



United States Department of Transportation  
Civil Rights Symposium

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“Speaking With One Voice”

*EEO Workforce Analysis*

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# Title VII Civil Rights Act of 1964

Prohibits discrimination in employment on the basis of:

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Race  
Color  
Sex  
National Origin  
Creed  
Religion

# Equal Employment Opportunity Plan

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- Detailed, results-oriented set of procedures designed to achieve prompt and full utilization of minorities and women at all levels and in all parts of the workforce.
- Process to identify, hire, promote and retain employees that meet organization's needs.
- Tools
  - Utilization Analysis
  - Statistical Employment Practices



# Workforce Analysis

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- A statistical breakdown of the job categories cross-referenced by race and sex.
- Consist of:
  - Current work force
  - Availability analysis
    - compares the participation rate of minorities and women with their availability.
  - Goals and timetable



# Workforce Analysis

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- Purpose –
  - Identify job categories where there is underrepresentation and/or concentration of minorities or women
  - Set specific measurable hiring and promotion goals with target dates in each area of underutilization
  - Establish the framework for goals and timetables and other actions to correct employment practices that contributed to underrepresentation or concentration



# Employment Practices

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- The identification and assessment of current employment practices and patterns including:
  - Hiring
  - Disciplinary Actions
  - Promotions
  - Training opportunities
  - Testing programs
  - Compensation



# Employment Practices

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- Purpose –
  - Determine affected class
  - Help pinpoint cause of underutilization/concentration
  - Identify the practices that may operate as employment barriers
  - Help to develop non-discriminatory programs

# Benefits of the Analysis

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- **Ensures employment practices are non-discriminatory and defensible**
  - Identify systemic issues
  - Allows opportunity for the agency to make needed changes
  - Be proactive as opposed to reactive
- **Aid in strategic and succession planning**
  - Recognize skill set of employees
  - Identify level and type of employees needed for promotion/hiring
  - Analyze current policies
  - Allocate appropriate resources
- **Transforms data into information**



# Contact Information

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