

SPRINGFIELD MASS TRANSIT DISTRICT

Equal Employment Opportunity Program

FY2025 Revision

July 1, 2024

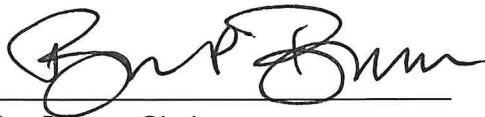
STATEMENT OF POLICY

The Board of Trustees of the Springfield Mass Transit District, herein referred to as "SMTD" or "District", has adopted an Equal Employment Opportunity (EEO) Program, to comply with equal employment opportunity (EEO) provisions of FTA Circular 4704.1A. SMTD ensures that no person shall on the grounds of race, color, religion, national origin, sex, age or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any program, project, or activity receiving Federal financial assistance.

The Board of Trustees has authorized the Managing Director to operate the agency and to implement the mission, goals, policies, and guidelines established by the Board. Subject to Board oversight, the Managing Director is authorized to establish and implement business management and administrative policies determined necessary to effectively manage and operate the District. The Managing Director will regularly inform and consult with the Board about the business transactions, policies and issues of the District.

I certify that at a duly constituted and legally convened meeting of the Board of Trustees of the Springfield Mass Transit District held on August 26, 2024, the Springfield Mass Transit District Equal Employment Opportunity Program, hereto affixed, and was adopted in full accordance and conformity with the by-laws of the Springfield Mass Transit District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the seal of the Springfield Mass Transit District this 26th day of August 2024.



Brian Brewer, Chairperson



Leslie McCarthy, Secretary



Date



Date

Seal



STATEMENT OF POLICY

SPRINGFIELD MASS TRANSIT DISTRICT EQUAL EMPLOYMENT OPPORTUNITY PROGRAM POLICY STATEMENT

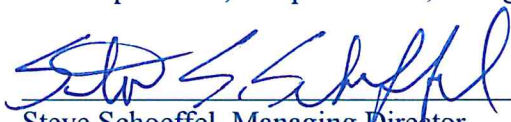
It is the policy of the Springfield Mass Transit District to seek and employ qualified personnel; to provide equal opportunities for the advancement of employees and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class as required by FTA.

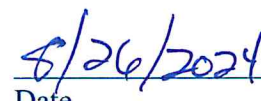
To implement this policy, the Springfield Mass Transit District will:

1. Recruit, select, and promote for all job classifications without regard to race, color, religion, national origin, sex, age, or disability.
2. Ensure that all other personnel actions such as compensation, benefits, transfers, terminations, layoffs, return from layoff, training, education, tuition aid, social and recreational programs will be administered without regard to race, color, religion, national origin, sex, age, or disability.

Additionally, this policy provides that:

1. The responsibility for the implementation of the EEO program is assigned to the Managing Director. SMTD designates the Human Resources Manager, available at jobs@smttd.org, as the EEO Officer, an agency executive assigned to implement and ensure day-to-day management, including program preparation, monitoring, and complaint investigation for the EEO Program;
2. All management personnel share in this responsibility and will be assigned specific tasks as necessary to assure compliance is achieved, as well as provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship;
3. Applicants and employees have the right to file complaints alleging discrimination with the EEO Officer. Retaliation is strictly prohibited and will not be tolerated;
4. SMTD will evaluate its managers' and supervisors' performance on their successful implementation of SMTD policies and procedures, in the same way SMTD assesses their performance regarding other agency's goals; and
5. SMTD will maintain a written nondiscrimination program that sets forth the policies, practices, and procedures, with goals and timetables, to which the agency is committed.


Steve Schoeffel, Managing Director


Date

POLICY DISSEMINATION PLAN

SPRINGFIELD MASS TRANSIT DISTRICT DISSEMINATION OF POLICY

Internal

SPRINGFIELD MASS TRANSIT DISTRICT DISSEMINATION OF POLICY

Copies of the following are posted in all departments at the Springfield Mass Transit District.

1. Policy Statement
2. Federal EEO Posters

EEO program materials are posted on bulletin boards, near time clocks, in employee breakrooms, and/or Human Resources office, so that materials are available to all employees. SMTD includes training on the EEO program during on-boarding orientation for new hires. Management meetings are held, no less than semi-annually, to discuss the EEO program and policy implementation as well as progress on goals and if any input from affinity groups, as well as conducting periodic EEO training for all employees and for managers, as needed. New supervisors or managers should complete EEO training within 90 days of their appointment.

External

SMTD commits to providing a written policy, which is available for inspection upon request. SMTD provides a written statement on the SMTD website stating that SMTD is an EEO Employer, and that no person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex, age, disability, or other protected class, and SMTD provides contact information regarding the EEO Program.

When there is outreach or advertising to recruitment entities, such as employment agencies or educational institutes, or when SMTD publishes recruitment ads, SMTD will communicate that SMTD is an EEO Employer, as well as provide the policy where applicable.

DESIGNATION OF PERSONNEL

Designation of Personnel Responsibility

In order to ensure that the District has an effective EEO program, the EEO Officer will be an executive appointed as the manager of the EEO program. The designated EEO Officer will report directly to the Managing Director for all EEO duties and responsibilities. The Managing Director will ensure that the EEO Officer has the support of other top management, and has the time and resources needed to fulfill the EEO responsibilities.

The designated EEO Officer will have:

1. Sensitivity to, and awareness of, the varied ways in which discrimination occurs;
2. Total commitment to EEO program goals and objectives;
3. Knowledge of civil rights precepts, policies, rules, regulations, and guidelines; and
4. Sufficient authority and ability to work and communicate with others (e.g. department superintendents) to achieve EEO goals and objectives.

The EEO Officer responsibilities include the following:

1. Developing and recommending EEO policy, a written EEO Program, and internal and external communication procedures regarding EEO Policy;
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, developing programs to achieve goals, and understanding the policy;
3. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
4. Reporting periodically to the Managing Director on the progress of each department in relation to the District's goals, and sharing semi-annually the progress of each department progress in relation to SMTD's goals;
5. Under the direction of the Managing Director, serving as liaison between the District, Federal, State, County, and local governments, regulatory agencies, minority, disability, and women's organizations, and other community groups;
6. Assuring that current legal information affecting affirmative action is disseminated to responsible District officials;
7. Assisting in recruiting minority, individuals with disabilities, and women applicants and establishing outreach sources for use by hiring managers;
8. Advising on EEO in all hires and promotions, not governed by contract;
9. Processing employment discrimination complaints;
10. Periodically, reviewing employment practices policies and providing training when needed to employees and applicants;
11. Maintaining an awareness of current EEO laws and ensuring the laws affecting nondiscrimination are disseminated to responsible District officials; and
12. Periodically, audit posting of the EEO Policy Statement to ensure compliance information is posted and up-to-date.

In addition to the EEO Officer, who has primary responsibility for the District's EEO program, it is the responsibility of all officials, directors, managers, and superintendents to carry out their part of the EEO program, such as:

1. Assisting in identifying problem areas and establishing District and department goals and objectives, while encouraging employee participation to support the advancement of the EEO Program;
2. Designing, implementing and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed;
3. Holding regular discussions with other managers, supervisors, superintendents and employees to assure the agency's policies and procedures are being followed;
4. Reviewing the qualifications of all employees to assure that minorities, persons with disabilities, and women are given full opportunities for transfers, promotions, training, salary increases, and other forms of compensation;
5. Participating in the review and/or investigation of complaints alleging discrimination;
6. Participating in periodic audits to ensure that each of the District's departments is in compliance (e.g. EEO posters are properly displayed on all employee bulletin boards).

UTILIZATION ANALYSIS GOALS & TIMETABLES

Utilization Analysis

In the Table, “SMTD Utilization Expressed as a Percentage of Total by Job Category,” data is presented to show the types of SMTD job categories and the percentage of demographics for each of those job categories, detailing both race and gender. The District reports no areas of material underutilization or concentration.

SMTD uses FTA 4704.1A Attachment 4 employment practices chart to track statistical data.

Below are the graphs for 2024, 2022, and 2020 Analysis:

SMTD UTILIZATION EXPRESSED AS A PERCENT OF TOTAL, BY JOB CATEGORY

AS OF 07/01/2024

	All employees	Officials & Admin 1	Professional 2	Admin Support 3	Technicians 4	Service Maint. 5	Skilled Craft Workers 6
FEMALES:							
BLACK	22.00	2.00	2.00	5.00	0.00	13.00	0.00
WHITE	14.00	2.00	3.00	3.00	0.00	6.00	0.00
OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MALES:							
BLACK	77.00	0.00	0.00	7.00	1.00	68.00	1.00
WHITE	54.00	2.00	3.00	5.00	3.00	27.00	14.00
OTHER	1.00	0.00	0.00	0.00	0.00	1.00	0.00
TOTAL	168.00	6.00	8.00	20.00	4.00	115.00	15.00

	All employees	Officials & Administrators	Professional	Administrative Support	Technicians	Service Maintenance	Skilled Craft Workers
FEMALES:							
BLACK	13%	33%	25%	25%	0%	11%	0%
WHITE	8%	33%	38%	15%	0%	5%	0%
OTHER	0%	0%	0%	0%	0%	0%	0%
MALES:							
BLACK	46%	0%	0%	35%	25%	59%	7%
WHITE	32%	33%	38%	25%	75%	23%	93%
OTHER	1%	0%	0%	0%	0%	1%	0%
TOTAL	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

1 - Officials & Administrators
(Directors & Superintendents)

2 - Professionals
(Managers, Accountants)

3 - Administrative Support
(Maintenance Clerks, Dispatchers)

4 - Technicians
(IT)

5 - Service - Maintenance
(Bus Operators, Grounds & Maintenance)

6 - Skilled Craft Workers
(Maintenance Technicians)

SMTD UTILIZATION EXPRESSED AS A PERCENT OF TOTAL, BY JOB CATEGORY

AS OF 12/31/2022

	All Workers em	Officials & Ad employees	Professional	Admin	Technicians	Service -	Skilled Craf
SMTD Staff							
Distribution							
FEMALES:							
BLACK	25.00	2.00	3.00	5.00	0.00	15.00	0.00
WHITE	14.00	2.00	0.00	6.00	0.00	6.00	0.00
OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MALES:							
BLACK	68.00	0.00	0.00	5.00	1.00	60.00	2.00
WHITE	50.00	3.00	2.00	5.00	1.00	25.00	14.00
OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	157.00	7.00	5.00	21.00	2.00	106.00	16.00

- 1 - Officials & Administrators
(Directors & Superintendents)
- 2 - Professionals
(Managers, Accountants)
- 3 - Administrative Support
(Maintenance Clerks, Dispatchers, RS, Reception, Marketing.)
- 4 - Technicians
(IT)
- 5 - Service - Maintenance
(Bus Operators, Grounds & Maintenance, Cleaners)
- 6 - Skilled Craft Workers
(Maintenance Technicians)

	All employees	Officials & Ad	Professional	Admin	Technicians	Service - 11	Skilled Craf Workers
ISMTD Staff							
Percentages							
FEMALES:							
BLACK	16%	29%	60%	24%	0%	14%	0%
WHITE	9%	29%	0%	29%	0%	6%	0%
OTHER	0%	0%	0%	0%	0%	0%	0%
MALES:							
BLACK	43%	0%	0%	24%	50%	57%	13%
WHITE	32%	43%	40%	24%	50%	24%	88%
OTHER	0%	0%	0%	0%	0%	0%	0%
TOTAL	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

- 1 - Officials & Administrators
(Directors & Superintendents)
- 2 - Professionals
(Managers, Accountants)
- 3 - Administrative Support
(Maintenance Clerks, Dispatchers, RS, Reception, Marketing.)
- 4 - Technicians
(IT)
- 5 - Service - Maintenance
(Bus Operators, Grounds & Maintenance, Cleaners)
- 6 - Skilled Craft Workers
(Maintenance Technicians)

	Mgmt., Busi	Other Profs.	Admin	Technicians	Service -	Skilled Workers
Sangamon Co.						
Population Comparison In like occupational fields						
FEMALES:						
BLACK	5%	2%	5%	7%	4%	3%
WHITE	50%	40%	54%	66%	52%	9%
OTHER	2%	2%	2%	3%	0%	0%
MALES:						
BLACK	3%	2%	2%	3%	3%	12%
WHITE	39%	52%	35%	20%	37%	74%
OTHER	2%	2%	2%	1%	1%	2%
TOTAL	100%	100%	100%	100%	100%	100%

- 1 - Management, Business, and Financial Workers
(Directors & Superintendents)
- 2 - Other Professional Workers
(Managers, Accountants)
- 3 - Administrative Support Workers
(Maintenance Clerks, Dispatchers, RS, Reception, Marketing.)
- 4 - Technicians
(IT)
- 5 - Transportation and Material Moving Operative Workers
(Bus Operators, Grounds & Maintenance, Cleaners)
- 6 - Installation, Maintenance, and Repair Craft Workers
(Maintenance Technicians)

Note: All other minorities in the Sangamon County 2020 ACS comprise less than 5% of the total population.

SMTD UTILIZATION EXPRESSED AS A PERCENT OF TOTAL, BY JOB CATEGORY

AS OF 04/01/2020

	All employees	Officials &	Professional	Administ	Technicians	Service	Skilled Craft Workers
	138	6	6	2	12	96	16
FEMALES:							
BLACK	27.00	1.00	0.00	0.00	5.00	21.00	0.00
WHITE	13.00	1.00	3.00	0.00	2.00	7.00	0.00
OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MALE S:							
BLACK	47.00	0.00	1.00	0.00	2.00	42.00	2.00
WHITE	48.00	4.00	2.00	2.00	3.00	25.00	12.00
OTHER	3.00	0.00	0.00	0.00	0.00	1.00	2.00
TOTAL	138.00	6.00	6.00	2.00	12.00	96.00	16.00

1 - Officials & Administrators
(Directors & Superintendents)

2 - Professionals
(Managers, Accountants)

3 -Administrative Support
(Maintenance Clerks, Dispatchers)

	All employees	Officials &	Professional	Administ	Technicians	Service	Skilled Craft Workers
	138	6	6	2	12	96	16
FEMALES:							
BLACK	20%	17%	0%		42%	22%	0%
WHITE	9%	17%	50%		17%	7%	0%
OTHER	0%	0%	0%		0%	0%	0%
MALE S:							
BLACK	34%		17%		17%	44%	13%
WHITE	35%	67%	33%	100%	25%	26%	75%
OTHER	2%		0%		0%	1%	13%
TOTAL	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

4 - Technicians
(IT)

5 - Service - Maintenance
(Bus Operators, Grounds & Maintenance)

6 - Skilled Craft Workers
(Maintenance Technicians)

Goals & Timetables

2024 Goals

SMTD works hard to attract a quality workforce by regularly updating Admin Policies, and fair negotiations with various union representatives. For the categories of Officials & Administrators, and for Professionals, SMTD has a higher representation of female employees, when compared to previous program years. For all other categories, consisting of Admin Support, Technicians, Service Maintenance, and Skilled Craft Workers, SMTD has a higher representation of male employees. As for Race, the majority of workers in the categories of Admin Support, and Service Maintenance (which is Bus Operators, Grounds, & Maintenance) are black, while the majority of the workers in the categories of Officials, Professionals, Technicians, and Skilled Craft Workers are white. Overall, the largest demographic employed by SMTD is black males.

The category that sees the most turnover continues to be Service Maintenance, specifically Operators. SMTD continues to make strides to reduce turnover in this category, including offering attendance bonuses, longevity pay, and health benefits for all FT and PT employees. SMTD employs 59% black males, 23% white males, 1% other males, 11% black females, and 5% white females in this category. An area of underutilization is the Other category in all areas. SMTD would like to see improvements in job placement in all categories for employees who identify as a race other than white and black.

SMTD has increased their female count in the both the Officials & Admin and Admin Support, which addresses a previous goal, but there is still an underutilization in Skilled Craft Workers. Recruiting women in this role is limited to workforce availability. It is a male-dominant field for Sangamon County. Additionally, SMTD does not see much turnover in this category. SMTD is more likely to increase the number of positions to produce a job opening rather than an employee leaving the position.

Included in the analysis of SMTD's workforce availability and utilization is a reference to the Workforce Availability Information by Metropolitan Statistical (MSA) provided by Illinois Department of Employment Security (IDES) published by the US Census Bureau in 2022 to demonstrate both the population by gender and race (Table 1), as well as labor force by gender and race (Table 2).

2020 Summary of Goal

SMTD continues to seek qualified female candidates to staff positions in departments with less than 40% of a presence of females employed. SMTD has seen improvements in percentages of females employed in Officials & Administrators and Professionals due to promotions from other areas. SMTD will work to increase overall female head count over the next three years when vacant Operator positions are filled.

Both the Skilled Craft and Maintenance categories are areas with little turnover, but qualified minorities and females remain a priority for future openings in either category.

SMTD meets requirements for minority hiring regarding race and will continue to maintain those percentages. Unfortunately, what may hinder the balance of those percentages going forward are the actual numbers involved in the demographic of submitted applications. Over a past 6-month review period, SMTD received only 18 applications from White/Caucasian individuals compared to 114 from minorities. SMTD will monitor the balance of these percentages to avoid a situation where White/Caucasians are underserved by employment opportunities.

In a 2020 analysis of District Employee Utilization (04/01/2020) of 138 employees, 56% of employees identified as Black/African American/Other with 44% of employees identified as White/Caucasian. Of the same 138 employees in 2020, 29% identified as female and 71% identified as male. The 2022 analysis of District Employee Utilization (12/31/2022) of 157 employees, 59% of employees identified as Black/African American with 41% of employees identified as White/Caucasian. Of the same 157 employees in 2022, 25% identified as female 75% identified as male. The District saw gains in an increase of hire of racial minorities with a slight drop in hire of females. Upon a real inspection of the actual differences, one less female is employed by the District currently than in 2020, but the increase in overall headcount has diluted that percentage and female employment has not kept pace with growth. Unfortunately, this is not due to the lack of females offered and provided employment with SMTD, but due to turnover of female employees who feel schedule requirements of some positions hired for are not a fit for their families, main grievance being mandated overtime in operational departments. Currently gains are seen in females promoted to management level administrative positions (categories 1-4) overall in comparison to the 2020 analysis. The Sangamon County Workforce Availability Reports of populations in like occupational fields, provides that the District has employed Black male and female minorities in significantly higher percentages than is represented by the population employed elsewhere. The District's employment of white males is close in proximity to population percentages with the most underserved categories currently being white females and other races both male and female. The main variable at this point causing a low hire of white females and other designations is the lack of applicants for the positions offered as seen in SMTD' s Assessment of Employment Practices. The District is actively seeking qualified female applicants in underserved categories.

The clerical category is below utilization level for minorities, but this category only has two employees. Additionally, Workforce Availability Information provided shows an availability of 4.9% female workers for the Mechanics category. SMTD continues to seek qualified female candidates to staff positions in this department.

Both the Clerical and Maintenance categories are areas with little turnover, but qualified minorities and females remain a priority for future openings in either category.

Workforce Availability Information



Table I

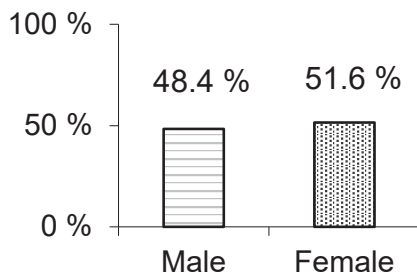
Springfield MSA

Population by Sex and Race & Ethnicity

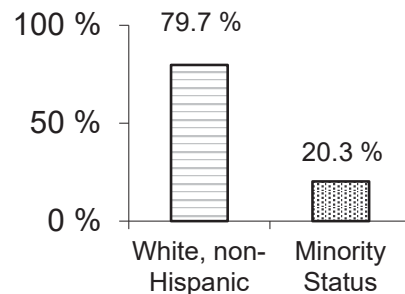
	Total		Male		Female	
	Number	Percent *	Number	Percent *	Number	Percent *
Total Population	208,406	100 %	100,899	48.4 %	107,507	51.6 %
One Race, Any Ethnicity **						
White Alone	168,440	80.8 %	81,781	39.2 %	86,659	41.6 %
Black or African American Alone	25,018	12.0 %	11,648	5.6 %	13,370	6.4 %
Asian & Pac. Is.	4,353	2.1 %	2,061	1.0 %	2,292	1.1 %
Native American	173	0.1 %	108	0.1 %	65	0.0 %
Other	1,072	0.5 %	576	0.3 %	496	0.2 %
Two or More Races, Any Ethnicity **	9,350	4.5 %	4,725	2.3 %	4,625	2.2 %
Hispanic, Any Race	5,088	2.4 %	2,560	1.2 %	2,528	1.2 %

Total Population	208,406	100 %	100,899	48.4 %	107,507	51.6 %
White, non-Hispanic	166,199	79.7 %	80,586	38.7 %	85,613	41.1 %
All Others, including Hispanic	42,207	20.3 %	20,313	9.7 %	21,894	10.5 %

Population by Gender



Population by Race & Ethnicity



Source: US Census Bureau, 2022 American Community Survey (ACS), 5-Year Estimates

Tables B01001, B01001A, B01002A, B01002B, B01002C, B01002D, B01002E, B01002F, B01002G, B01002H & B01002I

* Percent of Total Population ** Includes the ethnic group Hispanic

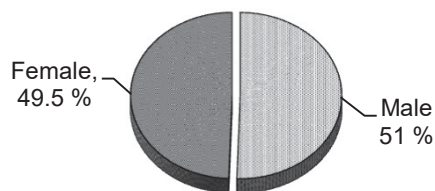
Table II

Springfield, IL Metro Area
Labor Force by Sex and Race & Ethnicity

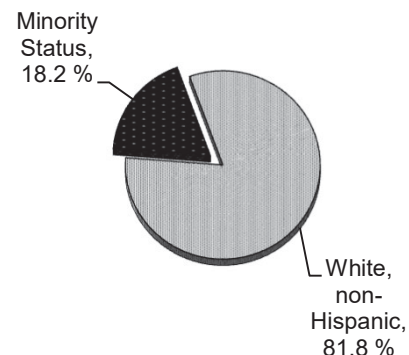
	Number of People					
	Total		Male		Female	
	Number	Percent *	Number	Percent *	Number	Percent *
Total Civilian Labor Force, Aged 16+	104,017	100 %	52,565	50.5 %	51,452	49.5 %
One Race, Any Ethnicity **						
White Alone	86,120	82.8 %	44,227	42.5 %	41,893	40.3 %
Black or African American Alone	10,861	10.4 %	4,407	4.2 %	6,454	6.2 %
Asian & Pac. Is.	2,319	2.2 %	1,169	1.1 %	1,150	1.1 %
Native American	94	0.1 %	56	0.1 %	38	0.0 %
Other	404	0.4 %	232	0.2 %	172	0.2 %
Two or More Races, Any Ethnicity **	4,219	4.1 %	2,474	2.4 %	1,745	1.7 %
Hispanic, Any Race	2,420	2.3 %	1,380	1.3 %	1,040	1.0 %

Total Civilian Labor Force, Aged 16+	104,017	100 %	52,565	50.5 %	51,452	49.5 %
White, non-Hispanic	85,074	81.8 %	43,629	41.9 %	41,445	39.8 %
All Others, including Hispanic	18,943	18.2 %	8,936	8.6 %	10,007	9.6 %

Labor Force by Gender



Labor Force by Race & Ethnicity



Source: US Census Bureau, 2022 American Community Survey (ACS), 5-Year Estimates

Tables C23002A, C23002B, C23002C, C23002D, C23002E, C23002F, C23002G, C23002H & C23002I

* Percent of Total Labor Force ** Includes the ethnic group Hispanic

EMPLOYMENT PRACTICES

Employment Practices

Advertisement

SMTD uses a wide variety of recruitment tools to fill positions. Walk-in and online applicants, as well as job fair applicants, continue to be prevalent methods for submitting applications to the District. SMTD also receives online applications through the SMTD website. Periodically, with specialized job openings, SMTD will seek publication in transit related websites and publications. On occasion, SMTD has used Indeed.com to publicize job openings. SMTD also works with local community colleges to support training programs and participate in job fairs.

Interviewing, Hiring and Training

All applicants are interviewed by at least one manager or superintendent. SMTD continually hires operators, both for fixed-route and paratransit service modes. SMTD posts as needed job openings in employee breakrooms. The Managing Director will report on job openings at various functions and organizational meetings. The Managing Director personally approves each new hire once interviewed by managers. Starting wages for newly hired or transferred District employees follow the salary schedules contained in collective bargaining agreements (CBA) or the District's personnel manual. All operator and maintenance technician salaries are outlined by the appropriate CBA. Employees complete an Orientation Program, once hired during a regularly scheduled New Hire Orientation class. New Hire Orientation includes the District's EEO policy statement. Onboarding and training are completed in relation to the necessary job skills.

SMTD maintains a log of job applicants to regularly assess EEO practices. SMTD receives the most applications for Operator positions, where on average, about 6% of applicants are hired. In the category for Professionals, SMTD has about a 13% hire rate per applicant when there are job openings. In the most recent job openings for Professionals, SMTD had about 30% male applicants and 70% female applicants, and two females were hired.

Disciplinary Actions and Terminations

All disciplinary action is discussed with the EEO Officer prior to any final action being taken. The EEO Officer is advised of all but routine verbal warnings and receives copies of all discipline for record-keeping to ensure that all discipline is consistent for all employees. Much of the discipline procedure and practices are governed by the CBA or the Admin Employee Manual.

Contracts

As required by the Illinois Department of Human Rights and FTA for contracts over \$10,000, SMTD requires an EEO clause when contracting with third parties for compliance during the performance of the contract.

MONITORING AND REPORTING SYSTEMS

Monitoring and Reporting

Since the District both employs 100 or more transit-related employees and requests or receives in excess of \$1 million in capital and/or operating assistance in the previous Federal fiscal year, the District completes a full EEO program, rather than an abbreviated program. Programs that require submission will be due to FTA on March 1 of either 2020 or 2022, and every four years thereafter. As a result of COVID-19 public health emergency, FTA extended the due date for EEO programs due on March 1, 2020 to Oct 1, 2020. The current EEO program is in place until March 1, 2028.

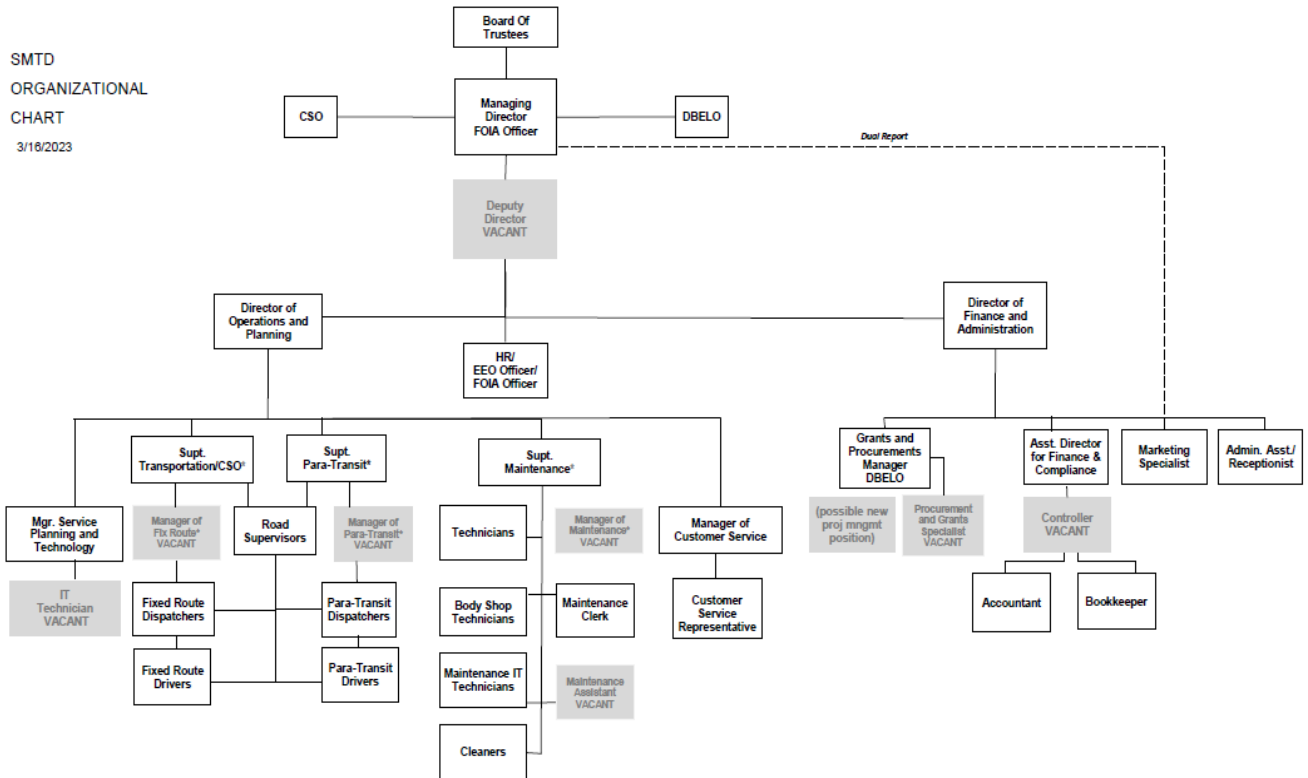
SMTD continues to observe best practices in utilizing the community's workforce. While there has been turnover in finance, administration, as well as operators, the District continues to meet outlined EEO goals. SMTD reviews the EEO program periodically to confirm applicability and compliance, including dissemination, utilization analysis, employment practices, and goals.

When new positions become available, current goals are evaluated and the impact of turnover is evaluated prior to hiring or promoting new staff, as well as before negotiations start for new CBAs and before updating current employment manuals. All Directors, as well as Human Resources Manager, participate in the negotiation process, as well as review any updates to employment manuals. Annually, SMTD staff meet with other transit agencies, where best practices are shared to recruit and retain transit employees.

SMTD has an EEO complaint procedure posted on the SMTD website, where contact information is provided. The filing of a discrimination complaint cannot be used against an employee or job applicant. Employment discrimination should be promptly reported to the EEO Officer. Supervisors, managers, and executives are required to take proactive steps to prevent discrimination and to take prompt corrective action when necessary. When an EEO complaint is received, the EEO Officer will evaluate the situation and decide on a proper course of action. The EEO Officer will work with the department(s) involved to obtain and evaluate all relevant evidence with respect to what has occurred, then analyze all pertinent information to reach a conclusion as to whether a violation of this policy has occurred. All persons involved in an investigation must attempt to keep the matter confidential.

The EEO Officer meets with the Managing Director semi-annually to discuss the EEO program. The EEO Officer typically presents EEO program related materials to the Leadership Team. All departments are represented on the SMTD Leadership Team. The SMTD Leadership Team meets monthly and provides an opportunity for team members to share any concern related to employment practices.

SMTD ORGANIZATIONAL CHART AND HUMAN RESOURCE MANAGER JOB DESCRIPTION



* Superintendent/Manager Positions vacant if other is filled - either a Supt. or Manager in each dept. - not both.

Job Title: Human Resources Manager/E.E.O. Officer
Department: Finance and Administration
Reports to: Managing Director
Job Status: Administrative Exempt
Safety Sensitive: No

Job Summary:

This position is responsible for planning, directing, and coordinating human resource management activities to maximize the strategic use of the District's human resources. Responsibilities also include maintaining personnel functions such as employee compensation, recruitment, policies, regulatory compliance and E.E.O. program.

Essential Duties and Responsibilities:

Manage Personnel Functions:

- In conjunction with directors, plan, direct, and coordinate all personnel and training activities
- Advise managers on organizational policy matters such as equal employment opportunity, affirmative action, FMLA, ADA, workplace violence, and sexual harassment as well as recommending needed changes
- Plan and conduct new employee orientations, including policy & procedure reviews, drug & alcohol training and any other items required by law or policy
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits
- Perform difficult staffing duties, including dealing with understaffing and mediating disputes, as well as providing disciplinary and termination advice to supervisors and department directors
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, OSHA, EEOC, absenteeism, turnover, and performance appraisals
- Develop and administer an employee performance management system, as well as safety and recreation programs designed to enhance the workplace and organizational effectiveness
- Anticipate and identify staff vacancies; recruit, screen, interview, assist, and advise supervisors in the selection of applicants
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices
- Provide employment verifications, DOT drug & alcohol information and employee-requested income verifications
- Works with Managing Director and Supervisors to maintain an effective performance evaluation system

Manage Compensation and Benefits Administration:

- Manage Compensation and Benefits Administration, including the supervision and maintenance of health and life insurance systems, and employee wage administration

- Assist Directors with the selection of a third party administrator for benefits
- Explain and enroll Life Insurance, Health Insurance, and all benefit information for all new hires, existing employees and retirees
- Assist beneficiaries with death benefits
- Maintain databases to track and verify all premiums/participation for all benefit programs
- Coordinate open enrollment periods for all benefit programs
- As the District's IMRF Authorized Agent, oversee all IMRF program reporting and benefit information, and update retiree insurance premium deductions
- Work with directors to coordinate the evaluation, classification and rating of occupations and job positions

Assist in Labor/Management Relations:

- Collaborate with management on all activities related to labor (union) relations, including contract negotiations and grievance resolutions
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping to resolve work-related problems
- Review legislation, arbitration decisions, and collective bargaining contracts to assess industry trends

Manage Title VI & EEO Programs:

- EEO Officer and Title VI Officer
- Revise and submit programs as required
- Track reports and complaints
- Investigate Title VI complaints
- Keep all management personnel advised of progress towards goals and objectives, as needed
- Ensure proper recording of all statistics and pertinent data
- Conduct triennial Title VI & EEO reporting
- Ensure compliance with FTA Circular 4704.1A as the EEO Compliance Officer

Manage and Administer the SMTD/DOT Drug & Alcohol Program:

- Manage random drug and alcohol testing program, including filing annual reports
- Act as SMTD's Designated Employee Representative (DER) for all DOT drug & alcohol policy and procedure enforcement
- Work with Medical Review Officer (MRO) to ensure all testing and evaluations are done in accordance with applicable rules and regulations
- Provide training and direction, as needed, to all supervisors

Backup for Other Positions:

- Provide backup for Directors, as needed
- Provide backup for coding and filing worker's compensation and liability claims
- Provide backup for payroll filing and entry
- Provide backup for IMRF wage reporting

Other Responsibilities:

- Identify and report security issues, safety hazards and unsafe conditions to management
- Manage worker's compensation claims process and assist with oversight of third party administrator
- Assist with budgets for personnel operations
- Compile and report employee NTD data
- Audit Payroll data
- Other duties as assigned
- Attend monthly board meetings
- Produce monthly board reports and board minutes

Essential Knowledge, Skills, and Abilities:

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Strong attention to detail
- Ability to think critically
- Strong oral and written communication ability
- Strong interpersonal and active listening skills
- Ability to work cooperatively in a team-based environment
- Proficiency in Microsoft Office software applications, especially Word, Excel, and PowerPoint
- Knowledge of HRIS and Fleet-Net software
- Ability to use computer hardware
- Ability to type 45 wpm with 95% accuracy

Physical and Sensory Abilities/Demands:

While performing the duties of this job, the employee must sit for extended periods of time, talk and/or hear, and use hands to finger, handle, or touch objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus. This position requires occasional lifting (minimum 35 lbs), squatting, and bending.

Work Environment:

This position works primarily in an office setting. The noise level is moderate. Some responsibilities may require minimum to extensive travelling to offsite and out-of-state locations.

Minimum Education and/or Experience:

Bachelor's degree in Human Resources Management, Business Administration, Public Policy or Administration, or similar field of study and a minimum of five to seven (5-7) years of human resources or organizational development experience, is required. A Master's degree in Business Administration, Human Resource Management, Industrial/Organizational Psychology, a related field of study and/or SPHR or comparable work experience, is preferred. SHRM certification is desired but not required at hire but will be required to retain employment. Public transit experience, including experience with collective bargaining agreements, are considered a plus.

Benefits:

SMTD offers competitive benefits package including high quality health insurance, dental & vision insurance, employer paid life insurance, paid vacation, sick, and personal time, Illinois Municipal Retirement Fund (IMRF) pension system, 457 Deferred Compensation option, and Employee Assistance Program (EAP) Services.

How to Apply:

To be considered please submit your cover letter, resume, and three references to jobs@smttd.org. Review of applications will begin immediately and continue until the position is filled or until the closing date. Springfield Mass Transit District is an Equal Opportunity Employer.