

## WisDOT AA-EEO PROGRAMS LISTING

Program	Program Type	Program Description	Sponsoring Division or Agency	Years In Place/ Current Status	Recommendation for Expansion or Continuation
<b>Affirmative Action Advisory Committee (AAAC)</b>	Training, Outreach	Advises key staff & the Secretary's Office on programs designed to ensure equal employment opportunity to employees, applicants for employment & clients of the agency.	Secretary's Office	17+years  <i>Current</i>	Continue as required by state law. Provides advice & information to WisDOT's Board of Directors & promotes education & understanding of affirmative action issues among WisDOT employees.
<b>Americans with Disabilities Act (ADA) Compliance Plan/Reasonable Accommodations Policy</b>	Training, Recruitment, Retention	ADA requires accessible programs & services & reasonable accommodations. It prohibits discrimination in employment because of disability.	All Divisions	Since 10/95  <i>Current</i>	Continue as required by law. Make facilities accessible whenever remodeling occurs. Schedule periodic review of divisional policies.
<b>Aviation Careers through Education (ACE)*</b>	Training, Outreach, Recruitment	Introduces Milwaukee's inner-city minority students (K-12) to aviation. A summer employment opportunity for HS students. Promotes aviation & space education in all grade levels, offers extracurricular activities & provides students experience in aviation-related jobs.	DTIM/ Bureau of Aeronautics	Since 1990  <i>Current</i>	Continue. Meets program goals; meets legislative & management commitment to legal requirement of promoting aviation education.
<b>Career Awareness Summer Project (CASP)</b>	Outreach, Recruitment	A free one-week in residence program aimed at youth in the 5-8 grades. Introduces a diverse group of youth to careers in the transportation industry, highway construction & the skilled trades.	FHWA, DTSD/BEES	<i>Current</i>	Continue. If funding exists expand to include more attendees.

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Community Minority Outreach Committee (CMOC)*	Outreach, Recruitment	Targeted outreach to minority populations in the hopes of improving the number of qualified applicants who would compete successfully for positions of Transportation Customer Representative field positions.	DMV	Since 1987  Current	Other divisions to expand program could use community organization contacts. Similar recruitment program exists in DSP. Expand advertising of program to attract more people.	Time commitment (quarterly meetings, plus outreach efforts). Community participation (Attendance varies at meetings with community organizations).
DMV Leadership Development Program	Training, Promotion, Retention, Career-Development	Provide section employees with leadership development opportunities in an effort to develop a pool of in-house staff with the leadership skills needed to become supervisors, managers & analysts' candidates in the future. Mentoring & classroom training. Offers employees the opportunity to develop the knowledge & skills needed to do well on tests & in the interview processes.	DMV BDS & BVS  OSER	Current  Madison program on hold - Milwaukee piloting employee development & improvement focus since March 2004	Continue after reorganization is completed & combine with OODS leadership classes to eliminate redundancy of "core" skills, but maintain division-specific training. Offer classes at locations other than HF (especially SE Region)	Time commitment, travel, impact on local coverage, hard to develop & maintain mentoring arrangements
DSP Leadership Growth & Development Program	Training, Promotion, Retention	Designed to encourage continual leadership growth by identifying methods that will enhance individual leadership development. Program entitled "Everyone A Leader." All employees in the DSP have been given the presentation. The majority of training was completed at the 2003-trooper/inspector in-service with follow-up sessions that were given for non-sworn personnel.	DSP	Current	Restart with new recruiting class. Target female enrollees & review recruitment & testing for barriers.	Trooper qualification difficult.

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Exit Interview System	Retention	Voluntary Questionnaire and/or person-to-person interview to assist in improving the organization's work environment & increasing retention.	BHRS, AA/EEO, All Divisions	Current An on-line system was developed so that exiting employees could key in their comments. The results are then shared with division management.	Development of a department-wide system is a component of the AAAC's five-year work plan. Use for evaluating supervisors. Make data available for use & review. Manage based on data.	Voluntary responses not always completed.
Hiring Justification Program	Recruitment	Requires hiring authorities to provide justification to the AA Officer when recommending that an underutilized position be filled with a non-AA candidate. AA Designees	AA/EEO, BHRS	Current	Continue (required)	
Home-based Employment for People with Disabilities	Training, Assessment	Provides training, flexible work hours & special equipment to accommodate needs of employees with disabilities who live within 10 miles of WisDOT's central office.	DMV-BDS	Since 1988	Continue in DMV. Expand to other divisions only if appropriate work is available.	One-time & ongoing costs for equipment, courier & supervisor. Limited numbers of positions qualify.
25. Incentive Grant Program (IGP)* (Scholarship & Loan Repayment Incentive Grant Program)	Recruitment	Exposes minority & female students to various careers w/in DOT that are underutilized for minorities & females. Provides LTE positions & scholarship grants to participating students. Loan repayment funds are also available to students who return to work with DOT after graduation in the area of their academic major.	WisDOT, AA/EEO, BHRS	Since 2002 Active, replaced MEP	Continue	Revisions to administrative rule may need to be considered to allow for greater flexibility in recruiting minorities & females.

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National Summer Transportation Institute (NSTI)	Outreach, Recruitment	In Partnership with FHWA, provides career orientation & educational experiences to motivate secondary school students toward professions in the field of transportation. 4-week institute. Both the College of Menominee Nation & the Lac Courte Oreilles Ojibwa Community College in Hayward participate in the program.	FHWA, DTD-3	Current	Continue	
Job Placements for People with Disabilities	Training, Assessment	Various community agencies sponsor individuals who need work experience. There is no cost to WisDOT. Job coaches often train individuals & work with them on site.	DMV (currently in motor vehicle titling & registration)	26+ years	Continue in DMV. Expand to other divisions only if appropriate work is available.	Same work should be performed by many to avoid exclusive dependence on trainee. (Job coach may perform work temporarily when trainee cannot.)
School Makes A Difference*	Outreach, Recruitment	Madison Metro coordinates program. School Dist. A career exploration & planning activity for Madison 8 <sup>th</sup> grade students in schools with significant minority populations.	BHRS	Current	Encourage employee participation. Explore expanding to other school districts.	No incentive for employees
Self-certification Program	Retention	Provides an opportunity for DOT employees to self-identify as having a disability & to request reasonable accommodation.	All Divisions	Current	Continue – legal requirement	Confidentiality concerns

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Supported Employment Program	Retention	Provides persons with development disabilities the opportunity to work at DOT with the assistance of job coaches.	All Divisions	Current	Continue	
Take Our Daughters (& sons) To Work Day	Outreach, Recruitment	Nationally recognized/sponsored program focusing on the importance of women in the workforce. Provides job-shadowing opportunities for youth on various DOT occupations.	AAAC, DTSD, Secretary's Office	Current	Continue	
TOP Jobs (Targeted Opportunity Program jobs)	Training, Outreach	Exposes post-secondary sophomore & junior students to state government & provides paid summer employment in desired field of study for eligible target group members.	OSER, AA/EEO	25+ years Current	Continued support encouraged. Introduces students to numerous introductory job opportunities in state service.	Funding constraints. Concerns about ratio of participants to actual hires in permanent positions at WisDOT.
Formerly Summer Affirmative Action Internship Program (SAAIP)						
Train with the Expert	Training, Retention, Career-Development	Voluntary job-specific mentoring program to assist new employees with the transition into a new position. Mentor also provides guidance on the agency's culture & day-to-day operations.	DBM-OODS	Since 2001 Current	Continued support encouraged, especially during the reorganization & after.	

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<p><b>Transportation &amp; Civil Engineering (TRAC)*</b></p>	<p>Outreach, Recruitment</p>	<p>Hands-on in-school outreach program that supplements existing math, science &amp; pre-engineering curriculums in the classroom for grades 7-12. Dot District offices provide mentors to assist the schools &amp; provide teacher &amp; student support. Provides students with opportunities to strengthen math &amp; science &amp; expose them to pre-engineering curriculum in hopes that they will consider Civil Engineering as a major in college.</p>	<p>DTSD</p>	<p>Current</p>	<p>Expand to include additional schools interested in participating in the program. Past participation in 33 schools throughout WI.</p>	<p>The number of new schools that are added each year to the program is contingent on program funding. Also, DTSD needs to make sure that we have enough volunteer district reps to effectively work with the schools.</p>
<p><b>39. Transportation Alliance for New Solutions Program (TRANS)*</b></p>	<p>Recruitment, Outreach</p>	<p>DBE Office works with community organizations to recruit women &amp; minorities for jobs in road construction. Jobs partnership program operating in Southeast, South Central, Central &amp; North Central WI. Prepares underemployed women &amp; minorities with skills needed to gain access to the road-building industry as laborers &amp; apprentices.</p>	<p>DTSD/BEES, DTD-5</p>	<p>3+ years Current</p>	<p>Continue. FHWA recommended program to USDOT as an ISTEAs success story. Fosters positive partnerships with industry, labor, community organizations, state government &amp; potential participants.</p>	<p>Lost positions</p>

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