

Trans Safety
Harold Schiel

IOWA DEPARTMENT OF TRANSPORTATION

HF
5549.5
.A34
I59
1990

Division/Bureau/Office Directors
District/Resident Engineers
District Materials Engineers

Date February 9, 1990

Ref. No. 263

Route *sk*

Human Resources Bureau

Subject Affirmative Action Plan for Calendar Year 1990

Attached is the DOT Affirmative Action Plan for 1990 which was approved by the Iowa Department of Personnel in January of this year.

This plan reflects our affirmative action goals by organizational unit and as an agency. The goals were established based on input from the divisions and districts regarding anticipated vacancies and hiring opportunities in classes that are underutilized for females, minorities, or both. DOT is not underutilized for persons with disabilities, so no goals were established.

If you have any questions regarding this information or need additional clarification, please contact me at 515/239-1188 or by PROFS.

Attachment

cc: D. Rensink
D. Tice

STATE OF IOWA
AFFIRMATIVE ACTION PLAN
FOR THE
DEPARTMENT OF Transportation

EFFECTIVE DATE: January 1, 1990

TIME FRAME: January 1, 1990 to December 31, 1990

PREPARED BY:

Fran Rout

(NAME)

Personnel Management Specialist 3

(TITLE)

Darrel Rensink

Darrel Rensink DIRECTOR

APPROVED BY:

STATE OF IOWA
DEPARTMENT OF PERSONNEL
AFFIRMATIVE ACTION ADMINISTRATOR

THOMAS E. DONAHUE, DIRECTOR

REVIEWED BY:

(EMPLOYMENT SPECIALIST)

(PERSONNEL OFFICER)



Iowa Department of Transportation

800 Lincoln Way, Ames, IA 50010 515/239-1111

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Iowa Department of Transportation's Equal Employment Opportunity Policy is founded on the principle that equality and human dignity is the right of every individual.

Equal employment opportunity will be provided to all employees and applicants without regard to race, religion, national origin, sex, physical or mental disability or age (except when such may be a bona fide occupational qualification). Every effort shall be made to ensure that reasonable accommodations are provided to persons with disabilities and that the rights of veterans of recognized military conflicts including Vietnam Veterans and all disabled veterans are protected.

Managers and supervisors will assume responsibility for, and will be evaluated on, their equal opportunity performance. These responsibilities include administration of employment policies relating to recruitment, hiring, promotion, classification, compensation, transfer, layoff, return from layoff, training, tuition reimbursement and benefits.

The Human Resources Bureau will be responsible for reviewing, revising and recommending changes in the employment qualifications, standards, policies and procedures to assure compliance with the laws listed below. The Human Resources Bureau will investigate any instance of alleged discrimination in the employment policies and procedures of the Iowa Department of Transportation. Employees who cannot resolve these problems with their immediate supervisors are urged to contact the Human Resources Bureau at 515/239-1431.

Darrel Rensink
Director

U.S. Civil Rights Act of 1964 Title VII
Iowa Civil Rights Act of 1965 as Amended
State of Iowa Executive Orders 15, 34 and 46
Assurances of the Federal Aid Highway Act 1968
The Vietnam Era Veterans Readjustment Assistance Act 1974

Commissioners

Shelda Hertzke Beener
Cedar Falls

Catherine Dunn, BVM, PhD
Dubuque

C. Roger Fair
Davenport

Robert H. Meier
Ottumwa

Doug Shull
Indianola

Suzan M. Stewart
Sioux City

Austin B. Turner
Corning

SUMMARY OF CURRENT YEAR ACTIVITIES

Proposed 1989 Actions:

a. Action Plan

See attached.

b. Results/Evaluation

Additional actions taken by the Department:

Areas where Goals were met:

EEO-4 Category	Female Goal	Minority Goal
01	1	
04		1
05	2	1
06		5

Persons With Disabilities Goal:

Our agency is not underutilized for persons with disabilities and therefore no goals were set.

Areas where Goals NOT met and reason:

EEO-4 Category	Female Goal	Percent Achieved Female	Female Reason
02	20	50%	Shortage of females available with required skills
03	14	50	" " " on lists
04	1	0	" " " " "
** 06	2	0	The high turnover & lack of refilling those positions
07	4	0	Shortage of females
08	17	76	Turnover & lack of candidates

EEO-4 Category	Minority Goal	Percent Achieved Minority	Minority Reason
02	7	42.8%	Shortage of candidates
03	10	0	Shortage of candidates
07	5	.2	Shortage of candidates
08	12	58.3	Shortage of candidates

Persons With Disabilities Goal: None established.

** Losing individuals in the job classes that are not underutilized also led to not being able to achieve our goals in this generally female dominated category.



Iowa Department of Transportation
POLICIES AND PROCEDURES MANUAL

Title Equal Employment Opportunity		Policy No. 230.03
Responsible Office(s) Bureau of Human Resources		Related Policies & Procedures 230.01, 230.02
Effective/Revision Date(s) 9-1-76/ 12-1-88	Approval(s) <i>David Jensen</i>	

Authority: The Director of Transportation in conformance with Title VII of the Civil Rights Act of 1964, U.S. Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, Iowa Civil Rights Act of 1965 as amended (Iowa Code chapter 601A), State of Iowa Executive Orders 15(4-2-73), 34(7-22-88) and 46(12-21-82), Chapters 12 and 20 of the Iowa Department of Personnel Rules, and other pertinent civil rights and affirmative action rules and regulations.

Contents: This policy establishes the agency policy and employee responsibilities for affirmative action and equal opportunity.

Affected Offices: All

Definitions:

Affirmative action: Action appropriate to overcome the effects of past or present practices, policies or other barriers to equal employment opportunity.

Protected classes:

Ethnic Minorities. Persons having origins in any of the following--African racial groups (Blacks); Spanish cultural groups (Hispanic); original North American racial groups (American Indian or Alaskan native); or Far Eastern, S.E. Asian, Indian, or Pacific Island groups (Asian or Pacific Islander).

Women.

Disabled. Any person who a) has a physical or mental impairment which substantially limits one or more major life activities, b) has a record of such an impairment, or c) is regarded as having such an impairment.

Persons age 18 or older.

Veterans. Disabled veterans of any war, and veterans who have served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, with a discharge other than dishonorable.

Sexual harassment: Any act of discrimination which uses sexual submission or rejection as a condition of employment, or conduct of a sexual nature which interferes with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

Unlawful discrimination: The act of making a distinction between two or more equally qualified persons on the basis of race, religion, national origin, sex, color, creed, mental or physical disability, or age, when such act affects those persons' employment situations in any way.

Forms:

14009: Employee Distribution Interview Report

M-12: Confidential Performance Review/Evaluation, Section A

P-1: Report of Personnel Action

Policy and Procedure:

I. AGENCY POLICY

- A. The Department is an equal employment opportunity and affirmative action employer.
- B. The Department prohibits unlawful discrimination in employment policies and practices on the basis of race, religion, national origin, sex, color, creed, mental or physical disability or age (except when such may be a bona fide occupational qualification).
- C. All applicants and employees shall be treated equally in order to achieve the affirmative action goals of the Department. Managers and supervisors shall appoint, promote, assign, train and evaluate the performance of employees on the basis of individual qualification and merit and shall not unlawfully discriminate against applicants and employees.
- D. Reasonable accommodations for the physical and mental limitations of disabled employees shall be made unless these accommodations would create undue hardship for the agency.
- E. Hiring and promotional goals for protected classes shall be established.
- F. Protected class employees shall be encouraged to participate in training programs to enhance their career development.
- G. A work environment conducive to equal opportunity and affirmative action and free of sexual intimidation or harassment shall be maintained.

II. IMPLEMENTATION OF POLICY

A. Plan, Goals and Reporting

- 1. The Bureau of Human Resources shall develop the agency Affirmative Action Plan, train employees regarding its implementation, and maintain records as required by law.
- 2. Managers and supervisors shall establish hiring and promotional goals for protected classes, with special consideration for underutilized classifications.
- 3. Form 140009, "Employee Distribution Interview Report", shall be completed by the selecting authority after the candidates have been interviewed (not required for mandatory transfers or nonpermanent appointments). It shall then be attached to the P-1 and forwarded to the Bureau of Human Resources.

B. Appointments

- 1. Members of protected classes shall be selected to fill vacant positions in accordance with the intent of the agency's Affirmative Action Plan.
- 2. Form 140009 shall be completed as outlined in Section II.A.
- 3. The Department of Personnel and local Division of Job Service offices shall assist in the recruitment of members of protected classes.
- 4. All advertisements to recruit applicants for employment shall include the phrase "an equal opportunity employer".

C. Training and Career Development

- 1. All managers and supervisors shall receive affirmative action training.

2. Vocational and job-related training shall be made available to all employees. Managers and supervisors shall encourage employees to participate in these training programs, giving special consideration to members of protected classes.
3. Managers and supervisors shall document assistance and guidance given to members of protected classes in planning career development.
4. The Bureau of Human Resources shall assist in the career development of members of protected classes.

D. Responsibilities and Performance Standards for Managers and Supervisors

1. Managers and supervisors are responsible for assuring that the provisions of this policy are followed.
2. Form M-12, "Confidential Performance Review/Evaluation, Section A", for all managers and supervisors shall contain the following standards:
 - a. Members of protected classes shall be selected to fill vacant positions in accordance with the intent of the agency's Affirmative Action Plan.
 - b. Documented assistance and guidance shall be provided to members of protected classes in planning career development.
 - c. Disposition of grievances and appeals alleging discrimination and the results of exit interviews shall indicate that equitable treatment has been afforded all employees.

E. Disciplinary Matters

1. Managers and supervisors shall work closely with the Bureau of Human Resources on disciplinary matters involving protected class employees. All disciplinary actions shall be documented in accordance with Policy No. 230.02, "Disciplinary Action".
2. Any act of unlawful discrimination or sexual harassment by one employee against another employee, or between groups of employees, is cause for disciplinary action and shall be settled in accordance with Policy No. 230.02.

F. Resolution of Alleged Acts of Unlawful Discrimination or Sexual Harassment

1. Any employee who alleges an act of unlawful discrimination or sexual harassment has the right to seek resolution of the situation without jeopardizing employment or future professional opportunities.
2. A noncontract employee may seek resolution of the matter by using the grievance (nondisciplinary matters) or the disciplinary action appeal procedure set out in Policy No. 230.01, "Grievances and Disciplinary Action Appeals".
3. A contract employee seeking resolution of a nondisciplinary matter not covered by contract may also use the grievance procedure set out in Policy No. 230.01. Otherwise, the contract grievance procedure shall be followed.
4. In lieu of or concurrently with these procedures, any employee may also formally appeal the matter to either the Iowa Civil Rights Commission or to the U.S. Equal Employment Opportunity Commission. The employee should consult with either or both of these agencies for further advice and procedures, including applicable time limits.

G. Posting

Supervisors shall post this policy on bulletin boards within their respective work areas.

H. Contract Employees

If any provision of this policy is in conflict with the terms and conditions of a properly executed collective bargaining agreement, the collective bargaining agreement shall prevail in all issues except those in conflict with state and federal statutes regarding civil rights.

A) Action Plan

a) Recruitment targeted towards colleges and universities with civil engineering disciplines and other schools with technically oriented programs.

b) Continued review of selection criteria to assure objectivity in selections.

c) Selection of women and minorities in entry-level vacancies to allow for the establishment of a group from which future promotions can be made.

B) Results/Evaluation

a) Participated in engineering recruitment activities at ISU and U of I. DOT hired eighteen engineers, two female and two minority engineers.

Several colleges and other community resources were contacted regarding Motor Vehicle Officer 1 vacancies. As a result 472 applications were received (97 female and 36 minorities). Only 74 of the protected class individuals appeared on a class printout. Several have been considered, but have been unable to complete or pass the required tests.

Technical schools and colleges were notified of DOT interest in recruiting for Automotive Mechanics. Some minority interest in District 3; however no hires in 1989. We've had contact with three females who may be interested in Auto Mechanic Helper vacancies upon graduation. DOT hired their first female Auto Mechanic Helper in District 6.

b) Through general review of hiring decisions, particularly in under-utilized classes, selecting authorities are doing a better job of using job related criteria to make selections.

c) DOT has made progress in some job classes as noted on our quarterly reports.

C) Additional Actions Taken By The Department

a) Joined the College Placement Council and the Midwest College Placement Council to further our contacts and establish recruitment areas.

Consulted with other states' recruitment departments for insight into civil engineer recruitment activities.

Attended Freshman Engineering Recruitment Banquet at ISU, Minority Student Banquet and Career Fair at ISU, ISU's general career fair, and U of I's career fair.

b) Offered face to face and telephone consultation to supervisors and managers on selection criteria and/or selections to be made.

c) Increased contacts with community resources around the state so as to target referrals of women and minority candidates to local Job Service offices.

A) Action Plan

B) Results/Evaluation

Additional Actions Taken By The Department

Seven public orientation sessions were held to give the public information on how to apply for DOT jobs and how the state employment process works.

Additionally HRB has met with minority leaders, attended minority conferences & symposiums, been an active member of Job Placement Network (involved in placement of social program clients), been involved in mock interviews with area community college students, participated in and encouraged public awareness at IDOP's State Fair Booth and DOT's Director's Advisory Committee on Affirmative Action State Fair Booth.

d) Provide necessary technical training to allow for success once selected.

d) Supervisors are responsible to provide on-the-job training for employees in new jobs. We also utilize technical training programs for individuals in specific job classes. We continue to work with supervisors in establishing formalized training plans to ensure employees have every opportunity to be successful.

d) Continue to work with IDOP to finalize career planning opportunities for employees. Investigate how fast track training programs may be incorporated in specific job classes.

e) Continued training of managers and supervisors in dealing with females in non-traditional positions.

e) We continue to counsel supervisors regarding appropriate activities in preparation of females entering a non-traditional job class or work site for the first time.

e) We also encourage supervisors and managers to take appropriate IMTS courses to learn necessary skills in dealing with situations and attitudes which may present themselves. In some cases, we identify and require additional remedial training when problems are anticipated or have been identified.

A) Action Plan

- f) Continued coordination with local Job Service offices in identifying and referring protected class individuals to interview for vacancies.

B) Results/Evaluation

- f) To date the Recruitment Specialist has personally met with District Managers and Office Managers in 74% of all Job Service locations across the state to identify and coordinate DOT's job needs, our affirmative action commitment, and to explain and interpret the state's C class process.

Additional Actions Taken By The Department

- f) HRB will be finalizing a memo to go to all DOT supervisors and managers outlining the Job Service process and the increasingly important role they play in helping us meet our affirmative action commitment by assisting us in our recruitment needs.

QUALITATIVE UTILIZATION ANALYSIS

1990

Department Transportation

Organizational Unit: All

Factors contributing to underutilization:

Includes all eight job categories.

Lack of female and minority candidates on lists of eligibles.

Small number of females and minorities in work-force to allow for selections on promotional lists.

Lengthy & cumbersome process to begin at recruitment and finally end at a hire.

<u>Action Plan:</u>	<u>Person Responsible</u>	<u>Target Date</u>
a) Recruitment targeted towards colleges & universities with civil engineer disciplines, colleges with higher populations of women & minority students and other schools with technically oriented programs.	DOT Recruitment Specialist IDOP Recruitment Manager	December 1993
b) Increase recruitment targeted towards high schools/ middle schools to orient students toward future employment needs.	DOT Recruitment Specialist Personnel Officers DOT Supervisors & Managers	July 1994
c) Recruitment and selection of women and minorities for entry-level positions to allow for the establishment of a group from which future promotions can be made.	Selecting Authorities DOT Recruitment Specialist	Ongoing
d) Continued review of selection criteria to assure objectivity in selections.	Personnel Officers Selecting Authorities	Ongoing
e) Continued coordination with Job Service offices across the state in identifying and referring protected class individuals to interview for vacancies	Selecting Authorities DOT Recruitment Specialist Job Service Personnel IDOP Recruitment Manager	Ongoing
f) Provide necessary additional technical training and/or support to allow for success once selected.	DOT Supervisors, Managers & Training Coordinators	Ongoing
g) Continued awareness/training of managers & supervisors in dealing with females in non-traditional positions & minorities when hired.	Personnel Officers Training Officer IMTS Trainers	Ongoing

QUALITATIVE UTILIZATION ANALYSIS

1990

Department Transportation

Organizational Unit: All

Factors contributing to underutilization: 01 job category

The type of positions filled in the 01 category generally require previous experience in a specific area and/or management experience at an appropriate level and scope. These positions are generally filled by promotion from within, however we may advertise nationally for some positions.

Action Plan:

- h) Continued emphasis on selection of females in the mid-level management positions to expose them to skills necessary to be viable candidates for top management positions.

Person Responsible

DOT Recruitment Specialist
IDOP Recruitment Manager
DOT Managers

Target Date

Ongoing

Conduct statewide/nationwide recruitment when applicable.

Department: Transportation

Organization Unit: Statewide

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV			
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES			
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached	
1	8	11	6	**1	*	1	2	0	*				
2	39	18	19	5	*	6	20	2	*				
3	72	159	47	4	*	20	44	3	*				
4	16	17	16	1	*	1	4	1	*				
5	12	0	0	0	*	2	0	0	*				
6	65	8	8	**	4	*	6	33	2				*
7	19	9	11	3	*	11	17	1	*				
8	32	6	0	0	*	4	2	1	*				
TOTAL	263	228	107	13		51	122	10		0	0		

UU = Underutilized

* YEAR EQUITY REACHED IS ON THE INDIVIDUAL ORGANIZATION UNIT PAGES BY EEO CATEGORY
 ** CONTINGENCY GOALS

Department: Transportation

Organization Unit: Air & Transit

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	0	0	0	-	0	0	0	-			
2	0	0	0	0	-	0	0	0	-			
3	0	1	0	0	1994	0	0	0	-			
4	0	0	0	0	-	0	0	0	-			
5	0	0	0	0	-	0	0	0	-			
6	0	0	0	0	-	0	0	0	-			
7	0	0	0	0	-	0	0	0	-			
8	0	0	0	0	-	0	0	0	-			
TOTAL	0	1	0	0	-	0	0	0	-			

UU = Underutilized

Department: Transportation

Organization Unit: Rail & Water

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	1	0	0	1994	0	0	0	-			
2	0	1	0	0	1992	0	0	0	-			
3	0	0	0	0	-	0	0	0	-			
4	0	0	0	0	-	0	0	0	-			
5	0	0	0	0	-	0	0	0	-			
6	0	0	0	0	-	0	0	0	-			
7												
8												
TOTAL	0	2	0	0	-	0	0	0	-			

UU = Underutilized

Department: Transportation

Organization Unit: Administration

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	3	4	2	**1	1994	1	2	0	1994			
2	12	8	9	4	1992	1	5	1	1990			
3	7	5	3	1	1994	2	7	1	1991			
4	0	0	0	0	-	0	0	0	-			
5	0	0	0	0	-	1	0	0	1992			
6	5	5	1	**2	1993	2	4	0	1992			
7	1	3	1	0	1994	1	1	0	1994			
8	2	5	0	0	1992	3	2	1	1991			
TOTAL	30	30	16	5	-	11	21	3	-			

UU = Underutilized

**CONTINGENCY GOALS

VACANCY FORECAST

Department: DOT - Administration Division

Quarter: First

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F	for M			
1	00784	PSE 3	Y	Y	1	Story/Ames/85	M
2	00774	PMS 3	N	Y	1	Story/Ames/85	M
2	00733	Mgmt Anal 1	Y	Y	1	Story/Ames/85	M
2	00751	Info Spec 2	-	-	1	Story/Ames/85	M
2	00693	Exec Asst 1	Y	N	1	Story/Ames/85	M
2	00156	Syst Anal	Y	Y	1	Story/Ames/85	M
2	00151	Comp Prog	Y	N	2	Story	M
2	00152	Prog Anal	N	Y	↓	Story	M
3	00150	Com Prog Trainee	N	Y	↓	Story	M
3	00294	Acct Tech 3	Y	Y	1	Story	M
6	00025	Sec 1	N	Y	1	Story	M
6	00013	Clk Typ 3	N	Y	1	Story ↓	M

11 No Vacancies Projected

VACANCY FORECAST

Department: DOT - Administration Division

Quarter: Second

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F N	for M N			
1	00775	PMS 4			1	Story/Ames/85	M
2	00156	Syst Anal	N	Y	1	Story	M
2	00151	Comp Prog	Y	N	2	Story	M
2	00152	Prog Anal	N	Y	↓	Story	M
3	00150	Comp Prog Trainee	N	Y	↓	Story	M
3	00136	Comp Operator 2	N	Y	1	Story	M
6	00305	Acct Clk 1	Y	Y	1	Story	M
7	08375	Auto Mech	Y	Y	1	Story	M
8	07005	Cust Worker	N	Y	1	Story ↓	M

8 No Vacancies Projected

VACANCY FORECAST

Department: DOT - Administration Division

Quarter: Third

EEO-4 Cat.	Class Code	Job Title	Underutilized for		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			F Y	M Y			
<u>2</u>	<u>00309</u>	<u>Acct/Aud 1</u>			<u>1</u>	<u>Story/Ames/85</u>	<u>M</u>
<u>2</u>	<u>00151</u>	<u>Comp Prog</u>	<u>Y</u>	<u>N</u>	<u>2</u>	<u>Story</u>	<u>M</u>
<u>2</u>	<u>00152</u>	<u>Prog Anal</u>	<u>N</u>	<u>Y</u>	<u>↓</u>	<u>Story</u>	<u>M</u>
<u>3</u>	<u>00150</u>	<u>Comp Prog Trainee</u>	<u>N</u>	<u>Y</u>	<u>↓</u>	<u>Story</u>	<u>M</u>
<u>3</u>	<u>00136</u>	<u>Comp Operator 2</u>	<u>N</u>	<u>Y</u>	<u>1</u>	<u>Story</u>	<u>M</u>
<u>3</u>	<u>04742</u>	<u>Elec Eng Tech</u>	<u>Y</u>	<u>Y</u>	<u>1</u>	<u>Story</u>	<u>M</u>
<u>6</u>	<u>00061</u>	<u>Word Proc 2</u>	<u>N</u>	<u>Y</u>	<u>1</u>	<u>Story</u>	<u>M</u>
<u>6</u>	<u>00104</u>	<u>Data Ent Op 2</u>	<u>N</u>	<u>N</u>	<u>1</u>	<u>Story</u>	<u>M</u>
<u>8</u>	<u>07005</u>	<u>Cust Worker</u>	<u>N</u>	<u>Y</u>	<u>1</u>	<u>Story</u>	<u>M</u>

8 No Vacancies Projected

Department: Transportation

Organization Unit: Planning

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	1	2	1	0	1994	0	0	0	-			
2	2	3	2	1	1992	1	2	0	1992			
3	2	1	2	1	1990	2	1	0	1993			
4	0	0	0	0	-	0	0	0	-			
5	0	0	0	0	-	0	0	0	-			
6	5	1	5	**1	1990	0	0	0	-			
7	0	0	0	0	-	0	0	0	-			
8	0	0	0	0	-	0	0	0	-			
TOTAL	10	7	10	2	-	3	3	0	-			

UU = Underutilized **CONTINGENCY GOALS

Department: Transportation

Organization Unit: Motor Vehicle

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	1	0	0	0		0	0	0				
2	2	1	0	0	1994	1	1	0	1994			
3	12	0	0	0		0	0	0				
4	16	17	16	1	1994	1	4	1	1990			
5	2	0	0	0		0	0	0				
6	51	2	2	**1	1991	3	27	2	1991			
7	0	0	0	0		0	0	0				
8	0	0	0	0		0	0	0				
TOTAL	84	20	18	1		5	32	3				

UU - Underutilized **CONTINGENCY GOALS

VACANCY FORECAST

Department: DOT - Motor Vehicle Division

Quarter: First

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations * (Include Co. No.)	Merit/ Non-Merit
			for F	for M			
2	00734	Mgmt Anal 2	-	-	1	Polk - D.M. -(77)	M
3	00031	Office Serv Supr 2	N	N	1	Polk	M
4	06340	Motor Veh Inv	Y	Y	2	Kossuth, Dubuque (55) (31)	M
4	06360	Motor Veh Off 1	Y	N	12	Marshall, Polk, Tama, (64) (77) (86)	M
						Dallas, Plymouth, Woodbury, (25) (75) (97)	
						Hancock, Harrison, Story, (41) (43) (85)	
						Pottawattamie, Black Hawk (78) (7)	
4	06361	Motor Veh Off 2	Y	Y	1	Cedar (16)	M
6	00104	Data Ent Op 2	N	Y	1	Polk (77)	M
6	00236	Storekeeper 2	-	-	1	Polk (77)	M
6	00260	Mail Clk 1	Y	N	1	Polk (77)	M
6	00306	Acct Clk 2	N	Y	1	Polk (77)	M
6	00013	Clk Typ 3	N	Y	3	(7) (55) (11) Black Hawk, Kossuth, Buena Vista	M
6	00011	Clerk	N	N	3	(Waterloo, Algona, Storm Lake) Polk (77)	M
6	00017	Clk 3	N	N	1	Polk (77)	M
6	00013	Clk Typ 3	N	Y	2	Polk (77)	M
6	00018	Clk 4	N	Y	3	Polk (77)	M

33 No Vacancies Projected

*For Motor Vehicle Officers we don't designate a city where we post or hire.

VACANCY FORECAST

Department: DOT - Motor Vehicle Division

Quarter: Second

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F N	for M N			
1	00784	PSE 3	N	N	1	Polk (77)	M
2	06302	Dr Lic Hearing Off	N	Y	1	Scott (Davenport) (82)	M
4	06362	Mot Veh Off 3	Y	Y	1	Undetermined	M
5	00708	Admin Asst 1	N	N	1	Polk (77)	M
6	00013	Clk Typ 3	N	Y	1	Wapello (Ottumwa) (90)	M
6	04705	Telecomm Op	Y	N	1	Polk (77)	M
6	00011	Clerk	N	N	3	Polk "	M
6	00017	Clk 3	N	N	2	Polk "	M
6	00012	Clk Typ 2	N	N	1	Polk "	M
6	00013	Clk Typ 3	N	Y	4	Polk "	M
6	00018	Clk 4	N	Y	2	Polk, Johnson (Iowa City) (77) (52)	M
6	00103	Data Ent Op 1	N	N	1	Polk (77)	M

19 No Vacancies Projected

VACANCY FORECAST

Department: DOT - Motor Vehicle Division

Quarter: Third

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F N	for M N			
3	06301	D. L. Examiner			11	Union (Creston) (88)	M
						Black Hawk (Cedar Falls, (7) Waterloo)	M
						Polk, Linn (Cedar Rapids) (77) (57)	M
						Scott (Davenport) (82)	M
						Woodbury (Sioux City) (97)	M
						Pottawattamie (Council Bluffs)	M
						Dubuque, Johnson (Iowa City) (31) (52)	M
5	00740	Stat Asst. 1	N	N	1	Polk (77)	M
6	00013	Clk Typ 3	N	Y	1	Johnson (Iowa City) (52)	M
6	00011	Clerk	N	N	3	Polk (77)	M
6	00017	Clk 3	N	N	1	Polk (77)	M
6	00018	Clk 4	N	Y	2	Polk "	M
6	00012	Clk Typ 2	N	N	1	Polk "	M
6	00013	Clk Typ 3	N	Y	2	Polk "	M
5	04710	Chief Telecomm Op	N	Y	1	Polk "	M

23 No Vacancies Projected

Department: Transportation

Organization Unit: Central Complex

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	3	4	3	0	1994	0	0	0				
2	17	5	8	0	1992	1	10	1	1990			
3	17	25	10	0	1994	3	12	2	1991			
4	0	0	0	0		0	0	0				
5	2	0	0	0		1	0	0	1991			
6	3	0	0	0		1	2	0	1991			
7	0	0	0	0		0	0	0				
8	0	0	0	0		0	0	0				
TOTAL	42	34	21	0		6	24	3				

UU = Underutilized

VACANCY FORECAST

Department: DOT - Highway, Development

Support

Quarter: First

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F Y	for M N			
1	04113	ROW Agent 4			1	Story/Ames/85	M
2	04110	ROW Agent 1	N	Y	2	Story	M
2	04111	ROW Agent 2	Y	N	!	Story	M
2	04112	ROW Agent 3	Y	Y	1	Story	M
2	04223	T E 1	N	N	2	Story	M
2	04224	T E 2	Y	N	3	Story	M
2	04228	T E 3	Y	Y	1	Story	M
2	04229	T E M 4	Y	Y	1	Story	M
3	04356	Des Tech 2	N	Y	2	Story	M
3	04357	Des Tech 3	Y	N	1	Story	M
3	04358	Des Tech 4	Y	Y	1	Story	M
6	00013	Clerk Typist 3	N	Y	1	Story	

17 No Vacancies Projected

VACANCY FORECAST

Department: DOT - Highway, Development Administration & Support

Quarter: Second

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F Y	for M N			
1	00787	PSE 5	Y	N	1	Story (85)	M
2	04110	ROW Agent 1	N	Y	2	Story "	M
3	04356	Des Tech 2	N	Y	4	Story "	M
3	04357	Des Tech 3	Y	N	1	Story "	M
3	04358	Des Tech 4	Y	Y	1	Story "	M
3	04341	Matls Tech 2	Y	Y	2	Story "	M
3	04280	Eng Off Asst 2	N	Y	1	Story "	M
3	04361	Design Tech 5	Y	N	1	"	"
5	04205	Eng Aide 1	N	N	1	Story "	M
6	00013	Clk Typ 3	N	Y	1	" "	"

15 No Vacancies Projected

VACANCY FORECAST

Department: DOT - Highway, Development Administration & Support

Quarter: Third

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F Y	for M N			
1	04114	ROW Agent Supr	Y	N	1	Story (85)	M
2	03313	Affirm Action Off 1	N	N	1	Story "	M
2	04110	ROW Agent 1	N	Y	2	Story "	M
2	04227	T E Mgr 2	Y	Y	1	Story "	M
3	04342	Matls Tech 3	Y	N	2	Story "	M
3	04343	Matls Tech 4	Y	Y	1	Story "	M
3	04340	Matls Tech 1	-	-	1	Story "	M
6	04005	Plan Aide 1	N	Y	1	" "	"

10 No Vacancies Projected

Department: Transportation

Organization Unit: District 1

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	0	0	0		0	0	0				
2	2	0	0	0		0	0	0				
3	7	28	7	0	1994	2	5	0	1991			
4	0	0	0	0		0	0	0				
5	4	0	0	0		0	0	0				
6	0	0	0	0		0	0	0				
7	4	2	4	2	1990	4	4	0	1992			
8	7	1	0	0	1991	0	0	0				
TOTAL	24	31	11	2		6	9	0				

UU - Underutilized

Department: Transportation

Organization Unit: District 2

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	0	0	0	-	0	0	0	-			
2	1	0	0	0	-	1	1	0	1992			
3	7	20	7	1	1994	2	5	0	1991			
4	0	0	0	0	-	0	0	0	-			
5	1	0	0	0	-	0	0	0	-			
6	0	0	0	0	-	0	0	0	-			
7	4	1	4	1	1990	1	4	0	1992			
8	4	0	0	0	-	0	0	0	-			
TOTAL	17	21	11	2	-	4	10	0	-			

UU - Underutilized

VACANCY FORECAST

Department: Highway-District 2

Quarter: 2nd

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F Y	for M Y			
<u>03</u>	<u>04322</u>	<u>Construction Technician 3</u>	<u>Y</u>	<u>Y</u>	<u>1</u>	<u>19/New Hampton</u>	<u></u>
<u>03</u>	<u>08116</u>	<u>Hwy. Maint. Supvr. 2</u>	<u>Y</u>	<u>Y</u>	<u>1</u>	<u>32/Estherville</u>	<u></u>
<u>05</u>	<u>04305</u>	<u>Engineering Aide 1</u>	<u>N</u>	<u>N</u>	<u>1</u>	<u>19/New Hampton</u>	<u></u>
<u>07</u>	<u>08113</u>	<u>Equipment Operator 3</u>	<u>Y</u>	<u>Y</u>	<u>1</u>	<u>03/Waukon</u>	<u></u>
<u>08</u>	<u>08110</u>	<u>Equipment Operator 1</u>	<u>N</u>	<u>N</u>	<u>2</u>	<u>22/Elkader</u> <u>95/Forest City</u>	<u></u>
<u>07</u>	<u>08111</u>	<u>Equipment Operator 2</u>	<u>Y</u>	<u>Y</u>	<u>1</u>	<u>99/Wright/Clarion</u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

7 No Vacancies Projected

Department: Transportation

Organization Unit: District 3

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	0	0	0		0	0	0				
2	2	0	0	0		0	0	0				
3	3	21	2	0	1994	1	0	0	1991			
4	0	0	0	0		0	0	0				
5	1	0	0	0		0	0	0				
6	1	0	0	0		0	0	0				
7	3	0	0	0		1	3	0	1992			
8	4	0	0	0		0	0	0				
TOTAL	14	21	2	0		2	3	0				

UU - Underutilized

Department: Transportation

Organization Unit: District 4

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	0	0	0		0	0	0				
2	0	0	0	0		0	0	0				
3	9	17	8	0	1994	2	5	0	1992			
4	0	0	0	0		0	0	0				
5	1	0	0	0		0	0	0				
6	0	0	0	0		0	0	0				
7	3	0	0	0		2	3	0	1992			
8	4	0	0	0		0	0	0				
TOTAL	17	17	8	0		4	8	0				

UU - Underutilized

VACANCY FORECAST

Department: DOT - Highway, District 4

Quarter: First

EEO-4 Cat.	Class Code	Job Title	Underutilized		Proj. No. Vacancies	County/City Locations (Include Co. No.)	Merit/ Non-Merit
			for F Y	for M Y			
3	04320	Const Tech 1			1	Pottawattamie (78)	M
3	04306	Eng Aide 2	Y	N	1	Pottawattamie "	M
3	04322	Const Tech 3	Y	Y	1	Pottawattamie "	M
3	04343	Mat Fab Insp 1	Y	Y	1	Cass (15)	M
7	08375	Auto Mech	N	Y	1	Taylor (87)	M
7	08111	Equip Oper 2	N	Y	1	Taylor "	M
8	08110	Equip Oper 1	N	N	1	Pottawattamie (78)	M

No Vacancies Projected

Department: Transportation

Organization Unit: District 5

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	0	0	0	-	0	0	0	-			
2	0	0	0	0	-	0	0	0	-			
3	4	17	5	1	1994	3	5	0	1993			
4	0	0	0	0	-	0	0	0	-			
5	1	0	0	0	-	0	0	0	-			
6	0	0	0	0	-	0	0	0	-			
7	2	1	0	0	1992	0	0	0	-			
8	3	0	0	0	-	0	0	0	-			
TOTAL	10	18	5	1	-	3	5	0				

UU = Underutilized

Department: Transportation

Organization Unit: District 6

GOALS AND TIMETABLES

EEO-4 Category	Section I	Section II				Section III				Section IV		
	Total # Projected Vacancies	FEMALES				MINORITIES				PERSONS WITH DISABILITIES		
		A. Total # UU	B. Projected # vacancies in UU Classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Projected # vacancies in UU classes	C. Annual Goal(s)	D. Year Equity Reached	A. Total # UU	B. Annual Goal	C. Year Equity Reached
1	0	0	0	0		0	0	0				
2	1	0	0	0		1	1	0	1991			
3	4	24	3	0	1994	3	4	0	1992			
4	0	0	0	0		0	0	0				
5	0	0	0	0		0	0	0				
6	0	0	0	0		0	0	0				
7	2	2	2	0	1992	2	2	1	1992			
8	8	0	0	0		1	0	0	1991			
TOTAL	15	26	5	0		7	7	1				

UU - Underutilized

STATE LIBRARY OF IOWA



3 1723 02095 3501