

## **AFFIRMATIVE ACTION PLAN: 2016-2017**

- Statement of Policies
- Plan Dissemination and Implementation
- Work Force Analysis
- Personnel Activity in Past Year
- Goals/Challenges/Activities
- Monitoring and Updating
- Appendix

## **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 minorities 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 Assistant Director-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 Assistant Director–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, and the Milwaukee African-American and Hispanic Chamber of Commerce; and
  - 4. Relevant national organizations, such as the Conference of Minority Transportation Officials.

The Commission's Assistant Director–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 provide notice to the following radio stations:
    - a. WMCS Radio (1290 AM), Milwaukee
    - b. WBJX Radio (1460 AM, Spanish) Racine
  - 2. 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
  - 3. SEWRPC will place an employment advertisement with one of the following newspapers serving the Hispanic Community:
    - a. El Conquistador
    - b. Spanish Journal
  - 4. 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
  - 5. 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.wisconsinconnect.com](http://www.wisconsinconnect.com), a website which enables employers to post jobs that will reach all University of Wisconsin Technical School students and alumni.
    - d. The Milwaukee High School for Urban Planning and Architecture
  - 6. SEWRPC will notify the following colleges and universities as appropriate for the job posting:
    - a. Marquette University
    - b. UW-Madison
    - c. UW-Milwaukee
    - d. Carroll University

1. 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.
2. Wisconsin's 20 private and independent colleges utilize the [www.wipccc.org](http://www.wipccc.org) website, which enables employers to post jobs that will reach all private and independent college students and alumni.
- e. 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.

7. 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 minorities 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 2016, the Commission workforce consisted of 74 individuals, including one executive director, one deputy director, and 8 division managers (13 percent), 45 professional staff (61 percent), 13 technical staff (18 percent), and six clerical staff (8 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 2016, is shown in Table 1. The composition of that same workforce by race and employment category is shown in Table 2. Females comprise 30 percent of the total staff, including 30 percent of the division managers, 27 percent of the professional staff, 15 percent of the technical staff, and 83 percent of the clerical staff. Nonwhites comprise 16 percent of the total staff, including 10 percent of the division managers, 11 percent of the professional staff, 38 percent of the technical staff, and 17 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, five nonwhite individuals are in the professional category, five non-white individuals are in the technical category, and one non-white individual is in the clerical category. A total of six of the nonwhite employees are Black, three Hispanic, two Asian/Pacific Islander, and one Native American.

The U.S. Bureau of Census makes available a detailed equal opportunity employment file for the years 2006-2010 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 which are believed to most closely mirror the Commission workforce categorical needs. This review concluded that 2006-2010 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. 2006-2010 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, 2006-2010 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, 2006-2010 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 minorities 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 this occupation data to estimate minority and female labor force availability in Southeastern Wisconsin and Milwaukee County for managerial, professional, technical, and clerical staff categories.

Table 1

Number and Proportion of SEWRPC Employees  
by Gender and Employment Category: July 2016

Employment Category	Gender				Total
	Male		Female		
	Number	Percent	Number	Percent	
Managerial	7	70	3	30	10
Professional	33	73	12	27	45
Technical	11	85	2	15	13
Clerical	1	17	5	83	6
Total	52	70	22	30	74

Source: SEWRPC

Table 2

Number and Proportion of SEWRPC Employees  
by Race and Employment Category: July 2016

Employment Category	Race				Total
	White		Nonwhite		
	Number	Percent	Number	Percent	
Managerial	9	90	1	10	10
Professional	40	89	5	11	45
Technical	8	62	5	38	13
Clerical	5	83	1	17	6
Total	62	84	12	16	74

Source: SEWRPC

Table 3

Number of Nonwhite SEWRPC Employees by  
Employment Category and Nonwhite Category: July 2016

Nonwhite Category	Employment Category				
	Managerial	Professional	Technical	Clerical	Total
Black	1	2	3	--	6
Hispanic	--	1	2	--	3
Native American	--	--	--	1	1
Asian, Pacific Islander	--	2	--	--	2
Total	1	5	5	1	12

Source: SEWRPC

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 greater than the proportion of females in the corresponding labor forces in the Region (27 percent) and slightly less than that of Milwaukee County (34 percent).
- B. In the professional category (45 employees), the proportion of females in the Commission workforce of 27 percent exceeds the proportion of females in the corresponding labor force in the Region (22 percent) and Milwaukee County (21 percent).
- C. In the technical category (13 employees), the proportion of females in the Commission workforce of 15 percent exceeds the proportion of females in the corresponding labor forces in the Region (13 percent) and is less than that of Milwaukee County (27 percent).
- D. In the clerical category (6 employees), the proportion of females in the Commission workforce of 83 percent is slightly less than the proportion of females in the corresponding labor force of both the Region (94 percent) and Milwaukee County (92 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.

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) is less than the proportion of nonwhites in the corresponding labor force of both the Region (12 percent), and that of Milwaukee County (28 percent).
- B. In the professional category (45 employees), the proportion of nonwhites in the Commission workforce (11 percent) is slightly less than the proportion of nonwhites in the corresponding labor force of the Region (13 percent), and is greater than the proportion of nonwhites in the corresponding labor force of Milwaukee County (5 percent).
- C. In the technical category (13 employees), the proportion of nonwhites in the Commission workforce (38 percent) substantially exceeds the proportion of nonwhites in the corresponding labor forces of both the Region (6 percent) and Milwaukee County (20 percent).
- D. In the clerical category (6 employees), the proportion of nonwhites in the Commission workforce (17 percent) exceeds the proportion of nonwhites in the corresponding labor force of the Region (16 percent), and is below the proportion of nonwhites in the corresponding labor force of Milwaukee County (27 percent).

The proportion of nonwhites in the Commission workforce in the managerial category (10 percent) is less than that of the Region (12 percent managerial) and of Milwaukee County (28 percent managerial). However, the proportion of nonwhites in the Commission's workforce in the professional (11 percent), and clerical categories (17 percent) is about equal to the level of nonwhite employment in the professional category (13 percent) and the clerical category (16 percent) in the Region. The proportion of nonwhites in the Commission's workforce in the professional (11 percent) and technical (~~36-38~~ percent) categories



substantially exceeds the level of nonwhite employment in the professional category in Milwaukee County (5 percent) and in the technical category in the Region (6 percent) and Milwaukee County (20 percent). 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 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	27	34
Professional	45	27	22	21
Technical	13	15	13	27
Clerical	6	83	94	92

<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

**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	12	28
Professional	45	11	13	5
Technical	13	38	6	20
Clerical	6	17	16	27

<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

**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 2080 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.

**Source: SEWRPC**

## **PERSONNEL ACTIVITY IN PAST YEAR**

The following summarizes Commission personnel activity over the 12 month period, August 2015, through July 2016:

- A. There were eight terminations during the reporting period. Six terminations were in the professional job category and include one white male manager, two white male principal planners, one black male engineer, one white female editor, and one white female senior specialist. One termination was in the technical category and was a white female drafts person. One termination was in the clerical category and was a white female secretary. All of the terminations were voluntary.
- B. There were three new hires during the reporting period. Two new hires were in the professional job category and consisted of one white male senior specialist and one white male specialist. One new hire was in the technical job category and consisted of a white female survey and mapping technician.
- C. There were four promotions during the reporting period. One promotion was within the professional category and consisted of one white female who was promoted from specialist to senior specialist. Three promotions were in the technical category and consisted of two black male engineering aides who were promoted to engineering technicians, and one white female survey and mapping technician who was promoted to research analyst. These promotions do not represent the filling of open positions, but rather step advancements consistent with additional education and 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 professional, 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 managerial 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 minorities.

### **Challenges/Activities**

The following represent the perceived challenges that the Commission faces in meeting its workforce diversity goals, particularly with respect to the minority 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. Minority Professionals and Managers**

Commission experience has been that it gets relatively few applicants from minority 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 will continue 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 will be provided to an expanded list of minority groups and organizations in the Region, which will include all such groups and organizations in the Region. Also, relationships will be established with minority job placement professionals, and staff will work with the Commission's Public Involvement and Outreach Manager to develop relationships and contacts with groups in the minority community 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 participates 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.

#### **B. Compensation Levels**

A second challenge facing the Commission is the relatively low compensation levels presently offered by the Commission, particularly in the professional category. At the present time, given the current economic situation, it is unlikely that any significant enhancement to Commission compensation levels can be made.

#### **C. Clerical Workforce**

To meet the challenge of increasing the minority clerical workforce, the Commission will advertise employment opportunities utilizing the dissemination guidelines discussed on pages 3 and 4 of this plan. In addition, the Commission will work with technical and trade schools to post available openings within their administrative assistant studies departments. The Commission has experienced a reduced need for clerical staff in recent years. As clerical staff have left employment with the Commission, these positions have not been replaced.

The Commission will also expand its provision of notices of available clerical positions to all minority organizations and groups within the Region. The Commission's Public Involvement and Outreach Manager is developing relationships with these groups and organizations and will assist in this effort. Also, relationships will be established with minority job placement professionals, and staff will work with the Commission's Public Involvement and Outreach Manager to develop relationships and contacts with groups in the minority community that are able to offer job placement assistance and/or applicant referrals.

#### D. Office Location and Transit Service

The Commission has obtained office space in The Global Water Center office building located in the City of Milwaukee. This office is accessible by public transportation. SEWRPC will staff the office with persons working on specific projects, with the intent to staff the office full time; however, this may not involve any one staff member having his or her office there full time.

Transit services have -- at least temporarily -- been terminated by Waukesha County to the Commission's primary work place in the Waukesha area. Today 36 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 should 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 Assistant Director-Administration as the individual primarily responsible for administering the Commission's equal employment opportunity policies and attendant action program. Toward this end, the Assistant Director-Administration is charged with maintaining appropriate files relating to the affirmative action plan, including logs pertaining to job applicants, hiring, promotions, and terminations. The Assistant Director-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 Assistant Director-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 2016

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	6	1				3				
01 Professional	SE WI Region	45	5	11	12	27	30	1		2		10	1	1		
02 Technical	SE WI Region	13	5	38	2	15	6	3	2			2				
03 Clerical	SE WI Region	6	1	17	5	83	1					4				1
TOTALS		74	12	16	22	30	43	5	2	2		19	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: 2006-2010**

Occupation Category	Sex				
	Total Number	Male		Female	
		Number	Percent of Total	Number	Percent of Total
<b>Census Occupations Corresponding to Commission Managerial Positions</b>					
Chief Executive	7,075	5,500	77.7	1,580	22.3
Architect and Engineering Managers	1,320	1,165	88.3	160	12.1
Natural Sciences Managers	105	45	42.9	60	57.1
Administrative Services Managers	820	394	48.0	420	51.2
Public Relations Managers	600	250	41.7	350	58.3
Computer and Information Systems Manager	3,820	2,455	64.3	1,365	35.7
<b>Census Occupations Corresponding to Commission Professional Positions</b>					
Civil Engineers	2,100	1,825	86.9	273	13.0
Surveyors, Cartographers and Photogrammetrists	190	120	63.2	70	36.8
Urban and Regional Planners	130	110	84.6	25	19.2
Computer Support Specialists	3,615	2,435	67.4	1,180	32.6
Network and Computer Systems Administrators	1,730	1,190	68.8	540	31.2
Public Relations Specialists	844	159	18.8	685	81.2
Environmental Engineers	270	210	77.8	60	22.2
Environmental Scientists and Geoscientists	205	165	80.5	40	19.5
<b>Census Occupations Corresponding to Commission Technical Positions</b>					
Drafters	1,645	1,405	85.4	239	14.5
Engineering Technicians	2,785	2,030	72.9	754	27.1
Surveying and Mapping Technicians	390	360	92.3	34	8.7
<b>Census Occupations Corresponding to Commission Clerical Positions</b>					
Bookkeeping, Accounting, and Auditing Clerks	10,655	1,380	13.0	9,260	86.9
Office Clerks, General	8,105	1,209	14.9	6,890	85.0
Secretaries and Administrative Assistants	26,130	780	3.0	25,360	97.1

Source: U.S. Census Bureau Equal Employment Opportunity data set and SEWRPC.

Table A-3

**WORKERS BY OCCUPATION CATEGORY  
AND SEX IN MILWAUKEE COUNTY: 2006-2010**

Occupation Category	Sex				
	Total Number	Male		Female	
		Number	Percent of Total	Number	Percent of Total
<b>Census Occupations Corresponding to Commission Managerial Positions</b>					
Chief Executive	1,700	1,265	74.4	435	25.6
Architect and Engineering Managers	310	255	82.3	55	17.7
Natural Sciences Managers	60	--	--	60	100.0
Administrative Services Managers	315	145	46.0	170	54.0
Public Relations Managers	280	125	44.6	155	55.4
Computer and Information Systems Manager	1,495	925	61.9	570	38.1
<b>Census Occupations Corresponding to Commission Professional Positions</b>					
Civil Engineers	760	645	84.9	115	15.1
Surveyors, Cartographers and Photogrammetrists	25	25	100.0	--	--
Urban and Regional Planners	45	45	100.0	--	--
Computer Support Specialists	1,765	1,180	66.9	585	33.1
Network and Computer Systems Administrators	750	490	65.3	260	34.7
Public Relations Specialists	510	140	27.5	370	72.5
Environmental Engineers	170	160	94.1	10	5.9
Environmental Scientists and Geoscientists	60	25	41.7	35	58.3
<b>Census Occupations Corresponding to Commission Technical Positions</b>					
Drafters	615	515	83.7	100	16.3
Engineering Technicians	1,155	790	68.4	360	31.2
Surveying and Mapping Technicians	55	40	72.7	15	27.3
<b>Census Occupations Corresponding to Commission Clerical Positions</b>					
Bookkeeping, Accounting, and Auditing Clerks	4,425	780	17.6	3,640	82.3
Office Clerks, General	4,280	820	19.2	3,460	80.8
Secretaries and Administrative Assistants	11,535	390	3.4	11,150	96.7

Source: U.S. Census Bureau Equal Employment Opportunity data set and SEWRPC.



Table A-4

**WORKERS BY OCCUPATION CATEGORY AND RACE  
IN THE SOUTHEASTERN WISCONSIN REGION: 2006-2010**

Occupation Category	Race				
	Total Number	White, Non-Hispanic		Other	
		Number	Percent of Total	Number	Percent of Total
<b>Census Occupations Corresponding to Commission Managerial Positions</b>					
Chief Executive	7,075	6,710	94.8	365	5.2
Architect and Engineering Managers	1,320	1,195	90.5	125	9.5
Natural Sciences Managers	105	49	46.7	56	53.3
Administrative Services Managers	820	790	96.3	30	3.7
Public Relations Managers	600	560	93.3	40	6.7
Computer and Information Systems Manager	3,820	3,375	88.4	445	11.6
<b>Census Occupations Corresponding to Commission Professional Positions</b>					
Civil Engineers	2,100	1,870	89.0	230	11.0
Surveyors, Cartographers and Photogrammetrists	190	175	92.1	15	7.9
Urban and Regional Planners	130	110	84.6	20	15.4
Computer Support Specialists	3,615	3,155	87.3	460	12.7
Network and Computer Systems Administrators	1,730	1,560	90.2	170	9.8
Public Relations Specialists	844	680	80.6	164	19.4
Environmental Engineers	270	250	92.6	20	7.4
Environmental Scientists and Geoscientists	205	170	82.9	35	17.1
<b>Census Occupations Corresponding to Commission Technical Positions</b>					
Drafters	1,645	1,510	91.8	135	8.2
Engineering Technicians	2,785	2,320	83.3	465	16.7
Surveying and Mapping Technicians	390	380	97.4	10	2.6
<b>Census Occupations Corresponding to Commission Clerical Positions</b>					
Bookkeeping, Accounting, and Auditing Clerks	10,655	8,970	84.2	1,685	15.8
Office Clerks, General	8,105	6,655	82.1	1,450	17.9
Secretaries and Administrative Assistants	26,130	21,995	84.2	4,135	15.8

Source: U.S. Census Bureau Equal Employment Opportunity data set and SEWRPC.

Table A-5

**WORKERS BY OCCUPATION CATEGORY  
AND RACE IN MILWAUKEE COUNTY: 2006-2010**

Occupation Category	Race				
	Total Number	White, Non-Hispanic		Other	
		Number	Percent of Total	Number	Percent of Total
<b>Census Occupations Corresponding to Commission Managerial Positions</b>					
Chief Executive	1,700	1,530	90.0	170	10.0
Architect and Engineering Managers	310	220	71.0	90	29.0
Natural Sciences Managers	60	4	6.7	56	93.3
Administrative Services Managers	315	295	93.7	20	6.3
Public Relations Managers	280	255	91.1	25	8.9
Computer and Information Systems Manager	1,495	1,290	86.3	205	13.7
<b>Census Occupations Corresponding to Commission Professional Positions</b>					
Civil Engineers	760	640	84.2	120	15.8
Surveyors, Cartographers and Photogrammetrists	25	25	100.0	--	--
Urban and Regional Planners	45	45	100.0	--	--
Computer Support Specialists	1,765	1,450	82.2	315	17.8
Network and Computer Systems Administrators	750	630	84.0	120	16.0
Public Relations Specialists	510	365	71.6	145	28.4
Environmental Engineers	170	160	94.1	10	5.9
Environmental Scientists and Geoscientists	60	60	100.0	--	--
<b>Census Occupations Corresponding to Commission Technical Positions</b>					
Drafters	615	505	82.1	110	17.9
Engineering Technicians	1,155	850	73.6	305	26.4
Surveying and Mapping Technicians	55	45	81.8	10	18.2
<b>Census Occupations Corresponding to Commission Clerical Positions</b>					
Bookkeeping, Accounting, and Auditing Clerks	4,425	3,160	71.4	1,265	28.6
Office Clerks, General	4,280	3,050	71.3	1,230	28.7
Secretaries and Administrative Assistants	11,535	8,465	73.4	3,070	26.6

Source: U.S. Census Bureau Equal Employment Opportunity data set and SEWRPC.

Table A-6

**ESTIMATED MANAGERIAL STAFF LABOR FORCE AVAILABILITY  
IN MILWAUKEE COUNTY AND SOUTHEASTERN WISCONSIN: 2006-2010**

**MILWAUKEE COUNTY**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Executive Director	1	10.00	1.00	2.56
Administrative Svc Mgr	1	10.00	0.63	5.40
Engineering Manager	6	60.00	17.42	10.65
Public Relations Mgr	1	10.00	0.89	5.54
Natural Science Mgr	1	10.00	9.33	10.00
<b>TOTALS</b>	<b>10</b>	<b>100.00</b>	<b>29.28</b>	<b>34.14</b>

**SOUTHEASTERN WISCONSIN REGION**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Executive Director	1	10.00	0.52	2.23
Administrative Svc Mgr	1	10.00	0.37	5.12
Engineering Manager	6	60.00	5.68	7.27
Public Relations Mgr	1	10.00	0.67	5.83
Natural Science Mgr	1	10.00	5.33	5.71
<b>TOTALS</b>	<b>10</b>	<b>100.00</b>	<b>12.56</b>	<b>26.18</b>

Table A-7

**ESTIMATED PROFESSIONAL STAFF LABOR FORCE AVAILABILITY  
IN MILWAUKEE COUNTY AND SOUTHEASTERN WISCONSIN: 2006-2010**

**MILWAUKEE COUNTY**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Planners	15	33.33	0.00	0.00
Civil Engineers	8	17.78	2.81	2.69
Environmental Engineers	5	11.11	0.65	0.65
Environmental Scientists	12	26.67	0.00	15.56
Network & Computer System Administrator	2	4.44	0.71	1.54
Public Relations Specialist	1	2.22	0.63	1.61
Computer Support Specialist	1	2.22	0.40	0.74
Surveyor	1	2.22	0.00	0.00
<b>TOTALS</b>	<b>45</b>	<b>100.00</b>	<b>5.20</b>	<b>22.79</b>

**SOUTHEASTERN WISCONSIN REGION**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Planners	15	33.33	5.13	6.41
Civil Engineers	8	17.78	1.95	2.31
Environmental Engineers	5	11.11	0.82	2.47
Environmental Scientists	12	26.67	4.55	5.20
Network & Computer System Administrator	2	4.44	0.44	1.39
Public Relations Specialist	1	2.22	0.43	1.80
Computer Support Specialist	1	2.22	0.28	0.73
Surveyor	1	2.22	0.18	0.82
<b>TOTALS</b>	<b>45</b>	<b>100.00</b>	<b>13.78</b>	<b>21.13</b>

Table A-8

**ESTIMATED TECHNICAL STAFF LABOR FORCE AVAILABILITY IN  
MILWAUKEE COUNTY AND SOUTHEASTERN WISCONSIN: 2006-2010**

**MILWAUKEE COUNTY**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Surveyors/ Mapping Tech	12	92.31	16.78	25.17
Engineering Tech	1	7.69	2.03	2.40
<b>TOTALS</b>	<b>13</b>	<b>100.00</b>	<b>18.81</b>	<b>27.57</b>

**SOUTHEASTERN WISCONSIN REGION**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Surveyors/ Mapping Tech	12	92.31	2.37	8.05
Engineering Tech	1	7.69	1.28	2.08
<b>TOTALS</b>	<b>13</b>	<b>100.00</b>	<b>3.65</b>	<b>10.13</b>

Table A-9

**ESTIMATED CLERICAL STAFF LABOR FORCE AVAILABILITY IN  
MILWAUKEE COUNTY AND SOUTHEASTERN WISCONSIN: 2006-2010**

**MILWAUKEE COUNTY**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Secretary	4	66.67	17.74	64.44
Bookkeeper	1	16.67	4.76	13.71
Office Clerk	1	16.67	4.79	13.47
<b>TOTALS</b>	<b>6</b>	<b>100.00</b>	<b>27.30</b>	<b>91.63</b>

**SOUTHEASTERN WISCONSIN REGION**

<b>Title</b>	<b>Incumbent</b>	<b>Weight Value</b>	<b>Minority Availability</b>	<b>Female Availability</b>
--------------	------------------	---------------------	------------------------------	----------------------------

	s		X Weight Value	X Weight Value
Secretary	4	66.67	10.55	64.70
Bookkeeper	1	16.67	2.64	14.48
Office Clerk	1	16.67	2.98	14.17
TOTALS	6	100.00	16.17	93.35

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>d</sup>**

Employment Category	Number of Commission Employees	Percent Female Availability Weighted Value		
		Commission	Southeastern Wisconsin	Milwaukee County
Managerial	10	30	26	34
Professional	41.50	29	21	23
Technical	12.5	16	9	27
Clerical	6	83	93	92

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**

Employment Category	Number of Commission Employees	Percent Minorities Availability Weighted Value		
		Commission	Southeastern Wisconsin	Milwaukee County
Managerial	10	10	13	29
Professional	41.50	12	14	5
Technical	12.5	40	3	19
Clerical	6	17	16	27

<sup>d</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: 2006-2010

MILWAUKEE COUNTY

Title	Incumbents	Weight Value	Minority Availability X Weight Value	Female Availability X Weight Value
Planners	13.65	32.89	0.00	0.00
Civil Engineers	7.5	18.07	2.85	2.73
Environmental Engineers	5	12.05	0.71	0.71
Environmental Scientists	11.25	27.11	0.00	15.81
Network & Computer System Administrator	2	4.82	0.77	1.67
Public Relations Specialist	1	2.41	0.69	1.75
Computer Support Specialist	0.1	0.24	0.04	0.08
Surveyor	1	2.41	0.00	0.00
TOTALS	41.5	100.00	5.06	22.76

SOUTHEASTERN WISCONSIN REGION

Title	Incumbents	Weight Value	Minority Availability X Weight Value	Female Availability X Weight Value
Planners	13.65	32.89	5.06	6.33
Civil Engineers	7.5	18.07	1.98	2.35
Environmental Engineers	5	12.05	0.89	2.68
Environmental Scientists	11.25	27.11	4.63	5.29
Network & Computer System Administrator	2	4.82	0.47	1.50

Public Relations Specialist	1	2.41	0.47	1.96
Computer Support Specialist	0.1	0.24	0.03	0.08
Surveyor	1	2.41	0.19	0.89
<b>TOTALS</b>	<b>41.5</b>	<b>100.00</b>	<b>13.72</b>	<b>21.07</b>

Table A-13

**ESTIMATED FULL TIME EQUIVALENT TECHNICAL STAFF LABOR FORCE  
AVAILABILITY IN MILWAUKEE COUNTY AND SOUTHEASTERN WISCONSIN: 2006-2010**

**MILWAUKEE COUNTY**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Surveyors/ Mapping Tech	12	96.00	17.45	26.18
Engineering Tech	0.5	4.00	1.06	1.25
<b>TOTALS</b>	<b>12.5</b>	<b>100.00</b>	<b>18.51</b>	<b>27.43</b>

**SOUTHEASTERN WISCONSIN REGION**

<b>Title</b>	<b>Incumbents</b>	<b>Weight Value</b>	<b>Minority Availability X Weight Value</b>	<b>Female Availability X Weight Value</b>
Surveyors/ Mapping Tech	12	96.00	2.46	8.37
Engineering Tech	0.5	4.00	0.67	1.08
<b>TOTALS</b>	<b>12.5</b>	<b>100.00</b>	<b>3.13</b>	<b>9.45</b>





## Organizational Display

Southeastern Wisconsin Regional Planning Commission: 2016

