

OVERVIEW

State of Ohio 2015-2017 Affirmative Action Plan

2015-2017 AFFIRMATIVE ACTION PLAN

In accordance with the Ohio Administrative Code 123:1-49-04 (D), each agency shall submit a written Affirmative Action Plan to the state equal employment opportunity coordinator every three years for review and approval. The state equal employment opportunity coordinator shall review the agency's Affirmative Action Plan to determine if the agency is in compliance with this rule.

Where the state equal employment opportunity coordinator finds that the agency has failed to comply with the requirements of these rules and its obligations, the state equal employment opportunity coordinator shall take such action as may be appropriate.

AFFIRMATIVE ACTION PLAN DEFINED

An Affirmative Action Plan is a detailed, results-oriented set of procedures which, when carried out results in full compliance with equal employment opportunity requirements through full utilization of minority groups, women and disabled persons at all levels of the workforce.

The program seeks to bring women, minorities and disabled persons into all levels of the workforce.

AGENCY AFFIRMATIVE ACTION PLANS

2015-2017 AAP CONTENTS:

- Overview of the agency's organization
- Flowchart showing the line of authority between the agency director and the equal employment opportunity (EEO) officer
- Agency equal employment opportunity and affirmative action policies, procedures and responsibilities
- Agency affirmative action utilization analysis results

SUBMISSION AND APPROVAL DATES

- All agency Affirmative Action Plans are due to the State Equal Employment Opportunity Coordinator by **Friday, December 5, 2014**
- Once approved by the State Equal Opportunity Coordinator, Affirmative Action Plans shall be effective **January 1, 2015** through **December 31, 2017**

AGENCY EXPECTATIONS

BEFORE:

- Attend the required EEO Officers' meetings and update agency EEO workforce data in preparation to conduct the utilization analysis

DURING:

- Complete the agency's 2015-2017 Affirmative Action Plan

AFTER:

- Begin to plan for opportunities to improve workforce diversity within the State of Ohio where possible

EOD RESPONSIBILITIES

- Review and approve all received Affirmative Action Plans by no later than December 31, 2014
- Provide resources to complete the Affirmative Action Plan via EOD website
<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOpportunity/AgencyAffirmativeActionPlan.aspx>
 - Self-populating employee availability table (based on the Standard Metropolitan Statistical Area (SMSA))
 - Diversity Recruitment Resource Guide
- Schedule follow-up meetings with agencies to discuss effective ways to improve employment opportunities for women and minorities

CLASSIFICATIONS

Paraprofessionals

The State's employee job classification system differs from the Census Bureau and EEOC job classification coding system. For the purposes of the utilization analysis, agencies shall use the Census guidelines and allocate job classifications into the appropriate job categories as follows:

State employee job classifications designated as Paraprofessionals and Office/Clerical will be aligned with the 2006-2010 Census Bureau designation for Administrative Support and will be added together for purposes of the analysis. The listing of the paraprofessional classifications is found in the **attachments to the Guide**. If an agency has questions regarding the proper classification of a paraprofessional in your agency, it should contact EOD as soon as possible.

DATA REQUIRED TO CONDUCT THE ANALYSIS

EEO Workforce Composition Report

Employee data in OAKS and represents full time employees by race/ethnicity, gender and EEOC designated job categories:

- Officials/Administrators
- Professionals
- Technicians
- Protective Service Workers
- **Administrative Support** (includes Paraprofessionals and Office/Clerical)*
- Skilled Craft
- Service/Maintenance

UTILIZATION ANALYSIS DEFINED

UTILIZATION ANALYSIS

Using pre-populated census data, a utilization analysis compares women and minorities currently employed with the agency in specific EEOC job categories to the external workforce of women and minorities, with requisite skills in a reasonable recruitment area.

A reasonable recruitment area is defined as the Standard Metropolitan Statistical Area (SMSA) from which an agency can recruit candidates for employment.

STANDARD METROPOLITAN STATISTICAL AREA

A standard metropolitan statistical area (SMSA) is a geographic area that contains a core urban area of 50,000 or more population and one or more adjacent counties that have a high degree of social and economic integration with the urban core as measured by commuting to work.

UTILIZATION ANALYSIS REPORT TYPES

Single Location Agency (SLA) Report

Single Location Agency (SLA) reports are to be used by agencies with only one hiring location (e.g., Columbus, Cleveland, Dayton, etc.). SLA reports include a report for women, a combined report for all minority groups and a report for each race/ethnicity.

Multiple Location Agency (MLA) Report

Multiple Location Agency (MLA) reports are to be used by agencies with multiple hiring locations (e.g., institutions, districts, facilities, etc.). MLA reports (for each location) shall include a report for women, a combined report for all minority groups and a report for each race/ethnicity.

UTILIZATION REPORTS

The following reports required will be based on protected classes and by EEOC job categories:

Specifically reports include:

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

UTILIZATION REPORT INSTRUCTIONS

- Run the agency's EEO Workforce Composition Report for the pay period beginning September 21, 2013 and ending September 20, 2014
- Identify the agency's hiring location and select the appropriate pre-populated tables for the SMSA (save the pre-populated tables)
- Use the agency EEO Workforce Composition Report to enter the agency incumbency (%) percent in Column 2
- Where there are opportunities to recruit, hire and/or promote minorities and women, provide the agency plan to improve diversity

SINGLE LOCATION AGENCY (SLA)

Example: “Women” Group

Job Category	Column 1 % Women Available (Census)	Column 2 % Women Incumbency (%) percent	Column 3 Opportunity for Improvement	Column 4 Identified Improvement Goal
Officials/Administrators	41.30%	38%	Yes	Attend women leadership conferences and professional Women association (groups) & mentoring programs
Professionals	54.40%	53%	Yes	Attend a job fairs for professional women as well as send announcements directly to various organizations
Technicians	52.70%	28%	Yes	Focus on recruitment opportunities for women in technology
Protective Service Workers	21.14%	18%	Yes	Begin interacting with women in protective services groups
Administrative Support	62.70%	46%	Yes	Begin actively recruiting to high schools and colleges for interns
Skilled Craft	6.80%	7%	No	Maintain relationships with skilled craft groups within Ohio
Service and Maintenance	43.10%	21%	Yes	Attend a job fairs that focus on service maintenance professions for women

MULTIPLE LOCATION AGENCY (MLA)

Example: “Hispanic” Minority Group

Job Category	Column 1 % Hispanic Available (Census)	Column 2 % Hispanic Incumbency (%) percent	Column 3 Opportunity for Improvement	Column 4 Identified Improvement Goal
Officials/Administrators	2.58%	1%	Yes	Attend Ohio Hispanic/Latino Coalition leadership conferences
Professionals	2.15%	0%	Yes	Engage the Ohio Commission on Hispanic/Latino Affairs
Technicians	2.84%	0%	Yes	Focus recruitment opportunities women in technology and communicate with the Hispanic employment programs
Protective Service Workers	3.58%	0%	Yes	Begin interacting with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	3.02%	2.5%	Yes	Begin actively recruiting to Hispanic/Latino groups in high schools and colleges
Skilled Craft	3.64%	5%	No	Maintain relationships with skilled craft groups within Ohio and work with the Hispanic Chamber of Commerce
Service and Maintenance	6.18%	6%	Yes	Attend a job fair for service maintenance groups and communicate with the Hispanic employment programs.

CONSIDERATIONS

When an agency has a location with **25 or fewer employees**, the agency shall include those employees in its hiring location data report and explain its actions in its Affirmative Action Plan.

Example: An agency's hiring office is in Columbus – the agency has 10 employees in Cleveland area - include employees in the SMSA in the hiring location (i.e. Columbus SMSA) analysis.

If the agency is an MLA, include employees in the nearest SMSA.

IDENTIFIED IMPROVEMENT GOAL

If the agency's current EEO workforce percent (i.e. incumbency) is less than percent shown in the SMSA census data (i.e. availability), the agency shall identify opportunities for improvement in its Affirmative Action Plan.

NEXT STEPS

EOD will schedule follow-up meetings to discuss effective ways to respond to “opportunities for improvement goals.”

- Thursday, November 6, 2014
- Friday, November 7, 2014

QUESTIONS

Thank you for your time and attention

Please contact any EOD team with questions or assistance:

felicia.godbolt@das.ohio.gov

maceo.whitfield@das.ohio.gov

darryl.kershaw@das.ohio.gov

david.penniii@das.ohio.gov