

EEOP Utilization Report



Mon Nov 21 11:48:57 EST 2016

Step 1: Introductory Information

Grant Title:	Victims of Crime	Grant Number:	2016-VA-GX-0076
Grantee Name:	State of Nevada Division of Child and Family Services	Award Amount:	\$19,981,431.00
Grantee Type:	State Government Agency		
Address:	4126 Technology Way Carson City, Nevada 89706		
Contact Person:	Priscilla Colegrove	Telephone #:	775-486-7953
Contact Address:	4126 Technology Way Carson City, Nevada 89706		
DOJ Grant Manager:	Olivia Grew	DOJ Telephone #:	202-616-8803

Grant Title:	Victims of Crime	Grant Number:	2014-VA-GX-0057
Grantee Name:	State of Nevada, Division of Child and Family Services	Award Amount:	\$4,236,124.00
Grantee Type:	State Government Agency		
Address:	4126 Technology Way Carson City, Nevada 89706		
Contact Person:	Priscilla Colegrove	Telephone #:	775-486-7953
Contact Address:	4126 Technology Way Carson City, Nevada 89706		
DOJ Grant Manager:	Olivia Grew	DOJ Telephone #:	202-616-8803

Policy Statement:

It is the policy of the State of Nevada that employee recruitment, appointment, assignment, training, compensation and promotion shall occur on the basis of merit and without regard to race, gender, sexual orientation, religion, color, national origin, age, pregnancy, political affiliation, or disability. Ensuring equal opportunity is the responsibility of all State officials, managers, supervisor and employees.

Additionally, as an equal employment opportunity employer, the State of Nevada encourages all its agencies to actively pursue, in good faith, effective affirmative action programs. Such programs are designed to remove barriers to equal employment opportunity while ensuring the effectiveness of State merit system.

Affirmative action is a comprehensive, result-oriented effort to ensure that equal employment opportunity is achieved. It encourages diversity in the work force in that the composition of State government mirrors the public it is serving.

Step 4b: Narrative Underutilization Analysis

It is the policy of the State of Nevada that employee recruitment, appointment, assignment, training, compensation and promotion shall occur on the basis of merit and without regard to race, gender, sexual orientation, religion, color, national origin, age, pregnancy, political affiliation, or disability. Ensuring equal opportunity is the responsibility of all State officials, managers, supervisors, and employees.

Additionally, as an equal employment opportunity employer, the State of Nevada encourages all its agencies to actively pursue, in good faith, effective affirmative action programs. Such programs are designed to remove barriers to equal employment opportunity while ensuring the effectiveness of the State merit system.

Affirmative action is a comprehensive, result-oriented effort to ensure that equal employment opportunity is achieved. It encourages diversity in the work force in that the composition of State government mirrors the public it is serving.

The State of Nevada Division of Child and Family Services reviewed the Utilization Analyses and noted the following:

- 1) White males are significantly under-represented in the following job categories: Professionals (-17%), Administrative Support (-15%).
- 2) Hispanic or Latino males are under-represented in the Administrative Support job category (-4%)
- 3) White females are significantly under-represented in the Protective Services: Non-Sworn job category (-12%).
- 4) Hispanic or Latino females are significantly under-represented in the following job categories: Protective Services: Non-Sworn (-5%), Service/Maintenance (-15%).

Step 5 & 6: Objectives and Steps

1. 1. To encourage White males to apply for vacancies in the Professional and Administrative Support Job categories.

- a. All State of Nevada recruitments include the following language, The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, or disability, as outlined in the State Affirmative Action.
- b. The State of Nevada Department of Personnel Affirmative Action Plan, which is posted on the State of Nevada, Department of Administration, Division of Human Resource Management (DHRM) website, provides guidelines for State agencies in revising, implementing and improving their employment procedures in the area of equal employment opportunity. DHRM is responsible for establishing, coordinating and evaluating an affirmative action program for the State (Nevada Administrative Code 284.114).
- c. The Nevada Division of Child and Family Services (DCFS) Personnel Manual section 230.6.7 states, Discrimination against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations or because of race, national origin, age, disability, sex or any other non-merit factor is prohibited.
- d. Recruitments for career and promotional opportunities will continue to be posted on the State of Nevada, DHRM NVJobs internet website, www.hr.nv.gov. In coordination with DHRM, job postings will be posted through Careers in Government and private sector job boards, i.e., Zip Recruiter, Jobs2Careers, and Glassdoor. In addition, DCFS will provide direct job link to DHRM NVJobs through the DCFS website and intranet, as well as, post DCFS career opportunities through free job sourcing outlets, i.e., INDEED and through the DCFS social media Facebook page.
- e. In coordination with DHRM, DCFS-Human Resources will continuously review job announcements to identify any barriers that may deter white males from applying for vacancies in Professional and Administrative Support Jobs. Ensuring that the wording does not imply gender or ethnic inequality, or excludes qualified applicants in any protected class.

- f. DCFS will continue to enhance outreach and recruitment efforts by attending college job fairs sponsored through the Nevada System of Higher Education, Veteran's Career Fairs, as well as, community based job fairs through community organizations to help expand efforts towards establishing and retaining a more diverse workforce.
- g. All DCFS career and promotional opportunities will be sent weekly to internal staff via email.
- h. DCFS-HR will regularly monitor and analyze it's workforce and compare to the relevant labor market to determine if adverse impact exists in the recruitment process, and, if so, in which job classifications and categories. Based on the results of analysis, DCFS-HR will seek assistance from DHRM, on the development of a recruitment and outreach plan to attract applicants in job classes that represent significant under-representation, in an effort to facilitate progress towards a culturally diverse work force.
- i. As budget permits, expand recruitment sources to include advertising job openings in major newspapers in the state, along with minority, women's and specialty publications specific to attract affected groups of under-representation.

2. 2. To encourage Hispanic or Latino males to apply in the Administrative Support job category.

- a. As budget permits, expand recruitment sources to include advertising job openings in major newspapers in the state, along with minority, women's and specialty publications specific to attract affected groups of under-representation.
- b. All State of Nevada recruitments include the following language, The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, or disability, as outlined in the State Affirmative Action.
- c. The State of Nevada Department of Personnel Affirmative Action Plan, which is posted on the State of Nevada, Department of Administration, Division of Human Resource Management (DHRM) website, provides guidelines for State agencies in revising, implementing and improving their employment procedures in the area of equal employment opportunity. DHRM is responsible for establishing, coordinating and evaluating an affirmative action program for the State (Nevada Administrative Code 284.114).
- d. The Nevada Division of Child and Family Services (DCFS) Personnel Manual section 230.6.7 states, Discrimination against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations or because of race, national origin, age, disability, sex or any other non-merit factor is prohibited.
- e. In coordination with DHRM, DCFS-Human Resources will continuously review job announcements to identify any barriers that may deter Hispanic or Latino males from applying for vacancies in Professional and Administrative Support Jobs. Ensuring that the wording does not imply gender or ethnic inequality, or excludes qualified applicants in any protected class.
- f. Recruitments for career and promotional opportunities will continue to be posted on the State of Nevada, DHRM NVJobs internet website, www.hr.nv.gov. In coordination with DHRM, job postings will be posted through Careers in Government and private sector job boards, i.e., Zip Recruiter, Jobs2Careers, and Glassdoor. In addition, DCFS will provide direct job link to DHRM NVJobs through the DCFS website and intranet, as well as, post DCFS career opportunities through free job sourcing outlets, i.e., INDEED and through the DCFS social media Facebook page.
- g. DCFS will continue to enhance outreach and recruitment efforts by attending college job fairs sponsored through the Nevada System of Higher Education, Veteran's Career Fairs, as well as, community based job fairs through community organizations to help expand efforts towards establishing and retaining a more diverse workforce.
- h. All DCFS career and promotional opportunities will be sent weekly to internal staff via email.
- i. DCFS-HR will regularly monitor and analyze it's workforce and compare to the relevant labor market to determine if adverse impact exists in the recruitment process, and, if so, in which job classifications and categories. Based on the results of analysis, DCFS-HR will seek assistance from DHRM, on the development of a recruitment and outreach plan to attract applicants in job classes that represent significant under-representation, in an effort to facilitate progress towards a culturally diverse work force.

3. 3. To encourage White females to apply for vacancies in the Protective Services: Non-Sworn job category.

- a. As budget permits, expand recruitment sources to include advertising job openings in major newspapers in the state, along with minority, women's and specialty publications specific to attract affected groups of under-representation.
- b. All State of Nevada recruitments include the following language, The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race,

color, religion, sex, sexual orientation, national origin, age, genetic information, or disability, as outlined in the State Affirmative Action.

- c. The State of Nevada Department of Personnel Affirmative Action Plan, which is posted on the State of Nevada, Department of Administration, Division of Human Resource Management (DHRM) website, provides guidelines for State agencies in revising, implementing and improving their employment procedures in the area of equal employment opportunity. DHRM is responsible for establishing, coordinating and evaluating an affirmative action program for the State (Nevada Administrative Code 284.114).
- d. The Nevada Division of Child and Family Services (DCFS) Personnel Manual section 230.6.7 states, Discrimination against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations or because of race, national origin, age, disability, sex or any other non-merit factor is prohibited.
- e. In coordination with DHRM, DCFS-Human Resources will continuously review job announcements to identify any barriers that may deter white females from applying for vacancies in Non-Sworn job category. Ensuring that the wording does not imply gender or ethnic inequality, or excludes qualified applicants in any protected class.
- f. Recruitments for career and promotional opportunities will continue to be posted on the State of Nevada, DHRM NVJobs internet website, www.hr.nv.gov. In coordination with DHRM, job postings will be posted through Careers in Government and private sector job boards, i.e., Zip Recruiter, Jobs2Careers, and Glassdoor. In addition, DCFS will provide direct job link to DHRM NVJobs through the DCFS website and intranet, as well as, post DCFS career opportunities through free job sourcing outlets, i.e., INDEED and through the DCFS social media Facebook page.
- g. DCFS will continue to enhance outreach and recruitment efforts by attending college job fairs sponsored through the Nevada System of Higher Education, Veteran's Career Fairs, as well as, community based job fairs through community organizations to help expand efforts towards establishing and retaining a more diverse workforce.
- h. All DCFS career and promotional opportunities will be sent weekly to internal staff via email.
- i. DCFS-HR will regularly monitor and analyze it's workforce and compare to the relevant labor market to determine if adverse impact exists in the recruitment process, and, if so, in which job classifications and categories. Based on the results of analysis, DCFS-HR will seek assistance from DHRM, on the development of a recruitment and outreach plan to attract applicants in job classes that represent significant under-representation, in an effort to facilitate progress towards a culturally diverse work force.

4. 4. To encourage Hispanic or Latino females to apply for vacancies in the Protective Services: Non-Sworn and Service/Maintenance job categories.

- a. As budget permits, expand recruitment sources to include advertising job openings in major newspapers in the state, along with minority, women's and specialty publications specific to attract affected groups of under-representation.
- b. All State of Nevada recruitments include the following language, The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, or disability, as outlined in the State Affirmative Action.
- c. The State of Nevada Department of Personnel Affirmative Action Plan, which is posted on the State of Nevada, Department of Administration, Division of Human Resource Management (DHRM) website, provides guidelines for State agencies in revising, implementing and improving their employment procedures in the area of equal employment opportunity. DHRM is responsible for establishing, coordinating and evaluating an affirmative action program for the State (Nevada Administrative Code 284.114).
- d. The Nevada Division of Child and Family Services (DCFS) Personnel Manual section 230.6.7 states, Discrimination against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations or because of race, national origin, age, disability, sex or any other non-merit factor is prohibited.
- e. In coordination with DHRM, DCFS-Human Resources will continuously review job announcements to identify any barriers that may deter Hispanic or Latino females from applying for vacancies in the Non-Sworn and Service/Maintenance job categories. Ensuring that the wording does not imply gender or ethnic inequality, or excludes qualified applicants in any protected class.
- f. Recruitments for career and promotional opportunities will continue to be posted on the State of Nevada, DHRM NVJobs internet website, www.hr.nv.gov. In coordination with DHRM, job postings will be posted through Careers in Government and private sector job boards, i.e., Zip Recruiter, Jobs2Careers, and Glassdoor. In addition, DCFS will provide direct job link to DHRM NVJobs through the DCFS website and intranet, as well as, post DCFS career

- opportunities through free job sourcing outlets, i.e., INDEED and through the DCFS social media Facebook page.
- g. DCFS will continue to enhance outreach and recruitment efforts by attending college job fairs sponsored through the Nevada System of Higher Education, Veteran's Career Fairs, as well as, community based job fairs through community organizations to help expand efforts towards establishing and retaining a more diverse workforce.
 - h. All DCFS career and promotional opportunities will be sent weekly to internal staff via email.
 - i. DCFS-HR will regularly monitor and analyze it's workforce and compare to the relevant labor market to determine if adverse impact exists in the recruitment process, and, if so, in which job classifications and categories. Based on the results of analysis, DCFS-HR will seek assistance from DHRM, on the development of a recruitment and outreach plan to attract applicants in job classes that represent significant under-representation, in an effort to facilitate progress towards a culturally diverse work force.

Step 7a: Internal Dissemination

DCFS will post a copy of the EEOP Utilization Report on the DCFS internet and intranet website, www.dcf.nv.gov.

DCFS will provide electronic memorandum to all employees stating a copy of the EEOP Utilization Report availability online and is availability upon request through DCFS-Human Resources.

DCFS will post an informational bulletin at each DCFS facility providing instructions for obtaining a copy of the EEOP Utilization Report.

DCFS will distribute a copy of the EEOP Utilization Report to all DCFS Deputy Administrators.

DCFS will distribute a copy of the EEOP Utilization Report to all new hires upon new-hire orientation.

Step 7b: External Dissemination

DCFS will post a copy of the EEOP Utilization Report on the DCFS public internet website, www.dcf.nv.gov.

DCFS will provide written notification to contractors and vendors doing business with DCFS of the development of the EEOP Utilization Report and its availability online through the DCFS public internet website, www.dcf.nv.gov, and how to obtain copies upon request.

DCFS-HR will include a statement on the DCFS public internet website, www.dcf.nv.gov, for the general public and potential external applicants stating a copy of the EEOP Utilization Report availability online or is available upon request through DCFS-Human Resources personnel.

Utilization Analysis Chart
Relevant Labor Market: Nevada

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 #/%	27/41%	2/3%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	29/44%	2/3%	2/3%	1/2%	2/3%	0/0%	0/0%	0/0%
CLS #/%	62,030/46%	7,680/6%	3,740/3%	645/0%	4,395/3%	155/0%	740/1%	420/0%	38,675/29%	7,500/6%	3,145/2%	370/0%	3,205/2%	185/0%	800/1%	330/0%
Utilization #/%	-5%	-3%	-1%	-0%	-3%	-0%	-1%	-0%	15%	-3%	1%	1%	1%	-0%	-1%	-0%
Professionals																
Workforce #/%	81/17%	14/3%	25/5%	2/0%	9/2%	0/0%	0/0%	0/0%	235/49%	42/9%	30/6%	2/0%	26/5%	0/0%	0/0%	11/2%
CLS #/%	56,755/34%	6,330/4%	4,345/3%	420/0%	6,760/4%	215/0%	945/1%	505/0%	65,440/39%	8,270/5%	5,755/3%	695/0%	9,080/5%	450/0%	1,315/1%	870/1%
Utilization #/%	-17%	-1%	3%	0%	-2%	-0%	-1%	-0%	10%	4%	3%	0%	0%	-0%	-1%	2%
Technicians																
Workforce #/%	20/38%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	15/29%	1/2%	12/23%	0/0%	2/4%	0/0%	0/0%	0/0%
CLS #/%	9,665/34%	1,740/6%	875/3%	160/1%	1,565/5%	55/0%	245/1%	155/1%	8,555/30%	1,800/6%	1,310/5%	150/1%	1,800/6%	105/0%	245/1%	150/1%
Utilization #/%	5%	-6%	1%	-1%	-5%	-0%	-1%	-1%	-1%	-4%	18%	-1%	-2%	-0%	-1%	-1%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	20,530/56%	3,635/10%	3,325/9%	270/1%	1,345/4%	180/0%	590/2%	310/1%	4,060/11%	835/2%	840/2%	40/0%	245/1%	70/0%	105/0%	20/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	85/53%	7/4%	17/11%	2/1%	2/1%	0/0%	0/0%	2/1%	29/18%	3/2%	12/7%	0/0%	1/1%	0/0%	0/0%	1/1%
Civilian Labor Force #/%	920/31%	225/8%	230/8%	45/2%	95/3%	0/0%	0/0%	10/0%	885/30%	210/7%	205/7%	15/1%	80/3%	20/1%	0/0%	15/1%
Utilization #/%	22%	-3%	3%	-0%	-2%	0%	0%	1%	-12%	-5%	1%	-1%	-2%	-1%	0%	0%
Administrative Support																
Workforce #/%	16/8%	4/2%	12/6%	0/0%	4/2%	0/0%	0/0%	1/1%	101/52%	22/11%	22/11%	1/1%	8/4%	0/0%	0/0%	5/3%
CLS #/%	78,310/23%	19,930/6%	9,300/3%	745/0%	8,860/3%	695/0%	1,605/0%	1,275/0%	133,805/4%	39,170/12%	16,630/5%	1,965/1%	15,515/5%	1,720/1%	2,705/1%	1,910/1%

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
	%	%							0%	%	%		%			
Utilization #/%	-15%	-4%	3%	-0%	-1%	-0%	-0%	0%	11%	-0%	6%	-0%	-1%	-1%	-1%	2%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	67,195/54%	40,660/33%	3,890/3%	1,185/1%	2,820/2%	590/0%	980/1%	525/0%	3,250/3%	1,340/1%	475/0%	60/0%	375/0%	40/0%	65/0%	15/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	24/51%	8/17%	2/4%	0/0%	4/9%	0/0%	0/0%	1/2%	5/11%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	105,165/25%	91,015/22%	17,455/4%	1,455/0%	18,680/5%	1,460/0%	2,230/1%	1,985/0%	74,410/18%	61,305/15%	12,320/3%	1,675/0%	19,745/5%	925/0%	1,725/0%	1,480/0%
Utilization #/%	26%	-5%	0%	-0%	4%	-0%	-1%	2%	-7%	-15%	3%	-0%	-5%	-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
Professionals	✓				✓											
Protective Services: Non-sworn									✓	✓						
Administrative Support	✓	✓														
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: Priscilla Colegrove

Administrative Services Officer IV

11-21-2016

[signature]

[title]

[date]