



**SunLine Transit Agency/
SunLine Services Group
April 24, 2024
12:00 p.m.**

**Joint Regular Meeting of the SunLine Transit Agency &
SunLine Services Group Board of Directors
Regular Board of Directors Meeting**

**Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period of thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed to the Board 72 hours or less prior to the meeting, which are public records relating to open-session agenda items, will be available for inspection by members of the public prior to or at the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**

ITEM

RECOMMENDATION

- 4. PRESENTATIONS
- 5. FINALIZATION OF AGENDA
- 6. APPROVAL OF MINUTES

APPROVE

a) [March 27, 2024 Joint Board Meeting](#)

(PAGE 5-8)

- 7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person’s presentation is limited to a maximum of three (3) minutes.

- 8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

- 9. CONSENT CALENDAR

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

RECEIVE & FILE

- 9a) [Checks \\$1,000 and Over Report for February 2024](#) (PAGE 9-12)
- 9b) [Credit Card Statement for February 2024](#) (PAGE 13-19)
- 9c) [Monthly Budget Variance Report for February 2024](#) (PAGE 20-24)
- 9d) [Contracts Signed in Excess of \\$25,000 for March 2024](#) (PAGE 25-26)
- 9e) [Union & Non-Union Pension Investment Asset Summary for February 2024](#) (PAGE 27-38)
- 9f) [Ridership Report for March 2024](#) (PAGE 39-42)
- 9g) [SunDial Operational Notes for March 2024](#) (PAGE 43-45)
- 9h) [Metrics for March 2024](#) (PAGE 46-69)
- 9i) [Quarterly Capital Projects Update for 1st Quarter Calendar Year 2024](#) (PAGE 70-74)
- 9j) [Board Member Attendance for March 2024](#) (PAGE 75-76)
- 9k) [SSG/SRA Checks \\$1,000 and Over Report for February 2024](#) (PAGE 77-78)
- 9l) [SSG Monthly Budget Variance Report for February 2024](#) (PAGE 79-81)
- 9m) [Taxi Trip Data – March 2024](#) (PAGE 82-83)

ITEM

RECOMMENDATION

- 10. **RESOLUTION NO. 0806 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING**
(Nancy Ross, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer) **APPROVE**
(PAGE 84-88)

- 11. **AGREEMENT FOR GENERAL LEGAL COUNSEL**
(Nancy Ross, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer) **APPROVE**
(PAGE 89-92)

- 12. **EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PROGRAM STATEMENT APPROVAL PURSUANT TO TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; TITLE 49, CHAPTER 53, SECTION 5332 OF THE UNITED STATES CODE; AND THE FEDERAL TRANSIT ADMINISTRATION'S CIRCULAR 4704.1A**
(John Peña, Chair of Board Operations Committee;
Staff: Carissa Sanchez, HR Manager/EEO Officer) **APPROVE**
(PAGE 93-302)

- 13. **FIRST READING OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2024-01 DISTINCTIVE APPEARANCE AS IT RELATES TO COLOR**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Jill Plaza, Taxi/Contracted Transportation Services Administrator) **APPROVE**
(PAGE 303-366)

- 14. **SUNRIDE SERVICE**
(Nancy Ross, Chair of Finance/Audit Committee;
Staff: Tina Hamel, Chief Administrative Officer) **INFORMATION**
(PAGE 367-373)

- 15. **GENERAL COUNSEL'S REPORT**

- 16. **CEO/GENERAL MANAGER'S REPORT**

- 17. **CLOSED SESSION**
 - a) **CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**
Pursuant to Government Code § 54956.9(d)(1)
Number of Matters: One (1)

Anthony Garcia Separation, PERB Case No. LA-CE-1536-M

 - b) **CONFERENCE WITH LABOR NEGOTIATORS**
Pursuant to Government Code section 54957.6
Agency designated representatives: Mona, CEO/GM SunLine

Employee organization: Teamsters Local 1932

ITEM

RECOMMENDATION

c) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code section 54957(b)

Position: Chief Executive Officer/General Manager

18. NEXT MEETING DATE

May 22, 2024 at 12 p.m.

Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

19. ADJOURN

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting March 27, 2024

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, March 27, 2024 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

The meeting was called to order at 12:03 p.m. by Chairperson Lisa Middleton.

2. FLAG SALUTE

Board Member Miller led the pledge of allegiance.

3. ROLL CALL

Members Present:

Lisa Middleton, Chair, SunLine Agency Board Member, City of Palm Springs
Denise Delgado, Vice-Chair, SunLine Agency Board Member, City of Coachella
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lynn Mallotto, SunLine Agency Board Member, City of Rancho Mirage
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent:

John Peña, SunLine Agency Board Member, City of La Quinta

4. PRESENTATIONS

No separate presentations apart from agendized items.

5. FINALIZATION OF AGENDA

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 27, 2024**

6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG February 28, 2024 BOARD MEETING

Board Member Peabody moved to approve the minutes of the February 28, 2024 Joint STA/SSG Board meeting. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 8 yes; 0 no; 1 abstain.

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

Board Member Betts moved to approve the consent calendar. The motion was seconded by Board Member Ross. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

10. LIQUID HYDROGEN STATION CHANGE ORDER/CHANGE DIRECTIVE

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the Liquid Hydrogen Station Change Order/Change Directive. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

11. ADDITIONAL BOARD APPROVAL – FINANCIAL AUDITING SERVICES

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the Additional Board Approval – Financial Auditing Services. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

12. RESOLUTION NO. 097 SETTING SPECIAL MUSIC FESTIVAL VENUE FEE

Taxi Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve Resolution No. 097 Setting Special Music Festival Venue Fee. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 27, 2024**

13. RESOLUTION NO. 098 SETTING FY25 SUNLINE SERVICES GROUP (SSG) TAXICAB PERMITTING FEES

Taxi Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Resolution No. 098 Setting FY25 SunLine Services Group (SSG) Taxicab Permitting Fees. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

14. SUNLINE’S FISCAL YEAR 2024 BUS AND BUS FACILITIES GRANT APPLICATION

Finance/Audit Committee Chair Ross reported that an oral report was provided by Luis Garcia, Chief Financial Officer on this information item.

15. GENERAL COUNSEL’S REPORT

None.

16. CEO/GENERAL MANAGER’S REPORT

CEO/General Manager, Mona Babauta provided a brief update.

17. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code section 54956.9(d)(1)

One (1) matter:

Bates and Bates v. SunLine Transit Agency et al.
Riverside Co. Superior Court: Case No.CVPS2204684

- a) General Counsel, Eric Vail reported that the Board received a briefing and direction on the case, other than that there was no reportable action taken.

b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)

Position: Chief Executive Officer/General Manager

- b) There was no reportable action taken.

18. NEXT MEETING DATE

April 24, 2024 at 12 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 27, 2024**

19. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:36 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report February 2024

Summary:

The Checks \$1,000 and Over Report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

- The table below identifies the checks \$50,000 and over in the month of February which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>Integrated Cryogenic Solutions LLC</i>	695435	\$942,978.94

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
February 2024**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
INTEGRATED CRYOGENIC SOLUTIONS LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-01	695435	02/27/2024	942,978.94
CALPERS	Group Health Premiums	695450	02/28/2024	417,021.11
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	695318	02/07/2024	76,837.14
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	695426	02/21/2024	76,591.60
SO CAL GAS CO.	Utilities	695311	02/07/2024	73,760.16
ANEW RNG, LLC	Utilities	695383	02/21/2024	64,899.35
IMPERIAL IRRIGATION DIST	Utilities	695351	02/14/2024	53,173.30
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	695447	02/28/2024	45,342.79
VASQUEZ AND COMPANY LLP	Audit Services	695322	02/07/2024	39,577.50
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	695244	02/01/2024	34,482.76
IMPERIAL IRRIGATION DIST	Utilities	695291	02/07/2024	31,850.02
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	695404	02/21/2024	27,291.76
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	695338	02/14/2024	25,639.57
TEC EQUIPMENT, INC.	Inventory Repair Parts	695373	02/14/2024	22,569.47
PERMA - INSURANCE	General Liability/Workers Comp Premiums Interest	695252	02/01/2024	22,178.40
EAM SOLUTIONS, LLC	WIP-TAM Software Implementation- Project Acct#1512-00	695247	02/01/2024	18,368.00
OLD GREEN HOUSE LLC	Planning Consultant	695306	02/07/2024	16,800.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	695369	02/14/2024	15,234.60
VERIZON WIRELESS	Wireless Telephone Service	695324	02/07/2024	15,046.23
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695432	02/21/2024	13,469.13
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695490	02/28/2024	13,235.32
OLD GREEN HOUSE LLC	Planning Consultant	695419	02/21/2024	13,200.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695261	02/01/2024	13,135.25
INTEGRATED CRYOGENIC SOLUTIONS LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2214-00	695353	02/14/2024	12,771.35
HEPTAGON SEVEN CONSULTING, INC.	WIP- Coachella Transit Hub- Project Acct#2212-00	695347	02/14/2024	11,471.24
BALLARD POWER SYSTEMS	Inventory Repair Parts	695446	02/28/2024	11,125.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	695425	02/21/2024	9,811.43
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	695341	02/14/2024	9,410.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	695485	02/28/2024	8,788.69
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	695478	02/28/2024	8,735.48
NFI PARTS	Inventory Repair Parts	695436	02/28/2024	6,495.30
NFI PARTS	Inventory Repair Parts	695327	02/14/2024	6,425.49
AMALGAMATED TRANSIT UNION	Union Dues	695264	02/07/2024	6,306.28
AMALGAMATED TRANSIT UNION	Union Dues	695381	02/21/2024	6,237.00
JACKSON LEWIS P.C.	Insurance Loss	695356	02/14/2024	6,154.77
WORK ZONE CAM LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-00	695378	02/14/2024	6,144.56
SONSRAY FLEET SERVICES	Inventory Repair Parts	695317	02/07/2024	6,008.66
NFI PARTS	Repair Claims	695380	02/21/2024	5,798.28
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695474	02/28/2024	5,783.67

**SunLine Transit Agency
Checks \$1,000 and Over
February 2024**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PROMELI MEDIA, LLC	Contracted Services	695451	02/28/2024	5,725.82
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	695320	02/07/2024	5,669.79
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	695243	02/01/2024	5,548.29
GENFARE, LLC	Inventory Repair Parts	695461	02/28/2024	5,365.23
RIDECO US INC	SunRide Ride Share Expenses	695416	02/21/2024	5,299.25
GALLAGHER BENEFIT SERVICES, INC	Consulting-General	695249	02/01/2024	5,075.00
JACKSON LEWIS P.C.	Insurance Loss	695466	02/28/2024	4,978.50
AMERICAN MOVING PARTS	Inventory Repair Parts	695330	02/14/2024	4,901.46
SOCALGAS	Utilities	695312	02/07/2024	4,742.55
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	695332	02/14/2024	4,624.06
INSIGHT STRATEGIES INC	Training/Workshop	695251	02/01/2024	4,500.00
TPX COMMUNICATIONS	Communication Service	695434	02/22/2024	4,174.96
JESSE FRESCAS JR.	WIP- Coachella Transit Hub- Project Acct#2212-00	695357	02/14/2024	4,160.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	695344	02/14/2024	4,137.75
IMPERIAL IRRIGATION DIST	Utilities	695399	02/21/2024	3,847.45
JE STRATEGUES LLC	Consulting	695358	02/14/2024	3,725.00
NAPA AUTO PARTS	Inventory Repair Parts	695469	02/28/2024	3,573.62
PDC MACHINES, INC	Contract Services	695410	02/21/2024	3,534.60
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695269	02/07/2024	3,205.19
CHARTER COMMUNICATIONS	Utilities	695313	02/07/2024	3,174.31
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	695329	02/14/2024	3,172.33
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	695442	02/28/2024	3,170.00
APPLIED MEMBRANES, INC.	Facility Maintenance	695443	02/28/2024	3,135.30
COMPRESSOR DESIGN AND SERVICES INC	Contract Services-General	695388	02/21/2024	3,112.81
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695272	02/07/2024	3,105.74
PRUDENTIAL OVERALL SUPPLY	Uniforms	695302	02/07/2024	3,101.34
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695385	02/21/2024	3,025.71
QUADIENT FINANCE USA, INC.	Postage	695413	02/21/2024	3,000.00
VANNER INC.	Inventory Repair Parts	695487	02/28/2024	2,967.87
HOME DEPOT CREDIT SERVICES	Facility Maintenance	695348	02/14/2024	2,852.35
FULTON DISTRIBUTING	Bus Stop Supplies	695340	02/14/2024	2,844.28
NFI PARTS	Inventory Repair Parts	695262	02/07/2024	2,799.56
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	695415	02/21/2024	2,679.20
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	695460	02/28/2024	2,657.30
WSP USA INC.	TDM & Vanpool Program	695326	02/07/2024	2,621.48
ALPHA MEDIA LLC	SunRide Ride Share Expenses	695263	02/07/2024	2,500.00
HYDROGEN FUEL CELL PARTNERSHIP	Membership & Subscriptions	695349	02/14/2024	2,500.00
ALLIED REFRIGERATION, INC	Freon & Coolant	695439	02/28/2024	2,322.43
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695299	02/07/2024	2,225.89

**SunLine Transit Agency
Checks \$1,000 and Over
February 2024**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
A-1 ALTERNATIVE FUEL SYSTEMS/A-1 AUTO	Inventory Repair Parts	695328	02/14/2024	2,191.00
SOUTH COAST AQMD	Permits & Licenses	695257	02/01/2024	2,179.99
FONTANA RADIATOR SERVICE, INC.	Repair Parts-Fixed Route	695284	02/07/2024	2,165.12
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	695333	02/14/2024	2,116.51
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	695267	02/07/2024	2,100.00
FPS SPECIALISTS IN FIRE SYSTEMS	Emergency Preparedness Supplies	695465	02/28/2024	1,990.00
MODEL1 COMMERCIAL VEHICLES, INC.	Inventory Repair Parts	695337	02/14/2024	1,981.94
SMART CHEMISTRY CORPORATION	WIP-H2 Testing for SoCalGas/Hydrogen- Project Acct#2107-02	695481	02/28/2024	1,900.00
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	695429	02/21/2024	1,861.07
OMNITRACS, LLC	General Services	695407	02/21/2024	1,820.00
RWC GROUP	Repair Claims	695396	02/21/2024	1,758.85
C V WATER DISTRICT	Utilities	695452	02/28/2024	1,755.70
JOSEPH LYNN FRIEND	Contracted Services	695401	02/21/2024	1,732.50
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	695431	02/21/2024	1,710.00
DAVID RZEPINSKI CONSULTING	WIP-Radio Replacement Consulting - Project Acct#1905	695455	02/28/2024	1,657.50
METAL FORM MFG LLC	Facility Maintenance	695467	02/28/2024	1,640.00
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	695265	02/07/2024	1,621.98
ROBERT HALF	Temporary Help	695477	02/28/2024	1,619.20
ROBERT HALF	Temporary Help	695368	02/14/2024	1,619.20
ROBERT HALF	Temporary Help	695418	02/21/2024	1,619.20
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	695371	02/14/2024	1,595.29
WILLIAM LOPER	Consulting-General	695430	02/21/2024	1,550.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695270	02/07/2024	1,536.97
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	695397	02/21/2024	1,525.00
LUMINATOR TECHNOLOGY GROUP	Inventory Repair Parts	695360	02/14/2024	1,512.41
BROADLUX, INC.	Contract Services-General	695268	02/07/2024	1,480.00
MILE3 WEB DEVELOPMENT	Website Maintenance	695468	02/28/2024	1,470.00
MONA BABAUTA	Reimbursement Expense	695361	02/14/2024	1,403.60
NETFILE, INC	Membership & Subscriptions	695296	02/07/2024	1,350.00
RIVERSIDE COUNTY SHERIFF'S OFFICE	Garnishment	695417	02/21/2024	1,241.36
RIVERSIDE COUNTY SHERIFF'S OFFICE	Garnishment	695305	02/07/2024	1,139.72
AMERICAN MOVING PARTS	Inventory Repair Parts	695441	02/28/2024	1,074.20
PLAZA TOWING, INC.	Towing Services	695367	02/14/2024	1,025.00
LIFECOM, INC.	Contract Services-General	695402	02/21/2024	1,025.00
Total Checks Over \$1,000	\$2,399,874.33			
Total Checks Under \$1,000	\$44,203.65			
Total Checks	\$2,444,077.98			

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for February 2024

Summary:

The attached report summarizes the Agency's credit card expenses for February 2024. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of February 29, 2024.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 2/29/2024

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	01/31/24	2/5/2024	Trapezegrp	Conference Fee - Approved Travel For Isaac Rodriquez – Think Transit 2024		\$ 1,275.00
2	01/31/24	2/5/2024	American Air	Flight Charge - Approved Travel For Isaac Rodriquez – Think Transit 2024		\$ 743.20
3	02/01/24	2/2/2024	Ctc-Vis	Fleet Registration for CARB		\$ 2,670.00
4	02/01/24	2/2/2024	Ctc-Vis*svc	Credit Cart Filing Fee for CARB Fleet Registration		\$ 79.83
5	02/04/24	2/5/2024	Grasshopper.com	SolVan Toll Free Number & Web Traffic		\$ 22.08
6	02/06/24	2/8/2024	Fiveomotorsport, Inc.	Fuel Injectors (10) for Paratransit Vehicles		\$ 1,841.21
7	02/13/24	2/16/2024	Trapezegro	Conference Fee - Approved Travel for Dylan Narz – Think Transit 2024		\$ 1,500.00
8	02/14/24	2/14/2024	American Air	Flight Charge - Approved Travel for Dylan Narz – Think Transit 2024		\$ 812.19
9	02/14/24	2/16/2024	American Air	Flight Charge PS to DCA - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies		\$ 838.60
10	02/14/24	2/16/2024	American Air	Seat Charge PS to DCA - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies		\$ 64.43
11	02/14/24	2/16/2024	United	Flight Charge DCA to PS - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies		\$ 348.61
12	02/14/24	2/16/2024	United	Seat Charge - DCA to TX - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies		\$ 27.00
13	02/14/24	2/16/2024	United	Seat Charge - TX to PS - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies		\$ 27.00
14	02/15/24	2/15/2024	Expedia 72760316590826	Booking Fee - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies		\$ 21.17
15	02/15/24	2/15/2024	Expedia 72760325172479	Lodging - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies		\$ 728.85
16	02/15/24	2/16/2024	Conversion Fee	Currency Fee - QR Code Generator 2024 Subscription		\$ 1.92

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
17	02/15/24	2/16/2024	Qr-Code-Generator.Com	QR Code Generator 2024 Subscription for Marketing		\$ 191.88
18	02/28/24	2/29/2024	Smk	SolVan Web Forms		\$ 19.00
					\$ -	\$ 11,211.97



Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX [REDACTED]	Currency	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 1/31/2024	2/5/2024	Trapezegrp 187-741-1872, IA					1,275.00
		Purchase Trapezegrp	Planning Department				
			General Ledger Code: 5030300011				
			Fund: 00				
		Conference Fee - Approved Travel For Isaac Rodriquez – Think Transit 2024					
<hr/>							
2 1/31/2024	2/5/2024	American Air Fort Worth, TX					743.20
		Purchase American Air	Planning Department				
			General Ledger Code: 5090200000				
			Fund: 00				
		Flight Charge - Approved Travel For Isaac Rodriquez – Think Transit 2024					
<hr/>							
3 2/1/2024	2/2/2024	Ctc-Vis 240-500-0808, CA					2,670.00
		Purchase Ctc-Vis	Facilities Maintenance Department				
			General Ledger Code: 5099900002				
			Fund: 00				
		Fleet Registration					
<hr/>							
4 2/1/2024	2/2/2024	Ctc-Vis *svc 240-500-0808, MD					79.83
		Purchase Ctc-Vis *svc	Facilities Maintenance Department				
			General Ledger Code: 5099900002				
			Fund: 00				
		Credit Cart Filing Fee					
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 2/4/2024	2/5/2024	Grasshopper.Com Logmein.Com, MA					22.08
		Purchase Grasshopper.Com	General Ledger Code: 5099900002 Fund: 00				
		Safety Department					
		PR 19508 - Grasshopper - SolVan Toll Free Number & web Traffic					
<hr/>							
6 2/6/2024	2/8/2024	Fiveomotorsport, Inc. 999-9999999, CA					1,841.21
		Purchase Fiveomotorsport, Inc.	General Ledger Code: 5049900022 Fund: 00				
		Finance Department					
		PR 20610 - DAR FUEL INJECTOR CNG V10 6.8l					
<hr/>							
7 2/13/2024	2/16/2024	Trapezegrp 187-741-1872, IA					1,500.00
		Purchase Trapezegrp	General Ledger Code: 5030300011 Fund: 00				
		Transportation Department					
		Conference Fee - Approved Travel for Dylan Narz – Think Transit 2024					
<hr/>							
8 2/14/2024	2/14/2024	American Air Fort Worth, TX					812.19
		Purchase American Air	General Ledger Code: 5090200000 Fund: 00				
		Transportation Department					
		Flight Charge - Approved Travel for Dylan Narz – Think Transit 2024					
<hr/>							
9 2/14/2024	2/16/2024	American Air Fort Worth, TX					838.60
		Purchase American Air	General Ledger Code: 5090200000 Fund: 00				
		Safety Department					
		Flight Charge PS to DCA - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies					
<hr/>							
10 2/14/2024	2/16/2024	American Air Fort Worth, TX					64.43
		Purchase American Air	General Ledger Code: 5090200000 Fund: 00				
		Safety Department					
		Seat Charge PS to DCA - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies					
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 2/14/2024	2/16/2024	United United.Com, TX					348.61
Purchase United		Safety Department	General Ledger Code: 5090200000 Fund: 00				
Flight Charge DCA to PS - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies							
12 2/14/2024	2/16/2024	United United.Com, TX					27.00
Purchase United		Safety Department	General Ledger Code: 5090200000 Fund: 00				
Seat Charge - DCA to TX - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies							
13 2/14/2024	2/16/2024	United United.Com, TX					27.00
Purchase United		Safety Department	General Ledger Code: 5090200000 Fund: 00				
Seat Charge - TX to PS - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies							
14 2/15/2024	2/15/2024	Expedia 72760316590826 Expedia.Com, WA					21.17
Purchase Expedia 72760316590826		Safety Department	General Ledger Code: 5090200000 Fund: 00				
Booking Fee - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies							
15 2/15/2024	2/15/2024	Expedia 72760325172479 Expedia.Com, WA					728.85
Purchase Expedia 72760325172479		Safety Department	General Ledger Code: 5090200000 Fund: 00				
Lodging Charge - Approved Travel for Gilbert Lopez – TSI – Effectively Managing Transit Emergencies							
16 2/15/2024	2/16/2024						1.92
Other Debits Currency Conversion Fee		Marketing Department	Fund: 00				
Currency Fee - PR 20486 QR Code Generator 2024 Subscription							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 2/15/2024	2/16/2024	Qr-Code-Generator.Com Bielefeld, NOR					191.88
		Purchase Qr-Code-Generator.Com	Marketing Department	General Ledger Code: 5030300011			
				Fund: 00			
		PR 20486 QR Code Generator 2024 Subscription					
<hr/>							
18 2/28/2024	2/29/2024	Smk 813-4213676, CA					19.00
		Purchase Smk	Safety Department	General Ledger Code: 5099900002			
				Fund: 00			
		PR19576 - Wufoo -Pop-up ox Web-based forms for SolVan - SolVan web forms					

Transaction Count: 18

Total: 11,211.97

Employee Signature

Date

Authorized Approver Signature

Date

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2024

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of February 2024 are equal to 8/12^{ths} of the yearly budget.

Year to Date Summary

- As of February 29, 2024, the Agency's FYTD revenues are \$298,795 or 18.61% above the FYTD budget.
- As of February 29, 2024, the Agency's FYTD expenditures are \$1,977,074 or 6.25% below the FYTD budget.

Monthly Spotlight:

- The negative variance in operator and mechanic wages is primarily due to unexpected arbitration awards in the maintenance department.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
February 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,550,964	142,365	129,247	13,118	1,126,774	1,033,976	92,798	27.4%
Other Revenue	857,170	33,325	71,431	(38,105)	777,444	571,447	205,997	9.3%
Total Operating Revenue	2,408,134	175,690	200,678	(24,988)	1,904,217	1,605,423	298,795	20.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,642,603	825,960	803,550	(22,410)	6,963,219	6,428,402	(534,817)	27.8%
Operator & Mechanic Overtime	1,226,000	120,822	102,167	(18,655)	960,081	817,333	(142,747)	21.7%
Administration Salaries & Wages	7,325,230	517,769	610,436	92,666	4,522,082	4,883,487	361,405	38.3%
Administration Overtime	109,250	10,983	9,104	(1,878)	122,549	72,833	(49,716)	-12.2%
Fringe Benefits	11,591,219	657,597	965,935	308,338	6,618,385	7,727,479	1,109,095	42.9%
Communications	230,400	21,485	19,200	(2,285)	191,855	153,600	(38,255)	16.7%
Legal Services	400,000	72,467	33,333	(39,134)	471,806	266,667	(205,139)	-18.0%
Computer/Network Software Agreement	861,455	48,509	71,788	23,279	417,811	574,303	156,493	51.5%
Uniforms	129,360	529	10,780	10,251	45,628	86,240	40,612	64.7%
Contracted Services	855,022	55,597	71,252	15,655	433,364	570,015	136,651	49.3%
Equipment Repairs	14,000	0	1,167	1,167	11,354	9,333	(2,021)	18.9%
Security Services	295,000	26,628	24,583	(2,045)	312,305	196,667	(115,639)	-5.9%
Fuel - CNG	2,530,920	148,250	210,910	62,660	1,367,584	1,687,280	319,696	46.0%
Fuel - Hydrogen	1,418,612	62,736	118,218	55,482	562,989	945,741	382,753	60.3%
Tires	259,155	18,014	21,596	3,582	143,504	172,770	29,266	44.6%
Office Supplies	72,285	2,955	6,024	3,069	34,427	48,190	13,763	52.4%
Travel/Training	163,720	9,506	13,643	4,137	61,818	109,147	47,329	62.2%
Repair Parts	1,809,339	192,216	150,778	(41,438)	1,288,538	1,206,226	(82,312)	28.8%
Facility Maintenance	51,450	2,246	4,288	2,042	44,423	34,300	(10,123)	13.7%
Electricity - CNG & Hydrogen	1,530,000	75,520	127,500	51,980	652,039	1,020,000	367,961	57.4%
Natural Gas	2,610,000	86,540	217,500	130,960	1,233,658	1,740,000	506,342	52.7%
Water and Gas	19,001	1,222	1,583	361	8,143	12,667	4,524	57.1%
Insurance Losses	1,079,253	61,350	89,938	28,588	816,407	719,502	(96,905)	24.4%
Insurance Premium - Property	125,000	16,047	10,417	(5,630)	128,374	83,333	(45,041)	-2.7%
Repair Claims	85,000	5,443	7,083	1,640	57,762	56,667	(1,095)	32.0%
Fuel Taxes	114,400	7,249	9,533	2,284	73,998	76,267	2,269	35.3%
Other Expenses	6,911,896	523,679	575,991	52,312	4,054,313	4,607,931	553,618	41.3%
Self Consumed Fuel	(3,992,196)	(210,986)	(332,683)	(121,697)	(1,930,573)	(2,661,464)	(730,891)	51.6%
Total Operating Expenses (Before Depreciation)	47,467,374	3,360,334	3,955,615	595,281	29,667,842	31,644,916	1,977,074	37.5%
Operating Expenses in Excess of Operating Revenue		\$ (3,184,644)			\$ (27,763,625)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	597,643	704,667	107,023	5,210,235	5,637,333	427,099	38.4%
State - LTF, LCTOP	26,808,875	1,894,766	2,234,073	339,307	16,518,511	17,872,583	1,354,072	38.4%
Federal	9,794,365	692,235	816,197	123,962	6,034,879	6,529,577	494,697	38.4%
Total Subsidies	45,059,240	3,184,644	3,754,937	570,293	27,763,625	30,039,493	2,275,869	38.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
February 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,894,302	2,133,131	2,491,192	358,061	19,186,315	19,929,535	743,219	35.8%
Services	5,560,654	429,767	463,388	33,620	3,402,132	3,707,103	304,971	38.8%
Fuels & Lubricants	4,115,207	225,212	342,934	117,722	2,069,221	2,743,471	674,251	49.7%
Tires	259,155	18,014	21,596	3,582	143,504	172,770	29,266	44.6%
Materials and Supplies	2,313,768	216,377	192,814	(23,563)	1,564,029	1,542,512	(21,517)	32.4%
Utilities	4,504,781	196,378	375,398	179,021	2,149,515	3,003,187	853,673	52.3%
Casualty & Liability	3,309,926	254,566	275,827	21,261	2,405,434	2,206,617	(198,817)	27.3%
Taxes and Fees	114,400	7,249	9,533	2,284	73,998	76,267	2,269	35.3%
Miscellaneous Expenses	1,387,377	90,626	115,615	24,989	604,267	924,918	320,651	56.4%
Self Consumed Fuel	(3,992,196)	(210,986)	(332,683)	(121,697)	(1,930,573)	(2,661,464)	(730,891)	51.6%
Total Operating Expenses (Before Depreciation)	47,467,374	3,360,334	3,955,615	595,281	29,667,842	31,644,916	1,977,074	37.5%
Revenues:								
Passenger Revenue	1,550,964	142,365	129,247	13,118	1,126,774	1,033,976	92,798	27.4%
Other Revenue	857,170	33,325	71,431	(38,105)	777,444	571,447	205,997	9.3%
Total Operating Revenue	2,408,134	175,690	200,678	(24,988)	1,904,217	1,605,423	298,795	20.9%
Net Operating Gain (Loss)		\$ (3,184,644)			\$ (27,763,625)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	597,643	704,667	107,023	5,210,235	5,637,333	427,099	38.4%
State - LTF, LCTOP	26,808,875	1,894,766	2,234,073	339,307	16,518,511	17,872,583	1,354,072	38.4%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	9,794,365	692,235	816,197	123,962	6,034,879	6,529,577	494,697	38.4%
Total Subsidies	45,059,240	3,184,644	3,754,937	570,293	27,763,625	30,039,493	2,275,869	38.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The favorable variance in passenger revenue is due to higher than anticipated ridership for FY24.
- As of February, ridership was at 2.2% above FY23 FYTD totals.
- Total system ridership was 37,891 trips above FY23 FYTD amounts.

Ridership

	FY23-Feb.	FY24-Feb.	Variance	%Δ
Fixed Route	213,317	224,607	11,290	5.3%
Paratransit	8,895	9,695	800	9.0%
SolVan	1,626	1,699	73	4.5%
SunRide	784	1,900	1,116	142.3%
System Total	224,622	237,901	13,279	5.9%

Ridership

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Fixed Route	1,666,156	1,682,270	16,114	1.0%
Paratransit	70,271	79,884	9,613	13.7%
SolVan	12,835	15,169	2,334	18.2%
SunRide	4,637	14,467	9,830	212.0%
System Total	1,753,899	1,791,790	37,891	2.2%

Other Revenue

- The positive variance in other revenue is primarily due to outside fuel sales of CNG.

Operator & Mechanic Salaries & Wages

- The unfavorable variance in wages is primarily due to unexpected arbitration awards.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime due to the vehicle maintenance as needed.

Administration Salaries & Wages

- The favorable variance in administrative salaries and wages is primarily attributed to vacancies.

Administration Overtime

- The unfavorable variance is primarily attributed to overtime in the Operations and Maintenance departments.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency and budgeted cost increases scheduled to take effect in January 2024.

Communications

- Communication expenses are trending over budget due to the temporary increase in fixed route fleet size due to H2 fuel availability.

Legal Services

- Legal services have had higher expenses due to legal representation for labor issues.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements.

Uniforms

- Savings in uniform expenditures are related to fewer employees utilizing the entire uniform allowance.

Contracted Services

- Savings in contract services costs are primarily attributed to marketing and towing services.

Equipment Repairs

- The unfavorable balance in equipment repair costs are primarily associated with unexpected repairs conducted in September.

Security Services

- Security service are unfavorable primarily due to costs associated with increased service hours. Services were reduced in February 2024.

Fuel - CNG

- The positive variance is primarily attributed to fewer actual miles over budgeted estimates for FY24.

Fuel - Hydrogen

- The savings in hydrogen fuel is primarily attributed to lower usage of hydrogen fixed route vehicles as the agency is not utilizing the full fleet due to fueling issues.

Tires

- Tire expenses are less than anticipated due to fewer miles driven in FY24.

Office Supplies

- Office supply expenses are within an acceptable range of the budget.

Travel/Training

- The favorable variance for travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts

- The unfavorable variance is due to higher than usual repairs for fixed route vehicles in the month of December, January and February.

Facility Maintenance

- The unfavorable balance in facility maintenance expenses is primarily attributed to tree cleanup on Agency property in October.

Electricity - CNG & Hydrogen

- Electricity - CNG & Hydrogen expenses are less than anticipated due to fewer miles driven in FY24.

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

Water and Gas

- Water and gas expenses are within an acceptable range of the budget.

Insurance Losses

- The negative variance is primarily due FYTD a reconciliation of insurance losses with the risk pool.

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are within an acceptable range of the budget.

Fuel Taxes

- Fuel tax expenses increased due to an increase in outside fuel sales.

Other Expenses

- The favorable variance is primarily due to YTD savings in contracted services.

Self-Consumed Fuel

- The variance in primarily due to less than anticipated fuel utilized by the Agency.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2024 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for March 2024

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts, purchase orders and amendments signed in excess of \$25,000 and less than \$250,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

There were two (2) agreements, one (1) purchase order and one amendment executed in March 2024 between \$25,000 and \$250,000:

Vendor	Purpose	Amount
Riverside Transit	CNG Bus Purchase (15)	\$120,000.00
A & A Fleet Painting	Bus Paint & Decals for New CNG Buses	\$177,963.23
Fastech	Electrolyzer Support	\$30,000.00
Howard Nyhart Company	Actuarial Services	\$47,980.00

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$250,000

March 2024

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Riverside Transit Agency	Bus Purchase	Improve Fleet Resilience	FY24	\$120,000.00	\$120,000.00	Agreement
A & A Fleet Painting	Paint & Decals	Paint & Decals for RTA Bus Purchase	FY24 FY25	\$180,000.00	\$177,963.23	Agreement
Fastech	Technical Support	Electrolyzer Support	FY24	\$30,000.00	\$30,000.00	Purchase Order
Howard Nyhart	Actuarial Services	Pension Actuarial Analysis	FY24 FY25	\$47,980.00	\$47,980.00	Amendment

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of DirectorsRE: Union & Non-Union Pension Investment Asset Summary for February
2024Summary:

The pension asset summary demonstrates the market value of all assets as well as the total asset allocation for SunLine's union and non-union retirement plans. The following table states the target and range values for asset allocations based on the current investment policy:

Asset Class		Target	Range
Growth Assets			
	Domestic Equity	36.0%	16% – 56%
	International Equity	19.0%	0% - 39%
	Other		0% – 20%
Income Assets			
	Fixed Income	45.0%	25% - 65%
	Other	0.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.0%	0% – 20%

For the month of February, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.4%	16% – 56%
	International Equity	17.9%	0% - 39%
	Other	4.3%	0% – 20%
Income Assets			
	Fixed Income	36.9%	25% - 65%
	Other	5.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%

Cash Equivalents	0.6%	0% – 20%
-------------------------	------	----------

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.3%	16% – 56%
	International Equity	17.8%	0% - 39%
	Other	4.3%	0% – 20%
Income Assets			
	Fixed Income	36.8%	25% - 65%
	Other	5.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.7%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of February, the market value of assets decreased and increased by \$711,112 and \$714,411 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
January 2024	\$39,905,505	\$39,867,557
February 2024	\$40,616,617	\$40,581,968
Increase (Decrease)	\$711,112	\$714,411

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **February 29, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond										
ISHARES CORE U.S. AGGREGATE		464287226	AGG	3,322.00	99.13	329,309.86	97.35	323,396.70	(5,913.16)	0.80
ISHARES CORE U.S. AGGREGATE		464287226	AGG	17,918.00	98.65	1,767,610.70	97.35	1,744,317.30	(23,293.40)	4.29
ISHARES CORE U.S. AGGREGATE		464287226	AGG	3,307.00	96.41	318,827.87	97.35	321,936.45	3,108.58	0.79
ISHARES CORE U.S. AGGREGATE		464287226	AGG	6,446.00	92.77	597,994.78	97.35	627,518.10	29,523.32	1.55
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,776.00	57.68	102,441.46	51.13	90,806.88	(11,634.58)	0.22
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	7,097.00	50.33	357,192.01	51.13	362,869.61	5,677.60	0.89
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	51.13	49,340.45	(9,534.20)	0.12
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	51.13	32,263.03	(3,508.36)	0.08
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	51.13	122,149.57	(21,931.02)	0.30
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	51.13	32,365.29	(3,709.38)	0.08
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	51.13	58,594.98	(11,460.00)	0.14
Security Type Sub-Total				45,630.00		3,818,232.96	747.31	3,765,558.36	(52,674.60)	9.26
Exchange-Traded Fund - Equity										
ISHARES MSCI EMERGING MKTS EX CHINA ETF		46434G764	EMXC	3,140.00	52.57	165,069.49	55.84	175,337.60	10,268.11	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF		46434G764	EMXC	3,139.00	52.15	163,698.85	55.84	175,281.76	11,582.91	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF		922042718	VSS	1,464.00	111.96	163,909.44	113.18	165,695.52	1,786.08	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF		922042718	VSS	1,464.00	112.48	164,670.72	113.18	165,695.52	1,024.80	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,193.00	42.18	92,500.74	48.68	106,755.24	14,254.50	0.26
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,614.00	37.17	97,162.38	48.68	127,249.52	30,087.14	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,629.00	39.68	104,318.72	48.68	127,979.72	23,661.00	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	6,816.00	38.86	264,869.76	48.68	331,802.88	66,933.12	0.82
VANGUARD TOTAL INTL STOCK		921909768	VXUS	1,834.00	54.46	99,879.64	58.63	107,527.42	7,647.78	0.26
VANGUARD TOTAL INTL STOCK		921909768	VXUS	3,480.00	52.07	181,203.60	58.63	204,032.40	22,828.80	0.50
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	58.63	409,178.77	(47,038.46)	1.01
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,586.00	56.53	146,186.58	58.63	151,617.18	5,430.60	0.37
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,875.00	51.82	148,982.21	58.63	168,561.25	19,579.04	0.42
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,586.00	56.20	145,333.20	58.63	151,617.18	6,283.98	0.37

Detail of Securities Held & Market Analytics

For the Month Ending February 29, 2024

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	58.63	113,273.16	9,833.88	0.28
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	58.63	483,345.72	50,453.28	1.19
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	58.63	1,040,799.76	115,565.52	2.56
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	58.63	1,103,416.60	202,506.96	2.72
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	58.63	32,422.39	(3,163.16)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	58.63	34,767.59	1,553.66	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	252.58	390,488.68	40,768.33	0.96
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,772.00	225.33	624,614.76	252.58	700,151.76	75,537.00	1.72
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	252.58	157,862.50	33,125.00	0.39
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	252.58	1,214,657.22	273,247.38	2.98
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	764.00	191.49	146,298.36	252.58	192,971.12	46,672.76	0.48
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	252.58	157,609.92	33,908.16	0.39
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	21,761.00	169.04	3,678,479.44	252.58	5,496,393.38	1,817,913.94	13.53
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,572.00	204.04	4,197,510.88	252.58	5,196,075.76	998,564.88	12.79
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	276.00	216.58	59,776.08	252.58	69,712.08	9,936.00	0.17
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	252.58	109,367.14	8,079.78	0.27
Security Type Sub-Total			145,875.00		15,172,813.97	3,762.12	19,061,646.74	3,888,832.77	46.92

Money Market Mutual Fund

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	237,602.78	1.00	237,602.78	1.00	237,602.78	0.00	0.59
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Security Type Sub-Total			237,602.78		237,602.78	1.00	237,602.78	0.00	0.59
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Mutual Fund - Bond

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.61	9.33	14.99	9.55	15.34	0.35	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	389,330.67	11.10	4,323,126.44	9.99	3,889,413.44	(433,713.00)	9.58
BBH LIMITED DURATION I	05528X851	BBBIX	11.97	10.11	121.06	10.28	123.07	2.01	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	188,839.19	10.50	1,983,601.17	9.16	1,729,766.94	(253,834.23)	4.26
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	128,988.13	5.19	668,869.69	5.11	659,129.36	(9,740.33)	1.62
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	269,817.48	13.90	3,751,220.49	11.85	3,197,337.17	(553,883.32)	7.87

Detail of Securities Held & Market Analytics

For the Month Ending **February 29, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	201,904.15	10.08	2,034,497.10	8.63	1,742,432.80	(292,064.30)	4.29
Security Type Sub-Total			1,178,893.20		12,761,450.94	64.57	11,218,218.12	(1,543,232.82)	27.62
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	26,584.21	18.32	487,118.99	21.70	576,877.38	89,758.39	1.42
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	18,363.09	28.95	531,566.14	25.84	474,502.15	(57,063.99)	1.17
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	20,199.83	15.19	306,926.65	15.61	315,319.40	8,392.75	0.78
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,174.56	54.46	608,510.67	61.48	687,011.72	78,501.05	1.69
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	21,077.91	26.06	549,380.76	24.57	517,884.23	(31,496.53)	1.28
Security Type Sub-Total			97,399.60		2,483,503.21	149.20	2,571,594.88	88,091.67	6.34
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	105.24	22,173.44	1,103.44	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	20,682.89	1.00	20,682.89	105.24	21,766.05	1,083.16	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	105.24	52,597.45	2,617.45	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.68	2,373.68	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	105.24	25,783.07	1,283.07	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	1,290,943.00	1.00	1,290,943.00	106.63	1,376,474.14	85,531.14	3.39
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	180,000.00	1.00	180,000.00	106.63	191,925.86	11,925.86	0.47
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	129.97	402,593.90	92,843.90	0.99

Detail of Securities Held & Market Analytics

For the Month Ending **February 29, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]										
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage	
Separate Account										
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	129.97	327,534.02	75,534.02	0.81	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	129.97	249,128.71	57,452.64	0.61	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	180,319.43	1.00	180,319.43	129.97	234,368.04	54,048.61	0.58	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	33,254.60	1.00	33,254.60	129.97	43,222.27	9,967.67	0.11	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	105,000.00	1.00	105,000.00	129.97	136,472.51	31,472.51	0.34	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	129.97	170,054.61	39,217.02	0.42	
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	127,930.57	1.00	127,930.57	129.97	166,276.25	38,345.68	0.41	
Security Type Sub-Total			3,242,569.15		3,242,569.15	2,410.65	3,761,995.94	519,426.79	9.28	
Managed Account Sub-Total			4,947,969.73		37,716,173.01	7,134.85	40,616,616.82	2,900,443.81	100.01	
Securities Sub-Total			\$4,947,969.73		\$37,716,173.01	\$7,134.85	\$40,616,616.82	\$2,900,443.81	100.01%	
Accrued Interest								\$0.00		
Total Investments								\$40,616,616.82		

Detail of Securities Held & Market Analytics

For the Month Ending **February 29, 2024**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,272.00	92.77	581,852.81	97.35	610,579.20	28,726.39	1.50
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,317.00	96.41	319,791.97	97.35	322,909.95	3,117.98	0.80
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	97.35	1,748,113.95	(23,344.10)	4.31
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	97.35	328,264.20	(6,002.16)	0.81
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	51.13	364,556.90	5,704.00	0.90
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	51.13	56,907.69	(11,130.00)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	51.13	32,263.03	(3,508.36)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	51.13	90,960.27	(11,654.23)	0.22
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	51.13	50,209.66	(9,702.16)	0.12
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	51.13	32,365.29	(3,709.38)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	51.13	122,967.65	(22,077.90)	0.30
Security Type Sub-Total			45,591.00		3,813,677.71	747.31	3,760,097.79	(53,579.92)	9.26
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,133.00	52.15	163,385.95	55.84	174,946.72	11,560.77	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,134.00	52.57	164,754.07	55.84	175,002.56	10,248.49	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,461.00	111.96	163,573.56	113.18	165,355.98	1,782.42	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,462.00	112.48	164,445.76	113.18	165,469.16	1,023.40	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	48.68	336,622.20	67,905.30	0.83
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	48.68	127,249.52	30,087.14	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,484.00	39.68	98,565.12	48.68	120,921.12	22,356.00	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	48.68	107,631.48	14,371.50	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	58.63	168,561.25	19,579.04	0.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,469.00	56.20	138,757.80	58.63	144,757.47	5,999.67	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	58.63	100,491.82	8,724.26	0.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,770.00	52.07	196,303.90	58.63	221,035.10	24,731.20	0.54
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,375.00	54.46	74,882.50	58.63	80,616.25	5,733.75	0.19
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	58.63	403,550.29	(46,391.42)	0.99

Detail of Securities Held & Market Analytics

For the Month Ending February 29, 2024

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	58.63	502,459.10	52,448.40	1.24
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	58.63	34,005.40	1,519.60	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	58.63	37,054.16	(3,615.04)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,470.00	56.53	139,629.10	58.63	144,816.10	5,187.00	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	58.63	1,036,519.77	115,090.29	2.55
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	58.63	1,110,159.05	203,744.39	2.74
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	252.58	1,245,471.98	280,179.42	3.07
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	252.58	391,751.58	40,900.18	0.97
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	21,691.00	169.04	3,666,646.64	252.58	5,478,712.78	1,812,066.14	13.50
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	252.58	248,286.14	60,051.47	0.61
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	252.58	126,037.42	27,115.66	0.31
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,790.00	225.33	628,670.70	252.58	704,698.20	76,027.50	1.74
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	252.58	5,193,549.96	998,079.48	12.80
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	138.00	216.58	29,888.04	252.58	34,856.04	4,968.00	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	252.58	126,290.00	26,500.00	0.31
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	252.58	109,367.14	8,079.78	0.27
Security Type Sub-Total			145,444.00		15,130,191.95	3,762.12	19,016,245.74	3,886,053.79	46.87

Money Market Mutual Fund

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	286,132.21	1.00	286,132.21	1.00	286,132.21	0.00	0.71
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Security Type Sub-Total			286,132.21		286,132.21	1.00	286,132.21	0.00	0.71
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Mutual Fund - Bond

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.62	9.34	15.10	9.55	15.44	0.34	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	388,411.35	11.10	4,312,457.49	9.99	3,880,229.37	(432,228.12)	9.56
BBH LIMITED DURATION I	05528X851	BBBIX	12.02	10.11	121.57	10.28	123.59	2.02	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	188,377.71	10.50	1,978,881.31	9.16	1,725,539.83	(253,341.48)	4.25
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	128,646.92	5.18	666,935.31	5.11	657,385.76	(9,549.55)	1.62
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	269,196.30	13.90	3,740,834.45	11.85	3,189,976.21	(550,858.24)	7.86

Detail of Securities Held & Market Analytics

For the Month Ending **February 29, 2024**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	201,395.29	10.08	2,029,074.51	8.63	1,738,041.31	(291,033.20)	4.28
Security Type Sub-Total			1,176,041.21		12,728,319.74	64.57	11,191,311.51	(1,537,008.23)	27.57
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	26,528.24	18.32	486,093.48	21.70	575,662.89	89,569.41	1.42
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	18,332.57	28.93	530,449.56	25.84	473,713.50	(56,736.06)	1.17
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	20,162.83	15.19	306,364.44	15.61	314,741.81	8,377.37	0.78
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,151.07	54.46	607,232.90	61.48	685,567.81	78,334.91	1.69
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	21,021.51	26.08	548,223.76	24.57	516,498.46	(31,725.30)	1.27
Security Type Sub-Total			97,196.22		2,478,364.14	149.20	2,566,184.47	87,820.33	6.33
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	105.24	25,783.07	1,283.07	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.68	2,373.68	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	105.24	22,173.44	1,103.44	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	20,682.89	1.00	20,682.89	105.24	21,766.05	1,083.16	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	105.24	52,597.45	2,617.45	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	105.24	51,566.13	2,566.13	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.24	47,698.67	2,373.67	0.12
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,290,943.00	1.00	1,290,943.00	106.63	1,376,474.14	85,531.14	3.39
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	180,000.00	1.00	180,000.00	106.63	191,925.86	11,925.86	0.47
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	129.97	170,054.61	39,217.02	0.42

Detail of Securities Held & Market Analytics

For the Month Ending **February 29, 2024**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	252,000.00	1.00	252,000.00	129.97	327,534.02	75,534.02	0.81
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	180,319.43	1.00	180,319.43	129.97	234,368.04	54,048.61	0.58
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	105,000.00	1.00	105,000.00	129.97	136,472.51	31,472.51	0.34
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	33,254.60	1.00	33,254.60	129.97	43,222.27	9,967.67	0.11
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	129.97	249,128.71	57,452.64	0.61
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	309,750.00	1.00	309,750.00	129.97	402,593.90	92,843.90	0.99
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	127,930.57	1.00	127,930.57	129.97	166,276.25	38,345.68	0.41
Security Type Sub-Total			3,242,569.15		3,242,569.15	2,410.65	3,761,995.94	519,426.79	9.28
Managed Account Sub-Total			4,992,973.79		37,679,254.90	7,134.85	40,581,967.66	2,902,712.76	100.02
Securities Sub-Total			\$4,992,973.79		\$37,679,254.90	\$7,134.85	\$40,581,967.66	\$2,902,712.76	100.02%
Accrued Interest							\$0.00		
Total Investments							\$40,581,967.66		

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for March 2024

Summary:

	Monthly Ridership		Monthly Variance	
	Mar 24	Mar 23	Net	Percent
Fixed Route	238,704	234,896	3,808	1.6%
SolVan	2,018	1,817	201	11.1%
SunRide	1,984	1,045	1,393	133.3%
Taxi Voucher*	93	227	(134)	(59)%
SunDial	10,220	9,809	411	4.2%
Total	253,019	247,794	5,225	2.1%

*Taxi Voucher rides are included for the system total; however, they are not NTD reportable.

Yearly Ridership	
Fiscal Year 2024	2,046,360
Fiscal Year 2023	2,003,632
Ridership Increase	42,728

Fiscal year to date system ridership increased by 42,728 rides or 2.1% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



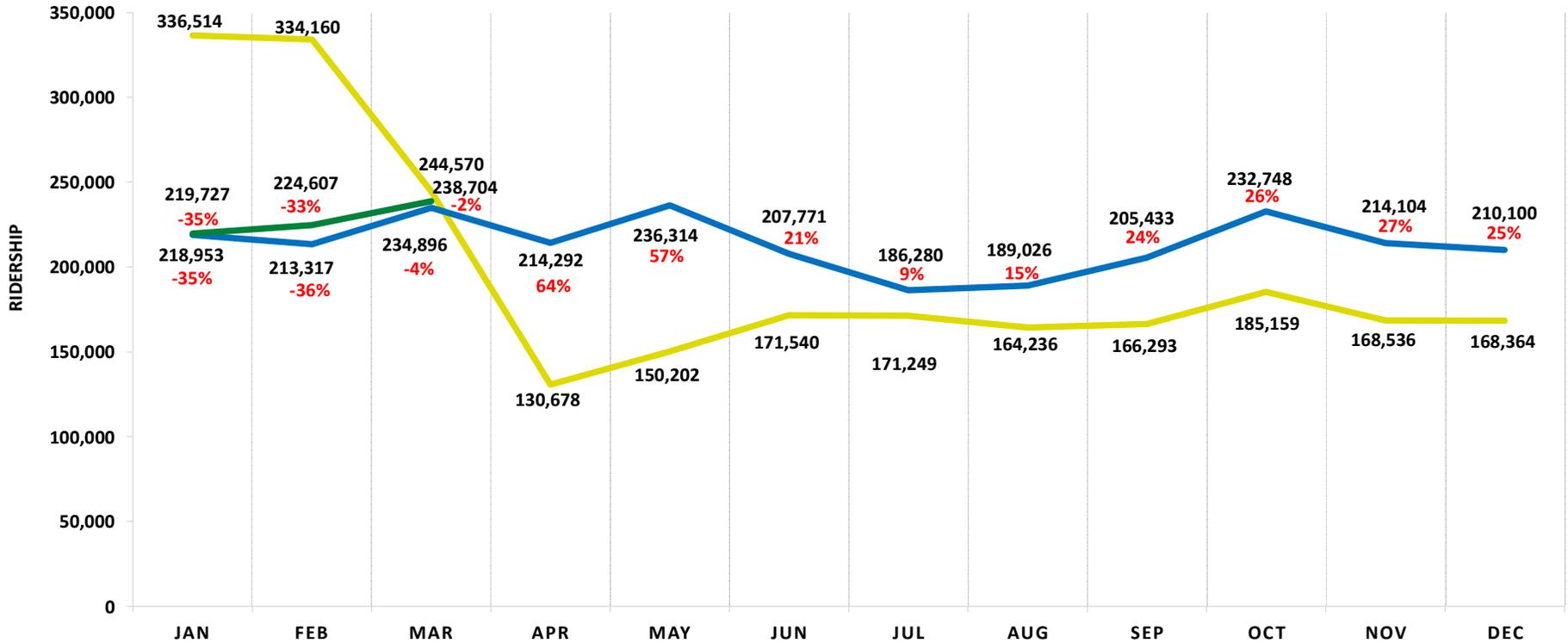
SunLine Transit Agency Monthly Ridership Report March 2024

Fixed Route	Mar 2024	Mar 2023	FY 2024	FY 2023	Monthly KPI		Bikes		Wheelchairs	
			YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1EV	53,220	-	442,929	-	17.1	1.4	2,266	20,899	318	2,744
Route 1WV	40,368	92,748	334,090	781,829	14.2	1.2	1,488	14,045	278	3,095
Route 2	64,121	61,775	538,258	503,835	17.6	1.3	2,126	18,379	731	5,297
Route 3	8,042	6,212	62,564	52,556	12.4	0.8	240	1,994	69	631
Route 4	21,891	19,311	165,301	156,797	11.1	0.8	664	7,413	129	933
Route 5	2,774	2,447	15,068	16,578	6.3	0.3	94	484	10	46
Route 6	4,274	10,388	26,868	74,651	8.5	0.5	114	856	11	122
Route 7	8,408	7,286	68,649	53,084	13.0	1.0	334	2,832	2	116
Route 8	17,744	15,575	136,354	125,204	10.1	0.7	408	4,082	78	747
Route 9	5,162	7,893	41,399	58,246	8.0	0.4	32	461	2	51
Route 10	3,760	2,633	26,712	20,530	17.9	0.2	32	272	11	91
Route 200 SB	154	204	1,564	2,276	16.6	1	2	11	-	6
Route 400 SB		140	-	819	-	-	-	-	-	-
Route 401 SB		-	-	-	-	-	-	-	-	-
Route 402 NB		25	-	203	-	-	-	-	-	-
Route 403 NB		74	-	481	-	-	-	-	-	-
Route 500 SB	591	297	2,584	2,031	46.9	3.0	0	3	-	1
Route 501 NB		-	-	-	-	-	-	-	-	-
Route 700 SB/NB	505	307	2,794	2,534	19.8	1.3	3	26	-	3
Route 701 SB/NB	1,056	693	6,723	5,398	50.8	3.4	5	65	2	5
Route 800 NB	2,667	1,308	15,333	8,913	110.3	5.4	1	42	-	1
Route 801 SB	2,349	2,632	18,835	16,241	135.5	8.0	-	3	-	53
Route 802 SB	292	627	3,899	4,855	28.1	1.4	-	-	-	38
Route 803 NB	1,327	2,321	11,051	13,991	95.8	4.7	-	117.0	-	8.0
Fixed Route Total	238,704	234,896	1,920,975	1,901,052	14.3	1.0	7,809	71,984	1,641	13,988
SolVan	2,018	1,817	17,187	14,652	5.3	0.1				
SunRide	1,984	1,045	16,451	5,682	1.2	0.2				
Taxi Voucher	93	227	1,643	2,166						
SunDial	10,220	9,809	90,104	80,080	2.0	0.1				
System Total	253,019	247,794	2,046,360	2,003,632	10.4	0.7				
	Mar-24	Mar-23								
Weekdays:	21	23								
Saturdays:	5	4								
Sundays:	5	4								
Total Days:	31	31								

Haul Pass COD contributed with 7,504 rides, CSUSB with 2,714 rides.
 Mobile Ticketing contributed with 37,558 rides, the total for March 2024 includes 189 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

— CY 2020
 — CY 2023
 — CY 2024
 %VAR. 2020 vs 2023
 %VAR. 2020 vs 2024

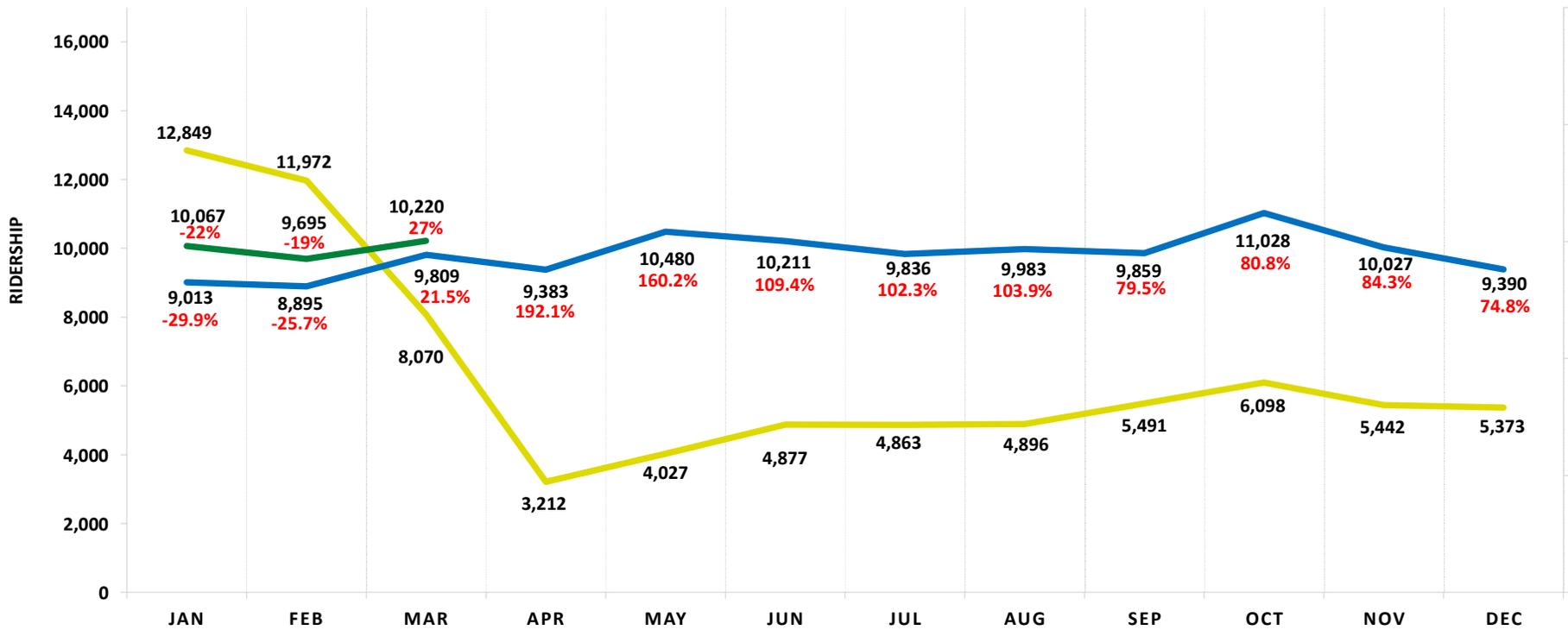


The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2023 and 2024 are referring to the baseline of 2020.

CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2023 & CY 2024. CY 2021/2022 have been removed to reflect the two (2) most recent years in recovery.

Paratransit Ridership COVID-19 Recovery

— CY 2020
 — CY 2023
 — CY 2024
 %VAR. 2020 vs 2023
 %VAR. 2020 vs 2024



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2023 and 2024 are referring to the baseline of 2020. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2023 & CY 2024. CY 2021/2022 have been removed to reflect the two (2) most recent years in recovery.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Paratransit Operational Notes for March 2024

Summary:

The attached report summarizes Paratransit's operation for the month of March 2024. This report identifies that for the month of March, the on-time performance for Paratransit exceeded the internal service goal of 85%, which is comparable to the fixed route service standard goal. The on-time performance for the month of March was 85.4%. Fiscal-year-to-date, Paratransit has maintained an on-time performance of 88.8%.

Total vehicle miles for March 2024 decreased by 2,078 when compared to March 2023. Total trips for the month of March 2024 were 9,718 when compared to March 2023, this is an increase of 428 trips or 4.6%.

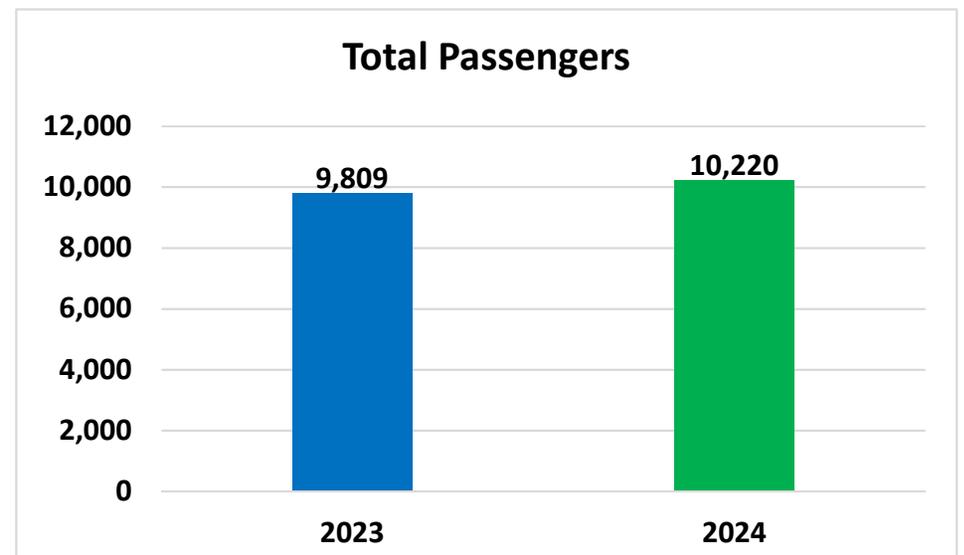
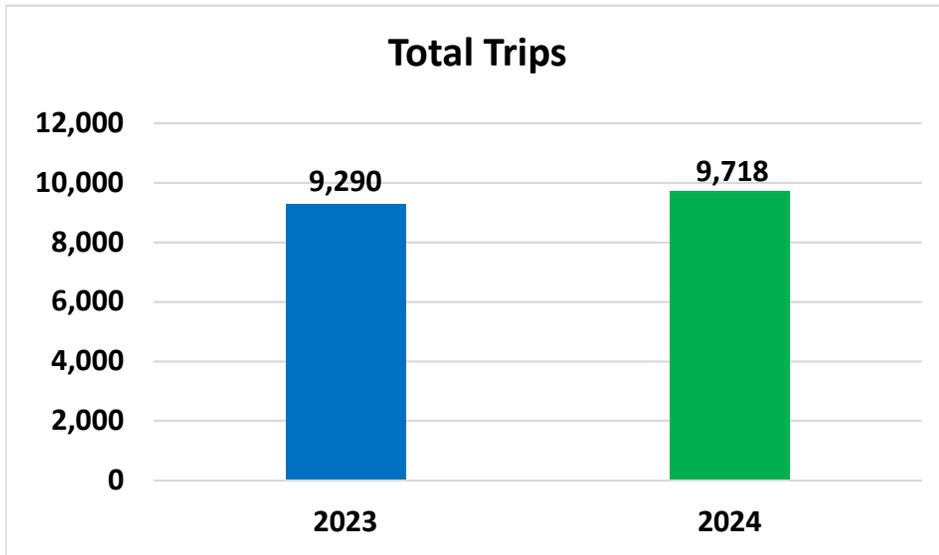
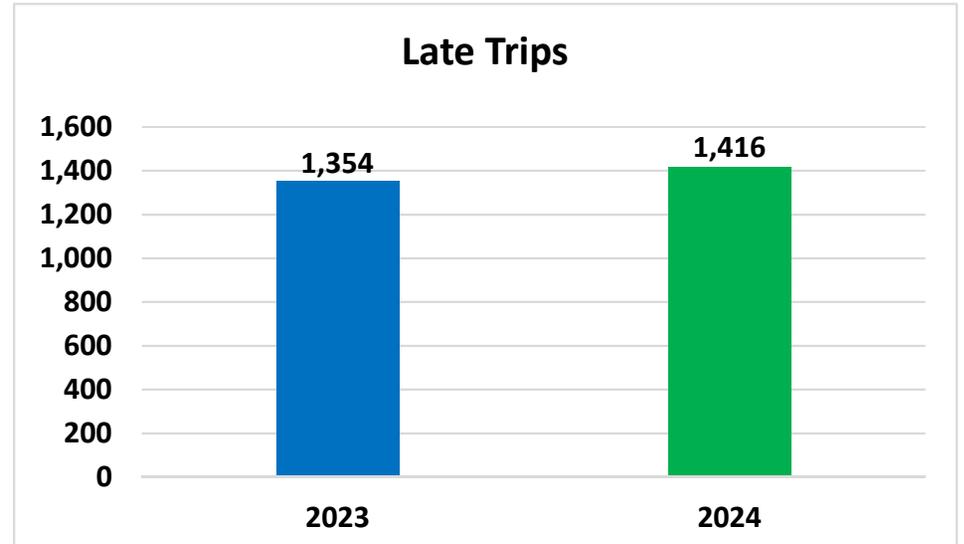
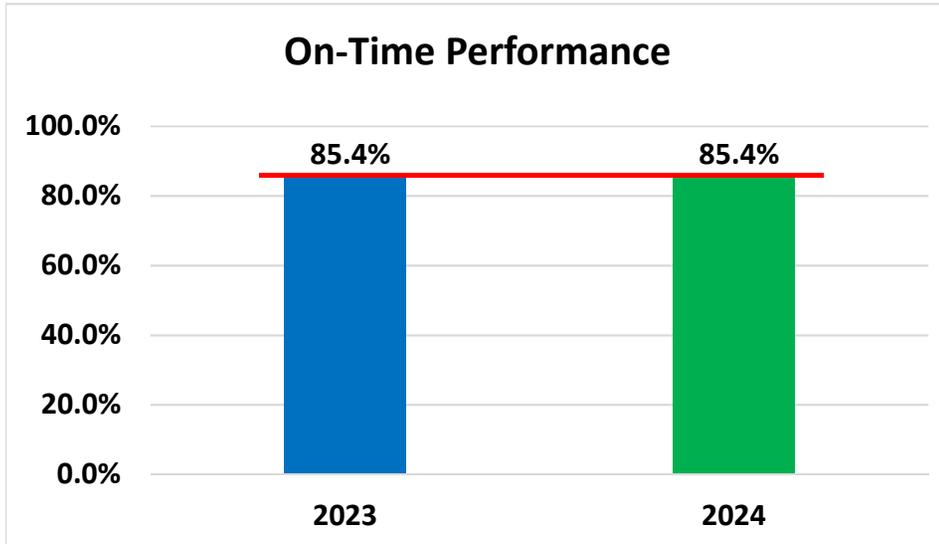
Total passengers for the month of March 2024 were 10,220 when compared to March 2023, this is an increase of 411 passengers or 4.2%. Mobility device boardings for March 2024 decreased by 267 or 17% when compared to March 2023. Field Supervisors performed 69 On-Board inspections and 78 Pre-Trip and Trailing evaluations. The Field Supervisors met their monthly goal of 60 On-Board inspections and exceeded their goal of 60 Pre-Trip and Trailing Evaluations.

Recommendation:

Receive and file.

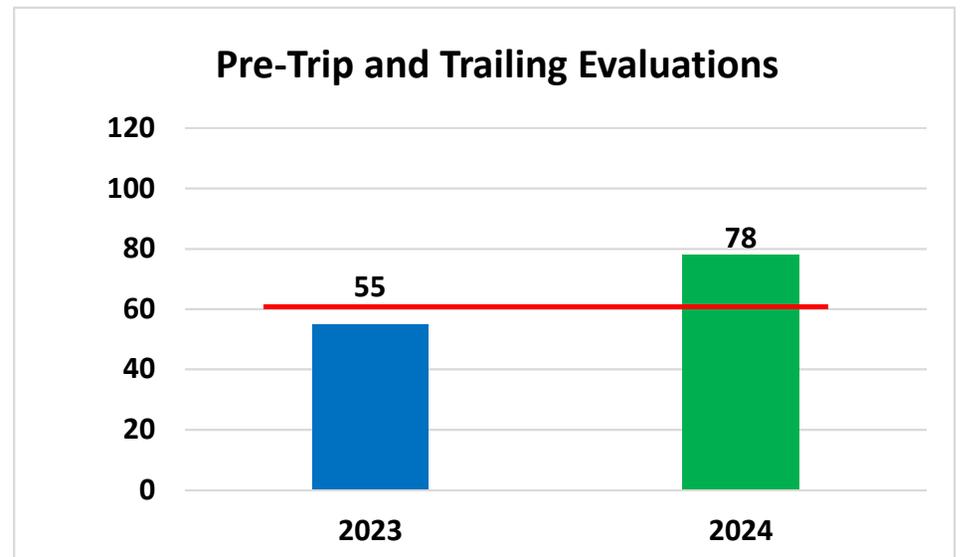
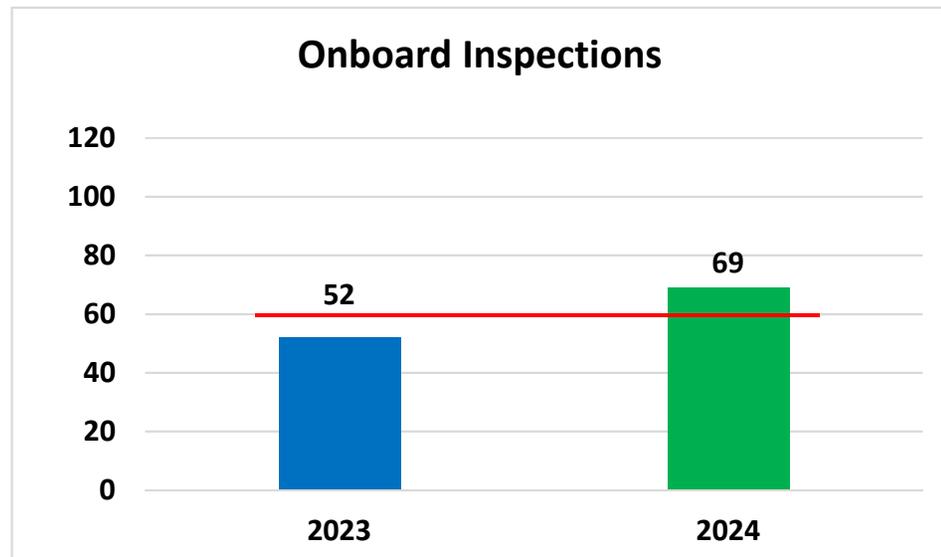
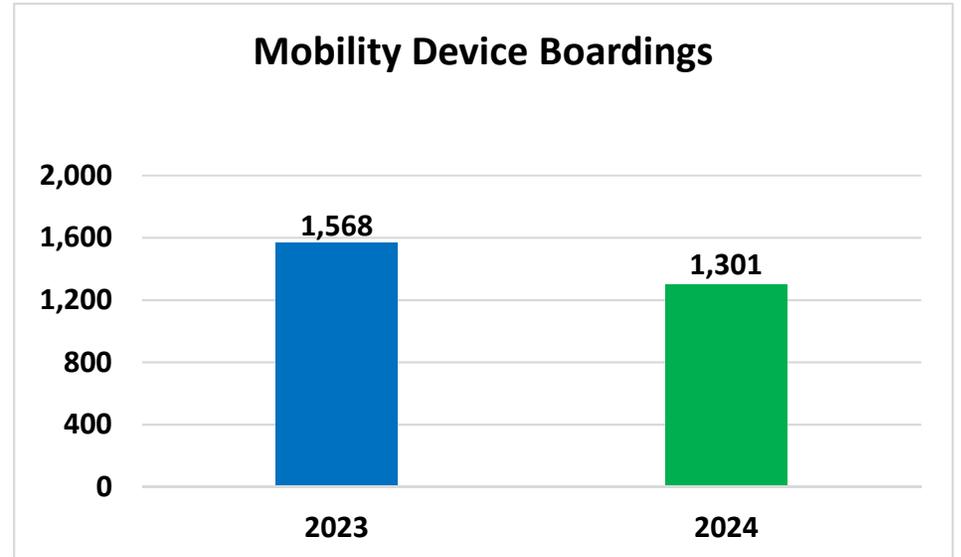
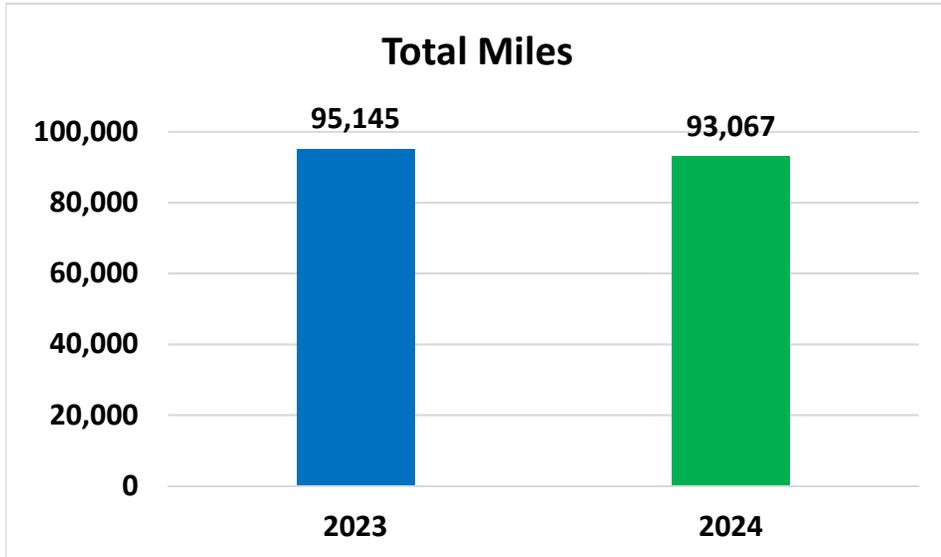
Paratransit Operational Charts

March 2023 vs. March 2024



Paratransit Operational Charts

March 2023 vs. March 2024



SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for March 2024

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, fixed route customer complaints, paratransit customer complaints, advertising revenue, and system performance. SunRide performance includes system-wide metrics, trip booking method and geo-fence metrics for Desert Hot Springs/Desert Edge, Palm Desert, Coachella, Mecca/North Shore, Indio, Cathedral City, La Quinta and Palm Springs. Included in this packet is ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with the various High Schools in the Coachella Valley, College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus.

SunRide

- SunRide system-wide was up 3% in March when compared to February 2024, but is up by 91% compared to March 2023.
- Coachella saw an increase of 15% over February, with 130 trips by 151 passengers, and is up 34% when compared to March 2023.
- Palm Springs saw an increase of 38% in February 2024 over January 2024 and was up 201% over February 2023.
- Mecca/North Shore saw an increase of 41% over February, with 82 rides by 103 passengers, and is up 183% when compared to March 2023.

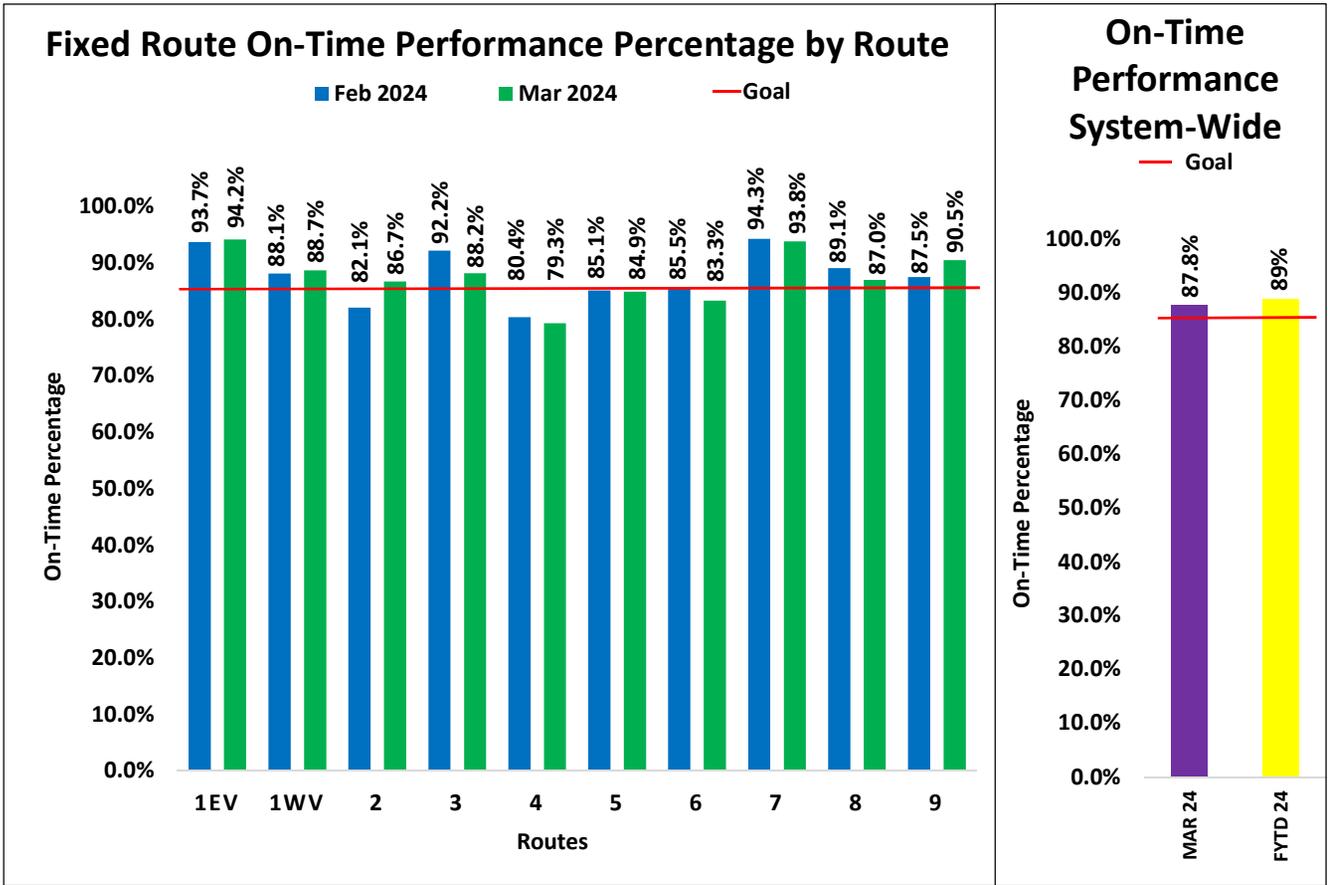
Fixed Route

- Fixed route's on-time performance had a decrease of 2.5% from February 2024 at 90.3% to March 2024 at 87.8%. For March, the Agency exceeded the service standard goal of 85%.
 - Route 4 did not meet its service standard goal due to inclement weather and road closures at Gene Autry Trl. and Vista Chino wash.

- Route 5 and Route 6 did not meet their service standard goal due to construction on Ave 48th and Fred Waring Dr. causing delays for both routes.
- Late departures had a decrease of 0.2% in March 2024, when compared to the previous month.
- Early departures had an increase of 0.1% in March 2024, when compared to the previous month.
- For March 2024, 21% of SunLine's fixed route operator workforce was absent when compared to March 2023 at 20%.
- For March 2024, the workforce was at a total of 147 operators when compared to March 2023 at 134 operators.

Recommendation:

Receive and file.



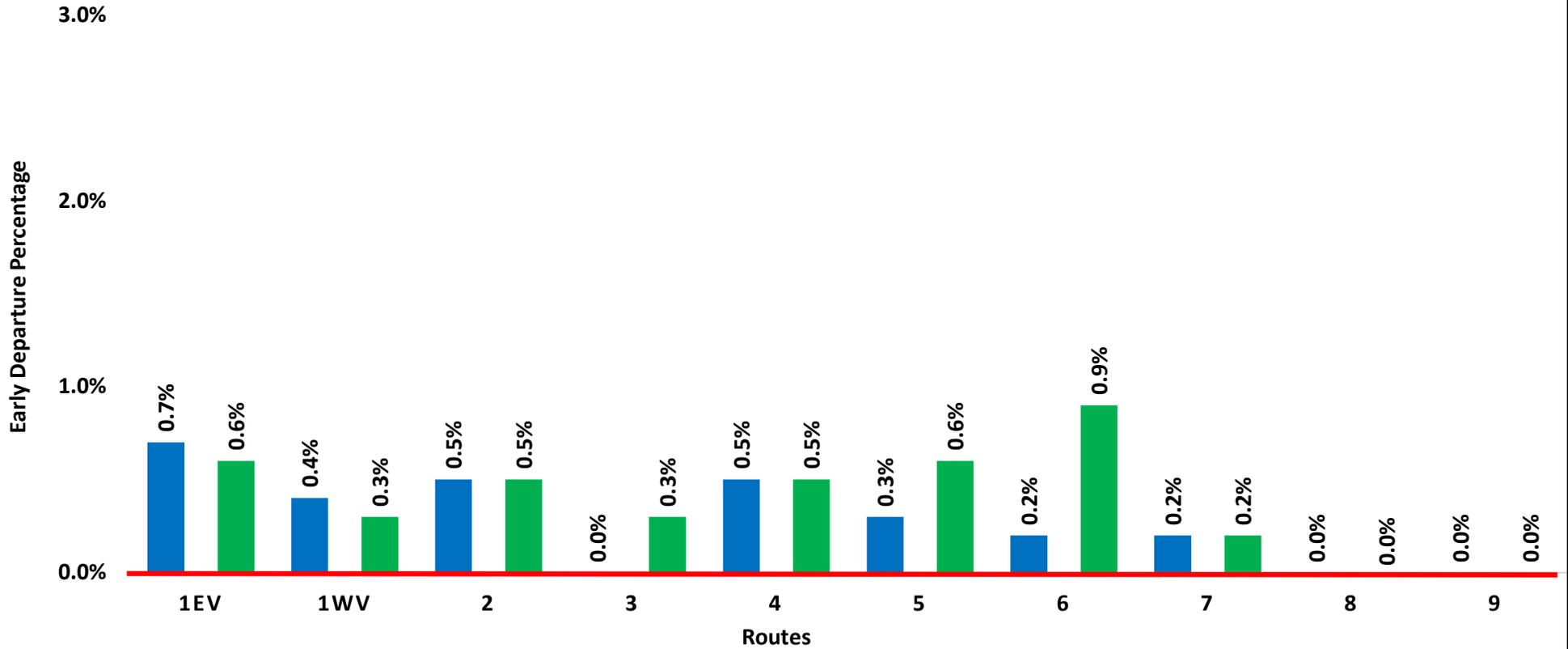
On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

Goal: Minimum target for On-Time Performance is 85%.

Note: For the month of March 2024, the Agency's on-time performance was at 87.8% when compared to March 2023 at 72.6%. This is an increase of 15.2%.

Fixed Route Early Departure Percentage by Route

■ Feb 2024 ■ Mar 2024

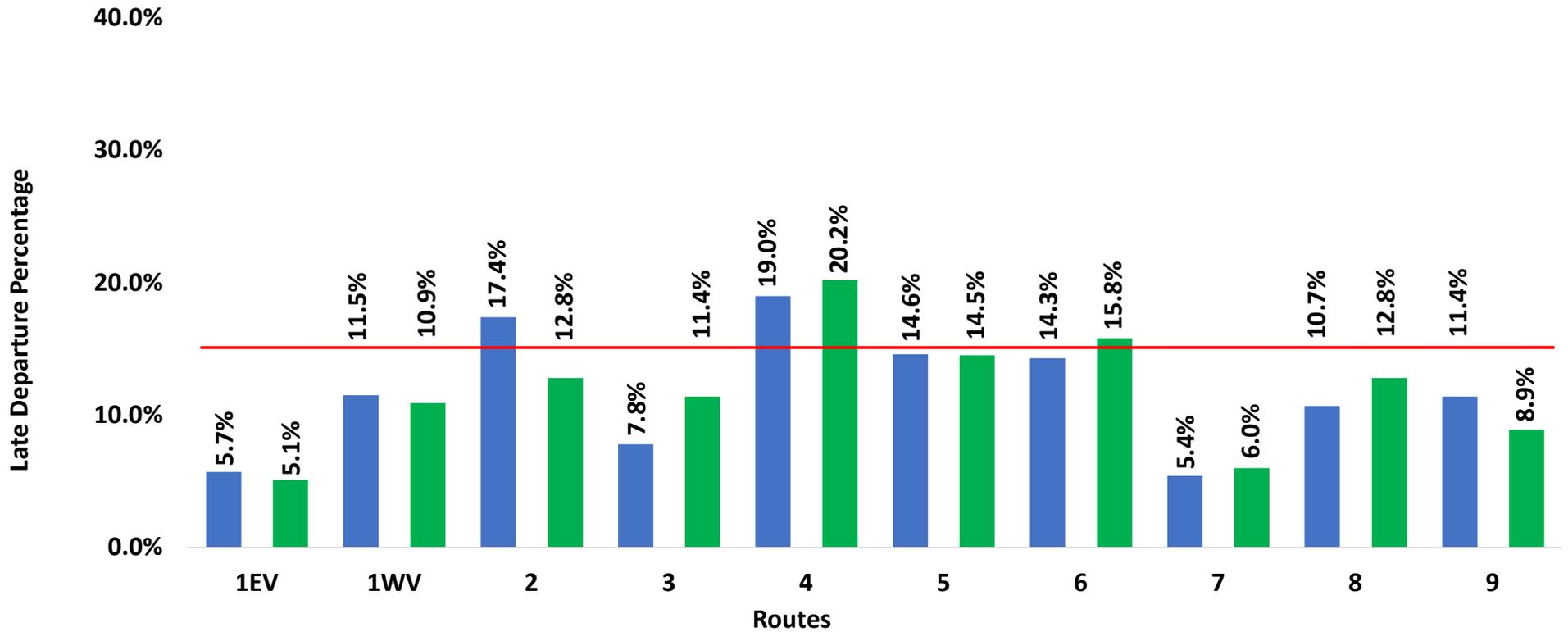


Early Departure: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departure Percentage by Route

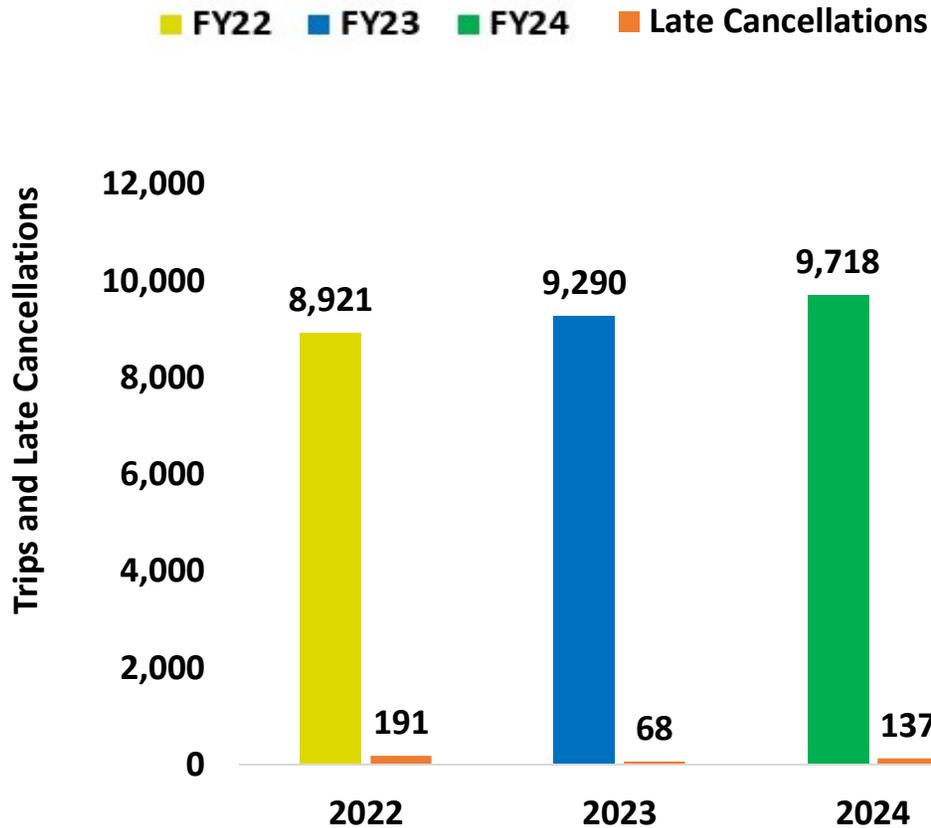
■ Feb 2024 ■ Mar 2024 — Goal



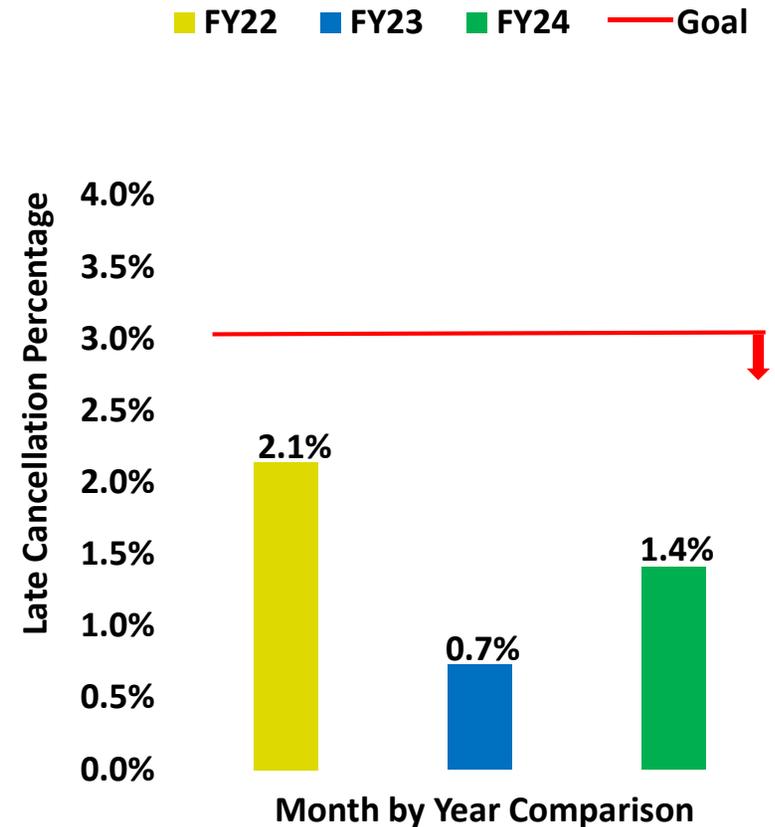
Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

Paratransit Total Trips vs. Late Cancellations March



Late Cancellations by Percentage



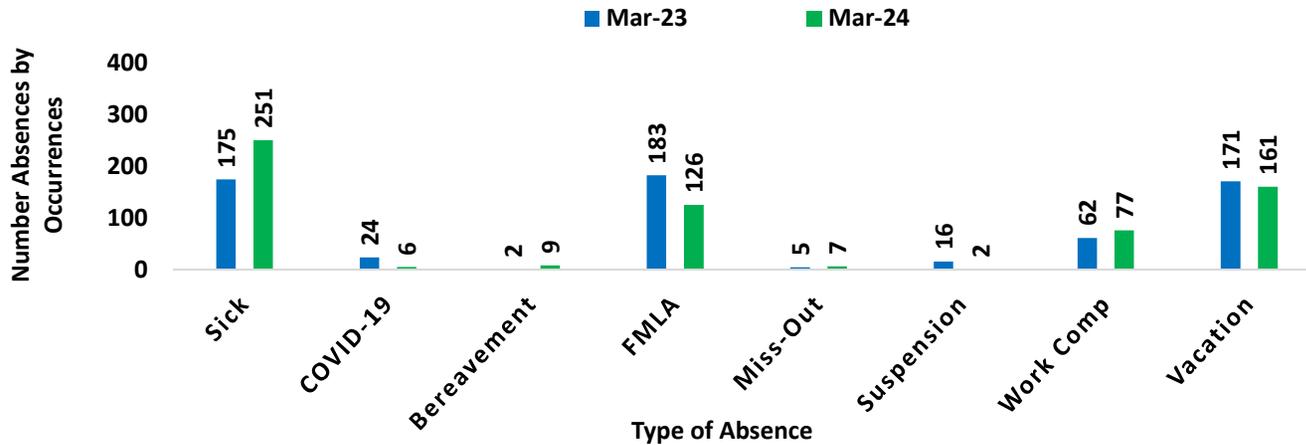
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

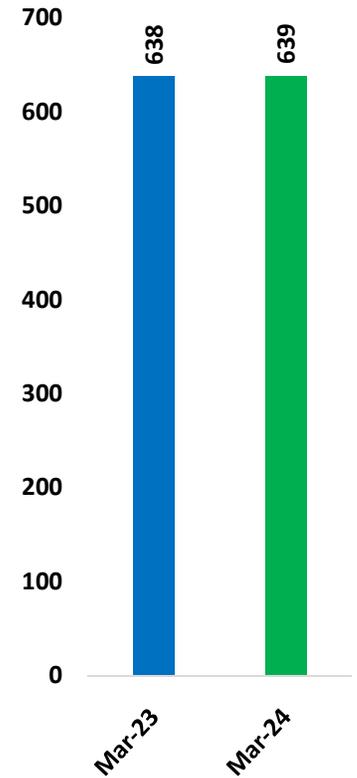
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

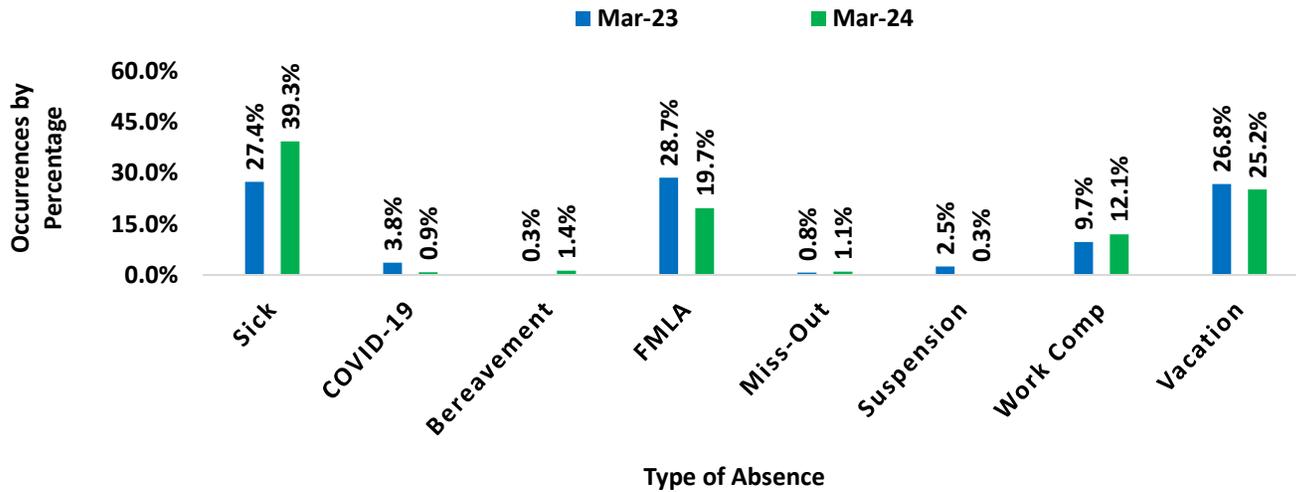
Fixed Route Operator Absence by Type



Fixed Route Total Absence Occurrences

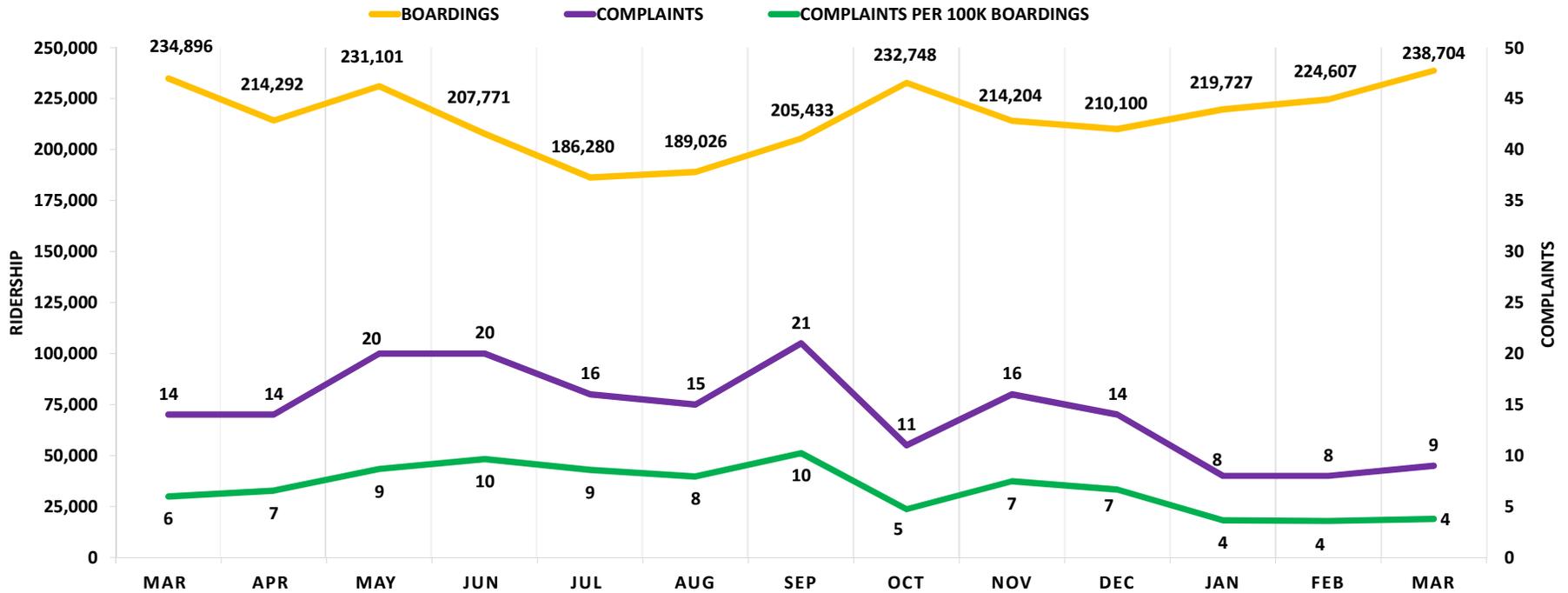


Fixed Route Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of March 2024, 21% of SunLine's fixed route operator workforce was absent when compared to March 2023 at 20%. For the month of March 2024, workforce was at a total of 147 operators when compared to March 2023 at 134 operators.

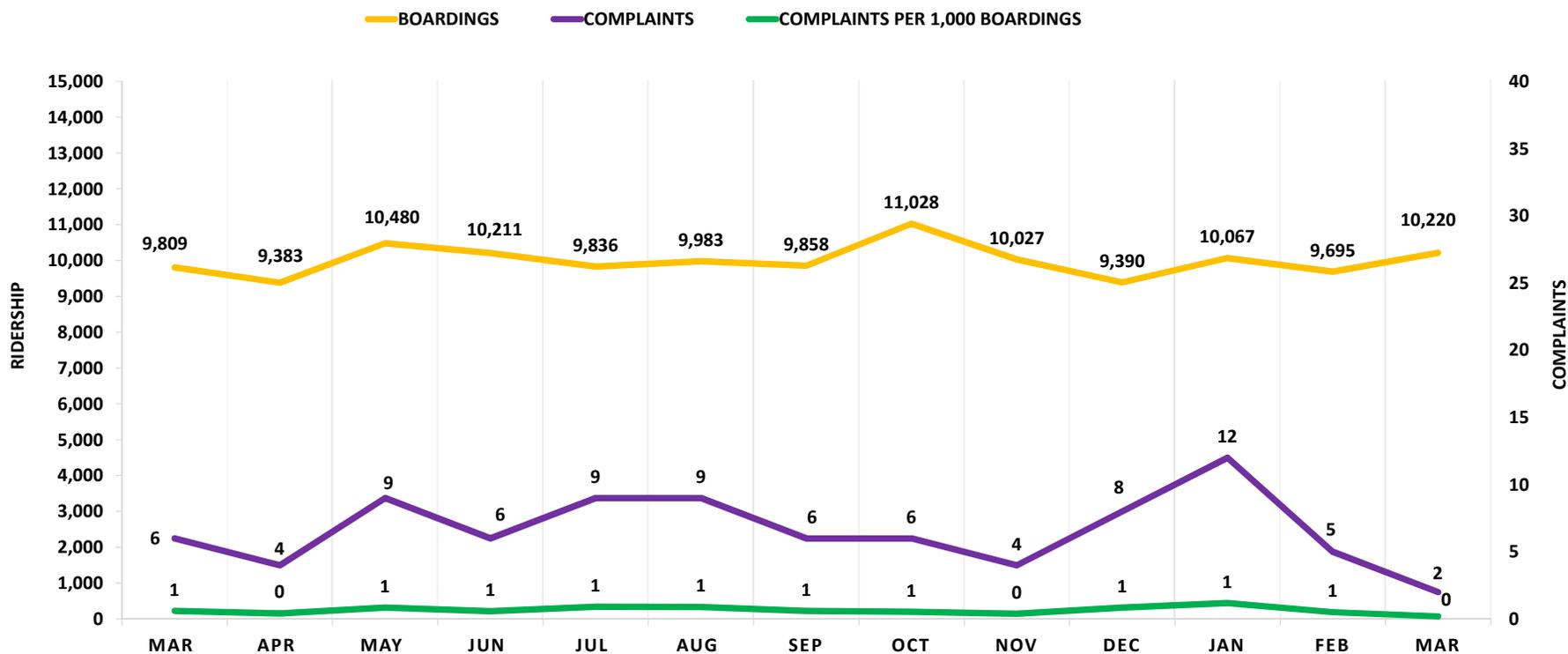
Fixed Route Customer Complaints March 2023 to March 2024



This chart represents the number of boardings and total valid complaints, as well as the number of valid complaints per 100,000 boardings for the fixed route system.

For the month of March, 99.99% of our total boardings did not receive a complaint.

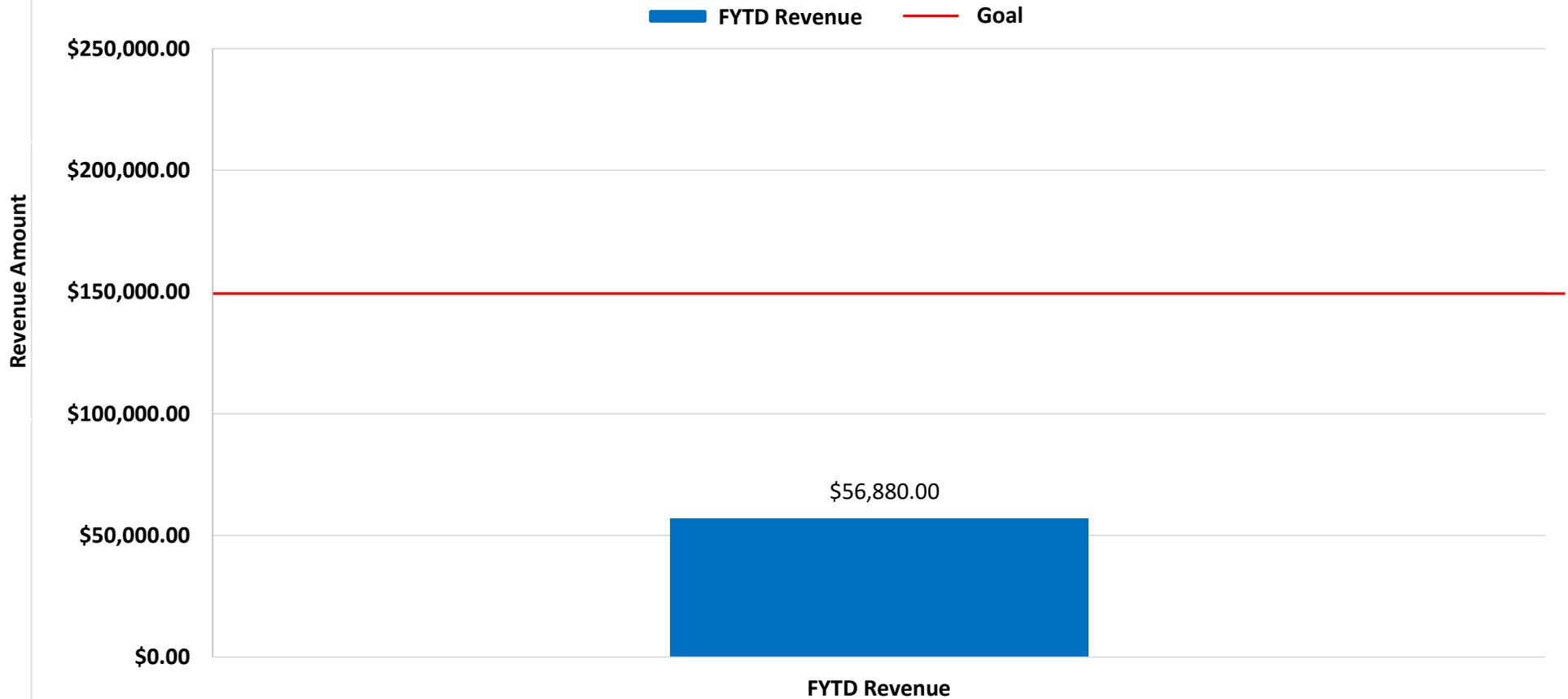
Paratransit Customer Complaints March 2023 to March 2024



This chart represents the total number of boardings and valid complaints, as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of March, 99.95% of our total boardings did not receive a complaint.

Advertising Revenue FYTD Revenue vs. Yearly Goal February 2024

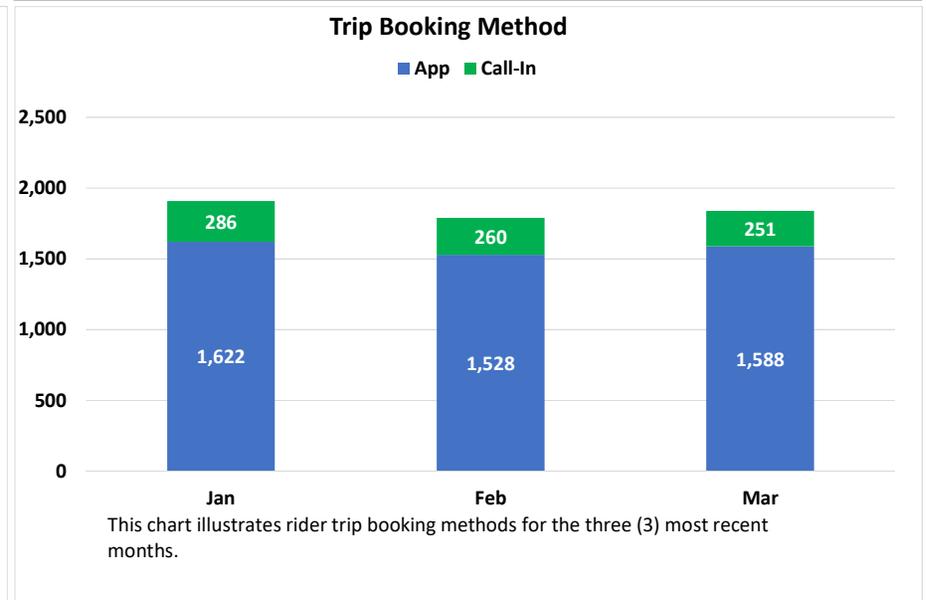
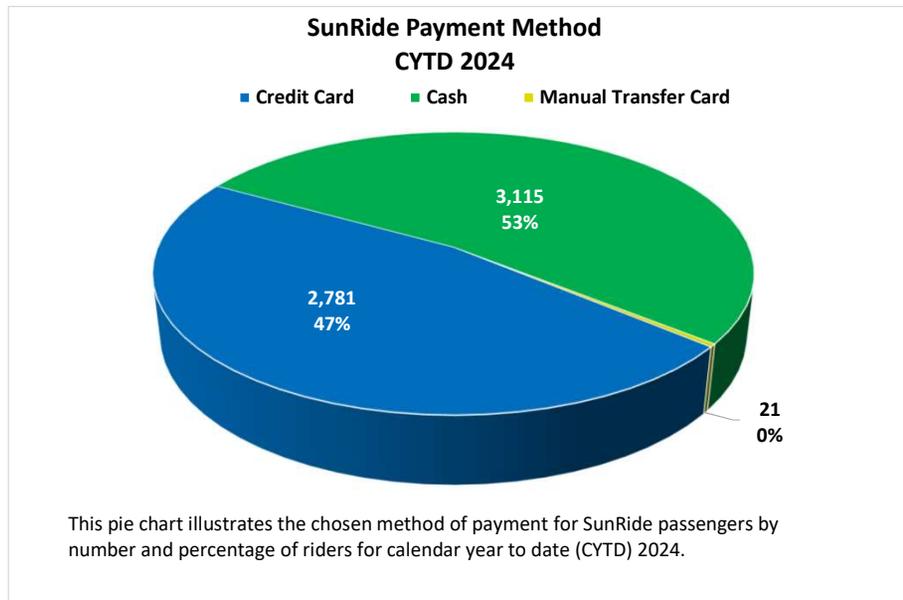
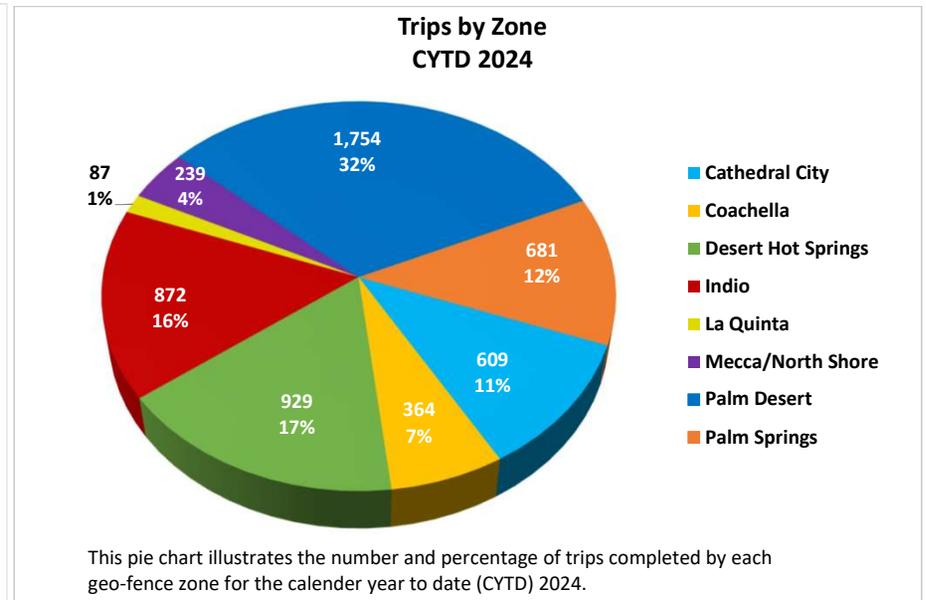
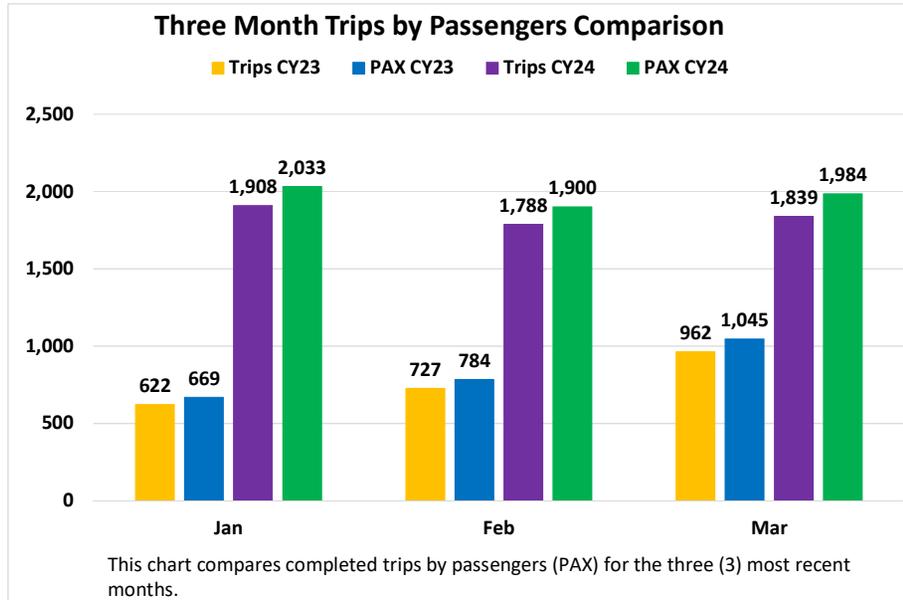


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY24 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2024

Total Completed Trips: 5,535

Total Number of Passengers: 5,917

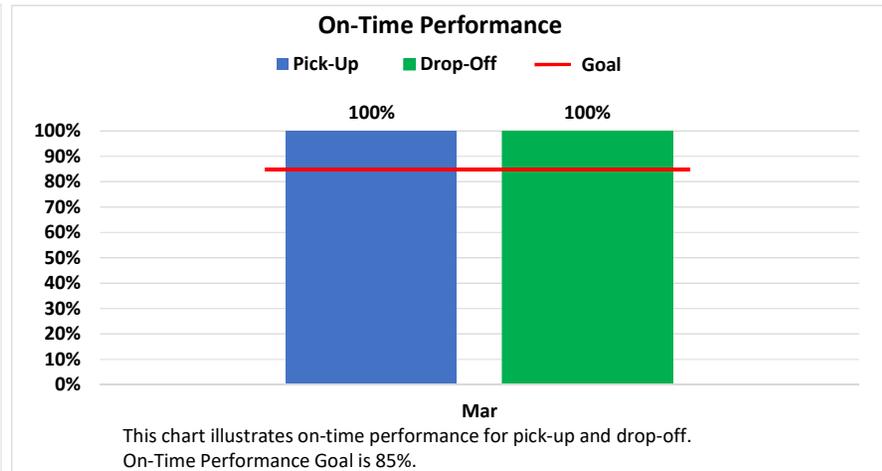
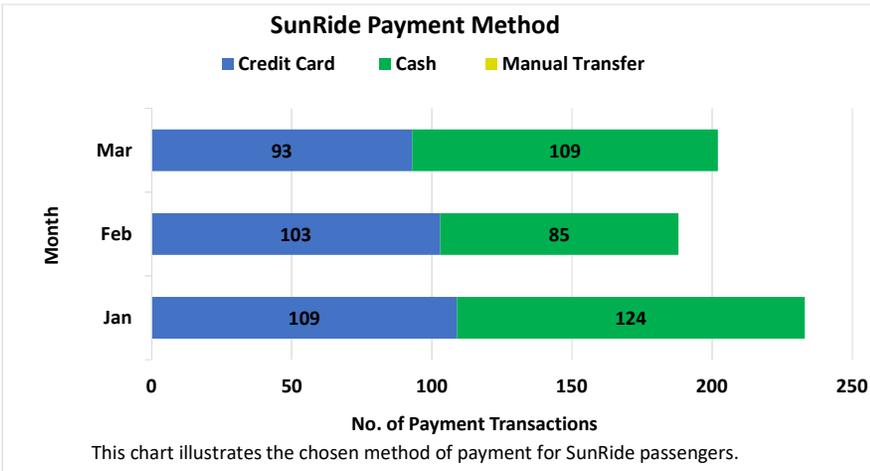
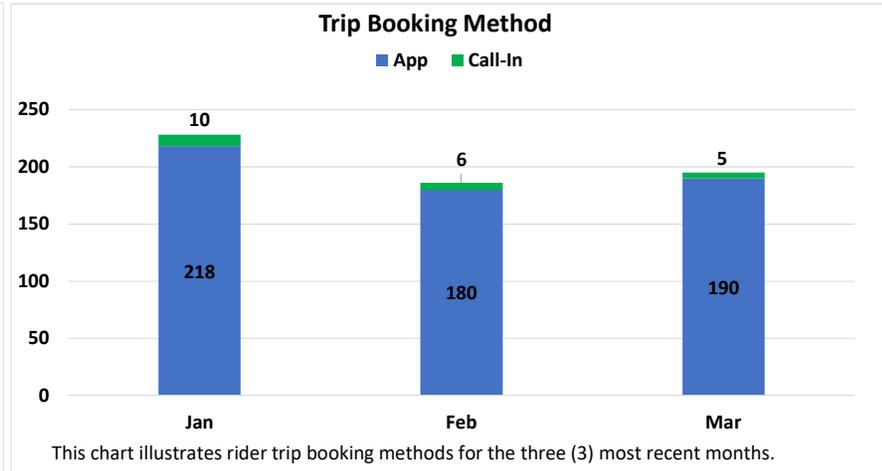
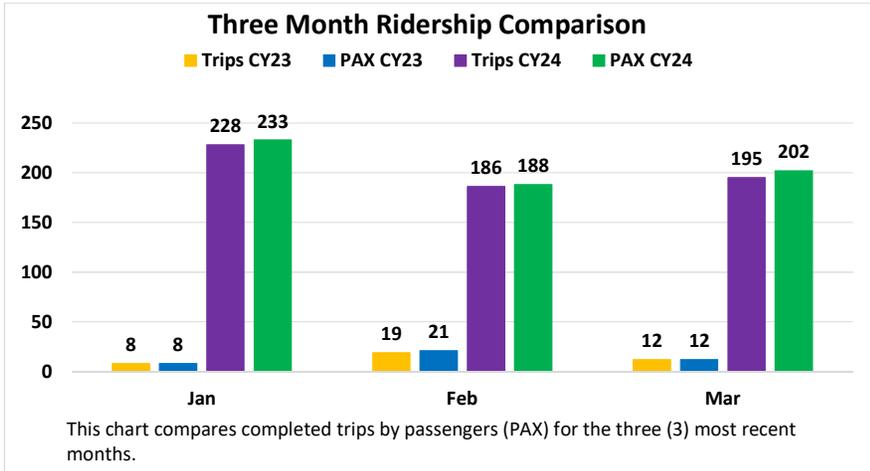


Percentage of Trips System-wide as Ridesharing: 28%.
 [Based on No. of Shared Rides for the month (508) divided by Total Trips Completed (1,839)].

Cathedral City Geo-Fence Metrics CYTD 2024

Total Completed Trips: 609

Total Number of Passengers: 623



Percentage of Trips as Ridesharing: 11%.
 [Based on No. of Shared Rides for the month (22) divided by Total Trips Completed (195).]

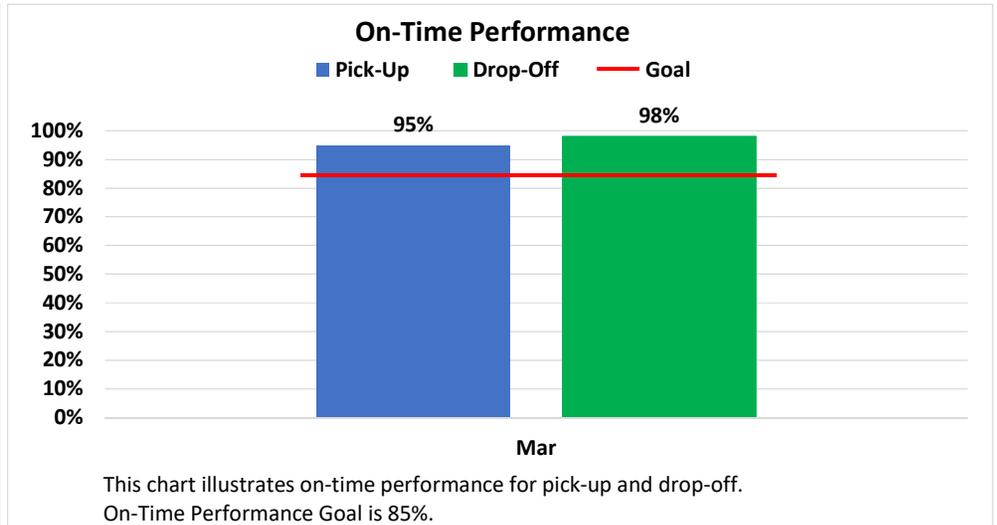
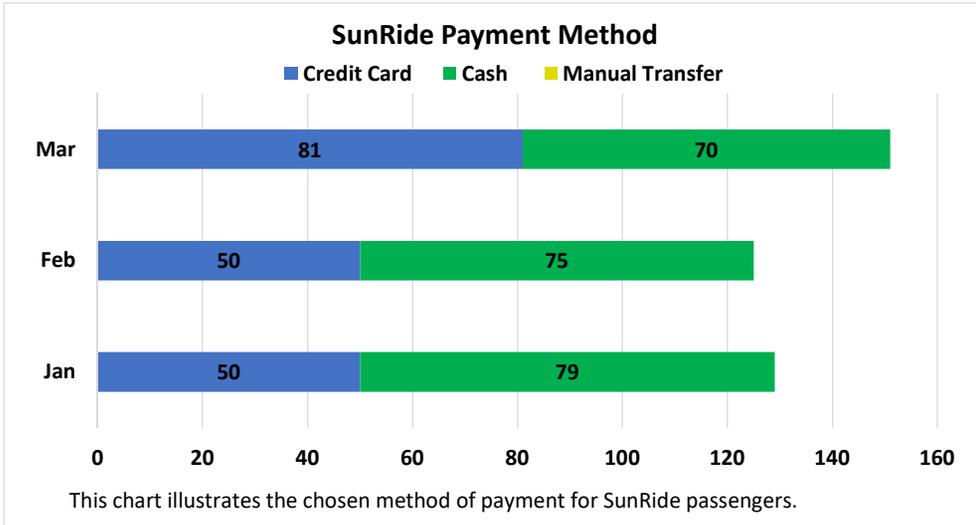
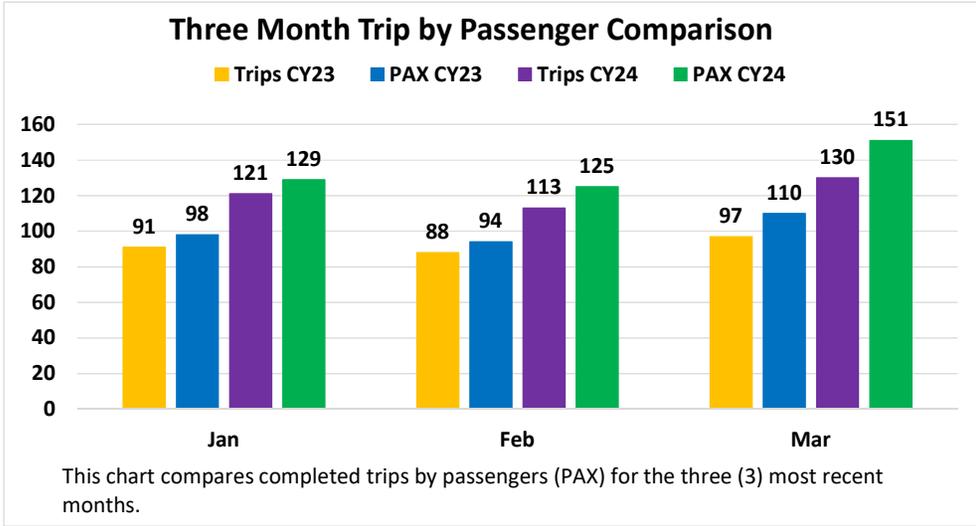
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2024

Total Completed Trips: 364

Total Number of Passengers: 405



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 12%.
 [Based on No. of Shared Rides for the month (49) divided by Total Trips Completed (403).]

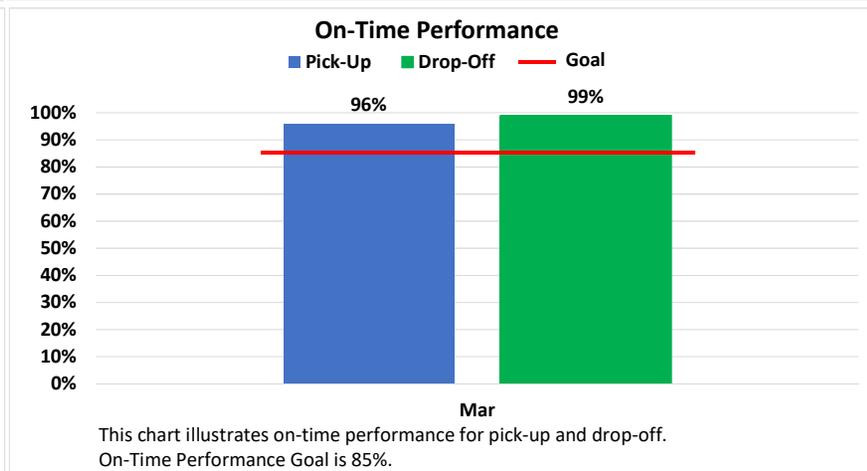
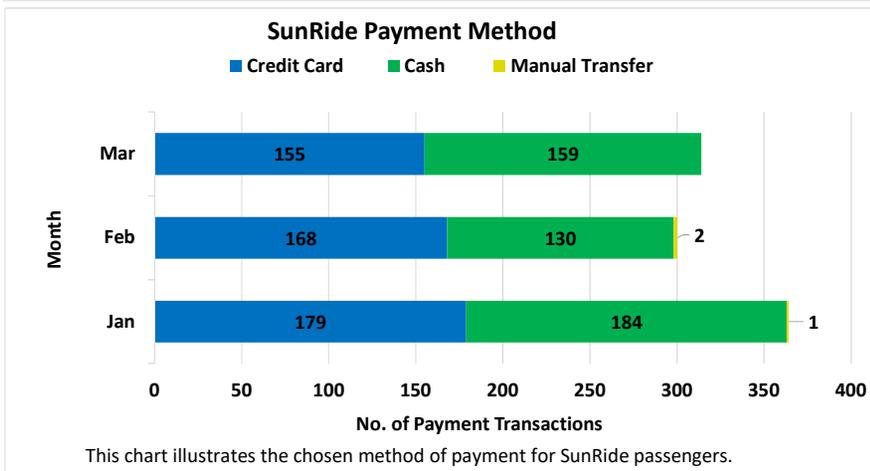
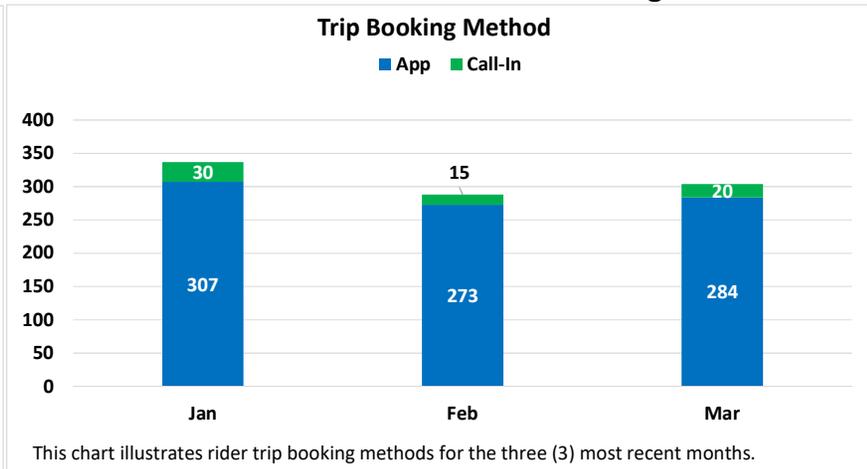
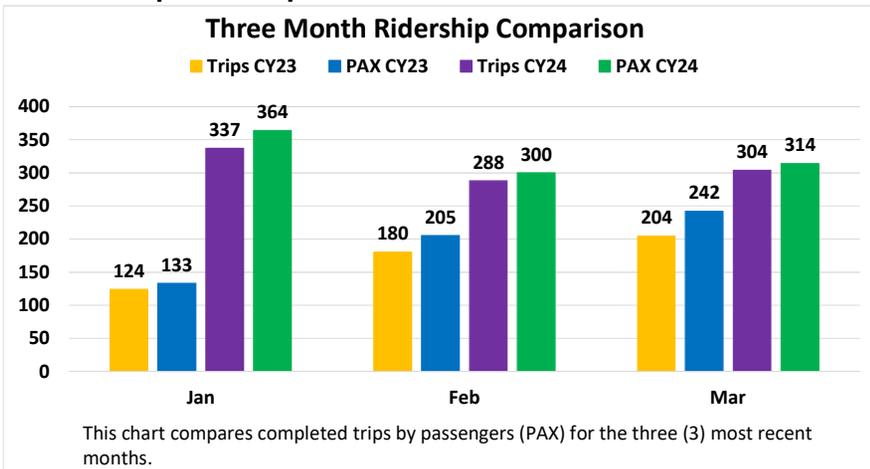
Customer Satisfaction Rating
 Avg. rider trip rating: 5.0
 Goal: 4.5



Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2024

Total Completed Trips: 929

Total Number of Passengers: 978



Percentage of Trips as Ridesharing: 31%.
 [Based on No. of Shared Rides for the month (94) divided by Total Trips Completed (304).]

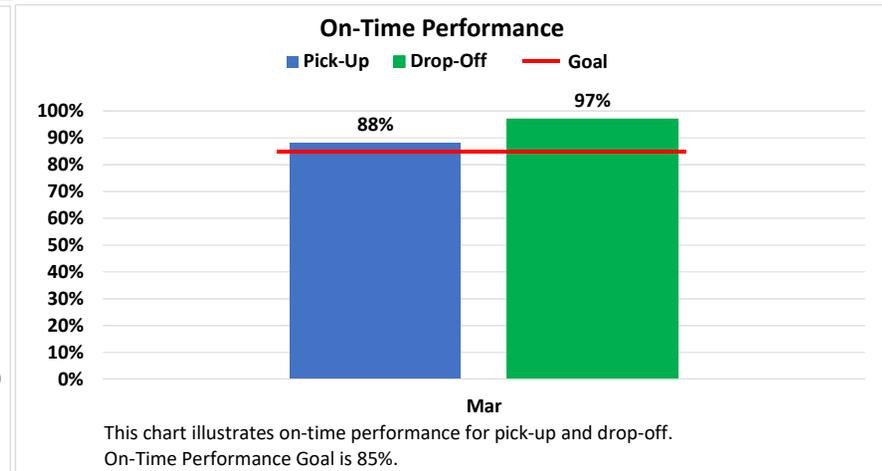
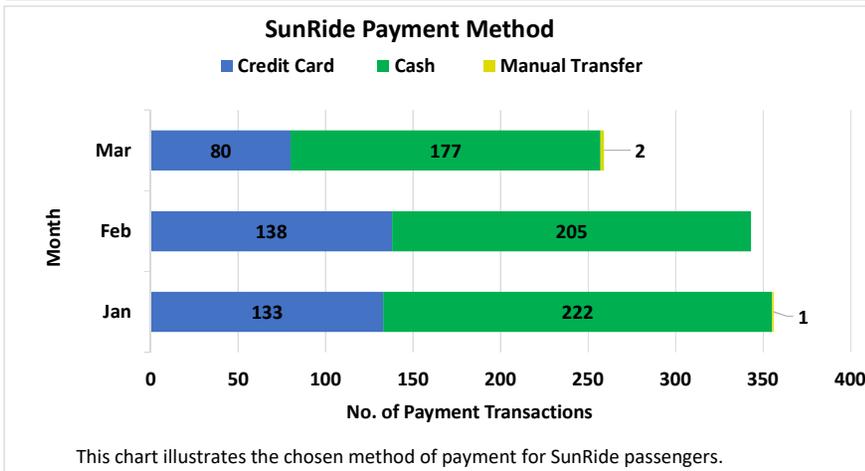
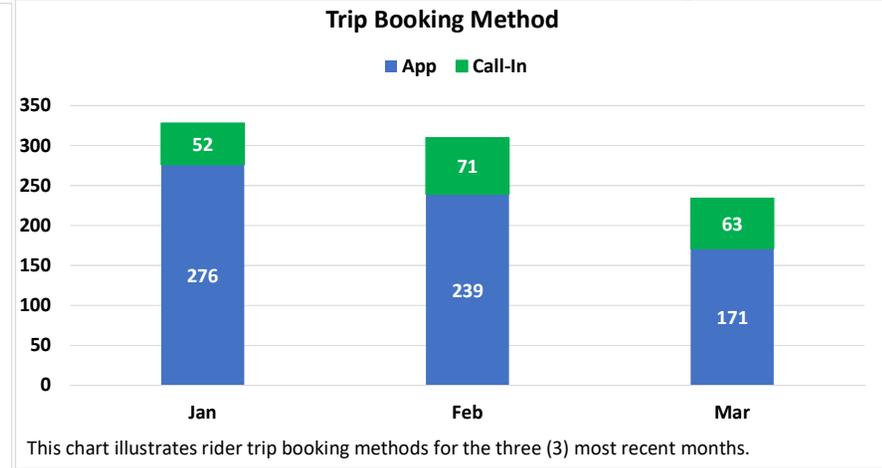
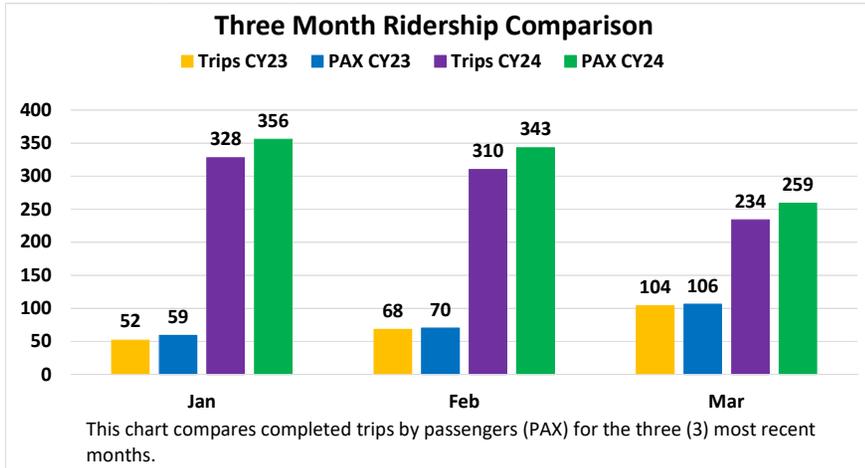
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Indio Geo-Fence Metrics CYTD 2024

Total Completed Trips: 872

Total Number of Passengers: 958



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 12%.
 [Based on No. of Shared Rides for the month (49) divided by Total Trips Completed (403).]

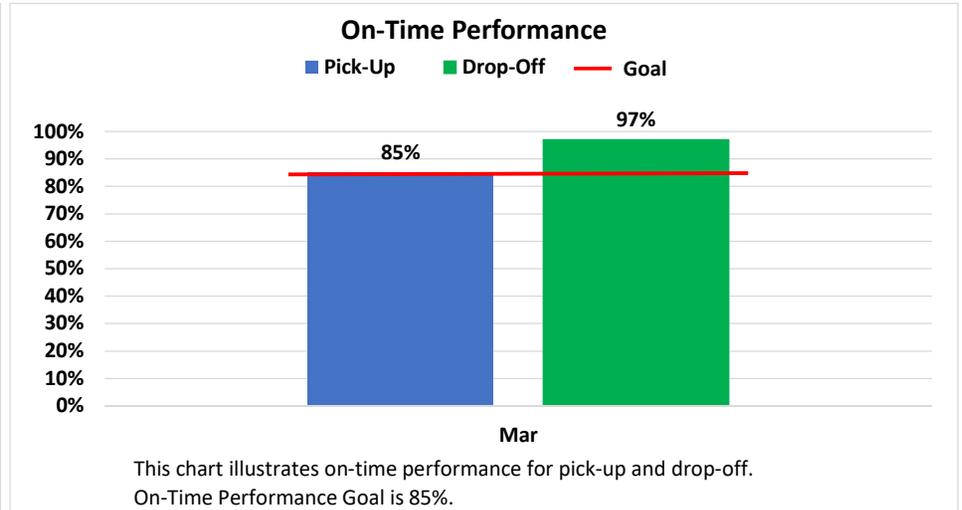
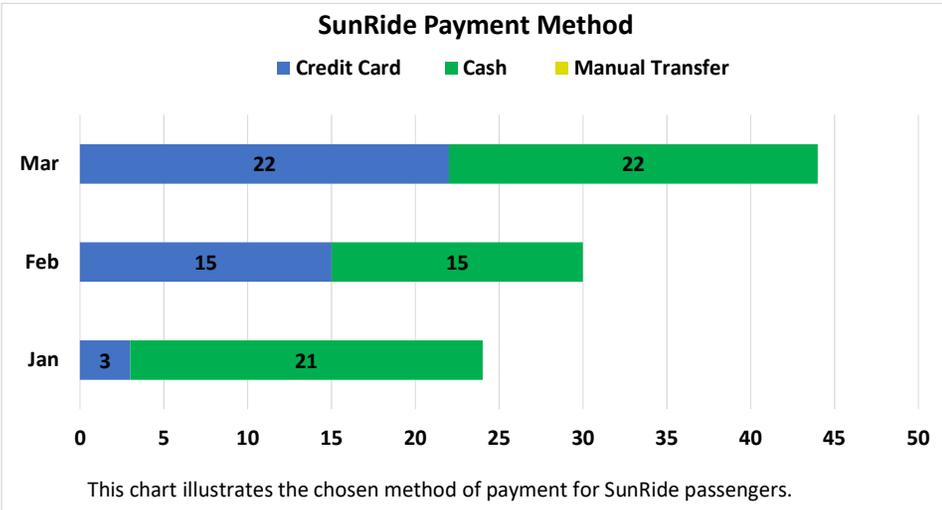
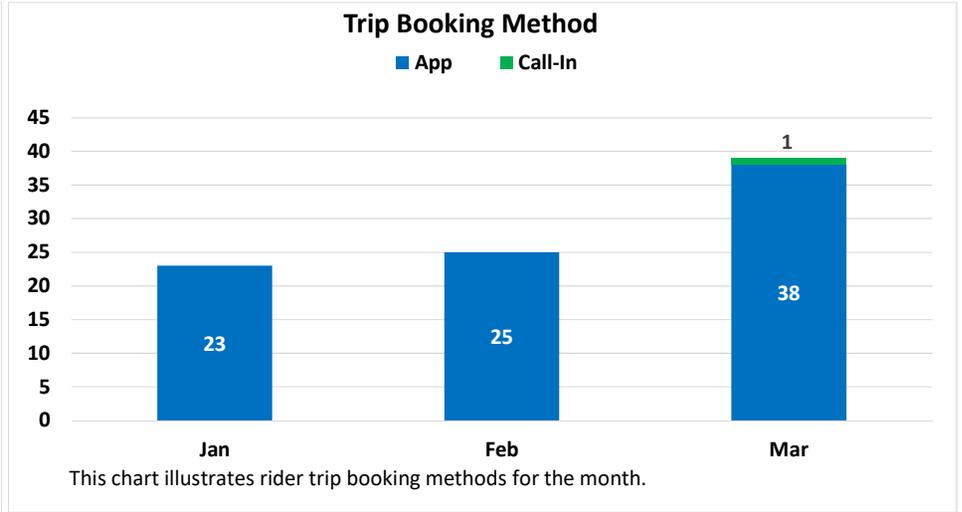
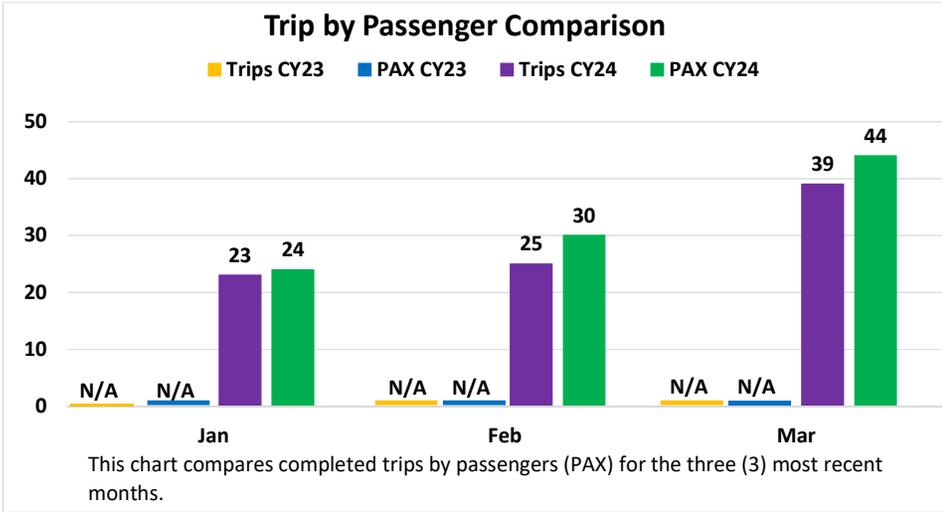
Customer Satisfaction Rating
 Avg. rider trip rating 4.8
 Goal: 4.5



La Quinta Geo-Fence Metrics CYTD 2024

Total Completed Trips: 87

Total Number of Passengers: 98



Combined Zone: Coachella-Indio-LaQuinta

Percentage of Trips as Ridesharing: 12%.

[Based on No. of Shared Rides for the month (49) divided by Total Trips Completed (403).]

Customer Satisfaction Rating

Avg. rider trip rating: 5.0

Goal: 4.5

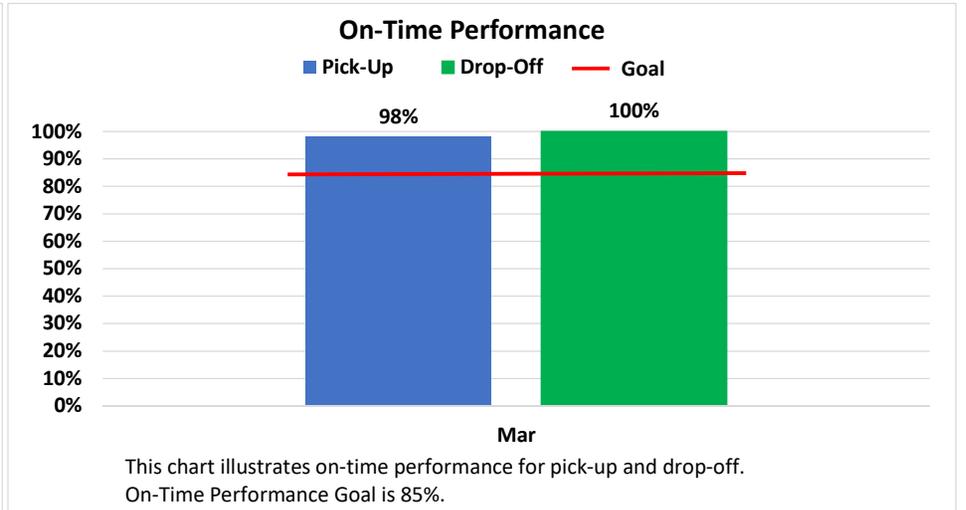
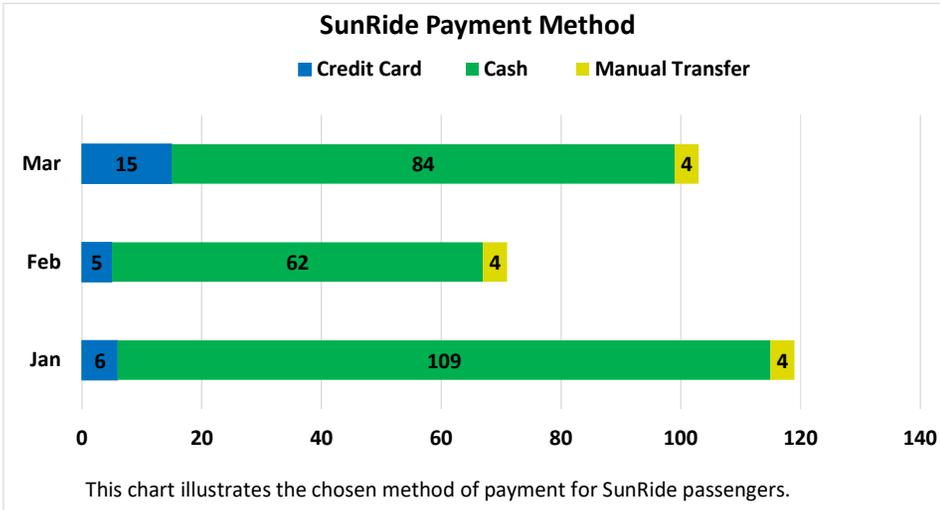
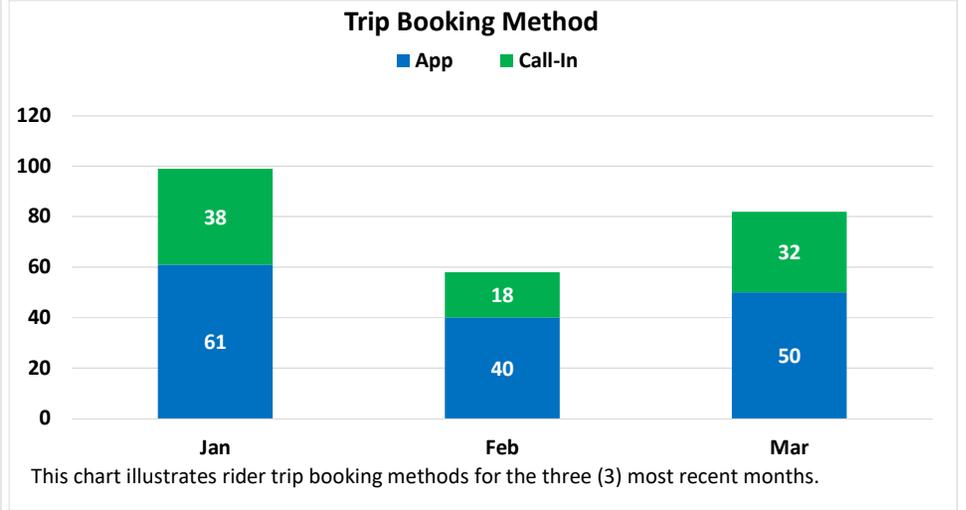
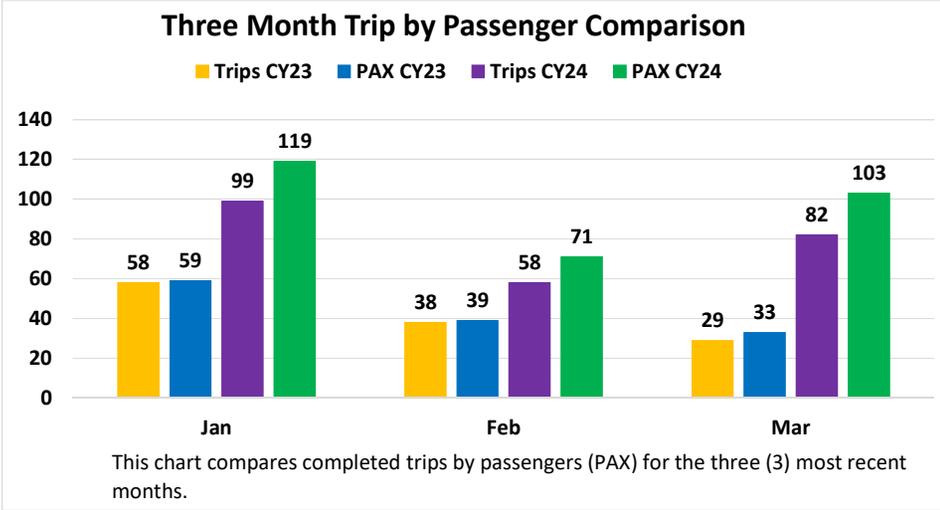


Exceeds Goal

Mecca/North Shore Geo-Fence Metrics CYTD 2024

Total Completed Trips: 239

Total Number of Passengers: 293



Percentage of Trips as Ridesharing: Ten (10) percent.
 [Based on No. of Shared Rides for the month (8) divided by Total Trips Completed (82).]

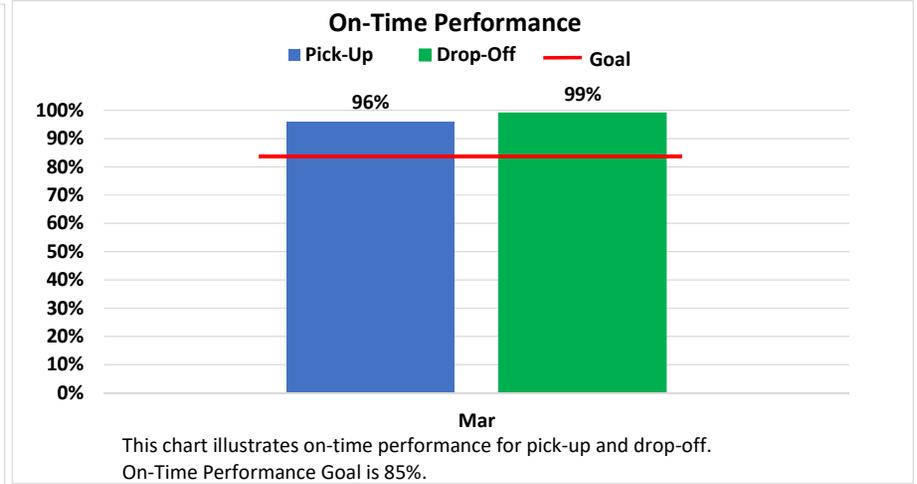
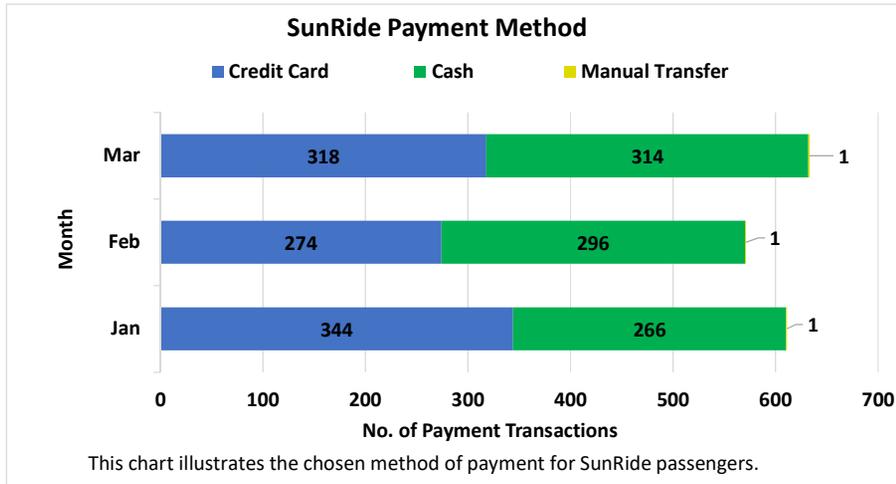
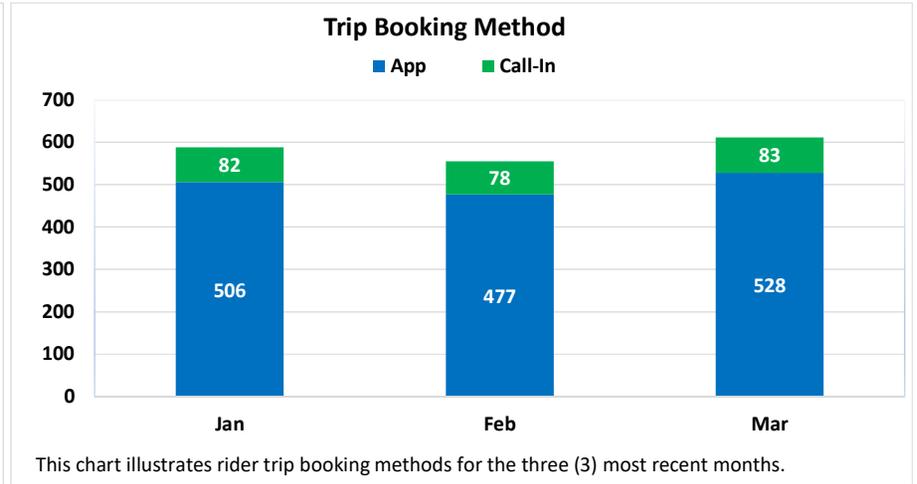
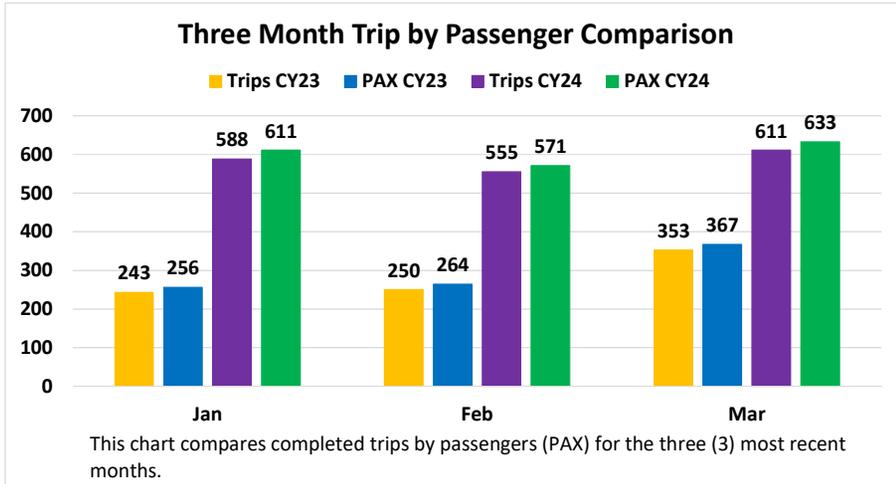
Customer Satisfaction Rating
 Avg. rider trip rating: 4.9
 Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,754

Total Number of Passengers: 1,815



Percentage of Trips as Ridesharing: 46%.
 [Based on No. of Shared Rides for the month (284) divided by Total Trips Completed (611).]

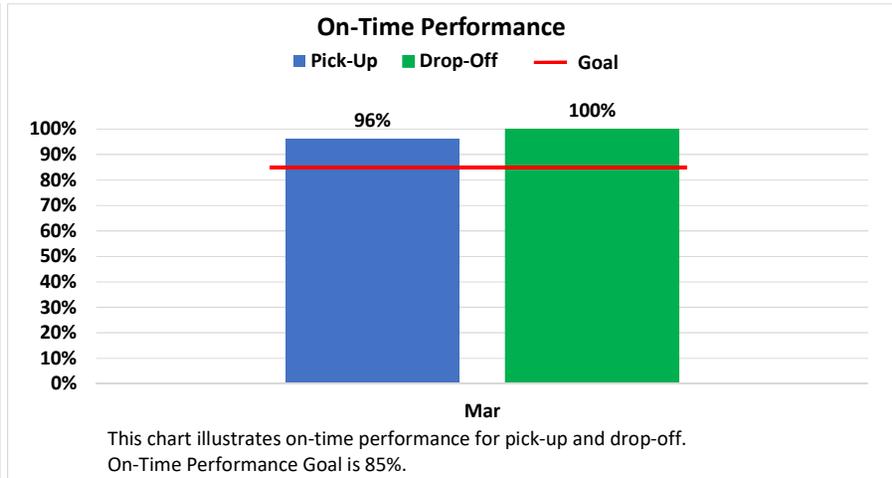
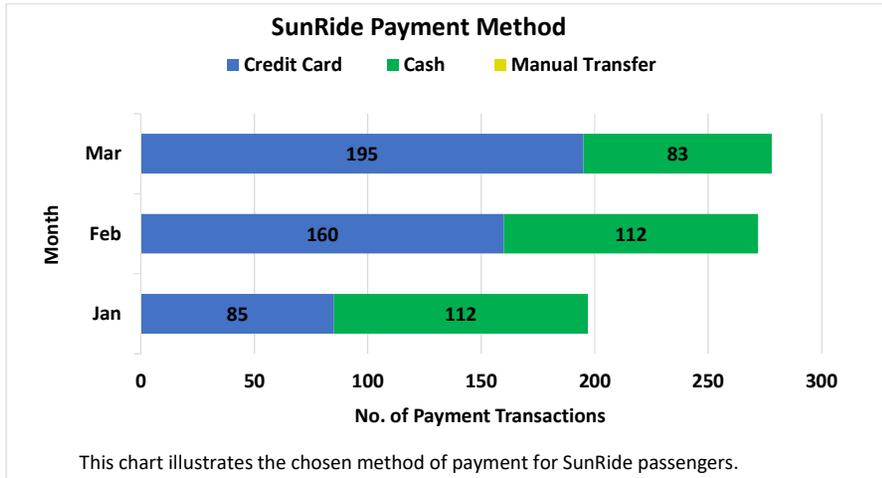
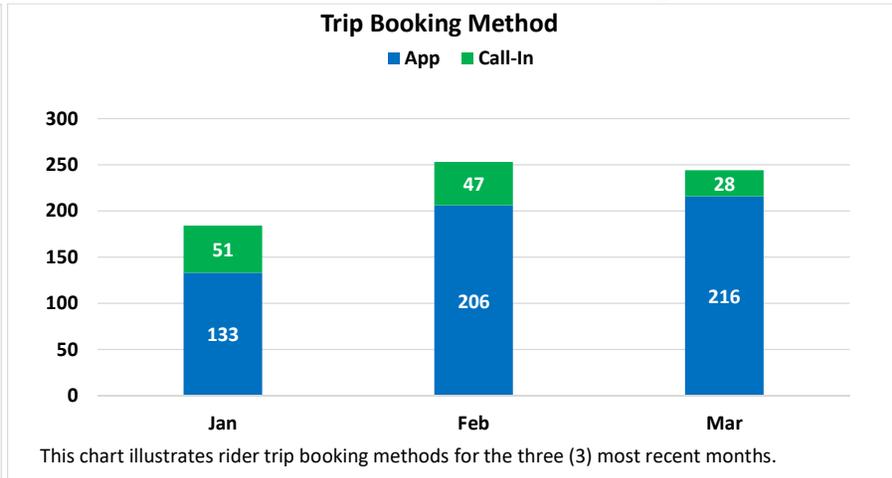
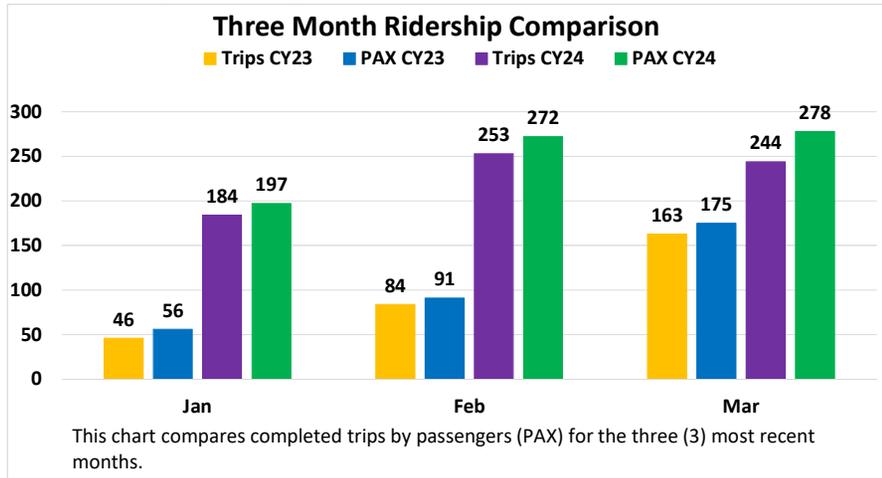
Customer Satisfaction Rating
 Avg. rider trip rating: 5.0
 Goal: 4.5

★ ★ ★ ★ ★
EXCEEDS GOAL!

Palm Springs Geo-Fence Metrics CYTD 2024

Total Completed Trips: 681

Total Number of Passengers: 747

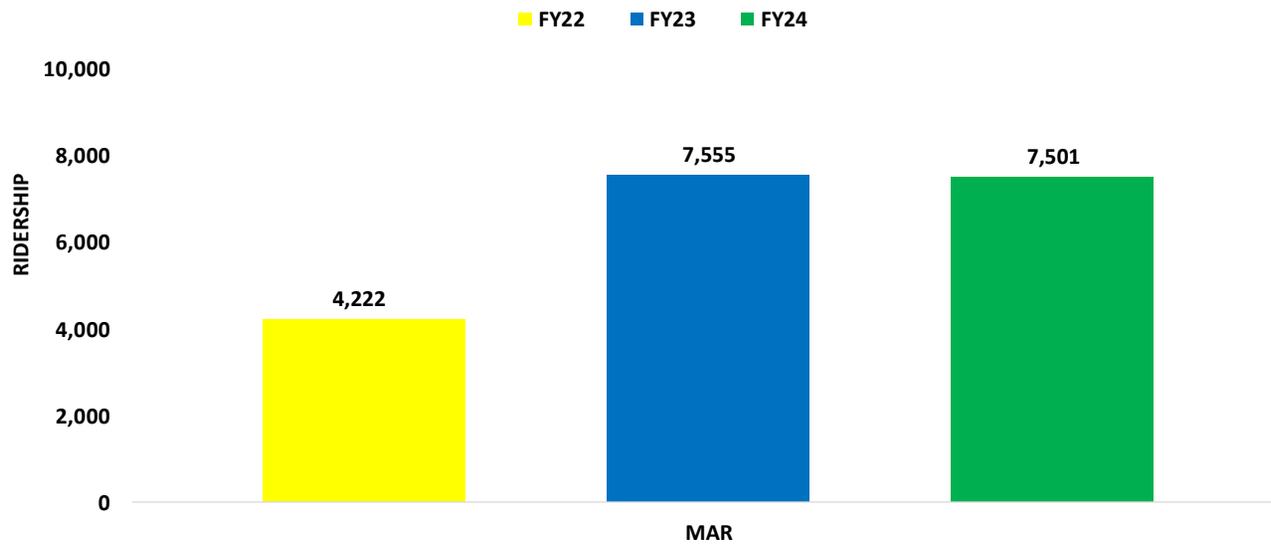


Percentage of Trips as Ridesharing: 21%.
 [Based on No. of Shared Rides for the month (51) divided by Total Trips Completed (244).]

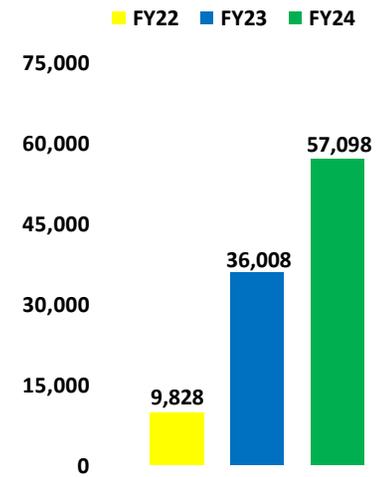
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5



Haul Pass COD Ridership - March 2024

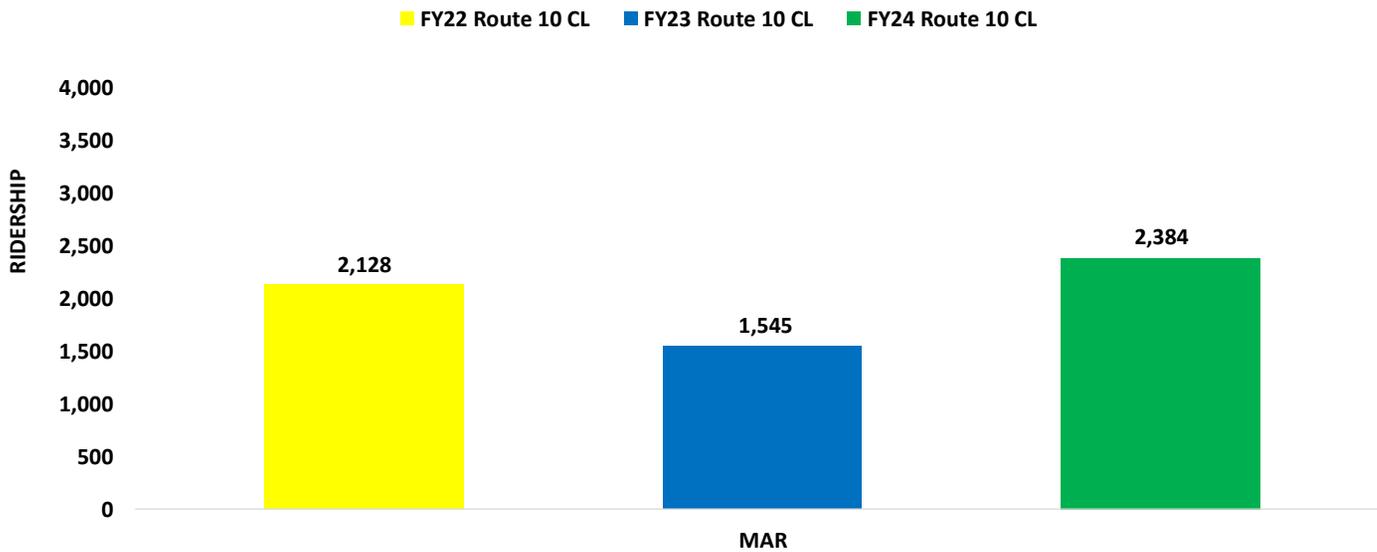


COD Fixed Route Ridership Year to Date

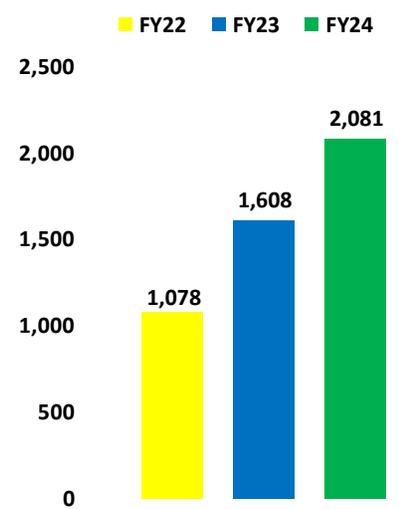


The Haul Pass program was introduced in August 2018.
This chart represents monthly ridership on the Haul Pass COD.
For the month of March 2024, Haul Pass COD contributed with 7,501 rides from 505 unique riders.

Haul Pass CSUSB Ridership - March 2024



CSUSB Fixed Route Ridership Total

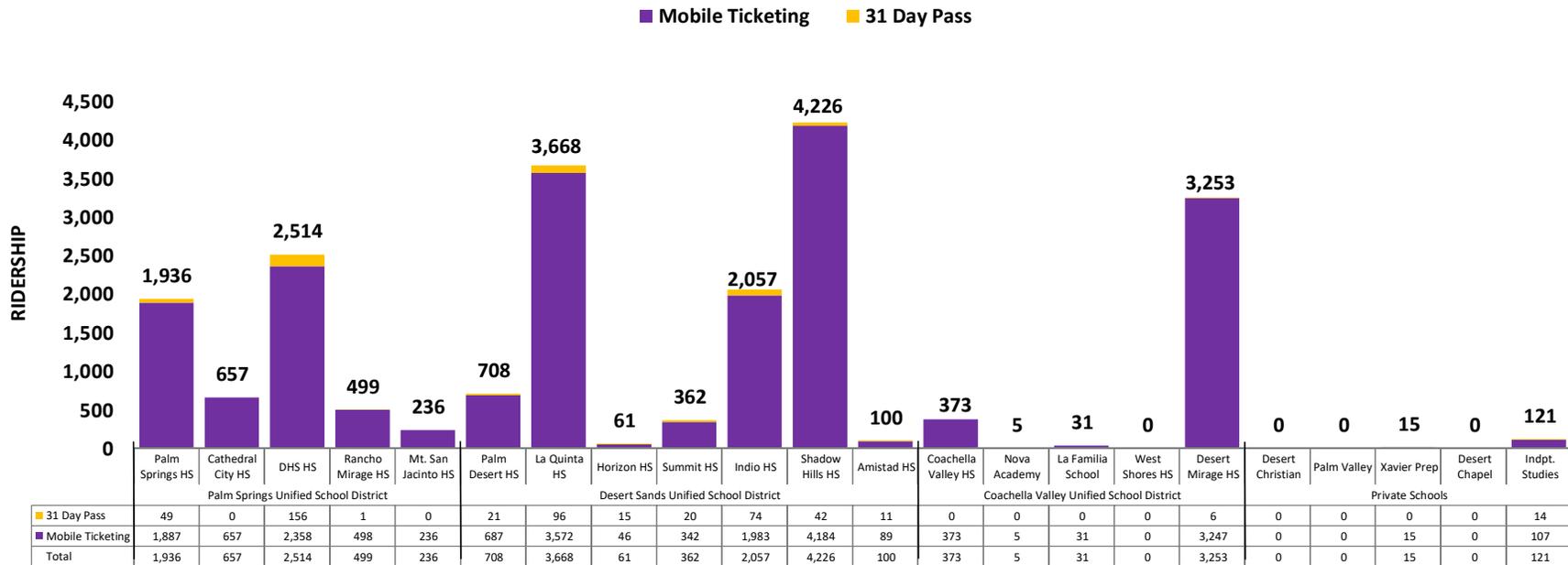


The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB.

For the month of March 2024, CSUSB contributed 2,714 rides from 225 unique users. From that total, 2,384 rides were used on Route 10 and 330 rides on the fixed route system.

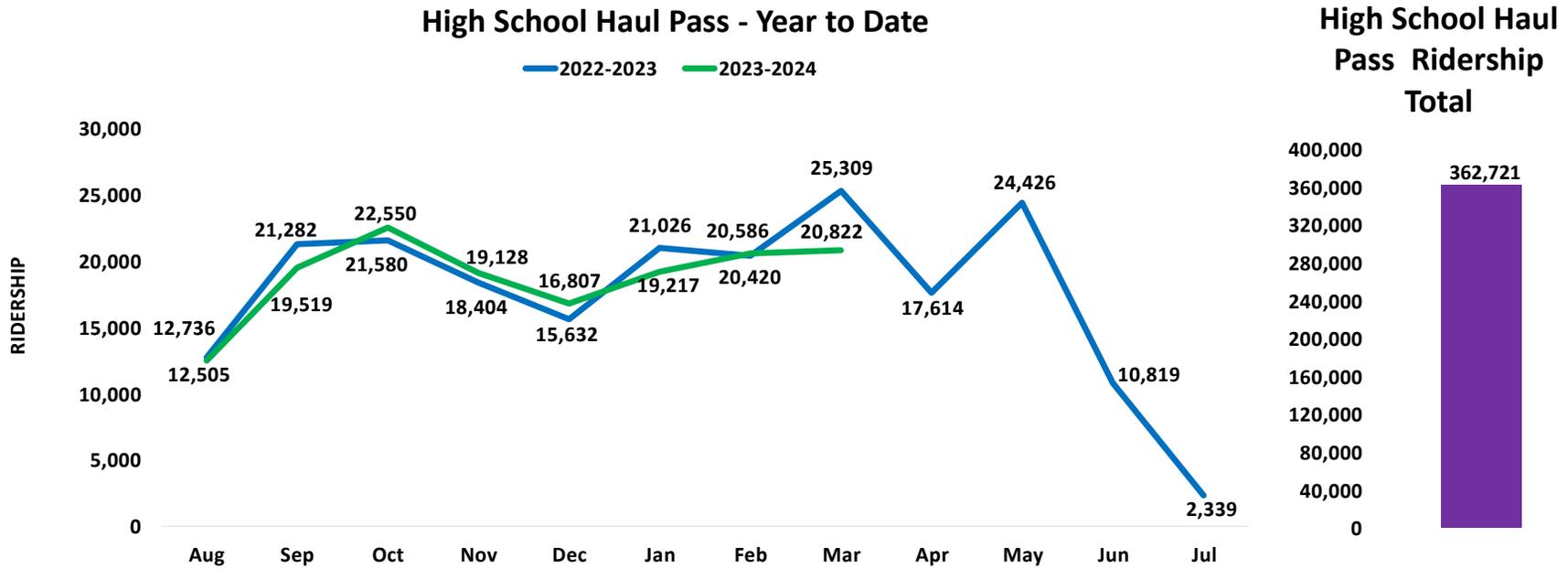
High School Haul Pass - March 2024



The High School Haul Pass program was introduced in August 2021.

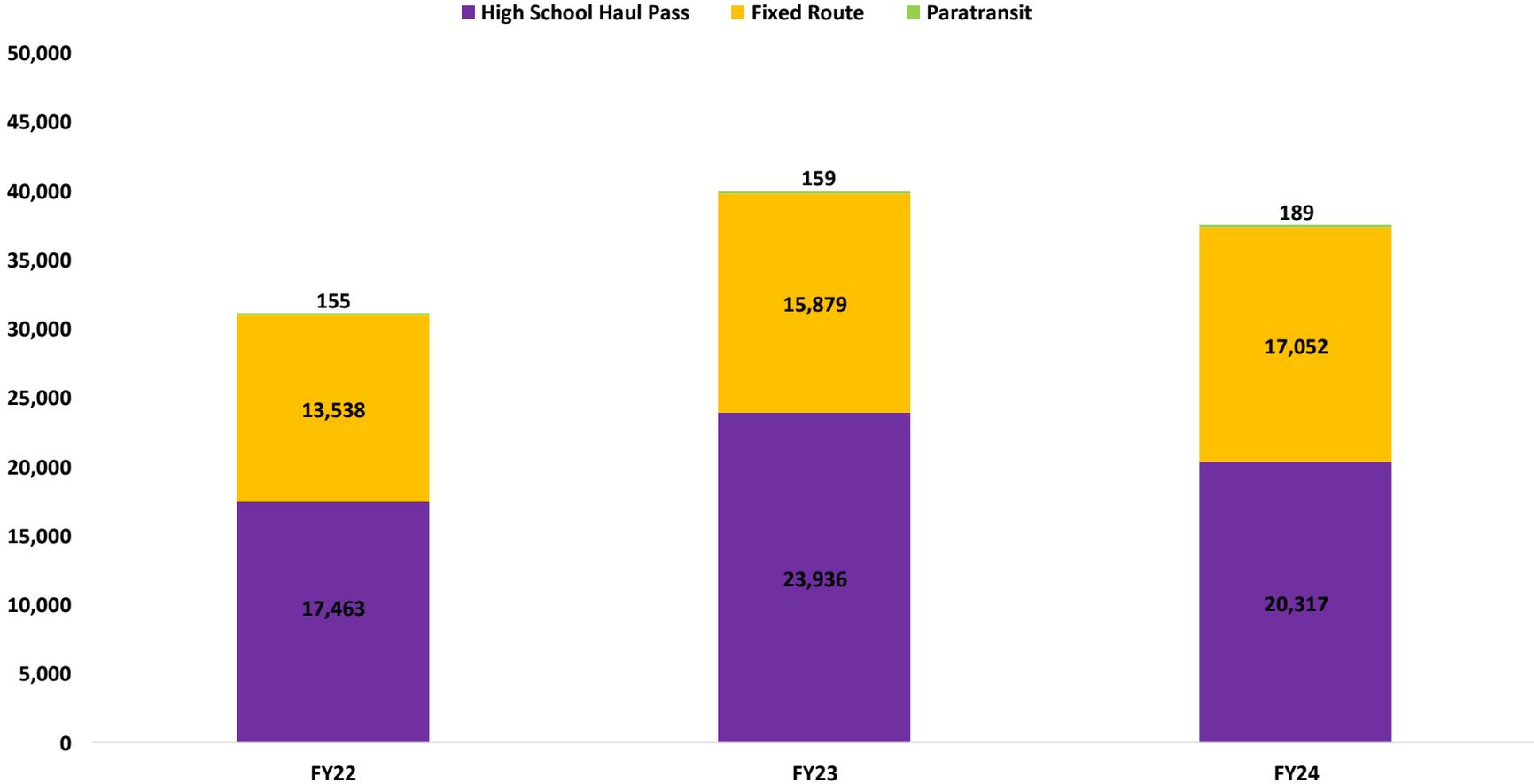
This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.

The total active users as of March 2024 are 4,010 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.
 Decrease in ridership is due to PSUSD's spring break starting in March versus last year in April.

Mobile Ticketing Usage - March 2024



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data. The total for March 2024 includes the following passes used through Token Transit: High School Haul Pass, Fixed Route, Paratransit. A total of 2,342 unique users used mobile ticketing. Unique users made a total of 37,558 rides.

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Projects Update for 1st Quarter Calendar Year 2024

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. The list summarizes all funding identified for capital projects which have been programmed over multiple fiscal years.

Recommendation:

Receive and file.

Project	Project Description	Project Status	Total Project Funding Balance
Vehicles & Vehicle Improvements			\$ 34,996,139
Purchase of Hydrogen Fuel Cell Bus (7)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	\$ 9,742,374
Purchase of Battery Electric Buses (6)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started. Staff will be working with FTA for a potential change from battery to fuel cell bus types.	7,064,109
Purchase of Hydrogen Fuel Cell Bus (1)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	1,391,356
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	768,000
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	649,088
Replacement of Fixed Route Bus (CNG)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	450,304
Expansion Fixed Route Bus (Fuel Cell)	Purchase of expansion fixed route vehicle.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	382,147
Expansion Fixed Route Bus (Motor Coach)	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered. However, there have been issues that the manufacturer needs to address before the vehicles are placed into revenue service. The project team will begin the process to close this project once the vehicle is repaired and officially placed into service.	45,857
Sub-total Fixed Route Vehicles			20,493,236
Purchase of Paratransit Vehicles (15)	This project will allow the replacement of fifteen paratransit vehicles that have met their useful life.	Project not started.	3,600,000
Purchase of Paratransit Vehicles (10)	This project will allow the replacement of ten (10) paratransit vehicles that have met their useful life.	Board approved the purchase at the July 2023 and the vehicles are expected in May 2024.	2,322,092
Sub-total Demand Response Vehicles			5,922,092
Micro Transit Expansion (4)	This project will allow the procurement of two (2) micro transit Chrysler Voyager vehicles that are ADA accessible.	Both vehicles have been received and the project will be closed out.	170,576
H2 Vehicle Demonstration	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles. Vehicles to be demonstrated in Agency service including the ability to assign to microtransit.	All four (4) vehicles have been delivered but are not yet ready to be placed into service.	36,178
Sub-total Micro Transit Vehicles			206,753
Purchase of Stops & Zones CNG Trucks (3)	Purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	209,661
Purchase of Shop Service CNG Vehicle (1)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	159,400

Project	Project Description	Project Status	Total Project Funding Balance
Purchase of Administrative Vehicles (2)	This project is for the purchase of two (2) support vehicles.	A revised project initiation has been completed and procurement will begin in the second quarter of calendar year 2024.	119,971
Sub-total Support Vehicles			489,032
CNG Bus Refurbishments (12)	Refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero emission replacement buses.	Staff is working with the vendor and FTA to change the scope of the project to have different buses refurbished.	3,400,000
Bus Rehabilitation	This project allocates funding to ensure that the Agency's vehicles remain in a state of good repair.	Project not started.	505,853
Sub-total Bus Rehabilitation			3,905,853
Radio Replacements & ITS Phase 2	This project will allow the replacement of the current radio system and includes funding for a replacement ITS system for the fleet.	Project not started. This project will be initiated once the first phase of the radio project has been awarded and a determination of the estimated costs are finalized.	2,798,000
Radio Replacements Phase 1	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	Board approved agreement with Clever Devices at the February 2024 meeting. Project with vendor will begin in the second quarter of CY2024.	1,012,221
Sub-total Radio Replacements			3,810,221
Fare Collection Modernization (Study)	This project will allow the Agency to conduct a study of its fare collection mechanism and provide recommendations on new technology to replace the existing fareboxes.	Project not started.	100,000
H1 Vehicle Demonstration	This project will support the make ready costs for the demonstration of one (1) hydrogen fuel cell vehicle.	Vehicle has been delivered but it is not yet ready to be placed into service.	68,952
Sub-total Others			168,952
Facilities & Stations			\$ 40,229,455
Public Hydrogen Station Expansion	This project will allow the Agency to provide hydrogen to the public through 700 bar dispensers.	Project not started.	9,725,000
Liquid Hydrogen Refueling Infrastructure	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	Project is anticipated to be commissioned in June 2024.	8,954,923
Liquid Hydrogen Trailer	The new liquid hydrogen station in Indio would allow the Agency to fuel hydrogen fuel cell buses on the East end of the Valley and provide an opportunity for the public to access hydrogen.	Utility upgrades are currently being planned and discussed with IID to support power requirements of new station and backup generator.	3,523,000
Center of Excellence	This project is for the construction of a facility to serve as a training center and maintenance bay for zero-emission vehicles.	Bids received were higher than what was originally anticipated by the project team. Staff is currently reviewing the scope and will look to allocate additional funding.	3,498,926
Microgrid to Hydrogen	The microgrid will utilize power generated through solar panels to stored onsite in batteries. The project will reduce operating costs and provide for additional resiliency from green power.	Land has been purchased. The next step is the planning phase for the solar panels.	2,888,789
Coachella Transit Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	The vendor has initiated construction and is anticipated to be completed in the Q3 of CY24.	1,886,224
Indio CNG Station Upgrade	The project will upgrade the existing equipment and CNG station in Indio.	Project not started.	2,277,000
Electrolyzer	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	Contractor failed to meet site acceptance test by the December 2023 deadline. Staff is actively working on the next steps of the project.	784,359
Bus Stop Improvements	Bus stop improvements funds are utilized to replace and install new amenities in locations that meet the Agency's ridership and equity standards.	Project ongoing.	969,444
Operator's Training Ground	The project will allow the Agency to begin the initial stages of the plan to utilize its existing land to develop an area where operators can be trained on how to maneuver buses in a safe location.	Project not started.	1,000,000

Project	Project Description	Project Status	Total Project Funding Balance
Asphalt & Concrete Upgrade	The project will allow the Agency to maintain the asphalt and concrete at its Thousand Palms division in a state of good repair.	Project not started.	1,000,000
Design & Construction of New Storage Building	This project would allow the Agency to construct a new pre-fabricated building for the Facility Maintenance staff.	Project not started.	800,000
Facility Maintenance Upgrade	This project will support the purchase of equipment and facility improvements.	Ongoing.	573,429
SoCal Gas Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the second quarter of calendar year 2024.	494,200
Automatic Transfer Switch (ATS) T-1 & T-2	This project will upgrade the existing connection to the maintenance building by converting it to an automatic transfer switch and will connect the operations building to the backup generator.	Project being revised to replace existing generator with a new generator capable of supporting the new liquid hydrogen station as well as the operations and maintenance buildings.	362,382
Upgrade Gate and Guard Shack	This project will make upgrades to the existing entrance and guard shack at the main entrance to the Thousand Palms facility.	Project not started.	277,150
Facility Improvements	This project will support the purchase of facility improvements.	Ongoing.	324,000
Maintenance Facility Modernization (Study)	The project would assist the Agency conduct a study for future plans for the maintenance facility.	Project has been initiated.	200,000
Repair of Division 1 Maintenance Roof	The project will allow the Agency to make repairs to the roof in the maintenance shop at its Thousand Palms division.	Project not started.	200,000
Indio Facilities Improvements	The project would allow the Agency to make improvement and repairs to the Indio division property.	Ongoing.	153,923
Thousand Palms Facilities Improvements	This project will support the purchase of facility improvements.	Ongoing.	32,942
Upgrade Division 1 Fence	This project will allow the Agency to make upgrades to the fence surround the property at the Thousand Palms division.	Project not started.	100,000
Replace Vehicle Lift Equipment	This project will allow the Agency to repair existing lifts by replacing vital components.	Project is expected to be completed by the end of the second quarter of calendar year 2024.	98,000
Perimeter Lighting Division 1	Installation of perimeter lighting to enhance the safety and security of the Thousand Palms facility.	Project not started.	80,000
Operations Facility Replacement	Build and construction of an operations facility.	Project completed.	25,764
Equipment			\$ 17,282,731
Bus Chargers	Purchase of bus chargers to support the purchase for six (6) new electric buses. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started.	16,679,854
Tools & Equipment	This project will support the purchase of equipment needed in the maintenance department.	Project not started.	322,000
Miscellaneous Equipment	The project will allow the replacement of existing assets once they have met their useful life.	Project not started.	280,877
Systems			\$ 2,649,184
Project Management & Administration	This project allows the Agency to capitalize project management costs from third party contractors. Funding will be used when individual project costs do not allow for project management or do not have the budget to support project management.	Project is ongoing.	584,600
Software Expansion	This project would facilitate the Agency's need for software upgrades across its operations.	Project not started.	600,000

Project	Project Description	Project Status	Total Project Funding Balance
Information & Technology	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems, desktop replacements.	Project is ongoing.	694,789
Transit Asset Management	This project will allow the purchase of an asset management tool for the Maintenance Department.	Team is actively working with vendor to launch the software. Training is being conducted in April and initial go-live is scheduled for May 2024.	230,963
Access Control Surveillance	This project will allow the procurement and installation of new access control systems around the Agency.	Work has begun and the project is anticipated to be closed by the end of the second quarter of calendar year 2024.	106,458
Safety Projects	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	200,000
Real Time Surveillance System	This project is to add real time video surveillance to all Agency support vehicles.	Project not started.	90,000
Timekeeping Software Integration	This project is to replace an existing timekeeping interface between two software systems within the Agency.	Project has been completed.	82,374
Safety Enhancements	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	60,000
Grand Total			\$ 112,655,579

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for March 2024

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date March 2024.

Recommendation:

Receive and file.

FY 23/24	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X				10	7
Palm Desert	X		X	X		X		X	X				10	6
Palm Springs	X		X	X		X	X		X				10	6
Cathedral City	X		X	X		X	X	X	X				10	7
Rancho Mirage	X		X	X		X	X	X	X				10	7
Indian Wells	X		X	X		X	X		X				10	6
La Quinta	X		X	X		X	X	X					10	6
Indio	X		X	X		X	X		X				10	6
Coachella	X		X	X			X	X	X				10	6
County of Riverside	X		X	X		X	X	X	X				10	7

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for February 2024

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. There were no checks to report for the month of February.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
February 2024**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
Bank Code: SRA-SRA Operating				
Total Checks Over \$1,000	\$0.00			
Total Checks Under \$1,000	\$1,349.08			
Total Checks	\$1,349.08			

SunLine Services Group
CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2024

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of February 2024 are equal to 8/12^{ths} of the yearly budget.

Year to Date Summary

- As of February 29, 2024, the organization's revenues are \$14,424 or 10.95% above the FYTD budget.
- As of February 29, 2024, expenditures are \$40,841 or 30.99% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$55,266.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
February 2024

Description	FY24 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	3,500	(12,810)	292	(13,102)	1,375	2,333	(958)	60.7%
New Driver Permit Revenue	750	150	63	88	1,200	500	700	-60.0%
Taxi Business Permit	96,000	1,600	8,000	(6,400)	64,000	64,000	-	33.3%
Driver Transfer Revenue	125	-	10	(10)	175	83	92	-40.0%
Driver Renewal Revenue	1,800	200	150	50	1,600	1,200	400	11.1%
Driver Permit Reinstatement/Replacement	-	-	-	-	20	-	20	0%
Vehicle Permit Revenue	94,000	10,248	7,833	2,415	77,838	62,667	15,171	17.2%
Operator Application Fee	1,500	-	125	(125)	-	1,000	(1,000)	100.0%
Total Revenue	197,675	(613)	16,473	(17,085)	146,208	131,783	14,424	10.9%
Expenses:								
Salaries and Wages	94,908	4,031	7,909	3,878	51,414	63,272	11,858	45.8%
Fringe Benefits	41,202	1,365	3,434	2,068	28,629	27,468	(1,161)	30.5%
Services	39,609	1,031	3,301	2,270	2,295	26,406	24,111	94.2%
Supplies and Materials	3,965	-	330	330	901	2,643	1,742	77.3%
Utilities	5,802	-	484	484	2,418	3,868	1,451	58.3%
Casualty and Liability	5,589	-	466	466	2,329	3,726	1,397	58.3%
Taxes and Fees	100	-	8	8	-	67	67	100.0%
Miscellaneous	6,500	64	542	478	2,956	4,333	1,377	54.5%
Total Expenses	197,675	6,490	16,473	9,983	90,942	131,783	40,841	31.0%
Total Operating Surplus (Deficit)	\$ -	\$ (7,103)			\$ 55,266			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to vehicle permit revenue.
- February variance in revenue fines is associated with a re-class of revenues to correct account.
- As of FYTD24, there is a decrease of 11,785 taxi trips compared to FYTD23.

Taxi Trips

	FY23-February	FY24-February	Variance	%Δ
Trips	12,132	11,279	(853)	-7.0%

Taxi Trips

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	80,291	68,506	(11,785)	-14.7%

Salaries and Wages

- Wage expenses are within an acceptable range of the budget

Fringe Benefits

- Fringe benefit expenses are unfavorable for the month of January due to a timing difference in the payout of accruals for a terminated employee

Services

- The favorable variance in services is due to costs not yet incurred for legal and audit services

Supplies and Materials

- Supplies and material expenses are within an acceptable range of the budget

Utilities

- Utility expenses are within an acceptable range of the budget

Casualty and Liability

- Casualty and liability expenses are within an acceptable range of the budget

Taxes and Fees

- Tax expenses are within an acceptable range of the budget

Miscellaneous

- Miscellaneous expenses are within an acceptable range of the budget

SunLine Services Group
CONSENT CALENDAR

DATE: April 24, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – March 2024

Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years.

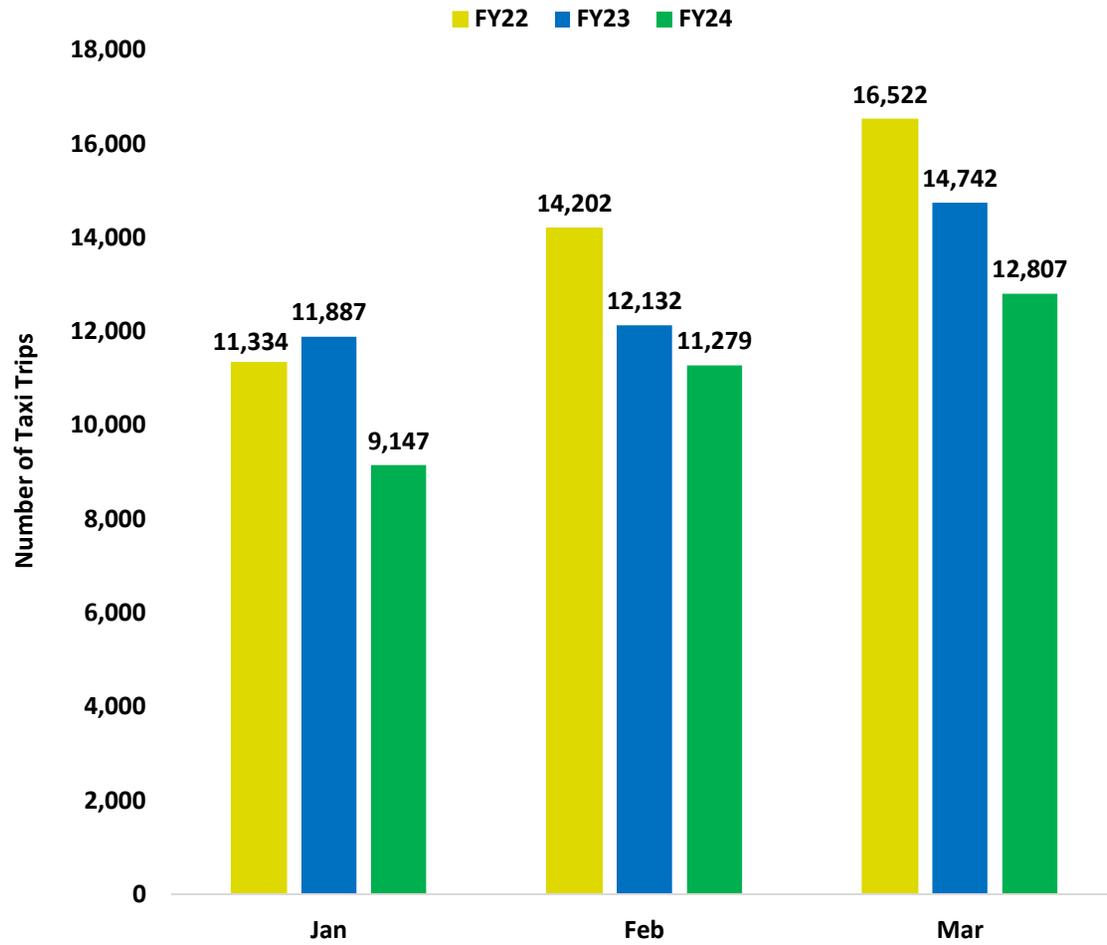
For the month of March 2024, there were 1,935 fewer taxi trips serviced by one (1) fewer cab compared to March 2023 (75 cabs in 2024 compared to 76 cabs in 2023).

There were 13,720 fewer taxi trips for FYTD24 compared to FYTD23.

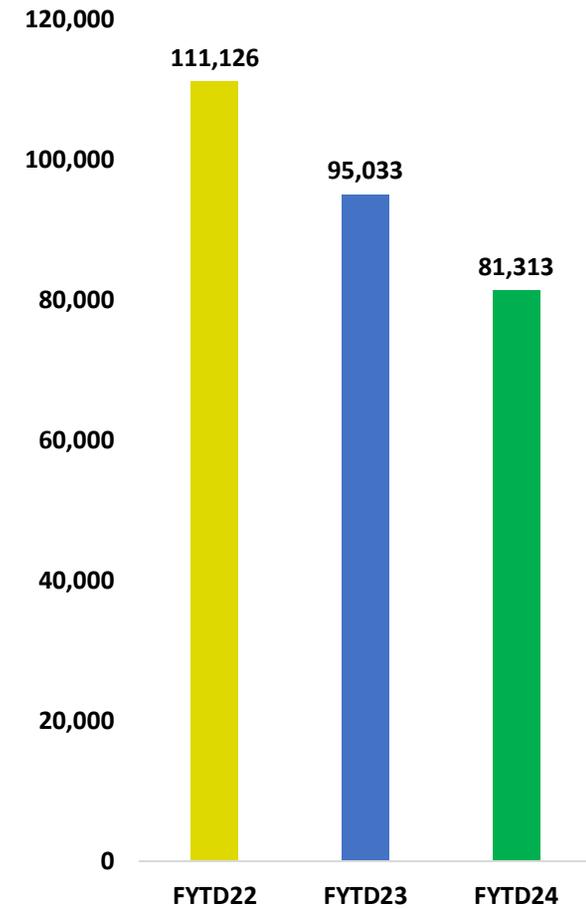
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of March 2024



FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY22, FY23, and FY24.

SunLine Transit Agency

DATE: April 24, 2024 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Resolution No. 0806 to Obtain Low Carbon Transit Operations
Program Funding

Recommendation

Recommend that the Board of Directors approve Resolution No. 0806, which grants authorization to the CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain FY23-24 Low Carbon Transit Operations Program (LCTOP) funds.

Background

SunLine's various funding agencies require a resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain program funds.

The State Legislature approved SB 862, which establishes long-term funding programs from the Greenhouse Gas Reduction Fund for Transit, Affordable Housing, and Sustainable Communities Program. Five percent of these funds are appropriated by the State Controller and administered by Caltrans to the Low Carbon Transit Operations Program. The LCTOP provides funding allocations based on criteria included in the Public Utilities Code, which are based on population and farebox revenue. SunLine will be submitting for an appropriated funding award of \$1,992,153, which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

The award will be utilized to allow the Agency to improve service in the Eastern Coachella Valley, north of I-10. This funding will also be used to allow the Agency to participate in countywide free fare days on the following days:

- Transit Equity Day
- Earth Day
- Dump the Pump Day
- Car Free Day
- California Clean Air Day

- Rideshare Week
- Election Day

Financial Impact

The financial impact is \$1,992,153 in program funding, which will be budgeted in the upcoming FY 2025 budget and future years' budget.

Attachment:

- [Item 10a](#) – Resolution No. 0806

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0806

RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORM AND REQUIRED DOCUMENTATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR SUNLINE SERVICE IMPROVEMENTS AND COUNTYWIDE FARE FREE DAYS

WHEREAS, SunLine Transit Agency is an eligible project sponsor and may receive state funding from the LCTOP for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, SunLine Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the CEO/General Manager; and

WHEREAS, SunLine Transit Agency wishes to implement the LCTOP projects listed above,

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the certification and assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager be authorized to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2023-2024 LCTOP funds:

Project name: SunLine Service Improvements
Amount of LCTOP Funds Requested: \$1,926,153
Short description of project: Service Improvements to expand into the Eastern Coachella Valley north of I-10.

Project name: Countywide Free Fare Days
Amount of LCTOP Funds Requested: \$66,000
Short description of project: Free ride days that align with the county-wide initiative.

ADOPTED THIS ____ DAY OF April, 2024

ATTEST:

Edith F. Hernandez
Clerk of the Board
SunLine Transit Agency

Lisa Middleton
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, EDITH F. HERNANDEZ, Clerk of the Board of Directors of SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Edith F. Hernandez
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: April 24, 2024 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Agreement for General Legal Counsel

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Hanson Bridgett, LLP for general legal counsel. The proposed agreement would be for a period of two (2) years with three (3) option years and a total five (5) year cost not to exceed \$4,354,212.

Background

In conjunction with the end of the current general legal counsel agreement, the Board of Directors approved the formation of an ad-hoc committee to work with staff and evaluate proposals in a new competitive solicitation. The solicitation for general counsel was issued on December 12, 2023 and was posted in the newspaper and online via the Agency's website and Planet Bids. Out of a total 26 firms who downloaded the solicitation, SunLine received six (6) proposals by the deadline of January 18, 2024. The ad-hoc committee reviewed and submitted the initial evaluation scores on February 8, 2024. Best and Final Offers (BAFO) on costs were due on February 15, 2024 and were used in the final score calculations.

The ad-hoc committee met again on March 8, 2024 to go over the preliminary scores and discuss next steps for interviews. At the meeting, it was decided that five (5) of the six (6) firms were in competitive range and warranted interviews. The interviews with the five (5) firms were subsequently held on March 26, 2024.

Following the interviews, the ad-hoc committee members revisited their respective scores and, if needed, were allowed to change scores as a result of each firm's performance during the interviews. Hanson Bridgett was determined to be the best value for the Agency based on the firm's qualifications in their written proposals, interviews, and proposed costs.

Financial Impact

The estimated financial impact of \$4,354,212 over five (5) years will be funded via the Agency's yearly Board approved operating budget.

Attachments:

- [Item 11a](#) – Price Analysis
- [Item 11b](#) – Solicitation List



Price Analysis

Average Hourly Rate	Aleshire & Wynder, LLP	Alvarez-Glasman & Colvin	Atkinson, Andelson, Loya, Ruud & Romo	BDG Law Group, A Professional Law Corporation	Burke, Williams & Sorensen, LLP	Hanson Bridgett LLP
Partner /Shareholder /Principal	\$ 369	\$ 275	\$ 388	\$ 388	\$ 297	\$ 490
Associate /Special or Sr. Counsel	\$ 327	\$ 250	\$ 300	\$ 300		
Average Hourly Rate	\$ 348	\$ 263	\$ 344	\$ 344	\$ 297	\$ 490
Proposal Evaluation Score	467.6	572	545.3	530.4	546.5	587.6

	Difference	Delta
Difference between lowest cost proposal (Alvarez-Glasman) and highest cost proposal (Hanson Bridgett) proposal	\$ (227.50)	46.43%
Difference between Hanson Bridgett and the average cost of all proposals	\$ (142.53)	29.09%

There was adequate price competition since six (6) bidders independently contended for the contract that is to be awarded. Best and Final Offers were requested from the top five (5) firms. Award is based on the highest evaluated proposal score for the evaluation criteria elements; Expertise and Experience, Qualifications and Experience of Key Personnel, and Price. Based on the results of the evaluation committee's scoring, Hanson Bridgett is the best value to the Agency. Based upon the results noted above, it is determined that the price submitted by Hanson Bridgett is considered fair and reasonable.


Amy Gunderloy, Contract Administrator
16 April, 2024

PLANETBIDS SOLICITATION LIST LEGAL SERVICES - GENERAL COUNSEL RFP 24-045

Company Name	Address	City	State	Zip	Contact Name	Email
Albert & Mackenzie	28216 Dorothy Drive Suite 200	Agoura Hills	California	91301	Christine Ulandez	culandez@albm.com
Aleshire & Wynder, LLP	18881 Von Karman Avenue Suite 1700	Irvine	California	92612	Fred Galante	fgalante@awattorneys.com
Alvarez-Glasman & Colvin	13181 Crossroads Parkway North, Suite 400 West Tower	City of Industry	California	91746	Arnold M. Alvarez-Glasman	marredondo@agclawfirm.com
Atkinson, Andelson, Loya, Ruud & Romo	12800 Center Court Drive Suite 300	Cerritos	California	90703	aalrr	durand@aalrr.com
BDG Law Group, A Professional Law Corporation	10880 Wilshire Blvd., Suite 1015	Los Angeles	California	90024	Mary Ann Latorres	mlatorres@bdgfirm.com
Best Best & Krieger LLP	3390 University Ave. 5th Floor	Riverside	California	92502	RFP Team	rfpteam@bbklaw.com
Burke, Williams & Sorensen, LLP	1770 Iowa Avenue Suite 240	Riverside	California	92507	Eric S. Vail	evail@bwslaw.com
Civica Law Group, APC	4000 Barranca Parkway Suite 250 PMB782	Irvine	California	92604	Henry Negrete	hnegrete@civicalaw.com
Clark Hill	555 S Flower St 24th Floor	Los Angeles	California	90071	EJ Park	pitches@clarkhill.com
Deltek	2291 Wood Oak Dr	Herndon	Virginia	20171	Source Management	sourcemanagement@deltek.com
Desert Cities Reprographics Services, Inc	39350 Berkey Drive	Palm Desert	California	92276	Sammers1971	sam@planetprintworks.com
Dorado Design & Construction, Inc.	1607 E. Walnut St.	Pasadena	California	91106	Gabriel Sanchez	gabriel@doradodc.com
Grid Legal, LLP	1330 Camino del Mar	Del Mar	California	92014	Stephanie Smith	stephanie@gridlegal.com
Hanson Bridgett LLP	425 Market Street, 26th Floor	San Francisco	California	94105	Max Stynes	mstynes@hansonbridgett.com
Hawkins Delafield & Wood LLP	300 South Grand Avenue Suite 350	Los Angeles	California	90071	Diane Quan	dquan@hawkins.com
Liebert Cassidy Whitmore	6033 West Century Blvd Floor 5	Los Angeles	California	90045	Cynthia Weldon	proposalrequests@lcwlegal.com
Meyers Nave, A Professional Corporation	1999 Harrison Street, 9th Floor	Oakland	California	94612	Martha	rfps@meyersnave.com
Nixon Peabody LLP	53 State Street	Boston	Massachusetts	02109	Alexandra	afiorrentino@nixonpeabody.com
Nossaman LLP	777 S Figueroa Street	Los Angeles	California	91773	Hayden Momot	rfps@nossaman.com
Richard D. Jones, A Professional Law Corporation	3777 N HARBOR BLVD	FULLERTON	California	92835	Lauren Budd	lmb@jones-mayer.com
Richards, Watson & Gershon	350 S. Grand Avenue, 37th Floor	Los Angeles	California	90071	Michelle Sugg	marketing@rwglaw.com
Seven Outsource	113 Barksdale Professional Center Newark	DE	California	19711-3258	Steve	rfpalerts@gmail.com
The Brenda Davis Law Group	2450 Venture Oaks Way, Suite 200	Sacramento	California	95833	Brenda Davis	bdavis@bwdlawgroup.com
The Sohagi Law Group, PLC	11999 San Vicente Blvd. Suite 150	Los Angeles	California	90049	Cheron J. McAleece	cmcaleece@sohagi.com
V R GHENCUI ATTORNEY AT LAW, A Prof Corp	1644 Wilshire Boulevard, Suite 303	Los Angeles	California	90017	Vlad R. Ghenciu, Esq.	ghenciu@vrlaw.com
Wood, Smith, Henning & Berman, LLP	10960 Wilshire Blvd. 18th Floor	Los Angeles	California	90024	LCeo	iceo@wshblaw.com

*Bold text indicates vendors who responded to solicitation.

SunLine Transit Agency

DATE: April 24, 2024 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Carissa Sanchez, HR Manager/EEO Officer

RE: Equal Employment Opportunity & Affirmative Action Program
Statement Approval pursuant to Title VII of the Civil Rights Act of
1964; Title 49, Chapter 53, Section 5332 of the United States Code;
and the Federal Transit Administration's Circular 4704.1A

Recommendation

Recommend that the Board of Directors approve the updated SunLine's Equal Employment Opportunity & Affirmative Action Program and authorize the CEO/General Manager to sign and implement the program.

Background

SunLine Transit Agency has an established Equal Employment Opportunity & Affirmative Action (EEO/AA) Program pursuant to Title VII of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal Transit Administration's (FTA) Circular 4704.1A "Equal Employment Opportunity (EEO) Requirements and Guidelines for Federal Transit Administration Recipients," dated July 2020.

SunLine must issue a signed and dated policy statement that expresses SunLine's commitment to its EEO/AA Program, state its objectives and outline responsibilities for its implementation. SunLine must circulate the statement throughout the organization.

SunLine, a recipient of federal funds, is required to submit an updated plan to the FTA every four (4) years. This document updates our program to reflect census and operating changes that have occurred since the previous program was submitted and approved by the FTA. It provides employment data by departments, job categories, gender, race and salary. It also identifies areas of underutilization and establishes goals to improve the recruitment of women and minorities. Staff is asking that the Board of Directors approve the policy statement and affirm its support of EEO/AA by approving this program.

Financial Impact

No financial impact.

Attachments:

- [Item 12a](#) – Redlined Copy of 2024 Equal Employment Opportunity & Affirmative Action Program
- [Item 12b](#) – 2024 Equal Employment Opportunity & Affirmative Action Program (Redlined Changes Accepted)



**EQUAL EMPLOYMENT OPPORTUNITY
&
AFFIRMATIVE ACTION PROGRAM**

~~July 2020~~ April March 2024
~~Updated January 2023~~

**32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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Introduction

SunLine Transit Agency (SunLine) was formed as a Joint Powers Authority in July 1977 by Riverside County and the cities of the Coachella Valley to operate a public transit system within the eastern portion of Riverside County. -As the valley matured and grew, each of the cities joined the JPA until finally, all nine were members. -The current members are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and Riverside County.

SunLine is governed by a Board of Directors representing each of the ten entities. -The County's representative is a member of the Board of Supervisors, and each city has its mayor or a member of its city council serve as its representative.

SunLine also operates the SunDial dial-a-ride system for persons with disabilities. -SunLine's primary fixed route system operates 19 hours every day of the year with the exception of Thanksgiving and Christmas. -Bargaining unit employees are represented by one of two unions. (~~M~~Motor ~~C~~oach ~~O~~perators, ~~P~~araransit ~~O~~perators, ~~M~~Mechanics, Maintenance Supervisors and ~~F~~acility ~~M~~Maintainers) are represented by the Amalgamated Transit Union, Local 1277. Field Supervisors, Controllers, Paratransit Reservationists, Customer Service Representatives, Safety Officers, Transit Trainers, Accounting Technicians I & II, Accounting Clerks, Coin Counters, Grants Analysts, Senior Accountants, Contracts Assistant, Procurement Specialists, Material & Inventory Technicians and Materials & Inventory Supervisors are represented by the Teamsters Local 1932.

As of ~~June 2019~~January 2024, SunLine ~~employes~~employesd ~~34770~~ persons. SunLine is a proud supporter of Equal Employment Opportunity and Affirmative Action (EEO/AA). -Our statement of policy and affirmative action goals reflect SunLine's commitment to maintain a diversified and motivated workforce.

Equal Employment Opportunity: Policy Statement

SunLine Transit Agency is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results-oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is “To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.” Fundamental to SunLine’s mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. -All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, disability, age, national origin, ancestry, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sexual orientation, pregnancy, victim of domestic violence, sexual assault, or stalking, protected veteran status, or any other legally protected status. -This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. -Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

SunLine 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.

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. -Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, or EEO Officer. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency’s Affirmative Action Plans. -Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. –All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. –All department heads, managers and supervisors are assigned specific tasks in relation to SunLine’s EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

The assignment of the operational task and accountability for implementing the EEO/AA programs is the responsibility of the ~~Compliance Officer~~EEO Officer. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Carissa Sanchez as the an Tina Hamel, DBELO/EEEO /Compliance/Eligibility Officer.–She –whoShe can be reached at (760) 343-3456 Ext. 16091445 or via email at (enter email)csanchez@sunline.org thamel@sunline.org. Ms.The EEO Officer Hamel reports directly to me regarding EEO issues and acts with my authority with all levels of management, labor unions, and employees. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, department head or the EEO Compliance Officer. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

SunLine is committed to undertaking and developing a written nondiscrimination program that set forth the policies, practices and 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.

SunLine Transit Agency is committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

The successful achievement of SunLine’s EEO/AA program goals will benefit all employees by creating a more diverse working environment.

~~Lauren L. Skiver~~ Mona Babauta
CEO/General Manager
SunLine Transit Agency

Date

General Objectives

The general objectives of this Equal Employment Opportunity/Affirmative Action Program are to achieve and maintain employment levels for members of protected classes within the various job group categories throughout the organization in proportion to their availability in the local labor market. This will be achieved through targeted recruitments, increased hiring, promotion and training of qualified applicants and employees in these protected classes.

In order to achieve a work place that reflects the demographics of the communities served, SunLine will do the following:

- Evaluate personnel transactions and enforce the use of objective employment practices to ensure that members of these protected classes are not adversely impacted.
- Assign responsibility and accountability for Affirmative Action progress. The most crucial parts for the policy implementation are at the department heads, manager and supervisory levels where decisions affecting hiring, assignments, training, promotions, compensation and disciplinary actions are made.
- Provide training on personnel policies and fair employment practices to department heads, managers and supervisors to increase awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workplace.
- Advertise and target recruitments to these populations that are underrepresented at various levels of the organization.
- Ensure that employees of an underrepresented class are provided the opportunity to attend necessary training and/or given special projects or assignments to make them competitive for promotions.
- Partner with local schools, colleges and universities to target underrepresented groups within a job group category to provide internships and promote development within an occupational specialty.
- Ensure employee recognition and incentives for performance and contributions to SunLine are awarded fairly to all employees regardless of status.

Designation of Responsibility

A. Program Responsibility

The primary responsibility for the establishment of the EEO/Affirmative Action Program rests with SunLine's Board of Directors. They are charged to:

- Set policy and provide leadership necessary to achieve affirmative action goals.
- Express commitment to the goal of establishing work force parity with the community's qualified work force.

The Board of Directors designates the CEO/General Manager to express and carry out the responsibilities of the Board of Directors on a day-to-day basis.

B. EEO Agency Affirmative Action Officer Responsibilities

The assignment of the operational tasks and accountability for implementing the EEO/Affirmative Action program ~~as the EEO/Affirmative Action Officer~~ is the responsibility of the EEO Compliance Officer. An Effective EEO officer exhibits the following essential characteristics:

- Sensitivity to, and subject-matter expertise of, the varied ways in which discrimination occurs.
- Total commitment to EEO goals and objectives.
- KnowledgeGeneral understanding of civil rights laws, policies, rules, regulations, and guidelines.
- Sufficient authority and ability to work and communicate with others (e.g., department heads) to achieve EEO goals and objectives.

The EEO Compliance Officer shall have the responsibility to audit the requirements of the program and to:

- Establish and direct SunLine's EEO/AA Program to meet federal and state requirements and achieve utilization goals.
- Develop and reaffirm equal employment opportunity in all personnel actions taken by SunLine.
- Create a pro-active attitude among members of the management team for formal dissemination, both internal and external.
- Discuss equal opportunity at meetings with management staff members.
- Assure that management members understand their personal performance evaluations will reflect their performance as measured against the EEO/Affirmative Action Program.
- Develop the EEO/Affirmative Action Program and techniques for communication of policy. Provide training to all responsible personnel.

- Ensure the job-relatedness of all aspects of the personnel processes and concurs in all hires and promotions.
- Improve recruitment efforts to increase the number of qualified minority, women and disabled applicants.
- Inform all new employees of the EEO/Affirmative Action Program and Discrimination Complaint procedure. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- Investigate any discrimination complaint filed by employees and/ or applicants, and recommend appropriate remedies. Track all complaints, records of EEO inquiry and submits annual reports to that effect.
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the ~~Agency's~~ Agency's goals and on contractor and vendor compliance.
- Submits status reports concerning the program to the Board of Directors through the CEO/General Manager.
- Identify EEO/Affirmative Action problem area. Assist managerial and supervisory personnel in arriving at solutions to EEO/Affirmative Action problems and assists management in collecting and analyzing employment data.
- Design and implement audit and reporting systems which will:
 - Measure program effectiveness-
 - Identify areas requiring remedial action-
 - Determine degree to which goals and objectives have been attained-
- Serve as liaison between SunLine and relevant enforcement/reporting agencies and minority organizations as well as community action groups concerned with employment opportunities of minorities, women and the disabled.
- Assists in recruiting minority, persons with disabilities and women applicants and establish outreach sources for use by Human Resources.
- Assist in the identification of EEO/Affirmative Action problem areas and establishing of departmental goals and objectives.
- Become actively involved with local minority organizations, women's organizations, community action groups and community service programs.
- Perform periodic audits of training programs, hiring and promotion patterns to remove, as necessary, impediments to the attainment of SunLine's goals and objectives.
- Conduct regular discussions with supervisors and employees to be certain the EEO/Affirmative Action Policy is being followed.
- Conduct a review of the qualifications of all employees to ensure that minorities, women and persons with disabilities are given full opportunities for transfers and promotions.
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable

accommodation policies, performance evaluations, grievance procedures, and union agreements.

- Provide career counseling for all employees.
- Conduct periodic audits to ensure that:
 - Appropriate EEO/Affirmative Action posters are properly displayed.
 - All employee facilities are, in fact, desegregated, both in policy and use, and that locker rooms and restrooms are comparable for both sexes.
 - Minority, female and persons with disabilities are afforded a full opportunity and are encouraged to participate in all of SunLine's sponsored educational, training, recreational, and social activities.

- Understand that their work performance is being evaluated on the basis of their EEO/Affirmative Action efforts and results, as well as other criteria.
- Take action to ensure acceptance by all employees of those placed through affirmative action efforts.
- Ensure that all interviews, offer of employment and/or wage commitments (equal pay regardless of race or sex) are consistent with the EEO guidelines.
- Participates in the review and/or investigation of complaints alleging discrimination.

Independence and impartiality are the hallmark of a strong EEO function. To ensure that no conflicts of position or conflicts of interest occurs, or appear to occur, the EEO Officer will have a direct reporting relationship with the CEO/General Manager of SunLine. This reporting relationship will facilitate an impartiality from the roles and responsibilities of the EEO Officer from HR Officials and HR functions, particularly when conducting EEO investigations and making EEO related decisions. When appropriate, an outside contractor will be employed when any conflict of interest arises between the EEO Officer and HR Officials in the investigation of complaints.

C. **Responsibilities of Management**

All department heads, managers and supervisors are responsible to work with the EEO/Affirmative Action Officer to ensure the effectiveness of the affirmative action program include, but are not limited to, the following:

- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

- Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.
- Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.
- Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.



Dissemination of Policy

A variety of means will be used to disseminate the program to employees, job applications, and the community. The EEO/Affirmative Action Officer is responsible to ensure that all of the following are accomplished:

A. Internal Dissemination

SunLine's written and signed policy statement from the CEO/General Manager (page 4-5) is printed and posted in common areas such as breakrooms.

The SunLine Board of Directors is committed to supporting the EEO/Affirmative Action Program as indicated in the "Policy Statement" section and the section to follow:

Meetings are held with employees and affinity groups to seek input on the EEO Program and its implementation. The following policy statement is included in the Employee Handbook, which is given to all employees at the time of hire:

SunLine is an Equal Employment Opportunity/Affirmative Action employer and is committed to a policy of equal employment opportunity for applicants and employees. As an equal opportunity employer decisions made concerning employment with SunLine will not be based on race, sex, color, ancestry, national origin, alienage, gender, sexual orientation, religion, creed, age, marital status, family status, pregnancy, military status, veteran status, medical condition, disability, genetic information or any other legally protected status. Employment decisions will comply with all laws prohibiting discrimination. SunLine's employment practices seek to place employees in the job that best suits their abilities, interests, and skills, as well as SunLine's needs.

SunLine recognizes the value of different cultures and their meaningful contributions to the development of our society.

The Harassment Policy is also disseminated to employees through the Employee Handbook, which is provided to all employees as a part of their orientation process. The Employee Handbook states:

In keeping with our commitment to provide a work environment that is free of discrimination, SunLine strictly prohibits and will not tolerate harassment in any form, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, disability, veteran status or genetics. Verbal, physical and visual conduct that create an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance is also considered harassment.

Meetings and roundtable discussions are held with all levels of management semi-annually to discuss the EEO Program and its implementation. Our management policy prohibits any employee or management person from any conduct (acts, words, or suggestions), which could be interpreted as related to sexual suggestion or harassment.

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals

involved (generally in writing) to their supervisor. The Human Resources Department receives and reviews all complaints. If the determination from the Human Resources Department that the particular complaints fall within the guidelines for further investigation regarding possible EEO/Affirmative Action violations, the EEO/Affirmative Action Officer will investigate all such claims, all complaints demand a file to be opened and are tracked through filing systems of the Compliance Office. The compete particulars and appropriate corrective action may be reviewed with the CEO/General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and prohibition of harassment of any kind, supervisors, managers and department heads are held to even higher standard because of their position of authority.

The actions that may be taken against an offender are the same as for any other disciplinary action. They include an oral warning, written warning, suspension and/or discharge. In addition to any disciplinary action, the offender may also be ordered to participate in non-disciplinary programs such as the Employee Assistance Program.

The actions which may be taken for the victim include written apology, shielding from backlash or retaliation, retraction of improper adverse action, leave of absence or special counseling.

To ensure that all current employees are aware of job opportunities for promotion and/or transfer, SunLine uses a job posting system. All postings are placed on all SunLine bulletin boards and posted on SunLine's intranet page.

SunLine posts the required federal and state EEO posters on all SunLine bulletin boards.

Certain employees of SunLine are currently represented by the Amalgamated Transit Union (ATU). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following nondiscrimination provision in Article G-2, Section 1, paragraph 2:

SunLine and the Union agree that they shall not discriminate against any employee because of race, color, sex, sexual orientation, age, national origin, political or religious opinions or affiliation or citizenship status. SunLine and the Union shall meet and confer on any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.

Certain employees of SunLine are currently represented by the International Brotherhood of Teamsters (Teamsters). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following nondiscrimination provision in Section 6.4.2

SUNLINE and TEAMSTERS agree not to discriminate against an employee because of race, color, sex, age, marital status, religious creed, national origin, ancestry, disability, medical

condition, sexual orientation or citizenship status. Employees must address these concerns via HR Policy and Procedure and these complaints are not subject to the grievance procedure.

EEO training is conducted periodically for all employees and for managers. All new supervisors or managers receive EEO training within 90 days of hire or their appointment, if promoted.

B. External Dissemination

All recruiting sources are informed of SunLine’s EEO/Affirmative Action Program both orally and in writing. These sources are requested to actively recruit minorities, women and persons with disabilities for all positions listed.

When employment advertisements are placed they are placed in minority as well as other news media. All advertisements will contain the footer, “An EEO/Affirmative Action Employer.”

Appropriate minority and women’s organizations, community agencies, community leaders, secondary school, and colleges are notified of SunLine’s policy.

Prospective employees are informed of the existence of the EEO/Affirmative Action Program and such elements that will enable them to avail themselves of its benefits.

Written notification of this policy is sent to all contractors, sub-contractors, vendors and suppliers requesting appropriate action on their part.

Utilization Analysis

The purpose of a utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. The utilization analysis is also used to set placement goals for job groups that experienced underutilization.

SunLine's utilization analysis is comprised of three parts. These parts are:

- Examination of current workforce
- Availability analysis
- Utilization analysis with goals for next period

The current workforce analysis is based on SunLine's employment records as of ~~March 2023~~ ~~April 2020~~. The appendices following this document are: "Job Group Analysis and Description", "Utilization Analysis by Job Category Chart", "Salary Analysis", "Employment Practices Charts", "Organizational Chart", and "EEO Concurrence Compliance Checklist".

Availability analysis was completed by analyzing the eight factors listed in the Federal Register Affirmative Action Program guidelines to arrive at the percent of females and minorities available in each job group. The EEO-ALL06W Chart from the EEO Tabulation ~~2014-2018~~ ~~2006-2010~~ (5-year ACS data) for Riverside County (the recruiting area for SunLine) was the source data. The eight factors are:

- Minority and female population in the applicable labor market area
- Minority and female unemployment force in the applicable labor market
- Percent of minority and female workforce as compared with the total workforce in the labor market area
- General availability of minorities and females having requisite skills in the labor market area
- The availability of minorities and females having requisite skills in an area in which SunLine can reasonably recruit; an expanded area may be utilized in some efforts
- The availability of promotable minorities and females in SunLine
- The existence of training institutions capable of training a person requisite skills
- The degree of training SunLine is reasonably able to undertake as a means of making all job classes available to minorities and females

Goals and Timetables

In SunLine's last report the minority population was ~~80.76% and~~. ~~The last report also indicated an underutilization in the Service-Maintenance category for two female minority groups. no job group category was underutilized.~~ SunLine's current minority population is 82%. ~~SunLine's current female population is 32%.~~

Since our last reporting we have increased our minority population by 6%. ~~We, but~~ are currently showing an underutilization of female incumbents in the following categories:

- Officials and Administrators (1)
- Professionals (5)
- Protective Services (2): including (1) Hispanic/Latino female
- Administrative Support (8): including (1) Black female and (1) Asian female
- Service and Maintenance (35): including (15) Hispanic/Latino females and five (5) Asian females in our Service-Maintenance category for two female minority groups. The two groups showing an underutilization for our current reporting period are: Hispanic/Latino (female) and Asian (female).

Although we still have an underutilization of females in our workforce; we are continuing to make strides to correct this area. In our previous evaluation, ~~29% 26%~~ of the workforce was female. Our total increased to 32% of the current workforce, a gain of 3%, indicating progress in this area. Since our last reporting SunLine continues to meet its goals for females in the following categories: ~~Officials and Administrators, Technicians, Protective Service, Para-Professionals, and Skilled Craft Workers.~~ Females are underutilized in the following job group categories: Officials and Administrators, Professionals, Protective Services, Administrative Support, and Service-Maintenance Workers.

We have and will continue to address this underutilization of females. In fact, SunLine has seen an increase in the number of females being hired since our last reporting period, increasing from 29% in 2020 report to the current 32% of the workforce population. The increase in females hired has ranged from 21% to 50% per fiscal year.

Goals for the period ahead are shown in Appendix B. The 80% rule of thumb or "Whole Person Rule" was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a goal was established.

In establishing placement goals, SunLine applied the following principles:

- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. The Placement goals are

guideposts that may be used as a measure of SunLine's progress in remedying areas of underutilization in our workforce.

- In all employment decisions, SunLine makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Agency to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

SunLine believes that through our good faith efforts to making all aspects of our EEO/AA programs work, we will achieve our placement goals. These placement goals are attainable with continued outreach and recruitment efforts targeted towards increasing a diverse pool of qualified applicants and with the implementation of action-oriented programs.

The Short Term Placement Goals have been established to address the more immediate actions needed over the next year to achieve our Long Term Placement Goals. Recruiting efforts will continue to concentrate on both females and minorities with an emphasis on those job groups where underutilization has occurred. Efforts will be increased to attract females from similar ~~the~~ positions from other public agencies, the private sector, and the community at large. Recruitment efforts have been expanded, facilitated by Sunline's Hiring Project Action Team, a diverse group of agency staff dedicated to effective and fair recruitment, outreach, and timely hiring processes. Searches will be made through trade publications and professional associations. SunLine will utilize female staff from our underutilized categories at job fairs and public outreach events -to promote careers to females. The Agency will continue to develop internal female candidates, emphasizing promotional opportunities for long term careers with the agency. -

SunLine provides a variety of ongoing training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment prevention, continuing safety education, and alternative fuels training for mechanics, mentor training for operators and management development.

One training program that has been implemented is SunLine University. Classes are offered on property and instructors range from department heads and managers, to professors from College of the Desert, our local community college. During the Pandemic, classes were moved from in-person to online. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. Fortunately, SunLine has resumed in person professional growth training in 2024. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. We also offer external opportunities for growth with our Leadership Academy, Track 3B (SunLine University), participation in the Transit and Paratransit Management Certificate Program, and

continuing to offer our Educational Reimbursement Program. These are some of the positive steps in our good faith efforts to contribute toward achieving our Affirmative Action goals.

SunLine's Long Term Goals are established to correct areas of female underutilization in the following EEO-4 Categories and are established for achievement in a four-year period:

- Increase female Official and Administrators by one (1) female
- Increase female Professionals by ~~five (5)~~6 females
- Increase female Protective Services by two (2) females; including one (1) Hispanic/Latino female
- Increase female Administrative Support by ~~89~~ females; including: one (1) Black female and one (1) Asian female
- Increase female Service-Maintenance Workers by ~~2048~~ females; including fifteen (15) Hispanic/Latino females, and five (5) Asian females

SunLine's Long Term Goals are established to correct areas of minority underutilization in the following EEO-4 Categories and are established for achievement in a four-year period

- Increase Male Asian Professionals by one (1)
- Increase Male Black Administrative Support by one (1)

Affirmative Action Program

A review of total operations has been made to identify any problem area where appropriate corrective action will be instituted.

Underutilization is referenced in Appendix B for analysis. Goals have been established to provide needed correction.

Promotions and Transfers are available to all employees through our job posting system. All qualified employees (meeting minimum qualifications) who request a transfer or who apply for an opening are included in the selection processes. In all cases, SunLine will select the most qualified candidate to fill a vacant position.

Employment Application is in compliance with all legal requirements and has been revised to incorporate the provisions of the Americans with Disabilities Act (ADA).

Selection Criteria are uniform for all applicants competing for a specific position. All qualified applicants are considered equally. Supervisors and those who make hiring decisions are aware of SunLine's goals and are actively involved in their achievement.

Job Descriptions are written to eliminate any unfair advantages. Related equivalent experience can be used to qualify in lieu of educational requirements. For example, if a position requires a bachelor's degree and one year experience, an applicant with five years related equivalent work experience would qualify. That is, four years of experience to equal the degree requirement and one year of additional experience.

Testing consists of a formal interview panel and for some classifications, there is a basic skills tests consisting of 52 questions.

SunLine Sponsored Social Events and Special Programs are held for all employees and all employees are encouraged to participate.

All Facilities of SunLine are integrated. This includes offices, lunchrooms, restrooms, and all employee areas.

Seniority practices are governed by the MOU and the Employee Handbook. These seniority provisions do not have a disparate impact on minority group status or sex, for length of service or type of job held.

Management Support of this policy is insisted upon by the Board of Directors and the CEO/General Manager of SunLine Transit Agency.

Training for career improvement is provided to employees on an as-needed basis (i.e. mechanic's training). This training is given to all employees in a job group with no disparity by minority group status or sex.

Recruiting Area is large enough to include several minority communities. Public and private transportation is available equally to minority, females, and persons with disabilities.

Employee Attitude toward Equal Employment Opportunity is good and monitored by the Human Resources Department through exit interview and casual contact with various employees throughout SunLine. All employees have access to the Human Resources Department and other administrative management at all times, either casually or by appointment.

Technical Compliance is achieved through the posting of all required notices on SunLine bulletin boards. Applications for employment are retained in accordance with federal guidelines. Notice of our commitment to Equal Employment Opportunity/Affirmative Action is transmitted externally and internally as discussed elsewhere in this document.

SunLine Employee Handbook includes a special procedure for the investigation of complaints of discrimination or harassment under the Equal Employment Policy and Harassment Policy. This special procedure is as follows:

Employees who believe that they have been the subject of harassment, should contact (by phone, mail, or a visit) STA's representative for complaints or any STA supervisor or manager. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors or managers must report any complaints received immediately to the EEO Officer.

Employees also have the option of contacting the California Department of Fair Employment and Housing (DFEH) at <http://www.dfeh.ca>. or the federal Equal Employment Opportunity Commission (EEOC), www.eeoc.gov.

The EEO Officer will cause an investigation to be conducted by personally investigating or assigning appropriate staff or an external investigator. Everyone involved in an investigation will be admonished prior to any interviews that the matters under investigation are serious; that the employee/applicant must be honest and forthright in their responses; that they are not to discuss the matter with anyone other than the investigator; that they are not to interfere with the investigation or destroy evidence; and that retaliation against anyone participating in the investigation is prohibited.

The investigation process will incorporate the following:

- The complainant will be interviewed to clarify specific details about the alleged act(s) based on his or her recollection – the “who, what, when, where and why” of the incident; any witnesses or others who have mentioned similar treatment. Additionally, the

complainant would have the opportunity to provide any documents or evidence to support the claim.

- The accused will be interviewed to learn specific details about the alleged act based on his or her recollection. This is an opportunity for the accused to provide a response to the allegations and identify any witnesses, documents or other evidence regarding the specific allegations. The accused must be advised that, if the allegations are founded, he or she will be subject to disciplinary action up to and including termination.
- Interview witnesses and other individuals who may have first-hand knowledge regarding the matter(s) under investigation.
- Review any documents or evidence that may be available that are relevant to determining the facts of the case, which may include, but are not limited to, emails, computer usage, and video tapes.
- Conduct follow up interviews with the complainant, the accused or witnesses as may be necessary.
- Determine timeline of events, determine facts based on evidence, collaboration of witness statements, and witness credibility. Once the facts are established, the investigator must make a finding and recommendation. A finding may be, substantiated, partially substantiated, inconclusive, or unfounded.
- The investigator makes the determination as to the findings of the discrimination or harassment. If the complaint is deemed substantiated or partially substantiated, the ~~Compliance-EEO~~ Officer will determine the appropriate action. The details and the decision response are to be reviewed with the General Manager/CEO before being implemented. The decision is final and binding.
- The ~~Compliance-EEO~~ Officer will issue the decision to the complainant in a meeting and in writing and advise the accused of the decision in the same manner. He or she will assure that any disciplinary action determined is promptly taken.
- The final step is to advise witnesses and/or supervisors of the outcome only to the extent they may need to know to bring closure to the investigation. In addition, efforts to monitor the situation to protect the complainant and other potential victims are implemented.

Assessment of Employment Practices

SunLine has a policy to aggressively recruit the most qualified people to staff the agency. It affords equal opportunity for employment, selection, training, promotion, compensation and benefits to all persons without regard to race, color, age, sex, religion, national origin, marital status, disability, ancestry or any other protected class not related to the requirements of the work assignment.

The Human Resources Department shall be responsible for establishing recruitment and referral procedures and shall be responsible for all employment activity in SunLine.

SunLine actively seeks minorities and females for all employment opportunities. Recruitment orders and/or notices are distributed to various sources including, but not limited to, those agencies listed below:

Riverside County Workforce Development Center

44-199 Monroe Street

Indio, CA 92201

<https://rivcworkforce.com/Home> (includes website)

College of The Desert

43-500 Monterey Avenue

Palm Desert, CA 92260

CSU San Bernardino Palm Desert Campus

37500 Cook Street

Palm Desert, CA 92211

Transit Talent.com

www.transittalent.com

Indeed

www.indeed.com

Government Jobs

www.governmentjobs.com

Valley Wide Employment Expo

Fantasy Springs Casino Special Events Center

84245 Indio Springs Parkway

Indio, CA 92203

Community Outreach by the Outreach Team and the Hiring Project Action Team

Internal groups within SunLine dedicated to promoting new hires, promotional opportunities and long term careers at the agency.

~~Newspaper advertising is normally placed in the Riverside Press Enterprise and the Palm Springs Desert Sun. The Press Enterprise is circulated in the high minority communities located in eastern and western Riverside County.~~

The majority of applicants for positions below the professional and managerial level gain knowledge of openings through the state and county workforce development offices, ~~newspaper advertisements~~, SunLine's website: www.sunline.org, Indeed and Government Jobs that redirect applicants to the SunLine website and through the various organizations receiving a recruitment notice. An advertising campaign for Motor Coach Operators was conducted at local California DMV offices on the DMV electronic job posting board to attract applicants. Other sources of applicants are walk-ins and friends and relatives of SunLine employees.

Professional and managerial applicants are usually the result of highlighting high level positions in our external recruiting efforts, as well as utilizing recruitment firms for high level and difficult to fill positions. ~~Local, regional and national newspaper and industry journal advertising, national job boards or respondents to recruitment notices sent to the various transit properties and public agencies.~~

The statistical information to support applicant flow data is voluntarily completed by applicants. A personnel requisition assists in tracking not only the sources of communicating the opening, but recording of applicants and source. In the current reporting period, March 2016—April 2020 to June 2023, the applicant flow data evaluation shows that 37.35% of our applicants are female and 78.76% are minority. Female applicants increased from the previous report from 35.26% to 37.35%, an increase of 29%. However, Additionally the number of minority applicants decreased increased since the last report, down up 23% from 78.5% to the current 76.78%. This is a reflection of SunLine's continuing efforts to recruit females and minorities. This reflects the challenges of recruiting for both female and minority candidates, and recruitment and hiring in general, during the Pandemic. SunLine remains committed to diversity in recruitment and selection as we move forward.

Over the reporting period, eighteen (18) six (6) applicants self-identified as a person with a disability and applied for positions with the agency. within the Paraprofessional, Administrative Support and Service-Maintenance job categories. Of the eighteen six (6) (18) applicants, four (4) none were hired. Of the fourthree (43) employees who self-identified as a person with a disability whothat were hired; one (1) was a Caucasian female; two (2) were Caucasian males; and one was a (1) Mixed Race male. applied for promotions within the Paraprofessional and Administrative Support job categories. One (1) employee was promoted within the Paraprofessional job category. Please see "Appendix D Employment Practices Charts" for the breakdown by year and cross-referenced by sex and race.

~~Over the reporting period, thirty-eight (38) applicants self-identified as a veteran and during the reporting period when apply/applied for positions with the agency. within the Paraprofessional, Administrative Support and Service Maintenance job categories. Of those thirty eight (38) 72 applicants, three (3) were one (1) was hired. Of the three (3) employees who self-identified as a veteran who were hired; one (1) was a Caucasian male; two (2) were Black males. into Paraprofessional, two (2) were hired into Administrative Support and four (4) were hired into Service Maintenance job categories. Nine (9) employees self-identified as a veteran and applied for promotions in the Officials, Professionals and Paraprofessionals job categories. A total of four (4) employees were promoted; one (1) in Officials, two (2) in Professionals and one (1) in Paraprofessionals job categories.~~ Please see “Appendix D Employment Practices Charts” for the breakdown by year and cross-referenced by sex and race.

Selection procedures commence with the completion of an agency employment application.

The Human Resources Department conducts the initial review of the applicant’s qualifications using a system specially designed to be relevant to the job specifications shown on the Personnel Requisition and contained in the job description. Those applicants meeting the minimum requirements will be referred for an interview with the hiring manager or supervisor.

Prior to the panel interview, the Human Resources Department verifies previous employment history with the applicant as well as the driving record (for positions requiring a Class B driver’s license, or which will involve driving company vehicles) and the DMV report is requested when the application is submitted.

Following the interview and subsequent testing (noted above), a review of all formal candidates with the hiring manager is conducted to select the most qualified applicants to participate in a panel interview.

Where interview panels are used, they shall include minority or female members wherever practical or applicable. Interview questions are pre-planned and all candidates will receive the same battery of questions. All questions are constructed in such a way as to assure that they are relevant to the job in question and in no way infringe on any individual privacy matters. In the event of any non-agency staff for a panel, the member will be given an orientation in proper interviewing techniques, including agency commitment to Equal Employment Opportunity/Affirmative Action guidelines prior to commencement of the interviews.

The applicants that complete the panel interview process are then considered for selection. If applicable, applicants for specified positions are given a written test of basic skills on a pass/fail basis. For positions that are represented by the union, Human Resources will review the terms and conditions of employment as agreed to in the Memorandum of Understanding. The best candidate is selected and a written conditional offer is made to the most qualified candidate. A formal, conditional offer is made that allows the agency to commence the required testing and background investigations.

The applications of finalists that are deemed eligible for hire will be filed for future consideration.

The results of all physical examinations required by SunLine prior to employment shall be used in confidence. No person outside of the Human Resources Department will be given specific results. However, any limitations or restrictions listed by the doctor will be discussed with the hiring news as part of an interactive process to determine any reasonable accommodations.

All new employees report to the Human Resources Department on their first day of employment for orientation. An orientation checklist is used to assure that all major areas of SunLine orientation, including special departmental procedures are covered. The employee, as well as the person(s) conducting the orientation, must sign the check list showing completion of each item. The completed checklist becomes a permanent part of the employee personnel file.

Seniority is not a part of any decision relation to promotions and transfers outside of the bargaining unit. Any matters within the bargaining unit which relate to seniority are contained in the MOU; such requirements have no disparate impact on any members of any protected class of employee. With the job posting system mentioned earlier, SunLine demonstrates its desire to fill job vacancies by promotion, transfer or qualified internal candidates whenever possible. The skills, attitudes and abilities demonstrated by past performance will be evaluated in considering internal candidates.

Compensation and benefits programs of SunLine are administered according to SunLine policy and requirements as set forth in the MOU for the bargaining unit personnel. These policies are applied uniformly and have no relationship to race, color, national origin or any other protected class. Some benefit levels and SunLine contributions toward benefits may vary in amount by employee groups: non-bargaining unit and bargaining unit personnel. The variation is the result of a negotiated labor agreement. Therefore, these benefits and contributions are governed by the Employee Handbook and MOU.

Termination and Disciplinary practices are established for all personnel through the Employee Handbook and for bargaining unit employees, the MOU. An ~~introductory~~probationary period applies to all employees either as new hires or for transfers and promotions. If an employee during the ~~introductory~~orientation period is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released.

If an employee who has completed the ~~introductory period~~ -orientation period performs in an unsatisfactory manner, the immediate supervisor will discuss the job performance with the employee. All employees are provided a period of time to improve performance deficiencies. The employee may be dismissed if no improvement is noted at the end of mutually agreed period of probation.

Discipline procedures are contained within SunLine's Employee Handbook for non-bargaining personnel and bargaining personnel are governed by the requirements of the MOU. All policies

and procedures are progressive in nature and is administered without regard to any protected characteristics or classes.

The supervisor reviews the specific incident(s) with Human Resources prior to issuing the discipline that may result in loss of pay. This review has the purpose of assuring consistency in the application of policy and is a positive step toward the correction of the behavior. In the case of a disagreement between an employee and management all employees have access to the use of a grievance/complaint process which is set forth in the Employee Handbook and MOU of SunLine. No supervisor or department head may summarily dismiss an employee who has completed the orientation period.

When all corrective procedures have been exhausted, the employee is handled through appropriate and legal due process.

Internal Monitoring and Reporting Plan

In an effort to monitor goals and SunLine's commitment to Equal Employment/Affirmative Action, the EEO Officer is responsible for submitting an annual summary of the progress made over the preceding twelve (12) months to the General Manager/CEO. Assessments and any actions to provide correction will be determined and implemented. The evaluation process will highlight the policies and objectives that were accomplished. New objectives and timetables to remedy any deficiencies will be included in the report.

Subrecipients and contractors must conduct a detailed assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. Contracts contain language regarding complying with federal and state laws. SunLine Transit Agency does not have any subrecipients or contractors.

The Compliance-EEO Officer audits personnel activity on a monthly basis in order to measure the effectiveness of the Affirmative Action Program. The following actions are key to the auditing and reporting system:

- Monitoring of all personnel activity including: placements, transfers, promotions, terminations, and compensation at all levels to ensure nondiscrimination.
- Requiring internal reporting on a scheduled basis as to the degree to which equal opportunity and organizational objectives are attained.
- Review report results will all levels of management.
- Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance.
- The department heads of Human Relations (HR) and Compliance serve on the SunLine negotiations team during contract negotiations with our collective bargaining units to ensure there is not disparate impact.

Complaints are monitored by the Compliance-DepartmentEEO Officer. Pages 19-2018-19 detail the processes for filing a complaint and the investigation. Every effort is made to ensure investigations are completed in a timely manner. Once completed, the complainant and subject are notified in writing of the outcome. The findings are sent the head of the department of the employee who was the subject of the investigation. If the complaint was found to be sustained, the head of the department will assess what level of disciplinary action will be issued. The Compliance-DepartmentEEO Officer will recommend and conduct retraining.

Records are kept in accordance with SunLine Transit Agency Records Management Policy/Retention Schedule. The files are secured in the Compliance-EEO Officer's office in a locked filing cabinet. The complaints are filed by date and the name of the subject of the investigation to monitor trends.

At least once a month the ~~Compliance-EEO~~ Officer reviews workforce utilization by logging and tracking ~~hirings~~ hiring, terminations and promotions within the Agency. The reports demonstrate the Agency's recruitment and selection choices are based on considerations that do not involve any protected classes. The data gathered has been used in various ways to find the best format to report our progress to management and staff. ~~In 2016 and 2017, the Compliance Officer reported monthly metrics showing areas of our workforce that were underutilized and what was being done to engage those groups.~~

~~On April 22, 2019, during the weekly Chief's meeting, the Compliance Officer gave a presentation on the EEO Policy and new reporting requirements. She followed up with answers to questions that were asked and the effective date of the new requirements. During the last reporting period, the incumbent~~The EEO Officer regularly attends all Chief's meetings and as part of the Executive Team meetings to update department heads, managers and supervisors on the state of the agency' EEO program. The EEO Officer will continue to inform and engage management on the status of the EEO program.

Monthly, recurring, one-on-one meetings are held with CEO/General Manager to discuss updates in the ~~Compliance Department~~EEO office area. Meetings are held more frequently if requested. Matters discussed with the CEO/General Manager include updates to program requirements, EEO-4 reporting and workforce utilization.

~~The Compliance Officer administered held biannual, agency wide EEO-Sexual Harassment Prevention and Discrimination Prevention training in safety meetings to all attended by Agency staff in November June 2016, May 2017-2021 and November 2023,18 to meet the biannual prevention training requirements, as well as providing training to all new staff attending new employee orientation. The EEO officer will continue to assure that all Harassment and Discrimination Prevention training is completed as required.~~

Appendix A

Job Group Analysis and Description

OFFICIALS AND ADMINISTRATORS

JOB GROUP 1

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>CEO/GENERAL MANAGER CHIEF OF HUMAN RELATIONS CHIEF FINANCIAL OFFICER CHIEF TRANSPORTATION OFFICER CHIEF MAINTENANCE OFFICER CHIEF PERFORMANCE OFFICER CHIEF SAFETY OFFICER/TAXI ADMIN. CHIEF OF PUBLIC AFFAIRS & CLERK OF THE BOARD DEPUTY CHIEF FINANCIAL OFFICER DEPUTY CHIEF OF TRANSPORTATION DEPUTY CHIEF OPERATING OFFICER-MAINTENANCE DEPUTY CHIEF SAFETY OFFICER/TAXI ADMINISTRATOR</p>	<p>CEO/GENERAL MANAGER FEEDER POSITION(S): CHIEF PERFORMANCE OFFICER CHIEF OPERATIONS OFFICER CHIEF FINANCIAL OFFICER</p> <p>CHIEF OF HUMAN RELATIONS FEEDER POSITION(S): HUMAN RESOURCES MANAGER</p> <p>CHIEF FINANCIAL OFFICER FEEDER POSITION(S): DEPUTY CHIEF FINANCIAL OFFICER</p> <p>CHIEF OPERATING OFFICER FEEDER POSITION(S): DEPUTY COO SUPERINTENDENT OF TRANSPORTATION</p>	<p>CHIEF PERFORMANCE OFFICER FEEDER POSITION(S): DEPUTY CPO/CAPITAL PROJECTS</p> <p>CHIEF SAFETY OFFICER FEEDER POSITION(S): DEPUTY CHIEF SAFETY OFFICER</p> <p>DEPUTY CHIEF FINANCIAL OFFICER FEEDER POSITION(S): ACCOUNTING MANAGER</p> <p>DEPUTY CHIEF OPERATING OFFICER FEEDER POSITION(S): SUPERINTENDENT OF TRANSPORTATION</p> <p>DEPUTY CHIEF SAFETY OFFICER FEEDER POSITION(S): SENIOR SAFETY OFFICER</p>
<p>SKILL SET</p> <p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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PROFESSIONALS

JOB GROUP 2

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING MANAGER ALTERNATIVE FUELS MANAGER HUMAN RESOURCES MANAGER SUPERINTENDENT OF TRANSPORTATION FACILITIES MAINTENANCE SUPERINTENDENT SUPERINTENDENT OF SAFETY & TRAINING MATERIALS & INVENTORY MANAGER PARATRANSIT OPERATIONS MANAGER TAXI ADMINISTRATOR TRANSIT PLANNING MANAGER COMPLIANCE OFFICER</p>	<p>ALTERNATIVE FUELS MANAGER FEEDER POSITION(S): ALTERNATIVE FUELS TECHNICIAN</p> <p>HUMAN RESOURCES MANAGER FEEDER POSITION(S): HUMAN RESOURCES TECH.</p> <p>FACILITIES MAINT. SUPERINTENDENT FEEDER POSITION(S): FACILITIES MAINTENANCE SUPERVISOR</p> <p>MATERIALS & INVENTORY MANAGER FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>ACCOUNTING MANAGER FEEDER POSITION(S): SENIOR ACCOUNTANT</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p>	<p>SUPERINTENDENT OF TRANSPORTATION FEEDER POSITION(S): PARATRANSIT OPERATIONS MANAGER LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>SUPERINTENDENT OF TRAINING & SAFETY FEEDER POSITION(S): SENIOR TRAINING SUPERVISOR SENIOR SAFETY SUPERVISOR</p> <p>PARATRANSIT OPERATIONS MANAGER FEEDER POSITION: LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>TAXI ADMINISTRATOR FEEDER POSITION(S): ASST. TAXI CAB ADMINISTRATOR 1</p> <p>TRANSIT PLANNING MANAGER FEEDER POSITION(S): PLANNING ANALYST</p> <p>COMPLIANCE OFFICER FEEDER POSITION(S): NONE</p>
SKILL SET		
<p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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TECHNICIANS

JOB GROUP 3

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p>ADMINISTRATIVE ANALYST</p> <p>MATERIALS & INVENTORY SUPERVISOR</p> <p>ASSISTANT IT ADMINISTRATOR</p> <p>IT DESKTOP SUPPORT TECHNICIAN</p>	<p>ASSISTANT IT ADMINISTRATOR FEEDER POSITION(S): IT DESKTOP SUPPORT TECHNICIAN</p> <p>ADMINISTRATIVE ANALYST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANTS</p> <p>MATERIALS & INVENTORY SUPERVISOR FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>IT DESKTOP SUPPORT TECHNICIAN FEEDER POSITION(S): NONE</p>
SKILL SET	
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	

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PROTECTIVE SERVICE WORKERS

JOB GROUP 4

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p>SENIOR SAFETY OFFICER</p> <p>SAFETY OFFICER</p>	<p>SENIOR SAFETY OFFICER FEEDER POSITION(S): SAFETY OFFICER</p> <p>SAFETY OFFICER FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR</p>
SKILL SET	
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THIS POSITION.</p>	

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PARA-PROFESSIONALS

JOB GROUP 5

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a “New Careers” concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p style="text-align: center;"> LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT CONTROLLER SENIOR SUPERVISOR FIELD SUPERVISOR TRAINING SUPERVISOR OPERATIONS SYSTEM SPECIALIST OPERATIONS LABOR RELATIONS SUPERVISOR STOPS & ZONES SUPERVISOR </p>	<p style="text-align: center;"> LEAD CONTROLLER (FIXED ROUTE AND PARA) FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) SENIOR SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR FIELD SUPERVISOR FEEDER POSITION(S): MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> OPERATIONS SYSTEM SPECIALIST FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) FIELD SUPERVISOR OPERATIONS LABOR RELATIONS SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR ADMINISTRATIVE ASSISTANT MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>
SKILL SET	<p style="text-align: center;"> TRAINING SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR CONTROLLER (FIXED ROUTE & PARA) FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> STOPS & ZONES SUPERVISOR FEEDER POSITION(S): STOPS & ZONES TECHNICIAN A </p>
<p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>		

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ADMINISTRATIVE SUPPORT

JOB GROUP 6

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING ASSISTANT PAYROLL ACCOUNTANT ADMINISTRATIVE ASSISTANT CLERK OF THE BOARD COIN COUNTER CONTRACTS ASSISTANT CUSTOMER SERVICE REPRESENTATIVE MARKETING SPECIALIST GRANTS ANALYST PARATRANSIT RESERVATIONIST PLANNING ANALYST PROJECT MANAGER ASSISTANT SENIOR ADMINISTRATIVE ASSISTANT TRANSIT PLANNING TECHNICIAN</p>	<p>ACCOUNTING ASSISTANT FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>SENIOR ADMINISTRATIVE ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>CLERK OF THE BOARD FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>COIN COUNTER FEEDER POSITION(S): NONE</p> <p>PAYROLL ACCOUNTANT FEEDER POSITION(S): ACCOUNT TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>MARKETING SPECIALIST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>	<p>TRANSIT PLANNING ANALYST & TECHNICIAN FEEDER POSITION(S): CONTROLLER FIELD SUPERVISOR MOTOR COACH OPERATOR</p> <p>ACCOUNTING CLERK FEEDER POSITION(S): COIN COUNTER</p> <p>PARATRANSIT RESERVATIONIST FEEDER POSITION(S): CUSTOMER SERVICE REPRESENTATIVE</p> <p>GRANTS ANALYST FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>PROJECT MANAGER ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>
SKILL SET		
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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SKILLED CRAFT WORKERS

JOB GROUP 7

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

POSITION TITLES

**FACILITY CONSTRUCTION SPECIALIST
BODY MECHANIC
ELECTRONIC FAREBOX TECHNICIAN
FAREBOX ASSISTANT TECHNICIAN
MECHANIC A
MECHANIC A NON-REVENUE
MECHANIC B
STOPS & ZONES TECHNICIAN A
STOPS & ZONES TECHNICIAN B**

SKILL SET

**EMPLOYEES ADVANCING FROM
THE INTERNAL FEEDER POSITION
WILL HAVE DEVELOPED THE SKILLS
NECESSARY TO EXCEL IN THESE
POSITIONS.**

ADVANCEMENT

**FACILITY CONSTRUCTION
SPECIALIST
FEEDER POSITION(S):
FACILITIES MAINTENANCE
TECHNICIAN**

**BODY MECHANIC
FEEDER POSITION(S):
NONE**

**ELECTRONIC FAREBOX
TECHNICIAN
FEEDER POSITION(S):
FAREBOX ASSISTANT
TECHNICIAN**

**MECHANIC A
FEEDER POSITION(S):
MECHANIC B**

**MECHANIC B
FEEDER POSITION(S):
MATERIALS &
MECHANIC C**

**MECHANIC C
FEEDER POSITION(S):
NONE**

**MECHANIC A
NON-REVENUE
FEEDER POSITION(S):
NONE**

**STOPS & ZONES
TECHNICIAN A
FEEDER POSITION(S):
STOPS & ZONES
TECHNICIAN B**

**STOPS & ZONES
TECHNICIAN B
FEEDER POSITION(S):
NONE**

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SERVICE/MAINTENANCE WORKERS

JOB GROUP 8

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

POSITION TITLES

PARATRANSIT OPERATOR
MOTOR COACH OPERATOR
FACILITY MAINTENANCE TECHNICIAN
LEAD UTILITY
UTILITY
ALTERNATIVE FUELS TECHNICIAN

SKILL SET

EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.

ADVANCEMENT

FULL TIME MOTOR COACH OPERATOR FEEDER POSITION(S): PART TIME MOTOR COACH OPERATOR

FULL TIME PARATRANSIT OPERATOR FEEDER POSITION(S): PART TIME PARATRANSIT OPERATOR

PART TIME MOTOR COACH OPERATOR FEEDER POSITION(S): FULL TIME PARATRANSIT OPERATOR PART TIME PARATRANSIT OPERATOR

PART TIME PARATRANSIT OPERATOR FEEDER POSITION(S): NONE

FACILITIES MAINTENANCE TECHNICIAN FEEDER POSITION(S): NONE

LEAD UTILITY FEEDER POSITION(S): UTILITY

UTILITY FEEDER POSITION(S): NONE

ALTERNATIVE FUELS TECHNICIAN FEEDER POSITION(S): NONE

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Appendix B

Utilization Analysis by Job Category Chart

Utilization Analysis by Job Category

1	A	B	C					D							E							V
			Total Workforce					Male							Female							
2	Job Category	Salary Range (\$XX,000-XX,000)	All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
3	1 - Officials & Administrators																					
4	Current Workforce	\$84,000-520,000	13	3	5	1	4	3			4	1	-	-	1	-	-	2	1		1	
5	Percent in Category	^Entry		23.1%	38.5%	7.7%	30.8%	23.1%	0.0%	0.0%	30.8%	7.7%	0.0%	0.0%	7.7%	0.0%	0.0%	15.4%	7.7%	0.0%	7.7%	
6	Percent of Availability							34.3%	0.2%	2.5%	18.6%	4.2%	0.1%	1.2%	20.5%	0.1%	2.5%	11.9%	2.6%	0.1%	1.2%	
9	Percent Underutilized														13%							
10	Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No	
11	Number Needed to Reach Parity								-	-	-	-	-	-	1	-	-	-	-	-	-	
12	Planned percent increase Year 1														13%							
13	Planned percent increase Year 2														0%							
14	Planned percent increase Year 3														0%							
15	Planned percent increase Year 4														0%							
16																						
17	2 - Professionals																					
18	Current Workforce	\$71,000-95,000	19	5	7	0	7	5	-	1	6	-	-	-	-	-	1	3	1	-	2	
19	Percent in Category	^Entry		26.3%	36.8%		36.8%	26.3%	0.0%	5.3%	31.6%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	15.8%	5.3%	0.0%	10.5%	
20	Percent of Availability							21.6%	0.2%	2.4%	9.5%	5.9%	0.0%	1.2%	29.9%	0.2%	4.1%	16.6%	6.4%	0.1%	1.9%	
23	Percent Underutilized											6%			30%			1%	1%			
24	Underutilized (Yes/No)								No	No	No	Yes	No	No	Yes	No	No	No	No	No	No	
25	Number Needed to Reach Parity								-	-	-	1	-	-	5	-	-	-	-	-	-	
26	Planned percent increase Year 1											6%			10%							
27	Planned percent increase Year 2											0%			10%							
28	Planned percent increase Year 3											0%			10%							
29	Planned percent increase Year 4											0%			0%							
30																						
31	3 - Technicians																					
32	Current Workforce	\$59,000	1	0	1	0	0				1	-	-	-	-	-	-	-	-	-		
33	Percent in Category	^Entry			100.0%			0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
34	Percent of Availability							14.1%	0.2%	2.0%	30.0%	3.5%	0.0%	0.9%	12.4%	0.2%	3.5%	28.4%	3.7%	0.2%	1.1%	
37	Percent Underutilized																					
38	Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
39	Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
40	Planned percent increase Year 1																					
41	Planned percent increase Year 2																					
42	Planned percent increase Year 3																					
43	Planned percent increase Year 4																					
44																						

Utilization Analysis by Job Category

1	A	B	Total Workforce					Male							Female							V
			C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
2	Job Category	Salary Range (\$XX,000-XX,000)	All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
45	4 - Protective Service																					
46	Current Workforce	\$51,000-74,000	5	1	4	0	0	1		1	3		-	-	-	-	-	-	-	-	-	
47	Percent in Category	^Entry		20.0%	80.0%			20.0%	0.0%	20.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
48	Percent of Availability							21.5%	0.0%	5.6%	23.1%	0.4%	0.0%	1.5%	20.5%	0.0%	1.5%	23.1%	1.5%	0.0%	0.4%	
51	Percent Underutilized														21%			23%				
52	Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	Yes	No	No	No	
53	Number Needed to Reach Parity							-	-	-	-	-	-	-	1	-	-	1	-	-	-	
54	Planned percent increase Year 1														21%			23%				
55	Planned percent increase Year 2														0%			0%				
56	Planned percent increase Year 3														0%			0%				
57	Planned percent increase Year 4														0%			0%				
58																						
59	5 - Paraprofessional																					
60	Current Workforce	\$49,000-73,000	27	8	11	2	6	8	-	-	10	-	-	1	2	-	2	4	-	-	-	
61	Percent in Category	^Entry		29.6%	40.7%	7.4%	22.2%	29.6%	0.0%	0.0%	37.0%	0.0%	0.0%	3.7%	7.4%	0.0%	7.4%	14.8%	0.0%	0.0%	0.0%	
62	Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
65	Percent Underutilized																					
66	Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	
67	Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	
68	Planned percent increase Year 1																					
69	Planned percent increase Year 2																					
70	Planned percent increase Year 3																					
71	Planned percent increase Year 4																					
72																						
73	6 - Administrative Support																					
74	Current Workforce	\$33,000-75,000	46	1	9	8	28	1	-	-	8	-	-	1	8	-	-	27	-	-	1	
75	Percent in Category	^Entry		2.2%	19.6%	17.4%	60.9%	2.2%	0.0%	0.0%	17.4%	0.0%	0.0%	2.2%	17.4%	0.0%	0.0%	58.7%	0.0%	0.0%	2.2%	
76	Percent of Availability							15.0%	0.1%	2.4%	15.5%	2.1%	0.1%	0.9%	30.9%	0.7%	3.1%	30.9%	3.2%	0.1%	1.5%	
79	Percent Underutilized									2%					14%		3%		3%			
80	Underutilized (Yes/No)							No	Yes	No	No	No	No	No	Yes	No	Yes	No	Yes	No	No	
81	Number Needed to Reach Parity							-	1	-	-	-	-	-	6	-	1	-	1	-	-	
82	Planned percent increase Year 1								2%						2%		3%		3%			
83	Planned percent increase Year 2								0%						2%		0%		0%			
84	Planned percent increase Year 3								0%						2%		0%		0%			
85	Planned percent increase Year 4								0%						0%		0%		0%			
86																						

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female							
2	Use EEO-4		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
87	7 - Skilled Craft																					
88	Current Workforce	\$49,000-74,000	30	2	26	0	2	2	-	2	24	-	-	-	-	-	1	1	-	-	-	<-Entry
89	Percent in Category	^Entry		6.7%	86.7%		6.7%	6.7%	0.0%	6.7%	80.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%	3.3%	0.0%	0.0%	0.0%	
90	Percent of Availability						28.2%	0.2%	2.2%	60.1%	2.1%	0.1%	1.0%	1.4%	0.0%	0.1%	4.0%	0.4%	0.1%	0.1%		<-Entry
93	Percent Underutilized																	1%				
94	Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	
95	Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	
96	Planned percent increase Year 1																					<-Entry
97	Planned percent increase Year 2																					<-Entry
98	Planned percent increase Year 3																					<-Entry
99	Planned percent increase Year 4																					<-Entry
100																						
101	8 - Service-Maintenance																					
102	Current Workforce	\$39,000-71,000	202	27	123	5	47	27	-	12	101	5	-	5	5	-	9	35	-	-	-	<-Entry
103	Percent in Category	^Entry		13.4%	60.9%	2.5%	23.3%	13.4%	0.0%	5.9%	50.0%	2.5%	0.0%	2.5%	2.5%	0.0%	4.5%	17.3%	0.0%	0.0%	1.5%	
104	Percent of Availability						12.1%	0.1%	2.7%	40.2%	2.3%	0.2%	1.0%	10.2%	0.1%	2.6%	24.8%	2.6%	0.1%	0.9%		<-Entry
107	Percent Underutilized														8%			7%	3%			
108	Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	Yes	Yes	No	No		
109	Number Needed to Reach Parity							-	-	-	-	-	-	-	15	-	-	15	5	-	-	
110	Planned percent increase Year 1														2%			3%	1%			<-Entry
111	Planned percent increase Year 2														2%			2%	1%			<-Entry
112	Planned percent increase Year 3														2%			1%	1%			<-Entry
113	Planned percent increase Year 4														2%			1%	0%			<-Entry
114																						
115	Notes:																					
116																						
117																						
118																						

Appendix C

Salary Analysis

Salary Analysis: Officials & Administrators

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Acting CEO/General Manager	\$ 520,000.00	1	1	0									1				1			
Acting Chief Financial Officer	\$ 142,084.80	1	1	1	1								0							
Chief Maintenance Officer	\$ 143,124.80	1	1	1		1							0							
Chief Of Compliance/Labor Relations (DBELO/EEO)	\$ 84,323.20	1	1	0									1	1						
Chief Of Human Relations	\$ 103,708.80	1	1	0									1		1					
Chief Safety Officer/Taxi Administrator	\$ 110,448.00	1	1	0									1							1
Chief Transportation Officer	\$ 123,739.20	1	1	0									1	1						
Deputy Chief Maintenance Officer	\$ 99,985.60	1	1	1	1								0							
Deputy Chief Of Human Relations	\$ 90,896.00	1	1	1		1							0							
Deputy Chief Of Transit Operations	\$ 90,896.00	1	1	1	1								0							
Deputy Chief Performance Officer	\$ 96,096.00	1	1	1				1												
Deputy Chief Of Transit System & Technology	\$ 90,896.00	1	1	1		1							0							
Deputy Chief Safety Officer/Asst Taxi Administrator	\$ 94,036.80	1	1	1	1								0							
Job Group Total:			13	8	4	3	0	1	0	0	0	0	5	2	1	0	0	0	0	1

Salary Analysis: Professionals

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Accounting & Financial Reporting Manager	\$ 78,000.00	2	1	0									1	1						
Accounting & Financial Reporting Manager	\$ 77,792.00	2	1	0									1				1			
Customer Service Manager	\$ 71,385.60	2	1	0									1		1					
Interim Alternative Fuels Program Manager	\$ 94,307.20	2	1	1		1							0							
Labor Relations/Compliance Manager	\$ 73,756.80	2	1	1		1							0							
Maintenance Supervisor	\$ 73,174.40	2	3	3	2	1							0							
Marketing & Events Manager	\$ 72,072.00	2	1	0									1	1						
Paratransit Operations Manager	\$ 76,086.40	2	1	1			1						0							
Procurement Officer	\$ 92,830.40	2	1	1		1							0							
Project Manager	\$ 71,385.60	2	1	0									1	1						
Senior Maintenance Supervisor	\$ 75,358.40	2	1	1	1								0							
Superintendent Of Safety & Training	\$ 74,027.20	2	1	1	1								0							
Superintendent Of Facilities	\$ 84,115.20	2	1	1	1								0							
Superintendent Of Transportation	\$ 76,960.00	2	1	0									1							1
Superintendent Of Zero Emissions	\$ 94,993.60	2	1	1		1							0							
Taxi/Contracted Transportation Services Administrator	\$ 70,928.00	2	1	0									1							1
Transit Planning Manager	\$ 71,052.80	2	1	1	1								0							
Job Group Total:			19	12	6	5	1	0	0	0	0	0	7	3	0	1	1	0	0	2

Salary Analysis: Technicians

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES							
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+
IT Desktop Support Technician	\$ 59,488.00	3	1	1	1								0						
Job Group Total:			1	1	1	0													

Salary Analysis: Protective Service Workers

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES							
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+
Safety Manager	\$ 73,756.80	4	1	1	1								0						
Safety Officer	\$ 57,262.40	4	1	1			1						0						
Safety Officer	\$ 54,288.00	4	1	1	1														
Safety Officer	\$ 51,168.00	4	1	1		1													
Senior Training Supervisor	\$ 70,928.00	4	1	1	1								0						
Job Group Total:			5	5	3	1	1	0											

Salary Analysis: Para-Professionals

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Field Supervisor	\$ 49,545.60	5	1	1	1								0							
Field Supervisor	\$ 52,540.80	5	1	1	1								0							
Field Supervisor	\$ 53,830.40	5	1	1		1							0							
Field Supervisor	\$ 53,955.20	5	1	1	1								0							
Field Supervisor	\$ 56,160.00	5	2	2		2							0							
Field Supervisor	\$ 71,468.80	5	1	1	1								0							
Field Supervisor	\$ 50,793.60	5	1	0									1	1						
Field Supervisor	\$ 49,649.60	5	1	1	1								0							
Field Supervisor	\$ 49,046.40	5	3	2		2							1		1					
Fixed Route Controller	\$ 59,966.40	5	2	0									2	1		1				
Fixed Route Controller	\$ 58,801.60	5	1	0									1		1					
Fixed Route Lead Controller	\$ 72,508.80	5	1	1		1							0							
Fixed Route Lead Controller	\$ 72,009.60	5	1	1	1								0							
Operations System Specialist	\$ 71,385.60	5	1	0									1	1						
Paratransit Controller	\$ 59,966.40	5	1	0									1	1						
Paratransit Controller	\$ 58,801.60	5	1	1		1							0							
Paratransit Controller	\$ 60,299.20	5	2	2	1	1							0							
Paratransit Controller	\$ 56,492.80	5	1	0									1			1				
Paratransit Lead Controller	\$ 71,385.60	5	1	1	1								0							
Stops And Zones Supervisor	\$ 70,283.20	5	1	1	1								0							
Transit Trainer	\$ 58,801.60	5	1	1									0						1	
Transit Trainer	\$ 56,492.80	5	1	1	1								0							
Job Group Total:			27	19	10	8	0	0	0	0	0	0	1	8	4	2	2	0	0	0

Salary Analysis: Administrative Support Workers

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Accounting Technician	\$ 36,774.40	6	1	0									1	1						
Accounting Technician	\$ 39,790.40	6	1	0									1		1					
Accounting Technician	\$ 41,371.20	6	1	0									1	1						
Accounting Technician	\$ 50,772.80	6	1	0									1	1						
Accounting Technician II	\$ 44,782.40	6	1	1	1								0							
ADA Eligibility & Compliance Specialist	\$ 47,798.40	6	1	0									1	1						
Administrative Assistant	\$ 42,598.40	6	1	0									1		1					
Clerk Of The Board	\$ 74,963.20	6	1	0									1	1						
Communications Coordinator	\$ 59,488.00	6	1	0									1	1						
Contracts Administrator	\$ 57,116.80	6	2	0									2		1					1
Customer Care Coordinator	\$ 61,568.00	6	1	0									1		1					
Customer Service Representative	\$ 34,444.80	6	1	0									1		1					
Customer Service Representative	\$ 35,297.60	6	1	0									1	1						
Customer Service Representative	\$ 36,899.20	6	1	1	1								0							
Customer Service Representative	\$ 37,440.00	6	1	0									1	1						
Facilities Project Assistant	\$ 46,051.20	6	1	0									1	1						
Human Resources Generalist	\$ 59,488.00	6	1	0									1	1						
Human Resources Specialist	\$ 52,624.00	6	1	0									1	1						
Human Resources Specialist	\$ 54,724.80	6	1	0									1		1					
Labor Relations & Compliance Specialist	\$ 49,961.60	6	1	0									1	1						

Salary Analysis: Service/Maintenance Workers

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Alternative Fuels Technician	\$ 57,200.00	8	1	1		1							0							
Facilities Maintainer A	\$ 52,395.20	8	1	1		1							0							
Facilities Maintainer A	\$ 56,929.60	8	1	1	1								0							
Facilities Maintainer B	\$ 56,929.60	8	1	1	1								0							
Motor Coach Operator	\$ 42,972.80	8	6	5	3	1	1						1		1					
Motor Coach Operator	\$ 51,126.40	8	4	3	2		1						1							1
Motor Coach Operator	\$ 52,915.20	8	4	2	1	1							2	1	1					
Motor Coach Operator	\$ 55,328.00	8	129	93	64	15	9	3			2		36	25	3	7				1
Paratransit Operator	\$ 38,771.20	8	6	5	3		1	1					1	1						
Paratransit Operator	\$ 40,601.60	8	4	4	2	2							0							
Paratransit Operator	\$ 42,411.20	8	3	3	1	1					1		0							
Paratransit Operator	\$ 46,030.40	8	27	17	11	3		1			2		10	7		2				1
Senior Alternative Fuels Technician	\$ 71,385.60	8	1	1	1								0							
Utility	\$ 49,108.80	8	1	1	1								0							
Utility	\$ 49,379.20	8	2	2	1	1							0							
Utility	\$ 52,728.00	8	10	9	8	1							1	1						
Utility	\$ 49,379.20	8	1	1	1								0							
Job Group Total:			202	150	101	27	12	5	0	0	5	52	35	5	9	0	0	0	0	3

Appendix D

Employment Practices

Charts

Hires-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9																	
10	2 - Professionals																
11	Number Applied	112	37	42	9	-	-	8	3	50	22	3	2	-	-	9	1
12	Total Hires	3	-	1	-	-	-	1	-	1	-	-	-	-	-	-	-
13	Selection Rate	2.7%	0.0%	2.4%	0.0%	N/A	N/A	12.5%	0.0%	2.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
14	Ratio to Highest Rate	100.0%	NA	19.0%	0.0%	N/A	N/A	100.0%	0.0%	16.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
15	Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A
16																	
17	3 - Technicians																
18	Number Applied	14	1	6	-	-	-	-	-	7	1	1	-	-	-	-	-
19	Total Hires	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Selection Rate	14.3%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
21	Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
22	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
23																	
24	4 - Protective Service																
25	Number Applied	23	2	5	-	1	-	2	-	15	2	-	-	-	-	-	-
26	Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
27	Selection Rate	4.3%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	N/A	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
28	Ratio to Highest Rate	100.0%	NA	0.0%	N/A	0.0%	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
29	Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
30																	
31	5 - Paraprofessional																
32	Number Applied	52	22	16	1	1	-	1	4	29	12	-	1	-	-	5	4
33	Total Hires	2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-
34	Selection Rate	3.8%	4.5%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	8.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
35	Ratio to Highest Rate	84.6%	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	66.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
36	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
37																	
38	6 - Administrative Support																
39	Number Applied	153	283	47	77	1	-	9	15	69	165	12	14	3	-	12	12
40	Total Hires	2	8	1	2	-	-	-	-	-	4	-	-	-	-	1	2
41	Selection Rate	1.3%	2.8%	2.1%	2.6%	N/A	N/A	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	N/A	N/A	8.3%	16.7%
42	Ratio to Highest Rate	46.2%	100.0%	12.8%	15.6%	N/A	N/A	0.0%	0.0%	0.0%	14.5%	0.0%	0.0%	N/A	N/A	50.0%	100.0%
43	Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	No
44																	

44	7 - Skilled Craft																	
45	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46	Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
48	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	8 - Service-Maintenance																	
51	Number Applied	116	29	13	4	-	-	13	4	89	18	-	1	-	-	1	2	
52	Total Hires	12	5	3	-	-	-	2	2	6	3	-	-	-	-	1	-	
53	Selection Rate	10.3%	17.2%	23.1%	0.0%	N/A	N/A	15.4%	50.0%	6.7%	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	
54	Ratio to Highest Rate	60.0%	100.0%	46.2%	0.0%	N/A	N/A	30.8%	100.0%	13.5%	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	
55	Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	
56	Notes:																	
57																		
58																		
59																		
60																		
61																		
62																		
63		Total		W		AI/AN		B		H/L		A		NHOPI		M		
64	Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
65	Number Applied	6	6	2	3	1	1	-	-	3	1	-	1	-	-	-	-	
66	Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
67	Selection Rate	0.0%	16.7%	0.0%	33.3%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	
68		Total		W		AI/AN		B		H/L		A		NHOPI		M		
69	Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
70	Number Applied	16	4	-	1	-	-	5	-	9	1	1	1	-	-	1	1	
71	Total Hires	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
72	Selection Rate	6.3%	0.0%	N/A	0.0%	N/A	N/A	20.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	
73	Notes:																	
74																		
75																		

Promotions-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Job Category (Use EEO-4)		Total		W		AI/AN		B		H/L		A		NHOPI		M	
2	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																	
4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	2 - Professionals																	
10	30	20	11	3	-	-	-	1	2	18	13	-	1	-	-	-	-	1
11	6	2	4	-	-	-	-	-	1	2	1	-	-	-	-	-	-	-
12	20.0%	10.0%	36.4%	0.0%	N/A	N/A	0.0%	50.0%	11.1%	7.7%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	
13	100.0%	50.0%	72.7%	0.0%	N/A	N/A	0.0%	100.0%	22.2%	15.4%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	
14	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	N/A	Yes	
15	3 - Technicians																	
16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	4 - Protective Service																	
22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26	5 - Paraprofessional																	
27	46	19	14	-	1	-	-	-	3	26	11	-	1	-	-	-	5	4
28	3	2	-	-	-	-	-	-	-	3	1	-	-	-	-	-	-	1
29	6.5%	10.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	11.5%	9.1%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	25.0%
30	62.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	46.2%	36.4%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	100.0%
31	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No
32	6 - Administrative Support																	
33	6	5	2	2	-	-	-	-	3	3	1	-	-	-	-	-	-	-
34	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
35	33.3%	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	33.3%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	
36	100.0%	NA	100.0%	0.0%	N/A	N/A	N/A	N/A	66.7%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	
37	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	

	W	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
7 - Skilled Craft																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 -Service-Maintenance																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Notes:																
Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	6	6	2	3	1	1	-	-	3	1	-	1	-	-	-	-
Total Promotions	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	50.0%	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	33.3%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
	Total		W		AI/AN		B		H/L		A		NHOPI		M	
Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	16	4	-	1	-	-	5	-	9	1	1	1	-	-	1	1
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	6.3%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	11.1%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%
Notes:																

Training-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Total Workforce	6	6	4	3	-	-	-	1	2	1	-	-	-	-	-	1
5	Total Trained	6	6	4	3	-	-	-	1	2	1	-	-	-	-	-	1
6	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
7	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
8	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
9																	
10	2 - Professionals																
11	Total Workforce	12	1	6	-	-	-	-	-	5	1	1	-	-	-	-	-
12	Total Trained	12	1	6	-	-	-	-	-	5	1	1	-	-	-	-	-
13	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
14	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
15	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
16																	
17	3 - Technicians																
18	Total Workforce	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
19	Total Trained	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
20	Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23																	
24	4 - Protective Service																
25	Total Workforce	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
26	Total Trained	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
27	Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
28	Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
29	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30																	
31	5 - Paraprofessional																
32	Total Workforce	14	6	5	1	-	-	1	1	7	3	-	-	-	-	1	1
33	Total Trained	14	6	5	1	-	-	1	1	7	3	-	-	-	-	1	1
34	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
35	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
36	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
37																	
38	6 - Administrative Support																
39	Total Workforce	7	13	1	3	-	-	-	1	6	8	-	1	-	-	-	-
40	Total Trained	7	13	1	3	-	-	-	1	6	8	-	1	-	-	-	-
41	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
42	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
43	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
44																	

45	7 - Skilled Craft																
46	Total Workforce	23	1	2	-	-	-	-	2	1	19	-	-	-	-	-	-
47	Total Trained	23	1	2	-	-	-	-	2	1	19	-	-	-	-	-	-
48	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51																	
52	8 -Service-Maintenance																
53	Total Workforce	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
54	Total Trained	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
55	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
56	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
57	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
58																	
59	Notes:																
60																	

Terminations-Reporting Period Beginning April 2020

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	6	6	4	3				1	2	1						1
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	6						5	1	1					
Total Involuntary Terminations	1	-	1													
Involuntary Termination Rate	8.3%	0.0%	16.7%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	1	-							1							
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-						1		2						
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	14	6	5	1				1	1	7	3					1
Total Involuntary Terminations	1	-								1						
Involuntary Termination Rate	7.1%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	7	13	1	3					1	6	8		1			
Total Involuntary Terminations	1	1	1	1												
Involuntary Termination Rate	14.3%	7.7%	100.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	53.8%	100.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A

62																	
63	7 - Skilled Craft																
64	Total Workforce	23	1	2				2	1	19	-	-	-	-	-	-	-
65	Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
69	Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
70	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
71	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
72																	
73	8 - Service-Maintenance																
74	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	-	-	3
75	Total Involuntary Terminations	5	1	1				-	1	4		-	-	-	-	-	-
79	Involuntary Termination Rate	4.8%	2.3%	6.3%	0.0%	N/A	N/A	0.0%	12.5%	5.5%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
80	Ratio to Lowest Rate	47.3%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
81	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
82																	
83	Notes:																
84																	

Discipline-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/OPI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Total Workforce	6	6	4	3			-	1	2	1	-	-	-	-	-	1
5	Verbal	-	-					-		-		-	-	-	-	-	-
9	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
10	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
12	Written	-	-					-		-		-	-	-	-	-	-
16	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
17	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
18	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
19	Suspension	-	-					-		-		-	-	-	-	-	-
23	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
24	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
25	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
26	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-
30	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
31	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
32	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
33	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-
37	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
38	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
39	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
40	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-
44	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
45	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
46	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
47																	

47	2 - Professionals															
48	Total Workforce	12	1	6					-	-	5	1	1	-	-	-
49	Verbal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
50	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
51	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
52	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
53	Written	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
54	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
55	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
56	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
57	Suspension	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
59	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
60	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
61	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
63	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
64	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
65	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
66	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
67	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
68	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
69	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
71	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
72	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
73	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
74	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
75	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
76	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
77	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
78	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
79	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
80	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
81	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
82	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
83	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
84	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
85	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
87	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
88	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
89	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
90	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
91	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
92	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A

92																	
93	3 - Technicians																
94	Total Workforce	1	-							1	-	-	-	-	-	-	-
95	Verbal	-	-							-	-	-	-	-	-	-	-
99	Discipline Rate	0.0%	N/A	0.0%	N/A												
100	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
101	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
102	Written	-	-							-	-	-	-	-	-	-	-
106	Discipline Rate	0.0%	N/A	0.0%	N/A												
107	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
108	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
109	Suspension	-	-							-	-	-	-	-	-	-	-
113	Discipline Rate	0.0%	N/A	0.0%	N/A												
114	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
115	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
116	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-
120	Discipline Rate	0.0%	N/A	0.0%	N/A												
121	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
122	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
123	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-
127	Discipline Rate	0.0%	N/A	0.0%	N/A												
128	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
129	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
130	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-
134	Discipline Rate	0.0%	N/A	0.0%	N/A												
135	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
136	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
137																	

137	4 - Protective Service																
138	Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
140	Verbal	-	-					-	-	-	-	-	-	-	-	-	-
144	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
145	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
146	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
147	Written	-	-					-	-	-	-	-	-	-	-	-	-
151	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
152	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
153	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
154	Suspension	-	-					-	-	-	-	-	-	-	-	-	-
158	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
159	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
160	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
161	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
165	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
166	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
167	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
168	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
172	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
173	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
174	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
175	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
179	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
180	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
181	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						

83	5 - Paraprofessional																
84	Total Workforce	14	6	5	1			1	1	7	3	-	-	-	-	1	1
85	Verbal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
89	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
90	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
91	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
92	Written	7	4	4	2	-	-	-	2	3	-	-	-	-	-	-	-
96	Discipline Rate	50.0%	66.7%	80.0%	200.0%	N/A	N/A	0.0%	200.0%	42.9%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
97	Ratio to Lowest Rate	100.0%	75.0%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
98	Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A	No	No
99	Suspension	3	2	-	1	-	-	-	-	3	1	-	-	-	-	-	-
03	Discipline Rate	21.4%	33.3%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	42.9%	33.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
04	Ratio to Lowest Rate	100.0%	64.3%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
05	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	No
06	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
11	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
12	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
13	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
18	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
19	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
20	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
25	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
26	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No

228	6 - Administrative Support															
229	Total Workforce	7	13	1	3			-	1	6	8	-	1	-	-	-
230	Verbal	1	-					-	-	1	-	-	-	-	-	-
234	Discipline Rate	14.3%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	16.7%	0.0%	N/A	0.0%	N/A	N/A	N/A
235	Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	0.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
236	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
237	Written	-	1					-	-	-	1	-	-	-	-	-
241	Discipline Rate	0.0%	7.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	12.5%	N/A	0.0%	N/A	N/A	N/A
242	Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	100.0%	N/A	N/A	N/A
243	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
244	Suspension	-	-					-	-	-	-	-	-	-	-	-
248	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
249	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
250	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
251	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
255	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
256	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
257	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
258	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
262	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
263	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
264	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
265	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
269	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
270	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
271	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
272																

273	7 - Skilled Craft																
274	Total Workforce	23	1	2			2	1	19	-	-	-	-	-	-	-	-
275	Verbal	2	-	-			1	-	1	-	-	-	-	-	-	-	-
279	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	50.0%	0.0%	5.3%	N/A						
280	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A						
281	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	No	No	N/A						
282	Written	2	-	-			-	-	2	-	-	-	-	-	-	-	-
286	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.5%	N/A						
287	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A						
288	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
289	Suspension	-	-	-			-	-	-	-	-	-	-	-	-	-	-
293	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
294	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
295	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
296	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-	-
300	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
301	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
302	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
303	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-	-
307	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
308	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
309	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
310	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-	-
314	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
315	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
316	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
217																	

117	8 - Service-Maintenance																
118																	
119	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	-	3	2
120	Verbal	60	28	8	1	-	-	3	5	46	19	-	-	-	-	3	3
124	Discipline Rate	57.7%	63.6%	50.0%	33.3%	N/A	N/A	37.5%	62.5%	63.0%	61.3%	0.0%	N/A	N/A	N/A	100.0%	N/A
125	Ratio to Lowest Rate	100.0%	90.7%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
126	Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
127	Written	23	10	2	1	-	-	-	-	19	9	-	-	-	-	2	-
131	Discipline Rate	22.1%	22.7%	12.5%	33.3%	N/A	N/A	0.0%	0.0%	26.0%	29.0%	0.0%	N/A	N/A	N/A	66.7%	N/A
132	Ratio to Lowest Rate	100.0%	97.3%	0.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
133	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
134	Suspension	32	9	3	1	-	-	2	-	24	6	1	-	-	-	1	3
138	Discipline Rate	30.8%	20.5%	18.8%	0.0%	N/A	N/A	25.0%	0.0%	32.9%	19.4%	25.0%	N/A	N/A	N/A	33.3%	N/A
139	Ratio to Lowest Rate	66.5%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
140	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	Yes	No	Yes	N/A	N/A	N/A	Yes	N/A
141	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
145	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
146	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
147	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
148	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
152	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
153	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
154	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
155	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
159	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
160	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
161	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
162																	

Hires-Reporting Period Beginning April 2021

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	112	37	42	9	-	-	8	3	50	22	3	2	-	-	9	1
Total Hires	3	-	1	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	2.7%	0.0%	2.4%	0.0%	N/A	N/A	12.5%	0.0%	2.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	19.0%	0.0%	N/A	N/A	100.0%	0.0%	16.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A
3 - Technicians																
Number Applied	14	1	6	-	-	-	-	-	7	1	1	-	-	-	-	-
Total Hires	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	23	2	5	-	1	-	2	-	15	2	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	4.3%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	N/A	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	0.0%	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	52	22	16	1	1	-	1	4	29	12	-	1	-	-	5	4
Total Hires	2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	3.8%	4.5%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	8.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	84.6%	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	66.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
6 - Administrative Support																
Number Applied	153	283	47	77	1	-	9	15	69	165	12	14	3	-	12	12
Total Hires	2	8	1	2	-	-	-	-	-	4	-	-	-	-	1	2
Selection Rate	1.3%	2.8%	2.1%	2.6%	N/A	N/A	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	N/A	N/A	8.3%	16.7%
Ratio to Highest Rate	46.2%	100.0%	12.8%	15.6%	N/A	N/A	0.0%	0.0%	0.0%	14.5%	0.0%	0.0%	N/A	N/A	50.0%	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	No

44	7 - Skilled Craft																	
45	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46	Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
48	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	8 - Service-Maintenance																	
51	Number Applied	116	29	13	4	-	-	13	4	89	18	-	1	-	-	1	2	
52	Total Hires	12	5	3	-	-	-	2	2	6	3	-	-	-	-	1	-	
53	Selection Rate	10.3%	17.2%	23.1%	0.0%	N/A	N/A	15.4%	50.0%	6.7%	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	
54	Ratio to Highest Rate	60.0%	100.0%	46.2%	0.0%	N/A	N/A	30.8%	100.0%	13.5%	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	
55	Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	
56	Notes:																	
57																		
58																		
59																		
60																		
61																		
62																		
63		Total		W		AI/AN		B		H/L		A		NHOPI		M		
64	Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
65	Number Applied	6	6	2	3	1	1	-	-	3	1	-	1	-	-	-	-	
66	Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
67	Selection Rate	0.0%	16.7%	0.0%	33.3%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	
68		Total		W		AI/AN		B		H/L		A		NHOPI		M		
69	Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
70	Number Applied	16	4	-	1	-	-	5	-	9	1	1	1	-	-	1	1	
71	Total Hires	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
72	Selection Rate	6.3%	0.0%	N/A	0.0%	N/A	N/A	20.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	
73																		

Promotions-Reporting Period Beginning April 2021

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	30	20	11	3	-	-	1	2	18	13	-	1	-	-	-	1
Total Promotions	6	2	4	-	-	-	-	1	2	1	-	-	-	-	-	-
Selection Rate	20.0%	10.0%	36.4%	0.0%	N/A	N/A	0.0%	50.0%	11.1%	7.7%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	50.0%	72.7%	0.0%	N/A	N/A	0.0%	100.0%	22.2%	15.4%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	46	19	14	-	1	-	-	3	26	11	-	1	-	-	5	4
Total Promotions	3	2	-	-	-	-	-	-	3	1	-	-	-	-	-	1
Selection Rate	6.5%	10.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	11.5%	9.1%	N/A	N/A	N/A	N/A	0.0%	25.0%
Ratio to Highest Rate	62.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	46.2%	36.4%	N/A	N/A	N/A	N/A	0.0%	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No
6 - Administrative Support																
Number Applied	6	5	2	2	-	-	-	-	3	3	1	-	-	-	-	-
Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	33.3%	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	33.3%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	N/A	N/A	66.7%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A

45	7 - Skilled Craft																	
46	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
48	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51																		
52	8 -Service-Maintenance																	
53	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
54	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
55	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
56	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
57	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
58																		
59	Notes:																	
60																		
61																		
62																		
63		Total		W		AI/AN		B		H/L		A		NHOPI		M		
64	Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
65	Number Applied	6	6	2	3	1	1	-	-	3	1	-	1	-	-	-	-	
66	Total Promotions	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-	
67	Selection Rate	50.0%	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	33.3%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	
68		Total		W		AI/AN		B		H/L		A		NHOPI		M		
69	Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
70	Number Applied	16	4	-	1	-	-	5	-	9	1	1	1	-	-	1	1	
71	Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	
72	Selection Rate	6.3%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	11.1%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	
73																		
74	Notes:																	
75																		

Training-Reporting Period Beginning April 2021

1	Job Category (Use EEO-4)		Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
2	1 - Officials & Administrators																	
3	Total Workforce																	
4	6	6	4	3	-	-	-	-	1	2	1	-	-	-	-	-	-	1
5	Total Trained																	
6	6	6	4	3	-	-	-	-	1	2	1	-	-	-	-	-	-	1
7	Training Rate																	
8	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
9	Ratio to Highest Rate																	
10	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)																	
12	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No
13	2 - Professionals																	
14	Total Workforce																	
15	12	1	6	-	-	-	-	-	-	5	1	1	-	-	-	-	-	-
16	Total Trained																	
17	12	1	6	-	-	-	-	-	-	5	1	1	-	-	-	-	-	-
18	Training Rate																	
19	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
20	Ratio to Highest Rate																	
21	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
22	Potential Adverse Impact (Yes/No)																	
23	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
24	3 - Technicians																	
25	Total Workforce																	
26	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
27	Total Trained																	
28	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
29	Training Rate																	
30	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
31	Ratio to Highest Rate																	
32	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
33	Potential Adverse Impact (Yes/No)																	
34	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
35	4 - Protective Service																	
36	Total Workforce																	
37	3	-	-	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
38	Total Trained																	
39	3	-	-	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
40	Training Rate																	
41	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
42	Ratio to Highest Rate																	
43	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
44	Potential Adverse Impact (Yes/No)																	
45	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
46	5 - Paraprofessional																	
47	Total Workforce																	
48	14	6	5	1	-	-	-	1	1	7	3	-	-	-	-	-	1	1
49	Total Trained																	
50	14	6	5	1	-	-	-	1	1	7	3	-	-	-	-	-	1	1
51	Training Rate																	
52	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%
53	Ratio to Highest Rate																	
54	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%
55	Potential Adverse Impact (Yes/No)																	
56	No	No	No	No	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No
57	6 - Administrative Support																	
58	Total Workforce																	
59	7	13	1	3	-	-	-	-	1	6	8	-	-	-	-	-	-	-
60	Total Trained																	
61	7	13	1	3	-	-	-	-	1	6	8	-	-	-	-	-	-	-
62	Training Rate																	
63	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
64	Ratio to Highest Rate																	
65	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A
66	Potential Adverse Impact (Yes/No)																	
67	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A	N/A

45	7 - Skilled Craft																
46	Total Workforce	23	1	2	-	-	-	2	1	19	-	-	-	-	-	-	-
47	Total Trained	23	1	2	-	-	-	2	1	19	-	-	-	-	-	-	-
48	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51																	
52	8 - Service-Maintenance																
53	Total Workforce	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
54	Total Trained	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
55	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
56	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
57	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
58																	
59	Notes:																
60																	

Terminations-Reporting Period Beginning April 2021

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	6	6	4	3			-	1	2	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	6				-	-	5	1	1	-	-	-	-	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	8.3%	0.0%	16.7%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	1	-					-	-	1	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	14	6	5	1			1	1	7	3	-	-	-	-	1	1
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	7.1%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
6 - Administrative Support																
Total Workforce	7	13	1	3			-	1	6	8	-	1	-	-	-	-
Total Involuntary Terminations	1	1	1	1			-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	14.3%	7.7%	100.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	53.8%	100.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A

63	7 - Skilled Craft															
64	Total Workforce	23	1	2				2	1	19	-	-	-	-	-	-
65	Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-
69	Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
70	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
71	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
72	8 - Service-Maintenance															
74	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	-	3
75	Total Involuntary Terminations	5	1	1				-	1	4		-	-	-	-	-
79	Involuntary Termination Rate	4.8%	2.3%	6.3%	0.0%	N/A	N/A	0.0%	12.5%	5.5%	0.0%	0.0%	N/A	N/A	N/A	0.0%
80	Ratio to Lowest Rate	47.3%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%
81	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No
82																
83	Notes:															
84																

Discipline-Reporting Period Beginning April 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Job Category (Use EEO-4)		Total		W		A/I/AN		B		H/L		A		NH/OPI		M	
2	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																	
4	Total Workforce	6	6	4	3			-	1	2	1	-	-	-	-	-	-	1
5	Verbal	-	-					-		-		-	-	-	-	-	-	-
9	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
10	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
12	Written	-	-					-		-		-	-	-	-	-	-	-
16	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
17	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
18	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
19	Suspension	-	-					-		-		-	-	-	-	-	-	-
23	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
24	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
25	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
26	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-	-
30	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
31	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
32	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
33	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-	-
37	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
38	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
39	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
40	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-	-
44	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
45	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
46	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
47																		

7																
8	2 - Professionals															
9	Total Workforce	12	1	6						5	1	1				
0	Verbal	-	-							-	-	-				
4	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
5	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
6	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
7	Written	-	-							-	-	-				
1	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
2	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
3	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
4	Suspension	-	-							-	-	-				
8	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
9	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
0	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
1	<Enter Discipline Type>	-	-							-	-	-				
5	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
6	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
7	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
8	<Enter Discipline Type>	-	-							-	-	-				
2	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
3	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
4	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
5	<Enter Discipline Type>	-	-							-	-	-				
9	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
0	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
1	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
2																

3	3 - Technicians															
4	Total Workforce	1	-							1	-	-	-	-	-	-
5	Verbal	-	-							-	-	-	-	-	-	-
9	Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A						
10	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A						
11	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A						
12	Written	-	-							-	-	-	-	-	-	-
16	Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A						
17	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A						
18	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A						
19	Suspension	-	-							-	-	-	-	-	-	-
13	Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A						
14	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A						
15	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A						
16	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-
20	Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A						
21	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A						
22	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A						
23	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-
27	Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A						
28	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A						
29	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A						
30	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-
34	Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A						
35	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A						
36	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A						
37																

137	4 - Protective Service																
138	Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
140	Verbal	-	-					-	-	-	-	-	-	-	-	-	-
144	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
145	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
146	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
147	Written	-	-					-	-	-	-	-	-	-	-	-	-
151	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
152	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
153	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
154	Suspension	-	-					-	-	-	-	-	-	-	-	-	-
158	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
159	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
160	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
161	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
165	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
166	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
167	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
168	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
172	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
173	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
174	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
175	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
179	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
180	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
181	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
182																	

182	5 - Paraprofessional																
184	Total Workforce	14	6	5	1			1	1	7	3	-	-	-	1	1	
185	Verbal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
189	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
190	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
191	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
192	Written	7	4	4	2	-	-	-	2	3	-	-	-	-	-	-	
196	Discipline Rate	50.0%	66.7%	80.0%	200.0%	N/A	N/A	0.0%	200.0%	42.9%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
197	Ratio to Lowest Rate	100.0%	75.0%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%
198	Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A	No	No
199	Suspension	3	2		1	-	-	-	-	3	1	-	-	-	-	-	
203	Discipline Rate	21.4%	33.3%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	42.9%	33.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
204	Ratio to Lowest Rate	100.0%	64.3%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
205	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	No
206	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
211	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
212	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
213	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
217	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
218	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
219	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
220	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
224	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
225	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
226	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
227																	

28	6 - Administrative Support															
29	Total Workforce	7	13	1	3			-	1	6	8	-	1	-	-	-
30	Verbal	1	-					-	-	1	-	-	-	-	-	-
34	Discipline Rate	14.3%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	16.7%	0.0%	N/A	0.0%	N/A	N/A	N/A
35	Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	0.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
36	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
37	Written	-	1					-	-	-	1	-	-	-	-	-
41	Discipline Rate	0.0%	7.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	12.5%	N/A	0.0%	N/A	N/A	N/A
42	Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	100.0%	N/A	N/A	N/A
43	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
44	Suspension	-	-					-	-	-	-	-	-	-	-	-
48	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
49	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
51	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
55	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
56	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
57	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
58	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
62	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
63	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
64	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
65	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
69	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
70	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
71	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
72																

72	7 - Skilled Craft															
73	Total Workforce	23	1	2			2	1	19	-	-	-	-	-	-	-
74	Verbal	2	-	-			1	-	1	-	-	-	-	-	-	-
75	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	50.0%	0.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A
76	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
77	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
78	Written	2	-	-			-	-	2	-	-	-	-	-	-	-
79	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.5%	N/A	N/A	N/A	N/A	N/A	N/A
80	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
81	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
82	Suspension	-	-	-			-	-	-	-	-	-	-	-	-	-
83	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
84	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
85	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
86	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
87	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
88	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
89	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
90	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
91	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
92	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
93	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
94	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
95	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
96	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
97	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
98	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
99	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
100	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
101	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
102	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
103	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
104	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
105	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
106	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
107	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
108	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
109	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
110	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
111	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
112	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
113	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
114	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
115	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
116	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
117	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
118	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-

317	8 - Service-Maintenance																
318																	
319	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	3	2	
320	Verbal	60	28	8	1	-		3	5	46	19	-	-	-	3	3	
324	Discipline Rate	57.7%	63.6%	50.0%	33.3%	N/A	N/A	37.5%	62.5%	63.0%	61.3%	0.0%	N/A	N/A	N/A	100.0%	N/A
325	Ratio to Lowest Rate	100.0%	90.7%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
326	Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
327	Written	23	10	2	1	-	-	-	-	19	9	-	-	-	2	-	
331	Discipline Rate	22.1%	22.7%	12.5%	33.3%	N/A	N/A	0.0%	0.0%	26.0%	29.0%	0.0%	N/A	N/A	N/A	66.7%	N/A
332	Ratio to Lowest Rate	100.0%	97.3%	0.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
333	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
334	Suspension	32	9	3		1	-	2	-	24	6	1	-	-	1	3	
338	Discipline Rate	30.8%	20.5%	18.8%	0.0%	N/A	N/A	25.0%	0.0%	32.9%	19.4%	25.0%	N/A	N/A	N/A	33.3%	N/A
339	Ratio to Lowest Rate	66.5%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
340	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	Yes	No	Yes	N/A	N/A	N/A	Yes	N/A
341	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
345	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
346	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
347	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
348	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
352	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
353	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
354	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
355	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
359	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
360	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
361	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
362																	

Hires-Reporting Period Beginning April 2022

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	9	3	2	1	-	-	-	-	6	-	-	1	-	-	1	1
Total Hires	3	1	2	-	-	-	-	-	1	-	-	1	-	-	-	-
Selection Rate	33.3%	33.3%	100.0%	0.0%	N/A	N/A	N/A	N/A	16.7%	N/A	N/A	100.0%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	16.7%	N/A	N/A	100.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	N/A	N/A	No	N/A	N/A	Yes	Yes
2 - Professionals																
Number Applied	9	12	1	2	-	-	-	-	7	5	-	1	-	-	1	4
Total Hires	3	3	1	1	-	-	-	-	1	1	-	1	-	-	1	-
Selection Rate	33.3%	25.0%	100.0%	50.0%	N/A	N/A	N/A	N/A	14.3%	20.0%	N/A	100.0%	N/A	N/A	100.0%	0.0%
Ratio to Highest Rate	100.0%	75.0%	100.0%	50.0%	N/A	N/A	N/A	N/A	14.3%	20.0%	N/A	100.0%	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	N/A	No	N/A	N/A	No	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	11	1	3	-	-	-	-	-	7	1	-	-	1	-	-	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	9.1%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	Yes	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	14	4	2	-	-	-	-	1	12	1	-	1	-	-	-	1
Total Hires	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	7.1%	25.0%	50.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	28.6%	100.0%	50.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	No	N/A	Yes	N/A	N/A	N/A	Yes
6 - Administrative Support																
Number Applied	59	69	13	13	-	1	3	3	35	41	3	1	-	-	5	10
Total Hires	6	16	2	3	-	-	1	-	3	13	-	-	-	-	-	-
Selection Rate	10.2%	23.2%	15.4%	23.1%	N/A	N/A	33.3%	0.0%	8.6%	31.7%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	43.9%	100.0%	46.2%	69.2%	N/A	N/A	100.0%	0.0%	25.7%	95.1%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	No	Yes	Yes	No	Yes	N/A	N/A	N/A	Yes	Yes

Promotions-Reporting Period Beginning April 2022

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	17	1	5				1		8	1			1		2	
Total Promotions	3	-	3				-		-	-			-		-	
Selection Rate	17.6%	0.0%	60.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	Yes	N/A	Yes	N/A
2 - Professionals																
Number Applied	20	7	10	2			5	1	5	1						3
Total Promotions	6	2	2	-			1	-	3	1					-	1
Selection Rate	30.0%	28.6%	20.0%	0.0%	N/A	N/A	20.0%	0.0%	60.0%	100.0%	N/A	N/A	N/A	N/A	N/A	33.3%
Ratio to Highest Rate	100.0%	95.2%	20.0%	0.0%	N/A	N/A	20.0%	0.0%	60.0%	100.0%	N/A	N/A	N/A	N/A	N/A	33.3%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	22	8	6	-	-	-	1	1	15	6	-	-	-	-	-	1
Total Promotions	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-	1
Selection Rate	4.5%	12.5%	0.0%	N/A	N/A	N/A	0.0%	0.0%	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	36.4%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Number Applied	16	16	1	4	-	-	3	-	8	10	-	-	-	-	4	2
Total Promotions	3	5	1	-	-	-	-	-	2	4	-	-	-	-	-	1
Selection Rate	18.8%	31.3%	100.0%	0.0%	N/A	N/A	0.0%	N/A	25.0%	40.0%	N/A	N/A	N/A	N/A	0.0%	50.0%
Ratio to Highest Rate	60.0%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	N/A	25.0%	40.0%	N/A	N/A	N/A	N/A	0.0%	50.0%
Potential Adverse Impact (Yes/No)	Yes	No	No	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes

44	7 - Skilled Craft																	
45	Number Applied	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	
46	Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	
47	Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
48	Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
49	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
50	8 - Service Maintenance																	
51	Number Applied	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
52	Total Promotions	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
53	Selection Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
54	Ratio to Highest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
55	Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
56	Notes:																	
57																		
58																		
59																		
60																		
61																		
62																		
63		Total		W		AI/AN		B		H/L		A		NHOPI		M		
64	Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
65	Number Applied	2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-	
66	Total Promotions	2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-	
67	Selection Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
68		Total		W		AI/AN		B		H/L		A		NHOPI		M		
69	Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
70	Number Applied	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
71	Total Promotions	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
72	Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
73	Notes:																	
74																		
75																		

Training-Reporting Period Beginning April 2022

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	7	6	3	3	-	-	-	-	3	2	1	-	-	-	-	1
Total Trained	7	6	3	3	-	-	-	-	3	2	1	-	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	15	5	7	-	-	-	-	1	8	3	-	-	-	-	-	1
Total Trained	15	5	7	-	-	-	-	1	8	3	-	-	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
3 - Technicians																
Total Workforce	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-	-	-	-	-	-	1	2	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	1	2	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	18	6	7	1	-	-	-	1	1	9	3	-	-	-	-	1
Total Trained	18	6	7	1	-	-	-	1	1	9	3	-	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	7	20	-	6	-	-	-	-	6	13	-	-	-	-	-	1
Total Trained	7	20	-	6	-	-	-	-	6	13	-	-	-	-	-	1
Training Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No

44	7 - Skilled Craft																
45	Total Workforce	26	1	2	-	-	-	2	1	22	-	-	-	-	-	-	-
46	Total Trained	26	1	2	-	-	-	2	1	22	-	-	-	-	-	-	-
47	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
48	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	8 - Service-Maintenance																
51	Total Workforce	126	43	19	3	-	-	10	8	89	30	4	-	-	-	4	2
52	Total Trained	126	43	19	3	-	-	10	8	89	30	4	-	-	-	4	2
53	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
54	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
55	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
56	Notes:																
57																	
58																	
59																	
60																	

Terminations-Reporting Period Beginning April 2022

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	7	6	3	3					3	2	1					1
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	15	5	7					1	8	3						1
Total Involuntary Terminations	1	-	1													
Involuntary Termination Rate	6.7%	0.0%	14.3%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
3 - Technicians																
Total Workforce	1	-							1							
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-						1	2							
Total Involuntary Terminations	-	-														
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	18	6	7	1				1	1	9	3					1
Total Involuntary Terminations	1	-						1								
Involuntary Termination Rate	5.6%	0.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	No	No	No	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Total Workforce	7	20		6						6	13					1
Total Involuntary Terminations	1	1	1	1												
Involuntary Termination Rate	14.3%	5.0%	N/A	16.7%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	35.0%	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No

63	7 - Skilled Craft																
64	Total Workforce	26	1	2				2	1	22	-	-	-	-	-	-	
65	Total Involuntary Terminations	1	-				-	-	1	-	-	-	-	-	-	-	
69	Involuntary Termination Rate	3.8%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	4.5%	N/A	N/A	N/A	N/A	N/A	N/A	
70	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	
71	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	
72																	
73	8 - Service Maintenance																
74	Total Workforce	126	43	19	3			10	8	89	30	4	-	-	-	4	2
75	Total Involuntary Terminations	7	2	1			1	1	4	1	1	-	-	-	-	1	-
79	Involuntary Termination Rate	5.6%	4.7%	5.3%	N/A	N/A	N/A	10.0%	12.5%	4.5%	3.3%	0.0%	N/A	N/A	N/A	25.0%	N/A
80	Ratio to Lowest Rate	83.7%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
81	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	Yes	N/A
82																	
83	Notes:																

Discipline-Reporting Period Beginning April 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Total Workforce	7	6	3	3			-		3	2	1		-	-	-	1
5	Verbal	-	-					-		-	-	-	-	-	-	-	-
9	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
10	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
12	Written	-	-					-		-	-	-	-	-	-	-	-
16	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
17	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
18	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
19	Suspension	-	-					-		-	-	-	-	-	-	-	-
23	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
24	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
25	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
26	<Enter Discipline Type>	-	-					-		-	-	-	-	-	-	-	-
30	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
31	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
32	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
33	<Enter Discipline Type>	-	-					-		-	-	-	-	-	-	-	-
37	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
38	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
39	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
40	<Enter Discipline Type>	-	-					-		-	-	-	-	-	-	-	-
44	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
45	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
46	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
47																	

7	2 - Professionals															
8	Total Workforce	15	5	7					1	8	3					1
9	Verbal	-	-													
0	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
4	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
5	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
6	Written	-	-													
7	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
1	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
2	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
3	Suspension	-	-													
4	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
8	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
9	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
0	<Enter Discipline Type>	-	-													
1	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
5	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
6	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
7	<Enter Discipline Type>	-	-													
8	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
2	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
3	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
4	<Enter Discipline Type>	-	-													
5	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
9	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
0	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
1																
2																

93	3 - Technicians																
94	Total Workforce	1	-						1	-	-	-	-	-	-	-	-
95	Verbal	-	-						-	-	-	-	-	-	-	-	-
99	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
100	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
101	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
102	Written	-	-						-	-	-	-	-	-	-	-	-
106	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
107	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
108	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
109	Suspension	-	-						-	-	-	-	-	-	-	-	-
113	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
114	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
115	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
116	<Enter Discipline Type>	-	-						-	-	-	-	-	-	-	-	-
120	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
121	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
122	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
123	<Enter Discipline Type>	-	-						-	-	-	-	-	-	-	-	-
127	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
128	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
129	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
130	<Enter Discipline Type>	-	-						-	-	-	-	-	-	-	-	-
134	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
135	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
136	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
137																	

138	4 - Protective Service															
139	Total Workforce	3	-				1	-	2	-	-	-	-	-	-	-
140	Verbal	-	-				-	-	-	-	-	-	-	-	-	-
144	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
145	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
146	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
147	Written	-	-				-	-	-	-	-	-	-	-	-	-
151	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
152	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
153	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
154	Suspension	-	-				-	-	-	-	-	-	-	-	-	-
158	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
159	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
160	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
161	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-
165	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
166	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
167	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
168	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-
172	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
173	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
174	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
175	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-
179	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
180	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
181	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
182																
183	5 - Paraprofessional															

183	5 - Paraprofessional																
184	Total Workforce	18	6	7	1		1	1	9	3	-	-	-	-	1	1	
185	Verbal	4	5				1	1	3	4							
189	Discipline Rate	22.2%	83.3%	0.0%	0.0%	N/A	N/A	100.0%	100.0%	33.3%	133.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
190	Ratio to Lowest Rate	100.0%	26.7%	100.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
191	Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	No	No
192	Written	7	8				2	2	5	6							
196	Discipline Rate	38.9%	133.3%	0.0%	0.0%	N/A	N/A	200.0%	200.0%	55.6%	200.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
197	Ratio to Lowest Rate	100.0%	29.2%	100.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
198	Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	No	No
199	Suspension	5	7				2	-	3	7							
203	Discipline Rate	27.8%	116.7%	0.0%	0.0%	N/A	N/A	200.0%	0.0%	33.3%	233.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
204	Ratio to Lowest Rate	100.0%	23.8%	100.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
205	Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	No	No
206	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-	
210	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
211	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
212	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
213	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-	
217	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
218	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
219	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
220	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-	
224	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
225	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
226	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No

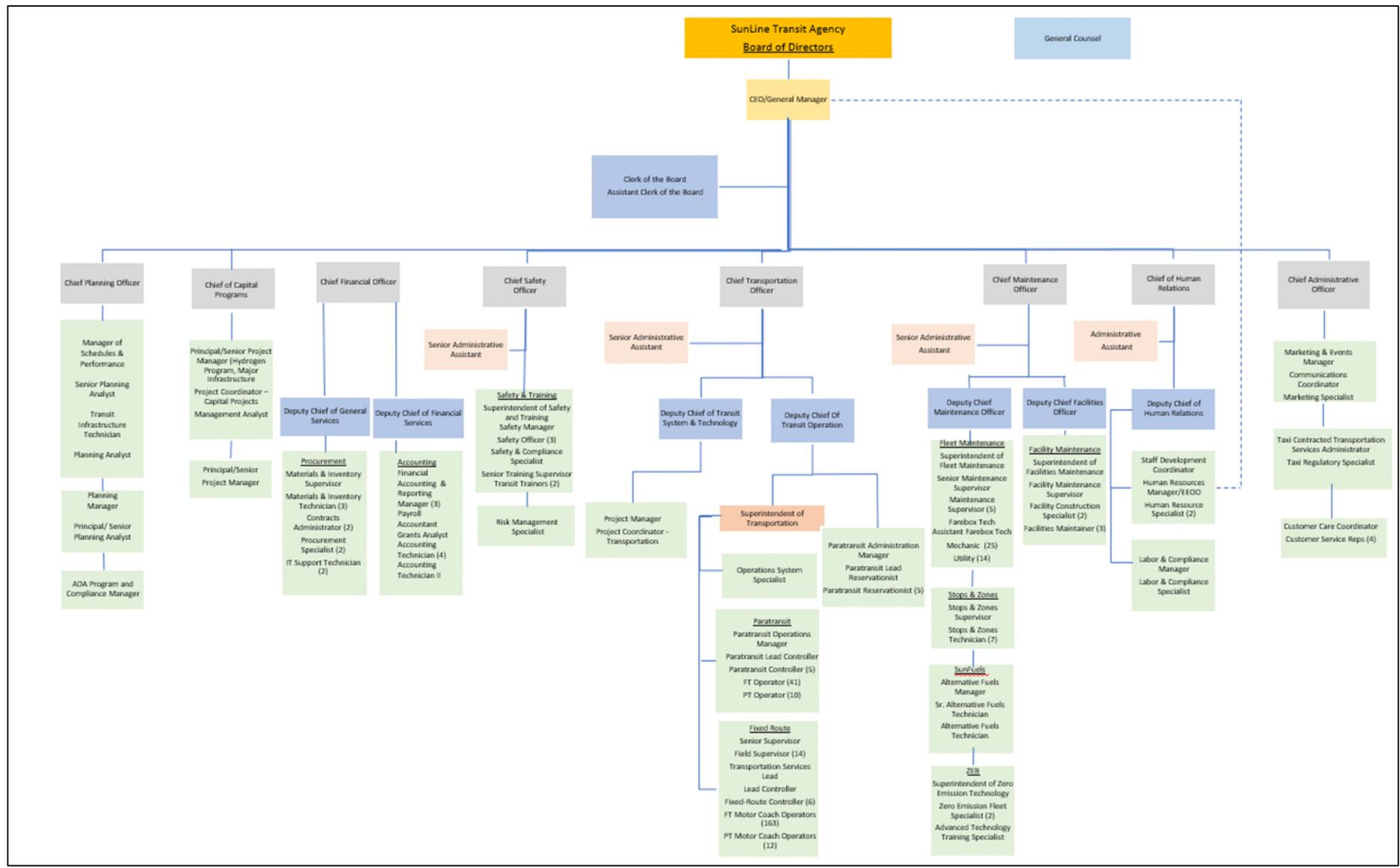
16	6 - Administrative Support																
17	Total Workforce	7	20		6					6	13					1	1
18	Verbal	2	1							2	1						
19	Discipline Rate	28.6%	5.0%	N/A	0.0%	N/A	N/A	N/A	N/A	33.3%	7.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
20	Ratio to Lowest Rate	17.5%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
21	Potential Adverse Impact (Yes/No)	Yes	No	N/A	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	No	No
22	Written	4	4							4	4						
23	Discipline Rate	57.1%	20.0%	N/A	0.0%	N/A	N/A	N/A	N/A	66.7%	30.8%	N/A	N/A	N/A	N/A	0.0%	0.0%
24	Ratio to Lowest Rate	35.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
25	Potential Adverse Impact (Yes/No)	Yes	No	N/A	No	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	No	No
26	Suspension	1	-							1	-						
27	Discipline Rate	14.3%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	16.7%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
28	Ratio to Lowest Rate	0.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
29	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
30	<Enter Discipline Type>	-	-							-	-					-	-
31	Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
32	Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
33	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
34	<Enter Discipline Type>	-	-							-	-					-	-
35	Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
36	Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
37	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
38	<Enter Discipline Type>	-	-							-	-					-	-
39	Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
40	Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
41	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
42																	

273	7 - Skilled Craft															
274	Total Workforce	26	1	2			2	1	22	-	-	-	-	-	-	-
275	Verbal	12	-	1			1	-	10	-	-	-	-	-	-	-
279	Discipline Rate	46.2%	0.0%	50.0%	N/A	N/A	50.0%	0.0%	45.5%	N/A						
280	Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	0.0%	100.0%	0.0%	N/A						
281	Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	Yes	No	Yes	N/A						
282	Written	2	-	1			-	-	1	-	-	-	-	-	-	-
286	Discipline Rate	7.7%	0.0%	50.0%	N/A	N/A	0.0%	0.0%	4.5%	N/A						
287	Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	N/A						
288	Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	No	No	No	N/A						
289	Suspension	3	-	1			-	-	2	-	-	-	-	-	-	-
293	Discipline Rate	11.5%	0.0%	50.0%	N/A	N/A	0.0%	0.0%	9.1%	N/A						
294	Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	N/A						
295	Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	No	No	No	N/A						
296	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
300	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A						
301	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A						
302	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	No	No	No	N/A						
303	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
307	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A						
308	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A						
309	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	No	No	No	N/A						
310	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
314	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	N/A						
315	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	N/A						
316	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	No	No	No	N/A						

318	8 - Service-Maintenance																
319	Total Workforce	126	43	19	3			10	8	89	30	4	-	-	-	4	2
320	Verbal	98	33	15	2	2		9	5	68	26	-	-	-	-	4	-
324	Discipline Rate	77.8%	76.7%	78.9%	N/A	N/A	N/A	90.0%	62.5%	76.4%	86.7%	0.0%	N/A	N/A	N/A	100.0%	N/A
325	Ratio to Lowest Rate	98.7%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
326	Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
327	Written	47	8	3		1	-	5	2	36	6	-	-	-	-	2	-
331	Discipline Rate	37.3%	18.6%	15.8%	N/A	N/A	N/A	50.0%	25.0%	40.4%	20.0%	0.0%	N/A	N/A	N/A	50.0%	N/A
332	Ratio to Lowest Rate	49.9%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
333	Potential Adverse Impact (Yes/No)	Yes	No	No	N/A	N/A	N/A	Yes	Yes	Yes	No	No	N/A	N/A	N/A	Yes	N/A
334	Suspension	34	13	2		-	-	1	-	28	13	-	-	-	-	3	-
338	Discipline Rate	27.0%	30.2%	10.5%	N/A	N/A	N/A	10.0%	0.0%	31.5%	43.3%	0.0%	N/A	N/A	N/A	75.0%	N/A
339	Ratio to Lowest Rate	100.0%	89.3%	0.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
340	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
341	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
345	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
346	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
347	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
348	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
352	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
353	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
354	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
355	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
359	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
360	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
361	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A

Appendix E

Organizational Chart



Appendix F

EEO Concurrence

Compliance Checklist



EEO Concurrence

New Hire and Promotions

<i>Human Resources</i>	<i>Recruitment Information</i>
------------------------	--------------------------------

Department Name _____ Dept. Number _____
 Title of Job to be Filled _____ Pay Grade _____
 Number of Positions to be Filled _____ Interview Date(s) _____
 EEO Job Category _____ Permanent Temporary Part Time

<i>For EEO Use Only</i>	<i>EEO Concurrence Checklist</i>
-------------------------	----------------------------------

- Is the EEO category underutilized? Yes No If yes, by which of the following:
 Women Disabled Black Hispanic Asian Native American Pacific Islander Mixed
- Indicate: Gender of person(s) selected: Male _____ Female _____
 Race of person(s) selected: Black _____ Hispanic _____ Asian _____ Native American _____
 Pacific Islander _____ Mixed _____ Caucasian _____
 Veteran _____ Non-Veteran _____ Unknown _____
 Person(s) with Disability _____ If Known _____
- Job Posting
 _____ Checked requisite posting period
 _____ Compared posting to job description
 _____ Reviewed justification for internal or departmental only posting (if applicable)
 _____ Verified Recruitment Plan – Ensure memo/e-mail is part of the packet
- Job Description Review
 _____ Determine whether this is an (1) existing position title or a (2) newly created position
 _____ Examine whether the hiring department currently has incumbents in this position
 _____ Check the reporting relationship to ensure it is appropriate for the position
 _____ Review the salary grade; and confirm that it is appropriate for the job/position title
 _____ Confirm the position has been placed in the proper EEO category
 _____ Review exempt/non-exempt status

5. Applicant Pool Analysis

- Qualification verification of (a) candidates selected for interview, or (b) audit/re-screen all applicants
- Confirm whether all candidates interviewed are eligible; justification for eligible candidates not interviewed
- Diversity check/utilization reviewed

6. Compensation Analysis

- Determination of internal salary parity
- Justification for placement level in range

7. Interview Review Process Examination

- Diversity in interview panel
- Interview questions reviewed prior to interviews being conducted
- Interview packet review (questions, ranking, inappropriate remarks)

Name and position of persons who interviewed candidates (first interview)

Name and position of persons who interviewed candidates (second interview)

8. Finalizing Review

- Identify EEO concerns, if any
- If rejected, discuss issue with HR representative, if appropriate – Note concurrence on packet or attach justification for rejection if unable to resolve EEO concerns

Comments: _____

Compliance Officer: _____ Date: _____

Appendix G

Goals & Timetables

2020 – 2023

Goals and Achievements

In SunLine's last report the minority population was ~~8076% an~~. ~~The last report also indicated an underutilization in the Service-Maintenance category for two female minority groups. no job group category was underutilized.~~ SunLine's current minority population is 82%. SunLine's current female population is 32%.

Since our last reporting we have increased our minority population by 6%. ~~We, but~~ are currently showing an underutilization of female incumbents in the following categories:

- Officials and Administrators (1)
- Professionals (5)
- Protective Services (2): including (1) Hispanic/Latino female
- Administrative Support (8): including (1) Black female and (1) Asian female
- Service and Maintenance (35): including (15) Hispanic/Latino females and five (5) Asian females in our Service-Maintenance category for two female minority groups. The two groups showing an underutilization for our current reporting period are: Hispanic/Latino (female) and Asian (female).

Although we still have an underutilization of females in our workforce; we are continuing to make strides to correct this area. In our previous evaluation, ~~29%~~ 26% of the workforce was female. Our total increased to 32% of the current workforce, a gain of 3%, indicating progress in this area. Since our last reporting SunLine continues to meet its goals for females in the following categories: ~~Officials and Administrators,~~ Technicians, ~~Protective Service,~~ Para-Professionals, and Skilled Craft Workers. Females are underutilized in the following job group categories: Officials and Administrators, Professionals, Protective Services, Administrative Support, and Service-Maintenance Workers.

We have and will continue to address this underutilization of females. In fact, SunLine has seen an increase in the number of females being hired since our last reporting period, increasing from 29% in 2020 report to the current 32% of the workforce population. ~~The increase in females hired has ranged from 21% to 50% per fiscal year.~~

The Short Term Placement Goals have been established to address the more immediate actions needed over the next year to achieve our Long Term Placement Goals. Recruiting efforts will continue to concentrate on both females and minorities with an emphasis on those job groups where underutilization has occurred. Efforts will be increased to attract females from similar like positions from other public agencies, the private sector, and the community at large. Recruitment efforts have been expanded, facilitated by Sunline's Hiring Project Action Team, a diverse group of agency staff dedicated to effective and fair recruitment, outreach, and timely hiring processes. ~~Searches will be made through trade publications and professional associations.~~ SunLine will utilize female staff from our underutilized categories at job fairs and public outreach events -to promote careers to females. The Agency will continue to develop internal female candidates, emphasizing promotional opportunities for long term careers with the agency. -

SunLine provides a variety of ongoing training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment prevention, continuing safety education, and alternative fuels training for mechanics, ~~mentor training for operators and management development.~~

One training program that has been implemented is SunLine University. ~~Classes are offered on property and~~ instructors range from department heads and managers, to professors from College of the Desert, our local community college. ~~During the Pandemic, classes were moved from in-person to online. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. Fortunately, SunLine has resumed in person professional growth training in 2024. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest.~~ We also offer external opportunities for growth with our Leadership Academy, Track 3B (SunLine University), participation in the Transit and Paratransit Management Certificate Program, and continuing to offer our Educational Reimbursement Program. These are some of the positive steps in our good faith efforts to contribute toward achieving our Affirmative Action goals.

SunLine's Long Term Goals are established to correct areas of female underutilization in the following EEO-4 Categories and are established for achievement in a four-year period:

- Increase female Official and Administrators by one (1) female
- Increase female Professionals by ~~five (5)~~6 females
- Increase female Protective Services by two (2) females; including one (1) Hispanic/Latino female
- Increase female Administrative Support by ~~89~~ females; including: one (1) Black female and one (1) Asian female
- Increase female Service-Maintenance Workers by ~~2048~~ females; including fifteen (15) Hispanic/Latino females, and five (5) Asian females

SunLine's Long Term Goals are established to correct areas of minority underutilization in the following EEO-4 Categories and are established for achievement in a four-year period

- Increase Male Asian Professionals by one (1)
- Increase Male Black Administrative Support by one (1)



**EQUAL EMPLOYMENT OPPORTUNITY
&
AFFIRMATIVE ACTION PROGRAM**

April 2024

**32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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Introduction

SunLine Transit Agency (SunLine) was formed as a Joint Powers Authority in July 1977 by Riverside County and the cities of the Coachella Valley to operate a public transit system within the eastern portion of Riverside County. As the valley matured and grew, each of the cities joined the JPA until finally, all nine were members. The current members are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and Riverside County.

SunLine is governed by a Board of Directors representing each of the ten entities. The County's representative is a member of the Board of Supervisors, and each city has its mayor or a member of its city council serve as its representative.

SunLine also operates the SunDial dial-a-ride system for persons with disabilities. SunLine's primary fixed route system operates 19 hours every day of the year with the exception of Thanksgiving and Christmas. Bargaining unit employees are represented by one of two unions. Motor Coach Operators, Paratransit Operators, Mechanics, Maintenance Supervisors and Facility Maintainers are represented by the Amalgamated Transit Union, Local 1277. Field Supervisors, Controllers, Paratransit Reservationists, Customer Service Representatives, Safety Officers, Transit Trainers, Accounting Technicians I & II, Accounting Clerks, Coin Counters, Grants Analysts, Senior Accountants, Contracts Assistant, Procurement Specialists, Material & Inventory Technicians and Materials & Inventory Supervisors are represented by the Teamsters Local 1932.

As of January 2024, SunLine employs 347 persons. SunLine is a proud supporter of Equal Employment Opportunity and Affirmative Action (EEO/AA). Our statement of policy and affirmative action goals reflect SunLine's commitment to maintain a diversified and motivated workforce.

Equal Employment Opportunity: Policy Statement

SunLine Transit Agency is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results-oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is “To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.” Fundamental to SunLine’s mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, disability, age, national origin, ancestry, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sexual orientation, pregnancy, victim of domestic violence, sexual assault, or stalking, protected veteran status, or any other legally protected status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

SunLine 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.

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, or EEO Officer. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency’s Affirmative Action Plans. Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. All department heads, managers and supervisors are assigned specific tasks in relation to SunLine's EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

The assignment of the operational task and accountability for implementing the EEO/AA programs is the responsibility of the EEO Officer. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Carissa Sanchez as the EEO Officer. She can be reached at (760) 343-3456 Ext. 1609 or via email at csanchez@sunline.org . The EEO Officer reports directly to me regarding EEO issues and acts with my authority with all levels of management, labor unions, and employees. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, department head or the EEO Officer. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

SunLine is committed to undertaking and developing a written nondiscrimination program that set forth the policies, practices and 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.

SunLine Transit Agency is committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

The successful achievement of SunLine's EEO/AA program goals will benefit all employees by creating a more diverse working environment.

Mona Babauta
CEO/General Manager
SunLine Transit Agency

Date

General Objectives

The general objectives of this Equal Employment Opportunity/Affirmative Action Program are to achieve and maintain employment levels for members of protected classes within the various job group categories throughout the organization in proportion to their availability in the local labor market. This will be achieved through targeted recruitments, increased hiring, promotion and training of qualified applicants and employees in these protected classes.

In order to achieve a work place that reflects the demographics of the communities served, SunLine will do the following:

- Evaluate personnel transactions and enforce the use of objective employment practices to ensure that members of these protected classes are not adversely impacted.
- Assign responsibility and accountability for Affirmative Action progress. The most crucial parts for the policy implementation are at the department heads, manager and supervisory levels where decisions affecting hiring, assignments, training, promotions, compensation and disciplinary actions are made.
- Provide training on personnel policies and fair employment practices to department heads, managers and supervisors to increase awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workplace.
- Advertise and target recruitments to these populations that are underrepresented at various levels of the organization.
- Ensure that employees of an underrepresented class are provided the opportunity to attend necessary training and/or given special projects or assignments to make them competitive for promotions.
- Partner with local schools, colleges and universities to target underrepresented groups within a job group category to provide internships and promote development within an occupational specialty.
- Ensure employee recognition and incentives for performance and contributions to SunLine are awarded fairly to all employees regardless of status.

Designation of Responsibility

A. Program Responsibility

The primary responsibility for the establishment of the EEO/Affirmative Action Program rests with SunLine's Board of Directors. They are charged to:

- Set policy and provide leadership necessary to achieve affirmative action goals.
- Express commitment to the goal of establishing work force parity with the community's qualified work force.

The Board of Directors designates the CEO/General Manager to express and carry out the responsibilities of the Board of Directors on a day-to-day basis.

B. EEO Officer Responsibilities

The assignment of the operational tasks and accountability for implementing the EEO/Affirmative Action program is the responsibility of the EEO Officer. An Effective EEO officer exhibits the following essential characteristics:

- Sensitivity to, and subject-matter expertise of, the varied ways in which discrimination occurs.
- Total commitment to EEO goals and objectives.
- General understanding of civil rights laws, policies, rules, regulations, and guidelines.
- Sufficient authority and ability to work and communicate with others (e.g., department heads) to achieve EEO goals and objectives.

The EEO Officer shall have the responsibility to audit the requirements of the program and to:

- Establish and direct SunLine's EEO/AA Program to meet federal and state requirements and achieve utilization goals.
- Develop and reaffirm equal employment opportunity in all personnel actions taken by SunLine.
- Create a pro-active attitude among members of the management team for formal dissemination, both internal and external.
- Discuss equal opportunity at meetings with management staff members.
- Assure that management members understand their personal performance evaluations will reflect their performance as measured against the EEO/Affirmative Action Program.
- Develop the EEO/Affirmative Action Program and techniques for communication of policy. Provide training to all responsible personnel.
- Ensure the job-relatedness of all aspects of the personnel processes and concurs in all hires and promotions.

- Improve recruitment efforts to increase the number of qualified minority, women and disabled applicants.
- Inform all new employees of the EEO/Affirmative Action Program and Discrimination Complaint procedure. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- Investigate any discrimination complaint filed by employees and/ or applicants, and recommend appropriate remedies. Track all complaints, records of EEO inquiry and submits annual reports to that effect.
- Reporting at least semiannually to the CEO/GM on each department's progress in relation to the Agency's goals and on contractor and vendor compliance.
- Submits status reports concerning the program to the Board of Directors through the CEO/General Manager.
- Identify EEO/Affirmative Action problem area. Assist managerial and supervisory personnel in arriving at solutions to EEO/Affirmative Action problems and assists management in collecting and analyzing employment data.
- Design and implement audit and reporting systems which will:
 - Measure program effectiveness
 - Identify areas requiring remedial action
 - Determine degree to which goals and objectives have been attained
- Serve as liaison between SunLine and relevant enforcement/reporting agencies and minority organizations as well as community action groups concerned with employment opportunities of minorities, women and the disabled.
- Assists in recruiting minority, persons with disabilities and women applicants and establish outreach sources for use by Human Resources.
- Assist in the identification of EEO/Affirmative Action problem areas and establishing of departmental goals and objectives.
- Become actively involved with local minority organizations, women's organizations, community action groups and community service programs.
- Perform periodic audits of training programs, hiring and promotion patterns to remove, as necessary, impediments to the attainment of SunLine's goals and objectives.
- Conduct regular discussions with supervisors and employees to be certain the EEO/Affirmative Action Policy is being followed.
- Conduct a review of the qualifications of all employees to ensure that minorities, women and persons with disabilities are given full opportunities for transfers and promotions.
- In conjunction with human resources, periodically reviewing employment practices policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
- Provide career counseling for all employees.

- Conduct periodic audits to ensure that:
 - Appropriate EEO/Affirmative Action posters are properly displayed.
 - All employee facilities are, in fact, desegregated, both in policy and use, and that locker rooms and restrooms are comparable for both sexes.
 - Minority, female and persons with disabilities are afforded a full opportunity and are encouraged to participate in all of SunLine’s sponsored educational, training, recreational, and social activities.
- Understand that their work performance is being evaluated on the basis of their EEO/Affirmative Action efforts and results, as well as other criteria.
- Take action to ensure acceptance by all employees of those placed through affirmative action efforts.
- Ensure that all interviews, offer of employment and/or wage commitments (equal pay regardless of race or sex) are consistent with the EEO guidelines.
- Participates in the review and/or investigation of complaints alleging discrimination.

Independence and impartiality are the hallmark of a strong EEO function. To ensure that no conflicts of position or conflicts of interest occurs, or appear to occur, the EEO Officer will have a direct reporting relationship with the CEO/General Manager of SunLine. This reporting relationship will facilitate an impartiality from the roles and responsibilities of the EEO Officer from HR Officials and HR functions, particularly when conducting EEO investigations and making EEO related decisions. When appropriate, an outside contractor will be employed when any conflict of interest arises between the EEO Officer and HR Officials in the investigation of complaints.

C. Responsibilities of Management

All department heads, managers and supervisors are responsible to work with the EEO/Affirmative Action Officer to ensure the effectiveness of the affirmative action program include, but are not limited to, the following:

- Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).
- Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.

- Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.
- Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

Dissemination of Policy

A variety of means will be used to disseminate the program to employees, job applications, and the community. The EEO/Affirmative Action Officer is responsible to ensure that all of the following are accomplished:

A. Internal Dissemination

SunLine's written and signed policy statement from the CEO/General Manager (page 4-5) is printed and posted in common areas such as breakrooms.

The SunLine Board of Directors is committed to supporting the EEO/Affirmative Action Program as indicated in the "Policy Statement" section and the section to follow:

Meetings are held with employees and affinity groups to seek input on the EEO Program and its implementation. The following policy statement is included in the Employee Handbook, which is given to all employees at the time of hire:

SunLine is an Equal Employment Opportunity/Affirmative Action employer and is committed to a policy of equal employment opportunity for applicants and employees. As an equal opportunity employer decisions made concerning employment with SunLine will not be based on race, sex, color, ancestry, national origin, alienage, gender, sexual orientation, religion, creed, age, marital status, family status, pregnancy, military status, veteran status, medical condition, disability, genetic information or any other legally protected status. Employment decisions will comply with all laws prohibiting discrimination. SunLine's employment practices seek to place employees in the job that best suits their abilities, interests, and skills, as well as SunLine's needs.

SunLine recognizes the value of different cultures and their meaningful contributions to the development of our society.

The Harassment Policy is also disseminated to employees through the Employee Handbook, which is provided to all employees as a part of their orientation process. The Employee Handbook states:

In keeping with our commitment to provide a work environment that is free of discrimination, SunLine strictly prohibits and will not tolerate harassment in any form, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, disability, veteran status or genetics. Verbal, physical and visual conduct that create an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance is also considered harassment.

Meetings and roundtable discussions are held with all levels of management semi-annually to discuss the EEO Program and its implementation. Our management policy prohibits any employee or management person from any conduct (acts, words, or suggestions), which could be interpreted as related to sexual suggestion or harassment.

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals involved (generally in writing) to their supervisor. The Human Resources Department receives and reviews all complaints. If the determination from the Human Resources Department that the particular complaints fall within the guidelines for further investigation regarding possible EEO/Affirmative Action violations, the EEO/Affirmative Action Officer will investigate all such claims, all complaints demand a file to be opened and are tracked through filing systems of the Compliance Office. The complete particulars and appropriate corrective action may be reviewed with the CEO/General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and prohibition of harassment of any kind, supervisors, managers and department heads are held to even higher standard because of their position of authority.

The actions that may be taken against an offender are the same as for any other disciplinary action. They include an oral warning, written warning, suspension and/or discharge. In addition to any disciplinary action, the offender may also be ordered to participate in non-disciplinary programs such as the Employee Assistance Program.

The actions which may be taken for the victim include written apology, shielding from backlash or retaliation, retraction of improper adverse action, leave of absence or special counseling.

To ensure that all current employees are aware of job opportunities for promotion and/or transfer, SunLine uses a job posting system. All postings are placed on all SunLine bulletin boards and posted on SunLine's intranet page.

SunLine posts the required federal and state EEO posters on all SunLine bulletin boards.

Certain employees of SunLine are currently represented by the Amalgamated Transit Union (ATU). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following nondiscrimination provision in Article G-2, Section 1, paragraph 2:

SunLine and the Union agree that they shall not discriminate against any employee because of race, color, sex, sexual orientation, age, national origin, political or religious opinions or affiliation or citizenship status. SunLine and the Union shall meet and confer on any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.

Certain employees of SunLine are currently represented by the International Brotherhood of Teamsters (Teamsters). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following nondiscrimination provision in Section 6.4.2

SUNLINE and TEAMSTERS agree not to discriminate against an employee because of race, color, sex, age, marital status, religious creed, national origin, ancestry, disability, medical condition, sexual orientation or citizenship status. Employees must address these concerns via HR Policy and Procedure and these complaints are not subject to the grievance procedure.

EEO training is conducted periodically for all employees and for managers. All new supervisors or managers receive EEO training within 90 days of hire or their appointment, if promoted.

B. External Dissemination

All recruiting sources are informed of SunLine’s EEO/Affirmative Action Program both orally and in writing. These sources are requested to actively recruit minorities, women and persons with disabilities for all positions listed.

When employment advertisements are placed they are placed in minority as well as other news media. All advertisements will contain the footer, “An EEO/Affirmative Action Employer.”

Appropriate minority and women’s organizations, community agencies, community leaders, secondary school, and colleges are notified of SunLine’s policy.

Prospective employees are informed of the existence of the EEO/Affirmative Action Program and such elements that will enable them to avail themselves of its benefits.

Written notification of this policy is sent to all contractors, sub-contractors, vendors and suppliers requesting appropriate action on their part.

Utilization Analysis

The purpose of a utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. The utilization analysis is also used to set placement goals for job groups that experienced underutilization.

SunLine's utilization analysis is comprised of three parts. These parts are:

- Examination of current workforce
- Availability analysis
- Utilization analysis with goals for next period

The current workforce analysis is based on SunLine's employment records as of March 2023 . The appendices following this document are: "Job Group Analysis and Description", "Utilization Analysis by Job Category Chart", "Salary Analysis", "Employment Practices Charts", "Organizational Chart", and "EEO Concurrence Compliance Checklist".

Availability analysis was completed by analyzing the eight factors listed in the Federal Register Affirmative Action Program guidelines to arrive at the percent of females and minorities available in each job group. The EEO-ALL06W Chart from the EEO Tabulation 2014-2018 (5-year ACS data) for Riverside County (the recruiting area for SunLine) was the source data. The eight factors are:

- Minority and female population in the applicable labor market area
- Minority and female unemployment force in the applicable labor market
- Percent of minority and female workforce as compared with the total workforce in the labor market area
- General availability of minorities and females having requisite skills in the labor market area
- The availability of minorities and females having requisite skills in an area in which SunLine can reasonably recruit; an expanded area may be utilized in some efforts
- The availability of promotable minorities and females in SunLine
- The existence of training institutions capable of training a person requisite skills
- The degree of training SunLine is reasonably able to undertake as a means of making all job classes available to minorities and females

Goals and Timetables

In SunLine's last report the minority population was 80%. The last report also indicated an underutilization in the Service-Maintenance category for two female minority groups. SunLine's current minority population is 82%. SunLine's current female population is 32%.

Since our last reporting we have increased our minority population by 6%. We are currently showing an underutilization of female incumbents in the following categories:

- Officials and Administrators (1)
- Professionals (5)
- Protective Services (2): including (1) Hispanic/Latino female
- Administrative Support (8): including (1) Black female and (1) Asian female
- Service and Maintenance (35): including (15) Hispanic/Latino females and five (5) Asian females

Although we still have an underutilization of females in our workforce; we are continuing to make strides to correct this area. In our previous evaluation, 29% of the workforce was female. Our total increased to 32% of the current workforce, a gain of 3%, indicating progress in this area. Since our last reporting SunLine continues to meet its goals for females in the following categories: Technicians, Para-Professionals, and Skilled Craft Workers. Females are underutilized in the following job group categories: Officials and Administrators, Professionals, Protective Services, Administrative Support, and Service-Maintenance Workers.

We have and will continue to address this underutilization of females. In fact, SunLine has seen an increase in the number of females being hired since our last reporting period, increasing from 29% in 2020 report to the current 32% of the workforce population

Goals for the period ahead are shown in Appendix B. The 80% rule of thumb or "Whole Person Rule" was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a goal was established.

In establishing placement goals, SunLine applied the following principles:

- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. The Placement goals are guideposts that may be used as a measure of SunLine's progress in remedying areas of underutilization in our workforce.
- In all employment decisions, SunLine makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.

- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Agency to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

SunLine believes that through our good faith efforts to making all aspects of our EEO/AA programs work, we will achieve our placement goals. These placement goals are attainable with continued outreach and recruitment efforts targeted towards increasing a diverse pool of qualified applicants and with the implementation of action-oriented programs.

The Short Term Placement Goals have been established to address the more immediate actions needed over the next year to achieve our Long Term Placement Goals. Recruiting efforts will continue to concentrate on both females and minorities with an emphasis on those job groups where underutilization has occurred. Efforts will be increased to attract females from similar positions from other public agencies, the private sector, and the community at large. Recruitment efforts have been expanded, facilitated by Sunline’s Hiring Project Action Team, a diverse group of agency staff dedicated to effective and fair recruitment, outreach, and timely hiring processes. SunLine will utilize female staff from our underutilized categories at job fairs and public outreach events to promote careers to females. The Agency will continue to develop internal female candidates, emphasizing promotional opportunities for long term careers with the agency.

SunLine provides a variety of ongoing training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment prevention, continuing safety education, and alternative fuels training for mechanics.

One training program that has been implemented is SunLine University. Instructors range from department heads and managers, to professors from College of the Desert, our local community college. During the Pandemic, classes were moved from in-person to online. Fortunately, SunLine has resumed in person professional growth training in 2024. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. We also offer external opportunities for growth with our Leadership Academy, Track 3B (SunLine University), participation in the Transit and Paratransit Management Certificate Program, and continuing to offer our Educational Reimbursement Program. These are some of the positive steps in our good faith efforts to contribute toward achieving our Affirmative Action goals.

SunLine’s Long Term Goals are established to correct areas of female underutilization in the following EEO-4 Categories and are established for achievement in a four-year period:

- Increase female Official and Administrators by one (1) female
- Increase female Professionals by five (5) females
- Increase female Protective Services by two (2) females; including one (1) Hispanic/Latino female

- Increase female Administrative Support by 8 females; including: one (1) Black female and one (1) Asian female
- Increase female Service-Maintenance Workers by 20 females; including fifteen (15) Hispanic/Latino females, and five (5) Asian females

SunLine's Long Term Goals are established to correct areas of minority underutilization in the following EEO-4 Categories and are established for achievement in a four-year period

- Increase Male Asian Professionals by one (1)
- Increase Male Black Administrative Support by one (1)

Affirmative Action Program

A review of total operations has been made to identify any problem area where appropriate corrective action will be instituted.

Underutilization is referenced in Appendix B for analysis. Goals have been established to provide needed correction.

Promotions and Transfers are available to all employees through our job posting system. All qualified employees (meeting minimum qualifications) who request a transfer or who apply for an opening are included in the selection processes. In all cases, SunLine will select the most qualified candidate to fill a vacant position.

Employment Application is in compliance with all legal requirements and has been revised to incorporate the provisions of the Americans with Disabilities Act (ADA).

Selection Criteria are uniform for all applicants competing for a specific position. All qualified applicants are considered equally. Supervisors and those who make hiring decisions are aware of SunLine's goals and are actively involved in their achievement.

Job Descriptions are written to eliminate any unfair advantages. Related equivalent experience can be used to qualify in lieu of educational requirements. For example, if a position requires a bachelor's degree and one year experience, an applicant with five years related equivalent work experience would qualify. That is, four years of experience to equal the degree requirement and one year of additional experience.

Testing consists of a formal interview panel and for some classifications, there is a basic skills tests consisting of 52 questions.

SunLine Sponsored Social Events and Special Programs are held for all employees and all employees are encouraged to participate.

All Facilities of SunLine are integrated. This includes offices, lunchrooms, restrooms, and all employee areas.

Seniority practices are governed by the MOU and the Employee Handbook. These seniority provisions do not have a disparate impact on minority group status or sex, for length of service or type of job held.

Management Support of this policy is insisted upon by the Board of Directors and the CEO/General Manager of SunLine Transit Agency.

Training for career improvement is provided to employees on an as-needed basis (i.e. mechanic's training). This training is given to all employees in a job group with no disparity by minority group status or sex.

Recruiting Area is large enough to include several minority communities. Public and private transportation is available equally to minority, females, and persons with disabilities.

Employee Attitude toward Equal Employment Opportunity is good and monitored by the Human Resources Department through exit interview and casual contact with various employees throughout SunLine. All employees have access to the Human Resources Department and other administrative management at all times, either casually or by appointment.

Technical Compliance is achieved through the posting of all required notices on SunLine bulletin boards. Applications for employment are retained in accordance with federal guidelines. Notice of our commitment to Equal Employment Opportunity/Affirmative Action is transmitted externally and internally as discussed elsewhere in this document.

SunLine Employee Handbook includes a special procedure for the investigation of complaints of discrimination or harassment under the Equal Employment Policy and Harassment Policy. This special procedure is as follows:

Employees who believe that they have been the subject of harassment, should contact (by phone, mail, or a visit) STA's representative for complaints or any STA supervisor or manager. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors or managers must report any complaints received immediately to the EEO Officer.

Employees also have the option of contacting the California Department of Fair Employment and Housing (DFEH) at <http://www.dfeh.ca>. or the federal Equal Employment Opportunity Commission (EEOC), www.eeoc.gov.

The EEO Officer will cause an investigation to be conducted by personally investigating or assigning appropriate staff or an external investigator. Everyone involved in an investigation will be admonished prior to any interviews that the matters under investigation are serious; that the employee/applicant must be honest and forthright in their responses; that they are not to discuss the matter with anyone other than the investigator; that they are not to interfere with the investigation or destroy evidence; and that retaliation against anyone participating in the investigation is prohibited.

The investigation process will incorporate the following:

- The complainant will be interviewed to clarify specific details about the alleged act(s) based on his or her recollection – the “who, what, when, where and why” of the incident; any witnesses or others who have mentioned similar treatment. Additionally, the

complainant would have the opportunity to provide any documents or evidence to support the claim.

- The accused will be interviewed to learn specific details about the alleged act based on his or her recollection. This is an opportunity for the accused to provide a response to the allegations and identify any witnesses, documents or other evidence regarding the specific allegations. The accused must be advised that, if the allegations are founded, he or she will be subject to disciplinary action up to and including termination.
- Interview witnesses and other individuals who may have first-hand knowledge regarding the matter(s) under investigation.
- Review any documents or evidence that may be available that are relevant to determining the facts of the case, which may include, but are not limited to, emails, computer usage, and video tapes.
- Conduct follow up interviews with the complainant, the accused or witnesses as may be necessary.
- Determine timeline of events, determine facts based on evidence, collaboration of witness statements, and witness credibility. Once the facts are established, the investigator must make a finding and recommendation. A finding may be, substantiated, partially substantiated, inconclusive, or unfounded.
- The investigator makes the determination as to the findings of the discrimination or harassment. If the complaint is deemed substantiated or partially substantiated, the EEO Officer will determine the appropriate action. The details and the decision response are to be reviewed with the General Manager/CEO before being implemented. The decision is final and binding.
- The EEO Officer will issue the decision to the complainant in a meeting and in writing and advise the accused of the decision in the same manner. He or she will assure that any disciplinary action determined is promptly taken.
- The final step is to advise witnesses and/or supervisors of the outcome only to the extent they may need to know to bring closure to the investigation. In addition, efforts to monitor the situation to protect the complainant and other potential victims are implemented.

Assessment of Employment Practices

SunLine has a policy to aggressively recruit the most qualified people to staff the agency. It affords equal opportunity for employment, selection, training, promotion, compensation and benefits to all persons without regard to race, color, age, sex, religion, national origin, marital status, disability, ancestry or any other protected class not related to the requirements of the work assignment.

The Human Resources Department shall be responsible for establishing recruitment and referral procedures and shall be responsible for all employment activity in SunLine.

SunLine actively seeks minorities and females for all employment opportunities. Recruitment orders and/or notices are distributed to various sources including, but not limited to, those agencies listed below:

Riverside County Workforce Development Center

44-199 Monroe Street

Indio, CA 92201

<https://rivcworkforce.com/Home> (includes website)

College of The Desert

43-500 Monterey Avenue

Palm Desert, CA 92260

CSU San Bernardino Palm Desert Campus

37500 Cook Street

Palm Desert, CA 92211

Transit Talent.com

www.transittalent.com

Indeed

www.indeed.com

Government Jobs

www.governmentjobs.com

Valley Wide Employment Expo

Fantasy Springs Casino Special Events Center

84245 Indio Springs Parkway

Indio, CA 92203

Community Outreach by the Outreach Team and the Hiring Project Action Team

Internal groups within SunLine dedicated to promoting new hires, promotional opportunities and long term careers at the agency.

The majority of applicants for positions below the professional and managerial level gain knowledge of openings through the state and county workforce development offices, SunLine's website: www.sunline.org, Indeed and Government Jobs that redirect applicants to the SunLine website and through the various organizations receiving a recruitment notice. An advertising campaign for Motor Coach Operators was conducted at local California DMV offices on the DMV electronic job posting board to attract applicants. Other sources of applicants are walk-ins and friends and relatives of SunLine employees.

Professional and managerial applicants are usually the result of highlighting high level positions in our external recruiting efforts, as well as utilizing recruitment firms for high level and difficult to fill positions.

The statistical information to support applicant flow data is voluntarily completed by applicants. A personnel requisition assists in tracking not only the sources of communicating the opening, but recording of applicants and source. In the current reporting period, April 2020 to June 2023, the applicant flow data evaluation shows that 37 % of our applicants are female and 76% are minority. Female applicants increased from the previous report from 35% to 37%, an increase of 2%. However, the number of minority applicants decreased since the last report, down 2% from 78% to the current 76%. This reflects the challenges of recruiting for both female and minority candidates, and recruitment and hiring in general, during the Pandemic. SunLine remains committed to diversity in recruitment and selection as we move forward.

Over the reporting period, eighteen (18) applicants self-identified as a person with a disability and applied for positions with the agency. Of the eighteen (18) applicants, four (4) were hired. Of the four (4) employees who self-identified as a person with a disability who were hired; one (1) was a Caucasian female; two (2) were Caucasian males; and one was a (1) Mixed Race male. Please see "Appendix D Employment Practices Charts" for the breakdown by year and cross-referenced by sex and race.

Over the reporting period, thirty-eight (38) applicants self-identified as a veteran and applied for positions with the agency. Of those thirty eight (38) applicants, three (3) were hired. Of the three (3) employees who self-identified as a veteran who were hired; one (1) was a Caucasian male; two (2) were Black males. Please see "Appendix D Employment Practices Charts" for the breakdown by year and cross-referenced by sex and race.

Selection procedures commence with the completion of an agency employment application.

The Human Resources Department conducts the initial review of the applicant's qualifications using a system specially designed to be relevant to the job specifications shown on the Personnel

Requisition and contained in the job description. Those applicants meeting the minimum requirements will be referred for an interview with the hiring manager or supervisor.

Prior to the panel interview, the Human Resources Department verifies previous employment history with the applicant as well as the driving record (for positions requiring a Class B driver's license, or which will involve driving company vehicles) and the DMV report is requested when the application is submitted.

Following the interview and subsequent testing (noted above), a review of all formal candidates with the hiring manager is conducted to select the most qualified applicants to participate in a panel interview.

Where interview panels are used, they shall include minority or female members wherever practical or applicable. Interview questions are pre-planned and all candidates will receive the same battery of questions. All questions are constructed in such a way as to assure that they are relevant to the job in question and in no way infringe on any individual privacy matters. In the event of any non-agency staff for a panel, the member will be given an orientation in proper interviewing techniques, including agency commitment to Equal Employment Opportunity/Affirmative Action guidelines prior to commencement of the interviews.

The applicants that complete the panel interview process are then considered for selection. If applicable, applicants for specified positions are given a written test of basic skills on a pass/fail basis. For positions that are represented by the union, Human Resources will review the terms and conditions of employment as agreed to in the Memorandum of Understanding. The best candidate is selected and a written conditional offer is made to the most qualified candidate. A formal, conditional offer is made that allows the agency to commence the required testing and background investigations.

The applications of finalists that are deemed eligible for hire will be filed for future consideration.

The results of all physical examinations required by SunLine prior to employment shall be used in confidence. No person outside of the Human Resources Department will be given specific results. However, any limitations or restrictions listed by the doctor will be discussed with the hiring news as part of an interactive process to determine any reasonable accommodations.

All new employees report to the Human Resources Department on their first day of employment for orientation. An orientation checklist is used to assure that all major areas of SunLine orientation, including special departmental procedures are covered. The employee, as well as the person(s) conducting the orientation, must sign the check list showing completion of each item. The completed checklist becomes a permanent part of the employee personnel file.

Seniority is not a part of any decision relation to promotions and transfers outside of the bargaining unit. Any matters within the bargaining unit which relate to seniority are contained in the MOU; such requirements have no disparate impact on any members of any protected class

of employee. With the job posting system mentioned earlier, SunLine demonstrates its desire to fill job vacancies by promotion, transfer or qualified internal candidates whenever possible. The skills, attitudes and abilities demonstrated by past performance will be evaluated in considering internal candidates.

Compensation and benefits programs of SunLine are administered according to SunLine policy and requirements as set forth in the MOU for the bargaining unit personnel. These policies are applied uniformly and have no relationship to race, color, national origin or any other protected class. Some benefit levels and SunLine contributions toward benefits may vary in amount by employee groups: non-bargaining unit and bargaining unit personnel. The variation is the result of a negotiated labor agreement. Therefore, these benefits and contributions are governed by the Employee Handbook and MOU.

Termination and Disciplinary practices are established for all personnel through the Employee Handbook and for bargaining unit employees, the MOU. An introductory period applies to all employees either as new hires or for transfers and promotions. If an employee during the introductory period is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released.

If an employee who has completed the introductory period performs in an unsatisfactory manner, the immediate supervisor will discuss the job performance with the employee. All employees are provided a period of time to improve performance deficiencies. The employee may be dismissed if no improvement is noted at the end of mutually agreed period of probation.

Discipline procedures are contained within SunLine's Employee Handbook for non-bargaining personnel and bargaining personnel are governed by the requirements of the MOU. All policies and procedures are progressive in nature and is administered without regard to any protected characteristics or classes.

The supervisor reviews the specific incident(s) with Human Resources prior to issuing the discipline that may result in loss of pay. This review has the purpose of assuring consistency in the application of policy and is a positive step toward the correction of the behavior. In the case of a disagreement between an employee and management all employees have access to the use of a grievance/complaint process which is set forth in the Employee Handbook and MOU of SunLine. No supervisor or department head may summarily dismiss an employee who has completed the orientation period.

When all corrective procedures have been exhausted, the employee is handled through appropriate and legal due process.

Internal Monitoring and Reporting Plan

In an effort to monitor goals and SunLine's commitment to Equal Employment/Affirmative Action, the EEO Officer is responsible for submitting an annual summary of the progress made over the preceding twelve (12) months to the General Manager/CEO. Assessments and any actions to provide correction will be determined and implemented. The evaluation process will highlight the policies and objectives that were accomplished. New objectives and timetables to remedy any deficiencies will be included in the report.

Subrecipients and contractors must conduct a detailed assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. Contracts contain language regarding complying with federal and state laws. SunLine Transit Agency does not have any subrecipients or contractors.

The EEO Officer audits personnel activity on a monthly basis in order to measure the effectiveness of the Affirmative Action Program. The following actions are key to the auditing and reporting system:

- Monitoring of all personnel activity including: placements, transfers, promotions, terminations, and compensation at all levels to ensure nondiscrimination.
- Requiring internal reporting on a scheduled basis as to the degree to which equal opportunity and organizational objectives are attained.
- Review report results will all levels of management.
- Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance.
- The department heads of Human Relations (HR) and Compliance serve on the SunLine negotiations team during contract negotiations with our collective bargaining units to ensure there is not disparate impact.

Complaints are monitored by the EEO Officer. Pages 19-20 detail the processes for filing a complaint and the investigation. Every effort is made to ensure investigations are completed in a timely manner. Once completed, the complainant and subject are notified in writing of the outcome. The findings are sent the head of the department of the employee who was the subject of the investigation. If the complaint was found to be sustained, the head of the department will assess what level of disciplinary action will be issued. The EEO Officer will recommend and conduct retraining.

Records are kept in accordance with SunLine Transit Agency Records Management Policy/Retention Schedule. The files are secured in the EEO Officer's office in a locked filing cabinet. The complaints are filed by date and the name of the subject of the investigation to monitor trends.

At least once a month the EEO Officer reviews workforce utilization by logging and tracking hiring, terminations and promotions within the Agency. The reports demonstrate the Agency's

recruitment and selection choices are based on considerations that do not involve any protected classes. The data gathered has been used in various ways to find the best format to report our progress to management and staff.

During the last reporting period, the incumbent EEO Officer regularly attended Chief's meetings and Executive Team meetings to update department heads, managers and supervisors on the state of the agency' EEO program. The EEO Officer will continue to inform and engage management on the status of the EEO program.

Monthly, recurring, one-on-one meetings are held with CEO/General Manager to discuss updates in the EEO office. Meetings are held more frequently if requested. Matters discussed with the CEO/General Manager include updates to program requirements, EEO-4 reporting and workforce utilization.

The Compliance Officer administered biannual, agency wide Sexual Harassment Prevention and Discrimination Prevention training to all Agency staff in November 2021 and November 2023, to meet the biannual prevention training requirements, as well as providing training to all new staff attending new employee orientation. The EEO officer will continue to assure that all Harassment and Discrimination Prevention training is completed as required.

Appendix A

Job Group Analysis and Description

OFFICIALS AND ADMINISTRATORS

JOB GROUP 1

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>CEO/GENERAL MANAGER CHIEF OF HUMAN RELATIONS CHIEF FINANCIAL OFFICER CHIEF TRANSPORTATION OFFICER CHIEF MAINTENANCE OFFICER CHIEF PERFORMANCE OFFICER CHIEF SAFETY OFFICER/TAXI ADMIN. CHIEF OF PUBLIC AFFAIRS & CLERK OF THE BOARD DEPUTY CHIEF FINANCIAL OFFICER DEPUTY CHIEF OF TRANSPORTATION DEPUTY CHIEF OPERATING OFFICER-MAINTENANCE DEPUTY CHIEF SAFETY OFFICER/TAXI ADMINISTRATOR</p>	<p>CEO/GENERAL MANAGER FEEDER POSITION(S): CHIEF PERFORMANCE OFFICER CHIEF OPERATIONS OFFICER CHIEF FINANCIAL OFFICER</p> <p>CHIEF OF HUMAN RELATIONS FEEDER POSITION(S): HUMAN RESOURCES MANAGER</p>	<p>CHIEF PERFORMANCE OFFICER FEEDER POSITION(S): DEPUTY CPO/CAPITAL PROJECTS</p> <p>CHIEF SAFETY OFFICER FEEDER POSITION(S): DEPUTY CHIEF SAFETY OFFICER</p>
<p>SKILL SET</p> <p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	<p>CHIEF FINANCIAL OFFICER FEEDER POSITION(S): DEPUTY CHIEF FINANCIAL OFFICER</p> <p>CHIEF OPERATING OFFICER FEEDER POSITION(S): DEPUTY COO SUPERINTENDENT OF TRANSPORTATION</p>	<p>DEPUTY CHIEF FINANCIAL OFFICER FEEDER POSITION(S): ACCOUNTING MANAGER</p> <p>DEPUTY CHIEF OPERATING OFFICER FEEDER POSITION(S): SUPERINTENDENT OF TRANSPORTATION</p> <p>DEPUTY CHIEF SAFETY OFFICER FEEDER POSITION(S): SENIOR SAFETY OFFICER</p>

www.sunline.org

PROFESSIONALS

JOB GROUP 2

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING MANAGER ALTERNATIVE FUELS MANAGER HUMAN RESOURCES MANAGER SUPERINTENDENT OF TRANSPORTATION FACILITIES MAINTENANCE SUPERINTENDENT SUPERINTENDENT OF SAFETY & TRAINING MATERIALS & INVENTORY MANAGER PARATRANSIT OPERATIONS MANAGER TAXI ADMINISTRATOR TRANSIT PLANNING MANAGER COMPLIANCE OFFICER</p>	<p>ALTERNATIVE FUELS MANAGER FEEDER POSITION(S): ALTERNATIVE FUELS TECHNICIAN</p> <p>HUMAN RESOURCES MANAGER FEEDER POSITION(S): HUMAN RESOURCES TECH.</p> <p>FACILITIES MAINT. SUPERINTENDENT FEEDER POSITION(S): FACILITIES MAINTENANCE SUPERVISOR</p> <p>MATERIALS & INVENTORY MANAGER FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>ACCOUNTING MANAGER FEEDER POSITION(S): SENIOR ACCOUNTANT</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p>	<p>SUPERINTENDENT OF TRANSPORTATION FEEDER POSITION(S): PARATRANSIT OPERATIONS MANAGER LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>SUPERINTENDENT OF TRAINING & SAFETY FEEDER POSITION(S): SENIOR TRAINING SUPERVISOR SENIOR SAFETY SUPERVISOR</p> <p>PARATRANSIT OPERATIONS MANAGER FEEDER POSITION: LEAD CONTROLLER SENIOR SUPERVISOR</p> <p>TAXI ADMINISTRATOR FEEDER POSITION(S): ASST. TAXI CAB ADMINISTRATOR 1</p> <p>TRANSIT PLANNING MANAGER FEEDER POSITION(S): PLANNING ANALYST</p> <p>COMPLIANCE OFFICER FEEDER POSITION(S): NONE</p>
SKILL SET		
<p>POSITIONS ARE HIGH-LEVEL, HIGHLY SKILLED AND MAY REQUIRE EXTENSIVE SEARCH.</p> <p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

www.sunline.org

TECHNICIANS

JOB GROUP 3

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p>ADMINISTRATIVE ANALYST</p> <p>MATERIALS & INVENTORY SUPERVISOR</p> <p>ASSISTANT IT ADMINISTRATOR</p> <p>IT DESKTOP SUPPORT TECHNICIAN</p>	<p>ASSISTANT IT ADMINISTRATOR FEEDER POSITION(S): IT DESKTOP SUPPORT TECHNICIAN</p> <p>ADMINISTRATIVE ANALYST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANTS</p> <p>MATERIALS & INVENTORY SUPERVISOR FEEDER POSITION(S): MATERIALS & INVENTORY TECHNICIAN</p> <p>IT DESKTOP SUPPORT TECHNICIAN FEEDER POSITION(S): NONE</p>
SKILL SET	
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>	

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PROTECTIVE SERVICE WORKERS

JOB GROUP 4

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

POSITION TITLES	ADVANCEMENT
<p>SENIOR SAFETY OFFICER</p> <p>SAFETY OFFICER</p>	<p>SENIOR SAFETY OFFICER FEEDER POSITION(S): SAFETY OFFICER</p> <p>SAFETY OFFICER FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR</p>
SKILL SET	
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THIS POSITION.</p>	

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PARA-PROFESSIONALS

JOB GROUP 5

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p style="text-align: center;"> LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT LEAD CONTROLLER FIXED ROUTE CONTROLLER PARATRANSIT CONTROLLER SENIOR SUPERVISOR FIELD SUPERVISOR TRAINING SUPERVISOR OPERATIONS SYSTEM SPECIALIST OPERATIONS LABOR RELATIONS SUPERVISOR STOPS & ZONES SUPERVISOR </p>	<p style="text-align: center;"> LEAD CONTROLLER (FIXED ROUTE AND PARA) FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) SENIOR SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR FIELD SUPERVISOR FEEDER POSITION(S): MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> OPERATIONS SYSTEM SPECIALIST FEEDER POSITION(S): CONTROLLER (FIXED ROUTE OR PARA) FIELD SUPERVISOR OPERATIONS LABOR RELATIONS SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR ADMINISTRATIVE ASSISTANT MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>
SKILL SET	<p style="text-align: center;"> TRAINING SUPERVISOR FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR CONTROLLER (FIXED ROUTE & PARA) FEEDER POSITION(S): FIELD SUPERVISOR MOTOR COACH OPERATOR PARATRANSIT OPERATOR </p>	<p style="text-align: center;"> STOPS & ZONES SUPERVISOR FEEDER POSITION(S): STOPS & ZONES TECHNICIAN A </p>
<p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>		

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ADMINISTRATIVE SUPPORT

JOB GROUP 6

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

POSITION TITLES	ADVANCEMENT	ADVANCEMENT
<p>ACCOUNTING ASSISTANT PAYROLL ACCOUNTANT ADMINISTRATIVE ASSISTANT CLERK OF THE BOARD COIN COUNTER CONTRACTS ASSISTANT CUSTOMER SERVICE REPRESENTATIVE MARKETING SPECIALIST GRANTS ANALYST PARATRANSIT RESERVATIONIST PLANNING ANALYST PROJECT MANAGER ASSISTANT SENIOR ADMINISTRATIVE ASSISTANT TRANSIT PLANNING TECHNICIAN</p>	<p>ACCOUNTING ASSISTANT FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>SENIOR ADMINISTRATIVE ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>CLERK OF THE BOARD FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p> <p>COIN COUNTER FEEDER POSITION(S): NONE</p> <p>PAYROLL ACCOUNTANT FEEDER POSITION(S): ACCOUNT TECHNICIAN</p> <p>PROCUREMENT MANAGER FEEDER POSITION(S): CONTRACTS ADMINISTRATOR</p> <p>MARKETING SPECIALIST FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>	<p>TRANSIT PLANNING ANALYST & TECHNICIAN FEEDER POSITION(S): CONTROLLER FIELD SUPERVISOR MOTOR COACH OPERATOR</p> <p>ACCOUNTING CLERK FEEDER POSITION(S): COIN COUNTER</p> <p>PARATRANSIT RESERVATIONIST FEEDER POSITION(S): CUSTOMER SERVICE REPRESENTATIVE</p> <p>GRANTS ANALYST FEEDER POSITION(S): ACCOUNTING TECHNICIAN</p> <p>PROJECT MANAGER ASSISTANT FEEDER POSITION(S): ADMINISTRATIVE ASSISTANT</p>
SKILL SET		
<p>EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS.</p>		

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SKILLED CRAFT WORKERS

JOB GROUP 7

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

POSITION TITLES

**FACILITY CONSTRUCTION SPECIALIST
BODY MECHANIC
ELECTRONIC FAREBOX TECHNICIAN
FAREBOX ASSISTANT TECHNICIAN
MECHANIC A
MECHANIC A NON-REVENUE
MECHANIC B
STOPS & ZONES TECHNICIAN A
STOPS & ZONES TECHNICIAN B**

SKILL SET

**EMPLOYEES ADVANCING FROM
THE INTERNAL FEEDER POSITION
WILL HAVE DEVELOPED THE SKILLS
NECESSARY TO EXCEL IN THESE
POSITIONS.**

ADVANCEMENT

**FACILITY CONSTRUCTION
SPECIALIST
FEEDER POSITION(S):
FACILITIES MAINTENANCE
TECHNICIAN**

**BODY MECHANIC
FEEDER POSITION(S):
NONE**

**ELECTRONIC FAREBOX
TECHNICIAN
FEEDER POSITION(S):
FAREBOX ASSISTANT
TECHNICIAN**

**MECHANIC A
FEEDER POSITION(S):
MECHANIC B**

**MECHANIC B
FEEDER POSITION(S):
MATERIALS &
MECHANIC C**

**MECHANIC C
FEEDER POSITION(S):
NONE**

**MECHANIC A
NON-REVENUE
FEEDER POSITION(S):
NONE**

**STOPS & ZONES
TECHNICIAN A
FEEDER POSITION(S):
STOPS & ZONES
TECHNICIAN B**

**STOPS & ZONES
TECHNICIAN B
FEEDER POSITION(S):
NONE**

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SERVICE/MAINTENANCE WORKERS

JOB GROUP 8

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

POSITION TITLES	ADVANCEMENT
<p style="text-align: center;"> PARATRANSIT OPERATOR MOTOR COACH OPERATOR FACILITY MAINTENANCE TECHNICIAN LEAD UTILITY UTILITY ALTERNATIVE FUELS TECHNICIAN </p>	<p style="text-align: center;"> FULL TIME MOTOR COACH OPERATOR FEEDER POSITION(S): PART TIME MOTOR COACH OPERATOR FULL TIME PARATRANSIT OPERATOR FEEDER POSITION(S): PART TIME PARATRANSIT OPERATOR PART TIME MOTOR COACH OPERATOR FEEDER POSITION(S): FULL TIME PARATRANSIT OPERATOR PART TIME PARATRANSIT OPERATOR PART TIME PARATRANSIT OPERATOR FEEDER POSITION(S): NONE FACILITIES MAINTENANCE TECHNICIAN FEEDER POSITION(S): NONE LEAD UTILITY FEEDER POSITION(S): UTILITY UTILITY FEEDER POSITION(S): NONE ALTERNATIVE FUELS TECHNICIAN FEEDER POSITION(S): NONE </p>
SKILL SET	
<p style="text-align: center;"> EMPLOYEES ADVANCING FROM THE INTERNAL FEEDER POSITION WILL HAVE DEVELOPED THE SKILLS NECESSARY TO EXCEL IN THESE POSITIONS. </p>	

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Appendix B

Utilization Analysis by Job Category Chart

Utilization Analysis by Job Category

Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male							Female							
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
1 - Officials & Administrators																					
Current Workforce	\$84,000-520,000	13	3	5	1	4	3			4	1	-	-	1	-	-	2	1		1	<-Entry
Percent in Category	*Entry		23.1%	38.5%	7.7%	30.8%	23.1%	0.0%	0.0%	30.8%	7.7%	0.0%	0.0%	7.7%	0.0%	0.0%	15.4%	7.7%	0.0%	7.7%	<-Entry
Percent of Availability							34.3%	0.2%	2.5%	18.6%	4.2%	0.1%	1.2%	20.5%	0.1%	2.5%	11.9%	2.6%	0.1%	1.2%	<-Entry
Percent Underutilized														13%							
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	No	No	No	No	
Number Needed to Reach Parity								-	-	-	-	-	-	1	-	-	-	-	-	-	
Planned percent increase Year 1														13%							<-Entry
Planned percent increase Year 2														0%							<-Entry
Planned percent increase Year 3														0%							<-Entry
Planned percent increase Year 4														0%							<-Entry
2 - Professionals																					
Current Workforce	\$71,000-95,000	19	5	7	0	7	5	-	1	6	-	-	-	-	-	1	3	1	-	2	<-Entry
Percent in Category	*Entry		26.3%	36.8%		36.8%	26.3%	0.0%	5.3%	31.6%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	15.8%	5.3%	0.0%	10.5%	
Percent of Availability							21.6%	0.2%	2.4%	9.5%	5.9%	0.0%	1.2%	29.9%	0.2%	4.1%	16.6%	6.4%	0.1%	1.9%	<-Entry
Percent Underutilized											6%			30%				1%	1%		
Underutilized (Yes/No)								No	No	No	Yes	No	No	Yes	No	No	No	No	No	No	
Number Needed to Reach Parity								-	-	-	1	-	-	5	-	-	-	-	-	-	
Planned percent increase Year 1											6%			10%							<-Entry
Planned percent increase Year 2											0%			10%							<-Entry
Planned percent increase Year 3											0%			10%							<-Entry
Planned percent increase Year 4											0%			0%							<-Entry
3 - Technicians																					
Current Workforce	\$59,000	1	0	1	0	0				1	-	-	-	-	-	-	-	-	-	-	<-Entry
Percent in Category	*Entry			100.0%			0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent of Availability							14.1%	0.2%	2.0%	30.0%	3.5%	0.0%	0.9%	12.4%	0.2%	3.5%	28.4%	3.7%	0.2%	1.1%	<-Entry
Percent Underutilized																					
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																					<-Entry
Planned percent increase Year 2																					<-Entry
Planned percent increase Year 3																					<-Entry
Planned percent increase Year 4																					<-Entry

Utilization Analysis by Job Category

Job Category	Salary Range (\$XX,000-XX,000)	Total Workforce					Male										Female				
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
4 - Protective Service																					
Use EEO-4	\$51,000-74,000	5	1	4	0	0	1		1	3											
Current Workforce																					
Percent in Category	^Entry		20.0%	80.0%			20.0%	0.0%	20.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							21.5%	0.0%	5.6%	23.1%	0.4%	0.0%	1.5%	20.5%	0.0%	1.5%	23.1%	1.5%	0.0%	0.4%	
Percent Underutilized														21%			23%				
Underutilized (Yes/No)							No	No	No	No	No	No	No	Yes	No	No	Yes	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	1	-	-	1	-	-	-	
Planned percent increase Year 1														21%			23%				
Planned percent increase Year 2														0%							
Planned percent increase Year 3														0%			0%				
Planned percent increase Year 4														0%			0%				
5 - Paraprofessional																					
Current Workforce	\$49,000-73,000	27	8	11	2	6	8			10				1	2		2	4			
Percent in Category	^Entry		29.6%	40.7%	7.4%	22.2%	29.6%	0.0%	0.0%	37.0%	0.0%	0.0%	3.7%	7.4%	0.0%	7.4%	14.8%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																					
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Planned percent increase Year 1																					
Planned percent increase Year 2																					
Planned percent increase Year 3																					
Planned percent increase Year 4																					
6 - Administrative Support																					
Current Workforce	\$33,000-75,000	46	1	9	8	28	1			8				1	8			27			1
Percent in Category	^Entry		2.2%	19.6%	17.4%	60.9%	2.2%	0.0%	0.0%	17.4%	0.0%	0.0%	2.2%	17.4%	0.0%	0.0%	58.7%	0.0%	0.0%	2.2%	
Percent of Availability							15.0%	0.1%	2.4%	15.5%	2.1%	0.1%	0.9%	30.9%	0.7%	3.1%	30.9%	3.2%	0.1%	1.5%	
Percent Underutilized									2%					14%		3%		3%			
Underutilized (Yes/No)							No	Yes	No	No	No	No	No	Yes	No	Yes	No	Yes	No	No	
Number Needed to Reach Parity							-	1	-	-	-	-	-	6	-	1	-	1	-	-	
Planned percent increase Year 1								2%						2%		3%		3%			
Planned percent increase Year 2								0%						2%		0%		0%			
Planned percent increase Year 3								0%						2%		0%		0%			
Planned percent increase Year 4								0%						0%		0%		0%			

Utilization Analysis by Job Category

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
2	Job Category	Salary Range (\$XX,000-XX,000)	All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi	
87	7 - Skilled Craft																					
88	Current Workforce	\$49,000-74,000	30	2	26	0	2	2	-	2	24	-	-	-	-	-	1	1	-	-	-	<-Entry
89	Percent in Category	^Entry		6.7%	86.7%		6.7%	6.7%	0.0%	6.7%	80.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%	3.3%	0.0%	0.0%	0.0%	
90	Percent of Availability						28.2%	0.2%	2.2%	60.1%	2.1%	0.1%	1.0%	1.4%	0.0%	0.1%	4.0%	0.4%	0.1%	0.1%		<-Entry
93	Percent Underutilized																	1%				
94	Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No	
95	Number Needed to Reach Parity							-	-	-	-	-	-	-	-	-	-	-	-	-	-	
96	Planned percent increase Year 1																					<-Entry
97	Planned percent increase Year 2																					<-Entry
98	Planned percent increase Year 3																					<-Entry
99	Planned percent increase Year 4																					<-Entry
100	8 - Service-Maintenance																					
101	Current Workforce	\$39,000-71,000	202	27	123	5	47	27	-	12	101	5	-	5	5	-	9	35	-	-	3	<-Entry
103	Percent in Category	^Entry		13.4%	60.9%	2.5%	23.3%	13.4%	0.0%	5.9%	50.0%	2.5%	0.0%	2.5%	2.5%	0.0%	4.5%	17.3%	0.0%	0.0%	1.5%	
104	Percent of Availability						12.1%	0.1%	2.7%	40.2%	2.3%	0.2%	1.0%	10.2%	0.1%	2.6%	24.8%	2.6%	0.1%	0.9%		<-Entry
107	Percent Underutilized													8%			7%	3%				
108	Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	Yes	Yes	No	No		
109	Number Needed to Reach Parity							-	-	-	-	-	-	15	-	-	15	5	-	-	-	
110	Planned percent increase Year 1													2%			3%	1%				<-Entry
111	Planned percent increase Year 2													2%			2%	1%				<-Entry
112	Planned percent increase Year 3													2%			1%	1%				<-Entry
113	Planned percent increase Year 4													2%			1%	0%				<-Entry
114	Notes:																					
115																						
116																						
117																						
118																						

Appendix C

Salary Analysis

Salary Analysis: Officials & Administrators

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Acting CEO/General Manager	\$ 520,000.00	1	1	0									1				1			
Acting Chief Financial Officer	\$ 142,084.80	1	1	1	1								0							
Chief Maintenance Officer	\$ 143,124.80	1	1	1		1							0							
Chief Of Compliance/Labor Relations (DBELO/EEO)	\$ 84,323.20	1	1	0									1	1						
Chief Of Human Relations	\$ 103,708.80	1	1	0									1		1					
Chief Safety Officer/Taxi Administrator	\$ 110,448.00	1	1	0									1							1
Chief Transportation Officer	\$ 123,739.20	1	1	0									1	1						
Deputy Chief Maintenance Officer	\$ 99,985.60	1	1	1	1								0							
Deputy Chief Of Human Relations	\$ 90,896.00	1	1	1		1							0							
Deputy Chief Of Transit Operations	\$ 90,896.00	1	1	1	1								0							
Deputy Chief Performance Officer	\$ 96,096.00	1	1	1				1												
Deputy Chief Of Transit System & Technology	\$ 90,896.00	1	1	1		1							0							
Deputy Chief Safety Officer/Asst Taxi Administrator	\$ 94,036.80	1	1	1	1								0							
Job Group Total:			13	8	4	3	0	1	0	0	0	0	5	2	1	0	0	0	0	1

Salary Analysis: Professionals

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Accounting & Financial Reporting Manager	\$ 78,000.00	2	1	0									1	1						
Accounting & Financial Reporting Manager	\$ 77,792.00	2	1	0									1				1			
Customer Service Manager	\$ 71,385.60	2	1	0									1		1					
Interim Alternative Fuels Program Manager	\$ 94,307.20	2	1	1		1							0							
Labor Relations/Compliance Manager	\$ 73,756.80	2	1	1		1							0							
Maintenance Supervisor	\$ 73,174.40	2	3	3	2	1							0							
Marketing & Events Manager	\$ 72,072.00	2	1	0									1	1						
Paratransit Operations Manager	\$ 76,086.40	2	1	1			1						0							
Procurement Officer	\$ 92,830.40	2	1	1		1							0							
Project Manager	\$ 71,385.60	2	1	0									1	1						
Senior Maintenance Supervisor	\$ 75,358.40	2	1	1	1								0							
Superintendent Of Safety & Training	\$ 74,027.20	2	1	1	1								0							
Superintendent Of Facilities	\$ 84,115.20	2	1	1	1								0							
Superintendent Of Transportation	\$ 76,960.00	2	1	0									1							1
Superintendent Of Zero Emissions	\$ 94,993.60	2	1	1		1							0							
Taxi/Contracted Transportation Services Administrator	\$ 70,928.00	2	1	0									1							1
Transit Planning Manager	\$ 71,052.80	2	1	1	1								0							
Job Group Total:			19	12	6	5	1	0	0	0	0	0	7	3	0	1	1	0	0	2

Salary Analysis: Technicians

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES							
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+
IT Desktop Support Technician	\$ 59,488.00	3	1	1	1								0						
Job Group Total:			1	1	1	0													

Salary Analysis: Protective Service Workers

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES							
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+
Safety Manager	\$ 73,756.80	4	1	1	1								0						
Safety Officer	\$ 57,262.40	4	1	1			1						0						
Safety Officer	\$ 54,288.00	4	1	1	1														
Safety Officer	\$ 51,168.00	4	1	1		1													
Senior Training Supervisor	\$ 70,928.00	4	1	1	1								0						
Job Group Total:			5	5	3	1	1	0											

Salary Analysis: Para-Professionals

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Field Supervisor	\$ 49,545.60	5	1	1	1								0							
Field Supervisor	\$ 52,540.80	5	1	1	1								0							
Field Supervisor	\$ 53,830.40	5	1	1		1							0							
Field Supervisor	\$ 53,955.20	5	1	1	1								0							
Field Supervisor	\$ 56,160.00	5	2	2		2							0							
Field Supervisor	\$ 71,468.80	5	1	1	1								0							
Field Supervisor	\$ 50,793.60	5	1	0									1	1						
Field Supervisor	\$ 49,649.60	5	1	1	1								0							
Field Supervisor	\$ 49,046.40	5	3	2		2							1		1					
Fixed Route Controller	\$ 59,966.40	5	2	0									2	1		1				
Fixed Route Controller	\$ 58,801.60	5	1	0									1		1					
Fixed Route Lead Controller	\$ 72,508.80	5	1	1		1							0							
Fixed Route Lead Controller	\$ 72,009.60	5	1	1	1								0							
Operations System Specialist	\$ 71,385.60	5	1	0									1	1						
Paratransit Controller	\$ 59,966.40	5	1	0									1	1						
Paratransit Controller	\$ 58,801.60	5	1	1		1							0							
Paratransit Controller	\$ 60,299.20	5	2	2	1	1							0							
Paratransit Controller	\$ 56,492.80	5	1	0									1			1				
Paratransit Lead Controller	\$ 71,385.60	5	1	1	1								0							
Stops And Zones Supervisor	\$ 70,283.20	5	1	1	1								0							
Transit Trainer	\$ 58,801.60	5	1	1									0						1	
Transit Trainer	\$ 56,492.80	5	1	1	1								0							
Job Group Total:			27	19	10	8	0	0	0	0	0	0	1	8	4	2	2	0	0	0

Salary Analysis: Administrative Support Workers

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Accounting Technician	\$ 36,774.40	6	1	0									1	1						
Accounting Technician	\$ 39,790.40	6	1	0									1		1					
Accounting Technician	\$ 41,371.20	6	1	0									1	1						
Accounting Technician	\$ 50,772.80	6	1	0									1	1						
Accounting Technician II	\$ 44,782.40	6	1	1	1								0							
ADA Eligibility & Compliance Specialist	\$ 47,798.40	6	1	0									1	1						
Administrative Assistant	\$ 42,598.40	6	1	0									1		1					
Clerk Of The Board	\$ 74,963.20	6	1	0									1	1						
Communications Coordinator	\$ 59,488.00	6	1	0									1	1						
Contracts Administrator	\$ 57,116.80	6	2	0									2		1					1
Customer Care Coordinator	\$ 61,568.00	6	1	0									1		1					
Customer Service Representative	\$ 34,444.80	6	1	0									1		1					
Customer Service Representative	\$ 35,297.60	6	1	0									1	1						
Customer Service Representative	\$ 36,899.20	6	1	1	1								0							
Customer Service Representative	\$ 37,440.00	6	1	0									1	1						
Facilities Project Assistant	\$ 46,051.20	6	1	0									1	1						
Human Resources Generalist	\$ 59,488.00	6	1	0									1	1						
Human Resources Specialist	\$ 52,624.00	6	1	0									1	1						
Human Resources Specialist	\$ 54,724.80	6	1	0									1		1					
Labor Relations & Compliance Specialist	\$ 49,961.60	6	1	0									1	1						

Salary Analysis: Service/Maintenance Workers

Position Title	Salary Code	EEO 4 Category	Total Employee	MALES								FEMALES								
				Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	Total	H/L	W	B/AA	A	NH/OP	AI/AN	2+	
Alternative Fuels Technician	\$ 57,200.00	8	1	1		1							0							
Facilities Maintainer A	\$ 52,395.20	8	1	1		1							0							
Facilities Maintainer A	\$ 56,929.60	8	1	1	1								0							
Facilities Maintainer B	\$ 56,929.60	8	1	1	1								0							
Motor Coach Operator	\$ 42,972.80	8	6	5	3	1	1						1		1					
Motor Coach Operator	\$ 51,126.40	8	4	3	2		1						1							1
Motor Coach Operator	\$ 52,915.20	8	4	2	1	1							2	1	1					
Motor Coach Operator	\$ 55,328.00	8	129	93	64	15	9	3				2	36	25	3	7				1
Paratransit Operator	\$ 38,771.20	8	6	5	3		1	1					1	1						
Paratransit Operator	\$ 40,601.60	8	4	4	2	2							0							
Paratransit Operator	\$ 42,411.20	8	3	3	1	1						1	0							
Paratransit Operator	\$ 46,030.40	8	27	17	11	3		1				2	10	7		2				1
Senior Alternative Fuels Technician	\$ 71,385.60	8	1	1	1								0							
Utility	\$ 49,108.80	8	1	1	1								0							
Utility	\$ 49,379.20	8	2	2	1	1							0							
Utility	\$ 52,728.00	8	10	9	8	1							1	1						
Utility	\$ 49,379.20	8	1	1	1								0							
Job Group Total:			202	150	101	27	12	5	0	0	5	52	35	5	9	0	0	0	0	3

Appendix D

Employment Practices

Charts

Hires-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Job Category (Use EEO-4)		Total		W		AI/AN		B		H/L		A		NHOPI		M	
2	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																	
4	Number Applied		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Total Hires		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Selection Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Ratio to Highest Rate		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Potential Adverse Impact (Yes/No)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	2 - Professionals																	
10	Number Applied		112	37	42	9	-	-	8	3	50	22	3	2	-	-	9	1
11	Total Hires		3	-	1	-	-	-	1	-	1	-	-	-	-	-	-	-
12	Selection Rate		2.7%	0.0%	2.4%	0.0%	N/A	N/A	12.5%	0.0%	2.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
13	Ratio to Highest Rate		100.0%	NA	19.0%	0.0%	N/A	N/A	100.0%	0.0%	16.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
14	Potential Adverse Impact (Yes/No)		No	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A
15	3 - Technicians																	
16	Number Applied		14	1	6	-	-	-	-	-	7	1	1	-	-	-	-	-
17	Total Hires		2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Selection Rate		14.3%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
19	Ratio to Highest Rate		100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
20	Potential Adverse Impact (Yes/No)		No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
21	4 - Protective Service																	
22	Number Applied		23	2	5	-	1	-	2	-	15	2	-	-	-	-	-	-
23	Total Hires		1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
24	Selection Rate		4.3%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	N/A	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
25	Ratio to Highest Rate		100.0%	NA	0.0%	N/A	0.0%	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
26	Potential Adverse Impact (Yes/No)		No	No	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
27	5 - Paraprofessional																	
28	Number Applied		52	22	16	1	1	-	1	4	29	12	-	1	-	-	5	4
29	Total Hires		2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-
30	Selection Rate		3.8%	4.5%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	8.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
31	Ratio to Highest Rate		84.6%	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	66.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
32	Potential Adverse Impact (Yes/No)		No	No	No	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
33	6 - Administrative Support																	
34	Number Applied		153	283	47	77	1	-	9	15	69	165	12	14	3	-	12	12
35	Total Hires		2	8	1	2	-	-	-	-	-	4	-	-	-	-	1	2
36	Selection Rate		1.3%	2.8%	2.1%	2.6%	N/A	N/A	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	N/A	N/A	8.3%	16.7%
37	Ratio to Highest Rate		46.2%	100.0%	12.8%	15.6%	N/A	N/A	0.0%	0.0%	0.0%	14.5%	0.0%	0.0%	N/A	N/A	50.0%	100.0%
38	Potential Adverse Impact (Yes/No)		Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	No

44	7 - Skilled Craft																	
45	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46	Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
48	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	8 - Service-Maintenance																	
51	Number Applied	116	29	13	4	-	-	13	4	89	18	-	1	-	-	1	2	
52	Total Hires	12	5	3	-	-	-	2	2	6	3	-	-	-	-	1	-	
53	Selection Rate	10.3%	17.2%	23.1%	0.0%	N/A	N/A	15.4%	50.0%	6.7%	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	
54	Ratio to Highest Rate	60.0%	100.0%	46.2%	0.0%	N/A	N/A	30.8%	100.0%	13.5%	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	
55	Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	
56	Notes:																	
57																		
58																		
59																		
60																		
61																		
62																		
63		Total		W		AI/AN		B		H/L		A		NHOPI		M		
64	Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
65	Number Applied	6	6	2	3	1	1	-	-	3	1	-	1	-	-	-	-	
66	Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
67	Selection Rate	0.0%	16.7%	0.0%	33.3%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	
68		Total		W		AI/AN		B		H/L		A		NHOPI		M		
69	Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
70	Number Applied	16	4	-	1	-	-	5	-	9	1	1	1	-	-	1	1	
71	Total Hires	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
72	Selection Rate	6.3%	0.0%	N/A	0.0%	N/A	N/A	20.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	
73	Notes:																	
74																		
75																		

Promotions-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	2 - Professionals																
10	Number Applied	30	20	11	3	-	-	1	2	18	13	-	1	-	-	-	1
11	Total Promotions	6	2	4	-	-	-	-	1	2	1	-	-	-	-	-	-
12	Selection Rate	20.0%	10.0%	36.4%	0.0%	N/A	N/A	0.0%	50.0%	11.1%	7.7%	N/A	0.0%	N/A	N/A	N/A	0.0%
13	Ratio to Highest Rate	100.0%	50.0%	72.7%	0.0%	N/A	N/A	0.0%	100.0%	22.2%	15.4%	N/A	0.0%	N/A	N/A	N/A	0.0%
14	Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
15	3 - Technicians																
16	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	4 - Protective Service																
22	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
25	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
26	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
27	5 - Paraprofessional																
28	Number Applied	46	19	14	-	1	-	-	3	26	11	-	1	-	-	5	4
29	Total Promotions	3	2	-	-	-	-	-	-	3	1	-	-	-	-	-	1
30	Selection Rate	6.5%	10.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	11.5%	9.1%	N/A	N/A	N/A	N/A	0.0%	25.0%
31	Ratio to Highest Rate	62.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	46.2%	36.4%	N/A	N/A	N/A	N/A	0.0%	100.0%
32	Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No
33	6 - Administrative Support																
34	Number Applied	6	5	2	2	-	-	-	-	3	3	1	-	-	-	-	-
35	Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
36	Selection Rate	33.3%	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	33.3%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
37	Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	N/A	N/A	66.7%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
38	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A

Training-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Total Workforce	6	6	4	3	-	-	-	1	2	1	-	-	-	-	-	1
5	Total Trained	6	6	4	3	-	-	-	1	2	1	-	-	-	-	-	1
6	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
7	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
8	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
9																	
10	2 - Professionals																
11	Total Workforce	12	1	6	-	-	-	-	-	5	1	1	-	-	-	-	-
12	Total Trained	12	1	6	-	-	-	-	-	5	1	1	-	-	-	-	-
13	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
14	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
15	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
16																	
17	3 - Technicians																
18	Total Workforce	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
19	Total Trained	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
20	Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23																	
24	4 - Protective Service																
25	Total Workforce	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
26	Total Trained	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
27	Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
28	Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
29	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30																	
31	5 - Paraprofessional																
32	Total Workforce	14	6	5	1	-	-	1	1	7	3	-	-	-	-	1	1
33	Total Trained	14	6	5	1	-	-	1	1	7	3	-	-	-	-	1	1
34	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
35	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
36	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
37																	
38	6 - Administrative Support																
39	Total Workforce	7	13	1	3	-	-	-	1	6	8	-	1	-	-	-	-
40	Total Trained	7	13	1	3	-	-	-	1	6	8	-	1	-	-	-	-
41	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
42	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
43	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
44																	

45	7 - Skilled Craft																
46	Total Workforce	23	1	2	-	-	-	2	1	19	-	-	-	-	-	-	-
47	Total Trained	23	1	2	-	-	-	2	1	19	-	-	-	-	-	-	-
48	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51																	
52	8 - Service-Maintenance																
53	Total Workforce	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
54	Total Trained	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
55	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
56	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
57	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
58																	
59	Notes:																
60																	

Terminations-Reporting Period Beginning April 2020

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	6	6	4	3			-	1	2	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	6				-	-	5	1	1	-	-	-	-	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	8.3%	0.0%	16.7%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	1	-					-	-	1	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	14	6	5	1			1	1	7	3	-	-	-	-	1	1
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	7.1%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
6 - Administrative Support																
Total Workforce	7	13	1	3			-	1	6	8	-	1	-	-	-	-
Total Involuntary Terminations	1	1	1	1			-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	14.3%	7.7%	100.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	53.8%	100.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A

62																	
63	7 - Skilled Craft																
64	Total Workforce	23	1	2				2	1	19	-	-	-	-	-	-	-
65	Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
69	Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
70	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
71	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
72																	
73	8 - Service-Maintenance																
74	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	-	-	3
75	Total Involuntary Terminations	5	1	1				-	1	4		-	-	-	-	-	-
79	Involuntary Termination Rate	4.8%	2.3%	6.3%	0.0%	N/A	N/A	0.0%	12.5%	5.5%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
80	Ratio to Lowest Rate	47.3%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
81	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
82																	
83	Notes:																
84																	

Discipline-Reporting Period Beginning April 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Total Workforce	6	6	4	3			-	1	2	1	-	-	-	-	-	1
5	Verbal	-	-					-		-		-	-	-	-	-	-
9	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
10	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
12	Written	-	-					-		-		-	-	-	-	-	-
16	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
17	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
18	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
19	Suspension	-	-					-		-		-	-	-	-	-	-
23	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
24	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
25	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
26	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-
30	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
31	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
32	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
33	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-
37	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
38	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
39	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
40	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-
44	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
45	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
46	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
47																	

47	2 - Professionals															
48																
49	Total Workforce	12	1	6						5	1	1				
50	Verbal	-	-							-	-	-				
54	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
55	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
56	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
57	Written	-	-							-	-	-				
61	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
62	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
63	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
64	Suspension	-	-							-	-	-				
68	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
69	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
70	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
71	<Enter Discipline Type>	-	-							-	-	-				
75	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
76	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
77	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
78	<Enter Discipline Type>	-	-							-	-	-				
82	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
83	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
84	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
85	<Enter Discipline Type>	-	-							-	-	-				
89	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A
90	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A
91	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A
92																

92																	
93	3 - Technicians																
94	Total Workforce	1	-							1	-	-	-	-	-	-	-
95	Verbal	-	-							-	-	-	-	-	-	-	-
99	Discipline Rate	0.0%	N/A	0.0%	N/A												
100	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
101	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
102	Written	-	-							-	-	-	-	-	-	-	-
106	Discipline Rate	0.0%	N/A	0.0%	N/A												
107	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
108	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
109	Suspension	-	-							-	-	-	-	-	-	-	-
113	Discipline Rate	0.0%	N/A	0.0%	N/A												
114	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
115	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
116	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-
120	Discipline Rate	0.0%	N/A	0.0%	N/A												
121	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
122	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
123	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-
127	Discipline Rate	0.0%	N/A	0.0%	N/A												
128	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
129	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
130	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-
134	Discipline Rate	0.0%	N/A	0.0%	N/A												
135	Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A												
136	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A												
137																	

137	4 - Protective Service																
139	Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
140	Verbal	-	-					-	-	-	-	-	-	-	-	-	-
144	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
145	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
146	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
147	Written	-	-					-	-	-	-	-	-	-	-	-	-
151	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
152	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
153	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
154	Suspension	-	-					-	-	-	-	-	-	-	-	-	-
158	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
159	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
160	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
161	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
165	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
166	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
167	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
168	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
172	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
173	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
174	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
175	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
179	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
180	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
181	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
182																	

83	5 - Paraprofessional																
84	Total Workforce	14	6	5	1			1	1	7	3	-	-	-	-	1	1
85	Verbal	-	-					-	-	-	-	-	-	-	-	-	-
89	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
90	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
91	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
92	Written	7	4	4	2				2	3							
96	Discipline Rate	50.0%	66.7%	80.0%	200.0%	N/A	N/A	0.0%	200.0%	42.9%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
97	Ratio to Lowest Rate	100.0%	75.0%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
98	Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A	No	No
99	Suspension	3	2		1					3	1						
03	Discipline Rate	21.4%	33.3%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	42.9%	33.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
04	Ratio to Lowest Rate	100.0%	64.3%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
05	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	No
06	<Enter Discipline Type>	-	-														
10	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
11	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
12	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
13	<Enter Discipline Type>	-	-														
17	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
18	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
19	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
20	<Enter Discipline Type>	-	-														
24	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
25	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
26	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No

228	6 - Administrative Support															
229	Total Workforce	7	13	1	3			-	1	6	8	-	1	-	-	-
230	Verbal	1	-					-	-	1	-	-	-	-	-	-
234	Discipline Rate	14.3%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	16.7%	0.0%	N/A	0.0%	N/A	N/A	N/A
235	Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	0.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
236	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
237	Written	-	1					-	-	-	1	-	-	-	-	-
241	Discipline Rate	0.0%	7.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	12.5%	N/A	0.0%	N/A	N/A	N/A
242	Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	100.0%	N/A	N/A	N/A
243	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
244	Suspension	-	-					-	-	-	-	-	-	-	-	-
248	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
249	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
250	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
251	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
255	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
256	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
257	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
258	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
262	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
263	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
264	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
265	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-
269	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A
270	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A
271	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A
272																

273	7 - Skilled Craft																
274	Total Workforce	23	1	2			2	1	19	-	-	-	-	-	-	-	-
275	Verbal	2	-	-			1	-	1	-	-	-	-	-	-	-	-
279	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	50.0%	0.0%	5.3%	N/A						
280	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A						
281	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	No	No	N/A						
282	Written	2	-	-			-	-	2	-	-	-	-	-	-	-	-
286	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.5%	N/A						
287	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A						
288	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
289	Suspension	-	-	-			-	-	-	-	-	-	-	-	-	-	-
293	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
294	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
295	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
296	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-	-
300	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
301	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
302	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
303	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-	-
307	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
308	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
309	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
310	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-	-
314	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
315	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
316	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A						
317																	

117	8 - Service-Maintenance																
118	8 - Service-Maintenance																
119	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	-	3	2
120	Verbal	60	28	8	1	-	-	3	5	46	19	-	-	-	-	3	3
124	Discipline Rate	57.7%	63.6%	50.0%	33.3%	N/A	N/A	37.5%	62.5%	63.0%	61.3%	0.0%	N/A	N/A	N/A	100.0%	N/A
125	Ratio to Lowest Rate	100.0%	90.7%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
126	Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
127	Written	23	10	2	1	-	-	-	-	19	9	-	-	-	-	2	-
131	Discipline Rate	22.1%	22.7%	12.5%	33.3%	N/A	N/A	0.0%	0.0%	26.0%	29.0%	0.0%	N/A	N/A	N/A	66.7%	N/A
132	Ratio to Lowest Rate	100.0%	97.3%	0.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
133	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
134	Suspension	32	9	3	1	-	-	2	-	24	6	1	-	-	-	1	3
138	Discipline Rate	30.8%	20.5%	18.8%	0.0%	N/A	N/A	25.0%	0.0%	32.9%	19.4%	25.0%	N/A	N/A	N/A	33.3%	N/A
139	Ratio to Lowest Rate	66.5%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
140	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	Yes	No	Yes	N/A	N/A	N/A	Yes	N/A
141	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
145	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
146	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
147	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
148	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
152	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
153	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
154	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
155	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
159	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
160	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
161	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
162																	

Hires-Reporting Period Beginning April 2021

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 - Professionals																
Number Applied	112	37	42	9	-	-	8	3	50	22	3	2	-	-	9	1
Total Hires	3	-	1	-	-	-	1	-	1	-	-	-	-	-	-	-
Selection Rate	2.7%	0.0%	2.4%	0.0%	N/A	N/A	12.5%	0.0%	2.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	19.0%	0.0%	N/A	N/A	100.0%	0.0%	16.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	No	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A
3 - Technicians																
Number Applied	14	1	6	-	-	-	-	-	7	1	1	-	-	-	-	-
Total Hires	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	14.3%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	23	2	5	-	1	-	2	-	15	2	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	4.3%	0.0%	0.0%	N/A	0.0%	N/A	0.0%	N/A	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	0.0%	N/A	0.0%	N/A	0.0%	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	Yes	N/A	Yes	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	52	22	16	1	1	-	1	4	29	12	-	1	-	-	5	4
Total Hires	2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	3.8%	4.5%	12.5%	N/A	N/A	N/A	N/A	0.0%	0.0%	8.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	84.6%	100.0%	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	66.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
6 - Administrative Support																
Number Applied	153	283	47	77	1	-	9	15	69	165	12	14	3	-	12	12
Total Hires	2	8	1	2	-	-	-	-	-	4	-	-	-	-	1	2
Selection Rate	1.3%	2.8%	2.1%	2.6%	N/A	N/A	0.0%	0.0%	0.0%	2.4%	0.0%	0.0%	N/A	N/A	8.3%	16.7%
Ratio to Highest Rate	46.2%	100.0%	12.8%	15.6%	N/A	N/A	0.0%	0.0%	0.0%	14.5%	0.0%	0.0%	N/A	N/A	50.0%	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	No

44	7 - Skilled Craft																	
45	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47	Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
48	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51	8 - Service-Maintenance																	
52	Number Applied	116	29	13	4	-	-	13	4	89	18	-	1	-	-	1	2	
54	Total Hires	12	5	3	-	-	-	2	2	6	3	-	-	-	-	1	-	
55	Selection Rate	10.3%	17.2%	23.1%	0.0%	N/A	N/A	15.4%	50.0%	6.7%	16.7%	N/A	N/A	N/A	N/A	N/A	N/A	
56	Ratio to Highest Rate	60.0%	100.0%	46.2%	0.0%	N/A	N/A	30.8%	100.0%	13.5%	33.3%	N/A	N/A	N/A	N/A	N/A	N/A	
57	Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	N/A	
58	Notes:																	
59																		
60																		
61																		
62																		
63		Total		W		AI/AN		B		H/L		A		NHOPI		M		
64	Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
65	Number Applied	6	6	2	3	1	1	-	-	3	1	-	1	-	-	-	-	
66	Total Hires	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
67	Selection Rate	0.0%	16.7%	0.0%	33.3%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	
68		Total		W		AI/AN		B		H/L		A		NHOPI		M		
69	Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
70	Number Applied	16	4	-	1	-	-	5	-	9	1	1	1	-	-	1	1	
71	Total Hires	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
72	Selection Rate	6.3%	0.0%	N/A	0.0%	N/A	N/A	20.0%	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	
73																		

Promotions-Reporting Period Beginning April 2021

1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Number Applied	-	-														
5	Total Promotions	-	-														
6	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9																	
10	2 - Professionals																
11	Number Applied	30	20	11	3	-	-	1	2	18	13	-	-	1	-	-	1
12	Total Promotions	6	2	4	-	-	-	-	1	2	1	-	-	-	-	-	-
13	Selection Rate	20.0%	10.0%	36.4%	0.0%	N/A	N/A	0.0%	50.0%	11.1%	7.7%	N/A	0.0%	N/A	N/A	N/A	0.0%
14	Ratio to Highest Rate	100.0%	50.0%	72.7%	0.0%	N/A	N/A	0.0%	100.0%	22.2%	15.4%	N/A	0.0%	N/A	N/A	N/A	0.0%
15	Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	Yes	N/A	N/A	N/A	Yes
16																	
17	3 - Technicians																
18	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23																	
24	4 - Protective Service																
25	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
28	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
29	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30																	
31	5 - Paraprofessional																
32	Number Applied	46	19	14	-	1	-	-	3	26	11	-	-	1	-	-	5
33	Total Promotions	3	2	-	-	-	-	-	-	3	1	-	-	-	-	-	1
34	Selection Rate	6.5%	10.5%	0.0%	N/A	N/A	N/A	N/A	0.0%	11.5%	9.1%	N/A	N/A	N/A	N/A	0.0%	25.0%
35	Ratio to Highest Rate	62.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	46.2%	36.4%	N/A	N/A	N/A	N/A	0.0%	100.0%
36	Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No
37																	
38	6 - Administrative Support																
39	Number Applied	6	5	2	2	-	-	-	-	3	3	1	-	-	-	-	-
40	Total Promotions	2	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-
41	Selection Rate	33.3%	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	33.3%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
42	Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	N/A	N/A	66.7%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
43	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A
44																	

45	7 - Skilled Craft																	
46	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
48	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51																		
52	8 - Service-Maintenance																	
53	Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
54	Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
55	Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
56	Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
57	Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
58																		
59	Notes:																	
60																		
61																		
62																		
63																		
64	Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M		
65	Number Applied	6	6	2	3	1	1	-	-	3	1	-	1	-	-	-	-	
66	Total Promotions	3	-	2	-	-	-	-	-	1	-	-	-	-	-	-	-	
67	Selection Rate	50.0%	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	33.3%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	
68																		
69	Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M		
70	Number Applied	16	4	-	1	-	-	5	-	9	1	1	1	-	-	1	1	
71	Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	
72	Selection Rate	6.3%	0.0%	N/A	0.0%	N/A	N/A	0.0%	N/A	11.1%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	
73																		
74	Notes:																	
75																		

Training-Reporting Period Beginning April 2021

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	6	6	4	3	-	-	-	1	2	1	-	-	-	-	-	1
Total Trained	6	6	4	3	-	-	-	1	2	1	-	-	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	6	-	-	-	-	-	5	1	1	-	-	-	-	-
Total Trained	12	1	6	-	-	-	-	-	5	1	1	-	-	-	-	-
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	1	-	2	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	14	6	5	1	-	-	1	1	7	3	-	-	-	-	1	1
Total Trained	14	6	5	1	-	-	1	1	7	3	-	-	-	-	1	1
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
6 - Administrative Support																
Total Workforce	7	13	1	3	-	-	-	1	6	8	-	-	1	-	-	-
Total Trained	7	13	1	3	-	-	-	1	6	8	-	-	1	-	-	-
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A

45	7 - Skilled Craft																
46	Total Workforce	23	1	2	-	-	-	2	1	19	-	-	-	-	-	-	-
47	Total Trained	23	1	2	-	-	-	2	1	19	-	-	-	-	-	-	-
48	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51																	
52	8 - Service-Maintenance																
53	Total Workforce	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
54	Total Trained	104	44	16	3	-	-	8	8	73	31	4	-	-	-	3	2
55	Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
56	Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
57	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
58																	
59	Notes:																
60																	

Terminations-Reporting Period Beginning April 2021

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	6	6	4	3			-	1	2	1	-	-	-	-	-	1
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	12	1	6				-	-	5	1	1	-	-	-	-	-
Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	8.3%	0.0%	16.7%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A
3 - Technicians																
Total Workforce	1	-					-	-	1	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	14	6	5	1			1	1	7	3	-	-	-	-	1	1
Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
Involuntary Termination Rate	7.1%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	14.3%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
6 - Administrative Support																
Total Workforce	7	13	1	3			-	1	6	8	-	1	-	-	-	-
Total Involuntary Terminations	1	1	1	1			-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	14.3%	7.7%	100.0%	33.3%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	53.8%	100.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A

63	7 - Skilled Craft																
64	Total Workforce	23	1	2				2	1	19	-	-	-	-	-	-	
65	Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	
69	Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	
70	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	
71	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	
72	8 - Service-Maintenance																
74	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	-	3	2
75	Total Involuntary Terminations	5	1	1				-	1	4		-	-	-	-	-	-
79	Involuntary Termination Rate	4.8%	2.3%	6.3%	0.0%	N/A	N/A	0.0%	12.5%	5.5%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
80	Ratio to Lowest Rate	47.3%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
81	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
82																	
83	Notes:																
84																	

Discipline-Reporting Period Beginning April 2021

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Job Category (Use EEO-4)		Total		W		A/AN		B		H/L		A		NH/PI		M	
2	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																	
4	Total Workforce	6	6	4	3			-	1	2	1	-	-	-	-	-	-	1
5	Verbal	-	-					-		-		-	-	-	-	-	-	-
9	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
10	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
12	Written	-	-					-		-		-	-	-	-	-	-	-
16	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
17	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
18	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
19	Suspension	-	-					-		-		-	-	-	-	-	-	-
23	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
24	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
25	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
26	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-	-
30	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
31	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
32	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
33	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-	-
37	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
38	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
39	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
40	<Enter Discipline Type>	-	-					-		-		-	-	-	-	-	-	-
44	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
45	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%
46	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No
47																		

7	2 - Professionals																		
8	2 - Professionals																		
9	Total Workforce	12	1	6						-	-	5	1	1	-	-	-	-	-
0	Verbal	-	-							-	-	-	-	-	-	-	-	-	-
4	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
5	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
6	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A						
7	Written	-	-							-	-	-	-	-	-	-	-	-	-
1	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
2	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
3	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A						
4	Suspension	-	-							-	-	-	-	-	-	-	-	-	-
8	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
9	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
0	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A						
1	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-	-
5	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
6	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
7	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A						
8	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-	-
2	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
3	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
4	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A						
5	<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-	-
9	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A						
0	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A						
1	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A						
2																			

2																
3	3 - Technicians															
4	Total Workforce	1	-						1	-						
5	Verbal	-	-						-	-						
9	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A						
10	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A						
11	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A						
12	Written	-	-						-	-						
16	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A						
17	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A						
18	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A						
19	Suspension	-	-						-	-						
13	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A						
14	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A						
15	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A						
16	<Enter Discipline Type>	-	-						-	-						
20	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A						
21	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A						
22	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A						
23	<Enter Discipline Type>	-	-						-	-						
27	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A						
28	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A						
29	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A						
30	<Enter Discipline Type>	-	-						-	-						
34	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A						
35	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A						
36	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A						
37																

137	4 - Protective Service																
138																	
139	Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
140	Verbal	-	-					-	-	-	-	-	-	-	-	-	-
144	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
145	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
146	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
147	Written	-	-					-	-	-	-	-	-	-	-	-	-
151	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
152	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
153	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
154	Suspension	-	-					-	-	-	-	-	-	-	-	-	-
158	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
159	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
160	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
161	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
165	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
166	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
167	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
168	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
172	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
173	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
174	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
175	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
179	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A						
180	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A						
181	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A						
182																	

182	5 - Paraprofessional																
183																	
184	Total Workforce	14	6	5	1			1	1	7	3	-	-	-	-	1	1
185	Verbal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
189	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
190	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
191	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
192	Written	7	4	4	2	-	-	-	2	3	-	-	-	-	-	-	-
196	Discipline Rate	50.0%	66.7%	80.0%	200.0%	N/A	N/A	0.0%	200.0%	42.9%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
197	Ratio to Lowest Rate	100.0%	75.0%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
198	Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	Yes	Yes	No	N/A	N/A	N/A	N/A	No	No
199	Suspension	3	2	-	1	-	-	-	-	3	1	-	-	-	-	-	-
203	Discipline Rate	21.4%	33.3%	0.0%	100.0%	N/A	N/A	0.0%	0.0%	42.9%	33.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
204	Ratio to Lowest Rate	100.0%	64.3%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
205	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	No
206	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
211	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
212	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
213	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
217	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
218	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
219	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
220	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
224	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
225	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
226	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
227																	

28	6 - Administrative Support																
29	Total Workforce	7	13	1	3			-	1	6	8	-	1	-	-	-	-
30	Verbal	1	-					-	-	1	-	-	-	-	-	-	-
34	Discipline Rate	14.3%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	16.7%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
35	Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	0.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
36	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
37	Written	-	1					-	-	-	1	-	-	-	-	-	-
41	Discipline Rate	0.0%	7.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	12.5%	N/A	0.0%	N/A	N/A	N/A	N/A
42	Ratio to Lowest Rate	100.0%	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	100.0%	N/A	N/A	N/A	N/A
43	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
44	Suspension	-	-					-	-	-	-	-	-	-	-	-	-
48	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
49	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
51	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
55	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
56	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
57	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
58	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
62	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
63	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
64	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
65	<Enter Discipline Type>	-	-					-	-	-	-	-	-	-	-	-	-
69	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A
70	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A
71	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	N/A
72																	

72	7 - Skilled Craft															
73																
74	Total Workforce	23	1	2				2	1	19	-	-	-	-	-	-
75	Verbal	2	-	-				1	-	1	-	-	-	-	-	-
79	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	50.0%	0.0%	5.3%	N/A	N/A	N/A	N/A	N/A	N/A
80	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
81	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	No	No	N/A	N/A	N/A	N/A	N/A	N/A
82	Written	2	-	-				-	-	2	-	-	-	-	-	-
86	Discipline Rate	8.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	10.5%	N/A	N/A	N/A	N/A	N/A	N/A
87	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
88	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
89	Suspension	-	-	-				-	-	-	-	-	-	-	-	-
93	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
94	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
95	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
96	<Enter Discipline Type>	-	-	-				-	-	-	-	-	-	-	-	-
00	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
01	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
02	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
03	<Enter Discipline Type>	-	-	-				-	-	-	-	-	-	-	-	-
07	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
08	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
09	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
10	<Enter Discipline Type>	-	-	-				-	-	-	-	-	-	-	-	-
14	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
15	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
16	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
17																

317	8 - Service-Maintenance																
318																	
319	Total Workforce	104	44	16	3			8	8	73	31	4	-	-	-	3	2
320	Verbal	60	28	8	1	-	-	3	5	46	19	-	-	-	-	3	3
324	Discipline Rate	57.7%	63.6%	50.0%	33.3%	N/A	N/A	37.5%	62.5%	63.0%	61.3%	0.0%	N/A	N/A	N/A	100.0%	N/A
325	Ratio to Lowest Rate	100.0%	90.7%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
326	Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
327	Written	23	10	2	1	-	-	-	-	19	9	-	-	-	-	2	-
331	Discipline Rate	22.1%	22.7%	12.5%	33.3%	N/A	N/A	0.0%	0.0%	26.0%	29.0%	0.0%	N/A	N/A	N/A	66.7%	N/A
332	Ratio to Lowest Rate	100.0%	97.3%	0.0%	0.0%	N/A	N/A	100.0%	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
333	Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	No	No	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
334	Suspension	32	9	3		1	-	2	-	24	6	1	-	-	-	1	3
338	Discipline Rate	30.8%	20.5%	18.8%	0.0%	N/A	N/A	25.0%	0.0%	32.9%	19.4%	25.0%	N/A	N/A	N/A	33.3%	N/A
339	Ratio to Lowest Rate	66.5%	100.0%	0.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
340	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	Yes	No	Yes	N/A	N/A	N/A	Yes	N/A
341	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
345	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
346	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
347	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
348	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
352	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
353	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
354	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
355	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
359	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
360	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
361	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
362																	
363	Notes:																

Hires-Reporting Period Beginning April 2022

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	9	3	2	1	-	-	-	-	6	-	-	1	-	-	1	1
Total Hires	3	1	2	-	-	-	-	-	1	-	-	1	-	-	-	-
Selection Rate	33.3%	33.3%	100.0%	0.0%	N/A	N/A	N/A	N/A	16.7%	N/A	N/A	100.0%	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	16.7%	N/A	N/A	100.0%	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	N/A	N/A	No	N/A	N/A	Yes	Yes
2 - Professionals																
Number Applied	9	12	1	2	-	-	-	-	7	5	-	1	-	-	1	4
Total Hires	3	3	1	1	-	-	-	-	1	1	-	1	-	-	1	-
Selection Rate	33.3%	25.0%	100.0%	50.0%	N/A	N/A	N/A	N/A	14.3%	20.0%	N/A	100.0%	N/A	N/A	100.0%	0.0%
Ratio to Highest Rate	100.0%	75.0%	100.0%	50.0%	N/A	N/A	N/A	N/A	14.3%	20.0%	N/A	100.0%	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	N/A	No	N/A	N/A	No	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	11	1	3	-	-	-	-	-	7	1	-	-	1	-	-	-
Total Hires	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	9.1%	0.0%	33.3%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	Yes	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	14	4	2	-	-	-	-	1	12	1	-	1	-	-	-	1
Total Hires	1	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Selection Rate	7.1%	25.0%	50.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	28.6%	100.0%	50.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	100.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	No	N/A	Yes	N/A	N/A	N/A	Yes
6 - Administrative Support																
Number Applied	59	69	13	13	-	1	3	3	35	41	3	1	-	-	5	10
Total Hires	6	16	2	3	-	-	1	-	3	13	-	-	-	-	-	-
Selection Rate	10.2%	23.2%	15.4%	23.1%	N/A	N/A	33.3%	0.0%	8.6%	31.7%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	43.9%	100.0%	46.2%	69.2%	N/A	N/A	100.0%	0.0%	25.7%	95.1%	0.0%	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	No	Yes	Yes	No	Yes	N/A	N/A	N/A	Yes	Yes

7 - Skilled Craft																
Number Applied	52	-	7	-	-	-	-	4	-	41	-	-	-	-	-	-
Total Hires	7	-	-	-	-	-	-	-	-	7	-	-	-	-	-	-
Selection Rate	13.5%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	17.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	Yes	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8 - Service-Maintenance																
Number Applied	162	21	27	6	1	-	13	1	114	9	1	-	-	-	6	5
Total Hires	27	10	7	2	1	-	1	1	15	5	-	-	-	-	3	2
Selection Rate	16.7%	47.6%	25.9%	33.3%	N/A	N/A	7.7%	N/A	13.2%	55.6%	N/A	N/A	N/A	N/A	50.0%	40.0%
Ratio to Highest Rate	35.0%	100.0%	46.7%	60.0%	N/A	N/A	13.8%	N/A	23.7%	100.0%	N/A	N/A	N/A	N/A	90.0%	72.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	N/A	Yes	No	N/A	N/A	N/A	N/A	No	Yes

Notes:

	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Persons with Disabilities																
Number Applied	2	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-
Total Hires	2	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-
Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A
Veterans																
Number Applied	2	-	-	-	-	-	1	-	1	-	-	-	-	-	-	-
Total Hires	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	50.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes:

Promotions-Reporting Period Beginning April 2022

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	17	1	5				1		8	1			1		2	
Total Promotions	3	-	3				-		-	-	-	-	-	-	-	-
Selection Rate	17.6%	0.0%	60.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	Yes	N/A	Yes	N/A
2 - Professionals																
Number Applied	20	7	10	2	-	-	5	1	5	1	-	-	-	-	-	3
Total Promotions	6	2	2	-	-	-	1	-	3	1	-	-	-	-	-	1
Selection Rate	30.0%	28.6%	20.0%	0.0%	N/A	N/A	20.0%	0.0%	60.0%	100.0%	N/A	N/A	N/A	N/A	N/A	33.3%
Ratio to Highest Rate	100.0%	95.2%	20.0%	0.0%	N/A	N/A	20.0%	0.0%	60.0%	100.0%	N/A	N/A	N/A	N/A	N/A	33.3%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	22	8	6	-	-	-	1	1	15	6	-	-	-	-	-	1
Total Promotions	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-	1
Selection Rate	4.5%	12.5%	0.0%	N/A	N/A	N/A	0.0%	0.0%	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	36.4%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	6.7%	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No
6 - Administrative Support																
Number Applied	16	16	1	4	-	-	3	-	8	10	-	-	-	-	4	2
Total Promotions	3	5	1	-	-	-	-	-	2	4	-	-	-	-	-	1
Selection Rate	18.8%	31.3%	100.0%	0.0%	N/A	N/A	0.0%	N/A	25.0%	40.0%	N/A	N/A	N/A	N/A	0.0%	50.0%
Ratio to Highest Rate	60.0%	100.0%	100.0%	0.0%	N/A	N/A	0.0%	N/A	25.0%	40.0%	N/A	N/A	N/A	N/A	0.0%	50.0%
Potential Adverse Impact (Yes/No)	Yes	No	No	Yes	N/A	N/A	Yes	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes

45	7 - Skilled Craft																	
46	Number Applied	2	-	1	-	-	-	-	-	-	1	-	-	-	-	-	-	-
47	Total Promotions	2	-	1	-	-	-	-	-	-	1	-	-	-	-	-	-	-
48	Selection Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Ratio to Highest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
51	8 - Service-Maintenance																	
53	Number Applied	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
54	Total Promotions	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
55	Selection Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
56	Ratio to Highest Rate	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
57	Potential Adverse Impact (Yes/No)	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
58	Notes:																	
59																		
60																		
61																		
62																		
63		Total		W		AI/AN		B		H/L		A		NHOPI		M		
64	Persons with Disabilities	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
65	Number Applied	2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-	
66	Total Promotions	2	1	2	-	-	-	-	-	-	1	-	-	-	-	-	-	
67	Selection Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
68		Total		W		AI/AN		B		H/L		A		NHOPI		M		
69	Veterans	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
70	Number Applied	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
71	Total Promotions	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
72	Selection Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
73	Notes:																	
74																		
75																		

Training-Reporting Period Beginning April 2022

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	7	6	3	3	-	-	-	-	3	2	1	-	-	-	-	1
Total Trained	7	6	3	3	-	-	-	-	3	2	1	-	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
2 - Professionals																
Total Workforce	15	5	7	-	-	-	-	1	8	3	-	-	-	-	-	1
Total Trained	15	5	7	-	-	-	-	1	8	3	-	-	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
3 - Technicians																
Total Workforce	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Total Trained	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	3	-	-	-	-	-	-	1	2	-	-	-	-	-	-	-
Total Trained	3	-	-	-	-	-	-	1	2	-	-	-	-	-	-	-
Training Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	18	6	7	1	-	-	-	1	1	9	3	-	-	-	-	1
Total Trained	18	6	7	1	-	-	-	1	1	9	3	-	-	-	-	1
Training Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
6 - Administrative Support																
Total Workforce	7	20	-	6	-	-	-	-	6	13	-	-	-	-	1	1
Total Trained	7	20	-	6	-	-	-	-	6	13	-	-	-	-	1	1
Training Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Ratio to Highest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No

44	7 - Skilled Craft																
45	Total Workforce	26	1	2	-	-	-	2	1	22	-	-	-	-	-	-	-
46	Total Trained	26	1	2	-	-	-	2	1	22	-	-	-	-	-	-	-
47	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
48	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
50	8 - Service-Maintenance																
51	Total Workforce	126	43	19	3	-	-	10	8	89	30	4	-	-	-	4	2
52	Total Trained	126	43	19	3	-	-	10	8	89	30	4	-	-	-	4	2
53	Training Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
54	Ratio to Highest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
55	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
56	Notes:																
57																	
58																	
59																	
60																	

Terminations-Reporting Period Beginning April 2022

1	2	Total		W		AI/AN		B		H/L		A		NHOPI		M	
		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Total Workforce	7	6	3	3			-	-	3	2	1	-	-	-	-	1
5	Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
9	Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
10	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
12	2 - Professionals																
13	Total Workforce	15	5	7				-	1	8	3	-	-	-	-	-	1
15	Total Involuntary Terminations	1	-	1				-	-	-	-	-	-	-	-	-	-
19	Involuntary Termination Rate	6.7%	0.0%	14.3%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
20	Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
21	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
22	3 - Technicians																
23	Total Workforce	1	-					-	-	1	-	-	-	-	-	-	-
25	Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
29	Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
31	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
32	4 - Protective Service																
33	Total Workforce	3	-					1	-	2	-	-	-	-	-	-	-
35	Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
39	Involuntary Termination Rate	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
40	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
41	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
42	5 - Paraprofessional																
43	Total Workforce	18	6	7	1			1	1	9	3	-	-	-	-	-	1
45	Total Involuntary Terminations	1	-					1	-	-	-	-	-	-	-	-	-
49	Involuntary Termination Rate	5.6%	0.0%	0.0%	0.0%	N/A	N/A	100.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
50	Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	0.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
51	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	Yes	No	No	No	N/A	N/A	N/A	N/A	No	No
52	6 - Administrative Support																
53	Total Workforce	7	20		6			-	-	6	13	-	-	-	-	-	1
55	Total Involuntary Terminations	1	1	1	1			-	-	-	-	-	-	-	-	-	-
59	Involuntary Termination Rate	14.3%	5.0%	N/A	16.7%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
60	Ratio to Lowest Rate	35.0%	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
61	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
62																	

83	7 - Skilled Craft																
84	Total Workforce	26	1	2				2	1	22	-	-	-	-	-	-	-
85	Total Involuntary Terminations	1	-					-	-	1	-	-	-	-	-	-	-
89	Involuntary Termination Rate	3.8%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	4.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
70	Ratio to Lowest Rate	0.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
71	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
72																	
73	8 - Service-Maintenance																
74	Total Workforce	126	43	19	3			10	8	89	30	4	-	-	-	4	2
75	Total Involuntary Terminations	7	2	1				1	1	4	1	-	-	-	-	1	-
79	Involuntary Termination Rate	5.6%	4.7%	5.3%	N/A	N/A	N/A	10.0%	12.5%	4.5%	3.3%	0.0%	N/A	N/A	N/A	25.0%	N/A
80	Ratio to Lowest Rate	83.7%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
81	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	Yes	N/A
82																	
83	Notes:																

Discipline-Reporting Period Beginning April 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M	
2		Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
3	1 - Officials & Administrators																
4	Total Workforce	7	6	3	3			-		3	2	1		-	-	-	1
5	Verbal	-	-					-		-	-	-	-	-	-	-	-
9	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
10	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
11	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
12	Written	-	-					-		-	-	-	-	-	-	-	-
16	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
17	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
18	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
19	Suspension	-	-					-		-	-	-	-	-	-	-	-
23	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
24	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
25	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
26	<Enter Discipline Type>	-	-					-		-	-	-	-	-	-	-	-
30	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
31	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
32	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
33	<Enter Discipline Type>	-	-					-		-	-	-	-	-	-	-	-
37	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
38	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
39	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
40	<Enter Discipline Type>	-	-					-		-	-	-	-	-	-	-	-
44	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
45	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
46	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No
47																	

7																
8	2 - Professionals															
9	Total Workforce	15	5	7				-	1	8	3					1
0	Verbal	-	-					-	-	-	-					-
4	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
5	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
6	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
7	Written	-	-					-	-	-	-					-
1	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
2	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
3	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
4	Suspension	-	-					-	-	-	-					-
8	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
9	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
0	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
1	<Enter Discipline Type>	-	-					-	-	-	-					-
5	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
6	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
7	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
8	<Enter Discipline Type>	-	-					-	-	-	-					-
2	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
3	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
4	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
5	<Enter Discipline Type>	-	-					-	-	-	-					-
9	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%
0	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%
1	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	No
2																

93	3 - Technicians																
94	Total Workforce	1	-						1	-	-	-	-	-	-	-	-
95	Verbal	-	-						-	-	-	-	-	-	-	-	-
99	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
100	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
101	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
102	Written	-	-						-	-	-	-	-	-	-	-	-
106	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
107	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
108	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
109	Suspension	-	-						-	-	-	-	-	-	-	-	-
113	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
114	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
115	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
116	<Enter Discipline Type>	-	-						-	-	-	-	-	-	-	-	-
120	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
121	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
122	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
123	<Enter Discipline Type>	-	-						-	-	-	-	-	-	-	-	-
127	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
128	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
129	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
130	<Enter Discipline Type>	-	-						-	-	-	-	-	-	-	-	-
134	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A							
135	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A							
136	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A							
137																	

138	4 - Protective Service																
139	Total Workforce	3	-				1	-	2	-	-	-	-	-	-	-	-
140	Verbal	-	-				-	-	-	-	-	-	-	-	-	-	-
144	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A							
145	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A							
146	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A							
147	Written	-	-				-	-	-	-	-	-	-	-	-	-	-
151	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A							
152	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A							
153	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A							
154	Suspension	-	-				-	-	-	-	-	-	-	-	-	-	-
158	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A							
159	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A							
160	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A							
161	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-	-
165	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A							
166	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A							
167	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A							
168	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-	-
172	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A							
173	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A							
174	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A							
175	<Enter Discipline Type>	-	-				-	-	-	-	-	-	-	-	-	-	-
179	Discipline Rate	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A							
180	Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A							
181	Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	No	N/A	No	N/A							
182																	
183	5 - Paraprofessional																

183	5 - Paraprofessional																
184	Total Workforce	18	6	7	1			1	1	9	3	-	-	-	-	1	1
185	Verbal	4	5			-	-	1	1	3	4	-	-	-	-	-	-
189	Discipline Rate	22.2%	83.3%	0.0%	0.0%	N/A	N/A	100.0%	100.0%	33.3%	133.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
190	Ratio to Lowest Rate	100.0%	26.7%	100.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
191	Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	No	No
192	Written	7	8			-	-	2	2	5	6	-	-	-	-	-	-
196	Discipline Rate	38.9%	133.3%	0.0%	0.0%	N/A	N/A	200.0%	200.0%	55.6%	200.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
197	Ratio to Lowest Rate	100.0%	29.2%	100.0%	100.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
198	Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	No	No
199	Suspension	5	7			-	-	2	-	3	7	-	-	-	-	-	-
203	Discipline Rate	27.8%	116.7%	0.0%	0.0%	N/A	N/A	200.0%	0.0%	33.3%	233.3%	N/A	N/A	N/A	N/A	0.0%	0.0%
204	Ratio to Lowest Rate	100.0%	23.8%	100.0%	100.0%	N/A	N/A	0.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
205	Potential Adverse Impact (Yes/No)	No	Yes	No	No	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	No	No
206	<Enter Discipline Type>	-	-			-	-	-	-	-	-	-	-	-	-	-	-
210	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
211	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
212	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
213	<Enter Discipline Type>	-	-			-	-	-	-	-	-	-	-	-	-	-	-
217	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
218	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
219	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
220	<Enter Discipline Type>	-	-			-	-	-	-	-	-	-	-	-	-	-	-
224	Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
225	Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
226	Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No

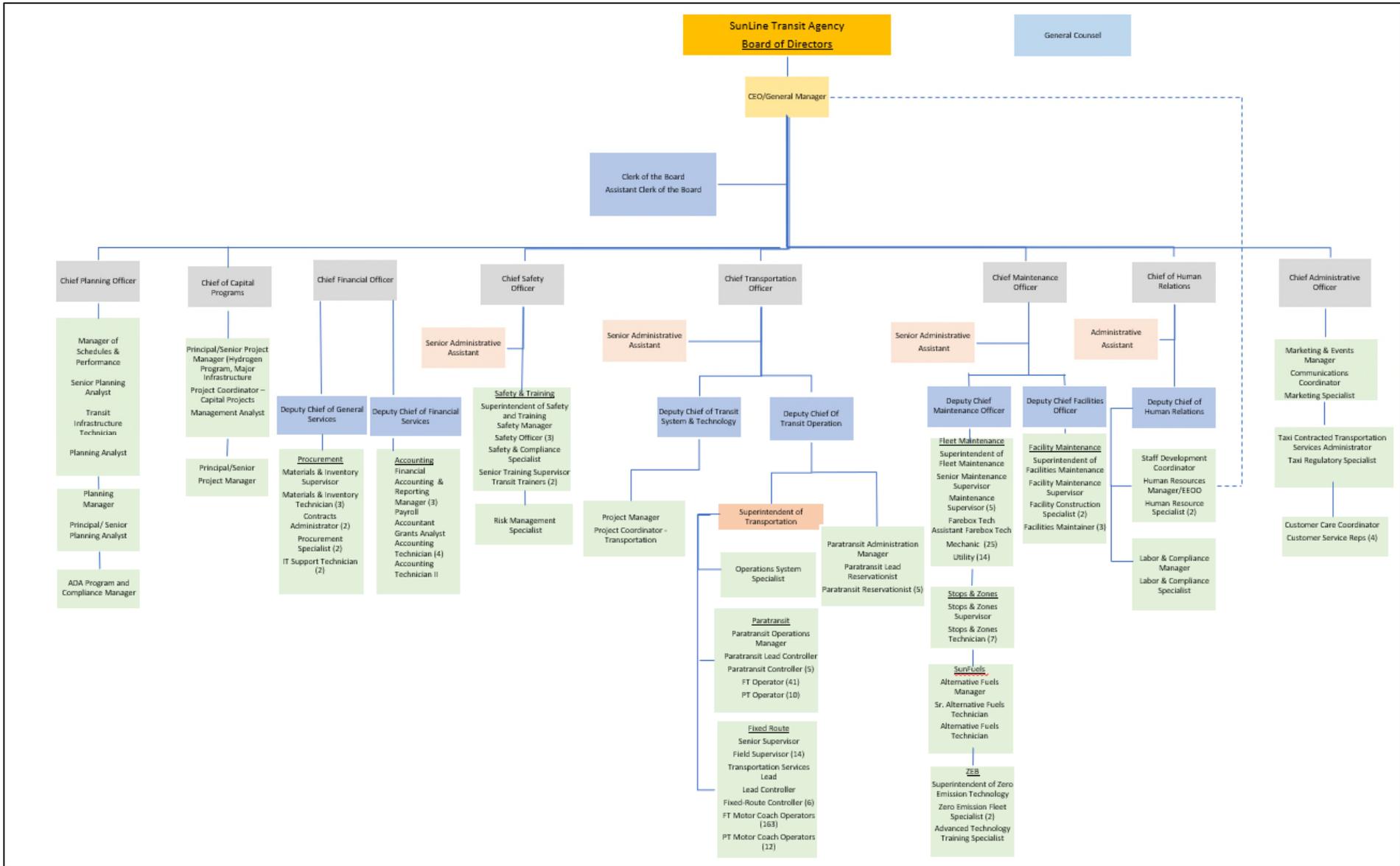
18	6 - Administrative Support																
19	Total Workforce	7	20		6			-	-	6	13	-	-	-	-	1	1
20	Verbal	2	1		-			-	-	2	1	-	-	-	-	-	-
21	Discipline Rate	28.6%	5.0%	N/A	0.0%	N/A	N/A	N/A	N/A	33.3%	7.7%	N/A	N/A	N/A	N/A	0.0%	0.0%
22	Ratio to Lowest Rate	17.5%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
23	Potential Adverse Impact (Yes/No)	Yes	No	N/A	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	No	No
24	Written	4	4		-			-	-	4	4	-	-	-	-	-	-
25	Discipline Rate	57.1%	20.0%	N/A	0.0%	N/A	N/A	N/A	N/A	66.7%	30.8%	N/A	N/A	N/A	N/A	0.0%	0.0%
26	Ratio to Lowest Rate	35.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
27	Potential Adverse Impact (Yes/No)	Yes	No	N/A	No	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	No	No
28	Suspension	1	-		-			-	-	1	-	-	-	-	-	-	-
29	Discipline Rate	14.3%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	16.7%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
30	Ratio to Lowest Rate	0.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
31	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
32	<Enter Discipline Type>	-	-		-			-	-	-	-	-	-	-	-	-	-
33	Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
34	Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
35	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
36	<Enter Discipline Type>	-	-		-			-	-	-	-	-	-	-	-	-	-
37	Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
38	Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
39	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
40	<Enter Discipline Type>	-	-		-			-	-	-	-	-	-	-	-	-	-
41	Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
42	Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
43	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
44	<Enter Discipline Type>	-	-		-			-	-	-	-	-	-	-	-	-	-
45	Discipline Rate	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
46	Ratio to Lowest Rate	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
47	Potential Adverse Impact (Yes/No)	No	No	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
48	<Enter Discipline Type>	-	-		-			-	-	-	-	-	-	-	-	-	-

273	7 - Skilled Craft															
274	Total Workforce	26	1	2			2	1	22	-	-	-	-	-	-	-
275	Verbal	12	-	1			1	-	10	-	-	-	-	-	-	-
279	Discipline Rate	46.2%	0.0%	50.0%	N/A	N/A	N/A	50.0%	0.0%	45.5%	N/A	N/A	N/A	N/A	N/A	N/A
280	Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
281	Potential Adverse Impact (Yes/No)	Yes	No	Yes	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
282	Written	2	-	1			-	-	1	-	-	-	-	-	-	-
286	Discipline Rate	7.7%	0.0%	50.0%	N/A	N/A	N/A	0.0%	0.0%	4.5%	N/A	N/A	N/A	N/A	N/A	N/A
287	Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
288	Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
289	Suspension	3	-	1			-	-	2	-	-	-	-	-	-	-
293	Discipline Rate	11.5%	0.0%	50.0%	N/A	N/A	N/A	0.0%	0.0%	9.1%	N/A	N/A	N/A	N/A	N/A	N/A
294	Ratio to Lowest Rate	0.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
295	Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
296	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
300	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
301	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
302	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
303	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
307	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
308	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
309	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A
310	<Enter Discipline Type>	-	-	-			-	-	-	-	-	-	-	-	-	-
314	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
315	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
316	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A

318	8 -Service-Maintenance																
319	Total Workforce	126	43	19	3			10	8	89	30	4	-	-	-	4	2
320	Verbal	98	33	15	2	2		9	5	68	26	-	-	-	-	4	-
324	Discipline Rate	77.8%	76.7%	78.9%	N/A	N/A	N/A	90.0%	62.5%	76.4%	86.7%	0.0%	N/A	N/A	N/A	100.0%	N/A
325	Ratio to Lowest Rate	98.7%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
326	Potential Adverse Impact (Yes/No)	No	No	Yes	N/A	N/A	N/A	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
327	Written	47	8	3		1	-	5	2	36	6	-	-	-	-	2	-
331	Discipline Rate	37.3%	18.6%	15.8%	N/A	N/A	N/A	50.0%	25.0%	40.4%	20.0%	0.0%	N/A	N/A	N/A	50.0%	N/A
332	Ratio to Lowest Rate	49.9%	100.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
333	Potential Adverse Impact (Yes/No)	Yes	No	No	N/A	N/A	N/A	Yes	Yes	Yes	No	No	N/A	N/A	N/A	Yes	N/A
334	Suspension	34	13	2		-	-	1	-	28	13	-	-	-	-	3	-
338	Discipline Rate	27.0%	30.2%	10.5%	N/A	N/A	N/A	10.0%	0.0%	31.5%	43.3%	0.0%	N/A	N/A	N/A	75.0%	N/A
339	Ratio to Lowest Rate	100.0%	89.3%	0.0%	N/A	N/A	N/A	0.0%	100.0%	0.0%	0.0%	100.0%	N/A	N/A	N/A	0.0%	N/A
340	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	Yes	Yes	No	N/A	N/A	N/A	Yes	N/A
341	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
345	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
346	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
347	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
348	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
352	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
353	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
354	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A
355	<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
359	Discipline Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
360	Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	N/A
361	Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	N/A

Appendix E

Organizational Chart



Appendix F

EEO Concurrence

Compliance Checklist



EEO Concurrence

New Hire and Promotions

<i>Human Resources</i>	<i>Recruitment Information</i>
------------------------	--------------------------------

Department Name _____ Dept. Number _____

Title of Job to be Filled _____ Pay Grade _____

Number of Positions to be Filled _____ Interview Date(s) _____

EEO Job Category _____ Permanent Temporary Part Time

<i>For EEO Use Only</i>	<i>EEO Concurrence Checklist</i>
-------------------------	----------------------------------

1. Is the EEO category underutilized? Yes No If yes, by which of the following:

Women Disabled Black Hispanic Asian Native American Pacific Islander Mixed

2. Indicate: Gender of person(s) selected: Male _____ Female _____

Race of person(s) selected: Black _____ Hispanic _____ Asian _____ Native American _____
Pacific Islander _____ Mixed _____ Caucasian _____

Veteran _____ Non-Veteran _____ Unknown _____

Person(s) with Disability _____ If Known _____

3. Job Posting

_____ Checked requisite posting period

_____ Compared posting to job description

_____ Reviewed justification for internal or departmental only posting (if applicable)

_____ Verified Recruitment Plan – Ensure memo/e-mail is part of the packet

4. Job Description Review

_____ Determine whether this is an (1) existing position title or a (2) newly created position

_____ Examine whether the hiring department currently has incumbents in this position

_____ Check the reporting relationship to ensure it is appropriate for the position

_____ Review the salary grade; and confirm that it is appropriate for the job/position title

_____ Confirm the position has been placed in the proper EEO category

_____ Review exempt/non-exempt status

5. Applicant Pool Analysis

- Qualification verification of (a) candidates selected for interview, or (b) audit/re-screen all applicants
- Confirm whether all candidates interviewed are eligible; justification for eligible candidates not interviewed
- Diversity check/utilization reviewed

6. Compensation Analysis

- Determination of internal salary parity
- Justification for placement level in range

7. Interview Review Process Examination

- Diversity in interview panel
- Interview questions reviewed prior to interviews being conducted
- Interview packet review (questions, ranking, inappropriate remarks)

Name and position of persons who interviewed candidates (first interview)

Name and position of persons who interviewed candidates (second interview)

8. Finalizing Review

- Identify EEO concerns, if any
- If rejected, discuss issue with HR representative, if appropriate – Note concurrence on packet or attach justification for rejection if unable to resolve EEO concerns

Comments: _____

Compliance Officer: _____

Date: _____

Appendix G

Goals & Timetables

2020 – 2023

Goals and Achievements

In SunLine's last report the minority population was 80%. The last report also indicated an underutilization in the Service-Maintenance category for two female minority groups. SunLine's current minority population is 82%. SunLine's current female population is 32%.

Since our last reporting we have increased our minority population by 6%. We are currently showing an underutilization of female incumbents in the following categories:

- Officials and Administrators (1)
- Professionals (5)
- Protective Services (2): including (1) Hispanic/Latino female
- Administrative Support (8): including (1) Black female and (1) Asian female
- Service and Maintenance (35): including (15) Hispanic/Latino females and five (5) Asian females

Although we still have an underutilization of females in our workforce; we are continuing to make strides to correct this area. In our previous evaluation, 29% of the workforce was female. Our total increased to 32% of the current workforce, a gain of 3%, indicating progress in this area. Since our last reporting SunLine continues to meet its goals for females in the following categories: Technicians, Para-Professionals, and Skilled Craft Workers. Females are underutilized in the following job group categories: Officials and Administrators, Professionals, Protective Services, Administrative Support, and Service-Maintenance Workers.

We have and will continue to address this underutilization of females. In fact, SunLine has seen an increase in the number of females being hired since our last reporting period, increasing from 29% in 2020 report to the current 32% of the workforce population

The Short Term Placement Goals have been established to address the more immediate actions needed over the next year to achieve our Long Term Placement Goals. Recruiting efforts will continue to concentrate on both females and minorities with an emphasis on those job groups where underutilization has occurred. Efforts will be increased to attract females from similar positions from other public agencies, the private sector, and the community at large. Recruitment efforts have been expanded, facilitated by Sunline's Hiring Project Action Team, a diverse group of agency staff dedicated to effective and fair recruitment, outreach, and timely hiring processes. SunLine will utilize female staff from our underutilized categories at job fairs and public outreach events to promote careers to females. The Agency will continue to develop internal female candidates, emphasizing promotional opportunities for long term careers with the agency.

SunLine provides a variety of ongoing training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment prevention, continuing safety education, and alternative fuels training for mechanics.

One training program that has been implemented is SunLine University. Instructors range from department heads and managers, to professors from College of the Desert, our local community

college. During the Pandemic, classes were moved from in-person to online. Fortunately, SunLine has resumed in person professional growth training in 2024. Employees are encouraged to take classes to develop skills and to learn about other departments in which they may have an interest. We also offer external opportunities for growth with our Leadership Academy, Track 3B (SunLine University), participation in the Transit and Paratransit Management Certificate Program, and continuing to offer our Educational Reimbursement Program. These are some of the positive steps in our good faith efforts to contribute toward achieving our Affirmative Action goals.

SunLine's Long Term Goals are established to correct areas of female underutilization in the following EEO-4 Categories and are established for achievement in a four-year period:

- Increase female Official and Administrators by one (1) female
- Increase female Professionals by five (5) females
- Increase female Protective Services by two (2) females; including one (1) Hispanic/Latino female
- Increase female Administrative Support by 8 females; including: one (1) Black female and one (1) Asian female
- Increase female Service-Maintenance Workers by 20 females; including fifteen (15) Hispanic/Latino females, and five (5) Asian females

SunLine's Long Term Goals are established to correct areas of minority underutilization in the following EEO-4 Categories and are established for achievement in a four-year period

- Increase Male Asian Professionals by one (1)
- Increase Male Black Administrative Support by one (1)

SunLine Services Group

DATE: April 24, 2024 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Jill Plaza, Taxi/Contracted Transportation Services Administrator

RE: First Reading of SunLine Services Group (SSG) Ordinance No. 2024-01 Distinctive Appearance as it Relates to Color

Recommendation

Recommend that the Board of Directors approve the introduction and first reading of SSG Ordinance No. 2024-01 to supersede SSG Ordinance No. 2021-01.

Background

The current ordinance requires that vehicles have a distinct appearance which includes specific and uniform paint for each taxi company. As a result of a taxi industry study in May 2022 and a request from one of the taxi companies, SunLine Regulatory Administration (SRA) has been exploring the distinctive appearance of taxi vehicles. The specific issue reviewed was the use of vehicles as taxicabs with the required company markings, decals, insignia, and top lights but maintaining the original factory paint color.

SRA researched safety, staffing, and industry trends in an effort to see the impact of taxicabs with the original factory paint color. SRA reached out to two (2) other regulatory agencies in Southern California that allow taxicabs to be permitted in the vehicle's original factory paint color. Neither agency reported any incidents of harm to customers as a result of the factory paint color on taxis. SRA eliminated inspectors in an effort to reduce operating costs/regulatory fees to taxi companies at the request of both the taxi industry and direction from the SSG Board.

In light of a deeper examination of the impact on safety and the fact that there have been no reported incidents of harm to the public, SRA is recommending that the SSG Board approve distinctive appearance as it relates to the factory paint color. All taxicabs shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire. Additionally, a dome light component shall remain in place. All vehicles will continue to be registered as commercial vehicles in compliance with Vehicle Code Section 260.

Allowing original factory paint color will make it more attractive and easier for companies to recruit drivers, as well as incentivize potential drivers by reducing the upfront costs of becoming a taxicab driver.

An ordinance superseding SSG Ordinance No. 2021-01 is being presented for first reading that incorporates SRA's recommendation to allow original factory paint color. SSG first adopted an ordinance establishing new procedures for taxicab regulation in 2018. SRA staff periodically reviews the taxicab service ordinance to determine if any updates are necessary to maintain efficient taxicab service regulation and enforcement. Staff worked with legal counsel to make changes consistent with SRA recommendations, as reflected in the proposed Ordinance No. 2024-01.

The proposed Ordinance No. 2024-01 incorporates the changes to supersede Ordinance No. 2021-01 as follows:

- Section 1.030.D.1 – add that “Distinctive appearance may include the original factory paint color.”
- Section 2.010. A – add that “Distinctive appearance may include the original factory paint color.”

A redlined copy of the ordinance showing the aforementioned changes has been included for the Board's review. The ordinance will be brought forward at the May Board meeting for second reading and adoption with an effective date of July 1, 2024.

Financial Impact

The proposed Ordinance No. 2024-01 will have no financial impact to SSG.

Attachments:

- [Item 13a](#) – Redlined Copy of Ordinance 2024-01
- [Item 13b](#) – Ordinance 2024-01 (Redlined Changes Accepted)

ORDINANCE NO. 20241-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 20219-01

WHEREAS, Government Code Section 53075.5 requires every city and county to protect the public health, safety and welfare by adopting an ordinance concerning the provision of taxicab services, to provide a policy for entry into the business of providing taxicab services, to establish maximum rates for the provision of such services, and for such other matters as determined by the legislative body; and,

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (STA) desire to provide for the orderly, efficient, and safe operation of taxicab services within the Coachella Valley; and,

WHEREAS, members of STA have delegated the authority to regulate the safe operation of taxicab services to SunLine Services Group (SSG).

WHEREAS, to modernize the regulation of taxicab transportation services and in order for taxicabs to better compete with all for hire modes of transportation the State amended Government Code Section 53075.5 through Assembly Bill 1069 and Assembly Bill 939; and,

WHEREAS, SSG intends to adopt procedures compliant with Assembly Bill 1069 and Assembly Bill 939 for the regulation of taxicab transportation services in the Coachella Valley.

NOW, THEREFORE, the Board of Directors of SSG does ordain as follows:

SECTION 1: ADOPTION OF TAXICAB SERVICE ORDINANCE.

SSG hereby adopts this ordinance regulating taxicabs within the jurisdictional boundaries of SSG, superseding and replacing Ordinance 202119-01, as attached hereto as Exhibit A.

SECTION 2: SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance of SSG. The Board of Directors of SSG hereby declares that it would have passed this ordinance, and each section, subsection, clause, sentence or phrase thereof, irrespective of the fact that any one or more other sections, subsections, clauses, sentences, or phrases may be declared invalid or unconstitutional.

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect thirty (30) days from its passage by the Board of Directors of SSG.

SECTION 4: PUBLICATION.

The Clerk of the Board is authorized and directed to cause this ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation and circulated within the jurisdictional boundaries of SSG in accordance with Government Code Section 36933(a) or, to cause this ordinance to be published in the manner required by law using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

INTRODUCED at the regular meeting of the Board of Directors of SunLine Services Group on the _____ day of April, 20241.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on _____ day of May, 20241.

~~Lisa Middleton Robert Radi~~
Chairperson of the Board

ATTEST:

~~Edith Hernandez Brittney Sowell~~
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

EXHIBIT A

CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

- 1.010 Purpose
- 1.015 Definitions and Statutory References
- 1.020 Taxi Administrator
- 1.025 Delivery of Notices or Requests
- 1.030 Business Permit Required
- 1.035 Business Permit Renewal
- 1.040 Insurance Required
- 1.045 Driver Permit Required
- 1.050 Driver Permit Renewal and Transfer
- 1.055 Vehicle Permit Required
- 1.060 Vehicle Permit Renewal
- 1.065 Vehicle Inspections
- 1.070 Rates
- 1.075 Mandatory Controlled Substance and Alcohol Testing Program
- 1.080 Denial, Revocation, or Suspension of Permits
- 1.085 Appeal Hearings
- 1.090 Advance Deposit Hardship Waiver
- 1.095 Administrative Citation
- 1.200 Fines and Penalties
- 1.205 Late Payment Charges
- 1.210 Cost Recovery
- 1.215 Airports

ARTICLE II

OPERATING REQUIREMENTS

- 2.010 Taxicab Businesses Distinct Appearance
- 2.015 Advertisements
- 2.020 Driver Standards and Appearance
- 2.025 Special Events
- 2.030 Taxi Administrator
- 2.035 Fines and Penalties

CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

Section 1.010 Purpose

State law requires every city or county to adopt an ordinance or resolution in regards to taxicab transportation services, which include, among others, a policy for entry into the business, establishment of registration rates, and mandatory controlled substance and alcohol testing programs. In October 2017, Assembly Bill 1069 was enacted to modernize the regulation of taxicab transportation services in order for taxicabs to better compete with all for hire modes of transportation. In September, 2018, Assembly Bill 939 was subsequently enacted imposing additional duties on local governments related to taxicab transportation services. This ordinance establishes a permitting process and regulatory structure consistent with the requirements of state law.

Section 1.015 Definitions and Statutory References

As used in this Chapter:

- A. "AB 1069" means Assembly Bill 1069 *Local government: taxicab transportation services* as codified in Government Code Sections 53075.5, 53075.51, 53075.52 and 53075.53.
- B. "AB 939" means Assembly Bill 939 *Local government: taxicab transportation services* amending Government Code Sections 53075.5, 53075.51, and 53075.52.
- C. "Advertisement" means the dissemination in any newspaper, circular, form letter, brochure, business card, telephone directory (including the yellow and/or white pages) or similar publication, display, sign, internet, phone and/or tablet "app", radio broadcast, telecast of by other electronic means, information designed to promote the use of a Taxicab Business' services.
- D. "Alternative Fuel Vehicle" means vehicles and engines that are designed for alternative fuels including but not limited to hydrogen, natural gas, propane; alcohols such as ethanol, methanol, and butanol; vegetable and waste-derived oils; and electricity.
- E. "Board" or "Board of Directors" means the Board of Directors of SunLine Services Group.
- F. "Business" means any person, firm, association, corporation, partnership or other entity that is established to operate or lease one or more taxicabs within the jurisdictional boundaries of SSG that is issued a permit by the Taxi Administrator pursuant to this ordinance.

- G. "Business Permit" means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG.
- H. "Business Permit Fee" means the fees charged for issuance of the business permit.
- I. "Business Permit Application Fee" means the fees charged for the review of an application for a Business Permit prior to issuance.
- J. "Control Person" means any person, firm, association, corporation, partnership, owner, investor, shareholder, officer and director that has or have a majority interest in the Taxicab Business.
- K. "Driver" means an individual natural person who drives or is allowed to drive a taxicab under the name of a business. This includes, but is not limited to: full time, regularly employed drivers; casual intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a business or who drive or operate a taxicab at the direction of or with the consent of a business.
- L. "Engaged with a Passenger" means ongoing interactions between the Driver and passenger during the course and scope of providing taxicab service to the passenger.
- M. "Jurisdictional Boundaries of SSG" means the territory within the jurisdictional boundaries of the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the unincorporated area of Riverside County that is within the territorial boundaries of the Palm Springs and Desert Sands Unified School District, and that portion of the Coachella Valley Unified School District located within Riverside County, as such boundaries may be adjusted from time to time as allowed for under the law.
- N. "Permittee" means any business including any owners, investors, shareholders, partners, officers, directors and representatives acting on its behalf or driver that has been issued a permit pursuant to the Article I.
- O. "Prorated" means a pro rata distribution based on the date of business, driver or vehicle permit issuance.
- P. "Pull Notice Program" as referred to in Vehicle Code Section 1808.1 shall mean a process for the purpose of providing the employer with a report showing the Driver's current public record by the Department of Motor Vehicles and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's

record while the employer's notification request remains valid and uncanceled.

- Q. "Per Mile" means the charge to a taxicab passenger calculated and based on distance traveled by the taxicab vehicle.
- R. "SSG" means the joint powers authority established by Riverside County and Coachella Valley cities charged with the duties, obligations and responsibilities to implement and enforce this ordinance and any related ordinance and any regulations promulgated pursuant thereto as directed by the SSG Board.
- S. "Substantially Located" shall have the same meaning as defined within Government Code Section 53075.5.
- T. "Taxicab" means every automobile or motor propelled vehicle, designed for carrying not more than eight persons, excluding the driver, where the driver's seat may be separated from the passenger's compartment by a glass or other partition used for the transportation of passengers for hire over the public streets in the jurisdictional boundaries of SSG, and not over a defined route, irrespective of whether the operations extend beyond the jurisdictional boundaries, in circumstances where the vehicle is routed under the direction of the passenger or the person hiring the same.
- U. "Taxi Administrator" means the General Manager of SSG or his/her designee.
- V. "Vehicle Permit" means a valid permit issued by SSG, authorizing a particular vehicle to be operated as a Taxicab.
- W. "Vehicle Permit Fee" means a non-transferable authorization to drive or operate a vehicle as an authorized Taxicab transportation service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee, or otherwise.

As used in this Chapter, any citation or reference to a California code or statute is intended to include any subsequent amendments enacted by the state thereto.

Section 1.020 Taxi Administrator

- A. The Taxi Administrator shall be authorized to carry out the permitting and regulation of Businesses and Drivers under this Chapter, and to enforce the provisions of this Chapter in compliance with California Government Code sections 53075.5 and 53075.51. The Taxi Administrator is authorized to promulgate and adopt regulations and procedures necessary to implement all provisions of this Chapter.

- B. The Taxi Administrator shall be authorized to conduct investigations, audits or field inspections in order to enforce the provisions of this Chapter and regulations.

Section 1.025 Delivery of Notices or Requests

- A. All notices or requests referred to in this ordinance shall be delivered to the Administrative Office of SSG. All notices or requests referred to in the ordinance of SSG to any business or individual shall be delivered to the address of record for the business or individual.
- B. Notices or requests referred to in this ordinance may be delivered through electronic mail to the address provided in the application for a Business, Driver or Vehicle Permit.
- C. Delivery of any notice or request shall be effective as follows:
 - 1. Immediately if given by personal delivery or electronic mail;
 - 2. One (1) day after delivery if delivered by an overnight delivery service; and
 - 3. Three (3) days after delivery if delivered by U.S. Mail.

Section 1.030 Business Permit Required

- A. It is unlawful for any business to operate a Taxicab or Taxicabs without first having been issued a Business Permit from SSG if the Business is substantially located within the Jurisdictional Boundaries of SSG.
- B. A Business Permit may be obtained from SSG as provided below. The Permit shall state the name of the Taxicab Business, location of principal operation, and the date of issuance. If the Taxicab Business and the Driver are the same person, he or she shall apply for and obtain from SSG both a Business Permit and a Driver permit.
- C. An applicant for a Business Permit shall complete an application form which shall contain the following information:
 - 1. Name of Business as recorded in formation documents filed with the California Secretary of State or fictitious business name as registered with Riverside County;
 - 2. Name, job title, and function of all owners, investors, shareholders, partners, officers, directors and representatives acting on the Business' behalf and provide such information as is required to evaluate the legitimacy of the company's business structure, qualifications, corporate stability, financial stability and capability;

3. Fingerprint based criminal history check of all owners, investors, shareholders or partners that hold an interest in the Taxicab Business;
4. Address of principal place of business from which the Business conducts its activities;
5. Address of all locations from which the Business conducts its activities;
6. Electronic mail address for the purpose of providing notice or requests.
7. Before any Business Permit is issued, the applicant shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the applicant, its agents, representatives, employees, or subcontractors and the owner of the vehicle;
8. A list of the Vehicle Identification Numbers (“VIN”) of the Taxicabs (“vehicle identification list”) which have annually passed a vehicle safety inspection at a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair. The list shall include vehicle number, license plate number, and SSG permit number;
9. A current list of all Drivers authorized to operate any vehicle on the required vehicle identification list;
10. Evidence of valid and current California Department of Motor Vehicle Registration for each Taxicab listed in the vehicle identification list;
11. Verification of safety and education program as required by Government Code Section 53075.5;
12. Verification of disabled access education program as required by Government Code Section 53075.5;
13. Verification of participation in the Pull-Notice Program pursuant to Section 1808.1 of the California Vehicle Code;
14. Each applicant shall submit information establishing the total number of prearranged and non-prearranged trips that originate within the Jurisdictional Boundaries of SSG accounting for the largest share of the Business' total number of trips over the applicable time period pursuant Government Code Section 53075.5; and,

15. Each applicant shall provide SSG an address of an office or terminal where documents supporting the factual matters specified in Government Code Section 53075.5 may be inspected by SSG upon request.
- D. The Business Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered. Requirements to approve and maintain the permit include:
1. Taxicab Businesses shall have a distinctive name and appearance and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and indicates that the vehicle is offered for the use of transportation of passengers of hire. Distinctive name includes consideration of a specific color referenced in the Taxicab Business' name and distinctive appearance may include the original factory paint color;
 2. Maintenance of a year-round computerized dispatch system capable of providing performance reports as required by Government Code Section 53075.5 and the Taxi Administrator;
 3. At least one (1) wheelchair-accessible van that meets federal standards as provided in Title 49, Subtitle A, Part 38 of the Code of Federal Regulations ready and available as may be requested in its fleet;
 4. Proof of insurance per section 1.040;
 5. Compliance with the maximum rates established per section 1.070;
 6. Implementation of mandatory controlled substance and alcohol testing program per section 1.075;
 7. Maintenance of safety education and training program;
 8. Maintenance of disabled access education and training program;
 9. Maintenance of current and valid California Department of Motor Vehicles Registration for each Taxicab listed in the vehicle identification list;
 10. Continuous participation in the Pull Notice Program per Vehicle Code Section 1808.1; and,
 11. Compliance with all operational requirements in Article II of this Chapter.

- E. Each Taxicab Business shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the company, any complaints by patrons and any other information SSG may require to verify compliance with the ordinance of SSG. The Taxicab Business' books, accounts and records pertaining to compliance with the ordinance of SSG shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Taxicab Business to provide the required records for inspection shall be deemed a violation of the ordinance of SSG and cause for termination of the Taxicab Business permit. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.
- F. At the time the application for a Business Permit is received, the applicant shall pay a Business Permit Application Fee as established and amended from time to time by resolution of the Board. Fees shall be due and payable before a Business Permit application is processed. Prorated fees will be based on the date of Business Permit approval.
- G. At the time the application for a Business Permit is received, it will be reviewed for accuracy and compliance within ten (10) days. The applicant will receive a deficiency notice should the application and documents be lacking and/or incomplete. The applicant shall have thirty (30) days from the date of deficiency notice to remedy and re-submit application deficiencies. Applications that have not met the minimum requirements for a Business Permit within sixty (60) days will be denied. A new Business Permit application must be submitted for consideration, thereafter.
- H. At the time a Business Permit Application is approved, the applicant shall pay the Annual Taxicab Business Permit Fee. The Annual Taxicab Business Permit Fee shall be due and payable before issuance of a Business Permit. The Annual Taxicab Business Permit Fee may be adjusted by resolution of the Board.
- I. The Board may establish a procedure for a payment of the Business Permit Fee in installments.
- J. The rights of appeal provided for by Section 1.085 are available to a Business in the event that his or her Business Permit is denied based on the provisions of this Chapter.
- K. In the event a Taxicab Business or any Control Person transfers 50% or more of its interest in the Business therein, the Taxicab Business' Permit cannot be sold or transferred in part or in whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation without prior written consent of the Board.

Section 1.035 Business Permit Renewal

- A. Sixty (60) days prior to the expiration of a Business Permit the Business may apply to SSG for a renewal thereof for an additional year. A Business shall be entitled to a one (1) year renewal of the Business Permit provided that:
 - 1. The Business submits a Business Permit renewal application;
 - 2. The Business pays the annual renewal application fee;
 - 3. The Business pays the Business Permit Fee;
 - 4. The Business pays the applicable Taxicab Vehicle Permit Fee;
 - 5. The Business shows that it continues to be substantially located within the Jurisdictional Boundaries of SSG as defined in Government Code Section 53075.5;
 - 6. The Business continues to comply with all provisions of Section 1.030.

- B. The rights of appeal provided for by Section 1.085 are available to a Business in the event that renewal of his or her Business Permit is denied based on the provisions of this Chapter.

Section 1.040 Insurance Required

- A. The insurance policies required under this Chapter shall consist of and contain or be endorsed to contain the following provisions:
 - 1. General Liability and Automotive Liability Coverage:
 - a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as additional insureds for liability related to:
 - i. Activities performed by or on behalf of the Business;
 - ii. Premises owned, occupied, or used by the Business; and,
 - iii. Automobiles owned or leased by the Business.
 - b. The Permittee shall also carry Workers' Compensation Insurance in accordance with State of California Workers' Compensation laws.

- c. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
- d. The business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
- e. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees and agents.
- f. Permittee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverage:

- a. Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
- b. Permittee shall furnish SSG with a certificate of insurance and any applicable policies and endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Permittee in the Jurisdictional Boundaries of SSG. SSG reserves the right to require complete certified copies of all insurance policies, including endorsements affecting the coverage required by this ordinance, at any time and shall include, but not limited to, the obligation to indemnify, hold harmless, release and defend SSG.

- c. Business Permittee shall include all individual Drivers employed by Permittee, agents, contractors, other sub-operators as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
 - d. The procuring of such insurance or the delivery or endorsements and certificates evidencing the same shall not be construed as a limitation of the Permittee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized conducted or permitted under this ordinance.
 - e. The amount of insurance required hereunder shall be as follows:
 - i. For injury or death in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - ii. For the injury or destruction of property in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - iii. For combined single limits of liability for primary bodily injury and primary property damage, three hundred fifty thousand dollars (\$350,000.00);
 - iv. For employer's liability, with limits of three hundred fifty thousand dollars (\$350,000.00).
 - f. It shall be the responsibility of all Permittees to provide and maintain insurance coverage in compliance with the provisions of this ordinance to cover each and every driver that operates a vehicle as a Taxicab. The Permittee shall further ensure that appropriate certificates of insurance reflecting the coverage are on file with SSG at all times.
3. Insurance required by this Section shall be satisfactory only if issued by companies having at least an A- Best Insurance Rating or

equivalent, and are admitted to do business in California. All applicants are required to comply with this Section prior to the issuance of any Business Permit.

4. Permittees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Permittee includes ensuring that any vehicle owner whose vehicle is operated under the Business Permittee's name maintains insurance and provides SSG with proof of the same at all times that each vehicle is operated. Failures to comply with the foregoing insurance requirements which affect the Business as a whole shall result in immediate suspension of the permit. Failure to comply with the foregoing insurance requirements three (3) times within a calendar year constitutes grounds for revocation of the permit.
- B. Permittees shall maintain on file with SSG evidence of its insurance coverage meeting all the requirements as indicated in this Section. The Permittee shall provide SSG with verbal notice within 24 hours in the event of any change in insurance coverage and written notification of any insurance change within three (3) calendar days after the change.

Section 1.045 Driver Permit Required

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver permit from SSG. A Driver permit may be obtained as provided below.
- B. An applicant for a Driver permit shall complete an application which shall contain the following information:
1. Applicant's full name, residence address and age;
 2. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;
 3. Applicant's height, weight, gender and color of eyes and hair;
 4. The number and expiration date of the applicant's California driver's license;
 5. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
 6. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant; and

- C. The Taxi Administrator may accept the submission of a permitted Business' Driver application that provides all the information required in subsection B above in lieu of the Driver application provided by SSG.
- D. At the time the applicant submits an application for a Driver permit, the applicant shall do all of the following:
 - 1. Submit to a fingerprint based criminal history check pursuant to Government Code Section 53075.5;
 - 2. Provide SSG with a copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 - 3. Provide proof of insurance as insureds under an employer's policies as required by Section 1.040;
 - 4. Provide proof of completion for taxi business's driver safety education and training program;
 - 5. Provide proof of completion for taxi business's disabled access education and training program;
 - 6. Provide Intent to Hire form indicating the name of the Business with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5;
 - 7. Provide SSG with a copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1; and
 - 8. Payment of Driver permit fee as established and amended from time to time by resolution of the Board. The Driver permit fee shall be due and payable before receipt of the driver permit.
- E. The Driver permit shall state the name of the employer.
- F. In the event of denial, revocation or suspension of a Driver permit, the applicant may within ten (10) days of notification of denial apply to SSG for a hearing on the denial in accordance with the procedures set forth in Section 1.085.
- G. The Driver permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California driver's license shall constitute grounds for revocation of the Driver permit authorized hereunder.

- H. Upon termination of employment within the meaning of Government Code Section 53075.5 the permit shall become void. In such case, the Driver shall immediately return the Driver permit to SSG. Upon return of the Driver permit, the Driver may re-apply for a Driver permit, provided that the Driver complies with the requirements for issuance of a Driver permit under this Section.

Section 1.050 Driver Permit Renewal and Transfer

- A. Prior to the expiration of a Driver permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one (1) year renewal of the Driver permit provided that:
 - 1. The Driver submits a completed renewal application which shall contain the information stipulated in Section 1.045, subsection B.
 - 2. The Driver pays a permit renewal fee as established and amended from time to time by resolution of the Board;
 - 3. The Driver submits to permit-renewal controlled substances and alcohol testing as provided by Government Code Section 53075.5;
 - 4. The results of controlled substances and alcohol testing indicate that the Driver has not been using a controlled substance as specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations;
 - 5. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test; and,
 - 6. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in Section 1.080 during the preceding year.
- B. A Driver may request a transfer of his/her Driver Permit to another Permittee provided the Driver has submitted the following:
 - 1. A Driver permit application signed by an authorized representative of the prospective Permittee;
 - 2. Intent to Hire Form;
 - 3. A copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;

4. Proof of insurance as insured under a Business' policy as required by Section 1.040;
 5. Proof of completion for taxi business's driver safety education and training program;
 6. Proof of completion for taxi business's disabled access education and training program;
 7. A copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1;
 8. A Driver permit transfer fee; and
 9. SSG Driver permit to be transferred.
- C. Driver shall not operate a Taxicab until the transfer permit is obtained and in possession of the Driver pursuant to this Section.
- D. A transferred Driver permit shall expire on the same date as the original Driver Permit and shall not exceed the Driver's permit period.
- E. If the Driver permit has expired or terminated and is not renewed or transferred within thirty (30) business days of the expiration or termination, the Driver shall be required to re-apply as a new applicant for issuance of a Driver permit and shall pay all fees associated therewith.
- F. The rights of appeal provided for by Section 1.085 are available to a Driver in the event that renewal of his or her Driver permit is denied based on the provisions of this Chapter.

Section 1.055 Vehicle Permit Required

- A. It is unlawful for any Taxicab to operate without first having been issued a Vehicle Permit from SSG, unless otherwise authorized by Government Code section 53075.5. At all times while providing Taxicab service, the Vehicle Permit must be affixed to the lower left rear windshield of the vehicle.
- B. A Vehicle Permit may be issued provided that the vehicle has successfully completed a safety and cosmetic inspection conducted by a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair in accordance with the vehicle safety standards.
- C. The Vehicle Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered.

- D. The Vehicle Permit Fee shall be due and payable upon the issuance of a Vehicle Permit. Permittees shall pay the Vehicle Permit Fee for each vehicle that is issued a Vehicle Permit.
- E. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.
- F. If a Taxicab Business' Business Permit is suspended or terminated pursuant to section 1.080, all corresponding Vehicle Permits shall also be suspended. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Taxicab Business or expiration, suspension or termination of the Vehicle Permit sticker. The owner of the vehicle shall have thirty (30) days to register the vehicle with an existing and valid Taxicab Business permit holder. If the owner fails to register the vehicle within such thirty (30) day period, the vehicle shall be presented to SSG for removal of the Vehicle Permit sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Taxicab Business or the owner of the vehicle and no Vehicle Permit sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

Section 1.060 Vehicle Permit Renewal

- A. Prior to the expiration of a Vehicle Permit, the Permittee may apply to SSG for a renewal thereof for an additional year. A Vehicle Permit may be entitled to a one (1) year renewal provided that:
 - 1. Payment of the Vehicle Permit Fee as established and amended from time to time by resolution of the Board is received; and
 - 2. All requirements for initial issuance of a Vehicle Permit are maintained as provided in Section 1.055.
- B. The rights of appeal provided for by Section 1.085 are available in the event that renewal of a Vehicle Permit is denied based on the provisions of this Chapter.

Section 1.065 Vehicle Inspections

- A. Prior to obtaining a Taxicab Business Permit, an applicant shall first present each vehicle to be used as a Taxicab to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for a vehicle safety and cosmetic

inspection. Any vehicle(s) that a Taxicab Business proposes to add to its fleet shall also be presented to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall also be maintained by SSG.

- B. In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
 - 1. Every twelve (12) months from the date the vehicle is first licensed as a Taxicab;
 - 2. After every incident resulting in cosmetic or greater damages; and,
 - 3. At any time upon written request by the Taxi Administrator.
- C. Failure to present a vehicle for inspection under this ordinance within three (3) days of the date upon which a request under Section 1.025 is delivered or within three (3) days after inspection is due shall result in the issuance of a penalty in accordance with Section 1.095. Further failure to present a vehicle for inspection under this ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.
- D. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Taxicab Businesses are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SSG.

Section 1.070 Rates

- A. No Permittee operating in the Jurisdictional Boundaries of SSG may charge a rate in excess of the maximum rate of \$12.00 Per Mile, \$4.00 flag drop/base rate, and \$24.00 per hour for traffic delay or waiting time. Maximum rates may be adjusted by resolution of the Board.
- B. A Permittee may charge a rate that is less than the maximum rate set by SSG. Permittees may set fares or charge a flat rate as made permissible by

Government Code Section 53075.5. No other fees or rates may be charged by a Permittee except as permitted by law.

- C. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- D. A Permittee may use any type of device or technology approved by the Division of Measurement Standards to calculate fares as provided for in Government Code Section 53075.5.
- E. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- F. The Permittee shall notify the passenger of applicable rates prior to the passenger accepting the ride for walk up rides and street hails as provided for in Government Code Section 53075.5.

Section 1.075 Mandatory Controlled Substance and Alcohol Testing Program

- A. Each Permittee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to all requirements as set forth in California Government Code Section 53075.5 and Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations.
- B. Each Business shall maintain a written drug and alcohol policy as required by Government Code Section 53075.5 and proof that the Business has implemented a drug and alcohol certification program covering all of its drivers.
- C. No Business shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- D. In the case of self-employed independent Driver within the meaning of Government Code Section 53075.5, the test results shall be reported directly to SSG. In all other cases, the test results shall be reported to the Business who has employed or made an offer of employment to the Driver within the meaning of Government Code Section 53075.5.
- E. Results of all tests provided for in this Section are confidential and shall not be released to the public without the written consent of the Driver, except as provided by law.

Section 1.080 Denial, Revocation, or Suspension of Permits

- A. In addition to any other reason provided for in this Chapter, a permit may be denied, suspended or revoked when it has been determined that the

Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf:

1. Has not complied with the applicable provisions of Article I; or
2. Has not complied with the applicable provisions of the regulations; or
3. Has failed to cure any item listed in a sixty (60) day warning for failure to comply with any requirements of permit issuance; or
4. Has been issued three (3) sixty (60) day warnings of failure to comply with any requirements of this Chapter within a period of twelve (12) months; or
5. Has knowingly made a false statement of fact in an application for such permit; or
6. Has any outstanding balance owed to SSG; or
7. Has charged rates or fares exceeding the maximum rates other than those permitted by Section 1.070.

B. Business and Driver Criminal Conduct

1. A permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf or Driver has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere:
 - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
 - i. Any crime (apart from adult same-sex consensual sexual behavior) which requires the applicant to register as a sex offender under California Penal Code §290 shall require denial or revocation; or
 - ii. Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
 - b. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving theft or dishonesty, including,

but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty; or

- c. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving the sale, possession or transportation of narcotics or other controlled substances; or
 - d. Any conviction (misdemeanor or felony) within the past three (3) years of any crime involving pandering or prostitution.
2. In addition to the crimes listed above, no Driver permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for any Driver who has been convicted of three (3) or more moving violations within three (3) years.
 3. In addition, if an applicant has been convicted of, or pled nolo contendere at any time within the past seven (7) years, to a violation related to driving under the influence of alcohol or drugs, the applicant shall be disqualified and the application shall be denied. If after issuance of a permit to a Driver, the Driver is convicted of, or pleads nolo contendere to, a violation related to driving under the influence of alcohol or drugs, the Driver's permit shall be revoked.
- C. In addition to the foregoing, a Driver permit may be suspended, revoked or denied in the event that:
1. A driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;
 2. A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a permit upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.
- D. In addition to the above, any Driver permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which include, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code Sections 20001, 20002, or 20003 or any corresponding substitute Sections; robbery; a violation of California Penal Code Section 314 or any corresponding substitute Section; pandering; crimes related to the use, sale, possession,

or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.

- E. Any Driver permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.
- F. From the time of the revocation or suspension of a Driver permit granted under the provisions of this Chapter, it is unlawful for any person whose Driver's permit has been suspended or revoked to operate or drive a Taxicab within the Jurisdictional Boundaries of SSG until a new permit has been procured or the period of suspension has expired. It is also unlawful for any person to drive or operate within the Jurisdictional Boundaries of SSG any Taxicab during the period of time that a permit has been revoked, terminated or suspended.
- G. In the event the Permittee appeals any denial, suspension, or revocation of a permit issued under this Section, the appeal procedures of Section 1.085 shall apply.

Section 1.085 Appeal Hearings

- A. Any person aggrieved by any determination under the provisions of this Chapter shall be entitled to appeal that decision as provided herein. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party.
- B. A request for hearing must be made within ten (10) days following the delivery of notice of the decision of the Taxi Administrator which is challenged by delivery of the request for hearing at the administrative offices of SSG together with:
 - 1. An advance deposit of any fine or a notice of request for an advance hardship waiver pursuant to Section 1.090; and
 - 2. Payment of an appeal fee as established by resolution of the Board of Directors.
- C. Upon satisfaction of the foregoing, SSG shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The Taxi Administrator shall appoint a hearing officer.
 - 1. If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit; or (2) an administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2,000.00, the Taxi Administrator shall refer the matter to the administrative hearing officer under contract with SunLine, or a retired judge or an

administrative law judge with the California State Office of Administrative Law Judges.

2. If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total is less than \$2,000.00, the Taxi Administrator shall refer the matter to an employee who shall serve as the hearing officer.
- D. SSG shall notify the appealing party of the time and date for the hearing, which notice shall be delivered at least fifteen (15) days prior to the hearing.
 - E. The hearing officer shall conduct an administrative hearing. The administrative hearing allows SSG and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. The administrative hearing shall be informal and technical rules of evidence, including but not limited to, the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SSG that the hearing officer allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal.App.4th 310 apply to the fullest extent to all the hearings conducted under this ordinance.
 - F. If the appealing party fails to appear, the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
 - G. After consideration of the evidence presented by all parties, the hearing officer shall render written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, he or she may suspend, revoke, or terminate any permit and/or impose administrative monetary penalties in accordance with the limits set forth in this ordinance. In determining whether to suspend or revoke any permit or to impose administrative monetary penalties, the hearing officer shall take into consideration the gravity of the violation, the entire record of the party requesting the hearing, and the harm threatened to the public by the violation.
 - H. The decision of the hearing officer shall be final and the party requesting the hearing shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is concluded.

- I. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code Section 53069.4. Review of any other final decision under this ordinance shall be governed by Code of Civil Procedure Section 1094.5, *et seq.*
- J. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code Section 290, in any case where a Driver permit is denied due to a criminal conviction, the applicant shall be entitled to apply the Driver permit application fee towards the appeal fee from such denial. In the event that a Driver permit is granted on such appeal, the applicant shall pay the Driver permit fee in full prior to issuance of a permit.

Section 1.090 Advance Deposit Hardship Waiver

- A. Any person who intends to request a hearing to contest that there was a regulatory violation or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine under Section 1.085, may file a request for an advance deposit hardship waiver.
- B. The request shall be filed with the SSG on an advance deposit hardship waiver application form within ten (10) days of the date of the administrative citation.
- C. The requirement of depositing the full amount of the fine as described in subsection A above shall be stayed unless or until the SSG makes a determination not to issue the advance deposit hardship waiver.
- D. SSG may waive the requirement of an advance deposit set forth in Section 1.085 and issue the advance deposit hardship waiver only if the cited party submits a sworn affidavit, together with any supporting documents or materials demonstrating the person's actual financial inability to deposit with SSG the full amount of the fine in advance of the hearing.

Section 1.095 Administrative Citation

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. In instances in which a Driver is cited for a violation, the Business may also be cited.
- B. Each administrative citation shall contain the following information:
 - 1. The date of the violation;

2. The address or a definite description of the location where the violation occurred;
3. The section of the regulation violated and a description of the violation;
4. The amount of the fine for the violation;
5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
8. The name and signature of the citing enforcement officer.

Section 1.200 **Fines and Penalties**

- A. The fine for violation of Article I of this Chapter shall be between one hundred dollars (\$100.00) and one thousand dollars (\$1,000.00).
- B. The minimum fine for operating a Taxicab without a valid permit(s) to operate issued by SSG shall be five thousand dollars (\$5,000.00).
- C. The amount of the fine shall be set forth in the schedule of fines established by resolution of SSG and paid to SSG within thirty (30) days from the date of the administrative citation.
- D. If the fine is challenged by an administrative hearing as set forth in Section 1.085 and the hearing officer determines that the administrative citation shall be upheld, then the fine amount on deposit with SSG shall be retained by SSG.
- E. If after a hearing under Section 1.085, the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver, the fine shall be due within thirty (30) days of the date of the decision of the hearing officer is deposited in the mail. Failure to pay the fine within such period shall result in the suspension of the Driver permit of the Driver or Business, as may be applicable, until such time as payment is made.
- F. If after a hearing under Section 1.085 the hearing officer determines that the administrative citation should be canceled and the fine was deposited

with SSG, then SSG shall promptly refund the amount of the deposited fine, together with interest at the rate of five percent (5%) per annum for the period of time that the fine amount was held by SSG.

- G. Payment of a fine under this Chapter shall not excuse or discharge any continuation or repeated occurrence of the regulatory violation that is the subject of the administrative citation.

Section 1.205 Late Payment Charges

- A. Any person who fails to pay to SSG any fine or other payment imposed pursuant to the provisions of the ordinance of SSG on or before the date that fine or payment is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. In addition, the permit of the Driver or Business involved may be suspended pending payment.

Section 1.210 Cost Recovery

- A. SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means.
- B. SSG may collect any past due Business Permit Fees, Vehicle Permit Fees or any other fees established in this ordinance by use of all available legal means.
- C. SSG may recover its collection costs, including any reasonable attorneys' fees.

Section 1.215 Airports

- A. Nothing in this Chapter shall prevent Palm Springs Regional Airport or any other publicly owned airport from regulation of taxicab access or from charging access/permit fees.

ARTICLE II

OPERATING REQUIREMENTS

Section 2.010 Taxicab Businesses Distinct Appearance

- A. All Taxicabs operating under a Taxicab Business permit shall be of distinctive name and appearance such as is in common usage in this country for Taxicabs and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire. Distinctive appearance may include the original factory paint color.
- B. No Taxicab Business permit shall be granted to any Person and/or company whose name, monogram, logo or insignia to be used on its Taxicabs is in conflict with, or imitates, any name, monogram, logo or insignia used by another Taxicab Business within the Jurisdictional Boundaries of SSG in such a manner as to be misleading to, or which would tend to deceive or defraud the public. This includes the consideration of a specific color referenced in the Taxicab Business' name.
- C. No Taxicab Business shall be entitled to utilize the name or telephone number of any previously operating Taxicab Business unless the assuming company has paid all fines, Business Permit Fees, Vehicle Permit Fees, and administrative penalties due to SSG from the previous Taxicab Business and otherwise complied with the requirements for issuance of a Taxicab Business permit under the ordinance of SSG. In any case where an administrative or other form of proceeding is pending against the previous Taxicab Business, no transfer of the name shall occur unless and until SSG is provided with adequate monetary assurance of payment of any anticipated monetary penalty. Assurance may be in the form of a bond or undertaking.

Section 2.015 Advertisements

- A. No Taxicab Business, Driver or any other person shall place or cause to be placed any advertisement which:
 - 1. Is misleading to, or would tend to deceive or defraud the public;
 - 2. Uses a name(s) other than the name(s) registered with SSG for which a valid taxicab business permit has been issued without first obtaining written consent of SSG; or
 - 3. Uses a name, monogram, logo or insignia which is in conflict with or imitates any monogram, logo or insignia used by any other person operating in the Jurisdiction Boundaries of SSG.

Section 2.020 Driver Standards and Appearance

- A. All drivers shall have in his or her immediate possession a valid California driver's license and a Driver permit issued by SSG while in charge of or driving a Taxicab and shall present either upon request.
- B. All Drivers shall be at least 18 years old.
- C. All Drivers shall have the ability to read signs, labels, work schedules, rate cards, information cards, maps and simple instructions in English, to understand and follow verbal directions in English, to write simple instructions in English and to speak English sufficiently to communicate clearly with the public at large.
- D. No Driver shall be afflicted with either a physical or mental incapacity or ailment that would preclude him or her from safely operating a Taxicab and performing the duties normal to such profession.
- E. All Drivers shall be well groomed and dressed in a neat and clean fashion at all times while on duty. At a minimum, attire shall include a collared shirt or blouse covering the shoulders, knee length shorts or skirt or long pants and closed toe shoes. T-shirts, spaghetti or strapless shirts, open toe shoes, flip flops, sweatpants and sandals are prohibited. A Driver shall wear an identification badge at all times while on duty. At a minimum, the shirt, blouse or identification badge worn by the Driver must bear the Driver's name and Business logo.
- F. All Drivers shall provide prompt, efficient service and be courteous at all times to the general public, the business community, all other Taxicab Drivers and SSG or local government administrators/officers. Disputes with the general public, the business community, other taxicab drivers and those in charge of taxicab stands on private property shall be resolved in a professional manner with a goal of maintaining a favorable public image for the taxicab industry.
- G. Smoking and the use of profanity is prohibited.
- H. No Driver shall refuse to transport wheelchairs, packages, luggage and animals as follows:
 - 1. Any passenger's wheelchair, which can be folded and placed in either the passenger vehicle or trunk compartment of the Taxicab;
 - 2. Groceries or packages when accompanied by a passenger;
 - 3. Personal luggage, possessions or small pets in appropriate carriers.

4. Any passenger's service animal or intentionally interfere with the use of service animal by harassing or obstructing the user of his or her service animal as defined by the Americans with Disabilities Act (ADA).
- I. All Drivers shall assist a passenger in and out of a Taxicab when requested, provided the driver is not required to lift the passenger.
- J. All Drivers shall assist a passenger by placing luggage, packages and wheelchairs in and out of the taxicab when requested.
- K. No Driver shall refuse a dispatch call or other request for Taxicab service to transport any passengers who present themselves in a sober and orderly manner and for a lawful purpose.
- L. All Drivers shall be adequately rested, and shall not operate a Taxicab for more than ten (10) consecutive hours, nor for more than ten (10) hours spread over a total of fifteen (15) consecutive hours. Thereafter, no Driver shall drive a Taxicab until eight consecutive hours have elapsed.
- M. All Drivers shall not engage in conduct or verbally threaten to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, taxicab drivers or other persons, is implicated.
- N. All Drivers shall not engage in argumentative or discourteous conduct toward the public, a passenger, other taxicab drivers or other persons while on call to provide taxicab service or in the course of providing such service.
- O. All Drivers shall not have been convicted of any of the crimes within the timeframes as set forth in Section 1.080 of this Chapter, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
- P. In the event that a Driver is involved in a collision with another vehicle, a fixed object or a pedestrian, that results in injury and/or renders any vehicle inoperable, the Driver and/or the Permittee shall complete and submit to SSG a written SSG approved Collision/Injury Report within twenty four (24) hours of the incident.

Section 2.025 Special Events

- A. As a matter of public safety and efficiency, during certain designated events where there is expected to be heavy concentration of customers seeking taxicab service, no passenger appointments will be allowed for pick-ups

from the event. The designated events to which this regulation applies include:

1. The Coachella Valley Music and Arts Festival;
2. The Stagecoach Festival; and,
3. Any other event for which Permittees are provided written notice no less than thirty (30) days before the event.

Section 2.030 Taxi Administrator

- A. The Taxi Administrator or his/her designee may adopt, by ordinance, operating requirements for Taxicab Businesses and Taxicab Drivers that do not relate to permitting or business licensing pursuant to Government Code Section 53075.51.

Section 2.035 Fines and Penalties

- A. The minimum fine for violation of Article II of this Chapter shall be one hundred dollars (\$100.00).

RIV #4847-8426-5694 v2

**ORDINANCE NO. 2024-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 2021-01**

WHEREAS, Government Code Section 53075.5 requires every city and county to protect the public health, safety and welfare by adopting an ordinance concerning the provision of taxicab services, to provide a policy for entry into the business of providing taxicab services, to establish maximum rates for the provision of such services, and for such other matters as determined by the legislative body; and,

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (STA) desire to provide for the orderly, efficient, and safe operation of taxicab services within the Coachella Valley; and,

WHEREAS, members of STA have delegated the authority to regulate the safe operation of taxicab services to SunLine Services Group (SSG).

WHEREAS, to modernize the regulation of taxicab transportation services and in order for taxicabs to better compete with all for hire modes of transportation the State amended Government Code Section 53075.5 through Assembly Bill 1069 and Assembly Bill 939; and,

WHEREAS, SSG intends to adopt procedures compliant with Assembly Bill 1069 and Assembly Bill 939 for the regulation of taxicab transportation services in the Coachella Valley.

NOW, THEREFORE, the Board of Directors of SSG does ordain as follows:

SECTION 1: ADOPTION OF TAXICAB SERVICE ORDINANCE.

SSG hereby adopts this ordinance regulating taxicabs within the jurisdictional boundaries of SSG, superseding and replacing Ordinance 2021-01, as attached hereto as Exhibit A.

SECTION 2: SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance of SSG. The Board of Directors of SSG hereby declares that it would have passed this ordinance, and each section, subsection, clause, sentence or phrase thereof, irrespective of the fact that any one or more other sections, subsections, clauses, sentences, or phrases may be declared invalid or unconstitutional.

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect thirty (30) days from its passage by the Board of Directors of SSG.

SECTION 4: PUBLICATION.

The Clerk of the Board is authorized and directed to cause this ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation and circulated within the jurisdictional boundaries of SSG in accordance with Government Code Section 36933(a) or, to cause this ordinance to be published in the manner required by law using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

INTRODUCED at the regular meeting of the Board of Directors of SunLine Services Group on the _____ day of April, 2024.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on _____ day of May, 2024.

Lisa Middleton
Chairperson of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

EXHIBIT A

CHAPTER ONE

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PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

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CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

Section 1.010 Purpose

State law requires every city or county to adopt an ordinance or resolution in regards to taxicab transportation services, which include, among others, a policy for entry into the business, establishment of registration rates, and mandatory controlled substance and alcohol testing programs. In October 2017, Assembly Bill 1069 was enacted to modernize the regulation of taxicab transportation services in order for taxicabs to better compete with all for hire modes of transportation. In September, 2018, Assembly Bill 939 was subsequently enacted imposing additional duties on local governments related to taxicab transportation services. This ordinance establishes a permitting process and regulatory structure consistent with the requirements of state law.

Section 1.015 Definitions and Statutory References

As used in this Chapter:

- A. "AB 1069" means Assembly Bill 1069 *Local government: taxicab transportation services* as codified in Government Code Sections 53075.5, 53075.51, 53075.52 and 53075.53.
- B. "AB 939" means Assembly Bill 939 *Local government: taxicab transportation services* amending Government Code Sections 53075.5, 53075.51, and 53075.52.
- C. "Advertisement" means the dissemination in any newspaper, circular, form letter, brochure, business card, telephone directory (including the yellow and/or white pages) or similar publication, display, sign, internet, phone and/or tablet "app", radio broadcast, telecast of by other electronic means, information designed to promote the use of a Taxicab Business' services.
- D. "Alternative Fuel Vehicle" means vehicles and engines that are designed for alternative fuels including but not limited to hydrogen, natural gas, propane; alcohols such as ethanol, methanol, and butanol; vegetable and waste-derived oils; and electricity.
- E. "Board" or "Board of Directors" means the Board of Directors of SunLine Services Group.
- F. "Business" means any person, firm, association, corporation, partnership or other entity that is established to operate or lease one or more taxicabs within the jurisdictional boundaries of SSG that is issued a permit by the Taxi Administrator pursuant to this ordinance.

- G. "Business Permit" means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG.
- H. "Business Permit Fee" means the fees charged for issuance of the business permit.
- I. "Business Permit Application Fee" means the fees charged for the review of an application for a Business Permit prior to issuance.
- J. "Control Person" means any person, firm, association, corporation, partnership, owner, investor, shareholder, officer and director that has or have a majority interest in the Taxicab Business.
- K. "Driver" means an individual natural person who drives or is allowed to drive a taxicab under the name of a business. This includes, but is not limited to: full time, regularly employed drivers; casual intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a business or who drive or operate a taxicab at the direction of or with the consent of a business.
- L. "Engaged with a Passenger" means ongoing interactions between the Driver and passenger during the course and scope of providing taxicab service to the passenger.
- M. "Jurisdictional Boundaries of SSG" means the territory within the jurisdictional boundaries of the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the unincorporated area of Riverside County that is within the territorial boundaries of the Palm Springs and Desert Sands Unified School District, and that portion of the Coachella Valley Unified School District located within Riverside County, as such boundaries may be adjusted from time to time as allowed for under the law.
- N. "Permittee" means any business including any owners, investors, shareholders, partners, officers, directors and representatives acting on its behalf or driver that has been issued a permit pursuant to the Article I.
- O. "Prorated" means a pro rata distribution based on the date of business, driver or vehicle permit issuance.
- P. "Pull Notice Program" as referred to in Vehicle Code Section 1808.1 shall mean a process for the purpose of providing the employer with a report showing the Driver's current public record by the Department of Motor Vehicles and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's

record while the employer's notification request remains valid and uncanceled.

- Q. "Per Mile" means the charge to a taxicab passenger calculated and based on distance traveled by the taxicab vehicle.
- R. "SSG" means the joint powers authority established by Riverside County and Coachella Valley cities charged with the duties, obligations and responsibilities to implement and enforce this ordinance and any related ordinance and any regulations promulgated pursuant thereto as directed by the SSG Board.
- S. "Substantially Located" shall have the same meaning as defined within Government Code Section 53075.5.
- T. "Taxicab" means every automobile or motor propelled vehicle, designed for carrying not more than eight persons, excluding the driver, where the driver's seat may be separated from the passenger's compartment by a glass or other partition used for the transportation of passengers for hire over the public streets in the jurisdictional boundaries of SSG, and not over a defined route, irrespective of whether the operations extend beyond the jurisdictional boundaries, in circumstances where the vehicle is routed under the direction of the passenger or the person hiring the same.
- U. "Taxi Administrator" means the General Manager of SSG or his/her designee.
- V. "Vehicle Permit" means a valid permit issued by SSG, authorizing a particular vehicle to be operated as a Taxicab.
- W. "Vehicle Permit Fee" means a non-transferable authorization to drive or operate a vehicle as an authorized Taxicab transportation service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee, or otherwise.

As used in this Chapter, any citation or reference to a California code or statute is intended to include any subsequent amendments enacted by the state thereto.

Section 1.020 Taxi Administrator

- A. The Taxi Administrator shall be authorized to carry out the permitting and regulation of Businesses and Drivers under this Chapter, and to enforce the provisions of this Chapter in compliance with California Government Code sections 53075.5 and 53075.51. The Taxi Administrator is authorized to promulgate and adopt regulations and procedures necessary to implement all provisions of this Chapter.

- B. The Taxi Administrator shall be authorized to conduct investigations, audits or field inspections in order to enforce the provisions of this Chapter and regulations.

Section 1.025 Delivery of Notices or Requests

- A. All notices or requests referred to in this ordinance shall be delivered to the Administrative Office of SSG. All notices or requests referred to in the ordinance of SSG to any business or individual shall be delivered to the address of record for the business or individual.
- B. Notices or requests referred to in this ordinance may be delivered through electronic mail to the address provided in the application for a Business, Driver or Vehicle Permit.
- C. Delivery of any notice or request shall be effective as follows:
 - 1. Immediately if given by personal delivery or electronic mail;
 - 2. One (1) day after delivery if delivered by an overnight delivery service; and
 - 3. Three (3) days after delivery if delivered by U.S. Mail.

Section 1.030 Business Permit Required

- A. It is unlawful for any business to operate a Taxicab or Taxicabs without first having been issued a Business Permit from SSG if the Business is substantially located within the Jurisdictional Boundaries of SSG.
- B. A Business Permit may be obtained from SSG as provided below. The Permit shall state the name of the Taxicab Business, location of principal operation, and the date of issuance. If the Taxicab Business and the Driver are the same person, he or she shall apply for and obtain from SSG both a Business Permit and a Driver permit.
- C. An applicant for a Business Permit shall complete an application form which shall contain the following information:
 - 1. Name of Business as recorded in formation documents filed with the California Secretary of State or fictitious business name as registered with Riverside County;
 - 2. Name, job title, and function of all owners, investors, shareholders, partners, officers, directors and representatives acting on the Business' behalf and provide such information as is required to evaluate the legitimacy of the company's business structure, qualifications, corporate stability, financial stability and capability;

3. Fingerprint based criminal history check of all owners, investors, shareholders or partners that hold an interest in the Taxicab Business;
4. Address of principal place of business from which the Business conducts its activities;
5. Address of all locations from which the Business conducts its activities;
6. Electronic mail address for the purpose of providing notice or requests.
7. Before any Business Permit is issued, the applicant shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the applicant, its agents, representatives, employees, or subcontractors and the owner of the vehicle;
8. A list of the Vehicle Identification Numbers (“VIN”) of the Taxicabs (“vehicle identification list”) which have annually passed a vehicle safety inspection at a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair. The list shall include vehicle number, license plate number, and SSG permit number;
9. A current list of all Drivers authorized to operate any vehicle on the required vehicle identification list;
10. Evidence of valid and current California Department of Motor Vehicle Registration for each Taxicab listed in the vehicle identification list;
11. Verification of safety and education program as required by Government Code Section 53075.5;
12. Verification of disabled access education program as required by Government Code Section 53075.5;
13. Verification of participation in the Pull-Notice Program pursuant to Section 1808.1 of the California Vehicle Code;
14. Each applicant shall submit information establishing the total number of prearranged and non-prearranged trips that originate within the Jurisdictional Boundaries of SSG accounting for the largest share of the Business' total number of trips over the applicable time period pursuant Government Code Section 53075.5; and,

15. Each applicant shall provide SSG an address of an office or terminal where documents supporting the factual matters specified in Government Code Section 53075.5 may be inspected by SSG upon request.
- D. The Business Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered. Requirements to approve and maintain the permit include:
1. Taxicab Businesses shall have a distinctive name and appearance and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and indicates that the vehicle is offered for the use of transportation of passengers of hire. Distinctive name includes consideration of a specific color referenced in the Taxicab Business' name and distinctive appearance may include the original factory paint color;
 2. Maintenance of a year-round computerized dispatch system capable of providing performance reports as required by Government Code Section 53075.5 and the Taxi Administrator;
 3. At least one (1) wheelchair-accessible van that meets federal standards as provided in Title 49, Subtitle A, Part 38 of the Code of Federal Regulations ready and available as may be requested in its fleet;
 4. Proof of insurance per section 1.040;
 5. Compliance with the maximum rates established per section 1.070;
 6. Implementation of mandatory controlled substance and alcohol testing program per section 1.075;
 7. Maintenance of safety education and training program;
 8. Maintenance of disabled access education and training program;
 9. Maintenance of current and valid California Department of Motor Vehicles Registration for each Taxicab listed in the vehicle identification list;
 10. Continuous participation in the Pull Notice Program per Vehicle Code Section 1808.1; and,
 11. Compliance with all operational requirements in Article II of this Chapter.

- E. Each Taxicab Business shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the company, any complaints by patrons and any other information SSG may require to verify compliance with the ordinance of SSG. The Taxicab Business' books, accounts and records pertaining to compliance with the ordinance of SSG shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Taxicab Business to provide the required records for inspection shall be deemed a violation of the ordinance of SSG and cause for termination of the Taxicab Business permit. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.
- F. At the time the application for a Business Permit is received, the applicant shall pay a Business Permit Application Fee as established and amended from time to time by resolution of the Board. Fees shall be due and payable before a Business Permit application is processed. Prorated fees will be based on the date of Business Permit approval.
- G. At the time the application for a Business Permit is received, it will be reviewed for accuracy and compliance within ten (10) days. The applicant will receive a deficiency notice should the application and documents be lacking and/or incomplete. The applicant shall have thirty (30) days from the date of deficiency notice to remedy and re-submit application deficiencies. Applications that have not met the minimum requirements for a Business Permit within sixty (60) days will be denied. A new Business Permit application must be submitted for consideration, thereafter.
- H. At the time a Business Permit Application is approved, the applicant shall pay the Annual Taxicab Business Permit Fee. The Annual Taxicab Business Permit Fee shall be due and payable before issuance of a Business Permit. The Annual Taxicab Business Permit Fee may be adjusted by resolution of the Board.
- I. The Board may establish a procedure for a payment of the Business Permit Fee in installments.
- J. The rights of appeal provided for by Section 1.085 are available to a Business in the event that his or her Business Permit is denied based on the provisions of this Chapter.
- K. In the event a Taxicab Business or any Control Person transfers 50% or more of its interest in the Business therein, the Taxicab Business' Permit cannot be sold or transferred in part or in whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation without prior written consent of the Board.

Section 1.035 Business Permit Renewal

- A. Sixty (60) days prior to the expiration of a Business Permit the Business may apply to SSG for a renewal thereof for an additional year. A Business shall be entitled to a one (1) year renewal of the Business Permit provided that:
 - 1. The Business submits a Business Permit renewal application;
 - 2. The Business pays the annual renewal application fee;
 - 3. The Business pays the Business Permit Fee;
 - 4. The Business pays the applicable Taxicab Vehicle Permit Fee;
 - 5. The Business shows that it continues to be substantially located within the Jurisdictional Boundaries of SSG as defined in Government Code Section 53075.5;
 - 6. The Business continues to comply with all provisions of Section 1.030.

- B. The rights of appeal provided for by Section 1.085 are available to a Business in the event that renewal of his or her Business Permit is denied based on the provisions of this Chapter.

Section 1.040 Insurance Required

- A. The insurance policies required under this Chapter shall consist of and contain or be endorsed to contain the following provisions:
 - 1. General Liability and Automotive Liability Coverage:
 - a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as additional insureds for liability related to:
 - i. Activities performed by or on behalf of the Business;
 - ii. Premises owned, occupied, or used by the Business; and,
 - iii. Automobiles owned or leased by the Business.
 - b. The Permittee shall also carry Workers' Compensation Insurance in accordance with State of California Workers' Compensation laws.

- c. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
- d. The business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
- e. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees and agents.
- f. Permittee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverage:

- a. Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
- b. Permittee shall furnish SSG with a certificate of insurance and any applicable policies and endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Permittee in the Jurisdictional Boundaries of SSG. SSG reserves the right to require complete certified copies of all insurance policies, including endorsements affecting the coverage required by this ordinance, at any time and shall include, but not limited to, the obligation to indemnify, hold harmless, release and defend SSG.

- c. Business Permittee shall include all individual Drivers employed by Permittee, agents, contractors, other sub-operators as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
 - d. The procuring of such insurance or the delivery or endorsements and certificates evidencing the same shall not be construed as a limitation of the Permittee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized conducted or permitted under this ordinance.
 - e. The amount of insurance required hereunder shall be as follows:
 - i. For injury or death in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - ii. For the injury or destruction of property in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - iii. For combined single limits of liability for primary bodily injury and primary property damage, three hundred fifty thousand dollars (\$350,000.00);
 - iv. For employer's liability, with limits of three hundred fifty thousand dollars (\$350,000.00).
 - f. It shall be the responsibility of all Permittees to provide and maintain insurance coverage in compliance with the provisions of this ordinance to cover each and every driver that operates a vehicle as a Taxicab. The Permittee shall further ensure that appropriate certificates of insurance reflecting the coverage are on file with SSG at all times.
3. Insurance required by this Section shall be satisfactory only if issued by companies having at least an A- Best Insurance Rating or

equivalent, and are admitted to do business in California. All applicants are required to comply with this Section prior to the issuance of any Business Permit.

4. Permittees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Permittee includes ensuring that any vehicle owner whose vehicle is operated under the Business Permittee's name maintains insurance and provides SSG with proof of the same at all times that each vehicle is operated. Failures to comply with the foregoing insurance requirements which affect the Business as a whole shall result in immediate suspension of the permit. Failure to comply with the foregoing insurance requirements three (3) times within a calendar year constitutes grounds for revocation of the permit.
- B. Permittees shall maintain on file with SSG evidence of its insurance coverage meeting all the requirements as indicated in this Section. The Permittee shall provide SSG with verbal notice within 24 hours in the event of any change in insurance coverage and written notification of any insurance change within three (3) calendar days after the change.

Section 1.045 Driver Permit Required

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver permit from SSG. A Driver permit may be obtained as provided below.
- B. An applicant for a Driver permit shall complete an application which shall contain the following information:
1. Applicant's full name, residence address and age;
 2. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;
 3. Applicant's height, weight, gender and color of eyes and hair;
 4. The number and expiration date of the applicant's California driver's license;
 5. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
 6. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant; and

- C. The Taxi Administrator may accept the submission of a permitted Business' Driver application that provides all the information required in subsection B above in lieu of the Driver application provided by SSG.
- D. At the time the applicant submits an application for a Driver permit, the applicant shall do all of the following:
 - 1. Submit to a fingerprint based criminal history check pursuant to Government Code Section 53075.5;
 - 2. Provide SSG with a copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 - 3. Provide proof of insurance as insureds under an employer's policies as required by Section 1.040;
 - 4. Provide proof of completion for taxi business's driver safety education and training program;
 - 5. Provide proof of completion for taxi business's disabled access education and training program;
 - 6. Provide Intent to Hire form indicating the name of the Business with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5;
 - 7. Provide SSG with a copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1; and
 - 8. Payment of Driver permit fee as established and amended from time to time by resolution of the Board. The Driver permit fee shall be due and payable before receipt of the driver permit.
- E. The Driver permit shall state the name of the employer.
- F. In the event of denial, revocation or suspension of a Driver permit, the applicant may within ten (10) days of notification of denial apply to SSG for a hearing on the denial in accordance with the procedures set forth in Section 1.085.
- G. The Driver permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California driver's license shall constitute grounds for revocation of the Driver permit authorized hereunder.

- H. Upon termination of employment within the meaning of Government Code Section 53075.5 the permit shall become void. In such case, the Driver shall immediately return the Driver permit to SSG. Upon return of the Driver permit, the Driver may re-apply for a Driver permit, provided that the Driver complies with the requirements for issuance of a Driver permit under this Section.

Section 1.050 Driver Permit Renewal and Transfer

- A. Prior to the expiration of a Driver permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one (1) year renewal of the Driver permit provided that:
1. The Driver submits a completed renewal application which shall contain the information stipulated in Section 1.045, subsection B.
 2. The Driver pays a permit renewal fee as established and amended from time to time by resolution of the Board;
 3. The Driver submits to permit-renewal controlled substances and alcohol testing as provided by Government Code Section 53075.5;
 4. The results of controlled substances and alcohol testing indicate that the Driver has not been using a controlled substance as specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations;
 5. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test; and,
 6. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in Section 1.080 during the preceding year.
- B. A Driver may request a transfer of his/her Driver Permit to another Permittee provided the Driver has submitted the following:
1. A Driver permit application signed by an authorized representative of the prospective Permittee;
 2. Intent to Hire Form;
 3. A copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;

4. Proof of insurance as insured under a Business' policy as required by Section 1.040;
 5. Proof of completion for taxi business's driver safety education and training program;
 6. Proof of completion for taxi business's disabled access education and training program;
 7. A copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1;
 8. A Driver permit transfer fee; and
 9. SSG Driver permit to be transferred.
- C. Driver shall not operate a Taxicab until the transfer permit is obtained and in possession of the Driver pursuant to this Section.
- D. A transferred Driver permit shall expire on the same date as the original Driver Permit and shall not exceed the Driver's permit period.
- E. If the Driver permit has expired or terminated and is not renewed or transferred within thirty (30) business days of the expiration or termination, the Driver shall be required to re-apply as a new applicant for issuance of a Driver permit and shall pay all fees associated therewith.
- F. The rights of appeal provided for by Section 1.085 are available to a Driver in the event that renewal of his or her Driver permit is denied based on the provisions of this Chapter.

Section 1.055 Vehicle Permit Required

- A. It is unlawful for any Taxicab to operate without first having been issued a Vehicle Permit from SSG, unless otherwise authorized by Government Code section 53075.5. At all times while providing Taxicab service, the Vehicle Permit must be affixed to the lower left rear windshield of the vehicle.
- B. A Vehicle Permit may be issued provided that the vehicle has successfully completed a safety and cosmetic inspection conducted by a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair in accordance with the vehicle safety standards.
- C. The Vehicle Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered.

- D. The Vehicle Permit Fee shall be due and payable upon the issuance of a Vehicle Permit. Permittees shall pay the Vehicle Permit Fee for each vehicle that is issued a Vehicle Permit.
- E. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.
- F. If a Taxicab Business' Business Permit is suspended or terminated pursuant to section 1.080, all corresponding Vehicle Permits shall also be suspended. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Taxicab Business or expiration, suspension or termination of the Vehicle Permit sticker. The owner of the vehicle shall have thirty (30) days to register the vehicle with an existing and valid Taxicab Business permit holder. If the owner fails to register the vehicle within such thirty (30) day period, the vehicle shall be presented to SSG for removal of the Vehicle Permit sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Taxicab Business or the owner of the vehicle and no Vehicle Permit sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

Section 1.060 Vehicle Permit Renewal

- A. Prior to the expiration of a Vehicle Permit, the Permittee may apply to SSG for a renewal thereof for an additional year. A Vehicle Permit may be entitled to a one (1) year renewal provided that:
 - 1. Payment of the Vehicle Permit Fee as established and amended from time to time by resolution of the Board is received; and
 - 2. All requirements for initial issuance of a Vehicle Permit are maintained as provided in Section 1.055.
- B. The rights of appeal provided for by Section 1.085 are available in the event that renewal of a Vehicle Permit is denied based on the provisions of this Chapter.

Section 1.065 Vehicle Inspections

- A. Prior to obtaining a Taxicab Business Permit, an applicant shall first present each vehicle to be used as a Taxicab to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for a vehicle safety and cosmetic

inspection. Any vehicle(s) that a Taxicab Business proposes to add to its fleet shall also be presented to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall also be maintained by SSG.

- B. In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
 - 1. Every twelve (12) months from the date the vehicle is first licensed as a Taxicab;
 - 2. After every incident resulting in cosmetic or greater damages; and,
 - 3. At any time upon written request by the Taxi Administrator.
- C. Failure to present a vehicle for inspection under this ordinance within three (3) days of the date upon which a request under Section 1.025 is delivered or within three (3) days after inspection is due shall result in the issuance of a penalty in accordance with Section 1.095. Further failure to present a vehicle for inspection under this ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.
- D. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Taxicab Businesses are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SSG.

Section 1.070 Rates

- A. No Permittee operating in the Jurisdictional Boundaries of SSG may charge a rate in excess of the maximum rate of \$12.00 Per Mile, \$4.00 flag drop/base rate, and \$24.00 per hour for traffic delay or waiting time. Maximum rates may be adjusted by resolution of the Board.
- B. A Permittee may charge a rate that is less than the maximum rate set by SSG. Permittees may set fares or charge a flat rate as made permissible by

Government Code Section 53075.5. No other fees or rates may be charged by a Permittee except as permitted by law.

- C. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- D. A Permittee may use any type of device or technology approved by the Division of Measurement Standards to calculate fares as provided for in Government Code Section 53075.5.
- E. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- F. The Permittee shall notify the passenger of applicable rates prior to the passenger accepting the ride for walk up rides and street hails as provided for in Government Code Section 53075.5.

Section 1.075 Mandatory Controlled Substance and Alcohol Testing Program

- A. Each Permittee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to all requirements as set forth in California Government Code Section 53075.5 and Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations.
- B. Each Business shall maintain a written drug and alcohol policy as required by Government Code Section 53075.5 and proof that the Business has implemented a drug and alcohol certification program covering all of its drivers.
- C. No Business shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- D. In the case of self-employed independent Driver within the meaning of Government Code Section 53075.5, the test results shall be reported directly to SSG. In all other cases, the test results shall be reported to the Business who has employed or made an offer of employment to the Driver within the meaning of Government Code Section 53075.5.
- E. Results of all tests provided for in this Section are confidential and shall not be released to the public without the written consent of the Driver, except as provided by law.

Section 1.080 Denial, Revocation, or Suspension of Permits

- A. In addition to any other reason provided for in this Chapter, a permit may be denied, suspended or revoked when it has been determined that the

Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf:

1. Has not complied with the applicable provisions of Article I; or
2. Has not complied with the applicable provisions of the regulations; or
3. Has failed to cure any item listed in a sixty (60) day warning for failure to comply with any requirements of permit issuance; or
4. Has been issued three (3) sixty (60) day warnings of failure to comply with any requirements of this Chapter within a period of twelve (12) months; or
5. Has knowingly made a false statement of fact in an application for such permit; or
6. Has any outstanding balance owed to SSG; or
7. Has charged rates or fares exceeding the maximum rates other than those permitted by Section 1.070.

B. Business and Driver Criminal Conduct

1. A permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf or Driver has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere:
 - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
 - i. Any crime (apart from adult same-sex consensual sexual behavior) which requires the applicant to register as a sex offender under California Penal Code §290 shall require denial or revocation; or
 - ii. Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
 - b. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving theft or dishonesty, including,

but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty; or

- c. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving the sale, possession or transportation of narcotics or other controlled substances; or
 - d. Any conviction (misdemeanor or felony) within the past three (3) years of any crime involving pandering or prostitution.
2. In addition to the crimes listed above, no Driver permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for any Driver who has been convicted of three (3) or more moving violations within three (3) years.
 3. In addition, if an applicant has been convicted of, or pled nolo contendere at any time within the past seven (7) years, to a violation related to driving under the influence of alcohol or drugs, the applicant shall be disqualified and the application shall be denied. If after issuance of a permit to a Driver, the Driver is convicted of, or pleads nolo contendere to, a violation related to driving under the influence of alcohol or drugs, the Driver's permit shall be revoked.
- C. In addition to the foregoing, a Driver permit may be suspended, revoked or denied in the event that:
1. A driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;
 2. A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a permit upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.
- D. In addition to the above, any Driver permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which include, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code Sections 20001, 20002, or 20003 or any corresponding substitute Sections; robbery; a violation of California Penal Code Section 314 or any corresponding substitute Section; pandering; crimes related to the use, sale, possession,

or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.

- E. Any Driver permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.
- F. From the time of the revocation or suspension of a Driver permit granted under the provisions of this Chapter, it is unlawful for any person whose Driver's permit has been suspended or revoked to operate or drive a Taxicab within the Jurisdictional Boundaries of SSG until a new permit has been procured or the period of suspension has expired. It is also unlawful for any person to drive or operate within the Jurisdictional Boundaries of SSG any Taxicab during the period of time that a permit has been revoked, terminated or suspended.
- G. In the event the Permittee appeals any denial, suspension, or revocation of a permit issued under this Section, the appeal procedures of Section 1.085 shall apply.

Section 1.085 Appeal Hearings

- A. Any person aggrieved by any determination under the provisions of this Chapter shall be entitled to appeal that decision as provided herein. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party.
- B. A request for hearing must be made within ten (10) days following the delivery of notice of the decision of the Taxi Administrator which is challenged by delivery of the request for hearing at the administrative offices of SSG together with:
 - 1. An advance deposit of any fine or a notice of request for an advance hardship waiver pursuant to Section 1.090; and
 - 2. Payment of an appeal fee as established by resolution of the Board of Directors.
- C. Upon satisfaction of the foregoing, SSG shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The Taxi Administrator shall appoint a hearing officer.
 - 1. If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit; or (2) an administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2,000.00, the Taxi Administrator shall refer the matter to the administrative hearing officer under contract with SunLine, or a retired judge or an

administrative law judge with the California State Office of Administrative Law Judges.

2. If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total is less than \$2,000.00, the Taxi Administrator shall refer the matter to an employee who shall serve as the hearing officer.
- D. SSG shall notify the appealing party of the time and date for the hearing, which notice shall be delivered at least fifteen (15) days prior to the hearing.
 - E. The hearing officer shall conduct an administrative hearing. The administrative hearing allows SSG and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. The administrative hearing shall be informal and technical rules of evidence, including but not limited to, the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SSG that the hearing officer allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal.App.4th 310 apply to the fullest extent to all the hearings conducted under this ordinance.
 - F. If the appealing party fails to appear, the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
 - G. After consideration of the evidence presented by all parties, the hearing officer shall render written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, he or she may suspend, revoke, or terminate any permit and/or impose administrative monetary penalties in accordance with the limits set forth in this ordinance. In determining whether to suspend or revoke any permit or to impose administrative monetary penalties, the hearing officer shall take into consideration the gravity of the violation, the entire record of the party requesting the hearing, and the harm threatened to the public by the violation.
 - H. The decision of the hearing officer shall be final and the party requesting the hearing shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is concluded.

- I. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code Section 53069.4. Review of any other final decision under this ordinance shall be governed by Code of Civil Procedure Section 1094.5, *et seq.*
- J. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code Section 290, in any case where a Driver permit is denied due to a criminal conviction, the applicant shall be entitled to apply the Driver permit application fee towards the appeal fee from such denial. In the event that a Driver permit is granted on such appeal, the applicant shall pay the Driver permit fee in full prior to issuance of a permit.

Section 1.090 Advance Deposit Hardship Waiver

- A. Any person who intends to request a hearing to contest that there was a regulatory violation or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine under Section 1.085, may file a request for an advance deposit hardship waiver.
- B. The request shall be filed with the SSG on an advance deposit hardship waiver application form within ten (10) days of the date of the administrative citation.
- C. The requirement of depositing the full amount of the fine as described in subsection A above shall be stayed unless or until the SSG makes a determination not to issue the advance deposit hardship waiver.
- D. SSG may waive the requirement of an advance deposit set forth in Section 1.085 and issue the advance deposit hardship waiver only if the cited party submits a sworn affidavit, together with any supporting documents or materials demonstrating the person's actual financial inability to deposit with SSG the full amount of the fine in advance of the hearing.

Section 1.095 Administrative Citation

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. In instances in which a Driver is cited for a violation, the Business may also be cited.
- B. Each administrative citation shall contain the following information:
 - 1. The date of the violation;

2. The address or a definite description of the location where the violation occurred;
3. The section of the regulation violated and a description of the violation;
4. The amount of the fine for the violation;
5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
8. The name and signature of the citing enforcement officer.

Section 1.200 Fines and Penalties

- A. The fine for violation of Article I of this Chapter shall be between one hundred dollars (\$100.00) and one thousand dollars (\$1,000.00).
- B. The minimum fine for operating a Taxicab without a valid permit(s) to operate issued by SSG shall be five thousand dollars (\$5,000.00).
- C. The amount of the fine shall be set forth in the schedule of fines established by resolution of SSG and paid to SSG within thirty (30) days from the date of the administrative citation.
- D. If the fine is challenged by an administrative hearing as set forth in Section 1.085 and the hearing officer determines that the administrative citation shall be upheld, then the fine amount on deposit with SSG shall be retained by SSG.
- E. If after a hearing under Section 1.085, the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver, the fine shall be due within thirty (30) days of the date of the decision of the hearing officer is deposited in the mail. Failure to pay the fine within such period shall result in the suspension of the Driver permit of the Driver or Business, as may be applicable, until such time as payment is made.
- F. If after a hearing under Section 1.085 the hearing officer determines that the administrative citation should be canceled and the fine was deposited

with SSG, then SSG shall promptly refund the amount of the deposited fine, together with interest at the rate of five percent (5%) per annum for the period of time that the fine amount was held by SSG.

- G. Payment of a fine under this Chapter shall not excuse or discharge any continuation or repeated occurrence of the regulatory violation that is the subject of the administrative citation.

Section 1.205 Late Payment Charges

- A. Any person who fails to pay to SSG any fine or other payment imposed pursuant to the provisions of the ordinance of SSG on or before the date that fine or payment is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. In addition, the permit of the Driver or Business involved may be suspended pending payment.

Section 1.210 Cost Recovery

- A. SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means.
- B. SSG may collect any past due Business Permit Fees, Vehicle Permit Fees or any other fees established in this ordinance by use of all available legal means.
- C. SSG may recover its collection costs, including any reasonable attorneys' fees.

Section 1.215 Airports

- A. Nothing in this Chapter shall prevent Palm Springs Regional Airport or any other publicly owned airport from regulation of taxicab access or from charging access/permit fees.

ARTICLE II

OPERATING REQUIREMENTS

Section 2.010 Taxicab Businesses Distinct Appearance

- A. All Taxicabs operating under a Taxicab Business permit shall be of distinctive name and appearance such as is in common usage in this country for Taxicabs and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire. Distinctive appearance may include the original factory paint color.
- B. No Taxicab Business permit shall be granted to any Person and/or company whose name, monogram, logo or insignia to be used on its Taxicabs is in conflict with, or imitates, any name, monogram, logo or insignia used by another Taxicab Business within the Jurisdictional Boundaries of SSG in such a manner as to be misleading to, or which would tend to deceive or defraud the public. This includes the consideration of a specific color referenced in the Taxicab Business' name.
- C. No Taxicab Business shall be entitled to utilize the name or telephone number of any previously operating Taxicab Business unless the assuming company has paid all fines, Business Permit Fees, Vehicle Permit Fees, and administrative penalties due to SSG from the previous Taxicab Business and otherwise complied with the requirements for issuance of a Taxicab Business permit under the ordinance of SSG. In any case where an administrative or other form of proceeding is pending against the previous Taxicab Business, no transfer of the name shall occur unless and until SSG is provided with adequate monetary assurance of payment of any anticipated monetary penalty. Assurance may be in the form of a bond or undertaking.

Section 2.015 Advertisements

- A. No Taxicab Business, Driver or any other person shall place or cause to be placed any advertisement which:
 - 1. Is misleading to, or would tend to deceive or defraud the public;
 - 2. Uses a name(s) other than the name(s) registered with SSG for which a valid taxicab business permit has been issued without first obtaining written consent of SSG; or
 - 3. Uses a name, monogram, logo or insignia which is in conflict with or imitates any monogram, logo or insignia used by any other person operating in the Jurisdiction Boundaries of SSG.

Section 2.020 Driver Standards and Appearance

- A. All drivers shall have in his or her immediate possession a valid California driver's license and a Driver permit issued by SSG while in charge of or driving a Taxicab and shall present either upon request.
- B. All Drivers shall be at least 18 years old.
- C. All Drivers shall have the ability to read signs, labels, work schedules, rate cards, information cards, maps and simple instructions in English, to understand and follow verbal directions in English, to write simple instructions in English and to speak English sufficiently to communicate clearly with the public at large.
- D. No Driver shall be afflicted with either a physical or mental incapacity or ailment that would preclude him or her from safely operating a Taxicab and performing the duties normal to such profession.
- E. All Drivers shall be well groomed and dressed in a neat and clean fashion at all times while on duty. At a minimum, attire shall include a collared shirt or blouse covering the shoulders, knee length shorts or skirt or long pants and closed toe shoes. T-shirts, spaghetti or strapless shirts, open toe shoes, flip flops, sweatpants and sandals are prohibited. A Driver shall wear an identification badge at all times while on duty. At a minimum, the shirt, blouse or identification badge worn by the Driver must bear the Driver's name and Business logo.
- F. All Drivers shall provide prompt, efficient service and be courteous at all times to the general public, the business community, all other Taxicab Drivers and SSG or local government administrators/officers. Disputes with the general public, the business community, other taxicab drivers and those in charge of taxicab stands on private property shall be resolved in a professional manner with a goal of maintaining a favorable public image for the taxicab industry.
- G. Smoking and the use of profanity is prohibited.
- H. No Driver shall refuse to transport wheelchairs, packages, luggage and animals as follows:
 - 1. Any passenger's wheelchair, which can be folded and placed in either the passenger vehicle or trunk compartment of the Taxicab;
 - 2. Groceries or packages when accompanied by a passenger;
 - 3. Personal luggage, possessions or small pets in appropriate carriers.

4. Any passenger's service animal or intentionally interfere with the use of service animal by harassing or obstructing the user of his or her service animal as defined by the Americans with Disabilities Act (ADA).
- I. All Drivers shall assist a passenger in and out of a Taxicab when requested, provided the driver is not required to lift the passenger.
- J. All Drivers shall assist a passenger by placing luggage, packages and wheelchairs in and out of the taxicab when requested.
- K. No Driver shall refuse a dispatch call or other request for Taxicab service to transport any passengers who present themselves in a sober and orderly manner and for a lawful purpose.
- L. All Drivers shall be adequately rested, and shall not operate a Taxicab for more than ten (10) consecutive hours, nor for more than ten (10) hours spread over a total of fifteen (15) consecutive hours. Thereafter, no Driver shall drive a Taxicab until eight consecutive hours have elapsed.
- M. All Drivers shall not engage in conduct or verbally threaten to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, taxicab drivers or other persons, is implicated.
- N. All Drivers shall not engage in argumentative or discourteous conduct toward the public, a passenger, other taxicab drivers or other persons while on call to provide taxicab service or in the course of providing such service.
- O. All Drivers shall not have been convicted of any of the crimes within the timeframes as set forth in Section 1.080 of this Chapter, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
- P. In the event that a Driver is involved in a collision with another vehicle, a fixed object or a pedestrian, that results in injury and/or renders any vehicle inoperable, the Driver and/or the Permittee shall complete and submit to SSG a written SSG approved Collision/Injury Report within twenty four (24) hours of the incident.

Section 2.025 Special Events

- A. As a matter of public safety and efficiency, during certain designated events where there is expected to be heavy concentration of customers seeking taxicab service, no passenger appointments will be allowed for pick-ups

from the event. The designated events to which this regulation applies include:

1. The Coachella Valley Music and Arts Festival;
2. The Stagecoach Festival; and,
3. Any other event for which Permittees are provided written notice no less than thirty (30) days before the event.

Section 2.030 Taxi Administrator

- A. The Taxi Administrator or his/her designee may adopt, by ordinance, operating requirements for Taxicab Businesses and Taxicab Drivers that do not relate to permitting or business licensing pursuant to Government Code Section 53075.51.

Section 2.035 Fines and Penalties

- A. The minimum fine for violation of Article II of this Chapter shall be one hundred dollars (\$100.00).

RIV #4847-8426-5694 v2

SunLine Transit Agency

DATE: April 24, 2024 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tina Hamel, Chief Administrative Officer

RE: SunRide Service

Overview of SunRide Service and Contract with Yellow Cab

SunRide, our shared-ride microtransit service, operates in eight (8) zones within the Coachella Valley, and it's primary goals are to serve as a first and/or last mile option for public transit riders, as well as reduce greenhouse gas emissions and total vehicle miles traveled (VMT) in the Coachella Valley. It operates Monday – Friday from 5:30 AM – 6:30 PM. Current SunRide zones exist in: Desert Hot Springs/Desert Edge, Palm Springs, Cathedral City, Palm Desert, La Quinta, Indio, Coachella, and Mecca/North Shore.

As a shared-ride, first-last mile solution, SunRide is meant to group multiple riders in a vehicle and connect them to a fixed route bus connection or to a mutually shared, single point of interest along the fixed route network within a designated zone. This is how the service can effectively reduce greenhouse gases and VMT in Valley communities to improve quality of life through cleaner air and less traffic congestion. This is also how we can maximize systemwide ridership given our limited vehicle and funding resources.

Since the program started in 2021, SunLine has contracted with Yellow Cab to provide on-demand SunRide services. As a taxi provider in the Coachella Valley, Yellow Cab is traditionally structured to contract with independent drivers to deliver its services. As a result, it appears that when SunLine awarded the SunRide contract to Yellow Cab, the company continued to use its independent contractors to meet the service requirements dictated in the contract. These drivers, who operated SunLine issued vehicles, were then required to carry their own insurance and meet state and federal regulations governing their status as an independent contractor.

Overview of Applicable State and Federal Regulations

Although California and federal independent contractor tests have been around for many years, the Department of Labor (DOL) recently made its “Final Rule” on March 11, 2024, for determining when a worker is an employee or an independent contractor under the Fair Labor Standards Act (FLSA). Previously, in January of 2021, the DOL published a rule entitled the “2021 Independent Contractor Rule” or “IC Rule” which was

a departure from the economic reality test that had been used by Courts and the DOL in the past. Specifically, it gave greater weight to two (2) “core” factors (1) the nature and degree of control an employer exercised over a worker, and (2) the worker’s opportunity for profit and loss. Generally, the effect of the IC Rule was to make it easier for businesses to classify workers as independent contractors as opposed to employees under the FLSA.

The IC Rule became effective on March 8, 2021. However, shortly after the DOL put the IC Rule in place, it began the process of rescinding the IC Rule in October of 2022. Ultimately, changes at the federal level led to the DOL’s new “Final Rule” going into effect on March 11, 2024. By this action, the DOL switched back to the former multi-factor test, which makes it more difficult to classify a worker as an independent contractor.

It is important to note that, notwithstanding the recent implementation of the DOL’s Final Rule, businesses in California would have always had to comply with California’s stricter “ABC Test,” and the DOL also requires that the employer comply with whichever standard provides the greatest protection to workers. See 29 U.S.C. 218.

Overview of Changes to the Contract with Yellow Cab

Given the DOL’s recently implemented Final Rule, Yellow Cab informed SunLine staff in February 2024 that it will now treat SunRide drivers as direct employees of their company. The drivers’ new designation as employees has resulted in Yellow Cab needing to incur costs in wages, insurance and benefits, for which were not previously budgeted, rendering the existing contract between SunLine and Yellow Cab economically infeasible. As a result, Yellow Cab requested, out of necessity, to renegotiate its contract with SunLine.

Under option year one (1), which ended March 31, 2024, Yellow Cab was paid an hourly rate of \$26.95 for the operation of each of the 10 SunRide vehicles in service. Upon the initiation of the second option year of the contract, Yellow Cab requested an increase in the hourly rate to \$36.95 per vehicle. According to Yellow Cab, a \$10 increase in the hourly rate per vehicle would finance increased costs such as workers compensation insurance, payroll taxes, and other expenses related to the absorption of new employees.

On March 29, 2024, SunLine initiated Option Year Two (2) and entered into a ninety (90) day contract with Yellow Cab, at the increased rate of \$36.95, to continue providing SunRide service under the original Board approved budget of \$2,225,280. Given that the budget was based on the previous rate of \$26.95 per hour per vehicle, paying the higher rate of \$36.95 will result in a budget shortfall before the end of Option Year Two (2), which would have ended on March 31, 2025. Consequently, staff will need to work closely with Yellow Cab leadership to validate the additional costs and ensure that the new rate is appropriate. If deemed appropriate, staff will need to return to the Board in

May 2024 with an action item to amend the contract with Yellow Cab and increase the total contract budget. See Table 1 below for an overview of the contract budget.

Table 1

SunRide Expense Summary	
\$ 2,225,280.00	Total Board Approved Value for SunRide (Co-award to Yellow Cab/CV Taxi)
\$ (442,925.69)	Total CV Taxi Expenses
\$ (802,832.31)	Actual Yellow Cab Expenses - Years 1 & 2 (1/3/22 - 3/31/24)
\$ (251,326.51)	Estimated Yellow Cab Expenses - Current Agreement (4/1/24 - 6/30/24)
\$ 728,195.49	Estimated Remaining Value as of 6/30/24
\$ (753,979.53)	Estimated Expenses through Option Year 2 (7/1/24 - 3/31/25)
\$ (25,784.04)	Projected Shortfall*

*Projection using current zones and hours of operation.

Attachment 1 Geo-fenced Zones

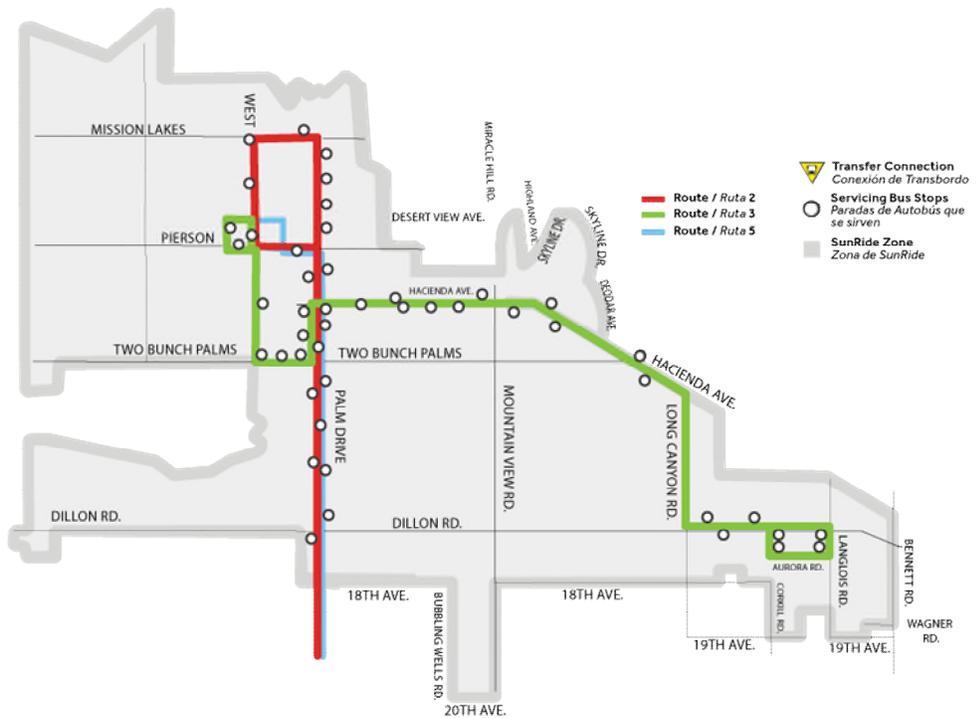
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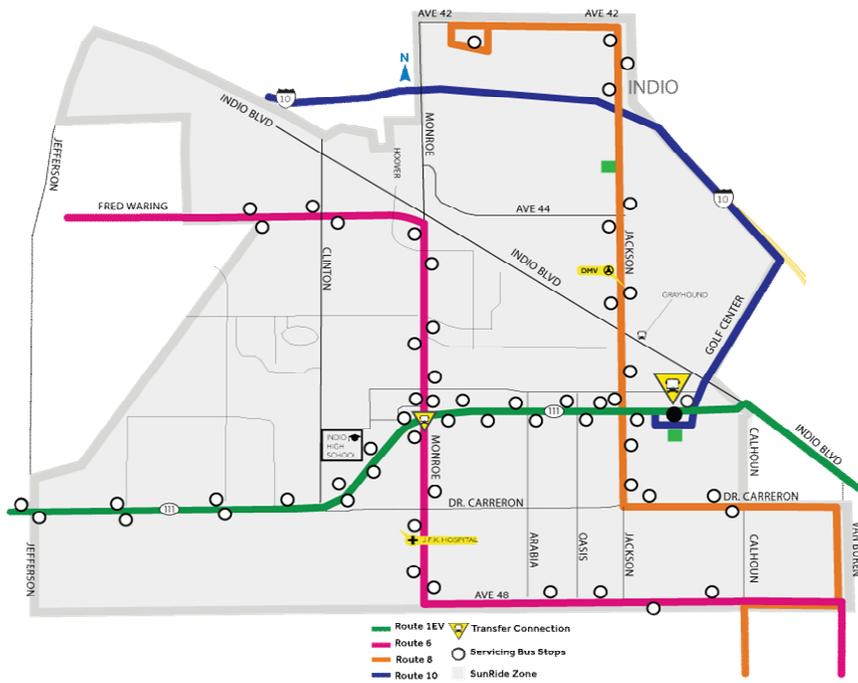
Coachella



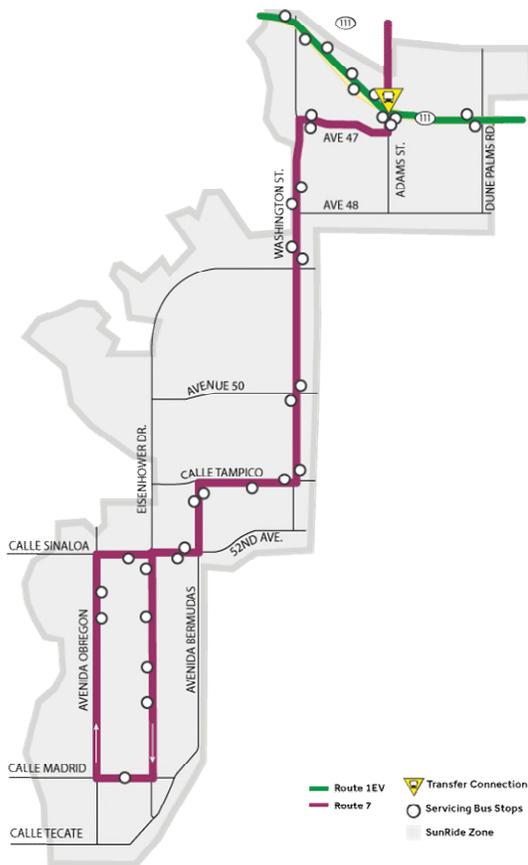
Desert Hot Springs - Desert Edge



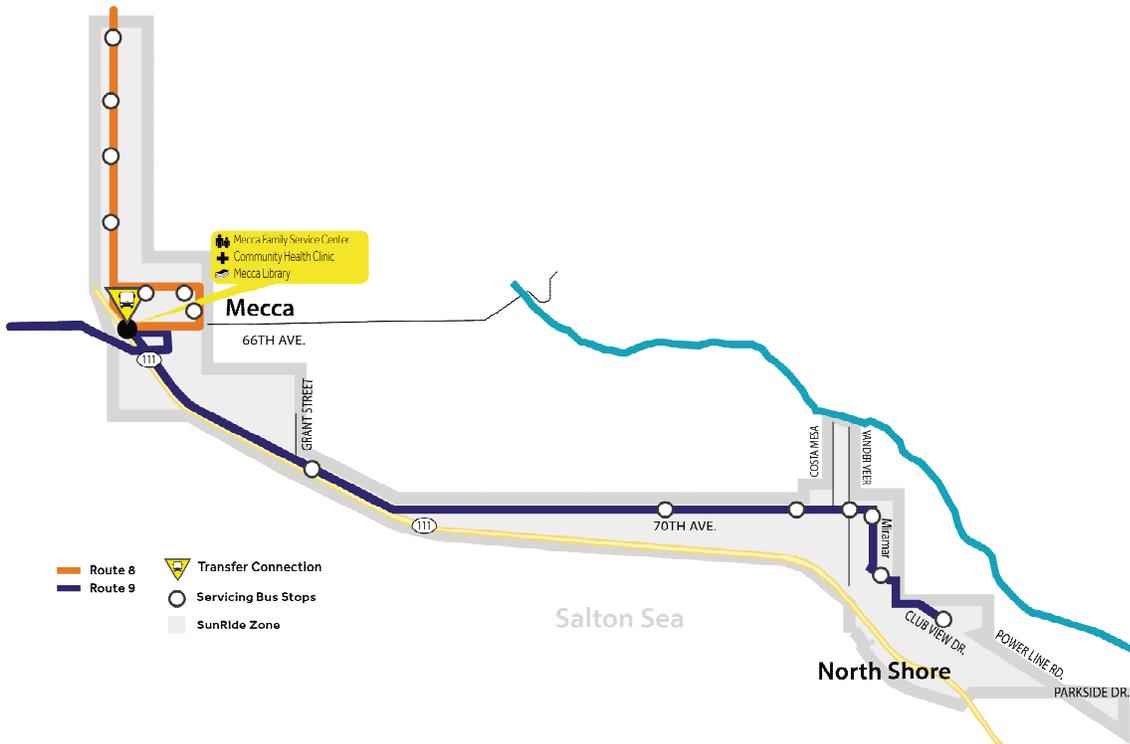
Indio



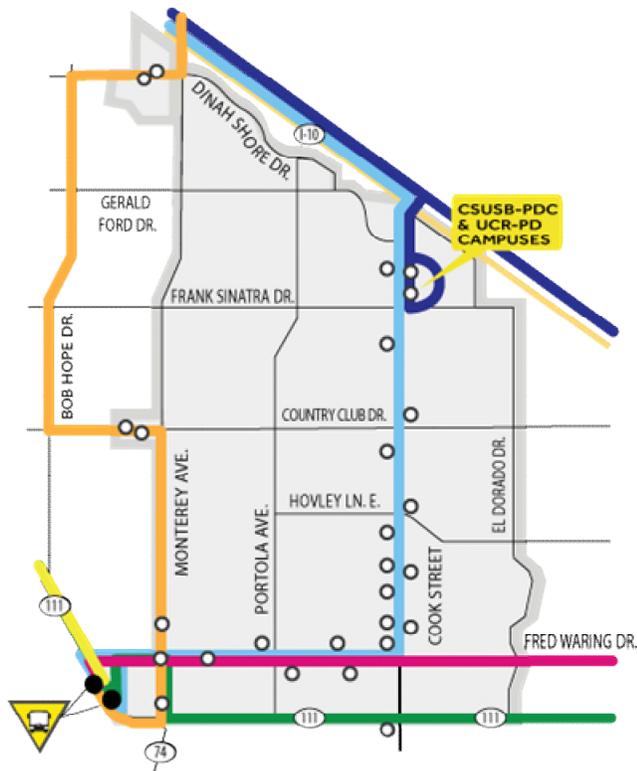
La Quinta



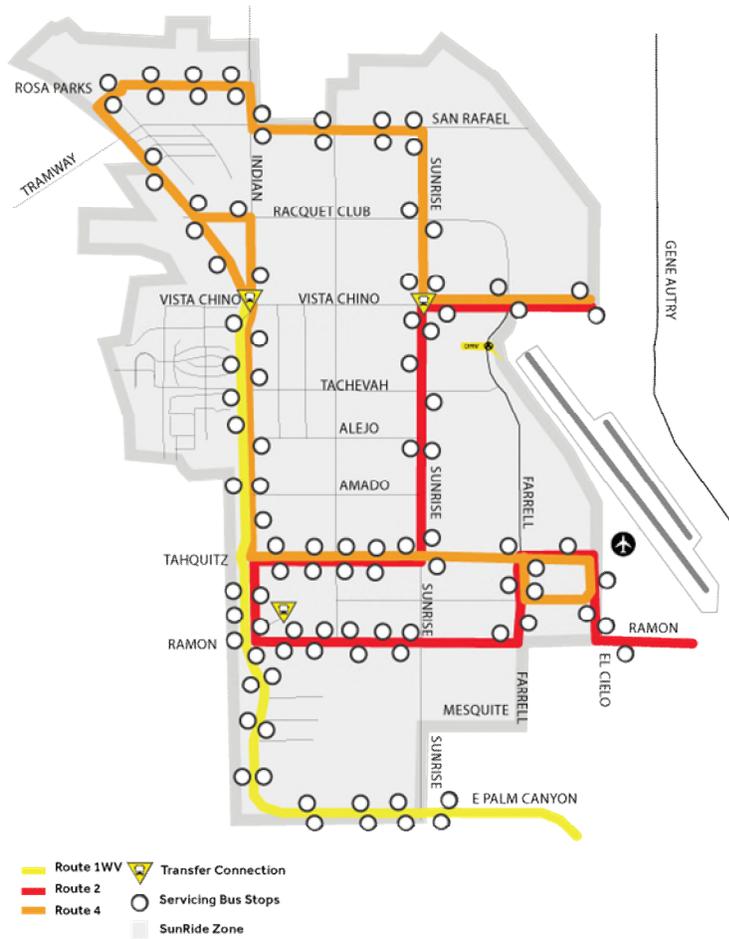
Mecca – North Shore



Palm Desert



Palm Springs



SunLine Transit Agency

DATE: April 24, 2024 **INFORMATION**

TO: Board of Directors

FROM: Mona Babauta, CEO/General Manager

RE: General Manager's Report for April 2024

Project Update

Liquid Hydrogen Station

Substantial progress has been made on the liquid hydrogen project with all major equipment components having been delivered to the site. The contractor, Nikkiso/Integrated Cryogenics Solutions, has completed the concrete work and installed the canopy for the two "internal" fuel dispensers located within the bus yard using local subcontractors. Civil work continues on the external, public-facing dispenser area, and both low and high pressure system testing is ongoing. Upcoming are the dispenser installations, system commissioning and testing. Staff training in operating and maintaining the system is also being scheduled prior to the project's expected completion in June 2024.

Nel Hydrogen Station

Staff continues to work with Nel Hydrogen on maintaining the electrolyzer system of the Hydrogen Production (Electrolyzer) & Refueling Station. The electrolyzer is still producing sufficient hydrogen to fuel approximately 10-12 fuel cell buses (FCBs) per day at the old hydrogen fueling station dispenser.

SunLine's Division II in the City of Indio

The improvements to the side of the facility facing Highway 111 have been completed. They included replacing the windows, which were highly prone to vandalism in the past, with a solid wall. A final inspection by the County Fire Marshall is currently scheduled later in the month, and once completed, this project will be closed-out.

Furthermore, enhancements to the utilities infrastructure is currently being planned to support additional hydrogen fueling investments at this division. The Board will be kept informed as this work proceeds forward.

Safety Update

Coachella Committee Cooperators Group (April 2, 2024)

On Tuesday, April 2, 2024, the Safety Department of SunLine Transit Agency attended a meeting with the Coachella Committee Cooperators Group. This committee is made up of various agencies from the Coachella Valley, including the American Red Cross, Riverside County Emergency Management Department, CalFire, SoCal Gas, the U.S. Geological Survey (USGS), Federal Emergency Management Agency (FEMA), Eisenhower Health, Riverside County Sheriff's Department (RSO), and SunLine Transit Agency. During the meeting, a number of topics were discussed, including a presentation on the duties of the Riverside County Sheriff's Department, mutual aid and FEMA response procedures, upcoming Community Emergency Response Team training, and a debrief by Eisenhower Health on the most recent Coachella Valley drill held at the Acrisure Arena, in which SunLine Transit Agency also participated. The representatives from SunLine Transit Agency had the opportunity to interact with various emergency response professionals and are enthusiastic about collaborating with them in the near future.

Human Resources Update

SunLine Transit Agency and Teamsters Local 1932 held a successful kick-off meeting to negotiations on April 1, 2024. We are confident that our partnership with our labor partners will result in a mutually beneficial MOU. We are committed to working closely with them to ensure that our shared objectives are met, and we look forward to reaching an agreement that serves the best interests of both parties.

Community/Industry Engagement Events

Taxi Voucher Program

Staff has been conducting outreach on the planned discontinuation of the taxi voucher program. Given further analysis of the program's benefits and some public feedback received to date, staff has decided to suspend plans to discontinue the service for now. However, staff still plans to have a discussion with the Board on how this program may more effectively complement SunLine's core services, which include fixed route (SunBus), paratransit (SunDial), and microtransit (SunRide), in order to maximize mobility options Valley-wide as population growth continues and operating resources become increasingly limited.

Feria de Recursos – La Quinta, CA (March 25, 2024)

SunLine Marketing staff attended the Feria de Recursos (Recourses Fair) community outreach in La Quinta hosted by Wolff Waters Place low-income housing complex. The outreach took place from 3pm to 6:30pm and there were resourceful interactions with community members introducing SunRide in La Quinta and giving information regarding SunLine's haul pass and other SunLine services.

Family Fun Fest – Palm Springs, CA (March 27, 2024)

SunLine Transit Agency joined Palm Springs Library's Family Fun Fest. The event was hosted on Wednesday, March 27th from 9am to 12pm at the Power Baseball Fields adjacent to Palm Springs library. We had over 220 attendees come over to our table to ask about SunLine's services. These interactions were a mix of local residents and visitors to the Coachella Valley. We spoke to large amounts of families regarding our local fixed route, 10 Commuter Link and SunRide services for the local residents and many of the out of town visitors were interested in the Palm Springs SunRide zone.

Salvation Army's Veterans and Community Expo – Cathedral City, CA (April 6, 2024)

SunLine Transit Agency's Marketing staff attended the 11th Annual Salvation Army's Veterans and Community Expo. The event took place from 9am to 2pm. Veterans were honored at this event and had a chance to inform themselves on what resources are available to them in our community. SunLine staff had a chance to interact with nearly 100 attendees. We also shared information with other Coachella Valley organizations that participated in this fair – they found the information/services very useful for their customers.

Presentation at Desert Arc – Palm Desert, CA (April 11, 2024)

On April 11th, members of the Marketing team attended Desert Arc's "What Next?" workshop from 6pm to 8pm. The workshop is designed so that parents can receive information on steps after their special needs child is out of school. We gave a brief presentation regarding services available to them, such as SunDial. It was also a networking opportunity to learn about opportunities available to those with special needs in the Coachella Valley and how we all help to do our part.

Professional Vehicles Day – John F. Kennedy Elementary, Indio, CA (April 16, 2024)

SunLine was invited to participate in John F. Kennedy Elementary School's Career Day. A SunLine bus was present along with other professional vehicles, such as fire trucks and police vehicles. Students from grades TK through 5th were able to explore these vehicles and ask questions about our organization and how we each got our start in our diverse professions.

Coachella Valley Local Government Vendor Fair – Palm Springs Convention Center, CA (April 17, 2024)

The fair was an opportunity for local business owners to attend and learn more about the process of doing business with our cities and other government agencies in the Coachella Valley. Other agencies involved were the local cities, the County of Riverside,

the County of Riverside Office of Economic Development, Desert Recreation District, CVAG and the Employment Training Panel.

“Whose in the Lobby” – La Quinta Wellness Center, La Quinta, CA (April 18, 2024)

Marketing staff was at the La Quinta Wellness Center on Thursday, April 18 from 10:45am to 12:30pm. The team shared information regarding SunLine services. Many conversations that took place were regarding the SunRide program; especially getting to the Palm Springs airport and first mile, last mile to get them to the airport.

Palm Desert Farmer’s Market – Palm Desert, CA (April 21, 2024)

In honor of Earth Day, SunLine’s Youth Sustainability Advisory Committee (YSAC) Members joined SunLine staff at the Palm Desert Farmer’s Market from 8am to 1pm. YSAC members were given the opportunity to interact with Farmer’s Market attendees, give them information about SunLine services and how we continuously work to do our part in being sustainable, as well as give out fun Earth Day swag. Before the event, they submitted social media post ideas for the YSAC Instagram page so that they could work on informing others about their presence at the Farmer’s Market. SunLine staff created a video of their interactions at this outreach.

APTA Mobility Conference – Portland, OR (April 30, 2024) Beginners Guide to Hydrogen Fueling

On April 30, 2024, SunLine will be participating on a panel at APTA’s Mobility Conference. The Beginners Guide to Hydrogen Fueling session will offer a succinct yet comprehensive introduction to hydrogen, covering essential topics such as onsite production versus delivery methods, along with strategies for short and long-term fueling infrastructure solutions. Attendees can expect to gain practical knowledge essential for informed decision-making in transitioning to hydrogen-powered transportation.

Transportation Update

ThinkTransit Conference – Tucson, AZ (March 24-27, 2024)

SunLine Planning staff was present at the Vontas & Trapeze Group’s annual conference ThinkTransit Conference in Tucson, AZ. During the event, the team acquired valuable insights into Mobility Planning, Scheduling, and Enterprise Asset Management. The conference enhanced the team’s understanding of scheduling system processes through hands-on training and inspired innovative ideas for meeting upcoming service demands. Staff deepened their knowledge of mobility trends, explored solutions for industry challenges, and connected with transit experts from around the world.

***CTSA Learning and Development Program covering Transit Networks
(April 10-11, 2024)***

SunLine Planning staff attended a Transit Network learning and development course taught by industry leader, Jarret Walker, author of Human Transit. This course reinforced the basics of transit network design, tradeoffs associated with different technology modes, implications of land use planning and city development, and policy issues that transit planning must deal with. Given the immense growth we're seeing in the eastern part of the Coachella Valley, it is imperative that staff know how to analyze and plan given all the complexities involved with providing the best service possible as part of its long range strategic plan.