

METRO TRANSIT – EEO PROGRAM REPORT
KING COUNTY, DEPARTMENT OF TRANSPORTATION
EEO PROGRAM, per FTA C 4704.1A

Submission Date: March 1, 2018

1.4 Applicability of FTA EEO Program Requirements.

Metro Transit is currently a division of the Department of Transportation (KCDOT) of King County, Washington, which is a recipient of FTA transit funding. Metro Transit employs more than 4,500 transit-related employees and received in excess of \$1 million financial assistance or planning assistance in excess of \$250,000 in the previous Federal fiscal year.

- A. Pending organization changes.** Metro Transit is currently in the process of transitioning from being a division of KCDOT to becoming a separate department within King County government, such transition planned to be complete in 2019. As part of this transition, Metro Transit's General Manager, Rob Gannon, has been appointed as the Department Director/General Manager of the new Department.
- B. Addition of KCDOT Marine Division in Metro Transit EEO program reporting.** As part of this EEO program submission to FTA, Metro Transit includes information and statistical information provided by KCDOT's Marine Division, which as part of the planned organizational changes will become a part of the new Metro Transit Department. The Marine Division was under the authority of a separate Ferry District until being absorbed by KCDOT in January, 2015. Prior to being absorbed by KCDOT in 2015, the Marine Division did not meet the threshold requirements for applicability of FTA EEO Program Requirements, having fewer than 50 transit-related employees. The Marine Division will be referenced as appropriate in narrative responses. Statistical reports from the Marine Division will be reported through separate charts in each topical area of this submission.

2.2.1 Statement of Policy

Metro Transit recently updated and reissued its Equal Employment Opportunity Policy, No. PER-22-7-DP, signed on February 20, 2018 replacing Policy PER-1-1 (DP) signed by the previous General Manager on August 25, 2015 (**Attachment 2.2.1 – A**). Metro Transit also issued the related Metro Transit EEO Policy Statement, for inclusion in reports, manuals, handbooks and other documents (**Attachment 2.2.1 – B**). In addition to Metro Transit's Equal Opportunity Policy, all King County departments, divisions and employees are covered by the King County Non-Discrimination and Anti-Harassment Policy and Procedures, PER 22-3-3- (AEP), including all employees in Metro Transit and in KCDOT Marine Division (**Attachment 2.2.1 – C**).

Metro Transit's designated EEO Officer and contact information:

Anita Whitfield, EEO/ESJ/Diversity and Inclusion Officer/Manager
King County, Metro Transit
Metro.Equity@kingcounty.gov
206-205-8000 or 206-477-2669

Attachments:

- **Attachment 2.2.1 – 1:** Department Equal Opportunity Policy, No. PER-22-7-DP, signed on February 20, 2018 replacing Policy PER-1-1 (DP)
- **Attachment 2.2.1 – 2:** Metro Transit EEO Policy Statement, issued February 20, 2018
- **Attachment 2.2.1 – 3:** King County Non-Discrimination and Anti-Harassment Policy and Procedures, PER 22-3-3- (AEP)

2.2.2 Dissemination of Policy Statement

- A. Internal Dissemination:** Metro Transit is in the process of disseminating and publicizing its EEO policy statement in conspicuous locations so that employees, applicants and potential applicants are aware of the agency's commitment to EEO.

The recently updated Equal Opportunity Policy Statement, No. PER-22-7-DP, signed 2/20/18 has been distributed to agency managers and other members of leadership who were attendees at the Metro Transit Annual Meeting on 2/26/18 (**Attachments 2.2.2.A-1 and A-2**). Metro Transit's EEO policy is also being distributed to all Metro Transit employees under cover of a written communication from the General Manager to be sent out in March, 2018. Copies of the updated EEO policy statement are being posted in place of the Transit EEO Policy PER-1-1-(DP) on bulletin boards at all worksites, employee breakrooms, and in the agency's Human Resources office.

On 2/14/18 Metro Transit's EEO Officer/Diversity & Inclusion Manager provided EEO Program orientation training to the Extended Management Team (EMT) which includes the agency's senior leaders, and provided copies of the updated EEO Policy Statement for inclusion in agency personnel and operations reports, manuals, handbooks and other documents (**Attachments 2.2.2.A- 3 & 4**).

The agency's EEO Officer/Diversity and Inclusion Manager reports directly to Metro Transit's General Manager and is a member of the General Manager's Strategic Leadership Team (SLT) and the larger Extended Management Group (EMG) which meet weekly. "Inclusion Moments" are a regular agenda item for each meeting, reinforcing the agency's commitment to nondiscrimination, diversity & inclusion, presenting examples of EEO policy implementation in the workplace, and providing an opportunity for discussion and input on non-discrimination program implementation. All EMG members are encouraged to sign up as presenters of "Inclusion Moments". The General Manager and EMG also support various opportunities to demonstrate and affirm the agency's commitment to non-discrimination, equity and social justice (e.g. advancing respect for Dr. Martin Luther King Jr. and his legacy of justice, inclusion and diversity by pausing public transportation for a moment of reflection and remembrance at 4:04 P.M. on January 15, 2018. (**Attachments 2.2.2.A-5 and A-6**).

All Metro Transit employees are invited to monthly "Lunch and Learn" sessions sponsored by Metro Transit's Office of EEO/Diversity & Inclusion and other special events supporting Metro Transit's commitment to EEO/Diversity and Inclusion implementation throughout the agency

(Attachments 2.2.2.A-7, A-8, A-9 and A-10). In 2013, Metro Transit initiated an employee-based Partnership to Achieve Comprehensive Equity (PACE) to embrace principles of nondiscrimination, honor and embrace diversity within the Metro Transit “community”, create meaningful learning opportunities, and help ensure a work environment inclusive of everyone. **(Attachment 2.2.2.A-11).** That work continues.

King County also has adopted a comprehensive Equity & Social Justice (ESJ) Strategic Plan which requires the implementation of policies and practices which support equitable outcomes for all King County employees (including Metro Transit and the Marine Division), as well as residents and communities within the King County region.

In addition to the agency’s dissemination of the Metro Transit Department EEO Policy, King County provides the County’s policies on civil rights, non-discrimination and anti-harassment as part of New Employee Orientation, provided to most new County employees within 7 calendar days of hire/rehire or within 25 calendar days of hire for DOT Transit Operator Trainees (after the Operator Trainees have satisfied their training requirements **(Attachment 2.2.2.A-12)**).

Finally, Metro Transit has employee representatives on King County’s Employee-based EEO/AA Advisory Committee and its Recruitment Subcommittee. Listening sessions were attended with King County Executive, Dow Constantine, and Department Directors. The Committee’s 2015-2016 work plan details both County-wide projects and department-specific outreach. Attached is the Committee’s 2017 Annual Report on Committee Activities, the 2015-16 Work Plan, and King County Policy PER 22-5-2 (AEP) establishing the Committee effective January 6, 2014 **(Attachment 2.2.2.A 13 & 14)**. Additional information is attached regarding Metro Transit’s PACE Equity program which has been actively led by Metro’s EEO Officer/Diversity and Inclusion Manager **(Attachments 2.2.2.A-15, 16 & 17)**.

Attachments:

- **Attachment 2.2.2.A – 1:** 2/26/18 Metro Transit Annual Meeting Agenda and Slides for EEO/Equity and Social Justice presentation
- **Attachment 2.2.2.A – 2:** 2/26/18 Metro Transit Annual Meeting Sign-in Sheets
- **Attachment 2.2.2.A – 3:** 2/14/2018 Metro Transit EMT Meeting Agenda
- **Attachment 2.2.2.A – 4:** Metro Transit 2/14/18 EMT Meeting Slides for EEO Program Orientation Training
- **Attachment 2.2.2.A – 5:** Metro Transit 2/14/18 EMT Meeting Sign-in Sheets
- **Attachment 2.2.2.A – 6:** Transit Management Team “Inclusion Moment” sign-up sheet for weekly EMT meetings through 6/27/18.
- **Attachment 2.2.2.A – 7:** 1/9/18 Operations Bulletin “MLK Moment of Remembrance Jan. 15”

- **Attachment 2.2.2.A – 8:** 2/20/18 *NEWS FROM THE OFFICE OF EEO/DIVERSITY & INCLUSION* “February is Black History Month” inviting all Metro employees to the “Unspoken Truths-American History Traveling Museum” event, including remarks by Metro Transit’s General Manager and Sound Transit CEO, and an overview of the museum by its founder, historian and curator, Delbert Richardson.
- **Attachment 2.2.2.A – 9:** 2017 - *NEWS FROM THE OFFICE OF EEO/DIVERSITY & INCLUSION*, sample bulletins and communications.
- **Attachment 2.2.2.A – 10:** 12/14/16 “Increase Your Understanding of Islamic Culture”, Office of EEO/Diversity & Inclusion “Lunch and Learn” series sign-in sheet.
- **Attachment 2.2.2.A – 11:** 10/20/16 “Diversity in the Transportation Industry”, Office of EEO/Diversity & Inclusion “Lunch and Learn” series sign-in sheet.
- **Attachment 2.2.2.A – 12:** **Attachment 2.2.2.A – 13:** 2017 EEO Office program brochure^[CB1]
- **Attachment 2.2.2.A – 13:** *KING COUNTY HR BULLETIN*, “New Employee Orientation” (effective 2/1/11). See highlighted portions: Page 1 - Timely attendance requirements for Transit Operator Trainees and for all new employees; and, Page 2 – Session Information including critical County policies regarding Civil Rights, Anti-Harassment and Non-Discrimination.
- **Attachment 2.2.2.A – 14:** King County Employee-based EEO/AA Advisory Committee documents: 2/8/18 “2017 Annual Report on Committee Activities” (Metro Transit representatives highlighted (pg. 1) and DOT-related activities highlighted (pg. 5); Recruitment Subcommittee 2017 Work Plan; and, King County Policy PER 22-5-2 (AEP) creating the Employee-based EEO/AA Advisory Committee.
- **Attachment 2.2.2.A – 15:** PACE Strategic Plan 2015
- **Attachment 2.2.2.A – 16:** PACE Strategic Plan-Part2-2015 □
- **Attachment 2.2.2.A – 17:** PACE Event Schedule 2017

A. External Dissemination:

Metro Transit regularly participates in area recruitment and career fair events throughout the community. Metro Transit is providing copies of its updated EEO Policy to each of the recruitment entities regularly partnering in its transit recruitment program. Consistent with both King County policy and FTA regulations, Metro Transit states in all recruitment ads and job postings that King County and/or Metro Transit are equal employment opportunity employers.

Finally, in November, 2017, Metro Transit’s General Manager became a founding member of the Washington State Chapter of the Conference of Minority Transportation Officials (COMTO) and provided a keynote speech at Washington State Chapter’s Inaugural Kickoff Event. Metro Transit’s EEO/ESJ/D&I Officer/Manager is a member of this organization representing Metro Transit.

Attachments:

- **Attachment 2.2.2.B – 1:** Sample job postings for positions of Transit Operator (PartTime), Rail Electrical Worker, and Transit Administrative Support Specialist III.

See also: Attachment 2.2.6.A – 5 for detailed recruitment and selection information as samples of Metro Transit’s employment practices.

- **Attachment 2.2.2.B – 2:** 11/14/17 - Metro Transit General Manager’s “Remarks at the Conference of Minority Transportation Officials Inaugural Kickoff Event”.

2.2.3 Designation of Personnel Responsibility

- A. **EEO Officer’s Program Responsibilities:** Metro Transit’s EEO Officer/Diversity and Inclusion Manager is Anita Whitfield, who has held the position since 2015. Her position was upgraded to a higher level by King County Human Resources in 2017, in recognition of the scope and complexity of her responsibilities at Metro Transit. She reports directly to the Metro Transit General Manager, Rob Gannon. In this position, she leads the agency in development and implementation of a vision and effective strategy that champions the importance and value of non-discrimination, having a diverse and inclusive work environment and the eradication of systematic and institutional discrimination. She also champions innovative approaches to strengthen diversity, inclusion and cultural competencies across the agency and the county. The EEO Officer/Diversity and Inclusion Manager oversees EEO/AA reporting to federal, state and local regulatory agencies and oversees the conduct of investigations into complaints of discrimination or harassment.

To ensure independence, impartiality, and the integrity of the EEO investigative and decisionmaking process, the EEO Officer/Diversity and Inclusion Manager has secured separate legal advisory services and representation within the County’s Prosecuting Attorney’s Office (PAO) to specifically avoid any conflict of interest, or the appearance of same, in complaint investigations. Under the oversight of the EEO Officer/Diversity and Inclusion Manager, staff will function as neutral fact-finders, separate from the defensive functions within County Human Resources, Transit Human Resources and Transit Employee/Labor Relations.

Attachments [in addition to Metro Transit EEO Policy – Attachment 2.2.1 – 1, (pgs. 4-6)]:

- **Attachment 2.2.3.A – 1:** King County Classification Specification for Diversity and Inclusion Manager II.
- **Attachment 2.2.3.A – 2:** Metro Transit Organizational Chart dated 01/01/18.

- B. **Agency EEO Responsibilities:** The agency’s performance appraisal form for evaluating all managers and supervisors was revised in August, 2017, to add “Criteria P – Valuing and Advancing Equity and Inclusion in the Workplace” (**Attachment 2.2.3.B – 1**). Metro Transit also revised the Rating Guide to be used for evaluating all managers and supervisors. The performance resulting in the highest rating for Valuing and Advancing Equity and Inclusion in the Workplace is described as follows:

5 - Demonstrates exceptional ability to: understand and empathize with differences in people and cultures, respect differences, understand the “dynamics” inherent when cultures interact, model cultural knowledge, identify organizational barriers and exclusionary factors that reduce or inhibit equity, demonstrate cultural growth through self-assessment, and recognize that cultural competency is an important ongoing process. (**Attachment 2.2.3.B – 2, pg. 9**).

The performance appraisal form is being again updated to include specific activities which even more closely align with the updated EEO Policy Statement.

Attachments:

- **Attachment 2.2.3.B – 1:** Performance Appraisal Form for Metro Transit managers and supervisors.
- **Attachment 2.2.3.B – 2:** Annual Performance Appraisal Rating Guide for Metro Transit managers and supervisors.

2.2.4. Utilization Analysis

- A. **Workforce Analysis:** Metro Transit periodically analyzes its workforce, to inform its EEO/Diversity and Inclusion programs, practices and initiatives.

Attachments:

- **Attachment 2.2.4.A – 1:** WORKFORCE UTILIZATION REPORT - 2017
- **Attachment 2.2.4.A – 2:** WORKFORCE UTILIZATION REPORT - 2016
- **Attachment 2.2.4.A – 3:** WORKFORCE UTILIZATION REPORT - 2015¹
- **Attachment 2.2.4.A – 4:** MARINE DIVISION WORKFORCE UTILIZATION REPORT 2017

- B. **Availability Analysis:** Workforce Availability Analysis for 2015 was based on the most recent census for the Seattle/King County Metropolitan Area. Workforce availability was updated by King County Human Resources, to reflect both external and internal availability, effective 12/31/16. The updated Availability Analysis for Metro Transit was calculated using a weighted availability formula. The updated Availability Analysis was used in preparing the Workforce Reports for 2016 and 2017.

Note: Metro Transit has no positions in the EEO Job Category 5 - Paraprofessional.

Attachments:

- **Attachment 2.2.4.B – 1.** Incumbency vs. Availability Analysis as of 12/31/2016.

2.2.5 Goals and Timetables

- A. **Addressing Failure to Meet Previous Goals and Timetables:** In August, 2015, Metro Transit submitted its previous workforce report for the period of 1/1/2011 through 12/31/2013 (**Attachment 2.2.7.B-4, in Section 2.2.7.B, below**). At that time, Metro Transit had underutilization in minorities and/or females in four (4) EEO job categories shown on the chart below. In August, 2015 goals and timetables were established for each area of under-utilization.

¹ Workforce Availability Analysis for 2015 was based on the most recent census for the Seattle/King County Metropolitan Area. Workforce availability was updated by King County Human Resources, to reflect both external and internal availability, effective 12/31/16.

By 12/31/2015, 2 areas of under-utilization were corrected and goals were met for (Officials/Administrators - Minorities, and Technicians – Females). At the same time, under-utilization appeared in three (3) new areas (Officials/Administrators – Females, Professionals – Minorities, and Technicians – Minorities. Goals and timetables were modified looking forward.

By 12/31/2016, there was no longer any under-utilization in the EEO job categories of Officials/Administrators and Professionals. Also availability percentages for Metro Transit applicants (external and internal) were modified effective 12/31/2016. Due solely to the changes in the availability percentages, two (2) new areas of under-utilization were identified (Technicians – Minorities and Administrative Support – Females). Under-utilization of females persisted in the categories of Skilled Crafts and Service Maintenance.

By 12/31/2017, there was no longer any under-utilization of females in the Administrative Support category. The remaining areas of under-utilization are specifically addressed as follows:

- **Technician Job Category.** Most of the availability percentage changes for Metro Transit, effective 12/31/16, were moderate. However, minority availability in the Technician job category more than doubled from 23.2% to 49.9%, resulting in a small and relatively static job category in Metro Transit changing from full utilization to 31.2% underutilization. The technician work group that has had limited opportunities for hires in that same timeframe, with the rare openings (2) being filled through promotion.
- **Skilled Crafts Job Category.** Female availability in the skilled craft job category is approximately 10%. This has historically been the most difficult job category for Metro Transit to increase utilization of females. Despite Metro and King County's active support and participation in the Women in Trades annual conference and recruitment events, as well as Metro's 4-year and 2-year Mechanic Apprenticeship programs and other Metro workforce development programs, described in more detail in Section 2.2.6.E., below, utilization of females in the Skilled Crafts category has remained static over the three (3) years covered in this report. Recruitment and selection of females for skilled trade positions will continue to be an area of high focus over the next four (4) years.
- **Service and Maintenance Job Category.** This category is comprised primarily of Transit Operators (full-time and part-time) and Operator Trainees. Other positions in this category include Facilities Maintenance employees (laborers and custodial positions) and Utility Laborers (maintaining the Rail right-of-way areas). In the previous FTA EEO submission on August 21, 2015, female under-utilization in the Service and Maintenance Job Category was 10.6%, which equated to 337.61 FTEs.

In the three (3) years covered by this current submission, Metro Transit hired **370 females** in the Service and Maintenance Job Category. Female hires constitute 24.58% of the 1508 total hires in this category for the period of 1/1/2015 through 12/21/2017. Even with attrition, overall female under-utilization has been reduced from 10.6% at the

end of 2013 to 5.7% at the end of 2017. This change was achieved through the concerted efforts of Transit HR, Operations management team, Workforce Development team, and Operations Training group with leadership from Metro Transit's General Manager and EEO Officer/Diversity and Inclusion Manager.

Attachments:

- **Attachment 2.2.5.A – 1: KING COUNTY Equal Employment Opportunity/Affirmative Action Plan June 1, 2017 Progress Report for Plan Year 2016².** See highlighted portions of Countywide charts by department and the Department of Transportation – 2016 Implementation Activities and 2017 Activity Plan (starting on page 15).
- **Attachment 2.2.5.A – 2: KING COUNTY Equal Employment Opportunity/Affirmative Action Plan June 1, 2016 Progress Report for Plan Year 2015³.** See highlighted portions of Countywide charts by department and the Department of Transportation – 2016 Implementation Activities and 2017 Activity Plan (starting on page 16).

B. Long-Term Goals and Short-Term Goals: Metro Transit has established short-term and longterm goals of a 2% increase in utilization per year for 2018 through 2021 for each of the three EEO job categories where there is currently under-utilization as described below:

- **Technicians Job Category:** For the Technician job category, minority under-utilization is currently at 31.2%, which equates to 5 FTE. Due to the small size (16 FTE) and limited turnover (no job openings in past 2 years) within the Technician job category, there may be only limited opportunities to decrease the under-utilization of minorities in that job category.
- **Skilled Crafts Job Category:** For the Skilled Crafts job category, female under-utilization is currently at 4.2% which equates to 34 FTE. More vigorous monitoring of the recruitment and selection practices will be implemented immediately. Retention and workforce planning efforts will also be an area of focus over the next reporting period. The short-term and long-term goals of increasing female utilization in the Skilled Crafts job category by 2% per year for the next four (4) years may be achievable with additional support and focus on employment in this job category.
- **Service and Maintenance Job Category:** For the Service and Maintenance job category, female under-utilization is currently at 5.7% which equates to 192 FTE. Metro Transit will continue to identify improvements in Transit Operator recruitment and selection processes to achieve full utilization of females in this job category, , which is also the agency's most urgent recruiting and training area, due to increasing service demands and turnover in order to positively impact recruitment and retention going forward, Metro Transit negotiated several new provisions in the ATU #587 collective bargaining agreement, specifically:

² King County EEO/Affirmative Action Plan sets, tracks and reports placement goals by Department. Both Metro Transit and KCDOT Marine Divisions are included in Department of Transportation (DOT) information, which also includes several Divisions which are not Transit-related.

³ King County EEO/Affirmative Action Plan sets, tracks and reports placement goals by Department. Both Metro Transit and KCDOT Marine Divisions are included in Department of Transportation (DOT) information, which also includes several Divisions which are not Transit-related.

- Expanded work opportunities for Part-Time Operators, to now include weekend work starting in November, 2018;
- Reduction of the probation period for Part-Time Operators from 12 months to 6 months;
- Removal of records reviews and the requirement to be a Transit Operator for employees applying for Supervisor-in-Training (SIT) positions;
- Open hiring of Full-Time Operators for open positions not filled by Part-Time Operators on a seniority basis.

In summary, full utilization of females in the Service and Maintenance should be achievable and sustainable within the next 2-4 years.

2.2.6 Assessment of Employment Practices

- A. Recruitment and Selection:** King County Transit (Transit) is taking concrete steps to embed nondiscrimination, equity and fairness for all in recruitment and selection policies and procedures. Beginning in 2016, Transit introduced a standardized process for recruitment and selection applicable to all competitive recruitments. Through this standardization, Transit is ensuring each recruitment process addresses:
- Reviewing EEO goals and areas of opportunity.
 - Guidelines for posting and advertising openings to reach potential applicants from a broad range of backgrounds, including underrepresented communities.
 - Qualifications aligned to a job analysis with a focus on removing non-essential requirements that may restrict the applicant pool.
 - Inclusion of King County's EEO statement on all job postings.
 - Offering applicants the opportunity to request an accommodation in the evaluation process for ADA defined disabilities.
 - Reviewing any testing steps to ensure relevance to qualifications and test validation.
 - Selecting an interview panel with diverse representation and ensuring completion of mandatory training in identifying and mitigating bias in interviews. Anti-bias and nondiscriminatory interviewing techniques are also addressed in a standard pre-interview prep discussion.
 - King County (including Metro Transit and the Marine Division) also have adopted the ESJ Strategic Plan including goals and minimum standards related to non-discrimination, equity and social justice, diversity & inclusion (*see also Attachment 2.2.2.A-16*). One supporting element of that plan is the Hiring Toolkit (elements of which are currently being implemented by Transit HR under the guidance of the agency's EEO/D&I Officer/Manager.)

The roles and responsibilities of hiring authorities and Transit Human Resources are clearly delineated, ensuring all involved understand their part in a fair and equitable recruitment process. Three samples of recruitment processes are summarized and included as **Attachment 2.2.6.A – 5:**

- Sample Recruitment I: Transit Administrative Support Specialist III (EEO Job Category 6)
- Sample Recruitment II: Rail Electrical Worker (EEO Job Category 7)
- Sample Recruitment III: Part Time Transit Operator (EEO Job Category 8)

Transit HR staff training and development in the recruitment/selection process. Prior to beginning a recruitment Transit HR meets with hiring managers to review the selection process and ensure the posted job duties and qualifications align with the classification requirements. Each member of Transit HR has been trained to use a standardized selection process that incorporates best practices for equity and transparency.

Transit provides training to managers performing subject matter expert reviews of applications to ensure selection is based on relevant criteria and justifications are provided for each decision on the basis of competitiveness. In recruitments for supervisory level positions, additional steps are taken to ensure a “blind review” of applications with personal information redacted.

All interview panelists are required to complete training in person or online focused on eliminating bias in the interview process. Transit HR audits each interviewer proposed by hiring managers to ensure they have completed training before serving on a panel. Prior to each interview, Transit HR reviews the interview process and best practices with the panelists using common guidelines (see attachment). This practice allows all involved in the process to continuously refresh on best practices and incorporate any new guidance and policies.

For supervisory positions, additional steps are taken to train interview panelists in the area of competency-based interviews, with critical qualities and experience identified and agreed on in advance. Interviews for supervisory positions are facilitated by trained Transit HR members to ensure selection is based on the agreed upon qualities and to help guide scoring discussions. Additionally, internal applicants for supervisory positions are provided with opportunities to attend workshops on developing application materials and preparing for a competency-based interview process. Internal applicants who are not selected are also provided the opportunity to get feedback from Transit HR and hiring managers to develop their skillsets and prepare for future recruitments.

Job Analysis Process. Job analyses are reviewed periodically when a position duties have evolved, or a new classification is being considered. Job announcements are regularly checked against the classification descriptions to ensure qualifications and duties are aligned. Under King County guidelines and collective bargaining agreements, employees have a clear and transparent process to request a classification review if they believe duties or qualifications are not aligned appropriately.

Attachments:

- **Attachment 2.2.6.A – 1:** HIRE REPORT - 2017
- **Attachment 2.2.6.A – 2:** HIRE REPORT - 2016
- **Attachment 2.2.6.A – 3:** HIRE REPORT – 2015
- **Attachment 2.2.6.A – 4:** Metro Transit Recruitment Events (2015-2017)
- **Attachment 2.2.6.A – 5:** Metro Transit Recruitment Process (3 Samples)
- **Attachment 2.2.6.A – 6:** Metro Transit Interview Rating Guidelines
- **Attachment 2.2.6.A – 7:** 10/3/17 KC EMPLOYEE NEWS article, Exec meets with employees to learn how to boost women in trades.
- **Attachment 2.2.6.A – 8:** 11/22/17 KC EMPLOYEE NEWS article, Recruiting new employees from King County’s “Communities of Opportunity”.
- **Attachment 2.2.6.A– 9:** Metro Transit Hiring Toolkit

- B. Testing:** Any testing used in Transit recruitments is validated for the position. Transit uses testing developed in house primarily for hands on/practical examinations for skilled craft positions. For example, a prospective Transit Mechanic would be asked to perform basic journey-level tasks they would be expected to perform on the job. A candidate applying for a Customer Service position may be asked to interpret a timetable and answer questions to evaluate ability to provide customers with route information.

Transit also licenses validated third party tools, primarily for administrative and technology skills (e.g. Microsoft Office, basic accounting acumen, proofreading) from SkillCheck Inc. and psychometric evaluations from the Canadian Urban Transit Association for the Transit Operator position.

Testing is most commonly used as a pass/fail step in the selection process, with applicants meeting a threshold score (or a "Recommended" in the case of psychometric exam) before moving on to interviews. The threshold score is determined in advance with hiring authorities and in most cases results are tabulated automatically. In cases of hands-on testing, the work performed is evaluated by a panel of subject matter experts with scoring on the basis of predetermined standards.

- C. Promotions and Transfers:** Vacant positions are posted and filled in accordance with applicable King County Personnel Guidelines, Sections 7 through 10, except as otherwise provided in an applicable collective bargaining agreements. In some cases, Transit promotional processes are segmented into processes limited by collective bargaining agreements to certain represented employees. Others are not limited and are posted as open promotional opportunities.

Internal Promotional Opportunities. An example of an internal promotional opportunity is the classification of Lead Transit Mechanic are restricted by bargaining agreement to current employees in the Transit Mechanic classification. These opportunities are advertised through print and electronic communications with an effort to reach potential applicants working all shifts. The qualifications and selection process are included in the job announcement, including the criteria that will be used to determine a satisfactory record of service.

Open Promotional Opportunities. An example of an open promotional process is the recent Transit-wide recruitment for positions of Transit Chief. Open to all employees and the general public, Transit implemented a number of steps to embed equity and transparency into the selection process. Steps include:

- Publishing the required competencies, qualifications and recruitment timelines for all Transit Chief positions on a newly created web page - <https://www.kingcounty.gov/transportation/kcdot/MetroTransit/HumanResources/transitchief.aspx>.
- Communications announcing the recruitment from Transit General Manager, Rob Gannon, as well as the heads of different Transit sections.

- Holding numerous information sessions to provide information on the Transit Chief position and duties, as well as preparation sessions for internal candidates on preparing application materials and interviews.
- Training dozens of hiring authorities to participate in competency-based interviews and perform subject matter review of hundreds of applications with personal information redacted.
- Providing detailed feedback to applicants not selected for positions to help them prepare for future opportunities.
- Creating a new six month mandatory “Chief Development Program” to support the onboarding of newly promoted and hired Transit Chiefs. All new Transit Chiefs participate as a cohort and learn fundamentals of management and leadership.

Transit is also committed to providing open and transparent processes for lateral movement and temporary “special duty assignments” for employees to continue their development.

Opportunities for these assignments are advertised through email, employee newsletters/ bulletins, and also posted in print at job sites for employees who may not have access to email. Lateral and special duty assignments are offered to help employees who may not meet a classification’s minimum qualifications to gain additional experience and prepare for continued advancement.

Transfer Opportunities: All open posted positions and open promotional opportunities are also opportunities for lateral transfer for staff already in that particular job classification, either within Metro Transit or possibly in other King County departments. Transfers are tracked only by changes in job location, which does not necessarily mean a change in position and/or base pay but could result in a change in compensation due to an increase in hours of work (for Part-Time Operators) or shift differential (in Vehicle Maintenance or Facilities Maintenance). Transfers also occur up to 3 times per year in Operations, Vehicle Maintenance, Facilities Maintenance and Rail through the “Pick Process” set forth in the ATU #587 collective bargaining agreement which covers over 4,000 Metro Transit employees. The pick process gives covered employees an opportunity to select changes in hours, routes, schedule, and worksite location based on seniority as defined in the ATU #587 contract (see Section 2.2.6.D – Seniority Chart, below). Literally hundreds of employees regularly change assignments within their classifications, as well as work locations, through the Pick Process run in the spring, summer and late fall of each year. Although the changes are registered in the automated dispatching/system (HASTUS) which tracks each piece of work that has been “picked” (which can be multiple pieces of work for a full-time Transit Operator), there is considerable lag time and inconsistency in when and what information is provided to Transit HR for updating employee records within the HRIS system (PeopleSoft). Therefore, transfers are not included in the Promotion Reports for 2015, 2016 and 2017.

There were no promotions or transfers in the KCDOT Marine Division during this reporting cycle.

Attachments:

- **Attachment 2.2.6.C – 1:** PROMOTION REPORT - 2017
- **Attachment 2.2.6.C – 2:** PROMOTION REPORT - 2016
- **Attachment 2.2.6.C – 3:** PROMOTION REPORT – 2015

D. Seniority Practices: Metro Transit has over 4,800 employees, most of whom are in positions which are included in one of ten different bargaining units specific to Metro Transit. KCDOT Marine Division has approximately 26 employees, most of whom are represented by three bargaining units that make up the Ferry Coalition.

Represented employees in both Metro Transit and KCDOT Marine Division are subject to the seniority provisions negotiated by King County, Office of Labor Relations, with their respective bargaining unit representatives, as set forth below:

METRO TRANSIT DIVISION – SENIORITY PROVISIONS		
<u>Transit Bargaining Units</u>	<u>Seniority Criteria</u>	<u>Applicability of Seniority per Contract</u>
Teamsters #117 – Administrator I	By hire date with King County	Layoff – based on seniority within bargaining unit.
Teamsters #117 – Transit Design & Construction	Total time in classification	Bump rights (in case of layoff), if qualified for position.
Teamsters #117 – Section Managers	By hire date with King County, within classification	Only as a tie-breaker, when employees in same position are of equal merit, per King County Personnel Guidelines.
PTE #17 – Transit Admin Support	Time within bargaining unit	Bump rights over least senior person in Division, in same or lower level classification.
PTE #17 – Professional & Technical	Time within bargaining unit	Layoff (with portability to same classification outside of Transit) and bump rights, within layoff groups.
PTE #17 – Transit Chiefs	Time within bargaining unit	Move-ups to specific vacant positions in Vehicle Maintenance (VM). Seniority as first consideration for filling Chief vacancies in VM specialty shops. Layoff within layoff groups.
PTE #17 – Transit Supervisors & Superintendents	Time within bargaining unit	Only as a tie-breaker, when employees in same classification are of equal merit (per King County Personnel Guidelines).
IBEW #77	Time within classification in bargaining unit	Shift selection, layoff, bump rights and recall.
Technical Employees Association (TEA)-Transit	Time within classification	Holiday staffing (if not enough volunteers), layoff and bump rights (if qualified for position being bumped into).
ATU #587	Time within bargaining unit, within classification and within location	Route & shift assignments, days off and location (picked 3 times/year). Vacation scheduling. Detail, special duty and move-ups. Promotion & transfer within bargaining unit. Layoff & recall.

KCDOT MARINE DIVISION – SENIORITY PROVISIONS		
<u>Marine Bargaining Units</u>	<u>Seniority Criteria</u>	<u>Applicability of Seniority per Contract</u>
International Organization of Masters, Mates and Pilots	Time within bargaining unit by date of hire with King County Marine Division	Shift selection, access by seniority to full time year-round career service positions versus intermittent (offseason reduced hours) career service positions
Marine Engineers' Beneficial Association	Time within bargaining unit by date of hire with King County Marine Division	Access to shift selection and positions by seniority
Inlandboatmen's Union of the Pacific	Time within bargaining unit by date of hire with King County Marine Division	Shift selection, access by seniority to full time year-round career service positions versus intermittent (offseason reduced hours) career service positions

Non-represented employees are covered by the King County Personnel Guidelines, which apply to all non-represented employees county-wide as well as situations not addressed by an applicable collective bargaining agreement. Layoff under the Personnel Guidelines is based on merit. Seniority is used only as a tie-breaker, when employees in same classification, within the same division, are of equal merit per King County Personnel Guidelines.

Seniority practices are reviewed by both Transit administration and labor relations, in preparation for negotiating successor labor agreements for each bargaining unit, particularly if current provisions are identified as a barrier or a negative impact on equal employment. Recommended changes are proposed to King County, Office of Labor Relations, who are responsible for the actual negotiations and contract revisions.

E. **Training:** King County offers a robust selection of online training programs for employees to access through its eLearning program. Some eLearning courses are required by King County including "Preventing Sexual Harassment in the Workplace" (required for all new County employees hired after April, 2017) and "Countering Bias in Interviewing" (required for all members of hiring interview panelist since 2016). ELearning is tracked through PeopleSoft and is the basis of the attached training reports **Attachments 2.2.6.E-1,2,3, & 4)**

Metro Transit specific training programs to foster promotion potential and workforce development include:

- **Apprenticeship Programs:** Metro Transit's Vehicle Maintenance and ATU #587 have jointly administered a Heavy Duty Diesel Mechanic Apprenticeship program since 1977. The traditional program is a 4-year program which includes 4 years of on-the-job training and enrollment in 6-7 quarters in Heavy Duty Diesel classes at one of two local colleges. More recently a 2-year class was added which targets graduates from the college programs and provides 2 years of on-the-job-training. A total of 84 employees have entered the program

since its inception. Currently there are four employees in the 4-year program and 1 employee in the 2-year program.

- *Current participants: 5 total, 2 minorities, 0 female.*

Metro Transit’s Workforce Development group is also in the development stage of an agency-wide apprenticeship program spanning across multiple skilled crafts groups, building on the existing Heavy Duty Diesel Mechanic Apprenticeship program. The program aims to build career pathways into the skilled trades, meet workforce shortages in Metro’s trades’ positions, and increase diversity in the trades.

Apprenticeship Program participants will be chosen through a competitive recruitment process.

- **Power and Facilities Utility Laborer Commercial Driver License (CDL) Pilot Program.** As an extension of Metro’s Apprenticeship efforts, Metro’s Apprenticeship Program Manager partnered with Power & Facilities to develop the Utility Laborer CDL Pilot Program, which provides an opportunity for eligible Transit Custodians and Maintenance Workers to promote to Utility Laborers. As a partnership between Metro, ATU #587, and South Seattle College, customized CDL classes were developed to directly address workforce needs and establish a career pathway for Metro employees. Participants were selected through a competitive recruitment process.
 - *Current participants: 5 total, 4 minorities, 0 female.*

- **Supervisors-in-Training (SIT).** The SIT program is a step towards leadership in Bus Operations. This is a year-long program to prepare employees to step into the role of first-line supervisor, which includes Service Supervisor, Base Operations – Dispatcher/Planner, Communications Coordinator and Transit Instructor. Prior to 2018, the position required applicants to have at least 2.5 years of Transit Operator experience within the prior 5 years. The pool has now been broadened through negotiations with ATU #587 to include: Full-Time Transit Operators with at least 2.5 years’ full-time service; Rail Operators and Streetcar Operators with at least 2.5 years’ service; and, Rail/Streetcar Supervisors who were not previously Bus Supervisors. After successfully completing the SIT program, graduates will be qualified as Service Supervisors and as Base Operations – Dispatcher/Planners. Acceptance into the SIT program is usually a promotion. Successful graduates from the SIT program can begin covering supervisory positions with increased pay until promoted into vacant Supervisor positions. Participants were selected through a competitive recruitment process. These positions are part of the ATU #587 bargaining unit and subject to the pick process based on Seniority in their areas of qualification.

(Attachment 2.2.6.E- 5)

○ <i>Participants:</i>	<i>2015</i>	<i>14 Total</i>	<i>5 Minorities</i>	<i>5 Females</i>
	<i>2016</i>	<i>22 Total</i>	<i>16 Minorities</i>	<i>5 Females</i>
	<i>2017</i>	<i>27 Total</i>	<i>15 Minorities</i>	<i>8 Females</i>

- **Chief Development Program (CDP):** This program started in 2017 to provide a rigorous 6-month learning program to help a cohort of newly hired Chiefs have an extended

onboarding and structured learning program to help them succeed in their new roles from the start. CDP curriculum is linked to the Chief leadership competencies related to People Leadership, Operational Excellence and Continuous Improvement. The program entails 2-3 full days a month of classroom learning, 6 hours/month of team project work, periodic 1-hour individual coaching sessions, homework assignments and an expectation that participants will apply what they have learned with their own team at their regular worksite. Metro's EEO/Diversity & Inclusion Office staff served as subject matter experts and provided applicable training throughout the process to participants.

(Attachment 2.2.6.E- 6)

o Participants: 2017 27 Total 11 Minorities 9 Females

- **Aspiring Leaders Program (ALP)**. Initially developed in the Rail Section, this is a guided self-study and structured mentorship program focusing primarily on frontline and hourly employees. ALP provides mentors and mentees opportunity to jointly study topics around leadership and supervision, followed by active mentoring including career development discussions. It is geared toward preparing front line employees for leadership now and into the future. Metro's EEO/Diversity & Inclusion Manager participated as a mentor in this program. **(Attachment 2.2.6.E- 7)**

o Participants: 2015 8 Total 4 Minorities 3 Females
 2016 20 Total 8 Minorities 3 Females
 2017 16 Total 10 Minorities 4 Females

- **Leadership Excellence and Development (LEAD)**. The purpose of LEAD is to develop qualified employees who want to take on greater responsibility for Metro's success by becoming Superintendents, Supervisors or the equivalent. This year long program helps prepare participants to effectively compete for future leadership positions, and helps ensure that those who advance will be successful in their new roles. Participants were selected through a highly competitive process for a maximum of 10 positions.

(Attachment 2.2.6.E- 8)

o Participants: 2017 8 Total 4 Minorities 3 Females

- **Career Support Services Transit Employee Resource Center (CSS Transit ERC)**. CSS Transit ERC opened in April 2017 to provide individualized career coaching and support to Metro Transit employees at their worksites. Employees can meet with a career coach for a 30-minute appointment to discuss whatever career services they may need. Services may include: resume, application or interview preparation; exploration of online resources and other free training opportunities to improve skills (including basic computer training; local labor market information on specific occupations; contacts in different workgroups who could meet with the employee to provide information; and, other resources tailored to what an employee may need to succeed in their career. Employees can also request assistance identifying transferable skills in their work history that could be highlighted and applied to a new job. On-site meetings allow transit operators and shift workers a chance to meet at their own worksite. Appointments are now being offered at all Transit Operations bases on a rotating basis, as well as on an as needed basis for Rail, Streetcar, Customer Service Office, Rideshare Office and Design/Construction. All services are confidential. **(Attachment 2.2.6.E-9)**.

- 2017 Consultations: 170 (roster not available due to privacy concerns)

Attachments:

- **Attachment 2.2.6.E – 1:** TRAINING REPORT - 2017
- **Attachment 2.2.6.E – 2:** TRAINING REPORT - 2016
- **Attachment 2.2.6.E – 3:** TRAINING REPORT – 2015
- **Attachment 2.2.6.E – 4:** MARINE DIVISION TRAINING – 2016
- **Attachment 2.2.6.E – 5:** Aspiring Leaders Program (ALP) – Poster, Orientation Slides and Participants Lists for 2015, 2016 and 2017.
- **Attachment 2.2.6.E- 6:** 2018 Supervisor-in-Training (SIT) Recruitment Information.
- **Attachment 2.2.6.E- 7:** 2017 Chiefs’ Development Program (CDP) Overview.
- **Attachment 2.2.6.E – 8:** Leadership Excellence and Development (LEAD) recruitment bulletin and participant roster.
- **Attachment 2.2.6.E – 9:** Career Support Services Transit Employee Resource Center (CCS Transit ERC) worksite poster.

F. Compensation and Benefits: King County administers compensation in accordance with the King County Personnel Guidelines, Chapter 6 – Pay Plan (**Attachment 2.2.6.F-1**). King County’s schedule of pay ranges consist of ninety-nine (99) pay ranges, each containing ten (10) steps as approved by ordinance annually, subject to any applicable changes in compensation negotiated in applicable collective bargaining agreements. The County’s Human Resources Division (HRD), Classification and Compensation Section is responsible for maintaining, monitoring and updating the both compensation and classifications. Following are Metro Transit’s Compensation levels for each of its EEO Job Categories, effective February 18, 2018:

EEO Job Category	EEO Job Category Description	High Hourly Pay Rate for Category	Low Hourly Pay Rate for Category
1	Officials and Administrators	95.1895	65.1314
2	Professionals	78.2383	26.0000
3	Technicians	35.1700	25.7400
4	Protective Services	40.6700	36.6000
5	Paraprofessionals	N/A	N/A
6	Administrative Support	46.7929	15.3295
7	Skilled Trades	70.6971	26.5800
8	Service Maintenance	57.9267	16.5400

Note: Pay ranges are established based on the body of work, market factors and internal equity. With 10 steps in each of the 99 pay ranges, there is overlapping of pay ranges based on the pay step placement rules, also administered under the KC Personnel Guidelines, Chapter 6.

King County Human Resources Division, Benefits Payroll and Retirement Office (BPROS), administers the County’s benefits plans in accordance with the King County Personnel

Guidelines, Chapter 13 – Health Benefits, State and Federal laws and regulations and subject to any unique provisions collectively bargaining in any applicable collective bargaining agreement.

Attachments:

- **Attachment 2.2.6.F – 1** KC Personnel Guidelines, Chapter 6 – Pay Plan
- **Attachment 2.2.6.F – 2** KC Benefits Webpage and Personnel Guidelines Chapter 13 – Health Benefits.

- G. Disciplinary Procedures and Termination Practices:** Disciplinary actions for employee misconduct are governed by King County Code 3.12.270 and the Personnel Guidelines Section 16.3 or for any other justifiable cause, subject to the provisions of any applicable collective bargaining agreement. King County Human Resources provides further guidance regarding consultation, referral and notification procedures for the imposition of disciplinary action in HR Bulletin Number 2011-0003 (**Attachment 2.2.6.G – 1**).

Involuntary terminations include layoff, termination for failure to complete training program (applicable to Transit Operator Trainees), non-disciplinary medical terminations (NMTs), and failure to pass probation, in addition to disciplinary discharge for misconduct (**Attachment 2.2.6.G – 2, 3, & 4**). To mitigate layoffs and provide guidance for planning and implementation of Layoff-Referral and Placement Process, King County issued the Career Service Workforce Management in November, 2013 (**Attachment 2.2.6.G – 5**). Layoffs and recall are also addressed by applicable collective bargaining agreements as noted in Section 2.2.6.D – Seniority, above.

Note: KCDOT Marine Division did not have any disciplinary actions that occurred during this reporting period of 2015 through 2017.

Attachments:

- **Attachment 2.2.6.G – 1:** HR BULLETIN “Imposition of Disciplinary Action – Consultation, EAP Referral, and Notification”, issued 2/18/2011.
- **Attachment 2.2.6.G – 2:** DISCIPLINARY REPORT - 2017
- **Attachment 2.2.6.G – 3:** DISCIPLINARY REPORT - 2016
- **Attachment 2.2.6.G – 4:** DISCIPLINARY REPORT - 2015
- **Attachment 2.2.6.G – 5:** KING COUNTY WORKFORCE MANAGEMENT MANUAL, issued November, 2013.
- **Attachment 2.2.6.G – 6:** TERMINATION REPORT - 2017
- **Attachment 2.2.6.G – 7:** TERMINATION REPORT - 2016
- **Attachment 2.2.6.G – 8:** TERMINATION REPORT - 2015

- H. Individuals with Disabilities and Veterans:** King County and Metro Transit in particular recruit regularly at Joint Base Lewis-McChord and at other veterans/active military recruitment events. Metro Transit’s recruiting teams also attend other recruitment events and community events, including farmers’ markets, local fairs and other community events as part of Metro’s recruitment outreach. Statistical reports on veteran/active duty applicants and hires are included in the Hiring Reports (**Attachments 2.2.6.A – 1, 2, & 3**) and Promotion Reports for 2015, 2016 and 2017 (**Attachments 2.2.6.C – 1, 2 & 3**). Data on applicants with disabilities are not obtainable at this time due to vendor and County programming to ensure applicant privacy.

A new vendor will be offering a new program where this information will be available for compliance reporting purposes. Self-reporting by employees is outdated and requests for employees to update information was met with hostility and distrust. Therefore, internal records of employees with disabilities is not reliable data.

2.2.7 Monitoring and Reporting

A. Agency Monitoring:

Methods to monitor EEO components. Metro Transit uses multiple sources of data and information to monitor the EEO components covered by FTA Circular 4704.1A including King County's applicant tracking system (NeoGov), King County's HRIS system (PeopleSoft), and King County's Workforce Management System (People Fluent and CAAMS). Many of these systems regularly generate reports, such NeoGov where reports are reviewed as part of the EEO/AA Review that occurs prior to each hire.

Procedures used to determine EEO compliance of subrecipients and contractors. Through review of reporting requirements with KCDOT's Grant Management team, Capital Projects manager, Procurement administrator and Metro Transit's chief financial officer, it was confirmed that Metro Transit has no FTA funded contractors that meet the threshold for submission and monitoring of an EEO program. Subrecipients are the City of Seattle and the City of Redmond, neither of which meets the threshold of transit-related employees for the purpose of submission and monitoring of an EEO program.

Procedures for reviewing union contracts to ensure there is no disparate impact. Metro Transit's EEO Officer/Diversity and Inclusion Manager, the General Manager and Assistant General Manager for Employee Services will consult on improvements to be addressed in upcoming labor negotiations and through joint labor-management committees. Options for improving are developed in consultation with the Transit Employee/Labor Relations Manager and King County's designated negotiator from the KC Office of Labor Relations (OLR) assigned to represent Metro Transit.

Process for monitoring EEO complaints. Under both King County's Non-Discrimination & Anti-Harassment Policy (*Attachment 2.2.1.C*) and Metro Transit's Equal Employment Opportunity Policy (*Attachment 2.2.7.A*), all applicants and all employees have the right to report incidents of alleged discrimination and file complaints alleging discrimination Metro Transit EEO Officer/Manager, the employee's immediate supervisor, any other member of management within the agency, Transit Human Resources, King County Human Resources Division, the General Manager or designee, the KCDOT Department Director or designee, the County's Diversity Manager and/or enforcement agencies such as the King County Office of Civil Rights, King County Investigation Resources Office (KCIRO), Washington State Human Rights Commission (WSHRC) and the Equal Employment Opportunity Commission (EEOC). Employees also may have the right under county, state or federal law, and/or an applicable collective bargaining agreement to file a complaint of discrimination, harassment and/or retaliation.

Maintaining a comprehensive log of EEO complaints has been challenging, particularly given the number of separate entities within King County government with concurrent jurisdiction over EEO complaints. Historically, Transit Employee/Labor Relations has been responsible for maintaining the EEO Complaint Log. However, significant turnover in Transit Employee/Labor Relations over the past 14 months necessitated reconstructing the log from multiple sources including the Prosecuting Attorney's Office (PAO), OLR, HRD, KCIRO, KC Office of Civil Rights, and file reviews within Transit Employee/Labor Relations (**Attachments 2.2.7.A – 1**). Going forward, the EEO Complaint Log will be maintained jointly by Transit's EEO/Diversity and Inclusion Office and Transit Employee/Labor Relations, with regular consultation at least monthly in order to update the log and monitor the progress of any open investigations.

Attachments:

- **Attachments 2.2.7.A – 1:** 2015 through 2017 EEO Complaint Log.
Note: Information provided by other entities was not maintained in a consistent format.

- B. Agency Reporting:** Beginning February, 2018, Metro Transit's EEO Officer/Diversity and Inclusion Manager will meet at least quarterly with the General Manager to discuss the progress of the agency's EEO program and the results of monitoring (including but not limited to hiring, promotions, training and the status of EEO Complaints). Follow-up actions will frequently include discussions with managers individually or in group settings such as the Strategic Leadership Team and/or the Expanded Management Team, both of which meet weekly. Other follow-up actions may include further follow-up with Transit HR leadership and/or Transit Employee/Labor Relations, in coordination with the Assistant General Manager for Employee Services.

Metro Transit also reports the progress of its EEO program and results of monitoring to King County Executive Services, Human Resources Division (HRD), Diversity Management Services for purposes of reporting progress, implementation activities and action plans under King County's EEO/AA Plan, to be reported annually to the King County Council on June 1st of each year (**Attachments 2.2.7.B – 1 and 2**).

For review purposes, a copy of Metro Transit's most recent organizational chart (**Attachment 2.2.7.B – 3**) and a copy of the most recent previous Workforce Utilization, Goals and Timetables document (**Attachment 2.2.7.B – 4**) are attached for comparison.

Subrecipients and Contractors: Metro Transit has no FTA funded contractors that meet the threshold for submission and monitoring of an EEO program. Subrecipients are the City of Seattle and the City of Redmond, neither of which meets the threshold of transit-related employees for the purpose of submission and monitoring of an EEO program.

Attachments:

- **Attachment 2.2.7.B – 1:** KING COUNTY Equal Employment Opportunity/Affirmative Action Plan June 1, 2017 Progress Report for Plan Year 2016⁴. See highlighted portions of Countywide charts by department and the Department of Transportation – 2016 Implementation Activities and 2017 Activity Plan (starting on page 15).
- **Attachment 2.2.7.B – 2:** KING COUNTY Equal Employment Opportunity/Affirmative Action Plan June 1, 2016 Progress Report for Plan Year 2015⁵. See highlighted portions of Countywide charts by department and the Department of Transportation – 2016 Implementation Activities and 2017 Activity Plan (starting on page 16).
- **Attachment 2.2.7.B – 3:** Metro Transit Organizational Chart updated January 1, 2018. **NOTE:** with Metro’s transition from being a division of KCDOT to becoming a separate department in King County’s Executive Branch, an updated organizational chart is planned for release in March 2018. The transition is planned to be complete in 2019. General Manager Rob Gannon has been confirmed to continue in that role and will become a Department Director rather than a Division Director. Transit’s EEO Officer/Diversity and Inclusion Manager will continue to report directly to the General Manager after the transition is complete.
- **Attachment 2.2.7.B – 4:** 2011-2013 Workforce Utilization with Goals and Timetables, submitted 8/21/15.

⁴ King County EEO/Affirmative Action Plan sets, tracks and reports placement goals by Department. Both Metro Transit and KCDOT Marine Divisions are included in Department of Transportation (DOT) information, which also includes several Divisions which are not Transit-related.

⁵ King County EEO/Affirmative Action Plan sets, tracks and reports placement goals by Department. Both Metro Transit and KCDOT Marine Divisions are included in Department of Transportation (DOT) information, which also includes several Divisions which are not Transit-related.

