

# State of Alaska

Department of Transportation & Public Facilities



## Equal Employment Opportunity Plan

July 1, 2021 to June 30, 2022

## STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

As Commissioner and Chief Executive Officer of the Department of Transportation and Public Facilities, I am personally committed to the principles and spirit of Equal Employment Opportunity (EEO) for all employees and employment applicants.

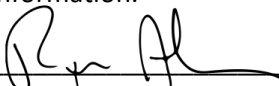
Therefore, be it known that it is a fundamental policy of the department to assure equal opportunity in employment to all individuals regardless of race, color, gender, religion, national origin, age, genetic information, veteran status, or disability. The department will provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion absent undue hardships. To further assure that appropriate program measures are implemented and monitored, I have designated Deputy Commissioner, Katherine Keith, as our Equal Employment Opportunity (EEO) Officer, and Administrative Services Deputy Director, Sunny Haight, as our Affirmative Action Officer.

Our Equal Employment Opportunity Program (EEO Program) will encompass all human resource (HR) practices including, but not limited to, recruiting, hiring, transfers, promotions, training, compensation, benefits, recognition, and all forms of employment. EEO positively affects the development of our entire workforce, and an active EEO Program will provide a more positive employment environment which benefits this Department and all of its employees.

For effective administration and implementation of the EEO Program, there must be involvement, commitment and support of executives, managers and supervisors. My office has advised each supervisor, manager and executive in the department that responsibility for positive implementation of the EEO Program will be expected and shared by all management and supervisory personnel. Supervisors, managers and executives have been further advised that they will be held accountable for their actions in this area and will be evaluated in carrying out these responsibilities.

Equal Employment Opportunity is not only the law, but it is fundamental to the department's operations. I expect each employee and manager to cooperate fully by integrating and promoting EEO at all levels. This includes ensuring that complaints alleging discrimination are immediately directed to the EEO Officer or her staff. Retaliation against any individual who files a complaint, participates in an employment discrimination proceeding, or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

As an expression of the commitment to and support of the Department's Equal Employment Opportunity Program, below is my signature, as Commissioner of the Alaska Department of Transportation and Public Facilities and the Equal Employment Opportunity Officer's contact information.

  
\_\_\_\_\_  
**Ryan Anderson**

Commissioner  
Alaska Department of Transportation and Public Facilities

2/28/2023  
\_\_\_\_\_  
**Date**

EEO Officer: Katherine Keith  
P.O. Box 112500 (mailing)  
3132 Channel Drive  
Juneau, AK 99811-2500

Telephone: (907)465-3900; TTY/Alaska Relay: 7-1-1 or 1(800)770-8973  
Email: [katherine.keith@alaska.gov](mailto:katherine.keith@alaska.gov)

## Table of Contents

---

Preface	3
Dissemination	4
Designation of Personnel	5
Employment Practices Information	9
Employment Practices Assessment	10
Monitoring and Reporting Systems	24
Executive Leadership Organizational Chart	26
Appendix	27



*Galena Airport excavation at the end of the rainbow, August 2018  
Photo by: Larissa Figley*

## Preface

---

---

The subject of this Equal Employment Opportunity (hereafter “EEO”) Plan is the status of Equal Employment Opportunity and Affirmative Action within the Alaska Department of Transportation & Public Facilities (hereafter “the Department” or “DOT&PF”). This Plan is intended to provide an overall view of race and sex employee demographics within the department. Definitions of job and Race and Ethnic categories may be found in the Appendix.

The plan 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:

Katherine Keith, EEO Officer  
State of Alaska, Department of Transportation & Public Facilities  
Division of Administrative Services  
3132 Channel Drive  
MS 2500  
Juneau, AK 99801

OR

Sunny Haight, Affirmative Action Officer  
State of Alaska, Department of Transportation & Public Facilities  
Division of Administrative Services  
Human Resources Section  
3132 Channel Drive  
MS 2500  
Juneau, AK 99801

The State of Alaska, as an employer and service provider, complies with the Americans with Disabilities Act and Alaska Human Rights Law. Individuals with disabilities who require this publication in an alternative format are welcome to contact the Human Resource Business Partner for assistance to address noted areas above at (907) 465-8230 or for individuals with hearing impairments via Alaska Relay at (800) 770-8973.

## Dissemination

---

In accordance with the Federal Transit Administration’s (FTA) requirements to disseminate our agency Equal Employment Opportunity Program (EEO) Policy Statement to all employees, applicants, and potential applicants, the Alaska Department of Transportation and Public Facilities (DOT&PF) employs the following practices:

1. All new employees are provided with the Commissioner’s EEO Policy Statement via the Department’s employee onboarding program.
2. Official EEO materials are posted in a conspicuous place at every permanent worksite location.
3. The EEO Plan is disseminated annually to all employees by the Commissioner.
4. EEO Officer and HR Business Partner present semi-annually at executive team meetings with the Commissioner and division leaders.
5. Department employees and affinity groups are provided the opportunity to electronically submit input on program implementation.
6. Provide periodic EEO training with the Division of Personnel & Labor Relations Training and Development and EEO staff.
7. EEO training for all new supervisors and managers is provided within 90 days of their appointment.
8. Includes “The State of Alaska is an Equal Employment Opportunity and Affirmative Action Employer” in all job postings; to view the DOT&PF’s EEO policy statement, please follow this link: <http://dot.alaska.gov/job-opportunities/index.shtml>

*A culvert under the Dalton Highway provides a window to the tundra.  
Photo by: Caitlin Frye*



## Designation of Personnel

---

Under federal and state laws and regulations, the Commissioner of the Department of Transportation and Public Facilities has the ultimate responsibility for the overall administration of the internal equal employment opportunity (EEO) and the EEO Program (EEOP). Under this EEOP, the Commissioner delegates certain responsibilities for administering and implementing internal EEO/EEOP to staff. The following are roles and responsibilities designated by the Commissioner for implementing the program.

### **Equal Employment Opportunity (EEO) Officer**

The Deputy Commissioner is designated as the EEO Officer and reports directly to the Commissioner. The EEO Officer has the responsibility for the overall effectiveness and implementation of internal EEO and EEOP. The EEO Officer has the following additional responsibilities:

1. Develop the policy statement and program.
2. Assist management in identification of problem areas and developing programs to achieve goals.
3. Concur in the hiring and promotion process.
4. Report semi-annually to the Commissioner on the department's progress on goals and contractor/vendor compliance.
5. Approve all settlement and compliance agreements between the Department and federal or state civil rights enforcement agencies.
6. Serve as liaison between the Department and minority, women, and disability organizations, and community action groups concerned with employment opportunity.

### **Affirmative Action (AA) Officer**

The Administrative Services Deputy Director is designated as the AA Officer. Internal EEO is a primary duty of the AA Officer. The AA Officer provides guidance to the EEO Officer. A staff of 8 (one Human Resources [HR] Business Partner, one assistant HR Business Partner, two HR Consultants, two Administrative Officers, one Administrative Assistant, one Internet Specialist) assists the AA Officer.

Additional assistance in the area of the State of Alaska's EEO policy, procedure, and enforcement agency liaison is provided by the Department of Administration's Division of Personnel & Labor Relations' (DOP&LR) EEO Program which has 5 staff (EEO Program Manager, three HR Consultants, one HR Technician). DOP&LR also provides extensive assistance in the areas of data collection, EEO training delivery, grievance procedures and union agreements, employee relations, and recruitment services.

The AA Officer has the following responsibilities:

1. Assist management in collecting and analyzing employment data and setting goals and timetables.
2. Design, implement, and monitor internal audit and reporting systems to:
  - a. Measure program effectiveness;
  - b. Determine where progress has been made; and
  - c. Determine where proactive action is needed.
3. Review the department's nondiscrimination plan with managers to ensure policy understanding.
4. Audit EEO policy statement postings to ensure information is posted and up-to-date.
5. Maintain awareness of current EEO law and ensure dissemination to responsible officials.

### **AA Officer/HR Business Partner**

The AA Officer and HR Business Partner share the following responsibilities:



1. Provide opportunity to department employees for EEOP input.
2. Assist EEO Officer with semi-annual report to the Commissioner on the department's progress on goals and contractor/vendor compliance.
3. Serve as liaison between the department and DOP&LR providing input regarding State employment practices; complaint, reasonable accommodation and performance evaluation policies; and training, grievance procedures, and union agreements affecting the department.
4. Serve as liaison between the department and DOP&LR.
5. Ensure updates of manager/supervisor position descriptions include duties related to effective EEOP implementation such as maintaining a nondiscriminatory work environment, attending appropriate EEO training, ensuring position descriptions reflect actual job duties, providing individual training plans and career counseling through the evaluation process; and advising of training programs, professional development opportunities and/or entrance requirements, etc.
6. Monitor recruitment, recruitment advertising, hire, promotion, training selection, pay, transfer, layoff and termination policies and practices to ensure conformance to EEO policies.
7. Ensure HR assistance to managers and supervisors in providing disability or religious belief/practice reasonable accommodation.
8. Assign appropriate HR Consultant to investigate applicant and employee discrimination and retaliation complaints. Review the investigation and recommend appropriate departmental response. Coordinate enforcement agency conciliation efforts through DOP&LR.
9. Provide EEO training to all supervisors and managers within 90 days of their appointment.
10. Ensure availability of EEO training to employees.

### **HR Consultants**

HR Consultants assist the EEO Officer in the effective implementation of the EEOP through the following:

1. Serve as liaison between the EEO Officer and departmental supervisors.
2. Identify EEO problem areas and causes; participate in information-gathering and recommendations, as requested.
3. Monitor recruitment, recruitment advertising, hire, promotion, pay, transfer, layoff, and termination practices to ensure conformance to EEO policies.
4. Ensure all recruitment advertising includes the statement the department "is an equal opportunity employer."
5. Participate and assist managers/supervisors in recruitment outreach to minority and veteran populations via job fairs and convention attendance such as the Alaska Federation of Natives or Anchorage Veterans job fair.
6. Assist managers/supervisors in identifying and providing disability or religious belief/practice reasonable accommodations for applicants and/or employees.
7. Disseminate the department's EEO policy statement via new employee onboarding.
8. Ensure position descriptions accurately reflect the job being performed.
9. Develop and/or deliver EEO and professional development training.
10. Investigate employee or applicant discrimination and retaliation complaints and recommend appropriate departmental response.

### **Headquarters/Regional Directors, Airport Managers**

Headquarters and Regional Directors for the Southcoast, Central, and Northern regions and International Airport Managers supervise and are responsible for the effective implementation of the EEOP in the agencies, offices and facilities under their authority. Specifically, they are assigned the following tasks:

1. Assist the AA Officer and staff in:
  - a. Identification of problem areas;
  - b. Formulation of proactive action; and
  - c. Formulation and implementation of professional development, internship, and apprenticeship programs.
2. Provide recommendations on EEOP changes to the EEO and AA Officers.
3. Ensure all managers and supervisors understand EEO policies and the necessity of their support for effective implementation and that annual performance evaluations reflect their performance in this area.
4. Perform reviews periodically to ensure:
  - a. Posters and communiqués are properly displayed;
  - b. Comparable facilities such as locker rooms and rest rooms are provided for both sexes;
  - c. Minority and female employees are afforded full opportunity and are encouraged to participate in all department-sponsored programs, recreation, and social activities;
  - d. Position descriptions accurately reflect the job being performed; and
  - e. All lower-level managers and supervisors understand their work performance is also being evaluated on the basis of their efforts and results in implementing the EEOP.
5. Prevent any discriminatory harassment of employees through AA efforts.
6. Ensure lower-level managers and supervisors attend appropriate EEO training.

### **Line Managers and Supervisors**

Line managers and supervisors are also responsible for the effective implementation of the EEOP in their areas of accountability. Specifically, each line manager or supervisor is responsible for the following tasks:

1. Assist upper-level management in:
  - a. Identification of areas where EEO problems exist and formulation of solutions; and
  - b. Review of position descriptions to ensure they accurately reflect the job being performed.
2. Ensure all non-management employees under their supervision understand the department's commitment to EEO and AA and the Commissioner's policy statement.
3. Enforce the Commissioner's policy statement in their area of responsibility and maintaining a nondiscriminatory work environment.
4. Ensure:
  - a. Posters and communiqués are properly displayed;
  - b. Comparable facilities such as locker rooms and rest rooms are provided for both sexes;
  - c. Minority and female employees are afforded full opportunity and are encouraged to participate in all department-sponsored programs, recreation, and social activities;
  - d. Position descriptions accurately reflect the job being performed; and
  - e. All lower-level managers and supervisors understand their work performance is also being evaluated on the basis of their efforts and results in implementing the EEOP.
5. Assist in the implementation of professional development and internship programs where appropriate.
6. Review qualifications of employees under their supervision to ensure minorities, women, and veterans are provided all opportunities for transfer, training, and promotion and are provided career counseling when needed.
7. Assist employees in realizing their full potential in the department by developing individual training plans and career counseling through the evaluation process.
8. Advise employees of training programs, professional development opportunities and entrance requirements.



9. Provide disability or religious belief/practice reasonable accommodations for applicants and/or employees.

### **Department Employees**

Department employees are responsible for supporting a work climate which values racial, cultural, and gender diversity and is conducive to achieving DOT&PF's EEO goals. Commitment to support the Commissioner's policy regarding EEO and AA shall be a condition of employment or continuing employment. All new employees are required to read and sign an acknowledgement of their obligation to abide by the following Governor's Administrative Orders:

1. No. 75: Equal Employment Opportunity
2. No. 81: Sexual and Other Discriminatory Harassment
3. No. 129: Americans with Disabilities Act
4. No. 195: Diversity in the Workplace



*Paving in downtown Anchorage.  
Photo by: Brock Antijunti*

## **Employment Practices Information**

---

### **Recruitment and Selection Procedures**

The primary source of recruitment for vacancies in the department is through the State of Alaska's executive branch online hiring system Workplace Alaska (WPAK). Vacancies are posted in this system and applicants apply on-line during the recruitment period. Hiring panels of line supervisors and managers screen and interview the applicant pool, check references, and make a selection. Some hires are made in dispatch from either a union hiring hall or job center. Generally, the same process for screening and interviewing is used. The Department of Administration, Division of Personnel & Labor Relations Recruitment Services section reviews every hire approval to ensure compliance with all related requirements.

### **Seniority Practices**

Several of the unions representing departmental employees have seniority provisions for initial appointment and/or promotional opportunities, and layoff or reductions of force (Labor, Trades and Crafts; Public Safety Employees Association; Masters, Mates, & Pilots; Marine Engineers' Beneficial Association; and the Inlandboatmen's Union). These seniority provisions are agreed to through collective bargaining. Alaska Public Employees Association, Alaska State Employees Association and the Confidential Employees Association use layoff points based on years of State service (seniority). The department abides by seniority rules for reduction of force (seasonal layoffs).

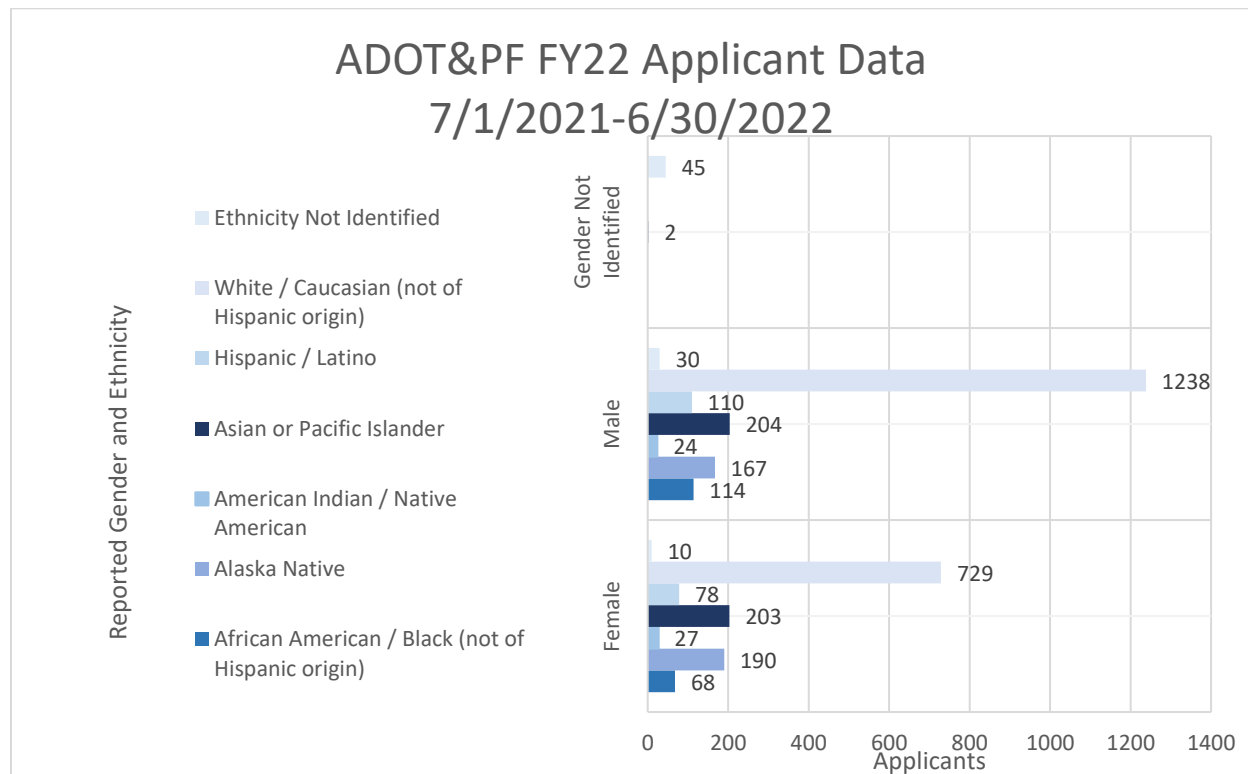
### **Compensation and Benefits**

The Department of Administration, Division of Personnel, Classification Section, is responsible for ensuring that the State's Classification and Pay plans meet the requirements of the merit principle as set forth in the State Personnel Act. The Classification Plan is a framework of job class specifications wherein positions are assigned to a class based on duties, responsibilities, and requirements of training or experience. The Pay Plan is the system by which job classes are assigned to salary ranges and pay rates are assigned to the salary ranges based upon the principle of like pay for like work.

Collective bargaining agreements and personnel regulations denote the rules which must be followed when setting a salary level for employees. The Department of Administration, Division of Personnel & Labor Relations ensures personnel actions are in accordance with rules and regulations.

## Employment Practices Assessment

All recruitments that take place via Workplace Alaska (WPAK) are available for assessment. WPAK does not require applicants to disclose race or sex; however, recent reporting developments do allow us to analyze data that is volunteered by applicants. In FY22 (July 1, 2021 thru June 30, 2022) Alaska DOT&PF had a total of 3239 applicants disclose their race and/or sex. Applicant data would have to be manually cross-referenced with job class categories and EEO-4 categories; therefore, analysis by EEO-4 category for applicants is not conducted. Of Alaska DOT&PF applicants who chose to disclose their sex, approximately 59% (1887) were male and 41% (1305) female. This is an approximate 1% increase in female applicants from the prior reporting period of FY20 & 21.

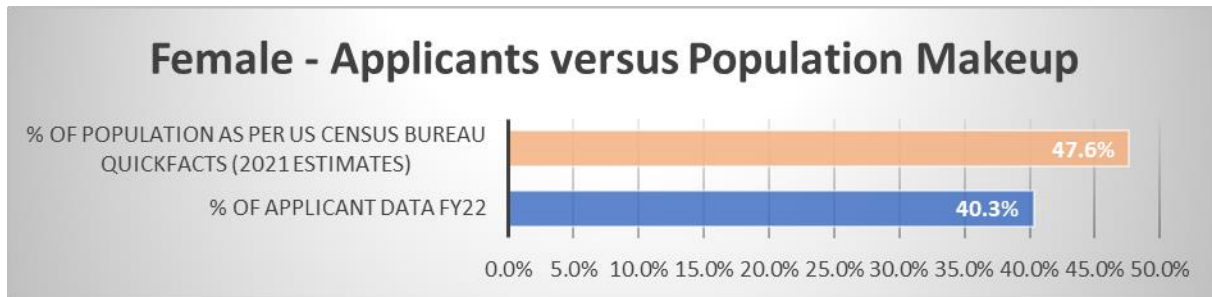


The previous reporting period of FY 20 and 21 saw a total of 8180 applicants, averaging 4090 applicants per FY. This indicates a potential 21% decrease in applicants during FY 22.



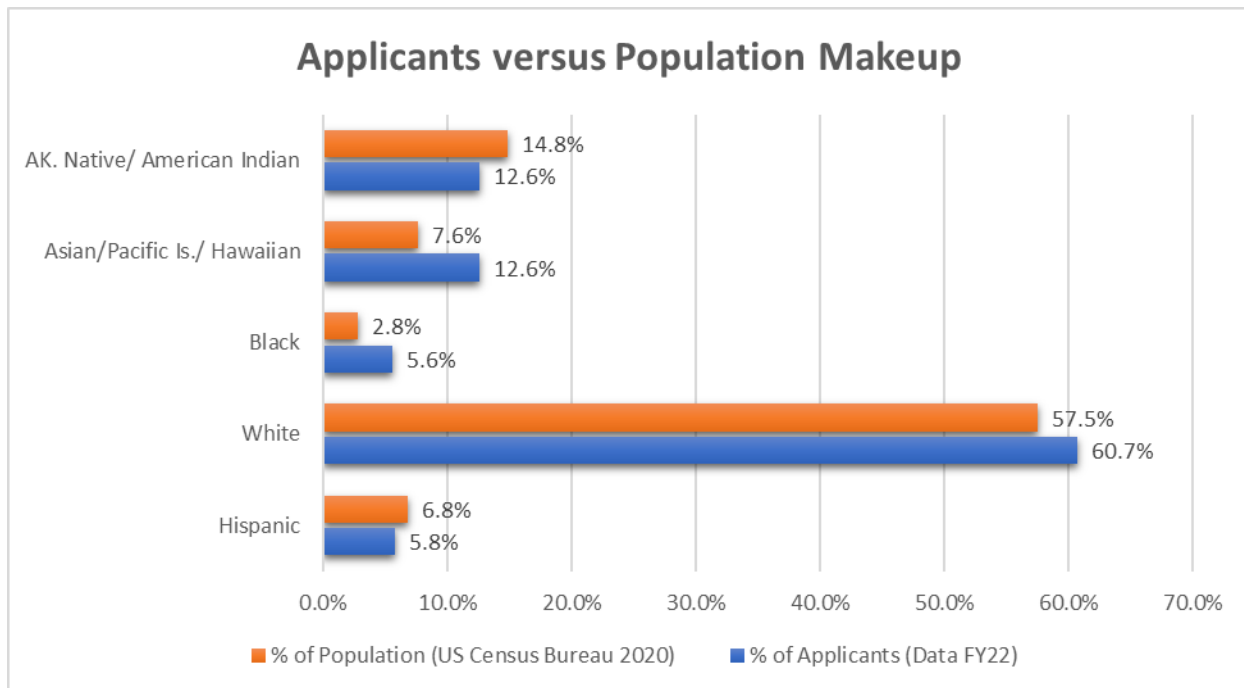
*Airfield Maintenance crews clearing the airport of snow after another winter storm. Ted Stevens Anchorage International Airport  
Photo by: Zaramie Lindseth*

The below chart compares the percent of applicants who reported being female in their applications during FY 22 to the 2021 estimated proportion of the population of Alaska who reported being female per the US Census Bureau.



As can be seen on the chart, the overall makeup of the Department’s applicant pool by sex is similar to the makeup reported composition of the population of Alaska.

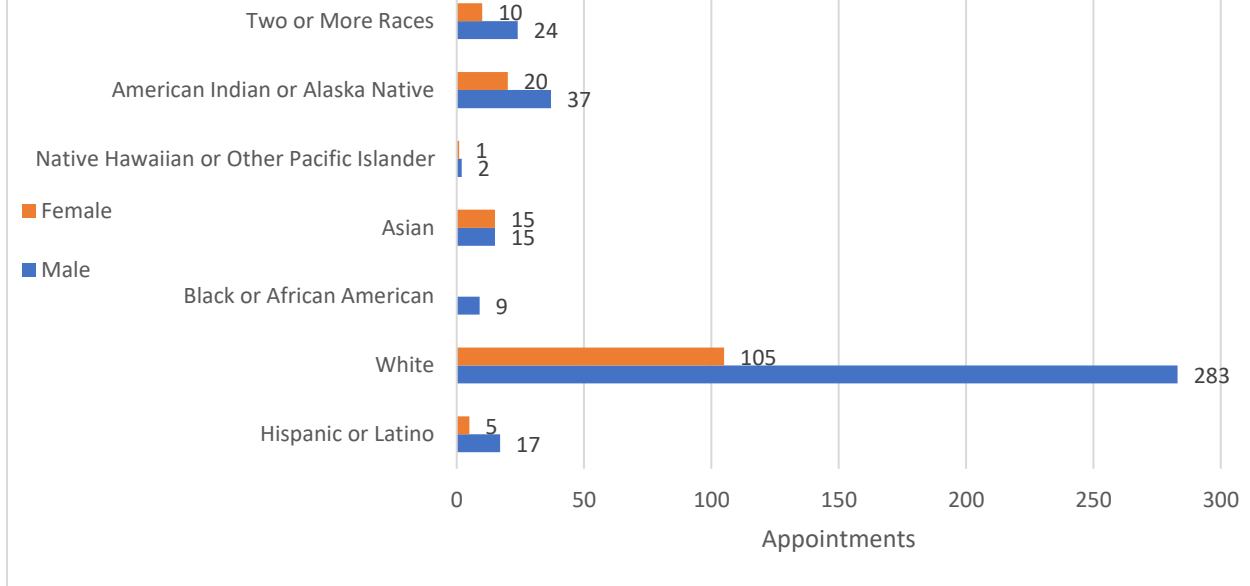
The chart below compares the overall racial makeup of the Department’s applicant pools during FY22 to the racial composition of Alaska per the 2020 US Census. Since the State’s applicant data combines some categories (such as Asian/Pacific Islander and AK Native/American Indian) the data from the 2020 US Census has been similarly combined for comparison purposes.



As can be seen in the chart above, the State’s overall applicant pools reflect similar percentages in racial categories to the data reported by the 2020 US Census.

## Alaska DOT&PF FY22 Appointment Data

July 1, 2021 thru June 30, 2022



Alaska DOT&PF made a total of 543 appointments between July 1, 2021 June 30, 2022. Alaska DOT&PF appointed just shy of 71% (387) males and approximately 29% (156) females during this reporting period. This is a decrease in female new hires from previous reporting period. The previous reporting period spanned two fiscal years and it is unknown what impact this had on the data. Alaska DOT&PF has committed to actively participating in job fairs and reaching out to female and minority organizations to continue improving equality.

The online hiring system WPAK is only two clicks from the main State of Alaska web page Alaska.gov. The recruitment process contains a hard copy application option for applicants who are not able to use a computer to apply. Additionally, the State of Alaska Department of Labor's Alaska Job Center Network assists job seekers in finding work they qualify for. Some applicants are referred through Union Hiring Halls for labor, trades, and craft and marine vessel positions and the hiring halls encourage local preference for Alaskan residents. Despite these efforts, some recruitment efforts for DOT&PF positions continue to have recruitment difficulty because of a lack of qualified applicants in the recruitment pool.



*A shipyard worker polishing the wheels on the M/V Columbia while in drydock.*

*Photo by: Cliff Carroll*



In order to effectively analyze other employment practices, it is critical to understand the personnel makeup of the EEO-4 categories in Alaska DOT&PF. The department divides its workforce into full-time permanent employees and other than full-time permanent employees. For reporting purposes only the full-time permanent employee data is analyzed as the other than full-time permanent data is minimal. The female and male full-time workforce analysis by EEO-4 category tables on this page and the following page (Titled Female Full-Time Workforce Analysis by EEO-4 Category and Male Full-Time Workforce Analysis by EEO-4 Category) outline the percentage in each EEO-4 category.

Female Full-Time Workforce Analysis by EEO-4 Category								
Alaska Department of Transportation & Public Facilities								
Employment Data: July 1, 2022								
EEO-4 Category	Hispanic Female	White Female	Black Female	Asian Female	Pacific Is./ Hawaiian Female	AK. Native/ American Indian Female	Two or More Races Female	Total Female
A-Officials and Administrators	0	8	0	0	0	1	0	9
	0.00%	0.29%	0.00%	0.00%	0.00%	0.04%	0.00%	0.32%
B-Professionals	16	285	3	31	1	20	4	360
	0.58%	10.25%	0.11%	1.11%	0.04%	0.72%	0.14%	12.94%
C-Technicians	0	23	0	0	0	2	0	25
	0.00%	0.83%	0.00%	0.00%	0.00%	0.07%	0.00%	0.90%
D-Protective Service Workers	0	10	0	0	0	0	0	10
	0.00%	0.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.36%
E-Paraprofessionals	1	5	1	3	0	1	1	12
	0.04%	0.18%	0.04%	0.11%	0.00%	0.04%	0.04%	0.43%
F-Administrative Support	6	102	4	11	3	15	2	143
	0.22%	3.67%	0.14%	0.40%	0.11%	0.54%	0.07%	5.14%
G-Skilled Craft Workers	2	33	0	4	0	4	2	45
	0.07%	1.19%	0.00%	0.14%	0.00%	0.14%	0.07%	1.62%
H-Service-Maintenance	7	71	2	27	0	15	7	129
	0.25%	2.55%	0.07%	0.97%	0.00%	0.54%	0.25%	4.64%
Total Female	32	537	10	76	4	58	16	733
% of Female	1.15%	19.31%	0.36%	2.73%	0.14%	2.09%	0.58%	26.36%



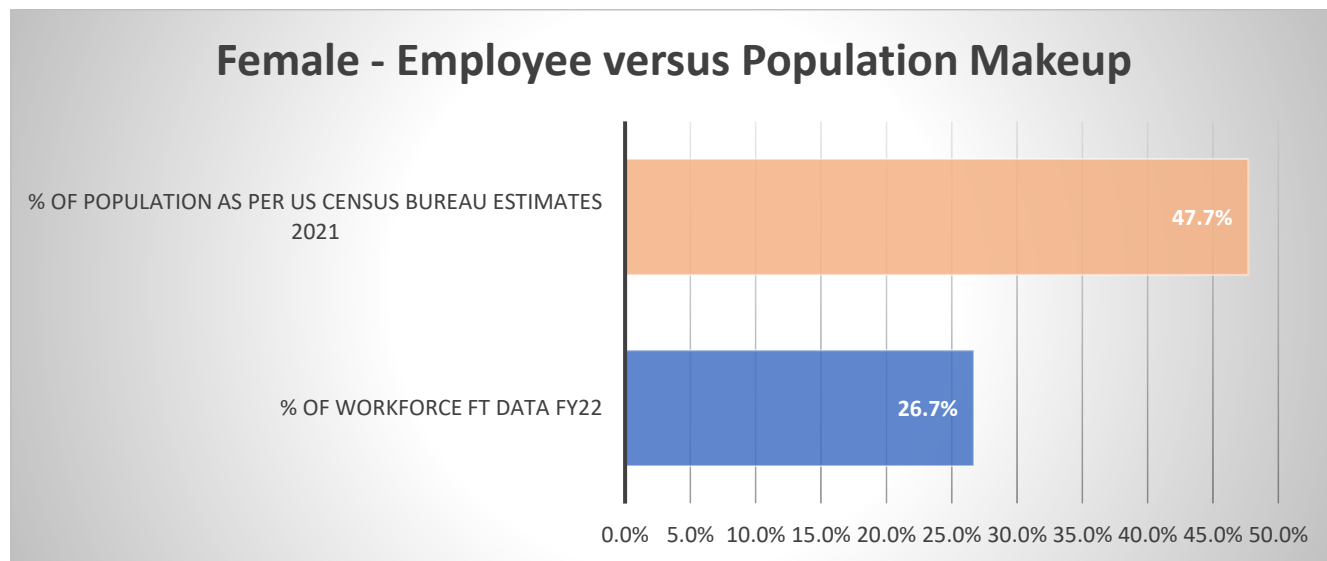
Male Full-Time Workforce Analysis by EEO-4 Category								
Alaska Department of Transportation & Public Facilities								
Employment Data: July 1, 2022								
EEO-4 Category	Hispanic Male	White Male	Black Male	Asian Male	Pacific Is./Hawaiian Male	AK. Native/American Indian Male	Two or More Races Male	Total Male
A-Officials and Administrators	1	28	0	0	0	3	0	32
	0.04%	1.01%	0.00%	0.00%	0.00%	0.11%	0.00%	1.15%
B-Professionals	20	473	15	35	3	17	7	570
	0.72%	17.01%	0.54%	1.26%	0.11%	0.61%	0.25%	20.50%
C-Technicians	6	88	2	3	0	8	5	112
	0.22%	3.16%	0.07%	0.11%	0.00%	0.29%	0.18%	4.03%
D-Protective Service Workers	3	68	3	3	1	1	0	79
	0.11%	2.45%	0.11%	0.11%	0.04%	0.04%	0.00%	2.84%
E-Paraprofessionals	2	1	1	1	0	0	1	6
	0.07%	0.04%	0.04%	0.04%	0.00%	0.00%	0.04%	0.22%
F-Administrative Support	4	36	1	10	0	3	1	55
	0.14%	1.29%	0.04%	0.36%	0.00%	0.11%	0.04%	1.98%
G-Skilled Craft Workers	23	742	12	34	4	121	13	949
	0.83%	26.68%	0.43%	1.22%	0.14%	4.35%	0.47%	34.12%
H-Service-Maintenance	13	138	17	44	2	28	3	245
	0.47%	4.96%	0.61%	1.58%	0.07%	1.01%	0.11%	8.81%
Total Male	72	1574	51	130	10	181	30	2048
% of Male	2.59%	56.60%	1.83%	4.67%	0.36%	6.51%	1.08%	73.64%

For FY22 the Department’s total full-time workforce was 2,781 employees. This is a slight decrease from the previous reporting period. In FY22, approximately 26% employees were females and 74% males. The Department’s workforce has historically been composed of more males than females. Additionally, the workforce is predominately of white ethnicity, and this trend is reflected across all personnel activities.



*Old and new  
Tanana River  
Bridges  
Photo by: Jason  
Sakalaskas*

The US Census Bureau reports that 47.7% of Alaska’s population is made up as female-identifying persons. The graph below compares the Female-identifying population in Alaska to the workforce makeup of the Department in FY22. While the percentage of the Department’s workforce that is female is significantly lower than that of the overall population of Alaska, there was a slight increase in female employees between FY22 and the previous reporting period.

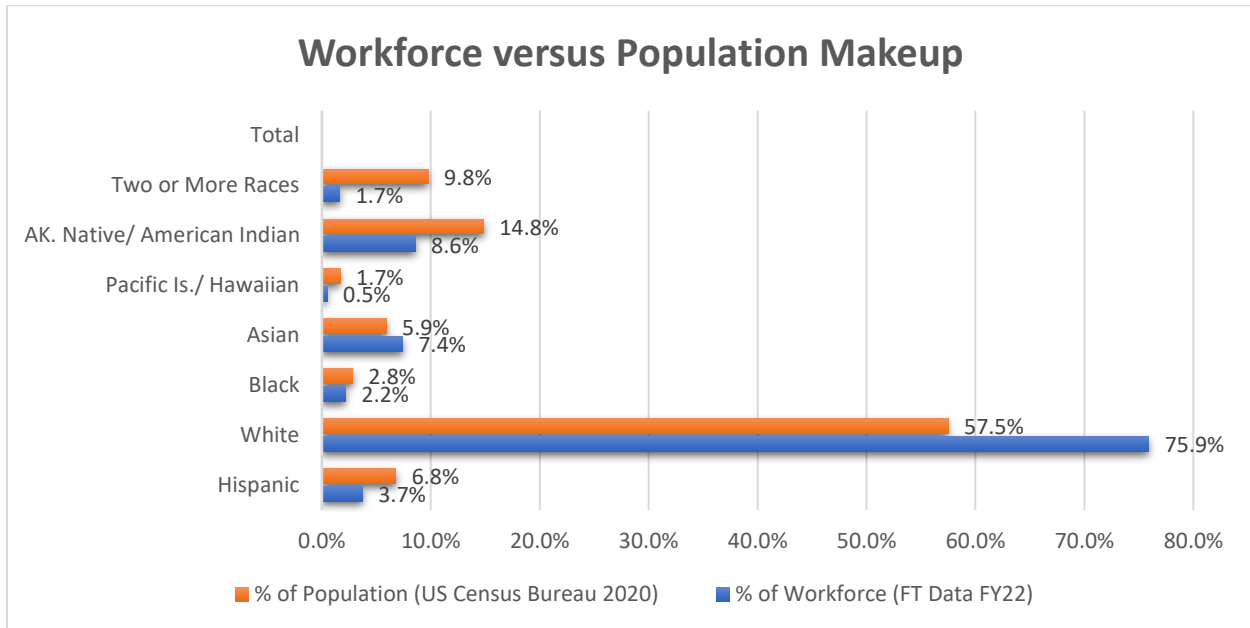


Based on the Department’s current total full-time workforce count it takes approximately 27 new appointments of full-time female employees to positions that were previously occupied by male employees to increase the female count 1%. Given this information, the increase in female-identifying employees from 25% in FY21 to 26% in FY22 is significant.



*Soldotna Bridge  
Photo by: Jeff Jicha*

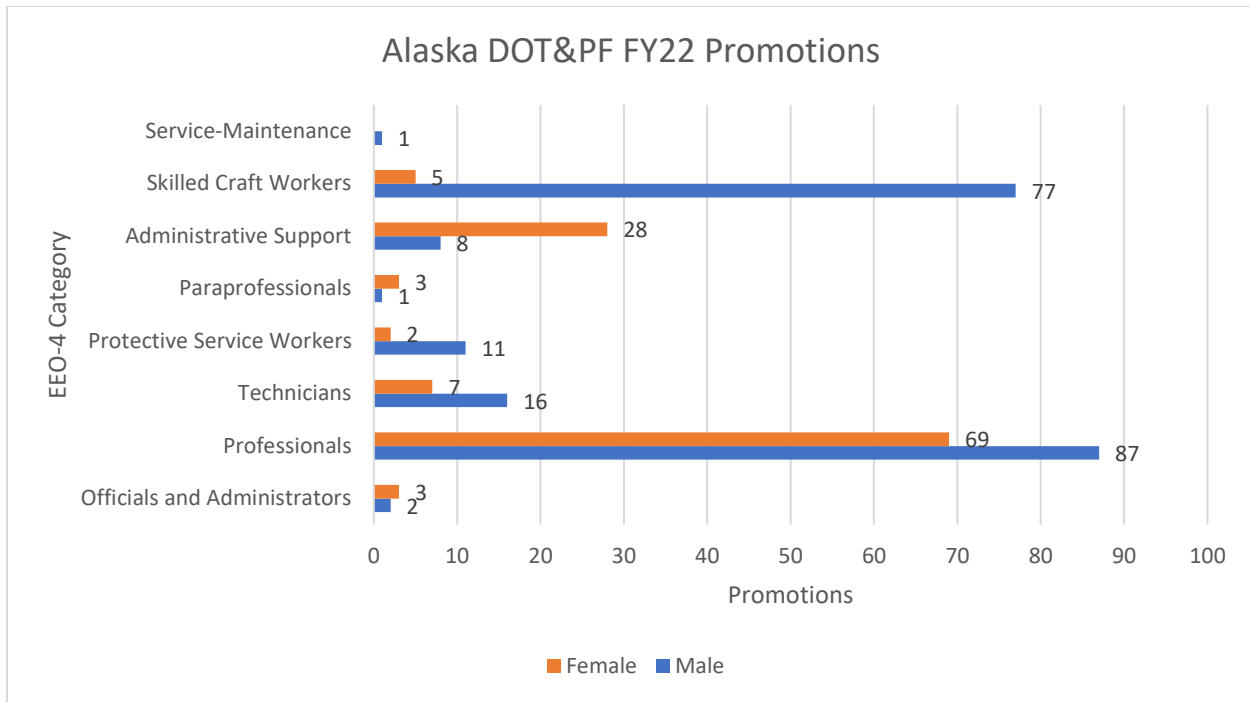
The chart below compares the population of the State of Alaska according to the 2020 Census to the current workforce makeup of the Department sorted by race.



As noted earlier, due to the size of the Department’s workforce, it takes 27 new appointments in a category in order to increase its percentage by 1%. The percentages in each race category in the Department’s workforce stayed relatively consistent between FY21 and FY22. However, slight increases were seen in the Two or More Races, Asian, and Hispanic race categories and slight decreases were seen in the Alaska Native/American Indian, Pacific Islander/Hawaiian, and White race categories.



*The Train*  
 Photo by: Kevin Vakalis



The Department’s promotion totals increased from previous years, with FY22’s total promotion count at 320. Overall the Department’s promotions were up compared to the previous reporting period. As indicated in the FY22 Promotions table above, the professionals, skilled craft workers, and administrative support EEO-4 categories experienced the most promotions when combining male and female promotional numbers. Promotions in the professionals category demonstrated a significant decrease in the percentile of female promotions compared to male promotions in FY21, dropping closer to the levels seen in FY20. As in past years’ promotional activity, females promoted more frequently in the administrative support categories while males promoted more frequently in the professional and skilled craft workers categories

ADOT&PF FY22 Promotions	Male	Female	Total %
Officials and Administrators	2	3	1.6%
Professionals	87	69	48.8%
Technicians	16	7	7.2%
Protective Service Workers	11	2	4.1%
Paraprofessionals	1	3	1.3%
Administrative Support	8	28	11.3%
Skilled Craft Workers	77	5	25.6%
Service-Maintenance	1	0	0.3%
<b>Total %</b>	<b>63.4%</b>	<b>36.6%</b>	<b>100.0%</b>

- The professionals and skilled craft workers categories experienced the most promotions in FY22.
- Overall, males promoted 27% more often than females.
- The skilled craft workers category had a drastic difference in the rate of promotion between males and females: 94% of promotions were male, while 6% were female.

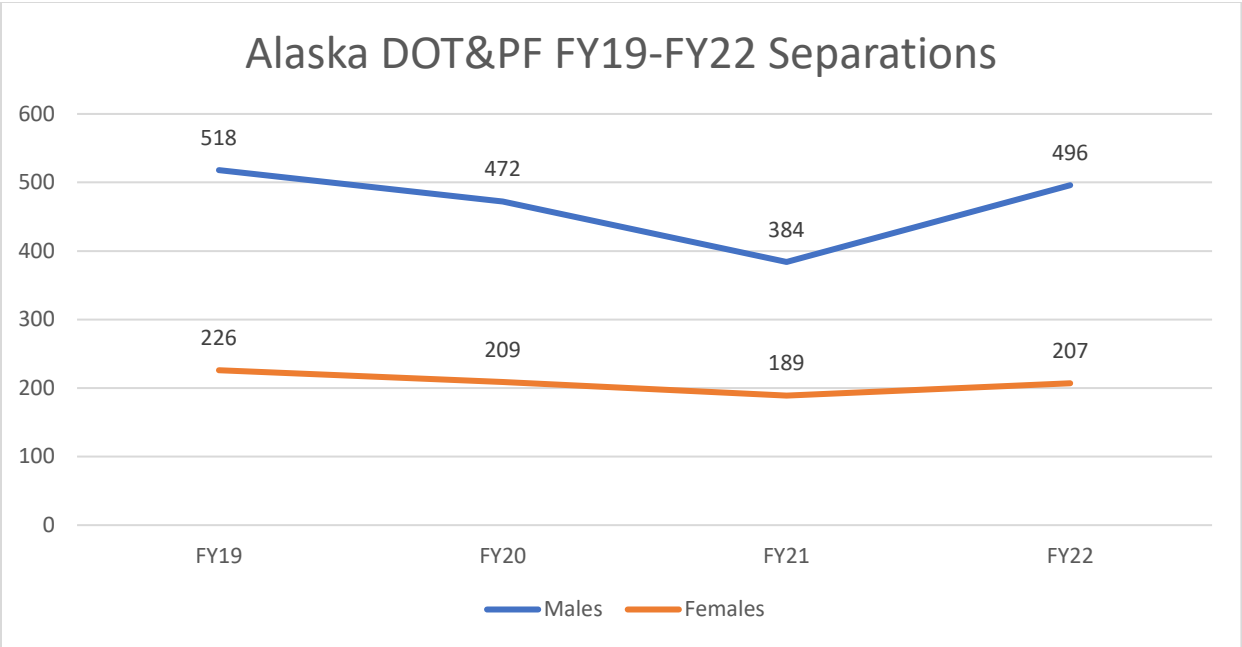
The 1% increase in promotions of individuals identifying as female in the skilled craft workers category from the previous reporting period is significant. During the previous reporting period, only 6 of the 121 individuals promoted in this category identified as female. During FY22, 5 out of the 82 individuals promoted during this reporting period identified as female.

The significant difference in cumulative promotions for males across all categories does correlate with DOT&PF's overall full-time workforce based on availability. An increase in females to the overall full-time workforce would likely increase female promotions.

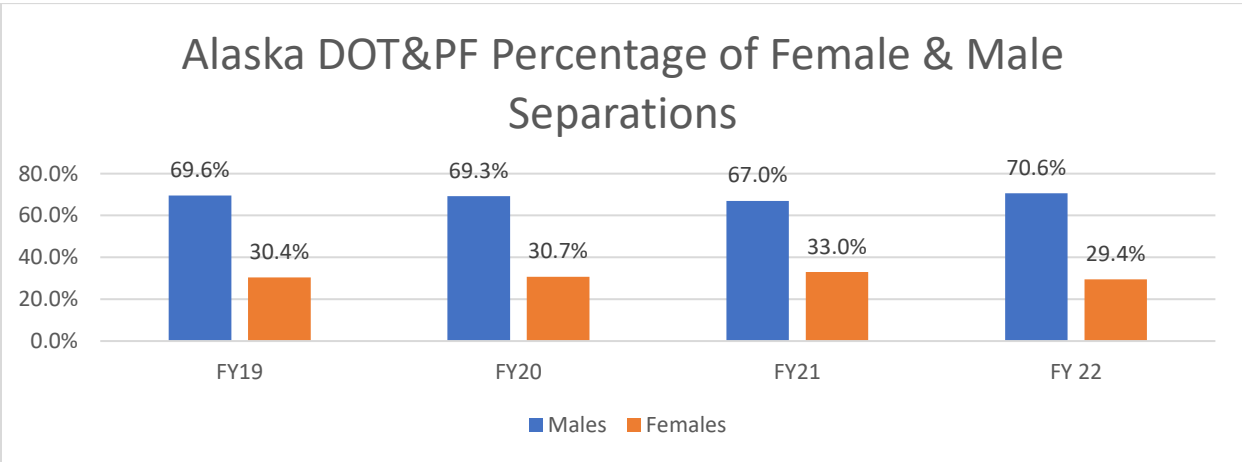
The demographic within the department continues along the same parameters with promotions. The table below shows the percentages of promotions as they relate to sex and race. Minority promotions continue to remain slightly less than the percentage of minorities in the full-time workforce in the department, but the difference is not alarming. This indicates a fair and equal opportunity for promotions with the department.

ADOT&PF FY22 Promotions	Hispanic	White	Black	Asian	Pacific Is./ Hawaiian	AK. Native/ American Indian	Two or More Races	Grand Total
<b>Officials and Administrators</b>	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%
Male	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%
Female	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%
<b>Professionals</b>	2.2%	39.4%	0.9%	4.1%	0.3%	1.6%	0.3%	48.8%
Male	0.6%	23.1%	0.6%	1.9%	0.0%	0.6%	0.3%	27.2%
Female	1.6%	16.3%	0.3%	2.2%	0.3%	0.9%	0.0%	21.6%
<b>Technicians</b>	0.6%	5.6%	0.0%	0.3%	0.0%	0.6%	0.0%	7.2%
Male	0.6%	4.4%	0.0%	0.0%	0.0%	0.0%	0.0%	5.0%
Female	0.0%	1.3%	0.0%	0.3%	0.0%	0.6%	0.0%	2.2%
<b>Protective Service Workers</b>	0.3%	3.8%	0.0%	0.0%	0.0%	0.0%	0.0%	4.1%
Male	0.3%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%	3.4%
Female	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%
<b>Paraprofessionals</b>	0.0%	0.6%	0.0%	0.3%	0.0%	0.0%	0.3%	1.3%
Male	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.3%
Female	0.0%	0.6%	0.0%	0.3%	0.0%	0.0%	0.0%	0.9%
<b>Administrative Support</b>	0.9%	6.9%	0.3%	0.9%	0.3%	1.9%	0.0%	11.3%
Male	0.0%	1.9%	0.0%	0.3%	0.0%	0.3%	0.0%	2.5%
Female	0.9%	5.0%	0.3%	0.6%	0.3%	1.6%	0.0%	8.8%
<b>Skilled Craft Workers</b>	0.3%	19.7%	0.3%	0.9%	0.6%	3.1%	0.6%	25.6%
Male	0.3%	18.1%	0.3%	0.9%	0.6%	3.1%	0.6%	24.1%
Female	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%
<b>Service-Maintenance</b>	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.3%
Male	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.3%
Female	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>All Promotions</b>	<b>4.4%</b>	<b>77.5%</b>	<b>1.6%</b>	<b>6.9%</b>	<b>1.3%</b>	<b>7.2%</b>	<b>1.3%</b>	<b>100.0%</b>

As indicated below the Department has experienced an increase in separations in FY22. The Department's full-time workforce also decreased from FY21 (2,828) to FY22 (2,781). However, appointments surpassed separations. This may seem contradictory, but the Department separations count is derived from employees leaving State of Alaska employment and does not count internal transfers between State of Alaska departments as separations. These internal transfers account for why the full-time workforce decreased even though more new hires were made than separations occurred.



The percentage of female and male separations has hovered around approximately 29% females and 71% males. These numbers closely correlate with the Department’s full-time workforce counts, though the percentage of resignations of female identifying employees has increased approximately 6% since the previous reporting period.

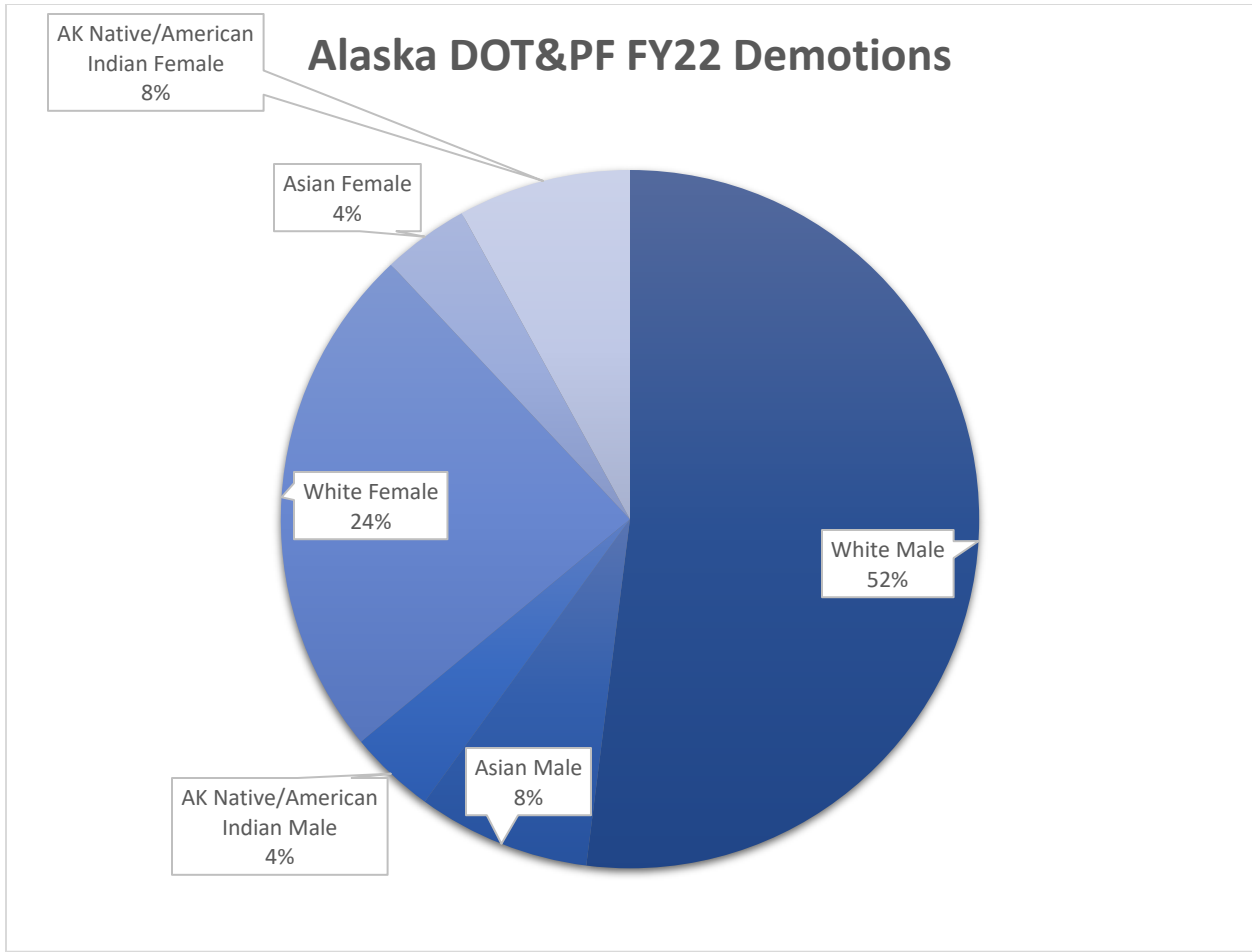


With a combined total of 703 separations for FY22 the Department saw an increase in separations. The “White” racial category had the largest number of separations in both female and male sex categories during FY22, which is consistent with the employee makeup of the Department.



ADOT&PF FY22 Female Separations	Hispanic Female	White Female	Black Female	Asian Female	Pacific Is./ Hawaiian Female	AK. Native/ American Indian Female	Two or More Races Female	Grand Total
Officials and Administrators								0
Professionals	3	45	1	5	1			55
Technicians		7	1			2		10
Protective Service Workers								0
Paraprofessionals		2		2		1		5
Administrative Support	4	27	2	4	1	10	3	51
Skilled Craft Workers	2	37		1	1	7		48
Service-Maintenance	1	25		3		4	5	38
FY22 Total %	1.4%	20.3%	0.6%	2.1%	0.4%	3.4%	1.1%	29.4%
ADOT&PF FY22 Male Separations	Hispanic Male	White Male	Black Male	Asian Male	Pacific Is./ Hawaiian Male	AK. Native/ American Indian Male	Two or More Races Male	Grand Total
Officials and Administrators		11						11
Professionals	4	78	2	4		3	1	92
Technicians		30	1	4		3		38
Protective Service Workers	1	3	1	1		1	1	8
Paraprofessionals		1		1				2
Administrative Support		29	1	4		1	1	36
Skilled Craft Workers	6	198	4	5	3	33	9	258
Service-Maintenance	1	34	2	7		5	2	51
FY22 Total %	1.7%	54.6%	1.6%	3.7%	0.4%	6.5%	2.0%	70.6%

The Department’s skilled craft workers section experienced the highest number of separations during FY22. The high rate of separations is likely due in part to positions in that category being classified as full-time seasonal. Separation percentages for employees in the “white” category continue to be the highest, which is consistent with Department employment data. Separation percentages for White Females decreased approximately 4% from the previous reporting period, and very slight increases are seen in the Black, Pacific/Hawaiian, and AK Native/American Indian Female categories. Separation percentages in the White, Asian, and AK Native/American Indian Male categories increased slightly while the Hispanic, Black, Pacific Islander/Hawaiian, and Two or More Races Male categories saw slight decreases. Additionally, the race category separation percentages are very close to the full-time workforce data indicating no disparate treatment.



As is historically common with the department, white males had the largest amount of involuntary and voluntary demotions in FY22. This group accounted for more than 50% of the department's downward movement. In the female category, demotions increased by 11% since the last reporting period. Additionally, the percentage of demotions is 10% higher than the current workforce composition of females (26%) and may require further examination. Of interest this reporting period is that both the male and female categories only indicated demotions in the AK Native/American Indian, Asian, and White categories. These categories are the largest populations in the workforce compositions and their numbers are similar to those in the workforce composition.

*Lake Hood sunset on the 4<sup>th</sup> of July.  
Photo by: Dave Krause*



## Disciplinary Procedures

The State of Alaska uses a progressive discipline approach as the process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose of progressive discipline is to assist the employee in understanding that a performance problem or opportunity for improvement exists. The process features increasingly formal efforts to provide feedback to the employee so they can correct the problem. The goal of progressive discipline is to improve employee performance. The process of progressive discipline is not intended as punishment for the employee, but to assist the employee in overcoming performance problems and satisfying job expectations. Progressive discipline is most successful when it assists an individual in becoming an effectively performing member of the department. Failing that, progressive discipline enables the department to fairly, and with substantial documentation, terminate the employment of employees who are ineffective and unwilling to improve.

Employees have a right to due process if they are subject to disciplinary procedures. Discipline that is imposed must meet just cause standards. Alaska DOT&PF policy requires that managers and supervisors work closely with Human Resources when considering or taking a disciplinary action.

During FY22, the State of Alaska consolidated the branch of Human Resources that is responsible for conducting investigations and assisting with the disciplinary process. Alaska DOT&PF only retained two Human Resources positions in this functional area to assist with the Alaska Marine Highway. Due to the consolidation and efforts to standardize reporting data, reporting on discipline issued for Alaska DOT&PF is not available for FY22. Ensuring this data is tracked and reported is a priority for FY23.

*Seas are calm tonight during a pleasant stroll on deck outside the cafeteria aboard the M/V Kennicott.  
Photo by: M. Bailey Watson*



## Layoff Procedures

When it's determined that layoffs must occur the department works very closely with the Department of Administration, Division of Personnel and Labor Relations (DOP&LR) to ensure all layoffs occur in compliance with applicable collective bargaining agreements between the State of Alaska and the Unions representing the employees. Part of this interaction requires that organizational units for the purposes of layoffs must be in writing and may be recognized on the basis of geographical area, function or class of employment, and may be different for different classes and types of employment. Length of service or seniority points determine the order of layoff and an Order of Layoff is certified by DOP&LR. This process has more steps for review to ensure it is conducted fairly and with accuracy.

The department fortunately did not have any layoffs or recalls in FY22 to include in this report. They will be reported on and analyzed as they occur in the future.

## Training Opportunities:

The department has multiple independent systems for capturing employee training which causes a distinct challenge for standardization and analysis of the data. The Department of Administration, Division of Personnel and Labor Relations recently changed their statewide learning management system which is also used for tracking, but the system does not presently capture sex, race, and EEO-4 categories associated with employee training. However, the Department intends to continue exploring avenues for collecting this data. Additionally, the department has created a Diversity, Equity, and Inclusion (DEI) Team whose members work with the different department training systems. This DEI Team will strive to find ways to bring the department's training data into a standardized format to help improve the ability to analyze for equality. The department's historical trend for availability and accessibility of training has always been shown to be equitable, and it is expected to continue to do so.

*View through the midships chock on the  
AMHS Ferry Lituya.  
Photo by: Linda Hall*



## Monitoring and Reporting Systems

---

---

The Commissioner of the Department of Transportation and Public Facilities (DOT&PF) ultimately has the responsibility for oversight of the monitoring and reporting systems enacted in the department's Equal Employment Opportunity Program (EEO). As detailed in Section III: Designation of Personnel, certain oversight authorities have been delegated to the department's Equal Employment Opportunity (EEO) Officer, Affirmative Action (AA) Officer, and Human Resource Business Partner (HRBP). These officials are tasked with the direct management of monitoring and reporting systems of the EEO.

### Monitoring Methods:

An annual checklist is to be assessed every March to ensure compliance with the EEO. Included in the checklist:

- Training and development reports for all employees who completed EEO training
- Statistical analysis of employment practices and employee movement
- Ensure dissemination practices as detailed in Section II: Dissemination has been performed
- Conduct random audits of job postings to ensure the statement, "The State of Alaska is an Equal Employment Opportunity and Affirmative Action Employer" is included in all job postings; to view the DOT&PF's EEO policy statement, please follow this link: <http://dot.alaska.gov/job-opportunities/index.shtml>

### Subrecipients and Contractors Compliance:

The department's Division of Program Development is responsible for ensuring subrecipient and contractor compliance. This includes conducting reviews every two (2) to five (5) years based on their annual risk assessment. The reviews include ensuring an EEO program plan is in place, is posted in a conspicuous and accessible location, is included in the personnel policies and/or employee handbook, is included in job applications and employment postings, and reporting of any EEO related complaints or lawsuits filed since the last review.

### Union Contracts:

Officials with the State of Alaska (SOA) Department of Administration (DOA) Division of Personnel and Labor Relations (DOP&LR) negotiate the Bargaining Unit (BU) contracts on behalf of the statewide executive branch agencies. Input is sought from the agency leaders prior to and during negotiations to address any disparate impact.

### Monitoring Complaints:

- Internally, DOT&PF's Human Resource section regularly monitors and updates a designated complaint log for incoming, ongoing, and resolved complaints.
- Externally, DOP&LR monitors all EEO discrimination complaints statewide and reports to DOT&PF.



**Meetings:**

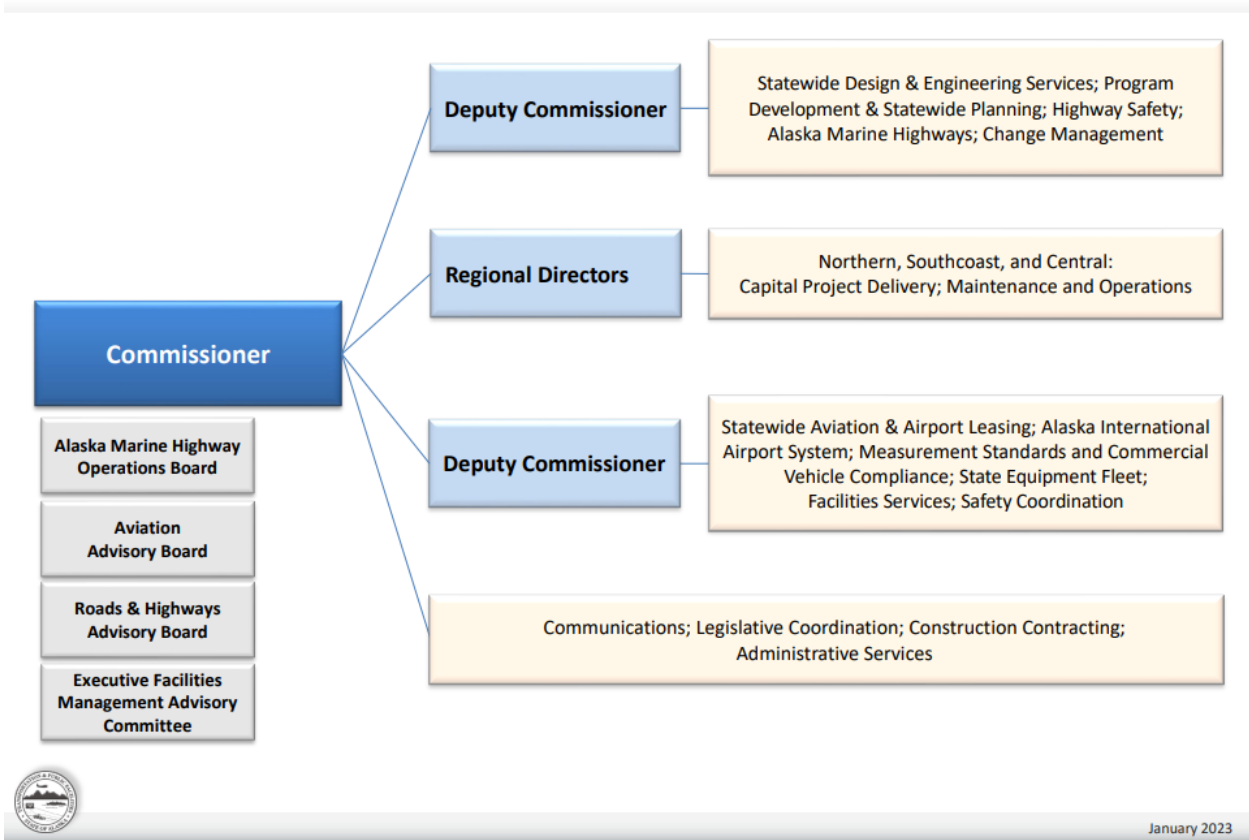
Meeting minutes from semi-annual EEO presentations by the EEO Officer and HR Business Partner for the executive team leaders are stored electronically and are preserved according to the SOA's retention schedule. These presentations include review of the annual update for DOT&PF's EEO Plan.



*A Frosty Ted Stevens International Airport  
Photo by: Rebecca Rauf*



## Alaska DOT&PF Organization



## 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.