



AFFIRMATIVE ACTION POLICY STATEMENT AND PLAN

2023

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

Employee Signature: _____

Date: _____

Table of Contents

| | | |
|------|---|----|
| I. | Policy Statement | 3 |
| II. | Plan Implementation | 4 |
| III. | Plan Dissemination | 6 |
| IV. | Workforce Utilization and Analysis | 7 |
| V. | Goals | 15 |
| VI. | Employment Policies and Practices | 17 |
| VII. | Implementation and Evaluation Support Data/Record-Keeping | 21 |

MRPC AFFIRMATIVE ACTION PLAN 2023

I. Policy Statement

It is the policy of the Montachusett Regional Planning Commission (MRPC) not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class.

Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit) or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

MRPC is committed to providing reasonable accommodations to applicants and employees who need them because of disability or to practice or observe their religion, absent undue hardship on the MRPC.

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

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

The MRPC is committed to the practice of equal opportunity in all personnel matters, including, but not limited to: recruitment or recruitment advertising, hiring, upgrading, selection for training, promotion, demotion, transfer, rates of pay or other forms of compensation, benefits, and layoffs and treatment of employees will be administered without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class.

In 2014, in accordance with federal regulations, MRPC implemented Voluntary Self-Identification. Applicants for employment and employees are invited to participate in the Affirmative Action Program by reporting their status regarding gender, race/ethnicity, disability, disabled veteran, and veteran. They are advised that they are under no obligation to respond, and responses will remain confidential within the Human Resources Department, and responses will be used only for inclusion in MRPC's

Affirmative Action Plan. They are also advised that refusal to provide this information will have no bearing on their application or employment and will not subject them to any adverse treatment. MRPC will ensure that applicants and employees with disabilities are provided with the notice in a form that is accessible and understandable to the individual with a disability.

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

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

Any contracts for construction, goods or services entered into by the MRPC shall include an article prohibiting discriminatory employment practices by contractors, subcontractors and suppliers of goods or services against any of the groups identified in the opening paragraph of our policy statement above.

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

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

II. Plan Implementation

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

- 1) Directing MRPC-wide efforts to achieve equal employment opportunities, supervising and coordinating such efforts in all departments.
- 2) Communicating the equal employment opportunity policy to employees and prospective employees and the general public.
- 3) Assessing the effectiveness of the affirmative action policies and programs, identifying obstacles to achieving employment diversity goals and developing strategies to overcome those obstacles.
- 4) Updating the MRPC Affirmative Action Plan on an annual basis.

- 5) Serving as a liaison for Civil Rights Compliance activities at the appropriate Federal, state, and municipal agencies.
- 6) Assuring that adequate notice of MRPC employment opportunities and third-party contracts is given to the general public and to representatives of minority, disabled, women based and veteran-based groups in the MRPC service area.
- 7) Ensuring such notice shall be given in such form and in such language as shall assure maximum coverage to the following locations and media sources. Contact information regarding the following contacts can be located on pages 25 and 26 of this plan. Employment opportunities are also advertised on MRPC's website.

Newspapers and online distribution: (based on available funding and if deemed necessary by the Executive Director)

Boston Globe
Worcester Telegram
Fitchburg Sentinel and Enterprise
The Gardner News

American Planning Association (National) for Professional Positions

American Planning Association (MA Chapter) for Professional Positions

Massachusetts Municipal Association for Professional Positions

Indeed and LinkedIn

Minority Women, Disabled, and Veterans Groups/Organizations:

Spanish American Center
North Central MA Minority Coalition
Montachusett Opportunity Council
Supplier Diversity Office Massachusetts
Women's Business Network – Metrowest
Mass Rehabilitation Commission
Local Veteran Employment Representative Career Center

Colleges:

Handshake and/or Wayup

- 8) Actively encouraging members of women owned, veteran owned and minority businesses to apply for or bid on MRPC employment opportunities and contracts (See contact information on pages 25 and 26.)
- 9) Assuring that appropriate language about equal employment opportunity and affirmative action requirements is included in all invitations to bid and in all contracts to which MRPC is a party.
- 10) Monitoring MRPC recruitment, employment and complaint and appeal procedures.

III. Plan Dissemination

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

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

The Executive Director will also ensure that:

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

Glenn P. Eaton

Glenn P. Eaton (Jun 29, 2023 12:45 EDT)

Glenn P. Eaton, MRPC Executive Director

Jun 29, 2023

Date

IV. Workforce Utilization and Analysis

MRPC is a region-wide planning agency created to carry out comprehensive regional planning in 22 communities that comprise the Montachusett Region (per MGL, Chapter 40B ss 1-8). The MRPC relies on an interdisciplinary staff to undertake its planning activities. Planning activities include community development, economic development, energy, environmental, Geographic Information Systems (GIS), housing, land use, transit, transportation, and zoning. Consequently, a majority of the MRPC's positions are filled by individuals with highly specialized knowledge and skills. This analysis covers the time frame of July 1, 2022, through June 30, 2023.

Job Group Analysis

The U.S. Bureau of Census makes available a detailed equal opportunity tabulation using One Year ACS 2021. This file provides labor force data by race and gender. For the purposes of this affirmative action plan, occupational categories were reviewed as a basis for selecting those Census Categories which we believe to reflect MRPC's workforce. Based on that analysis, MRPC's job titles/positions were broken down into the following Equal Employment Opportunity Categories.

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

Officials and Administrators: This group consists of MRPC's Executive Director, and department directors, namely, Fiscal, Transportation, Planning and Development, Geographic Information Systems/IT, and Administrative Manager.

Professionals: This group consists of Senior, Principal and Regional Planners and GIS/ IT Analyst.

Administrative Support: This group consists of clerical workers, namely a Fiscal Assistant.

Technicians: This group consists of GIS, traffic and other interns.

As of June 30, 2023, MRPC's workforce consists of 15 individuals; One Executive Director and five department directors or Officials and Administrators (40%); eight Professionals (53%), and one Administrative Support staff (7%). All employees are full-time employees.

Since our last Affirmative Action Plan update, MRPC's total workforce has increased from 14 to 15 employees.

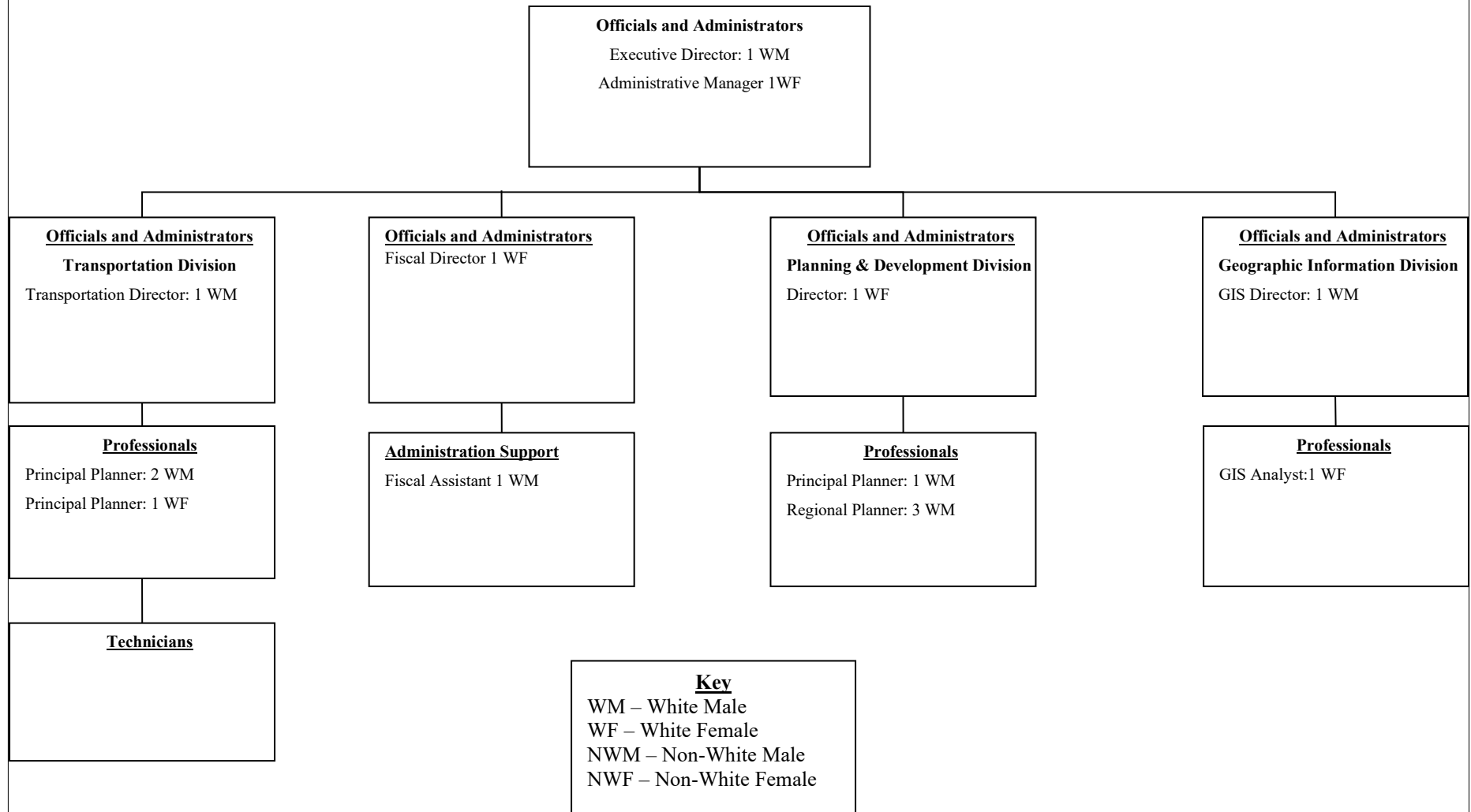
Table 1
Listing of Job Titles and Equal Employment Opportunity Category
(State and Local Occupations)

| Job Titles | Equal Employment Opportunity Category |
|-----------------------------------|--|
| Executive Director | 1 Officials and Administrators |
| Transportation Director | 1 Officials and Administrators |
| Planning and Development Director | 1 Officials and Administrators |
| GIS/IT Director | 1 Officials and Administrators |
| Fiscal Director | 1 Officials and Administrators |
| Administrative Manager | 1 Officials and Administrators |
| Principal Planner | 4 Professionals |
| Regional Planner | 3 Professionals |
| GIS/IT Analyst | 1 Professionals |
| Fiscal Assistant | 1 Administrative Support |

EQUAL EMPLOYMENT OPPORTUNITY JOB CATEGORY DESCRIPTIONS

- 01 Officials and Administrators – Occupations that set broad policies and/or direct areas of the Department’s operation (e.g., directors, bureau chiefs, managers, and comparable positions)
- 02 Professionals – Occupations requiring specialized and theoretical knowledge usually acquired through college or work experience (e.g., engineers, environmental specialists, geologists)
- 03 Technicians – Occupations requiring a combination of basic scientific or technical knowledge and manual skill obtained through post-secondary training or education (e.g., lab technicians, engineering technicians)
- 04 Administrative Support – Occupations responsible for internal and external communication. Recording and retrieval of data and/or information and other paperwork (e.g., executive assistant, administrative assistant, and fiscal assistant)

**Organizational Display
Montachusett Regional Planning Commission
As of June 2023**



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

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

| Employment Category | Male | | Female | | Total |
|------------------------------|--------|---------|--------|---------|-------|
| | Number | Percent | Number | Percent | |
| Officials and Administrators | 3 | 50% | 3 | 50% | 6 |
| Professionals | 6 | 75% | 2 | 25% | 8 |
| Technicians | 0 | 0% | 0 | 0% | 0 |
| Administrative Support | 1 | 100% | 0 | 0% | 1 |
| Total | 10 | 67% | 5 | 33% | 15 |

Females comprise 33% of the total staff, including 50% of the officials and administrators, 25% of the professional staff, and 0% of the administrative support staff.

Since the last update, female staff comprising the overall workforce has decreased from 43% to 33%.

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

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

| Employment Category | White | | Non-White | | Total |
|------------------------------|--------|---------|-----------|---------|-------|
| | Number | Percent | Number | Percent | |
| Officials and Administrators | 6 | 100% | 0 | 0% | 6 |
| Professionals | 8 | 100% | 0 | 0% | 8 |
| Technicians | 0 | 100% | 0 | 0% | 0 |
| Administrative Support | 1 | 100% | 0 | 0% | 1 |
| Total | 15 | 100% | 0 | 0% | 15 |

Since the last update, the percentage of non-whites has not changed from 0%.

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

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

| | Employment Category | | | | |
|----------|------------------------------|---------------|-------------|------------------------|-------|
| | Officials and Administrators | Professionals | Technicians | Administrative Support | Total |
| White | 6 | 8 | 0 | 1 | 15 |
| Black | 0 | 0 | 0 | | 0 |
| Hispanic | 0 | 0 | 0 | | 0 |
| Asian | 0 | 0 | 0 | | 0 |

| | | | | | |
|-------|---|---|---|---|----|
| Other | 0 | 0 | 0 | | 0 |
| Total | 6 | 8 | 0 | 1 | 15 |

Labor Force Comparison by Gender and Race

The MRPC's reasonable recruitment area is the Montachusett Region. The majority (80%) of MRPC's communities comprise Worcester County in the State of Massachusetts. Therefore, our affirmative action goal is to have MRPC's workforce match the availability of females and minorities in the labor force of the region that we serve. For this analysis, data was utilized from the One Year ACS Census 2021 Employment by State and Local Occupation Groups – Worcester County, MA.

Gender

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

Table 5
Labor Force Comparison by Gender

| Employment Category | Number of MRPC Employees | Percent Female | |
|------------------------------|--------------------------|----------------|------------------|
| | | MRPC | Worcester County |
| Officials and Administrators | 6 | 50% | 48.8% |
| Professionals | 8 | 25% | 45.8% |
| Technicians | 0 | 0% | 18.16% |
| Administrative Support | 1 | 0% | 76.20% |

*Source: One Year ACS Census 2021

The level of participation by females in Officials and Administrators is higher at the MRPC than in Worcester County. MRPC will continue to enhance its activities toward achieving a diverse workforce, particularly in the Professionals and Administrative Support categories.

Race

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

Table 6
Labor Force Comparison by Race

| Employment Category | # of MRPC Employees | White | | Black | | Hispanic | | Asian | | Other | |
|------------------------------|---------------------|--------|--------------------|--------|--------------------|----------|--------------------|--------|--------------------|--------|--------------------|
| | | MRPC % | Worcester County % | MRPC % | Worcester County % | MRPC% | Worcester County % | MRPC % | Worcester County % | MRPC % | Worcester County % |
| Officials/ Administrators | 6 | 100 | 78.9 | 0 | 4.4 | 0 | 7.5 | 0 | 4.9 | 0 | 4.3 |
| Professionals | 8 | 100 | 73 | 0 | 1.9 | 0 | 7.6 | 0 | 13.6 | 0 | 3.9 |
| Technicians | 0 | 100 | 78.3 | 0 | .07 | 0 | 4.6 | 0 | 11.3 | 0 | 5.1 |
| Administrative Support | 1 | 100 | 76.8 | 0 | 5.4 | 0 | .14 | 0 | 1.9 | 0 | 2.3 |

*Source: One Year ACS Census 2021

The following conclusions may be drawn from the above data.

- A. In all categories the proportion of nonwhites in the MRPC workforce is less than the proportion of minorities in the corresponding labor forces in Worcester County in all races.

The MRPC will continue to enhance its activities toward achieving a diverse workforce if positions become available by continuing the implementation of the goals in Section 3.

Workforce Analysis – Veterans and Disabled

In 2014, the US Department of Labor issued rules imposing new affirmative action and discrimination obligations on government contractors. The rules set non-binding hiring goals for veterans and persons with disabilities. In addition, the regulations mandate specific types of information gathering and recordkeeping. Federal contractors with 100 or fewer employees are to measure compliance across their entire workforce rather than job group. The U.S. DOL has set a 7% goal of hiring persons with disabilities and an 8% goal for veteran hiring. Regulations also require that job applicants and employees be offered an opportunity to self-identify as a veteran or disabled person. MRPC instituted the self-identification requirement in 2014. Results for this update, and time period (July 1, 2022 – June 30, 2023) can be seen in Table 7.

Table 7
Workforce by Disabled, Veteran and Disabled Veteran

| | MRPC Workforce | |
|------------------|----------------|---------|
| | MALES | FEMALES |
| Disabled | 0 | 0 |
| Veteran | 0 | 0 |
| Disabled Veteran | 0 | 0 |

MRPC has a total staff of 15 employees. To meet the U.S. DOL requirement, MRPC’s goal would be to employ one veteran and one disabled individual. In MRPC’s workforce, the proportion of employees who are veterans and disabled is less than the goal.

V. Goals

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

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

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

Employment Diversity Goals.

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

- a. With respect to female employment, it is MRPC's goal to increase female participation in the MRPC's workforce that closely mirrors the corresponding labor forces of Worcester County particularly in the categories of officials and administrators when job openings become available.
- b. With respect to nonwhite employment in all categories it is MRPC's goal to increase the proportion of nonwhite participation in its workforce.
- c. With respect to the employment of veterans and disabled individuals, it is MRPC's goal to increase the proportion of disabled and veteran participation in MRPC's workforce.

Activities to Increase Employment Diversity

The following represents the activities that MRPC will undertake to meet the above-mentioned Employment Diversity Goals, particularly with respect to the minority workforce and female workforce.

Minority Participation

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

Female Participation

As jobs become available, the MRPC will distribute notices of job openings to all organizations noted earlier in the plan. Notices of job openings will continue to be provided to a list of female organizations in the Region and beyond. The MRPC will continue to strengthen its relationship with female organizations to recruit qualified applicants. In this year's update, in order to increase female participation in its workforce.

Disabled Participation

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

Veteran Participation

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

MRPC will continue to gather and update information on the organizations above to increase its distribution efforts to target females, minorities, the disabled, and veterans.

VI. Employment Policies and Practices

Recruitment

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

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

- a. Includes the phrase “Equal Opportunity/Affirmative Employer” in all printed employment advertisements;
- b. Advertises in newspapers;
- c. Advertises on MRPC’s website;
- d. Disseminates information on job opportunities to organizations representing minorities, women, and the disabled and to employment development agencies representing the disabled and veterans;
- e. Encourages all employees to refer qualified applicants;
- f. Advertises professional positions on the American Planning Association Website (Massachusetts Chapter and Nationwide);
- g. Advertises Professional positions on MA Municipal Association;

- h. Actively recruits at secondary schools, junior colleges, colleges, and universities with predominantly minority or female enrollments; and
- i. Maintains information on minority, female, disabled and veteran's organizations to contact those that may be able to assist us in recruiting targeting categories.

Interviewing/Selection Process

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

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

No applicant may be denied employment, nor shall any applicant be selected for employment in preference to an equally or more qualified candidate, based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class.

Job Specifications and Examinations

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

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

Promotions

Opportunity for promotion shall be available equally to all eligible employees without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class. No employee may be denied a promotion, nor shall any employee be selected for a promotion in preference to an equally or more qualified applicant, based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class.

Reasonable Accommodation to Limitations Due to Disability

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

Training

Employee training and development opportunities provided for employees shall be available without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class.

Training will be provided to all personnel involved in the recruitment, screening, hiring, promotion, disciplinary and related employment processes, to ensure that the commitments made in MRPC's Affirmative Action Plan are implemented.

Grievance Procedures

Employees and applicants of MRPC will not be subject to harassment because of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class. The Personnel Policies and Employee Procedures state if an employee or applicant believes that he-she has been subject to harassment, he/she may file a written complaint with the Executive Director. Any employee or applicant who believes that they have been subject to harassment because of their race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class will promptly contact the Executive Director and file a written complaint. If the complaint is against the Executive Director an employee will file a written complaint with the Chairman of the Commission and provide a copy to the Administrative Manager.

Retaliation, includes intimidation, threat or coercion, against an employee or applicant because they have objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation or hearing or have otherwise sought to obtain their legal right under any Federal, State or local EEO law regarding individuals with regard to their race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class. Any employee or applicant who believes they have been subject to retaliation because of their race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy) age, genetic information disability, veteran status, or other protected class should also contact the Executive Director and file a written complaint. If the complaint is against the Executive Director an employee will file a written complaint with the Chairman of the Commission and provide a copy to the Administrative Manager.

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

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

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

VII. Implementation and Evaluation Support Data/Record Keeping

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

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

Personnel Activity

The following summarizes the Personnel Activity over the 12-month period of July 1, 2022, to June 30, 2023.

- 1) No promotions occurred in FY 23

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

**Officials and Managers Job Group Support Data:
Personnel Activity July 1, 2022– June 30, 2023**

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

**Professionals Job Group Support Data:
Personnel Activity July 1, 2022– June 30, 2023**

| OFCCP CATEGORY Professionals Job Group: | External Hires | | External Applicants | | Promotion – Into Job Group | | Promotions – Within Job Group | |
|---|------------------------|---------|--------------------------|---------|----------------------------|---------|-------------------------------|---------|
| | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES |
| White | | | | | | | | |
| Black/African American | | | | | | | | |
| Asian/Pacific Islander | | | | | | | | |
| Hispanic | | | | | | | | |
| Other Race | | | | | | | | |
| Total (count each person only once) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Voluntary Terminations | | Involuntary Terminations | | Layoffs | | | |
| | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES | | |
| White | | | | | | | | |
| Black/African American | | | | | | | | |
| Asian/Pacific Islander | | | | | | | | |
| Hispanic | | | | | | | | |
| Other Race | | | | | | | | |
| Total (count each person only once) | 0 | 0 | 0 | 0 | 0 | 0 | | |

**Technicians Job Group Support Data:
Personnel Activity July 1, 2022– June 30, 2023**

| OFCCP CATEGORY Technicians Job Group: | External Hires | | External Applicants | | Promotion – Into Job Group | | Promotions – Within Job Group | |
|--|-------------------------------|---------|---------------------------------|---------|---------------------------------------|---------|--|---------|
| | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES |
| White | | | | | | | | |
| Black/African American | | | | | | | | |
| Asian/Pacific Islander | | | | | | | | |
| Hispanic | | | | | | | | |
| Other Race | | | | | | | | |
| Total (count each person only once) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Voluntary Terminations | | Involuntary Terminations | | Layoffs | | | |
| | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES | | |
| White | | | | | | | | |
| Black/African American | | | | | | | | |
| Asian/Pacific Islander | | | | | | | | |
| Hispanic | | | | | | | | |
| Other Race | | | | | | | | |
| Total (count each person only once) | 0 | 0 | 0 | 0 | 0 | 0 | | |

**Administrative Support Job Group Data:
Personnel Activity July 1, 2022– June 30, 2023**

| OFCCP CATEGORY Administrative Support Job Group: | External Hires | | External Applicants | | Promotion – Into Job Group | | Promotions – Within Job Group | |
|---|-------------------------------|---------|---------------------------------|---------|---------------------------------------|---------|--|---------|
| | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES |
| White | | | | | | | | |
| Black/African American | | | | | | | | |
| Asian/Pacific Islander | | | | | | | | |
| Hispanic | | | | | | | | |
| Other Race | | | | | | | | |
| Total (count each person only once) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Voluntary Terminations | | Involuntary Terminations | | Layoffs | | | |
| | MALES | FEMALES | MALES | FEMALES | MALES | FEMALES | | |
| White | | | | | | | | |
| Black/African American | | | | | | | | |
| Asian/Pacific Islander | | | | | | | | |
| Hispanic | | | | | | | | |
| Other Race | | | | | | | | |
| Total (count each person only once) | 0 | 0 | 0 | 0 | 0 | 0 | | |

**Disabled and Veterans Workforce Data:
Personnel Activity July 1, 2022– June 30, 2023**

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

Job Recruitment Contacts

Boston Globe (based on available funding and determination by Executive Director)

<https://advertising.bostonglobemedia.com/>

Worcester Telegram (based on available funding and determination by Executive Director)

<https://www.telegram.com/jobs/>

Fitchburg Sentinel and Enterprise (based on available funding and determination by Executive Director)

<https://www.sentinelsource.com/classifieds/>

Gardner News (based on available funding and determination by Executive Director)

<https://www.thegardnernews.com/jobs/>

American Planning Association

MA Chapter <https://www.apa-ma.org/jobs/jobs/>

Nationwide <https://www.planning.org/jobs/search/>

MA Municipal Association

<https://www.mma.org/municipal-marketplace/job-ads/>

Indeed

<https://employers.indeed.com/i#jobs>

MRPC Website

<https://www.mrpc.org/>

Minority Based Groups Organizations

Spanish American Center

112 Spruce Street

Leominster, MA 01453

<http://www.spanishamericancenter.org/contact-us/>

Montachusett Opportunity Council

188 Prichard Street

Fitchburg, MA 01420

<https://www.mocinc.org/contact>

North Central MA Minority Coalition

66 Day Street
Fitchburg, MA 01420
<https://www.theminoritycoalition.org/contact>

Colleges

Handshake
https://app.joinhandshake.com/login?_ga=2.68485778.226485084.1624624081-553084890.1615215760

Women's Organizations

Women's Business Network – MetroWest
P.O. Box 232
Harvard, MA 01451
<https://metrowestwomen.com/contact/>

Veteran's Organizations

MassHire North Central
100 Erdman Way
Leominster, MA 01453

Richard Dumont
Rick.Dumont@MassMail.State.ma.us

MassHire North Central Career Center
100 Erdman Way
Leominster, MA 01453

Brian Andrews
Brian.Andrews@MassMail.State.ma.us

Disability Commissions

MA Rehabilitation Commission
76 Summer Street, Room 330
Fitchburg, MA 01420

Third Party Contracts

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

Women and Minority Contact Information

Women's Business Network – Metrowest

P.O. Box 232

Harvard, MA 01451

<https://metrowestwomen.com/contact/>

Supplier Diversity Program

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

Service Disabled Veterans Businesses

<https://www.sba.gov/federal-contracting/contracting-assistance-programs/service-disabled-veteran-owned-small-businesses-program>

