

State of Alaska

Department of Transportation & Public Facilities



Equal Employment Opportunity & Affirmative Action Interim Progress Report

Part II

July 1, 2016 to December 31, 2016

Dear Alaskans and Friends,

As Commissioner for the Alaska Department of Transportation & Public Facilities (ADOT&PF), I am pleased to present an interim Progress Report on our advances in Equal Employment Opportunity and Affirmative Action for the 2017 fiscal year. Though this year has been financially challenging for Alaskans, our State, and the ADOT&PF, we remain steadfast in our mission to provide the safest, most efficient infrastructure and services for all Alaskans.

Civil Rights and diversity are critical in accomplishing that mission and deeply embedded in our department's core values of Integrity, Excellence, and Respect. We continue to implement best practices and policies that cultivate an inclusive work environment in which every employee is respected and valued. Diversity improves workforce performance, effectiveness, and innovation. An inclusive work environment also results in greater job commitment, improved workplace relationships, and increased job satisfaction.

The Alaska Department of Transportation & Public Facilities is committed to promoting a workforce that is representative of all Alaskans by supporting Civil Rights and Equal Employment Opportunity laws. The department does not condone, permit, or tolerate discrimination against employees or applicants for employment on the basis of race, color, national origin, religion, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood, genetic information, or status as a veteran or veteran with a disability. Furthermore, the department does not condone, permit, or tolerate retaliation for opposing unlawful discrimination. I expect employees at all levels within the department to be familiar with laws surrounding Civil Rights and Affirmative Action, and ensure compliance in their respective areas of responsibility.

The Alaska department of Transportation & Public Facilities aspires to eliminate workforce discrimination and remains steadfast in advancing equal opportunity and affirmative action for all Alaskans. We do this not merely to comply with Federal and State laws, orders, and regulations, but with a commitment to the richness and diversity that is Alaska.

Sincerely,

Marc A. Luiken

Marc A. Luiken, Commissioner
Equal Employment Opportunity Representative
Alaska Department of Transportation & Public Facilities

“Keep Alaska Moving through service and infrastructure”

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Dalton Highway MP 274-289, near the Kuparuk River

Preface

The subject of this interim 2017 Progress Report is the status of Equal Employment Opportunity and Affirmative Action within the Alaska department of Transportation & Public Facilities (hereafter “the department” or “ADOT&PF”). This Report is intended to provide an overall view of women and minority employee demographics within the department, and to provide an update on our progress toward our affirmative action goals as of December 31, 2016. Definitions of job and Race and Ethnic categories may be found in the Appendix. For purposes of this report, the category “Asian” also includes Pacific Islanders.

This Progress Report was prepared by the department in collaboration with the Employee Planning and Information Center and the Equal Employment Opportunity Program within the Department of Administration, Division of Personnel & Labor Relations. The department welcomes comments regarding this report. Interested parties should submit feedback in writing to the following:

Amanda Holland, Director
State of Alaska, Department of Transportation & Public Facilities
Division of Administrative Services
3132 Channel Drive
MS 2500
Juneau, AK 99801

OR

Dana Phillips, Human Resource Manager
State of Alaska, Department of Transportation & Public Facilities
Division of Administrative Services
Human Resources Section
3132 Channel Drive
MS 2500
Juneau, AK 99801

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Summary

This Progress Report focuses on the Alaska Department of Transportation & Public Facilities affirmative action efforts for the first half of the 2017 fiscal year, July 1, 2016 through December 31, 2016. In January 2017, the State of Alaska migrated to a new payroll and human resource management software solution: Integrated Resources Information System (IRIS). Reports on personnel information are not yet available.

This year's Report numbers show our overall workforce has shrunk by about 1 percent. Women and minorities make up 40.5 percent of the department's total workforce. For the first half of FY17, we have shown an overall decrease of women and minorities in the full-time workforce from 39.2 percent to 38.9 percent.

FY 17 Workforce as of 12/31/16	Total	B - White Male	C - African American Male	D - Hispanic Male	E - Asian/Pacific Is Male	F - Alaska Native/ American Indian Male	G - White Female	H - African American Female	I - Hispanic Female	J - Asian/Pacific Is Female	K - Alaska Native/ American Indian Female
Officials and Administrators	45	36	0	1	0	1	6	0	0	0	1
Professional	922	521	13	12	27	18	280	4	13	17	17
Technicians	159	93	3	5	5	14	33	1	1	1	3
Protective Service Workers	86	61	7	4	2	3	9	0	0	0	0
Paraprofessionals	18	1	0	0	0	0	10	0	1	4	2
Administrative Support	295	69	2	3	11	5	155	4	2	17	27
Skilled Craft Workers	1091	865	14	17	32	122	34	1	2	2	2
Service-Maintenance	559	242	17	14	54	45	129	5	7	24	22
Total	3175	1888	56	56	131	208	656	15	26	65	74

Our affirmative action efforts this year focused on training and educating department employees. Below outlines this year's achievements toward meeting our annual goals.

Job Category	B-White Male	C-African American Male	D-Hispanic Male	E-Asian/Pacific Is Male	F-Alaska Native/ American Indian Male	G-White Female	H-African American Female	I-Hispanic Female	J-Asian/Pacific Is Female	K-Alaska Native/ American Indian Female
Officials and Administrators		1		1	1	2	1	1		1
Professional					2	27	2		1	12
Technicians			1	1	1	1	1	1	1	1
Protective Service Workers					2	1	1	1	1	1
Paraprofessionals		1	1	1	1		1	1		1
Administrative Support				1	2				1	1
Skilled Craft Workers		2			14	4				1
Service-Maintenance		1	1		3	3	1	1	1	4
KEY:		MET			PROGRESSING			NOTMET		

We showed progress in the employment of full-time women and minorities in a number of job classes, especially in the Skilled Craft and Service-Maintenance categories. Female Professionals and Female Alaska Native/American Indians in all categories continue to demonstrate underutilization; however, progress toward goal attainment was demonstrated this year.

The State of Alaska—Introduction

The State of Alaska’s Executive Branch workforce has shrunk approximately 4.3 percent to 15,127 employees as compared to last year’s count of 15,799 employees within its fifteen departments. This count reflects workforce demographic data as of June 30, 2016 under Governor Bill Walker’s Administration and is similar to the number of employees in 2011.¹

During the past year, all but one department experienced loss of positions and employees. The State of Alaska continues to face challenges such as decreasing revenue due to a decline in oil prices, resulting in a significant budget shortfall. On January 5, 2016, Governor Walker announced a statewide hiring restriction as part of his administration’s ongoing efforts to reduce state spending. This hiring restriction was extended into FY17. Due to the current fiscal climate, State public employee numbers are expected to continue to decline.

Alaska’s population growth has slowed with the current estimate at 739,828 people.² Meanwhile, Alaska Department of Labor & Workforce Development’s estimate projects our state’s population to grow, reaching over 800,000 by 2020.³ By comparison, the population at statehood in 1959 was approximately 224,000 people.

Alaska is unique. The State’s workforce – like Alaska’s population – is culturally and racially diverse. The State’s racial demographics, compared to the United States as a whole, reveal Alaska as having a higher percentage of non-white people. The U.S. Census Bureau reports that the percentage of white people (reported as the single race of “white alone”) in Alaska is 66.5 percent while for the nation it is 77.1 percent. Our demographics reflect a significantly larger percentage of Alaska Native and American Indians (14.8 percent) as compared to the nation as a whole (.9 percent). Moreover, a greater number of Alaskans identify as “two or more races” at 7.2 percent as compared to 2.6 percent of the nation.⁴

Our population expansion has brought a shift in our demographics resulting in growth in minority populations, most notably people of Asian, Pacific Islander, and Hispanic descent. In Alaska’s Asian community, over 50 percent are of people with roots in the Philippines. In Alaska’s Pacific Islander community, 66 percent have roots in Samoa. The U.S. Census Bureau projects that the nation’s Hispanic/Latino and Asian populations will triple over the next half-century and non-Hispanic whites will represent 50 percent of the total U.S. population by 2050. According to State demographers, Alaska’s Hispanic population has increased 52 percent between 2000 and 2010 and

¹ State of Alaska Workforce Profile shows 15,839 employees in 2011. Source: Alaska Division of Personnel & Labor Relations.

² Source: Alaska department of Labor & Workforce Development, Research & Analysis Section.

³ Source: Alaska department of Labor & Workforce Development, Research & Analysis Section (Baseline State Projection); U.S. Census Bureau.

⁴ U.S. Census (American Community Survey), QuickFacts data as of February 2017.

the Alaska Native population is expected to continue to grow from 122,480 in 2010 to a projected 161,483 in 2042.⁵

Alaska’s school districts’ demographics give us a glimpse of our future workforce. The greater Anchorage/Matanuska Susitna area and City and Borough of Juneau are home to over 74 percent of Executive Branch employees.⁶ The Anchorage School District (ASD), the largest in the State and one of the 100 largest districts in the United States, reports its “minority” student population continues to grow and exceeds its white student population: 57.9 percent nonwhite to 42.1 percent white. Meanwhile, City and Borough of Juneau School District reports its student population is now 50 percent white.⁷ The Anchorage School District counts over 90 languages – from Hmong to Yupik – spoken by students in its English learners’ program. ASD demographics over the last ten years confirm national trends with the largest growth in student populations being first in those who identify as “two or more races;” the second highest growth area being Hispanic or Latino students; and the third largest growing demographic being “Asian or Pacific Islander” students.⁸



*Brotherhood Bridge, Mendenhall River & Glacier
Photo by Jeremy Woodrow*

Across the State’s Executive Branch, as a whole, Alaska Native peoples continue to be the most under-represented group at 6.9 percent, a decrease from 7.7 percent last year.⁹

⁵ Source: Alaska Population Projections 2010-2035 (April 2012) published by the Alaska department of Labor & Workforce Development, Research & Analysis Section.

⁶ 2015 State of Alaska Workforce Profile published by the State of Alaska, Division of Personnel & Labor Relations, Employee Planning & Information Center report employees by geographic region: show 47.6 percent in the greater Anchorage/Mat-Su area and 27.2 percent in Juneau for a total of 74.8 percent.

⁷ Juneau School District, City and Borough of Juneau, 2015 Facts & Figures report.

⁸ Source: Anchorage School District 2015-2016 Ethnicity Report.

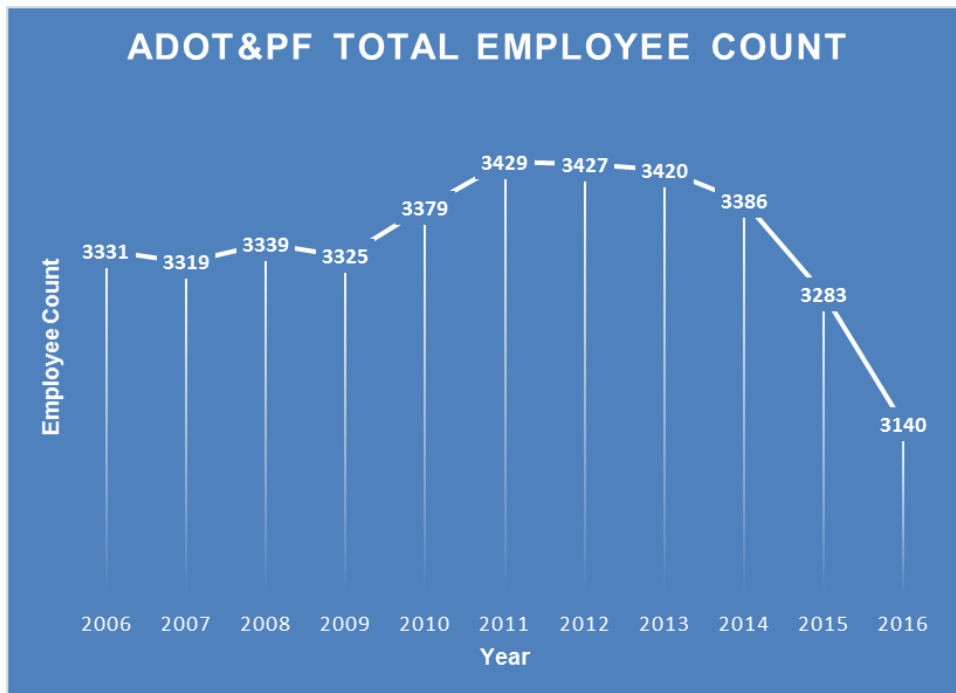
⁹ Source: 2016 State of Alaska Executive Branch EEO and AA Progress report.

Overview of the Alaska department of Transportation & Public Facilities

The history and structure of the Alaska Department of Transportation & Public Facilities can be found in our current Affirmative Action Plan. There have been some changes to our organizational structure this past year, and these changes will continue as the department adapts to budgetary constraints and reductions in positions and personnel.

As the table below shows, we have seen a steady decline in our overall positions within the department, most notably since 2014. Overall, we experienced a 4.36 percent decline in the total employee count since 2015, which is similar to the 4.3 percent decline of employees statewide.¹⁰ We anticipate more reductions in positions and personnel as our State continues to address its fiscal realities.

At the beginning of FY17, the department experienced a number of position changes and separations due to the cut in funding of major programs. For example, in June 2016 Governor Walker announced plans to shut down the Knik Arm Crossing project for an indefinite period. The Alaska Marine Highway System placed two vessels, M/V Taku and FVF Chenega, into unmanned layup status resulting in position layoffs in accordance with collective bargaining agreements.



ADOT&PF continues to see a decline in overall employee count. The department showed a total employee count of 3,140 employees; approximately 32 employees less than the largest department, Health and Social Services.

¹⁰ Source: 2017 State of Alaska EEO and AA Progress Report and State of Alaska 2016 Workforce Profile

The department’s shrinking size is not only reflective in a reduced employee count, but also in recruitment and hiring practices. We are recruiting and hiring for less positions than we have in years, which is reflected in a continuing decline of new hires to the department.¹¹



New hire counts are permanent employees hired within FY17 who are still employed at the end of the fiscal year.

We project approximately 180 new hires for FY17 based on preliminary recruitment data.

A view of the Parks Highway from Mt. Healy, Denali National Park

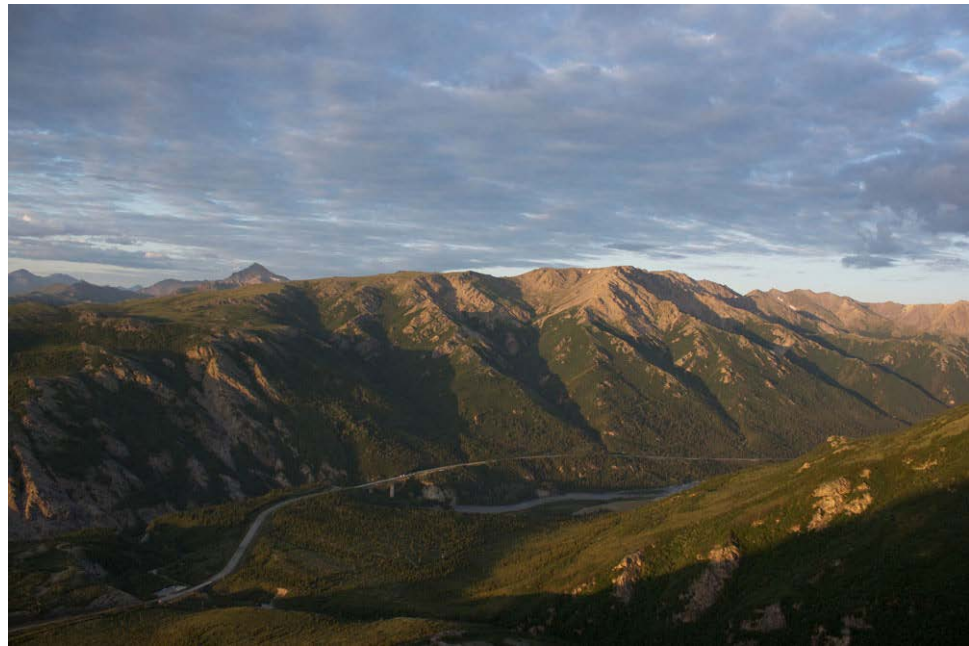
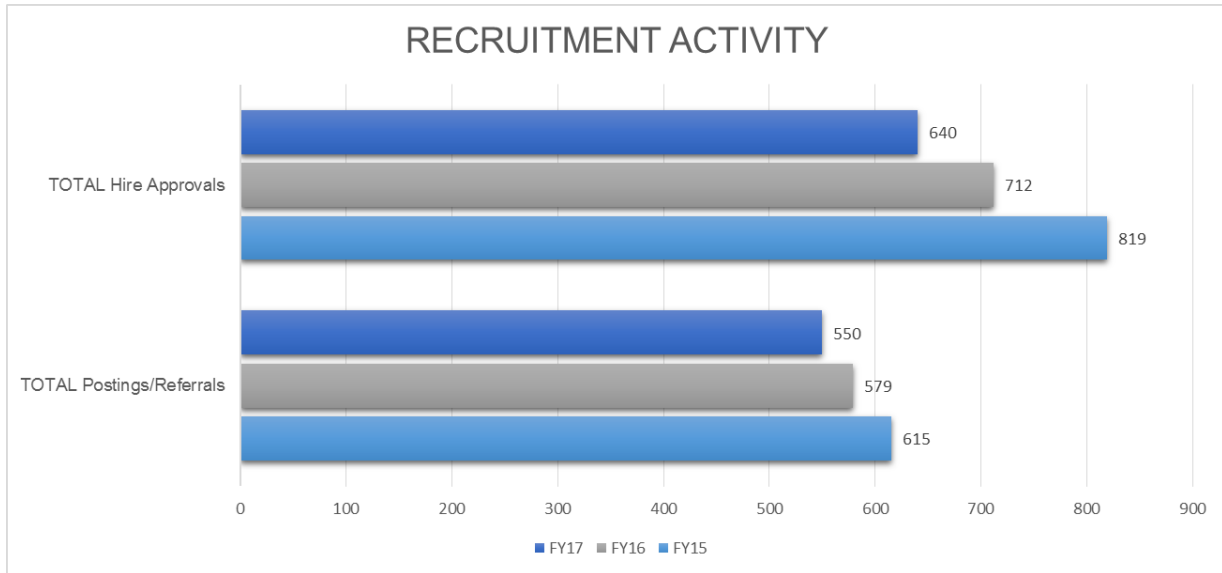


Photo by John Wingfield, Alaska DOT&PF

¹¹ Source: Alaska Division of Personnel & Labor Relations, Workforce Profiles 2012-2016

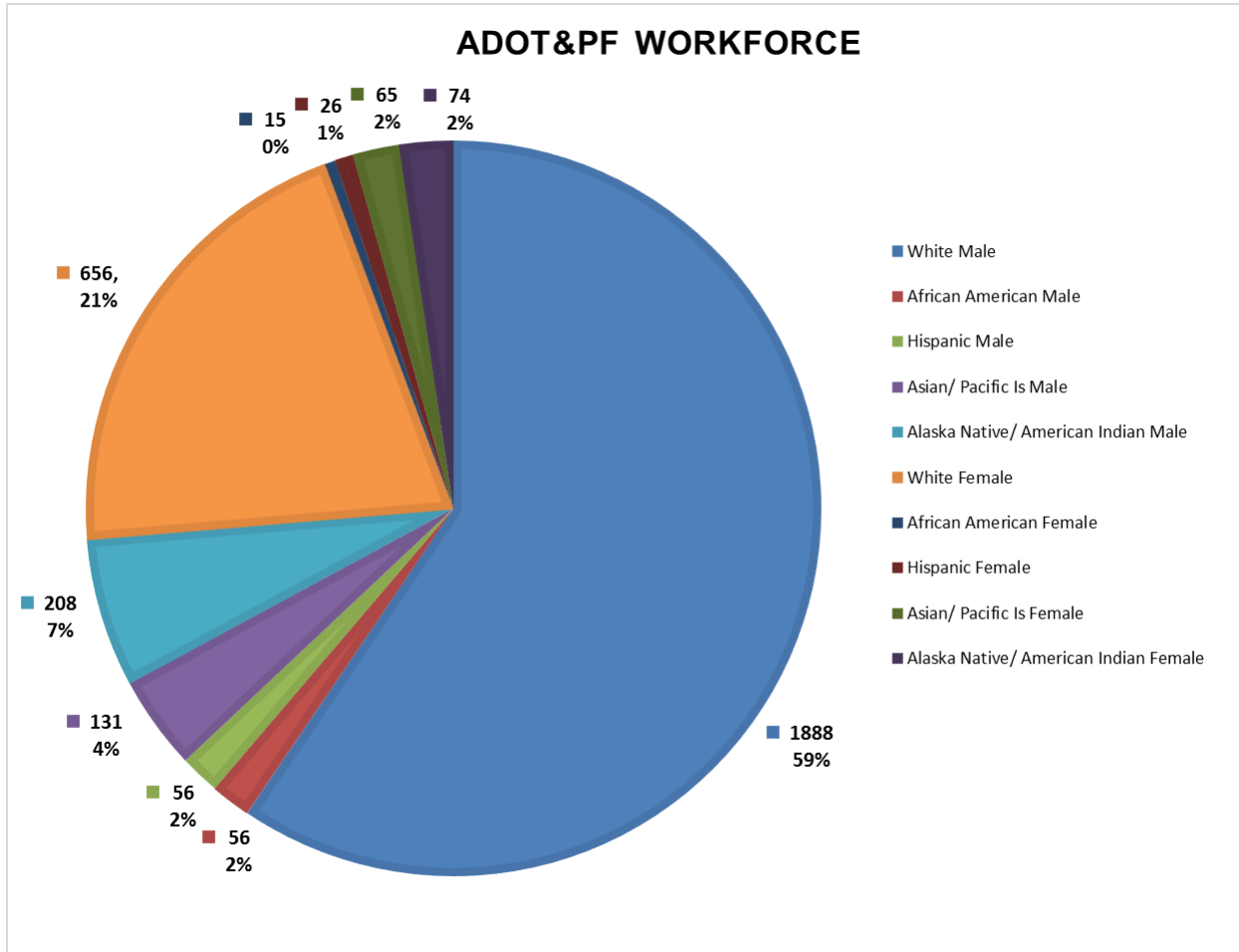
The chart below highlights the department’s recruitment activity to include promotions, demotions, transfers, and new hires, for fiscal years 2015 to 2017. This data represents all recruitment activity for permanent, seasonal, non-permanent, and intern positions.



“Into the Abyss”
Hurricane Gulch

Photo by Justin Wilson, Alaska DOT&PF

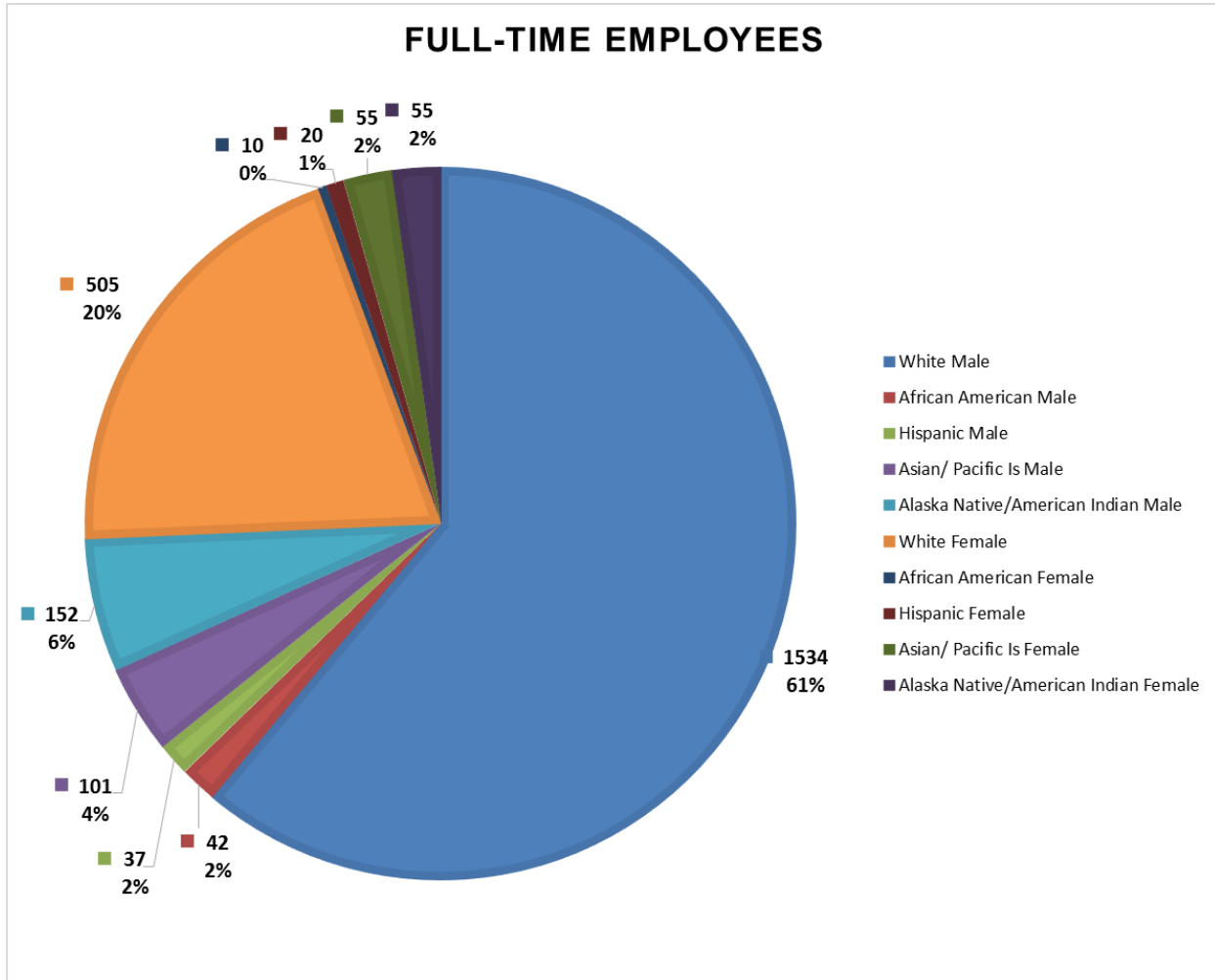
The chart below represents the department’s workforce mid-FY17. This includes 2,511 full-time and 664 other than full-time employees. Females and minorities make up approximately 41 percent of the total workforce.



Total Workforce	Total	White Male	African American Male	Hispanic Male	Asian/ Pacific Is Male	Alaska Native/ American Indian Male	White Female	African American Female	Hispanic Female	Asian/ Pacific Is Female	Alaska Native/ American Indian Female
	3175	1888	56	56	131	208	656	15	26	65	74

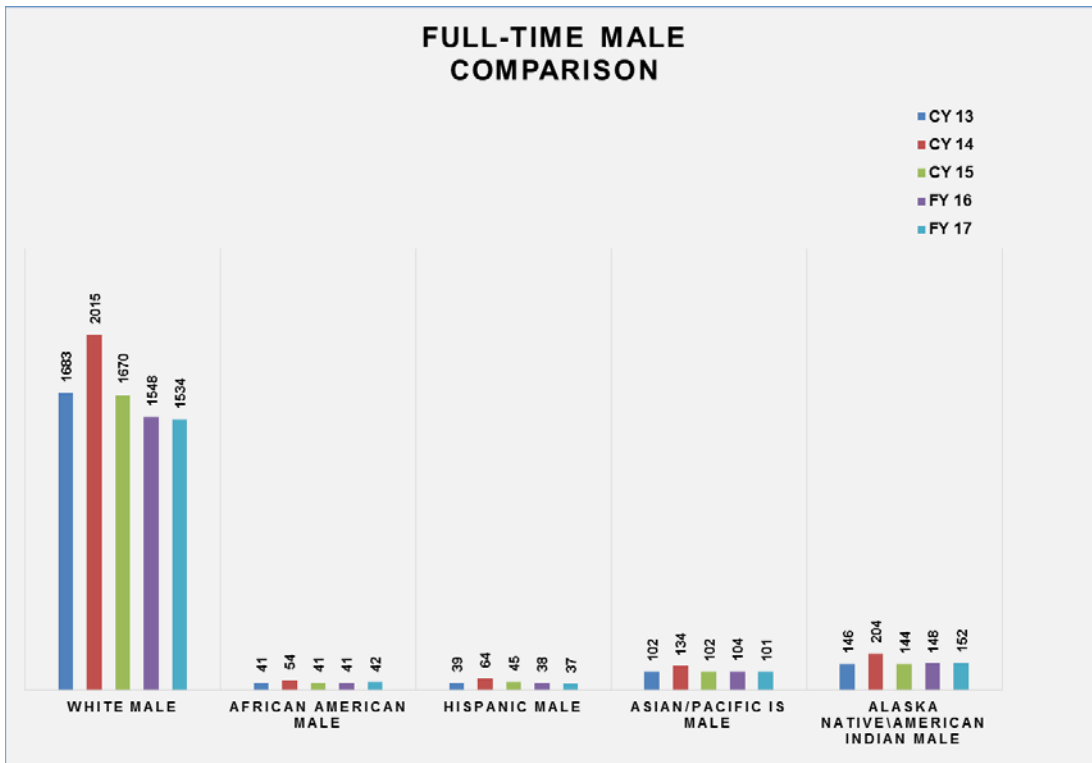
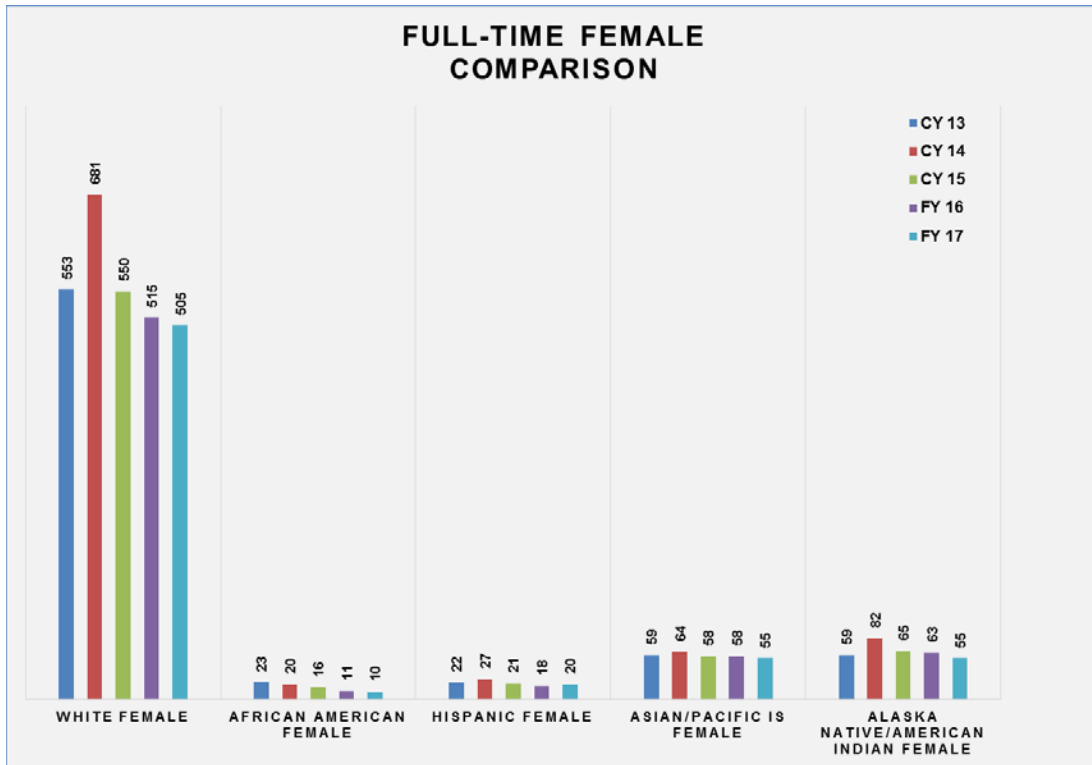
ADOT&PF’s Full-Time Workforce as of December 31, 2016

For the first half of fiscal year, the ADOT&PF employed 2,511 full-time workers and 664 employees who worked in positions other than full-time; a reduction of 1.3 and 15.4 percent respectively. The graph below shows the percentage of minorities and women in full-time positions for the first half of the 2017 fiscal year.



FY 2017* Full-Time Workforce Job Category	Total	B-White Male	C-African American Male	D- Hispanic Male	E-Asian Male	F-Alaska Native/A merican Indian Male	G-White Female	H- African American Female	I- Hispanic Female	J-Asian Female	K-Alaska Native/A merican Indian Female
Officials and Administrators	44	35	0	1	0	1	6	0	0	0	1
Professional	884	501	13	9	26	17	268	4	13	17	16
Technicians	23	11	0	0	1	1	8	0	0	1	1
Protective Services	85	60	7	4	2	3	9	0	0	0	0
Para-Professional	14	1	0	0	0	0	6	0	1	4	2
Administrative Support	253	52	2	3	7	3	142	4	2	14	24
Skilled Craft Workers	938	756	12	13	26	108	18	1	2	1	1
Service-Maintenance	270	118	8	7	39	19	48	1	2	18	10
Total	2511	1534	42	37	101	152	505	10	20	55	55

In 2015, ADOT&PF moved from a calendar year reporting period to a fiscal year reporting period. Below is a comparison of full time female and male employees for the last four years.



In FY16, ADOT&PF showed a slight increase in the number of African American and Alaska Native and American Indian males, along with Hispanic Females. All other categories showed a decrease in full time employees.

Full-Time Workers	Male		Female	
	FY16	FY17	FY16	FY17
White	1548	1534	515	505
African American	41	42	11	10
Hispanic	38	37	18	20
Asian/Pacific Islander	104	101	58	55
Alaska Native/American Indian	148	152	63	55
Total	1879	1866	665	645

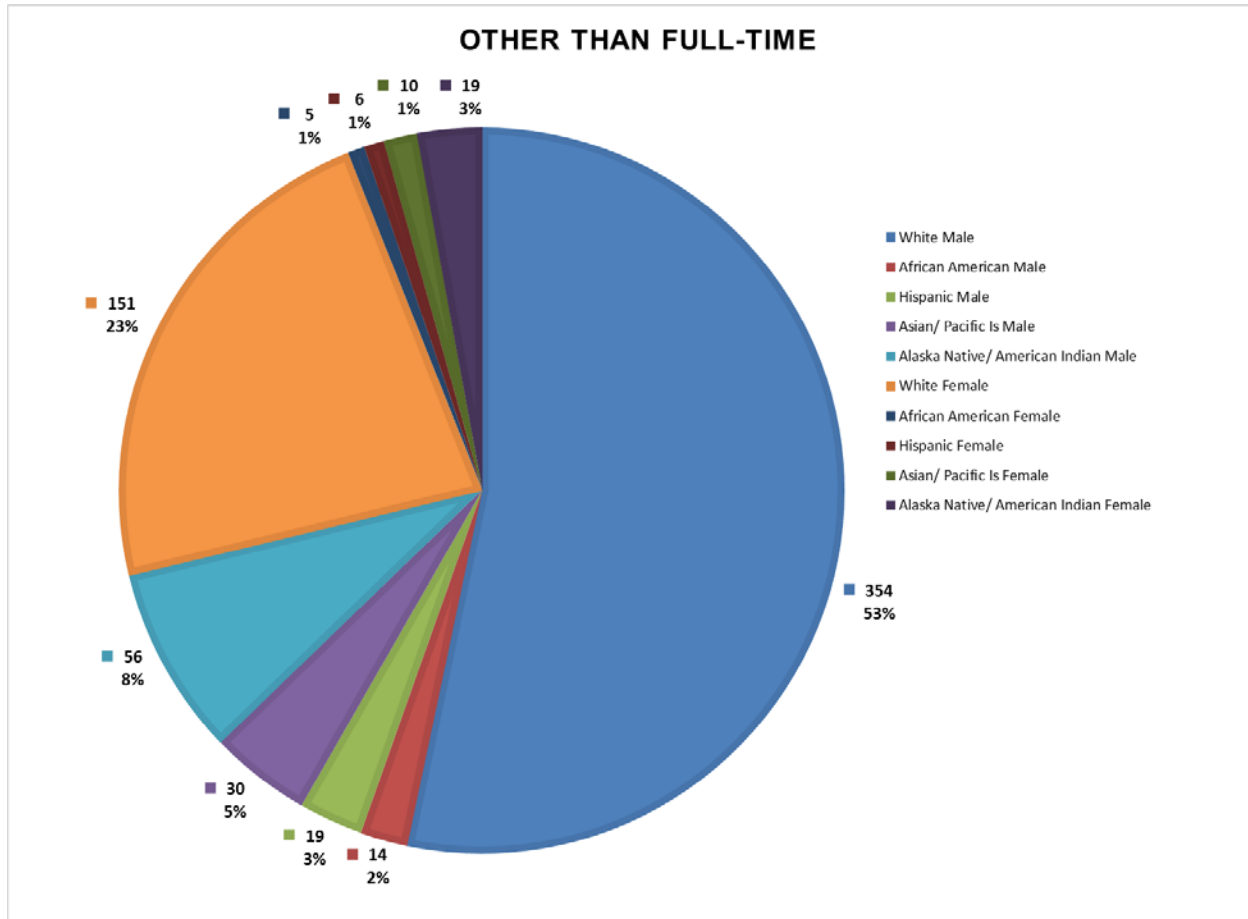


The Dalton Highway is approximately 470 miles long and was named for James William Dalton, a North Slope engineer. The Dalton Highway was originally developed as a haul road connecting the Yukon River and Prudhoe Bay during construction of the Trans-Alaska Pipeline.

*Bear crossing the Dalton Highway
Photo by Dwight Stuller*

ADOT&PF's 'Other Than Full-Time' Workforce as of December 2016

The department's workforce has a variety of different position types such as full-time, part-time, seasonal, temporary, and non-permanent. Job classes within the Technician, Skilled Craft, and Service-Maintenance categories have a significantly higher number of positions other than full-time. This is due in part to the nature of work performed, which often tends to be seasonal in nature or specific to a project.



	Total	White Male	African American Male	Hispanic Male	Asian/ Pacific Is Male	Alaska Native/ American Indian Male	White Female	African American Female	Hispanic Female	Asian/ Pacific Is Female	Alaska Native/ American Indian Female
Other Than Full-Time											
Officials and Administrators	1	1	0	0	0	0	0	0	0	0	0
Professional	38	20	0	3	1	1	12	0	0	0	1
Technicians	136	82	3	5	4	13	25	1	1	0	2
Protective Services	1	1	0	0	0	0	0	0	0	0	0
Para-Professional	4	0	0	0	0	0	4	0	0	0	0
Administrative Support	42	17	0	0	4	2	13	0	0	3	3
Skilled Craft Workers	153	109	2	4	6	14	16	0	0	1	1
Service-Maintenance	289	124	9	7	15	26	81	4	5	6	12
Total	664	354	14	19	30	56	151	5	6	10	19

Alaska is often characterized as having only two seasons: Winter and Construction. The department’s ‘other than full-time’ workforce fluctuates depending on the seasonal work, or projects to be completed.

Other Than Full-Time	Male		Female	
	FY16	FY17	FY16	FY17
White	406	354	180	151
African American	17	14	5	5
Hispanic	26	19	6	6
Asian/Pacific Islander	34	30	9	10
Alaska Native/American Indian	73	56	29	19
Total	556	473	229	191



Final lift paving at MP 151 of the Sterling Highway.
Photo by Jonathan Tague, Alaska DOT&PF

Overview of EEO-4 Categories

The following is an overview of the department's full-time workforce as of December 31, 2016. The information provided in this section is from the 2016 Affirmative Action Plan or the EEO-4 Report, unless otherwise stated.

Digging trenches to divert water from the Dalton Highway back to the main channel of the Sag River.

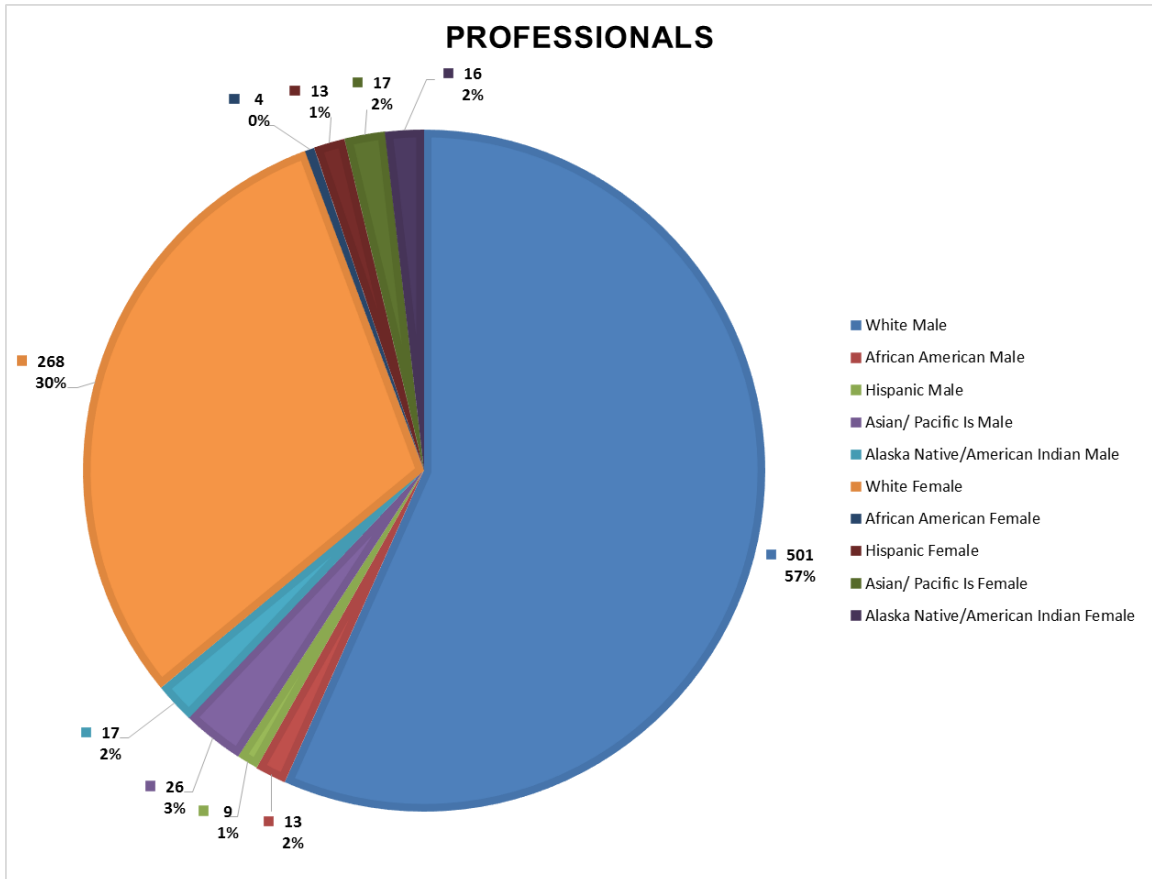


- A. Officials and Administrators: The total number of Officials and Administrators reduced from 47 in FY16 to 44.¹²

Officials and Administrators	Male		Female	
	FY16	FY17	FY16	FY17
White	37	35	7	6
African American	0	0	0	0
Hispanic	1	1	0	0
Asian/Pacific Islander	0	0	0	0
Alaska Native/American Indian	1	1	1	1
Total	39	37	8	7

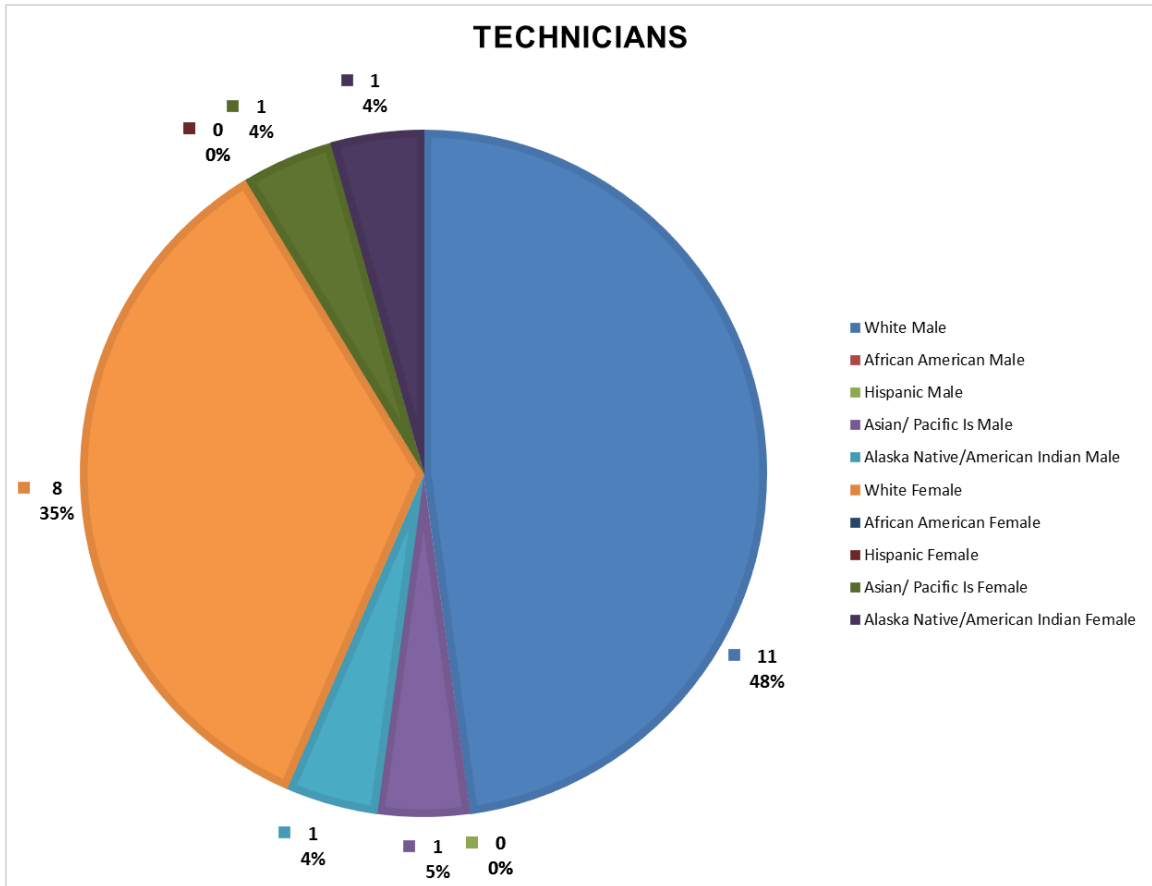
¹² Does not include Commissioner or temporary exempt employees

B. Professionals: The total number of full-time Professionals showed a slight decrease from 897 in FY16 to 884 in FY17. All categories experienced a decrease in full-time professionals with exception of Asian and Alaska Native/American Indian males, both increasing slightly from FY16. There are 38 other than full-time professionals, of which 18 are females and minorities.



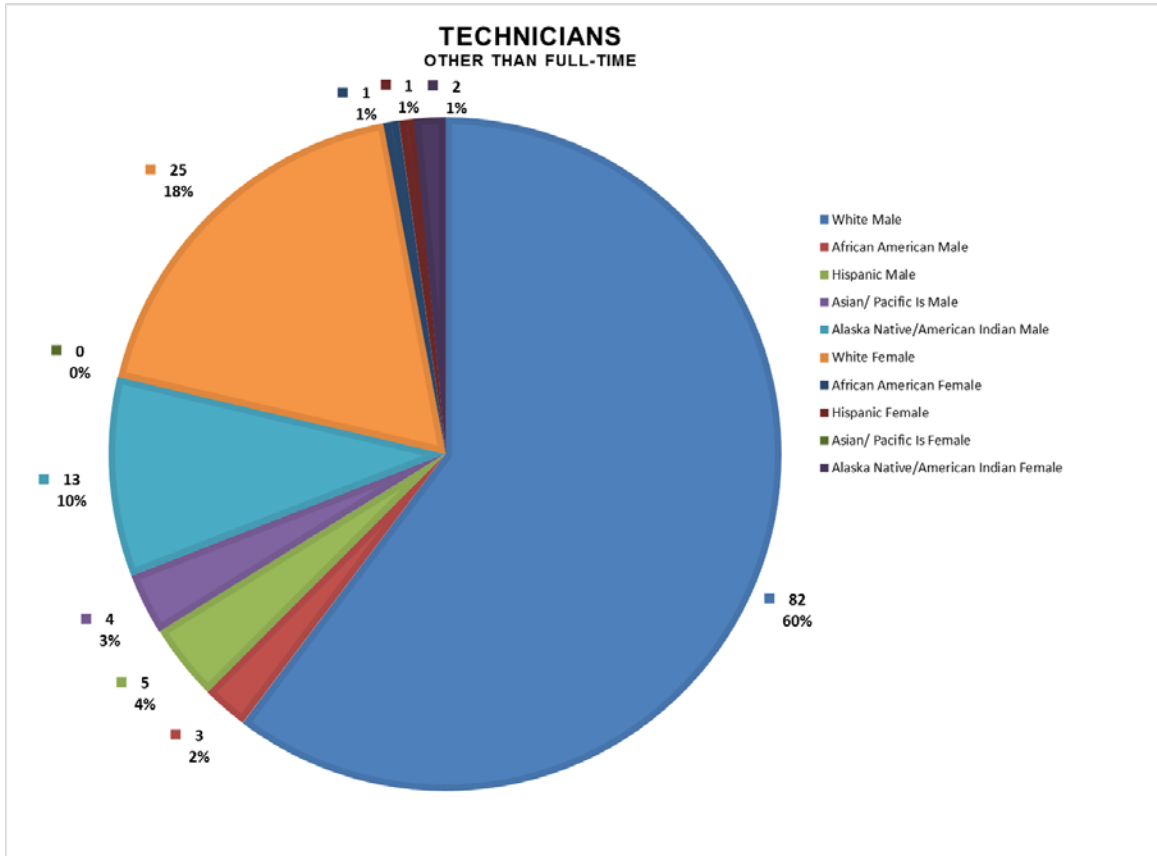
Professionals (full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	502	501	277	268
African American	11	13	5	4
Hispanic	9	9	12	13
Asian/Pacific Islander	27	26	18	17
Alaska Native/American Indian	18	17	18	16
Total	567	566	330	318

C. Technicians: Job classes within the Technician category are primarily seasonal positions and not generally reflected in EEO-4 report. The department currently employs 159 employees within the Technician category; however, only 23 of these positions are full-time.



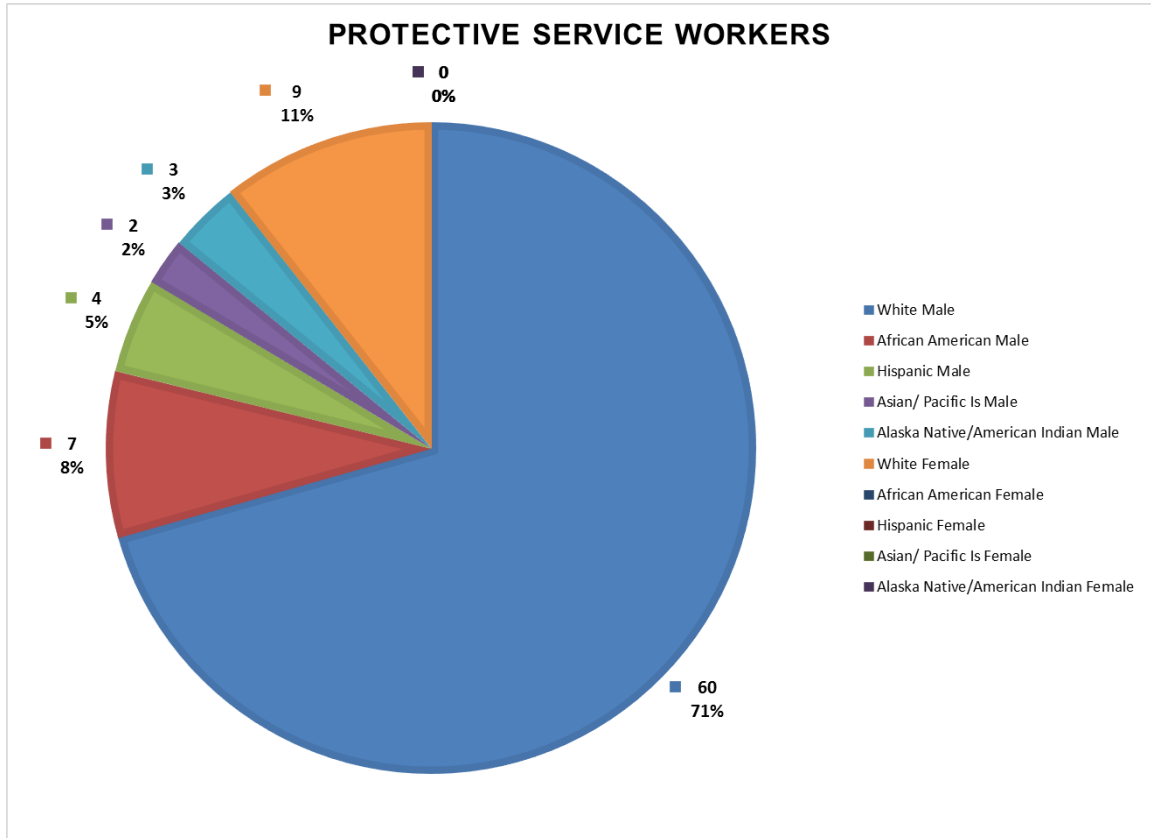
Technicians (full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	11	11	7	8
African American	0	0	0	0
Hispanic	0	0	0	0
Asian/Pacific Islander	1	1	1	1
Alaska Native/ American Indian	1	1	1	1
Total	13	13	9	10

A large number of employees work other than full-time; primarily in seasonal positions. The department expects a slightly higher total employee count in the second half of the fiscal year due to seasonal construction work. The below shows, females and minorities make up 40 percent of the Technicians who are other than full-time.



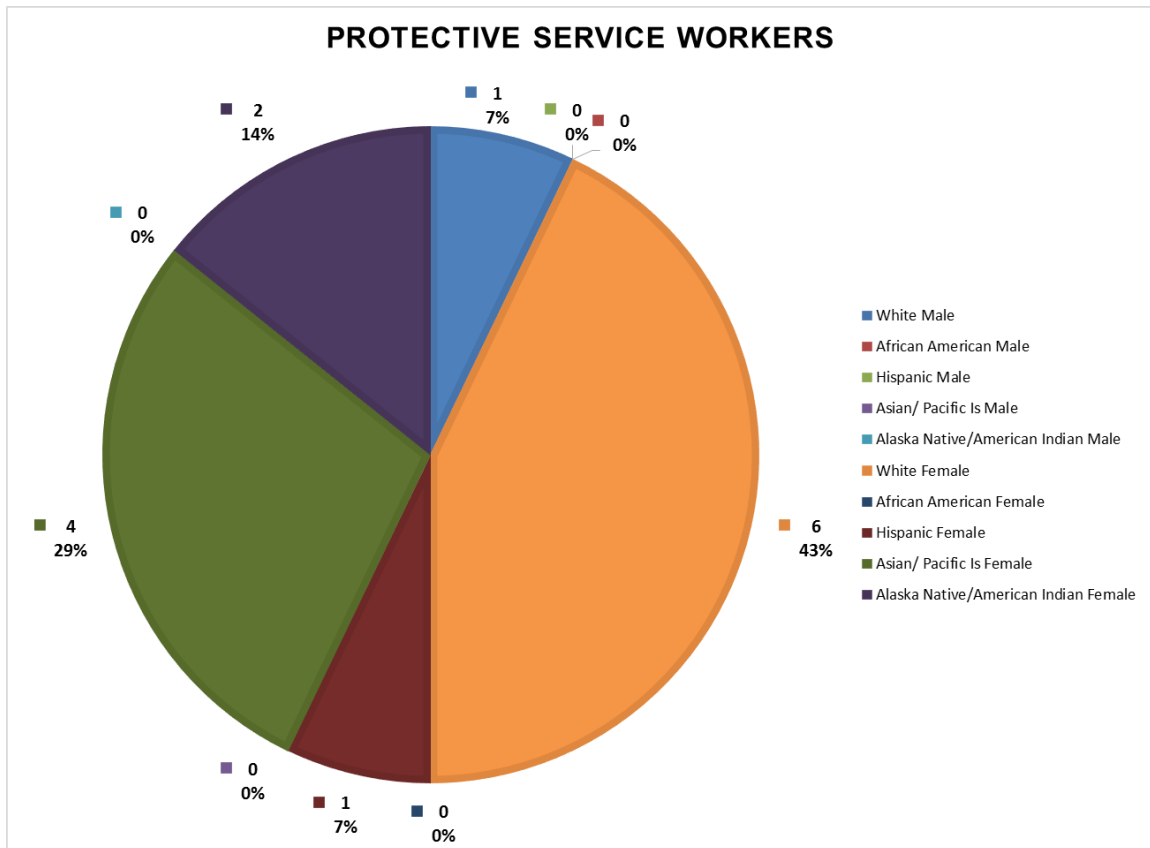
Technicians (other than full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	101	82	35	25
African American	6	3	1	1
Hispanic	6	5	1	1
Asian/Pacific Islander	6	4	0	0
Alaska Native/ American Indian	16	13	3	2
Total	135	107	40	29

D. Protective Service Workers: Alaska’s International Airport System employs Airport Police and Fire Officers (APFO) at its two international airports in Anchorage and Fairbanks. The department showed an increase in African American and Alaska Native/ American Indian male workers, but a decrease in overall female workers. There was only 1 other than full-time employee in this category.



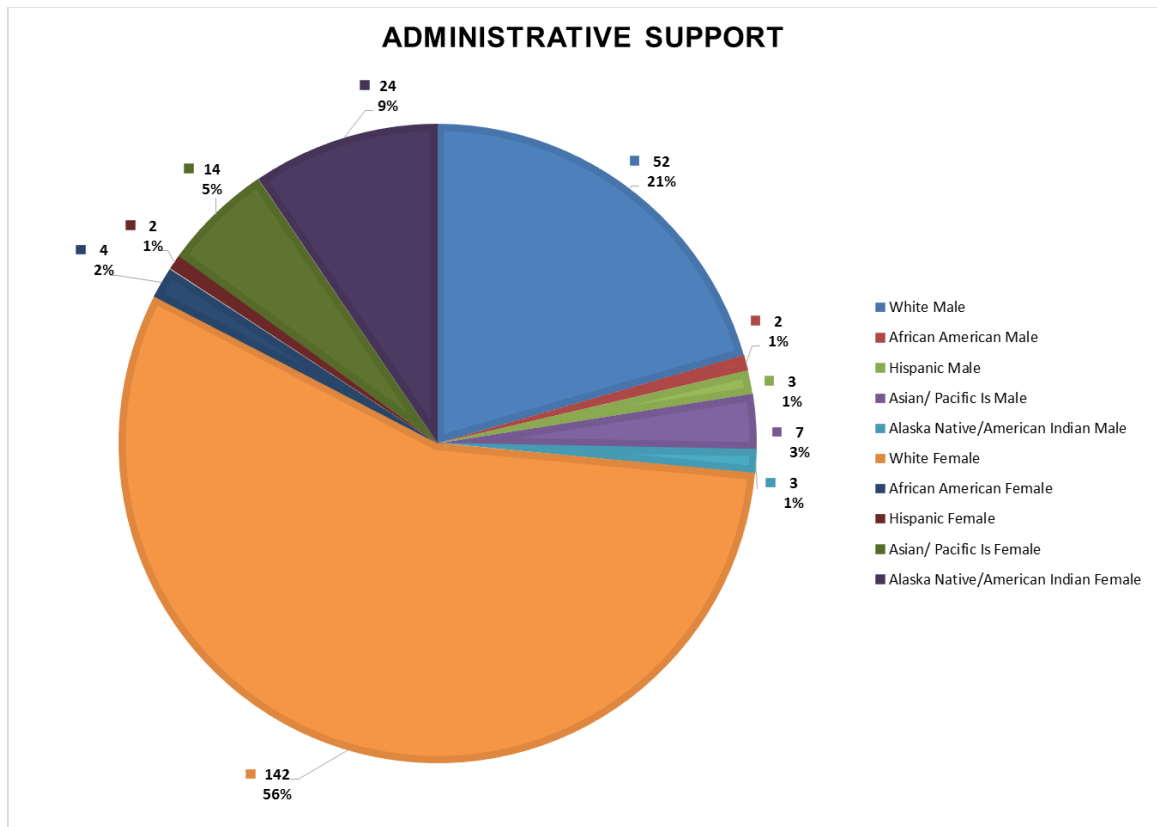
Protective Service Workers (full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	57	60	10	9
African American	6	7	0	0
Hispanic	5	4	0	0
Asian/Pacific Islander	2	2	0	0
Alaska Native/ American Indian	2	3	1	0
Total	72	76	11	9

E. Paraprofessionals: Only 14 full-time and 4 other than full-time employees occupy positions within the paraprofessional category. Females and minorities did see a slight increase from FY16.



Paraprofessionals (full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	1	1	5	6
African American	0	0	0	0
Hispanic	0	0	1	1
Asian/Pacific Islander	0	0	3	4
Alaska Native/ American Indian	0	0	2	2
Total	1	1	11	13

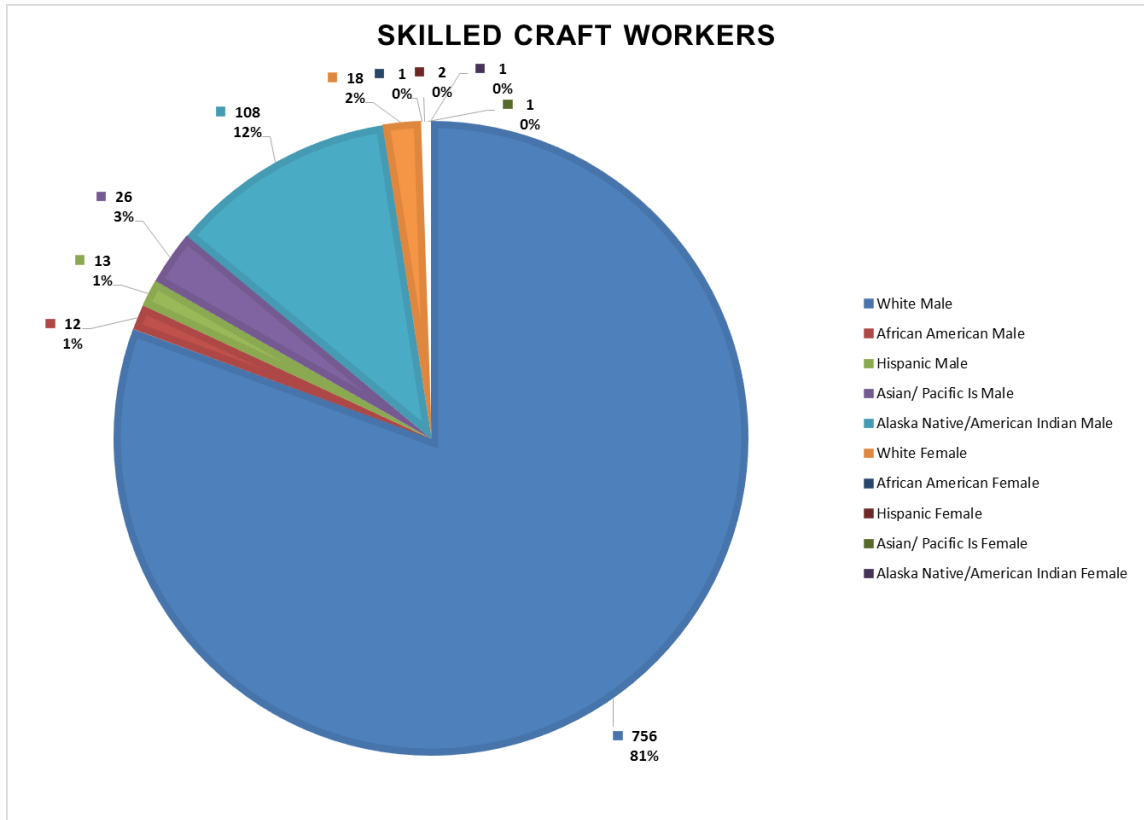
F. Administrative Support: Overall, there was a slight decrease in the number of full-time administrative support employees. However, in terms of percentage of the workforce, females and minorities increased by half a percent, representing 73.5 percent of employees in this category.



Administrative Support (full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	53	52	139	142
African American	3	2	5	4
Hispanic	3	3	2	2
Asian/Pacific Islander	7	7	16	14
Alaska Native/ American Indian	3	3	28	24
Total	70	67	190	186

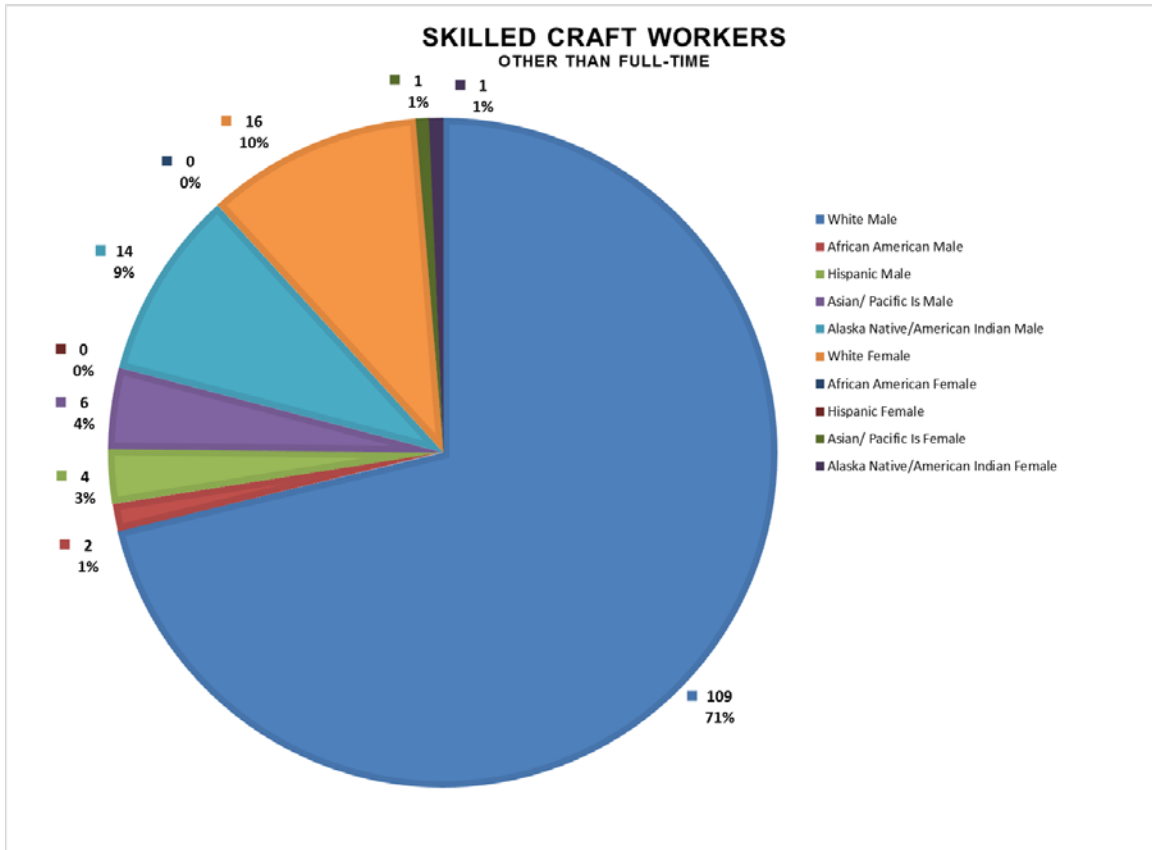
There are a total of 42 other than full-time employees in the Administrative Support category. Of these, 60 percent (25 employees) are females and minorities.

G. Skilled Craft: Skilled Craft Workers include positions as equipment operators, maintenance specialists, electricians, mechanics, plumbers, and other skilled workers which primarily belong to the Local 71 union, representing the Labor, Trades, and Crafts. The number of full-time Skilled Craft Workers increased by approximately .75 percent from FY16, from 931 to 938 employees. Alaska Native/American Indian and female minorities showed a slight increase from FY16.



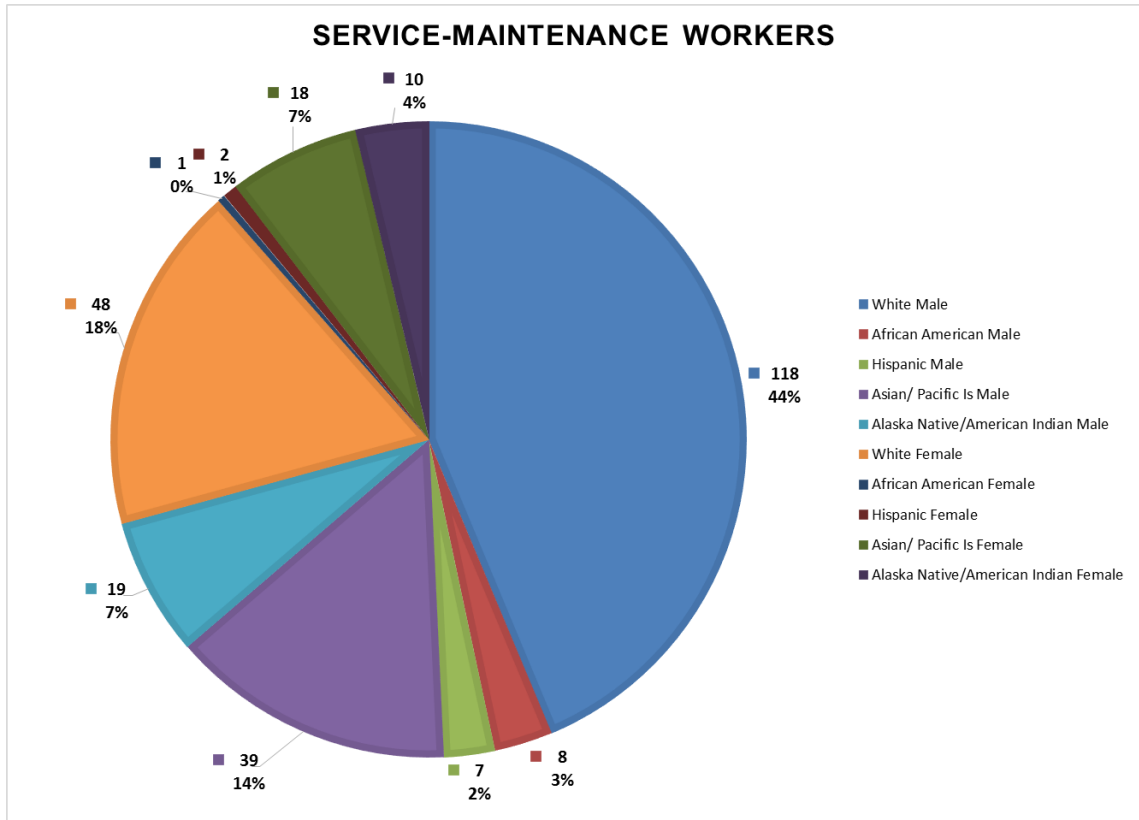
Skilled Craft Workers (full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	757	756	17	18
African American	13	12	0	1
Hispanic	12	13	1	2
Asian/Pacific Islander	26	26	1	1
Alaska Native/American Indian	103	108	1	1
Total	911	915	20	23

A large part of the department’s workforce includes those employees who work in positions that are other than full-time, including seasonal employees. The department employs a number of seasonal equipment operators and other skilled workers during the winter and summer months. The graph below represents Skilled Craft Workers who work other than full-time as of December 31, 2016. It is expected these numbers will increase in the second half of the fiscal year due to seasonal hiring.



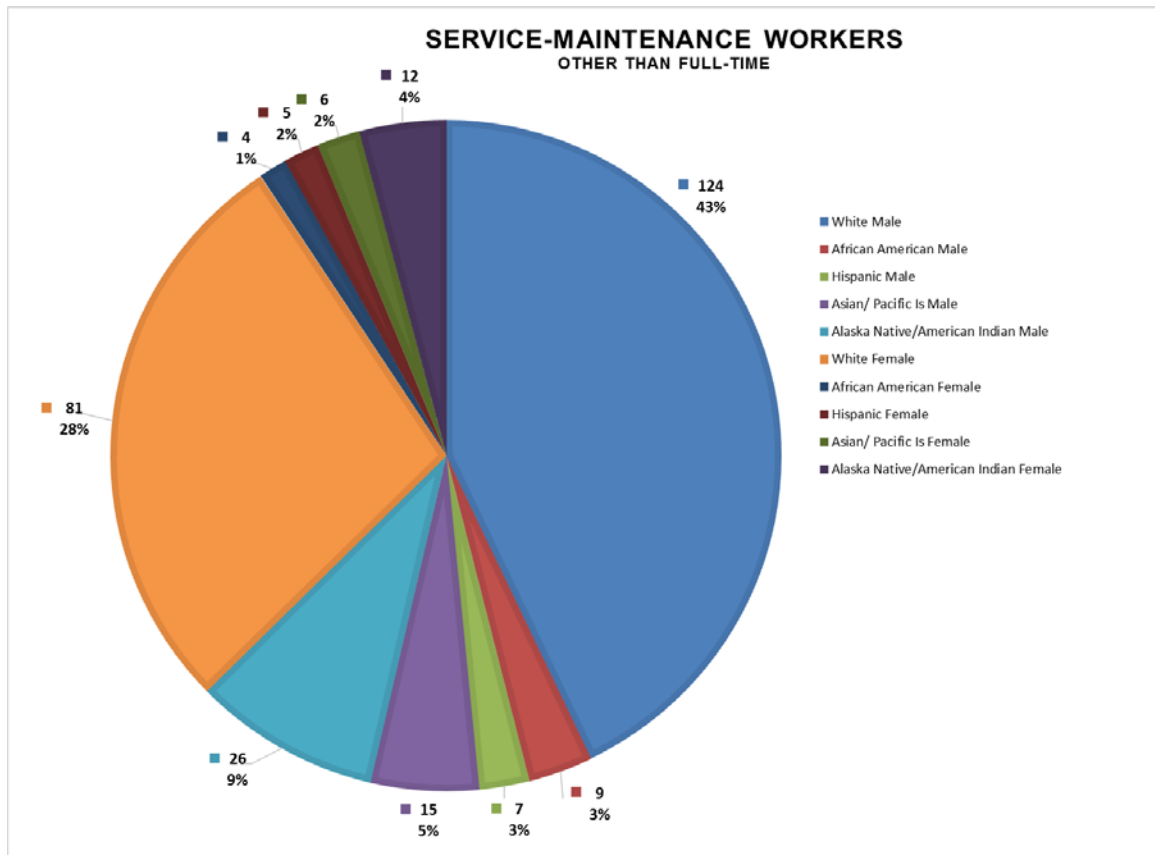
Skilled Craft Workers (other than full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	129	109	30	16
African American	2	2	0	0
Hispanic	7	4	0	0
Asian/Pacific Islander	7	6	1	1
Alaska Native/ American Indian	27	14	8	1
Total	172	135	39	18

H. Service-Maintenance: The majority of the positions within this category are employed by the Alaska Marine Highway System (AMHS). The peak hiring season for AMHS begins in February/March for the summer season. Therefore, we expect an increase in overall numbers in this category for the end of FY17. Other positions in this category include the Environmental Services positions within the Alaska International Airport System. The Service-Maintenance category as a whole continues to be one of the most diverse categories, with women and minorities making up more than 50 percent of its workforce.



Service-Maintenance Workers	Male		Female	
	FY16	FY17	FY16	FY17
White	130	118	53	48
African American	8	8	1	1
Hispanic	8	7	2	2
Asian/Pacific Islander	41	39	19	18
Alaska Native/American Indian	20	19	11	10
Total	207	191	86	79

The chart below represents other than full-time Service-Maintenance Workers.



Service-Maintenance Workers (Other than Full-time)	Male		Female	
	FY16	FY17	FY16	FY17
White	124	124	81	81
African American	9	9	4	4
Hispanic	8	7	5	5
Asian/Pacific Islander	15	15	5	6
Alaska Native/American Indian	27	26	13	12
Total	183	181	108	108

Affirmative Action Efforts

The following data and information reflect the first half of FY17, July 1, 2016 to December 31, 2016. For the purpose of this interim report, we are focusing on recruitment and applicant flow analysis in an effort to predict the progress toward affirmative action goals.

The department used applicant flow data for the second half of the fiscal year to predict appointments based on EEO data volunteered by candidates during the recruitment process. However, this data is only available for recruitments through our Workplace Alaska System. We are unable to use this method for positions filled through a union hiring hall.

i. Officials and Administrators

Officials and Administrators are generally appointed and not subject to competitive recruitment procedures. However, some positions are open for competitive recruitment. In the first half of the fiscal year, the department employed one White male. However, one position was recruited for competitively in the second half of the fiscal year.

EEO4-Officials & Administrators	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal			1		1	1	8	1	1		1
2017 Goal			1		1	1	10	1	1	1	1
Applications Received	14	10				0	3				0
Availability Rate			1.3	0.3	1.5	5.3	35.2	1.1	0.7	1.8	5.9
FY 17 New Hires	1	1									
Hire Prediction						1					
Status											

Key: Met Progressing Not Met



ADOT&PF Executive Team

ii. Professionals

The department continues to demonstrate a high level of underrepresented women and minorities in the professional job categories, although there has been some progress toward the hiring and promotion of professional females. The preliminary applicant flow data suggests an increase of females in this category. Upon initial review of the recruitment data, it appears several females are being promoted from administrative support positions into professional level positions.

EEO4-Professionals	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal						8	133	7		1	58
2017 Goal						3	27	2		1	12
Applications Received	810	388	29	40	57	51	144	11	10	17	18
Availability Rate		1.2	1.2	2.8	1.7	2.6	44.8	1.5	0.6	1.9	8.5
FY 17 New Hires	17	8	1	2			5			1	
Hire Prediction	19	6		1	1		9			2	
Status											

Key: Met Progressing Not Met



Photo by Lynette Campbell, Alaska DOT&PF

Keri Williamson, Project Engineer, and Zack Ferrin, Materials Inspector, oversee pile driving on the new Klehini River Bridge project.

The new bridge is replacing the old Porcupine Bridge which was the salvaged one-half of the original Brotherhood Bridge in Juneau, Alaska.

iii. Technicians

The majority of positions in the Technicians category fall under the collective bargaining agreement between the State of Alaska and the Local 71 representing the Labor, Trades, and Crafts. There were no full-time hires made during the first half of the year. Although we do not expect to hire a significant number of full-time positions in the second half of the year, we do expect to fill a number of seasonal positions. Based on available recruitment data—specifically, hire approvals issued—we predict at least 20 hires. The department’s recruitment team issued 25 hire approvals for non-permanent and intern positions.

EEO4-Technicians	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal				1	1	1	2	1	1	1	1
2017 Goal				1	1	1	1	1	1	1	1
Applications Received	25	14			2	2	2	1		2	0
Availability Rate			1.6	1.3	3.5	4.6	36.9	3	1.3	3.2	6.2
FY 17 New Hires	0										
Hire Prediction	20										
Status											

Key: Met Progressing Not Met

Northern Region Materials Technician, Michael Smith, records test results of an approach along Van Horn Road in Fairbanks.



Photo by Todd Hughes, Alaska DOT&PF

iv. Protective Service Workers

Airport Police & Fire Officers (APFO) are sworn law enforcement officers who must meet employment standards set by the Alaska Police Standards Council and the Alaska Fire Standards Council. They are responsible for around-the-clock police, fire, and first emergency medical services for the Fairbanks and Anchorage International Airports, and surrounding property such as Lake Hood. Their responsibilities include law enforcement and fire-fighting, aircraft rescue, and first responder.



Police and fire vehicles, Anchorage International Airport
 Photo by Mike Oden, Alaska DOT&PF

Employing qualified females and Alaska Native/American Indians is an ongoing goal not only for the ADOT&PF, but other State and local law enforcement agencies across the state. Efforts to progress toward employment goals include focused job fairs, such as attending the Alaska Federation of Natives, Women in Law Enforcement, Anchorage Daily News, among other community appearances.

During the first half of the fiscal year, 40 percent of the applicants were females and minorities; however, preliminary data suggests none made it to the final stages of the selection process.

EEO4-Protective Service Workers - Sworn	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal						9	5	1	1	1	1
2017 Goal					1	3	2	1	1	1	3
Applications Received	258	150	17	15	27	5	27	6	3	3	1
Availability Rate			5.1	0.9	3.3	13.1	14.9	0.1	0.2	0.5	3.2
FY 17 New Hires	6	4	1			1					
Hire Prediction	4	4									
Status											

Key: Met Progressing Not Met

v. Paraprofessionals

There are a total of 12 full-time, and 3 other than full-time positions in the paraprofessional category within the department. There was little turnover in the category, and no new hires during the first half of the fiscal year. One new hire is predicted based on applicant flow data.

EEO4-Paraprofessionals	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal			1	1	1	1		1	1		2
2017 Goal			1	1	1	1		1	1		1
Applications Received	15	3		1	2	2	6				1
Availability Rate			2.1	1.4	2.1	4.7	41.9	3.9	2.2	5	17.7
FY 17 New Hires	0										
Hire Prediction	1									1	
Status	NA										

Key: Met Progressing Not Met

vi. Administrative Support

We continue to see a high number of female applicants and hires within the Administrative Support category. Minority male applicants represented 12 percent of all applicants in this category compared to 28.2 percent of their female counterparts. This is a decrease from last year. Preliminary data suggests the department is progressing toward meeting female minority placement goals.

EEO4-Administrative Support	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal					4	6					2
2017 Goal			2			3		2	2		2
Applications Received	751	102	17	13	31	29	328	43	30	54	85
Availability Rate		1.8	1.8	0.8	2.6	3.7					
FY 17 New Hires	14	2					10			1	1
Hire Prediction	16	3					7	1		2	3
Status											

Key: Met Progressing Not Met



Dalton Highway, looking at Sagavanirktok River

vii. Skilled Craft

Most skilled craft positions belong to the Local 71 union, and appointments are generally made through the hiring hall. The department met all of its FY16 placement goals in this category and expects to meet placement goals for FY17. The implementation of the apprenticeship program has had a significant impact on the department's success in this area. Based on preliminary hire approval data, we anticipate at least 21 appointments to this category, including seasonal and non-permanent positions.

EEO4-Skilled Craft Workers	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal	99		8			69	20				2
2017 Goal			2			10	4				1
Applications Received											
Availability Rate			2	1.2	2	16.4	4.1			0.2	0.4
FY 17 New Hires	48	33		1	1	9	2	1	1		
Hire Prediction	21										
Status											

Key: Met Progressing Not Met



Culvert work, Dalton Highway
 Photo by Travis Donovan, Alaska DOT&PF

viii. Service-Maintenance

Recruitment and selection of applicants for the Alaska Marine Highway System (AMHS) is extremely comprehensive. Applicants must meet an array of qualifications not only for the Division, but must also meet requirements set out by the US Coast Guard in obtaining various certifications. Although the department met most of its annual hiring goals, it continues to demonstrate underrepresentation of Alaska Native/American Indians. The preliminary application data below does not include AMHS positions, as this will be reflected in the year-end report.

Also in this category are environmental positions which assist in maintaining our public buildings and International Airports. These positions also belong to the Local 71 union, and appointments are generally made through the hiring hall.

Of the positions hired through Workplace Alaska, based on preliminary recruitment data, we anticipate meeting a number of goals in this category.

EEO4-Service/Maintenance	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
5 Year Goal				1	1	1	2	1	1	1	1
2017 Goal			1	1		1	2	1	1		1
Applications Received	128	61	9	3	4	9	25		2	1	10
Availability Rate			1.6	1.3	3.5	4.6	36.9	3	1.3	3.2	6.2
FY 17 New Hires	5	1	0	0	2	0	2				
Hire Prediction	13	5	1		1	1	5				
Status											

Key: Met Progressing Not Met

Due to the passage of bonds in 1966 and 1970, the state expanded its fleet to include the M/V LeConte and M/V Columbia. The M/V Columbia is the largest vessel in the fleet. It is designed to carry 499 passengers and has a vehicle capacity of 2,660 linear feet.



M/V Columbia
Photo by Geraldine Young
Alaska, DOT&PF

C. Promotions and Separations:

Alaska Native/American Indians categories continue to have the highest number of promotions among minority groups. Females and minorities represented 41.6 percent of all promotions for the first half of FY17.

Promotions	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
Officials and Administrators	1						1				
Professional	50	26	1	1	1	1	16		3	1	
Technicians	10	4					5		1		
Protective Service Workers	5	5									
Paraprofessionals	0										
Administrative Support	11	4				1	4	1			1
Skilled Craft Workers	31	25		1	1	3	1				
Service-Maintenance	17	9	2				3	1		1	1
Grand Total	125	73	3	2	2	5	30	2	4	2	2

Skilled Craft positions showed the most separations, a majority likely due to the end of temporary work. FY16 showed a total of 641 separations for the fiscal year. It is anticipated FY17 will be similar.

Separations	Total	Male					Female				
		White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian	White	African American	Hispanic	Asian/Pacific Islander	Alaska Native/American Indian
Officials and Administrators	1	0	0	0	0	0	1	0	0	0	0
Professional	51	24	1	3	1	2	14	0	0	2	4
Technicians	38	19	2	1	3	3	9	0	0	0	1
Protective Service Workers	3	0	0	1	0	0	1	0	0	0	1
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	42	15	0	1	2	1	14	2	0	2	5
Skilled Craft Workers	145	91	2	6	3	18	18	0	0	0	7
Service-Maintenance	50	26	1	2	3	2	14	0	0	1	1
Grand Total	330	175	6	14	12	26	71	2	0	5	19

Status of FY17 Goals

Due to predicted budget and resource shortfalls, the department concentrated on three areas for FY17. Below is an overview of progress on these goals for the first half of FY17.

Organizational Review

FY17 Goal Statement

Over the next fiscal year, the department will be undergoing an organizational review to assist in identifying efficiencies and effectiveness. This plan will also review the organizational structure, position and classification analysis, reporting structures, and policies and procedures reviews. The department will use FY16 data to aid in identifying recommended changes to improve our overall affirmative action efforts surrounding minority and female applicants and employees.

Progress 7/1/16 – 12/31/16

The department continues to review its organizational structure and policies and procedures. Several policies are in the process of being updated, consolidated, or rescinded based on these reviews. Due to the shrinking workforce, we will continue to review the organizational structure to identify efficiencies.

Training

FY17 Goal Statement

The department will continue to focus efforts providing training to hiring managers and supervisors regarding areas of management and supervisory training, course delivery, and employee training.

Progress 7/1/16 – 12/31/16

1. Management and Supervisory Training
 - A. Needs and Course Development
 - i. Initial assessment indicates there are ample training opportunities for employees related to career enrichment and advancement. Last year, the department focused heavily on providing EEO/AA training to managers and supervisors. However, based on initial review, EEO/AA training among the general employee population is lacking.
 - ii. Develop course modules and materials for the following:
 - a. New Employee Onboarding: Although we did not hit the target of November 2016, the program is in its final stages to be published.

- b. Executive Employee Onboarding: This is incorporated into the New Employee Onboarding.
- c. Recruitment Best Practices: Training was provided to Northern Region, along with supplemental training to sections in Central Region. It is expected training in other areas will occur over the next fiscal year. In addition, a web presentation on recruitment practices was provided for those located in rural areas.
- d. “Effective Supervisory Principles” for Southcoast Region and AMHS by December 31, 2016: Completed.
- e. Deliver Cohort 5 of the Leadership Development Program: Completed.
- f. Cohort 6 of the Leadership Development Program will be offered November 2017.

2. Employee Training

- A. Increase all staff participation in A Respectful Workplace and Valuing Diversity courses by 15 percent: Based on initial numbers, we are not projected to meet this goal for FY17 due in part to travel restrictions.



Police and Fire Officers conducting training in -20°F during sunset.
Fairbanks International Airport
Photo by Sgt. Rick Rifley, Alaska DOT&PF

Recruitment, Selection and Hiring

FY17 Goal Statement

Increase outreach efforts by attending job/community fairs and researching alternative methods for advertising open positions, and analyze applicant pools for applicant flow and hiring.

Progress

The table below represents applicants who have applied for positions through Workplace Alaska. Upon review of application source data, most applicants utilize the Workplace Alaska jobsite for job openings. The next most popular notification source is the department of Labor & Workforce Development's ALEXsys website, and Alaska Job Bank.

Source	White	African American	Hispanic	Asian/Pacific Is	Alaska Native	American Indian	Unknown	Total	%	Female	Male	Unknown	Total	%
Alaska Job Center	30	4	2	8	7	2	32	85	3.66	12	48	25	85	3.66
Alaska Native Business & Resource Directory Advertisement	0	0	0	0	0	1	0	1	0.04	0	1	0	1	0.04
Alaska Native Job Bank Advertisement	2	0	0	0	2	0	0	4	0.17	2	2	0	4	0.17
Alaska.Jobs	151	31	22	30	16	5	9	264	11.36	94	165	5	264	11.36
ALEXsys - Alaska's Job Bank	160	14	16	25	48	6	9	278	11.96	138	135	5	278	11.96
Current or Former Employee	37	1	0	3	3	0	1	45	1.94	16	28	1	45	1.94
Flyer	1	0	0	2	1	0	1	5	0.22	2	3	0	5	0.22
Friend or Family Member	43	1	3	7	5	0	1	60	2.58	23	37	0	60	2.58
Job Fair	6	4	1	2	1	0	0	14	0.6	3	11	0	14	0.6
News	1	0	0	0	0	0	0	1	0.04	1	0	0	1	0.04
Online Job Boards (i.e. Alaska List, Career Builder, CraigsList, Dice.com, Monster, etc.)	133	18	18	31	19	4	4	227	9.77	87	139	1	227	9.77
Other - Please complete text box below.	76	4	18	21	13	6	4	142	6.11	46	95	1	142	6.11
Professional Association/Membership/Affiliation	5	3	0	0	0	0	0	8	0.34	3	5	0	8	0.34
Professional Magazine	0	0	0	0	1	0	0	1	0.04	0	1	0	1	0.04
Radio	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School or College Counselor or Other Official	5	1	1	0	1	0	0	8	0.34	2	6	0	8	0.34
Social Networking (i.e. Twitter, LinkedIn, Facebook, etc.)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
State of Alaska Department or Agency Internet Recruitment Site	21	2	0	3	5	0	0	31	1.33	20	11	0	31	1.33
State of Alaska Division of Vocational Rehabilitation	0	2	0	0	0	0	0	2	0.09	2	2	0	2	0.09
State of Alaska Recruiter	1	1	0	0	0	0	0	2	0.09	2	2	0	2	0.09
State of Alaska Website	114	11	6	17	17	1	5	171	7.36	74	95	2	171	7.36
Television	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Word of Mouth	123	6	4	9	10	0	7	159	6.84	48	105	6	159	6.84
Workplace Alaska Job Openings	518	52	40	80	71	14	41	816	35.11	382	417	17	816	35.11
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	1427	155	131	238	220	39	114	2324	100%	953	13.08	63	2324	100%
%	61.4	6.67	5.64	10.24	9.47	1.68	4.91	100%		41.01	56.28	2.71	100%	

Appendix

A. Race and Ethnic Category Definitions

Alaska Native or American Indian: All persons having origins in any of the original peoples of the Americas and who maintain cultural identification through tribal affiliation or community attachment. The terms “Alaska Native” and “American Indian” represents many separate groups of people with distinct ethnic and cultures throughout Alaska and the lower forty-eight. Alaska Native peoples include Iñupiaq, Yup’ik/Cup’ik, Alutiiq, Aleut, Eyak, Athabaskan (comprised by eleven cultural and linguistic groups), Tlingit, Haida, and Tsimshian.

African American and Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Asian or Pacific Islander: “Asian” refers to all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, and the Philippine Islands. “Pacific Islander” refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, Mariana Islands, or other Pacific Islands.

Hispanic and Latino: All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

White and Caucasian (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

B. Job Categories as defined by the U.S. Equal Employment Opportunity Commission

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

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

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a “New Careers” concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemaker aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Administrative Support (including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and ground keepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/ helpers, and kindred workers.