

EEOP Utilization Report



Thu Nov 10 14:40:07 EST 2016

Step 1: Introductory Information

Grant Title:	OJJDP FY 15 Title II Formula Grants Program	Grant Number:	2015-JF-FX-0010
Grantee Name:	Department for Children and Families Family Services Division	Award Amount:	\$393,667.00
Grantee Type:	State Government Agency		
Address:	280 State Drive, HC1 North Waterbury, Vermont 05671-1080		
Contact Person:	Ed Dwinell	Telephone #:	802-241-0672
Contact Address:	280 State Drive, HC1 North Waterbury, Vermont 05671-1080		
DOJ Grant Manager:	Theresa Lay-Sleeper	DOJ Telephone #:	802-498-8890

Grant Title:	OJJDP FY 14 Title II Formula Grants Program	Grant Number:	2013-MU-FX-0555
Grantee Name:	Department for Children and Families Family Services Division	Award Amount:	\$797,415.00
Grantee Type:	State Government Agency		
Address:	280 State Drive, HC1, North Waterbury, Vermont 05671-1080		
Contact Person:	Ed Dwinell	Telephone #:	802-241-0672
Contact Address:	280 State Drive, HC1, North Waterbury, Vermont 05671-1080		
DOJ Grant Manager:	Theresa Lay-Sleeper	DOJ Telephone #:	802-498-8890

Grant Title:	OJJDP FY 13 Juvenile Accountability Block Grants Program	Grant Number:	2013-JB-FX-0046
Grantee Name:	Department for Children and Families	Award Amount:	\$104,338.00
Grantee Type:	State Government Agency		
Address:	280 State Drive, HC1 North Waterbury, Vermont 05671-1080		

Contact Person: Ed Dwinell **Telephone #:** 802-241-0672
Contact Address: 280 State Drive, HC1 North
Waterbury, Vermont
05671-1080
DOJ Grant Manager: Theresa Lay-Sleeper **DOJ Telephone #:** 802-498-8890

Grant Title: Vermont FY 2016 Title II Application **Grant Number:** 2016-JF-FX-0044
Grantee Name: Department for Children and Families Family Services Division **Award Amount:** \$400,213.00
Grantee Type: State Government Agency
Address: 280 State Drive, HC1 North
Waterbury, Vermont
05671-1080
Contact Person: Ed Dwinell **Telephone #:** 802-241-0672
Contact Address: 280 State Drive, HC1 North
Waterbury, Vermont
05671-1080
DOJ Grant Manager: Theresa Lay-Sleeper **DOJ Telephone #:** 802-498-8890

Policy Statement:

The State of Vermont Agency of Human Services (AHS) Department for Children and Families (DCF) strives to provide a working environment free from harassment and discrimination at all levels, as well as ensuring equal opportunity in employment. AHS/DCF does not discriminate on the basis of race, color, religion, ancestry, national origin, gender, gender identity, age, sexual orientation, place of birth, or physical or mental condition. This non-discrimination commitment applies to hiring, salaries and wages, reduction-in-force, leave, transfer, work assignment, promotion, training, demotion, appointment, discipline, and recall from reduction-in-force. AHS/DCF will take measures consistent with federal and state law to recruit minorities, females and persons with disabilities. This will be done without permitting or requiring the reduction of bona fide job requirements or minimum qualifications to give preference to any employee or applicant for employment.

Any AHS/DCF employee who fails to comply with this policy will be subject to appropriate disciplinary action, up to and including dismissal from employment.

AHS/DCF pledges its continued support of all laws, rules, and regulations addressing non-discrimination and equal opportunity in the workplace.

Step 4b: Narrative Underutilization Analysis

The State of Vermont, Agency of Human Services, Department for Children and Families in consultation with the State of Vermont, Department of Human Resources, reviewed the Utilization Analysis which compares the State's workforce to the relevant labor market and noted the following job categories with underutilization of two or more standard deviations for white males:

1. Officials/Administrators (-32%)
2. Professionals (-18%)
3. Administrative Support (-15%)

Additionally, the following underutilizations were noted:

1. White females were under-represented in Service/Maintenance (-42%), Skilled Craft (-5%), Protective Services/non-sworn (-23%)
2. White males were under-represented in Technicians (-12%) job category

In comparing DCF data from two years ago, we can see improvement in the recruitment and retention of Asian, Hispanic, Black and White females in Admin Support, Professional and Technician job categories. The white male job category of Technician also improved.

DCF believes the contributing factors of this under-representation of white males are in large measure due to the nature of the work performed within DCF. In the child welfare profession, the majority of the applicants are female and also tend to be more qualified having achieved the relevant professional degrees.

DCF is nonetheless committed to attracting white males, as well as, all other qualified candidates. We will review our recruitment and retention practices, make adjustments wherever necessary, and ensure that every person has equal opportunity and access to the vacancies within DCF.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for white males when our organization fills vacancies that become available in Officials/Administrators, Professionals, Administrative Support and Technician job categories.

- a. 1. Work with the Department of Human Resources to review applicant data related to the Officials/Administrators, Professionals and Administrative Support job categories to evaluate the selection process and identify any issues in order to improve the recruitment process for minority and white male populations.
- b. Coordinate with the Department of Human Resources to consider which job fairs in Vermont may be a mechanism to attract minorities and white males into the field of Human Services.
- c. Look at ways to conduct effective outreach, marketing and recruitment to attract the most qualified and diverse applicant pool. The Department for Children and Families will consider strategies employed by other Human Services Organizations to promote the objective of attracting a more diverse applicant pool including white males to the human services field.
- d. Work with the Department of Human Resources and the Governor's Workforce Equity and Diversity Council to evaluate further measures that may be appropriate.
- e. Continue to post all classified vacancies on the Department of Human Resources internet recruitment site, as well as, on Career Builders which is nationwide in its reach.
- f. Develop trainings to help the Department for Children and Families' Management actively support recruitment and career development programs that ensure equitable representation of minority employment in underutilized job

categories.

g. Continue to include DCF's EEO statement as part of every vacancy posting: The State of Vermont is an equal opportunity employer. Applications from women, individuals with disabilities, veterans and people from diverse cultural backgrounds are encouraged.

2. Our objective is to provide equal opportunities for white females when our organization fills vacancies that become available in the Protective Services (non-sworn) and Service/Maintenance job categories.

- a. Work with the Department of Human Resources to review applicant data in the Protective Services (non-sworn) and Service/Maintenance job categories for vacancies in the last year, to evaluate the selection process and develop strategies for areas where the Department for Children and Families can improve its recruitment process for minority and female populations.
- b. Develop trainings to help the Department for Children and Families' Management actively support recruitment and career development programs that ensure equitable representation of female employment in underutilized job categories.
- c. Look at ways to conduct effective outreach, marketing, and recruitment to attract the most qualified and diverse applicant pool. The Department for Children and Families will consider developing strategies to work with organizations representing female and professional societies, such as the Vermont Commission on Women and the Vermont Works for Women, to promote this objective.
- d. Coordinate with the Department of Human Resources to consider which job fairs in Vermont may be a mechanism to attract minority and female applicants.
- e. Work with the Department of Human Resources and the Governor's Workforce Equity and Diversity Council to evaluate further measures that may be appropriate in order to meet the objective.
- f. Continue to post all classified vacancies on the Department of Human Resources internet recruitment site, as well as, on Career Builders which is nationwide in its reach.
- g. Continue to include DCF's EEO statement as part of every vacancy posting: The State of Vermont is an equal opportunity employer. Applications from women, individuals with disabilities, veterans and people from diverse cultural backgrounds are encouraged.

Step 7a: Internal Dissemination

The EEOP Utilization Report will be published in a prominent location on the Department for Children and Families' (DCF) intranet. All DCF employees have email addresses in order to access this document. DCF will also have copies of the EEOP Utilization Report available from the DCF Commissioner's Office upon request.

The EEOP Utilization Report will also be distributed electronically via a link to all DCF employees in one of the monthly newsletters as part of an announcement of the DCF EEOP disclosure. DCF will also post a notice regarding the availability of the EEOP Utilization Report on bulletin boards in various locations.

Step 7b: External Dissemination

The Department for Children and Families will collaborate with the Department of Human Resources to execute the most effective ways to reach out to our stakeholders, partners, contractors, vendors and the general public to share this EEO Utilization Report in an effort to inform that we are an EEO provider.

DCF will post a notice of the EEOP Utilization Report on various bulletin boards, focus rooms and conference rooms frequented by stakeholders, partners, contractors and vendors.

DCF will post a link to the EEOP Utilization Report on its public facing internet.

DCF will also provide copies of the EEOP Utilization Report from the DCF Commissioner's Office upon request.

As an additional means of communication, DCF will employ the use of its Social Media Twitter account announcing the

EEOP Utilization Report and how to access it.

DCF will also share the EEOP Utilization Report with the Department of Public Libraries where it will be posted for public review.

Utilization Analysis Chart
Relevant Labor Market: Vermont

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 #/%	20/24%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	62/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	23,605/56%	215/1%	105/0%	20/0%	250/1%	10/0%	114/0%	20/0%	17,365/41%	110/0%	60/0%	50/0%	105/0%	4/0%	89/0%	45/0%
Utilization #/%	-32%	-1%	1%	-0%	-1%	-0%	-0%	-0%	34%	-0%	-0%	-0%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	139/21%	2/0%	3/0%	0/0%	2/0%	1/0%	0/0%	0/0%	500/75%	8/1%	5/1%	0/0%	5/1%	0/0%	0/0%	1/0%
CLS #/%	25,855/39%	290/0%	190/0%	35/0%	500/1%	0/0%	250/0%	105/0%	37,435/56%	535/1%	195/0%	60/0%	495/1%	4/0%	240/0%	110/0%
Utilization #/%	-18%	-0%	0%	-0%	-0%	0%	-0%	-0%	19%	0%	0%	-0%	0%	-0%	-0%	-0%
Technicians																
Workforce #/%	17/27%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	43/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,595/39%	105/1%	4/0%	4/0%	65/1%	0/0%	8/0%	0/0%	5,310/58%	24/0%	10/0%	4/0%	10/0%	0/0%	48/1%	4/0%
Utilization #/%	-12%	0%	-0%	-0%	-1%	0%	2%	0%	12%	-0%	-0%	-0%	-0%	0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,570/80%	80/2%	10/0%	30/1%	20/0%	0/0%	45/1%	0/0%	705/16%	15/0%	10/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	235/45%	8/2%	15/3%	0/0%	0/0%	0/0%	4/1%	10/2%	255/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	30%	-2%	-3%	0%	0%	0%	-1%	-2%	-23%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	36/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	157/78%	2/1%	1/0%	2/1%	4/2%	0/0%	0/0%	0/0%
CLS #/%	25,490/33%	350/0%	330/0%	15/0%	330/0%	0/0%	115/0%	0/0%	49,420/63%	585/1%	220/0%	155/0%	505/1%	35/0%	530/1%	60/0%

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
	%								%							
Utilization #/%	-15%	-0%	-0%	-0%	-0%	0%	-0%	0%	14%	0%	0%	1%	1%	-0%	-1%	-0%
Skilled Craft																
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%
CLS #/%	29,520/93%	275/1%	35/0%	80/0%	35/0%	4/0%	164/1%	70/0%	1,615/5%	4/0%	0/0%	0/0%	15/0%	0/0%	15/0%	0/0%
Utilization #/%	7%	-1%	-0%	-0%	-0%	-0%	-1%	-0%	-5%	-0%	0%	0%	-0%	0%	-0%	0%
Service/Maintenance																
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%
CLS #/%	43,825/52%	840/1%	690/1%	145/0%	475/1%	10/0%	555/1%	100/0%	34,860/42%	600/1%	380/0%	80/0%	725/1%	0/0%	534/1%	55/0%
Utilization #/%	48%	-1%	-1%	-0%	-1%	-0%	-1%	-0%	-42%	-1%	-0%	-0%	-1%	0%	-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
Officials/Administrators	✓															
Professionals	✓															
Administrative Support	✓															

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: Doreen Marquis

DCF Organizational and HR Development Director 11-10-2016

[signature]

[title]

[date]