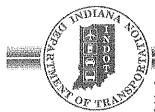


Indiana
Department of
Transportation
Vincennes District
2015—2016
Affirmative Action Plan

Volume #1

- Agency Affirmative Action Policy Statement
- Affirmative Action Plan for Minorities and Women

INDIANA DEPARTMENT OF TRANSPORTATION



Vincennes District 3650 S. US Hwy 41 Vincennes, IN 47591 PHONE: (812) 882-8330 FAX: (812) 895-7479 Michael R. Pence, Governor Brandye Hendrickson, Commissioner

APPOINTING AUTHORITY EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY AND ASSIGNMENT OF RESPONSIBILITY

Indiana Department of Transportation Vincennes District

The State of Indiana's policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations, prohibiting discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy statement applies to recruitment, selection, placement, training, promotion, transfer, rates of pay, and all other terms and conditions of employment. We will continue to comply with the spirit as well as the letter of applicable state and federal law.

Effective July 1, 2014, under Indiana House Enrolled Act (HEA) 1242, it is against public policy of the State of Indiana and a discriminatory practice for an employer to discriminate against a prospective employee on the basis of status as a veteran by refusing to employ an applicant on the basis that they are a veteran of the armed forces of the United States, a member of the Indiana National Guard or a member of a reserve component.

Compliance with this policy statement is the individual responsibility of supervisors, managers, and other staff members whose duties related to employment, status, or tenure of employees. Further, all employees are expected to be aware of this policy statement.

In order to ensure compliance with this policy statement, I hereby designate the following duties related to affirmative action:

As the Agency's Appointing Authority, I acknowledge that I have overall responsibility for Equal Employment Opportunity at the Indiana Department of Transportation/Vincennes District.

Each manager and supervisor within the Agency/Facility is individually responsible for:

- 1. Ensuring equal opportunity for employees with regard to work assignments, training, transfers, advancements and other conditions or privileges of employment.
- 2. Including EEO as an operating objective.
- 3. Recognizing that his/her job performance is evaluated on the basis of his/her equal employment opportunity efforts and results, in addition to other job-related criteria.

For this Agency/Facility, **Nina Daniel**, Human Resources Director, serves as the Affirmative Action/EEO Contact. Her responsibilities include, but are not limited to:

1. Monitoring Agency/Facility employment actions for compliance with this EEO policy statement.





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- 2. Preparing the annual Affirmative Action Plan (or Policy Statement) and periodic AAP Monitoring Reports for the Agency/Facility.
- 3. Identifying problem areas, if any, and recommending potential solutions to management.
- 4. Ensuring that EEO policies are communicated to all levels within the Agency/Facility.

In coordination with the State Personnel Department, the individual responsible for human resource functions for the Indiana Department of Transportation/Vincennes District will maintain the data necessary to monitor the affirmative action program, including, but not limited to information about applicant flow, hires, promotions, transfers, demotions, lay-offs, recalls, and terminations.

Should a complaint of discrimination or harassment on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, or any other statutorily protected class occur, such complaint will be promptly and thoroughly investigated and, if appropriate, remedial action will be taken including disciplinary actions up to and including dismissal, depending on findings of fact.

Questions or concerns regarding this policy statement, Equal Employment Opportunity, or Affirmative Action may be directed to Nina Daniel, Human Resources Director, at ndaniel@indot.in.gov or 812-895-7306.

Russell Fowler, Vincennes District Deputy Commissioner

Indiana Department of Transportation

Date



EXECUTIVE ORDER 11246

AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND WOMEN

Indiana Department of Transportation Vincennes District 3650 S. US Hwy 41 Vincennes, IN 47591

October 1, 2015 - August 1, 2016

Approved by:

Russell Eowler, Vincennes District Deputy Commissioner

Data

EEO/Affirmative Action Contact: Nina Daniel, Human Resources Director, ndaniel@indot.in.gov or 812-895-7306.

TABLE OF CONTENTS

VOLUME I

 A. Agency's Affirmative Action Police 	by Statemen	t
---	-------------	---

- B. Introduction
- C. Equal Employment Opportunity / Affirmative Action Policy
- D. Responsibility for Implementation § 60-2.17 (a)
- E. Identification of Problem Areas § 60-2.17 (b)
- F. Development and Execution of Action-Oriented Programs § 60-2.17 (c)
- G. Internal Audit and Reporting Systems § 60-2.17 (d)
- H. Compliance with Sex Discrimination Guidelines § 60-20
- Compliance with Guidelines on Discrimination
 Because of Religion or National Origin
 § 60-50
- I. Report on Prior Year's AAP Goals

VOLUME II

- A. Organizational Profile § 60-2.11
- B. Job Group Analyses § 60-2.12 and 2.13
- C. Availability Analyses § 60-2.14
- D. 2000 Census Data
- E. Utilization Analyses 1 & 2 § 60-2.15
- F. Placement Goals

§ 60-2.16

VOLUME III

State's Workplace Harassment Policy

VOLUME IV

Affirmative Action Plan for the Disabled, Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans

VOLUME I

INTRODUCTION

This Affirmative Action Plan is designed to fulfill **Indiana Department of Transportation/ Vincennes District's** equal employment opportunity/affirmative action responsibilities under Executive Order 11246, as amended, and the implementing rules and regulations of the Secretary of Labor and the State of Indiana. A separate Affirmative Action Plan for disabled persons, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is also developed and revisited on an annual basis.

A. <u>Program Terminology</u>

The terms "utilization analysis," "underutilization," and "problem area," appearing in this Plan terms the Indiana Department Affirmative Action are Transportation/Vincennes District is required to use herein by government regulations. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although we use the terms in good faith in connection with the Affirmative Action Plan, such that Indiana Department not necessarily signify the usage does Transportation/Vincennes District agrees that these terms are properly applied to any particular factual situation.

The State of Indiana is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status, as provided in 41 C.F.R. Section 60-2.16. Accordingly, the term "goal", whenever used in this plan, is expressly NOT intended to allow discrimination against or grant a preference for any applicant or employee.

This Affirmative Action Program is not intended to create any rights in any person or entity.

B. Reliance on EEOC's Guidelines on Affirmative Action

Although the Indiana Department of Transportation/Vincennes District has no reason to believe any violation of Title VII of the 1964 Civil Rights Act has occurred, the agency has developed this Affirmative Action Plan in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, 29 C.F.R. Section 1608.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY

The Indiana Department of Transportation/Vincennes District is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, reclassification, upgrade, demotion, transfer, reduction of work force, layoff, termination, selection for training, rates of pay or other form of compensation, the use of all facilities, and participation in all Agency-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Agency if/where appropriate.

As part of the Agency's equal employment opportunity efforts, the Agency and the State Personnel Department take steps to ensure that qualified minority group individuals and females are recruited and hired into our work force and considered for promotion as promotional opportunities arise.

Employees and applicants shall not be subjected to harassment or intimidation because they are members of a protected group or because they have: (1) filed a complaint; (2) assisted or participated in any investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The importance of this policy is periodically brought to the attention of supervisors. It is the responsibility of each supervisor in the **Indiana Department of Transportation/Vincennes District** to ensure effective implementation of this policy to prevent discrimination in employment. All employees are made aware of this policy during new employee on-boarding or orientation, and are expected to cooperate with its implementation. Violation of this policy is subject to disciplinary action, depending on findings of fact.

Written notice of the Indiana Department of Transportation/Vincennes District's policy statement is posted and maintained in an area accessible to Agency staff members.

RESPONSIBILITY FOR IMPLEMENTATION

Within the Indiana Department of Transportation/Vincennes District's District Deputy Commissioner, Russell Fowler, has overall responsibility and accountability for its equal employment opportunity and affirmative action plan. It is the Agency's objective to ensure adherence to its equal employment opportunity policy and to the affirmative action plan. Each level of supervision has been and will continue to be informed that work performance is evaluated on the basis of a supervisor's individual equal employment opportunity efforts, as well as other performance measures. Actions by supervisory personnel inconsistent with the policy and plan will not be tolerated.

Nina Daniel, Human Resources Director is responsible for:

- a. Developing and implementing reporting systems that:
 - (1) measure the effectiveness of Agency affirmative action programs;
 - (2) indicate the need for remedial action, if any;
 - (3) determine the degree to which the Agency's goals and objectives have been achieved.
- b. Preparing and submitting written Affirmative Action Plans and Affirmative Action Monitoring Reports for the Agency.
- Providing affirmative action data to the Agency Director and Agency Human Resources Director on a regular basis, and offering to discuss the information upon request.
- d. Serving as liaison between the Agency and equal employment and/or affirmative action enforcement agencies as appropriate and necessary.
- e. Performing periodic audits to ensure that:
 - (1) EEO posters are properly displayed; and

(2) All facilities which the Agency maintains for the use and benefit of its employees are in fact accessible to all employees, both in policy and use, and that any facilities such as rest rooms are comparable for both sexes.

Nina Daniel, Human Resources Director is responsible for:

 Ensuring all supervisors are informed and periodically reminded that their individual work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.

Nina Daniel, Human Resources Director is responsible for:

 Assisting management in arriving at solutions to problems related to affirmative action, if any.

Nina Daniel, Human Resources Director is responsible for:

• Developing and implementing internal and external communication methods related to affirmative action.

Nina Daniel, Human Resources Director is responsible for:

 Ensuring that all employees, including Minority and Female employees, are invited and encouraged to participate in all Agency-sponsored educational, training, recreational, and social activities.

The Indiana Department of Transportation/Vincennes District's supervisors and managers are responsible for:

- a. Ensuring employees are aware of and follow Agency policies, including the Equal Employment Opportunity / Affirmative Action Policy.
- b. Reviewing the qualifications of employees who apply for vacant positions to ensure that minorities and women are given full opportunities for transfers and promotions.
- c. Recognizing that their work performance is evaluated, in part, on the basis of their equal employment opportunity efforts and results.
- d. Preventing the harassment of all employees.

IDENTIFICATION OF PROBLEM AREAS

As part of the **Indiana Department of Transportation/Vincennes District's** ongoing affirmative action processes, the Affirmative Action Specialist conducts an analysis of the Agency's workforce to determine whether and where impediments to equal employment opportunity may exist. At a minimum, the **Nina Daniel, Human Resources Director** evaluates the following:

- The workforce by organizational unit and job group, to determine whether there
 are problems of minority or female utilization (employment), or minority or female
 distribution (placement); and
- 2) Employment activity (applicant flow, hires, terminations, promotions, and other employment actions) to determine whether there are selection disparities.

DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS

The proper execution of the following actions are intended to result either in an increase in the Minority / Female utilization in the job group(s) identified (should vacancies occur), or document the Agency's good faith efforts to do so.

- a. Agency supervisors and managers are responsible for annually reviewing and updating position descriptions to ensure they accurately reflect essential job functions.
- b. **Agency supervisors and managers** are responsible for providing current position descriptions and qualification standards, to applicable staff members involved in the recruiting, screening, selection, and promotion process.
- c. **Nina Daniel, Human Resources Director** is responsible for ensuring that the overall selection process is free from bias, thus aiding the attainment of goals and objectives.
- d. **Nina Daniel, Human Resources Director is** responsible for ensuring that staff members involved in the recruiting / screening processes are carefully selected and trained to prevent discrimination in all employment actions.
- e. **Nina Daniel, Human Resources Director** is responsible for ensuring that selection procedures do not unlawfully discriminate against women and minorities.
- f. **Nina Daniel, Human Resources Director** is responsible for ensuring that qualification standards are job-related.

DESIGN AND IMPLEMENTATION OF INTERNAL AUDIT AND REPORTING SYSTEMS

Nina Daniel, Human Resources Director is responsible for implementing an internal audit and reporting system. **She** monitors employment actions throughout the plan year and reports on the effectiveness of the EEO policy to the Agency Head and/or the Agency Human Resources Director, making recommendations for improvements, as necessary. The reporting system generates the following reports:

- a. Applicant flow by job group;
- b. Hires by job group;
- c. Promotions/transfers into job groups; and
- d. Involuntary demotions and terminations by job group.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

The does not discriminate on the basis of sex. To this end, the Agency continues to do the following:

RECRUITMENT AND ADVERTISING

- a. The Agency seeks to recruit qualified applicants for all jobs, without regard to race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.
- b. When placed, advertisements include no gender preference. Advertisements end with "Equal Opportunity Employer".

PERSONNEL PRACTICES

- a. Policies and practices apply to every employee on an equal basis, regardless of gender.
- b. Employees have equal opportunity for any job for which they are qualified. Sex is not considered a bona fide occupational qualification for any job within the Agency.
- c. No distinction is made between the sexes in regard to opportunity, wages, hours, benefits or other conditions of employment.
- d. There is no distinction between the employment, treatment, or termination of women or men based on marital status.
- e. The Agency does not deny employment to women or men with young children.
- f. The Agency provides comparable physical facilities for both female and male employees.
- g. The Agency follows federal guidelines relative to employment.
- h. No difference is made between women and men as to retirement age for any particular iob.
- i. Both women and men are eligible for all training programs and benefits offered by the Agency.
- j. The Agency has a medical leave policy which treats pregnancy the same as other serious medical conditions, and is valid in light of Title VII of the Civil Rights Act of 1964, as amended, and the Family Medical Leave Act.

COMPLIANCE WITH GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

The Indiana Department of Transportation/Vincennes District will make reasonable accommodation for the religious observances and practices of employees or prospective employees, except where such accommodation causes undue hardship on the conduct of the Agency's business. The extent of accommodation will be determined by considering business necessity, financial costs and expenses, and potential resulting personnel problems.

In implementing its EEO policy regarding nondiscrimination because of religion or national origin, the Agency does not discriminate against any qualified employee or applicant for employment because of race, color, national origin, sex, religion, disability, genetic information, age, pregnancy, or veteran status.

REPORT ON PRIOR YEAR'S AAP GOALS

The results of the 2015 Affirmative Action Plan is provided in the three (3) monitoring reports.

Volume #2

- Workforce Analysis
- Location of Positions
- Job Groups
- Availability Analyses/Utilization Analyses
- Placement Goal Summary

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	Traffic Signal Technician Sup 009GE4	009GE4	Officials & Mgrs							\$	
	Traffic Signal Technician 2	004GE2	Technician						4	4	7
the state of the s	Administrative Assistant 6	002WN6	Admn Support	-	,						\
Traffic 6 Total				2	2				22	22	27
	*Broad Band Executive	00EXBB	Officials & Mgrs						*	*-	*
	Broad Band Executive	00EXBB	Officials & Mgrs	1	,				←	•	2
	Program Director E7	00EUE7	Officials & Mgrs						_	_	\(\frac{1}{2}\)
	Program Coordinator 3	002WM3	Professionals	2	2						2
Vincennes District 6	Safety Training Consultant 4	002HI4	Professionals	-	1.						7 () 7 ()
	Inventory Administrator 6	002TD6	Admn Support	_	1						
	Assistant 6	002WN6	Admn Support	~	1						
	Account Clerk 2	003JA2	Admn Support						~	1	1
		003JA3	Admn Support	_	1			·			,

			•							as of /	Augus	as of August 1, 2015	15
Transportation - Vincennes District	incennes District			Females		Female		Σ	Males		Male	e Grand	p
Department	Job Title	Job Code	Job Group	A	≥	Total	₹	A A	В	M H	√ Total	al Total	ल
Vincennes District 6 Clerical Assistant	Clerical Assistant 1	003LD1	Admn Support		<u>_</u>	÷.						-	- 1
Vincennes District 6 Total	Total				∞	80				က	e 9	1	
\/inconnoc EI+	Program Director E7	00EUE7	Officials & Mgrs								•		V.:.
	Program Coordinator 6	002WM6	Professionals		_	-				_		-	.4
Vincennes Flt Total					-	1			-			2	
	Sub District Operations Mana	Mana 00EWQ6	Officials & Mgrs	_						_	-	3	
Vincennes Sub	Highway Technician 2	004MB2	Technician							2	2	2	
	Administrative Assistant 6	002WN6	Admn Support		-			_				>	
Vincennes Sub Total					-	1				င	3	7	
Vincennes Sub Elt	Highway Mechanic Sup 4	009FA4	Officials & Mgrs						<u> </u>				
	VIII CEILLES SUB - I II Equipment Mechanic 2	004FA2	Skill Craft							ಬ	5	2	
Vincennes Sub - Flt Total	lotalises researched									9	9	မ	
	Highway Tech Sup 3	009MB3	Officials & Mgrs		291					_		>	
Vincennes Unit 2	Highway Technician 1	004MB1	Technician		Jan Al					2	2	2	
e transmission de la material de la	Highway Technician 3	004MB3	Technician							5	5	2	
Vincennes Unit 2 Total										W	8	8	
	Highway Tech Sup 3	009MB3	Officials & Mgrs							_		·	
Washington Huit 3	Highway Technician 1	004MB1	Technician							2	2 2	2	
	Highway Technician 2	004MB2	Technician		3: 5	4 8 5 3 3				•	\frac{1}{2}		
	Highway Technician 3	004MB3	Technician		<u>.</u>	ļ				(-)	3	7	
Washington Unit 3 Total	otal	ta kirkiri ka Mi			T					7	7	8	
Grand Total				1	69	02	2	•	2	1 3,	313 31	319 389	တ

*Appointed outside of the agency.

Lines of Progression illustrated by department beginnining with the highest position.

Bolded positions - Highest position(s) in the line of progression,

Positions in Italics - Positions with no line of progression within the department.

as of August 1, 2015 Grand Total 35 4 ω ထ ന ဖ တ 4 N N Ŋ Ġ N 'n ထ O Male Total 26 ω က က S တ် ω Ŋ S S 4 9 4 N 2 28 > ന ဖ N က Ġ S N ဖ Ó ব S 4 I Males 1 Ω ⋖ ⋖ Female Total တ \sim Ń Females ω N Λ N Ş S A Officials & Mgrs Job Group **Professionals** Technician Engineer Engineer Engineer Job Code 00EXBB 00PMBB 009MB3 004MB3 004MB3 002WM1 009MB3 009MB3 006DC4 004MB2 009MB3 004MB3 004MB1 009MB3 004MB3 009MB3 004MB2 004MB3 004MB1 004MB3 004MB1 001DC2 001DC4 004MB1 001DC1 004MB1 004MB1 004MB1 001LS1 Project Manager Broad Band Senior Environment Manager Highway Engineer Supv 4 **Broad Band Executive** Highway Tech Sup 3 Highway Technician 1 Highway Technician 2 Highway Tech Sup 3 Highway Technician 3 Highway Tech Sup 3 Highway Technician 3 Highway Technician 1 Highway Technician 3 Highway Tech Sup 3 Highway Technician 3 Highway Technician 3 Highway Tech Sup 3 Highway Technician 1 Highway Technician 2 Highway Technician 3 Highway Technician 1 Highway Tech Sup 3 Highway Technician 1 Highway Technician 1 Highway Technician 1 Highway Engineer 2 Highway Engineer 4 Job Title Highway Engineer 1 Transportation - Vincennes District Program Director 1 Bridge Inspection Total Bloomfield Unit 2 Total Chandler Unit 4 Total Chrisney Unit 4 Total Birdseye Unit 3 Total Bedford Unit 3 Total Bridge Inspection Bloomfield Unit 2 Chandler Unit 4 Chrisney Unit 4 Construction 6 Birdseye Unit 3 Bedford Unit 3 Boyle Unit 2 Total Boyle Unit 2 Department

										as of	Aug	as of August 1,	, 2015
Transportation - Vincennes District	incennes District			Females		Female		2	Males		_	-	Grand
Department	Job Title	Job Code	Job Group	₹	3	Total	₹	A	8	T T	<u>.</u> ≥	Total	Total
	Engineering Technician Sup	008AB3	Officials & Mgrs		3	3					17	17	20
	Construction Engineer 3	001DZ3	Engineer		_	1					_	7	æ
Construction 6	Construction Engineer 4	001DZ4	Engineer		14		,	-			4	9	9
		001DZ5	Engineer							-	-	-	V
	Construction Engineer Trainee	001DZT	Engineer						-		က	က	က
	Engineering Assistant 4	001DB4	Technician		1.0						-	<u>. </u>	1
Construction 6 Total				1	17	18	_	-			99	88	98
		009MB3	Officials & Mgrs								- N	1.	
Dale Unit 5		004MB1	Technician		1	1				_		-	2
The second secon	Highway Technician 3	004MB3	Technician								r.	ഹ	2
Dale Unit 5 Total					783 ***					-	9	7	8
	Highway Tech Sup 3	009MB3	Officials & Mgrs	•••	dy e						-	-	_
Derby Unit 2	Highway Technician 1	004MB1	Technician			14.88.25					7	7	7
And consideration for the same and constraints of the same and constraints are constraints and constraints and constraints and constraints are	Highway Technician 3	004MB3	Technician		1	1100					4	4	2
Derby Unit 2 Total					1	1					1 2	7	æ
	Sub District Operations Mana	Mana 00EWQ6	Officials & Mgrs		4 - 5						<u></u>	-	-
Evansville Sub		004MB2	Technician		7.1	Same of					2	2	2
to the Art tensor and the Art to	nt 6	002WN6	Admn Support		1	1					. (1) A.)		Y
Evansville Sub Total					1.5	14.00					က	3	4
	Highway Mechanic Sup 4	009FA4	Officials & Mgrs		er s	S. 50 (1)					-	Ţ	
Evansville Sub - Flt		004FA2	Skill Craft		-12	2 S. S. S. S.					: 2	5	၁
7	Stores Clerk 3	003PA3	Admn Support		1								\(\frac{1}{2}\)
Evansville Sub - Flt Total	otal de la companya d				1	31,48		" 1			ပ	9	
	Highway Tech Sup 3	009MB3	Officials & Mgrs		- 11						1	20 Jenn	
Evansville Unit 1	Highway Technician 1	004MB1	Technician		<u>्</u>						2	2	က
The first of the second second second description and descriptions and the second seco	Highway Technician 3	004MB3	Technician		1						2	2	9
Evansville Unit 1 Total	al established				2	2		100			8	8	10
	Program Director 1	002WM1	Professionals		22.						-	1.00	
	n 1	004IC1	Officials & Mgrs		14.5						-	1	
		004IA2	Skill Craft		(E)						<u>√</u>	ļ	
Facilities 6	man	004JA1	Officials & Mgrs								1	1	
		004MB3	Technician								2	2	2
	Engineering Assistant 1	003AB1	Technician		100						-	1	
	Clerical Assistant 3	003LD3	Admn Support		1	110					8		,
Facilities 6 Total					1.0	ાં 1					7	7	8
Grantsburg Unit 1	Highway Tech Sup 3	009MB3	Officials & Mgrs		3.74						_	•	.

Transportation - Vincennes District Job Code				•					as	of Au	as of August 1,	1, 2015
Job Title Job Code Job Group AI W Total AI A B H W Total Technician 1 004MB3T Technician 1	Transportation - V	Incennes District			Females			Ma	les		Male	Grand
Technician 1 004MB3 Technician 1 2 3 </td <td></td> <td>Job Title</td> <td>Job Code</td> <td>Job Group</td> <td>┝</td> <td>Total</td> <td>F</td> <td></td> <td></td> <td>≥</td> <td>Total</td> <td>Total</td>		Job Title	Job Code	Job Group	┝	Total	F			≥	Total	Total
Technician 3 004MB3 Technician 3 3 Teahing Consultant 4 002HI4 Professionals 1 1 6 6 6 Tailung Consultant 4 002HI4 Professionals 1 1 1 1 1 Tailung Executive 00EXBB Officials & Mgrs 1		-	004MB1	Technician			- ""			~	ν-	γ
raining Consultant 4 OOEHI4 Professionals 1	Glailtabuig Ollit	ghway Technician 3	004MB3	Technician						က	က	က
rainfing Consultant 4 002HM4 Professionals 1 1 1 1 raind Executive 00EXBB Officials & Mgrs 1 1 1 1 1 Engineer 3 0010C3 Engineer Engineer 1 <td>Grantsburg Unit 1 Tc</td> <td>ital</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2</td> <td>- 2</td> <td>2</td>	Grantsburg Unit 1 Tc	ital								2	- 2	2
and Executive ODEXBB Officials & Mgrs 1	Greenfield District 3	ant	002HI4	Professionals	~	<u> </u>						•
and Executive ODEXBB Officials & Mgrs 1	Greenfield District 3	Total			.	<u>.</u>						N.
Engineer 3 001DC3 Engineer 1 1 1 Tative Assistant 6 002WN6 Admn Support 1 1 2 2 Technician 1 004MB3 Officials & Mgrs 7 2 2 2 T Technician 2 004MB3 Technician 1 1 1 1 T Technician 3 004MB3 Technician 1 1 1 1 ance Sup 1 004MB3 Officials & Mgrs 7 7 7 7 Technician 1 004MB3 Technician 1 1 1 1 Technician 2 004MB3 Technician 1 1 1 1 Intito Operations Manalo Over Action 2 004MB3 <	Lichardy	Broad Band Executive	00EXBB	Officials & Mgrs						-	1	1
Tative Assistant 6 002VNN6 Admn Support 1 1 1 2	Maintenance 6		001DC3	Engineer						1	1	1
Value Sup 3 Officials & Mgrs 1 1 1 2 3 4 </td <td>ואומוווכוומווכ</td> <td>frative Assistan</td> <td>002WN6</td> <td>Admn Support</td> <td> 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td>	ואומוווכוומווכ	frative Assistan	002WN6	Admn Support	1							1
V Tech Sup 3 O09MB3 Officials & Mgrs 9 2 3 3 3 3 3 4 <	Highway Maintenanc	e 6 Total				Ţ				2	- 2	က
Technician 1 004MB2 Technician 1 </td <td>Television of the side of the desire the season was advanced in the season of the seas</td> <td>Highway Tech Sup 3</td> <td>009MB3</td> <td>Officials & Mgrs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7</td> <td>2</td> <td>2</td>	Television of the side of the desire the season was advanced in the season of the seas	Highway Tech Sup 3	009MB3	Officials & Mgrs						7	2	2
Technician 2 004MB2 Technician 1 6 7 Technician 3 004MB3 Technician 1 1 1 1 ance Sup 1 009ICT Officials & Mgrs 1 1 1 1 1 y Tech Sup 3 009IMB3 Officials & Mgrs 1	Livy Harris/Bridge	Highway Technician 1	004MB1	Technician						_	: ,	
Technician 3 004MB3 Technician 1 </td <td>Mot &</td> <td>Highway Technician 2</td> <td>004MB2</td> <td>Technician</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td>9</td> <td>L</td> <td>7</td>	Mot &	Highway Technician 2	004MB2	Technician			1			9	L	7
Varience Sup 1 009IC1 Officials & Mgrs 1	2	Highway Technician 3	004MB3	Technician						-	V	- 1 - 1 - 1 - 1 - 1 - 1
V Tech Sup 3 009MB3 Officials & Mgrs 1 12 1 12 1		ance Sup 1	009IC1	Officials & Mgrs						1	,	•
y Tech Sup 3 009MB3 Officials & Mgrs 1 <	Hvy Equip/Bridge Mr	nt 6 Total					1			1	12	12
Highway Technician 1 004MB1 Technician 2 3		Highway Tech Sup 3	009MB3	Officials & Mgrs						-	ν.	\frac{1}{2} \frac\
Highway Technician 2 004MB2 Technician 1	Leenar I Init A	Highway Technician 1	004MB1	Technician						2	2	2
Highway Technician 3 004MB3 Technician 1 1 1 1 1 1 1 1 1	ב ב ב ב ב ב ב ב ב ב ב ב ב ב ב ב ב ב ב	Highway Technician 2	004MB2	Technician						_	 [7
Sub District Operations Manal ODEWQ6 Officials & Mgrs 7 <	to the control and the second control and the	Highway Technician 3	004MB3	Technician						3	. 3	3
Sub District Operations Manal ODEWQ6 Officials & Mgrs 1 <	Jasper Unit 4 Total							g May and		7	7	7
Highway Technician 2 Technician 2 Technician 3 Technician 3 Tech		Sub District Operations Mana	00EWQ6	Officials & Mgrs						_	1	1
Administrative Assistant 6 002VNN6 Admin Support 1 1 1 3 3 Highway Mechanic 2 Equipment Mechanic 2 004FA2 Skill Craft Skill Craft Stores Clerk 3 003PA3 Admin Support 1 1 4	Linton Sub	Highway Technician 2	004MB2	Technician						2	2	2
Highway Mechanic Sup 4 Officials & Mgrs 1		Administrative Assistant 6	002WN6	Admn Support	1							•
Highway Mechanic Sup 4 009FA4 Officials & Mgrs 1	Linton Sub Total	聖者 上衛子 聖官 多其 新 一 一 一 一 一 一 一 一 一 一			•					က	က	4
Equipment Mechanic 2 004FA2 Skill Craft 3 3 3 Stores Clerk 3 003PA3 Admn Support 1 1 4 4 Highway Technician 1 004MB1 Technician 1 1 1 4 4 Bighway Technician 3 004MB3 Technician 1 1 1 1 1 Sub District Operations Mana ODEWQ6 Officials & Mgrs 1 1 1 7 7 Sub District Operations Mana ODEWQ6 Officials & Mgrs 1 1 1 1 1 Administrative Assistant 6 002WN6 Admin Support 1 1 1 4 4 4		ıp 4	009FA4	Officials & Mgrs						~	\(\frac{1}{N}\)	τ
Stores Clerk 3 O03PA3 Admn Support 1 1 4 4 Highway Technician 1 009MB3 Officials & Mgrs 1 1 1 4 4 Highway Technician 3 004MB1 Technician 1 1 1 4 4 Sub District Operations Mana 00EW/Q6 Officials & Mgrs 7 7 7 7 Sub District Operations Mana 00EW/Q6 Officials & Mgrs 1 1 1 1 1 Highway Technician 2 004MB2 Technician 3 3 3 Administrative Assistant 6 002WNN6 Admin Support 1 1 4 4 4	Linton Sub - FIt		004FA2	Skill Craft						ო	က	က
Highway Tech Sup 3 009MB3 Officials & Mgrs 1		Stores Clerk 3	003PA3	Admn Support	_	N						•
Highway Tech Sup 3 009MB3 Officials & Mgrs 1 1 1 1 1 1 1 1 1 1 1 1 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Linton Sub - Flt Tota				•					7	4	5
Highway Technician 1 004MB1 Technician 1 1 1 4		Highway Tech Sup 3	009MB3	Officials & Mgrs						_	Υ.	Σ.
Highway Technician 3 004MB3 Technician 1 1 4 7 8 3 3 3 3 3 3 4	Linton Unit 1	Highway Technician 1	004MB1	Technician						7	7	2
Sub District Operations Mana 00EWQ6 Officials & Mgrs 1 1 1 7 7 7 Highway Technician 2 004MB2 Technician 1 1 3 3 3 3 4 <td< td=""><td>and the second of the second o</td><td>Highway Technician 3</td><td>004MB3</td><td>Technician</td><td>1</td><td></td><td>11.76</td><td></td><td></td><td>4</td><td>4</td><td>5</td></td<>	and the second of the second o	Highway Technician 3	004MB3	Technician	1		11.76			4	4	5
Sub District Operations Mana 00EWQ6Officials & Mgrs1Highway Technician 2004MB2Technician3Administrative Assistant 6002WN6Admn Support11	Linton Unit 1 Total						7 to 100		-	7	7	8
Highway Technician 3 Administrative Assistant 6 002WN6 Admn Support 1 1 4		ટ	00EWQ6	Officials & Mgrs						_	10 M	1
Administrative Assistant 6 002WN6 Admn Support 1 1 1 4	Paoli Sub	- 1	004MB2	Technician						3	က	3
	The second secon	Administrative Assistant 6	002WN6	Admn Support								1
	Paoli Sub Total									4	4	2

								as (of Au	as of August 1,	, 2015
Transportation - Vincennes District	incennes District			Females	Female		Males	Š		Male	Grand
Department	Job Title	Job Code	Job Group	A W	Total	<u>₹</u>	A B	I	≥	Total	Total
	Highway Mechanic Sup 4	009FA4	Officials & Mgrs						-	-	-
Paoli Sub - FIt	Equipment Mechanic 2	004FA2	Skill Craft						4	4	4
	Stores Clerk 3	003PA3	Admn Support						_	7	1
Paoli Sub - Fit Total									ဖ	9	ဖ
	Highway Tech Sup 3	009MB3	Officials & Mgrs						~	-	-
Paoli Unit 1	Highway Technician 1	004MB1	Technician						_	τ-	τ-
The state of the s	Highway Technician 3	004MB3	Technician	1					9	9	7
Paoli Unit 1 Total					80 1 Jr 30				8	8	6
	Highway Tech Sup 3	009MB3	Officials & Mgrs						·	1	
Paxton Unit 3	Highway Technician 1	004MB1	Technician						2	2	2
	Highway Technician 3	004MB3	Technician	•	\(\frac{1}{N}\)				9	မ	1
Paxton Unit 3 Total	(1) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								ဝ	6	10
Petersburg Unit 1	Highway Technician 3	004MB3	Technician						ო	3	က
Petersburg Unit 1 Total									3	3	က
	Highway Tech Sup 3	009MB3	Officials & Mgrs						-		
Poseyville Unit 3	Highway Technician 1	004MB1	Technician						2	2	7
	Highway Technician 3	004MB3	Technician						4	7	4
Poseyville Unit 3 Total	al systems of the second								7		
	Highway Tech Sup 3	009MB3	Officials & Mgrs						1		
Drinceton 1 Init 4	Highway Technician 1	004MB1	Technician				,-		1	2	2
1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Highway Technician 2	004MB2	Technician						1		N
	Highway Technician 3	004MB3	Technician						1		
Princeton Unit 4 Total							1		4	5	2
	Highway Tech Sup 3	009MB3	Officials & Mgrs						-	1	1
Shoals Unit 2	Highway Technician 1	004MB1	Technician						2	2	2
to the second of	Highway Technician 3	004MB3	Technician						4	4	4
Shoals Unit 2 Total	The second secon								7	7	7
	Broad Band Executive	00EXBB	Officials & Mgrs	1							1.3
	Highway Engineer Supv 3	EDG900	Officials & Mgrs						1		1
	Highway Engineer Supv 4	006DC4	Officials & Mgrs						1	:::1:::::	
Tachnical Services	Highway Engineer 1	1001DC1	Engineer	-	1				2	2	3
	Highway Engineer 3	001DC3	Engineer						1	1.	
.	Highway Engineer 4	001DC4	Engineer	-	1				1	1	2
	Program Director 1	002WM1	Professionals	2	2						7
	Program Director 2	002WM2	Professionals						_		\(\frac{1}{2}\)
	Business Systems Cnslt Int	001BD2	Professionals				-			-	<u>.</u>

								as of	as of August 1,	st 1 ,	2015
Transportation - Vincennes District	incennes District			Females	Female		Males		Σ		Grand
Department	Job Title	Job Code	Job Group	AI W	Total	A A	В	Ξ	M	Total	Total
Technical Services	Field Investigator 1	003KB1	Technician			-				2	7
တ	Engineering Assistant 4	001DB4	Technician						ر س	m	က
Technical Services 6 Total	Total			9	5				13	13	18
	District Operation	s Mana 00EWQ6	Officials & Mgrs						1	_	-
Tell City Sub	Highway Technician 2	004MB2	Technician						2	2	2
	Administrative Assistant 6	002WN6	Admn Support	-	1				10		1
Tell City Sub Total	시간 시시 관계에 가 연락하여 하는 것같습니다.								က	က	4
	Highway Mechanic Sup 4	009FA4	Officials & Mgrs						-	-	_
Tell City Sub - Fit	Equipment Mechanic 2	004FA2	Skill Craft						5	5	2
	Stores Clerk 3	003PA3	Admn Support	1							\ \frac{1}{2}
Tell City Sub - Fit Total									9	9	7
	gineering Technician Sup	1008AB3	Officials & Mgrs						3	3	က
	Highway Technician 1	004MB1	Technician	9	<u> </u>				က	က	ω
	Highway Technician 2	004MB2	Technician						2	2	2
Testing 6	Geologist 2	001IE2	Professionals						•	•	T.
	Highway Engineer 5	001DC5	Engineer						-	7	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
	Engineering Assistant 4	001DB4	Technician	τ-	\\ \frac{1}{2} \\ \fr				2	2	က
	Clerical Assistant 3	003LD3	Admn Support	_							-
Testing 6 Total				2					12	12	19
	Maintenance Sup 2	009IC2	Officials & Mgrs						•	1	Υ-
	Highway Tech Sup 3	009MB3	Officials & Mgrs	1	1				, ,	1	2
	Highway Technician 1	004MB1	Technician	~					ဗ	9	7
Traffic 6	Highway Technician 3	004MB3	Technician	2	2				6	6	11
	Traffic Signal Technician Sup	ian Sup 009GE4	Officials & Mgrs						1 50	1	.1.
	Traffic Signal Technician 2	004GE2	Technician						4	4	4
700000000000000000000000000000000000000	Administrative Assistant 6	002WN6	Admn Support	1							,
Traffic 6 Total				2	9				22	22	27
	*Broad Band Executive	00EXBB	Officials & Mgrs						* !	1	1 *
	Broad Band Executive	00EXBB	Officials & Mgrs	_	•				. · ·	,	7
	Program Director E7	00EUE7	Officials & Mgrs						1	**************************************	\ \frac{1}{2}
	Program Coordinator 3	002WM3	Professionals	5		-					7
Vincennes District 6	Vincennes District 6 Safety Training Consultant 4	002HI4	Professionals	_	Ţ				j.v.		-
	Inventory Administrator 6	002TD6	Admn Support	Ļ					**		Y
	Administrative Assistant 6	002WN6	Admn Support	7-							
	Account Clerk 2	003JA2	Admn Support						1	1	1.1
	Account Clerk 3	003JA3	Admn Support	_			_				.

as of August 1, 2015

Transportation - Vincennes District	fincennes District			Females	s Female		2	Males		Male	Male Grand
Department	Job Title	Job Code	Job Group	AI W		₹	A	В	N H	W Total	
Vincennes District 6 Clerical Assistant 1	Clerical Assistant 1	003LD1	Admn Support	_	_						1
Vincennes District 6 Total	Total			∞	∞		1			3	11
11 COCCOCC	Program Director E7	00EUE7	Officials & Mgrs		77.3			-	_	1	\(\begin{array}{c}\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
VIII CEIII IES LI	Program Coordinator 6	002WM6	Professionals								1
Vincennes Flt Total		Carrier of the Carrier							_	*	2
	Sub District Operations Mana	Mana 00EWQ6	Officials & Mgrs						`		V
Vincennes Sub	Highway Technician 2	004MB2	Technician			A.,				2 2	7
	Administrative Assistant 6	002WN6	Admn Support								T
Vincennes Sub Total	等 出海 等 美名 人名英国 人名 田 二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二				x					3 3	7
TILL A THE STATE OF THE STATE O	Highway Mechanic Sup 4	009FA4	Officials & Mgrs			3.4			<u> </u>	100 100 100 100 100	To the second
	Vincelliles Sub - Fit Equipment Mechanic 2	004FA2	Skill Craft						**	5 5	2
Vincennes Sub - Flt Total	Total								•	9 9	9
e nak i karing da danakkan dayar ubbada <i>empaga pera</i> ntara awara na ya karina da ewa	Highway Tech Sup 3	009MB3	Officials & Mgrs			1.00			<u> </u>	100 mg	
Vincennes Unit 2	Highway Technician 1	004MB1	Technician			.74.0				2 2	2
:	Highway Technician 3	004MB3	Technician							5 2	2
Vincennes Unit 2 Total										8 8	8
	Highway Tech Sup 3	009MB3	Officials & Mgrs		Mark see					1	
Machinette 1 Init 2	Highway Technician 1	004MB1	Technician							2 2	2
vvasiiiigtoii oiiit o	Highway Technician 2	004MB2	Technician							1 2.1	1
	Highway Technician 3	004MB3	Technician	,		- C-				3 3	4
Washington Unit 3 Total	otal									7	8
Grand Total				1 6	02 69	2	ļ	2	1 3	313 319	389

*Appointed outside of the agency.

Lines of Progression illustrated by department beginnining with the highest position.

Bolded positions - Highest position(s) in the line of progression,Positions in Italics - Positions with no line of progression within the department.

Job Group Analysis Narrative

Job Groups are formulated based on a group of jobs/titles having similar content, wage rates and opportunities.

- Similar work content refers to the duties and responsibilities of the job titles which make up the job group.
- Similar rates of pay are reviewed in conjunction with job content.
- Similar opportunities within a job group refers to the ability to take advantage of training opportunities, transfers, promotions, mobility to desirable wage or salary situations and other employment benefits

Job Titles within each job group are listed below:

Officials and Administrators (1)

Broad Band Executive
Engineering Technician Sup 3
Highway Engineer Supv 4
Highway Mechanic Sup 4
Highway Tech Sup 3
Maintenance Foreman 1
Maintenance Sup 1
Maintenance Sup 2
Program Director E7
Senior Environmental Mgr
Sewage Disposal Foreman
Sub District Operations Mgr
Traffic Signal Technician Sup

Engineers (2)

Construction Engineer 4
Construction Engineer 5
Construction Engineer Trainee
Highway Engineer 1
Highway Engineer 3
Highway Engineer 4
Highway Engineer 5

Construction Engineer 3

Professionals (3)

Business Systems Cnslt Int Geologist 2 Program Coordinator 3 Program Coordinator 6 Program Director 1 Program Director 2 Safety Training Consultant 4

Technicians (4)

Engineering Assistant 1
Engineering Assistant 4
Field Investigator 1
Highway Technician 1
Highway Technician 2
Highway Technician 3
Traffic Signal Technician 2

Administrative Support (5)

Account Clerk 2 Account Clerk 3 Administrative Assistant 6 Clerical Assistant 1 Clerical Assistant 3 Inventory Administrator 6 Stores Clerk 3

Skill Craft (6)

Equipment Mechanic 2 Maintenance Repair 2

Job Title	Department
*Broad Band Executive	Vincennes District 6
Account Clerk 2	Vincennes District 6
Account Clerk 3	Vincennes District 6
Administrative Assistant 6	Evansville Sub
Administrative Assistant o	Highway Maintenance 6
	Linton Sub
	Paoli Sub
<i>'</i>	Tell City Sub
	Traffic 6
	Vincennes District 6
	Vincennes Sub
Broad Band Executive	Construction 6
Broad Balld Executive	Highway Maintenance 6
	Technical Services 6
	Vincennes District 6
Pusinosa Systoma Chalt Int	Technical Services 6
Business Systems Cnslt Int Clerical Assistant 1	Vincennes District 6
Clerical Assistant 3	Facilities 6
Cierical Assistant 3	Testing 6
Construction Engineer 3	Construction 6
Construction Engineer 3 Construction Engineer 4	Construction 6
Construction Engineer 5	Construction 6
Construction Engineer Trainee	Construction 6
Engineering Assistant 1	Facilities 6
Engineering Assistant 4	Construction 6
Linging Assistant 4	Technical Services 6
	Testing 6
Engineering Technician Sup 3	Construction 6
Linging resimilar sup s	Testing 6
Equipment Mechanic 2	Evansville Sub - Flt
Eddipilion Hoonding E	Linton Sub - Flt
	Paoli Sub - Flt
	Tell City Sub - Flt
	Vincennes Sub - Flt
Field Investigator 1	Technical Services 6
Geologist 2	Testing 6
Highway Engineer 1	Construction 6
The state of the s	Technical Services 6
Highway Engineer 2	Bridge Inspection
Highway Engineer 3	Highway Maintenance 6
ga,ga.	Technical Services 6
Highway Engineer 4	Bridge Inspection
	Technical Services 6
Highway Engineer 5	Testing 6
	1 · · · · · · · · · · · · · · · · · · ·

Job Title	Department
Highway Engineer Supv 3	Technical Services 6
Highway Engineer Supv 4	Construction 6
	Technical Services 6
Highway Mechanic Sup 4	Evansville Sub - Flt
	Linton Sub - Flt
	Paoli Sub - Flt
	Tell City Sub - Flt
	Vincennes Sub - Flt
Highway Tech Sup 3	Bedford Unit 3
	Birdseye Unit 3
	Bloomfield Unit 2
	Boyle Unit 2
	Chandler Unit 4
	Chrisney Unit 4
	Dale Unit 5
	Derby Unit 2
	Evansville Unit 1
	Grantsburg Unit 1
	Hvy Equip/Bridge Mnt 6
	Jasper Unit 4
	Linton Unit 1
	Paoli Unit 1
	Paxton Unit 3
	Poseyville Unit 3
	Princeton Unit 4
	Shoals Unit 2
	Traffic 6
	Vincennes Unit 2
	Washington Unit 3
Highway Technician 1	Bedford Unit 3
	Birdseye Unit 3
	Bloomfield Unit 2
	Boyle Unit 2
	Chandler Unit 4
	Chrisney Unit 4
	Construction 6
	Dale Unit 5
	Derby Unit 2
	Evansville Unit 1
	Grantsburg Unit 1
	Hvy Equip/Bridge Mnt 6
	Jasper Unit 4
	Linton Unit 1
	Paoli Unit 1

Job Title	Department
	Paxton Unit 3
	Poseyville Unit 3
	Princeton Unit 4
	Shoals Unit 2
	Testing 6
	Traffic 6
	Vincennes Unit 2
	Washington Unit 3
Highway Technician 2	Birdseye Unit 3
	Construction 6
	Evansville Sub
	Hvy Equip/Bridge Mnt 6
	Jasper Unit 4
	Linton Sub
	Paoli Sub
	Princeton Unit 4
	Tell City Sub
	Testing 6
	Vincennes Sub
	Washington Unit 3
Highway Technician 3	Bedford Unit 3
•	Birdseye Unit 3
	Bloomfield Unit 2
	Boyle Unit 2
	Chandler Unit 4
	Chrisney Unit 4
	Dale Unit 5
	Derby Unit 2
	Evansville Unit 1
	Facilities 6
	Grantsburg Unit 1
	Hvy Equip/Bridge Mnt 6
	Jasper Unit 4
	Linton Unit 1
	Paoli Unit 1
	Paxton Unit 3
	Petersburg Unit 1
	Poseyville Unit 3
	Princeton Unit 4
	Shoals Unit 2
	Traffic 6
	Vincennes Unit 2
	Washington Unit 3
Inventory Administrator 6	Vincennes District 6

Job Title	Department
Maintenance Foreman 1	Facilities 6
Maintenance Repair 2	Facilities 6
Maintenance Sup 1	Hvy Equip/Bridge Mnt 6
Maintenance Sup 2	Traffic 6
Program Coordinator 3	Vincennes District 6
Program Coordinator 6	Vincennes Fit
Program Director 1	Construction 6
	Facilities 6
	Technical Services 6
Program Director 2	Technical Services 6
Program Director E7	Vincennes District 6
	Vincennes Flt
Project Manager Broad Band	Construction 6
Safety Training Consultant 4	Greenfield District 3
	Vincennes District 6
Senior Environment Manager	Construction 6
Sewage Disposal Foreman	Facilities 6
Stores Clerk 3	Evansville Sub - Flt
	Linton Sub - Flt
: :	Paoli Sub - Flt
	Tell City Sub - Flt
Sub District Operations Manage	Evansville Sub
	Linton Sub
	Paoli Sub
	Tell City Sub
	Vincennes Sub
Traffic Signal Technician 2	Traffic 6
Traffic Signal Technician Sup	Traffic 6

Revised 5/2015

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JOB GROUP ANALYSIS Agency/BU: INDOT/Vincennes District

Job Group #1:

Officials & Managers

		S	səiji			FE	FEMALE	Щ					_	MALE			
Job Title	Job Codes	IstoT eyolqr	l Minor			Non	Non-Hispanic or Latino	anic	or La	tino			Non	Non-Hispanic		or Latino	tino
		13	stoT	Totai	H/L	*	B/AA	Al/AN	٧	NHOPI	Total	H/L	*	B/AA	AI/AN	4	NHOPI
*Broad Band Executive	00EXBB	*									*		*				
Broad Band Executive	00EXBB	5		2		2					3		3				
Engineering Technician Sup 3	008AB3	23		က		3					20		20				
Highway Engineer Supv 3	 006DC3	1									1		τ				
Highway Engineer Supv 4	006DC4	4									4		4				
Highway Mechanic Sup 4	009FA4	5									5		5				
Highway Tech Sup 3	009MB3	23		4		4				,	19		5				
Maintenance Foreman 1	004IC1	٦						<u> </u>			-		-				
Maintenance Sup 1	009IC1	Į									1		7				٠
Maintenance Sup 2	009IC2	1									1		_				
	00EUE7	2									2		7				
ad Band	00PMBB	Ļ		-		-											
Senior Environment Manager	001LS1	1				_											
	004JA1	1									1		~				
Sub District Operations Manage	00EWQ6	5									5		5				
Traffic Signal Technician Sup	009GE4	1									1		1				
																	:
7 100 100 100 100 100 100 100 100 100 10				1.													
*Appointed outside of the district.	TOTAL	22	0	11	0	11	0	0	0	0	64	0	64	0	0	0	0
	%TOTAL 100%	100%	0.00%	0.00% 14.67% 0.00% 14.67%	0.00%	14.67%	0.00% 0.00% 0.00%	%00:0	%00.0	0.00%	85.33% 0.00% 85.33%	0.00%	85.33%	%00.0 %00.0 %00.0	0.00%	%00:0	%00'0

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INDOT/Vincennes District

JOB GROUP ANALYSIS

Job Group #2: Engineers

%TOTAL 100% 6.90% 10.34% 0.00% 10.34% 0.00% 0.00% 0.00% 0.00% 0.00% 89.66% 0.00% 82.76% 0.00% 3.45% 3.45% 0.00% NHOPI Non-Hispanic or Latino 0 B/AA AI/AN MALE 0 24 ≥ ന ന 0 ~ ΉL 0 Total 26 ဖ က N NHOPI Non-Hispanic or Latino 0 0 ⋖ B/AA AI/AN 0 FEMALE 0 က ≥ ¥ Total ო N Total Minorities S Employees 29 ဖ Total TOTAL 001DZ4 001DC2 001DC3 001DC5 Codes 001DC4 001DZ3 001DZ5 001DC1 001DZT Job Construction Engineer Trainee Construction Engineer 5 Construction Engineer 3 Construction Engineer 4 Job Title Highway Engineer 2 Highway Engineer 3 Highway Engineer 4 Highway Engineer 5 Highway Engineer 1

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INDOT/Vincennes District

JOB GROUP ANALYSIS

Job Group #3:

Professionals

		Se	eəiti			FEI	FEMALE	Ш					MALE	Щ		
Job Title	Job Codes	Total Deyolgin	noniM I			Non-	Hispa	Non-Hispanic or Latino	Latin			<u>~</u>	Non-Hispanic or Latino	span	ic or	Latino
		4 3	Бъст	Total	H//L	ж ш	B/AA AI	AI/AN A	NHOP		Total H	H/L \	W B/AA	A AI/AN	A N.	NHOP
Business Systems Cnslt Int	001BD2	1									_		_			_
Geologist 2	001IE2	1									—		_			
Program Coordinator 3	002WM3	2		2		2										
Program Coordinator 6	002WM6	1		-		ν-										
Program Director 1	002WM1	4		က		က					_		_			
Program Director 2	002WM2	1									<u></u>		-			
Safety Training Consultant 4	002HI4	2		2		2										
														_		
							<u> </u>			<u> </u>			-	<u> </u>		
															<u> </u>	
									_							
								*i								
	·													,		
- Address of the second																
	TOTAL	12	0	8	0	8	0	0 0		0	4	0	4 0	0		0
	%TOTAL	100%	0.00%	66.67%	0.00%	0 %29.99	.00% 00.	0.00% 66.67% 0.00% 66.67% 0.00% 0.00% 0.00% 0.00% 33.33% 0.00% 33.33% 0.00% 0.00% 0.00% 0.00% 0.00%	0.0 %	93%	33% 0.	33	33% 0.00	0.00 %c	0.00 %0	0.0(%)

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INDOT/Vincennes District

JOB GROUP ANALYSIS

Job Group #4:

Fechnicians

%TOTAL 100% 2.16% 13.79% 0.00% 13.36% 0.00% 0.43% 0.00% 0.00% 0.00% 86.21% 0.43% 84.48% 0.86% 0.43% 0.00% 0.00% NHOPI Non-Hispanic or Latino 0 0 B/AA AI/AN MALE 2 196 89 24 9 ₹ 9 N 4 爿 Total 200 2 25 92 0 4 4 NHOP Non-Hispanic or Latino 0 0 B/AA AI/AN FEMALE 0 8 9 ≥ ო 뒫 0 Total 32 Ξ က S Total Minorities 232 103 Employees 28 N 87 4 Total TOTAL Codes 001DB4 004MB3 004MB1 004MB2 004GE2 003AB1 003KB1 Job raffic Signal Technician 2 Engineering Assistant 4 Engineering Assistant 1 Highway Technician 2 Highway Technician 3 Highway Technician 1 Job Title Field Investigator 1

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INDOT/Vincennes District

JOB GROUP ANALYSIS

Job Group #5:

Administrative Support

		se	eəiJi			FEN	FEMALE	ш					M	MALE			
Job Title	Job Codes	Total nployee	roniM I			Non-l	Non-Hispanic or Latino	nic o	r Lati	о О			Non-Hispanic or Latino	Hispa	anic (or La	tino
		13	stoT	Total	H/L	W B	B/AA AI	Al/AN	Z V	NHOPI	Total	불	≯	B/AA	AI/AN	_ ∀	NHOPI
Account Clerk 2	003JA2	1									7		1				
Account Clerk 3	003JA3	1		1		1											
ssistant 6	002WN6	_∞		∞		∞				-							
	003LD1	-		.		_											
	003LD3	2		7		2											
ator 6	002TD6	2		-		_					_		 				
Stores Clerk 3	003PA3	က		က		က											
					·												
							<u> </u>	<u></u>									
								_							-		
				-													
												-					
and the second s																	
	TOTAL	18	0	16	0	16	0	0	0	0	7	0	2	0	0	0	0
	%TOTAL 100%		0.00%	88.89% 0.00% 88.89% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 11.11% 0.00% 0.00% 0.00% 0.00% 0.00%	8 %00.0	8.89% 0.	0 %00:	00% 00	0 %00	%00	1.11%	, %00.0	1.11%	000.0	%00.0	0.00%	0.00%
		1			١		-	_	-					1			

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INDOT/Vincennes District

JOB GROUP ANALYSIS

Job Group #6:

Skill Craft

Oobtage	tal Syee		**	MON	 :~:	ماند		800	****	**	MICE		, 0;	1 4	
山東	oT Iqn	***	***	-110	nispa	ر د	r Lat	ino		***	Non-mispanic or Latino	Hisp	anic c	/1 E-G	2
2 004FA2 22 004IA2 1	13	Total	H/L			/AN	V V	NHOPI	Total	H/L	W	B/AA	Al/AN	⋖	NHOPI
									22		22				
									-		1				
					_										
														—·	
						_									
	·														
0 0 0 0 0 23	TOTAL 23 0	0.	0	0	0	0	0	0	23	0	23	0	0	0	0
%TOTAL 100% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	100%	%00'0	0.00%	0 %00.0	.00% 00.	0 %00:	00%	%00°C	100.00%	0.00%	700.00 %00.00 % 0.00% O.00%	,00%	%00.0	%00.0	0.00%

Officials & Managers Job Group #1

Availability Analysis Computation Form

	SOURCE OF STATISTICS	US Census Bureau, 2006-2010 American Community Survey	Derived from Job Group #1		
	REASON FOR VALUE WEIGHT	0.00% 0.60% 0.00% 0.00% 0.60% 8.90% from outside.	0.00% 0.00% 0.00% 0.00% 0.00% 8.80% transferred internally.		
	Female	8.90%	8.80%		17.70%
	Total Minor.	0.60%	0.00%		%09'0
R.	Native Hawaijan & Other Pacific Islander	%00.0	0.00%		0.00% 0.60% 0.00% 0.00% 0.60% 17.70%
FACTO	Asian	0.00%	%00.0		0.00%
WEIGHTED FACTOR	Amer. Indian/ Alaskan Native	0.00%	0.00%		%00.0
WEI	Black/ African Amer	0.60%	0.00%		%09.0
	Hispanic	0.00%	0.00%		%00:0
	VALUE WEIGHT	40%	%09	100%	
	Female	22.25	14.67%		
	Total Minor.	1.50	0.00%	٨	≥
	Native Hawaiian & Other Pacific Islander	00:00	0.00% 0.00% 0.00% 0.00% 0.00% 14.67%	This MUST equal 100.0%>	FINAL AVAILABILITY
ISTICS	Asian	0.00	0.00%	equal,	FINAL A
RAW STATISTICS	Amer. Indian/ Alaskan Native	0.00	0.00%	S MUST	
RA	Black/ African Amer.	1.50	0.00%	Ē,	
	Hispanic/ Latino	0.00	0.00%		
	FACTOR	Percentage of minorities and women among those having requisite skill in reasonable labor area.	Percentage of minorities and women among those promotable or transferable within facility.		

Utilization Analysis and Placement Goals*

FINAL AVAILABILITY (PERCENTAGE)

	Number in Job Group From 2015-2016 AAP	Percentage of Current Employees	Availability	Underutilization	Placement Goal"
Hispanic/Latino	0	0.00%	0.00%	ON	W.A.
Black/African Amer.	0	0.00%	0.60%	YES	%09'0
Am. Indian/Al. Native	0	0.00%	0.00%	ON	WIN
Asian	0	0.00%	0.00%	ON	VIN
NHOPI	0	0.00%	0.00%	ON	NA
Total Minority	0	0.00%	0.60%	YES	0.60%
Female	1	14.67%	17.70%	YES	42.70%
Total Employees	75				

"Goals for "New Hires" during the 2015-2016 plan year for the:

INDOTA/Incenses District

Job Group #2 Engineers

Availability Analysis Computation Form

	SOURCE OF STATISTICS	US Census Bureau, 2006-2010 American Community Survey	Derived from Job Group #2		
	REASON FOR VALUE WEIGHT	0.00% 0.00% 0.00% 0.00% 0.00% 2.54% Most are hired from outside.	0.00% 0.00% 0.86% 0.86% 0.00% 1.72% 2.59% transferred internally.		
	Female	2.54%	2.59%		5.13%
	Total Minor.	0.00%	1.72%		1.72%
R	Native Hawaiian & Other Pacific Islander	0.00%	%00:0		0.00% 0.00% 0.86% 0.86% 0.00% 1.72% 5.13%
FACTO	Asian	%00:0	0.86%		%98'0
WEIGHTED FACTOR	Amer. Indian/ Alaskan Native	0.00%	0.86%		%98'0
WEI	Black/ African Amer	0.00%	0.00%		0.00%
	VALUE Black/Female WEIGHT Hispanic African Amer	0.00%	0.00%		%00'0
	VALUE	75%	25%	100%	
	Female	3.39	6.90% 10.34%		
	Total Minor.	0.00	%06:9	^	<u> </u>
	Native Hawaiian & Other Pacific Islander	0.00	0.00% 3.45% 3.45% 0.00%	This MUST equal 100.0%>	FINAL AVAILABILITY
ISTICS	Asīan	0.00	3.45%	equal	FINAL A
RAW STATISTICS	Amer. Indian/ Alaskan Native	0.00	3.45%	S MUST	
RA	Black/ African Amer.	0.00	0.00%	Ħ,	
	Hispanic/ Latino	0.00	0:00%		
	FACTOR	Percentage of minorities and women among those having requisite skill in reasonable labor area.	2 Percentage of minorities and women among those promotable or transferable within facility.		

Utilization Analysis and Placement Goals*

	Number in Job Group	in Job Group Percentage of Current	Annitohilite	1 ladomithmostics	Since of the second sec
	from 2015-2016 AAP	Employees	Availability	Olluerumzauon	
Hispanic/Latino	0	0.00%	0.00%	ON	NA
Black/African Amer.	0	%00.0	0.00%	ON	AIN
Am. Indian/Al. Native	-	3.45%	0.00%	ON	MA
Asian	-	3.45%	0.00%	ON	AIN
NHOPI	0	%00'0	0:00%	ON	N/A
Total Minority	2	%06'9	0.00%	ON	NA
Female	3	10.34%	3.39%	ON	N/A
Total Employees	29				

[&]quot;Goals for "New Hires" during the 2015-2016 plan year for the.

Job Group #3 Professionals

Availability Analysis Computation Form

$\overline{}$					
	SOURCE OF STATISTICS	US Census Bureau, 2006-2010 American Community Survey	Derived from Job Group #3		
	REASON FOR VALUE WEIGHT	0.43% 0.00% 0.43% 0.00% 0.00% 0.86% 35.68% Most are hired from outside.	0.00% 0.00% 0.00% 0.00% 0.00% 26.67% promoted or transferred internally.		
	Female	35.68%	26.67%		62.34%
	Total Minor.	0.86%	0.00%		0.86%
α.	Native Hawaiian & Other Pacific Islander	0.00%	0.00%		0.43% 0.00% 0.00% 0.86% 62.34%
FACTO	Asian	0.00%	0.00%		%00.0
WEIGHTED FACTOR	Amer. Indian/ Alaskan Native	0.43%	0.00%		0.43%
WE	Black/ African Amer	0.00%	%00:0		%00.0
	Black/ Hispanic African Amer	0.43%	0.00%		0.43%
	VALUE	%09	40%	100%	
	Female	59.46	66.67%		
	Total Minor.	1.43	%00.0	٨	≿ .
	Native Hawaiian & Other Pacific Islander	0.00	0.00% 0.00% 0.00% 0.00% 66.67%	This MUST equal 100.0%>	FINAL AVAILABILITY
ISTICS	Asian	0.71 0.00	0.00%	·equal ′	FINAL A
RAW STATISTICS	Amer. Indian/ Alaskan Native	0.71	0.00%	s MUST	
R	Black/ African Amer.	0.00	%00:0	ħ.	
	Hispanic/ African Latino Amer.	0.71	0.00%		
	FACTOR	1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	2 Percentage of minorities and women among those promotable or transferable within facility.		

Utilization Analysis and Placement Goals*

	Number in Job Group	er in Job Group Percentage of Current	Availability	Underutilization	Placement Goal*
		- Inhibition			
Hispanic/Latino	0	0.00%	0.43%	YES	0 43%
Black/African Amer.	0	0.00%	0.00%	ON	WA
Am. Indian/Al. Native	0	0.00%	0.43%	YES	0.43%
Asian	0	0.00%	0.00%	ON	AIN
NHOPI	0	0.00%	0.00%	NO	N/A
Total Minority	0	0.00%	0.86%	YES	0.86%
Female	8	%29:99	59.46%	ON	MM
Total Employees	12				

"Goals for "New Hires" during the 2015-2016 plan year for the

INDOT/Vincennes District

Job Group #4 Technicians

Availability Analysis Computation Form

	SOURCE OF STATISTICS	US Census Bureau, 2006-2010 American Community Survey	Derived from Job Group #4		
	REASON S FOR VALUE S WEIGHT	3.18% 3.14% Most are hired 2006 from outside. Com	16% 13.79% 20% 0.09% 0.17% 0.17% 0.00% 0.00% 0.43% 2.76% promoted or Deriving Derivi		
	Female	3.14% N	2.76% P		2.89%
	Total F	3.18%	0.43%		3.61%
	Native Hawaiian & Other Pacific Islander	0.00%	0.00%		2.08% 0.26% 0.82% 0.45% 0.00% 3.61% 5.89%
-ACTOR	Asian		0.00%		0.45%
WEIGHTED FACTOR	Amer. Indian/ Alaskan Native	0.65% 0.45%	0.17%		0.82%
WEK	<u> </u>	0.09%	0.17%		0.26%
	VALUE Black/ WEIGHT Hispanic African Amer	1.99%	%60.0		2.08%
Γ	VALUE	80%	20%	100%	
	Female	3.92	13.79%		
	Total Minor.	3.97	2.16%	^	È.
	Native Hawaiian & Other Pacific Islander	0.00	0.43% 0.86% 0.86% 0.00% 0.00% 2.1	This MUST equal 100.0%>	FINAL AVAILABILITY (PERCENTAGE)
ISTICS	Asian	0.56	0.00%	equal 1	FINAL A
RAW STATISTICS	Amer. Indian/ Alaskan Native	0.81	0.86%	is MUST	
RA	Black/ African Amer.	0.11	0.86%	Th.	
	Hispanic/ Latino	2.49	0.43%		
	FACTOR	1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	2 Percentage of minorities and women among those promotable or transferable within facility.		

Utilization Analysis and Placement Goals*

	Number in Job Group from 2015-2016 AAP	in Job Group Percentage of Current 15-2016 AAP Employees	Availability	Underutilization	Flacement Goal*
Hispanic/Latino	_	0.43%	2.08%	YES	2 08%
Black/African Amer.	2	0.86%	0.11%	ON	N/A
Am. Indian/Al. Native	2	0.86%	0.81%	ON	N/A
Asian	0	0.00%	0.45%	YES	0.45%
Idohn	0	%00.0	0.00%	ON	N/A
Total Minority	5	2.16%	3.61%	YES	3.61%
Female	32	13.79%	3.92%	ON ON	NA
Total Employees	232				

"Goals for "New Hires" during the 2015-2016 plan year for the:

INDOT/Vincermes District

Job Group #5 Administrative Support

Availability Analysis Computation Form

	SOURCE OF STATISTICS	US Census Bureau, 2006-2010 American Community Survey	Derived from Job Group #5		
	REASON FOR VALUE WEIGHT	0.42% 1.98% 0.11% 0.51% 0.00% 3.86% 78.62% from outside.	0.00% 0.00% 0.00% 0.00% 0.00% 4.44% promoted or transferred internally.		
	Female	78.62%	4.44%		83.07%
	Total Minor.	3.86%	0.00%		3.86%
8	Native Hawaiian & Other Pacific	0.00%	0.00%		0.42% 1.98% 0.11% 0.51% 0.00% 3.86% 83.07%
FACTO	Asian	0.51%	0.00%		0.51%
WEIGHTED FACTOR	Amer. Indian/ Alaskan Native	0.11%	0.00%		0.11%
WE	Black/ African Amer	1.98%	0.00%		1.98%
	Black/ Hispanic African Amer	0.42%	0.00%		0.42%
	VALUE	95%	5%	100%	
	Female	82.76	88.89%		
	Total Minor.	4.06	0.00%	^	È _
	Native Hawaiian & Other Pacific Islander	0.00	%68.88 %00.0 %00.0 %00.0 %00.0 %00.0	This MUST equal 100.0%>	FINAL AVAILABILITY (PERCENTAGE)
ISTICS	Asian	0.54	0.00%	equal ;	FINAL A
RAW STATISTICS	Amer. Indian/ Alaskan Native	0.12	0.00%	SMUST	
R	Black/ African Amer.	2.08	0.00%	Ę.	
	Hispanic/ African Latino Amer.	0.44	0.00%		
	FACTOR	1 Percentage of minorities and women among those having requisite skill in reasonable labor area.	2 Percentage of minorities and women among those promotable or transferable within facility.		

Utilization Analysis and Placement Goals*

	Number in Job Group Percentage of Current from 2015-2016 AAP Employees	Percentage of Current Employees	Availability	Underutilization	Placement Goal"
Hispanic/Latino	0	0.00%	0.42%	YES	0 42%
Black/African Amer.	0	%00:0	1.98%	YES	1.98%
Am. Indian/Al. Native	0	0.00%	0.11%	YES	0.11%
Asian	0	0:00%	0.51%	YES	0.51%
NHOPI	0	%00.0	0.00%	ON	WA
Total Minority	0	0.00%	3.86%	YES	%99.8
Female	16	%68'88	82.76%	ON	WIN
Total Employees	18				

"Goals for "New Hires" during the 2015-2016 plan year for the:

INDOT/Vincennes District

Job Group #6 Skill Craft

Availability Analysis Computation Form

	SOURCE OF STATISTICS	US Census Bureau, 2006-2010 American Community Survey	Derived from Job Group #6		
	REASON FOR VALUE WEIGHT	3.59% 3.89% from outside.	0.00% 0.00% 0.00% 0.00% 0.00% 0.00% promoted or transferred internally.		
	Female	3.89%	0.00%		3.89%
	Total Minor.	3.59%	0.00%		3.59%
2	Native Hawaiian & Other Pacific Islander	3.30% 0.00% 0.00%	0.00%		0.29% 3.30% 0.00% 0.00% 3.59% 3.89%
FACTO	Asian	0.00%	0.00%		0.00%
WEIGHTED FACTOR	Amer. Indian/ Alaskan Native	0.00%	0.00%		0.00%
WEI	Black/ African Amer	3.30%	0.00%		3.30%
	Hispanic	0.29%	0.00%		0.29%
	VALUE Female WEIGHT	95%	5%	100%	
	Female	4.09	0.00%		
	Total Minor.	3.78	0.00%	^	≽
	Native Hawaiian & Other Pacific Islander	0.00	%00.0 %00.0 %00.0 %00.0 %00.0 %00.0	This MUST equal 100.0%>	FINAL AVAILABILITY (PERCENTAGE)
ISTICS	Asian	0.00	0.00%	ednal '	FINAL A (PER
RAW STATISTICS	Amer. Indian/ Alaskan Native	0.00	0.00%	S MUST	
RA	Black/ African Amer.	3.47	%00:0	돈,	
	Hispanic/ African Latino Amer.	0.31	0.00%		
	FACTOR	 Percentage of minorities and women among those having requisite skill in reasonable labor area. 	2 Percentage of minorities and women among those promotable or transferable within facility.		

Utilization Analysis and Placement Goals*

tive	Nump	er in Job Group	Number in Job Group Percentage of Current			4
1 tive 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	from	2015-2016 AAP	Employees	Availability	Underutilization	Macement Goal
frican Amer. 0 ian/Al. Native 0 0 0 0 inority 0	/Latino	0	0.00%	0.29%	YES	0 29%
ian/Al. Native 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	rican Amer.	0	%00'0	3.30%	YES	3.30%
0 0 inority 0	an/Al. Native	0	0.00%	0.00%	ON	NA
0 0 inority 0		0	0.00%	0.00%	ON	YW
nority 0 0		0	0.00%	0.00%	ON	N/A
0	nority	0	0.00%	3.59%	YES	3.59%
		0	%00:0	3.89%	YES	3.89%
lotal Employees 23	ployees	23				

[&]quot;Goals for "New Hires" during the 2015-2016 plan year for the:

PLACEMENT GOAL* SUMMARY

*Goals for "New Hires" during the 2015-2016 plan year for the:

INDOT/Vincennes District

*Goals for "New Hires" duri	Hispanic/ Latino	Black/ African American	American Indian/ Alaskan Native	Asian	Native Hawaiian & Pacific Islander	Total Minorities	Females
	Annual Goal	Annual Goal	Annual Goals	Annual Goals	Annual Goals	Annual Goals	Annual Goals
Officials & Managers	N/A	0.60%	N/A	N/A	N/A	0.60%	17.70%
Engineers	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Professionals	0.43%	N/A	0.43%	N/A	N/A	0.86%	N/A
Technicians	2.08%	N/A	N/A	0.45%	N/A	3.61%	N/A
Administrative Support	0.42%	1.98%	0.11%	0.51%	N/A	3.86%	N/A
Skill Craft	0.29%	3.30%	N/A	N/A	N/A	3.59%	3.89%
		- 19 ¹ \$ - 17					
				21.00			
				A-1-1-1-1			

Volume #3

- State's Workplace Harassment Policy

WORKPLACE HARASSMENT PREVENTION

PURPOSE

To establish workplaces where employees are not harassed or discriminated against due to race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to ensure employees have procedures available so that alleged violations of this policy can be investigated and addressed.

SCOPE

This policy applies to all employees under the authority of the Governor and Lieutenant Governor of Indiana. Separately elected officials are encouraged to adopt this or a similar policy concerning workplace harassment.

STATEMENT OF POLICY

The State of Indiana (hereinafter the State) will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability and to implement this policy in a consistent and vigorous manner.

Each employee has the right to work in a professional environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated in State Government. The State will not tolerate workplace harassment whether engaged in by fellow employees, supervisors, officers, or by outside clients or other non-employees who conduct business with the State. The State encourages reporting of all incidences of alleged harassment regardless of who the offender may be or the offender's status.

REFERENCES

Governor's Affirmative Action Statement, April 26, 2005

Americans with Disabilities Act of 1990, as amended – 42 U.S.C. Chapter 126 §12101 et seq. (Pub. L. 101-336) (ADA). IC 22-9-5

Rehabilitation Act of 1973, as amended - 29 U.S.C. §794

EFFECTIVE DATE .luly 1 2005

Age Discrimination in Employment Act of 1967, as amended – 29 U.S.C. Chapter 14 §621 (Pub. L. 90-202) (ADEA), IC 22-9-2

Title VII of the Civil Rights Act of 1964, as amended – 42 U.S.C. Chapter 21 Subchapter VI §2000e (Pub. L. 88-352) (Title VII)

Pregnancy Discrimination Act – is an amendment to Title VII of the Civil Rights Act of 1964 National Origin Harassment – 29 C.F.R. §1606 et seq.

	arassment Policy dated Feb 2005	
Mileta	A Minott	

APPROVAL

Debra F. Minott, State Personnel Director

Date June 6, 2005

Volume #4

Second (Final) Monitoring Report for 2014-2015

- Narrative
- Affirmative Action Goal Summary
- Hire Log
- Promotion Log
- Termination Log
- Demotion Log
- Transfer Log
- Adverse Impact Forms

Affirmative Action Plan Monitoring Report Indiana Department of Transportation – Vincennes District October 1, 2014 – January 31, 2015

The Indiana Department of Transportation (INDOT) – Vincennes District has reviewed its 2014–2015 Affirmative Action Plan to assess the progress made during this review period in achieving the stated goals.

<u>Outreach</u> - The State Personnel Department participated in the following outreach activities on behalf of all state agencies, during this review period:

10/1/14	Rose Hulman Fall Career Fair
10/9/14	Civil Engineering Student Advisory Council (CESAC) Career Fair
10/14/14	Life Health Sciences Career Fair IUPUI Campus Center
10/17/14	IUPUI Externship with Dept of Workforce Development
10/23/14	3rd Annual Harrison Connection Event -Harrison College
10/28/14	Indiana Means Business - Indiana Convention Center
10/29/14	Virtual Job Fair - virtualjobscout.org
11/5/14	Engineering Speed Networking Univ. of Evansville

The Vincennes District has used the following sources to advertise their open positions, during this review period:

- PeopleSoft
- · State of Indiana Website
- INDOT Internet Website
- INDOT HR Website Intranet
- INDOT Recruitment Consultant communicates job openings as appropriate.
- Job openings are published on CareerBuilder, ZipRecruiter, PostJobsForFree.com, Linkedln.com, FaceBook, and Twitter.
- Notify the Department of Workforce Development and local colleges and universities of Job Openings.

.Documentation

Attached are the:

1. Affirmative Action Goal Summary - indicates progress made on hiring goals, turnover rates and hiring percentages.

- 2. Adverse Impact Summary provides a summary of the Adverse Impact Analyses done for each Job Group.
- 3. Adverse Impact Analyses for each Job Group Where it can be calculated, the analyses indicate if there is an adverse impact on minorities and/or females for the following employment decisions: new hires, promotions, involuntary terminations and involuntary demotions.
- 4. Employment Logs cover employment actions that occurred during the review period.
 - Hire Log
 - Promotion Log
 - Termination Log
 - Demotion Log
 - Transfer Log

Affirmative Action Goal Summary

Agency:

IN Dept. of Transportation Vincennes District

Job Group:

Officials & Managers

			6/1/14	6/1/14-9/30/14 10/1/14-1/31/15 2/1/15-5/31/15	10/1/14	-1/31/15	2/1/15-	5/31/15					
Race/Ethnic Group/Gender	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All	Net Change Within Job Group*	Percent Meeting of New Hiring Hires* Goal?*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
Hispanic	0		0	0	0	0			0	0.00%	YIN	%00.0	0.00%
Black	0	%09.0	0	0	0	0			0	0.00%	SHA	Ę	, de
American Indian	0		0		0	0			0	%000	NA.	3 61 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	i griover kares
Asian	0		0	0	0	0			0	0.00%	NA	Female	Male
NHOPI**	0		0	0	0	0			0	0.00%	MA	0.00%	7.50%
Total Minorities	0	0.60%	0	0	0	0	0	0	0	0.00%	SUZ	Minority	Caucasian
Caucasians	47		0	2	0	1			-3			0.00%	6.38%
Females	$-: L \to$	17.84%	0	0	0	0			0	0.00%	SIL.		
Males	40	1,	0	2	0	1			-3	уморичий шан Т	:"SJIO		3
TOTALS	47		0	2	0		0	0		New Hires*	*		None

^{*} Year-to-Date

** Native Hawaiian and Other Pacific Islander

Job Group:

Professionals

			-11/14	14-9/30/14 10/1/14-1/31/15 2/1/15-5/31/15	10/1/14	-1/31/15	2/1/15	-5/31/15					
Race/Ethnic Group/Gender	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	Ail Terms	New Hires	All Terms	Net Change Percent Meeting Within Job of New Hiring Group* Hires* Goal?*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
Hispanic	0	0.43%	0	0	0	0			0	0.00%	ON.	%00'0	0.00%
Black	0 1		0	0	0	0			0	%00'0	VIN	i dilip	4
American Indian	0	0.43%	0	0	0	0			0	0.00%	NO N	9 4 1 1 1 1 1 1	unnover kares"
Asian	0		0	0	0	0			0	0.00%	WIN	Pembla	Male
NHOPI**	0		0	0	0	0			0	0.00%	NA	0.00%	. 20,00%
Total Minorities	0	0.86%	0	0	0	0	0	0	0	0.00%	2	Anoug	neiseone)
Caucasians	10			1	0	0			0			0.00%	9.09%
Females	9	A SALT AND THANK	0 70	0	0	0			0	0.00%	MIM		
Males	4		1	1:1	0	0			0		10.0		
TOTALS	10			$\mathbb{T}_{\mathbb{R}^2}$	0	0	0	0		New Hires*:			
4						Y	֭֭֡֝֜֝֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜			1			

^{*} Year-to-Date

^{**} Native Hawaiian and Other Pacific Islander

Administrative Support

Job Group:

		6/1/14-	6/1/14-9/30/14 10/1/14-1/31/15 2/1/15-5/31/15	10/1/14	1/31/15	2/1/15-	5/31/15	IN Dep	t. of Transp	oortation Vi	IN Dept. of Transportation Vincennes District	strict
Hiring Goals from AAP		New Hires	All Terms	New Hires	All Terms	New Hires	All	Net Change Percent Meeting Within Job of New Hiring Group* Hires* Goal?*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
0.42%		0	0	0	0			0	0.00%	Y Su Su Su Su Su Su Su Su Su Su Su Su Su	66.67%	%00.0
1.98%		0	0	0	0			0	0.00%	OH A	Ę	**
0.11%		0	0.0	0	0			0	0.00%	YES	0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0	ardover kales-
0.51%		0	0	0	0			0	0.00%	SUA	Female	Male
	L!	0	0	0	0			0	0.00%	MA	22.22%	0.00%
3.86%	11.	0	0	0	0	0	0	0	0.00%	ZES	Annound	Caucasian
**************************************		0	3	3	1			-1			0.00%	20,00%
		0	3	2	1			-2	66.67%			
		0	0	1	0			1	Kolm Kutimas ()	: sile		-
		0	3	3	1	0	0		New Hires*	*		3
					** Native	Hawaii	an and Ot	** Native Hawaiian and Other Pacific Islander	lander			

Job Group:

Engineers

			6/1/14	4-9/30/14	10/1/14	10/1/14-1/31/15 2/1/15-5/31/15	2/1/15-	5/31/15					
Race/Ethnic Group/Gender	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All	New Hires	All Terms	New Hires	All Terms	Net Change Percent Meeting Within Job of New Hiring Group* Hires* Goal?*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
Hispanic	0		0	0	0	0			0	0.00%	W.	0.00%	0.00%
Black	0		0	0	0	0			0	0.00%	VIN	Ĭ.	7.
American Indian	0		0	0	0	0			0	0.00%	NA	3.04CE	indover Kales
Asian	0		0	0.	0	0	٠		0	0.00%	VIN	Female	विद्या
NHOPI**	0		0	0	0	0			0	0.00%	MA	0.00%	0,00%
Total Minorities	0		0	0	0	0	0	0	0	0.00%	ynv	Minority	Caucasian
Caucasians	8			0	0	0			1			0.00%	0.00%
Females			0	0	0	0			0	%000	NA		
Males	9			0	0	0			1	Continentions.	0110		None
TOTALS	8			0	0	0	0	0		New Hires":			
* Year-to-Date						** Native	Hawaii	an and O	** Native Hawaiian and Other Pacific Islander	lander			

Job Group:

Technicians

			6/1/14	6/1/14-9/30/14 10/1/14-1/31/15 2/1/15-5/31/15	10/1/14	-1/31/15	2/1/15-	-5/31/15	IN Dep	t. of Transp	oortation Vi	IN Dept. of Transportation Vincennes District	strict
Race/Ethnic Group/Gender	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms	Net Change Percent Meeting Within Job of New Hiring Group* Hires* Goal?*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
Hispanic	3	2.29%	0	0	0	0			0	0.00%	2	18.18%	%00.0
Black	3		0	0	0	0			0	0.00%	W.	, chi	4
American Indian	1	0.75%	0	0	0	0			0	0.00%	Š	a uriove	Throver Kaies
Asian	0	0.45%	0	0	0	0			0	0.00%	ON.	Female	N. S. E.
NHOPI**	0		0	0	0	0			0	0.00%	MA	18,18%	9.84%
Total Minorities		3.86%	0	0	0	0	0	0	0	%000	Q.	Winority	Caucasian
Caucasians	197		11	91	11	- 6			-3			0.00%	41,42%
Females	29		2	7	7	2			7-	18.18%	MA		******* ****** ****** ****** ****** ****
Males	175		6	12	6	7			-1	SWEETHERS			57
TOTALS	204		411	91	11	6	0	0		New Hires*:	÷.		22
* Year-to-Date						** Native	Hawaii	an and Ot	** Native Hawaiian and Other Pacific Islander	lander			

Job Group:

Skill Craft

			6/1/14	14-9/30/14 10/1/14-1/31/15 2/1/15-5/31/15	10/1/14	-1/31/15	2/1/15-	5/31/15					
Race/Ethnic Group/Gender	Number in Job Group from AAP	Hiring Goals from AAP	New Hires	All Terms	New Hires	All Terms	New Hires	All Terms	Net Change Percent Meeting Within Job of New Hiring Group* Hires* Goal?*	Percent of New Hires*	Meeting Hiring Goal?*	% New Hires Were Female*	% New Hires Were Minority*
Hispanic	0	0.29%	0	0	0	0			0	0.00%	2	%00.0	0.00%
Black	0	3.30%	0	0	0	0			0	0.00%	ON.	, va	
American Indian	0		0	0	0	0			0	0.00%	W	- 11.130ve	andover Kates
Asian	0		0	0	0	0			0	0.00%	N.	Temas in	Male
NHOPI**	0		0	0	0	0			0	0.00%	MIN	0,00%	8,09%
Total Minorities	0	3.59%	0	0	0	0	0	0	0	0.00%	Q.	Minority	Caucasian
Caucasians	2.1		1.0	7	0	. 0			1-			0.00%	9,09%
Females	0	3.89%	0	0	0	0			0	0.00%	ON		
Males	21		1	2	0	0			-1	Regimmen	10 Sept 20 Sept 10		2
TOTALS	21			2	0	0.0	0	0		New Hires*:	·:		
* Year-to-Date						** Native	Hawaii:	an and Ot	** Native Hawaiian and Other Pacific Islander	lander			

2014 - 2015 HIRE LOG Agency: Indiana Dept. of Transportation/Vincennes District Review Period: October 1, 2014 - January 31, 2015

													 	-		-		-
Page 1		NHOPI											 				0	7000
		AI															0	7000
	RACE	٧															0	70000
		В															0	/0000
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		Н															0	/000
	×	Male	—	-		-	ო	2		~	_	-					10	7007
	SEX	Female		-	_				-	~							4	/023 00
	alicas aci		Technicians	Technicians	Admin Support	Technicians	Technicians	Technicians	Admin Support	Technicians	Admin Support						TOTAL	IVIOI %
	JOB TITLE	HIRED INTO	10/27/2014 Highway Technician 1	10/27/2014 Highway Technician 3	10/27/2014 Stores Clerk 3	11/24/2014 Highway Technician 2	11/24/2014 Highway Technician 3	12/8/2014 Highway Technician 3	12/22/2014 Account Clerk 2	12/22/2014 Highway Technician 3	1/5/2015 Account Clerk 3						·	
	DATE	Z I	10/27/2014	10/27/2014	10/27/2014	11/24/2014	11/24/2014	12/8/2014	12/22/2014	12/22/2014	1/5/2015							

2014 - 2015 PROMOTION LOG

Agency: Indiana Dept. of Transportation/Vincennes District

Review Period: June 1, 2014 - September 30, 2014

NHOPI %00.0 0 0.00% ₹ %00.0 RACE ⋖ 0.00% Ω 100.00% ဖ ≥ 2 0.00% 0 I 100.00% Male SEX Female 0.00% 0 TOTAL % TOTAL JOB GROUP OF PREVIOUS POSITION Technicians Technicians Technicians Technicians Technicians JOB GROUP OF NEW POSITION Officials & Mgrs Professionals Technicians Technicians Technicians 1/5/2015 Safety Training Consultant 4 JOB TITLE PROMOTED INTO 11/10/2014 Highway Technician 2 10/14/2014 Highway Technician 1 10/27/2014 Highway Technician 1 12/8/2014 Highway Tech Sup 3 DATE

2014 - 2015 TERMINATION LOG Agency: Indiana Dept. of Transportation/Vincennes District Review Period: October 1, 2014 - January 31, 2015

Page 1		NHOPI															0	0.00%
		AI															0	0.00%
	RACE	٧														- -	0	0.00%
		В															0	0.00%
		W	-	-	-	-	~		_	1	_	_	, -				11	100.00%
		エ															0	0.00%
	×	Male	1	7	1	1			₩.	1	1		1				8	72.73%
	SEX	Female					~	7				-					3	27.27%
	REASON Wellinfary or	Involuntary)	Voluntary	Voluntary	Voluntary	Voluntary	Voluntary	Involuntary	Voluntary	Voluntary	Voluntary	Involuntary	Voluntary				TOTAL	% TOTAL
	JOB GROUP (Officials & Mgrs	Technicians	Technicians	Technicians	Admin Support	Technicians	Technicians	Technicians	Technicians	Technicians	Technicians					
	JOB TITLE	TERMINATED FROM	10/29/2014 Highway Tech Sup 3	11/19/2014 Toll Attendant	11/20/2014 Highway Technician 3	11/30/2014 Highway Technician 3	12/2/2014 Account Clerk 3	12/19/2014 Highway Technician 3	12/20/2014 Highway Technician 1	12/20/2014 Highway Technician 3	12/31/2014 Traffic Signal Technician 2	1/6/2015 Highway Technician 2	1/31/2015 Highway Technician 1					And the second s
	TAC		10/29/2014	11/19/2014	11/20/2014	11/30/2014	12/2/2014	12/19/2014	12/20/2014	12/20/2014	12/31/2014	1/6/2015	1/31/2015					

2014 - 2015 DEMOTION LOG

Agency: Indiana Dept. of Transportation/Vincennes District

Review Period: October 1, 2014 - January 31, 2015

NHOPI 0.00% 0 0.00% ₹ RACE 0.00% ⋖ 0.00% 0 ω 100.00% ₹ % TOTAL 0.00% | 100.00% 0.00% 0 I Involuntary) Female Male SEX 0 TOTAL REASON (Voluntary Involuntary JOB GROUP OF PREVIOUS POSITION Officials & Mgrs JOB GROUP OF NEW POSITION Professionals JOB TITLE DEMOTED INTO 11/3/2014 Program Director 1 DATE

2014 - 2015 TRANSFER LOG

Agency: Indiana Dept. of Transportation/Vincennes District

Review Period: October 1, 2014 - January 31, 2015

NHOPI ₹ RACE ⋖ Ω ≥ N I Male S SEX Female JOB GROUP OF PREVIOUS POSITION Technicians Technicians Technicians JOB GROUP OF NEW POSITION Technicians Technicians Technicians 1/5/2015 Inventory Administrator 6 JOB TITLE TRANSFERRED INTO 10/27/2014 Highway Technician 3 12/22/2014 Highway Technician 1 DATE

0.00%

0.00%

0.00%

100.00% 0.00%

0.00%

75.00%

25.00%

% TOTAL

TOTAL

0

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INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #1 Officials & Managers

Impact Ratio Analysis for Hires

Females:	
N/A Female(s) hired	Male(s) hired
Female candidate(s)	Male candidate(s)
Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact? No Hires
	Non-Minority(ies) selected
Minority(ies) selected	Non-winonty(les) selected
Minority candidate(s)	Non-Minority candidate(s)
	Possible Adverse Impact? No Hires alysis for Promotions
Females:	
0 Female(s) promoted	1 Male(s) promoted
Female candidate(s)	Male candidate(s)
Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact?
Minorities:	
0 Minority(ies) promoted	1 Non-Minority(ies) promoted
Minority candidate(s)	Non-Minority candidate(s)
Minority Promotion Rate = Non-Minority Promotion Rate = Impact Ratio =	Possible Adverse Impact?

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #1 Officials & Managers

Impact Ratio Analysis for INVOLUNTARY Terminations

Females:	
N/A Female(s) terminated	Male(s) terminated
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Terminations
Minorities:	
Minority(ies) terminated	Non-Minority(ies) terminated
Minorities in job group	Non-Minorities in job group
	Possible Adverse Impact? No Terminations or INVOLUNTARY Demotions
Females:	
N/A Female(s) demoted	Male(s) demoted
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Demotions
Minorities:	
Minority(ies) demoted	Non-Minority(ies) demoted
Minorities in job group	Non-Minorities in job group
Non-Minority Termination Rate = Minority Termination Rate =	Possible Adverse Impact? No Demotions

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #2 Engineers

Impact Ratio Analysis for Hires

Fema	les:	
N/A	Female(s) hired	Male(s) hired
	Female candidate(s)	Male candidate(s)
	Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact? No Hires
Minor	rities:	
	Minority(ies) selected	Non-Minority(ies) selected
	Minority candidate(s)	Non-Minority candidate(s)
Nor	Minority Selection Rate = n-Minority Selection Rate = Impact Ratio = Impact Ratio An	Possible Adverse Impact? No Hires alysis for Promotions
Fema	les:	
N/A	Female(s) promoted	Male(s) promoted
·	Female candidate(s)	Male candidate(s)
	Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact? No Promotions
Minor	ities:	
	Minority(ies) promoted	Non-Minority(ies) promoted
	Minority candidate(s)	Non-Minority candidate(s)
	Minority Promotion Rate = Minority Promotion Rate = Impact Ratio =	Possible Adverse Impact? No Promotions

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #2 Engineers

Impact Ratio Analysis for INVOLUNTARY Terminations

Females:	
N/A Female(s) terminated	Male(s) terminated
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Terminations
Minorities:	
Minority(ies) terminated	Non-Minority(ies) terminated
Minorities in job group	Non-Minorities in job group
Non-Minority Termination Rate = Minority Termination Rate = Impact Ratio = Impact Ratio Analysis for II	Possible Adverse Impact? No Terminations NVOLUNTARY Demotions
Females:	
N/A Female(s) demoted	Male(s) demoted
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Demotions
Minorities:	
Minority(ies) demoted	Non-Minority(ies) demoted
Minorities in job group	Non-Minorities in job group
Non-Minority Termination Rate = Minority Termination Rate = Impact Ratio =	Possible Adverse Impact? No Demotions

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #3 Professionals

Impact Ratio Analysis for Hires

Females:	
N/A Female(s) hired	Male(s) hired
Female candidate(s)	Male candidate(s)
Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact? No Hires
Minorities:	
Minority(ies) selected	Non-Minority(ies) selected
Minority candidate(s)	Non-Minority candidate(s)
Minority Selection Rate = Non-Minority Selection Rate = Impact Ratio = Impact Ratio Analy	Possible Adverse Impact? No Hires sis for Promotions
Females:	
0 Female(s) promoted	1 Male(s) promoted
Female candidate(s)	Male candidate(s)
Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact?
Minorities:	
0 Minority(ies) promoted	1 Non-Minority(ies) promoted
Minority candidate(s)	Non-Minority candidate(s)
Minority Promotion Rate = Non-Minority Promotion Rate = Impact Ratio =	Possible Adverse Impact? NO

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #3 Professionals

Impact Ratio Analysis for INVOLUNTARY Terminations

Females:	
N/A Female(s) terminated	Male(s) terminated
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Terminations
Minorities:	
Minority(ies) terminated	Non-Minority(ies) terminated
Minorities in job group	Non-Minorities in job group
	Possible Adverse Impact? No Terminations INVOLUNTARY Demotions
Females:	
0 Female(s) demoted	1 Male(s) demoted
6 Female(s) in job group	4 Male(s) in job group
Male Termination Rate = 25.00% Female Termination Rate = Impact Ratio =	Possible Adverse Impact? NO
Minorities:	
0 Minority(ies) demoted	1 Non-Minority(ies) demoted
0 Minorities in job group	10 Non-Minorities in job group
Non-Minority Termination Rate = 10.00% Minority Termination Rate = Impact Ratio =	Possible Adverse Impact?

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #4 Technicians

Impact Ratio Analysis for Hires

Females:	
2 Female(s) hired	9 Male(s) hired
Female candidate(s)	Male candidate(s)
Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact?
Minorities:	
0 Minority(ies) selected	11 Non-Minority(ies) selected
Minority candidate(s)	Non-Minority candidate(s)
Minority Selection Rate = Non-Minority Selection Rate = Impact Ratio = Impact Ratio A	Possible Adverse Impact? NO nalysis for Promotions
Females:	
0 Female(s) promoted	4 Male(s) promoted
Female candidate(s)	Male candidate(s)
Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact?
Minorities:	
0 Minority(ies) promoted	4 Non-Minority(ies) promoted
Minority candidate(s)	Non-Minority candidate(s)
Minority Promotion Rate = Non-Minority Promotion Rate = Impact Ratio =	Possible Adverse Impact?

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #4 Technicians

Impact Ratio Analysis for INVOLUNTARY Terminations

Females:	
2 Female(s) terminated	0 Male(s) terminated
29 Female(s) in job group	175 Male(s) in job group
Male Termination Rate = 6.90% Impact Ratio =	Possible Adverse Impact? MAYBE - needs further evaluation
Minorities:	
0 Minority(ies) terminated	2 Non-Minority(ies) terminated
7 Minorities in job group	197 Non-Minorities in job group
Non-Minority Termination Rate = 1.02% Minority Termination Rate = Impact Ratio =	Possible Adverse Impact?
Impact Ratio Analysis fo	or INVOLUNTARY Demotions
N/A Female(s) demoted	Male(s) demoted
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Demotions
Minorities:	
Minority(ies) demoted	Non-Minority(ies) demoted
Minorities in job group	Non-Minorities in job group
Non-Minority Termination Rate = Minority Termination Rate = Impact Ratio =	Possible Adverse Impact? No Demotions

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #5 Administrative Support

Impact Ratio Analysis for Hires

Fema	iles:	
	2 Female(s) hired	1 Male(s) hired
	Female candidate(s)	Male candidate(s)
	Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact?
Mino	rities:	
	0 Minority(ies) selected	3 Non-Minority(ies) selected
	Minority candidate(s)	Non-Minority candidate(s)
		Possible Adverse Impact? NO alysis for Promotions
Fema		
N/A	Female(s) promoted	Male(s) promoted
	Female candidate(s)	Male candidate(s)
	Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact? No Promotions
Mino	rities:	
	Minority(ies) promoted	Non-Minority(ies) promoted
	Minority candidate(s)	Non-Minority candidate(s)
Non	Minority Promotion Rate = -Minority Promotion Rate = Impact Ratio =	Possible Adverse Impact? No Promotions

INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #5 Administrative Support

Impact Ratio Analysis for INVOLUNTARY Terminations

Fema	les:	
N/A	Female(s) terminated	Male(s) terminated
	Female(s) in job group	Male(s) in job group
F	Male Termination Rate = emale Termination Rate = Impact Ratio =	Possible Adverse Impact? No Terminations
Minor	ities:	
	Minority(ies) terminated	Non-Minority(ies) terminated
	Minorities in job group	Non-Minorities in job group
		Possible Adverse Impact? No Terminations or INVOLUNTARY Demotions
N/A	Female(s) demoted	Male(s) demoted
	Female(s) in job group	Male(s) in job group
F	Male Termination Rate =emale Termination Rate =	Possible Adverse Impact? No Demotions
Minor	ities:	
	Minority(ies) demoted	Non-Minority(ies) demoted
	Minorities in job group	Non-Minorities in job group
	linority Termination Rate =linority Termination Rate =lmpact Ratio =	Possible Adverse Impact? No Demotions

AGENCY INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #6 Skill Craft

Impact Ratio Analysis for Hires

Fema	les:	
N/A	Female(s) hired	Male(s) hired
	Female candidate(s)	Male candidate(s)
	Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact? No Hires
Mino	rities:	
	Minority(ies) selected	Non-Minority(ies) selected
	Minority candidate(s)	Non-Minority candidate(s)
Noi	Minority Selection Rate = n-Minority Selection Rate = Impact Ratio = Impact Ratio Ar	Possible Adverse Impact? No Hires nalysis for Promotions
Fema	les:	
N/A	Female(s) promoted	Male(s) promoted
	Female candidate(s)	Male candidate(s)
	Female Selection Rate = Male Selection Rate = Impact Ratio =	Possible Adverse Impact? No Promotions
Mino	rities:	
	Minority(ies) promoted	Non-Minority(ies) promoted
	Minority candidate(s)	Non-Minority candidate(s)
Non	Minority Promotion Rate = -Minority Promotion Rate = Impact Ratio =	Possible Adverse Impact? No Promotions

AGENCY INDOT-Vincennes District REVIEW PERIOD DATES 10/01/2014 - 01/31/2015 JOB GROUP #6

Skill Craft

Impact Ratio Analysis for INVOLUNTARY Terminations

Females:	
N/A Female(s) terminated	Male(s) terminated
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Terminations
Minorities:	
Minority(ies) terminated	Non-Minority(ies) terminated
Minorities in job group	Non-Minorities in job group
Non-Minority Termination Rate = Minority Termination Rate = Impact Ratio = Impact Ratio Analysis fo	Possible Adverse Impact? No Terminations r INVOLUNTARY Demotions
Females:	
N/A Female(s) demoted	Male(s) demoted
Female(s) in job group	Male(s) in job group
Male Termination Rate = Female Termination Rate = Impact Ratio =	Possible Adverse Impact? No Demotions
Minorities:	
Minority(ies) demoted	Non-Minority(ies) demoted
Minorities in job group	Non-Minorities in job group
Non-Minority Termination Rate = Minority Termination Rate =	Possible Adverse Impact? No Demotions

INDOT-Vincennes District REVIEW PERIOD DATES

10/01/2014 - 01/31/2015

Adverse Impact Summary

This summary assesses possible adverse impact using the "4/5 rule" as outlined in the EEOC Uniform Guidelines on Employee Selection Procedures, Section 3, Paragraph D:

"A selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact, while a greater than four-fifths rate will generally not be regarded by Federal enforcement agencies as evidence of adverse impact."

KEY for the tables below:

YES means that calculations using the 4/5 rule indicated possible adverse impact.

NO means that calculations using the 4/5 rule did not indicate adverse impact.

MAYBE means that calculations using the 4/5 rule were inconclusive and a different statistical test would need to be used to assess possible adverse impact.

Job Group #1:

Officials & Managers

	Females	Minorities
New Hires	No Hires	No Hires
Promotions	NO	NO
INVOLUNTARY Terminations	No Terminations	No Terminations
INVOLUNTARY Demotions	No Demotions	No Demotions

Job Group #2:

Engineers

	Females	Minorities
New Hires	No Hires	No Hires
Promotions	No Promotions	No Promotions
INVOLUNTARY Terminations	No Terminations	No Terminations
INVOLUNTARY Demotions	No Demotions	No Demotions

Job Group #3:

Professionals

	Females	Minorities
New Hires	No Hires	No Hires
Promotions	NO	NO '
INVOLUNTARY Terminations	No Terminations	No Terminations
INVOLUNTARY Demotions	NO	NO

Job Group #4:

Technicians

	Females	Minorities
New Hires	NO	NO
Promotions	NO.	NO
INVOLUNTARY Terminations	MAYBE - needs further evaluation	NO
INVOLUNTARY Demotions	No Demotions	No Demotions

Job Group #5:

Administrative Support

	Females	Minorities
New Hires	NO	NO
Promotions	No Promotions	No Promotions
INVOLUNTARY Terminations	No Terminations	No Terminations
INVOLUNTARY Demotions	No Demotions	No Demotions

Job Group #6:

Skill Craft

	Females	Minorities
New Hires	No Hires	No Hires
Promotions	No Promotions	No Promotions
INVOLUNTARY Terminations	No Terminations	No Terminations
INVOLUNTARY Demotions	No Demotions	No Demotions

Volume #5

Affirmative Action Plan for the Disabled,
 Disabled Veterans, Veterans of the Vietnam
 Era, and other Eligible Veterans

AFFIRMATIVE ACTION PLAN FOR THE DISABLED, DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS

Indiana Department of Transportation
Vincennes District
3650 S US Hwy 41 N
Vincennes, IN 47591

October 1, 2015 - September 30, 2016

Approved by:

Russell Fowler/District Deputy Commissioner

Date

EEO/Affirmative Action Contact:

Nina Daniel, Human Resources Director, ndaniel@indot.in.gov or 812-895-7306.

TABLE OF CONTENTS

I.	PREFACE			
11.	STAT	TEMENT OF AGENCY COMMITMENT		
	A.	POLICY STATEMENT REGARDING VETERANS		
	B.	POLICY STATEMENT REGARDING THE DISABLED		
III.	IDEN ELIG	TIFICATION OF DISABLED, DISABLED VETERAN, VIETNAM ERA AND OTHER IBLE VETERAN EMPLOYEES		
IV.	AFFI	RMATIVE ACTION PRACTICES AND PROCEDURES		
	A.	REVIEW OF PERSONNEL PROCESSES		
	B.	REVIEW OF PHYSICAL AND MENTAL JOB QUALIFICATIONS		
	C.	REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS		
V.	HARASSMENT			
VI.	OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY			
VII.	INTERNAL DISSEMINATION OF POLICY			
VIII.	AUDIT AND REPORTING SYSTEMS			
IX.	RESPONSIBILITY FOR IMPLEMENTATION			
Χ.	TRAINING			

I. PREFACE

This Affirmative Action Plan ensures compliance with Section 503 of the Rehabilitation Act of 1973, as amended, and regulations promulgated pursuant thereto (41 C.F.R. Section 60-741), and ensures compliance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, and the regulations promulgated pursuant thereto (41 C.F.R. Section 60-250). These laws require affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era, and other eligible veterans.

A copy of this Affirmative Action Plan is available for inspection by employees and applicants, Monday through Friday, upon request to **Nina Daniel, Human Resources Director,** ndaniel@indot.in.gov or 812-895-7306, by appointment.

II. STATEMENT OF AGENCY COMMITMENT

The Indiana Department of Transportation-Vincennes District will not unlawfully discriminate against any employee or applicant who is physically or mentally disabled, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran in regard to any position for which the employee or applicant is qualified. Nondiscriminatory treatment applies to all employment practices, including employment, promotion, demotion, transfer, recruitment, advertising, termination, rates of pay, other forms of compensation, and selection for training.

POLICY STATEMENT REGARDING VETERANS 41 C.F.R. § 60-250.44(a)

The Indiana Department of Transportation – Vincennes District will continue to comply with the affirmative action requirements of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

The Agency will employ and advance without discrimination qualified disabled veterans, veterans of the Vietnam era, and other eligible veterans (defined as any other U.S. veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). Affirmative action includes, but is not limited to, employment, upgrading, transfer, layoff, training opportunities, and rates of pay.

Employees who consider themselves covered by the Act are invited to inform the Agency voluntarily of their status so that the information can be made part of the employment record. Disabled veteran employees are encouraged to inform the Agency of special skills, procedures, or methods by which they can perform work, in order to aid management in recognizing their capabilities and considering them for additional job opportunities.

POLICY STATEMENT REGARDING THE DISABLED 41 C.F.R. § 60-741 (a)

It is the policy of the **Indiana Department of Transportation – Vincennes District** to employ and advance qualified disabled individuals, pursuant to the provisions of Section 503 of the Rehabilitation Act of 1973, as amended. This policy applies to all employment practices, including but not limited to hiring, upgrading, transfer, demotion, layoff, termination, rates of pay, and selection for training.

Supervisors and managers are responsible for carrying out policies and procedures of the Agency in respect to affirmative action for disabled workers. Written notice of this policy is posted and maintained in an area accessible to Agency staff members.

III. IDENTIFICATION OF DISABLED, DISABLED VETERAN, VIETNAM ERA, AND OTHER ELIGIBLE VETERAN EMPLOYEES

41 CFR § 60-741.23 (c), 60-741.42; Appendix B to Part 60-741 41 CFR § 60-250.42; Appendix A to Part 60-250

The Indiana Department of Transportation – Vincennes District maintains electronic data on employees. Such employee data includes an indication of those employees who are covered under the definitions of a disabled individual, a disabled veteran, a veteran of the Vietnam era, or other eligible veteran. These definitions are intended to be consistent with the definitions found in 41 C.F.R. Sections 60-741 and 60-250. Such persons are identified in two ways:

1. By inviting employees and new hires, should they believe themselves to be covered by this Affirmative Action Plan and wish to be recognized as such, to voluntarily identify themselves to the Agency Affirmative Action staff members (printed invitation immediately follows this page); and

2. By electronically maintaining data regarding those employees of whose disability the Agency has actual knowledge.

The invitation on the following page is provided to employees upon hire, and is posted in a location accessible to Agency staff members. The notice to applicants on the subsequent page is also posted in a location accessible to applicants.

Invitation to Self-Identify: Individuals with Disabilities, Special Disabled Veterans, Veterans of the Vietnam Era, or Other Eligible Veterans

The Indiana Department of Transportation – Vincennes District is subject to Section 503 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 2012 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. The Agency develops and maintains an affirmative action plan, with the intent to employ and advance in employment qualified individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

If you are an individual with disabilities, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, and would like to be considered under the Agency's affirmative action plan, please complete this form and submit it to: **Nina Daniel, Human Resources Director,** ndaniel@indot.in.gov or 812-895-7306.. (To obtain a blank copy of this form, please contact Nina Daniel.) Employees are asked to voluntarily provide this information. An employee who chooses not to provide this information will not be subject to adverse actions by the Agency. The information obtained will be kept in confidence, with only the following exceptions: (a) management and supervisory staff members may be informed, if necessary, in order to ensure proper placement and/or to accommodate a disability that the employee has identified, (b) first aid and/or safety personnel may be informed, if necessary and to the appropriate extent, should an employee with a disability require emergency treatment, and (c) government officials investigating affirmative action plan compliance under the above cited Acts may be informed.

If you are an individual with a disability, a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, you may inform **Nina Daniel, Human Resources Director**, of your request to be considered

under the affirmative action plan at this time and/or at any time in the future. I am an "Individual with a Disability". (1) I have a physical or mental impairment which substantially limits one or more of my major life activities, or (2) I have a record of such impairment. For purposes of this definition, an individual with a disability is substantially limited if s/he is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability. I am a "Special Disabled Veteran". I am (1) a veteran who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (a) rated at 30 percent or more, or (b) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 3106 of Title 38 U.S.C. to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability. I am a "Vietnam-Era Veteran". I either: (1a) served on active duty for a period of more than 180 days; (b) was discharged or released therefrom with other than a dishonorable discharge; and (c) some portion of my active duty occurred either: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (B) between August 5, 1964, and May 7, 1975, in all other cases; Or (2) I was discharged or released from active duty for a service-connected disability and some portion of my active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975, in all other cases. I am an "Other Eligible Veteran". I am a veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized. **Printed Name** Signature Date

NOTICE TO APPLICANTS

THE Indiana Department of Transportation -

Vincennes District's

AFFIRMATIVE ACTION PLAN FOR

VETERANS AND PERSONS WITH DISABILITIES

IS AVAILABLE FOR REVIEW TO ANY EMPLOYEE OR

APPLICANT FOR EMPLOYMENT

UPON REQUEST TO: Nina Daniel, Human Resources

Director, at 812-895-7306.

DATES AND TIMES FOR REVIEW ARE:

By Appointment

EXCLUDING OFFICIAL STATE HOLIDAYS.

IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES

A. Review of Personnel Processes

41 CFR § 60-250.44(b)

41 CFR § 60-741.44(b)

An ongoing review of employment processes will continue, to ensure consideration of the job qualifications of known disabled, disabled veteran, veteran of the Vietnam era, and other eligible veteran employees and applicants for job vacancies, promotions, and training opportunities, offered or available.

B. Review of Physical and Mental Job Qualifications

41 CFR § 60-250.44(c)

41 CFR § 60-741.44(c)

An ongoing review of physical and mental job qualifications will continue, to ensure that they are job-related and consistent with business needs and safe performance of the job.

C. Reasonable Accommodation to Physical and Mental Limitations

41 CFR § 60-250.44(d)

41 FR § 60-741.44(d)

In considering qualified veterans or disabled employees and/or applicants for employment or advancement, the Agency will review reasonable possibilities for accommodation to their physical and/or mental restrictions. Factors in determining the extent of the Agency's obligations will include business necessity, cost considerations, and safety.

V. HARASSMENT

41 CFR § 60-741.44(e)

41 CFR § 60-250.44(e)

The Agency has developed and implemented procedures to ensure that its employees with disabilities, disabled veterans, veteran of the Vietnam era, and other eligible veterans are not harassed because of their disability or veteran status.

VI. OUTREACH, RECRUITMENT AND EXTERNAL DISSEMINATION OF POLICY

41 CFR § 60-250.44(f)

41 CFR § 60-741.44(f)

- A. Recruiting efforts at schools will continue to include efforts to reach disabled students, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
- B. Employment advertisements will continue to include a statement that the Agency is an "Equal Opportunity Employer".
- C. The Agency may periodically enlist the assistance of agencies which might be helpful in recruiting qualified disabled and veteran applicants.
- D. When employees' photos are used in consumer, promotional or job advertising, photos of veterans and disabled workers will continue to be included whenever possible.

VII. INTERNAL DISSEMINATION OF POLICY

41 CFR § 60-250.44(g)

41 FR § 60-741.44(g)

The INDOT's EEO/AA policy is available to employees via:

1. Posted written notice on bulletin boards in District Office accessible to staff members;

- 2. A review of the Agency's annual Affirmative Action Plan upon request to the HR office or HR Director;
- 3. A copy of the Agency's annual Affirmative Action Plan located at the Indiana State Library.

VIII. AUDIT AND REPORTING SYSTEMS

41 CFR § 60-250.44(h)

41 CFR § 60-741.44(h)

The Agency implements an audit and reporting system that:

- 1. Determines the degree to which Agency objectives are being attained.
- 2. Indicates the need for remedial action, if any.
- 3. Ensures that individuals with known disabilities, veterans of the Vietnam era, and other eligible veterans have opportunity to participate in Agency-sponsored educational, training, recreational, and social activities.

IX. RESPONSIBILITY FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PROGRAMS

41 CFR § 60-250.44(i)

41 CFR § 60-471.44(i)

The Indiana Department of Transportation – Vincennes District recognizes that the success of this Affirmative Action Plan depends upon clearly defined areas of responsibility for implementation, as well as the commitment of all management levels to achieving the goals set out herein. While collective individual participation is essential to achieving the Agency's stated objectives, select staff members are assigned responsibility for ensuring the implementation of this Affirmative Action Plan. General responsibility designations are set forth below:

- A. Russell Fowler, District Deputy Commissioner, has overall responsibility for ensuring that the Affirmative Action Plan is effectively communicated and carried out. He insists upon the cooperation and support of all management levels and employees in order to ensure that the Affirmative Action Plan is effectively administered.
- B. **Nina Daniel, Human Resources Director,** is responsible for preparing, updating, and finalizing the annual Affirmative Action Plan. Responsibilities include, but are not necessarily limited to:
 - 1. Assisting in identifying potential problem areas.
 - Implementing audit systems which will:
 - a. Determine the degree to which Agency objectives are being achieved.
 - b. Determine the need for remedial action, if any.
 - c. Determine whether known disabled employees, disabled veterans, veterans of the Vietnam era, and other eligible veterans have had opportunity to participate in Agency-sponsored educational, training, recreational, and social activity.
 - 3. Serving as liaison between this Agency and organizations of and for disabled persons, disabled veterans, veterans of the Vietnam era, and other eligible veterans.
 - 4. Upon request, arranging for career counseling for known disabled employees, disabled veterans, veterans of the Vietnam Era, and other eligible veterans.
 - 5. Making periodic audits of employment action patterns within the Agency in order to identify impediments, if any, to attaining the objectives set out herein.
 - 6. Making periodic physical inspections of facilities in order to ensure technical compliance by checking to see that required EEO posters are properly displayed, that physical facilities are available to employees on a nondiscriminatory basis, and that Agency-sponsored training, recreational, and social activities are open to all employees.

C. Personnel involved in the selection process are trained to assist in the performance of the responsibilities listed above. They receive training in Equal Employment Opportunity, and their work performance is evaluated partially on the basis of efforts made and results achieved in this area. It is the individual responsibility of supervisors to take appropriate action to prevent the harassment of those who have been placed through affirmative action efforts, as well as all other Agency employees.

X. TRAINING

41 CFR § 60-250.44(j) 41 CFR § 60-741.44(j)

The **State Personnel Department** trains personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes, to ensure that the commitments in the Agency's Affirmative Action Plan regarding the disabled, disabled veterans, veterans of the Vietnam era, and other eligible veterans are implemented.