

## ACCOMPLISHMENT REPORT (JULY 1, 2010– JUNE 30, 2011)

### Employment

The agency had a 29.2 percent minority new hire rate and an 8.26 percent female new hire rate for FY2011.

MDOT continues its effort to recruit qualified individuals into the transportation area. As part of our recruiting methods, we have begun to employ student interns during the summer to try to boost EIT employment with MDOT upon graduation. Student intern responsibilities may include, but are not limited to disciplines of project construction functions, inspection, and documentation of construction activities. Our recruiting officer visited Ole Miss, Mississippi State University and Jackson State University. Budget constraints, lack of vacant positions and opportunities and competitive salaries to match those of the private sector are the challenges MDOT faces in its effort to recruit EITs. MDOT currently has two (2) minority males, two (2) minority females and three (3) white females in EIT position.

MDOT did not have any students who had an interest in working as a co-op student during the review period. Because Co-op students are required to work full semesters, they are faced with the possibility of missing a vital class that wouldn't be offered during the next semester; thus risking the possibility of a setback on their projected graduation date.

### Training

The Office of Civil Rights and District Personnel Officers attended the 2010 AASHTO National Civil Rights Symposium in Norfolk, VA, September 12–16, 2010.

The State EEO Officer conducted individual workshops with the Public Affairs, Procurement, Public Transit, and Maintenance Divisions to review the department's five year EEO/Affirmative Action Plan and the hiring goals. Managers received a review of the plan, their roles and responsibilities as well as opportunity to provide feedback.

### Complaints

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

- 1) A black male alleged that he was discriminated against because of his race when he was not selected for a position that went to a White employee with less experience. An investigation revealed that the selection was based on response to behavior competency questions posed during interview. Chosen applicant

possesses the required people and problem solving skills to be an effective leader in the advertised position.

- 2) A black male alleged he was harassed by a supervisor which he feels is his presumption of my sexual preference causing a hostile work environment. An investigation revealed that It was determined that both parties possessed animosity toward each other. At the request of the plaintiff, a determination was made to move plaintiff to another division. Plaintiff recanted his relief sought and decided to remain in current division.
- 3) A black female alleged she was sexual harassed by her supervisor. An investigation revealed that there were no evidences to support charging party's allegation of sexual harassment.
- 4) A black female alleged discrimination based on sex when she was not selected for a position that went to a male with less qualification. Charging party filed grievance with EEOC before MDOT's investigation was concluded.
- 5) A black male alleged he was retaliated against for filing a USERA pending complaint against the department and was denied a promotion as a result. Investigation revealed that there was no evidence to support charging party's claim.
- 6) A black male alleged he was discriminated against because of his race in the areas of promotion and training opportunities, and in other benefits and services provided by the department. Charging party made the decision to file with EEOC.
- 7) A black male alleged that he has been denied promotions because of a previous race discrimination complaint and because of his race. Case was settled
- 8) A black male alleged he was he was disciplined and forced to resign because of his race. Case is pending
- 9) A black male alleged he has been discriminated and retaliated against because of his race when he was denied an assignment. Case is pending.
- 10) A black male alleged supervisor was harassing him because of his National origin. He is also alleged that a reprimand he received from his supervisor was in retaliation of previous charge. Charging party redrew charge of harassment. Second charge is pending.
- 11) A white male alleges his supervisor was harassing him because of his race. Complaint was withdrawn by charging party.
- 12) A black male alleged he was terminated because of his race. Charging party filed with EEOC.

13) A black male alleged he was terminated because of his race. Case is pending.

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 supports compliance with state regulations that requires regular monitoring of diabetic persons with Insulin Dependent Commercial Driver License. A program was installed on company computer that allows blood glucose readings to be downloaded from employee's portable glucose monitoring machine. Glucose reading and other required information are kept on file and is made accessible for inspection by Department of Public Safety.

### General

The State EEO Officer investigated nine (9) allegations of sexual harassment, and discrimination based on race, sex and religion. Some of the charges have been resolved but others are on-going. The State EEO Officer worked with the Human Resource Division attorney to provide information and documentation requested by EEOC.

The State EEO Officer performed quarterly reviews of new hires, promotions, and terminations data to monitor the progress the Department is making in achieving the goals outlined in the department's EEO/Affirmative Action Plan. The analysis of the department employment activities revealed that during the review period,

- A total of 298 employees were hired. Of that 29.21% were minorities and 7.87% were females.
- A total of 217 employees received a promotion. Of that 26.73% were minorities and 11.06% were females.
- A total of 355 employees terminated employment. Of that 27.61% were minorities and 9.31% were females.

The State EEO has made revisions to the format of the information reported to Managers and Supervisors to better assist them in helping the Department meet its goals and has begun distribution of reports.

The MDOT Office of Civil Rights participated in a baseline assessment of its civil rights programs in February, 2011. The Civil Rights Program for MDOT was reviewed to comply with FHWA requirements. Four program areas were reviewed and they included Title VI, ADA, Contract Compliance and State Internal EEO. Fourteen observations were made for the Civil Rights' Programs. Recommendations were made for all four program areas. All of the programs have quality oversight and sound execution.

## 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).

### **TRANsportation and Civil Engineering (TRAC)**

TRAC training has been provided through the Research and Curriculum unit at Mississippi State University since the program became an integral part of the Mississippi Frameworks for Information Communication Technology II. The Department of Education held two trainings in 2011. MDOT provided the TRAC modules for the trainings.

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

RIDES is an educational program that introduces kindergarten through eighth graders to careers in transportation. The following activities occurred with the program during this fiscal year:

- Trainings were held in Indianola, Jackson, Tupelo and Hattiesburg during the summer of 2011. One hundred forty-two kindergarten through 8<sup>th</sup> grade teachers participated in a two-day hands-on training. Attendees were provided curriculum as well as resources to complete activities offered.
- Teachers from the State of Michigan attended the training.
- A total of 1,083 teachers have been trained through the program.
- MDOT has received ARC grant to train additional teachers in 2011-2012. Smithville was the first district to participate with funding from the grant.
- Due to the success of the program in Mississippi, the program is now being offered to other states through a memorandum of understanding with AASHTO. Schools in Rochester, NY are currently seeking funding to participate in the program.
- The RIDES Coordinator has been invited to present the program in the State of New York.

### **Transploreum**

The Transploreum continues to be a source of pride for MDOT as well as for the City of Tupelo, MS. Parent Teacher meetings, community meetings, RIDES Trainings, MDOT meetings as well as student classes are held in the facility annually. A new Transploreum has been completed on the grounds of Burger Middle School in Hattiesburg.

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

- The FY 2011 MSTI was held at Mississippi State University, Alcorn State University and Jackson State University.
- Approximately 73 freshmen, sophomores, junior, and senior high school students from all over the state attended the universities for a two week course. The attendees combined consisted of 89% minorities and 43% 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.
- During the two week program, students took part in a number of activities to expose them to various transportation modes, heighten awareness and understanding of transportation-related issues, and inculcate interest in opting for transportation-related majors in college. Activities included presentations, participating in group projects, and touring various facilities.

The Office of Civil Rights participated in MSTI activities at both Alcorn State University and Jackson State University. Using elements from our Career Construction Fair, we discussed the various jobs in transportation and did some hands on activities that stressed safety in the workplace. Using fatal vision goggles and some common household items such as buckets and balls; we demonstrated to them the danger of being under the influence of drugs and alcohols while operating heavy equipment or just in a construction zone.

Mississippi has fourteen (14) schools participating in the National Bridge Building Competition which began in September. Winners will be announced in May of 2012 at the AASHTO Spring Meeting.

MDOT continues to partner with local Colleges and Universities to assist with research efforts. Of some 35 research projects outsourced by the Department during fiscal year 201, minorities represented 20.69 percent of the total consultant workforce and women represented 15.52 percent. Jackson State University, an HBCU, is one of the universities that received research projects.

### **Public Transit**

#### **Training**

Public Transit Division (PTD) staff participated in the MPTA sponsored the Fourth Annual Leadership Conference held in Natchez, MS August 11-13, 2010. The conference provided essential training on the personal professional development, improving daily operations, required state/federal policies updates, stimulus funds, regional coordination and strategic planning options.

November 10-12, 2010, the MPTA sponsored their 34<sup>th</sup> Annual Conference which was co-sponsored by the MDOT-Public Transit Division. This event was held in Tunica, Mississippi at the Gold Strike Resort. PTD staff gave an update on Policies and Procedures. Conference sessions included health care reform update, distracted driving, marketing strategies, fuel options, elected officials transportation updates.

The MPTA's Annual Rodeo was held in Choctaw, MS April 8-10, 2011. Training was provided during the Rodeo on Operations management/vehicle maintenance and safety/security practices.

PTD staff attended the Community Transportation Association of America's Conference and Expo June 5-10, 2011 in Indianapolis, IN. The Conference included training sessions in the following areas: Best Practices from different states regarding the implementation of various transit related programs and projects, Legislative updates and updates on FTA programs for the General Public (5311), Elderly and Persons with Disabilities (5310), New Freedoms (5317), Job Access and Reverse Commute Program (5316), Civil Rights Compliance Programs including Title VI, DBE and ADA. Mobility management and making the tough decisions in this economy were essential topics that were presented.

PTD staff attended AASHTO/MTAP conference in Savannah, GA on December 6-9, 2011. The conference provided federal updates on reauthorization of transit/highway funds and on-going issues with various funding programs. ARRA, safety and security issues, and environmental issues were also presented within the context of the conference.

PTD staff members attended FTA State Management Review ARRA Workshop in Nashville, TN, March 15-16, 2011. The workshop focused on all of transit reporting areas which included Grants Management, Program Management, Civil Rights, Procurement, and etc.

PTD staff members attended National Transit Institute (NTI) Rural Reporting in Nashville, TN March 31, 2011. The workshop included statewide reporting information, coordination with sub-recipients, financial and non-financial reporting, and the validation process and submitting of reports.

A PTD staff member attended the Drug and Alcohol Substance Abuse training April 7-11, 2011 in St. Louis, MO. Policy updates and information were presented to assist the Division in administering the Drug & Alcohol Testing program required of our rural transit providers.

The Division continues to encourage its contractors to initiate training with certified DBEs and to utilize other DBE vendors that have been certified through the UCP. Outreach efforts are also continuously initiated to encourage more minority and small businesses to apply for DBE certification. Our rural providers submit the names and contact information for non-certified small and minority businesses from FTA funds along with their monthly DBE reports to PTD. This information is used by staff to contact

the vendors in writing providing them information about the DBE program and the certification forms. Technical assistance is provided by PTD as needed. At our town hall meetings DBE is discussed in order to provide information about the UCP to become a certified DBE and inform the public of transit providers throughout the state and how to do business with them.

### Others

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. Purpose meeting dates are scheduled for the second Thursdays of the months of March, June, September and December.

The Training Director will continue to meet the training needs of the employees in order that they may build career paths within the Department and will 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 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 continue to 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.

The Department will work to ensure appropriate language has been incorporated 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. This goal will be implemented along with the new state personnel board appraisal system.

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 will continue to make an effort to recruit student interns to aid in increasing EIT employment upon graduation. The recruitment officer will continue to recruit at Jackson State University (HBCU), Mississippi State University and the University of Mississippi.

In an effort to meet as many potential minority engineer students as possible, the State EEO Officer and Recruitment Director purposes to meet directly with JSU engineer classes to discuss career opportunity with MDOT.

## 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 (2009) – 2,967,360
  
2. Male Labor Force (2010).....685,136  
Female Labor Force (2010).....628,264  
White Labor Force (2010).....874,815  
Non-White Labor Force (2010).....438,585  
  
Employed.....1,313,400  
Unemployed.....137,100  
Unemployment Rate.....10.4%
  
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													
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	3					3	1						
Professionals	26	9				35	6	4			1		
Technicians	249	91		1			8	3	1		2		
Protective Service													
Paraprofessionals													
Administrative Support	3	2					4	5					
Skilled Craft	6	5											
Service/Maintenance	11	5						2					
<b>Total</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	4	1				5	2	1				3	8
Professionals	43	6		1		50	10	3				13	63
Technicians	90	41				131	2	2				4	135
Protective Service													
Paraprofessionals							1	1				2	2
Administrative Support	2					2	1	1				2	4
Skilled Craft	4	2				6							6
Service/Maintenance													
<b>Total</b>	<b>143</b>	<b>50</b>		<b>1</b>		<b>194</b>	<b>16</b>	<b>8</b>				<b>24</b>	<b>218</b>

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													
Paraprofessionals										1		1	1
Administrative Support							9	1				10	10
Skilled Craft	14	3				17							17
Service/Maintenance	7	3				10							10
<b>Total</b>	<b>204</b>	<b>77</b>		<b>1</b>		<b>282</b>	<b>28</b>	<b>9</b>		<b>1</b>		<b>38</b>	<b>320</b>

TRAINING FOR CERTIFIED PUBLIC MANAGEMENT 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	1					1	2					2	3
Professionals	5					5	3	1	1			5	10
Technicians													
Protective Service													
Paraprofessionals													
Administrative Support													
Skilled Craft													
Service/Maintenance													
<b>Total</b>	<b>6</b>					<b>6</b>	<b>5</b>	<b>1</b>	<b>1</b>			<b>7</b>	<b>13</b>

**MDOT Training Statistics**  
**07/01/2010 - 06/30/2011**

<b>All Training Requests</b>			
Category	Female	Male	Total
White	558	2,812	3,370
Black	284	1087	1,371
Hispanic	4	4	8
Asian	8	8	16
Other	3	4	7
Total	857	3915	4772

<b>Basic Supervisory Course</b>			
Category	Female	Male	Total
White	6	7	13
Black	2	1	3
Hispanic	0	0	0
Asian	0	0	0
Other	0	0	0
Total	8	8	16

<b>Cultural Intelligence</b>			
Category	Female	Male	Total
White	32	175	207
Black	10	119	129
Hispanic	0	1	1
Asian	0	0	0
Other	0	0	0
Total	42	295	337

<b>Workplace Harassment</b>			
Category	Female	Male	Total
White	56	392	448
Black	12	122	134
Hispanic	0	1	1
Asian	0	0	0
Other	0	1	1
Total	68	515	583

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 Human Resource Managers, 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> Ongoing</p>
<p><b>Performance Measure:</b></p>
<ul style="list-style-type: none"> <li>• Reduction or elimination of complaints</li> </ul>
<ul style="list-style-type: none"> <li>• Identification of possible adverse impacts and solutions to eliminate</li> </ul>
<ul style="list-style-type: none"> <li>• Development of programs to reduce or eliminate discrimination</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. Review new hire and promotional goals each year for changes.</p>
<p><b>Timeline for Completion:</b> June, 2012</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> </ul>
<ul style="list-style-type: none"> <li>• Number of students participating in programs</li> </ul>
<ul style="list-style-type: none"> <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><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 2012</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> </ul>
<ul style="list-style-type: none"> <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><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, 2012</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 (2012 and 2013), March (2012, and 2013) June (2012) September (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> 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><b>Activity:</b> State EEO Officer and Recruitment Director will meet with Jackson State University engineer classes to discuss career opportunity with MDOT</p>
<p><b>Timeline for Completion:</b> May 31, 2012</p>
<p><b>Performance Measures:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of department's policy on the recruitment and hiring of EITs</li> </ul>
<p><b>Activity:</b> State EEO Officer will meet on quarterly with District Human Resource Managers to discuss and address potential EEO issues and concerns of the districts.</p>
<p><b>Timeline for Completion:</b> June 30, 2012</p>
<p><b>Performance Measures:</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> </ul>