



253 Elks Lane
San Luis Obispo, CA 93401
(805) 541-2228 Fax (805) 781-1291
www.slorta.org

EQUAL EMPLOYMENT OPPORTUNITY PLAN
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY

Plan Years
2024- 2027

Adopted: January 11, 2023

EEO Contact Information:

Tania Arnold
Deputy Director/Chief Financial Officer
EEO Program Officer
Office: 805.541.2228 x4397
EEOProgram@slorta.org

The Regional Transit Authority is a Joint Powers Agency serving residents and visitors of:
Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo and The County of
San Luis Obispo

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

Table of Contents

INTRODUCTION	3
STATEMENT OF POLICY	4
I. POLICY STATEMENT	5
II. DISSEMINATION AND COMMUNICATION OF PLAN.....	6
III. DESIGNATION OF EEO PERSONNEL & RESPONSIBILITIES	6
IV. UTILIZATION ANALYSIS	9
A. EEO Job Classifications.....	9
B. Workforce Analysis	11
C. Labor Force Availability Analysis.....	11
V. EMPLOYMENT GOALS AND TIMETABLE	13
A. Goal Guidelines	13
B. Short-term Employment Goals	14
C. Longer-Term Employment Goals	14
D. Barriers to Goal Implementation.....	15
E. Goal Timetable.....	15
VI. ASSESSMENT OF EMPLOYMENT PRACTICES.....	16
VII. MONITORING & REPORTING SYSTEMS	18
ATTACHMENTS.....	20
ATTACHMENT A – RTA Organizational Chart.....	21
ATTACHMENT B – Composition of internal workforce by EEO Categories.....	22
ATTACHMENT C – RTA Workforce Analysis	23
ATTACHMENT D – RTA Utilization Analysis	25
ATTACHMENT E – RTA Goal Timetable	28

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

INTRODUCTION

Overview

The San Luis Obispo Regional Transit Authority (RTA) provides intercommunity public transportation. The RTA's service area includes all of San Luis Obispo County and extends into Santa Barbara County to the south. The RTA provides regional fixed-route service (RTA) and Americans with Disabilities Act (ADA) complementary paratransit service (Runabout).

The RTA is a JPA (Joint Powers Authority) in San Luis Obispo County that operates bus service connecting cities throughout San Luis Obispo County (and beyond), including Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo and more. The RTA also oversees the administration of South County Transit (SCT) which operates in the Five Cities area of Shell Beach, Pismo Beach, Grover Beach, Oceano and Arroyo Grande.

EEO Purpose

The RTA is committed to providing a workplace free of discrimination, harassment and retaliation. This document is a description of the RTA's Equal Employment Opportunity (EEO) Plan which contains employment goals for women and minorities that are in compliance with the requirements set forth in the Federal Transit Administration (FTA) Circular 4704.1 (Equal Employment Opportunity Program Guidelines for Grant Recipients), dated July 26, 1988, and include the following:

1. A description of responsibility for implementing, monitoring, and evaluating the EEO Plan
2. RTA job titles categorized into seven of the eight applicable EEO job classifications
3. Employment goals identified for women and minority employees (Black/African Americans, Hispanic/Latino, Asian, Native Hawaiian/Pacific Islanders, American Indians/Alaskan Natives and two or more races)
4. Employment goals developed for males and females within each minority group
5. A description of the analysis performed to establish the employment goals, programs and activities to achieve the employment goals
6. A description of past and future enhancements to the EEO Plan

This Program is designed to assist staff in implementing the RTA's EEO Plan. Programs, activities and responsibility to achieve goals are included in this update. This EEO Plan covers the period from October 1, 2019 through September 30, 2023 and supersedes previous EEO Plan documents. The EEO Plan is intended to enhance the RTA's continued commitment to providing equal employment opportunities to all employees and applicants and to achieve the full utilization of all employees' skills and talent.

EEO History

This RTA EEO Plan is an update to the previous abbreviated plans adopted by the RTA Board of Directors dated September 2016, May 2012 and November 2019 and incorporates any new or revised standards. The EEO Plan will be reviewed and updated, at a minimum, every four years or as major changes occur in the workforce or employment conditions, whichever comes first. It is anticipated

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

that this Plan would be reviewed by the RTA staff annually to reflect changing conditions and progress.

STATEMENT OF POLICY

FTA C 4704.1A (2.2.1)

An essential component of the RTA EEO Plan is a comprehensive policy prohibiting discrimination and harassment in the workplace on the basis of EEO protected status. The policy statement expresses the RTA's commitment to EEO and is a reminder that all employees are protected under the EEO laws and those employees may seek assistance if they believe they have been subject to unlawful employment discrimination.

In developing and implementing this EEO Program, the RTA has been guided by an established policy of providing equal employment and advancement opportunities to all. Any goals that have been established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying good faith efforts in executing the EEO Program.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

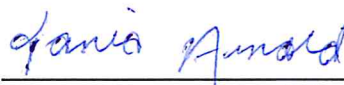
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I. POLICY STATEMENT

1. The RTA has a strong commitment to the community we serve and to our employees. As an equal opportunity employer, the RTA strives to have a workforce that reflects the communities we serve.
2. It's the policy of the RTA and its departments and agencies to pursue equal employment opportunity regardless of race, color, national origin, sex (including gender identify, sexual orientation, and pregnancy), age, genetic information, disability, height, weight, marital status, veteran status, disability, or protected class as defined by federal and state law in our relationship with applicants for employment, employees of the department/agency, and the public.
3. The RTA is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religions, absent undue hardship.
4. All employees and applicants for employment have the right to file complaints alleging discrimination. Retaliation against a person while files a charge of discrimination, participated in an employment discrimination proceeding (such as an investigation of lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.
5. The RTA commits to undertake an affirmative action program that will include goals and timetables in order to overcome the effects of past discrimination on minorities and women.
6. Where there is evidence of the present effects of past discrimination (inadvertent or intentional), a narrowly tailored remedy may be warranted. Any such affirmative action plan must be prepared in advance by the Executive Director or their designee, in accordance with Civil Service Rules, Regulations and applicable law, and then submitted to the RTA Board of Directors for its review and approval.
7. Deputy Director/Chief Financial Officer maintains overall responsibility and accountability for RTA's compliance with its EEO Plan and will serve as the EEO Officer for the RTA including plan preparation, implementation, monitoring and complaint investigation.
8. All RTA executive, management and supervisory personnel shall share in the responsibility for implementing and monitoring the RTA's EEO Plan within their respective areas to assure compliance is achieved.
9. As part of the annual evaluation process, managers and supervisors will be evaluated on their contribution to the success of the EEO Plan as achievement of the EEO goals provide benefits to the RTA through a fuller utilization and development of previously underutilized human resources.
10. The RTA commits to sustaining a diverse workforce that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Plan which will be made available for inspection by any employee or applicant for employment upon request.

 1-11-23

Executive Director Date
Geoff Straw

 1/11/23

Deputy Director/Chief Financial Officer Date
Tania Arnold
EEO Program Officer
805.541.2228 extension 4397
tarnold@slorta.org

II. DISSEMINATION AND COMMUNICATION OF PLAN

The RTA has identified formal communication mechanisms to publicize and disseminate the EEO plan, as well as appropriate elements of the plan, to its employees, applicants and the general public. The EEO Plan will be communicated in the following manner:

Internal

1. Copy of the EEO Policy Statement and full EEO Plan shall be provided to any RTA employee or applicant at time of hire or upon request, and included with the RTA Employee Handbook
2. The EEO Plan shall be made available on the RTA intranet
3. Presenting and discussing the EEO plan shall be part of new employee orientation and employee training programs
4. Posting of the official EEO Posters and the EEO policy statement in conspicuous facility locations (such as bulletin boards, breakrooms and meeting rooms)
5. A copy of the EEO Policy Statement shall be included with annual W2 paychecks
6. Executive, managerial, and supervisory personnel will be advised of the EEO Plan, changes and updates, through semiannual meetings and/or training, with emphasis on individual responsibilities for implementation of the policy
7. Periodic EEO training shall be conducted for all employees, managers and new supervisors (within 90 days of appointment)
8. Periodic meetings with employees and affinity groups to seek input on the EEO program and its implementation

External

1. EEO Plan shall be made available on the RTA website
2. Notifications of the EEO Plan shall be provided to recruitment sources and community groups
3. Employment advertising including but not limited to applications and recruitment advertisements, (such as newspapers, websites or social media) shall indicate the RTA as an equal employment opportunity employer
4. Including the EEO policy summary clause in contracts with vendors where appropriate.
5. The EEO Policy Statement shall be shared when participating in job fairs

The dissemination of the RTA's EEO Plan and Affirmative Action Policy is not limited to the above referenced items. As considered appropriate, RTA shall utilize whatever means necessary to convey the organization's commitment to equal employment opportunities.

Review

The EEO Plan will be reviewed and updated annually as determined by the EEO Officer to address the subjects of recruitment, employment, training, promotion and transfer of employees. The RTA will submit an updated EEO plan to the RTA Board of Directors every four (4) years for its approval.

III. DESIGNATION OF EEO PERSONNEL & RESPONSIBILITIES

As part of the RTA's efforts to ensure equal employment opportunity to all individuals, specific responsibilities have been designated to various staff to ensure that the EEO plan focuses on all

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

components of the employment system. To that end, the following responsibilities have been assigned. (Attachment A Organization Chart)

Implementation & Administration of Equal Employment Opportunity Activities

The Executive Director, in cooperation with the Deputy Director/Chief Financial Officer of the RTA shall implement this Equal Employment Opportunity (EEO) Plan and submit the plan to the RTA Board of Directors for its approval. The plan shall be consistent with applicable law.

The Deputy Director/Chief Financial Officer, or their designee, is responsible to undertake activities necessary to implement equal employment opportunity activities consistent with the plan. Overall Equal Employment Opportunity responsibilities shall be coordinated with the Department's Human Resources Personnel.

A. Equal Employment Opportunity Officer

Deputy Director/Chief Financial Officer shall serve as the RTA's EEO Officer and is directly responsible for the monitoring of the RTA policies, procedures and practices to ensure consistency with the RTA's EEO Plans.

The EEO Officer shall have and/or maintain:

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

Activities in this area may include:

1. Develop and implement the EEO policy statement and written EEO Plan through internal and external communication techniques
2. Assist management in collecting and analyzing data, identifying problem areas, setting goals and time tables and developing programs to achieve said goals. Identify steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees, including identifying areas where equal employment opportunity improvement is necessary and recommending actions for solving them.
3. Design, implement, and monitor internal audit and reporting systems to measure program effectiveness of the EEO Plan in accordance with FTA Circular 4704.1 and to determine where the progress has been made and where proactive action is needed.
4. Review the RTA's non-discrimination plan with all managers and supervisors to ensure the EEO policy is understood.
5. Ensure that EEO training is provided to all the RTA employees. Advise employees and applicants of available training programs and professional opportunities provided by the RTA.
6. Consult with other human resource and departmental personnel responsible for the developing of a plan to forecast departmental workforce needs.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

7. In conjunction with human resources, periodically review employment practices (hiring, promotions, training), personnel policies, selection processes, and record keeping procedures that affect equal employment opportunity. Employment data, practices and policies will be analyzed to determine if these afford equal employment opportunity. Appropriate steps to remedy any identified barriers will be taken in accordance with applicable law, rules, and regulations and as approved by the RTA Executive Director.
8. Concur in the RTA's employment activities and decisions involving recruitment, hiring, promotions, transfers, separation, and job classification of employees to assure compliance with the EEO Plan.
9. Analyze employment practices, including reassignments and promotions, and programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
10. Report data related to the composition of the workforce by race, gender, and disability status.
11. Coordinate Section 504/ADA/reasonable accommodation activities. These accommodations may include:
 - Providing written interview for persons who are hearing impaired
 - Providing a proctor for a person who is visually impaired
 - Providing more time for persons with a proven learning disability
 - Providing a quiet environment for persons with attention deficit disorder
12. Investigate allegations of illegal discrimination and sexual harassment complaints
13. Include efforts to meet affirmative action goals and compliance with the EEO Plan in the annual performance reviews of direct report management employees. Initiate and/or support the efforts of direct reports to meet EEO Plan goals or to correct identified problems
14. Report periodically to the Executive Director on EEO Plan progress and compliance
15. Serve as liaison between agency, federal, state, county and local governments, regulatory, minority, women, disability organizations and other community groups
16. Periodically provide an audit the external posting locations to ensure EEO materials posted and updated

B. Executives, Managers, and Supervisors

Executives, managers, and supervisors are responsible for assuring that recruitment for vacancies is handled in a manner to attract a qualified, diverse applicant pool and that hiring decisions are based on job-related factors. Additionally, they shall be responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. All employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations and policies.

Activities in this area may include:

1. Assist the EEO Officer in data needs, setting goals and timetables needed to develop, maintain and successfully implement the EEO Plan
2. Promote the fair and nondiscriminatory treatment of employees and job applicants with respect to all employment actions and activities. Promote a safe and friendly work environment free from discrimination, harassment and retaliation for filing a complaint.
3. Participate actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specific goals and objectives

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

4. Conduct and support career counseling for all employees
5. Serve as a liaison of the EEO Plan to outside organizations/groups
6. Respond immediately and appropriately to known harassment and discrimination complaints and protect employees from retaliation because of filing a complaint
7. Attend the required EEO and sexual harassment prevention training that is required by AB 1826
8. When necessary, remind employees of the RTA's EEO Plan and Affirmative Action Policy. Hold regular discussions with managers, supervisors and employees to ensure agency's policies and procedures are being followed
9. Encourage participating to support the advancement of the EEO Plan through professional development and career growth opportunities, posting promotion opportunities, job shadowing and mentoring.
10. Confer with the EEO Officer and the Human Resources personnel on selection procedures, prior to beginning new hire or promotional selection processes
11. Assist Human Resources with recruitment of under-represented groups for all job classifications by using established outreach sources
12. Cooperate with EEO Officer in the review of information and investigation of complaints
13. Check periodically to ensure that all the RTA work locations have prominent postings of information on the agency's EEO Policy Statement, including the prohibition on sexual harassment, and state and federal nondiscrimination policies

C. RTA Employees

All RTA employees are responsible for conducting themselves in accordance with the RTA's adopted EEO Plan and Policy Statement, including the prohibition on sexual harassment. All newly hired employees shall receive this information in their new hire packets.

IV. UTILIZATION ANALYSIS

Pursuant to FTA Circular 4704.1A (EEO Program Guidelines), the RTA shall prepare a Utilization Analysis as part of its EEO Program submission.

The Utilization Analysis is the tool that determines if underutilization exists. In sum, it compares the EEO subgroup (a grouping of jobs with similar duties as defined by the Equal Employment Opportunity Commission) to RTA's current workforce composition to the availability of women and minorities in the relevant labor market. The completed Utilization Analysis will identify job categories that have an underutilization or concentration of minorities and women in relation to their availability in the relevant labor market.

A. EEO Job Classifications

The Utilization Analysis contains all major EEO job categories existing in the RTA. A description of the eight EEO Job Categories and the RTA positions is provided below. The composition of the RTA's workforce by EEO Job Category is provided as Attachment B.

1. Officials & Administrators:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, directs individual departments or agency operations and/or provide specialized consultation on a regional, district or area basis.

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

This category includes the following RTA positions: Executive Director, Deputy Director/CFO, Operations Manager, Grants & Finance Manager, Marketing & Community Relations Manager and the Safety & Training Manager

2. Professionals:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. Occupations which, require specialized and theoretical knowledge which is usually acquired through college training, or work experience and other training which provides comparable knowledge.

This category includes the following RTA positions: Human Resource Officer and Accounting Technician – Finance Administration

3. Technicians:

Occupations that require a combination of basic technical knowledge, manual skill which can be obtained through specialized post-secondary school, education or through equivalent on-the-job training. Occupations in which workers perform duties which may result in, or contribute to the safety of the general public.

This category includes the following RTA positions: Mechanic, Utility Worker and Parts Clerk

4. Protective Service:

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

This category includes the following RTA positions: None

5. Paraprofessionals:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. Occupations which, require specialized and theoretical knowledge which is usually acquired through college training, or work experience and other training which provides comparable knowledge.

This category includes the following RTA positions: Accounting Technician – Maintenance, Transit Training Instructor, Mobility Specialist/Trainer

6. Administrative Support:

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office.

This category includes the following RTA position: Administrative Assistant

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

7. Skilled Craft:

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office or on the road. These individuals serve as front-line supervisors responsible for directing and executing the day-to-day operational objectives of the organizations, and in some instances, directly supervising the activities of personnel.

This category includes the following RTA positions: Lead Supervisor, Operations Supervisor/Scheduling Supervisor, Maintenance Assistant Manager

8. Service-Maintenance:

Occupations in which workers perform duties which may result in, or contribute to the safety of the general public.

This category includes the following RTA position: Bus Operator

B. Workforce Analysis

The workforce analysis includes the total number of RTA employees and salary ranges for each EEO job category for the following subcategories for men and women. The Workforce Analysis also includes gender data and the approved EEO racial categories of White (W), American Indian/Alaska Native (AI/AN), Black/African American (B), Hispanic/Latino (H/L), Asian (A), Native American or Pacific Islander (NHOPI) or 2 or more races (Multi).

The San Luis Obispo Regional Transit Authority (RTA) Equal Employment Opportunity (EEO) Plan has been established to ensure a diverse workforce. As of November 2022, the RTA employed a total of 111 employees.

Of the 111 employees, 38 are female which is 34% of the current RTA workforce. The RTA's female labor workforce is slightly less than the County of San Luis Obispo's labor force distribution which consisted of 54.9% females in the labor market.

Of the 111 employees that opted to self-identify ethnic origin, 40 employees identified as a minority which accounts for 36% of the current workforce. The RTA's minority labor workforce exceeds the County's distribution of 29.2% minorities in the labor market.

The RTA's Workforce Analysis including a statistical breakdown of workforce by EEO category, sex and race is provided as Attachment C.

C. Labor Force Availability Analysis

The RTA compiled information on the availability of minorities and women in the workforce at large and analyzed participation rates of minorities and women at the various levels of the workforce in comparison with their availability in the relevant labor market. The RTA used relevant geographic areas and labor force data for different job categories and to identify reasonable recruiting areas. For example, executive management and professional positions

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

(such as Executive Director, CFO and Managers) would likely have a broader, more regional or national recruiting area compared with a local recruiting area for the lower-skilled jobs (such as Bus Operator).

The labor force distribution by race and ethnicity for the County of San Luis Obispo, as reported by the California Employment Development Department (EDD), is identified below in Table IV.1 and serves as the primary recruiting area for the RTA.

Table IV.1 – San Luis Obispo County Total Labor Force Distribution By Race reported by the California Employment Development Department								
San Luis Obispo County	Total Labor Force	Hispanic / Latino	White	African American / Black	American Indian / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Multi (2 or more Races)
	135,331	29,388	95,816	2,282	503	4,425	0	2,917
		21.7%	70.8%	1.7%	0.4%	3.3%	0%	2.2%

Based on guidelines established by the Federal Transit Administration (Circular 4704.1.III), the Utilization Analysis Worksheet was developed to identify areas of underutilization and to help set appropriate goals and timetables. The Utilization Analysis conducted by the RTA compares the most recent data available of the relevant labor market from the following sources: the San Luis Obispo County [2020 Census by Gender, Race and Hispanic Origin](#) and the Equal Employment Opportunity Job Categories by Race ([EEO Tabulation 2014-2018 \(ACS 5-year estimates\)](#)) and compared this data against to RTA's current workforce data as of November 21, 2022.

The results of the Utilization Analysis are provided as Attachment D and identifies any underutilized subcategories in specific job categories as well as shows the concentration of minorities and females in a specific job category. A brief summary of the RTA's Utilization Analysis of the following job classifications is shown below in Table IV.2. The Utilization Analysis identified underutilization of female or minorities in the categories for bus mechanic, bus supervisor and bus driver positions.

Table IV.2 – RTA Utilization Analysis Summary

Table IV.2 – RTA Utilization Analysis Summary	
Officials & Administrators	Not underutilized in any category
Professionals	Not underutilized in any category
Technicians	20% underutilized in in White Female and Hispanic / Latino Female categories (2 bus mechanic, utility worker or parts clerk

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

	positions); not underutilized in other male/female minority categories
Protective Services	Not-Applicable
Paraprofessional	Not underutilized in any category
Administrative Support	Not underutilized in any category
Skilled Craft	19% underutilized in Hispanic / Latino Male (3 bus supervisor positions); not underutilized in any female or other minority categories
Service-Maintenance	38% underutilized in Hispanic / Latino Male, White Female, Hispanic Female and Asian Female categories (22 bus driver positions); not underutilized in other male/female minority categories

V. EMPLOYMENT GOALS AND TIMETABLE

The Utilization Analysis shall be used to help set reasonable placement goals for underrepresented groups and help maintain workforce representation which meets or exceeds availability rates for females and minorities in all job categories.

A. Goal Guidelines

Employment Goals shall be established utilizing the following standards:

1. Executive Director, Deputy Director/CFO and managers shall be invited to participate in the goal-setting process using the Utilization Analysis as a foundation for goal-setting
2. Goals shall not consist of rigid and inflexible quotas that must be met, but rather are targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.
3. The RTA shall establish and set forth, where necessary, specific goals separately for each protected group deemed.
4. Progress of such goals shall be part of the regular EEO plan performance reviews.

In determining Employment Goals, the following factors shall be considered:

1. Female and minority availability for the County's relevant labor market area.
2. The general availability of females and minorities having required requisite skills in the relevant labor market area.
3. The availability of promotable and transferable female and minorities within the RTA.

By setting realistic goals, based on expected vacancies and anticipated availability of skills within the relevant labor area, and using a job-related selection system, the RTA should be able to meet the goals within the following guidelines:

1. General goals are designed to encourage the development of short-term and long-term recruitment plans and to achieve a more diversified workforce.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

2. The RTA reviews and updates the information and commitments noted in this EEO Plan annually to ensure the RTA maintains an effective and meaningful equal employment opportunity program.
3. In all employment decisions, selection decisions are made in a nondiscriminatory manner. Placement goals are not a justification to extend a preference to any individual, select an individual, or adversely affect an individuals' employment status, on the basis of that person's race, color, religion, sex or national origin.
4. The RTA does not use placement goals to create set-asides for specific groups, nor are they intended to achieve proportional representation of equal results.
5. Placement goals do not supersede merit and MOU selection principles.
6. Goals are designed to distribute minority and female employment proportionately throughout job categories in the RTA.
7. The RTA works to eliminate artificial barriers to employment and to prevent occurrence of arbitrary discrimination practices relating to employment or access to promotion within the RTA.
8. The RTA works to provide an atmosphere of acceptance and understanding in which differences of race, gender, creed, religion, color, national origin, age or sexual orientation contribute to, rather than distract from effective job relations.
9. The RTA works to eliminate physical barriers and constraints in both facilities and job composition which work against employment of the disabled.

In general, the RTA will continue to attempt to place females and persons from all minority groups in positions in all EEO job categories through external hiring or internal promotional opportunities. Specific short-term goals and long-range percentage goals shall be set for females and minorities in underutilized job categories.

B. Short-term Employment Goals

Short-term goals represent anticipated changes annually and is based on anticipated job openings and job category availability.

1. The RTA Board adoption of full EEO Plan
2. Establishment of an EEO Workgroup with managers and supervisors to meet goals for the inclusion of females and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories
3. Implement annual EEO plan training program for all employees
4. Utilize hiring and promotional opportunities to assure a continuance of meeting or exceeding the County of San Luis Obispo's labor force parity standard
5. Increase the representation of those underutilized job categories through supervisory training and minority recruitment

C. Longer-Term Employment Goals

Long-term goals look ahead two years or more and considers the future availability of underutilized groups and opportunities to add employees due to increases in capital or operating funds. The RTA does not have yearly hiring goals and is largely confined to the hiring of replacements of current vacant positions only. Changes in the RTA's workforce occurs primarily through attrition.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

Longer-term employment goals could include, but are not limited to, the following:

1. Evaluate prior discrimination in hiring practices
2. Evaluate applicable hiring criteria to ensure that they are reasonably job-related and do not arbitrarily exclude members of any underutilized job category
3. Implement inclusive outreach efforts to ensure that members of any underutilized job category have equal opportunity to seek employment with the RTA
4. Work with human resources to develop and implement a reporting system to track and monitor the number of applicants, hires, promotions and terminations by sex, race and disability.
5. Work with human resources to develop on-boarding and succession planning strategies as recruitment is anticipated as a continued challenge over the next several years.

D. Barriers to Goal Implementation

The RTA continues to experience significant challenges recruiting qualified candidates in the Technician EEO job category for Bus Mechanics, Utility Workers and Parts Clerk. Recruitment challenges include competitive salaries, decreased level of interest of the labor force in trades work, shrinking pool of qualified applicants with the necessary skills and experience, and affordability to live and work in San Luis Obispo County. It has historically been a challenge to hire females for manual labor positions. Additionally, some positions are filled internally in accordance with the appropriate union contract, such as a mechanic apprenticeship position.

The EEO job category of Skilled-Craft workers account for the RTA's Operations Supervisors. This category is almost evenly split between male and female supervisors. Typically, this has been a long-term service category with supervisor positions not becoming available very often making resolving the underutilization in this category to require a vacancy to occur first. Unprecedented in 2022, the RTA had three (3) supervisor positions become available that were filled with in-house staff.

Turnover and modest fleet growth has allowed the RTA to work toward achieving its workforce distribution goals. Employee turnover at the RTA is most prevalent in the Service-Maintenance EEO job category for Bus Operators. The COVID pandemic has had a direct impact on recruiting and hiring for Bus Operators due to regular exposure to the general public. The RTA provides hiring and shift incentive pay and all-inclusive job training for new Bus Operators. However, the largest challenge for recruitment and retention of Bus Operators remains the affordability to live and work in San Luis Obispo County. Attracting and retaining female employees in a historically male dominated industry, particularly as operators of heavy equipment, continues to be a challenge for the RTA.

E. Goal Timetable

The RTA has developed Placement Goals 2024-2027 to use as a guideline for reaching parity amongst any identified underutilized job categories. These goals will be reached primarily through recruiting efforts and advertising to increase the pool of qualified female and minority applicants and through implementation of the EEO Plan (Attachment E).

VI. ASSESSMENT OF EMPLOYMENT PRACTICES

The San Luis Obispo Regional Transit Authority (RTA) is a Joint Powers Authority in San Luis Obispo County and as such uses the County of San Luis Obispo Office of Human Resources to recruit persons for employment. The RTA utilizes the County's NeoGov software program for recruitment and employment applications.

A. Recruitment

Recruitment is a shared responsibility between the County of San Luis Obispo and the RTA. Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions.

Recruitment of applicants to assure equal opportunity may include the following employment resources:

- Posting of vacancy(s), internally or externally (e.g., targeted newspapers, trade, professional and other journals, e-mail, Internet)
- Contacting universities, colleges, schools and professional organizations.
- Use of career development programs (e.g., school to work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs)
- Referral agencies (e.g., Department of Career Development or other state/local employment agencies, private agencies)
- Participating in the County's Human Resources Website to provide timely recruitment and promotional information to applicants and employees

B. Selection Process

The RTA Employee Handbook, Article 5 on "Recruitment, Selection and Classification" ensures that all employee selections and promotions shall be made according to merit, qualifications and job requirements. The policies and procedures outlined in the Employee Handbook are consistent with the policies regarding Equal Opportunity Employment laws as enforced by the Department of Labor. The RTA maintains accurate documentation of the selection process, including an evaluation of the selected candidate, which is retained for six months after interviews are conducted.

All external applicants must complete the County's standard online application for employment through NeoGov. Accommodations can be made to apply electronically on-site at the County Government Building should an applicant need assistance in completing the on-line application. Screening is performed by the County's Human Resources division to determine whether an applicant meets the minimum skills, required experience and/or education, and any other special requirements (e.g.; licensing) listed for the position. Some job announcements might also require responses to supplemental questions, which provides applicants with an additional opportunity to demonstrate he/she meets the minimum qualifications.

Applicants are asked to complete an optional online application profile through the County's website which would reveal the ethnic group of the applicants and how they learned of the open position. However, information about the applicants' gender, ethnicity and age is

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

voluntary and lack of this voluntary information on the application does not disqualify the applicant.

All internal applicants for promotion must complete the RTA's standard paper application for employment through the RTA Human Resources Office.

C. Hiring

The RTA will make hiring decisions based upon an evaluation of its workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

D. Employee Relations and Development

Managers and supervisors are responsible to provide other information necessary for the administration of EEO Plan within the RTA. Each department/agency will continue to review on an annual basis:

- a. Participation by employees in training and other professional development activities to assure that participation occurs in a non-discriminatory manner, and
- b. Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner.

E. Promotions and Career Advancement

In accordance with the principles of equal employment opportunity, the RTA will 1) promote employees based on experience, training, and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities with the department, e.g.; training programs (internal and external).

Persons currently employed at the RTA are given every consideration and encouraged to apply for open positions. Provided the current employee meets the qualifications of the open position for which they are applying and is not under disciplinary suspension or probation, he or she will be given equal consideration without regard to race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical condition, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status except where the disability would impede fulfillment of the job's essential functions.

Internal applications for promotion are completed via paper hard-copy and retained for six months following the promotion.

F. Training

All training programs supported or sponsored by the RTA are equally open to women and minority group employees on the basis of qualifications, knowledge, skills, abilities and motivation. The RTA coordinates with the County of San Luis Obispo to provide bi-annual training on discrimination and sexual harassment to all managers, supervisors and line staff. The RTA also provides ongoing training to staff about ADA laws and reasonable accommodations for assessments.

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

G. Terminations and Disciplinary Procedures

Disciplinary action may take the form of verbal or written warnings, suspensions without pay, and/or termination by the Executive Director or his/her designee. The procedures outlined above are administered without regard to membership of a protected class. Employees of or any applicant for employment at the RTA who feels they have been discriminated against should contact the EEO Program Officer who will immediately investigate the circumstances involved in the complaint and will take appropriate corrective action in accordance with Regulations and applicable law.

H. Statistical Data

The RTA coordinates recruitment through the County's Office of Human Resources and the RTA Human Resources Officer. The RTA is committed to undertake qualitative and quantitative analysis of employment practices to identify those practices that operate as employment barriers and/or unjustifiably contribute to underutilization. The RTA will track data on the following:

- List of recruitment resources used (including name and contact info)
- Number of applicants by category including female, minorities, disabled and veterans
- Number of applicants versus number hired
- Number of promotions (including gender and race information)
- Testing accommodations and list of jobs with written examinations
- Disciplinary actions including gender and race
- Terminations and separations including gender and race
- Salary data on males, females, and minorities
- Exit interview findings
- Availability of bilingual materials

The EEO Officer will monitor and review selection and employment procedures to determine whether the RTA procedures influence employment opportunities for women and minorities. The RTA shall use the summary data collected to conduct a statistical assessment of present employment practices to identify those practices contributing to areas of underutilization and various methods to address the underutilization. This includes as review of current practices in recruitment, testing, selection/hiring, promotions, termination/separation and disciplinary actions.

VII. MONITORING & REPORTING SYSTEMS

An important part of any successful EEO program is the establishment of an effective and workable internal monitoring and reporting system. This system serves the following basic purposes:

- Assesses EEO Plan accomplishments and EEO Officer's effectiveness in accomplishing program goals
- Enables the RTA to evaluate the EEO Plan during the year and to take any necessary corrective action regarding the development and execution of programs of goals and timetables.
- Identifies managers and supervisors who have failed to achieve the goal or to implement affirmation action.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

- Provides a precise and factual database for future projections.

A. Procedures for Agency Monitoring

The RTA will monitor its EEO Plan by evaluating data on applicants, new hires, promotions, transfers, discipline, and terminations on an annual basis. The RTA will take any necessary corrective action regarding the development and execution of programs, goals, and timetables. The procedures to continuously monitor employment procedures and practices to measure the effectiveness of the EEO Plan include:

1. Compile applicant data to include race and gender, position sought, and the ultimate disposition of each job applicant, where the collection of such information does not violate the individual's rights.
2. Compile applicant data to include individuals with disabilities and Veterans, the number of applicants for employment and/or promotions in each job category and the number hires and promoted, cross-reference by age, race and gender.
3. Compile data for each promotional or transfer opportunity to include all persons considered, identified by age, race and gender.
4. Compile employee termination data (both voluntary and involuntary) to include the race, gender, and position.
5. Compile employee disciplinary data to include the race, gender, and position and type of disciplinary action.
6. Compile employee training data to include race, gender, and position.
7. Monitor the effectiveness of recruitment and outreach efforts to community organizations by maintaining a record of the outreach responses and auditing applicant pools for diversity at all levels and for all positions
8. Ensure annual meetings with staff responsible for the EEO Plan to review the RTA's compliance with the plan sections, goals and timeframes to reach goals, employment statistics and data collected throughout the year
9. Develop an Action Plan to remedy any EEO Plan deficiencies that are identified in the annual EEO Plan meetings
10. Conduct ongoing training with supervisors and managers at the RTA to ensure compliance with all aspects of the EEO Program and evaluate internal training and promotional opportunities for adverse impact
11. Maintain a log of all alleged employment discrimination complaints to complainant name, parties involved, date of incident/complaint, list of complaint(s) and current status. Update log as complaints arise and are investigated. This data is used to identify trends, ensure timeliness of complaint investigations and resolutions, and report results to the RTA's Executive Director
12. Review periodically, in conjunction with human resources, the RTA's union contracts to ensure employment practices and policies stated therein are current (e.g., hiring,

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted: January 11, 2023

promotions, training, complaint policies, reasonable accommodation policies, performance evaluations and grievance procedures) and to ensure there is not a disparate impact

B. Procedures in Determining Subrecipient Compliance

1. Subrecipients of the RTA who are awarded contracts greater than \$50,000 and with 50 or more employees shall submit their EEO Program annually to the RTA. Procedures for determining EEO compliance of subrecipients are as follows:

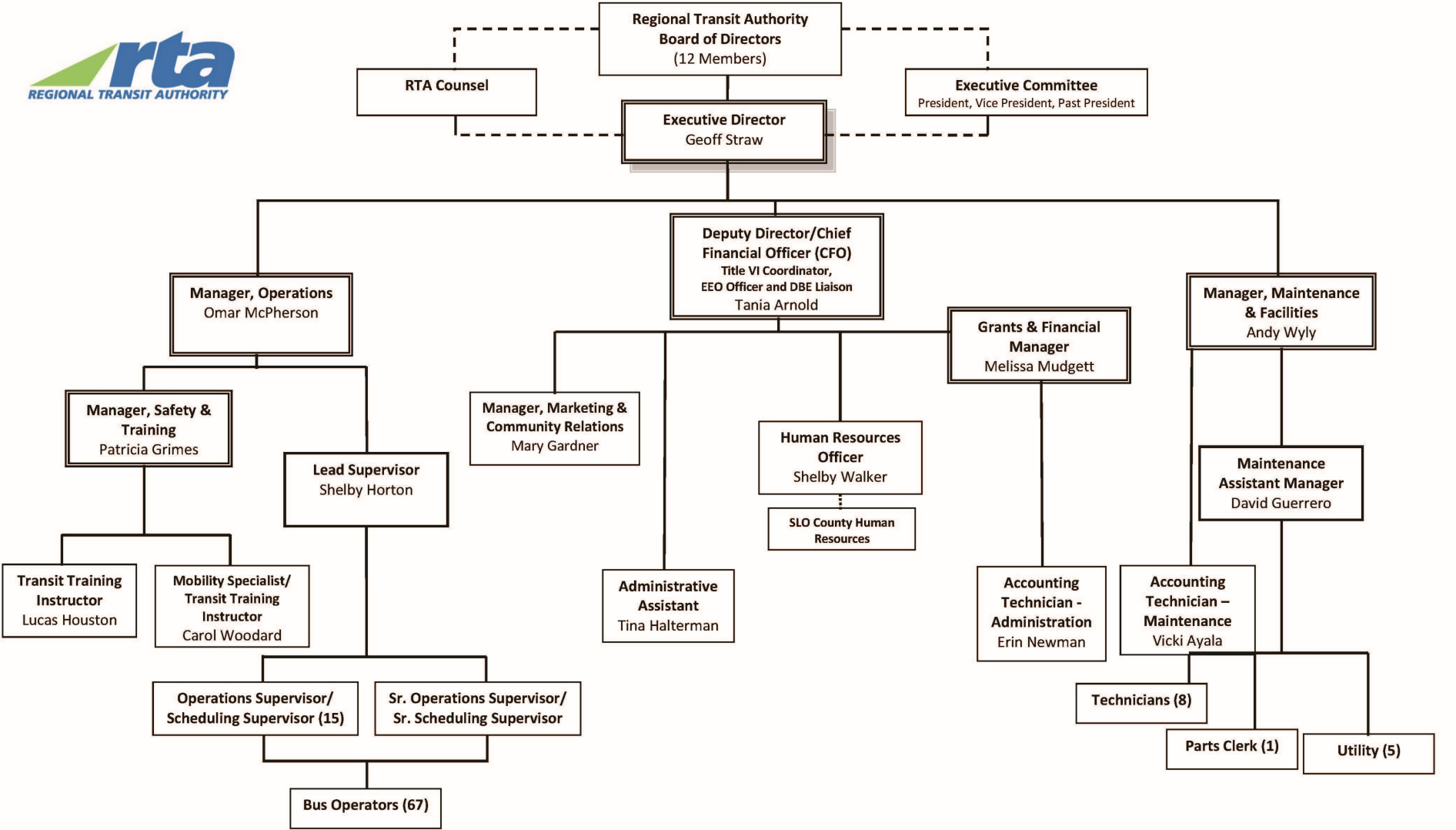
- Review subrecipients EEO program annually for FTA triennial audits,
- Identify deficiencies for correction,
- Provide technical assistance as needed; and
- Provide periodic site visits to review subrecipient's EEO program for FTA compliance.

Currently, the City of Atascadero is the RTA's only subrecipient and they provide Dial-A-Ride service in the City of Atascadero. Documentation relating to the review of subrecipient and contractors EEO Plan review and required compliance documents are collected by the RTA as part of the annual site monitoring visits and are maintained for FTA triennial reviews.

C. Procedures for Agency Reporting

The EEO Plan Officer shall meet annually with the RTA's Executive Director to discuss the progress of the EEO Plan and the results of monitoring procedures. All program EEO-related meetings held between the EEO Officer and management, including topics covered, follow-up actions, EEO Officer's meetings with human resources and hiring officials to review current EEO goals and statistics on employment practices and policies are tracked.

ATTACHMENT A – RTA Organizational Chart



November 1, 2022

ATTACHMENT B – Composition of internal workforce by EEO Categories

(FTA 4704.1, CH III -2 d.(1))

The San Luis Obispo Regional Transit Authority (RTA) Equal Employment Opportunity (EEO) program conducted a workforce analysis which accounted for all RTA employees (full-time, part-time and casual). The RTA employs workers in seven of the eight EEO job group categories.

COMPOSITION OF INTERNAL WORKFORCE BY EEO CATEGORIES				
Job Group	EEO Job Classification	RTA Job Position(s)	Number of RTA employees	Workforce %
1	Officials & Administrators	Director, Deputy Director & CFO and Managers	7	6.3%
2	Professionals	Human Resources Officer, Accounting Technician - Finance & Administration	2	1.8%
3	Technicians	Mechanics, Utility Workers, Parts Clerk	14	12.6%
4	Protective Service		0	0%
5	Paraprofessionals	Accounting Technician – Maintenance, Transit Training Instructor, Mobility Specialist/Trainer	3	2.7%
6	Administrative Support	Administrative Assistant	1	.9%
7	Skilled Craft	Maintenance Assistant Manager, Lead Supervisor, Senior Operations Supervisor, Operations/Scheduling Supervisors	17	15.3%
8	Service-Maintenance	Bus Operators	67	60.4%
Total RTA employees			111	

The RTA's EEO Program has been established to ensure a diverse workforce. As of November 2022, the RTA employed a total of 111 employees, with Bus Operators accounting for 60.4% of the workforce.

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

ATTACHMENT C – RTA Workforce Analysis

(FTA 4704.1 Ch. III 2 d(1))



The San Luis Obispo Regional Transit Authority (RTA) Equal Employment Opportunity (EEO) Plan has been established to ensure a diverse workforce. As of November 2022, the RTA employed a total of 111 employees.


Of the 111 employees; 38 are female, or 34% of the workforce. The RTA's female labor workforce is slightly less than the County of San Luis Obispo's labor force distribution which consisted of 54.9% females in the labor market.

Of the 111 employees that opted to self-identify ethnic origin; 40 identified as a minority, or 36% of the workforce. The RTA's minority labor workforce exceeds the County's distribution of 29.2% minorities in the labor market.

The percentage breakdown per EEO Minority Category for the RTA is provided below.

<u>Percentage</u>	<u>EEO Minority Categories</u>
• 2%	American Indian/Alaskan Native
• 5%	Black / African American
• 20%	Hispanic / Latino
• 3%	Asian
• 0%	Native Hawaiian or Pacific Islander
• 6%	2 or More Races

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

<div><div>253 Elks Lane San Luis Obispo, CA 93401-5410 (805) 541-2228 Fax (805) 781-1291 www.slorta.org</div></div>						RTA WORKFORCE COMPOSITION - 2022															
						WHITE / CAUCASIAN		AMERICAN INDIAN / ALASKAN NATIVE		BLACK / AFRICAN AMERICAN		HISPANIC / LATINO		ASIAN		NATIVE HAWAIIAN OR PACIFIC ISLANDER		2 OR MORE RACES			
						White		AI/AN		B		H/L		A		NHOPI		MULTI			
ANNUAL SALARY RANGE ^{1,2}		EEO CATEGORY DESCRIPTIONS	SLORTA POSITIONS	TOTAL EMPLOYEES	MALE	FEMALE	M	F	M	F	M	F	M	F	M	F	M	F			
\$ 82,382	\$ 174,830	Officials & Administrators	Director, Deputy Director/CFO, Operations Mgr, Facilities/Maint Mgr, Marketing Mgr, Grants Mgr, Training Mgr	7	3	4	2	4	0	0	1	0	0	0	0	0	0	0			
					43%	57%	29%	57%	0%	0%	14%	0%	0%	0%	0%	0%	0%	0%			
\$ 51,809	\$ 90,013	Professionals	HR Officer, Accounting Tech - Admin	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0			
					0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
\$ 42,328	\$ 95,534	Technicians	Mechanics, Utility Workers, Parts Clerk	14	14	0	3	0	2	0	0	8	0	0	0	0	0	1			
					100%	0%	21%	0%	14%	0%	0%	57%	0%	0%	0%	0%	0%	7%			
\$ -	\$ -	Protective Service		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
					0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
\$ 51,809	\$ 76,944	Paraprofessionals	Accounting Tech - Maint, Transit Training Instructor, Mobility Spec/Trainer	3	1	2	1	2	0	0	0	0	0	0	0	0	0	0			
					33%	67%	33%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
\$ 49,342	\$ 62,410	Administrative Support	Administrative Assistant	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0			
					0%	100%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%			
\$ 56,977	\$ 96,434	Skilled Craft	Maintenance Asst Mgr, Lead Supv, Senior Ops Supv, Ops Sched Supv	17	9	8	7	6	0	0	0	0	2	2	0	0	0	0			
					53%	47%	41%	35%	0%	0%	0%	0%	12%	12%	0%	0%	0%	0%			
\$ 40,664	\$ 55,453	Service Worker	Bus Operators	67	46	21	31	12	0	0	4	1	5	5	3	0	0	3			
					69%	31%	46%	18%	0%	0%	6%	1%	7%	7%	4%	0%	0%	0%			
		TOTAL RTA EMPLOYEES		111	73	38	44	27	2	0	5	1	15	7	3	0	0	4			
data collected 11/21/2022					66%	34%	40%	24%	2%	0%	5%	1%	14%	6%	3%	0%	0%	4%			
¹ RTA Board Adopted FY2022/2023 Staff Salary Schedule																					
² Bus Operator, Mechanic, Utility Worker, Parts Clerk Salary Schedule provided in the Teamsters Union Local 986 Collective Bargaining Agreement (CBA) expiring December 31, 2022																					
							White		AI/AN		B		H/L		A		NHOPI		MULTI		
							71		2		6		22		3		0		7		
						RTA Workforce Composition		64%		2%		5%		20%		3%		0%		6%	

ATTACHMENT D – RTA Utilization Analysis 2022

Job Category Use EEO-4	Salary Range (\$XX,000- XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
1 - Officials & Administrators																				
Current Workforce	\$82,382 - \$174,830	7	2	1	4	0	2	-	1	-	-	-	-	4	-	-	-	-	-	-
Percent in Category	^Entry		28.6%	14.3%	57.1%		28.6%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	57.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							49.6%	0.6%	0.3%	7.9%	2.5%	0.0%	0.9%	29.4%	0.3%	0.0%	4.4%	3.2%	0.0%	0.9%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
2 - Professionals																				
Current Workforce	\$51,809 - \$90,013	2	0	0	2	0	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Percent in Category	^Entry				100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							38.1%	0.1%	1.2%	4.2%	2.5%	0.0%	1.6%	42.4%	0.3%	0.7%	5.9%	1.6%	0.0%	1.3%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
3 - Technicians																				
Current Workforce	\$42,328 - \$95,534	14	3	11	0	0	3	2	-	8	-	-	1	-	-	-	-	-	-	-
Percent in Category	^Entry		21.4%	78.6%			21.4%	14.3%	0.0%	57.1%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							27.0%	0.0%	2.1%	6.9%	2.4%	0.0%	1.9%	9.6%	0.5%	1.0%	9.9%	3.8%	0.0%	0.6%
Percent Underutilized														10%			10%			
Underutilized (Yes/No)								No	No	No	No	No	No	Yes	No	No	Yes	No	No	No
Number Needed to Reach Parity								-	-	-	-	-	-	1	-	-	1	-	-	-
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3														10%						
Planned percent increase Year 4																	10%			

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

Job Category Use EEO-4	Salary Range (\$XX,000- XX,000)	Total Workforce					Male							Female						
		All	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
Planned percent increase Year 4																	10%			
4 - Protective Service																				
Current Workforce	N/A	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Percent in Category	^Entry						0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No		
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-		
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
5 - Paraprofessional																				
Current Workforce	\$51,809 - \$76,944	3	1	0	2	0	1	-	-	-	-	-	-	2	-	-	-	-	-	-
Percent in Category	^Entry		33.3%		66.7%		33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							46.4%	0.2%	0.2%	25.2%	2.9%	1.2%	2.1%	10.0%	0.0%	0.0%	9.6%	1.8%	0.0%	0.4%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No		
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-		
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				
6 - Administrative Support																				
Current Workforce	\$49,342 - \$62,410	1	0	0	1	0	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Percent in Category	^Entry				100.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent of Availability							17.4%	0.0%	0.5%	4.6%	1.5%	0.0%	1.0%	53.2%	0.3%	0.7%	16.9%	2.1%	0.0%	1.8%
Percent Underutilized																				
Underutilized (Yes/No)								No	No	No	No	No	No	No	No	No	No	No		
Number Needed to Reach Parity								-	-	-	-	-	-	-	-	-	-	-		
Planned percent increase Year 1																				
Planned percent increase Year 2																				
Planned percent increase Year 3																				
Planned percent increase Year 4																				

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

7 - Skilled Craft																			
Current Workforce	\$56,977 - \$96,434	17	7	2	6	2	7	-	-	2	-	-	-	6	-	-	2	-	-
Percent in Category	^Entry		41.2%	11.8%	35.3%	11.8%	41.2%	0.0%	0.0%	11.8%	0.0%	0.0%	0.0%	35.3%	0.0%	0.0%	11.8%	0.0%	0.0%
Percent of Availability							61.3%	0.0%	0.1%	30.4%	0.6%	0.0%	1.8%	3.0%	0.0%	0.1%	2.4%	0.3%	0.0%
Percent Underutilized										19%									
Underutilized (Yes/No)								No	No	Yes	No	No	No	No	No	No	No	No	No
Number Needed to Reach Parity								-	-	3	-	-	-	-	-	-	-	-	-
Planned percent increase Year 1																			
Planned percent increase Year 2										6%									
Planned percent increase Year 3										6%									
Planned percent increase Year 4										7%									
8 - Service-Maintenance																			
Current Workforce	\$40,664 - \$55,453	67	31	15	12	9	31	-	4	5	3	-	3	12	-	1	5	-	3
Percent in Category	^Entry		46.3%	22.4%	17.9%	13.4%	46.3%	0.0%	6.0%	7.5%	4.5%	0.0%	4.5%	17.9%	0.0%	1.5%	7.5%	0.0%	4.5%
Percent of Availability							24.5%	0.3%	1.3%	16.3%	1.7%	0.0%	0.5%	30.7%	0.1%	0.4%	20.2%	2.8%	1.2%
Percent Underutilized										9%				13%			13%	3%	
Underutilized (Yes/No)								No	No	Yes	No	No	No	Yes	No	No	Yes	Yes	No
Number Needed to Reach Parity								-	-	5	-	-	-	8	-	-	8	1	-
Planned percent increase Year 1																			
Planned percent increase Year 2										3%				3%			4%		
Planned percent increase Year 3										3%				5%			4%		
Planned percent increase Year 4										3%				5%			5%	3%	
DATA SOURCE: 2014-18 San Luis Obispo County EEO Estimator - EEO Job Categories 1 "Officials & Administrators" (Exec Dir, Dep Dir/CFO, & Managers), EEO Job Category 2 "Professionals" (Human Resources and Accounting Technician), Job Category 3 "Technicians" (Bar Mechanic, Utility Worker & Parts Clerk), Job Category 5 "Paraprofessionals" (Trainers, Accounting Technician - Maintenance), Job Category 6 "Administrative Support" (Admin Assistant), Job Category 7 "Skilled-Craft" (First-line Supervisors, Lead Supervisor & Maintenance Assistant Manager) and Job Category 8 "Service-Maintenance" (Bar Operators) located on website: https://www.consumers.gov/cfr/44101/data/eo-data/eo-tables-2018/tableview.php?category=county&county=05000006079&filetype=all&name=San%20Luis%20Obispo%20County,%20California dated 11/15/2022																			
IMPEDIMENTS TO UTILIZATION GOALS: TECHNICIAN (Bar Mechanic/Utility Worker): The RTA continues to experience challenges recruiting qualified candidates in the Technician EEO job category for Bar Mechanic and Utility Workers. Recruitment challenges include competitive salaries, decreased level of interest of the labor force in trade work, shrinking pool of applicants with the necessary skills and experience, affordability to live and work in San Luis Obispo County. The RTA completed a Compensation Study in 2021 and the Board approved increased salary ranges for RTA positions. There remains a challenge in the workforce to recruit women for Bar Mechanic positions. SKILLED CRAFT (Bar Supervisors): The EEO job category of Skilled-Craft workers account for RTA's 17 Supervisors. This category is almost evenly split between male and female supervisors. Typically, there has been long-term service in this category. As a result of higher turnover during COVID, half of the Supervisors in this position are new hires in 2021 and 2022. SERVICE WORKERS (Bar Operators): Turnover and recovery post COVID pandemic has presented significant challenges toward filling these positions. Employee turnover at the RTA is most prevalent in the Service-Maintenance EEO job category for Bar Operators. The RTA provides job training for new drivers, new hiring sign-on bonus and incentive pay however the largest challenge for recruitment and retention of bar operators remains the affordability to live and work in San Luis Obispo County. It is a challenge to recruit women as bar operators due to the driving schedule and women serving as the primary caregivers for challenged children. The RTA offers part-time, casual shifts to accommodate this need. The RTA continues to work toward achieving its																			

EQUAL EMPLOYMENT OPPORTUNITY PLAN
Adopted: January 11, 2023

ATTACHMENT E – RTA Goal Timetable

2024-2027 PLACEMENT GOALS													YEAR 1		YEAR 2		YEAR 3		YEAR 4		JOB PROGRESSION OPPORTUNITIES
EOO JOB CATEGORY	RTA Position	TOTAL EMPLOYEES	# NEEDED TO REACH PARITY	LONG RANGE GOAL X	RTA X AVAILABILITY WHITE FEMALE	EOO X TO REACH PARITY	RTA X AVAILABILITY HISPANIC / LATINO FEMALE	EOO X TO REACH PARITY					ANTICIPATED 2024 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2024	ANTICIPATED 2025 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2025	ANTICIPATED 2026 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2026	ANTICIPATED 2027 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2027	
Technician	Bus Mechanic / Heavy Worker / Parts Clerk	14	2	20%	0%	5.5% 1	0%	5.5% 1					1	0% / 0	1	0% / 0	1	0% / 0	1	0% / 0	*Apprentice *Mechanic C *Mechanic D *Mechanic R *Maintenance Assistant Manager
EOO JOB CATEGORY	RTA Position	TOTAL EMPLOYEES	# NEEDED TO REACH PARITY	LONG RANGE GOAL X	RTA X AVAILABILITY HISPANIC / LATINO MALE	EOO X TO REACH PARITY							ANTICIPATED 2024 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2024	ANTICIPATED 2025 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2025	ANTICIPATED 2026 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2026	ANTICIPATED 2027 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2027	JOB PROGRESSION OPPORTUNITIES
Skilled Craft	Operations Supervisors, Lead Supervisors, Maintenance Assistant Manager	12	3	10%	11.8%	38.4% 3							1	0% / 0	1	6.5% / 0	1	6.5% / 0	1	6.5% / 0	*Lead Supervisor *Operations Manager *Maintenance & Facilities Manager
EOO JOB CATEGORY	RTA Position	TOTAL EMPLOYEES	# NEEDED TO REACH PARITY	LONG RANGE GOAL X	RTA X AVAILABILITY HISPANIC / LATINO MALE	EOO X TO REACH PARITY	RTA X AVAILABILITY WHITE FEMALE	EOO X TO REACH PARITY	RTA X AVAILABILITY HISPANIC / LATINO FEMALE	EOO X TO REACH PARITY	RTA X AVAILABILITY ASIAN FEMALE	EOO X TO REACH PARITY	ANTICIPATED 2024 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2024	ANTICIPATED 2025 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2025	ANTICIPATED 2026 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2026	ANTICIPATED 2027 JOB OPENINGS¹	UNEMPLOYED PLANNED YEAR 2027	JOB PROGRESSION OPPORTUNITIES
Service - Retail Worker	Bus Operator	57	22	30%	0%	16.3% 5	17.3%	38.7% 1	7.5%	28.2% 1	0%	2.8% 1	1	0% / 0	6	0% / 0	1	0% / 0	1	0% / 0	*Operations Supervisor *Lead Supervisor
TOTAL HIRES / YR													1		7		10		10		

TECHNICIAN					
Bus Mechanic / Heavy Worker / Parts Clerk					
White Female Availability 5.5% - RTA Utilization 0%					Improvement: 2
Hispanic / Latino Female Availability 5.5% - RTA Utilization 0%					
Hire two (2) employees for a utilization rate of 20%	1 year goal	2 year goal	3 year goal	4 year goal	
	0%, 0 hire	0%, 0 hire	10%, 1 hire	10%, 1 hire	

SKILLED CRAFT					
Operations Supervisors, Lead Supervisors, Maint Assist Mgr					
Hispanic / Latino Male Availability 38.4% - RTA Utilization 11.8%					Improvement: 3
Hire three (3) employees for a utilization rate of 10%					
1 year goal	2 year goal	3 year goal	4 year goal		
0%, 0 hire	6.5%, 1 hire	6.5%, 1 hire	6.5%, 1 hire	6.5%, 1 hire	

SERVICE WORKER				
Bus Operator				
Hispanic / Latino Male Availability 16.3% - RTA utilization 7.5%				Improvement: 22
White Female Availability 38.7% - RTA utilization 17.3%				
Hispanic / Latino Female Availability 28.2% - RTA utilization 7.5%				
Asian Female Availability 2.8% - RTA utilization 0%				
Hire twenty-two (22) employees for a utilization rate of 30%	1 year goal	2 year goal	3 year goal	4 year goal
	0%, 0 hire	10%, 0 hire	10%, 0 hire	10%, 0 hire