

## **AFFIRMATIVE ACTION PLAN: 2022-2023**

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## **STATEMENT OF POLICIES**

The following policy statements shall guide the Commission and its staff in all matters relating to equal employment opportunity and affirmative action to achieve a diverse work force:

- A. The Southeastern Wisconsin Regional Planning Commission (SEWRPC) is committed to building a diverse staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and improve opportunities for people of color and women. SEWRPC embraces human diversity, and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.
- B. The Commission is committed to the practice of equal opportunity in all personnel matters, including, but not limited to: recruiting, hiring, training, transfer, promotion, demotion, termination, disciplinary actions, compensation, benefits, layoffs, and recall practices.
- C. It is the policy of the Commission not to discriminate against any employee or applicant for employment because of race, creed, sex, age, color, religion, national origin, sexual orientation, marital status, veteran status, military status, or disability.
- D. Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have exercised any right protected by law.
- E. The Commission will act to ensure equal employment and advancement opportunities consistent with the foregoing statements of policy and shall strive to achieve levels of female and minority employment at least equal to such levels found in the available workforce in the seven county Region making up the Commission's jurisdictional area.
- F. The Commission shall comply with all State and Federal laws relating to equal employment opportunity and affirmative action.

## **PLAN DISSEMINATION AND IMPLEMENTATION**

### **Staff Responsibilities**

All Commission employees are responsible for supporting the concept of equal employment opportunity and affirmative action and assisting the Commission in meeting its goals.

The Commission's Director of Administration has been assigned the responsibility of administering the Commission's equal employment opportunity policies and attendant action program. Duties in this capacity include the following:

- A. Directing Commission-wide efforts to achieve equal employment opportunities, supervising and coordinating such efforts in all divisions.
- B. Communicating the equal employment opportunity policy to employees, prospective employees, and the general public.
- C. Analyzing the composition of the work force.

- D. Together with other managerial staff, assessing the effectiveness of affirmative action policies and programs, identifying obstacles to achieving employment diversity goals, and developing strategies to overcome those obstacles.
- E. Serving as liaison between the Commission and equal opportunity enforcement agencies.
- F. Serving as liaison between the Commission and women and minority organizations and community action groups.
- G. Updating the Commission affirmative action plan on an annual basis.

### **Plan Dissemination Activities**

The Commission's Director of Administration shall be responsible for the following internal dissemination efforts relative to the affirmative action plan:

- A. The affirmative action plan and attendant equal employment opportunity policies are to be provided to all new employees in hardcopy format. Existing employees will be e-mailed an electronic copy of the affirmative action plan and will be required to acknowledge receipt of the policy using the "read receipt" function available in the e-mail program. In addition, the current version of the affirmative action plan is to be maintained on the Commission's intranet site which is accessible to all employees.
- B. On an annual basis, a copy of the updated affirmative action plan is to be provided to all management staff accompanied by a memorandum re-emphasizing the importance of taking actions toward the advancement of Commission goals in terms of staff diversity.
- C. Ensure that an equal employment opportunity poster is prominently displayed at the Commission offices in appropriate locations.
- D. Provide notice of all employment openings other than those filled by promotions from the current staff to the Environmental Justice Task Force (EJTF). SEWRPC will use the EJTF as a resource to assist staff in developing and expanding a list of organizations serving minorities and women to be notified of openings when a search is conducted.
- E. Develop and maintain working relationships with organizations serving professional and/or students of color such as the following, in an effort to develop and recruit diverse candidates for employment.
  - 1. National Society of Black Engineers and Society of Hispanic Engineers, including chapters at Marquette University and the University of Wisconsin-Milwaukee;
  - 2. Other organizations in Milwaukee focused on university students of color, such as the Black Graduate Student Alliance, Black Student Union, and Latino Student Union at UWM;
  - 3. Organizations serving diverse professionals, such as the Hispanic Professionals of Greater Milwaukee, the Latino Chamber of Commerce of Southeastern Wisconsin and the Milwaukee African American Chamber of Commerce; and
  - 4. Relevant national organizations, such as the Conference of Minority Transportation Officials.

The Commission's Director of Administration shall also be responsible for the following activities attendant to the external dissemination of the Commission's affirmative action plan:

- A. The posting of the current affirmative action plan on the Commission's website and the provision of hardcopies of that plan to anyone requesting same.
- B. The inclusion of an equal employment opportunity "tag line" on all job announcements and all media advertisements for employment.
- C. The dissemination of information on job openings which include outside recruitment to women and minority audiences through the selective, appropriate placement of notices of job openings in the following locations and media sources:
  - 1. SEWRPC will place an employment advertisement with one of the following newspapers serving the African American Community:
    - a. Milwaukee Community Journal
    - b. Milwaukee Courier
    - c. Milwaukee Times Weekly Newspaper
  - 2. SEWRPC will place an employment advertisement with one of the following newspapers serving the Hispanic Community:
    - a. El Conquistador
    - b. Spanish Journal
  - 3. SEWRPC will notify the following minority and women's groups and organizations as appropriate for the job posting:
    - a. UMOs Latina Resource Center
    - b. Hmong/American Friendship Association
    - c. Kenosha Racine Urban League
    - d. Spotted Eagle
    - e. Milwaukee Urban League
    - f. The Women's Center
    - g. Family and Women's Resource Center
    - h. YWCA of Southeast Wisconsin
  - 4. SEWRPC will notify the following area technical schools, including technical high schools as appropriate for the job posting:
    - a. Milwaukee Area Technical College
    - b. Gateway Technical College
    - c. Waukesha County Technical College

The Wisconsin technical schools utilize [www.handshake.com](http://www.handshake.com), a website which enables employers to post jobs that will reach all University of Wisconsin Technical School students and alumni.
  - 5. SEWRPC will notify both the University of Wisconsin system colleges and universities and Wisconsin private and independent colleges as appropriate for the job posting:
    - a. The University of Wisconsin system utilizes the Jobs for Wisconsin Graduates website ([www.jobs4wigrads.com](http://www.jobs4wigrads.com)), which enables employers to post jobs that will reach all the UW students and alumni.

- b. Wisconsin's 20 private and independent colleges also utilize the [www.handshake.com](http://www.handshake.com) website, which enables employers to post jobs that will reach all private and independent college students and alumni.
- c. Out-of-State colleges and universities as appropriate for the position.

Note: Colleges will be requested to post job announcements in the general job placement office and in the college multi-cultural center.

- 6. SEWRPC will also utilize Job Service of Wisconsin.

The Commission is committed to undertake good-faith efforts to contact and make use of recruitment and training services in the Region. Commission staff members are encouraged to refer people of color to apply for possible placement in Commission job vacancies.

## **WORKFORCE ANALYSIS**

The Regional Planning Commission is an areawide planning agency created to carry out an advisory physical development and environmental planning function for the seven county Southeastern Wisconsin Region, consisting of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties. The Commission relies upon an interdisciplinary staff to ensure that its planning is technically sound and comprehensive. Consequently, the great majority of the Commission staff positions are necessarily filled by individuals with highly specialized knowledge and skills.

The Commission staff may be categorized into four basic classifications – managerial, professional, technical, and clerical. The types of professions or occupations included in these categories are described below:

Managerial and Professional: The Commission managerial and professional staff consists of a chief executive, engineering, planning, natural science, administrative, public involvement and outreach, and information systems managers, civil and environmental engineers, surveyors, urban and regional planners, computer systems administrator, and specialists in biology, geography, economic development, computer user support, and the natural sciences. The staff within these professional disciplines may be even more specialized into such categories as, for example, traffic and transportation engineers, hydrologic and hydraulic engineers, environmental engineers, limnologists, and aquatic ecologists.

Technical: The Commission technical staff consists of drafters, surveying and mapping technicians, and engineering technicians.

Clerical: The Commission clerical staff consists of administrative assistants/secretaries, a bookkeeper, and an office clerk.

In July 2022, the Commission workforce consisted of 68 individuals, including one executive director, one deputy director, and 8 division managers (15 percent), 42 professional staff (62 percent), 12 technical staff (17 percent), and four clerical staff (6 percent). It is common in the managerial, professional, and technical categories for staff members to have advanced degrees and professional licensing. Appendix Figure A.1 identifies how the Commission staff is organized and the racial category of each employee. Employees typically build careers within a Commission operating division. Exceptional employees may be able to further their careers by serving in more than one operating division. Commission executive leadership has been drawn from divisional leadership whenever possible. Where appropriate, the Commission will

continue to fill openings within its managerial staff by promotion from within. Appendix Table A.1 presents a job group analysis of the four job groups defined by the Commission.

The composition of the Commission workforce by gender and employment category as of July 2022, is shown in Table 1. The composition of that same workforce by race and employment category is shown in Table 2. Females comprise 35 percent of the total staff, including 30 percent of the division managers, 33 percent of the professional staff, 33 percent of the technical staff, and 75 percent of the clerical staff. Nonwhites comprise 16 percent of the total staff, including 10 percent of the division managers, 14 percent of the professional staff, 25 percent of the technical staff, and 25 percent of the clerical staff.

Table 3 indicates the distribution of nonwhite Commission employees by employment category and by nonwhite category. One nonwhite individual is in the managerial category, six nonwhite individuals are in the professional category, three non-white individuals are in the technical category, and one non-white individual is in the clerical category. A total of five of the nonwhite employees are Black, three Hispanic, and three Asian/Pacific Islanders.

**Table 1**  
**Number and Proportion of SEWRPC Employees by Gender and Employment Category: July 2022**

Employment Category	Gender				Total
	Male		Female		
	Number	Percent	Number	Percent	
Managerial	7	70	3	30	10
Professional	28	67	14	33	42
Technical	8	67	4	33	12
Clerical	1	25	3	75	4
Total	44	65	24	35	68

Source: SEWRPC

**Table 2**  
**Number and Proportion of SEWRPC Employees by Race and Employment Category: July 2022**

Employment Category	Race				Total
	White		Nonwhite		
	Number	Percent	Number	Percent	
Managerial	9	90	1	10	10
Professional	36	88	6	12	42
Technical	9	75	3	25	12
Clerical	3	75	1	25	4
Total	57	84	11	16	68

Source: SEWRPC

**Table 3**  
**Number of Nonwhite SEWRPC Employees by Employment Category and Nonwhite Category: July 2022**

Nonwhite Category	Employment Category				Total
	Managerial	Professional	Technical	Clerical	
Black	1	2	2	--	5
Hispanic	--	1	1	1	3
Native American	--	--	--	--	--
Asian, Pacific Islander	--	3	--	--	3
Total	1	6	3	1	11

Source: SEWRPC

The U.S. Census Bureau makes available a detailed equal opportunity employment file for the years 2014 – 2018 from the American Community Survey. This file provides civilian labor force data by race and gender for nearly 500 occupational categories. For the purposes of this affirmative action plan, all occupational categories were reviewed as a basis for selecting those Census categories that are believed to most closely mirror the Commission workforce categorical needs. This review concluded that 2014–2018 Census data for civil and environmental engineers, surveyors, cartographers and photogrammetrists, environmental scientists, urban and regional planners, public relations specialists, computer systems administrators and computer support specialists could be combined to represent that portion of the civilian labor force employed in categories similar to the Commission’s professional workforce. 2014 – 2018 Census data for chief executives, and architectural and engineering, natural sciences, public relations, computer and information systems, and administrative managers could be combined to correspond to the Commission’s managerial staff. Similarly, 2014-2018 Census data for the categories of drafting occupations, surveying and mapping technicians, and engineering technicians was combined to correspond with the Commission’s workforce in the technical category. Finally, 2014-2018 Census data for the categories of secretaries and administrative assistants, office clerks, and bookkeepers, accounting, and auditing clerks could be combined to correspond to the Commission’s workforce in the clerical category.

The Commission’s reasonable recruitment area is the seven county Southeastern Wisconsin Region as the Commission serves the seven Southeastern Wisconsin Counties of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha. Therefore, the goal of the Commission is to have its workforce match the availability of females and people of color in the labor force of the seven county Region.

Labor force data were compiled for the seven county Southeastern Wisconsin Region. These data are set forth in the series of tables included as Appendix A. Appendix A also presents labor force data for Milwaukee County for comparison purposes, as Milwaukee County is the county of residence of about three-fourths of the minority labor force in the Region. Tables A.2 through A.5 in Appendix A present labor force data for Southeastern Wisconsin and Milwaukee County for all occupations on the Commission staff by employment category. Tables A.6 through A.9 utilize these occupation data to estimate minority and female labor force availability in Southeastern Wisconsin and Milwaukee County for managerial, professional, technical, and clerical staff categories.

A comparison of the proportion of females in the Commission’s workforce with the proportion of females in the labor forces of the Region and Milwaukee County by employment category is set forth in Table 4. The following conclusions may be drawn from this comparison:

- A. In the managerial category (10 employees), the proportion of females in the Commission workforce of 30 percent is higher than the proportion of females in the corresponding labor forces in the Region (21 percent) and equal to that of Milwaukee County (30 percent).
- B. In the professional category (42 employees), the proportion of females in the Commission workforce of 33 percent is slightly higher than the proportion of females in the corresponding labor force in the Region (29 percent) and Milwaukee County (29 percent).
- C. In the technical category (12 employees), the proportion of females in the Commission workforce of 33 percent exceeds the proportion of females in the corresponding labor forces in the Region (19 percent) and Milwaukee County (20 percent).
- D. In the clerical category (4 employees), the proportion of females in the Commission workforce of 75 percent is less than the proportion of females in the corresponding labor force of both the Region (91 percent) and Milwaukee County (88 percent).

In general, female participation in the Commission's workforce closely mirrors female participation in the corresponding labor forces of both the Region and Milwaukee County.

**Table 4**  
**Comparison of the Proportion of Females in the Commission Work Force**  
**with the Proportion of Females in the Corresponding Labor Forces**  
**in Southeastern Wisconsin and Milwaukee County by Employment Category**

Employment Category	Number of Commission Employees	Percent Female		
		Commission	Southeastern Wisconsin <sup>a</sup>	Milwaukee County <sup>b</sup>
Managerial	10	30	21	30
Professional	42	33	29	29
Technical	12	33	19	20
Clerical	4	75	91	88

<sup>a</sup> See Appendix Table A.2 and Tables A.6 through A.9.

<sup>b</sup> See Appendix Table A.3 and Tables A.6 through A.9.

Source: SEWRPC

A comparison of the proportion of nonwhites in the Commission workforce with the proportions of nonwhites in the labor forces of the Region and Milwaukee County by employment category is set forth in Table 5. The following conclusions may be drawn from this comparison:

- A. In the managerial category (10 employees), the proportion of nonwhites in the Commission workforce (10 percent) exceeds the proportion of nonwhites in the corresponding labor force of the Region (5 percent), and that of Milwaukee County (5 percent).
- B. In the professional category (42 employees), the proportion of nonwhites in the Commission workforce (14 percent) is less than the proportion of nonwhites in the corresponding labor force of the Region (17 percent), and that of Milwaukee County (19 percent).
- C. In the technical category (12 employees), the proportion of nonwhites in the Commission workforce (25 percent) substantially exceeds the proportion of nonwhites in the corresponding labor force of the Region (17 percent) and matches that of Milwaukee County (25 percent).
- D. In the clerical category (4 employees), the proportion of nonwhites in the Commission workforce (25 percent) exceeds the proportion of nonwhites in the corresponding labor force of the Region (17 percent) and is less than that of Milwaukee County (29 percent).

Overall, the Commission exceeds the Region in the proportion of nonwhites in the managerial, technical and clerical workforce categories. The Commission will continue to implement and enhance its activities toward achieving a diverse workforce in all employment categories – managerial, professional, technical, and clerical – as positions become available.



**Table 5**  
**Comparison of the Proportion of Nonwhites in the Commission Work Force**  
**with the Proportion of Nonwhites in the Corresponding Labor Forces in**  
**Southeastern Wisconsin and Milwaukee County by Employment Category**

Employment Category	Number of Commission Employees	Percent Nonwhite <sup>a</sup>		
		Commission	Southeastern Wisconsin <sup>b</sup>	Milwaukee County <sup>c</sup>
Managerial	10	10	5	5
Professional	42	14	17	19
Technical	12	25	15	25
Clerical	4	25	17	29

Note: Tables 4 and 5 include all full-time and part-time employees. Tables A.10 and A.11 in Appendix A present a similar analysis of Commission workforce with full-time employees counted as one employee equivalent to 2,080 working hours in a year, and part-time employees pro-rated to a portion of an employee based upon the number of hours worked in a calendar year. Similar findings and conclusions were reached with this analysis of full-time/part-time data.

<sup>a</sup> Includes Hispanic persons and non-Hispanic persons of other races including Black or African American; Native American, Eskimo, Aleut; and Asian or Pacific Islander.

<sup>b</sup> See Appendix Table A.4 and Tables A.6 through A.9.

<sup>c</sup> See Appendix Table A.5 and Tables A.6 through A.9.

Source: SEWRPC

## PERSONNEL ACTIVITY IN PAST YEAR

The following summarizes Commission personnel activity over the 12-month period of August 2021 through July 2022:

- A. There were seven employment separations during the reporting period. Four separations were in the professional job category and consisted of one part-time white male planner, one white male planner, one Asian Pacific Islander male specialist and one Asian Pacific Islander female engineer. One separation was in the technical category and consisted of a part-time Hispanic male survey and mapping technician. Two separations were in the clerical category and consisted of one white female draftsman and one American Indian female receptionist. All the separations were voluntary.
- B. There were eight new hires during the reporting period. Five new hires were in the professional job category and consisted of one Asian Pacific Islander female engineer, one part-time white male planner, one white male planner, and two white female planners. Two new hires were in the technical job category and consisted of one white female and one Hispanic male survey and mapping technician. One new hire was in the clerical category and consisted of one Hispanic female secretary/receptionist.
- C. There was one promotion during the reporting period. The promotion consisted of one black male engineer assistant in the technical category who was promoted to an engineer in the professional category. This promotion does not represent the filling of an open position, but rather step advancement consistent with additional education and or experience.

## GOALS/CHALLENGES/ACTIVITIES

Based upon the foregoing workforce analysis, the following describes the workforce diversity goals of the Commission, outlines the challenges faced in meeting those goals, and describes activities that the Commission staff will undertake in an effort to move the Commission closer to reaching its goals.

### Employment Diversity Goals

The following represent the Commission employment goals with respect to maintaining existing workforce diversity and increasing that diversity:

- A. With respect to female employment, it is the Commission's goal to maintain female participation in the Commission's workforce that closely mirrors such participation in the corresponding labor forces of the Region.
- B. With respect to nonwhite employment in the managerial, technical, and clerical workforce categories, it is the Commission's goal to maintain the current proportion of nonwhite participation, which equals or exceeds such participation in the corresponding labor force of the Region.
- C. With respect to nonwhite employment in the professional workforce category, it is the Commission's goal to increase the current proportion of nonwhite participation in the Commission workforce so that it more closely approaches such participation in the corresponding labor force of the Region.
- D. In addition, the Commission annually compares the female and non-white staff to the female and nonwhite labor force of Milwaukee County for the appropriate employment categories. This comparison shows how the Commission staff compares to the Milwaukee County workforce with respect to females and people of color.

### Challenges/Activities

The following represent the perceived challenges that the Commission faces in meeting its workforce diversity goals, particularly with respect to the nonwhite workforce in the professional and clerical categories. Each challenge is accompanied by a comment as to the activities that would be taken to address those challenges.

#### A. Nonwhite Professionals and Managers

Commission experience has been that it gets relatively few applicants from nonwhite individuals for job openings on its professional staff. This is the challenge faced by the Commission in meeting its workforce diversity goal in the professional category.

The Commission continues to distribute notices of job openings to all of the media and organizations noted earlier in the plan document. In addition, notices of job openings are provided to an expanded list of minority groups and organizations in the Region, which includes all such groups and organizations in the Region. Also, relationships have been established and will continue to be strengthened with minority job placement professionals, and staff work with the Commission's Public Involvement and Outreach Manager to develop relationships and contacts with groups in communities of color that are able to offer job placement assistance and/or applicant referrals.

The Commission is also strengthening relationships with student chapters of minority professional organizations. To date the Commission has established a relationship with the student chapters of

the National Society of Black Engineers and the Society of Hispanic Professional Engineers at Marquette University. The Commission is expanding those relationships to the University of Wisconsin-Milwaukee and other universities.

A related challenge faced by the Commission is to increase the number of minority individuals that obtain the necessary skills and training to fill professional jobs with the Commission. In the past, the Commission helped fund efforts to build a larger minority group planning/engineering talent pool in Milwaukee under the ENCOMPASS Program, which employed a recruiting specialist. Unfortunately, the funding partners of that program discontinued their support, leaving the Commission as the only partner willing to invest resources in such an effort. Since the demise of the ENCOMPASS Program, the Commission has operated its own minority student work program and will continue to do so indefinitely, finding ways to employ minority students in a manner consistent with their educational needs, goals, and schedules. The Commission's relationships with the Marquette University student chapters of the National Society of Black Engineers and Society of Hispanic Professional Engineers have had some success. In addition, the Commission has participated in the Regional Internships in Science and Engineering (RISE) program, which is sponsored by the Milwaukee Metropolitan Sewerage District. This program is available to students who attended high school in the Milwaukee area and have completed 2 years of college. The Commission will continue and attempt to build on these efforts. In addition, the Commission will work with others in finding ways to encourage minority students in the Milwaukee area to enter into professional careers, thus broadening the available talent pool.

Recently, the Commission has participated in efforts by the University of Wisconsin-Milwaukee School of Architecture and Urban Planning, (SARUP) to address the racial diversity of the students in the Urban Planning program of study to reach out to community groups in areas with substantial minority populations to determine ways in which urban planners can better serve those communities, and to promote interest in urban planning as a potential career among students living in those neighborhoods.

Commission staff also served on a recent task force of the American Planning Association-Wisconsin (APA-WI) Chapter regarding diversity and equity in planning. The work of this task force included the development of concrete steps for APA-WI to implement to increase diversity in the planning profession.

In January 2021, the Commission began sponsoring a bi-annual scholarship at SARUP to a student enrolled in the Urban Planning degree program and who self-identifies as members of racial or ethnic minority groups under-represented within the SARUP program and who are from the seven county Southeastern Wisconsin Region. The Commission was successful in awarding a scholarship to a Hispanic male who is currently employed on a part-time basis with the Commission.

In addition, Commission Management is working with staff on participating in volunteer opportunities with STEM Forward, a Milwaukee-area based organization that supports STEM education and careers and is open to all students in middle school. Staff is also encouraged to participate in Career Days and Science Fairs in local school districts in an effort to increase awareness of planning and civil engineering career opportunities.

**B. Office Location and Transit Service**

The Commission continues to maintain an office in The Global Water Center office building located in the City of Milwaukee. This office is accessible by public transportation. SEWRPC staffs the office with one to two persons each day who work on specific projects. It is the intent to staff the office

full time; however, this does not involve any one staff member having his or her office there full time.

The transit services available at the time the Commission moved to its current primary workplace in the Waukesha area were terminated by Waukesha County in 2006. Today, 47 percent of Commission employees commute from Milwaukee County residences. The Commission has long recommended in its plans, and advocates strongly for, improved transit service to job centers throughout the Region. The Commission has identified the severe transit funding problems in the Region, and the need for dedicated funding. Implementation of the Commission's regional transit plans would provide reasonable transit access to the Commission's present primary office location.

## **MONITORING AND UPDATING**

As noted earlier in this plan document, the Commission has designated its Director of Administration as the individual primarily responsible for administering the Commission's equal employment opportunity policies and attendant action program. Toward this end, the Director of Administration is charged with maintaining appropriate files relating to the affirmative action plan, including logs pertaining to job applicants, hiring, promotions, and terminations. The Director of Administration will, to the extent possible given the reluctance of individuals to provide certain information, attempt to monitor job applicant flow by gender and racial status. The Director of Administration will maintain a log of personnel activity by race and gender for each advertised job over each ensuing year. Such data will be retained on file for a period of three years.

This affirmative action plan will be updated in July each year. This will consist of an update of the workforce analysis, together with comments relative to progress in reaching the Commission's diversity employment goals, changes in those goals as may be appropriate, and any desirable modifications to activities.

## APPENDIX

**Table A.1**  
**Southeastern Wisconsin Regional Planning Commission – Job Group Analysis: July 2022**

Job Group Name	Recruitment Area*	Total Number	Minority Total		Female Total		Males					Females				
			Number	Percent	Number	Percent	W	B	H	AP	AI	W	B	H	AP	AI
Managerial	SE WI Region	10	1	10	3	30	7					2	1			
Professional	SE WI Region	42	6	14	14	33	24	2		2		12		1	1	
Technical	SE WI Region	12	3	25	4	33	5	2	1			4				
Clerical	SE WI Region	4	1	25	3	75	1					3				
Total		68	11	16	24	35	37	4	1	2		21	1	1	1	

*\*Recruitment Area - the Southeastern Wisconsin Region - defined as the following counties: Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties*

**Table A.2**  
**Workers by Occupation Category and Sex in the Southeastern Wisconsin Region: 2014-2018**

Occupation Category	Total Number	Sex			
		Male		Female	
		Number	Percent of Total	Number	Percent of Total
Census Occupations Corresponding to Commission Managerial Positions					
Chief Executive	14,215	10,305	72.5	3,915	27.5
Architect and Engineering Managers	1,390	1,290	92.8	100	7.2
Natural Sciences Managers	124	64	51.6	60	48.4
Administrative Services Managers	1,255	670	53.4	585	46.6
Public Relations Managers	8,540	4,545	53.2	4,000	46.8
Computer and Information Systems Manager	4,585	3,150	68.7	1,430	31.2
Census Occupations Corresponding to Commission Professional Positions					
Biological Scientists	285	160	56.1	125	43.9
Civil Engineers	2,005	1,740	86.8	269	13.0
Surveyors, Cartographers and Photogrammetrists	1,205	970	80.5	235	19.5
Urban and Regional Planners	330	195	59.1	135	40.9
Computer Support Specialists	3,885	2,360	60.7	1,525	39.3
Network and Computer Systems Administrators	3,255	2,540	78.0	714	21.9
Public Relations Specialists	2,160	740	34.3	1,415	65.5
Environmental Engineers	223	163	73.1	55	24.7
Environmental Scientists and Geoscientists	265	225	84.9	40	15.1
Census Occupations Corresponding to Commission Technical Positions					
Drafters, engineering technicians, and mapping technicians	5,350	4,315	80.7	1,035	
Census Occupations Corresponding to Commission Clerical Positions					
Bookkeeping, Accounting, and Auditing Clerks	8,040	1,115	13.9	6,930	86.2
Office Clerks, General	22,705	4,480	19.7	18,220	80.2
Secretaries and Administrative Assistants	20,625	820	4.0	19,805	96.0

Source: U.S. Census Bureau Equal Employment Opportunity data set based on the 2014-2018 American Community Survey and SEWRPC



**Table A.3**  
**Workers by Occupation Category and Sex in Milwaukee County: 2014-2018**

Occupation Category	Total Number	Sex			
		Male		Female	
		Number	Percent of Total	Number	Percent of Total
Census Occupations Corresponding to Commission Managerial Positions					
Chief Executive	4,105	2,805	68.3	1,300	31.7
Architect and Engineering Managers	335	265	79.1	65	19.4
Natural Sciences Managers	60	25	41.7	40	66.7
Administrative Services Managers	330	200	60.6	125	37.9
Public Relations Managers	3,480	1,770	50.9	1,710	49.1
Computer and Information Systems Manager	1,445	1,090	75.4	350	24.2
Census Occupations Corresponding to Commission Professional Positions					
Civil Engineers	850	715	84.1	135	15.9
Surveyors, Cartographers and Photogrammetrists	515	405	78.60	110	21.4
Urban and Regional Planners	295	165	55.9	130	44.10
Computer Support Specialists	1,700	1,050	61.8	650	38.2
Network and Computer Systems Administrators	1,425	1,080	75.8	345	24.2
Public Relations Specialists	1,205	480	39.8	725	60.2
Environmental Engineers	110	90	81.8	20	18.2
Environmental Scientists and Geoscientists	120	110	91.7	10	8.3
Census Occupations Corresponding to Commission Technical Positions					
Drafters, engineering technicians, and mapping technicians	2,040	1,635	20.7	2,385	79.5
Census Occupations Corresponding to Commission Clerical Positions					
Bookkeeping, Accounting, and Auditing Clerks	3,000	620	20.7	2385	79.5
Office Clerks, General	10,915	2425	22.2	8490	77.8
Secretaries and Administrative Assistants	8,425	435	5.2	7,995	94.9

Source: U.S. Census Bureau Equal Employment Opportunity data set based on the 2014-2018 American Community Survey and SEWRPC.

**Table A.4**  
**Workers by Occupation Category and Race in the Southeastern Wisconsin Region: 2014-2018**

Occupation Category	Total Number	Race			
		White, Non-Hispanic Percent of Number	Percent of Total	Other Number	Percent of Total
Census Occupations Corresponding to Commission Managerial Positions					
Chief Executive	14,215	12,785	89.9	1,430	10.1
Architect and Engineering Managers	1,390	1,325	95.3	65	4.7
Natural Sciences Managers	124	124	100.0	--	--
Administrative Services Managers	1,255	1,185	94.4	70	5.6
Public Relations Managers	8,540	7,755	90.8	785	9.2
Computer and Information Systems Manager	4,585	3,990	87.0	595	13.0
Census Occupations Corresponding to Commission Professional Positions					
Civil Engineers	2,005	1,855	92.5	150	7.5
Surveyors, Cartographers and Photogrammetrists	1,205	1,075	89.2	130	10.8
Urban and Regional Planners	330	255	77.3	75	22.7
Computer Support Specialists	3,885	3,145	81.0	740	19.0
Network and Computer Systems Administrators	3,255	2,760	84.8	495	15.2
Public Relations Specialists	2,160	1,515	70.1	645	29.9
Environmental Engineers	223	178	79.8	45	20.2
Environmental Scientists and Geoscientists	265	244	92.1	21	7.9
Census Occupations Corresponding to Commission Technical Positions					
Drafters, engineering technicians, and mapping technicians	5,350	4,550	85.0	800	15.0
Census Occupations Corresponding to Commission Clerical Positions					
Bookkeeping, Accounting, and Auditing Clerks	8,040	6,820	84.8	1,220	15.2
Office Clerks, General	22,705	17,220	75.8	5,485	24.2
Secretaries and Administrative Assistants	20,625	17,535	85.0	3,090	15.0

Source: U.S. Census Bureau Equal Employment Opportunity data set based on the 2014-2018 American Community Survey and SEWRPC

**Table A.5**  
**Workers by Occupation Category and Race in Milwaukee County: 2014-2018**

Occupation Category	Total Number	Race			
		White, Non-Hispanic Percent of Number Total	Other Percent of Number Total		
Census Occupations Corresponding to Commission Managerial Positions					
Chief Executive	4,105	3,340	81.4	765	18.6
Architect and Engineering Managers	335	335	100.0	--	--
Natural Sciences Managers	60	60	100.0	--	--
Administrative Services Managers	330	265	80.3	65	19.7
Public Relations Managers	3,480	2,980	85.6	500	14.4
Computer and Information Systems Manager	1,445	1,210	83.7	235	16.3
Census Occupations Corresponding to Commission Professional Positions					
Civil Engineers	850	765	90.0	85	10.0
Surveyors, Cartographers and Photogrammetrists	515	450	87.4	65	12.6
Urban and Regional Planners	295	220	74.6	75	25.4
Computer Support Specialists	1,700	1,305	76.8	395	23.2
Network and Computer Systems Administrators	1,425	1,035	72.6	390	27.4
Public Relations Specialists	1,205	780	64.7	425	35.3
Environmental Engineers	110	70	63.6	40	36.4
Environmental Scientists and Geoscientists	120	120	100.0	--	--
Census Occupations Corresponding to Commission Technical Positions					
Drafters, engineering technicians, and mapping technicians	2,040	1,525	74.8	515	25.2
Census Occupations Corresponding to Commission Clerical Positions					
Bookkeeping, Accounting, and Auditing Clerks	3,000	2,100	70.0	900	30.0
Office Clerks, General	10,915	6,955	63.7	3,960	36.3
Secretaries and Administrative Assistants	8,425	6,165	73.2	2,260	26.8

Source: U.S. Census Bureau Equal Employment Opportunity data set based on the 2014-2018 American Community Survey and SEWRPC

**Table A.6**  
**Estimated Managerial Staff Labor Force Availability**  
**in Milwaukee County and Southeastern Wisconsin: 2014-2018**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
<b>Milwaukee County</b>				
Executive Director	1	10.00	1.86	3.17
Administrative Svc Manager	1	10.00	1.97	3.79
Engineering Manager	6	60.00	--	11.64
Public Relations Manager	1	10.00	1.44	4.91
Natural Science Manager	1	10.00	--	6.67
<b>Milwaukee County Total</b>	<b>10</b>	<b>100.00</b>	<b>5.27</b>	<b>30.18</b>
<b>Southeastern Wisconsin Region</b>				
Executive Director	1	10.00	1.01	2.75
Administrative Svc Manager	1	10.00	0.56	4.66
Engineering Manager	6	60.00	2.81	4.32
Public Relations Manager	1	10.00	0.92	4.68
Natural Science Manager	1	10.00	--	4.84
<b>Region Total</b>	<b>10</b>	<b>100.00</b>	<b>5.29</b>	<b>21.25</b>

**Table A.7**  
**Estimated Professional Staff Labor Force Availability**  
**in Milwaukee County and Southeastern Wisconsin: 2014-2018**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
<b>Milwaukee County</b>				
Planners	19	45.24	11.50	19.94
Civil Engineers	5	11.90	1.19	1.89
Environmental Engineers	4	9.52	3.46	1.73
Environmental Scientists	11	26.19	0.00	2.18
Network & Computer	2	4.76	1.30	1.15
System Administrator				
Public Relations Specialist	1	2.38	0.84	1.43
<b>Milwaukee County Total</b>	<b>42</b>	<b>100.00</b>	<b>18.30</b>	<b>28.33</b>
<b>Southeastern Wisconsin Region</b>				
Planners	19	45.24	10.28	18.51
Civil Engineers	5	11.90	0.89	1.54
Environmental Engineers	4	9.52	1.92	2.35
Environmental Scientists	11	26.19	2.08	3.95
Network & Computer	2	4.76	0.72	1.04
System Administrator				
Public Relations Specialist	1	2.38	0.71	1.56
<b>Region Total</b>	<b>42</b>	<b>100.00</b>	<b>16.60</b>	<b>28.96</b>

**Table A.8**  
**Estimated Technical Staff Labor Force Availability In**  
**Milwaukee County and Southeastern Wisconsin: 2014-2018**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Milwaukee County				
Surveyors/Mapping Tech	9	75.00	18.93	14.89
Engineering Tech	3	25.00	6.31	4.96
Milwaukee County Total	12	100.00	25.25	19.85
Southeastern Wisconsin Region				
Surveyors/Mapping Tech	9	75.00	11.21	14.51
Engineering Tech	3	25.00	3.74	4.85
Region Total	12	100.00	14.95	19.35

**Table A.9**  
**Estimated Clerical Staff Labor Force Availability In**  
**Milwaukee County and Southeastern Wisconsin: 2014-2018**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Milwaukee County				
Secretary	2	50.00	13.41	47.45
Bookkeeper	1	25.00	7.50	19.88
Office Clerk	1	25.00	9.07	19.45
Milwaukee County Total	4	100.00	29.98	86.77
Southeastern Wisconsin Region				
Secretary	2	50.00	7.49	48.01
Bookkeeper	1	25.00	3.79	21.55
Office Clerk	1	25.00	6.04	20.06
Region Total	4	100.00	17.32	89.62

**Table A.10**  
**Comparison of the Proportion of Full-Time Equivalent Females**  
**in the Commission Workforce Weighted Against the Corresponding**  
**Females in the Labor Forces of Southeastern Wisconsin and Milwaukee County<sup>a</sup>**

<b>Employment Category</b>	<b>Number of Commission Employees</b>	<b>Percent Female Availability Weighted Value</b>		
		Commission	Southeastern Wisconsin	Milwaukee County
Managerial	10	30	21	30
Professional	40.50	35	29	28
Technical	11.50	35	19	20
Clerical	4	75	90	87

**Table A.11**  
**Comparison of the Proportion of Full-Time Equivalent Minorities**  
**in the Commission Workforce Weighted Against the Corresponding**  
**Minorities in the Labor Forces of Southeastern Wisconsin and Milwaukee County**

<b>Employment Category</b>	<b>Number of Commission Employees</b>	<b>Percent Minorities Availability Weighted Value</b>		
		Commission	Southeastern Wisconsin	Milwaukee County
Managerial	10	10	5	5
Professional	40.50	15	17	18
Technical	11.50	26	15	25
Clerical	4	25	17	30

<sup>a</sup> These tables have been calculated using full-time equivalent employees. Tables A.12 and A.13 estimated minority and female labor force availability in Southeastern Wisconsin and Milwaukee County for professional and technical staff categories, as these Commission staff categories have part-time employees.

**Table A.12**  
**Estimated Full Time Equivalent Professional Staff Labor Force**  
**Availability in Milwaukee County and Southeastern Wisconsin: 2014-2018**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
<b>Milwaukee County</b>				
Planners	18.25	45.06	11.46	19.86
Civil Engineers	5	12.35	1.23	1.96
Environmental Engineers	4	9.88	3.59	1.80
Environmental Scientists	10.25	25.31	0.00	2.11
Network & Computer System Administrator	2	4.94	1.35	1.20
Public Relations Specialist	1	2.47	0.87	1.49
<b>Milwaukee County Total</b>	<b>40.50</b>	<b>100.00</b>	<b>18.50</b>	<b>28.40</b>
<b>Southeastern Wisconsin Region</b>				
Planners	18.25	45.06	10.24	18.43
Civil Engineers	5	12.35	0.92	1.60
Environmental Engineers	4	9.88	1.99	2.44
Environmental Scientists	10.25	25.31	2.01	3.82
Network & Computer System Administrator	2	4.94	0.75	1.08
Public Relations Specialist	1	2.47	0.74	1.62
<b>Region Total</b>	<b>40.50</b>	<b>100.00</b>	<b>16.65</b>	<b>28.99</b>

**Table A.13**  
**Estimated Full Time Equivalent Technical Staff Labor Force**  
**Availability in Milwaukee County and Southeastern Wisconsin: 2014-2018**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
<b>Milwaukee County</b>				
Surveyors/Mapping Tech	8.25	78.57	19.84	15.60
Engineering Tech	2.25	21.43	5.41	4.25
<b>Milwaukee County Total</b>	<b>10.5</b>	<b>100.00</b>	<b>25.25</b>	<b>19.85</b>
<b>Southeastern Wisconsin Region</b>				
Surveyors/Mapping Tech	8.25	78.57	11.75	15.20
Engineering Tech	2.25	21.43	3.20	4.15
<b>Region Total</b>	<b>10.5</b>	<b>100.00</b>	<b>14.95</b>	<b>19.35</b>

**Figure A.1**  
**Organizational Display of the Southeastern Wisconsin**  
**Regional Planning Commission Staff: July 2022**

