

EEOP Utilization Report



Tue Aug 23 11:28:57 EDT 2016

Step 1: Introductory Information

Grant Title:	Florida 2015 Stop Grant	Grant Number:	2015-WF-AX-0012
Grantee Name:	Florida Department of Children and Families	Award Amount:	\$6,980,234.00
Grantee Type:	State Government Agency		
Address:	1317 Winewood Boulevard, Building 1, Room 300Q Tallahassee, Florida 32399		
Contact Person:	Mary Marotta	Telephone #:	850-717-4076
Contact Address:	1317 Winewood Boulevard, Building 1, Room 300Q Tallahassee, Florida 32399		
DOJ Grant Manager:	Kim Galvin	DOJ Telephone #:	202-307-6026

Policy Statement:

NON-DISCRIMINATION POLICY No person shall on the basis of race, color, national origin, age, sex, religion, disability, or political beliefs shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any program or activity receiving or benefiting from federal financial assistance and administered by the Department.

EQUAL EMPLOYMENT OPPORTUNITY POLICY In accordance with Federal and State laws, the Department assures to each applicant or employee an equal employment opportunity without regard to a persons age, race, color, sex, religion, national origin, genetic information, political opinions or affiliations, military status, marital status or disability, except as provided by law or when such requirement constitutes a bonafide occupational qualification necessary to perform the tasks associated with the position. Equal employment opportunity will be attained using both objective and subjective merit principles and shall apply to agency practices relating to recruitment, examination, appointment, training, promotion, demotion, compensation, retention, discipline, separation, or other employment practice.

Any applicant or employee who believes that he or she has been discriminated against may file a complaint with the Florida Commission on Human Relations or the Department's Office of Civil Rights, within 365 days of the alleged discriminatory act. All complaints shall be treated in accordance with the procedures set forth by law or in Chapter 60Y-5, Florida Administrative Code (F.A.C.)

NON-RETALIATION POLICY No person shall be retaliated against, harassed, intimidated, threatened, coerced or discriminated against for making a charge, testifying, assisting or participating in any manner in an investigation, proceeding or hearing, or for opposing alleged unlawful discriminatory practices prohibited by this policy or related state and federal laws, rules and regulations.

Step 4b: Narrative Underutilization Analysis

There are a total of 8342 employees in the professional category. White male has the highest underutilization rate of 21%, followed by white female with an underutilization rate of 6%. Combining white males and females the total employees are 3416 or 41% of the category. This is not identified as a significant underutilization because females total 78% of this category and there are no affirmative action requirements for individuals who are white. Combining Hispanic male and female employees shows 1356 employees or 16%, and the CLS is 16%.

There are a total of 278 employees in the Technicians category. White female has the highest underutilization rate of 8%, followed by Hispanic female with 7% and Hispanic male with 5%. This is not identified as a significant underutilization because the department total white employees in this category is over 50%. Hispanic employees in this category total 14 (6%). The CLS percentage for Hispanic male and female employees combined is 17% resulting in an underutilization of 11%. Since the Hispanic underutilization is greater than 10%, this is deemed to be a significant underutilization.

There are a total of 836 employees Administrative Support. There is an underutilization rate of 18% for white males and 5% for white females. There are no affirmative action requirements for white employees and female employees total 90.38% of the workforce. The overall underutilization of white employees in this category is 23%, therefore, this underutilization is deemed as significant.

The department has 1483 service maintenance employees. The underutilization rate is highest for white male at 19% and Hispanic male at 17%. There is also underutilization for white females (3%) and Hispanic females (11%). White and Hispanic males and females are identified as having significant underutilization in this category.

Step 5 & 6: Objectives and Steps

1. To encourage more white males and females to apply for vacancies in the Administrative Support and Service Maintenance categories.

- a. The Department's Civil Rights Officers will continue to monitor hiring selections.
- b. The Human Resource Administrator Civil Rights, and the Operations and Management Consultant II Civil Rights (assigned to develop the AAP) will conduct a more detailed workforce analysis and hiring analysis under the Departments Affirmative Action Plan (AAP).
- c. The Human Resource Administrator Civil Rights, and the AAP Operations and Management Consultant II Civil Rights will meet with executive leadership to report the status of the Department of Justice EEOP Utilization Report and the various AAP analyses.
- d. The Human Resource Administrator Civil Rights, and the AAP Operations and Management Consultant II Civil Rights will work with other Human Resource Staff to develop a plan to enhance outreach efforts to increase white applicants in job categories, Administrative Support and Service Maintenance.
- e. Staff from the Department of Children and Families have been attending job fairs at various colleges and universities throughout the State, as well as, Career Source job fairs and will continue to do so.
- f. Positions have been advertised and will continue to be advertised on the State of Florida People First website. Some positions are advertised on the Employ Florida website.
- g. When employees leave the Department, they are given the opportunity to complete an exit interview survey. A quarterly report is published and available for review by all employees of the Department.
- h. The Department of Children and Families Department of Justice EEOP Utilization Report will be an agenda item for the Department of Children and Families Human Resources staff meeting in August 2016.

2. To encourage more Hispanic males and females to apply for vacancies in the Technicians and Service Maintenance categories and to encourage more Hispanic male applicants overall.

- a. The Departments Civil Rights Officers will continue to monitor hiring selections.
- b. The Human Resource Administrator Civil Rights, and the Operations and Management Consultant II Civil Rights (assigned to develop the AAP) will conduct a more detailed workforce analysis and hiring analysis under the Departments Affirmative Action Plan (AAP).

- c. The Human Resource Administrator Civil Rights, and the AAP Operations and Management Consultant II Civil Rights will meet with executive leadership to report the status of the Department of Justice EEOP Utilization Report and the various AAP analyses.
- d. The Human Resource Administrator Civil Rights, and the AAP Operations and Management Consultant II Civil Rights will work with other Human Resource Staff to develop a plan to enhance outreach efforts to increase Hispanic applicants in job categories Technicians and Service Maintenance and Hispanic male applicants in all categories.
- e. Staff from the Department of Children and Families have been attending job fairs at various colleges and universities throughout the State, as well as, Career Source job fairs and will continue to do so.
- f. Positions have been advertised and will continue to be advertised on the State of Florida People First website. Some positions are advertised on the Employ Florida website.
- g. When employees leave the Department, they are given the opportunity to complete an exit interview survey. A quarterly report is published and available for review by all employees of the Department.
- h. The Department of Children and Families Department of Justice EEOP Utilization Report will be an agenda item for the Department of Children and Families Human Resources staff meeting in August 2016.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the Department of Children and Families US Department of Justice EEOP Utilization Report and the Departments AAP to the Assistant Secretary for Administration and the Assistant Human Resources Director.
2. Post a copy of the Department of Children and Families US Department of Justice EEOP Utilization Report and the AAP to the Departments intranet where it will be available for all employees.
3. Send an e-mail to the Assistant Secretary for Administration, General Counsel, and Assistant Human Resource Administrator with a link to the intranet site for the EEOP Utilization Report and the AAP.
4. Maintain a hard copy of the Department of Children and Families US Department of Justice EEOP Utilization report and a bound copy of the AAP in the Departments Office of Civil Rights for review upon request.
5. Email a copy of the EEOP Utilization Report to regional Civil Rights Officers for their review and to maintain at the local level for review by staff.

Step 7b: External Dissemination

1. Post a copy of the Department of Children and Families US Department of Justice EEOP Utilization report and the AAP to the Departments internet where it will be available for the general public, contractors and vendors to review.
2. Maintain a hard copy of the Department of Children and Families US Department of Justice EEOP Utilization report and a bound copy of the AAP in the Departments Office of Civil Rights for review upon request.
3. Provide a copy of the Department of Children and Families US Department of Justice EEOP Utilization report when requested under Floridas Public Records law.
4. The Contract Manager for the Department of Children and Families will email a copy of the approved Department of Justice EEOP Utilization report to the sub-recipients.

Utilization Analysis Chart
Relevant Labor Market: Florida

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 #/%	52/30%	5/3%	14/8%	0/0%	1/1%	0/0%	0/0%	0/0%	73/42%	7/4%	21/12%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	442,765/4 4%	99,850/10 %	38,100/4 %	1,275/0% %	14,365/1 %	135/0% %	3,800/0% %	2,490/0% %	280,225/2 8%	69,945/7 %	46,265/5 %	790/0% %	9,265/1% %	200/0% %	2,800/0% %	2,175/0% %
Utilization #/%	-14%	-7%	4%	-0%	-1%	-0%	-0%	-0%	14%	-3%	8%	-0%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	837/10%	321/4%	574/7%	3/0%	56/1%	3/0%	5/0%	1/0%	2579/31%	1035/12%	2792/33%	17/0%	100/1%	9/0%	9/0%	1/0%
CLS #/%	406,965/3 1%	87,280/7 %	47,810/4 %	720/0% %	29,920/2 %	465/0% %	4,180/0% %	3,130/0% %	496,520/3 7%	114,480/9 %	101,980/8 %	1,580/0% %	27,965/2 %	335/0% %	5,330/0% %	3,370/0% %
Utilization #/%	-21%	-3%	3%	-0%	-2%	0%	-0%	-0%	-6%	4%	26%	0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	85/31%	7/3%	26/9%	1/0%	9/3%	0/0%	0/0%	0/0%	75/27%	7/3%	62/22%	1/0%	4/1%	0/0%	1/0%	0/0%
CLS #/%	63,080/27 %	18,020/8 %	10,530/5 %	285/0% %	4,705/2% %	160/0% %	790/0% %	675/0% %	79,510/35 %	20,835/9 %	25,380/11 %	205/0% %	3,755/2% %	100/0% %	1,110/0% %	665/0% %
Utilization #/%	3%	-5%	5%	0%	1%	-0%	-0%	-0%	-8%	-7%	11%	0%	-0%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	32/44%	0/0%	19/26%	0/0%	0/0%	0/0%	0/0%	0/0%	8/11%	0/0%	13/18%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	94,895/49 %	26,850/14 %	25,140/13 %	385/0% %	1,795/1% %	175/0% %	1,275/1% %	725/0% %	21,505/11 %	6,260/3% %	14,805/8 %	240/0% %	320/0% %	0/0% %	355/0% %	70/0% %
Utilization #/%	-4%	-14%	13%	-0%	-1%	-0%	-1%	-0%	0%	-3%	10%	-0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	32/34%	0/0%	40/42%	2/2%	0/0%	0/0%	0/0%	0/0%	3/3%	1/1%	17/18%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	5,335/35 %	1,845/12 %	1,150/7% %	0/0% %	60/0% %	0/0% %	44/0% %	35/0% %	4,305/28 %	1,075/7% %	1,285/8% %	10/0% %	110/1% %	0/0% %	104/1% %	0/0% %
Utilization #/%	-1%	-12%	35%	2%	-0%	0%	-0%	-0%	-25%	-6%	10%	-0%	-1%	0%	-1%	0%
Administrative Support																
Workforce #/%	39/4%	18/2%	28/3%	0/0%	4/0%	0/0%	0/0%	0/0%	309/33%	180/19%	333/36%	6/1%	8/1%	0/0%	0/0%	0/0%

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
CLS #/%	539,295/23%	186,200/8%	104,525/4%	1,435/0%	23,110/1%	380/0%	6,180/0%	5,515/0%	926,385/39%	325,905/14%	212,970/9%	2,565/0%	29,970/1%	780/0%	11,235/0%	9,360/0%
Utilization #/%	-18%	-6%	-1%	-0%	-1%	-0%	-0%	-0%	-5%	6%	27%	1%	-0%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	30/71%	0/0%	4/10%	1/2%	0/0%	0/0%	0/0%	0/0%	6/14%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	419,605/56%	202,415/27%	67,275/9%	1,625/0%	6,780/1%	425/0%	3,595/0%	4,610/1%	24,435/3%	11,000/1%	4,235/1%	145/0%	1,225/0%	10/0%	325/0%	260/0%
Utilization #/%	15%	-27%	1%	2%	-1%	-0%	-0%	-1%	11%	-1%	2%	-0%	-0%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	115/8%	6/0%	352/24%	0/0%	8/1%	1/0%	1/0%	0/0%	251/17%	14/1%	721/49%	1/0%	5/0%	2/0%	6/0%	0/0%
CLS #/%	567,585/26%	382,030/18%	211,540/10%	3,025/0%	29,830/1%	720/0%	7,965/0%	5,330/0%	433,735/20%	255,725/12%	200,945/9%	2,050/0%	30,720/1%	750/0%	7,300/0%	5,625/0%
Utilization #/%	-19%	-17%	14%	-0%	-1%	0%	-0%	-0%	-3%	-11%	39%	-0%	-1%	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: Sworn		✓														
Protective Services: Non-sworn		✓							✓	✓						
Administrative Support	✓	✓	✓						✓						✓	
Skilled Craft		✓														
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 EEOP Utilization Report.

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

Certified As Final By: Herschel C Minnis

Human Resources Administrator, Civil Rights08-19-2016

[signature]

[title]

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