

# Metropolitan Pier and Exposition Authority

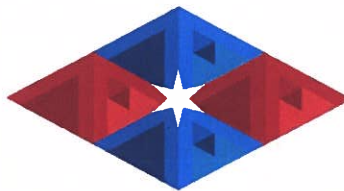


## Affirmative Action Plan

### Fiscal Year 2021

(July 1, 2019 – June 30, 2020)

Collection of Data



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## **MPEA BOARD MEMBERS**

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(Chairman)

Don Villar  
(Vice Chairman)

Jorge Ramirez  
(Secretary/Treasurer)

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Roger J. Kiley, Jr.

Terrance B. McGann

Sherman Wright

Nina Grondin

### **MPEA CEO**

Larita D. Clark

**SECTION 1. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT  
OF COMMITMENT**

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The Metropolitan Pier and Exposition Authority (“MPEA” or the “Authority”) has a policy of providing equal employment opportunity in all employment transactions such as recruitment, hiring, access to training, promotions and transfers, compensation, benefits, discipline, wages, hours and other terms, conditions or privileges of employment, as well as layoffs, recalls and terminations.

MPEA policy states that no employee will be subject to unlawful discrimination, harassment, intimidation, threats, coercion or retaliation on the basis that they have 1) initiated, assisted or participated in an investigation or other activity related to the administration of any federal, state law or local ordinance requiring equal employment opportunity; 2) complained of or opposed any act or practice made unlawful by any federal or state law or local ordinance requiring equal employment opportunity; or 3) exercised any other right protected by federal or state law or local ordinance requiring equal employment opportunity.

Affirmative action compliance as defined by applicable laws requires positive steps to ensure equal employment of minorities and women in the Authority’s workforce. Senior management is held accountable for adherence to and compliance with the Authority’s equal employment and affirmative action policies and goals, in the same manner as they are held accountable for all other elements of job performance.

The Authority has also adopted and maintains a minority- and women-owned business enterprise (“MBE” and “WBE”) procurement program as a part of its overall affirmative action program, in accordance with the Metropolitan Pier and Exposition Authority Act (the “Act”). Additionally, under the Act, the Authority requires its contractors to promote equal employment opportunity in connection with the hiring of minorities and women on expansion and other construction projects undertaken by the Authority.

The Authority’s Director of Human Resources (“HR Director”) is responsible for the development, implementation and monitoring of the Authority’s affirmative action initiatives. The HR Director offers technical assistance to all business units within the Authority regarding its affirmative action policies and programs. The HR Director also works closely with the Legal Department on key aspects of this Affirmative Action Plan including the development of employment policies and procedures related to the recruitment and retention of the Authority’s workforce.

Respectfully submitted this 1<sup>st</sup> day of September 2020

  
\_\_\_\_\_

By Larita D. Clark

Title: Chief Executive Officer

## SECTION 2. AUTHORITY PROFILE

The Authority is a political subdivision, unit of local government, body politic, and municipal corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 et seq. <sup>1</sup>(the "Act"). The Authority was established to promote, operate, and maintain fairs, expositions, meetings, and conventions in Cook County, Illinois. The Authority owns the McCormick Place exhibition and convention center. The Authority also owns a 1,252-room Hyatt hotel and conference center adjacent to the convention center, the Navy Pier® entertainment and convention complex, the American Book Company building, and a 1,206-room Marriott Marquis hotel and Wintrust Arena as part of the McCormick Place Complex.

McCormick Place is North America's premier convention facility. The McCormick Place Complex comprises four state-of-the-art buildings, the South, West, North buildings and the Lakeside Center. These buildings have a combined total of more than 2.6 million square feet of exhibit space, and over 600,000 square feet of meeting rooms, making it the nation's largest convention center. McCormick Place hosts approximately 125 to 150 events and attracts more than 2.5 million trade and public show visitors annually.

McCormick Place features the Arie Crown Theater, which seats 4,249 people. In addition, an expansive series of pedestrian promenades and sky bridges link the entire campus. The Grand Concourse connecting the South and North buildings and the Central Concourse in the West Building also house retail shops, cafes, restaurants and other visitor amenities.

The greater area surrounding McCormick Place is called "McCormick Square," and includes the McCormick Place Complex, the Hyatt Regency McCormick Place Hotel and Conference Center, Wintrust Arena and Marriott Marquis Chicago Hotel. McCormick Square is built on a vision of entertainment, growth, and economic stability for the surrounding neighborhoods and communities. Offering the complete event experience with exhibition and meeting space, hotels, and entertainment within walking distance, McCormick Square will drive job growth and community revitalization.

The McCormick Place Complex is managed and operated by ASM Global, a private venue management company. Navy Pier Incorporated ("NPI"), a non-profit entity, operates and manages the Navy Pier complex pursuant to a lease agreement with the Authority. Hyatt Corporation manages the hotel as the Hyatt Regency McCormick Place. Marriott International manages the Marriott Marquis Chicago. Savor Chicago at McCormick Place is the exclusive food and beverage provider on campus. Each management company operates pursuant to its own organizational structures and accordingly, independently makes employment decisions subject to the contractual obligations set forth in each company's agreement with the Authority. These major contractors have agreed to implement plans to achieve workforce diversity by providing equal employment opportunities for minorities and women.

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<sup>1</sup> See Appendix 1 for the full text of the Act

### SECTION 3. COMMUNICATION OF PLAN AND POLICIES

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The Authority communicates its affirmative action policies both externally and internally to assure that its employees, contractors and the public are aware of the organization's commitment to diversity. The Authority's equal employment opportunity policy is communicated to both current and future employees via *Notices of Employment Opportunities*, which are posted throughout the Authority's facilities and on the Authority's Intranet and Internet sites. The Authority's commitment to equal employment opportunity/affirmative action is also set forth in the Authority's Employee Handbook, Personnel Code and Manual of Personnel Policies and Procedures. Additionally, the Authority's Policy Against Discrimination and Harassment (the "Policy") is issued to employees upon hiring and during the year. The Authority conducted training on the Policy to all employees in 2020. The next training session will be scheduled in the year 2021. All such policies are also made available to Authority employees via the Authority's intranet site.

The Authority's policies regarding affirmative action with respect to the procurement process are reflected in a document entitled "Special Conditions Regarding Minority- and Women-Owned Business Enterprises." The "Special Conditions" document, which is issued with each solicitation, outlines the Authority's plan for the participation of MBE/WBEs on Authority contracts, as well as the process that all Proposers must follow to assist the Authority with meeting its statutory obligations. Per the "Special Conditions," Proposers are required to provide the Authority with a plan illustrating their compliance with the "Special Conditions" when they submit a proposal for an Authority contract. Additionally, expansion and construction projects at McCormick Place also require bidders to commit to equal employment opportunity requirements for the hiring of minorities and women.

## **SECTION 4. AUTHORITY EMPLOYMENT ANALYSIS: AN OVERVIEW**

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### **A. INTERNAL WORKFORCE TRANSACTIONS**

The Authority annually compiles employment transaction data in an effort to analyze the effects of personnel decisions on groups protected by federal, state and local laws. The Authority hired an independent third party, Berkshire Associates, Inc., to conduct various internal workforce analyses based on data compiled by the Human Resources and Payroll Departments. The summaries of the analyses are described in this Plan.

### **B. EXTERNAL CONTRACTOR REQUIREMENTS**

Pursuant to the Act, the Authority requires that its contractors perform their contractual obligations in a non-discriminatory manner. These parties agree to comply with all applicable federal, state and local laws and ordinances that prohibit discrimination. At the time of proposal or bid submission, potential contractors are required to demonstrate compliance with such laws by furnishing the Authority with a copy of their organizations' Equal Employment Opportunity/Affirmative Action Plan. Proposers must also commit to helping the Authority meet the statutorily established goals for MBE/WBE participation; specifically, the Act calls for the Authority to award 25% of the dollar value of all contracts to MBEs and 5% of the dollar value of all contracts to WBEs. Once a contractor is selected to provide goods or services to the Authority, the contractor is also required to submit monthly compliance reports to the Authority's Business Diversity Coordinator as evidence of the achievement of MBE/WBE participation goals.

Additionally, construction contractors involved with expansion projects at the McCormick Place Complex are also required to submit equal employment opportunity reports that indicate contractor compliance with the diversity hiring goals that are established for each project. These contractors are required to cooperate with the Authority in connection with workforce audits that the Authority conducts at various points of project completion.

Under its Management Agreement with MPEA, ASM Global is required to submit for the Authority's approval a strategic diversity and inclusion plan designed to ensure equal employment opportunities for women and minorities. Furthermore, as the MPEA's agent, ASM Global is required to assist the Authority in meeting its MBE and WBE participation goals on procurement expenditures. The Authority and ASM Global evaluate contracting opportunities, perform outreach, and monitor actual spend and contractor compliance to maximize opportunities for MBE and WBE firms at McCormick Place. The Authority and ASM Global continued to host the supplier diversity fair and will partner again in 2021.

Under its Lease Agreement, NPI is required to develop a plan to increase the participation of minorities and women in the operation of Navy Pier, including in the day to day operation of the facilities; the purchase of goods and services; and with respect to the redevelopment projects at Navy Pier.

## SECTION 5. CONTACT INFORMATION

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For further information regarding this Plan, please contact:

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**SECTION 6. APPENDICES**

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- Appendix 1            Metropolitan Pier and Exposition Authority Act, Section 23.1**
- Appendix 2            Metropolitan Pier and Exposition Authority Policy Against  
Discrimination and Harassment**
- Appendix 3            Workforce Analysis by Organizational Unit/Department**
- Appendix 4            Job Group Analysis Summary**
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## Appendix 1 METROPOLITAN PIER AND EXPOSITION AUTHORITY ACT, SECTION 23.1

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Illinois Compiled Statutes  
Chapter 70  
Special Districts  
Civic Center  
Metropolitan Pier and Exposition Authority Act  
70 ILCS 210

Current through P.A. 99-524 of the 2015-2016 Legislative Session and current to State Cases through December 2015.

Sec. 23.1. Affirmative action.

- (a) The Authority shall, within 90 days after the effective date of this amendatory Act of 1984, establish and maintain an affirmative action program designed to promote equal employment opportunity and eliminate the effects of past discrimination. Such program shall include a plan, including timetables where appropriate, which shall specify goals and methods for increasing participation by women and minorities in employment, including employment related to the planning, organization, and staging of the games, by the Authority and by parties which contract with the Authority. The Authority shall submit a detailed plan with the General Assembly prior to September 1 of each year. Such program shall also establish procedures and sanctions (including debarment), which the Authority shall enforce to ensure compliance with the plan established pursuant to this Section and with State and federal laws and regulations relating to the employment of women and minorities. A determination by the Authority as to whether a party to a contract with the Authority has achieved the goals or employed the methods for increasing participation by women and minorities shall be determined in accordance with the terms of such contracts or the applicable provisions of rules and regulations of the Authority existing at the time such contract was executed, including any provisions for consideration of good faith efforts at compliance which the Authority may reasonably adopt.
- (b) The Authority shall adopt and maintain minority and female owned business enterprise procurement programs under the affirmative action program described in subsection (a) for any and all work, including all contracting related to the planning, organization, and staging of the games, undertaken by the Authority. That work shall include, but is not limited to, the purchase of professional services, construction services, supplies, materials, and equipment. The programs shall establish goals of awarding not less than 25% of the annual dollar value of all contracts, purchase orders, or other agreements (collectively referred to as "contracts") to minority owned businesses and 5% of the annual dollar value of all contracts to female owned businesses. Without limiting the generality of the foregoing, the programs shall require in connection with the prequalification or consideration of vendors for professional service contracts, construction contracts, and contracts for supplies, materials, equipment, and services that each proposer or bidder submit as part of his or her proposal or bid a commitment detailing how he or she will expend 25% or more of the dollar value of his or her contracts with one or more minority owned businesses and 5% or more of the dollar value with one or more female owned businesses. Bids or proposals that do not include such detailed commitments are not responsive and shall be rejected unless the Authority deems it appropriate to grant a waiver of these requirements. In addition, the Authority may, in connection with the selection of providers of professional services, reserve the right to select a minority or female owned business or businesses to fulfill the commitment to minority and female business participation. The commitment to minority and female business participation may be met by the contractor or professional service provider's status as a minority or female owned business, by

joint venture or by subcontracting a portion of the work with or purchasing materials for the work from one or more such businesses, or by any combination thereof. Each contract shall require the contractor or provider to submit a certified monthly report detailing the status of that contractor or provider's compliance with the Authority's minority and female owned business enterprise procurement program. The Authority, after reviewing the monthly reports of the contractors and providers, shall compile a comprehensive report regarding compliance with this procurement program and file it quarterly with the General Assembly. If, in connection with a particular contract, the Authority determines that it is impracticable or excessively costly to obtain minority or female owned businesses to perform sufficient work to fulfill the commitment required by this subsection, the Authority shall reduce or waive the commitment in the contract, as may be appropriate. The Authority shall establish rules and regulations setting forth the standards to be used in determining whether or not a reduction or waiver is appropriate. The terms "minority owned business" and "female owned business" have the meanings given to those terms in the Business Enterprise for Minorities, Females, and Persons with Disabilities Act [30 ILCS 575/0.01 et seq.].

- (c) The Authority shall adopt and maintain an affirmative action program in connection with the hiring of minorities and women on the Expansion Project and on any and all construction projects, including all contracting related to the planning, organization, and staging of the games, undertaken by the Authority. The program shall be designed to promote equal employment opportunity and shall specify the goals and methods for increasing the participation of minorities and women in a representative mix of job classifications required to perform the respective contracts awarded by the Authority.
- (d) In connection with the Expansion Project, the Authority shall incorporate the following elements into its minority and female owned business procurement programs to the extent feasible: (1) a major contractors program that permits minority owned businesses and female owned businesses to bear significant responsibility and risk for a portion of the project; (2) a mentor/protégé program that provides financial, technical, managerial, equipment, and personnel support to minority owned businesses and female owned businesses; (3) an emerging firms program that includes minority owned businesses and female owned businesses that would not otherwise qualify for the project due to inexperience or limited resources; (4) a small projects program that includes participation by smaller minority owned businesses and female owned businesses on jobs where the total dollar value is \$ 5,000,000 or less; and (5) a set-aside program that will identify contracts requiring the expenditure of funds less than \$ 50,000 for bids to be submitted solely by minority owned businesses and female owned businesses.
- (e) The Authority is authorized to enter into agreements with contractors' associations, labor unions, and the contractors working on the Expansion Project to establish an Apprenticeship Preparedness Training Program to provide for an increase in the number of minority and female journeymen and apprentices in the building trades and to enter into agreements with Community College District 508 to provide readiness training. The Authority is further authorized to enter into contracts with public and private educational institutions and persons in the hospitality industry to provide training for employment in the hospitality industry.
- (f) McCormick Place Advisory Board. There is created a McCormick Place Advisory Board composed as follows: 2 members shall be appointed by the Mayor of Chicago; 2 members shall be appointed by the Governor; 2 members shall be State Senators appointed by the President of the Senate; 2 members shall be State Senators appointed by the Minority Leader of the Senate; 2 members shall be State Representatives appointed by the Speaker of the House of Representatives; and 2 members shall be State Representatives appointed by the Minority Leader of the House of Representatives. The terms of all previously appointed

members of the Advisory Board expire on the effective date of this amendatory Act of the 92nd General Assembly [P.A. 92-208]. A State Senator or State Representative member may appoint a designee to serve on the McCormick Place Advisory Board in his or her absence.

A "member of a minority group" shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:

- (1) American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment).
- (2) Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- (3) Black or African American (a person having origins Black or African American (a person having origins in any of the black racial groups of Africa). Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American").
- (4) Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).
- (5) Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

Members of the McCormick Place Advisory Board shall serve 2-year terms and until their successors are appointed, except members who serve as a result of their elected position whose terms shall continue as long as they hold their designated elected positions. Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments are made. The McCormick Place Advisory Board shall elect its own chairperson.

Members of the McCormick Place Advisory Board shall serve without compensation but, at the Authority's discretion, shall be reimbursed for necessary expenses in connection with the performance of their duties.

The McCormick Place Advisory Board shall meet quarterly, or as needed, shall produce any reports it deems necessary, and shall:

- (1) Work with the Authority on ways to improve the area physically and economically;
- (2) Work with the Authority regarding potential means for providing increased economic opportunities to minorities and women produced indirectly or directly from the construction and operation of the Expansion Project;
- (3) Work with the Authority to minimize any potential impact on the area surrounding the McCormick Place Expansion Project, including any impact on minority or female owned businesses, resulting from the construction and operation of the Expansion Project;
- (4) Work with the Authority to find candidates for building trades apprenticeships, for employment in the hospitality industry, and to identify job training programs;

- (5) Work with the Authority to implement the provisions of subsections (a) through (e) of this Section in the construction of the Expansion Project, including the Authority's goal of awarding not less than 25% and 5% of the annual dollar value of contracts to minority and female owned businesses, the outreach program for minorities and women, and the mentor/protégé program for providing assistance to minority and female owned businesses.
- (g) The Authority shall comply with subsection (e) of Section 5-42 of the Olympic Games and Paralympic Games (2016) Law [65 ILCS 20/5-42]. For purposes of this Section, the term "games" has the meaning set forth in the Olympic Games and Paralympic Games (2016) Law.

## **APPENDIX 2 METROPOLITAN PIER AND EXPOSITION AUTHORITY POLICY AGAINST DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

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### **I. POLICY STATEMENT**

The Metropolitan Pier and Exposition Authority ("Authority") does not engage in discrimination or harassment or permit discrimination or harassment of individuals based on race; color; sex; pregnancy; childbirth, or related medical conditions; religion; national or ethnic origin; ancestry; age; disability; genetic information; sexual orientation; gender identity or expression; parental status; marital status; citizenship status; arrest record status; military discharge status; veteran status; or any other characteristic protected under applicable federal, state and local law. The Authority is committed to each employee's right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. In turn, the Authority expects its employees to commit to work relationships that are respectful, professional and free of discrimination and harassment.

The Authority's Policy Against Discrimination and Harassment (including Sexual Harassment) (the "Policy") includes procedures for reporting Policy violations and for the prompt resolution of discrimination and harassment complaints. Nothing herein is intended to prevent any person from filing a charge of discrimination or harassment directly with any governmental agency that enforces equal employment opportunity laws or their desire to file a complaint with a court of competent jurisdiction. If the employee elects to file such a charge or complaint with an external agency or court, the investigation of the internal complaint may be suspended while that matter is pending.

This Policy supersedes all prior policies that have been issued by the Authority regarding non-discrimination, harassment and retaliation.

### **II. OVERVIEW OF PROHIBITED CONDUCT**

The Authority reaffirms its commitment to providing its employees with a work environment in which all employees are treated with respect and dignity; free of bias, prejudice, and harassment. Prohibited conduct will not be engaged in or tolerated by any employee. Prohibited conduct is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Employees determined responsible for such conduct will be subject to discipline, up to and including discharge.

In addition, the Authority will make every effort to protect its employees from inappropriate behavior and or prohibited conduct engaged in by customers, vendors, agents or any other third parties who may be on Authority property or doing business with the Authority.

#### **A. Discrimination**

The Authority is an Equal Employment Opportunity Employer. Diversity is a core value of the Authority. It is also committed to employing individuals without regard to race; color; sex; pregnancy; childbirth, or related medical conditions; religion; national or ethnic origin; ancestry; age; disability; genetic information; sexual orientation; gender identity or expression; parental status; marital status; citizenship status; arrest record status; military discharge status; veteran status; or any other characteristic protected by law. Hiring, filling vacancies, training, compensation, transfers, promotions, layoffs and



recalls, discipline and discharge, are conducted in accordance with all federal, state, local laws and ordinances and in full compliance with the Authority's Manual of Personnel Policies and Procedures, as may be amended.

## **B. Harassment**

Harassment, including sexual harassment, is a form of discrimination. It is important to remember that your actions may not be intended to be discriminatory or harassing but nevertheless may be viewed or perceived that way by another person. The Authority expressly prohibits harassment, including sexual harassment, in its workplace.

**1. Harassment:** Harassment is defined as unwelcome written, verbal or physical conduct, based on a person's status or any other characteristic protected by law, that denigrates or shows hostility or aversion toward an individual because of his/her race, color, sex, religion, national or ethnic origin, ancestry, age, disability, genetic information, sexual orientation, gender identity or expression, parental status, marital status, citizenship status, military discharge status, veteran status, order of protection status or any other characteristic protected by law and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Conduct that is abusive or that creates a hostile work environment is strictly prohibited. Harassment in all forms is misconduct and will not be tolerated in the Authority's workplace.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrate or show hostility or aversion toward an individual or group. This Policy expressly prohibits any form of or circulation of these materials in the workplace.

**2. Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. These behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexually suggestive or offensive remarks; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures including offensive gender-based comments; display in the workplace of sexually suggestive objects or pictures; offensive emails; and other physical, verbal or visual conduct of a sexual nature.

The Authority expressly prohibits sexual harassment. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws and ordinances.

**3. Retaliation:** The Authority, in addition to its commitment to provide a work environment free from harassment and discrimination, strictly prohibits retaliation against any individual for making a good faith report of conduct or practice that violates this Policy, participating in good faith investigations by the Authority or other governmental agencies that enforce such equal opportunity laws or regulations, or anyone who may file a complaint with any governmental agency or court in the exercise of any rights protected by any equal employment opportunity law or regulations.

If you believe that you have witnessed or experienced a violation of this policy, you are encouraged and expected to report such conduct. Procedures for reporting and filing complaints are described in detail below.

### **III. PERSONS COVERED BY THE POLICY**

The following persons, individually or as a group, may make a verbal or written complaint of discrimination, harassment or retaliation for reporting prohibited conduct or assisting in the investigation thereof:

- Current employees, and
- Former employees who file a complaint within 30 calendar days of termination.

### **IV. REPORTING PROCESS**

Employees may file a written report or make a verbal complaint of discrimination, harassment or retaliation. The Authority will investigate all such reports regardless of the identity of either the employee or the person who allegedly engaged in the prohibited conduct.

Prompt reporting of complaints or concerns is essential so that constructive and remedial action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination or retaliation.

#### **A. Employees**

Any employee who believes he or she has been discriminated against, harassed or retaliated against by a supervisor, coworker, customer, vendor or agent of the Authority should immediately provide a written or verbal report to his/her supervisor and or to the Director of Human Resources ("HR"). The employee may also utilize the Authority's **Anonymous Hotline, (312) 409-9870**.

Any employee who is not the subject of the discrimination, harassment or retaliation, but has observed same, is urged to report the observed conduct to his/her Supervisor, the Manager or on the Hotline.

There is no requirement that an employee first report the conduct to a supervisor; the employee may report it directly to the Director of Human Resources.

#### **B. Supervisors**

A supervisor who is informed of, or becomes aware of, or reasonably should be aware of a violation of this Policy by an employee or third party is mandated to report all such matters to the Director of Human Resources immediately. Failure to do so may subject the supervisor to discipline, up to and including discharge.



## **V. COMPLAINT RESOLUTION PROCEDURES**

The Director of Human Resources has jurisdiction over the investigation of complaints alleging violations of this Policy. Any person who wishes to report violations of this Policy may do so without fear of reprisal.

Any reported allegation of a potential violation of this Policy will be investigated promptly, thoroughly and impartially. A preliminary investigation and fact finding will be conducted by the Director of Human Resources which may include individual interviews with the parties involved, with individuals who may have observed the alleged conduct or may have other relevant knowledge, or other inquiries.

The Authority will make every effort to maintain confidentiality, to the extent feasible, as it conducts its investigation. However, during the course of the investigation, confidentiality cannot be guaranteed. To assist in maintaining confidentiality, employees involved in an investigation should not discuss the investigation with their co-workers.

### **A. Mediation**

1. Mediation is a form of alternative dispute resolution that is offered by the Authority to resolve the issues presented by the complainant if requested by the complainant. The Director of Human Resources will determine upon completion of the preliminary investigation whether mediation is a viable option for the presented allegations or if a formal investigation should be conducted by the Director of Human Resources.
2. Mediation is a completely voluntary option for both parties. If both parties agree to mediation, a third-party mediator, who is not an Authority employee, will conduct the mediation session. The mediator will not impose a decision on the parties. The mediator's goal is to help the parties agree on a mutually acceptable resolution.
3. If mediation is agreed to by both parties, the preliminary investigation by the Director of Human Resources will cease but may be reinstated if mediation is terminated by the mediator, by either party, or a mediated agreement cannot otherwise be reached.
4. The mediation session is complimentary and all sessions will be held during employee work hours, when possible.
5. If both parties agree to a mediated agreement, the mediator will prepare a written agreement signed by both parties and that must be adhered to by both parties.
6. The Director of Human Resources will contact the complainant at agreed to intervals after the mediated agreement has been reached to determine whether the agreement has been followed or breached.
7. If the mediated agreement is breached the Director of Human Resources may attempt to secure compliance with the agreement or the complainant may file a formal complaint.

### **B. Formal Investigation**

1. If mediation is deemed inappropriate by the Director of Human Resources, is not agreed to by both the complainant and respondent, or a mediated agreement cannot be reached; a formal investigation of the complaint will be conducted by the Director of Human Resources.

2. The Director of Human Resources will meet with the complainant who will be provided with a complaint form if one has not been already submitted.
3. Written complaints should be signed and should include supporting documentation in order to assist with the investigation. The scope of the investigation will be limited to the specific allegations stated in the complaint unless a new complaint is filed.
4. As part of the formal investigation, the Director of Human Resources may confer with Human Resources personnel and other appropriate representatives of senior management or outside consultants, if required.
5. The investigation will include the verification of information provided by the complainant. It may include interviews with the person making the complaint, the person against whom the complaint is made, and any potential witness identified by either person, as well as others whom the Authority believes may have relevant information.
6. If at the conclusion of the investigation, it is determined that the Policy was not violated or the evidence does not support sustaining the complaint, the complainant and respondent will be notified in writing.
7. If at the conclusion of the investigation, it is determined that the Policy may have been violated, the Director of Human Resources will submit a written report to the appropriate Department Head or Senior Director, Human Resources and the Legal Department of the results of the investigation for their review and disposition.
8. Upon conclusion of the investigation, the Authority will take prompt and appropriate corrective action if warranted.
9. The results of the investigation will be discussed with the person making the complaint and the person against whom the complaint is being made and will be reduced to writing and made a part of the internal complaint file.
10. The use of these procedures does not preclude the right of an employee to file a charge directly with any governmental agency that enforces employment discrimination laws or to file a complaint with a court of competent jurisdiction. If the employee elects to file such a charge or complaint with an external agency or court, the investigation of the internal complaint may be suspended while that matter is pending.
11. If the allegations of the Policy violations are sustained, the Director of Human Resources will contact the complainant after such determination in order to ascertain if the prohibited conduct has recurred. If there is a recurrence, the employee may file another complaint with the Director of Human Resources.

**C. Absence of a Formal Complaint**

If the Director of Human Resources is alerted to a Policy violation, the Director of Human Resources shall proceed with any action deemed appropriate, to resolve the allegations, whether or not a signed complaint has been provided. Actions the Director of Human Resources may take include but are not limited to site visits, interviews, training or a formal investigation.

## **VII. POLICY IMPLEMENTATION AND TRAINING**

The Authority has developed this Policy to promote a workplace in which its employees can work in an environment free from harassment, discrimination and retaliation. The Authority will make every reasonable effort to ensure that its employees are familiar with this Policy through its annual training sessions.

Finally, this Policy should not, and may not, be used as a basis for excluding individuals of a particular, protected characteristic (e.g. gender), from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment.

The law and the policies of the Authority prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further its policies, and not to form the basis of an exception to them. Any employee who has questions or concerns about this Policy or any of the procedures referred to herein should contact the Director of Human Resources.

**For further information regarding the Policy or these procedures you may contact:**

**Gloria I. Juarbe**

**Director of Human Resources**

**301 E. Cermak Road**

**Chicago, IL 60616**

**Phone Number: 312-791-6176**

**Fax Number: 312-791-6001**

**Email: [gjuarbe@mpea.com](mailto:gjuarbe@mpea.com)**

## **Appendix 3 Workforce Analysis by Organizational Unit/Department**

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As one of the diagnostic components of the Authority's Plan, the Authority has completed a profile of its workforce as of June 30, 2020. The organizational profile is an overview of the staffing patterns at the Authority and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete the organizational profile, the Authority elected to follow the workforce analysis methodology.

Please note that at the beginning of 2020, our staff numbers were higher than shown in the analysis below. However, the impact of the COVID-19 pandemic changed the Authority's business needs and demands, which in turn impacted the Authority's retention and hiring.

The analysis identifies the various departments within the Authority, and for each department lists all job titles. For each job title, the following data is provided:

- the total number of incumbents;
- the total number of male and female incumbents; and
- the total number of male and female incumbents by racial/ethnic group.

The following charts set forth this analysis:

# Metropolitan Pier and Exposition Authority

2021 Annual Affirmative Action Plan

Chicago, Illinois

## Workforce Analysis

### CCEXAU\_AUD Audit

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
340031	13	Total	1		0	0	0	0	0	0	0
Dir Internal Audit	1	Tot Min	1		0	1	0	0	0	0	0
<b>Total for CCEXAU_AUD</b>		Total	1		0	0	0	0	0	0	0
		Tot Min	1		0	1	0	0	0	0	0

### CCEXCE\_CEO CEO's Office

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
110008	14	Total	1		1	0	0	0	0	0	0
Sr. Dir Labor Rel & Camp Ops	1	Tot Min	0		0	0	0	0	0	0	0
637001		Total	0		0	0	0	0	0	0	0
Chief Executive Officer	1	Tot Min	1		0	1	0	0	0	0	0
530016		Total	0		0	0	0	0	0	0	0
Mgr Operations & LBR Relations	1	Tot Min	1		0	1	0	0	0	0	0
476001		Total	0		0	0	0	0	0	0	0
Compliance Officer/Brd ADM	1	Tot Min	1		0	0	0	1	0	0	0
<b>Total for CCEXCE_CEO</b>		Total	1		1	0	0	0	0	0	0
		Tot Min	3		0	2	0	1	0	0	0

### CCEXCE\_COM Community Affairs

Job Code & Title	Grade & EEO Code	Total	Mal	Fem	W	B	A	H	I	P	2
635017	13	Total	0		0	0	0	0	0	0	0
Sr Mgr Comm Eng & Spc Evts	1	Tot Min	1		0	0	0	1	0	0	0
<b>Total for CCEXCE_COM</b>		Total	0		0	0	0	0	0	0	0
		Tot Min	1		0	0	0	1	0	0	0

# Workforce Analysis

## CCEXHR\_HRS Human Resources

Job Code & Title	Grade & EEO Code			W	B	A	H	I	P	Total
		Mal	Fem							
065029	04	Total	1	0	0	0	0	0	0	2
Benefits & Payroll Coord	6	Tot Min	1	0	0	0	1	0	0	0
476005	10	Total	1	0	0	0	0	0	0	0
Dir Human Resources	1	Tot Min	1	0	0	0	1	0	0	0
Total for CCEXHR_HRS		Total	2	0	0	0	0	0	0	0
		Tot Min	2	0	0	0	2	0	0	0

## CCEXLE\_LGL Legal

Job Code & Title	Grade & EEO Code			W	B	A	H	I	P	Total
		Mal	Fem							
300008	09	Total	1	0	0	0	0	0	0	0
Project Coord Legal	6	Tot Min	1	0	1	0	0	0	0	0
200003	12	Total	1	0	0	0	0	0	0	0
Asst General Counsel	2	Tot Min	1	0	0	1	0	0	0	0
640003	15	Total	1	0	1	0	0	0	0	0
General Counsel	1	Tot Min	1	0	0	0	0	0	0	0
Total for CCEXLE_LGL		Total	3	0	1	0	0	0	0	0
		Tot Min	3	0	1	1	0	0	0	0

## CCEXSS\_SSA Security & Safety Admin

Job Code & Title	Grade & EEO Code			W	B	A	H	I	P	Total
		Mal	Fem							
300007	09	Total	1	0	0	0	0	0	0	0
Project Coord Audit & Security	6	Tot Min	1	0	0	0	1	0	0	0
Total for CCEXSS_SSA		Total	1	0	0	0	0	0	0	0
		Tot Min	1	0	0	0	1	0	0	0

## CCFIAC\_FOP Fiscal Operations

Job Code & Title	Grade & EEO Code			W	B	A	H	I	P	Total
		Mal	Fem							
280045	05	Total	1	0	0	0	0	0	0	0
Accounting Coordinator	6	Tot Min	1	0	0	1	0	0	0	0

# Workforce Analysis

## CCFIAC\_FOP Fiscal Operations

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	Total	
									Mal	Fem
280047	07	1	0	0	0	0	0	0	0	2
Accountant	2	Tot Min 1	0	1	0	0	0	0	0	0
340029	13	1	0	0	0	0	0	0	0	0
Controller	1	Tot Min 1	0	0	0	1	0	0	0	0
<b>Total for CCFIAC_FOP</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Tot Min 3</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CCFIAC\_FXD Fixed Assets

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	Total	
									Mal	Fem
271001	03	1	0	1	0	0	0	0	0	0
Coord Inventory	6	Tot Min 1	0	0	0	0	0	0	0	0
<b>Total for CCFIAC_FXD</b>		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Tot Min 1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CCFIAC\_RPT Financial Reporting

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	Total	
									Mal	Fem
055001	09	2	0	0	0	1	0	0	0	0
Sr Accountant	2	Tot Min 2	0	1	0	0	0	0	0	0
475020	10	1	0	0	0	0	0	0	0	0
Sr.Mgr Accounting	1	Tot Min 1	0	1	0	0	0	0	0	0
130022	11	1	0	0	0	0	0	0	0	0
Asst Controller	1	Tot Min 1	0	1	0	0	0	0	0	0
<b>Total for CCFIAC_RPT</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Tot Min 4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CCFICF\_CFO CFO's Office

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	Total	
									Mal	Fem
640009		1	1	0	0	0	0	0	0	0
Acting Chief Financial Officer	1	Tot Min 0	0	0	0	0	0	0	0	0

### Workforce Analysis

Total for CCFICF_CFO		Total	1	Mal	1	0	0	0	0	0	0	0	0
Total Min		0	0	Fem	0	0	0	0	0	0	0	0	0

### CCFIPU\_PUR Purchasing & Business Diversity

Job Code & Title	Grade & EEO Code	Total	1	Mal	0	0	0	0	0	0	0	0	2
066002 Procurement Administrator	05 6	1	1	0	0	0	0	0	0	0	0	0	0
475014 Diversity Program Manager	10 6	1	0	0	0	0	0	0	0	0	0	0	0
330033 Dir Procurement	13 1	1	0	0	0	0	0	0	0	0	0	0	0
<b>Total for CCFIPU_PUR</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### CCISIS\_OPS Operations & Support

Job Code & Title	Grade & EEO Code	Total	1	Mal	0	0	0	0	0	0	0	0	2
330039 Dir Plant Oper & Facilities	12 1	1	1	0	0	0	0	0	0	0	0	0	0
<b>Total for CCISIS_OPS</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### DVDEDE\_DEV Development

Job Code & Title	Grade & EEO Code	Total	1	Mal	0	0	0	0	0	0	0	0	2
302001 Planroom Assistant	09 6	1	0	0	0	0	0	0	0	0	0	0	0
110005 Capital Finance Manager	10 1	1	0	0	0	0	0	0	0	0	0	0	0
340030 Dir. of Planning & Progr MGMT	13 1	1	0	0	0	0	0	0	0	0	0	0	0
340022 Construction Project Manager	13 1	1	1	0	0	0	0	0	0	0	0	0	0
140008 Chief Operation Officer	15 1	1	1	0	0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Workforce Analysis

Total for DVDEDE_DEV		Mal	3	2	1	0	0	0	0	0
Tot Min		Fem	2	2	0	0	0	0	0	0
Total	5									
Tot Min	1									

## F1FOF1\_ELE Electricians

Job Code & Title	Grade & EEO Code	Total								
		Mal	W	B	A	H	I	P	2	
355038	00	1	1	0	0	0	0	0	0	0
Show Elec Gen Foreman	7	Fem	0	0	0	0	0	0	0	0
355035	00	1	1	0	0	0	0	0	0	0
Show Elec	7	Fem	0	0	0	0	0	0	0	0
355034	00	2	2	0	0	0	0	0	0	0
Maint Elec Gen Foreman	7	Fem	0	0	0	0	0	0	0	0
Total for F1FOF1_ELE		Mal	4	4	0	0	0	0	0	0
		Fem	0	0	0	0	0	0	0	0

## MCMAAR\_ARI Arie Crown Theatre

Job Code & Title	Grade & EEO Code	Total								
		Mal	W	B	A	H	I	P	2	
715003	00	1	1	0	0	0	0	0	0	0
Teamster Arie Crown	7	Fem	0	0	0	0	0	0	0	0
Total for MCMAAR_ARI		Mal	1	1	0	0	0	0	0	0
		Fem	0	0	0	0	0	0	0	0

## MCMACM\_CSM Conv Sales & Marketing

Job Code & Title	Grade & EEO Code	Total								
		Mal	W	B	A	H	I	P	2	
476007	10	0	0	0	0	0	0	0	0	0
Sr Dir Campus Sales	1	Fem	1	1	0	0	0	0	0	0
Total for MCMACM_CSM		Mal	0	0	0	0	0	0	0	0
		Fem	1	1	0	0	0	0	0	0

## MCMAET\_CSR ETS Communication Services

Job Code & Title	Grade & EEO Code	Total								
		Mal	W	B	A	H	I	P	2	
725013	00	0	0	0	0	0	0	0	0	0
Telephone Tech Foreman	7	Fem	1	1	0	0	0	0	0	0

# Workforce Analysis

## MCMAET\_CSR ETS Communication Services

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P	2
		Mal	Fem							
725012 Telephone Tech	00 7	2	0	2	0	0	0	0	0	0
725011 Telephone Tech	00 7	1	0	1	0	0	0	0	0	0
725005 Telephone Tech	00 7	3	0	2	0	0	1	0	0	0
<b>Total for MCMAET_CSR</b>		<b>6</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
				1	0	0	0	0	0	0

## MCMAET\_ELE ETS Electricians

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P	2
		Mal	Fem							
725012 Telephone Tech	00 7	1	0	0	0	0	0	0	0	0
725010 Telephone Tech General Foreman	00 7	1	0	1	0	0	0	0	0	0
355035 Show Elec	00 7	9	0	8	0	0	1	0	0	0
355034 Maint Elec Gen Foreman	00 7	2	0	2	0	0	0	0	0	0
355029 Maint Elec Foreman	00 7	4	0	2	1	0	1	0	0	0
355027 A.V.D. Technician Ls Temp	00 7	1	0	1	0	0	0	0	0	0
<b>Total for MCMAET_ELE</b>		<b>15</b>	<b>0</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
				4	0	0	1	0	0	0

## MCMAET\_PLM ETS Plumbers

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P	2
		Mal	Fem							
585020 Plumber Foreman	00 7	1	0	1	0	0	0	0	0	0
				0	0	0	0	0	0	0

# Workforce Analysis

## MCMAET\_PLM ETS Plumbers

Job Code & Title	Grade & EEO Code	Total	W		B		A		H		I		P		2
			Mal	Fem	0	1	0	0	0	0	0	0	0	0	
585016	00	Total 8	6	0	0	0	0	0	2	0	0	0	0	0	0
Plumber	7	Tot Min 2	0	0	0	0	0	0	0	0	0	0	0	0	0
591001	7	Total 1	0	0	0	0	0	0	0	0	0	0	0	0	0
Plumbing Supt	7	Tot Min 1	0	0	1	0	0	0	0	0	0	0	0	0	0
Total for MCMAET_PLM		Total 10	7	0	0	0	0	0	2	0	0	0	0	0	0
		Tot Min 3	0	0	1	0	0	0	0	0	0	0	0	0	0

## MCMAEX\_EVT Event Excellence

Job Code & Title	Grade & EEO Code	Total	W		B		A		H		I		P		2
			Mal	Fem	0	0	0	0	0	0	0	0	0	0	
735008	00	Total 1	1	0	0	0	0	0	0	0	0	0	0	0	0
Ticket Seller NP Temp	8	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0	0
735003	00	Total 1	0	0	1	0	0	0	0	0	0	0	0	0	0
Box Office Treas Arie	8	Tot Min 1	0	0	0	0	0	0	0	0	0	0	0	0	0
715004	00	Total 3	3	0	0	0	0	0	0	0	0	0	0	0	0
Teamster Event Excel	7	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total for MCMAEX_EVT		Total 5	4	0	1	0	0	0	0	0	0	0	0	0	0
		Tot Min 1	0	0	0	0	0	0	0	0	0	0	0	0	0

## MCMAMO\_BRK Bricklayers

Job Code & Title	Grade & EEO Code	Total	W		B		A		H		I		P		2
			Mal	Fem	0	0	0	0	0	0	0	0	0	0	
220011	00	Total 1	1	0	0	0	0	0	0	0	0	0	0	0	0
Foreman Bricklayer	7	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0	0
220010	00	Total 4	3	0	1	0	0	0	0	0	0	0	0	0	0
Bricklayer Asst	7	Tot Min 1	0	0	0	0	0	0	0	0	0	0	0	0	0
220001	00	Total 1	1	0	0	0	0	0	0	0	0	0	0	0	0
Bricklayer	7	Tot Min 0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total for MCMAMO_BRK		Total 6	5	0	1	0	0	0	0	0	0	0	0	0	0
		Tot Min 1	0	0	0	0	0	0	0	0	0	0	0	0	0

# Workforce Analysis

## MCMAMO\_CRP Carpenters

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P	2
		Mal	Fem							
225025	00	Total	4	2	1	0	1	0	0	0
	7	Tot Min	2	0	0	0	0	0	0	0
225021	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
225019	00	Total	5	4	1	0	0	0	0	0
	7	Tot Min	1	0	0	0	0	0	0	0
<b>Total for MCMAMO_CRP</b>		Total	10	7	2	0	1	0	0	0
		Tot Min	3	0	0	0	0	0	0	0

## MCMAMO\_ENG Engineers

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P	2
		Mal	Fem							
445008	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
445007	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
371002	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
370024	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
370018	00	Total	2	2	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
370016	00	Total	2	0	0	0	2	0	0	0
	7	Tot Min	2	0	0	0	0	0	0	0
370015	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
370014	00	Total	18	12	2	0	4	0	0	0
	7	Tot Min	6	1	0	0	0	0	0	0
370013	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0
370012	00	Total	1	1	0	0	0	0	0	0
	7	Tot Min	0	0	0	0	0	0	0	0

# Workforce Analysis

## MCMAMO\_ENG Engineers

Job Code & Title	Grade & EEO Code			W	B	A	H	I	P	2
		Total	Total							
370011	00	Mal	2	0	0	0	0	0	0	0
Chief Engineer	7	Fem	0	0	0	0	0	0	0	0
370010	00	Mal	2	0	0	0	0	0	0	0
Asst Chief Engineer	7	Fem	0	0	0	0	0	0	0	0
370007	00	Mal	4	3	1	0	0	0	0	0
Operating Engineer	7	Fem	1	1	0	0	0	0	0	0
370002	00	Mal	1	0	1	0	0	0	0	0
Chief Engineer	7	Fem	0	0	0	0	0	0	0	0
370001	00	Mal	2	1	1	0	0	0	0	0
Asst Chief Engineer	7	Fem	0	0	0	0	0	0	0	0
370008	00	Mal	1	1	0	0	0	0	0	0
Operating-Engineer	2	Fem	0	0	0	0	0	0	0	0
<b>Total for MCMAMO_ENG</b>		Mal	41	30	5	0	6	0	0	0
		Fem	2	2	0	0	0	0	0	0

## MCMAMO\_MOA Maint & Oper Admin

Job Code & Title	Grade & EEO Code			W	B	A	H	I	P	2
		Total	Total							
230008	06	Mal	0	0	0	0	0	0	0	0
Inventory Control Coordinator	6	Fem	1	1	0	0	0	0	0	0
525007	13	Mal	1	1	0	0	0	0	0	0
Utilities & Infrastructure Mgr	1	Fem	0	0	0	0	0	0	0	0
<b>Total for MCMAMO_MOA</b>		Mal	1	1	0	0	0	0	0	0
		Fem	1	1	0	0	0	0	0	0

## MCMAMO\_PAJ Painters

Job Code & Title	Grade & EEO Code			W	B	A	H	I	P	2
		Total	Total							
565015	00	Mal	1	0	0	0	1	0	0	0
Gen Foreman Painters	7	Fem	0	0	0	0	0	0	0	0
565012	00	Mal	4	2	0	0	2	0	0	0
Painter	7	Fem	0	0	0	0	0	0	0	0

### Workforce Analysis

Total for MCMAMO_PAI		Mal	Fem	5	2	0	3	0	0	0	0
Total	Tot Min										
	3			0	0	0	0	0	0	0	0

### MCMAMO\_PFT Pipefitters

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P
		Mal	Fem						
580005	00	1	0	1	0	0	0	0	0
Pipefitter Foreman	7	0	0	0	0	0	0	0	0
580004	00	1	0	1	0	0	0	0	0
Pipefitter	7	0	0	0	0	0	0	0	0
580001	00	1	0	1	1	0	0	0	0
Pipefitter	7	0	0	0	0	0	0	0	0
<b>Total for MCMAMO_PFT</b>		<b>3</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### MCMAMO\_PLT Energy Center

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P
		Mal	Fem						
370024	00	5	0	4	1	0	0	0	0
Operating Engineer Plant	7	0	0	0	0	0	0	0	0
370022	00	1	0	1	0	0	0	0	0
Chief Engineer Plant	7	0	0	0	0	0	0	0	0
370021	00	1	0	1	0	0	0	0	0
Asst Chief Engineer Plant	7	0	0	0	0	0	0	0	0
285009	06	0	0	0	0	0	0	0	0
Project Coord Plant	6	1	0	1	0	0	0	0	0
<b>Total for MCMAMO_PLT</b>		<b>7</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### MCMAMO\_REC Receiving

Job Code & Title	Grade & EEO Code	Total		W	B	A	H	I	P
		Mal	Fem						
605018	00	1	0	0	1	0	0	0	0
Asst Supvr Receiving	8	0	0	0	0	0	0	0	0
605017	00	1	0	0	1	0	0	0	0
Sr Receiving Supvr	8	0	0	0	0	0	0	0	0

**Workforce Analysis**

**MCMAMO\_REC Receiving**

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	Total	
									Mal	Fem
605012	00	2	2	0	0	0	0	0	0	2
Receiving Clerk	8	0	0	0	0	0	0	0	0	0
<b>Total for MCMAMO_REC</b>		<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Tot Min	2	0	0	0	0	0	0	0

**MCMAMO\_SFT Sprinklerfitters**

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	Total	
									Mal	Fem
670007	00	3	2	0	0	0	0	0	0	0
Sprinklerfitter	7	0	1	0	0	0	0	0	0	0
<b>Total for MCMAMO_SFT</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Tot Min	1	0	0	0	0	0	0	0

## Appendix 4 Job Group Analysis Summary

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As the second diagnostic component of the Authority's Plan, Berkshire Associates Inc. has conducted a job group analysis. The job group analysis is the first step in comparing the representation of minorities and women in the workforce covered by this Plan with the estimate of the available qualified minorities and women who could be employed by the Authority in positions covered by this Plan.

In designing the Authority's job groups, the following elements were considered:

- similarity of duties and responsibilities; and
- similarity of opportunities for advancement including training, transfers, promotions, mobility and other career enhancements.

Although not a determinative factor in designing job groups, Berkshire also attempted to create job groups that were large enough to conduct an appropriate analysis.

As detailed in the Job Group Analysis report, this Plan covers 161 employees including 54 minorities (33.54%) and 33 women (20.5%).

The following Job Group Analysis report identify the job groups analyzed by Berkshire for the creation of this Plan, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group:



# Metropolitan Pier and Exposition Authority

2021 Annual Affirmative Action Plan

Chicago, Illinois

## Job Group Analysis

### 1A OFFICIALS AND ADMINISTRATORS

EEO Code: 1

Job Code & Title	#	%	Min	Fem
140008 - Chief Operation Officer	0	0.00	0	0
1 Employee				
640003 - General Counsel	1	100.00	1	0
1 Employee				
635017 - Sr Mgr Comm Eng & Spc Evts	1	100.00	1	1
1 Employee				
<b>3 Employees</b>	<b>2</b>	<b>66.67</b>	<b>1</b>	<b>33.33</b>
<b>Totals</b>				

### 1B OFFICIALS AND ADMINISTRATORS

EEO Code: 1

Job Code & Title	#	%	Min	Fem
476001 - Compliance Officer/Brd ADM	1	100.00	1	1
1 Employee				
530016 - Mgr Operations & LBR Relations	1	100.00	1	1
1 Employee				
637001 - Chief Executive Officer	1	100.00	1	1
1 Employee				
640009 - Acting Chief Financial Officer	0	0.00	0	0
1 Employee				
110008 - Sr. Dir Labor Rel & Camp Ops	0	0.00	0	0
1 Employee				
330033 - Dir Procurement	1	100.00	1	1
1 Employee				
340022 - Construction Project Manager	0	0.00	0	0
1 Employee				

# Job Group Analysis

**1B** OFFICIALS AND ADMINISTRATORS EEO Code: 1

		M													
Job Code & Title		#	%	#	%	#	%	#	%	#	%	#	%	#	%
340029 - Controller				1	100.00	1	100.00								
1 Employee															
340030 - Dir.of Planning & Progr MGMT				0	0.00	1	100.00								
1 Employee															
340031 - Dir Internal Audit				1	100.00	1	100.00								
1 Employee															
525007 - Utilities & Infrastructure Mgr				0	0.00	0	0.00								
1 Employee															
				0	0.00	0	0.00								
				0	0.00	0	0.00								
				1	100.00	1	100.00								
				1	100.00	1	100.00								
110005 - Capital Finance Manager				0	0.00	1	100.00								
1 Employee															
475020 - Sr.Mgr Accounting				1	100.00	1	100.00								
1 Employee															
476005 - Dir Human Resources				1	100.00	1	100.00								
1 Employee															
476007 - Sr Dir Campus Sales				0	0.00	1	100.00								
1 Employee															
				9	52.94	12	70.59								

**2A** PROFESSIONALS EEO Code: 2

Job Code & Title	#	%	Min	Fem
370008 - Operating-Engineer	0	0.00	0	0
1 Employee				
200003 - Asst General Counsel	1	100.00	1	1
1 Employee				

# Job Group Analysis

## 2A PROFESSIONALS

EEO Code: 2

Job Code & Title	#	Min	Fem	%
055001 - Sr Accountant	2	1		
2 Employees		100.00	50.00	
280047 - Accountant	1	1		
1 Employee		100.00	100.00	
<b>5 Employees</b>				
<b>Totals</b>	<b>4</b>	<b>3</b>	<b>60.00</b>	
		<b>80.00</b>		

## 6A ADMINISTRATIVE SUPPORT and SALES WORKERS

EEO Code: 6

Job Code & Title	#	Min	Fem	%
475014 - Diversity Program Manager	1	1		
1 Employee		100.00	100.00	
300007 - Project Coord Audit & Security	1	1		
1 Employee		100.00	100.00	
300008 - Project Coord Legal	1	1		
1 Employee		100.00	100.00	
302001 - Planroom Assistant	1	1	0	
1 Employee		100.00	0.00	
230008 - Inventory Control Coordinator	0	0	1	
1 Employee		0.00	100.00	
285009 - Project Coor	0	0	1	
1 Employee		0.00	100.00	
066002 - Procurement Administrator	1	1		
1 Employee		100.00	100.00	
280045 - Accounting	1	1		
1 Employee		100.00	100.00	
065029 - Benefits & P	1	1		
1 Employee		100.00	100.00	
271001 - Coord Inven	1	1	0	
1		100.00	0.00	

# Job Group Analysis

6A

## ADMINISTRATIVE SUPPORT and SALES WORKERS

EEO Code: 6

Job Code & Title	Totals		Min	Fem
10 Employees	#	8	8	8
	%	80.00	80.00	80.00

7A

## SKILLED WORKERS - MGT LEVEL

EEO Code: 7

Job Code & Title	#	%	Min	Fem
225021 - Superintendent	0	0.00	0	0
1 Employee	0.00	0.00	0.00	0.00
225025 - Carpenter Foreman	2	50.00	2	0
4 Employees	50.00	0.00	0.00	0.00
355029 - Maint Elec Foreman	2	50.00	2	0
4 Employees	50.00	0.00	0.00	0.00
355034 - Maint Elec Gen Foreman	0	0.00	0	0
3 Employees	0.00	0.00	0.00	0.00
355038 - Show Elec Gen Foreman	0	0.00	0	0
1 Employee	0.00	0.00	0.00	0.00
370001 - Asst Chief Engineer	1	50.00	1	0
2 Employees	50.00	0.00	0.00	0.00
370002 - Chief Engineer	1	100.00	1	0
1 Employee	100.00	0.00	0.00	0.00
370010 - Asst Chief Engineer	0	0.00	0	0
2 Employees	0.00	0.00	0.00	0.00
370011 - Chief Engineer	0	0.00	0	0
2 Employees	0.00	0.00	0.00	0.00
370012 - Chief Engineer	0	0.00	0	0
1 Employee	0.00	0.00	0.00	0.00
370015 - Asst Supt Engineer	0	0.00	0	0
1 Employee	0.00	0.00	0.00	0.00
370021 - Asst Chief Engineer Plant	0	0.00	0	0
1 Employee	0.00	0.00	0.00	0.00

# Job Group Analysis

**7A SKILLED WORKERS - MGT LEVEL** EEO Code: 7

**7A SKILLED WORKERS - MGT LEVEL**

Job Code & Title	#	%	Min	Fem
370022 - Chief Engineer Plant	0	0.00	0	0
1 Employee				
371002 - Supt Engineer	0	0.00	0	0
1 Employee				
445007 - Foreman Mechanic	0	0.00	0	0
1 Employee				
565015 - Gen Foreman Painters	1	100.00	1	0
1 Employee				
580005 - Pipefitter Foreman	0	0.00	0	0
1 Employee				
585020 - Plumber Foreman	0	0.00	0	0
1 Employee				
725010 - Telephone Tech General Foreman	0	0.00	0	0
1 Employee				
725013 - Telephone Tech Foreman	0	0.00	0	1
1 Employee				
<b>Totals</b>	<b>7</b>		<b>7</b>	<b>1</b>
			<b>22.58</b>	<b>3.23</b>

**7B SKILLED WORKERS - ELECTRICIANS** EEO Code: 7

**7B SKILLED WORKERS - ELECTRICIANS**

Job Code & Title	#	%	Min	Fem
355035 - Show Elec	1	8.33	1	2
12 Employees				
<b>Totals</b>	<b>1</b>		<b>1</b>	<b>2</b>
			<b>8.33</b>	<b>16.67</b>

**7C SKILLED WORKERS - ALL OTHER** EEO Code: 7

**7C SKILLED WORKERS - ALL OTHER**

Job Code & Title	Min	Fem

# Job Group Analysis

7C

SKILLED WORKERS - ALL OTHER

EEO Code: 7

Job Code & Title	#	Min	Fem							
591001 - Plumbing Supt										
1 Employee	#	1	1							
	%	100.00	100.00							
220001 - Bricklayer										
1 Employee	#	0	0							
	%	0.00	0.00							
220010 - Bricklayer Asst										
4 Employees	#	1	0							
	%	25.00	0.00							
220011 - Foreman Bricklayer										
1 Employee	#	0	0							
	%	0.00	0.00							
225019 - Carpenter										
5 Employees	#	1	0							
	%	20.00	0.00							
355027 - A.V.D. Technician Ls Temp										
1 Employee	#	0	1							
	%	0.00	100.00							
370007 - Operating Engineer										
5 Employees	#	1	1							
	%	20.00	20.00							
370013 - Operating Engineer										
1 Employee	#	0	0							
	%	0.00	0.00							
370014 - Operating Engineer										
19 Employees	#	6	1							
	%	31.58	5.26							
370016 - Engineer Trainee										
2 Employees	#	2	0							
	%	100.00	0.00							
370018 - Operating Engineer										
2 Employees	#	0	0							
	%	0.00	0.00							
370024 - Operating Engineer Plant										
6 Employees	#	1	0							
	%	16.67	0.00							
445008 - Mechanic Technician										
1 Employee	#	0	0							
	%	0.00	0.00							
565012 - Painter										
4 Employees	#	2	0							
	%	50.00	0.00							
580001 - Pipefitter										
1 Employee	#	1	0							
	%	100.00	0.00							

# Job Group Analysis

7C

SKILLED WORKERS - ALL OTHER

EEO Code: 7

Job Code & Title	#	%	Min	Fem
580004 - Pipefitter	1	0.00	0	0
1 Employee			0.00	0.00
585016 - Plumber	8	25.00	2	0
8 Employees			25.00	0.00
670007 - Sprinklerfitter	3	0.00	0	1
3 Employees			0.00	33.33
715003 - Teamster Arie Crown	1	0.00	0	0
1 Employee			0.00	0.00
715004 - Teamster Event Excel	3	0.00	0	0
3 Employees			0.00	0.00
725005 - Telephone Tech	3	33.33	1	0
3 Employees			33.33	0.00
725011 - Telephone Tech	1	0.00	0	0
1 Employee			0.00	0.00
725012 - Telephone Tech	3	33.33	1	1
3 Employees			33.33	33.33
<b>77 Employees</b>	<b>Totals</b>		<b>20</b>	<b>6</b>
			<b>25.97</b>	<b>7.79</b>

8A

SERVICE WORKERS

EEO Code: 8

Job Code & Title	#	%	Min	Fem
605012 - Receiving Clerk	2	0.00	0	0
2 Employees			0.00	0.00
605017 - Sr Receiving Supvr	1	100.00	1	0
1 Employee			100.00	0.00
605018 - Asst Supvr Receiving	1	100.00	1	0
1 Employee			100.00	0.00
735003 - Box Office Treas Arie	1	0.00	1	0
1 Employee			100.00	0.00

# Job Group Analysis

## 8A SERVICE WORKERS

EEO Code: 8

Job Code & Title	#	%	Min	Fem									
735008 - Ticket Seller NP Temp	1		0	0									
Employee			0.00	0.00									
<b>6 Employees</b>	<b>6</b>		<b>3</b>	<b>0</b>									
<b>Totals</b>			<b>50.00</b>	<b>0.00</b>									



## **Appendix 5 Availability Analysis and Statistics**

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The estimated availability analysis is part of the final diagnostic component of this Plan. The purpose of this analysis is to establish a benchmark against which the demographic composition of the Authority's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

The estimated availability analysis for each job group examines potential areas of availability for individuals with the requisite skills outside the Authority (external availability). In determining availability, Berkshire selected our reasonable recruitment area in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability Berkshire used as their source of data the most current and discrete statistical information available. For this availability analysis, Berkshire used the EEO Tabulation 2006-2010 American Community Survey Data from the US Census Bureau. Finally, where a job group is composed of different job titles that carry different availability rates, a composite availability figure was calculated. Berkshire arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates. However, the actual availability for some job groups may vary from this estimate as a result of the union referral process for the trades which refers applicants based on their union criteria such as seniority.

In determining availability, Berkshire assigned a census title code for each staffed job as of July 01, 2020 and a labor market area for each of the Authority's job groups. The Authority's job groups include:

### **1A OFFICIALS AND ADMINISTRATORS**

### **1B OFFICIALS AND ADMINISTRATORS**

### **2A PROFESSIONALS**

### **6A ADMINISTRATIVE SUPPORT and SALES WORKERS**

### **7A SKILLED WORKERS MGT LEVEL**

### **7B SKILLED WORKERS ELECTRICIANS**

### **7C SKILLED WORKERS ALL OTHER**

### **8A SERVICE WORKERS**

External recruitment area: The *Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area* is the labor market area for each of the Authority's job groups because it is the geographical area from which the Authority usually seeks or reasonably would seek workers to fill positions in some of its job groups that are not subject to the union referral process. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

# Metropolitan Pier and Exposition Authority

2021 Annual Affirmative Action Plan

Chicago, Illinois

## Availability Factor Computation Form

### 1A - OFFICIALS AND ADMINISTRATORS

Factor	Weight %	Min		Fem		Source of Statistics					
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor						
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	14.96	14.96	43.36	43.36	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area					
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations					
Availability		14.96	14.96	43.36	43.36						

### 1B - OFFICIALS AND ADMINISTRATORS

Factor	Weight %	Min		Fem		Source of Statistics					
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor						
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	23.66	23.66	42.72	42.72	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area					
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations					
Availability		23.66	23.66	42.72	42.72						

### 2A - PROFESSIONALS

Factor	Weight %	Min		Fem		Source of Statistics					
		Raw Statistics	Weighted Factor	Raw Statistics	Weighted Factor						
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	25.57	25.57	40.31	40.31	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area					
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations					
Availability		25.57	25.57	40.31	40.31						

# Availability Factor Computation Form

## 6A - ADMINISTRATIVE SUPPORT and SALES WORKERS

Factor	Weight %	Raw Statistics	Weighted Factor	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	38.11	38.11	64.70	64.70	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
		Availability	38.11	64.70		

## 7A - SKILLED WORKERS - MGT LEVEL

Factor	Weight %	Raw Statistics	Weighted Factor	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	25.67	25.67	7.05	7.05	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
		Availability	25.67	7.05		

## 7B - SKILLED WORKERS - ELECTRICIANS

Factor	Weight %	Raw Statistics	Weighted Factor	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	24.99	24.99	1.94	1.94	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
		Availability	24.99	1.94		

# Availability Factor Computation Form

## 7C - SKILLED WORKERS - ALL OTHER

Factor	Weight %	Raw Statistics	Weighted Factor	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	32.06	32.06	32.06	4.93	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
Availability		32.06	32.06	32.06	4.93	

## 8A - SERVICE WORKERS

Factor	Weight %	Raw Statistics	Weighted Factor	Min	Fem	Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	50.57	50.57	50.57	34.99	Chicago-Joliet-Naperville, IL-IN-WI Metropolitan Statistical Area
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	0.00	0.00	0.00	0.00	Feeder Job Computations
Availability		50.57	50.57	50.57	34.99	

## **Appendix 6 Comparison of Incumbency vs. Estimated Availability**

---

The Authority has compared the representation of minorities and women in each job group with the external estimated availability for employment in the job group. Where actual representation was less than the external estimated availability, the Authority conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the two-standard-deviation test, the Authority applied that methodology. Where the use of the two-standard-deviation test was not appropriate, the Authority used the exact binomial methodology. The Incumbency vs. Estimated Availability report follows:

# Metropolitan Pier and Exposition Authority

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Chicago, Illinois

## Incumbency vs. Estimated Availability

1A		OFFICIALS AND ADMINISTRATORS	
Total Emp <b>3</b>		<b>Min</b>	<b>Fem</b>
	Employment %	66.67	33.33
	Availability %	14.96	43.36
	Statistical Value		1.000E
	Shortfall		
1B		OFFICIALS AND ADMINISTRATORS	
Total Emp <b>17</b>		<b>Min</b>	<b>Fem</b>
	Employment %	52.94	70.59
	Availability %	23.66	42.72
	Statistical Value		
	Shortfall		
2A		PROFESSIONALS	
Total Emp <b>5</b>		<b>Min</b>	<b>Fem</b>
	Employment %	80.00	60.00
	Availability %	25.57	40.31
	Statistical Value		
	Shortfall		
6A		ADMINISTRATIVE SUPPORT and SALES WORKERS	
Total Emp <b>10</b>		<b>Min</b>	<b>Fem</b>
	Employment %	80.00	80.00
	Availability %	38.11	64.70
	Statistical Value		
	Shortfall		
7A		SKILLED WORKERS - MGT LEVEL	
Total Emp <b>31</b>		<b>Min</b>	<b>Fem</b>
	Employment %	22.58	3.23
	Availability %	25.67	7.05
	Statistical Value	0.394	0.832
	Shortfall		
7B		SKILLED WORKERS - ELECTRICIANS	
Total Emp <b>12</b>		<b>Min</b>	<b>Fem</b>
	Employment %	8.33	16.67
	Availability %	24.99	1.94
	Statistical Value	0.316E	
	Shortfall		

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## Incumbency vs. Estimated Availability

7C		SKILLED WORKERS - ALL OTHER	
Total Emp <b>77</b>		<b>Min</b>	<b>Fem</b>
	Employment %	25.97	7.79
	Availability %	32.06	4.93
	Statistical Value	1.144	
	Shortfall		

8A		SERVICE WORKERS	
Total Emp <b>6</b>		<b>Min</b>	<b>Fem</b>
	Employment %	50.00	0.00
	Availability %	50.57	34.99
	Statistical Value	1.000E	0.098E
	Shortfall		

**Total Employment: 161**

S - Significant Difference Rule

A placement goal is set when employment is less than availability by a statistically significant amount.

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## Appendix 7 Placement Goals

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The Authority has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on estimated availability.

Berkshire's analysis is based on the Authority's workforce of 161 individuals. However, only 34 of those individuals are non-represented employees who are directly recruited by the Authority. In the case of these 34 employees, minorities and women are well-represented. The remaining represented employees consist of a number of electricians, carpenters, plumbers and members of other trades. When a represented position becomes available, the applicable union will refer potential candidates based on their union criteria.

There are no placement goals for 2021. In evaluating whether to establish placement goals, the Authority applied the following principles:

1. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their estimated availability percentage in that job group, the Authority established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
2. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
3. In all employment decisions, the Authority makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
4. Placement goals do not create set asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Authority to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.

The placement goals report follows:



**Placement Goals**

There are currently no placement goals for this plan.

## **Appendix 8 Analysis of Data by Organizational Unit and Job Group**

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Berkshire conducted an in-depth analysis of the Authority's total employment process, including the workforce by organizational unit and job group, personnel activity, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

### **1. Composition of the Workforce by Organizational Unit**

Of the 29 departments in this AAP, 75.86% include minorities, and 62.07% include women. The analysis by organizational units reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit.

This analysis suggests that there is no policy or practice excluding minorities or women from any departments, nor is there any racial or sexual discrimination in the selection process.

### **2. Composition of the Workforce by Job Group**

Using the Office of Federal Contract Compliance Programs (OFCCP) regulations as guidance, the Authority conducted an estimated availability analysis by job group, taking into account external estimated availability, and have compared incumbency to estimated availability to determine placement goals. The results by job group are summarized in the Availability Analysis.

The findings are as follows:

A. With respect to minorities, the analysis indicates that incumbency is less than availability only in job group 7C Skilled Workers - All Other.

B. With respect to females, the analysis indicates that incumbency is less than availability only in job group 7C Skilled Workers - All Other.

C. The Authority will establish affirmative action placement goals and programs to address underutilization and will continue to make a good faith effort toward achieving these goals.

### **3. Personnel Activity**

The Authority has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity may exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include hires, promotions, and other personnel actions.

## A. Hires

The Human Resources Department develops all procedures and conducts all hiring at the Authority. Hiring is conducted on the basis of nondiscriminatory criteria. Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

1. Job descriptions have been reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job related, and that all incumbents meet minimum job requirements. Job titles have and will continue to be written without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
2. Application forms have been reviewed to ensure that all requested information is job related, and that the forms comply with all applicable laws. In addition, all forms state that the Authority is an Equal Opportunity/Affirmative Action Employer.
3. Only Authority representatives who are briefed in the law with regard to Equal Employment Opportunity/Affirmative Action conduct interviews.
4. Employees are encouraged to refer qualified applicants to the Authority for employment. In addition, the Authority has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
5. Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job related criteria.

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were 7 new employees hired during the period from July 01, 2019 to June 30, 2020 including 2 minorities (28.57%) and 1 women (14.29%). The following New Hire report summarizes hiring activity by job group:

# Metropolitan Pier and Exposition Authority

2021 Annual Affirmative Action Plan

Chicago, Illinois

## New Hire Summary For Period: 7/1/2019 to 6/30/2020

	Total	Min	Fem						
2A - PROFESSIONALS	1	1	1						
7C - SKILLED WORKERS - ALL OTHER	5	1	0						
8A - SERVICE WORKERS	1	0	0						
<b>Totals</b>	<b>7</b>	<b>2</b>	<b>1</b>						
	<b>#</b>	<b>28.57</b>	<b>14.29</b>						
	<b>%</b>								

## **B. Promotion Practices**

A review of promotion data indicates that these practices represent an area of substantial employment opportunity for minority and female employees. Promotion practices are not problem areas for minorities and women in any job group. The analysis reveals that neither minorities nor women are being treated disparately in promotions because:

1. The Authority provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
2. Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position within the Authority.
3. Management-initiated promotions are based on performance and other job related criteria without discrimination on account of race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
4. Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.

All of these factors strongly indicate that promotions represent an area of substantial employment opportunity for minority and female employees. The Promotion Summary Report during the fiscal year follows:

**Metropolitan Pier and Exposition Authority**

2021 Annual Affirmative Action Plan

**Chicago, Illinois**

**Promotion Summary by Old Job**

For Period: 7/1/2019 to 6/30/2020

	Total	Min	Fem						
1B - OFFICIALS AND ADMINISTRATORS	2	1	1						
2A - PROFESSIONALS	3	2	1						
6A - ADMINISTRATIVE SUPPORT and SALES WORKERS	1	1	1						
7A - SKILLED WORKERS - MGT LEVEL	2	1	1						
7C - SKILLED WORKERS - ALL OTHER	5	2	0						
<b>Totals</b>	<b>13</b>	<b>7</b>	<b>4</b>						
	<b>#</b>	<b>53.85</b>	<b>30.77</b>						
	<b>%</b>								

### **C. Terminations**

The Authority has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, the Authority makes its decisions without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

## **4. Technical Phases of Compliance**

Berkshire's analysis of the technical phases of compliance reveals that the Authority fully complies with all the technical phases of its affirmative action obligations:

A. Equal Employment Opportunity posters are prominently displayed in each of the Authority's locations.

B. The Authority's employment application contains a statement concerning Equal Employment Opportunity.

C. All recruitment advertising includes the solicitation "An Equal Opportunity Employer" or its abbreviation.

D. Policy statements are posted on the Authority's bulletin boards and are updated annually.

E. All personnel and employment records made or kept by the Authority are retained for the required period as mandated by law.