



Control Number: 30240



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# **WORKFORCE AND SUPPLIER DIVERSITY FORM** **WORKFORCE DIVERSITY**

Report compiled and submitted by McLeodUSA, for period ending 9-30-2004

Project # 30240

NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR														
Occupational Categories	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Officials and Managers	31	27	4	24	3	0	1	3	0	0	0	0	0	
Professionals	59	53	6	42	6	0	0	6	0	4	0	1	0	
Technicians	38	34	4	25	4	3	0	6	0	0	0	0	0	
Sales Workers	21	15	6	12	5	1	1	2	0	0	0	0	0	
Office and Clerical	21	5	16	4	13	0	0	0	1	1	2	0	0	
Craft Workers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	
Previous Year Totals	194	155	39	122	34	6	2	20	1	6	2	1	0	
This Year Totals	170	134	36	107	31	4	2	17	1	5	2	1	0	

**NOTE:** Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals columns as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

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**WORKFORCE AND SUPPLIER DIVERSITY FORM**  
**HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT**

**DRAFT – Current 04 data to be completed and resubmitted**

Construction Contracts (3)	93.9899%	-100.00%
Commodities Contracts (4)	47.2434%	-100.00%
Other Services (5)	9.0811%	-100.00%
Professional Services Contracts (6)	32.7812%	-100.00%
Major Equipment (7)	50.2753%	-100.00%
Other (8)	82.3936%	-100.00%

(1) **HUB** -- Pursuant to Texas Government Code § 481.191(4), HUB means: (A) a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities is owned by one or more persons who are members of certain groups, including black Americans, Hispanic Americans, women, Asian Pacific Americans, and American Indians; (B) a sole proprietorship formed for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by Paragraph (A) of this subdivision; (C) a partnership formed for the purpose of making a profit in which 51 percent of the assets and interest in the partnership is owned by one or more persons described by Paragraph (A) of this subdivision. Those persons must have proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs; or (D) a joint venture in which each entity in the joint venture is a historically underutilized business under this subdivision.

(2) **Small Business** -- Pursuant to Texas Government Code § 481.191(6), Small Business means a corporation, partnership, sole proprietorship, or other legal entity that: (A) is domiciled in this state; (B) is formed to make a profit; (C) is independently owned and operated; and (D) employs fewer than 100 full-time employees.

(3) **Construction** -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.

(4) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(5) **Others Services** -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.

(6) **Professional Services** -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.

(7) **Major Equipment** -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.

(8) **Other** -- Any commodity or service not covered by the above categories.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

- (1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

Insert text here

In compliance with federal Affirmative Action rules, McLeodUSA is no longer required to compile annual Affirmative Action Plans, however McLeodUSA continues to follow a strong Equal Employment policy which requires that employees are treated equally in all aspects of employment including but not limited to hiring, training, transfers, and promotions.

Job postings for available McLeodUSA position in Texas are posted on the McLeodUSA website, America's Job Bank, and WorkingDiversity.com.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

- (2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:**

Insert text here

The programs have been very successful in promotion of McLeodUSA as an employer of choice to females, minority groups, disabled persons, and veterans. Due to market conditions over the last year, McLeodUSA enacted a hiring freeze, which limited the number of employees hired in Texas.

- (3) Describe the initiatives, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses:**

Insert text here

- McLeodUSA will identify females and minorities in the feeder pool who may be eligible for promotion or transfer. If training is required to enhance the chances of becoming an eligible candidate, McLeodUSA will provide training opportunities.
- McLeodUSA will target area educational institutions with high minority enrollment and will make a good faith effort to recruit minority graduates. McLeodUSA will continue to notify the Hispanic Association of Colleges and Universities of future job opportunities.
- McLeodUSA will advertise openings through professional affiliations specifically aimed at minority and female groups through use of the Internet.
- Wherever possible, McLeodUSA will offer to partner with area business organizations to provide speakers and events, which would promote awareness of opportunities for minority and females at McLeodUSA.
- Wherever opportunities present themselves to engage in mutual business opportunities with small and HUB enterprises, consideration by the management board will be undertaken.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

**(4) State the specific progress made under the plan filed by the utility:**

Insert text here

- The number of non-minorities in 2004 was 88% of the population in 2003, while the minority population in 2004 was 92% of the 2003 minority population; the result is a higher retention of minority versus non-minority employees.