

---

# APPENDIX

---

# JOB GROUPS

## Officials

<b>JOB TITLES</b>	<b>JOB GROUP</b>
<b>Director</b>	<b>Management</b>
<b>Deputy Directors</b>	

City and County of Honolulu\*

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: these are positions that are appointed by the Governor.
  - b. State data shows availability for Directors/Deputy Directors as follows:
    - i. Minority - 73.8%
    - ii. Female – 37.9%
    - iii. Educational Institutions: These are appointed positions requiring a high level of experience and it is extremely unlikely that a freshly graduated candidate would be chosen to fill any of these positions.
5. Availability of minorities/females having requisite skills in area reasonable to recruit.
  - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. There is no availability for these specific positions as they are appointed by the Governor.
7. Training institutions capable of training persons in requisite skills: none.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities.
  - a. None.

\*The City and County of Honolulu is consolidated into one government/statistical area and encompasses the entire island of Oahu.

**JOB TITLES**

**JOB GROUP**

**Airport Fire Commander, Airports Firefighting Staff Officer, Airports Construction and Maintenance Supt, Airports District Managers, Airports Operations Officer.**

**Airports Administrators**

City and County of Honolulu\*

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents:
    - i. Fire Commander/Firefighting Staff Officer: There are 2 Officials in this group. Entry into this group has been by internal promotions. The turnover in these upper level management positions is extremely low. The firefighters are separated out because promotions will only come from protective services employees.
    - ii. Airports Construction and Maintenance Superintendent, Airport District Managers, and Airports Operations Officer: Entry into this group has been through internal promotions and new hires. New hires are referred for interview by the Department of Human Resources Development (DHRD) an independent state agency tasked with hiring of employees.
  - b. State data shows availability for Airport Administrators as follows:
    - i. Minority - 73.8%
    - ii. Female – 37.9%
5. Availability of minorities/females having requisite skills in area reasonable to recruit.
  - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. Review of the workforce revealed the following:
    - i. Fire Commander/Firefighting Staff Officer:
      1. Nineteen (19) of the twenty one (21) Fire Commanders and Fire Captains are minorities. All are promotable to Fire Commander/Firefighting Staff Officer.

2. Zero (0) of the twenty one Fire Commanders and Fire Captains are female.
7. Training institutions capable of training persons in requisite skills: none.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities.
  - a. Airport Administration: A temporary assignment of lower ranking employees to administrative positions, which is already a program within HDOT, is the best way to gain the requisite skills. Temporary assignments are equally available to minorities and females.
  - b. In addition training is made available through the Department of Human Resource Development (DHRD). Employees are encouraged and made aware of the training opportunities and attendance can help bolster an employee's opportunity for advancement. This training is provided at no cost to the employee.

\*The City and County of Honolulu is consolidated into one government/statistical area and encompasses the entire island of Oahu.

**JOB TITLES****JOB GROUP**

**Administrative Services Officers, Business Management Officers, Civil Rights Coordinator, Departmental Personnel Officers, Fiscal Management Officer, Executive Director OMPO, Visitor Information Program Manager.**

**Administration Officers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 9 Administration Officers in this group, 7 or 78% are minority and 3 or 33% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Administration Officers as follows:
      - i. Minority - 73.8%
      - ii. Female – 37.9%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:
    - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 152 of 178 upper level professionals are minorities and 31 are promotable to the Administration Officers group.
    - b. 54 of 178 upper level promotable professionals are females and 15 are promotable to the Administration Officers group.
  7. Training institutions capable of training persons in requisite skills: None. These position require a high level of experience after formal education.
  8. Degree of training the HDOT can undertake as a means of making job classes available to minorities.
    - a. Training is available through DHRD, through internal personnel training, and through temporary assignments of upper level professionals into official positions. The years of experience necessary to be promoted for these positions is most easily acquired through temporary assignments.
-

**JOB TITLES****JOB GROUP**

**Engineering Program Manager, Highways Administrator, Motor Vehicle Safety Administrator, Planning Program Administrators, Right-of-way Manager.**

**Highways Administrators**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 17 Highways Administrators in this group, 16 or 94% are minority and 1 or 6% are female. Entry into this group is through internal promotions.
    - b. State data shows availability for Highways Administrators as follows:
      - i. Minority - 73.8%
      - ii. Female – 37.9%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:
    - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 152 of 178 upper level professionals are minorities and 90 are promotable to the Highways Administrator group.
    - b. 54 of 178 upper level promotable professionals are females and 16 are promotable to the Highways Administrator group.
  7. Training institutions capable of training persons in requisite skills: None. These positions require a high level of experience after formal education.
  8. Degree of training the HDOT can undertake as a means of making job classes available to minorities.
    - a. Training is available through DHRD, through internal personnel training, and through temporary assignments of upper level professionals into official positions. The years of experience necessary to be promoted for these positions is most easily acquired through temporary assignments.
-

**JOB TITLES****JOB GROUP****Harbor District Managers, Harbors Administrator****Harbors Administrators**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 13 Harbors Administrators in this group, 2 or 67% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Highways Administrators as follows:
    - i. Minority - 73.8%
    - ii. Female – 37.9%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:
  - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 152 of 178 upper level professionals are minorities and 12 are promotable to the Harbors Administrator group.
  - b. 54 of 178 upper level promotable professionals are females and 2 are promotable to the Harbors Administrator group.
7. Training institutions capable of training persons in requisite skills: None. These positions require a high level of experience after formal education.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. Training is available through DHRD, through internal personnel training, and through temporary assignments of upper level professionals into official positions. The years of experience necessary to be promoted for these positions is most easily acquired through temporary assignments.

## Professionals

<b>JOB TITLES</b>	<b>JOB GROUP</b>
<b>Accountant I, Accountant II, Accountant III Accountant IV, Accountant IV, Accountant V</b>	<b>Accountants</b>

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 25 Accountants in this group, 23 or 92% are minority and 19 or 76% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Accountants as follows:
      - i. Minority - 74.4%
      - ii. Female – 48.3%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:
    - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 2 of 2 Accountant I's are minorities and 2 are promotable to Accountant IV and V.
    - b. 2 of 2 Accountant I's are females and 2 are promotable to the Accountant IV and V.
  7. Training institutions capable of training persons in requisite skills:
    - a. University of Hawaii – West Oahu
      - i. Minority – 85%
      - ii. Female – 73%
    - b. University of Hawaii – Manoa
      - i. Minority – 91%
      - ii. Female – 58%
  8. Temporary assignments of lower grade Accountants to Accountant IV and V positions are available to employees and are the best way to gain the requisite skills.
-

**JOB TITLES****JOB GROUP****Airport Operations Duty Managers****Airport Operations Duty Managers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Airport Operations Duty Managers in this group, 5 or 100% are minority and Zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Airport Operations Duty Managers as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:
  - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 8 of 10 Assistant Airport Superintendants are minorities and 2 are promotable to Airport Operations Duty Manager.
  - b. 2 of 10 Assistant Airport Superintendants are females and zero (0) are promotable to the Airport Operations Duty Manager.
7. Training institutions capable of training persons in requisite skills:
  - a. University of Hawaii – West Oahu (business administration)
    - i. Minority = 86%.
    - ii. Females = 68%.
  - b. University of Hawaii – Manoa (business administration)
    - i. Minority = 83%.
    - ii. Females = 45%.
  - c. University of Hawaii – Hilo (business administration)
    - i. Minority = 76%.
    - ii. Females = 57%.

8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Temporary assignments of lower grade Airport Managers to this position is the best way to gain the requisite skills.
-

**JOB TITLES****JOB GROUP****Assistant Airport Superintendents****Assistant Airport Superintendents**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 10 Assistant Airport Superintendants in this group, 8 or 80% are minority and 2 or 20% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Assistant Airport Superintendants as follows:
      - i. Minority - 74.4%
      - ii. Female – 48.3%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:
    - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. These are entry level professional positions. HDOT does not have any Assistant Airport Superintendants lower than level IV.
  7. Training institutions capable of training in requisite skills: (all bachelor's degrees)
    - a. University of Hawaii – West
      - i. Minority – 78%
      - ii. Female – 63%
    - b. University of Hawaii – Manoa
      - i. Minority – 73%
      - ii. Female – 59%
    - c. University of Hawaii – Hilo
      - i. Minority – 63%
      - ii. Female – 62%
  8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Temporary assignment of lower grade employees to this positions is the best way to gain the requisite skills.
-

**JOB TITLES****JOB GROUP****Auditor III, Auditor IV,  
Auditor V, Auditor, VI****Auditors**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 8 Auditors in this group, 5 or 63% are minority and 2 or 25% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Auditors as follows:
      - i. Minority - 74.4%
      - ii. Female – 48.3%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:
    - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 4 or 5 Auditor's III and IV are minorities and 1 of 5 Auditor's III and IV are females and all are promotable to upper level auditing positions.
  7. Training institutions capable of training in requisite skills: (accounting degrees)
    - a. University of Hawaii – West Oahu
      - i. Minority – 85%
      - ii. Female – 73%
    - b. University of Hawaii – Manoa
      - i. Minority – 91%
      - ii. Female – 58%
  8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Most training to be an Auditor must come through formal education at a university. To be promoted internally at DOT the best way to gain the requisite skills is by a temporary assignment to a higher grade positions.
-

**JOB TITLES****JOB GROUP****Civil Rights Specialist  
Equal Employment Coordinator****Civil Rights Officers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 Civil Rights Specialists in this group, 7 or 88% are minority and 3 or 38% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Civil Rights Officers as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:
  - a. The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. There is only one Civil Rights Specialist III. The Civil Rights Specialist III is male and a minority and is promotable to the upper level Civil Rights Specialist position.
7. Training institutions capable of training in requisite skills: (all bachelor's degrees)
  - a. University of Hawaii – West
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa
    - i. Minority – 73%
    - ii. Female – 59%
  - c. University of Hawaii – Hilo
    - i. Minority – 63%
    - ii. Female – 62%
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: These positions require a bachelors degree. DOT can make this job available to minorities through recruiting efforts and tuition reimbursement programs.

**JOB TITLES****JOB GROUP****Engineer I  
Engineer II****Entry Level Engineers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 Entry Level Engineers in this group, 8 or 100% are minority and 3 or 38% are female. Entry into this group has been through new hires.
  - b. State data shows availability for Entry Level Engineers as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 14 of 14 Engineering Aids are minorities and 4 of 14 are females.
  - b. 16 of 17 Engineering Technicians are minorities and zero (0) of 17 are females.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Manoa (civil engineering degrees)
    - i. Minority – 86%.
    - ii. Female – 36%.
  - b. University of Hawaii – Manoa (All engineering degrees)
    - i. Minority – 89%.
    - ii. Female – 26%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: These positions require a bachelors degree. They are entry level positions. Training can be given to engineer technicians and aids who already have a bachelors degree in engineering through temporary assignment into these positions.

**JOB TITLES****JOB GROUP****Engineer III  
Engineer IV****Mid-Level Engineers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 101 Mid-Level Engineers in this group, 88 or 87% are minority and 14 or 14% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Entry Level Engineers as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 8 of 8 Entry Level Engineers are minorities and 3 of 8 are females.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Manoa (civil engineering degrees)
    - i. Minority – 86%.
    - ii. Female – 36%.
  - b. University of Hawaii – Manoa (All engineering degrees)
    - i. Minority – 89%.
    - ii. Female – 26%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: The best way to gain the requisite skills for mid level engineering positions is for lower level engineers to be temporarily assigned into these positions.

**JOB TITLES****JOB GROUP****Engineer V  
Engineer VI****Upper Level Engineers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 108 Upper Level Engineers in this group, 105 or 97% are minority and 5 or 5% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Entry Level Engineers as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 88 of 101 Mid-Level Engineers are minorities and 14 of 101 are females.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Manoa (civil engineering degrees)
    - i. Minority – 86%.
    - ii. Female – 36%.
  - b. University of Hawaii – Manoa (All engineering degrees)
    - i. Minority – 89%.
    - ii. Female – 26%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: These are management positions that require both knowledge of engineering and management capabilities. The best way to gain the necessary management skills is through temporary assignment. Even more than other positions temporary assignment can give employees the management experience necessary to be successful in being promoted into these positions.

**JOB TITLES****JOB GROUP****Environmental Health Specialists****Environmental Health Specialists**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 7 Environmental Health Specialists in this group, 6 or 86% are minority and 1 or 14% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Environmental Health Specialists as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. All Environmental Health Specialists at HDOT are upper level and require a great deal of experience combined with education. Currently of the 5 level IV Environmental Health Specialists there are 4 minorities and 1 female all of which are promotable.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Manoa (Natural Sciences)
    - i. Minority – 64%
    - ii. Female – 58%
  - b. University of Hawaii – Hilo (Natural Sciences)
    - i. Minority – 44%.
    - ii. Female – 58%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Training can be provided through tuition reimbursement programs to gain the education necessary to do the job.

**JOB TITLES****JOB GROUP****Highway Safety Managers  
Highway Safety Specialists****Highway Safety Managers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 Highway Safety Managers and Specialists in this group, 7 or 86% are minority and 1 or 63% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Environmental Health Specialists as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 15 of 16 Motor Carrier Safety Officers are minorities and 4 of 16 are female. 4 minorities and 1 female are promotable to Highway Safety Specialist positions.
  - b. Training institutions capable of training in requisite skills:
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.

- d. University of Hawaii – Community Colleges (all associates degrees)
  - i. Minority – 84%
  - ii. Female – 59%
- 8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: The best way to gain the requisite skills for these positions would be through temporary assignments of qualified individuals. A bachelors degree is required.

**JOB TITLES****JOB GROUP****Information Specialists and  
Information Technology Specialists****Information Specialists**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 30 Information Specialists in this group, 25 or 83% are minority and 8 or 27% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Information Specialists as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. There is a distinct difference between an information specialist and an information technology specialist. However, due to the low number of information specialist they are combined into this group. It appears that there are 7 lower level information technology specialists, 5 of which are minorities, and zero women. They are all promotable to higher positions within their job titles.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Manoa (Computer Science/Information & Computer Science)
    - i. Minority – 82%
    - ii. Female – 17%
  - b. University of Hawaii – Manoa (Library & Informational Science)
    - i. Minority – 49%
    - ii. Female – 86%
  - c. University of Hawaii – Hilo (Natural Sciences)
    - i. Minority – 50%.
    - ii. Female – 0%.

8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.

**JOB TITLES****JOB GROUP****Personnel Management Specialists****Personnel Management Specialists**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 13 Personnel Management Specialists in this group, 12 or 92% are minority and 11 or 85% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Personnel Management Specialists as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 2 of 2 Personnel Technicians are minorities and 2 of 2 are females. With a bachelors degree they would be promotable to Personnel Management Specialists.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Manoa (Human Resource Management)
    - i. Minority – 86%.
    - ii. Female – 66%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii’s economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion. Employees with a bachelor’s degree in Human resources can be temporarily assigned to these positions to gain the requisite skills needed for promotion.

**JOB TITLES****JOB GROUP****Planners, OMPO Planner,  
Transportation Planner.****Planners**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 15 Planners in this group, 11 or 73% are minority and 9 or 60% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Planners as follows:
      - i. Minority - 74.4%
      - ii. Female – 48.3%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 7 of 9 lower level planners are minorities and 6 of 9 are females. All are promotable to the top level planner's positions.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Manoa (Urban and Regional Planning)
      - i. Minority – 61%.
      - ii. Female – 50%.
  8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.
-

**JOB TITLES****JOB GROUP**

**Program Budget Analysts,  
Program Evaluation Analysis Managers,  
Program Evaluation Analysts, and  
Management Analysts.**

**Analysts**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 12 Analysts in this group, 10 or 83% are minority and 3 or 25% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Analysts as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 12 of 12 Research Statisticians are minorities and 8 of 12 are female. 8 of 12 minorities are promotable to analysts and 4 of 12 women are promotable.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hilo (Business and Economics)
    - i. Minority – 78%.
    - ii. Female – 50%.
  - b. University of Hawaii – West Oahu (Business And Public Administration)
    - i. Minority – 80%.
    - ii. Female – 57%.
  - c. University of Hawaii – Manoa (Economics and Public Administration)
    - i. Minority – 80%.
    - ii. Female – 38%.
  - d. University of Hawaii – Manoa (Business Administration and Marketing)
    - i. Minority – 84%

ii. Female – 43%.

8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.

**JOB TITLES****JOB GROUP****Property Managers****Property Managers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 10 Property Managers in this group, 9 or 90% are minority and 7 or 70% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Property Managers as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. There is one lower level Property Manager who is both a minority and a female and is promotable to upper level Property Manager positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.

**JOB TITLES****JOB GROUP****Research Statisticians****Research Statisticians**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 12 Research Statisticians in this group, 12 or 100% are minority and 4 or 25% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Research Statisticians as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. There are Four Research Statistician III's that are promotable. All are minorities and all are females.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.
  - d. University of Hawaii – Manoa (Social Sciences)
    - i. Minority – 71%.
    - ii. Female – 56%.
  - e. University of Hawaii – Hilo (Social Sciences)
    - i. Minority – 69%
    - ii. Female – 67%

- f. University of Hawaii – West Oahu (Social Sciences)
    - i. Minority – 66%.
    - ii. Female – 70%.
- 8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii’s economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.

**JOB TITLES****JOB GROUP****Right of Way Agent I, II, III, and IV  
Land Agent IV****Entry Level Property Agents**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 12 Entry Level Property Agents in this group, 11 or 92% are minority and 4 or 33% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Entry Level Property Agents as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 22 of 28 Surveyors are minorities and zero (0) of 28 are females. All are promotable to Entry Level Property Agent positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.

**JOB TITLES****JOB GROUP****Right of Way Agent V and VI  
Land Agent V****Upper Level Property Agents**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 6 Upper Level Property Agents in this group, 6 or 100% are minority and 3 or 50% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Upper Level Property Agents as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 11 of 12 Entry Level Property Agents are minorities and 4 are female. All are promotable into Upper Level Property Agent positions.
  - b. 22 of 28 Surveyors are minorities and zero (0) of 28 are females. 2 minorities are promotable to Upper Level Property Agent positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.

8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.

**JOB TITLES****JOB GROUP****Visitor Information Specialist IV****Visitor Information Specialists**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Visitor Information Specialists in this group, 5 or 100% are minority and 3 or 60% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Visitor Information Specialists as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 65 of 69 Visitor Information Program Assistants are minorities and 51 are female. In order to qualify for promotion to Visitor Information Specialists these employees must have a bachelor's degree.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.

8. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.

**JOB TITLES****JOB GROUP**

**Architects, Chemists, Horticulturists,  
Hazardous Materials Specialists,  
Landscape Architects,  
Departmental Contracts Specialists,  
Fiscal Officers, Procurement and Supply Specialists,  
General Aviation Officers, Harbors Operation Supervisors.**

**General Professionals**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 16 General Professionals in this group, 13 or 68% are minority and 6 or 38% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for General Professionals as follows:
    - i. Minority - 74.4%
    - ii. Female – 48.3%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.
7. Degree of training the HDOT can undertake as a means of making job classes available to minorities: Due to the state of Hawaii's economy it is difficult to provide ongoing training opportunities to employees. However, temporary assignments to upper level positions are available and help provide requisite skills for promotion.



## Technicians

<b>JOB TITLES</b>	<b>JOB GROUP</b>
<b>Engineering Laboratory Technician Engineering Technician V, VI, and VII</b>	<b>Engineering Technicians</b>

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 17 Engineering Technicians in this group, 16 or 94% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Technicians as follows:
    - i. Minority - 80%
    - ii. Female – 35.2%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:

14 of 14 Engineering Aids are minorities and 4 of 14 are female. 4 minorities and zero (0) women are promotable to Engineering Technician positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. It is possible to enter into these positions without any formal training. A candidate may be able to enter into an entry level Engineering Aid position and move up through the HDOT system to the highest level Engineering Technician position. Training opportunities are available at HDOT through hands on training with Engineers and Engineering Technicians.

**JOB TITLES****JOB GROUP****General Construction Inspectors  
Highway Construction Inspectors.****Construction Inspectors**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Construction Inspectors in this group, 5 or 100% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Technicians as follows:
    - i. Minority - 80%
    - ii. Female – 35.2%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 14 of 14 Engineering Aids are minorities and 4 of 14 are female. All engineering aids are promotable to entry level Construction Inspector positions.
  - b. 57 of 68 Equipment Operators are minorities and 5 of 68 are female. All Equipment Operators are promotable to entry level Construction Inspector positions.
  - c. 1 of 1 drafting aids is a minority and a female and promotable.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%

8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. It is possible to enter into these positions without any formal training. A candidate may be able to enter into an entry level Engineering Aid position and move up through the HDOT system to the highest level Engineering Technician position. Training opportunities are available at HDOT through hands on training with Engineers and Engineering Technicians.

**JOB TITLES****JOB GROUP****Land Boundary Surveyors  
Land Surveyors.****Surveyors**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 28 Surveyors in this group, 21 or 75% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Technicians as follows:
    - i. Minority - 80%
    - ii. Female – 35.2%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. Due to the specialized skills required for this position and the fact that it is more of an entry level position to transition on to a possible Land Agent position there are no identifiable promotable or transferable minorities for this position.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Manoa (Engineering)
    - i. Minority – 89%.
    - ii. Female – 26%.
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. Candidates with an associate’s degree in Engineering Technology who have taken at least one surveying course may be hired as a level one surveyor and with two years of surveying experience be trained on the job to be a surveyor and can then advance into upper level surveyor positions within HDOT.

**JOB TITLES****JOB GROUP****Motor Carrier Safety Officer I, III, IV, and VI****Motor Carrier Safety Officers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 16 Motor Carrier Safety Officers in this group, 15 or 94% are minority and 4 or 25% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Technicians as follows:
    - i. Minority - 80%
    - ii. Female – 35.2%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. Entry level into this position requires only the knowledge of some arithmetic and the ability to understand and apply laws and regulations. Therefore this position is open to all or most minorities within the department who have the minimum qualifications.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. Internal training can be made available for employees wishing to transition into a Motor Carrier Safety Officer Position. This can be done through temporary assignment to a level one position. The Motor Carrier Safety Officer entry level position is a great opportunity for a service/maintenance or administrative assistance employee to move up in the HDOT.

**JOB TITLES****JOB GROUP****Building Construction Inspector II, III****Building Construction Inspectors**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Building Construction Inspectors in this group, 5 or 100% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Technicians as follows:
    - i. Minority - 80%
    - ii. Female – 35.2%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. Currently there are no entry level Building Construction Inspector positions at HDOT. Therefore any employees that wish to transfer into a Building Construction Inspector position must have at least one year of Building Inspection experience. It is unclear whether there are employees within HDOT promotable into these positions. The goals outlined in this plan will allow HDOT to gather the necessary data to identify employees capable of advancement into these positions. In addition any employee with a bachelor degree can substitute their education for all required experience in these positions. Proper gathering of data will also allow the creation of a skills bank, which will help HDOT identify employees in lower grade positions with bachelor's degrees.

7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – West Oahu (all bachelor's degrees)
    - i. Minority – 78%
    - ii. Female – 63%
  
  - b. University of Hawaii – Manoa (all bachelor's degrees)
    - i. Minority – 73%.
    - ii. Female – 59%.
  - c. University of Hawaii – Hilo (all bachelor's degrees)
    - i. Minority – 63%.
    - ii. Female – 62%.
  
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. Internal training can be made available for employees wishing to transition into a these positions. This can be done through temporary assignment of employees in construction positions to work as Building Construction Inspectors.

**JOB TITLES****JOB GROUP****Drafting Technician III, V, VI,****Mid-Level Drafting Technicians**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 18 Mid-Level Drafting Technicians in this group, 17 or 94% are minority and 9 or 50% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Technicians as follows:
      - i. Minority - 80%
      - ii. Female – 35.2%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. There is one Drafting Aid at HDOT, who is a minority and female and is promotable into a Drafting Technician position.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
      - i. Minority – 89%
      - ii. Female – 23%
  8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. These positions merely require a minimum level of drafting aid experience. Internal training can be provided to employees who show an aptitude or interest in this area. This training can be provided through temporary assignment into the positions by employees in lower grades.
-

**JOB TITLES****JOB GROUP****Drafting Technician III, V, VI,****Upper Level Drafting Technicians**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Upper Level Drafting Technicians in this group, 15 or 100% are minority and 4 or 80% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Technicians as follows:
    - i. Minority - 80%
    - ii. Female – 35.2%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 17 or 18 Mid-Level Drafting Technicians are minorities and 9 or 18 are female. Of these 14 minorities and eight women are promotable to Upper Level Drafting Technician Positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. Training can be provided through temporary assignment of Mid-Level Drafting Technicians into these positions by employees in lower grades.

**JOB TITLES****JOB GROUP****Illustrator/Photographer****General Technicians****Motorized Equipment Superintendent/Safety Coordinator  
Computer Operations Supervisors, Computer Operators,  
Electronic Traffic Signal Technicians.**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 6 General Technicians in this group, 5 or 83% are minority and 2 or 33% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Technicians as follows:
    - i. Minority - 80%
    - ii. Female – 35.2%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. Illustrators – this position requires a high level of skill and experience and there are no employees promotable into this position.
  - b. Motorized Equipment Supervisors – 7 of 8 Automotive Mechanics are minorities and zero (0) are women. All seven are promotable to Motorized Equipment Supervisor.
  - c. Computer Operations Supervisor – There is one computer operator who is a female and a minority and is promotable into this position.
  - d. Electronic Traffic Signal Technician – 16 of 18 Electricians are minorities and zero (0) are women and 6 are promotable to Electronic Traffic Signal Technician.

7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Automotive Mechanics Tech)
    - i. Minority – 91%
    - ii. Female – 8.0%
  - b. University of Hawaii – Hawaii Community Colleges (Computer Electronics)
    - i. Minority – 91%
    - ii. Female – 0%
  - c. University of Hawaii – Hawaii Community Colleges (Electronics & Computer Engin Tech)
    - i. Minority – 82%
    - ii. Female – 18%
  - d. University of Hawaii – Manoa (Information & Computer Science)
    - i. Minority – 69%
    - ii. Female – 23%
  - e. University of Hawaii – Manoa (Computer Science)
    - i. Minority – 88%
    - ii. Female – 15%
  - f. University of Hawaii – Hawaii Community Colleges (Electronics Technology)
    - i. Minority – 92%
    - ii. Female – 8.0%
8. Degree of training the HDOT can undertake as a means of making job classes available to minorities. Training can be provided through temporary assignment of Automotive Mechanics to any supervisory position where they can gain the requisite managerial skills for this position.

## Protective Services

### JOB TITLES

### JOB GROUP

**Airport Firefighters.**

**Airport Firefighters.**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 48 Airport Firefighters in this group, 36 or 75% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Protective Services positions as follows:
    - i. Minority - 85%
    - ii. Female – 17%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. This position is only open to promotion and transfer when there is open recruitment. This occurs when there is a lack of qualified applicants. Normally these positions require graduation from the fire academy and two years of airport fire fighting experience.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Fire and Emergency Response)
    - i. Minority – 89%
    - ii. Female – 0.0%
8. Training in this position is provided when there are open firefighter recruit positions. Most recruits are existing HDOT employees in unskilled positions who are hired, sent through the local fire academy, and then trained by the Airport Fire Captains on the specific Airport Firefighting skills necessary for the position. This is an ongoing program that is made available from time to time to unskilled workers within HDOT.

**JOB TITLES****JOB GROUP****Airport Fire Equipment Operators****Airport Fire Equipment Operators**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 57 Airport Fire Equipment Operators in this group, 54 or 95% are minority and 1 or 2% are female. Entry into this group has been through internal promotions.
  - b. State data shows availability for Protective Services positions as follows:
    - i. Minority - 85%
    - ii. Female – 17%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:
 

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 36 of 48 Airport Firefighters are minorities and zero are female. 33 Airport Firefighters are promotable to Airport Fire Equipment Operator.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Fire and Emergency Response)
    - i. Minority – 89%
    - ii. Female – 0.0%
8. Training for this position is provided by temporary assignments of Airport Firefighters into the Airport Fire Equipment Operator positions. Training is started fairly soon after hire and the employees begin to learn to drive the less complex fire trucks first. After a few years of temporary assignment they are eligible for promotion up to the Airport Fire Equipment Operator position. Promotion historically has been fairly quick and regular for employees that apply themselves to learn and gain the requisite skills.

**JOB TITLES****JOB GROUP****Airport Fire Lieutenant****Airport Fire Lieutenant**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 24 Airport Fire Lieutenants in this group, 24 or 100% are minority and zero (0) are female. Entry into this group has been through internal promotions.
  - b. State data shows availability for Protective Services positions as follows:
    - i. Minority - 85%
    - ii. Female – 17%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 54 of 57 Airport Fire Equipment Operators are minorities and one (1) is female. Technically all are promotable to Airport Fire Lieutenant.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Fire and Emergency Response)
    - i. Minority – 89%
    - ii. Female – 0.0%
8. Training for this position is provided by temporary assignments of Airport Fire Equipment Operators into the Airport Fire Equipment Lieutenant positions. After a few years of temporary assignment they are eligible for promotion up to the Airport Fire Equipment Lieutenant position. Promotion historically has been fairly quick and regular for employees that apply themselves to learn and gain the requisite skills.

**JOB TITLES****JOB GROUP****Airport Fire Captain****Airport Fire Captain**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 15 Airport Fire Captains in this group, 14 or 93% are minority and zero (0) are female. Entry into this group has been through internal promotions.
    - b. State data shows availability for Protective Services positions as follows:
      - i. Minority - 85%
      - ii. Female – 17%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 24 of 24 Airport Fire Lieutenants are minorities and zero (0) are female. Technically all are promotable to Airport Fire Captain.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Fire and Emergency Response)
      - i. Minority – 89%
      - ii. Female – 0.0%
  8. Training for this position is provided by temporary assignments of Airport Fire Equipment Operators into the Airport Fire Equipment Lieutenant positions. Competition for these positions is high and only the most qualified and experienced Lieutenants are able to advance into these positions.
-

**JOB TITLES****JOB GROUP****Airport Fire Commander****Airport Fire Commander**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 6 Airport Fire Commanders in this group, 5 or 83% are minority and zero (0) are female. Entry into this group has been through internal promotions.
    - b. State data shows availability for Protective Services positions as follows:
      - i. Minority - 85%
      - ii. Female – 17%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 14 of 15 Airport Fire Captains are minorities and zero (0) are female. Technically all are promotable to Airport Fire Commander.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Fire and Emergency Response)
      - i. Minority – 89%
      - ii. Female – 0.0%
  8. Training for this position is provided by temporary assignments of Airport Fire Captains into the Airport Fire Commander positions. Competition for these positions is high and only the most qualified and experienced Lieutenants are able to advance into these positions.
-

**JOB TITLES****JOB GROUP****Harbor Enforcement Officer II, III, IV  
Security Officer I****Harbor Police and Security**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 21 Harbor Police and Security in this group, 19 or 83% are minority and zero (1) is female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Protective Services positions as follows:
    - i. Minority - 85%
    - ii. Female – 17%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. Harbor Enforcement Officer: 3 of 4 Security Officers are minorities and 1 of 4 is a female. All are promotable to Harbor Enforcement Officer positions.
  - b. Security Officer: entry level position requiring only one year of specialized experience.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Administration of Justice)
    - i. Minority – 71%
    - ii. Female – 18%
  - b. University of Hawaii – Hilo (Administration of Justice)
    - i. Minority – 50%.
    - ii. Female – 36%.
  - c. University of Hawaii – West Oahu (Administration of Justice).
    - i. Minority – 100%
    - ii. Female – 46%

8. Training for this position can be provided by allowing Security Officers to be assigned to these positions through temporary assignment. Although graduation from the police academy may be preferred it is not required per the specifications for the position. Security Officers with the right opportunity can advance into these positions.

## Para-Professionals

JOB TITLES	JOB GROUP
Drafting Aids Engineering Aids	Para-Professionals

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 15 Para-Professionals in this group, 15 or 100% are minority and 10 or 67% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Para-Professional positions as follows:
    - i. Minority - 86%
    - ii. Female – 63%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. These are mostly entry level positions requiring specific skills that are normally acquired through graduation from a two year college or technical school.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. Training for this position is provided by temporary assignments of lower level para-professionals to upper level positions.

## Administrative Support

<b>JOB TITLES</b>	<b>JOB GROUP</b>
<b>Abstractor VI, VII, X</b>	<b>Abstractors</b>
City and County of Honolulu	
1. Population	
a. Minority - 689,672 or 78.72%	
b. Female – 435,638 or 49.72%	
2. Unemployment	
a. Minority – 20,300 or 79.61%	
b. Female – 11,100 or 43.53%	
3. Percentage of workforce compared with total workforce:	
a. Minority - 79.01%	
b. Female – 48.65%	
4. General availability of minorities/females with requisite skills in immediate labor area.	
a. Incumbents: there are 6 Abstractors in this group, 5 or 83% are minority and 6 or 83% are female. Entry into this group has been through internal promotions and new hires.	
b. State data shows availability for Administrative Support positions as follows:	
i. Minority - 85%	
ii. Female – 73%	
5. Availability of minorities/females having requisite skills in area reasonable to recruit:	
The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.	
6. Availability of promotable and transferable minorities/females in HDOT workforce:	
a. 17 of 18 Entry Level Secretaries are minorities and 18 of 18 are women. All secretaries are promotable to entry level abstractor positions with the proper training and education.	
7. Training institutions capable of training in requisite skills:	
a. University of Hawaii – Hawaii Community Colleges (Technology Degree)	
i. Minority – 89%	
ii. Female – 73%	
b. University of Hawaii – Community Colleges (all degrees)	
i. Minority – 84%	
ii. Female – 41%	
c. University of Hawaii – Community Colleges (Business)	
i. Minority – 86%.	
ii. Female – 76%.	
8. Training for this position may be provided by temporary assignments of other secretarial and administrative assistants into Abstractor positions.	

**JOB TITLES****JOB GROUP****Account Clerk II, III****Entry Level Account Clerks**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 15 Entry Level Account Clerks in this group, 15 or 100% are minority and 14 or 93% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Administrative Support positions as follows:
      - i. Minority - 85%
      - ii. Female – 73%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 2 of 2 Office Assistant II are minorities and both are promotable to Entry Level Account Clerk Positions.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
      - i. Minority – 89%
      - ii. Female – 73%
    - b. University of Hawaii – Community Colleges (all degrees)
      - i. Minority – 84%
      - ii. Female – 41%
    - c. University of Hawaii – Community Colleges (Business)
      - i. Minority – 86%.
      - ii. Female – 76%.
  8. Training for this position is provided by temporary assignments of administrative assistants.
-

**JOB TITLES****JOB GROUP****Account Clerk IV, V****Upper Level Account Clerks**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 10 Upper Level Account Clerks in this group, 6 or 60% are minority and 9 or 90% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Administrative Support positions as follows:
      - i. Minority - 85%
      - ii. Female – 73%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 14 of 15 Lower Level Account Clerks are minorities and 15 of 15 are female, all are promotable to Entry Level Account Clerk Positions.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Community Colleges (all degrees)
      - i. Minority – 84%
      - ii. Female – 41%
    - b. University of Hawaii – Community Colleges (Business)
      - i. Minority – 86%.
      - ii. Female – 76%.
  8. Training for this position is provided by temporary assignments of lower level account clerks to upper level account clerk positions and through training opportunities provided by the Department of Human Resource Development.
-

**JOB TITLES****JOB GROUP****Airport Information Operators  
Airport Information Unit Supervisor****Airport Information Workers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 13 Airport Information Workers in this group, 12 or 92% are minority and 8 or 62% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Administrative Support positions as follows:
      - i. Minority - 85%
      - ii. Female – 73%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 2 of 2 Office Assistant II are minorities and both are promotable to Entry Level Account Clerk Positions.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Community Colleges (all degrees)
      - i. Minority – 84%
      - ii. Female – 41%
    - b. University of Hawaii – Community Colleges (Business)
      - i. Minority – 86%.
      - ii. Female – 76%.
  8. Training for this position is provided by temporary assignments of lower level administrative assistance to upper level positions. On the whole though these are entry level positions at the bottom of the pay scale.
-

**JOB TITLES****JOB GROUP****Business Services Supervisors****Business Services Supervisors**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 12 Business Services Supervisors in this group, 11 or 92% are minority and 10 or 83% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Administrative Support positions as follows:
      - i. Minority - 85%
      - ii. Female – 73%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 6 of 10 Upper Level Account Clerks are minorities and 9 of 10 are women, all are promotable to Business Services Supervisor.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Community Colleges (all degrees)
      - i. Minority – 84%
      - ii. Female – 41%
    - b. University of Hawaii – Community Colleges (Business)
      - i. Minority – 86%.
      - ii. Female – 76%.
  8. Training for this position is provided by temporary assignments of lower Upper Level Account Clerks to Business Services Supervisor positions.
-

**JOB TITLES****JOB GROUP****Cashier Clerks****Clerks****Clerk Stenographers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 Clerks in this group, 8 or 100% are minority and 7 or 88% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 51 of 54 Entry Level Office Assistants are minorities and 47 are women, 49 minorities and 47 women are promotable to Clerk positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments Entry level Office Assistants to Clerk positions

**JOB TITLES****JOB GROUP****Contracts Assistants  
CIP Assistants****Assistants**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 7 Assistants in this group, 7 or 100% are minority and 5 or 71% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 11 of 13 Upper Level Office Assistants are minorities and 13 are women, all are promotable to Assistant positions.
  - b. 8 of 8 Clerks are minorities and 7 are women, all are promotable to Assistant positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments Entry level Office Assistants to Clerk positions

**JOB TITLES****JOB GROUP****Office Assistant II, III****Entry Level Office Assistants**

City and County of Honolulu

9. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
10. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
11. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
12. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 54 Entry Level Office Assistants in this group, 51 or 94% are minority and 47 or 87% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
13. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
14. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. These are entry level positions and the lowest paid at HDOT.
15. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
16. These are entry level positions that require little or no training.

**JOB TITLES****JOB GROUP****Office Assistant IV****Upper Level Office Assistants**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 13 Upper Level Office Assistants in this group, 11 or 85% are minority and 13 or 100% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 51 of 54 Entry Level Office Assistants are minorities and 47 are female, all are promotable to Upper Level Office Assistant positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments Entry level Office Assistants Upper Level Office Assistant positions.

**JOB TITLES****JOB GROUP****Personnel Clerks III****Entry Level Personnel Clerks**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 6 Entry Level Personnel Clerks in this group, 4 or 67% are minority and 6 or 100% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 51 of 54 Entry Level Office Assistants are minorities and 47 are female, all are promotable to Entry Level Personnel Clerk positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments Entry level Office Assistants Upper Level Office Assistant positions.

**JOB TITLES****JOB GROUP****Personnel Clerks IV, V****Upper Level Personnel Clerks**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 10 Upper Level Personnel Clerks in this group, 10 or 100% are minority and 8 or 80% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 4 of 6 Entry Level Personnel Clerks are minorities and 6 are female, all are promotable to Upper Level Personnel Clerk positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments Entry level Office Assistants Upper Level Office Assistant positions.

**JOB TITLES****JOB GROUP****Pre-Audit Clerks****Pre-Audit Clerks**

## City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 Pre Audit Clerks in this group, 8 or 100% are minority and 4 or 50% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 14 of 15 Entry Level Account Clerks are minorities and 15 of 15 are female, all are promotable to Entry Level Account Clerk Positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments Entry Level Account Clerks Office Assistant positions.

**JOB TITLES****JOB GROUP****Private Secretary****Private Secretaries**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Private Secretaries in this group, 5 or 100% are minority and 5 or 100% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 17 of 17 Upper level secretaries are minorities and 17 are women, all are promotable to private secretary positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments of Upper Level Secretaries to private secretary positions.

**JOB TITLES****JOB GROUP****Purchasing Technicians****Purchasing Technicians**

## City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Purchasing Technicians in this group, 5 or 100% are minority and 2 or 40% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 14 of 15 Entry Level Account Clerks are minorities and 15 of 15 are female.
  - b. 51 of 54 Entry Level Office Assistants are minorities and 47 are female
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments of Upper Level Secretaries to private secretary positions.

**JOB TITLES****JOB GROUP****Secretary I, II****Entry Level Secretaries**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 18 Entry Level Secretaries in this group, 17 or 94% are minority and 18 or 100% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 11 of 13 Upper Level Office Assistants are minorities and 13 are female, all are promotable to Entry Level Secretaries positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments of Upper Level Office Assistants to Entry Level Secretaries positions.

**JOB TITLES****JOB GROUP****Secretary III, IV****Upper Level Secretaries**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 17 Upper Level Secretaries in this group, 17 or 100% are minority and 17 or 100% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 17 of 18 Lower Level Secretaries are minorities and 18 are female, all are promotable to Upper Level Secretaries positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments of Upper Level Office Assistants to Entry Level Secretaries positions.

**JOB TITLES****JOB GROUP****Tunnel System Operator****Tunnel System Operators**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 14 Tunnel System Operators in this group, 13 or 93% are minority and 8 or 57% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. All administrative support employees in lower grades are eligible to apply for promotion to this position.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments of Upper Level Office Assistants to Entry Level Secretaries positions.

**JOB TITLES****JOB GROUP**

**Data Entry Operators,  
Data Processing Control Clerk,  
Office Services Supervisor, OMPO Fiscal Assistant,  
Personnel Technicians, Storekeepers.**

**General Administrative Support**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 General Administrative Support employees in this group, 7 or 88% are minority and 5 or 63% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Administrative Support positions as follows:
    - i. Minority - 85%
    - ii. Female – 73%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. All administrative support employees in lower grades are eligible to apply for promotion to these position.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (all degrees)
    - i. Minority – 84%
    - ii. Female – 41%
  - b. University of Hawaii – Community Colleges (Business)
    - i. Minority – 86%.
    - ii. Female – 76%.
8. Training for this position is provided by temporary assignments of Upper Level Office Assistants to Entry Level Secretaries positions.

## Skilled Crafts Workers

<b>JOB TITLES</b>	<b>JOB GROUP</b>
<b>Air Conditioning Mechanics, Automotive Mechanics, Airport Maintenance Repairers, Maintenance Mechanics, Parking Meter Mechanics, Crash/Fire Equipment Mechanics, Heavy Vehicle and Construction Equipment Mechanics.</b>	<b>Mechanics</b>

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 49 Mechanics in this group, 40 or 82% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Skilled Crafts Worker positions as follows:
    - i. Minority - 82%
    - ii. Female – 12%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 37 of 40 Helpers are minorities and 1 of 37 are female. All helpers are promotable to the Mechanics job group with the proper amount of experience.

7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (Automotive Mechanics Tech)
    - i. Minority – 91%
    - ii. Female – 8%
  - b. University of Hawaii – Community Colleges (Diesel Mechanics)
    - i. Minority – 87%
    - ii. Female – 0%.
  - c. University of Hawaii – Community Colleges (Refrigeration and Air Conditioning Tech).
    - i. Minority – 94%
    - ii. Female – 0%.
  - d. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. Training for this position is provided to the Helpers through their positions assisting the Mechanics.

**JOB TITLES****JOB GROUP****Automated Systems Equipment Technicians  
Automotive Technicians.****Technicians**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 20 Technicians in this group, 20 or 100% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Skilled Crafts Worker positions as follows:
    - i. Minority - 82%
    - ii. Female – 12%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 37 of 40 Helpers are minorities and 1 of 37 are female. All helpers are promotable to the Mechanics job group with the proper amount of experience.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Community Colleges (Automotive Mechanics Tech)
    - i. Minority – 91%
    - ii. Female – 8%
  - b. University of Hawaii – Community Colleges (Diesel Mechanics)
    - i. Minority – 87%
    - ii. Female – 0%.
8. Training for this position is provided to the Helpers through their positions assisting the Mechanics.

<b>JOB TITLES</b>	<b>JOB GROUP</b>
<b>Building Construction and Maintenance Supervisors,            Bridge Maintenance Supervisors,            Building Construction Maintenance Supervisors,            Building Maintenance Supervisors,            Construction and Maintenance Supervisors,            General Construction and Maintenance Supervisors,            Maintenance and Repair Supervisors,            Wharf Maintenance Supervisors ,            Automotive Mechanics Supervisors,            Air Conditioning Mechanics Supervisor,            Airport Maintenance and Repair Supervisor,            Maintenance Repair Supervisors,            Highways Construction and Maintenance Supervisors.            Traffic Signs and Marking Supervisors,            Traffic Signal and Highway Lighting Supervisor.</b>	<b>Supervisors</b>

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 34 Supervisors in this group, 26 or 76% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Skilled Crafts Worker positions as follows:
    - i. Minority - 82%
    - ii. Female – 12%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:
 

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - b. 40 of 49 mechanics are minorities and zero (0) are female and 14 minorities from the Mechanics job group are promotable to the Supervisor job group.

7. Training institutions capable of training in requisite skills:
  8. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Community Colleges (Automotive Mechanics Tech)
      - i. Minority – 91%
      - ii. Female – 8%
    - b. University of Hawaii – Community Colleges (Diesel Mechanics)
      - i. Minority – 87%
      - ii. Female – 0%.
    - c. University of Hawaii – Community Colleges (Refrigeration and Air Conditioning Tech).
      - i. Minority – 94%
      - ii. Female – 0%.
    - d. University of Hawaii – Hawaii Community Colleges (Technology Degree)
      - i. Minority – 89%
      - ii. Female – 23%
  9. Training for this position is available through temporary assignments of Mechanics and Technicians to the Supervisor job group.
-

**JOB TITLES****JOB GROUP**

---

**Bridge Maintenance Workers,  
Wharf Maintenance Workers,  
Building Maintenance Workers, Highway Lighting Workers**

**Workers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 60 Workers in this group, 53 or 88% are minority and 1 or 2% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Skilled Crafts Worker positions as follows:
      - i. Minority - 82%
      - ii. Female – 12%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - c. 37 of 40 Helpers are minorities and 1 of 37 are female. All helpers are promotable to the Mechanics job group with the proper amount of experience.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
      - i. Minority – 89%
      - ii. Female – 23%
  8. Training for this position is provided to the Helpers through their positions assisting the Workers.
-

**JJOB TITLES****JOB GROUP****Carpenters  
Carpenter Supervisors****Carpenters**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 6 Carpenters in this group, 6 or 100% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Skilled Crafts Worker positions as follows:
    - i. Minority - 82%
    - ii. Female – 12%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - d. 37 of 40 Helpers are minorities and 1 of 37 are female. All helpers with the requisite skills are promotable to carpentry positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%.
  - b. University of Hawaii – Hawaii Community Colleges (Carpentry Technology)
    - i. Minority – 92%
    - ii. Female – 12%
8. Training for this position is provided to the Helpers through their positions assisting the Carpenters.

**JOB TITLES****JOB GROUP****Electricians  
Electrician Supervisors.****Electricians**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 18 Electricians in this group, 17 or 94% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Skilled Crafts Worker positions as follows:
    - i. Minority - 82%
    - ii. Female – 12%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - e. 37 of 40 Helpers are minorities and 1 of 37 are female. 2 minorities and zero (0) women are promotable to the Electricians job group.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%.
  - b. University of Hawaii – Hawaii Community Colleges (Electrial Install/Main Tech)
    - i. Minority – 100%
    - ii. Female – 8%
  - c. University of Hawaii – Hawaii Community Colleges (Electronics Technology)
    - i. Minority – 92%
    - ii. Female – 8%
8. Training for this position is provided to Helpers through their positions assisting the Electricians.

**JOB TITLES****JOB GROUP****Heavy Equipment Operators.****Heavy Equipment Operators**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 10 Heavy Equipment Operators in this group, 8 or 80% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Skilled Crafts Worker positions as follows:
    - i. Minority - 82%
    - ii. Female – 12%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - f. 57 of 68 Equipment Operators are minorities and 5 of 68 are female. 20 minorities and 1 female are promotable to the Heavy Equipment Operator job group.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%.
8. Training for this position is provided to Equipment Operators by temporary assignment to the Heavy Equipment Operator job group.

**JOB TITLES****JOB GROUP**

---

**Painters, Sign Painters, and  
Painter Supervisors****Painters**

City and County of Honolulu

## 9. Population

- a. Minority - 689,672 or 78.72%
- b. Female – 435,638 or 49.72%

## 10. Unemployment

- a. Minority – 20,300 or 79.61%
- b. Female – 11,100 or 43.53%

## 11. Percentage of workforce compared with total workforce:

- a. Minority - 79.01%
- b. Female – 48.65%

## 12. General availability of minorities/females with requisite skills in immediate labor area.

- a. Incumbents: there are 16 Painters in this group, 14 or 88% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
- b. State data shows availability for Skilled Crafts Worker positions as follows:
  - i. Minority - 82%
  - ii. Female – 12%

## 13. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.

## 14. Availability of promotable and transferable minorities/females in HDOT workforce:

- a. 37 of 40 Helpers are minorities and 1 of 37 are female. No minorities or women are promotable to the Painter position.

## 15. Training institutions capable of training in requisite skills:

- a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
  - i. Minority – 89%
  - ii. Female – 23%.

## 16. Training for this position is provided to Helper by temporary assignment to the Painters job group.

**JOB TITLES****JOB GROUP****Plumbers  
Plumbers Supervisors.****Plumbers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 17 Plumbers in this group, 6 or 86% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Skilled Crafts Worker positions as follows:
      - i. Minority - 82%
      - ii. Female – 12%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 37 of 40 Helpers are minorities and 1 of 37 are female. 3 minority Helpers are promotable to the Plumber job group.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
      - i. Minority – 89%
      - ii. Female – 23%.
  8. Training for this position is provided to Helpers by temporary assignment to the Plumbers job group and through hands on training as an apprentice to the Plumber.
-

**JOB TITLES****JOB GROUP****Street Sweeper Operators****Street Sweepers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 11 Street Sweepers in this group, 10 or 91% are minority 1 or 9% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Skilled Crafts Worker positions as follows:
      - i. Minority - 82%
      - ii. Female – 12%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. 57 of 68 Equipment Operators are minorities and 5 of 68 are female. 20 minorities and 1 female are promotable to the Heavy Equipment Operator job group.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
      - i. Minority – 89%
      - ii. Female – 23%.
  8. Training for this position is provided to Equipment Operators through temporary assignment to the Street Sweeper job group.
-

**JOB TITLES****JOB GROUP**

**Masons  
Offset Press Operators  
Welders.**

**General Skilled Crafts Workers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 General Skilled Crafts Workers in this group, 5 or 100% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Skilled Crafts Worker positions as follows:
    - i. Minority - 82%
    - ii. Female – 12%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce:
  - a. 37 of 40 Helpers are minorities and 1 of 37 are female.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%.
  - b. University of Hawaii – Hawaii Community Colleges (Welding Technology)
    - i. Minority – 90%
    - ii. Female – 14%.
8. Training for this position is provided to Helpers through temporary assignment to the General Skilled Craft Worker job group.

## Service and Maintenance Workers

<b>JOB TITLES</b>	<b>JOB GROUP</b>
<b>Airport Baggage Attendants Attendants</b>	<b>Airport Baggage</b>

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 5 Airport Baggage Attendants in this group, 4 or 80% are minority zero (0) are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Service and Maintenance positions as follows:
      - i. Minority - 64%
      - ii. Female – 38%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce:
    - a. These are entry level positions and one of the lowest paid job groups at HDOT.
  7. Training institutions capable of training in requisite skills: no education is necessary to perform this position and it is open to every class of worker.
  8. On the job training is given to candidates and new employees.
-

**JOB TITLES****JOB GROUP**

**Airport Operations Controllers  
Airports Operations Control Unit Supervisors.**

**Airport Operations Controllers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 23 Airport Operations Controllers in this group, 18 or 78% are minority 5 or 22% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Service and Maintenance positions as follows:
      - i. Minority - 64%
      - ii. Female – 38%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce: These are entry level positions and any employee that can acquire the necessary general experience for the position is promotable to Airport Operations Controller.
  7. Training institutions capable of training in requisite skills: no education is necessary to perform this position and it is open to every class of worker.
  8. On the job training is given to candidates and new employees.
-

**JOB TITLES****JOB GROUP****Airports Operations & Main Workers****Airports Operations & Main Workers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 23 Airport Operations and Maintenance Workers in this group, 21 or 91% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Service and Maintenance positions as follows:
      - i. Minority - 64%
      - ii. Female – 38%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce: 18 of 23 Airport Operation Controllers are minorities and 5 of 23 are women. 4 minorities and 1 woman are promotable to Airport Operations and Maintenance Worker positions.
  7. Training institutions capable of training in requisite skills: no education is necessary to perform this position and it is open to every class of worker.
  8. On the job training is given to candidates and new employees.
-

**JOB TITLES****JOB GROUP****Airports Operations & Main Workers****Airports Operations & Main Workers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 23 Airport Operations and Maintenance Workers in this group, 21 or 91% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Service and Maintenance positions as follows:
      - i. Minority - 64%
      - ii. Female – 38%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce: 18 of 23 Airport Operation Controllers are minorities and 5 of 23 are women. 4 minorities and 1 woman are promotable to Airport Operations and Maintenance Worker positions.
  7. Training institutions capable of training in requisite skills:
    - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
      - i. Minority – 89%
      - ii. Female – 23%.
  8. On the job training is given to candidates and new employees.
-

**JOB TITLES****JOB GROUP**

**Automotive Mechanic Helpers  
Automotive Service Utility Workers  
Building Maintenance Helpers  
Electrician Helpers, Mason Helpers,  
Painter Helpers, Plumber Helpers,  
Sign Painter Helpers, Sprinkler System Repairer,  
Storeroom Helpers.**

**Helpers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 41 Helpers in this group, 37 or 90% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 18 of 23 Airport Operation Controllers are minorities and 5 of 23 are women. These are entry level positions and promotions come from the lower grades such as Janitors and General Laborers.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%.
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a helper position.

**JOB TITLES****JOB GROUP****Carpet Cleaners  
Carpet Cleaner Supervisors.****Carpet Cleaners**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 35 Carpet Cleaners in this group, 31 or 89% are minority and 5 or 14% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Service and Maintenance positions as follows:
      - i. Minority - 64%
      - ii. Female – 38%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce: 254 of 274 Janitors are minorities and 147 of 254 are women. 33 minorities and 21 females are promotable to Carpet Cleaner.
  7. Training institutions capable of training in requisite skills: No education is necessary for these positions.
  8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Carpet Cleaner position.
-

**JOB TITLES****JOB GROUP****Equipment Operators****Equipment Operators**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 68 Equipment Operators in this group, 57 or 84% are minority and 5 or 7% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 117 or 128 General Laborers are minorities and 8 are female. 6 minorities and 2 females are promotable to the Equipment Operator job group.
7. Training institutions capable of training in requisite skills: No education is necessary for these positions.
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Equipment Operator position.

**JOB TITLES****JOB GROUP****General Laborer I, II, III****General Laborers**

City and County of Honolulu

1. Population
    - a. Minority - 689,672 or 78.72%
    - b. Female – 435,638 or 49.72%
  2. Unemployment
    - a. Minority – 20,300 or 79.61%
    - b. Female – 11,100 or 43.53%
  3. Percentage of workforce compared with total workforce:
    - a. Minority - 79.01%
    - b. Female – 48.65%
  4. General availability of minorities/females with requisite skills in immediate labor area.
    - a. Incumbents: there are 128 General Laborers in this group, 117 or 91% are minority and 8 or 6% are female. Entry into this group has been through internal promotions and new hires.
    - b. State data shows availability for Service and Maintenance positions as follows:
      - i. Minority - 64%
      - ii. Female – 38%
  5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
  6. Availability of promotable and transferable minorities/females in HDOT workforce: All employees in a lower grade are capable of promotion to the General Laborer positions assuming that they can meet the minimum specifications.
  7. Training institutions capable of training in requisite skills: No education is necessary for these positions.
  8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a General Laborer position.
-

**JOB TITLES****JOB GROUP****Groundskeepers  
Power Mower Operators.****Groundskeepers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 58 Groundskeepers in this group, 56 or 97% are minority and 10 or 17% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: All employees in a lower grade are capable of promotion to the Groundskeeping positions assuming that they can meet the minimum specifications.
7. Training institutions capable of training in requisite skills: No education is necessary for these positions.
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Groundskeeper position.

**JOB TITLES****JOB GROUP****Harbor Agents III, IV  
Harbor Traffic Controllers I, II****Harbor Specialists**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 9 Harbor Specialists in this group, 8 or 89% are minority and 2 or 22% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: All employees in a lower grade are capable of promotion to the Harbor Specialist positions assuming that they can meet the minimum specifications.
7. Training institutions capable of training in requisite skills: No education is necessary for these positions.
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Harbor Specialist.

**JOB TITLES****JOB GROUP****Heavy Truck Drivers****Heavy Truck Drivers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 22 Heavy Truck Drivers in this group, 21 or 95% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 3 of 5 Light Truck Driver's are minorities; all are promotable to Heavy Truck Driver. Entry into this group has been through internal promotions and new hires.
7. Training institutions capable of training in requisite skills: No education is necessary for these positions.
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Heavy Truck Driver positions.

**JOB TITLES****JOB GROUP**

**General Labor Supervisors,  
Highway District Maintenance Supervisors,  
Highways Special Services Supervisors.  
Airport General Maintenance Supervisors,  
Grounds and General Services Supervisors,  
Grounds Maintenance Supervisors.**

**Service & Maintenance Supervisors**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 Service Maintenance Supervisors in this group, 6 or 75% are minority and 1 or 13% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:
 

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: Entry into this group has been through internal promotions and new hires.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Service and Maintenance Supervisor positions.

**JOB TITLES****JOB GROUP****Janitor II, III,  
Refuse Collector.****Janitors**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 274 Janitors in this group, 254 or 93% are minority and 147 or 54% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: These are entry level positions and some of the lowest paid positions at HDOT. Entry into this group has been through internal promotions and new hires.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Janitor positions.

**JOB TITLES****JOB GROUP****Janitor Supervisor I, II****Janitor Supervisors**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 14 Janitors in this group, 10 or 71% are minority and 9 or 64% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 254 of 274 Janitors are minorities and 147 are females, 33 minorities and 21 females are promotable to Janitor Supervisors. Entry into this group has been through internal promotions and new hires.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Janitor Supervisor position.

**JOB TITLES****JOB GROUP****Light Truck Drivers****Light Truck Drivers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 5 Light Truck Drivers in this group, 5 or 100% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 117 of 128 General Laborers are minorities and 8 are female, 6 minorities and 2 females are promotable to Light Truck Driver.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Light Truck Driver positions.

**JOB TITLES****JOB GROUP****Marine Cargo Specialists****Marine Cargo Specialists**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 7 Marine Cargo Specialists in this group, 6 or 86% are minority and 1 or 14% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 8 of 9 Harbor Specialists are minority and 2 are female, all are promotable to Marine Cargo Specialist positions.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Marine Cargo Specialist positions.

**JOB TITLES****JOB GROUP****Tractor Semi-Trailer Operators  
Tractor Operators****Tractor Operators**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 6 Tractor Operators in this group, 5 or 83% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 117 of 128 General Laborers are minorities and 8 are female.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Tractor Operator positions.

**JOB TITLES****JOB GROUP****Truck Drivers****Truck Driver Workers****Truck Driver Laborers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 23 Truck Driver Workers in this group, 21 or 91% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: 117 of 128 General Laborers are minorities and 8 are female.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Truck Driver Worker positions.

**JOB TITLES****JOB GROUP****Visitor Information Program Assistants I, II, III****Visitor Information Workers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 69 Visitor Information Workers in this group, 65 or 94% are minority and 51 or 74% are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: these are entry level positions and some of the lowest paying jobs at HDOT.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a Visitor Information Worker positions.

**JOB TITLES****JOB GROUP**

**Traffic Striping Machine Operators**  
**Nursery Workers**  
**Warehouse Workers**  
**Water Service Workers**

**General Maintenance Workers**

City and County of Honolulu

1. Population
  - a. Minority - 689,672 or 78.72%
  - b. Female – 435,638 or 49.72%
2. Unemployment
  - a. Minority – 20,300 or 79.61%
  - b. Female – 11,100 or 43.53%
3. Percentage of workforce compared with total workforce:
  - a. Minority - 79.01%
  - b. Female – 48.65%
4. General availability of minorities/females with requisite skills in immediate labor area.
  - a. Incumbents: there are 8 General Maintenance Workers in this group, 8 or 100% are minority and zero (0) are female. Entry into this group has been through internal promotions and new hires.
  - b. State data shows availability for Service and Maintenance positions as follows:
    - i. Minority - 64%
    - ii. Female – 38%
5. Availability of minorities/females having requisite skills in area reasonable to recruit:

The County is the area reasonable to recruit for this Skill level. Therefore, the availability is the same as #4.
6. Availability of promotable and transferable minorities/females in HDOT workforce: Not applicable.
7. Training institutions capable of training in requisite skills:
  - a. University of Hawaii – Hawaii Community Colleges (Technology Degree)
    - i. Minority – 89%
    - ii. Female – 23%
8. On the job training is given to candidates and new employees or through temporary assignments of lower grad employees into a General Maintenance Worker positions.

# FORMS

## Selection Review Form

### EEO/AA Review of Selection Recommendation (External/Internal Promotion)

**Position: Groundskeeper I, AIR-K (Job Number)**

**Date:**

Applicants Interviewed						
Name	Sex	Race	National Origin	Score	Age	Recommended
<i>Doe, John</i>	<i>M</i>	<i>PH</i>	<i>Philippines</i>	<b>4.5</b>	<b>35</b>	<b>1<sup>st</sup></b>
Smith, Samuel	M	W	USA	4.25	47	2 <sup>nd</sup>
Banton, Buju	M	B	Jamaica	3.95	29	3 <sup>rd</sup>
Charles, Ray	M	B	USA	3.5	69	4 <sup>th</sup>
Prefontaine, Steve	M	W	USA	3.0	33	5 <sup>th</sup>
Temple, Shirley	F	W	USA	2.9	34	Not Recommended
Dulce, Maria	F	HS	Mexico	2.7	47	Not Recommended

**Key:** HW-Hawaiian/Part Hawaiian, W-White, K-Korean, C-Chinese, JP-Japanese, PH-Filipino, HS-Hispanic, B-Black or African American, AI-American Indian or Alaskan Native, A-Asian (Other), O-Other/Mixed, M-Male, F-Female.

EEOC Data for the Groundskeepers Job Group.*					
Minority/Gender Classification	Grounds-keepers Kauai (7)	Grounds-keepers HDOT (58)	Availability Serv/Main Kauai	Percentage Underutilized	# to reach parity
Female (1)	14%	17%	37%	<b>23%</b>	<b>2</b>
Hawaiian and Part Hawaiian (2)	29%	29%	26%	0%	0
Korean/Chi (0)	0%	7%	4%	<b>4%</b>	0
Filipino (4)	57%	36%	25%	0%	0
Japanese (0)	0%	7%	12%	<b>12%</b>	<b>1</b>
Hispanic (0)	0%	0%	7%	<b>7%</b>	0

\*Groundskeeper I, II & Power Mower Operator

This recommendation is **approved** for eeo/aa purposes.

Mahalo,

\_\_\_\_\_  
EEO/AA Specialist

\_\_\_\_\_  
Civil Rights Manager

# Employee Self-Identification Form

Please return the completed form to your department Personnel Officer. (**CONFIDENTIAL**)

## HAWAII DEPARTMENT OF TRANSPORTATION Employee/Applicant Self-Identification

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Job Title \_\_\_\_\_ Gender \_\_\_\_\_

The Hawaii Department of Transportation complies with recordkeeping requirements under federal and State civil rights laws and regulations. In accordance with these laws, the DOT invites employees to voluntarily self-identify their sex and race or ethnicity. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept **confidential** and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations.

**Are you Hispanic/Latino? - Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**yes**     **No**

**Please select one or more racial categories to describe yourself:**

**White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (e.g., persons who identify as Portuguese, German, Lebanese, Arab, Egyptian).

**American Indian or Alaska Native** - A person having origins in any of the original peoples of North, Central, and South America and who maintains tribal affiliation or community attachment.

**Black or African American** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian/Part Hawaiian or Other Pacific Islander:**

**Native Hawaiian or Part Hawaiian**

**Guamanian or Chamorro**

**Micronesian (not Guamanian or Chamorro)**

**Samoan**

**Tongan**

**Other Pacific Islander:** \_\_\_\_\_.

**Asian:**

**Chinese**

**Laotian**

**South Asian and Asian Indian:** A person having origins in any of the original peoples of the Indian subcontinent (e.g., India, Pakistan, Afghanistan, Bangladesh, Bhutan, Nepal, Sri Lanka).

**Filipino**

**Thai**

**Japanese**

**Vietnamese**

**Korean**

**Other Asian:** \_\_\_\_\_.

**Note:** Race/ethnic designations as used by the U.S. Equal Employment Opportunity Commission (EEOC) do not denote scientific definitions of anthropological origins. Self-identification is the preferred method of obtaining this information. If an employee declines to identify his or her race/ethnicity, Personnel Officers or departments may use observer identification or personnel records.

## EEO/AA Checklist for Selection Recommendations

(all boxes below must be checked or OCR will not be able to approve the selection for eeo/aa purposes)

### **Board Evaluation Checklist (prior to interviews):**

1. **Submit list of the recommended board evaluation members to OCR.**
2. **List the position held, department, race and gender of each member  
And position being advertised.**

### **Selection Packet Must Include the Following:**

3. **Interview Questions and Tests.**
4. **Completed Evaluation Criteria Worksheet(s)**
5. **Any additional interview information.**
6. **Submit a list of all applicants indicating:**
  - a. Name
  - b. Race and Gender
  - c. Whether qualified or not qualified.
  - d. Reason why if not qualified.
  - e. Whether applicant is offered an interview.
7. **Submit Completed Selection Packet to OCR with following:**
  - a. All documents listed above.
  - b. List of Board Members who conducted interviews.
  - c. An Employee Data Form (ORC -) for each applicant.
  - d. All notes taken by the board members.
  - e. Employee(s) recommended for hire.
  - f. Employee(s) not recommended for hire and reason why.
  - g. List of qualified employees who were not interviewed and why.   
Please include a copy of any e-mails or letters sent to the candidates.
  - h. A completed EEO/AA employee selection checklist (this form).

### **After Selection:**

- a. Inform OCR of who accepted the position and who turned down the position.

Note: On all submissions to OCR the racial/gender abbreviations should be as follows:

(M) Male, (F) Female

(W) White, (B) Black or African American, (HS) Hispanic, (AI) American Indian or Alaskan Native, (HW) Hawaiian or Part-Hawaiian, (C) Chinese, (K) Korean, (PH) Filipino, (JP) Japanese, (M) Mixed (non-Hawaiian), (T) Tongan, (S) Samoan, (PI) Other Pacific Islander, (A) Other Asian (O) Other