

2015-2017 Affirmative Action Planning (AAP) Frequently Asked Questions

Frequently asked questions were categorized based on the question content and include the following: EEO Workforce Composition Reports; Standard Metropolitan Statistical Area (SMSA); Utilization Analysis Reports and other comments.

EEO WORKFORCE COMPOSITION REPORTS:

1. Can you provide instructions about how to run an EEO Workforce Composition report?

Yes, instructions to run the agency Workforce Composition Report page is on the Ohio Department of Administrative Services' Equal Opportunity Division (EOD) AA/EEO Unit website entitled EEO Workforce Composition Reports:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOpportunity/EEOWorkforceCompositionReports.aspx#4325356-access-eeo-workforce-composition-report>

2. How can I update agency employee ethnicity (i.e., race data) and EEO-4 data (i.e., job group) in Ohio Administrative Knowledge System (OAKS)?

Instructions are available on the EOD website listed below. For instructions to update an **employees' ethnicity**, please go to:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOpportunity/EEOWorkforceCompositionReports.aspx#4325356-access-eeo-workforce-composition-report>

- The EEO Workforce Composition Reports page
- Job Aids for Adding Ethnicity values to Person record

Instructions are available of the EOD website listed below. For instructions to update an **employees' job group**, please go to:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOpportunity/EEOWorkforceCompositionReports.aspx#4325356-access-eeo-workforce-composition-report>

- The EEO Workforce Composition Reports page
- Job Aids for Adding EEO-4 values to Position Record

3. For purposes of EEO workforce composition report data, if I update employee data after Sept. 2014 (in OAKS), will the updated data be captured if I run the report in Dec. 2014 (i.e., at a later date)?

Yes, if agencies update "unknown" employee data after the effective date of Sept. 2014, the report will retroactively capture updates for reports run at a later time.

4. I updated agency employees' information and my EEO workforce composition report does not reflect my updates, how can this be resolved?

When you update an agency employee's race and sex data in OAKS, ensure you have checked the **Primary Box option**.

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5. What if an employee refuses to self-identify race if they are multi-racial. Concerning state employees that have identified (2 or more races) and are reported as 'unknown,' agency legal counsel has instructed us not to use the “visual survey method?”

As part of its mandate under Title VII of the Civil Rights Act of 1964, the U.S. Equal Employment Opportunity Commission (EEOC) requires periodic reports from public and private employers, and unions and labor organizations that indicate the composition for their work forces by sex and by race/ethnic category. EEOC collects labor force data from state and local governments with 100 or more employees within 50 U.S. states and District of Columbia. It is called the EEO-4 Survey. The State of Ohio provides information for the EEO-4 Survey on its employment totals, employees' job category and salary by sex and race/ethnic groups from its Workforce Composition Report. The EEOC's instructions require the State, as an employer, to acquire the race/ethnic information of its employees. Such information may be obtained from existing employment records or visual observation if an employee declines to self-identify.

Employment records and visual identification may be used only if an employee refuses to self-identify. Please note that the General Counsel of the EEOC has rules, based on court decisions, that the EEOC has the authority to require the racial and ethnic identification of employees regardless of any possible conflicting state or local laws.

STANDARD METROPOLITAN STATISTICAL AREA (SMSA)

6. How will external/satellite areas be reviewed? Do we take location into account?

All full-time permanent state employees must be included, whether they work in outlying facilities (i.e., external offices, satellite areas, district offices, etc.) or at the agency's central offices. Therefore, all fulltime permanent state of Ohio employees will be included in agency utilization analysis report regardless of the location. The report will be run based on the reasonable recruitment area as shown in the SMSA.

http://das.ohio.gov/Portals/0/DASDivisions/EqualOpportunity/pdf/AEEO_StandardMetropolitanStatisticalArea_9.18.14.pdf

7. Do I run a Single Location Agency (SLA) SLA or Multiple Location Agency (MLA) Report MLA for one (1) hiring location with 30 employees who work from home (in various counties in Ohio)?

We recommend your agency report as a single location agency (SLA). You will need to run your reports by treating all 30 employees as if they report to one hiring location.

8. Will the SMSA (geographical area) data round-up the percentage of available employees?

Yes, the census bureau prepopulated utilization analysis table will round up the percentage of available employee in the applicable standard metropolitan statistical area (SMSA).

UTILIZATION ANALYSIS REPORTS

9. What if our agency does not use all EEOC job groups in the utilization analysis?

If a specific job group is not used at your agency, please explain in your narrative. In the actual calculation table, insert the words “**job group not used**” in the column titled “identified improvement goals.” Otherwise, it may appear as if the job group was missed.

10. Am I required to conduct a utilization analysis if my agency only has six employees?

Yes, wherever there is an opportunity to hire and/or promote underutilized groups, each agency should have an Affirmative Action Plan to use when vacancies or opportunities become available.

11. What reports will be required when our agency submits the agency Affirmative Action plan?

Each utilization analysis will consist of all of the following reports as identified on the AA/EEO Unit website:

- Women Only Report
- Total Percent of Minorities Combined Report
- African Americans Only Report
- Hispanic Latino Only Report
- American Indians Only Report
- Asian/Pacific Islander Only Report

12. If I have part time employees identified on the EEO workforce composition report, will I need to include in the utilization analysis?

No, the agency EEO Workforce composition reports should only identify fulltime permanent employees.

13. I have 200+ Healthcare surveyors that travel 100% of the time statewide. Fifty percent (50%) of the surveyors are HQ in Columbus for OAKS purposes. Would it be better to put this group together with the Franklin County numbers as their HQ will all be moved to Franklin County in the next 6 months?

In cases where you have 26 or more employees, review your SMSA tables for each location in (Columbus, Toledo and Akron) and produce the utilization analysis report. Only employee data in OAKS as of Sept. 20, 2014 will be used.

14. How are reports done if you have multiple facilities in the same county? We have 10 developmental centers?

In order to develop specific employment improvement goals, utilization analysis reports should be run on each facility. Please explain in your AAP the method you have chosen and the reason for the selection.

OTHER COMMENTS:

15. For small agencies, the “All Minorities” report is a better standard than each individual category. It’s not possible to have staff in every minority group.

Your agency must run all reports. Based on the census bureau data, there could potentially be employees available in every minority group. Use the workforce data contained in your agency’s EEO workforce composition report to conduct the utilization analysis. If your agency has an opportunity to improve diversity within the agency, please provide improvement goals.

- 16. Does the “areas of improvement” take into account probations with the Collective Bargaining Unions?**
Pending

If an agency has an opportunity for improvement in a job classification, the identified improvement goal for the affected job classification applies to full-time bargaining unit and exempt employees, whether probationary or permanent.

17. Would resident incentive therapy veterans need to be included in classification of race as identified in the agency workforce composition report?

Yes, resident incentive therapy veterans, but only if they are fulltime permanent employees of the agency.