

EEO Utilization Report

Organization Information

Name: WV DHHR

City: Charleston

State: WV

Zip: 25301

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

see attachment

Following File has been uploaded:7 C EEO Policy Statement.pdf

Step 4b: Narrative of Interpretation

The WVDHHR acknowledges the nature of the Human Service Workforce clearly attracts Females in West Virginia and likely across the U.S. The report reflects this phenomena and it's impact in job categories as an underutilization of Males in each of the 8 job categories. WVDHHR though identifies the highest underutilization rates of Males in the top 4 job job categories for the agency; 1. Officials and Administrators, 2. Professionals, 3. Service Maintenance and 4. Administrative Support.

WVDHHR's steps in attempting to decrease these Male dominated underutilization rates within WVDHHR.

Following File has been uploaded:Narrative of Interpretation for WVDHHR Utilization Chart.docx

Step 5: Objectives and Steps

1. To ensure equal employment opportunities for White Males and Asian Males when our organization fills vacancies that become available in the Professionals job category.

- a. 2.A. WVDHHR will initiate targeted recruitment on Handshake, a website for college students in state universities such as West Virginia University, Marshall University, and West Virginia State University, specifically their Colleges of Business Management both undergraduate and graduate programs such as Public Health, Business Management, Finance and Accounting, Human Resource Management and Social Service degrees.
- b. 2.B. WVDHHR will continue to utilize electronic online career search sites for job seekers to make connections with potential applicants such as LinkedIn, Indeed and other sites that demonstrate successful outcomes in recruiting WVDHHR Professionals within the healthcare and/or public health industry.
- c. 2.C. WVDHHR will recruit, when a specialty vacancy opens, using appropriate websites such as the WV Bar website, NSPE Job Boards (professional engineers), Journal of American Medical Association (JAMA), American Accounting Association (accountants), the American Public Health Association, WV Board of Social Workers, and many other specialty associations.
- d. 2.D. WVDHHR, in cooperation with designated Bureau representatives will participate in job fairs both virtually (and in the future) in person fairs.
- e. 2.E. WVDHHR will continue its close collaboration with Workforce WV in their goals to assist unemployed West Virginians to obtain employment with community-based (large or small) companies seeking employees.
- f. 2.F. Recruitment efforts will continue to target Veteran outreach associations

2. To ensure equal employment opportunities for White Males when our organization fills vacancies that become available in the Technicians job category.

- a. 3.A. WVDHHR in coordination with individual Bureau representatives, will participate at job fairs, educational institutions including community colleges and specific technical union associations. Targeted institutions for technicians are the Ben Franklin Career Center, Garnett Career Center, Carver Career Center and Technical Education College, West Virginia Junior College, Marshall University Community College.
- b. 3.B. WVDHHR will continue to utilize electronic online career search sites for job seekers to make connections with potential applicants such as Handshake, LinkedIn, Indeed and other sites that demonstrate successful outcomes in recruiting technician specialists within the healthcare and/or public health industry.
- c. 3.C. WVDHHR will continue its close collaboration with Workforce WV in their goals to assist unemployed West Virginians to obtain employment with community-based (large or small) companies seeking employees.
- d. 3.D. Recruitment efforts will continue to target Veteran outreach associations.

3. Objective: To ensure equal employment opportunities for White Females when our organization fills vacancies that become available in the Protective, Non Sworn job category.

- a. 5.A. WVDHHR will continue to utilize electronic online career search sites for job seekers to make connections with potential applicants such as Handshake, LinkedIn, Indeed and other sites that demonstrate successful outcomes in recruiting protective, non-sworn specialists within the healthcare and/or public health industry.
- b. 5.B. WVDHHR in coordination with individual Bureau representatives, will participate in job fairs, educational institutions including community colleges and specific technical union associations. Targeted institutions for this category (Guards) are the Ben Franklin Career Center, Garnett Career Center, Carver Career Center and Technical Education College, West Virginia Junior College, Marshall University Community College.

- c. 5.C. WVDHHR will continue its close collaboration with Workforce WV in their goals to assist unemployed West Virginians to obtain employment with community-based (large or small) companies seeking employees.
- d. 5.D. Recruitment efforts will continue to target Veteran outreach associations

4. To ensure equal employment opportunities for White Males and Female/2 or More Races when our organization fills vacancies that become available in the Administrative Support job category.

- a. 6.A. WVDHHR in coordination with individual Bureau representatives, will participate in job fairs, educational institutions including community colleges and specific technical union associations. Targeted institutions are the Ben Franklin Career Center, Garnett Career Center, Carver Career Center and Technical Education College, West Virginia Junior College, Marshall University Community College.
- b. 6.B. Recruitment efforts will continue to target Veteran outreach associations
- c. 6.C. WVDHHR will continue its close collaboration with Workforce WV in their goals to assist unemployed West Virginians to obtain employment with community-based (large or small) companies seeking employees.

5. To ensure equal employment opportunities for White Males and White Females when our organization fills vacancies that become available in the Skilled Craft job category.

- a. 7.A. WVDHHR will focus recruitment efforts towards vocational and trade schools resulting in opportunities for White Males and White Females to apply for these positions and move through the selection process. WVDHHR will also target small local unions representing specific skilled craft employees and displaced individuals.
- b. 7.B. Vacancy need focused recruitment efforts will target high school seniors throughout the state to provide information on job needs of the State Agencies
- c. 7.C. WVDHHR will continue its close collaboration with Workforce WV in their goals to assist unemployed West Virginians to obtain employment with community-based (large or small) companies seeking employees.
- d. 7.D. Recruitment efforts will continue to target Veteran outreach associations.

6. To ensure equal employment opportunities for White Males and Males/2 or More Races when our organization fills vacancies that become available in the Service Maintenance job category.

- a. 8.A WVDHHR in coordination with individual Bureau representatives, will participate in job fairs, educational institutions including community colleges and specific technical union associations. Targeted institutions for this job areas are the Ben Franklin Career Center, Garnett Career Center, Carver Career Center and Technical Education College, West Virginia Junior College, Marshall University Community College.
- b. 8.B. WVDHHR will continue its close collaboration with Workforce WV in their goals to assist unemployed West Virginians to obtain employment with community-based (large or small) companies seeking employees.
- c. 8.C. Recruitment efforts will continue to target Veteran outreach associations.

7. To ensure equal employment opportunities for White Males and Black or African American Males when our organization fills vacancies that become available in the Officials and Administrators job category.

- a. 1.A. WVDHHR will initiate targeted recruitment on Handshake, a website for college students in state universities to include West Virginia University, Marshall University, and West Virginia State University, specifically their Colleges of Business Management both undergraduate and graduate programs such as Public Health, Business Management, Finance and Accounting, Human Resource Management and Social Service programs.
- b. 1.B. WVDHHR will continue to utilize electronic online career search sites for job seekers to make connections with potential applicants such as LinkedIn, Indeed and other sites that demonstrate successful outcomes in recruiting Administrators and Officials within the healthcare and/or public health industry.
- c. 1.C. WVDHHR, in cooperation with designated Bureau representatives will participate in job fairs both virtual and (in the future) in person fairs.
- d. 1.D. WVDHHR will continue its close collaboration with Workforce WV in their goals to assist unemployed West Virginians to obtain employment with community-based (large or small) companies seeking employees.
- e. 1.E. Recruitment efforts will continue to target Veteran outreach associations.

Step 6: Internal Dissemination

The EEO Utilization Report will follow the following distribution plan:

1. WVDHHR's Bureau and Agency EEO Coordinators
2. WVDHHR's Agency EEO Counselors
3. WVDHHR's Bureau and Agency's Human Resource Directors
4. WVDHHR's Office of Human Resource Management (OHRM) will display a hard copy within its offices
4. Cabinet Secretary's Office - Hard copy will be available and displayed.

Employee Distribution Plan:

1. The employees identified above will ensure all Bureau's involved in the award of this grant will be distributed, either electronically or hard copy of the EEOP Utilization Report.
2. The report will be submitted to the Office of Drug Control Policy and the Bureau for Behavioral Health, direct sub-recipient's of this grant. There will be a requirement for both organizations who award additional sub-recipient awards to smaller community organizations as described in the approved and awarded grant award, either electronically or by hard copy.
3. WVDHHR will notify employee's of WVDHHR of the Report's availability through the "1DHHR" newsletter.
4. WVDHHR will post this report on the DHHR Intranet for employee access.

Step 7: External Dissemination

The WVDHHR's plan to disseminate to external stakeholders in the following manner:

1. Notification to grant applicants, vendors, and contractors in writing that the WVDHHR sub-recipient has developed an EEOP Report and that it is available on request for review;
2. Posting a copy of the Report on the direct grant recipient's public website; and
3. WVDHHR will provide copies of the EEO Utilization Report upon request by any public person or organization.

Utilization Analysis Chart
Relevant Labor Market: West Virginia

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 #/%	146/36%	2/0%	2/0%	0/0%	1/0%	0/0%	0/0%	0/0%	249/61%	0/0%	8/2%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	36,135/56%	185/0%	770/1%	35/0%	190/0%	4/0%	270/0%	10/0%	25,315/39%	235/0%	645/1%	55/0%	180/0%	0/0%	230/0%	30/0%
Utilization #/%	-21%	0%	-1%	-0%	-0%	-0%	-0%	-0%	22%	-0%	1%	-0%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	568/19%	3/0%	47/2%	3/0%	5/0%	0/0%	1/0%	0/0%	2177/74%	11/0%	107/4%	15/1%	11/0%	0/0%	3/0%	0/0%
CLS #/%	43,925/37%	715/1%	1,160/1%	20/0%	1,695/1%	30/0%	355/0%	140/0%	67,790/57%	540/0%	1,480/1%	15/0%	880/1%	15/0%	450/0%	50/0%
Utilization #/%	-18%	-0%	1%	0%	-1%	-0%	-0%	-0%	17%	-0%	2%	0%	-0%	-0%	-0%	-0%
Technicians																
Workforce #/%	41/25%	1/1%	4/2%	3/2%	1/1%	0/0%	0/0%	0/0%	110/67%	1/1%	3/2%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	9,415/36%	35/0%	290/1%	65/0%	40/0%	0/0%	49/0%	20/0%	15,760/60%	205/1%	335/1%	20/0%	80/0%	0/0%	80/0%	15/0%
Utilization #/%	-11%	0%	1%	2%	0%	0%	-0%	-0%	7%	-0%	1%	-0%	0%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,355/79%	185/1%	255/2%	4/0%	0/0%	0/0%	149/1%	10/0%	2,210/15%	40/0%	135/1%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	19/63%	1/3%	4/13%	0/0%	0/0%	0/0%	0/0%	0/0%	6/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	775/49%	10/1%	55/4%	0/0%	0/0%	0/0%	4/0%	0/0%	720/46%	0/0%	0/0%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	14%	3%	10%	0%	0%	0%	-0%	0%	-26%	0%	0%	0%	0%	0%	-0%	0%
Administrative Support																
Workforce #/%	165/14%	1/0%	6/1%	2/0%	1/0%	0/0%	1/0%	0/0%	912/80%	3/0%	49/4%	0/0%	5/0%	0/0%	1/0%	0/0%
CLS #/%	57,840/30%	570/0%	1,890/1%	125/0%	205/0%	60/0%	380/0%	120/0%	122,025/6%	905/0%	3,635/2%	90/0%	635/0%	10/0%	1,235/1%	75/0%

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
	%								4%							
Utilization #/%	-16%	-0%	-0%	0%	-0%	-0%	-0%	-0%	15%	-0%	2%	-0%	0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	46/87%	1/2%	2/4%	0/0%	1/2%	0/0%	1/2%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	83,215/93%	980/1%	1,085/1%	115/0%	85/0%	0/0%	670/1%	75/0%	2,800/3%	4/0%	80/0%	0/0%	4/0%	0/0%	54/0%	0/0%
Utilization #/%	-7%	1%	3%	-0%	2%	0%	1%	-0%	-1%	-0%	2%	0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	118/27%	2/0%	21/5%	0/0%	0/0%	0/0%	0/0%	0/0%	264/60%	3/1%	30/7%	0/0%	3/1%	0/0%	0/0%	0/0%
CLS #/%	115,950/53%	1,785/1%	4,125/2%	220/0%	600/0%	50/0%	1,105/1%	210/0%	86,550/40%	1,055/0%	3,060/1%	165/0%	785/0%	10/0%	1,025/0%	115/0%
Utilization #/%	-27%	-0%	3%	-0%	-0%	-0%	-1%	-0%	20%	0%	5%	-0%	0%	-0%	-0%	-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
Officials/Administrators	✓															
Professionals	✓	✓			✓		✓						✓		✓	
Technicians	✓															
Protective Services: Non-sworn									✓							
Administrative Support	✓														✓	
Service/Maintenance	✓															

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 EEO Utilization Report.

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

[signature]

[title]

[date]