

# EEO Utilization Report

## Organization Information

Name: Virginia Department Of Social Services

City: Richmond

State: VA

Zip: 23219

Type: State Government (not law enforcement)

Thu Aug 24 10:10:08 EDT 2017

## **Step 1: Introductory Information**

### **Policy Statement:**

See Attachment

Following File has been uploaded:VDSS EEO Policy Statement - Step 1.pdf

## **Step 4b: Narrative of Interpretation**

See Attached.

Following File has been uploaded:VDSS Narrative of Interpretation - Step 4b 08142017.docx

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

### **1. Ensure all applicants and employees are granted equal opportunity**

- a. Job candidates are evaluated consistently based on advertised criteria.
- b. Employment decisions are based on uniform selection criteria.
- c. The Agency will continue to hire the best matched applicants in an effort to maintain the Agency's mission, vision, goals and objectives.
- d. The Agency will continue to offer consistent, data-driven salaries to new hires and promotions.
- e. An applicant's demographic information is not considered in any way during the recruitment and hiring process.

### **2. Continue to recruit in under-utilized areas.**

- a. The Agency will continue to utilize the Commonwealth's Recruitment Management System (RMS) for administering recruitment and hiring processes. The RMS attracts applicants of various demographics, including those individuals in under-utilized areas.
- b. Employment decisions are based on uniform selection criteria.
- c. Job candidates are evaluated consistently based on the advertised criteria.
- d. The Agency will continue to hire best matched applicants in an effort to maintain the Agency's mission, vision, goals and objectives.
- e. The Agency will continue to utilize job fairs to attract qualified applicants of various demographics, including veterans, to maintain diverse applicant pools and staff.

## **Step 6: Internal Dissemination**

A copy of the EEO Utilization Report will be posted on Virginia Department of Social Services (Agency's) intranet site.

## **Step 7: External Dissemination**

A copy of the EEOP Utilization Report will be posted on Virginia Department of Social Services (Agency's) internet site, [dss.virginia.gov](http://dss.virginia.gov).

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

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 #/%	31/28%	0/0%	10/9%	0/0%	1/1%	0/0%	0/0%	0/0%	46/41%	0/0%	21/19%	0/0%	2/2%	0/0%	0/0%	0/0%
CLS #/%	251,905/47%	12,950/2%	28,345/5%	535/0%	16,870/3%	165/0%	2,265/0%	1,100/0%	157,660/30%	8,440/2%	38,310/7%	440/0%	11,015/2%	110/0%	1,780/0%	835/0%
Utilization #/%	-19%	-2%	4%	-0%	-2%	-0%	-0%	-0%	12%	-2%	12%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	133/10%	6/0%	67/5%	0/0%	25/2%	0/0%	0/0%	0/0%	588/42%	26/2%	528/38%	2/0%	22/2%	0/0%	0/0%	0/0%
CLS #/%	264,370/34%	12,735/2%	39,615/5%	605/0%	32,990/4%	255/0%	3,945/1%	1,975/0%	308,410/40%	14,010/2%	63,595/8%	495/0%	26,275/3%	325/0%	4,210/1%	1,780/0%
Utilization #/%	-25%	-1%	-0%	-0%	-2%	-0%	-1%	-0%	2%	0%	30%	0%	-2%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	11/34%	0/0%	3/9%	0/0%	1/3%	0/0%	0/0%	0/0%	8/25%	0/0%	4/12%	0/0%	5/16%	0/0%	0/0%	0/0%
CLS #/%	31,535/30%	1,830/2%	6,410/6%	40/0%	3,845/4%	80/0%	565/1%	245/0%	38,560/37%	1,965/2%	15,170/14%	170/0%	3,930/4%	0/0%	505/0%	275/0%
Utilization #/%	4%	-2%	3%	-0%	-1%	-0%	-1%	-0%	-12%	-2%	-2%	-0%	12%	0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	43,155/52%	3,115/4%	15,830/19%	160/0%	1,135/1%	10/0%	655/1%	215/0%	9,540/11%	850/1%	8,540/10%	60/0%	235/0%	0/0%	90/0%	90/0%
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 #/%	3,250/38%	290/3%	685/8%	0/0%	275/3%	15/0%	90/1%	10/0%	2,980/35%	140/2%	700/8%	35/0%	65/1%	0/0%	15/0%	10/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	4/3%	1/1%	3/2%	0/0%	1/1%	0/0%	0/0%	0/0%	43/32%	4/3%	77/57%	0/0%	2/1%	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 #/%	218,585/2 3%	15,885/2 %	61,060/7 %	555/0%	18,370/2 %	345/0%	3,470/0%	1,550/0%	413,610/4 4%	34,225/4 %	132,605/1 4%	1,440/0%	26,020/3 %	525/0%	6,260/1%	2,395/0%
Utilization #/%	-20%	-1%	-4%	-0%	-1%	-0%	-0%	-0%	-12%	-1%	43%	-0%	-1%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	221,070/6 5%	45,820/13 %	42,990/13 %	760/0%	6,705/2%	55/0%	2,295/1%	980/0%	11,690/3 %	1,510/0%	4,095/1%	25/0%	1,720/1%	0/0%	60/0%	125/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	264,480/3 0%	63,405/7 %	123,895/1 4%	885/0%	18,360/2 %	180/0%	4,470/1%	2,235/0%	209,575/2 4%	48,270/6 %	106,885/1 2%	1,070/0%	21,900/3 %	275/0%	3,225/0%	2,110/0%
Utilization #/%																

### 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 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: Margery McDonald

Manager, HR Governance

08-16-2017

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[signature]

[title]

[date]







# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

July 1, 2014

### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Virginia Department of Social Services - by policy, preference and adherence to the Governor's Executive Order on Equal Opportunity, as well as state and federal laws - reaffirms its continuing commitment to Equal Employment Opportunity. This statement refers to all Virginia Department of Social Services' employees and applicants for employment.

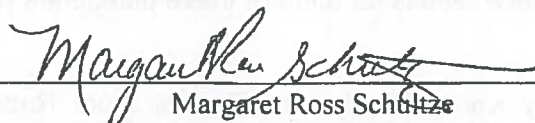
Equal employment opportunity shall be applied during all employment practices and programs (recruitment, selection, promotion, demotion, transfer, compensation, benefits, training, and termination). All aspects of human resource management shall be conducted without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, or against otherwise qualified persons with disabilities. The Virginia Department of Social Services is an Equal Opportunity Employer.

The Department prohibits workplace harassment and workplace violence. This includes unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability.

All related issues or complaints should be addressed to the appropriate manager/supervisor or the Division of Human Resources. Those raising issues or complaints will be counseled regarding courses of action available. While avenues of redress are available through the United States Equal Employment Opportunity Commission, the State Discrimination Complaint Procedure, and the State Grievance Procedure, employees are encouraged to contact their supervisor or Human Resources prior to using other avenues.

Every employee is expected to adhere to the Department's Equal Employment Opportunity Policy against discrimination, harassment, and workplace violence. Employees found engaging in actions which violate this policy may be subject to action under the Commonwealth's Standards of Conduct policy.

This Equal Employment Opportunity Policy shall serve as a guide for all actions in every area of the Department of Social Services.

  
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Margaret Ross Schultze  
Commissioner

  
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Nancy W. Flanagan  
Human Resources Director, Sr.

**Virginia Department of Social  
Services EEOP Utilization Report**

**Step 4b of 7 – Narrative of  
Interpretation**

The Virginia Department of Social Services encompasses employees from across the state; therefore, our community selection was the entire state of Virginia. This was the basis for comparison for our data.

**White males** were under-represented in the following job categories: Officials/Administrators (-19%), Professionals (-25%), Administrative Support (-20%).

**White females** were under-represented in the following job categories: Technicians (-12%), Administrative Support (-12%).

**Hispanic males** were under-represented in the following job categories: Professionals (-1%), Administrative Support (-1%). Hispanic males were not represented at all in Officials/Administrators and Technicians. In comparison to the relevant labor market the under-representation was (-2%) for Officials/Administrators and (-2%) for Technicians.

**Hispanic females** were under-represented in Administrative Support (-1%). Hispanic females were not represented at all in Officials/Administrators and Technicians. In comparison to the relevant labor market the under-representation was (-2%) for Officials/Administrators and (-2%) for Technicians.

**Black males** were under-represented in Administrative Support (-4%).

**Black females** were under-represented in Technicians (-2%).

**Asian males** were under-represented in the following job categories: Officials/Administrators (-2%) Professionals (-2%), Technicians (-1%), Administrative Support (-1%).

**Asian females** were under-represented in the following job categories: Professionals (-2%), Administrative Support (-1%).

**No employees** from the Agency were represented in the following categories: Protective Services: Sworn, Protective Services: Non-Sworn, Skilled Craft, Service Maintenance. This lack of representation resulted in negative results for each of these categories when compared to the relevant labor market.

**No employees** from the Agency were identified as 'Two or More Races.' This lack of representation resulted in negative results for the following groups: Professionals (Males), Professionals (Females), Technicians (Males), Administrative Support (Females).