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# EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

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*Fiscal Year 2018*

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*August 4, 2017*

*NORTH CENTRAL REGIONAL TRANSIT DISTRICT*

*1327 N Riverside Drive, Española, NM 87532*

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# EQUAL EMPLOYMENT OPPORTUNITY PLAN

## I. EXECUTIVE DIRECTORS'S POLICY STATEMENT POLICY

The Regional Transit District Act was adopted by the State Legislature and signed on March 21, 2003. The Regional Transit District Act, NMSA 1978 Section 73-25-1 et seq., authorizes New Mexico governmental units to establish regional transit districts that are authorized to finance, construct, operate, maintain, and promote regional transit systems. The North Central Regional Transit District (NCRTD) satisfied the conditions of the Regional Transit District Act and was certified by the New Mexico Transportation Commission on September 14, 2004, and is a sub-division of the State of New Mexico. The NCRTD has entered into Intergovernmental Agreements with the following entities: Counties of Santa Fe, Los Alamos, Rio Arriba and Taos; Cities and Towns of Santa Fe, Edgewood, Taos and Española and the Pueblos of San Ildefonso, Nambé, Tesuque, Santa Clara, Pojoaque and Ohkay Owingeh.

Elected and appointed representatives of these organizations serve on the NCRTD's Board of Directors and give the organization direction.

The NCRTD's mission is to provide safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and economic opportunities throughout the region.

The NCRTD provides a variety of transit routes and services to citizens within the District's four county service area, and is funded through a combination of federal, state and other grants, a voter authorized Regional Gross Receipts Transit Tax, and miscellaneous revenues.

NCRTD prohibits discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, gender identity, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance.

The NCRTD will keep these tenets in mind in recruitment, selection, placement, promotion, training, compensation of its employees, and in all other official acts of the NCRTD and its employees and agents.

The Human Resources Director will be appointed to serve as our EEO officer for NCRTD. The EEO Officer will be responsible for ensuring that we comply with all EEO responsibilities.

We are committed to an Equal Employment Opportunity program including goals and timetables for good-faith efforts to achieve full utilization of minorities and women at all levels and segments of NCRTD's workforce where deficiencies may exist.

All management personnel share in this responsibility and will be assigned specific tasks to assure compliance is achieved. The performance of managers and supervisors will be evaluated on their contribution to the success of the EEO program the same way as their performance on other NCRTD goals is evaluated.

Employees and applicants will have the right to file complaints and reports alleging discrimination with the appropriate official(s). All such complaints and reports will be thoroughly investigated. No adverse action or retaliation will be taken or permitted against any employee who reports issues of workplace discrimination or harassment.

SIGNED:

A handwritten signature in blue ink, appearing to read 'Anthony J. Mortillaro', is written in a cursive style.

Anthony J. Mortillaro

Executive Director

## II. POLICY

North Central Regional Transit District (NCRTD) is an Equal Opportunity Employer.

It shall provide equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, or disability except where sex or age or lack of disability is an accepted occupational qualification, or handicap. This policy shall be followed in recruiting, hiring, promotion into all position classifications, compensation, benefits, transfers, layoffs, returns from layoffs, demotions, termination, NCRTD-sponsored training programs, educational leave, social and recreational programs, and use of NCRTD facilities.

Any person employed by NCRTD who fails to comply with this policy is subject to disciplinary action, up to, and including termination.

Where necessary, this policy is to be extended in order that NCRTD be in compliance with the following federal restraints:

USERRA 32 U.S.C §4311

the U.S. Constitution, including the 14<sup>th</sup> Amendment

Federal Transportation Administration (FTA) 4704.1,

the Civil Rights Act of 1866,

the Civil Rights Act of 1871,

Equal Pay Act of 1963 (EPA),

Title I of the Americans with Disabilities Act of 1990 (ADA),

Title II of the Genetic Information Act of 2008 (GINA),

Title VI and VII of the Civil Rights Act of 1974,

the State and Local Fiscal Assistance (Revenue Sharing) Act of 1972,

the Age Discrimination in the Employment Act of 1975,

the Intergovernmental Personnel Act of 1970,

Housing and Community Development Act of 1974,

and the Rehabilitation Act of 1973

and all relevant executive orders and regulations including but not limited to Executive Order 13672.

The implementation of this EEO plan is a reaffirmation of adherence to and promotion of the policy of nondiscrimination in all action affecting NCRTD employees and in managing NCRTD resources. The guidelines and objectives contained in this plan are designed to assist NCRTD and all of its employees in adhering to that policy.

### **III. ANNUAL GOALS AND OBJECTIVES**

The North Central Regional Transit District's goal is to make its workforce more closely reflect the labor force in North Central New Mexico. The Agency will make specific good faith efforts to identify the underutilization of women and minorities, and make the necessary changes to remove any existing barriers to their employment. NCRTD will also work to recruit and retain qualified minorities, women, military service members, veterans, and individuals with disabilities at all employment levels.

Underutilization may be caused by barriers to employment. Therefore, the NCRTD's hiring officials will review their recruitment, selection, and promotion process as well as the on-the-job treatment of employees to ensure that women, minorities, military service members and veterans and individuals with disabilities receive equal employment opportunity to secure employment and promotion.

The NCRTD Executive Director, with the assistance of the Equal Employment Opportunity Officer, will annually perform the following activities necessary to prepare and update the goals and objectives of the Affirmative Action Plan for Equal Opportunity:

- A. Analyze current staff and staffing patterns to determine the race/ethnicity and sex composition of NCRTD employees and of the four-county regional area workforce in order to establish benchmark ratios of race/ethnicity and sex.
- B. Based on the ratios developed under Section III. "A" above, establish short range (less than 1 year) employment goals and objectives to address any areas of under-utilization of minorities, military service members and veterans, individuals with disabilities (to the extent they are able to perform the essential functions of a job ) and/or females which would further equal employment opportunity for NCRTD employees or the projected work force.
- C. Based on the ratios developed under Section III. "A" above, establish longer range (1-5 years) employment goals and objectives to address any areas of under-utilization of minorities, military service members and veterans, females and/or which would further equal employment opportunity for NCRTD employees or the projected work force.

### **IV. DISSEMINATION OF POLICIES AND PROCEDURES**

The NCRTD Equal Employment Opportunity Program will be communicated in the following manner:

#### Internal

- A copy of the full EEO Plan will be provided to each manager.
- The EEO/ Policy will be placed in all future employee handbooks and manuals with a presentation and discussion held during New Employee Orientation.

- The EEO/AA Policy will be discussed at appropriate supervisory meetings covering the subject of recruitment, employment, training, promotion and transfer of employees and procurement of services.
- The EEO Policy and Complaint Resolution Procedure posters will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment.
- NCRTD's EEO Program Plan and related documents will be posted on the internet.

#### External

- Notification of NCRTD's EEO Program Plan will be given to all recruitment sources and community groups.
- All employment advertising methods utilized by NCRTD will include its EEO Policy Statement.
- NCRTD's EEO Program Plan and related documents will be on its website.
- NCRTD's EEO Policy Statement will be included on employment applications.
- NCRTD will advise contractors and business partners of the EEO policies and procedures to ensure awareness and compliance.

The dissemination of NCRTD's EEO/ policy is not limited to the above referenced items. As considered appropriate, NCRTD utilizes whatever means necessary to convey the organization's commitment to equal employment opportunity.

## **V. RESPONSIBILITIES**

### **A) NCRTD EXECUTIVE DIRECTOR**

Ultimate responsibility for the implementation of this policy and the NCRTD's affirmative action program rests with the NCRTD Executive Director. The Executive Director's responsibilities may include:

1. Assisting in identifying problem areas and establishing agency and unit goals and objectives;
2. Being actively involved with local minority organizations, women's and handicapped groups, veteran organizations, community organizations and community service programs designed to promote EEO;
3. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives;
4. Holding regular discussions with managers, supervisors, and employees to assure the agency's policies and procedures are being followed;

5. Reviewing the qualifications of all employees to assure that minorities, disabled persons, veterans, military service members and women are given full opportunities for transfer, promotions, training, salary increases, and other forms of professional advancement;
6. Participating in the review and/or investigation of complaints alleging discrimination;
7. Participating in periodic audits to ensure that all agency facilities are in compliance (e.g., EEO posters are properly displayed on all employees bulletin boards);

#### **B) EQUAL EMPLOYMENT OPPORTUNITY(EEO) OFFICER**

The Human Resources Director will assume the position of the Equal Employment Opportunity Officer and perform the following duties and functions:

1. Developing and recommending an EEO policy, a written program, and internal and external communication procedures;
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals;
3. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further actions is needed;
4. Reporting yearly to the Executive Director on the progress of each unit in relation to the agency's goals;
5. Serving as a liaison between the District, Federal, State and Local governments, regulatory agencies, minority, veterans, military service members disabled and women's organizations, and other community groups;
6. Assisting in recruiting minorities, women, veterans, military service members and disabled applicants and establishing outreach sources;
7. Evaluating and commenting on all hires and promotions;
8. Processing, investigating, and managing all employment discrimination complaints.

#### **C) DEPARTMENT HEADS AND SUPERVISORS**

Each member of management and supervision is responsible within his/her area of responsibility for conducting activities in a manner which will ensure compliance with the policy and the Equal Opportunity Employment programs. Furthermore, each is made to understand that his/her work performance in the area of equal employment is being evaluated.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY PERSONNEL AND WORKPLACE PRACTICES**

The personnel practices of the NCRTD shall at all times conform to the requirements of the law and any legal requirements collectively bargained by the NCRTD notwithstanding any provision of this EEO Policy to the contrary. NCRTD personnel practices shall integrate the following specific EEO considerations.

### **A) RECRUITMENT**

Applicants for employment shall be considered and placed without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, military status or disability.

The NCRTD shall display equal employment opportunity notices in conspicuous places available to all employees and applicants for employment. Employment application forms shall be in compliance with applicable federal laws. A copy of the NCRTD EEO Policy may be obtained from the EEO Officer or any manager or on the NCRTD's website.

Applications and supporting documents shall be screened for evaluation taking into account this EEO Policy. Applicants deemed most suited for available position may be asked to submit additional supporting data for further evaluation, and/or may be asked to submit themselves for an interview. Before a formal offer is made, the EEO officer shall be consulted to ascertain that a good faith effort to implement this EEO Policy has indeed been made. The EEO Officer shall obtain evidence to confirm that the applicant pool from which the selection (hiring) was made had been established without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability. If this cannot be confirmed, the EEO Officer may object to the hiring and the Executive Director shall consider alternatives prior to filling the position. In order enhance the employment opportunities of minorities, women, veterans, military service members and individuals with disabilities, managers are especially urged to develop a better understanding of minorities, women, veterans, the disabled in the work force and the conditions, problems and expectations of the groups.

The recruitment of persons to fill vacancies will be accomplished without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, military status or disability. NCRTD will maintain contacts with various minority, women, military, veteran and handicapped groups and organizations concerning manpower resources and requirements when necessary.

1. The EEO Officer will have primary responsibility for recruitment activities with direct assistance from other NCRTD staff involved in the hiring process.
2. Whenever practical all job openings will be advertised in the news media. They will also be advertised in any news media forum that targets women and minorities as well as organizations and institutions catering predominantly to minorities, women, veterans, military service members and they disabled. Where visual media (such as online posts, posters or flyers) is used, all pictures that show visual representations of the NCRTD staff shall include minorities and/or females. The NCRTD may choose not to advertise vacancies when more than 5 current (three months or less) applications are on file for a position, or selections can be made from a pre-selected standing list of qualified applicants, or a collective bargaining agreement or law does not permit advertising the position.

3. The latest job listing will be posted in such a manner that all employees and potential employees have equal access to this information.
4. Communications will be maintained with educational institutions and vocational schools for recruitment, including predominantly minority and women's institutions.
5. The Executive Director will determine where to advertise vacant positions; either in-house only or in the local news media.

The Utilization Analysis will be annually reviewed by both the EEO Officer and other appropriate NCRTD staff in an effort to ensure that identified qualified groups are provided opportunities at rates substantially similar to those of qualified men and non-minority employees. NCRTD will strive to employ and retain qualified individuals with disabilities in all levels of its workforce.

#### **B) SELECTION**

The selection of persons to fill job vacancies will be accomplished through approved procedures only, adhering to the documented NCRTD hiring process. Persons will be hired without regard to non-merit factors following a completely objective appraisal of each eligible individual interested in the position.

#### **C) PROMOTION**

Promotion will be proposed in accordance with applicable rules, on a nondiscriminatory basis. The procedures used in selecting persons for promotion will be evaluated periodically to ensure that they are realistic and relevant. Any employee who feels he or she has not been accorded fair and impartial treatment regarding employment will be offered an opportunity to discuss this problem. In order to encourage merit based promotions the NCRTD shall seek to fund and provide assistance as follows.

1. Continued emphasis will be placed on the NCRTD's educational assistance programs.
2. Training programs shall be designed to upgrade the skills of employees so that they can improve performance in their present position.
3. On-the-job training will be designed so that employees have an opportunity to acquire skills needed to qualify for promotions and/or an enhanced position with the NCRTD.
4. Employees with managerial ability will be encouraged to acquire skills on- the-job or through more formalized training prior to their advancement into a management position.

#### **D) EEO TRAINING**

All personnel involved in the recruitment and selection process will be trained to ensure they understand the EEO Program Plan, and are committed to its intent. Training shall also be provided annually to appropriate personnel including the NCRTD Executive Director, the EEO Officer and all Department Heads.

#### **E) DISCIPLINARY ACTION**

An employee may be disciplined for any of the reasons provided under the NCRTD's Personnel Rules. Any NCRTD employee who feels that he or she has been wrongfully subjected to disciplinary

action has the right to appeal the action, either verbally or in writing, pursuant to the procedures set forth in the NCRTD Personnel Rules.

This EEO Policy may serve as grounds for disciplinary action against employees. Any employee, who is found to have violated this policy may be subject to prompt and appropriate disciplinary action, up to and including termination.

If an employee believes any disciplinary action against him or her is EEO related, he/she has the right to request a review from the EEO Officer to ensure compliance with NCRTD's EEO Policy. If the EEO Officer finds that an EEO issue exists, the Procedures outlined in Section VIII: Issue Resolution of the Policy will be implemented and followed.

The EEO Officer will be apprised of all verbal and written appeals based upon EEO compliance issues.

#### **F) WORK ASSIGNMENTS**

All management personnel will be responsible for monitoring employee placement, assignment of duties and work sites to ensure that assignments are made on a non-discriminatory basis.

#### **G) SEPARATION FROM EMPLOYMENT**

Exiting employees shall be afforded the opportunity to participate in an optional exit interview conducted by Human Resources or other appropriate staff that will allow them to:

- Discuss the precise reason(s) for the termination.
- Voice any concerns they may have been reluctant to express while employed.
- Provide positive and negative comments and suggestions related to their employment experience.

NCRTD will review recorded terminations' information to identify if women and minorities leave the Agency at rates substantially different from those of men, non-minority employees, and employees without disabilities.

#### **H) WAGES AND SALARIES**

NCRTD complies with the Equal Pay Act of 1963 which requires all employers subject to the Fair Labor Standards Act to provide equal pay for men and women performing similar work.

NCRTD will evaluate current salaries to ensure appropriate range placement based on job related experience, skills and abilities. NCRTD will examine salary anomalies and ensure equality among male and female employees.

## **I) EMPLOYEES WITH DISABILITIES**

It is the policy of NCRTD not to discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. NCRTD takes affirmative action to employ, advance in employment and otherwise treat qualified individuals with known disabilities without discrimination based upon their physical or mental disability in all employment practices.

NCRTD will attempt to provide reasonable accommodations for employees with disabilities, unless such accommodation would impose an undue hardship on the conduct of its business. NCRTD also commits to engaging in an interactive process with the person requesting the accommodation (or their representative), as needed, to determine an appropriate accommodation.

## **J) MILITARY/VETERAN STATUS**

It is the policy of the NCRTD not to discriminate against any employee or applicant for employment because of their military or veteran's status regarding any position for which the employee or applicant for employment is qualified. NCRTD takes action to employ, advance in employment and otherwise treat qualified individuals with known military veteran's status without discrimination based upon their status in all employment practices.

## **K) SEXUAL HARASSMENT POLICY AND PRACTICES**

NCRTD will not tolerate sexual harassment of its employees by anyone. Persons suspected of sexually harassing others will be investigated.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees that are acceptable to both parties are not considered to be sexual harassment.

Sexual harassment as defined by the Equal Employment Opportunity Commission is:

- Unwelcomed or unwanted sexual advances;
- Requests and demands for sexual favors;
- Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance; and
- Creating a work environment that is intimidating, hostile, or offensive.

Sexual harassment includes a wide range of behaviors, from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendos, and other sexually-oriented statements and unwelcome emphasizing of sexual identity. It can occur between employees, and between employees and members of

the public, including vendors, visitors, passengers, or others with whom employees come into contact while working for NCRTD.

Harassment of any kind, including sexual harassment, is illegal and prohibited. Any employee, who feels he or she is the victim of workplace harassment, or who witnesses unlawful harassment or abuse, whether from management, co-workers, or third parties, should promptly report the matter to their supervisor or manager. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. All such reports will be thoroughly investigated. No adverse action or retaliation will be taken or permitted against any employee for reporting the issues of workplace harassment.

It shall be the responsibility of the EEO Officer to advise any employee who feels she or he has been sexually harassed of the proper procedure for handling the complaint.

#### **L) NCRTD FACILITIES AND BENEFITS**

Equal opportunity shall be assured to all NCRTD employees for proper use of NCRTD facilities.

The benefits and conditions of employment as outlined in the NCRTD Employee Handbook shall be monitored to assure that they continue to be equally available to all employees.

### **VII. RECORDS**

Race/sex records will be kept on the following:

- applicants
- hiring
- terminations
- promotions
- transfers
- training
- complaints of discrimination

Records on the subjects listed above will be maintained by the EEO Officer. They will be reviewed periodically to ensure that actions taken by the organization are consistent with EEO Policy. Records of correspondence with the various recruitment contacts (minority, female, veteran, military and handicapped organizations) will also be maintained.

A file of all job advertisements will continue to be kept by the EEO Officer. At least annually all department heads and supervisors will be provided training in EEO subjects including interviewing techniques.

### **VIII. EEO ISSUE RESOLUTION**

It is NCRTD's policy to provide a pleasant working environment for all employees. The EEO issue resolution procedure outlined below will address discrimination complaints regarding race, color, religion, sex, sexual orientation, gender identity, national origin, age, military or veteran status or disability.

Utilization of this issue resolution procedure will not in any way jeopardize current or prospective employment status and shall be independent of, and in addition to, any other procedural rights afforded to employees under the NCRTD Personnel Rules and Procedures.


Issue Resolution Procedures are as follows:

1. The EEO Officer will receive all written complaints of discrimination. These complaints may be direct from the employee, applicant or referred from a supervisor or manager who has received a complaint from an employee.
2. All discrimination complaints filed under this procedure will be accepted for investigation up to and including 30 days after the date of the alleged discriminatory act.
3. All complaints will be properly recorded and signed by the complainant. Employees will be advised and counseled as to other avenues of redress including, but not limited to, the following:
  - New Mexico Department of Workforce Solutions, Human Rights Bureau
  - U.S. Equal Employment Opportunity Commission.
4. All complaints will be investigated and processed by the EEO Officer within 30 days of receipt.
5. The complainant will receive written notification regarding the results of the investigation and the final disposition of the complaint including remedial actions to be taken.
6. If the complainant disagrees with the findings and decisions of the EEO Officer, he/she will be advised and counseled as to other avenues of redress including, but not limited to, the following:
  - New Mexico Department of Workforce Solutions, Human Rights Bureau
  - U.S. Equal Employment Opportunity Commission.
7. The EEO Officer will take necessary steps to ensure the confidentiality of all discrimination or harassment complaint records and of any counseling done in the course of the complaint procedure to the maximum extent permitted by law.

**IX. SIGNATURE AND APPROVAL**

***NORTH CENTRAL REGIONAL TRANSIT DISTRICT***

Approved by Executive Director:

  
\_\_\_\_\_  
**Anthony J. Mortillaro**

Date: 10/18/17

Approved as to form and legal sufficiency by the NCRTD legal counsel:

  
\_\_\_\_\_  
**Name**

Date: 10/19/17

## X. APPENDIX

### UTILIZATION ANALYSIS

Equal employment opportunity assumes that the workforce of any given business should mirror the race and sex composition of the population. A major factor in assessing equal employment opportunity is the skill availability of the labor pool.

Employment Opportunity legislation (Title VII of the Civil Rights Act of 1964, as amended) and subsequent executive orders (Executive Order 11246, as amended); require that Federal contractors and subcontractors certify that they do not discriminate with respect to employment and the conditions thereof.

The assessment below analyses the workforce composition metrics of NCRTD vs. Labor Market in Rio Arriba, Taos, Santa Fe and Los Alamos Counties.

The following tables have been created to aid in the Utilization Analysis process:

- NCRTD'CURRENT WORKFORCE ANALYSIS

Reflects the make-up of our current workforce as of August 4, 2017.

- LABOR MARKET ANALYSIS

Represents the available raw data extracted from the US Census Bureau - 2010 Census.

- UTILIZATION

Compares the values from NCRTD's current workforce and the Labor Market.

**Percent difference:** The comparison includes a 'percent difference' between the Market and NCRTD and its corresponding index of those percentages.

**Index:** The Index is instrumental in calculating the percent of the percent in other words, is the comparison between the two percentages, the Market's and NCRTD's.

### NCRTD'CURRENT WORKFORCE ANALYSIS

The NCRTD workforce consists of sixty-seven (7) employees representing eight (8) Job Categories:

- Executive/Senior Level Officials and Managers
- First/Mid-Level Officials and Managers
- Professionals
- Technicians
- Administrative Support Workers
- Craft Workers
- Operatives
- Laborer's and Helpers

#### **Observations:**

NCRTD's workforce is made of 59.7% male and 38.8% female.

Overall NCRTD'S Workforce is made up of:

- Hispanic/Latino workers at 64.2%
- White at 29.9%
- American Indian at 5.9%.

The largest job category is Operatives at 67.2%. Operatives are primarily males at 64.4%.

The second largest category is Officials and Managers who make up 14.9% with 50% male and 50% female in those positions..

## LABOR MARKET

### **Officials and Managers:**

1 in 10 workers are Officials and Managers.

Most Officials and Managers in the Labor Market are female at 51.4%. More than half of all the females in the Officials and Managers job category are White.

Even though the primary race for this category is White at 59.7%, the largest inequality happens between the Hispanic/Latino men and women with 15.8% male and 20.2% Hispanic/Latino female. The White race has a close representation from male and female at 30.1% and 29.5%.

### **Professionals:**

The largest job category in the market are professional workers at 26.6% which is primarily female with 53.6%.

The largest inequality is between Hispanic/Latino and White workers. Hispanic/Latino make up 21.9% and White workers 72.7% for this job category.

Notable in this category are Asians at 2.7% which makes this the highest representation of Asians for all job categories in the market.

### **Administrative Support:**

Administrative support workers make up 15.1% of the Market workforce. Most of the Administrative support workers in the Market are females at 76.1%.

### **Craft Workers:**

Craft workers make up 11.4% of the entire workforce. The great majority of Craft workers in the Market are males at 96.5%.

### **Operatives:**

Operatives is a fairly small share of the Market's workforce with only 2.6%. Most Operatives are males at 70%.

### **Observations:**

Generally notable in the Market is the inequality between men and women with women in the higher paid job categories.

However, male continue to have the higher share of the Labor Market at 51.5%.

There are three main races within this market:

- Hispanic/Latino at 35.8%
- White alone at 59.7%
- American Indian and Alaska at 2.5%

The two main categories Hispanic/Latino and White make up 94.7% of the total Market's workforce in Rio Arriba, Santa Fe, Taos and Los Alamos counties.

Males represent the Hispanic workforce while female dominate the White workforce.

#### UTILIZATION: NCRTD Workforce vs. Labor Market Analysis

A comparison of NCRTD's work force to the Market labor statistics for Rio Arriba, Santa Fe, Taos and Los Alamos counties provides the following information on utilization:

- Hispanic males and Hispanic/Latino females dominate the NCRTD workforce with 13.7%% and 1.6% more than the Market's workforce.
- We have a 50%% Hispanic/Latino representation in Officials and Managers which is only 14.2% of the Market's average which is 35.8%.
- Overall, we have 8.2% more male workers than the Market average.
- The Market has a representation of 2.5% from the American Indian and Alaska race in the Officials and Managers job category.

#### Observations:

The Operatives job category represents all 3 of main races in the market: 64.2% Hispanic/Latino, 29.9% White alone and 6% American Indian and Alaska.

When it comes to gender, our Index value reflects that we have 6% more females in the Operatives job category than the Market.

The NCRTD Hispanic/Latino male category increased by 13.7%, while White Males decreased by -5.8% over the market.

The NCRTD has fewer Female's than the Market with a -9.7% decrease, the market is at 48.5% while the NCRTD is 38.8%

The NCRTD has an increase of 1.6% in Hispanic/Latino females, the market is 20.8% while the NCRTD is at 22.4%.

The NCRTD Hispanic/Latino male is at 14.2% above the market, the market is 35.8% while the NCRTD is 50%.

The NCRTD Hispanic/Latino Official and Manager category is above the market by 9.8%. The NCRTD is 30% vs. the market at 20.2%.

The NCRTD is up 1.7% in the American Indian / Alaska category with 3.0% vs. the Market of 1.3%.

GOALS 2016

2016 Goal	2017 Actual
1. Increase White females' representation. Our White females represent only 13.3% of our workforce which is 53.3% of the market average.	The White females' representation as of August 4, 2017 is update by .1% or 13.4%. It remained flat throughout the timeframe.
2. Increase Hispanic/Latino representation in the Officials and Managers functions.	The NCRTD Hispanic/Latino representation in the Officials and Managers function is up from 30% to 50%, which is an increase of 20%
3. Increase female representation in all job functions.	The female representation has remained flat at 40%.
4. Increase our American Indian participation in the Officials and Managers functions.	This objective has not been achieved.
5. We are fully committed to embracing diversity and inclusion in all aspects of our operation. Our Diversity and Inclusion Goal:	We have recruited for vacant positions with consideration to all ethnicities and races.
6. We aspire to developing a workforce that reflects the changing Labor Market and continue to build a multicultural and diverse team by embracing other minorities in the Labor Market such as African Americans and Asians.	Through the recruitment process, we are continuing to recruit for all ethnicities and races in the Labor Market area.

### Goals for 2018

1.	Increase our American Indian participation in all job categories within the NCRTD.
2.	Increase the female representation in all job categories within the NCRTD.
3.	Recruit individuals in a Veteran Status and with Disabilities that can perform the essential functions of the job.
4.	We will work towards more diversity in the of Labor Market categories such as, African Americans and Asians.