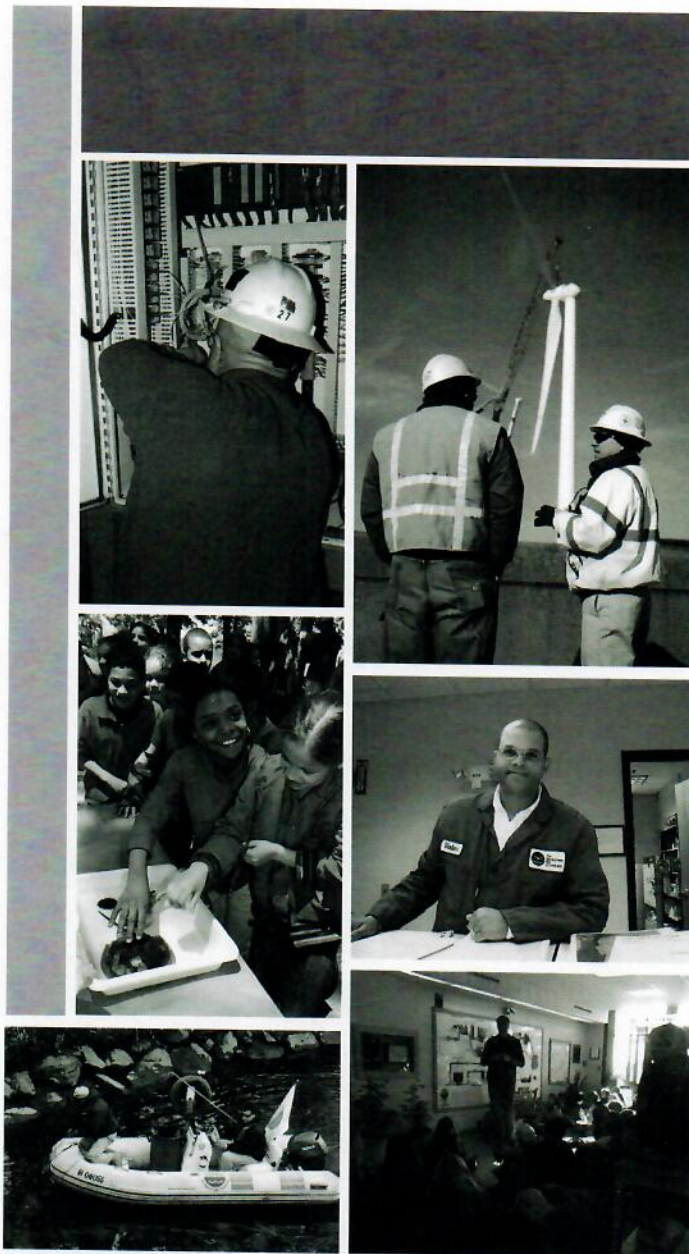


THE NARRAGANSETT BAY COMMISSION



AFFIRMATIVE ACTION PLAN July 1, 2020 through June 30, 2021

Laurie A. Horridge, Executive Director
Narragansett Bay Commission
One Service Road, Providence, RI 02905

March 23, 2021

Date

Accepted by:

State Equal Opportunity Office

Date

Approved by:

State Equal Opportunity Office

Date

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B. AGENCY ORGANIZATION AND STRUCTURE

NARRAGANSETT BAY COMMISSION

AGENCY OUTLINE

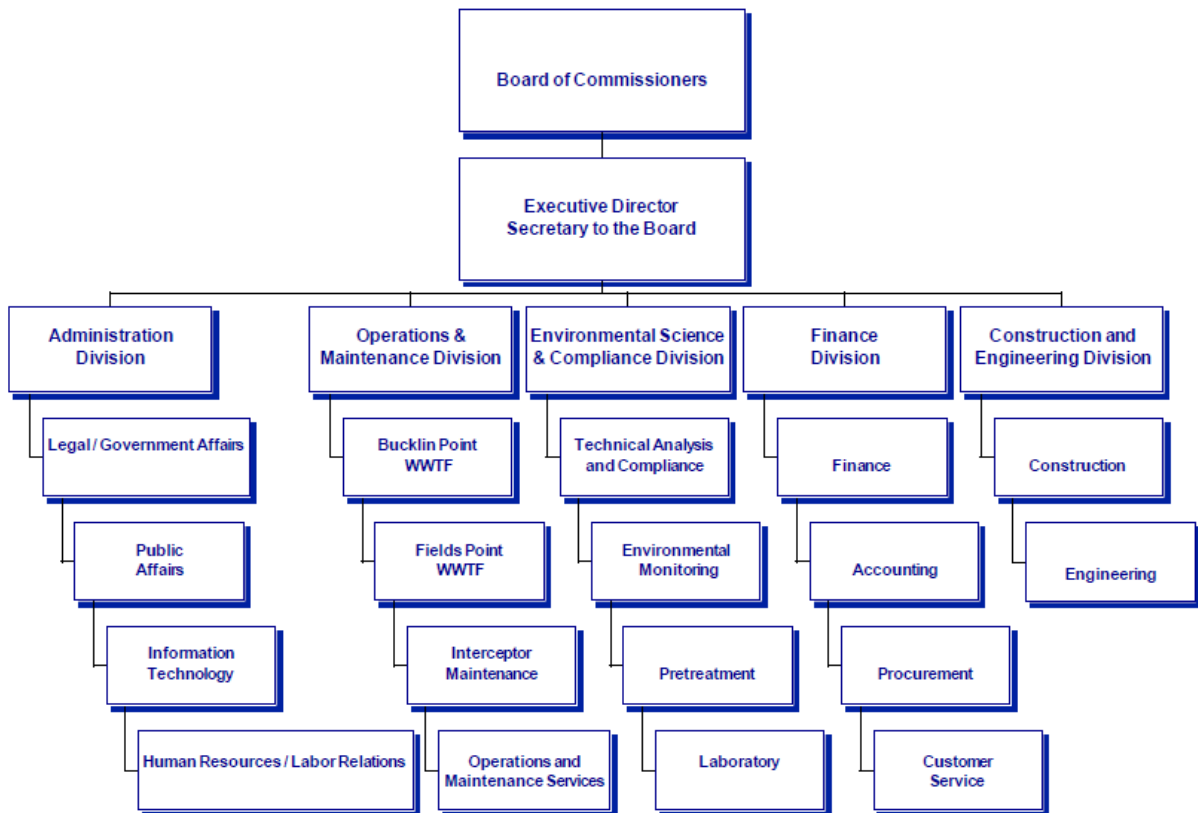
The Narragansett Bay Commission (NBC) was created by the Rhode Island General Assembly in 1980 and is charged with the responsibility of providing wastewater collection and treatment in the metropolitan Providence and Blackstone Valley areas. The Narragansett Bay Commission serves the citizens of Providence, North Providence, Johnston, Pawtucket, Central Falls, Cumberland, Lincoln, the northern portion of East Providence, and small sections of Cranston and Smithfield.

One hundred and ten miles of underground interceptor pipes, ranging in size from 8 inches to 110 inches in diameter, collect and transport wastewater from approximately 360,000 persons and 8,000 businesses located throughout the NBC service district so that it is safely and properly treated at one of the Commission's two wastewater treatment facilities – the Field's Point and Bucklin Point Wastewater Treatment Facilities. The Commission is also responsible for the operation and maintenance of eight remote pump stations, 32 tide gates at 19 different locations, and 66 active combined sewer overflows throughout the District.

In addition, the NBC owns 4.19 miles of deep tunnel and consolidation conduits, as well as a tunnel pump station, as a part of its Combined Sewer Overflow Abatement Program. The Narragansett Bay Commission is a public corporation and is governed by a nineteen-member Board. The Narragansett Bay Commission employs approximately 270 employees within five divisions: Administration; Finance; Operations & Maintenance; Construction & Engineering; and Environmental Science & Compliance.

The Narragansett Bay Commission is dedicated to enhancing and protecting Narragansett Bay. We are committed to serving the needs of the community by improving the water quality of Rhode Island's greatest natural and recreational resources and preserving the quality of life that a clean Bay offers to all Rhode Islanders.

Narragansett Bay Commission Organizational Chart



C. PLAN ADMINISTRATION

C. PLAN ADMINISTRATION

C.1 Affirmative Action Policy Statement

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Narragansett Bay Commission to promote fair and equitable treatment of all employees, and to comply with Federal and State legislation in an active commitment to Equal Employment Opportunity and Affirmative Action.

The NBC will post all vacancies, recruit, hire, train, and promote persons in all job classifications without regard to race, color, sex, age, national origin, religion, disabled/disability status, veteran status, sexual orientation or gender identity or expression. All employment decisions will promote the principles of Equal Opportunity.

Harassment by supervisors or co-workers in employment or service delivery on the basis of race, sex, national origin, age, disabled/disability status or any other protected status is an unlawful employment practice prohibited by the NBC. Harassment is defined as verbal or physical conduct interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment includes unwanted verbal or physical conduct of a sexual nature as well as sexual advances or requests for sexual favors. Any form of harassment is unlawful, lowers the morale and efficiency of the employees, and will absolutely not be tolerated.

The NBC provides reasonable accommodations for disabled individuals to ensure equal access to employment. Reasonable accommodations include, but are not limited to, making facilities accessible; job restructuring, part-time or modified work schedules, or modifications of equipment; or assignment of an employee who becomes disabled and unable to perform his/her original duties to an alternative position with comparable pay, if possible. Anyone who believes that they have been discriminated against should contact Diane Buerger, ADA Coordinator, or Jamie Samons, 504 Coordinator, Narragansett Bay Commission, One Service Road, Providence, RI 02905, telephone (401) 461-8848.

In response to an employee's request for religious accommodations, the NBC, through the following alternatives, provides reasonable accommodations for religious practices; permitting, with supervisory approval, voluntary substitution, creating a flexible work schedule and considering changes in job assignments or the possibility of a transfer. For represented employees, religious accommodations will be in conformance with the appropriate labor agreement provision.

The Narragansett Bay Commission will administer programs in the areas of layoffs, transfers, promotions, demotions, training, benefits, recall from layoffs, hirings, requests for leave, salary/wages, work assignments, appointments, and discipline actions without regard to race, color, sex, age, national origin, religion, disabled/disability status, veteran status, sexual orientation or gender identity or expression and in compliance with all labor provisions in effect.

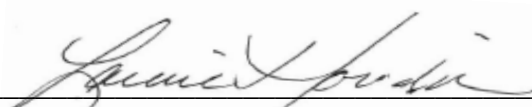
This agency is committed to providing fair and equitable services to the public. The NBC does not discriminate in any program or activity on the basis of race, color, sex, religion, national origin, age, and military service including covered veterans, disability status or sexual orientation or gender identity or expression.

Each division director has the prime responsibility of bringing to the Executive Director's attention any concerns or complaints by an employee of unfairness, harassment or discriminatory acts. They must take immediate and suitable action when an employee feels his/her rights have been violated in any way. In regards to upward mobility, the division directors are available to discuss opportunities for promotion with any employee upon request. The Human Resources Manager's responsibility is to provide information to all employees regarding affirmative action and equal employment opportunity. The Human Resources Manager also provides information to employees about the Coastline Employee Assistance Program for employees and their dependents who may need counseling or treatment for personal problems. Employment information (i.e., new hires, promotions, termination, etc.) is kept by the Human Resources Manager so monthly and semi-annual reports can be filled out and submitted to the Equal Opportunity Office of the State of Rhode Island.

The responsibilities/duties of the ADA/504 Coordinators entail the following:

1. Act as liaison between the Narragansett Bay Commission and the Governor's Commission on the disabled.
2. Ensure continual compliance with the Americans with Disabilities Act; and
3. Keep abreast of changes and updates and incorporate them into the Narragansett Bay Commission's policies and procedures.

The Affirmative Action Plan will be distributed to all members of the Committee, Directors, Section Managers and the State EEO/AA Office.



Laurie A. Horridge, Executive Director
Narragansett Bay Commission

June 30, 2020

Date

C.2 Equal Opportunity Advisory Committee

As of July 1, 2020, the Equal Opportunity Advisory Committee is composed of the following members:

Thomas Uva, Ex-Officio, Advisor
Director Environmental Science & Compliance
(White Male)

Wade Pooler
Network & Communication Administrator
(White Male Disabled Veteran)

Brenda Smith, Ex-Officio, Diversity Liaison
Sr. Human Resources Representative
(White Female)

Walter Palm
Laboratory Manager
(Black Male)

Fern Johnson
Environmental Monitor
(White Female)

Al Montijo, Jr.
Operator I
(White Male)

Kimberly Kirwan, Secretary
Environmental Coordinator
(White Female)

Anthony Ciacciarelli
IM Inspector
(White Male)

Patricia Chiellini
Technical Assistant
(White Female)

Nicole Klebauskas
Customer Service Representative
(White Female)

David Aucoin
Safety Compliance Coordinator
(White Male)

Jamie Samons
Public Affairs Manager
(White Female)

Robin Christensen
Operator II
(White Female)

Junel Grande
Executive Paralegal
(White Female)

Tina Moretti, Chair
Permits Coordinator
(White Female)

Rebecca Songolo
Monitoring Supervisor
(White Female)

Pamela Ciolfi
Operations & Maintenance Fiscal Coordinator
(Asian Female)

The Executive Director, who is responsible for the implementation of all regulations and policies of the Narragansett Bay Commission including affirmative action and equal employment opportunity, has appointed the Affirmative Action Advisory Committee. This committee, for which the Affirmative Action Officer serves as chair, is responsible for assisting in the monitoring and implementation of the Narragansett Bay Commission's Affirmative Action Plan.

The primary duties and responsibilities of the committee include the following:

1. To oversee the Commission's efforts towards EEO/AA;
2. To maintain communication with the staff on EEO/AA issues;
3. To review and develop procedures and practices to promote EEO/AA;
4. To develop short and long – range plans for promoting EEO/AA;
5. To review the Affirmative Action Plan periodically and to make necessary adjustments as needed.

The NBC Affirmative Action Committee usually meets several times annually at the Narragansett Bay Commission offices located at One Service Road, Providence, RI. Minutes are taken at each meeting and are provided to the committee members, the liaison officer and the Executive Director of the agency.

During Fiscal Year 2019 – 2020, the committee did not meet due to the COVID-19 pandemic.

The Affirmative Action Committee plans to conduct semi-annual meetings in 2020 – 2021. Tentative dates for these meetings are listed below:

- April 2021
- June 2021

C.3 Division Heads, Supervisors, Human Resources Manager:

The Narragansett Bay Commission is governed by a nineteen-member Board of Commissioners appointed by the Governor of Rhode Island and by the chief elected officials of the municipalities the Commission serves. The Executive Director serves as Secretary to the Board and oversees the administration, management and direction of the affairs and business activities of the Commission as pertaining to the laws, rules and regulations governing the use of the wastewater treatment facilities and the network of interceptors throughout the service area.

A five-member executive team of Division Directors reports directly to the Executive Director; each Division Director provides leadership, strategic direction, policy development and administrative oversight of his/her respective division: Administration, Operations & Maintenance, Construction & Engineering, Environmental Science & Compliance, and Finance. Managers and Supervisors report to Division Directors, provide daily leadership to employees, and ensure that all procedures and actions remain in compliance with the Commission's Affirmative Action Policy.

The Human Resources Manager reports directly to the Director of Administration and provides leadership and counsel to the Equal Opportunity Advisory Committee. The Human Resources Manager also collaborates with Division Directors, Managers, and Supervisors throughout the Commission to ensure adherence to the strategic diversity and equity goals set forth in this Plan.

The final responsibility, authority, and accountability reside with the Executive Director. The Human Resources Manager as well as the Affirmative Action Diversity Liaison, the Commission's Legal staff, and the entire Equal Opportunity Advisory Committee advise the Executive Director and Division Directors on equal opportunity/affirmative action policies and their obligations under federal and state laws.

The Commission's Human Resources Department provides all Narragansett Bay Commission employees and visitors with information concerning available positions, benefits, employee wellness, human resource policies and procedures, and collective bargaining agreements.

C.4 Affirmative Action Diversity Liaison

Brenda Smith, Senior Human Resources Representative

The responsibilities/duties of the Diversity Liaison entail the following:

1. Assist in writing, implementing and submitting annual Affirmative Action Plan to the Equal Opportunity Office,
2. Attend EEO meetings,

3. Post on all bulletin boards policies and procedures governing equal opportunity,
4. Act as a liaison between the Narragansett Bay Commission and the Equal Opportunity Office, and
5. Keep abreast of any EEO program changes and update NBC EEO policies and procedures.

C.5 Americans with Disabilities Act Coordinator/504 Coordinator

Diane Buerger, HR Manager (Employee/Labor Relations), ADA Coordinator
Jamie Samons, Public Affairs Manager, 504 Coordinator

The responsibilities/duties of the ADA/504 Coordinators entail the following:

1. Act as liaison between the Narragansett Bay Commission and the Governor's Commission on the disabled;
2. Ensure continual compliance with the Americans with Disabilities Act

C.6 Dissemination of Plan and Policy

The Narragansett Bay Commission disseminates the policy internally as follows:

- 1) The Narragansett Bay Commission Annual Affirmative Action Plan is provided to all NBC Division Directors, Section Managers and Supervisors, Board of Commissioners, members of the Equal Employment Advisory Committee, and the State EEO/AA office.
- 2) The Narragansett Bay Commission website (narrabay.com) provides a link to the Plan and includes the following statement:

"The Narragansett Bay Commission is an Equal Opportunity Employer."
- 3) Compliance with all Federal and State equal opportunity provisions and law is included as an objective in the Narragansett Bay Commission Comprehensive Strategic Plan.
- 4) All non-union employee handbooks include a description of the Commission's Equal Opportunity Employment goals.
- 5) All Narragansett Bay Commission employment application forms include the statement "The Narragansett Bay Commission is an Equal Opportunity Employer."
- 6) The Narragansett Bay Commission includes non-discrimination clauses in all union agreements and reviews all contractual provisions to ensure they are non-discriminatory. The collective bargaining agreements are accessible via the Commission's intranet and website.
- 7) The Commission posts the policy and equal employment opportunity poster on bulletin boards at all Commission facilities.

- 8) The Commission requires that all contractors doing business with the Commission must have their own AA/EEO plans approved by the Rhode Island Office of Diversity, Equity & Opportunity (RI ODEO) before the Commission will execute said contract. The NBC requires its contractors to work closely with RI ODEO to ensure that goals regarding Minority, Women, and/or Disadvantaged Business Enterprise participation as sub-contractors are reached to ensure that all Rhode Island businesses have an opportunity to participate in Narragansett Bay Commission projects.

C.7 Policy Statements

A. Complaints of Alleged Discrimination Policy

The Narragansett Bay Commission fully endorses and cooperates with the State Equal Opportunity Office's Discrimination Complaint Procedure, which provides for prompt and fair resolution of complaints alleging discrimination in any area of employment on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity or expression or disability status. (A copy of the Discrimination Complaint Procedure is attached.)

You may contact the State Equal Opportunity Office for further information at 222-3090, TDD 222-6144.



Laurie A. Horridge, Executive Director
Narragansett Bay Commission

June 30, 2020
Date

B. Contracts Policy

The Narragansett Bay Commission affirms its commitment of insuring equal opportunity to all qualified contract bidders without regard to race, color, sex, religion, national origin, age, disability status, arrest or conviction record, sexual orientation or gender identity or expression or other protected status.

The Narragansett Bay Commission will continue to maintain affirmative action requirements and in accordance with Rhode Island General Law 28-5.1, the NBC requires that all contractors and suppliers of goods and services agree to adhere to the provisions of all applicable laws, rules and regulations, both State and Federal, as well as applicable Executive Orders. The Commission will also continue to maintain minority outreach programs to ensure equal employment opportunity including internal operations and the various external grants and contracts under its jurisdiction. Every effort will be made to solicit bids from Minority Business Enterprises and Women's Business Enterprises.



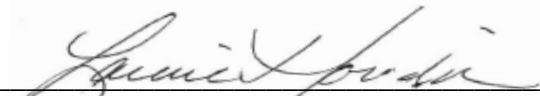
Laurie A. Horridge, Executive Director
Narragansett Bay Commission

June 30, 2020
Date

C. Service Delivery Policy

The Narragansett Bay Commission is committed to providing fair, courteous, and equitable service to the public. The Commission will make every effort to provide interpretive services to the non-English speaking public. As per Rhode Island General Law 28-5.1 of the State of Rhode Island, all divisions shall render services to all persons without discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or disability status. Each division is further responsible for making sure that discrimination does not exist in any programs and activities it assists.

If any person feels that he/she has been discriminated against, he/she may contact the State Equal Opportunity Office, One Capitol Hill, Providence, Rhode Island 02908-5865. The telephone number is 222-3090, TDD 222-6144.



Laurie A. Horridge, Executive Director
Narragansett Bay Commission

June 30, 2020
Date

D. Compliance with Guidelines of Discrimination Because of Religion or National Origin

The Narragansett Bay Commission does not discriminate against employees or applicants because of religion or national origin, and takes affirmative action seriously, ensuring that all persons are treated without regard to religion or national origin. The Narragansett Bay Commission makes reasonable efforts to accommodate the religious observances and practices of employees and prospective employees.

In response to an employee's request for religious accommodations, the Commission, provides reasonable accommodations for religious observance and practice; permitting, with supervisory approval, voluntary substitution, creating a flexible work schedule and considering changes in job assignments or the possibility of a transfer. For represented employees, religious accommodations will be in conformance with the appropriate labor agreement provision.




Laurie A. Horridge, Executive Director
Narragansett Bay Commission

June 30, 2020
Date

E. Compliance with Sex Discrimination Guidelines

In our efforts to comply with the federal law, state law and executive orders on discrimination based on sex, the Narragansett Bay Commission will comply with the following procedures and practices:

1. Candidates from both sexes will be recruited for all jobs.
2. Advertisements will not express a preference for applicants of a particular sex when placed for recruitment of personnel.
3. Written personnel and hiring policies indicate that there will be no discrimination on the basis of sex.
4. No distinction based on sex will be made in employment opportunities, wages, and hours of work, employee benefits, or any other condition of employment.
5. Mandatory or optional ages for retirement will be equal for both male and females.
6. Appropriate physical facilities are provided for all employees. Lack of facilities will not be used to reject applicants of either sex.
7. Pregnancy leaves of absence for female employees are granted on an individual basis, depending on an individual's physical condition, under NBC's leave of absence policy. Parental leave is afforded to all employees for the purpose of child raising in accordance with NBC's FMLA Policy, State and Federal FMLA provisions.
8. Where seniority lists of lines of progression are used they shall not be based on an employee's sex.
9. Salaries and wage schedules will not be based on an employee's sex.
10. As job openings occur, the department will take affirmative action to recruit and place women in those jobs in which have been determined that females are under-represented.
11. Women will have equal opportunity to participate in training programs sponsored by the department to the extent that they are under-represented. Special efforts will be made to include women in any management training programs that are offered.
12. The Narragansett Bay Commission recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, and such practices will not be tolerated. Violations of this policy will be handled appropriately as part of the NBC's disciplinary procedures and its posted policy letter in support of the federal guidelines on sexual harassment.



Laurie A. Horridge, Executive Director
Narragansett Bay Commission

June 30, 2020
Date

F. Retaliation or Coercion Statement

Any employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.

G. Americans with Disabilities/504 Complaint Procedure

**NBC POLICY FOR AMERICANS WITH DISABILITIES/
504 GRIEVANCE PROCEDURE**

The Narragansett Bay Commission has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by ADA / 504.

Complaints should be addressed to either Diane Buerger who has been designated to coordinate ADA compliance efforts or Jamie Samons who has been designated to coordinate 504 compliance efforts.

A complaint should be filed in writing or verbally. They should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.

A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by either Diane Buerger or Jamie Samons. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to validity of the complaint and a description of the resolution, if any, will be submitted to Laurie A. Horridge, Executive Director, for review within 30 days of the receipt of the complaint. A copy of the final decision will be forwarded to the complainant.

The ADA / 504 Coordinators will maintain the files and records relating to the complaints filed.

D. PROGRAM STATISTICS

D. PROGRAM STATISTICS

D.1 Charts/Forms

- A. Applicant Data (see page 17)
- B. Applicant Flow Data (see page 23)
- C. Annual Affirmative Action Statistical Summary (see page 24)
- D. Job Group Analysis Summary (see page 25)
- E. Job Group Analysis (see page 26)
- F. Determining Underrepresentation & Goal Setting (see page 48)

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

ANNUAL APPLICANT DATA

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Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants					Hire	Promotion	Transfer Within	Terminations	Pay Grade
							White Male	Minority	Female	Disabled	Veterans					
Operator I	FP128	G	X			X	2					5M				U3
IT Administrative Assistant	IT016	F		X		X			1			5F				7
Computer Training Supervisor Specialist	IT003	B		X		X									5F	8
Resident Representative	CG007	C		X		X									5M	8A
Mechanic II	FP069	G	X			X	1					5M				U6
Mechanic I	FP053	G	X			X	4					5M				U5
LIMS Data Coordinator	EM023	C		X		X	5	1	2			5M				8
Senior Capital Analyst	FI013	B		X		X	1					5M				11
Billing Supervisor	CS008	E		X		X									5F	9
PC Phone Supervisor/Systems Administrator	IT010	B		X		X									5M	9
Operator I	BP017	G	X			X									5M	U3
Customer Service Research Supervisor	CS003	C		X		X									5M	9
Operator I	FP034	G	X			X	2				V	5M				U3
Pretreatment Technician	PT009	C		X		X	3					5M				6
Process Monitor	BP008	G	X			X			1			5F				U6
Pretreatment Engineer	PT004	B		X		X	5	2	3			5M				8
Sub-Total			6	10		16	23	3	7		1	6	4		6	

EEO Category

- A – Officials/Managers/Administrators
- B – Professionals
- C – Technicians
- CF – Faculty
- D – Protective Services
- E – Paraprofessionals
- F – Administrative Support
- G – Skilled Craft
- H – Service Maintenance

Race/Ethnic Code

- 1 – Black or African American (Not Hispanic or Latino)
- 2 – Hispanic or Latino
- 3 – American Indian or Alaska Native (Not Hispanic or Latino)
- 4 – Asian (Not Hispanic or Latino)
- 5 – White (Not Hispanic or Latino)
- 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 – Two of More Races (Not Hispanic or Latino)

Gender Code

- F – Female
- M – Male

Disabled Code

- D – Disabled

Veteran Code

- V – Veteran

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

ANNUAL APPLICANT DATA

Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants					Hire	Promotion	Transfer Within	Terminations	Pay Grade
							White Male	Minority	Female	Disabled	Veterans					
Environmental Scientist	PE011	B		X		X	1	2	5			2M				9
Operator I	BP057	G	X			X	1	1	1			5M				U3
Maintenace Manager	FP045	B		X		X	1						5M			11A
Maintenance Supervisor	FP013	C		X		X	3						5M			8A
Control Systems Associate	EN018	C		X		X	1	1					2M			7
Customer Research Supervisor	CS003	C		X		X	1	1	1				5M			9
Billing Analyst	CS032	E		X		X	1	2	3				5M			9
Technical Advisor for Operations	EN019	B		X		X	1						5M			15
Assistant E & I Technician	B040	C	X			X								5M		U4
Helpdesk 1	IT015	B		X		X		2				1M				8
Facilities Engineer	EC008	B		X		X	1	2				1M				9A
Billing Supervisor	CS008	E		X		X			1				5F			9
Billing Analyst - Cash	CS033	E		X		X	1	2	2				2F			7
Assistant Billing Supervisor	CS030	E		X		X		1					2M			8
Labor Relations Representative	HR007	B		X		X	1		1			5F				9
Assistant Accounting Manager	AC015	B		X		X	3		1			5M				10
Sub-totals			2	14		16	16	14	15			6	9		1	

18

EEO Category

A – Officials/Managers/Administrators
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Gender Code

F – Female
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Disabled Code

D – Disabled

Veteran Code

V – Veteran

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

ANNUAL APPLICANT DATA

Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants					Hire	Promotion	Transfer Within	Terminations	Pay Grade
							White Male	Minority	Female	Disabled	Veterans					
Principal Environmental Engineer	EC003	B		X		X	1					5M				9A
Resident Representative	CG007	C		X		X	4					5M				8A
Assistant Billing Supervising Coordinator	CS034	E		X		X		1	1				2F			8
Senior Financial Analyst	FI012	B		X		X	1	1	1				5F			10
Environmental Engineer	EC004	B		X		X	1							5M		8
Inventory Control Clerk	BP033	G	X			X									5M	U3
Customer Service Representative	CS014	F	X			X									2M	U4
Operator I	FP032	G	X			X									5M	U3
Lab Sample Compliance Coordinator	LA007	B		X		X	1	1	1			5M				7
Billing Analyst - Cash	CS033	E		X		X			1			5F				7
Operator I	FP026	G	X			X	2	1				5M				U3
Customer Service Representative	CS018	F	X			X		1	2			5F				U4
Fiscal Clerk - Customer Service	CS022	F	X			X		1	3			2F				U4
Customer Service Representative	CS013	F	X			X		1	1			2M				U4
Operations Manager - FP	FP001	B		X		X	3						5M			14A
Operations Supervisor	FP009	C		X		X									5M	8A
Sub-totals			7	9		16	13	7	10			8	3	1	4	

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EEO Category

- A – Officials/Managers/Administrators
- B – Professionals
- C – Technicians
- CF – Faculty
- D – Protective Services
- E – Paraprofessionals
- F – Administrative Support
- G – Skilled Craft
- H – Service Maintenance

Race/Ethnic Code

- 1 – Black or African American (Not Hispanic or Latino)
- 2 – Hispanic or Latino
- 3 – American Indian or Alaska Native (Not Hispanic or Latino)
- 4 – Asian (Not Hispanic or Latino)
- 5 – White (Not Hispanic or Latino)
- 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 – Two of More Races (Not Hispanic or Latino)

Gender Code

- F – Female
- M - Male

Disabled Code

- D – Disabled

Veteran Code

- V - Veteran

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

ANNUAL APPLICANT DATA

Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants					Hire	Promotion	Transfer Within	Terminations	Pay Grade
							White Male	Minority	Female	Disabled	Veterans					
IM Operator III	IM011	G	X			X									5M	U4
Assistant E & I Technician	BP040	C	X			X		2	2			IM				U4
Financial Analyst	FI014	B		X		X			2			5F				7
Administrative Assistant	EX011	F		X		X			2			5F				6
Assistant Purchasing Coordinator	PU009	E		X		X			2				5F			7
Mechanic II	FP069	G	X			X	1						5M			U6
Environmental Compliance Technician Assistant	PE004	C		X		X	3		2			5F				6
Operator I	BP017	G	X			X	1	2				5M				U3
Assistant Customer Service Manager	CS038	B		X		X	2		1				5F			11
Assistant Operations Manager	FP002	B		X		X	4	1					5M			11A
Operations Supervisor	FP009	C		X		X	1		1				5M			8A
O & M Coordinator	FP008	C		X		X	6						5M			7A
Process Monitor	BP052	G	X			X		1					1M			U6
Inventory Control Clerk	BP033	G	X			X	1							5M		U3
Technical Assistant (IM)	IM034	C		X		X			1					5F		5
Billing Supervisor	CS027	E		X		X									5F	9
Environmental Monitor	EM016	C	X			X									5M	U5
Sub-total			7	10		17	19	6	13			5	7	2	3	

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EEO Category

- A – Officials/Managers/Administrators
- B – Professionals
- C – Technicians
- CF – Faculty
- D – Protective Services
- E – Paraprofessionals
- F – Administrative Support
- G – Skilled Craft
- H – Service Maintenance

Race/Ethnic Code

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Gender Code

- F – Female
- M - Male

Disabled Code

- D – Disabled

Veteran Code

- V - Veteran

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

ANNUAL APPLICANT DATA

Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants					Hire	Promotion	Transfer Within	Terminations	Pay Grade
							White Male	Minority	Female	Disabled	Veterans					
Environmental Engineer	IM027	B		X		X	1					5M				8
Operations Supervisor	FP011	C		X		X			1				5F			8A
Billing Supervisor	CS039	E		X		X	1						5M			9
Billing Supervisor	CS008	E		X		X		2	1				2F			9
Operator I	FP030	G	X			X									1M	U3
Collections Analyst	CS028	E		X		X			1					5F		7
Customer Service Representative	CS014	F	X			X	1	1	2				2F			U4
Operator I	FP032	G	X			X	2	1					5M			U3
Mechanic I	FP056	G	X			X	3						5M			U5
Sr. Permits Coordinator	IM036	C		X		X	1		1				5F			8
Assistant Billing Supervisor	CS037	E		X		X		2	1				5M			8
Billing Analyst - Cash	CS033	E		X		X	1						5M			7
Environmental Monitor	EM016	C	X			X	3	1						1M		U5
Legal Counsel	LE001	B		X		X									5M	10
IM Supervisor	IM032	C		X		X									5M	7A
Pretreatment Engineer	PT004	B		X		X									5M	8
Operator I	FP128	G	X			X									5M	U3
Sub-total			6	11		17	13	7	7			4	6	2	5	

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EEO Category

- A – Officials/Managers/Administrators
- B – Professionals
- C – Technicians
- CF – Faculty
- D – Protective Services

Race/Ethnic Code

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- 2 – Hispanic or Latino
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- 5 – White (Not Hispanic or Latino)
- 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 – Two of More Races (Not Hispanic or Latino)

Gender Code

- F – Female
- M – Male

Disabled Code

- D – Disabled

Veteran Code

- V – Veteran

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

ANNUAL APPLICANT DATA

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Classification Title	Position Number	EEO Job Category	Union	Non-Union	List	No List	Applicants					Hire	Promotion	Transfer Within	Terminations	Pay Grade
							White Male	Minority	Female	Disabled	Veterans					
Executive Paralegal	LE009	E		X		X									5F	7
Mechanic I	BP024	G	X			X									5M	U5
Operator I	BP013	G	X			X		1	1			2F				U3
Operator I	BP-34	G	X			X	2					5M				U3
Lab Supervisor	LA021	B		X		X	3		1			5M				9
Operator I	FP030	G	X			X		1				2M				U3
Operations Foreman	BP103	B	X			X									5M	U8
Sub-total			5	2		7	5	2	2			4			3	
TOTAL			33	56		89	89	39	54		1	33	29	5	22	

EEO Category

- A – Officials/Managers/Administrators
- B – Professionals
- C – Technicians
- CF – Faculty
- D – Protective Services

Race/Ethnic Code

- 1 – Black or African American (Not Hispanic or Latino)
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- 4 – Asian (Not Hispanic or Latino)
- 5 – White (Not Hispanic or Latino)
- 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 – Two of More Races (Not Hispanic or Latino)

Gender Code

- F – Female
- M - Male

Disabled Code

- D – Disabled

Veteran Code

- V - Veteran

ANNUAL APPLICANT FLOW DATA

TOTAL APPLICANTS	MALE							FEMALE							**DISABLED	VETERANS
	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)	BLACK OR AFRICAN AMERICAN (NHL*)	HISPANIC OR LATINO	ASIAN (NHL*)	AMERICAN INDIAN OR ALASKA NATIVE (NHL*)	WHITE (NHL*)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL*)	TWO OR MORE RACES (NHL*)		
APPLICANTS																
OFFICIALS/ADMINISTRATORS																
PROFESSIONALS	57	3	4	2		31	1		1			15				
TECHNICIANS	47	3	2			31			1			10				
FACULTY																
PROTECTIVE SERVICES																
PARA-PROFESSIONALS	22		5			4			5			8				
ADMINISTRATIVE SUPPORT	13		1			1			3			8				
SKILLED CRAFT	31	4	1			22	1		2			1				1
SERVICE/MAINTENANCE																
TOTAL	170	10	13	2		89	2		12			42				1
HIRES																
OFFICIALS/ADMINISTRATORS																
PROFESSIONALS	11	2	1			6						2				
TECHNICIANS	4	1				2						1				
FACULTY																
PROTECTIVE SERVICES																
PARA-PROFESSIONALS	1											1				
ADMINISTRATIVE SUPPORT	6		1						2			3				
SKILLED CRAFT	11		1			8			1			1				1
SERVICE/MAINTENANCE																
TOTAL	33	3	3			16			3			8				1
PROMOTIONS																
OFFICIALS/ADMINISTRATORS																
PROFESSIONALS	7					5						2				
TECHNICIANS	8		1			5						2				
FACULTY																
PROTECTIVE SERVICES																
PARA-PROFESSIONALS	10		2			3			3			2				
ADMINISTRATIVE SUPPORT																
SKILLED CRAFT	4	1				3										
SERVICE/MAINTENANCE																
TOTAL	29	1	3			16			3			6				
TERMINATIONS																
OFFICIALS/ADMINISTRATORS																
PROFESSIONALS	5					4						1				
TECHNICIANS	6					6										
FACULTY																
PROTECTIVE SERVICES																
PARA-PROFESSIONALS	3											3				
ADMINISTRATIVE SUPPORT	1		1													
SKILLED CRAFT	7	1				6										
SERVICE/MAINTENANCE																
TOTAL	22	1	1			16						4				

* Not Hispanic or Latino

** Includes disabled in appropriate job categories

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

JOB GROUP ANALYSIS SUMMARY

				Male											Female												
EEO Job Categories	Total Employees	Total Minorities	%	1	2	3	4	5	6	7		1	2	3	4	5	6	7									
				Black (NHL)	%	Hispanic or Latino	%	AI/AN (NHL)	%	Asian (NHL)	%	White (NHL)	%	NH/OPI (NHL)	%	Two or More Races (NHL)	%	Black (NHL)	%	Hispanic or Latino	%	AI/AN (NHL)	%	Asian (NHL)	%	White (NHL)	%
Officials/Managers, Administrators	6	0	0%					3	50%							3	50%										
Professionals	83	13	16%	5	6%	3	4%		37	45%			2	2%		3	4%	33	40%								
Faculty	0	0	0%																								
Technicians	56	5	9%	2	4%	3	5%		39	70%								12	21%								
Protective Services	0	0	0%																								
Para-Professionals	21	3	14%			2	10%		5	24%			1	5%				13	62%								
Administrative Support	25	3	12%										3	12%				22	88%								
Skilled Craft	70	14	20%	3	4%	10	14%		55	79%			1	1%				1	1%								
Service Maintenance	0	0	0%																								
GRAND TOTAL	261	38	15%	10	4%	18	7%		139	53%			7	3%		3	1%	84	32%								

NOTE: NHL means Not Hispanic or Latino

Race/Ethnicity Description:

- 1 – Black or African American (Not Hispanic or Latino)
- 2 – Hispanic or Latino
- 3 – American Indian or Alaska Native (Not Hispanic or Latino)
- 4 – Asian (Not Hispanic or Latino)
- 5 – White (Not Hispanic or Latino)
- 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- 7 – Two of More Races (Not Hispanic or Latino)

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

JOB GROUP ANALYSIS – Officials & Administrators

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female							
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)
CHIEF FINANCIAL OFFICER	19	1											1					1		
DIRECTOR OF ADMINISTRATION	19	1			1					1										
DIRECTOR OF CONSTRUCTION AND ENGINEERING	19	1			1					1										
DIRECTOR OF ENVIRONMENTAL SCIENCE & COMPLIANCE	19	1			1					1										
DIRECTOR OF OPERATIONS & MAINTENANCE	20	1											1					1		
EXECUTIVE DIRECTOR	23	1											1					1		
TOTAL		6			3					3			3					3		

JOB GROUP ANALYSIS - Professionals

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female								
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	
ACCOUNTING MANAGER	13	1											1					1			
ASSISTANT ACCOUNTING MANAGER	10	1			1					1											
ASSISTANT CUSTOMER SERVICE MANAGER	11	1											1						1		
ASSISTANT OPERATIONS MANAGER - BP	11A	1			1					1											
ASST. ENVIRONMENTAL MONITORING MANAGER	10	1	1	100%									1		1						
ASST. IM MANAGER	10	1			1					1											
ASST. LABORATORY MANAGER	10	1											1						1		
ASST. OPERATIONS MANAGER	11A	1			1					1											
ASST. PRETREATMENT MANAGER	10	1			1					1											
BIOLOGIST II	GRADE U9	1	1	100%									1					1			
CAPITAL PRINCIPAL ACCOUNTANT	9	1											1						1		
CHEMIST	GRADE U7	2	1	50%									2					1	1		
CHIEF LEGAL COUNSEL	13	1											1						1		
CONSTRUCTION MANAGER	15A	1			1					1											
CONTROL SYSTEMS ADMINISTRATOR	12A	1			1					1											

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

JOB GROUP ANALYSIS - Professionals

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female								
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	
CSO PROGRAM MANAGER	12	1											1						1		
CUSTOMER SERVICE MANAGER	12	1											1						1		
ENGINEERING MANAGER	15A	1			1					1											
ENVIRONMENTAL CHEMIST	8	1											1						1		
ENVIRONMENTAL CHEMIST	8A	1											1						1		
ENVIRONMENTAL ENGINEER	8	3	1	33%	3	1				2											
ENVIRONMENTAL MONITORING MANAGER	12	1			1					1											
ENVIRONMENTAL SCIENTIST	9	1											1						1		
ENVIRONMENTAL SCIENTIST	9	1	1	100%	1		1														
ENVIRONMENTAL SUSTAINABILITY ENGINEER	10	1			1					1											
FACILITIES ENGINEER	9A	1	1	100%	1	1															
FINANCIAL ANALYST	7	2											2						2		
FISCAL COORDINATOR	7	1	1	100%									1						1		
GENERAL COUNSEL	17	1											1						1		
HELPDESK 1	8	1	1	100%	1	1															
HR MANAGER (EMPLOYEE/LABOR RELATIONS)	13	1											1						1		
HUMAN RESOURCES REP./BENEFITS COORDINATOR	9	1											1						1		
HUMAN RESOURCES TRAINING FACILITATOR	9	1			1					1											

JOB GROUP ANALYSIS - Professionals

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male							Female								
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)
IM MANAGER	12	1			1					1										
INSTRUMENTATION ENGINEER	7	1			1					1										
IT MANAGER	14	1			1					1										
JUNIOR SYSTEMS / NETWORK ADMINISTRATOR	10	1											1					1		
LAB SAMPLE COMPLIANCE COORDINATOR	7	1			1					1										
LABOR RELATIONS REPRESENTATIVE	9	1											1					1		
LABORATORY MANAGER	12	1	1	100%	1	1														
LABORATORY SUPERVISOR	9	1			1					1										
LEGAL COUNSEL	10	1											1					1		
MAINTENANCE MANAGER	11A	1			1					1										
MAINTENANCE MANAGER - BP	11A	1			1					1										
MECHANICAL INSPECTOR	9A	1	1	100%	1	1														
MONITORING FIELD SUPERVISOR	8	2											2					2		
MONITORING FIELD SUPERVISOR	8	1			1					1										
OPERATIONS MANAGER BP	14	1			1					1										
OPERATIONS MANAGER FP	14A	1			1					1										
PRETREATMENT ENGINEER	8	1			1					1										
PRETREATMENT MANAGER	12	1											1					1		
PRINCIPAL ACCOUNTANT	9	1											1					1		

JOB GROUP ANALYSIS - Professionals

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female								
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	
PRINCIPAL ENVIRONMENTAL ENGINEER	9A	1			1					1											
PRINCIPAL FACILITY ENGINEER	11A	1			1					1											
PRINCIPAL PRETREATMENT ENGINEER	9	1			1					1											
PUBLIC AFFAIRS MANAGER	12	1											1						1		
PURCHASING MANAGER	12	1			1					1											
QUALITY CHEMIST	9	1											1						1		
SENIOR .NET DEVELOPER	12	1			1					1											
SENIOR APPLICATIONS SYSTEM SUPERVISOR	12	1			1					1											
SENIOR BUDGET ANALYST	10	1											1						1		
SENIOR CAPITAL ANALYST	11	1			1					1			0								
SENIOR DATABASE AND LINUX ADMINISTRATOR	12	1	1	100%	1		1														
SENIOR ENVIRONMENTAL CHEMIST	9	1											1						1		
SENIOR ENVIRONMENTAL SCIENTIST	10	1											1						1		
SENIOR FINANCIAL ANALYST	10	1											1						1		
SENIOR HUMAN RESOURCES REPRESENTATIVE	9	1											1						1		
SENIOR NETWORK AND COMMUNICATIONS ADMINISTRATOR	12	1			1					1											
SENIOR ORGANIC CHEMIST	9	1											1						1		
SENIOR RESIDENT REPRESENTATIVE	9A	2			2					2											
SENIOR SYSTEMS ADMINISTRATOR	12	1			1					1											

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

JOB GROUP ANALYSIS - Professionals

					Male								Female								
Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	
SENIOR SYSTEMS DEVELOPMENT PROGRAMMER	9	1	1	100%	1		1														
STAFF ACCOUNTANT	7	2	1	50%									2		1			1			
SYSTEMS DESIGN PROGRAMMER	8	1											1					1			
TECHNICAL ADVISOR FOR OPERATIONS	15	1			1					1								0			
TECHNICAL ANALYSIS & COMPLIANCE MANAGER	12	1			1					1								0			
Total		83	13	16%	45	5	3	0	0	37	0	0	38	0	2	0	3	33	0	0	

JOB GROUP ANALYSIS - Technicians

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female							
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)
ASSET MANAGEMENT ADMINISTRATOR	9A	1			1					1										
ASST. CONTROL SYSTEM ADMINISTRATOR	7A	1			1					1										
ASST. E&I TECHNICIAN	GRADE U4	1	1	100%	1	1														
CONTROL SYSTEMS ASSOCIATE	7	2	1	50%	2		1			1										
CUSTOMER RESEARCH SUPERVISOR	9	1			1					1										
E AND I TECHNICIAN	GRADE U5	2	1	50%	2		1			1										
ENVIRONMENTAL COMPLIANCE TECHNICAL ASSISTANT	6	1											1						1	
ENVIRONMENTAL MONITOR	GRADE U5	2											2						2	
ENVIRONMENTAL MONITOR	GRADE U5	5	1	20%	5	1				4										
FIELD INVESTIGATOR	GRADE U4	2			2					2										
IM INSPECTOR	5A	1			1					1										
IM SUPERVISOR	7A	1			1					1										
LABORATORY TECHNICIAN	GRADE U6	3											3						3	
LABORATORY TECHNICIAN	GRADE U6	2			2					2										
LIMS DATA COORDINATOR	8	1			1					1										
MAINTENANCE SUPERVISOR	8A	3			3					3										
O AND M COORDINATOR	7A	1			1					1										
OPERATIONS SUPERVISOR	8A	1											1						1	
OPERATIONS SUPERVISOR	8A	4			4					4										
OPERATIONS SUPERVISOR - BP	8A	4	1	25%	4		1			3										
PRETREATMENT TECHNICIAN	6	5			5					5										
PURCHASING COORDINATOR	9	1											1						1	
RESIDENT REPRESENTATIVE	8A	2			2					2										
SAFETY COMPLIANCE COORDINATOR	8	1			1					1										
SENIOR E&I TECHNICIAN	GRADE U7	2			2					2										
SENIOR PERMITS COORDINATOR	8	1											1						1	
SENIOR PRETREATMENT TECHNICIAN	7	1			1					1										
SR. TECHNICAL ASSISTANT	6	1											1						1	
SUSTAINABILITY COORDINATOR	8	1											1						1	
TECHNICAL ASSISTANT	5	1											1						1	
UTILITY CREW FOREMAN	GRADE U8	1			1					1										
Total		56	5	9%	44	2	3			39			12						12	

AGENCY: Narragansett Bay Commission

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JOB GROUP ANALYSIS - Paraprofessionals

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female							
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)
ADMINISTRATIVE COORDINATOR	9	1											1					1		
ASSISTANT BILLING SUPERVISOR	8	2	2	100%	2		2													
ASSISTANT PURCHASING COORDINATOR	7	1											1					1		
BILLING ANALYST - CASH	7	1			1					1										
BILLING SUPERVISOR	9	1	1	100%									1		1					
BILLING SUPERVISOR	9	1			1					1										
COLLECTIONS ANALYST	7	1											1					1		
COLLECTIONS COORDINATOR	8	1											1					1		
CUSTOMER SERVICE ANALYST	6	2			2					2										
CUSTOMER SERVICE SPECIAL PROJECTS COORDINATOR	9	1											1					1		
CUSTOMER SERVICE SUPPORT SUPERVISOR	8	1			1					1										
ENVIRONMENTAL COORDINATOR	7	1											1					1		
ENVIRONMENTAL EDUCATION COORDINATOR	8	1											1					1		
EXECUTIVE PARALEGAL	7	1											1					1		
EXECUTIVE PARALEGAL II	7	1											1					1		
FACILITIES MANAGEMENT ADMINISTRATOR	7	1											1					1		
PAYROLL SUPERVISOR	9	1											1					1		
PROGRAMS ANALYST	8	1											1					1		
PUBLIC AFFAIRS SPECIALIST	6	1											1					1		
Total		21	3	14%	7		2			5			14		1			13		

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

JOB GROUP ANALYSIS – Administrative Support

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female								
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	
ADMINISTRATIVE ASSISTANT	6	1												1						1	
BP CLERK	GRADE U4	1												1						1	
CAPITAL ACCOUNTING ASSISTANT	7	1												1						1	
CONSTRUCTION OFFICE COORDINATOR	6A	1												1						1	
CUST. SERVICE REP.-FISCAL CLERK	GRADE U5	2												2						2	
CUSTOMER SERVICE REPRESENTATIVE	GRADE U4	6	1	17%										6		1				5	
EMDA CLERK	GRADE U4	1												1						1	
ENGINEERING CONSTRUCTION COORDINATOR	6	1												1						1	
FISCAL CLERK - CUSTOMER SERVICE	GRADE U4	1	1	100%										1		1				0	
FP CLERK	GRADE U4	1												1						1	
HUMAN RESOURCES CLERK	GRADE U4	1												1						1	
IT ADMINISTRATIVE ASSISTANT	7	1												1						1	
LABORATORY CLERK	GRADE U4	1												1						1	
PAYROLL ADMINISTRATOR	7	1												1						1	
PRETREATMENT CLERK	GRADE U4	3	1	33%										3		1				2	
SENIOR FISCAL CLERK	GRADE U6	2												2						2	
Total		25	3	12%										25		3				22	

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

JOB GROUP ANALYSIS – Skilled Craft

Job Title	Grade	TOTAL EMPLOYEES	TOTAL MINORITIES	%	Male								Female									
					Total Male	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)	Total Female	Black (NHL)	Hispanic or Latino	AI/AN (NHL)	Asian (NHL)	White (NHL)	NH/OPI (NHL)	Two or More Races (NHL)		
ADMINISTRATIVE ASSISTANT	6	1												1						1		
BP CLERK	GRADE U4	1												1						1		
CAPITAL ACCOUNTING ASSISTANT	7	1												1						1		
CONSTRUCTION OFFICE COORDINATOR	6A	1												1						1		
CUST. SERVICE REP.-FISCAL CLERK	GRADE U5	2												2						2		
CUSTOMER SERVICE REPRESENTATIVE	GRADE U4	6	1	17%										6		1				5		
EMDA CLERK	GRADE U4	1												1						1		
ENGINEERING CONSTRUCTION COORDINATOR	6	1												1						1		
FISCAL CLERK - CUSTOMER SERVICE	GRADE U4	1	1	100%										1		1				0		
FP CLERK	GRADE U4	1												1						1		
HUMAN RESOURCES CLERK	GRADE U4	1												1						1		
IT ADMINISTRATIVE ASSISTANT	7	1												1						1		
LABORATORY CLERK	GRADE U4	1												1						1		
PAYROLL ADMINISTRATOR	7	1												1						1		
PRETREATMENT CLERK	GRADE U4	3	1	33%										3		1				2		
SENIOR FISCAL CLERK	GRADE U6	2												2						2		
Total		25	3	12%										25		3				22		

E. IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS

E. IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS

E.1 Self-Evaluation of Affirmative Action Program Performance

Despite the COVID-related challenges of fiscal year 2020, the Narragansett Bay Commission continued to make positive strides forward in both Equal Opportunity and Affirmative Action. Copies of all Equal Opportunity/Affirmative Action Policies were posted on bulletin boards at each NBC facility.

The NBC provided virtual in-house and virtual trainings on a variety of subjects and instituted a free in-house COVID testing program for employees. In addition, various health wellness programs were offered to all employees.

The ADA Coordinator, Diane Buerger, and the 504 Coordinator, Jamie Samons, continue to work to ensure compliance with disabled/public accessibility codes.

Information on examinations, training and career development was posted on all bulletin boards at each of the NBC locations.

The NBC has a web page on the Internet and is active on Facebook, Instagram and Twitter. The NBC's website address is www.narrabay.com, the Facebook address is www.facebook.com/narrabay and the Twitter and Instagram handle is @narrabay. The NBC continues to include the posting of all job vacancies, as well as the NBC Affirmative Action Statement, on the NBC web page.

NBC sponsors several programs geared toward educating students in the field of environmental science. Over the past year, NBC staff worked with over 300 second, third, fourth and fifth grade students and teachers from six schools within the Commission's service district as part of the NBC Watershed Explorers Environmental Education Program. The program included virtual field trips to local water quality testing sites where students participated in water quality monitoring tests and macro invertebrate studies, virtual presentations on a variety of environmental science topics, and a daily blog of environmental education activities. Throughout the year, NBC staff worked directly with teachers to answer questions and supplement in-class lessons with additional activities.

In addition, the NBC created a virtual animated tour of our facilities to allow students who cannot visit in person the opportunity to learn about wastewater collection and treatment.

NBC staff routinely teach college level classes and throughout the report period taught the following courses: Chemical Technology, Chemistry for Biotechnology, Elementary Algebra, Statistics and Quantitative Business Analysis at CCRI. These courses were offered for college credit and the NBC employees teaching these classes provide a resource to the community to enhance individuals' career opportunities and alert students to employment opportunities at the NBC.

The NBC finds that the most resourceful area to recruit qualified minority candidates has been through the existing workforce. The competitive positions remain to be filled in accordance with collective bargaining agreements.

For the 2019-2020 reporting year, the NBC established the goal of hiring two minorities in the Professional category. We have surpassed this goal with the hiring of three minorities in the Professional category. We also had a goal of one female and one veteran in the Skilled Craft category. We have surpassed this goal by hiring two females in the Skilled Craft category and one Veteran. Also, there were seven minorities promoted within the agency.

E. 2 Employment Recruitment and Selection Process

The Narragansett Bay Commission's employment recruitment and selection processes are well established, in compliance with all equal Opportunity/Affirmative Action Policies and work quite well. The Commission posts all vacancies on its website. In addition, postings are sent to the agencies on the Minority Referral List and where appropriate to colleges and technical schools in Rhode Island. The Commission's selection process is fair, equitable and unbiased. The competitive positions remain to be filled in accordance with collective bargaining agreements.

E. 3 Exit Interviews

In accordance with Rhode Island General Law 28-5.1, an exit interview program has been established to ensure that terminating employees are not leaving because of discriminatory circumstances. Employees who have left the Narragansett Bay Commission (NBC) are provided a formalized exit interview memo and the required informational forms compliant with Affirmative Action Policies. In the past fiscal year, twenty-two individuals were given the Exit Interview Sign-Off Form and Confidential Exit Survey Inquiry upon termination. They were distributed either in person with an HR Representative or mailed to their home.

In addition, the Office of Human Resources conducts its own voluntary exit interview to afford any individual scheduled to terminate their employment with the NBC an opportunity to comment. Such questions consist of any changes or improvements that would have prevented them from leaving, evaluation of performance of their supervisor, as well any suggestions on improvements to the workforce.

During this reporting year, twenty-two individuals who left employment at the Narragansett Bay Commission were given an opportunity to complete an exit interview.

E. 4 Flex Time

A flex time program is a viable alternative for much of the work staff at the Narragansett Bay Commission and a program has been adopted. It is extended to personnel at the Division Director/Section Manager's discretion. The Section Manager is responsible for the schedules of his/her staff to ensure adequate coverage and monitor the comings and goings of those employees. In some cases, flex time is inappropriate due to tasks performed and scheduling issues within the section and, therefore, the section may not be eligible to participate. However, under certain circumstances, the Section Manager may allow individual arrangements with employees on a limited basis subject to the Executive Director's approval.

E. 5 Posting of Positions

The Narragansett Bay Commission posting of positions is available on our website for a minimum of 7 days for non-union positions and 10 days for union positions. We post vacancy notices and recruit through publications, colleges, professional organizations, community-based organizations and institutions that have minority, veteran and female participation. We also send all vacancy notices to the minority list provided by the Office of Affirmative Action. Efforts will continue to explore ways to identify recruitment sources that can significantly impact the representation of women, veterans, the disabled and minorities in applicant pools. Posting procedures voluntarily ask for demographics, and if an applicant is disabled and/or has veterans' status. This tracking information is used in our calculations for the Applicant Flow Data Report.

Throughout this report period, all full-time, regular positions, promotional opportunities and transfers within the Narragansett Bay Commission have been properly posted while the application periods for these positions were open.

E. 6 Transfer and Promotion Practices

All personnel actions relative to transfers and promotions are in compliance with the contents and agreements of the respective union contracts.

E. 7 Technical Compliance

The Narragansett Bay Commission is in technical compliance with the requirements of affirmative action and equal opportunity policies, regulations and laws.

E. 8 Terminations

Decisions to terminate employees are based on fair, equitable, and non-discriminatory reasoning, consistent with NBC's statutory authority, policies governing standards of employee conduct and performance, Rhode Island at-will employment law, governing provisions of union collective bargaining agreements, terms of individual employment agreements, and any other considerations in furtherance of NBC's lawful obligations and prerogatives.

E. 9 Training Programs

All new hires are required to have Safety Training in the workplace within the first two weeks of hire. Thereafter, the level of the safety training is dependent on the position of the new employee. Sexual Harassment Training is mandated within the first year of hire. All employees are afforded training opportunities in a fair, equitable, and unbiased manner. All employees are encouraged to pursue training opportunities relating to their personal development and career advancement goals whether through seminars, conferences, or in-house training. Training is an equal opportunity for all employees.

Employee development is accomplished through a wide variety of learning solutions including Instructor Led Training, Self-paced Online Modules, Job Aids, Industry Conferences and informal team and peer sessions. The majority of these events will be managed and tracked through our investment in a new LMS (Learning Management System). The knowledge and skills addressed in our training can be divided into several categories:

Leadership Development Program: Our multi-tiered structure is designed to address the development needs of employees at various levels including Managers, Supervisors and Management Succession Candidates. Our Leadership Development Program addresses the fundamentals of people management and employee engagement. An industry-leading consultant develops and delivers this program to ensure industry-standard best practices in the area of leadership are continually incorporated into our curriculum.

Functional Training: Addressing the needs of each discipline (Plant Operations, Laboratory Services, Customer Service, Finance, Human Resources, etc.) requires significant customization to ensure the content is relevant to the unique aspects of the NBC environment. Our proprietary content is developed through a partnership with third party functional subject matter experts.

Professional Development: NBC recognizes that many of our employees are interested in developing their basic skills in a variety of areas including Communication, Desktop Applications, Interpersonal Behavior, Business Acumen, etc. In order to meet such a diverse set of required topics, NBC is working with a third party to acquire access to a library of self-paced courses.

Health & Safety: NBC delivers a comprehensive training program that delivers the mandatory training related to OSHA Standards relevant to the NBC environment. We use a blended approach leveraging online content from our Worker's Compensation provider and lecture based training that is complemented with field exercises.

Compliance: To ensure critical information related to corporate policies and procedures is reviewed by all employees, NBC utilizes our LMS to deliver and track completion of all compliance training.

Certification: To ensure progress through the organization, members of our Plant Operations team take advantage of various classes to in order to prepare for mandatory Licensing exams.

**F. AFFIRMATIVE ACTION FOR INDIVIDUALS WITH DISABILITIES,
DISABLED VETERANS AND PROTECTED VETERANS**

F. PLAN FOR INDIVIDUALS WITH DISABILITIES, DISABLED VETERANS AND PROTECED VETERANS

The purpose of this section is for the Narragansett Bay Commission to meet the requirements of the Americans with Disabilities Act of 1990, Rhode Island General Law 28-5.1, Governors Executive Order 92 – 2, and Vietnam Era Veterans’ Readjustment Assistance Act of 1974 amended by the Jobs for Veteran’s Act on 2002, to take affirmative action to employ and advance individuals with disabilities and veterans.

F.1. Policy

The Narragansett Bay Commission affirms its commitment of insuring equal opportunity for all qualified applicants or employees who are disabled, disabled veterans and protected veterans.

It is the policy of the Narragansett Bay Commission to promote fair and equitable treatment of all employees and to continue its efforts to insure that all personnel policies, rules, regulations, procedures and management practices are consistent and applied with the intent of this policy.

The Narragansett Bay Commission will maintain affirmative action requirements with regard to the disabled, disabled veterans, and protected veterans to ensure equal opportunity including internal operations and the various external grants and contracts under its jurisdiction.

Harassment by supervisors and/or co-workers will not be tolerated and the agency will continue to strive to prevent and eliminate such actions against the disabled, disabled veterans, and protected veterans.

All directors and managers are directly responsible for the successful application of this policy and are required to work with the NBC Equal Opportunity Coordinator in the development of goals and timetables for affirmative action, and for demonstrating positive results in the employment, appointment and delivery of services to the disabled, disabled veterans, and protected veterans of the cities and towns within the District and users of the sewer system.


Laurie A. Horridge, Executive Director
Narragansett Bay Commission

June 30, 2020
Date

F.2. Policies and Procedures

Purpose: The purpose of the program is to fulfill the requirements outlined in the statutes referenced below and regulations and the following AAP is submitted under the provisions of the following Federal statutes and rules and regulations promulgated by the Department of Labor:

- A. Section 503 of the Rehabilitation Act of 1973, Public Law 93 – 112 and the 1974 Amendments thereto, Public Law 93 – 516; and the regulations set forth at CFR Part 60 – 741, as amended.
- B. Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Public Law 93 – 508, amending 38 USC Section 2012 (1972); and the regulations set forth at 41 CFR Part 60 – 250, as amended.
- C. Executive Order No. 85 - 11

Long term and recent history makes such action mandatory for its group, which has been subjected to immeasurable and unfounded attitudinal and physical barriers.

Program Administration: Specific responsibility and accountability shall be assigned to the present agency head.

- A. It shall be the policy of this Commission relative to Affirmative Action for the disabled, disabled veterans, and protected veterans to create an outreach program, to employ and advance in employment qualified persons falling within this group to redefine job descriptions so that physical and mental qualifications match the actual needs of the job and to create a work environment, which is designed to encourage success and advancement.
- B. Implementation of this program and policy shall be the responsibility of the Executive Director and/or his/her designee, Diane Buerger, HR Manager (Employee/Labor Relations). Contact Brenda Smith, Sr. Human Resources Representative, for information on specific employment statistics or a copy of the plan.
- C. Jamie Samons, Public Affairs Manager, is hereby designated as the 504 Coordinator.

Policies and Procedures: Policies and procedures to assist in the effort to accomplish the following shall be developed and adhered to.

- A. Outreach Recruitment: All NBC vacancy notices are sent to agencies such as Rehabilitation & Re-Employment, Inc. and the Vietnam Era Veteran's Association of RI. In addition, Commission vacancy notices contain all appropriate language relative to the ADA.
- B. Employment: Every effort will be made to hire qualified persons eligible for an open position in the categories of disabled, disabled veteran, or protected veterans.

- C. **Physical and Mental Qualifications:** The NBC shall re-examine all job specifications to assure that physical and mental requirements are within the specific demands of the job.
- D. **Work Environment:** The general work area where the disabled, disabled veteran, and protected veteran is employed shall be examined on a periodic basis in consultation with such employees to assure it is conducive to continued employment and upward mobility.
- E. **Reasonable Accommodations:** Reasonable accommodations shall be those minimally necessary for and reasonable affordable to permit a member of this group to perform effectively on the job and shall include:
 - 1. **Modifications to job site:** With input from the employee and any other knowledgeable and qualified sources, where possible, the job site may be modified.
 - 2. **Support Services:** Every effort will be made to provide personal services of a nature required by the specific disability (blind, deaf, mobility impaired).
 - 3. **Specialized Equipment:** Such equipment as required to perform effectively on the job shall be provided as is affordable and with undue financial burden upon the NBC. Special equipment of a personal nature shall be the responsibility of the employee.
 - 4. **Restructuring the position:** If an employee or prospective employee is otherwise qualified, but hindered by certain aspects of the job, these facets, to the extent possible and reasonable, will be given every consideration for possible restructuring.

Program Goals and Monitoring

- A. **Setting goals:** Setting NBC goals for the employment of disabled, disabled veterans, and protected veterans shall be as follows:
 - 1. **Disabled:** Every effort will be made to recruit and employ qualified disabled individuals, dependent on the availability to opportunities and given the constraints of collective bargaining agreements. Every consideration will be given to applicants who make application for available opportunities. The NBC also has a Phonic Ear Hearing System.
 - 2. **Disabled / protected Veterans:** Every effort will be made recruit and employ qualified disabled and protected veterans, dependent on the availability and opportunities and given the constraints of collective bargaining agreements. Every consideration will be given to applicants who make application for available opportunities.

F. 3. Report on 2019 – 2020 Activities

The Narragansett Bay Commission has successfully honored numerous requests for reasonable accommodation for special facilities or services. All Public Notices have been published in accordance with guidelines. All Public Hearings were held in disabled accessible facilities.

F. 4. Report on 2020 – 2021 Plans

The Narragansett Bay Commission will continue its efforts to meet any identified needs of employees or potential employees who are disabled, disabled veterans, and protected veterans.

G. DETERMINING UNDER REPRESENTATION

G. DETERMINING UNDERREPRESENTATION

As the Narragansett Bay Commission did in last year's report, we have attempted to define our goals to be realistic and achievable.

In order to define our goals for addressing underrepresentation of the minority and female categories, we have reviewed the approved FY'21 NBC Budget to determine what funds will be available for hiring new positions and filling known vacancies.

AGENCY: Narragansett Bay Commission

DATE: 7/1/19 to 6/30/20

DETERMINING UNDERREPRESENTATION & GOAL SETTING

EEO4 Job Categories	WORKFORCE											UNDERREPRESENTATION											AAP HIRING GOALS												
	TOTAL EMPLOYEES	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NHL)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL)	ASIAN (NHL)	WHITE (NHL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL)	TWO OR MORE RACES (NHL)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NHL)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL)	ASIAN (NHL)	WHITE (NHL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL)	TWO OR MORE RACES (NHL)	MINORITY	FEMALE	VETERANS	DISABLED	BLACK OR AFRICAN AMERICAN (NHL)	HISPANIC OR LATINO	AMERICAN INDIAN OR ALASKA NATIVE (NHL)	ASIAN (NHL)	WHITE (NHL)	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NHL)	TWO OR MORE RACES (NHL)	
Officials/ Managers Administrators	6	0	3						6				2	0	0	0	1	1	0	0	-2	0	0												
Professionals	83	13	38	3	1	5	5	3	70				14	5	2	5	2	9	1	0	-11	0	2	1	1							1			
Faculty													0	0	0	0	0	0	0	0	0	0	0												
Technicians	56	5	12	1		2	3		51				13	17	2	4	3	6	1	2	-11	0	2	1	1							1			
Protective Services													0	0	0	0	0	0	0	0	0	0	0												
Para-Professionals	21	3	14				3		18				4	-3	1	1	2	0	0	1	-3	0	1												
Administrative Support	25	3	25				3		22				5	-12	1	2	2	1	0	1	-4	0	1												
Skilled Craft	70	14	2	4		3	11		56				9	34	0	5	3	0	1	3	-6	0	2												
Service Maintenance													0	0	0	0	0	0	0	0	0	0	0												
Total	261	38	94	8	1	10	25	3	223																										

* Not Hispanic or Latino

H. APPENDICES

APPENDIX 1
DESCRIPTION OF JOB CATEGORIES

DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dairy, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:

Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.

ADMINISTRATIVE SUPPORT:

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene of safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.

APPENDIX 2
RACIAL/ETHNIC IDENTIFICATION

Racial / Ethnic Designations Minority Group

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK OR AFRICAN AMERICAN (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

HISPANIC/LATINO: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN OR ALASKA NATIVE (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

ASIAN (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

WHITE (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

NATIVE HAWAIIAN OR PACIFIC ISLANDER (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

TWO OR MORE RACES (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

Standards adopted by the United States Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Program.

APPENDIX 3
LAWS GOVERNING EQUAL OPPORTUNITY

**PRIVATE EMPLOYEMENT,
STATE AND LOCAL GOVERNMENTS,
EDUCATIONAL INSTITUTIONS**

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants to and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions and apprenticeship programs also are protected.

AGE:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination on account of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

SEX (WAGES):

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not protected by Title VII, because of size, are protected by the Equal Pay Act.

DISABILITY:

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that protected entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN:

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES:

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disabilities and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA AND SPECIAL DISABLED VETERANS:

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action employ and advance in employment qualified Vietnam era veterans and qualified special disabled veterans.

Applicants to and employees of companies with Federal government contract or subcontract are protected under the authorities above. Any person who believes a contractor has violated nondiscrimination or affirmative action obligations under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act or 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP) Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, (202) 523 – 9368, or an OFCCP regional or district office, listed in most directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

If you believe you have been discriminated against in a program of any institution which receives federal assistance, you should contact immediately the Federal agency providing such assistance.

INDIVIDUALS WITH DISABILITIES:

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disabilities in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against disabled persons who, with reasonable accommodation, can perform the essential functions of a job.

APPENDIX 4
GUIDELINES FOR PREVENTING SEXUAL HARRASSMENT

State of Rhode Island Guidelines for Preventing Sexual Harassment

Harassment on the basis of sex is a violation of RIGL 28-5.1 and Executive Order No. 05-01. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the State Equal Opportunity Office will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and at the legality of a particular action. A determination of what constitutes sexual harassment will be made from the facts, on a case-by-case basis.

The appointing authority is responsible for the acts of its agents and supervisory employees with respect to sexual harassment, regardless of whether or not the specific acts complained of were authorized or even forbidden by the appointing authority and regardless of whether or not the appointing authority knew or should have known of their occurrence. The State Equal Opportunity Office will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether or not the individual is serving in either a supervisory or agency capacity.

With respect to persons other than those mentioned in the previous paragraph, an appointing authority is responsible for acts of sexual harassment in the workplace where that appointing authority or its agents or supervisory employees knew or should have known of the conduct. An appointing authority may rebut apparent liability for such acts by showing that it took immediate and appropriate corrective action.

Prevention is the best tool for the elimination of sexual harassment. An appointing authority should take all steps necessary to prevent sexual harassment from occurring such as affirmatively raising the subject of sexual harassment, expressing strong disapproval, developing appropriate sanctions, informing the employees of their right to raise and how to raise the issue of harassment and developing methods to sensitize all concerned.

If any State Employee believes that they have been sexually harassed, they may contact:

**STATE EQUAL OPPORTUNITY OFFICE
ONE CAPITOL HILL PROVIDENCE, RI 02908-5865
PHONE (401) 222-3090 FAX (401) 222-2490 RI Relay: 711
Revised (2005)**

APPENDIX 5
GUIDELINES FOR ENSURING UNBIASED WORK ENVIRONMENTS

DEPARTMENT OF ADMINISTRATION
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY
STATE EQUAL OPPORTUNITY OFFICE
GUIDELINES FOR ENSURING UNBIASED WORK ENVIRONMENTS

Rhode Island General Law 28-5.1, Executive Order No. 05-01 of the State of Rhode Island and Title VII of the 1964 Civil Rights Act, mandates employers to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee's psychological and economic well-being are protected.

While an employer cannot be held accountable for the prejudices of its workers clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the workplace. Prompt action by an employer to prevent or correct discriminatory harassment can go a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Racial and ethnic epithets, slurs or jokes directed at or made in the presence of minority group employees, are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term "boys" when referring to minority male employees and "girls" when referring to female employees.

Another common type of verbal abuse is either spreading rumors or joking about an employee's assumed sexual preference or orientation. One's personal preference does not determine how one performs at his or her job and therefore, this type of bias does not belong in the workplace.

An employer is under a two-pronged duty to maintain a working atmosphere free of national origin bias. First, the employer itself must refrain from ridicule or harassment on the basis of national origin. Second, an employer should not tolerate such behavior by its employees. Ethnic slurs or jokes based on national origin are unlawful.

An employer is also under obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his or her beliefs to employees while at work may amount to religious discrimination.

Any unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature is unlawful sexual harassment when the response or reaction to the advances or requests is permitted to affect the employment decisions. It is also illegal for an employer to permit any conduct that is sexually offensive, intimidating, hostile or interferes with an individual's work performance. Sexual advances by coworkers who have no control over a person's employment may be unlawful if it has such an intimidating effect that job status is affected.

(2005)

APPENDIX 6
EMPLOYEE SELF-IDENTIFICATION OF DISABILITY & REQUEST FOR REASONABLE
ACCOMODATION

Employee Self Identification of Disability Form and Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws 28-5.1 et. Seq., and Executive Order #92-2, the State of Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desired position.

NAME: _____ AGENCY: _____
JOB TITLE: _____ DATE: _____

Please check S the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

- AIDS
- Alcoholism
- Blindness or Visual Impairment
- Cancer
- Cerebral Palsy
- Deafness or Hearing Impairment
- Diabetes
- Drug Addiction
- Epilepsy
- Heart Disease
- Mental Retardation
- Mental or Emotional Illness
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic
- Perceptual Disabilities such as Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
- Other

- Yes, I request a Reasonable Accommodation Needs Assessment Review
- No Reasonable Accommodation is needed at this time

Additional Comments:

Signature: _____ Date: _____

RI EEO 5/09A
REVISED 7/02/2002
RI SEEO (401) 222-3090

APPENDIX 7
STATE EQUAL OPPORTUNITY OFFICE DISCRIMINATION COMPLAINT
PROCEDURE

DISCRIMINATION COMPLAINT PROCEDURE
RHODE ISLAND EQUAL OPPORTUNITY OFFICE
TELEPHONE (401) 222-3090 TDD (401) 222-6144

The State Equal Opportunity will accept, from both State Employees and applicants for State employment, complaints of discrimination that are based on race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, and sexual harassment.

1. A complaint must be filed formally on the "Complaint Information Form", available through the State Equal Opportunity Office within ten (10) working days from the knowledge of the alleged incident of discrimination, unless it is an ongoing discrimination.

All complaints will remain confidential except to the extent necessary to conduct a review of the facts.

2. An Equal Opportunity Officer will be assigned to investigate the complaint.
3. The Agency Director (Responder) will be notified of the alleged charge.
4. Upon the completion of the investigation, the State Equal Opportunity Office will make a determination as to probable cause based on the summary of facts.
5. When probable cause is not evident, the parties are so informed by the State Equal Opportunity Office.
6. When there is probable cause of discrimination, the State Equal Opportunity Office will try to conciliate the complaint.
7. If an agreement between both parties is not reached, a formal hearing will be scheduled and a Hearing Officer will be assigned by the State Equal Opportunity Office.
8. If and when it has been determined by the Hearing Officer that discrimination exists, the Hearing Officer will advise the State Equal Opportunity Office in writing. The State Equal Opportunity Office will then, by written notification, present findings and recommended corrective action to both parties.

If the corrective action is not implemented within the specified time frame, the State Equal Opportunity Office will notify the Governor.

An individual may also file a complaint with the RI Human Rights Commission or the Equal Employment Opportunity Commission. If charged has been filed, wither simultaneously or at a later date, with the RI Human Rights Commission or the Equal Employment Opportunity Commission, the State Equal Opportunity Office will defer to wither Commission for the investigation and any resolution and/or prosecution of the charge.

APPENDIX 8
STATE EQUAL OPPORTUNITY OFFICE COMPLAINT INFORMATION FORM

DISCRIMINATION COMPLAINT INFORMATION FORM

1. Complaint Information:

State your name and address

Name

Address

City State Zip Code

Telephone Number(s)/Email Address

Work: _____

Cell: _____

Home: _____

Email: _____

2. Name of Department

3. Name of Immediate Supervisor:

4. Name and title of individual(s) who allegedly discriminated against you:

Name Title

Name Title

Name Title

5. Date of alleged violation:

6. Place of alleged violation:

(_____)

Case Number

7. Basis alleged Complaint:

- ____ Race
- ____ Color
- ____ Sex
- ____ Age: (40 or above)
- ____ National Origin
- ____ Disability
- ____ Religion
- ____ Sexual Orientation
- ____ Gender Identity or Expression
- ____ Unlawful Questions (arrest record, criminal conviction, or other)

Explain Basis: _____

8. Nature Change:

- ____ Refusal to Hiring
- ____ Unequal Pay
- ____ Job Classification
- ____ Discharge/Termination
- ____ Denial of Promotion
- ____ Unequal Access to Training
- ____ Demotion
- ____ Qualifications/testing bias
- ____ Layoff
- ____ Recall
- ____ Seniority
- ____ Intimidation/Reprisal
- ____ Harassment (Sexual or other)
- ____ Maternity
- ____ Discriminatory Treatment/Work Environment
- ____ Failed to Provide Reasonable Accommodation (ADA)

DISCRIMINATION COMPLAINT INFORMATION FORM
(Continued)

9. Explain what happened and how you believe you were discriminated against (Attach additional paper if needed). Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material(s) pertaining to your case.

10. Why do you believe these events occurred?

11. Have you brought this charge to anyone else's attention?

12. Please list below any persons (witnesses, fellow employees, supervisors, or other) that we may contact for additional information to support or clarify your complaint.

Complaint Signature

Date

Interviewing Officer

PLEASE CONTACT ODEO/State Equal Opportunity Office at (401) 222-1452 or RI Relay: 711 for assistance if you have a disability and require a reasonable accommodation to complete this form.

APPENDIX 9
EXIT INTERVIEW PROCEDURE

EXIT INTERVIEW SIGN-OFF FORM

OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY (ODEO)
STATE EQUAL OPPORTUNITY OFFICE

One Capitol Hill
Providence, RI 02908-5865
eo.compliance@doa.ri.gov

Rhode Island Department of:

Narragansett Bay Commission

NAME OF EMPLOYEE (Please print or type)

The Office of Diversity, Equity and Opportunity in collaboration with the Division of Human Resources has established this exit interview process in order to assess the overall employee experience while working for the state, to assure that terminating employees are not leaving because of discriminatory circumstances, and to identify opportunities to improve retention and engagement.

I hereby acknowledge that I have received the Confidential Exit Survey from the Division of Human Resources and that the completed Confidential Exit Survey must be forwarded to the State Equal Opportunity Office. I also understand that a copy of this completed sign-off form (not the Confidential Exit Survey) will be placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE EMPLOYEE SIGNED

DATE EXIT INTERVIEW WAS
GIVEN TO EMPLOYEE

SIGNATURE OF HUMAN RESOURCES
REPRESENTATIVE

INSTRUCTIONS:

The Human Resources Representative must distribute a copy of the Confidential Exit Survey along with any necessary documents to the terminating employee. The Human Resources Representative must place a copy of the Exit Interview Sign-Off Form in the employee's personnel file and forward a second copy of the Exit Interview Sign-Off Form to the ODEO/State Equal Opportunity Office, via inter-office mail or electronically at eo.compliance@doa.ri.gov, immediately upon completion.

Rhode Island State Equal Opportunity Office CONFIDENTIAL EXIT SURVEY

As a terminating employee, you have the option of an exit interview with the ODEO/State Equal Opportunity Office to discuss any information related to harassment and/or discrimination, and you also have the option of an exit interview with a Human Resources Representative to share any information regarding your work experience. To schedule an in-person interview please e-mail ooo.compliance@doa.ri.gov for ODEO/State Equal Opportunity Office or the Division of Human Resources directly at 401-222-2160 or by e-mail at doa.hrcontact@hr.ri.gov.

All information obtained from this survey will be handled in a confidential manner and, to the extent possible, will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. Please note however, if there is a claim of discrimination, sexual harassment, or criminal behavior, etc., then we are required to take action and information may need to be confidentially divulged, but will not compromise the departing employee. The information will be used as a tool for change and improvements and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Thank you for your contribution to the improvement of the State of Rhode Island.

NAME <input style="width: 90%;" type="text"/> ADDRESS <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> TELEPHONE <input style="width: 90%;" type="text"/> E-MAIL <input style="width: 90%;" type="text"/>	JOB TITLE <input style="width: 90%;" type="text"/> DEPT./AGENCY <input style="width: 90%;" type="text"/> DIVISION/UNIT <input style="width: 90%;" type="text"/> DATE HIRED <input style="width: 90%;" type="text"/> DATE DEPARTED <input style="width: 90%;" type="text"/>
--	--

(Please Check All That Apply - For Equal Opportunity Purposes Only)

Race/Ethnic Categories

White <input type="checkbox"/>	American Indian or Alaska Native <input type="checkbox"/>	Hispanic <input type="checkbox"/>
Black <input type="checkbox"/>	Native Hawaiian or Pacific Islander <input type="checkbox"/>	Two or More Races <input type="checkbox"/>
Asian <input type="checkbox"/>		

Gender Categories

Female
 Male

Other Protected Classes

Disabled
 Veteran
 Age: 40 & over

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

1. What is your main reason for leaving?

2. What did you like best about your job?

3. What did you dislike about your job?

4. Did you find your employment worthwhile in terms of personal growth and achievement?

Yes _____ No _____

Please explain: _____

5. Do you feel career opportunities were adequately afforded to you?

Yes _____ No _____

Please explain: _____

6. Did you feel free to go to your supervisor about your job?

Yes _____ No _____

Please explain: _____

7. Was your supervisor effective in handling problems or complaints?

Yes _____ No _____

Please explain: _____

8. Did you receive fair treatment while employed?

Yes _____ No _____

Please explain: _____

9. Do you feel you were discriminated against?

Yes _____ No _____

Please explain: _____

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

10. Would you seek employment with the State of Rhode Island at a future date?

Yes _____ No _____

Please explain: _____

11. Would you recommend employment with the State of Rhode Island to your friends and family?

Yes _____ No _____

Please explain: _____

12. Please complete the following statement: I don't know why the State of Rhode Island doesn't just

13. Please complete the following statement: I feel the State of Rhode Island would benefit from changes, such as

14. Please complete the following statement: I feel my Department would benefit from changes, such as..

Comments

CONFIDENTIAL EXIT SURVEY INQUIRY
(continued)

Comments

Submission Instructions

Please e-mail this form to ooo.compliance@doa.ri.gov with subject line: Exit Interview For (YOUR AGENCY NAME). This is a confidential e-mail and all correspondence will be treated with the upmost care. If you are completing this form online, the form will be sent to our confidential e-mail upon pressing submit.

You may also mail this form to:
ODEO/State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908

APPENDIX 10
AFFIRMATIVE ACTION FILE CARD

RHODE ISLAND DEPARTMENT OF ADMINISTRATION
 OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY/STATE EQUAL OPPORTUNITY OFFICE
 AFFIRMATIVE ACTION FILE

RIEEO-03/78
 (Revised July 2019)

** Please note that this is a **voluntary** self-identification card and the information you provide will not be used as a basis for employment decisions **

TO BE COMPLETED BY APPLICANT OR EMPLOYEE ONLY

Applicant or Employee

Address

Number Street City State Zip Code

NOTE: When selecting racial/ethnic category, you must select only one of the boxes numbered 1 through 7.

Female Male

- | | | |
|---|---|---|
| 1 – Black or African American (Not Hispanic or Latino) <input type="checkbox"/> | 2 – Hispanic or Latino <input type="checkbox"/> | 3 – American Indian or Alaska Native (Not Hispanic or Latino) <input type="checkbox"/> |
| 4 – Asian (Not Hispanic or Latino) <input type="checkbox"/> | 5 – White (Not Hispanic or Latino) <input type="checkbox"/> | 6 – Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) <input type="checkbox"/> |
| 7 – Two or More Races (Not Hispanic or Latino) <input type="checkbox"/> | Disabled <input type="checkbox"/> | Veteran <input type="checkbox"/> |
| | Disabled Veteran <input type="checkbox"/> | Age: 40 & Over <input type="checkbox"/> |

FOR PERSONNEL USE ONLY

Department _____ Division _____

Appropriation Account No. _____ Pay Grade _____ Position No. _____

Incumbent* _____ (Use this selection for current employees who are requesting a change to their demographic designation)

Promotion _____ Transfer _____ Hired _____ List _____ No List _____ Offered _____ Not Offered _____ Refused _____

Reason for Action _____

Interviewer/HR Staff _____ Date _____

APPENDIX 11
EQUAL OPPORTUNITY ADVISORY COMMITTEE GUIDELINES

EQUAL OPPORTUNITY ADVISORY COMMITTEE

MISSION:

TO PROVIDE TWO-WAY COMMUNICATION AND SUGGESTIONS ON VARIOUS ASPECTS OF THE EQUAL OPPORTUNITY PROGRAM TO THE AGENCY HEAD AND EQUAL OPPORTUNITY COORDINATOR IN AN AGENCY IN STATE GOVERNMENT.

1. ESTABLISHING THE COMMITTEE:

A. ALL EMPLOYEES SHOULD BE INFORMED OF OPPORTUNITIES TO SERVE ON THE COMMITTEE.

B. AGENCY HEAD APPOINTS THE COMMITTEE FROM A LIST OF VOLUNTEERS.

C. VOLUNTEERS

1. EACH DIVISION OF AGENCY
2. VARIOUS JOB LEVELS
3. MINORTIES, WOMEN, AND THE DISABLED

2. STRUCTURE:

- A. TERMS OF MEMBERSHIP
- B. ELECTIONS OF OFFICERS
- C. HOW MANY MEMBERS
- D. ALTERNATES
- E. SUB-COMMITTEES
- F. MEETINGS
- G. MINUTES

3. FUNCTIONS (ROLE):

- A. ADVISE-NOT PERFORM
- B. DEVELOP SHORT-TERM OBJECTIVES
- C. IDENTIFY AREAS OF POSSIBLE DISCRIMINATION
- D. ASSIST THE DESIGNEE OF THE AGENCY HEAD WITH PREPARING THE AFFIRMATIVE ACTION PLAN
- E. MONITOR THE PROGRESS OF THE ACTION GOALS AND PROGRAMS, IF NECESSARY, MAKE RECOMMENDATIONS TO IMPROVE
- F. REVIEW MONTHLY PROGRESS REPORTS
- G. ISSUE A PROGRESS REPORT TO AGENCY HEAD QUARTERLY

4. **CHAIRPERSON (DUTIES)**
 - A. PREPARE AGENDA FOR MEETING
 - B. PRESIDE OVER COMMITTEE MEETINGS
 - C. SUBMIT ANY COMMITTEE RECOMMENDATIONS TO THE AGENCY HEAD.

5. **SECRETARY (DUTIES)**
 - A. PRESIDE OVER MEETING IN ABSENCE OF CHAIRPERSON
 - B. RECORD MINUTES OF THE MEETING
 - C. PREPARE MINUTES FOR DISTRIBUTION

6. **EQUAL OPPORTUNITY COORINATOR:**

EX-OFFICIO
ADVISOR

7. **EQUAL OPPORTUNITY OFFICER/LIAISION:**

EX-OFFICIO
ADVISOR

8. **AGENCY HEAD:**

SHOULD MAKE A COMMITMENT THAT ALL RECOMMENDTIONS
WILL BE REVIEWED AND ACKNOWLEDGED

9. **EMPLOYEES SHOULD BE INFORMED OF AGENCY POLICY:**
 1. NEWSLETTER
 2. PAY ENVELOPES
 3. EMPLOYEE HANDBOOKS
 4. COPIES OF THE AFFIRMATIVE ACTION PLAN POLICY
STATEMENT OF KEY PROGRAM ELEMENTS

10. THE STATE EQUAL OPPORTUNITY OFFICE MAY ISSUE SUCH
GUIDELINES, DIRECTIVES, OR INSTRUCTIONS AS NECESSARY
TO CARRY OUT RI GENERAL LAW 28-5.1

APPENDIX 12
DIVERSITY ADVISORY COUNCIL GUIDELINES

DIVERSITY ADVISORY COUNCIL GUIDELINES

MISSION:

To guide and support a state department or agency director on developing organizational changes and strategies that will advance the goals of diversity and inclusion in the workplace, as well as to assist in the implementation of approved strategies and changes.

1. ESTABLISHING THE COUNCIL:

- A. All employees should be informed of opportunities to serve on the council.
- B. Agency head appoints the council from a list of volunteers.
- C. Diversity Liaison(s) will serve as ex-officio council member
- D. Volunteers should include staff from:
 - 1. Each division of agency
 - 2. Various job levels
 - 3. Diverse group of employees; i.e. senior leadership, minorities, women, persons with disabilities, and veterans

2. STRUCTURE:

- A. Terms of membership
- B. Elections of officers
- C. How many members
- D. Alternates
- E. Sub-committees
- F. Meetings
- G. Minutes

3. FUNCTIONS (ROLE):

- A. Advise – not perform
- B. Leverage diversity to improve employee and organizational performance
- C. Link diversity strategy with the department's/agency's business strategy
- D. Develop metrics to measure progress
- E. Develop short- and long-term plans for advancing the goals of diversity and inclusion.

4. CHAIRPERSON (DUTIES):

- A. Prepare agenda for meeting
- B. Preside over council meetings
- C. Submit any council recommendations to the department/agency director

5. SECRETARY (DUTIES)

- A. Preside over meeting in absence of chairperson
- B. Record minutes of the meeting
- C. Prepare minutes for distribution

6. AGENCY HEAD:

Should make a commitment to support the work of the council and ensure that all recommendations will be reviewed and acknowledged.

For additional guidance and/or technical assistance, contact:

Sabina Matos, Chief Program Development
Department of Administration
Office of Diversity, Equity and Opportunity
Human Resources Outreach and Diversity Office
One Capitol Hill
Providence, RI 02908-5865
TEL # (401) 222-5813
TTY # (800) 745-5555
Email: Sabina.Matos@doa.ri.gov

APPENDIX 13
LIST OF ENFORCEMENT AGENCIES

ENFORCEMENT AGENCIES

Department of Administration
Office of Personnel Administration
State Equal Opportunity Office
One Capitol Hill, 3rd Floor
Providence, RI 02908-5865
Raymond Lambert, Administrator
State Equal Opportunity Programs
TEL # (401) 222-3090
TDD # (401) 222-6144
FAX # (401) 222-6391

RI Commission for Human Rights
180 Westminster Street
Providence, RI 02903
TEL # (401) 222-2662/Voice
TDD # (401) 222-2664
FAX # (401) 222-2616

US Equal Employment Opportunity Commission
1801 L. Street, NW
Washington, DC 20507
TEL # (202) 663-4900/Voice
TDD # (800) 800-3302
FAX # (202) 663-4494 (for all Area Codes)

Department of Justice
Office of the Americans with Disabilities Act
Civil Rights Division
PO Box 66118
Washington, DC 20035-6118
TEL # (202) 514-0301/Voice
TDD # (202) 514-0381
(202) 514-6193 (Electronic Bulletin Board)

ADDENDUM
DIVERSITY PLAN TO IMPROVE MINORITY HIRING AND WORKPLACE
INCLUSION

I. NARRAGANSETT BAY COMMISSION'S DIVERSITY PLAN TO IMPROVE MINORITY HIRING AND WORKPLACE INCLUSION

The Narragansett Bay Commission (NBC) is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation or gender identity or expression. The NBC continually strives to generate a more diverse pool of applicants. We find that the most resourceful area to recruit qualified minority candidates has been through the existing workforce. Vacancy notices are posted at all NBC facilities, sent out to various agencies, including those listed on the Minority Referral List, as well as being posted on the NBC's website. Staff also attends job fairs. The competitive positions remain to be filled in accordance with collective bargaining agreements.

The NBC tracks and maintains hiring data. Employees' job classification, sex, and race/ethnic codes are entered into the NBC's Human Resources Information System upon hiring. Reports containing this data can be run through the NBC's Oracle System. In addition, the NBC submits Affirmative Action File cards to the State EEO Office on a regular basis. The information relative to the percentages of each racial/ethnic minority group within NBC's workforce is contained in the Plan.

The NBC strives to create a workplace culture that values diversity and inclusion. We have always promoted awareness for the ethnic diversity of the men and women employed at the NBC and continue to promote multi-cultural events such as the creation of a cookbook containing recipes from each country represented by staff.

With regard to customer services, the NBC affirms its commitment to render service to the citizens of the State without discrimination as stated in our Service Delivery Policy. The NBC ensures quality customer service to the people of RI by providing Spanish and Portuguese speaking customer service representatives, as well as providing that all notices pertaining to collections are issued in both English and Spanish.

The NBC is committed to ensure that new and existing employees within our workforce take part in a diversity training program facilitated by the Office of Outreach and Diversity and/or their designee and will work in conjunction with that office to set up a diversity program.