EEOP Utilization Report

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Step 1: Introductory Information

Grant Title:	OVC FY 14 VOCA Victims Compensation Fund	**Grant Number:**	2014-VC-GX-0049
Grantee Name:	WA State Dept. of Labor & Industries	**Award Amount:**	$3,012,000.00
Grantee Type:	State Government Agency		
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Policy Statement:

See Attachment

Equal Employment Opportunity Affirmative Action

General Topic: Personnel	**Policy #:** 3.10
Subject: Equal Employment Opportunity, Non-discrimination and Affirmative Action	**Issued:** January 13, 2009 (supersedes policy dated 9/30/2005)
Applies to: All employees	
Contact: Assistant Director, Office of Human Resources	**See also:** Equal Pay Act of 1963; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act of 1967, as amended; Rehabilitation Act of 1973, as amended; Vietnam-Era Veterans Readjustment Act of 1974, as amended; Americans with Disabilities Act of 1991; Civil Rights Act of 1991; Executive Orders 93-07 and 96-04; RCW 49.60; RCW 49.74; WAC 357-25, Washington State Department of Personnel Affirmative Action Plan Guidelines; Policies 3.01, 3.11, and 3.13;L&I Washington Management Service Hiring Guidelines

Purpose and Description

The Department of Labor & Industries provides equal employment opportunities and provides agency programs and services without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status in accordance with the principles, intent, and purpose of Washington State and Federal civil rights laws and Governor's Executive Orders. The Department recognizes that providing an employment environment and customer services free from unlawful discrimination in any form is critical to achieving agency priorities.

The Department of Labor & Industries expressly prohibits any form of unlawful discrimination, including harassment, based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status. Improper interference with the ability of any department employees to perform their job duties is absolutely not tolerated.

Policy

Equal Employment Opportunity

A. The agency will provide equal employment opportunity (EEO) to all persons.

1. The agency will comply with applicable state and local EEO laws governing non-discrimination in employment in all work locations.
2. This policy applies to:
   a. all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, training; and
   b. all contractual agreements entered into by the agency.

3. All employees are responsible for creating and maintaining a work environment free from discrimination.
4. Supervisors, managers, and executives are accountable for ensuring that personnel actions are carried out and programs are administrated without regard to protected class status as defined in current civil rights statutes, regulations, and case law.

B. The agency will provide equal access to its programs and services for all customers without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status in accordance with the principles, intent, and purpose of Washington State and Federal civil rights laws.

1. All employees are responsible for ensuring that agency services are provided in a non-discriminatory manner.
2. Supervisors, managers, and executives are accountable for ensuring that programs are administered without regard to protected class status as defined in current civil rights statutes, regulations and case law.

Resolution of disputes involving alleged discrimination

C. All employees, supervisors, managers, and executives are responsible for initiating informal resolution of any disputes involving an allegation of unlawful discrimination at the lowest possible level.

1. The Office of Human Resources (OHR) will provide support to employees, supervisors, managers, and executives in resolving disputes involving discrimination.
2. Employees, applicants, and customers have a right to file a complaint of discrimination with the agency or through an external agency with applicable jurisdiction.
3. Any complaint involving unlawful discrimination will be sent to OHR for independent review and, if necessary, investigation under the authority of the Assistant Director for the Office of Human Resources.

Retaliation is prohibited

D. The agency prohibits retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies, or participates in the investigation of any allegation of unlawful discrimination.

Affirmative Action Plan (AAP)

E. The agency will maintain an AAP and provide regular updates according to Department of Personnel AAP Guidelines and directives from the Governor of the State of Washington.

The plan will articulate strategies for eliminating barriers to equal opportunity in all personnel transactions including, but not limited to, recruitment, appointment, employee development, and corrective/disciplinary action.

Responsibility for the AAP

F. The AAP will be developed and monitored by the Director's designee in OHR who will have responsibility for coordinating with Washington State and Federal affirmative action oversight agencies and committees.

1. OHR has responsibility to provide staff support to employees, supervisors, managers, and executives in order to implement the plan.
2. All employees, supervisors, managers, and executives are responsible for implementing the plan.
3. The Director has the ultimate responsibility for the plan.

Implementation of policy

G. Managers and supervisors are primarily responsible for implementation and compliance with equal employment practices within each division and program area.

1. OHR is responsible for the agency's overall compliance and will maintain personnel records consistent with applicable laws and regulations.
2. Every supervisor is responsible for ensuring that his or her employees are aware of the requirements of this policy.
3. Training will be provided by OHR to ensure that all employees, supervisors, managers, and executives understand EEO principles, procedures, and responsibilities.
4. The agency will ensure that visible posters regarding equal employment opportunity are displayed as required by law, and that all advertising for job applicants includes the statement "Equal Opportunity Employer."
5. Employees are required to promptly report to a member of management or an OHR representative any apparent unlawful discrimination, including harassment.
6. Any complaint involving unlawful discrimination will be sent promptly to OHR for independent review and, if necessary, investigation under the authority of the Assistant Director for the Office of Human Resources.
7. This policy will be made available through the agency's electronic policy manual and in alternative formats upon request.

Remedy for violation of policy

H. Violation of this policy will not be tolerated.

The agency will investigate every issue that is brought to its attention related to this policy and will take appropriate disciplinary action to address any violation, up to and including dismissal.

Exceptions that are based on accommodation and access considerations may be made to this policy in order to comply with the Americans with Disabilities Act.

Step 4b: Narrative Underutilization Analysis

The Washington State Department of Labor & Industries, in consultation with the office of Human Resources (OHR), has reviewed the Utilization Analysis, comparing the agency workforce to the relevant labor market and noted the following:

1. White males are under-represented in the following job categories: Professionals (-10%); and Administrative Support (-13%).

2. Asian males are under-represented in the job category of Technicians (-4%).

3. White females are under-represented in the job category Technicians (-32%).

4. Black or African American females are under-represented in the job category Technicians (-2%).

While the Utilization Analysis indicated other instances of under-representation, the actual number of people in the labor market made it difficult to draw any reliable conclusions regarding under-utilization.

Step 5 & 6: Objectives and Steps

1. To encourage Asian males to apply for vacancies in Technician job categories:

a. Agency OHR Staffing office will examine the hiring data of Technicians into the agency over past 2 years, including applicant flow data, to determine if Asian males were present in the applicant pool or if there were any identifiable obstacles in the selection process that may have an adverse effect on Asian male applicants.

b. Based on the outcome of data examination, OHR Staffing office will either target search efforts to the Asian population; or report on, and provide targeted consultation, to address identifiable obstacles, if found.

2. To encourage Black or African-American and White females to apply for vacancies in Technician job categories:

a. Agency OHR Staffing office will continue to review composition of applicant pools to determine what step in the selection process has an impact, or screens out, White female applicants. Suggestions based on observation or findings will be made to the hiring supervisors and managers.

b. Agency OHR Staffing office will continue to encourage Black or African-American and White female applicants in the Technician jobs category through continued internal employee career mapping and partnerships with building and trade associations, education / vocational institutions, and social networking with professional networks.

3. To encourage White males to apply for vacancies in the Professionals and Administrative Support job categories:

a. OHR Staffing office will also examine agency workforce for internal feeder groups to all under-represented areas ensuring equal employment opportunities for White men.

b. OHR Staffing office will review composition of applicant pools to determine what step in the selection process has an impact or screens out White male applicants. Suggestions based on observation or findings will be made to the hiring supervisors and managers.

Step 7a: Internal Dissemination

The EEOP Short Form will be made available electronically and published on the OHR Intranet site.

Hard copies will also be made available upon request to OHR.

Copies of the EEOP Short Form will be made available to the agency Executive Management Team.

A bound copy of the EEOP Short Form will be kept on display in the OHR central office reception area.

Step 7b: External Dissemination

The EEOP Short Form will be made available electronically to the public and published on the agency Internet Job board.

Hard copies will also be made available upon request to OHR.

Utilization Analysis Chart

Relevant Labor Market: Thurston County, Washington

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	79/41%	4/2%	4/2%	2/1%	6/3%	0/0%	0/0%	0/0%	85/44%	6/3%	0/0%	3/2%	3/2%	0/0%	0/0%	0/0%
CLS #/%	6,775/43%	260/2%	185/1%	125/1%	330/2%	50/0%	155/1%	45/0%	6,510/42%	365/2%	160/1%	220/1%	305/2%	20/0%	110/1%	15/0%
Utilization #/%	-2%	0%	1%	0%	1%	-0%	-1%	-0%	3%	1%	-1%	0%	-0%	-0%	-1%	-0%
Professionals																
Workforce #/%	471/29%	39/2%	26/2%	25/2%	46/3%	8/0%	0/0%	0/0%	782/48%	87/5%	44/3%	30/2%	54/3%	6/0%	0/0%	0/0%
CLS #/%	8,290/39%	335/2%	170/1%	80/0%	360/2%	55/0%	115/1%	10/0%	10,160/48%	380/2%	230/1%	95/0%	635/3%	15/0%	164/1%	45/0%
Utilization #/%	-10%	1%	1%	1%	1%	0%	-1%	-0%	0%	4%	2%	1%	0%	0%	-1%	-0%
Technicians																
Workforce #/%	300/66%	24/5%	10/2%	11/2%	3/1%	0/0%	0/0%	0/0%	75/17%	18/4%	1/0%	4/1%	6/1%	0/0%	0/0%	0/0%
CLS #/%	825/29%	70/2%	70/2%	4/0%	130/4%	0/0%	45/2%	0/0%	1,415/49%	65/2%	70/2%	60/2%	70/2%	25/1%	45/2%	0/0%
Utilization #/%	38%	3%	-0%	2%	-4%	0%	-2%	0%	-32%	2%	-2%	-1%	-1%	-1%	-2%	0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,420/70%	75/4%	75/4%	20/1%	20/1%	20/1%	15/1%	15/1%	220/11%	0/0%	45/2%	0/0%	0/0%	0/0%	0/0%	110/5%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	90/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	80/42%	20/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	82/14%	12/2%	5/1%	2/0%	18/3%	1/0%	0/0%	0/0%	325/54%	61/10%	26/4%	13/2%	46/8%	11/2%	0/0%	0/0%
CLS #/%	7,675/27	195/1%	355/1%	30/0%	375/1%	85/0%	120/0%	110/0%	16,345/57	965/3%	420/1%	205/1%	870/3%	105/0%	495/2%	125/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	-13%	1%	-0%	0%	2%	-0%	-0%	-0%	-3%	7%	3%	1%	5%	1%	-2%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,020/78%	735/9%	145/2%	55/1%	160/2%	0/0%	85/1%	65/1%	455/6%	0/0%	0/0%	4/0%	0/0%	0/0%	15/0%	4/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	5/83%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,360/40%	1,140/5%	355/2%	215/1%	460/2%	105/0%	395/2%	60/0%	8,580/36%	950/4%	195/1%	150/1%	1,125/5%	125/1%	375/2%	75/0%
Utilization #/%	44%	-5%	15%	-1%	-2%	-0%	-2%	-0%	-36%	-4%	-1%	-1%	-5%	-1%	-2%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals	✔						✔								✔	
Technicians					✔		✔		✔		✔				✔	
Administrative Support	✔														✔	

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

David Preston Assistant Director OHC 12/5/14

[signature] [title] [date]