



**EVERETT TRANSIT**

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

**CITY OF EVERETT, WASHINGTON**

Program Dates: 03/1/2022 – 02/28/2026

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The City of Everett has a strong commitment to the community we serve and to our employees. As an equal opportunity employer, we strive to have a workforce that reflects the general labor force in the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

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

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

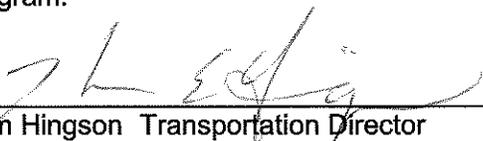
The City of Everett is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship to the department.

Mayor Cassie Franklin has the overall responsibility and accountability for the City's compliance with its EEO policy and program. To assist Mayor Franklin in the day-to-day management, including program preparation, monitoring, and complaint investigation, Ms. Kay Barnes, Equity Manager, is appointed as the City's EEO Officer. Ms. Barnes is directly accountable to Mayor Franklin and serves with her authority with all levels of management, labor unions, and employees. Ms. Barnes can be reached at [kbarnes@everettwa.gov](mailto:kbarnes@everettwa.gov) or 425-257-7038.

All of the City's managers and supervisory personnel share in the responsibility for implementing and monitoring the City's EEO policy and program within their respective areas and are assigned specific tasks to ensure compliance is achieved. The City will evaluate its managers' and supervisors' performance in their successful implementation of the City's EEO policy and program in the same way their performance is evaluated in achieving the City's other goals.

The City of Everett is committed to undertaking and developing a written non-discrimination program that sets forth the policies, practices, procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

Transportation Services is committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity, respect, and equity under the guidelines of our EEO policy and program.

  
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Tom Hingson Transportation Director

03/01/2022  
Date

## **1. DISSEMINATION OF PROGRAM AND POLICY**

### **A. INTERNAL DISSEMINATION**

1. A copy of the EEO Program and Policy will be provided by the Transportation Services Department to all its managers, supervisors, and employees. A copy will be placed on the employee bulletin board, in breakrooms, and in the Human Resources Department. Copies of the policy and program will be available for review and/or copying upon request in Human Resources or on the City's intranet site.
2. A copy of the EEO Program will be provided by the Transportation Services Department and/or Human Resources Department to each new employee during his/her new-hire orientation. All new employees will also receive copies of, and training on, the City's Anti-Discrimination/Harassment and Retaliation policies, and the Employee Code of Ethics and Rules and Regulations. Further, all new employees will view an anti-harassment/discrimination video.
3. Meetings will be held semi-annually to review Everett Transportation Services' Program, as well as the goals, problems, obstacles, and/or concerns that may have been encountered in the implementation of the Program. Managers and supervisors will review and discuss solicited recommendations from employees to improve Everett Transportation Services' EEO Program.
4. The EEO Officer, Transportation Services Department, and/or Human Resources Department will conduct and/or facilitate periodic, in-house training sessions for all Transportation Services employees. Input will be solicited from minorities and females at these sessions.
5. The Transportation Services Director will provide periodic communications to all departmental employees regarding the EEO Program and Policy.
6. All bargaining agreements will include a non-discrimination clause.
7. EEO training will be conducted for all new supervisors and managers within 90 days of their appointment.

### **B. EXTERNAL DISSEMINATION**

1. A copy of the EEO Program will be provided by the Transportation Services and Human Resources Departments upon the request of any job applicant.
2. Copies of the City's EEO Program will be available at the Transportation Services and Human Resources Department for interested groups, agencies, or citizens.

3. The EEO Policy will be posted on the City's website and distributed externally to employment agencies, educational institutions, veteran's organizations, community groups, and the media as requested.
4. The EEO Officer will maintain and update the EEO mailing list.
5. All employment application forms, advertisements, and announcements will include an equal opportunity and non-discrimination clause.
6. The Human Resources Department and Everett Transportation Services managers and supervisors will attend and support job fairs and other events as they become available to connect with and explain the EEO Program to employment agencies such as WorkSource, military transition centers for soon-to-be-discharged veterans (such as Transition Assistance Program Services (TAPS)), hiring halls, minority, female, and disability groups, community neighborhood groups, and other local agencies that may refer qualified female and minority applicants.
7. Where appropriate, recruitment announcements that include the City's EEO and non-discrimination clauses will be placed in the employment or other sections of newspapers, journals, and minority-specific websites and papers such as The Facts, Skanner, Asian Pacific Weekly, La Raza, etc.

## **2. DESIGNATION OF PERSONNEL RESPONSIBILITY**

### **A. EEO OFFICER**

It is the responsibility of the City's EEO Officer to coordinate the implementation of the EEO Program with Transportation Services' management staff. The duties of the EEO Officer will include the following:

1. Develop and maintain the EEO Program and Policy.
2. Assist Transportation Services management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs and strategies to achieve established goals.
3. Design, implement, and monitor internal audit and reporting systems to measure program effectiveness, to determine successes, and to identify areas of needed improvement.
4. Review Transportation Services' EEO Program with all managers and supervisors to ensure it is understood.
5. Review and concur with new hires and promotions.

6. Periodically review employment practices and policies, complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
7. Report semi-annually to the Transportation Services' management staff on the progress toward Transportation Services' goals and on contractor/vendor compliance, if applicable.
8. Assist Transportation Services personnel in liaising with federal, state, local governments, regulatory agencies, minority, disabled, and women's organizations, and community groups in the area of equal employment opportunity.
9. Remain up to date on current EEO laws and regulations, and ensure that laws and regulations affecting non-discrimination are disseminated to responsible officials.
10. Perform the intake of complaints of EEO discrimination. Investigations of EEO complaints will be conducted either by an outside consultant or by an appropriate member of the City's management staff who is not directly associated with Transportation Services' EEO Program.
11. Confer and concur with Transportation Services hiring authorities on new hires and promotions.
12. Provide EEO training for employees and managers.
13. Advise employees of training and professional development opportunities, and advise applicants of entrance requirements.
14. Monitor postings of the EEO policy statement to ensure compliance information is posted and up to date.

## **B. OFFICIALS, MANAGERS, AND SUPERVISORS**

Transportation Services Department's managers and supervisors are responsible for the implementation and support of Everett Transportation Services' EEO Program within their scope of authority. They shall periodically evaluate the performance of their assigned employees and, if necessary, recommend corrective actions via periodic reports to the Transportation Services Director in accordance with the Program and with the advice of the EEO Officer. Managers and supervisors are responsible for implementing Everett Transportation Services' EEO policies and practices, including the following:

1. Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achieving specified goals and objectives related to EEO.
2. Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure policies and procedures are followed.

3. In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
4. Cooperating with the EEO Officer in the review and investigation of discrimination complaints.
5. Encouraging employee participation in the support of the EEO Program (e.g., providing professional development and career-growth opportunities, posting promotional opportunities, shadowing, mentoring, and career counseling).

### **3. UTILIZATION ANALYSIS**

#### **A. UTILIZATION ANALYSIS**

The EEO Officer has prepared an analysis of the composition of the workforce within the Everett Transportation Services Department, including the race, gender, ethnicity, salaries, and job titles of the department's employees (see Appendix A). This analysis compares the composition of the department's workforce to the makeup of the available workforce in the surrounding community.

Underutilization is defined as having fewer minorities and females in a particular EEO job category than would reasonably be expected when compared to their availability in the area labor market. This Program is designed to help increase the representation (utilization) of affected group members when a particular affected group is under-represented (underutilized). Utilization is determined by comparing the percentage of the City of Everett workforce (WFA) to the percent of the available workforce (LFA). "Availability" is an estimate of qualified workers (that is, with skills required for entry in a specific job category) in a reasonable recruitment area, based on the U.S. Census Occupational Data. Underutilization occurs when the affected group's representation is less than 80% of the group's availability. It should be noted, however, that when small numbers of actual positions are present in the EEO job categories, it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

The utilization analysis depicts utilization in the City of Everett's workforce by EEO category. As the reasonable recruitment area for job categories, the U.S. Census Bureau 2014-2018 American Community Survey for Snohomish County, Washington (see Appendix B), shall be used for the following groups: Officials/Administrators, Professionals, Technicians, Protective Service Workers, Administrative Support Workers, Skilled Craft Workers, and Service-Maintenance Workers.

In the 2022 review of the Program, white females were underutilized in the categories of Professionals, and Service-Maintenance Workers. Minority females (Black, Hispanic/Latino, Asian, and Multi-races) were underutilized in the category of Service-Maintenance Workers. Efforts will continue to be made by the department to recruit and promote females for any opening in these underutilized categories.

In the 2022 review of the Program, minority males (Hispanic/Latino) were reported underutilized in the categories of Service-Maintenance Workers. Efforts will continue to be made by the department to recruit and promote minority males for any openings in these underutilized categories.

## **B. GOALS**

The City of Everett is committed to having a workforce that reflects the larger workforce in the community it serves. To realize the short-term and long-term diversity goals stated below, the City of Everett's Transportation Services Department and Human Resources Department will continue to review their recruitment and retention efforts to determine if there may be additional ways to attract more women and minorities to apply for positions in the City of Everett Transportation Services Department.

The **short-term diversity goal** for Transportation Services is to increase the number of white females, minority females (Black, Hispanic/Latino, Asian, and Multi-races), and minority males (Hispanic/Latino) in the Service-Maintenance Worker category; and increase the number of white females in the Professional category. The Service-Maintenance Worker category represents 18 total Bus Operator positions and four Paratransit Operator positions that may become available between 2022 and 2023 through possible attrition.

The **long-term diversity goals** for Transportation Services between 2022 and 2026 (including the short-term goals generally stated above) are to make the following increases in the following categories:

- One white female in the Professional category (increase by 38%).
- Six Hispanic/Latino males in the Service-Maintenance category (increase by 6%).
- Nine white females in the Service-Maintenance category (increase by 9%).
- One black female in the Service-Maintenance category (increase by 1%).
- Three Hispanic/Latino females in the Service-Maintenance category (increase by 4%).
- Five Asian females in the Service-Maintenance category (increase by 5%).
- Two Multi-race females in the Service-Maintenance category (increase by 2%).

The following are examples of efforts that are currently used or are being considered to be used to help achieve the utilization goals for positions in Transportation Services:

- a. Focus on recruitment efforts for women and minorities in underutilized positions.
- b. Maintain a Diversity Distribution List (i.e., send job postings and recruitment information to African American colleges and universities, Native American organizations, Hispanic and African American organizations, female organizations, etc.).
- c. Provide resources to broaden the underutilized positions through career and diversity fairs, conferences, college visits, high school visits, participation on school committees, and targeted community events that represent affected group populations.
- d. Advertise in a variety of media targeting female and minority populations, with an emphasis on under-represented positions.
- e. Meet one-on-one with individuals to encourage and assist them in recruitment processes, assist them in finding volunteer opportunities or placement in seasonal positions.

- f. Conduct job analyses to determine the requisite knowledge, skills, abilities and other attributes needed for recruited positions.
- g. Provide training and reviews to ensure job announcements, descriptions, interviews, and selection criteria are job-related and unbiased. Review screening processes in detail to identify any testing or interviewing barriers.
- h. Encourage and make available training that is not required, but would be beneficial to women and minority employees seeking to enhance their promotional opportunities.
- i. Use existing and create new personal relationships with resident citizens in various ethnic communities. Develop relationships to encourage minority candidates.
- j. Provide diversity training that encourages respect in the workplace, cultural awareness, understanding visual and hearing impairments, diversifying oral/interview panels, analyzing personnel actions for disparate impact, adhering to ADA requirements, training on proper interviewing techniques, evaluating performance, recognizing employees, and supporting career development.
- k. Use new and emerging technologies to assist in streamlining recruitment processes. Review labor force availability geographically to seek alternative and forward-thinking approaches to reach out to a diverse clientele where traveling out of state for testing processes may not be feasible.
- l. Achieve a diverse workforce at all job levels in proportion to the community it serves to include the Snohomish County "applicable labor market" as the long-range goal of the Transportation Services Department's EEO Program.
- m. Recruit year-round at job fairs and diverse community events to offer greater access to the diverse "applicable labor market" as position requirements demand. Conduct open/continuous recruitments in certain job classes as a short-term goal of the Transportation Services Department's EEO Program.
- n. Identify positions throughout Everett Transportation Services where the utilization of minorities and women (based on data relevant to the available labor force within Everett Transportation Services' "applicable labor market") can be improved.
- o. Evaluate the actions Everett Transportation Services has taken in the past to improve utilization and then assess why those actions, if any, and as applicable, have not produced the improved utilization sought.
- p. Identify current and future actions Everett Transportation Services might reasonably take to address the demographics of Everett Transportation Services' "applicable labor market," and other reasonable concerns.

#### **4. EMPLOYMENT PRACTICES**

##### **A. STATEMENT OF POLICY**

As stated in this Program, the EEO Statement of Policy applies to Everett Transportation Services' recruitment and hiring efforts, and reflects Everett Transportation Services' commitment to recruit and promote the most qualified persons available. The Civil Service Chief Examiner, in conjunction with the EEO Officer and Transportation Services management, shall be responsible for establishing fair and open recruitment, examination, and hiring procedures and shall be responsible for all pre-employment assessments. The City's EEO clause is included in every job announcement.

## **B. RECRUITMENT**

The City of Everett is a municipal corporation under the laws of the State of Washington. Everett Transportation Services classified positions, by City Charter, fall under the auspices of the City of Everett's Civil Service Commission. When the Civil Service Chief Examiner is informed of a staffing vacancy, a recruitment process will be conducted as approved by the Civil Service Commission. The Civil Service Chief Examiner's staff will coordinate the development and implementation of the recruitment process with input from Everett Transportation Services officials. The recruitment processes are conducted in accordance with the City of Everett's civil service rules, which are available to any employee or citizen through the City of Everett Human Resources Department. The civil service rules provide, in part, the following:

### **1. Promotional Recruitment**

- a. A job announcement or call for applicants (CFA) for the position will be developed utilizing the job description for the position, the minimum requirements and desirable qualifications, opening and closing dates of the application filing period, salary range based on the collective bargaining agreement, and a brief description of the examination process.
- b. The CFA will be approved by the Chief Examiner, and formally adopted by Civil Service Commission at their monthly meeting, which is open to the public. The Civil Service Commission meetings are held the fourth Thursday each month at the City of Everett's Council Chambers, 2930 Wetmore Avenue, Everett, Washington. Any changes to the meeting place, date, or time will be posted in the local paper and City departments. Due to holidays, November and December typically have alternate meeting dates.
- c. The CFA will be posted for at least a two-week period on bulletin boards and on the City's intranet site.

### **2. Open/Competitive Recruitment**

- a. A job announcement or call for applicants (CFA) for the position will be developed utilizing the job description of the position, the minimum requirements and desirable qualifications, opening and closing dates of the application filing period, salary range based on the collective bargaining agreement, and a brief description of the examination process.
- b. The CFA will be approved by the Chief Examiner.
- c. The CFA will be placed on designated bulletin boards and on the City's internet site and intranet sites, and will be emailed to the following summary of contacts (currently upwards of 200):
  - (1) County and city human resources offices throughout the State of Washington;
  - (2) Agencies and organizations in Snohomish and King County which serve individuals in protected categories;
  - (3) Washington State WorkSource and Department of Social and Health Services (DSHS) agencies;

- (4) Various Colleges and K–12 schools throughout the State of Washington; and
- (5) Various military bases throughout the State of Washington.
- d. In addition to advertisements placed in newspapers and websites of general circulation, advertisements may also be placed in the employment or other sections of newspapers, journals, websites, social media feeds, and minority-oriented papers such as the Facts, The Skanner, Asian Pacific Weekly, La Raza, etc.
- e. Some positions may also be advertised in national and/or institutional publications and websites as are determined to be appropriate.
- f. The CFA will be posted for a minimum of a two-week period.
- g. The application filing period or the overall recruitment process timeline may be lengthened if it is determined necessary by the Human Resources Department and Transportation Services management.

### **C. OUTREACH**

Outreach efforts to recruit females and minorities will include job fairs; announcing positions through minority papers, minority and community organizations, and Washington State WorkSource Centers; participating in minority and female dominant festivals, ethnic celebrations, community diversity fairs and awareness meetings and conferences, disability fairs, disability awareness meetings, military transitional meetings, etc. Display booths with job postings will be assembled as space is available. Representatives from the Human Resources Department and Everett Transportation Services (often represented in uniform) will attend these events to answer questions and to encourage a diverse group of potential applicants to apply.

### **D. EXAMINATION**

As stated in the CFA, the civil service examination process is designed to sample and measure the requisite knowledge, skills, and abilities of each applicant related to the classification being recruited.

The examination process consists of the following steps:

1. All applicants must submit their applications within the time period stated in the CFA, and must clearly and concisely indicate on the standard City of Everett application how they meet the required eligibility and special requirements stated in the CFA.
2. There will be a pre-screening of all applications to determine which applicants meet the eligibility requirements stated in the CFA.
3. The formal examination process may consist of one or more of the following:
  - a. A supplemental questionnaire review (percentage weighting will reflect the importance of the knowledge and skill being examined in this portion of the process and will be posted in the CFA). Rated supplemental questionnaires are completed

and submitted along with the applicants' online applications are sometimes used in lieu of a written examination.

- b. A practical skills examination simulating typical physical duties to which a limited number of the top-qualifying applicants are invited (the number of applicants tested will be determined by what is logistically feasible).
  - c. An oral panel examination (percentage weighting will reflect the importance of the knowledge and skill being examined in this portion of the process and will be posted in the CFA) to which all applicants who pass the practical examination will be invited; a percentage of the panel is represented by outside agencies and women and minorities are often requested to represent the panel.
  - d. A passing grade (70.00 or above) on all portions is required, along with any applicable veterans' service credits and/or time-in-service credits, for placement on the ranked Civil Service eligible register or hiring list.
4. An eligible register will be created and certified by the Chief Examiner/Civil Service Commission.
  5. The top five names on the eligible register will be considered for each approved vacancy in accordance with City ordinance.
  6. Actual hiring interviews of the top five applicants will be conducted by representatives of Everett Transportation Services.
  7. A background check, driver's license and driving record verifications, reference checks of work histories and academic records are required prior to any employment offer.
  8. A medical evaluation, including a drug screening, is required for safety-sensitive positions requiring a CDL.
  9. A probationary period of 180 days (six months) of an individual's performance is required for all Everett Transportation Services civil service positions, per Civil Service rules.

The EEO Officer, the Human Resources Department, and the Chief Civil Service Examiner monitor each step of the employment process to ensure that all established standards and methods for hiring and selection are followed, that placements contribute toward EEO goals, and that the recruitment processes do not discriminate. Seniority practices and transfer procedures are enforced pursuant to collective bargaining agreements.

## **E. EMPLOYMENT BARRIERS OR CONSTRAINTS**

A review of the program indicates that the Transportation Services Department is constrained in its ability to completely address its underutilization of minorities and females. These constraints include the following:

- a. The Transportation Services Department has a limited number of vacancies, retirements, or attrition during the course of each year. This trend is likely to continue for the foreseeable future based on the City's fiscal projections.

- b. The City typically does not receive a large number of minority or female applicants for its testing processes despite targeted advertisements and other concerted outreach efforts.
- c. Everett's City Charter has established objective, merit-based civil service requirements for the examination and hiring of most of the City's positions. City ordinance also requires that only the top five candidates from the civil service hiring lists may be interviewed and considered to fill each vacancy. If there are no minorities or females listed among the top five candidates, the Transportation Services Department does not have the discretion to hire applicants from an underutilized group.
- d. Washington law requires that veterans receive up to ten extra points on civil service testing processes. Our analysis shows that the majority of veterans who participate in the City's examination processes are white males.
- e. Washington state law prevents the use of selective certification or race/gender-based quotas in hiring.

The City has and will continue to attempt to compensate for these endemic constraints by emphasizing its outreach to qualified minorities and females through job fairs, advertising, colleges and universities career events, etc.

## **5. ASSESSMENT OF CURRENT EMPLOYMENT PRACTICES**

### **A. RECRUITMENT AND SELECTION**

The recruitment and selection process is described in previous sections. The City continues to improve these processes through updating the distribution lists for community, military, minority, female, educational, and disabled organizations.

#### Application Review & Interviewing

- Whenever feasible, the City tries to acquire a diverse panel or group of raters (subject-matter experts) for the examination process contributing to a balanced view of applicants.
- Applications are "blind-rated" upon closure of the application filing window. Personally-identifiable information is removed, and responses are evaluated by a team of transit professionals.
- All examinations shall be reviewed by the Civil Service Chief Examiner as to job-relatedness and the established passing point for required minimum proficiency. Each examination shall be constructed and scored in such a manner as to permit the ranking in numerical order of all candidates passing the exams.
- The Civil Service Commission allows challenges to the examination process. Challenges shall be submitted within five (5) days following examinations and must be in terms of job-relatedness of the examination, or to the personnel administrative procedures followed. The challenges must be specific and include a requested course of action. The alleged deficiencies must be shown to have a substantial effect on the final resulting employment

(eligibility) list as a whole to be qualifying. The Chairperson, after consulting with the Civil Service Chief Examiner and delegated challenge representative, will determine whether or not the challenge specifically meets the criteria to justify holding a public hearing.

- Occasionally, outside agencies or consultants are used to assist City representatives with the development and implementation of examinations, which consultants are required to comply with EEO regulations and Civil Service rules.
- Employees may review their job descriptions at any time.
- The City of Everett complies with the Americans with Disabilities Act and Title VII of the Civil Rights Act, as amended, to accommodate candidates with disabilities who need special arrangements to take examinations. Auxiliary aids and services may be provided except where they may fundamentally alter the exam or result in an undue burden. A special accommodation request must be made by the candidate at the time of application by requesting and submitting the following (completed) forms: Special Testing Accommodation Request form and Documentation of Disability-Related Needs by Qualified Professional form (see Appendix).

#### Promotions and Transfers

- Promotional examinations for civil service positions are conducted in strict compliance with civil service rules. Under these rules, all those who (1) are qualified for the position being recruited and (2) have passed probation in another civil service position are eligible to apply. These positions are posted in all City departments. Lateral transfers to fill a civil service position require the transferred employee to have existing civil service status in the position into which they are transferring. Promotions and transfers of appointed employees are made at the discretion of the Transportation Services Director.

#### Seniority Practices

- The seniority practices specified in the two labor groups representing Transportation Services cover matters related to task assignments, callouts, overtime, and bumping rights in the event of a layoff. Seniority does not affect the Department's recruitment practices.

#### Training

- Tuition reimbursements are available on a pre-programmed and pre-approved basis by an appointed City board for job-related education. Leadership, supervisory, and other employee training is offered to all City employees, based on their department's approval. The Transportation Services Department provides specific training needed for employees to perform their jobs, such as training for drivers, computer training, and ASE training for Motor Vehicle Division staff.

#### Compensation and Benefits

- Wages and benefits are based on collective bargaining agreements for all classified Transportation Services employees who fall under the civil service rules. Wages and

benefits for all appointive employees are determined by the compensation program pursuant to City of Everett ordinances.

#### Disciplinary Procedures and Termination Practices

- Employee discipline is coordinated between Human Resources, City Administration, and Transportation Services' management in strict compliance with the requirements of established City policies. Union representation accommodated through the course of the disciplinary process. The City of Everett does not have mandatory progressive discipline. Appropriate discipline is based on the specific circumstances of the misconduct. Appeals of suspensions, demotions, and terminations are provided for through either the Civil Service Commission in accordance with civil service rules, or the applicable union's grievance procedure.

#### Statistical Impact of Employment Practices on Minorities and Women

The EEO Officer conducts a semi-annual analysis of compliance and progress toward achieving the goals and objectives of the EEO Program. The analysis utilizes the following summary data and reports:

- **APPLICANT FLOW DATA** – The number of individuals by race, sex, veterans, and national origin applying for employment within the preceding year and the number by race, sex, and national origin of those applicants who were offered employment and those who were actually hired (see Appendices C and D).
- **HIRES AND PROMOTIONS** – The number of employees in each job category by race, sex, veterans, and national origin who made application for promotion within the preceding year and the number in each category by race, sex, and national origin who were promoted or transferred (see Appendix D).
- **SUSPENSIONS AND TERMINATIONS** – Voluntary and involuntary terminations identified by race, sex, veterans, and national origin (see Appendix E).

Based on the results of this semi-annual analysis, as well as the assessment of a current utilization analysis, appropriate changes may be considered in employment practices to better comply with state and federal regulations.

The Human Resources Department will monitor all placements, transfers, promotions, and terminations to ensure that the City of Everett's nondiscriminatory policies are carried out. Twice a year the EEO Officer will advise Transportation Services' management of the EEO Program's effectiveness and submit recommendations, as necessary, regarding changes or improvements, if any, needed within the Everett Transportation Services Department to more effectively address and/or implement the goals, guidelines, and commitments set forth in the Program. Additionally, a detailed narrative regarding underutilization and how to resolve potential barriers that may exist, and how to remove them will be created by the Transportation Services Director.

The Job Group Movement Analysis for the previous Program cycle (3/1/2018 – 9/30/2021) shows there were a total of 1430 Everett Transportation Services applicants. Of these applicants 54.76% were females (white and minority) and 31.89% were minorities.

The New Hires Versus Appointment Availability Analysis for the previous Program cycle (3/1/2018 – 9/30/2021) shows there were a total of 42 new hires of which 13 were minorities and 14 were females (white and minority).

### Individuals with Disabilities and Veterans

The Transportation Services Department will comply with equal employment opportunity legislation to employ and advance qualified persons with disabilities, Vietnam-era veterans, disabled veterans, recently separated veterans, and persons over 40 years old at all levels of employment where opportunities may exist. The department will also ensure compliance in all employment practices, including hiring, promotion, demotion, transfer, recruitment, layoff, termination, compensation, and selection for training.

The EEO Officer will work with the Human Resources Department, and department directors in restructuring jobs, adjusting schedules and providing other job accommodations in order to increase the recruiting, hiring, and retention of qualified persons with disabilities.

In accordance with Washington State statutes, veterans scoring criteria status will be added to the passing mark or grade on all civil service competitive examinations if preference is claimed by a veteran in accordance with RCW 41.04.010, as amended, and the veteran meets the eligibility criteria.

## **6. MONITORING AND REPORTING**

### Agency Monitoring

Everett Transportation Services' managers and the EEO Officer will monitor all employment actions, including new hires, promotions, transfers, demotions, and terminations to ensure that the requirements of the Transportation Services' EEO program and the City's and anti-discrimination policies are carried out.

Throughout the calendar year, the EEO Officer will advise the Transportation Services Director and his or her managers and supervisors of the EEO Program's effectiveness and submit recommendations, as necessary, regarding any changes or improvements needed within the Department to more effectively address/implement the goals, guidelines, and commitments set forth in the EEO Program.

As a part of their day-to-day job duties and responsibilities, Everett Transportation Services Director, managers, and supervisors will take actions as set forth under Section E., Managers and Supervisors. They will do so in a timely manner and as realistically possible within their daily job tasks. In addition, Transportation Services supervisory personnel will submit to the Transportation Services Director semi-annually assessment reports of EEO accomplishments providing additional data for future projections identifying, if any, failures or obstacles in achieving EEO goals.

The EEO Officer will monitor all applicants seeking employment and the tracking of current employees seeking promotional opportunities. The analyses and the reports will show the number of individuals who have applied in the past six months and the number of employees in each job category who have applied for promotional positions by gender, race, and/or ethnicity. Future semi-annual reports shall include applicants and/or employees who were offered employment and/or were promoted. This information will contain statistical data documenting any impacts of the employment practices on protected classes, and will be shared with the Transportation Services Director who will, in turn, review and discuss the analyses with Transportation Services managers and supervisors. Actions within the Transportation Services department will be tracked to include disciplinary actions (i.e., terminations, suspensions, demotions, etc.) with breakdowns on race, color, and sex; EEO complaints; new hires, promotions, and transfers; and the outreach events attended.

The EEO Officer will perform the following additional functions and report the outcomes to the Transportation Services Director at their semi-annual meetings:

- Review all applicable union contracts and agreements to ensure they do not result in any disparate impacts.
- Process, investigate, and document the outcomes and resolutions of any EEO complaints filed against Transportation Services. Maintain a log of all complaints filed with the department. This log shall include the name of the complainant, the basis of the complaint, the protected group(s) associated with the complaint, applicable dates
- Ensure the proper distribution of the EEO Policy and Program.

#### Agency Reporting

The Transportation Services Director will meet with the EEO Officer semi-annually to discuss the progress of the EEO Program and the results of the monitoring of departmental hiring, promotions, complaints, etc. The EEO Officer will maintain files of the topics and outcomes discussed at these meetings, as well as other records documenting the progress of the EEO Program, such as agendas and sign-in sheets for official EEO meetings, job postings, advertisements placed, outreach events attended, complaint documentation, etc.

**APPENDICES**

**EQUAL OPPORTUNITY PROGRAM**

**FOR THE**

**CITY OF EVERETT TRANSPORTATION SERVICES  
DEPARTMENT**

**EVERETT, WASHINGTON**







American Community Survey 2014 - 2018 Labor Force Availability - Snohomish County and the City of Everett

	MALE RACE/ETHNICITY						FEMALE RACE/ETHNICITY									
	White alone	Black or African American alone	Hispanic or Latino	Asian alone	American Indian and Alaska Native alone	Native Hawaiian and Other Pacific Islander alone	Balance of not Hispanic or Latino	Male Total	White alone	Black or African American alone	Hispanic or Latino	Asian alone	American Indian and Alaska Native alone	Native Hawaiian and Other Pacific Islander alone	Balance of not Hispanic or Latino	Female Total
<b>Officials/Administrators</b>																
Number - County Only	28,015	750	1610	3200	125	45	1,270	35,015	19,335	320	1865	2660	150	70	935	25,335
Percent County	46.4	1.2	2.7	5.3	0.2	0.1	2.1	58	32	0.5	3.1	4.4	0.2	0.1	1.5	42
Percent City	45.8	2.2	1.5	3.3	0	0	2.5	55.30	33.1	2.9	3.2	3	0.3	0	2.1	44.60
<b>Professionals</b>																
Number - County Only	31,035	1,055	2,015	7,265	95	15	1,645	43,125	33,040	690	2490	5995	185	50	1,310	43,760
Percent County	35.7	1.2	2.3	8.4	0.1	0	1.9	50	38	0.8	2.9	6.9	0.2	0.1	1.5	50
Percent City	38.3	1.6	2.5	3.3	0	0	1.3	47.00	42	0.4	4.2	4.2	0.2	0.2	1.7	52.90
<b>Technicians</b>																
Number - County Only	15,105	815	1600	2650	175	155	785	21,285	9,495	680	1160	2260	65	35	595	14,290
Percent County	42.5	2.3	4.5	7.5	0.5	0.4	2.2	60	26.7	1.9	3.3	6.4	0.2	0.1	1.7	40
Percent City	45.5	3.5	4.1	8.8	1.1	0	1.5	64.50	23.1	0.6	3.6	6.3	0.1	0	1.7	35.40
<b>Protective Service</b>																
Number - County Only	4595	340	410	280	30	30	145	5,830	970	15	70	35	4	4	50	1,148
Percent County	109.5	5.2	17.6	4.3	0.5	0.5	4.1	142	52.7	3.1	1.1	0.5	0.1	0.1	2.6	60
Percent City	147.3	0	3.2	3.2	0	0	0	154	25.3	15.8	0	0	0	0	10.5	52
<b>Administrative support</b>																
Number - County Only	23,820	880	2585	3300	125	145	1,545	32,400	47,040	1,185	3,885	5,110	505	420	2,695	60,840
Percent County	25.5	0.9	2.8	3.5	0.1	0.2	1.7	35	50.5	1.3	4.2	5.5	0.5	0.5	2.9	65
Percent City	26.2	1.5	2.7	2.5	0.1	1	1.6	35.60	50.2	2.4	6.4	2.2	0.9	0.4	2	64.50
<b>Skilled craft</b>																
Number - County Only	28,195	735	4795	1835	205	265	1,005	37,035	1,915	90	300	710	30	10	95	3,150
Percent County	70.1	1.8	11.9	4.6	0.5	0.7	2.5	92	4.8	0.2	0.7	1.8	0.1	0	0.2	8
Percent City	72.3	4.3	10.3	4	0	0.6	2.5	94.00	3.6	0	0	1.2	0.1	0.2	0.7	5.80
<b>Service/Maintenance</b>																
Number - County Only	32,980	2,810	8,485	4,010	600	595	2,420	51,900	26,530	1,980	6,115	5,125	275	395	2,205	42,625
Percent County	34.9	3	9	4.2	0.6	0.6	2.6	55	28.1	2.1	6.5	5.4	0.3	0.4	2.3	45
Percent City	36.5	4.1	6.8	3.6	0.8	0	2.9	54.70	30.8	2.3	4.6	4.9	0.5	0.3	1.9	45.30

**JOB GROUP MOVEMENT ANALYSIS  
3/1/2018 - 9/30/2021 TRANSIT RECRUITMENT  
APPLICANT EEOC DATA  
Appendix C**

	Male						Female						Total				
	White	Black or African American	Hispanic or Latino	Asian	American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander	Two or More Races	Did Not State	White	Black or African American	Hispanic or Latino	Asian		American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander	Two or More Races	Did Not State
# of Applicants	392	86	34	68	7	21	35	4	567	32	74	40	14	6	39	11	1430
% of Total Applicants	27.41%	6.01%	2.38%	4.76%	0.49%	1.47%	2.45%	0.28%	39.65%	2.24%	5.17%	2.80%	0.98%	0.42%	2.73%	0.77%	100.00%
# Of Transit Employees as of 9/30/21	76	4	5	4	0	1	3	0	33	1	3	2	2	0	1	0	135

Total of All Males	647	Total of All Females	783	Total of All Minorities	456
# of Applicants	647	% of Total Applicants	45.24%	% of Total Applicants	31.89%