



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IV
Alabama, Florida, Georgia,
Kentucky, Mississippi,
North Carolina, Puerto
Rico, South Carolina,
Tennessee

61 Forsyth Street, S.W.
Suite 17T50
Atlanta, GA 30303-8917
404-562-3500
404-562-3505 (fax)

March 26, 2007

Mr. Bob Roberson
Manager of Planning and Communication
401 South Varr Avenue
Cocoa, Florida 32922

Re: Equal Employment Opportunity Program- Approval
Federal Transit Administration ID# 1029

Dear Mr. Roberson:

The Federal Transit Administration (FTA) has completed its review of the equal employment opportunity program update submitted on March 22, 2007. This submission is required pursuant to FTA Circular 4704.1, "Equal Employment Opportunity Program Guidelines for Grant Recipients," dated July 26, 1988.

Based on our review, your program is approved as of March 26, 2007. This approval expires on March 26, 2010. An updated program should be forwarded to this office by February 25, 2010, thirty (30) days prior to the expiration date. If major changes occur in your workforce, or employment conditions change prior to the expiration date, an update must be submitted. FTA may request additional information, if necessary.

Thank you for your continued cooperation. Should you have questions or need additional assistance, please contact me at 404-562-3528 or at my electronic mail address, Frank.Billue@FTA.dot.Gov.

Sincerely,

Frank M. Billue
Regional Civil Rights Officer

MAR 30 2007

MOVING BREVARD INTO THE FUTURE



Space Coast Area Transit

401 South Varr Avenue
Cocoa, FL 32922

Phone: (321) 635-7815
Bus info: (321) 633-1878
Fax: (321) 633-1905



Space Coast Commuter Assistance

460 S. Harbor City Blvd.
Melbourne, FL 32901

Phone: (321) 952-4563
Fax: (321) 952-4546



Volunteers in Motion

Volunteers In Motion

401 S. Varr Avenue
Cocoa, FL 32922

Phone: (321) 635-7999
Fax: (321) 633-1905



RideSCAT.com

April 12, 2007

Mr. Frank Billue
Civil Rights Officer
Federal Transit Administration
61 Forsyth Street S.W.
Suite 17 T-50
Atlanta Ga. 30303-8917

Dear Mr. Billue:

Please find attached, the Equal Opportunity Plan Attachments for Space Coast Area Transit. These pages replace the entire EEO Plan back to the Signature page. Keep the Signature Page and replace the other pages.

James Liesenfelt, Transit Director, agrees to these changes.

This Utilization Analysis is for Space Coast Area Transit staff only.

The Labor Market information was updated in 2005 and is the latest we have.

If you have any questions please call me at 321-635-7815, Ext 236.

Sincerely,

Bob Roberson
Manager of Planning and Communications

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the continuing policy of Space Coast Area Transit, to promote the concepts of equal opportunities for all of its employees and applicants for promotion.

Space Coast Area Transit shall continue to recruit, hire, train and promote on merit principles, persons in all job classifications without regard to race, color, religious creed, national origin, ancestry, age, gender, marital status, or a disability which does not preclude the performance of the essential functions of the job, with reasonable accommodation provided as necessary.

Decisions on employment shall be based on the principles of equal employment opportunity.

Promotional decisions shall be in accordance with the principles of the merit system, which affords equal opportunity by imposing only valid requirements for promotion.

All personnel actions; such as compensation, benefits, transfers, layoffs, return from layoff, training, education, and social programs, shall be administered without regard to race, color, religious creed, national origin, ancestry, gender, age, marital status, or disability.

The equal employment opportunity objective of Space Coast Area Transit is to achieve, within a reasonable period of time, an employee profile, which is an appropriate reflection of the relevant labor market availability, with respect to race, gender, and other protected groups in each job category.

The major thrust of the Space Coast Area Transit efforts is to reach this objective is through the implementation of an Affirmative Action Plan. An integral part of the Plan is the goals designed to change the race and gender profile in those areas where there has been underutilization of the protected groups. Directing staff to meet goals for the inclusion of women is doing this and/or minorities who are substantially equal qualified to other applicants for vacancies in targeted job categories.

This Affirmative Action Plan seeks to harmonize the need to correct the effects of any prior discrimination with the need to protect all individuals from the discrimination prohibited by non-discrimination laws.

No employee or witness shall be retaliated against because of his/her having filed an internal complaint, or a complaint with an outside agency, or for having voiced opposition to an act he/she believes to be discriminatory, or having cooperated with an investigation of a discrimination complaint.

The workforce composition continues to be reviewed on a bi-annual basis to ensure proactive hiring and promotions.

Mr. Bob Roberson, Manager of Planning and Finance will be the EEO Officer for Space Coast Area Transit and will work with the Brevard County EEO Officer for all EEO complaints against Space Coast Area Transit.

All Management staff share in the responsibility of the Affirmative Action Plan and are assigned tasks in hiring and promotions to assure compliance is achieved.

The Employee Handbook states that an employee has the right to file complaints alleging discrimination with the EEO Officer.

As part of the annual evaluation of the management staff, the Transit Director will evaluate the success of the EEO program and share this with the managers and supervisors.

The successful achievement of the EEO goals has and will provide benefits to the recipient through a fuller utilization and development of previously underutilized human resources.

EEO POLICY DISSEMINATION

A. INTERNAL POLICY DISSEMINATION:

1. The EEO Policy is in the Employee Handbook and is discussed at employee orientation program for new employees.
2. The EEO Policy is a required training program for new supervisors.
3. The Space Coast Area Transit and the Brevard County EEO Plan is displayed in areas where employees or applicants have access to review the policy. Copies of the policy are available at the administration office and the Office of Human Resources.
4. The Space Coast Area Transit's and the Brevard County's EEO Policy is communicated to all SCAT employees.
5. The EEO Policy and Affirmative Action Plan shall be public records.
6. Any types of publications by SCAT, which feature pictorial presentations of groups of SCAT employees shall include pictures of both minorities, women and members of other protected groups.
7. Management and supervisors engaged in SCAT'S hiring process shall receive training on the applicable State and Federal EEO laws.
8. The Transit Director will meet with Union officials to inform them of SCAT'S EEO Policy and Affirmative Action Plan and request their cooperation.

B. EXTERNAL POLICY DISSEMINATION:

1. The EEO policy and the Affirmative Action Plan shall be provided to organizations identified within the community whose membership includes significant members of minorities, women and other protected groups.
2. SCAT is a County Department and uses the County Human Resources to recruit new employees. All sources used for recruitment including minority and women's organizations, community agencies, community leaders, schools shall be informed in writing, through distribution of the weekly Job Opportunity publication, of the County's EEO policy.

3. All employment advertisements shall contain the phrase, An Equal Opportunity Employer.
4. Any posters required by Title VII, Fair Labor Standards Act, Americans with Disabilities Act, etc., concerning equal employment, age discrimination, equal pay, and the disabled, as well as, the internal EEO Policy shall be displayed in a conspicuous place in the County's Office of Human Resources and on the Employee Board at Space Coast Area Transit.

C. DESIGNATION OF PERSONNEL RESPONSIBILITY:

It is the responsibility of each supervisory level employee of Space Coast Area Transit to encourage and increase minority and female employment and maintains an atmosphere conducive to sound human relations through personal example. All supervisory staff is encouraged to take an active and/or supportive role in both the planning and implementation of the Affirmative Action Program.

1. The Transit Director shall be responsible for the execution of the Space Coast Area Transit's Equal Opportunity Policy and Affirmative Action Plan to further such equal employment opportunity objectives using available SCAT resources and personnel.
2. SCAT Managers and Supervisors shall have the following responsibilities:
 - (a.) Exhibit a firm and good faith effort in his/her commitment to, and compliance with, the SCAT Equal Opportunity Policy and Affirmative Action Plan.
 - (b.) Cooperate with the EEO Officer to ensure the appointment and promotion of qualified members of the protected groups to those positions identified by the work force utilization as being key positions.
 - (c.) Make the EEO and Affirmative Action Plan available to employees.
 - (d.) Coordinate recruitment efforts for minorities, women and members of other protected groups with the EEO Officer and the Office of Human Resources.

- (e.) Using the current utilization analysis, review with the EEO officer, positions filled by appointment or promotion and outline efforts that can be instituted to enhance the EEO and Affirmative Action Plans and fill the targeted key positions.
- (f.) Take actions to prevent harassment of employees hired or promoted through affirmative action efforts and assure an unbiased working environment.
- (g.) Coordinate efforts to achieve quantitative goals and develop strategies for accomplishing established goals.
- (h.) Inform all personnel that unlawful discrimination in any form will not be tolerated and will be dealt with appropriately.
- (i.) Be active in minority organizations, community action organizations and community service programs designed to promoting EEO activities.
- (j.) Conduct and support career counseling for all employees.

3. THE EEO OFFICER RESPONSIBILITY:

- (a.) Under the guidance of the Transit Director, and the Brevard County EEO officer, the SCAT EEO Officer shall have the responsibility for the implementation of the Affirmative Action Program.
- (b.) Review and modify as necessary, the SCAT'S Affirmative Action Plan at least annually.
- (c.) Be sensitive to, and aware of, the varied ways in which discrimination occurs and be committed to the EEO program goals and objectives.
- (d.) Have knowledge of civil rights precepts, policies, rules, regulations, and guidelines.
- (e.) SCAT'S EEO Officer has the authority and ability to work and communicate with other Managers and supervisors to achieve the EEO goals and objectives.

- (f.) The EEO Officer shall develop and recommend EEO policy, post the written EEO program and develop internal and external communication procedures.
- (g.) Assist the Director in setting goals and timetables to achieve the goals.
- (h.) Design, implement and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action are needed.
- (i.) Report periodically to the Transit Director on the progress of each unit in relation to SCAT'S goals.
- (j.) Assure that current legal information affecting affirmative action is disseminated to the Transit Director and SCAT managers.
- (k.) Assist in recruiting minority, handicapped and women applicants and establish outreach sources for use by supervisors and manager who do the hiring.
- (l.) Process in a timely manner, employment discrimination complaints.

UTILIZATION ANALYSIS

A. UTILIZATION STUDY:

Space Coast Area Transit is a Department of Brevard County Board of County Commission and as such uses the Office of Human Resources to recruit persons for employment.

The County shall prepare a utilization study that contains an analysis of all major job categories in Space Coast Area Transit with an explanation showing if minorities or women are currently being underutilized in any one or more job categories. The utilization analysis shall be conducted separately for minorities and women. In determining whether minorities are being underutilized in any job category, the following factors will be used:

1. Minority and female availability for the County's relevant labor market area.
2. The percentage of minority and female employees in the County work force as compared with the availability of minorities and females in the relevant labor market area.
3. The general availability of minorities and females having required requisite skills in the relevant labor market area.
4. The availability of promotable and transferable minorities and women within the County.

B. SPACE COAST AREA TRANSIT UTILIZATION ANALYSIS:

The utilization analysis shall be conducted by comparing Space Coast Area Transit's current work force composition to the availability of Black, Hispanic and other protected groups in the relevant labor market obtained from the most current Labor Market data. The first analysis shall compare the current utilization in SCAT's work force of members of both genders in each group to the relevant labor market availability. The second analysis shall compare the current utilization in SCAT's work force in each group to the relevant labor market.

The statistics are the basis for the utilization analysis of Space Coast Area Transit's current work force composition. Only those job classifications that are currently filled shall be contained in the utilization analysis.

The utilization analysis shall provide the basis for targeting key positions. In those instances where the utilization analysis indicates that Space Coast Area Transit's work force composition is less than 80% of the ratio available in the relevant labor market for a particular protected group (i.e., black, Hispanic, other, female) and such information is statistically significant, such positions shall be targeted as key positions.

(SEE ATTACHED UTILIZATION ANALYSIS WORK SHEET)

C. EMPLOYMENT GOALS CRITERIA:

Employment goals shall be established utilizing the following standards:

1. The transit director, and each manager shall be invited to participate in the goal setting process.
2. The utilization analysis will be used.
3. Goals shall not consist of rigid and inflexible quotas that must be met, but are targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.
4. Space Coast Area Transit shall establish and set forth, where deemed necessary, specific goals separately for each protected group.
5. Such goals, with supporting data and the analysis thereof, shall be part of Space Coast Area Transit's written Affirmative Action Plan and maintained in every office.
6. Support data for the required analysis and program shall be compiled and maintained as part of Space Coast Area Transit's affirmative action program.

D. JOB CATEGORIES

1. Officials and Managers:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments.

2. Professionals:

Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or work experience and other training, which provides comparable knowledge.

3. Technicians:

Occupations, which require a combination of basic technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

4. Administrative Support:

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

5. Service Maintenance:

Occupations in which workers perform duties, which result in or contribute to the safety of the general public. This would include bus drivers and maintenance workers.

E. UTILIZATION ANALYSIS NARRATIVE

The Utilization Analysis conducted compares the most recent data available of the relevant labor market from the 2000 Census by Gender, Race and Hispanic Origin. And was updated in 2005. This is the latest update we have.

The following groups are included in Space Coast Area Transit's workforce:

Officials/Managers

Professionals

Technicians

Administrative Support

Service Maintenance

A comparison with the relevant labor market indicates underutilization supporting the targeting of the following job categories as indicated:

Officials/Managers	24% underutilized in Females
Professionals	11% underutilized in Minorities
Technicians	14% underutilized in Minorities and 44% Underutilized in Female
Administrative Support	Not underutilized in either category
Service Maintenance	15.5% underutilized in females

Under this affirmative action plan, by identifying protected groups, SCAT shall attempt to increase the representations of those targeted. This shall be accomplished by directing, through the adoption of this plan, appointing supervisors to meet goals for the inclusion of women and/or minorities who are substantially equally qualified to other applicants for vacancies in targeted job categories.

SCAT , under this Utilization Plan has identified underutilization of Targeted Protective groups and will increase the representation of those targeted. This will be done through supervisory training and minority recruitment.

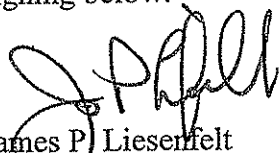
F. Monitoring and Reporting System

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

1. Assessing EEO accomplishments
2. Enables SCAT to evaluate the EEO program during the year and to take any necessary corrective action regarding the development and execution of programs or goals and timetables.
3. Identify supervisors who have failed to achieve the goal or to implement affirmative action.
4. Provide a precise and factual database for future projections.

The reporting system will provide documentation to support actions that affect minority and women job applicants or employees.

The utilization profile has been reviewed and discussed and agreed to by the parties signing below.

A handwritten signature in black ink, appearing to read "J. Liesenfelt". The signature is stylized with a large initial "J" and a long, sweeping underline.

James P. Liesenfelt
Transit Director

A handwritten signature in black ink, appearing to read "Bob Roberson". The signature is written in a cursive, slightly slanted style.

Bob Roberson
Manager of Planning and Finance
EEO Officer

LOCAL LABOR MARKET DATA FROM CENSUS 2000 - RESIDENCE DATA RESULTS BY OCCUPATIONAL CATEGORY

INCLUDES BOTH FULL-TIME AND PART-TIME PERMANENT EMPLOYEES

	NUMBERS	MALE					FEMALE					Percent Females to Total
		White	Black	Hispanic	Asian or Pacific Islander	Amer Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Amer Indian or Alaskan Native	
Officials and Managers	LBR MKT	56.5%	2.4%	1.9%	0.9%	0.2%	34.4%	1.5%	1.4%	0.7%	0.1%	38.1%
	COUNTY	60.5%	2.0%	2.0%	0.7%	0.0%	29.9%	2.7%	2.0%	0.0%	0.0%	34.7%
Professional	LBR MKT	46.5%	1.2%	2.2%	1.5%	0.1%	42.4%	3.4%	1.9%	0.8%	0.1%	48.6%
	COUNTY	42.0%	2.4%	2.4%	0.0%	0.3%	43.5%	5.1%	2.7%	1.2%	0.3%	52.9%
Technicians	LBR MKT	46.8%	4.2%	2.9%	1.4%	0.3%	39.1%	2.9%	1.4%	0.7%	0.2%	44.4%
	COUNTY	48.6%	2.3%	2.3%	0.4%	0.4%	39.7%	1.6%	2.7%	1.6%	0.4%	45.9%
Protective Service	LBR MKT	69.5%	7.1%	3.7%	0.0%	0.8%	15.9%	2.4%	0.4%	0.2%	0.0%	18.9%
	COUNTY	82.2%	1.2%	2.1%	0.5%	0.0%	12.8%	0.2%	0.2%	0.2%	0.5%	14.0%
Paraprofessionals *	LBR MKT	46.0%	1.6%	2.3%	2.2%	0.2%	41.4%	3.3%	1.8%	1.1%	0.1%	47.8%
	COUNTY	23.2%	3.4%	0.0%	0.0%	0.5%	59.9%	8.7%	2.9%	1.0%	0.5%	72.9%
Administrative Support	LBR MKT	26.7%	1.8%	1.4%	0.4%	0.1%	60.9%	4.2%	3.0%	1.2%	0.4%	69.7%
	COUNTY	16.1%	2.0%	0.4%	0.2%	0.0%	66.4%	9.2%	3.8%	0.9%	0.9%	81.2%
Skilled Craft	LBR MKT	81.1%	5.2%	4.0%	0.8%	0.6%	6.4%	1.0%	0.4%	0.5%	0.0%	8.3%
	COUNTY	83.6%	8.7%	4.0%	0.7%	1.5%	1.5%	0.0%	0.0%	0.0%	0.0%	1.5%
Service Maintenance	LBR MKT	44.7%	5.4%	3.5%	0.5%	0.4%	34.8%	6.6%	2.9%	1.1%	0.2%	45.5%
	COUNTY	67.3%	15.2%	4.0%	0.2%	0.9%	10.0%	1.9%	0.2%	0.0%	0.2%	12.3%

* No labor market statistics were delineated for the paraprofessional category. For comparison purposes only, labor market statistics for the two most closely related categories, professionals and technicians were averaged.

Effective 07-01-05

[United States](#) | [Florida](#) | [Brevard County](#)

Brevard County, Florida

city/ town, county, or zip

brevard

state

Florida

[search by address »](#)

[Narrative Profile](#) | [Reference Map](#)

2005 American Community Survey

Data Profile Highlights:

Note: The 2005 American Community Survey universe is limited to the household population and excludes the population living in institutions, college dormitories, and other group quarters.

General Characteristics - show more >>	Estimate	Percent	U.S.	Margin of Error
Total population	521,226			*****
Male	255,115	48.9	49.0%	+/-797
Female	266,111	51.1	51.0%	+/-797
Median age (years)	43.1	(X)	36.4	+/-0.3
Under 5 years	26,640	5.1	7.0%	+/-3
18 years and over	411,007	78.9	74.6%	+/-293
65 years and over	102,823	19.7	12.1%	+/-351
One race	513,756	98.6	98.1%	+/-1,755
White	445,361	85.4	74.7%	+/-2,444
Black or African American	48,200	9.2	12.1%	+/-1,303
American Indian and Alaska Native	2,076	0.4	0.8%	+/-794
Asian	9,845	1.9	4.3%	+/-1,031
Native Hawaiian and Other Pacific Islander	130	0.0	0.1%	+/-177
Some other race	8,144	1.6	6.0%	+/-2,109
Two or more races	7,470	1.4	1.9%	+/-1,755
Hispanic or Latino (of any race)	31,696	6.1	14.5%	*****
Household population	521,226			*****
Group quarters population	(X)	(X)	(X)	(X)
Average household size	2.39	(X)	2.60	+/-0.03
Average family size	2.96	(X)	3.18	+/-0.05
Total housing units	252,273			*****

U S C E N S U S B U R E A U

Helping You Make Informed Decisions

