

EEOP Utilization Report



Wed Oct 26 13:46:20 EDT 2016

Step 1: Introductory Information

Grant Title:	West Virginia Arrest Program	Grant Number:	2014-WE-AX-0034
Grantee Name:	West Virginia Department of Health and Human Resources	Award Amount:	\$899,989.00
Grantee Type:	State Government Agency		
Address:	350 Capitol St, Rm 427 Charleston, West Virginia 25301		
Contact Person:	John D. Yauch	Telephone #:	304-356-4398
Contact Address:	350 Capitol St., Rm 427 Charleston, West Virginia 25301		
DOJ Grant Manager:	Michele John	DOJ Telephone #:	202-616-5342

Policy Statement:

see attachment for full nondiscrimination policy. Below is an excerpt:

In providing service to the public, the DHHR shall be bound by Federal and State law and regulations and shall not discriminate because of religious opinion, political affiliation, marital status, race, color, sex, gender identity, sexual orientation, age, national origin, ancestry, disability, genetic information, Veteran's or military service member status or other protected status. Further there shall be no use of DHHR facilities in furtherance of discriminatory practices.

Step 4b: Narrative Underutilization Analysis

WV DHHR Office of Human Resources Management reviewed the Utilization Analysis which compared our statewide workforce to the relevant labor market and noted the following:

1. There is significant underutilization of white males in the following job categories: Officials (-20%), Professionals (-17%), Technicians (-10%), Administrative Support (-18%), and Service Maintenance (-31%). This is an organization of predominantly health and social work positions which are not traditional roles for males.
2. There is significant underutilization of white females in the following categories: Unsworn Protective Services(-25%) and Skilled Craft (-2%).
3. There is underutilization of Hispanic males in the following categories: Professional (-1%), Protective Services - Non-Sworn (-1%), and Skilled Craft (-1%). The Hispanic population within the state is 1% in the above categories.
4. There is underutilization of Black/African American males in the Officials category (-1%)
5. There is underutilization of Asian males in the Professionals category (-1%). The Asian population in West Virginia is 1%-2% in the effected categories.
6. There is underutilization of males with two or more races in the following categories: Skilled Craft (-1%) and Service Maintenance (-1%).
7. There is underutilization of females with two or more races in the following category: Professionals and Administrative Support (-1%).

The current WVDHHR payroll and Human Resources system does not collect data on individuals with two or more races. All three categories reflecting underutilization in the area of two or more races show that 1% or less of the population is in that EEO category.

Step 5 & 6: Objectives and Steps

1. To provide equal employment opportunities without barriers to all candidates and encourage men with two or more races to apply for Skilled Craft and Service Maintenance positions that become available in the organization

- a. The Office of Human Resources management will review the applicant flow data for all vacancies in the last 3 months in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out males applicants who indicate two or more races. The OHRM will create a written report of its finding and based on the results, consider modifying its candidate selection process.
- b. The OHRM will conduct a more detailed workforce analysis by bureau to identify which bureau and which job positions represent significant underutilization in these EEO categories. Based on the results of the analysis, as well as other data collected, the OHRM will create a recruitment action plan for implementation by the end of the current fiscal year. Interview current employees from the underutilized EEO categories to seek their opinion on how to improve recruitment, hiring and promotional processes.

- c. Bureau HR Directors will designate individuals to conduct recruitment presentations at job fairs, educational institutions and community and professional organizations with a significant number of male members who have two or more races. The recruiters will contact the following organizations: Vocational Schools such as Ben Franklin, Garnett, Carver Vocational Schools, and High School Counselors. Additionally they will contact the Plumbers and Pipe Fitters, IUPAT (Painters), IBEW (electricians) and Carpenter's unions within the state specific to the positions for which we are hiring. Post jobs on the WV Division of Personnel website, NeoGov, Workforce Development, Indeed.com and Monster.com and use social media to spread information about the Department.
- d. The Office of Human Resources (OHRM) will consult with the WV State Division of Personnel to request applicant pool information for all vacancies for the last 3 months. The OHRM will review the information provided and send a report of its findings, relevant observations and recommendations to the Bureau HR Directors for implementation.

2. To provide equal employment opportunities without barriers to all candidates and encourage Black/African American men to apply for Official/Administrator positions that become available in the organization

- a. The Office of Human Resources management will review the applicant flow data for all vacancies in the last 3 months in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Black/African American Male applicants. The OHRM will create a written report of its finding and based on the results, consider modifying its candidate selection process.
- b. The OHRM will conduct a more detailed workforce analysis by bureau to identify which bureau and which job positions represent significant underutilization in these EEO categories. Based on the results of the analysis, as well as other data collected, the OHRM will create a recruitment action plan for implementation by the end of the current fiscal year. Interview current employees from the underutilized EEO categories to seek their opinion on how to improve recruitment, hiring and promotional processes.
- c. Bureau HR Directors will designate individuals to conduct recruitment presentations at job fairs, educational institutions and community and professional organizations with a significant number of Black/African American male members. The recruiters will contact the following organizations: Marshall University, West Virginia State University, Bluefield State University and West Virginia University. Post jobs on the WV Division of Personnel website, NeoGov, Workforce Development, Indeed.com and Monster.com and use social media to spread information about the Department.
- d. The Office of Human Resources (OHRM) will consult with the WV State Division of Personnel to request applicant pool information for all vacancies for the last 3 months. The OHRM will review the information provided and send a report of its findings, relevant observations and recommendations to the Bureau HR Directors for implementation.

3. To provide equal employment opportunities without barriers to all candidates and encourage Asian men to apply for Professional positions that become available in the organization

- a. The Office of Human Resources management will review the applicant flow data for all vacancies in the last 3 months in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian Male applicants. The OHRM will create a written report of its finding and based on the results, consider modifying its candidate selection process.
- b. The OHRM will conduct a more detailed workforce analysis by bureau to identify which bureau and which job positions represent significant underutilization in these EEO categories. Based on the results of the analysis, as well as other data collected, the OHRM will create a recruitment action plan for implementation by the end of the current fiscal year. Interview current employees from the underutilized EEO categories to seek their opinion on how to improve recruitment, hiring and promotional processes.
- c. Bureau HR Directors will designate individuals to conduct recruitment presentations at job fairs, educational institutions and community and professional organizations with a significant number of Asian male members. The recruiters will contact the following organizations: The Chinese Professional Association of WV, Marshall University, West Virginia State University, Bluefield State University and West Virginia University. Post jobs on the WV Division of Personnel website, NeoGov, Workforce Development, Indeed.com and Monster.com and use social media to spread information about the Department.
- d. The Office of Human Resources (OHRM) will consult with the WV State Division of Personnel to request applicant pool information for all vacancies for the last 3 months. The OHRM will review the information provided and send a report of its findings, relevant observations and recommendations to the Bureau HR Directors for implementation.

4. To provide equal employment opportunities without barriers to all candidates and encourage women with two or more races to apply for Professionals and Administrative Support positions that become available in the organization

- a. The Office of Human Resources management will review the applicant flow data for all vacancies in the last 3 months in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out female applicants with two or more races. The OHRM will create a written report of its finding and based on the results, consider modifying its candidate selection process.
- b. The OHRM will conduct a more detailed workforce analysis by bureau to identify which bureau and which job positions represent significant underutilization in these EEO categories. Based on the results of the analysis, as well as other data collected, the OHRM will create a recruitment action plan for implementation by the end of the current fiscal year. Interview current employees from the underutilized EEO categories to seek their opinion on how to improve recruitment, hiring and promotional processes.
- c. Bureau HR Directors will designate individuals to conduct recruitment presentations at job fairs, educational institutions and community and professional organizations with a significant number of female members with two or more races. The recruiters will contact the following organizations: WV Womens Commission, Ben Franklin Career Center, Garnett Career Center, Marshall University, West Virginia State University, Bluefield State University and West Virginia University. Post jobs on the WV Division of Personnel website, NeoGov, Workforce Development, Indeed.com and Monster.com and use social media to spread information about the Department.
- d. The Office of Human Resources (OHRM) will consult with the WV State Division of Personnel to request applicant pool information for all vacancies for the last 3 months. The OHRM will review the information provided and send a report of its findings, relevant observations and recommendations to the Bureau HR Directors for implementation.

5. To provide equal employment opportunities without barriers to all candidates and encourage Caucasian women to apply for Unsworn Protective Services and Skilled Craft positions that become available in the organization

- a. The Office of Human Resources management will review the applicant flow data for all vacancies in the last 3 months in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Caucasian female applicants. The OHRM will create a written report of its finding and based on the results, consider modifying its candidate selection process.
- b. The OHRM will conduct a more detailed workforce analysis by bureau to identify which bureau and which job positions represent significant underutilization in these EEO categories. Based on the results of the analysis, as well as other data collected, the OHRM will create a recruitment action plan for implementation by the end of the current fiscal year. Interview current employees from the underutilized EEO categories to seek their opinion on how to improve recruitment, hiring and promotional processes.
- c. Bureau HR Directors will designate individuals to conduct recruitment presentations at job fairs, educational institutions and community and professional organizations with a significant number of Caucasian women members. The recruiters will contact the following organizations: The WV Women's Commission, Vocational Schools such as Ben Franklin, Garnett, Carver Vocational Schools, and High School Counselors. Additionally they will contact the Plumbers and Pipe Fitters, IUPAT (Painters), IBEW (electricians) and Carpenter's unions within the state specific to the positions for which we are hiring. Post jobs on the WV Division of Personnel website, NeoGov, Workforce Development, Indeed.com and Monster.com and use social media to spread information about the Department.
- d. The Office of Human Resources (OHRM) will consult with the WV State Division of Personnel to request applicant pool information for all vacancies for the last 3 months. The OHRM will review the information provided and send a report of its findings, relevant observations and recommendations to the Bureau HR Directors for implementation.

6. To provide equal employment opportunities without barriers to all candidates and encourage Hispanic men to apply for Professional, Unsworn Protective Services and Skilled Craft positions that become available in the organization

- a. The Office of Human Resources management will review the applicant flow data for all vacancies in the last 3 months in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic male applicants. The OHRM will create a written report of its finding and based on the results, consider modifying its candidate selection process.
- b. The OHRM will conduct a more detailed workforce analysis by bureau to identify which bureau and which job positions represent significant underutilization in these EEO categories. Based on the results of the analysis, as well as other data collected, the OHRM will create a recruitment action plan for implementation by the end of the current fiscal year. Interview current employees from the underutilized EEO categories to seek their opinion on how to improve recruitment, hiring and promotional processes.

c. Bureau HR Directors will designate individuals to conduct recruitment presentations at job fairs, educational institutions and community and professional organizations with a significant number of Hispanic male members. The recruiters will contact the following organizations: National Organization for Professional Hispanics, Ben Franklin Career Center, Garnett Career Center, high school counselors, Marshall University, West Virginia State University, Bluefield State University and West Virginia University. Additionally they will contact the Plumbers and Pipe Fitters, IUPAT (Painters), IBEW (electricians) and Carpenter's unions within the state specific to the positions for which we are hiring. Post jobs on the WV Division of Personnel website, NeoGov, Workforce Development, Indeed.com and Monster.com and use social media to spread information about the Department.

d. The Office of Human Resources (OHRM) will consult with the WV State Division of Personnel to request applicant pool information for all vacancies for the last 3 months. The OHRM will review the information provided and send a report of its findings, relevant observations and recommendations to the Bureau HR Directors for implementation.

7. To provide equal employment opportunities without barriers to all candidates and encourage Caucasian men to apply for Official, Professional, Technician, and Service Maintenance positions that become available in the organization.

a. Bureau HR Directors will designate individuals to conduct recruitment presentations at job fairs, educational institutions and community and professional organizations with a significant number of Caucasian male members. The recruiters will contact the following organizations: Ben Franklin Career Center, Garnett Career Center, Carver Career and Technical Education College, high school counselors, WV Junior College, Marshall University, West Virginia State University, Bluefield State University and West Virginia University. Additionally they will contact the Plumbers and Pipe Fitters, IUPAT (Painters), IBEW (electricians) and Carpenter's unions within the state specific to the positions for which we are hiring. Post jobs on the WV Division of Personnel website, NeoGov, Workforce Development, Indeed.com and Monster.com and use social media to spread information about the Department.

b. The Office of Human Resources management will review the applicant flow data for all vacancies in the last 3 months in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Caucasian male applicants. The OHRM will create a written report of its finding and based on the results, consider modifying its candidate selection process.

c. The OHRM will conduct a more detailed workforce analysis by bureau to identify which bureau and which job positions represent significant underutilization in these EEO categories. Based on the results of the analysis, as well as other data collected, the OHRM will create a recruitment action plan for implementation by the end of the current fiscal year. Interview current employees from the underutilized EEO categories to seek their opinion on how to improve recruitment, hiring and promotional processes.

d. The Office of Human Resources (OHRM) will consult with the WV State Division of Personnel to request applicant pool information for all vacancies for the last 3 months. The OHRM will review the information provided and send a report of its findings, relevant observations and recommendations to the Bureau HR Directors for implementation.

Step 7a: Internal Dissemination

1. The following agency employees will receive a completed and approved copy of the EEOP Utilization report.

Agency EEO Coordinator
Agency EEO Counselors
HR Directors
Cabinet Secretaries Office

2. The employees identified above will ensure all supervisors are provided with a copy of the EEOP Utilization report.

3. The report will be disseminated by notifying employees of its availability through the 1DHHR newsletter.

4. The report will be sent out in an all staff email with the Utilization Report attached.

5. The report will be posted on the intranet for employee access.

6. A hard copy of the report will be displayed in the HR office.
7. Information on how to obtain a copy of the report will be placed on employee bulletin boards.

Step 7b: External Dissemination

1. We will post the EEOP Utilization Report on the recipient's public website.
2. Distribute bound copies of the EEOP Utilization Report to local libraries for display in their reading rooms.
3. Notifying applicants, vendors, and contractors in writing that the recipient has developed an EEOP Utilization Report and that it is available on request for review
4. Include on all job announcements for the West Virginia Violence and Injury Prevention Program that the EEOP Utilization Report is available upon request.

Utilization Analysis Chart

Relevant Labor Market: West Virginia

Job Categories	Male								Female							
	Male				Female				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 #/%	152/36%	1/0%	2/0%	0/0%	0/0%	0/0%	0/0%	258/61%	0/0%	8/2%	1/0%	1/0%	0/0%	0/0%	0/0%
	CLS #/%	36,135/56%	185/0%	770/1%	35/0%	190/0%	4/0%	270/0%	25,315/39%	235/0%	645/1%	55/0%	180/0%	0/0%	230/0%	30/0%
	Utilization #/%	-20%	-0%	-1%	-0%	-0%	-0%	-0%	22%	-0%	1%	0%	-0%	-0%	-0%	-0%
Professionals																
	Workforce #/%	650/20%	2/0%	41/1%	1/0%	8/0%	0/0%	0/0%	2403/74%	9/0%	125/4%	3/0%	19/1%	0/0%	0/0%	0/0%
	CLS #/%	43,925/37%	715/1%	1,160/1%	20/0%	1,695/1%	30/0%	355/0%	67,790/57%	540/0%	1,480/1%	15/0%	880/1%	15/0%	450/0%	50/0%
	Utilization #/%	-17%	-1%	0%	0%	-1%	-0%	-0%	17%	-0%	3%	0%	-0%	-0%	-0%	-0%
Technicians																
	Workforce #/%	74/25%	0/0%	5/2%	1/0%	2/1%	0/0%	0/0%	201/69%	1/0%	7/2%	0/0%	2/1%	0/0%	0/0%	0/0%
	CLS #/%	9,415/36%	35/0%	290/1%	65/0%	40/0%	0/0%	49/0%	15,760/60%	205/1%	335/1%	20/0%	80/0%	0/0%	80/0%	15/0%
	Utilization #/%	-10%	-0%	1%	0%	1%	0%	-0%	9%	-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/
	CLS #/%	11,355/79%	185/1%	255/2%	4/0%	0/0%	0/0%	149/1%	2,210/15%	40/0%	135/1%	0/0%	0/0%	0/0%	4/0%	0/0%
	Utilization #/%															
Protective Services: Non-sworn																
	Workforce #/%	28/74%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	8/21%	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%	720/46%	0/0%	0/0%	0/0%	0/0%	0/0%	4/0%	0/0%
	Utilization #/%	24%	-1%	2%	0%	0%	0%	-0%	-25%	0%	0%	0%	0%	0%	-0%	0%
Administrative Support																
	Workforce #/%	181/13%	2/0%	10/1%	1/0%	1/0%	0/0%	0/0%	1156/81%	5/0%	58/4%	0/0%	5/0%	0/0%	0/0%	0/0%
	CLS #/%	57,840/30%	570/0%	1,890/1%	125/0%	205/0%	60/0%	380/0%	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 #/%	-18%	-0%	-0%	0%	-0%	-0%	-0%	-0%	17%	-0%	2%	-0%	0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	62/94%	0/0%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	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 #/%	1%	-1%	2%	-0%	1%	0%	-1%	-0%	-2%	-0%	-0%	0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	146/22%	3/0%	24/4%	0/0%	0/0%	0/0%	0/0%	0/0%	423/65%	4/1%	50/8%	0/0%	2/0%	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 #/%	-31%	-0%	2%	-0%	-0%	-0%	-1%	-0%	25%	0%	6%	-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 have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]



State of West Virginia
Department of Health and Human Resources

**DEPARTMENT OF HEALTH AND HUMAN RESOURCES
EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT**

It is the policy of the Department of Health and Human Resources to afford all employees and prospective employees equal opportunity in all aspects of personnel management, which include recruitment, selection, promotions, leave, benefits, training and regardless of race, color, religion, national origin, ancestry, disability, sex, gender identity, sexual orientation, genetic information, age, Veteran or military service member status or other protected status.

In providing service to the public, the DHHR shall be bound by Federal and State law and regulations and shall not discriminate because of religious opinion, political affiliation, marital status, race, color, sex, gender identity, sexual orientation, age, national origin, ancestry, disability, genetic information, Veteran's or military service member status or other protected status. Further there shall be no use of DHHR facilities in furtherance of discriminatory practices.

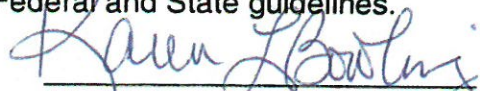
The work sites of DHHR shall be free of discrimination and harassment. Corrective action will be taken immediately to address violations of State policies.

The Affirmative Action Plan of DHHR has provided for periodic evaluations by the Equal Employment Opportunity personnel to determine the success of implementation of the Equal Employment Opportunity and Affirmative Action Plan in the same manner other department goals and objectives are evaluated.

The Equal Employment Opportunity Officer and Counselors for DHHR may be contacted at the locations identified within the Affirmative Action Plan or at <http://intranet.wvdhhr.org/ops/EEO/forms/EEO%20COUNCIL%20LIST-Master.docx>. These persons will establish an open and sympathetic channel through which you may raise questions, discuss concerns or complaints, obtain answers and, on an informal basis seek resolution to problems that involve equal opportunity and affirmative action. The employee may seek advice and counseling about their rights and procedures to file a formal complaint when attempts at informal resolution fails.

The State Equal Employment Opportunity Director is located under the Governor's Office and may be contacted at (304) 558-0400 for advice and assistance involving equal employment opportunity matters.

This policy is effective on September 30, 2015, and will be reviewed annually for amendments and content for compliance with Federal and State guidelines.


Karen L. Bowling
Cabinet Secretary

