

## 2015 Affirmative Action Plan Progress Report January 1, 2015–December 31, 2015

### Overview

It is the policy of the State of Ohio to prohibit discriminatory employment practices in state government and to ensure that all employees have equal employment opportunities. With that goal in mind, the Equal Opportunity Division of the Ohio Department of Administrative Services is responsible for promoting equal opportunity in state government employment-related decisions and the full realization of equal opportunity in state service through a continuing affirmative action program in each state agency.

In accordance with Rule 123:1-49-04(E) of the Ohio Administrative Code, state agencies must annually submit information updates to its approved Affirmative Action Plan as requested by the State Equal Employment Opportunity (EEO) Coordinator. Consequently, as explained below, the State EEO Coordinator requests that state agencies report all new hires and internal promotion positions from January 1, 2015, through December 31, 2015, in the attached spreadsheet by no later than **April 1, 2016**.

### Instructions

**Job Title:** Provide the “Job Title” as shown on the Business Intelligence (BI) Report<sup>1</sup>.

**Position Number:** Provide the “Position Number” as shown on the BI Report.

**Effective Date:** Provide the “Effective Date” as shown on the BI Report.

**Position Type:** Provide the “Bargaining Unit – Job” as shown on the BI Report.

**EEOC Job Group Type:** Referring to your 2015–17 Affirmative Action Plan’s Utilization Analysis, provide the EEOC Job Group in which this position is classified—*i.e.* Officials and Administrators, Professionals, Technicians, Protective Service, Administrative Support (Paraprofessionals and Office Clerical), Skilled Craft, and Service Maintenance.

**Standard Metropolitan Statistical Area (SMSA):** Referring to your 2015–17 Affirmative Action Plan’s Utilization Analysis, provide the Standard Metropolitan Statistical Area (SMSA) where the position is located—*i.e.*, Akron-Canton-Massillon-Charleston, Huntington-Ashland, Cleveland-Elyria, Wheeling, Columbus, Dayton, Lima, Springfield, Toledo, Youngstown-Warren-Boardman, Cincinnati-Middletown, Pittsburgh, and Weirton-Steubenville.

**Previously Identified Opportunity for Improvement:** Referring to your 2015–17 Affirmative Action Plan’s Utilization Analysis, determine whether the position is identified as an Opportunity for Improvement. For the specific position in question, choose either “Yes” or “No.” This information is required in order to determine if the specific position falls within an EEOC Job Group where the agency has a previously identified Opportunity for Improvement. For example, if in its 2015–17 AAP, the agency previously identified an opportunity to improve in the EEOC Job Group “Officials and Administrators” in a specific SMSA (irrespective of the minority group) the agency would select “Yes” from the dropdown options for each “Official and Administrator” position within that SMSA.

<sup>1</sup> Technically, the “WFP-0049 Action Reason with EEO Data Report.”

**Previously Identified Areas of Opportunity for Improvement:** Referring to the agency’s approved 2015–17 Affirmative Action Plan’s Utilization Analysis, identify the specific gender or ethnic groups (e.g. Women, Black, Hispanic, Asian, Pacific Islander, etc.) where there were opportunities for improvement. Choose all that apply. This information is required to determine the previously identified area in which an agency has an opportunity to improve. For example, if in its 2015–17 AAP, the agency previously identified an opportunity to improve its hiring of women “Officials and Administrators” in a specific SMSA, the agency would select “Women” from the drop down selection for each “Official and Administrator” position within that SMSA.

**Selected Employee’s Ethnic Group:** Provide the “Ethnic Group” of the selected employee as shown on the BI Report.

**Selected Employee’s Gender:** Provide the “Gender” of the selected employee as shown on the BI Report.

**Position Fill Type:** Provide how the respective vacancy was filled (e.g., new hire, promotion, etc.)—i.e., the “Action” column on the BI Report.

**Comments:** Provide any additional information EOD should know about the specific vacancy (*do not* include your recruitment narrative in this section; see “Recruitment Summary Tabs,” below).

**Recruitment Summary Tabs:** Describe the agency’s outreach efforts to address the previously identified Opportunity for Improvement for each EEOC job group. A narrative response is expected. This information is required to assist EOD in determining good-faith recruitment efforts for each previously identified Opportunity for Improvement. There is one tab for women and each ethnic group, each of which are further organized by EEOC Job Group and SMSA.

For example, if in its 2015–17 AAP, the agency previously identified an opportunity to improve its hiring of Hispanic “Professionals” in a specific SMSA, on the “RS – Hispanic” tab, the agency would (a) select the SMSA within which it had an Opportunity for Improvement and (b) provide a narrative response of its recruitment efforts designed to increase the pool of Hispanic applicants for “Professional” positions. The agency’s narrative response may look something like the following: “The Agency initiated outreach efforts with the Hispanic cultural group MidwestLatino. MidwestLatino’s mission is to promote multicultural understanding and supporting social, cultural, and educational interests and needs of the growing Latino Community in Ohio. MidwestLatino reaches several thousand Latino citizens in the State of Ohio. The Agency posted ‘Professional’ job openings to MidwestLatino’s online job board.”

\* \* \*

Thank you for your cooperation. Your compliance with this effort helps ensure that the State of Ohio remains an equal opportunity employer. If you have any questions, please contact the EOD EEO Contract Officer assigned to your agency, indicated below:

Agencies assigned to <u>Darryl Kershaw:</u>	Agencies assigned to <u>Lakoya L. Pittman:</u>	Agencies assigned to <u>Rolnecia Carolina Albert:</u>
The Ohio Adjutant General's Department	Capital Square Review & Advisory Board	Ohio Department of Agriculture
Ohio Department of Administrative Services	Ohio Casino Control Commission	Office of Budget and Management
Ohio Department of Aging	Ohio Development Services Agency	Office of the Consumers' Counsel
Ohio Arts Council	Ohio Department of Education	Ohio Environmental Protection Agency
Central Service Agency (Ohio DAS)	Ohio Expositions Commission	Ohio Department of Job and Family Services
Ohio Civil Rights Commission	Ohio Department of Insurance	Ohio Department of Natural Resources
Ohio Department of Commerce	State Library of Ohio	Ohio Board of Nursing
Ohio State Board of Cosmetology	Ohio Department of Medicaid	Ohio Commission on Service and Volunteerism
Ohio Department of Developmental Disabilities	Ohio Medical Board	State Personnel Board of Review
Ohio Department of Health	Opportunities for Ohioans with Disabilities	Office of the Ohio Public Defender
Industrial Commission of Ohio	State of Ohio Board of Pharmacy	Ohio Department of Public Safety
Ohio Lottery Commission	Public Utilities Commission of Ohio	Ohio Bureau of Workers' Compensation
Ohio Department of Mental Health & Addiction Services	Ohio Department of Rehabilitation and Correction	Ohio Tuition Trust Authority
Ohio Housing Finance Agency	Ohio Department of Taxation	Ohio Department of Youth Services
Racing Commission of Ohio	Ohio Department of Transportation	Ohio Board of Regents
	Ohio Department of Veterans Services	