10			
	22. 43.0-OVER	4	4								
	23. 55.0-69.9										
	24. 70.0-PLUS										
<b>TOTAL</b>		1925	1194	623	3		64	34			3
PROTECTIVE SERVICE	25. \$0.1-15.9										
	26. 16.0-19.9										
	27. 20.0-24.9										
	28. 25.0-32.9										
	29. 33.0-42.9										
	30. 43.0-54.9										
	31. 55.0-69.9										
	32. 70.0-PLUS										
<b>TOTAL</b>		0	0	0	0		0	0			0
PARA- PROFESSIONAL	33. \$0.1-15.9										
	34. 16.0-19.9										
	35. 20.0-24.9	9		2							
	36. 25.0-32.9	7	2								
	37. 33.0-42.9	1	1								
	38. 43.0-PLUS	3	2								
	39. 55.0-69.9										
	40. 70.0-PLUS										
<b>TOTAL</b>		20	5	2	0		5	7			1



**Office of State Aid Road Construction  
Internal Compliance  
February 1,2011**

**Equal Employment Program**

**OBJECTIVE:**

**To Provide Management Support**

Adoption of policy to provide Equal Employment Opportunity (EEO) for all current and prospective employees of the Office of State Aid Road Construction.

**Organization and Resources to Administer EEO Program**

Assignment of Personnel Office to be responsible for administering the agency's EEO Program.

Provide necessary EEO Training for EEO Officers.

Assure compliance with the agency's EEO Program.

The agency's EEO Officer will provide assistance to supervisors in carrying out EEO policies and objectives.

**Communication of the EEO Program Objective:**

Publicize the availability of grievance forms and complaint forms for employees. Post grievance form and complaint form on bulletin board.

**ACTION:**

EEO Policy Statement is posted on our bulletin board in the agency. All supervisors are committed to this policy.

Kimberly Cooper , Personnel Officer, is responsible for administering the agency's EEO Program

The employees responsible for internal and external EEO reporting of the agency attended Civil Rights Conferences.

Instructions are made available in written and oral form. Supervisors are instructed that the EEO Program is a part of their job responsibilities.

Employees are provided a copy of the agency's EEO Policy and the Mississippi Employee Handbook which sets forth rules and regulations of the State Personnel Board.

The procedure for processing grievance forms and complaint forms is published in State Aid's S.O.P. Manual and forms are on our bulletin board.

Organization and Resources to Assure Adherence to ADA

OBJECTIVE:

Adoption of policy to provide requirements of the American with Disabilities (ADA) Act are met.

Organization and Resources to Administer ADA

Assignment of ADA Officer.

Provide necessary ADA training.

Assure compliance with ADA Policy.

Utilization and Analysis of Work Force To Assure Use of Employee Skills and Available Training

Job descriptions will be reviewed, evaluated and recommended changes submitted to the State Personnel Board, which has the final authority by State law for approval of all job descriptions.

Review and evaluate recommended job descriptions to assure they are not discriminatory or unnecessarily restrictive on age, sex, physical characteristics or experience.

To Recruit and Employ Individuals Without Regard to Race, Color, Religion, Sex, National Origin: Age or Handicap for Vacancies Within the Department

Recruitment activities will be based on attaining employment goals as established by the Office of State Aid Road Construction.

Review of the application procedure to assure a friendly, courteous reception is extended to all applicants.

Examinations for employment are administered by the State Personnel Board upon request.

ACTION:

ADA policy Statement is posted on our bulletin board in the agency. Supervisors are committed to our policy.

Kimberly Cooper, Personnel Officer, is the ADA Officer.

All supervisory personnel will attend training courses as they become available.

Instructions are included in the agency's S.O.P. Supervisors are aware of their responsibility.

The State Personnel Board has approved job descriptions as revised and recommended by the agency.

Job descriptions that are approved and issued by the State Personnel Board are not discriminatory.

Meet the employment goals for minorities and females set by the agency.

Personnel Officer and State Aid Engineer greet all applicants in a courteous and friendly manner.

Procedures followed in placement of applicants in vacant positions is without regard to race, color, religion, sex, national origin, age, or handicap.

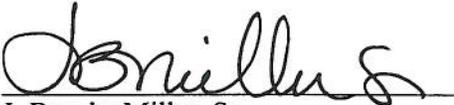
**OFFICE OF STATE AID ROAD CONSTRUCTION**  
**AMERICAN WITH DISABILITIES (ADA) POLICY**

The Office of State Aid Road Construction does not discriminate on the basis of disability in the admission to, access to, and operations of its programs, services, and activities; or in its hiring and employment practices.

The Americans with Disabilities Act of 1990 requires state agencies to make reasonable accommodations for the known physical and mental limitations of otherwise qualified individuals with disabilities who are applicants or employees, provided such accommodations do not cause undue hardships to the agency's operations. Qualified individuals with disabilities are persons with disabilities who meet the job-related requirements of an employment position and who can perform the essential functions of the position with or without reasonable accommodations. A person with a disability is considered to be an individual with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

Questions, concerns, complaints, or requests for additional information regarding the ADA should be made to one of the agency's ADA Officers. Individuals who need accommodations are invited to make their needs and preferences known to one of the following ADA Officers:

Kimberly Cooper	EEO Officer, Internal	Jackson	359-7135
John Bond	EEO Officer, External	Jackson	359-1857



J. Brooks Miller, Sr.  
State Aid Engineer

## OFFICE OF STATE AID ROAD CONSTRUCTION

### EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

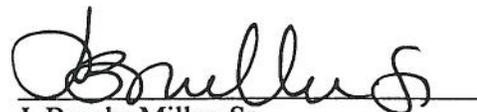
It is the policy of the Office of State Aid Road Construction to assure Equal Employment Opportunity of all its employees and employment applicants. Equal Employment Opportunity will be afforded to all regardless of race, sex, religion, color, national origin, age, disability, or any other factor not directly related to ability or potential for satisfactory job performance. Nondiscrimination applies to all employment practices, including recruitment, employment, compensation, assignments, training, promotions, transfers, demotions, disciplinary actions, layoffs, terminations, and benefits.

In accordance with this office's policy of assuring Equal Employment Opportunity regardless of sex, the Office of State Aid Road Construction will not tolerate sexual harassment of its employees or employment applicants. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal/physical actions of a sexual nature when submission to these actions, whether spoken or unspoken, is necessary to keep or obtain employment or when submission to or rejection of sexual overtures is used as a basis for promotions, performance ratings, or other personnel actions, or when these actions interfere with an individual's work performance or create an intimidating, hostile, or offensive work environment. The Office of State Aid Road Construction will not tolerate sexual harassment by any of its employees or by non-employees whose conduct makes the employer liable and responsible for corrective actions. Each manager/supervisor is responsible for any sexual harassment about which he/she failed to take corrective actions.

The Office of State Aid Road Construction will not discriminate against qualified disabled persons. A qualified disabled person is one who can perform the essential functions of the position within normal safety requirements and with reasonable accommodation. Reasonable accommodation will be determined on a case-by-case basis. Staff will pursue the possibility of making facilities accessible, buying or modifying equipment, changing work schedules, restructuring the job, or reassigning an employee who becomes disabled and unable to perform his/her duties. Employers are obligated to make reasonable accommodations only to the known physical or mental limitations; therefore, it is the responsibility of the employee to notify his/her supervisor if an accommodation is needed. Examples of disabilities are visual, speech, and hearing impairments; orthopedic impairments; loss of a body part; disfigurement; cerebral palsy; seizure disorder; muscular dystrophy; multiple sclerosis; learning disabilities; mental retardation; emotional or mental illness; drug addiction; cancer; heart disease; and diabetes.

The Office of State Aid Road Construction is committed to Affirmative Action and to maintaining a work force with an equitable representation of women and minorities. Annually, management will assess the agency's present Equal Employment Opportunity status. The Office of State Aid Road Construction's yearly Affirmative Action Plan will include this assessment and describe corrective action to any weaknesses found.

Administrators, managers, and supervisors are responsible for Equal Employment Opportunity, nondiscrimination, and Affirmative action in their respective areas. The Personnel Officer will administer the internal Equal Employment Opportunity Program and Affirmative Action Plan and will provide assistance to staff in fulfilling their responsibilities.



J. Brooks Miller, Sr.  
State Aid Engineer

EMPLOYEE NAME	TITLE		SEX	RACE
MARIE ALLBRITTON	ADMIN ASST VII			
JAMES AMBROSE	CONTRACT ANALYST II			
CHARLES BARRETT	DOT MANAGER			
JOHN BOND	DIVISION DIRECTOR I			
JOEL BRIDGES	DOT ENGINEER IV			
DERYL BROWN	CONTRACT ANALYST II			
STEPHANY BROWN	ADMIN ASST V			
KIMBERLY COOPER	PERSONNEL OFFICER			
TRENT CURTIS	DOT TRAN PLANNER MANAGER			
CHARLES DAVIS	DOT ENGINEER ADMOR ASST			
ADAM DINKELACKER	ENGINEERING TECHNICIAN III			
CHRIS DIXON	DOT ENGINEER IV			
KRISTEN EATON	CONTRACT ANALYST II			
CHARLES FULGHUM	DOT ENGINEER IV			
MICHELLE FUNCHES	ADMINISTRATIVE ASSISTANT IV			
LOWERY GERMANY	DOT ENGINEER ADMOR ASST			
JERRY GILLILAND	DOT ENGINEER IV			
LANNY GLOVER	DOT ENGINEER DIVISION ADMOR			
JOHN F. HARPER	DOT-ENG BUREAU ADMOR			
TRAVIS HENLEY	DOT TRANS PLANNER SENIOR			
WILLIAM HILTON	DOT ENGINEER ADMOR ASST			
BRAD HODGES	DOT TRANS PLANNER SENIOR			
FREDDY HOLLIS	DOT ENGINEER ADMOR ASST			
PATRICIA HUFF	ADMINISTRATIVE ASSISTANT VII			
DANIEL INMAN	DOT TRAN PLANNER SENIOR			
JAMES JACKSON	DOT ENGINEER ADMOR ASST			
ROBERT JENKINS	PROGRAMMER ANALYST II			
ERICA JONES	ADMIN ASST V			
DANIEL JORDAN	OFFICE DIRECTOR II			
ALEXANDRINA LAZAROU	ACCOUNTANT AUDITOR I, PROFES			
JAMES MAHER	SYSTEMS MANAGER I			
KATIE MCKINZIE	ACCOUNTANT AUDITOR III			
BROOKS MILLER	APP OFCL-STATE AID ROAD CONST			
SANDRA L. MOHR	CONTRACT ANALYST SENIOR			
JOSEPH O. MYRICK	DOT TRANS PLANNER ADVANCED			
JOHNNIE NEAL	DOT TRANSPORTATION PLANNER SR			
KIMBERLY PEYTON	CONTRACT ANALYST II			
EDDIE PURIFOY	ENGINEERING TECHNICIAN III			
SONIA SMITH	CONTRACT ANALYST II			
ELIZABETH SNYDER	ADMINISTRATIVE ASSISTANT III			
BRANDI STUART	ACCOUNTING AUDITOR DIV DIRECTOR			
EDWARD SWALES	DOT ENGINEER IV			
DAN TOLAR	DOT ENGINEER ADMOR ASST			
RAYMOND ULLAND	BRANCH DIRECTOR I			
MICHAEL VANDERLOO	ENGINEERING TECHNICIAN III			
EDWARD WAY	DOT TRANS PLANNER ADVANCED			
CAREY WEBB	DOT ENGINEER BUREAU ADMOR			
CHETENA WILEY	ADMIN ASST II			
OTIS WILLIAMS	DOT TRAN PLANNER SENIOR			
SHANTA YOUNG	ADMINISTRATIVE ASSISTANT I			

WILLIE YOUNG	ENGINEERING TECHNICIAN III				
		M	34	B	14
		F	16	W	37

Office of State Aid Road Construction  
 Data for E.E.O. Compliance - New Hires  
 July 1, 2009- June 30,2010

EMPLOYEE NAME	TITLE	Hire Date		SEX		RACE
Joel Bridges	DOT- ENGINEER IV	Apr. 1, 2010				
Kristen Eaton	Contract Analyst II	Nov. 16, 2009				
Robert Jenkins	Programmer Analyst II	Sept. 1, 2009				
Kimberly Peyton	Contract Analyst II	Dec. 16, 2009				
Elizabeth Snyder	Administrative Assistant II	Oct. 12, 2009				
Brandi Stuart	Accounting Division Director	Feb. 16, 2010				
Chetena Wiley	Administrative Assistant II	Nov. 16, 2009				
		<b>Totals</b>	M	2	B	2
			F	5	W	5

Office of State Aid Road Construction  
 Data for E.E.O. Compliance - Terminations  
 30-Jun-10

EMPLOYEE NAME	TITLE	Reason		SEX		RACE
Vic Barber	DOT Engineer IV	Retired		M		W
Chris Hamil	Systems Administrator II	Resigned		M		W
Karen McCraw	Contract Analyst III	Retired		F		W
		<b>Totals</b>	M	2	B	0
			F	1	W	3

Melinda L. McGrath  
Deputy Executive Director/  
Chief Engineer

Brenda Znachko  
Deputy Executive Director/  
Administration



Steven K. Edwards  
Director  
Office of Intermodal Planning

Willie Huff  
Director  
Office of Enforcement

Larry L. "Butch" Brown  
Executive Director

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## MEMORANDUM

December 1, 2010

TO: Carolyn Bell  
Civil Rights Director

FROM: Shelly Roberts *SR*  
Contract Compliance Coordinator

RE: External EEO Program Update

### I. Structure and Responsibilities

The external EEO Program is centralized and administrated by the Office of Civil Rights.

The Contract Compliance Coordinator along with District Project Engineers is responsible for monitoring the External EEO Program.

The Contract Compliance Coordinator's responsibilities to the program consist of but not limited to:

- A. Conducting EO Compliance Reviews
- B. Investigating EO complaints from contractors or employees of contractors.
- C. Assisting the Districts and Project Engineers with any EEO matters in federally assisted contracts.
- D. Attending preconstruction meetings and briefing prime contractors and subcontractors on EO Regulations.



## II. Accomplishments

### A. Contract Compliance Reviews

The Contract Compliance Coordinator conducted reviews of the following contractors this fiscal year.

1. Malouf Construction, LLC  
Project Number: STP-8925-00(002) – Attala County

During the review process some minor deficiencies were found and a Voluntary Correction Action Plan was discussed and negotiated at the Exit Conference identifying deficiencies and the actions to be taken to correct each deficiency. The contractor corrected all deficiencies within the allotted timeframe and a Determination of Compliance was issued.

2. N. L. Carson Construction Co., Inc.  
Project Number: BR-0224-00(034) – Perry County

During the review process some minor deficiencies were found and a Voluntary Correction Action Plan was discussed and negotiated at the Exit Conference identifying deficiencies and the actions to be taken to correct each deficiency. The contractor corrected all deficiencies within the allotted timeframe and a Determination of Compliance was issued.

3. W. C. Pitts Construction Co., Inc.  
Project Number: BR-0224-00(034) – Perry County

During the review process some minor deficiencies were found and a Voluntary Correction Action Plan was discussed and negotiated at the Exit Conference identifying deficiencies and the actions to be taken to correct each deficiency. The contractor corrected all deficiencies within the allotted timeframe and a Determination of Compliance was issued.

4. Triangle Maintenance  
Project Number: STP-8924-00(002) – Attala County

Based on regulations a decision was made not to move forward with review due to very limited number of employees needed to perform the duties of the contract.

5. Case Atlantic  
Project Number: BR-0024-00(034) – Perry County

Contractor had completed its job when contract compliance review was conducted.

6. J. J. Ferguson  
Project Number: STP-8924-00(002) – Attala County

Contractor had not started working on project when contract compliance review was conducted.

7. TCB Construction, Co., Inc.  
Project Number: STP-0003-01(086) – Jackson County

During the review process some deficiencies were found and a Voluntary Correction Action Plan was discussed and negotiated at the Exit Conference identifying deficiencies and the actions to be taken to correct each deficiency.

8. B & B Electrical & Utility Contractors, Inc.  
Project Number: STP-0003-01(086) – Jackson County

During the review process some deficiencies were found and a Voluntary Correction Action Plan was discussed and negotiated at the Exit Conference identifying deficiencies and the actions to be taken to correct each deficiency.

9. Superior Asphalt, Inc.  
Project Number: STP-0003-01(086) – Jackson County

During the review process some minor deficiencies were found and a Voluntary Correction Action Plan was discussed and negotiated at the Exit Conference identifying deficiencies and the actions to be taken to correct each deficiency.

10. Dunn Road Builders  
Project Number: NH-0015-03(008) – Wayne County

During the review process some deficiencies were found and a Voluntary Correction Action Plan was discussed and negotiated at the Exit Conference identifying deficiencies and the actions to be taken to correct each deficiency.

The following contractors have been selected for an Area-wide or a Project Specific review for the FY 2010-2011:

1. Tanner Construction Co., Inc.
2. Racon, Inc.
3. BOH Brother's Construction Co., LLC
4. J. J. Ferguson
5. Crowley Company, Inc.
6. Key, LLC
7. Coleman Hammons Construction, Co., Inc.

Note: The above schedule is subject to change due to a change in project estimated completion dates.

### III. Other Activities

MDOT submitted to the Federal Highway Administration an annual Federal-Aid Highway Construction Employment Data Report (FHWA-1392) for the period ending July 31, 2010. The report provides a breakdown of employees by job classification to include the total number of minorities and females working on all federal-aid projects. The report reflects the following employment data:

Total employees: 5,879

42%- minorities

13%- females

These numbers reflect that contractors do not appear to have a problem recruiting and hiring minority employees but seem to have difficulty locating female employees.