

# EEO Utilization Report

## Organization Information

Name: Utah Department Of Human Services

City: Salt Lake City

State: UT

Zip: 84116

Type: State Government (not law enforcement)

## **Step 1: Introductory Information**

### **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 Departments 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.

## Step 4b: Narrative of Interpretation

The DHS Human Resource (HR) office reviewed the EEO Utilization Analysis Chart (comparing our workforce to the general demographics of the civilian labor force in Utah), and noted the following:

- White males were underrepresented in the categories of professionals, technicians, administrative support, and service/maintenance.
- Hispanic males were underrepresented in the category of administrative support.
- Asian males were underrepresented in the category of technicians.

In reviewing the EEO Utilization Report that DHS submitted to the Department of Justice, in 2016, we were able to track improvement in the recruitment and retention of Hispanic males and females in the category of service/maintenance.

## Step 5: Objectives and Steps

### 1. Enhance efforts to recruit individuals from under represented categories.

- a. The DHS HR office will continue to expand and enhance its outreach recruitment efforts to encourage those of underrepresented categories to apply for job openings.
  - Identify and explore new ways of attracting a diverse applicant pool for positions in all job categories.
  - Continue to use a variety of sources for attracting a diverse pool of applicants, such as social media, colleges, vocational schools and job fairs.
  - Currently all of our job announcements are posted at [statejobs.utah.gov](http://statejobs.utah.gov) and on the Utah Department of Workforce Services job board. We have posted job opportunities on social media sites such as Indeed, Glassdoor, Twitter, LinkedIn, and Handshake.
  - Reach out to the Utah Hispanic Chamber of Commerce and the Utah Asian Chamber of Commerce to research and explore opportunities to promote employment at DHS.
- b. Demographics of the communities that some Divisions within DHS serve necessitate the need for bilingual employees. In an effort to retain and attract Spanish speaking 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.

### 2. Collect, maintain, and analyze recruitment data to monitor trends in underrepresented 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 enhance employment opportunities of persons from underrepresented categories.
- c. DHS employees will continue to be trained on Title VII issues such as ADA, Workplace Harassment Prevention and managing diversity.

## Step 6: 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 Executive Director 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 Executive Director will share and advise directors of all DHS Divisions, Offices and Institutions in Executive Leadership Team meeting to communicate the points of the Utilization Report to their downlines.

### **Step 7: 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 #/%                         | 41/49%      | 1/1%               | 0/0%                      | 0/0%                             | 1/1%     | 0/0%                                      | 1/1%              | 0/0%   | 36/43%     | 0/0%               | 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%        | -3%                | -1%                       | -0%                              | 0%       | -0%                                       | 1%                | -0%    | 13%        | -2%                | -0%                       | -0%                              | 1%       | 1%  | 1%                | -0%    |
| <b>Professionals</b>                  |             |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |          |   |                   |        |
| Workforce #/%                         | 580/26%     | 52/2%              | 33/1%                     | 6/0%                             | 38/2%    | 20/1%                                     | 8/0%              | 0/0%   | 1276/56%   | 148/7%             | 15/1%                     | 12/1%                            | 45/2%    | 19/1%                                     | 21/1%             | 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 #/%                       | -21%        | 1%                 | 1%                        | 0%                               | 0%       | 1%  | 0%                | -0%    | 12%        | 4%                 | 0%                        | 0%                               | 1%       | 1%  | 1%                | -0%    |
| <b>Technicians</b>                    |             |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |          |   |                   |        |
| Workforce #/%                         | 301/25%     | 40/3%              | 15/1%                     | 9/1%                             | 12/1%    | 39/3%                                     | 13/1%             | 0/0%   | 588/49%    | 85/7%              | 14/1%                     | 13/1%                            | 12/1%    | 35/3%                                     | 13/1%             | 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 #/%                       | -24%        | -0%                | 1%                        | 0%                               | -1%      | 3%  | 1%                | -0%    | 12%        | 4%                 | 1%                        | 1%                               | -0%      | 3%  | 1%                | -0%    |
| <b>Protective Services: Sworn</b>     |             |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |          |   |                   |        |
| Workforce #/%                         | 10/77%      | 0/0%               | 1/8%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 0/0%   | 2/15%      | 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 #/%                       | 5%          | -4%                | 7%                        | -1%                              | -1%      | -2%                                       | -1%               | -0%    | -1%        | -1%                | 0%                        | -0%                              | -0%      | -0%                                       | -0%               | -0%    |
| <b>Protective Services: Non-sworn</b> |             |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |          |   |                   |        |
| Workforce #/%                         | 1/100%      | 0/0%               | 0/0%                      | 0/0%                             | 0/0%     | 0/0%                                      | 0/0%              | 0/0%   | 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 #/%                       | 60%         | -4%                | 0%                        | -0%                              | 0%       | -0%                                       | -1%               | 0%     | -50%       | -2%                | 0%                        | 0%                               | -1%      | -0%                                       | -0%               | -1%    |
| <b>Administrative Support</b>         |             |                    |                           |                                  |          |   |                   |        |            |                    |                           |                                  |          |   |                   |        |
| Workforce #/%                         | 6/4%        | 0/0%               | 0/0%                      | 0/0%                             | 0/0%     | 1/1%                                      | 0/0%              | 0/0%   | 102/73%    | 18/13%             | 1/1%                      | 2/1%                             | 3/2%     | 4/3%                                      | 3/2%              | 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 #/%            | -29%        | -3%                | -0%                       | -0%                              | -1%      | 0%  | -0%               | -0%    | 20%         | 8%                 | 0%                        | 1%                               | 1%       | 2%  | 2%                | -0%    |
| <b>Skilled Craft</b>       |             |                    |                           |                                  |          |   |                   |        |             |                    |                           |                                  |          |   |                   |        |
| Workforce #/%              | 32/89%      | 3/8%               | 0/0%                      | 0/0%                             | 1/3%     | 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 #/%            | 13%         | -7%                | -0%                       | -1%                              | 2%       | -1%                                       | -1%               | -0%    | -4%         | -1%                | 0%                        | -0%                              | -0%      | -0%                                       | -0%               | 0%     |
| <b>Service/Maintenance</b> |             |                    |                           |                                  |          |   |                   |        |             |                    |                           |                                  |          |   |                   |        |
| Workforce #/%              | 33/29%      | 9/8%               | 0/0%                      | 1/1%                             | 2/2%     | 2/2%                                      | 1/1%              | 0/0%   | 40/35%      | 19/17%             | 2/2%                      | 3/3%                             | 3/3%     | 0/0%                                      | 0/0%              | 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 #/%            | -12%        | -5%                | -1%                       | 0%                               | 0%       | 1%  | 1%                | -0%    | 5%          | 8%                 | 1%                        | 2%                               | 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 |
| <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 EEO Utilization Report.

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

Certified As Final By: Monica Jimenez

HR Director

12-17-2019

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