

# EEOP Utilization Report



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## Step 1: Introductory Information

<b>Grant Title:</b>	BJA FY13 Adult Drug Court Discretionary Grant Program	<b>Grant Number:</b>	BJA 2013-DC-BX-0015
<b>Grantee Name:</b>	Utah Department of Human Services	<b>Award Amount:</b>	\$1,472,952.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	195 North 1950 West Salt Lake City, Utah 84116		
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<b>Contact Address:</b>	195 North 1950 West Salt Lake City, Utah 84116		
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### Policy Statement:

Department of Human Services' Policy of Equal Employment Opportunity:

The Department of Human Services (DHS) and its agencies seek to employ qualified individuals regardless of race, color, religion, gender, national origin, age or disability. The Department is committed to Equal Employment Opportunity practices in all areas of employment. That includes, but is not limited to, recruitment and advertising used in recruitment, hiring, upgrading, performance ratings, promotions, transfers, reductions-in- force, disciplinary actions, rate of pay or other forms of compensation or benefits, awards, recognitions, selections for training, use of facilities, and all other aspects of employment.

This Equal Employment Opportunity Plan has been prepared to ensure non- discriminatory employment practices within the Department. It is not the intent of this plan to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment . However, the Department will take affirmative steps to correct any utilization deficiencies discovered in the workforce analysis.

The director of the Department's human resource field office has been designated as the coordinator for this EEO Plan. The director has the responsibility to implement and promote fair employment practices for the Department. The effective date of this plan is July 1, 2015.

## **Step 4b: Narrative Underutilization Analysis**

The Utah Department of Human Services (DHS) is committed to employing a workforce that is representative of the demographic labor force within Utah. Barriers exist that make it difficult to fully utilize a representative labor force and those barriers are outlined below. When compared to the general demographics of the civilian labor force in Utah, DHS is underutilizing:

- White males in the categories of professionals, technicians, administrative support and service/maintenance
- Hispanic males in the categories of administrative support and service/maintenance
- Hispanic females in the category of service/maintenance

There are some barriers which make it difficult for DHS to fully utilize the demographic labor force within Utah to suitably represent its own workforce. These barriers are:

1. With respect to underutilization of both White and Hispanic males, the Human Services industry has historically been a female-dominated industry. According to the US Department of Labor, Bureau of Labor Statistics, women constitute 83.8% of Social Workers, 71.4% of Counselors, and 82.6% of Social and Human Service Assistants. These types of positions within DHS constitute a significant portion of the workforce. This would also be true of the underutilization of these groups in the administrative support categories, which females dominate industry wide at a 94.5% according to the US Department of Labor, Bureau of Labor Statistics.

2. With respect to the underutilization of Hispanic males and females, Hispanics make up 13.7% of Utahs population but Hispanics only represent 8% of the applicants for the jobs that contain the most number of employees in the service/maintenance category. This is likely a significant contributing component to the fact that Hispanics are underutilized in this category. We are unsure of why they are not applying for these positions but will seek to remedy this.

## **Step 5 & 6: Objectives and Steps**

### **1. Enhance efforts to recruit individuals from underutilized categories**

- a. DHS employees will continue to be trained on Title VII issues such as ADA, Unlawful Harassment Prevention and managing diversity.
- b. The Department will continue to expand and enhance its outreach recruitment efforts to encourage those of underutilized categories to apply for job openings.

- We will determine which high schools and colleges enroll the largest number of Hispanic students and reach out to Hispanic groups at those institutions to promote employment opportunities at DHS.

- Reach out to Utah Hispanic Chamber of Commerce to research and explore opportunities to promote employment at DHS within the Hispanic community.

- We typically attend upwards of 15 job fairs on an annual basis at colleges and community events around the state of Utah in order to promote employment opportunities and will continue to do so.

- Currently all of our job postings are posted at [statejobs.utah.gov](http://statejobs.utah.gov) and on the Utah Department of Workforce Services job board. We will also explore options to post job opportunities on more social media sites such as Facebook, twitter, monster, indeed, glassdoor and rockyjobs.org.

### **2. Continue to employ efforts to retain and attract Hispanic speaking employees**

a. Demographics of the communities that some Divisions within DHS serve necessitate the need for bilingual employees. In an effort to retain and attract these employees, at least one Division currently offers:

- Preference points for applicants who are bilingual

- Incentive monies for current employees who are bilingual and able to assist with minority populations as translators.
- b. Reach out to the Hispanic Chamber of Commerce and the Utah Cultural Celebration Center in an effort to make the Hispanic community aware of job opportunities at DHS.

### **3. Collect, maintain, and analyze recruitment data to monitor trends in underutilized categories to avoid any adverse impact**

- a. The DHS HR office will collect, analyze, and maintain data regarding recruitment, selection, retention, promotion, training, benefits, and compensation for applicants and employees of the DHS so as to ensure that no adverse impact is inadvertently being created.
- b. The DHS HR office will periodically review the DHS recruitment practices to improve recruitment of persons from underutilized categories.

### **Step 7a: Internal Dissemination**

1. DHS will publish the EEO Utilization Report on its employee website.
2. An article will be published in the employee newsletter making employees aware of the fact that DHS has an EEO Utilization Report. The article will contain a link to the EEO Utilization Report on the website.
3. DHS HR will send an email department wide which has a copy of the EEO Utilization Report attached.
4. Employees are welcome to contact the DHS HR office in order to get a copy of the Utilization Report. This option will be articulated in both the employee newsletter article and the department wide email.
5. DHS HR Director will share and encourage directors of all DHS Divisions, Offices and Institutions in Executive Leadership Team meeting to communicate the points of the EEO Utilization Report to their downlines.

### **Step 7b: External Dissemination**

1. DHS will publish the EEO Utilization Report on its public facing website.
2. DHS will use twitter to notify the public that it has an EEO Utilization Report. The tweet will also contain a link to the EEO Utilization Report on the website.
3. DHS will add a statement to its contracts with all contractors, vendors, etc notifying them that DHS has an EEO Utilization Report and that it can be obtained either by visiting its website or by contacting the DHS HR office.
4. Copies of the EEO Utilization Report will be available upon request to any member of the public who contacts the DHS HR office.
5. The state of Utah jobs website, the Department of Human Resources external website, and the DHS website all notify applicants for employment that the State of Utah is committed to equal opportunity employment.

**Utilization Analysis Chart**  
**Relevant Labor Market: Utah**

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
<b>Officials/Administrators</b>																
Workforce #/%	34/50%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	28/41%	2/3%	0/0%	0/0%	1/1%	1/1%	1/1%	0/0%
CLS #/%	89,615/60%	5,580/4%	810/1%	230/0%	1,355/1%	380/0%	525/0%	255/0%	45,900/31%	3,280/2%	295/0%	180/0%	865/1%	275/0%	425/0%	100/0%
Utilization #/%	-10%	-4%	1%	-0%	-1%	-0%	-0%	-0%	11%	1%	-0%	-0%	1%	1%	1%	-0%
<b>Professionals</b>																
Workforce #/%	644/29%	52/2%	23/1%	4/0%	48/2%	19/1%	15/1%	0/0%	1234/55%	104/5%	10/0%	11/0%	46/2%	7/0%	34/2%	0/0%
CLS #/%	105,270/47%	3,720/2%	985/0%	320/0%	3,435/2%	475/0%	740/0%	460/0%	97,755/44%	4,805/2%	595/0%	870/0%	2,850/1%	400/0%	830/0%	430/0%
Utilization #/%	-18%	1%	1%	0%	1%	1%	0%	-0%	11%	2%	0%	0%	1%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	52/28%	4/2%	0/0%	0/0%	2/1%	1/1%	1/1%	0/0%	100/54%	8/4%	0/0%	2/1%	9/5%	2/1%	5/3%	0/0%
CLS #/%	17,790/49%	1,250/3%	90/0%	135/0%	705/2%	100/0%	155/0%	40/0%	13,615/38%	1,165/3%	120/0%	75/0%	515/1%	20/0%	190/1%	80/0%
Utilization #/%	-21%	-1%	-0%	-0%	-1%	0%	0%	-0%	16%	1%	-0%	1%	3%	1%	2%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,940/72%	675/4%	210/1%	125/1%	215/1%	300/2%	110/1%	10/0%	2,970/17%	95/1%	0/0%	40/0%	75/0%	25/0%	75/0%	15/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,230/40%	115/4%	0/0%	15/0%	0/0%	10/0%	20/1%	0/0%	1,540/50%	75/2%	0/0%	0/0%	20/1%	10/0%	10/0%	30/1%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	9/6%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	120/77%	16/10%	0/0%	2/1%	3/2%	3/2%	2/1%	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 #/%	115,200/33%	11,360/3%	1,170/0%	545/0%	2,055/1%	940/0%	1,205/0%	500/0%	185,855/53%	18,345/5%	1,565/0%	1,755/1%	3,555/1%	1,960/1%	1,585/0%	960/0%
Utilization #/%	-27%	-3%	-0%	-0%	-1%	-0%	0%	-0%	24%	5%	-0%	1%	1%	1%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	41/87%	4/9%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	91,285/76%	18,440/15%	515/0%	1,470/1%	1,005/1%	650/1%	660/1%	280/0%	4,530/4%	680/1%	0/0%	30/0%	235/0%	70/0%	50/0%	0/0%
Utilization #/%	11%	-7%	-0%	1%	1%	-1%	-1%	-0%	-4%	-1%	0%	-0%	-0%	-0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	381/30%	47/4%	21/2%	11/1%	21/2%	38/3%	8/1%	0/0%	590/46%	83/6%	15/1%	19/1%	20/2%	20/2%	13/1%	0/0%
CLS #/%	127,335/41%	39,655/13%	2,745/1%	2,070/1%	4,175/1%	2,020/1%	995/0%	535/0%	93,300/30%	27,660/9%	1,235/0%	1,975/1%	4,695/2%	1,270/0%	880/0%	565/0%
Utilization #/%	-11%	-9%	1%	0%	0%	2%	0%	-0%	16%	-2%	1%	1%	0%	1%	1%	-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
<b>Professionals</b>	✓							✓								✓
<b>Technicians</b>	✓															
<b>Administrative Support</b>	✓	✓														
<b>Service/Maintenance</b>	✓	✓								✓						

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: Alan Owens

HR Director

12-06-2016

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