

# MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)



## AFFIRMATIVE ACTION POLICY STATEMENT AND PLAN

2015

I received, reviewed and understood the MRPC's Affirmative Action Policy Statement and Plan.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **MRPC AFFIRMATIVE ACTION PLAN 2015**

### **I. Policy Statement**

It is the policy of the Montachusett Regional Planning Commission (MRPC) not to discriminate against any employee or applicant for employment because, of race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, or gender identity.

MRPC shall take affirmative steps to insure realization of equal employment opportunity in all affairs of the company and in those organizations doing business with the company.

It is the policy of the MRPC to promote equal employment opportunity among those who seek employment with the Commission, to provide equal advancement opportunity for those who are employed by the Commission, to promote from within whenever possible, and to make concerted efforts to promote a program of affirmative action wherever minorities, women, individuals with disabilities and veterans are underrepresented in the workforce

The MRPC is committed to the practice of equal opportunity in all personnel matters, including, but not limited to: recruitment, hiring, training, promotion, demotion or transfer, termination, disciplinary actions, compensation, benefits, and layoffs.

In 2014, in accordance with federal regulations, MRPC implemented Voluntary Self-Identification. Applicants for employment and employees are invited to participate in the Affirmative Action Program by reporting their status regarding gender, race/ethnicity disabled, disabled veteran, and veteran. They are advised that they are under no obligation to respond, and responses will remain confidential within the Human Resources Department; and responses will be used only for the necessary information to include in our Affirmative Action Program. They are also advised that refusal to provide this information will have no bearing on their application or employment and will not subject them to any adverse treatment. MRPC will ensure that applicants and employees with disabilities are provided the notice in a form that is accessible and understandable to the individual with a disability.

The MRPC will act to ensure equal employment and advancement opportunities consistent with foregoing statements of policy.

The MRPC shall comply with all State and Federal Laws relating to equal employment opportunity and affirmative action.

Any contracts for construction or for goods or services entered into by the MRPC shall include an article prohibiting discriminatory employment practices by contractors, subcontractors and suppliers of goods or services based on race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information and gender identity.

The MRPC shall make every effort to directly solicit goods and services from minority, women and veteran owned business enterprises and shall direct contractors and subcontractors to do the same. Such solicitation shall refer to and utilize an appropriate listing of minority business enterprises, women and veteran-owned businesses.

The MRPC shall make a good faith effort to amend or alter existing or future contracts to the company to include provisions necessary to carry out, pursuant to Federal and State Law regulations, affirmative action mechanisms for equal employment and the elimination of discrimination based on race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity.

## II. Plan Implementation

The Commission's Executive Director has overall responsibility for ensuring equal opportunity and affirmative action and has been assigned the responsibility of administering the Commission's equal employment opportunities policies. Duties in this capacity include the following:

- 1) Directing MRPC wide efforts to achieve equal employment opportunities, supervising and coordinating such efforts in all departments.
- 2) Communicating the equal employment opportunity policy to employees and prospective employees and the general public.
- 3) Assessing the effectiveness of the affirmative action policies and programs, identifying obstacles to achieving employment diversity goals and developing strategies to overcome those obstacles.
- 4) Updating the MRPC Affirmative Action Plan on an annual basis.
- 5) Serving as a liaison for Civil Rights Compliance activities at the appropriate Federal, state and municipal agencies.
- 6) Assuring that adequate notice of MRPC employment opportunities and third party contracts is given to the general public and to representatives of minority, disabled, women based and veteran based groups in the MRPC service area.
- 7) Such notice shall be given in such form and in such language as shall assure maximum coverage to the following locations and media sources. Contact information regarding the following contacts can be located on page 24 of this plan. Employment opportunities are also advertised on MRPC's website.

Newspapers including online distribution: (based on funding availability)

Boston Globe  
Worcester Telegram  
Fitchburg Sentinel and Enterprise  
The Gardner News

Monster.com

American Planning Association (MA Chapter) for Professional Positions

Minority Women, Disabled, and Veterans Groups/Organizations:

Leominster Spanish American Center  
Cleghorn Neighborhood Center  
Three Pyramids  
Montachusett Opportunity Council  
Supplier Diversity Office Massachusetts  
Women's Business Network – Metrowest  
Mass Rehabilitation Commission  
Local Veteran Employment Representative Career Center

Colleges:

Fitchburg State University  
Mount Wachusett Community College  
UMASS Amherst  
Worcester Polytechnic Institute  
(Colleges will be requested to post job announcements in the general job placement office and in the college's multi-cultural center).

- 8) Actively encouraging members of women owned, veteran owned and minority businesses to apply for or bid on MRPC employment opportunities and contracts (See contact information on page 24.)
- 9) Assuring that appropriate language with regard to equal employment opportunity and affirmative action requirements is included in all invitations to bid and in all contracts to which MRPC is a party.
- 10) Monitoring MRPC recruitment, employment and complaint and appeal procedures.

### III. Plan Dissemination


The Commission's Executive Director is responsible for the following internal dissemination efforts relative to the plan.

- 1) The affirmative action plan and equal employment policy are to be provided to all existing and new employees in electronic format. In addition, the affirmative action plan is to be maintained on the Commission's website which is accessible to all employees.
- 2) On an annual basis, a copy of the updated affirmative action plan is to be provided to all employees.
- 3) An Equal Employment Opportunity Poster is prominently displayed at the MRPC Office.

The Executive Director will also ensure that:

- 1) The posting of the Affirmative Action Plan on the Commission's website and the provision of hardcopies of the plan to anyone requesting.
- 2) The including of an equal employment opportunity "tag line" (EEO/AA) on all job announcements and media announcements for employment.
- 3) The dissemination of information on job openings to women, minority, veteran and disabled audiences through the appropriate placement of notices of job openings in the locations and media sources listed in its Affirmative Action Plan.

  
\_\_\_\_\_  
Glenn P. Eaton, MRPC Executive Director

  
\_\_\_\_\_  
Date

#### IV. Workforce Utilization and Analysis

MRPC is a region-wide planning agency created to carry out comprehensive regional planning in 22 communities that comprise the Montachusett Region. The MRPC relies on an interdisciplinary staff to undertake its planning activities. Planning activities include transit, transportation, land use, zoning, environmental, housing, community development, energy, economic development and Geographic Information Systems. Consequently, a majority of the MRPC's positions are filled by individuals with highly specialized knowledge and skills.

##### Job Group Analysis

The U.S. Bureau of Census makes available a detailed equal opportunity tabulation using 2006 to 2010 (5 year ACS data). This file provides labor force data by race and gender. For the purposes of this affirmative action plan, occupational categories were reviewed as a basis for selecting those Census Categories which we believe to reflect MRPC's workforce. Based on that analysis, MRPC's job titles/positions were broken down into the following Equal Employment Opportunity Categories.

The MRPC staff was categorized into three basic classifications – Officials and Administrators, Professionals and Technicians. MRPC's types of professions or occupations included in these categories are described below.

Officials and Administrators: This group consists of MRPC's Executive Director, and department directors, namely, Transportation, Transit, Administration, Fiscal, Comprehensive Planning and Geographic Information Systems.

Professionals: This group consists of principal and regional planners.

Technicians: This group consists of traffic and planning interns.

As of June 30, 2015, MRPC's workforce consisted of 14 individuals; One Executive Director and six department heads or Officials and Administrators (50%); four Professionals (29%), and three Technicians (21%). Eleven staff are full-time employees. Three are part-time temporary, seasonal employees.

Since our last Affirmative Action Plan update, MRPC's total workforce has been reduced from 20 individuals to 14 individuals, due to layoffs and temporary employment. In this update, layoffs account for the removal of the Administrative Job Support Category in the Workforce Utilization and Analysis section.

**Table 1**  
**Listing of Job Titles and Equal Employment Opportunity Category**  
**(State and Local Occupations)**

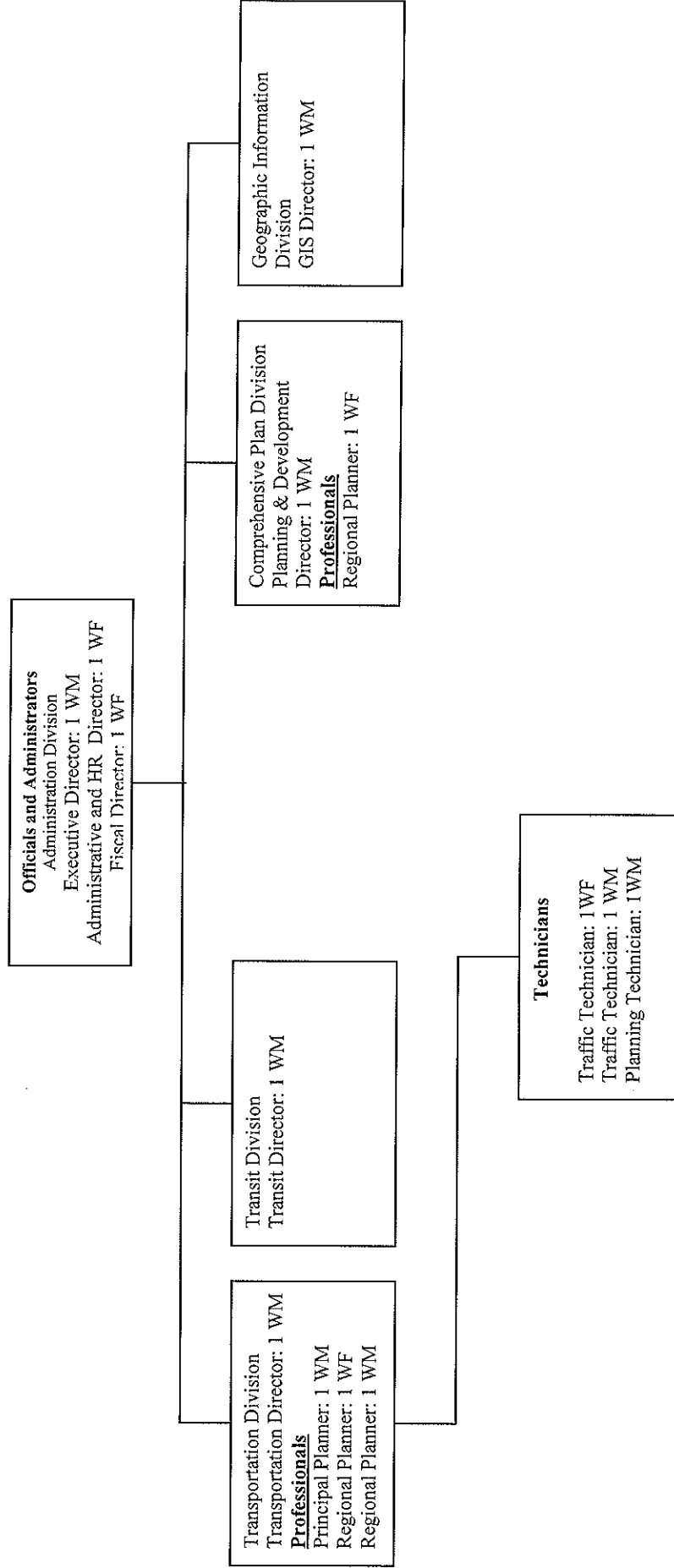
<b>Job Titles</b>	<b>Equal Employment Opportunity Category</b>
Executive Director	1 Officials and Administrators
Transportation Director	1 Officials and Administrators
Transit Director	1 Officials and Administrators
Planning and Development Director	1 Officials and Administrators
GIS Director	1 Officials and Administrators
Administrative and Human Resource Director	1 Officials and Administrators
Fiscal Director	1 Officials and Administrators
Principal Planner	2 Professionals
Regional Planner	2 Professionals
Traffic/Planning Technician	3 Technicians

**EQUAL EMPLOYMENT OPPORTUNITY JOB CATEGORY DESCRIPTIONS**

- 01 Officials and Administrators – Occupations that set broad policies and/or direct areas of the Department’s operation (e.g. directors, bureau chiefs, managers and comparable positions)
- 02 Professionals – Occupations requiring specialized and theoretical knowledge usually acquired through college or work experience (e.g. engineers, environmental specialists, geologists)
- 03 Technicians – Occupations requiring a combination of basic scientific or technical knowledge and manual skill obtained through post secondary training or education (e.g. lab technicians, engineering technicians)



**Organizational Display**  
**Montachusett Regional Planning Commission**  
**June 2015**



**Key**  
 WM – White Male  
 WF – White Female

The composition of the MRPC workforce by *gender* and employment category is show in the table below.

**Table 2**  
**Number and Proportion of MRPC Employees by**  
**Gender and Employment Category**

Employment Category	Male		Female		Total
	Number	Percent	Number	Percent	
Officials and Administrators	5	71%	2	29%	7
Professionals	2	50%	2	50%	4
Technicians	2	50%	1	33%	3
Total	9	62%	5	36%	14

Females comprise of the 36% of the total staff, including 29% of the officials and administrators, 50% of the professional staff, and 33% of the technical staff.

Since the last update, female staff comprising the overall workforce has decreased by 4% due to layoffs.

The composition of the MRPC workforce by *race* and employment category is depicted below.

**Table 3**  
**Number and Proportion of MRPC Employees by White/Non White and Employment**  
**Category**

Employment Category	White		Non White		Total
	Number	Percent	Number	Percent	
Officials and Administrators	7	100%	0	0%	7
Professionals	4	100%	0	0%	4
Technicians	3	100%	0	0%	3
Total	14	100%	0	0%	14

Nonwhites comprise 0% of the total staff.

Since the last update, the percentage of non-whites has remained the same.

The distribution of the MRPC employees by employment category and by race is delineated below.

**Table 4**  
**Number and Proportion of MRPC Employees by Race and Employment Category**

	Employment Category			
	Officials and Administrators	Professionals	Technicians	Total
White	7	4	3	14
Black	0	0	0	0
Hispanic	0	0	0	0
Native American	0	0	0	0
Asian	0	0	0	0
Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0
Total	0	0	0	0

#### **Labor Force Comparison by Gender and Race**

The MRPC's reasonable recruitment area is the Montachusett Region. The majority (80%) of MRPC's communities comprise the Worcester County of the State of Massachusetts. Therefore, our affirmative action goal is to have MRPC's workforce match the availability of females and minorities in the labor force of the region that we serve.

#### **Gender**

A comparison of the proportion of females in MRPC's workforce with the proportion of females in the labor force of the Montachusett Region by employment category is set forth in the table below.

**Table 5**  
**Labor Force Comparison by Gender**

Employment Category	Number of MRPC Employees	Percent Female	
		MRPC	Montachusett Region
Officials and Administrators	2	29%	43.5%
Professionals	2	50%	59.3%
Technicians	1	50%	63.6%

\*Note: The Data used to represent to Montachusett Region came from data discerned from the Worcester County data set as being that communities in Worcester County makes up 80% of the Montachusett Region .EEO 6w. State and Local Government Job Groups by Sex,Total Population for Worksite Geography 2006-2010 (five year data)

In general, female participation in the MRPC's workforce in the officials and managers, professionals and technicians category is less than the corresponding labor force in the region. The MRPC is not reaching the level of female participation in the Officials and Managers, Professionals and Technicians categories evidenced in the region. However, MRPC will continue to enhance its activities towards achieving a diverse workforce, particularly in the Officials and Administrators category of its labor force if positions become available by continuing the implementation of its goals in Section 3.

#### Race

A comparison of proportion of employees by race in the MRPC workforce with the proportions of employees by race in labor forces of the Montachusett Region by employment category is delineated in the Table below.

**Table 6**  
**Labor force Comparison by Race**

Employment Category	# of MRPC Employees	Race													
		White		Black		Hispanic		Native American		Pacific Islander		Asian		Multiple Races	
		MRPC %	Montachusett Region %	MRPC %	Montachusett Region %	MRPC %	Montachusett Region %	MRPC %	Montachusett Region %	MRPC %	Montachusett Region %	MRPC %	Montachusett Region %	MRPC %	Montachusett Region %
Officials/ Administrators	7	100	90.7	0	2.1	0	3	0	.2	0	0	0	3.3	0	.6
Professionals	4	100	87	0	2.4	0	3.5	0	.1	0	0	0	6.1	0	.4
Technicians	3	100	83.2	0	5.4	0	6.8	0	0.3	0	0	0	3.7	0	.1

Note: The Data used to represent to Montachusett Region came from data discerned from the Worcester County data set as being that communities in Worcester County makes up 80% of the Montachusett Region. EEO 6w. State and Local Government Job Groups by Sex, Total Population by Worksite Geography 2006-2010 (five year data)

The following conclusions may be drawn from this comparison.

- A. In the Officials and Administrators, Professionals and Technicians categories, the proportion of nonwhites in the MRPC workforce is less than the proportion of minorities in the corresponding labor forces in the Montachusett Region in all races except Pacific Islander.

In general, the MRPC is not reaching the level of nonwhite participation in all job categories as evidenced in the region. The MRPC will continue to enhance its activities towards achieving a diverse workforce if positions become available by continuing the implementation of the goals in Section 3.

## **Workforce Analysis – Veterans and Disabled**

In 2014, the US Department of Labor issued rules imposing new affirmative action and discrimination obligations on government contractors. The rules set non-binding hiring goals for veterans and persons with disabilities. In addition, the regulations mandate specific types of information gathering and recordkeeping. Federal contractors with 100 or fewer employees are to measure compliance across their entire workforce rather than job group. The U.S. DOL has set a 7% goal of hiring persons with disabilities and a 8% goal for veteran hiring. Regulations also require that job applicants and employees are offered an opportunity to self-identify as a veteran or disabled person. MRPC has instituted the self-identification requirement. Results can be seen in Table 7.

**Table 7**  
**Workforce by Disabled, Veteran and Disabled Veteran**

	<b>MRPC Workforce</b>	
	<b>MALES</b>	<b>FEMALES</b>
Disabled	0	0
Veteran	0	0
Disabled Veteran	0	0

MRPC has a total staff of 14 employees. To meet the U.S. DOL requirement, MRPC's goal would be to employ one veteran and one disabled individual. In MRPC's workforce the proportion of disabled and veteran employees is less than the goal.

As this Veterans and Disabled Workforce is a new requirement, this is the first year MRPC has undertaken this analysis.

### **V. Goals**

A goal is a way to measure success in attracting and employing under-represented groups.

When we know a specific number in an equal employment opportunity category under-represents a certain group, we can decide where to direct our recruitment efforts.

Based upon the workforce analysis of the region, the following describes the workforce diversity goals of the Commission and describes activities that the MRPC will undertake in an effort to reach those goals.

Employment Diversity Goals.

The following represents the MRPC employment goals with respect to increasing its diversity:

- a. With respect to female employment, it is MRPC's goal to increase female participation in the MRPC's workforce that closely mirrors the corresponding labor forces of the Montachusett Region particularly in the categories of officials and managers.
- b. With respect to nonwhite employment in all job categories, it is MRPC's goal to increase the current proportion of nonwhite participation in the MRPC's workforce so that it more closely approaches such participation in the corresponding labor force of the Montachusett Region.
- c. With respect to employment of disabled individuals, it is MRPC's goal to increase the current proportion of disabled participation in MRPC's workforce so that it more closely approaches the DOL's benchmark.
- d. With respect to veteran employment in the workforce, it is MRPC's goal to increase the current proportion of veteran's participation in MRPC's workforce so that it more closely approaches the DOL's benchmark.

#### Activities to Increase Employment Diversity

The following represents the activities that MRPC will undertake to meet the above mentioned Employment Diversity Goals particularly with respect to the minority workforce in all MRPC job categories, the female workforce, particularly in the officials and managers category and veterans and disabled amongst the entire MRPC workforce.

#### Minority Participation

As jobs become available, the MRPC will distribute notices of job openings to all of the media and organizations noted earlier in the plan. Notices of job openings will continue to be provided to a list of minority groups and organizations in the Region and beyond. The MRPC will continue to strengthen its relationships with minority job placement professionals and staff will work with those professionals to see that job notices reach the minority workforce.

#### Female Participation

As jobs become available, the MRPC will distribute notices of job openings to all of the media and organizations noted earlier in the plan. Notices of job openings will continue to be provided to a list of female organizations in the Region and beyond. MRPC added last year an additional organization to its recruitment list, namely, the Women's Business Network in metrowest Massachusetts. The MRPC will continue to strengthen its relationship with female organizations to recruit qualified applicants.

## Disabled Participation

As jobs become available, the MRPC will distribute notices of job openings to all of the media and organizations noted earlier in the plan. In addition, position will be posted with the Massachusetts Rehabilitation Commission.

## Veteran Participation

As jobs become available, the MRPC will distribute notices of job openings to all of the media and organizations noted earlier in the plan. In addition, position will be posted with the local Career Center through its VETS program.

## VI. Employment Policies and Practices

### Recruitment

Methods of outreach and recruitment are reviewed annually to broaden the scope of the search for qualified candidates. Good faith affirmative action efforts shall be undertaken to recruit applicants for those job groups where underutilization has been determined to exist as identified in this Plan. Good faith affirmative action efforts shall also be undertaken to recruit applicants where underutilization amongst the workforce has been determined.

MRPC will continue to make a concerted effort to target recruitment resources toward underutilized groups. To ensure an active recruitment program, MRPC does the following:

- a. Include the phrase "Equal Opportunity/Affirmative Employer" in all printed employment advertisements.
- b. Advertises in newspapers.
- c. Advertises on monster.com.
- d. Advertises on MRPC's website.
- e. Disseminates information on job opportunities to organizations representing minorities, women, and disabled and to employment development agencies representing disabled and veterans.
- f. Encourages all employees to refer qualified applicants.
- g. Advertises professional positions on the American Planning Association Website (Massachusetts Chapter).
- h. Actively recruits at secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments.

- i. Maintains information on minority, female, disabled and veterans organizations in order to contact those that may be able to assist us in recruiting targeting categories.

### **Interviewing/Selection Process**

MRPC will evaluate the total selection process to ensure freedom from bias through:

- a. Reviewing job applications and other pre-employment forms to ensure information requested is job related;
- b. Evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity;
- c. Training personnel and management staff on proper interview techniques; and,
- d. Training in EEO for management and supervisory staff.

No applicant may be denied employment, nor shall any applicant be selected for employment in preference to an equally or more qualified candidate, on the basis of race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity.

### **Job Specifications and Examinations**

MRPC has instituted action programs to eliminate identified problem areas and to help achieve specific affirmative goals. These programs include:

- i. Conducting biennial analysis of job descriptions to ensure they actually reflect job functions;
- ii. Reviewing job descriptions by department and job title using job performance criteria; and,
- iii. Making job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes.

### **Promotions**

Opportunity for promotion shall be available equally to all eligible employees without regard to race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity. No employee may be denied a promotion, nor shall any employee be selected for a promotion in preference to an equally or more qualified applicant, on the basis of race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity.



### **Reasonable Accommodation to Limitations Due to Disability**

MRPC commits to making reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities and qualified disabled veterans, unless such accommodation would impose an undue hardship on the conduct of its business. MRPC also commits to engaging in an interactive process with the person requesting the accommodation (or their representative), as needed, to determine an appropriate accommodation. Undue hardship will be determined by assessing whether the requested accommodation would cause significant difficulty or expense, as provided for in the Section 503 regulations.

### **Training**

Employee training and development opportunities provided for employees shall be available without regard to race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity. Training will be provided to all personnel involved in the recruitment, screening, hiring, promotion, disciplinary and related employment processes, to ensure that the commitments made in MRPC's Affirmative Action Plan are implemented.

### **Grievance Procedures**

Employees and applicants of MRPC will not be subject to harassment because of race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity. If an employee or applicant believes that he/she has been subject to harassment, he/she may file a written complaint with the Executive Director. Any employee or applicant who believes that they have been subject to harassment because of their race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity should promptly contact the Executive Director and file a written complaint.

Retaliation, including intimidation, threat or coercion, against an employee or applicant because they have objected to discrimination, engaged or may engage in filing complaint, assisted in a review, investigation or hearing or have otherwise sought to obtain their legal right under any Federal, State or local EEO law regarding individuals with regard to their race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity. Any employee or applicant who believes they have been subject to retaliation because of their race, ancestry, sex, age, color, religion, national origin, sexual orientation, veterans status, military service, disability, genetic information, gender identity should also contact the Executive Director.

The Executive Director shall respond in writing no more than five working days after the receipt of the written complaint. Shall the matter be unresolved at that time, the aggrieved and or the Executive Director may, within two working days request a meeting with MRPC's Executive Committee. The meeting shall take place no later than 30 working days after the submission of this request.

The MRPC's Executive Committee shall respond in writing no more than three working days after the meeting. Should the MRPC's Executive Committee determine that is a proper matter for the Commission, the matter shall be scheduled before the Executive Committee at the next regular Planning Commission meeting which shall not occur not sooner than ten days after the Executive Committee Meeting.

If the matter is unresolved before the Executive committee, the employee may request mediation by the Chairman of the MRPC or he may appeal to the Commission. If the matter is unresolved by mediation, the employee may appeal to the Commission.

## **VII. Implementation and Evaluation Support Data/Record Keeping**

As noted earlier in this document, the MRPC has designated its Executive Director as the individual primarily responsible for administering the Commission's equal employment opportunity policies and action program. Toward this end, the Executive Director is charged with maintaining appropriate files relating to the affirmative action plan including logs pertaining to job applicants, hiring, promotions and terminations. The Executive Director, to the extent possible, will monitor job applicant flow by gender and racial status, disability and veteran status. The Executive Director will maintain a log of personnel activity by race, gender, disability and veteran status for each position on a yearly basis.

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

### **Personnel Activity**

The following summarizes the Personnel Activity over the 12 month period of July 1, 2014 to June 30, 2015.

- 1) One lay off in the Officials and Administrators Category which included one white male.
- 2) One resignation in the Professionals Category and included a white female.
- 3) One lay off in the Professional Category and included a white male.
- 4) One layoff in the Technician Category which included a white female.
- 5) Two layoffs in the Administrative Support Category which included two white females.
- 6) There were three part-time temporary new hire hires during the reporting period. All three were in the technician's category and consisted of a white male traffic intern, a white female traffic intern, a white male planning intern.

The following pages are support data for Personnel Activity during the above-mentioned time-frame.

**Officials and Managers Job Group Support Data:  
Personnel Activity July 1, 2014 – June 30, 2015**

OFCCP CATEGORY Officials and Managers Job Group:	External Hires		External Applicants		Promotion – Into Job Group		Promotions – Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
White								
Black/African American								
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)	0	0	0	0	0	0	0	0
	<b>Voluntary Terminations</b>		<b>Involuntary Terminations</b>		<b>Layoffs</b>			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
White					1			
Black/African American								
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)	0	0	0	0	1	0		

**Professionals Job Group Support Data:  
Personnel Activity July 1, 2014 – June 30, 2015**

OFCCP CATEGORY Professionals Job Group:	External Hires		External Applicants		Promotion – Into Job Group		Promotions – Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
White								
Black/African American								
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)								
	<b>Voluntary Terminations</b>		<b>Involuntary Terminations</b>		<b>Layoffs</b>			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
White	1				1			
Black/African American								
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)	1				1			

**Technicians Job Group Support Data:  
Personnel Activity July 1, 2014 – June 30, 2015**

OFCCP CATEGORY Technicians Job Group:	External Hires		External Applicants		Promotion – Into Job Group		Promotions – Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
White	2	1	2	1				
Black/African American								
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)								
	<b>Voluntary Terminations</b>		<b>Involuntary Terminations</b>		<b>Layoffs</b>			
White	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
Black/African American						1		
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)						1		

**Administrative Support Job Group Data:  
Personnel Activity July 1, 2014 – June 30, 2015**

OFCCP CATEGORY Administrative Support Job Group:	External Hires		External Applicants		Promotion – Into Job Group		Promotions – Within Job Group	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
White								
Black/African American								
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)								
	<b>Voluntary Terminations</b>		<b>Involuntary Terminations</b>		<b>Layoffs</b>			
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		
White						2		
Black/African American								
Asian/Pacific Islander								
Hispanic								
Other Race								
Total (count each person only once)						2		

**Disabled and Veterans Workforce Data:  
Personnel Activity July 1, 2014 – June 30, 2015**

	External Hires		External Applicants		Promotions	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
Disabled	0	0	0	0	0	0
Veteran	0	0	0	0	0	0
Disabled Veteran	0	0	0	0	0	0
	0	0	0	0	0	0
	Voluntary Terminations		Involuntary Terminations		Layoffs	
	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0

### Job Recruitment Contacts

Monster.com

Boston Globe (based on available funding)

Worcester Telegram (based on available funding)

Fitchburg Sentinel and Enterprise (based on available funding)

Gardner News (based on available funding)

(See Administration Department regarding placements in newspapers.)

Professional Planning Positions – American Planning Association Website

### Minority Based Groups Organizations

Spanish American Center

112 Spruce Street

Leominster, MA 01453

Cleghorn Neighborhood Center

2-18 Fairmount Street

Fitchburg, MA 01420

Montachusett Opportunity Council

188 Prichard Street

Fitchburg, MA 01420

Three Pyramids

66 Day Street

Fitchburg, MA 01420

### Colleges

Fitchburg State University

Attention: Human Resources

160 Pearl Street

Fitchburg, MA 01420

Mount Wachusett Community College

Attention: Human Resources

444 Green Street

Gardner, MA 01440

UMASS Amherst

HR Administration Team



325 Whitmore Building  
181 Presidents Drive  
Amherst, 01003

Worcester Polytechnic Institute  
Attention: Human Resources  
100 Institute Road  
Worcester, MA 01069

#### Women's Organizations

Women's Business Network – Metrowest  
P.O. Box 232  
Harvard, MA 01451

#### Veteran's Organizations

Scott Percifull spercifull@detma.org  
Local Veteran Employment Representative/Business Service Representative  
Career Center  
100 Erdman Way  
Leominster, MA 01453

#### Disabled Organizations

MA Rehabilitation Commission  
76 Summer Street  
Fitchburg, MA 01420

#### Third Party Contracts

MRPC will contact the following organizations and utilize the following programs regarding third party contracts. Regarding placement of Third Party Contracts in newspapers check with MRPC's Executive Director.

#### Women and Minority Contact Information

Women's Business Network – Metrowest  
P.O. Box 232  
Harvard, MA 01451

#### Supplier Diversity Program

<https://www.sdo.osd.state.ma.us/BusinessDirectory/BusinessDirectory.aspx>

## Service Disabled Veterans Businesses

[www.vip.vetbiz.gov](http://www.vip.vetbiz.gov)

