State of Illinois
Department of Central Management Services

FY-2019 Affirmative Action Plan

CENTRAL MANAGEMENT SERVICES

October 2018

Central Management Services

Cost Savings *Accountability* *Transparency*

FY-2019 Affirmative Action Plan

CENTRAL MANAGEMENT SERVICES

October 2018

CMS Illinois Department of Central Management Services

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CMS

ILLINOIS Bruce Rauner, Governor
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
Tim McDevitt, Acting Director

August 31, 2018

Mr. Chet Pinski
Department of Human Rights
James R. Thompson Center
100 W. Randolph Street, Suite 10-100
Chicago, Illinois 60601

Dear Mr. Pinski:

The following is the Department of Central Management Services FY 2019 Affirmative Action Plan.

Should you have any questions, please feel free to contact Fred Stewart at (217) 558-6713.

Sincerely,

Tim McDevitt
Acting Director

Fred V. Stewart II
Fred V. Stewart, II
EEO/AA Officer

720 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706
Printed on Recycled Paper

SECTION I

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM CERTIFICATION

NAME OF AGENCY:	CENTRAL MANAGEMENT SERVICES
AGENCY DIRECTOR:	Tim McDevitt (Acting)
ADDRESS:	715 STRATTON BUILDING, SPRINGFIELD, IL 62706
AGENCY EEO OFFICER:	Fred V. Stewart, II
TELEPHONE NUMBER:	(217) 558-6713 (866) 273-3684 (TTY)

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.

T. M. V. — 8-28-18

TIM MCDEVITT, ACTING DIRECTOR — DATE

Fred V. Stewart, II — 8-29-18

FRED V. STEWART, II — DATE

EEO/AA POLICY STATEMENT OF THE CHIEF EXECUTIVE OFFICER

The Equal Employment Opportunity (EEO)/Affirmative Action (AA) Policy of the Department of Central Management Services (CMS) states the following:

1. Decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits will be made without regard to non-merit factors; including but not limited to age, ancestry, marital status, military status, pregnancy, race, color, religion, sex, sexual orientation, national origin, order of protection status, unfavorable discharge from the military service, and disabling condition, except when it is necessary to implement the Affirmative Action Program, or when it is a bona fide job qualification.

2. An Affirmative Action Program will be undertaken to correct underutilization of minorities, females and disabled individuals in all levels of employment within CMS.

3. CMS shall endeavor to provide reasonable accommodations to disabled employees, unless doing so causes undue hardship on the department.

4. All CMS executives, managerial and supervisory staff are expected to support and aid in the implementation of the department's EEO/AA Program.

5. There shall be no retaliation against any individual who exercises his/her right to file a complaint against CMS for alleged discrimination.

I support this Policy and regard it as essential to fulfill the Department of Central Management Services fiscal year 2019 Affirmative Action Plan.

8-28-18

TIM MCDEVITT, ACTING DIRECTOR — DATE

Fred V. Stewart, II

8-29-18

FRED V. STEWART, II, EEO/AA OFFICER — DATE

AGENCY PROFILE

The Department of Central Management Services (CMS) provides centralized administrative services to Illinois State and local governmental units in areas of purchasing, federal and surplus property, auditing, accounting control, data processing, building management and leasing, personnel administration, insurance coverage, statewide examinations, auto fleet management, vehicle leasing and repair, forms management, and printing services.

The Department is organized into various Bureaus, Divisions and Offices including: Administrative Hearings, Agency Services, Benefits, Business Enterprise Program, Finance and Management, Governmental Affairs, Information Services, Internal Audit, Labor Relations, Legal Services, Personnel, Property Management, and Strategic Sourcing.

As of June 30, 2018, the Department's work force consisted of 849 personnel representing all eight Equal Employment Opportunity Commission (EEOC) categories which consist of Officials and Administrators, Professionals, Technicians, Protective Service, Para-Professionals, Administrative Support, Skilled Craft and Service Maintenance workers.

The compiled data represented in CMS' fiscal year 2019 Equal Employment Opportunity/Affirmative Action Plan has determined a total underutilization of 69 affirmative action employees; more specifically CMS employees who are female, Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native and Native Hawaiian or other Pacific Islander. The highest concentration of CMS employees are in Regions 7 and 1 respectively. Thus, Regions 1 and 7 suffer from the highest rates of underutilization. Region 1, which consists of Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will counties make up approximately 64% of the underutilization. Region 7, which consists of Cass, Christian, Green, Logan, Macon. Macoupin, Menard, Montgomery, Morgan, Sangamon. Scott and Shelby counties, makes up approximately 25% of the underutilizations. The remaining underutilizations are in Regions 8 and 10.

Underutilizations of Hispanics is particularly high for the Skilled Craft and Service Maintenance categories. Those categories make up 97% of the total Hispanic underutilizations. Underutilization of females in the Skilled Craft and Service Maintenance categories make up approximately 94% of the total CMS female underutilizations.

To reduce underutilizations and to reach employment parity within CMS, targeted recruitment and outreach to females in the Skilled Craft and Service-Maintenance areas and Hispanics particularly in the Skilled Craft and Service-Maintenance areas. CMS will be actively attending job fairs and community events to further reduce underutilizations

of Blacks or African Americans in the Officials and Administrators, Skilled Craft Workers and Service-Maintenance areas, and Asians in the Professionals, Skilled Craft and Service-Maintenance areas. Coordinated efforts between the EEO/AA and the Diversity Enrichment Programs will continue this fiscal year to enhance the cohesiveness of all CMS employment-related programs and initiatives. Several CMS staff will continue to work through the Disabled Hiring Initiative Committee to evaluate barriers to entry to State employment that affect applicants with disabilities. These initiatives are significant to Personnel in general, but also to the EEO/AA Plan.

IDENTIFICATION AND DUTIES OF EEO/AA OFFICER

Fred V. Stewart, II
CMS, EEO/AA Officer
720 Stratton Building
Springfield, IL 62706
(217) 558-6713

Pursuant to Section 2-105 (B) (4) of the Human Rights Act and Section 2520.780(a) of the Department of Human Rights Rules, the Department of Central Management Services (CMS) is required to have a full time Equal Employment Opportunity (EEO)/Affirmative Action (AA) Officer as a part of the Director's administrative staff. In addition, Section 2520.780 (a & b) requires that the Director of CMS inform the Director of the Department of Human Rights when there is an interim or permanent change in the EEO Officer and obtain approval of this individual prior to the appointment. The EEO/AA Officer reports directly to the CEO (Section 2-105 (B) (4) (a), (b) and (d) of the Human Rights Act).

The duties of the CMS EEO Officer, relative to Affirmative Action (AA) are as follows:

1. To advise the Director regarding the preparation of the EEO/AA Plan, and to recommend courses of action consistent with existing law in all matters concerning EEO and AA, including internal procedures and minority relations;

2. To evaluate the numerical and programmatic progress of the EEO/AA Plan and report to the Director identifying problem areas and make recommendations to correct deficiencies, as needed;

3. To immediately notify the Director of CMS regarding any discriminatory practices, unintentional or not, inherent to Department policy;

4. To report on and/or to analyze layoff reports [2520.770(f)], reorganization reports [2520.770(g)], hiring and promotion monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];

5. To serve as a liaison between the agency and EEO enforcement authorities and to assist in the investigation of internal and external complaints of discrimination as specified in section 2520.790 (a & b) of these regulations;

6. To evaluate tests, employment policies and practices and report to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women, and people with disabilities;

7. To assist in the recruitment of minorities, women and people with disabilities, and act as a liaison with any agency or organization established for the

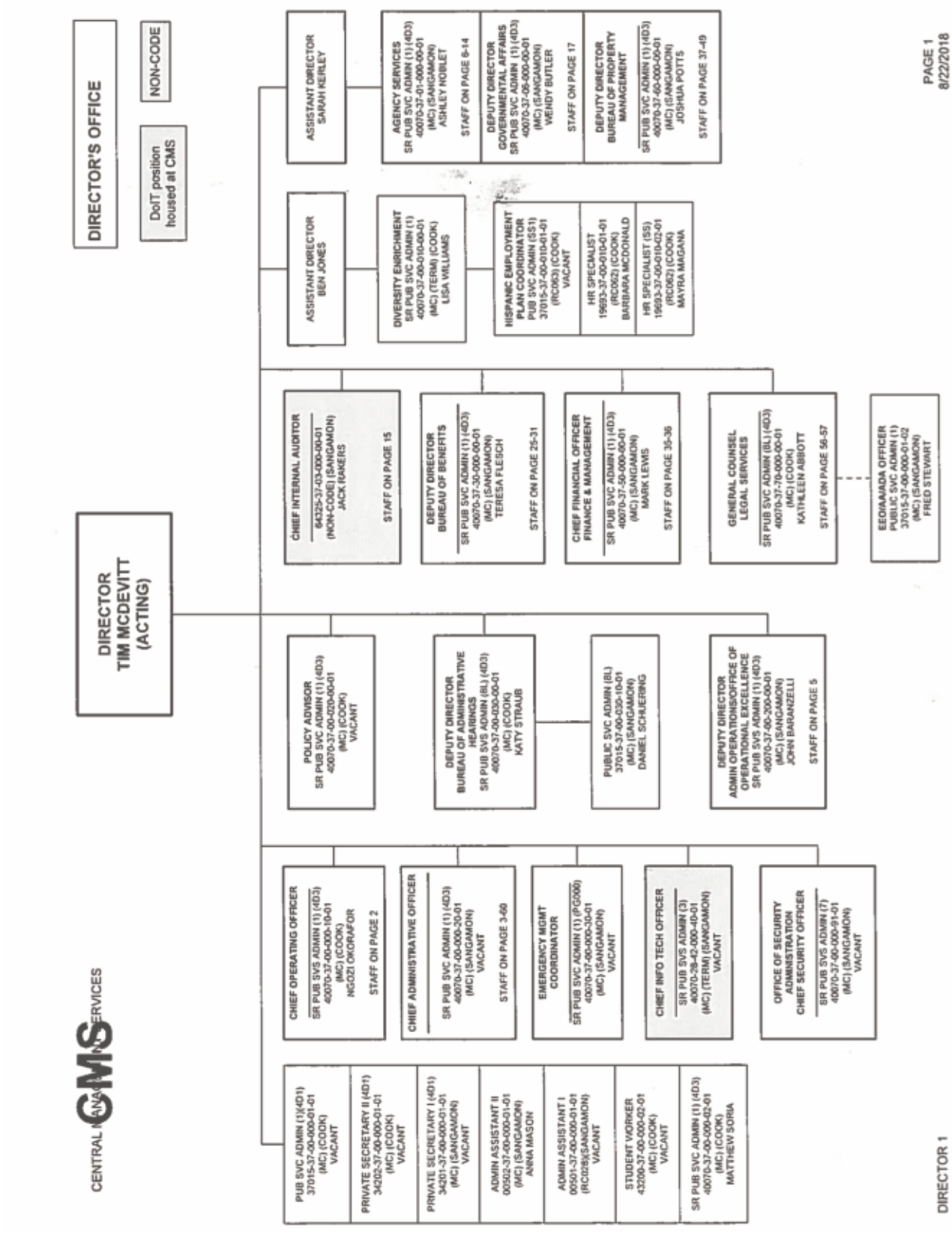
placement of minority or protected class individuals in employment for which they are qualified;

8. To act as liaison with groups or organizations which have as their basis the desire or mandate to promote, encourage, or disseminate information concerning the employment or well-being of people with disabilities;

9. To work with agencies in noncompliance, as described in section 2520.795. to develop programs for the preparation and promotion of the affirmative action group in question;

10. To counsel aggrieved employees or applicants for employment who believe they have been discriminated against because of factors including but not limited to: race, ethnicity, religion, sex, sexual orientation, national origin, disability condition or age;

11. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed.


DIRECTOR'S OFFICE
NON-CODE
DoIT position housed at CMS
DIRECTOR
TIM MCDEVITT
(ACTING)
CENTRAL MANAGEMENT SERVICES
ASSISTANT DIRECTOR
SARAH KEIRLEY
AGENCY SERVICES
SR PUB SVC ADMIN (1) (4D3)
40070-37-01-000-00-01
(MC) (SANGAMON)
ASHLEY NOBLET
STAFF ON PAGE 8-14
DEPUTY DIRECTOR
GOVERNMENTAL AFFAIRS
SR PUB SVC ADMIN (1) (4D3)
40070-37-08-000-00-01
(MC) (SANGAMON)
WENDY BUTLER
STAFF ON PAGE 17
DEPUTY DIRECTOR
BUREAU OF PROPERTY MANAGEMENT
SR PUB SVC ADMIN (1) (4D3)
40070-37-60-000-00-01
(MC) (SANGAMON)
JOSHUA POTTS
STAFF ON PAGE 37-49
ASSISTANT DIRECTOR
BEN JONES
DIVERSITY ENRICHMENT
SR PUB SVC ADMIN (1)
40070-37-00-010-00-01
(MC) (TERM) (COOK)
LISA WILLIAMS
HISPANIC EMPLOYMENT
PLAN COORDINATOR
PUB SVC ADMIN (5S1)
37015-37-00-010-01-01
(RC063) (COOK)
VACANT
HR SPECIALIST
19693-37-00-010-01-01
(RC062) (COOK)
BARBARA MCDONALD
HR SPECIALIST (5S)
19693-37-00-010-02-01
(RC062) (COOK)
MAYRA MAGANA
CHIEF INTERNAL AUDITOR
64329-37-03-000-00-01
(NON-CODE) (SANGAMON)
JACK RAKERS
STAFF ON PAGE 15
DEPUTY DIRECTOR
BUREAU OF BENEFITS
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40070-37-30-000-00-01
(MC) (SANGAMON)
TERESA FLESCH
STAFF ON PAGE 25-31
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FINANCE & MANAGEMENT
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40070-37-50-000-00-01
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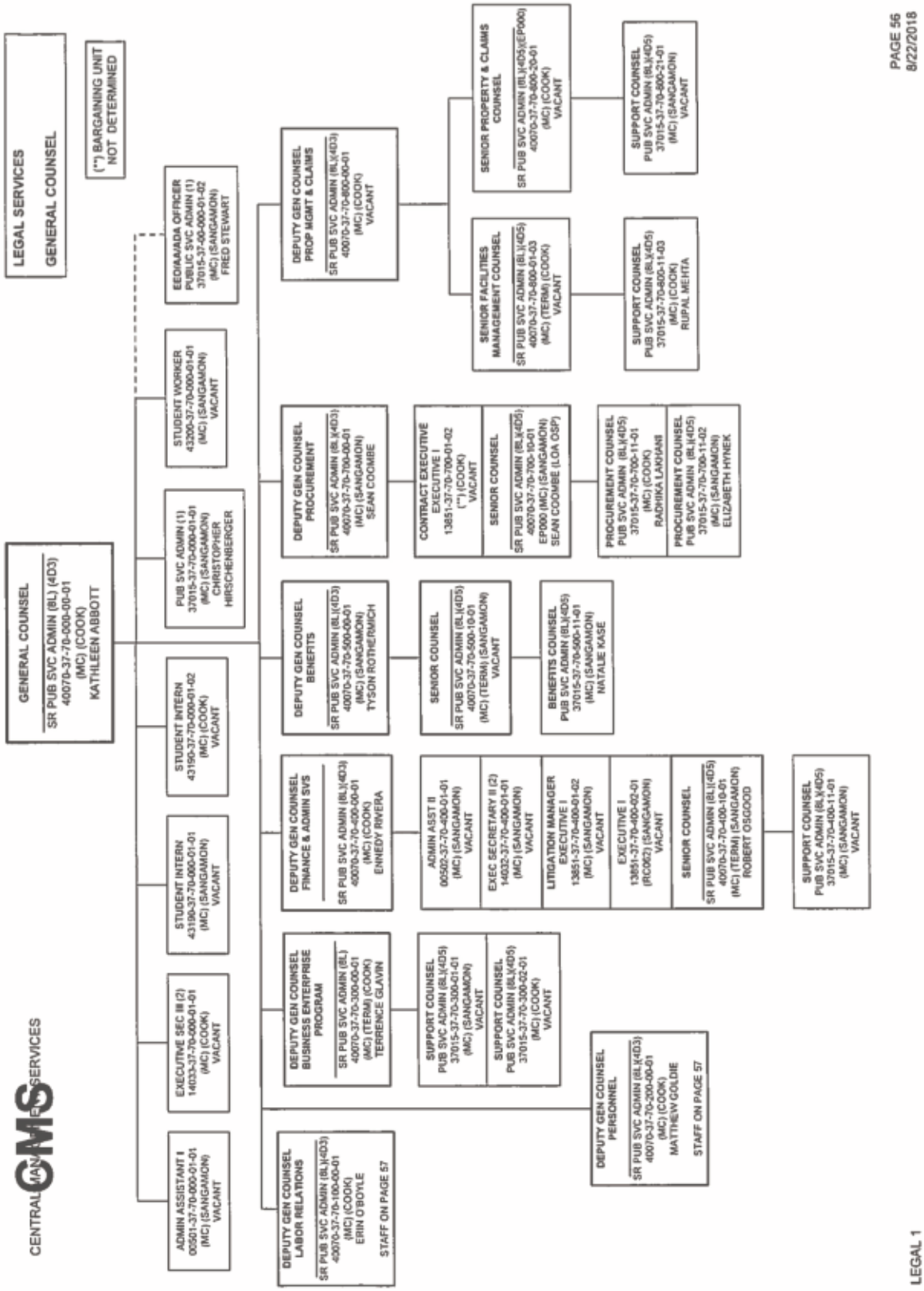
MARK LEWIS
STAFF ON PAGE 35-36
GENERAL COUNSEL
LEGAL SERVICES
SR PUB SVC ADMIN (8L) (4D3)
40070-37-70-000-00-01
(MC) (COOK)
KATHLEEN ABBOTT
STAFF ON PAGE 58-57
EEO/AA/ADA OFFICER
PUBLIC SVC ADMIN (1)
37015-37-00-000-01-02
(MC) (SANGAMON)
FRED STEWART
POLICY ADVISOR
SR PUB SVC ADMIN (1) (4D3)
40070-37-00-020-00-01
(MC) (COOK)
VACANT
DEPUTY DIRECTOR
BUREAU OF ADMINISTRATIVE HEARINGS
SR PUB SVS ADMIN (8L) (4D3)
40070-37-00-030-00-01
(MC) (COOK)
KATY STRAUB
PUBLIC SVC ADMIN (8L)
37015-37-00-030-10-01
(MC) (SANGAMON)
DANIEL SCHUERING
DEPUTY DIRECTOR
ADMIN OPERATIONS/OFFICE OF OPERATIONAL EXCELLENCE
SR PUB SVS ADMIN (1) (4D3)
40070-37-00-200-00-01
(MC) (SANGAMON)
JOHN BARANZELLI
STAFF ON PAGE 5
CHIEF OPERATING OFFICER
SR PUB SVS ADMIN (1) (4D3)
40070-37-00-000-10-01
(MC) (COOK)
NGOZI OKORAFOR
STAFF ON PAGE 2
CHIEF ADMINISTRATIVE OFFICER
SR PUB SVC ADMIN (1) (4D3)
40070-37-00-000-30-01
(MC) (SANGAMON)
VACANT
STAFF ON PAGE 3-60
EMERGENCY MGMT COORDINATOR
SR PUB SVC ADMIN (1) (PG000)
40070-37-00-000-30-01
(MC) (SANGAMON)
VACANT
CHIEF INFO TECH OFFICER
SR PUB SVS ADMIN (3)
40070-38-42-000-40-01
(MC) (TERM) (SANGAMON)
VACANT
OFFICE OF SECURITY ADMINISTRATION
CHIEF SECURITY OFFICER
SR PUB SVS ADMIN (7)
40070-37-00-000-91-01
(MC) (SANGAMON)
VACANT
PUB SVC ADMIN (1)(4D1)
37015-37-00-000-01-01
(MC) (COOK)
VACANT
PRIVATE SECRETARY II (4D1)
34202-37-00-000-01-01
(MC) (COOK)
VACANT
PRIVATE SECRETARY I (4D1)
34201-37-00-000-01-01
(MC) (SANGAMON)
VACANT
ADMIN ASSISTANT II
00502-37-00-000-01-01
(MC) (SANGAMON)
ANNA MASON
ADMIN ASSISTANT I
00501-37-00-000-01-01
(RC028)(SANGAMON)
VACANT
STUDENT WORKER
43200-37-00-000-02-01
(MC) (COOK)
VACANT
SR PUB SVC ADMIN (1) (4D3)
40070-37-00-000-02-01
(MC) (COOK)
MATTHEW SORIA
DIRECTOR 1
PAGE 1
8/22/2018


CENTRAL MANAGEMENT SERVICES
LEGAL SERVICES
GENERAL COUNSEL
(**) BARGAINING UNIT NOT DETERMINED
GENERAL COUNSEL
SR PUB SVC ADMIN (8L) (4D3)
40070-37-70-000-00-01
(MC) (COOK)
KATHLEEN ABBOTT
EEO/AA/ADA OFFICER
PUBLIC SVC ADMIN (1)
37015-37-40-000-01-02
(MC) (SANGAMON)
FRED STEWART
PUB SVC ADMIN (1)
37015-37-70-000-01-01
(MC) (SANGAMON)
CHRISTOPHER HIRSCHENBERGER
STUDENT WORKER
43200-37-70-000-01-01
(MC) (SANGAMON)
VACANT
STUDENT INTERN
43190-37-70-000-01-02
(MC) (COOK)
VACANT
STUDENT INTERN
43190-37-70-000-01-01
(MC) (SANGAMON)
VACANT
EXECUTIVE SEC III (2)
14033-37-70-000-01-01
(MC) (COOK)
VACANT
ADMIN ASSISTANT I
00501-37-70-000-01-01
(MC) (SANGAMON)
VACANT
DEPUTY GEN COUNSEL PROP MGMT & CLAIMS
SR PUB SVC ADMIN (8L)(4D3)
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37015-37-70-800-21-01
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(**) (COOK)
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(MC) (COOK)
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40070-37-70-400-00-01
(MC) (COOK)
ENNEDY RIVERA
ADMIN ASST III
00502-37-70-400-01-01
(MC) (SANGAMON)
VACANT
EXEC SECRETARY III (2)
14032-37-70-400-01-01
(MC) (SANGAMON)
VACANT
LITIGATION MANAGER EXECUTIVE I
13851-37-70-400-01-02
(MC) (SANGAMON)
VACANT
EXECUTIVE I
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(RC062) (SANGAMON)
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40070-37-70-400-10-01
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(MC) (SANGAMON)
VACANT
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(MC) (COOK)
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40070-37-70-100-00-01
(MC) (COOK)
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SR PUB SVC ADMIN (8L)(4D3)
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MATTHEW GOLDIE
STAFF ON PAGE 57
PAGE 56
8/22/2018
LEGAL 1

METHODS OF DISSEMINATING THE CMS EEO/AA POLICY AND PLAN – FY 2019

POLICY

- The Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer will supply copies of the EEO/AA Policy to CMS executives, managers and supervisors.
- CMS executives, managers and supervisors will be responsible for disseminating the CMS EEO/AA Policy to all employees under their direct or indirect supervision.
- The EEO/AA Officer will disseminate copies of the EEO/AA Policy to the Equal Employment Opportunity Commission, and the Illinois State Library.
- The EEO/AA Policy will be posted online on the CMS Bulletin.
- Inclusion in new employee orientation information and other appropriate publications.
- EEO/AA posters should be posted in conspicuous locations.
- Communications will be sent to area minority groups and women's organizations and advocacy groups for persons with disabilities.
- The EEO/AA Officer will provide additional copies of the EEO/AA Policy as needed, upon request.

PLAN

- The EEO/AA Officer will disseminate the EEO/AA Plan to managerial and supervisory personnel.
- The EEO/AA Policy and Plan will be posted online on the CMS intranet for CMS employees to access.
- Include a link to the EEO/AA Plan in new employee orientation information.

SECTION II

Summary of Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2018, 4th Quarter

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	145	73	66	5	2				5	72	65		4	3			3	50.34%	49.66%	90.34%	3.45%	4.14%	2.07%			5.52%
Professionals	138	47	35	7	3	2			3	91	71	12	5	2	1		9	34.06%	65.94%	76.81%	13.77%	5.80%	2.90%	0.72%		8.70%
Technicians	28	4	3			1				24	19	4	1					14.29%	85.71%	78.57%	14.29%	3.57%	3.57%			
Protective Service	12	12	11	1					1									100.00%		91.67%	8.33%					8.33%
Para-professionals	31	5	4		1				2	26	20	5	1				4	16.13%	83.87%	77.42%	16.13%	6.45%				19.35%
Administrative Support	30	18	14	4					4	12	9	1	2				1	60.00%	40.00%	76.67%	16.67%	6.67%				16.67%
Skilled Craft	335	331	314	12	3	1	1		11	4	4							98.81%	1.19%	94.93%	3.58%	0.90%	0.30%	0.30%		3.28%
Service / Maintenance	130	116	94	18	4				3	14	11	3					1	89.23%	10.77%	80.77%	16.15%	3.08%				3.08%
TOTAL	849	606	541	47	13	4	1		29	243	199	25	13	5	1		18	71.38%	28.62%	87.16%	8.48%	3.06%	1.06%	0.24%		5.54%

Grand Total Employees:		Males:	606 71.38%	Females:	243 28.62%	Total Minorities:	109 12.84%
White:	740 87.16%	Black/African American:	72 8.48%	Hispanic/Latino:	26 3.06%	Asian:	9 1.06%	AI/AN:	2 0.24%	NHOPI:		PWD:	47 5.54%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Summary of Workforce Transactions Report
by EEO Category

Agency: Central Management Services

Reporting Period: FY 2018

EEO Category: GRAND TOTAL

			MALES							FEMALES								PERCENTAGES								
Transaction	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	91	47	38	7		2				44	36	4	1	1				51.65%	48.35%	83.52%	12.09%	1.10%	3.30%			
Promotions	21	10	9	1						11	9	1	1				1	47.62%	52.38%	85.71%	9.52%	4.76%				4.76%
Intra-Agency Transfers	4	2	2							2	2							50.00%	50.00%	100.00%						
Suspensions	8	6	6							2	2						1	75.00%	25.00%	100.00%						12.50%
Separations	77	59	55	3	1				1	18	17		1				1	76.62%	23.38%	93.51%	3.90%	2.60%				2.60%
Discharges	4	2	2							2	2							50.00%	50.00%	100.00%						
Lay Off																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Reallocations																										
Downward Reallocations																										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-10 (Rev. Feb 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **WOMEN**
Region: 1
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	579,975	236,070	40.70%	90	36.63	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	14	73.68%	10	7.37	Agency Workforce.
				100	35.20	Availability Percent.

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	579,975	53,735	9.27%	90	8.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	10	52.63%	10	5.26	Agency Workforce.
				100	10.88	Availability Percent.

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **HISPANIC or LATINO**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	579,975	46,855	8.08%	90	7.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	6	31.58%	10	3.16	Agency Workforce.
				100	8.34	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **ASIAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	579,975	36,110	6.23%	100	6.23	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	0	0.00%	0	0.00	Agency Workforce.
				100	4.98	Availability Percent

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	579,975	508	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	579,975	190	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

DHR-5-AAP (Rev. Feb. 2015)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **WOMEN**
Region: 1
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	454,510	54.91%	90	49.41	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	8	57.14%	10	5.71	Agency Workforce.
				100	44.10	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	87,754	10.60%	90	9.54	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	7	50.00%	10	5.00	Agency Workforce.
				100	11.63	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **HISPANIC or LATINO**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	55,200	6.67%	90	6.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	3	21.43%	10	2.14	Agency Workforce.
				100	6.52	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **ASIAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	87,895	10.62%	100	10.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				100	8.49	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	470	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	159	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

CHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **WOMEN**
Region: 1
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	20,320	6.40%	100	6.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0		0.00%	0	0.00	Agency Workforce.
				100	5.12	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	25,080	7.90%	100	7.90	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	6.32	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	76,295	24.03%	100	24.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	19.22	Availability Percent.

DHR-5-AAP (Rev. Feb. 2018)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **ASIAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	8,079	2.54%	100	2.54	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.04	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	330	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.08	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	317,550	39	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **WOMEN**
Region: 1
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	443,575	40.89%	100	40.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	32.71	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	175,780	16.20%	100	16.20	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	12.96	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **HISPANIC or LATINO**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	389,105	35.87%	100	35.87	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	28.70	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **ASIAN**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	50,230	4.63%	100	4.63	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.70	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	1,165	0.11%	100	0.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.09	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 1
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	1,084,740	320	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

DHR-5-AAP (Rev. Feb. 2015)

Workforce Analysis by Region

Agency: Central Management Services

Region: 1

Reporting Period: FY 2019

EEO Category	Grand Total	MALES									FEMALES									PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	26	15	10	4	1				3	11	6		3	2			1	57.69%	42.31%	61.54%	15.38%	15.38%	7.69%	0.00%	0.00%	15.38%
Professionals	19	5		2	3					14	3	8	3				1	26.32%	73.68%	15.79%	52.63%	31.58%	0.00%	0.00%	0.00%	5.26%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	6	1			1					5	1	3	1				1	16.67%	83.33%	16.67%	50.00%	33.33%	0.00%	0.00%	0.00%	16.67%
Administrative Support	8	5	1	4					1	3	2		1					62.50%	37.50%	37.50%	50.00%	12.50%	0.00%	0.00%	0.00%	12.50%
Skilled Craft	132	132	121	8	2	1			8	0								100.00%	0.00%	91.67%	6.06%	1.52%	0.76%	0.00%	0.00%	6.06%
Service / Maintenance	33	30	11	15	4				1	3		3						90.91%	9.09%	33.33%	54.55%	12.12%	0.00%	0.00%	0.00%	3.03%
TOTAL	224	188	143	33	11	1	0	0	13	36	12	14	8	2	0	0	3	83.93%	16.07%	69.20%	20.98%	8.48%	1.34%	0.00%	0.00%	7.14%

Grand Total Employees for Region 1:	Males:	188	Females:	36	Total Minorities:	69
		83.93%		16.07%		30.80%

White:	155	B/AA:	47	H/L:	19	Asian:	3	AI/AN:	0	NHOPI:	0	PWD:	16
	69.20%		20.98%		8.48%		1.34%		0.00%		0.00%		7.14%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

HR-9 (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **WOMEN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	26	19	0	0	6	8	132	33
Availability Percent	35.20	44.10	43.14	0.00	0.00	0.00	5.12	32.71
Number Needed for Parity	9	8	0	0	0	0	6	10
Number of Affirmative Action Group Members Already Employed	11	14	0	0	5	3	0	3
Underutilization							6	7

Agency: Central Management Services
Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	26	19	0	0	6	8	132	33
Availability Percent	10.88	11.63	15.33	0.00	0.00	0.00	6.32	12.96
Number Needed for Parity	2	2	0	0	0	0	8	4
Number of Affirmative Action Group Members Already Employed	4	10	0	0	3	4	8	18
Underutilization								

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	26	19	0	0	6	8	132	33
Availability Percent	8.34	6.52	8.90	0.00	0.00	0.00	19.22	28.70
Number Needed for Parity	2	1	0	0	0	0	25	9
Number of Affirmative Action Group Members Already Employed	4	6	0	0	2	1	2	4
Underutilization							**23**	**5**

Agency: Central Management Services
Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	26	19	0	0	6	8	132	33
Availability Percent	4.98	8.49	10.82	0.00	0.00	0.00	2.04	3.70
Number Needed for Parity	1	1	0	0	0	0	2	1
Number of Affirmative Action Group Members Already Employed	2	0	0	0	0	0	1	0
Underutilization		**1**					1	1

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	26	19	0	0	6	8	132	33
Availability Percent	0.07	0.05	0.10	0.00	0.00	0.00	0.08	0.09
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	26	19	0	0	6	8	132	33
Availability Percent	0.03	0.02	0.01	0.00	0.00	0.00	0.01	0.02
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb 2016)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2019

Region: 2

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	0								1	1						1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Skilled Craft	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	6	4	4	0	0	0	0	0	0	2	2	0	0	0	0	0	1	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%

Grand Total Employees for Region 2:	Males:	Females:	Total Minorities:
	4 66.67%	2 33.33%	0 0.00%

White:	B/AA:	H/L:	Asian:	AI/AN:	NHOPI:	PWD:
6 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 16.67%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **WOMEN**
Region: 3
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	19,885	990	4.98%	100	4.98	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.98	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 3
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	19,885	229	1.15%	100	1.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.92	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 3
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	19,885	1,033	5.19%	100	5.19	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	4.16	Availability Percent.

DHR-5-AAP (Rev. Feb. 2010)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **ASIAN**
Region: 3
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	19,885	84	0.42%	100	0.42	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.34	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 3
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	19,885	23	0.12%	100	0.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.09	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 3
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	19,885	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2019

Region: 3

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	1	1						1	0	-							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Skilled Craft	22	22	22							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	7	6	6							1	1							85.71%	14.29%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	30	29	29	0	0	0	0	0	1	1	1	0	0	0	0	0	0	96.67%	3.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.33%

Grand Total Employees for Region 3:		Males:	29 96.67%	Females:	1 3.33%	Total Minorities:	0 0.00%				
White:	30 100.00%	B/AA:	0 0.00%	H/L:	0 0.00%	Asian:	0 0.00%	AI/AN:	0 0.00%	NHOPI:	0 0.00%	PWD:	1 3.33%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Region: 4

Reporting Period: FY 2019

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	3	3	3							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 4:		Males:		Females:		Total Minorities:	
	5		5		0		0
	100.00%		100.00%		0.00%		0.00%
White:	5	B/AA:	0	H/L:	0	Asian:	0
	100.00%		0.00%		0.00%		0.00%
AI/AN:	0	NHOPI:	0	PWD	0		
	0.00%		0.00%		0.00%		

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **WOMEN**
Region: 5
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,640	1,319	4.95%	100	4.95	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.96	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 5
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,640	750	2.82%	100	2.82	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.25	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 5
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,640	771	2.89%	100	2.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	5	0.00%	0	0.00	Agency Workforce.
				100	2.32	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **ASIAN**
Region: 5
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,640	180	0.68%	100	0.68	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.54	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 5
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,640	8	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 5
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,640	15	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2019

Region: 5

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	20	20	20						1	0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%
Service / Maintenance	4	4	4						1	0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%
TOTAL	25	25	25	0	0	0	0	0	2	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	8.00%

Grand Total Employees for Region 5: Males: 25 100.00% Females: 0 0.00% Total Minorities: 0 0.00%

White: 25 100.00% B/AA: 0 0.00% H/L: 0 0.00% Asian: 0 0.00% AI/AN: 0 0.00% NHOPI: 0 0.00% PWD: 2 8.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **WOMEN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	1	20	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.96	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	1	20	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **HISPANIC or LATINO** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	1	20	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.32	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **ASIAN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	1	20	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.54	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	1	20	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	1	20	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.05	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2019

Region: 6

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	6	6	6							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	8	7	7	0	0	0	0	0	0	1	1	0	0	0	0	0	0	87.50%	12.50%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 6:		Males:		Females:		Total Minorities:	
		7	87.50%	1	12.50%	0	0.00%
White:	8 100.00%	B/AA:	0 0.00%	H/L:	0 0.00%	Asian:	0 0.00%
AI/AN:	0 0.00%	NHOPI:	0 0.00%	PWD:	0 0.00%		

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	11,365	39.24%	90	35.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	154	98	63.64%	10	6.36	Agency Workforce.
				100	33.35	Availability Percent.

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	844	2.91%	90	2.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	154	13	8.44%	10	0.84	Agency Workforce.
				100	2.77	Availability Percent.

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	389	1.34%	90	1.21	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	154	3	1.95%	10	0.19	Agency Workforce.
				100	1.12	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	320	1.10%	90	0.99	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	154	5	3.25%	10	0.32	Agency Workforce.
				100	1.06	Availability Percent.

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	44	0.15%	90	0.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	154	1	0.65%	10	0.06	Agency Workforce.
				100	0.16	Availability Percent.

AGENCY: Central Management Services
Category: Officials/Administrators

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	154	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	24,855	57.58%	90	51.82	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	80	52	65.00%	10	6.50	Agency Workforce.
				100	46.66	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	1,885	4.37%	90	3.93	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	80	8	10.00%	10	1.00	Agency Workforce.
				100	3.94	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	438	1.01%	90	0.91	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	80	2	2.50%	10	0.25	Agency Workforce.
				100	0.93	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	1,305	3.02%	90	2.72	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	80	1	1.25%	10	0.13	Agency Workforce.
				100	2.28	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	58	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	80	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: Central Management Services
Category: Professionals

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	30	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	80	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Technicians

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	5,715	66.38%	90	59.74	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	52	28	53.85%	10	5.38	Agency Workforce.
				100	52.10	Availability Percent.

AGENCY: Central Management Services
Category: Technicians

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	265	3.08%	90	2.77	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	52	4	7.69%	10	0.77	Agency Workforce.
				100	2.83	Availability Percent.

AGENCY: Central Management Services
Category: Technicians

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	34	0.39%	90	0.36	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	52	1	1.92%	10	0.19	Agency Workforce.
				100	0.44	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Technicians

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	160	1.86%	100	1.86	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	52	0	0.00%	0	0.00	Agency Workforce.
				100	1.49	Availability Percent.

AGENCY: Central Management Services
Category: Technicians

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	35	0.41%	100	0.41	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	52	0	0.00%	0	0.00	Agency Workforce.
				100	0.33	Availability Percent.

AGENCY: Central Management Services
Category: Technicians

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	8,610	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	52	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Protective Service Workers

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,489	926	16.87%	90	15.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	7	14.89%	10	1.49	Agency Workforce.
				100	13.34	Availability Percent.

AGENCY: Central Management Services
Category: Protective Service Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,489	335	6.10%	90	5.49	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	2	4.26%	10	0.43	Agency Workforce.
				100	4.73	Availability Percent.

AGENCY: Central Management Services
Category: Protective Service Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,489	34	0.62%	100	0.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	0.50	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Protective Service Workers

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,489	35	0.64%	100	0.64	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	0.51	Availability Percent.

AGENCY: Central Management Services
Category: Protective Service Workers

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,489	4	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

AGENCY: Central Management Services
Category: Protective Service Workers

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	5,489	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Paraprofessionals

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	137	57.32%	90	51.59	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	16	7	43.75%	10	4.38	Agency Workforce.
				100	44.77	Availability Percent.

AGENCY: Central Management Services
Category: Paraprofessionals

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	36	15.06%	90	13.56	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	16	1	6.25%	10	0.63	Agency Workforce.
				100	11.35	Availability Percent.

AGENCY: Central Management Services
Category: Paraprofessionals

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	16	1	6.25%	100	6.25	Agency Workforce.
				100	5.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Paraprofessionals

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	16	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Central Management Services
Category: Paraprofessionals

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	16	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Central Management Services
Category: Paraprofessionals

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	16	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Administrative Support

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	46,865	68.61%	100	68.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	54.89	Availability Percent.

AGENCY: Central Management Services
Category: Administrative Support

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	4,299	6.29%	100	6.29	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	5.03	Availability Percent.

AGENCY: Central Management Services
Category: Administrative Support

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	956	1.40%	100	1.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.12	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Administrative Support

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	334	0.49%	100	0.49	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.39	Availability Percent.

AGENCY: Central Management Services
Category: Administrative Support

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	65	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.08	Availability Percent.

AGENCY: Central Management Services
Category: Administrative Support

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	68,310	14	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	21,570	1,148	5.32%	100	5.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	4.26	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	21,570	898	4.16%	100	4.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.33	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	21,570	492	2.28%	100	2.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.82	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	21,570	60	0.28%	100	0.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.22	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	21,570	75	0.35%	100	0.35	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.28	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	21,570	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2015)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **WOMEN**
Region: 7
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	72,070	31,655	43.92%	100	43.92	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	35.14	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	72,070	6,635	9.21%	100	9.21	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	7.37	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **HISPANIC or LATINO**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	72,070	1,953	2.71%	100	2.71	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.17	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **ASIAN**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	72,070	430	0.60%	100	0.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.48	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	72,070	42	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 7
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	72,070	15	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

DHR-5-AAP (Rev. Feb. 2010)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2019

Region: 7

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	116	56	54	1	1				2	60	58		1	1			2	48.28%	51.72%	96.55%	0.86%	1.72%	0.86%	0.00%	0.00%	3.45%
Professionals	115	41	35	4		2			3	74	65	4	2	2	1		6	35.65%	64.35%	86.96%	6.96%	1.74%	3.48%	0.87%	0.00%	9.57%
Technicians	28	4	3			1				24	19	4	1					14.29%	85.71%	78.57%	14.29%	3.57%	3.57%	0.00%	0.00%	0.00%
Protective Service	11	11	10	1					1	0								100.00%	0.00%	90.91%	9.09%	0.00%	0.00%	0.00%	0.00%	9.09%
Para-professionals	25	4	4						2	21	19	2					3	16.00%	84.00%	92.00%	8.00%	0.00%	0.00%	0.00%	0.00%	20.00%
Administrative Support	16	9	9						1	7	5	1	1					56.25%	43.75%	87.50%	6.25%	6.25%	0.00%	0.00%	0.00%	6.25%
Skilled Craft	67	64	60	4						3	3							95.52%	4.48%	94.03%	5.97%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	47	40	38	2						7	7							85.11%	14.89%	95.74%	4.26%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	425	229	213	12	1	3	0	0	9	196	176	11	5	3	1	0	13	53.88%	46.12%	91.53%	5.41%	1.41%	1.41%	0.24%	0.00%	5.18%

Grand Total Employees for Region 7:		Males:	229 53.88%	Females:	196 46.12%	Total Minorities:	36 8.47%				
White:	389 91.53%	B/AA:	23 5.41%	H/L:	6 1.41%	Asian:	6 1.41%	AI/AN:	1 0.24%	NHOPI:	0 0.00%	PWD:	22 5.18%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

CHR-9 (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **WOMEN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	116	115	28	11	25	16	67	47
Availability Percent	33.35	46.66	52.10	13.34	44.77	54.89	4.26	35.14
Number Needed for Parity	38	53	14	1	11	8	2	16
Number of Affirmative Action Group Members Already Employed	60	74	24	0	21	7	3	7
Underutilization				**1**		**1**		**9**

Agency: Central Management Services
Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	116	115	28	11	25	16	67	47
Availability Percent	2.77	3.94	2.83	4.73	11.35	5.03	3.33	7.37
Number Needed for Parity	3	4	0	0	2	0	2	3
Number of Affirmative Action Group Members Already Employed	1	8	4	1	2	1	4	2
Underutilization	**2**							**1**

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **HISPANIC or LATINO** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	116	115	28	11	25	16	67	47
Availability Percent	1.12	0.93	0.44	0.50	5.00	1.12	1.82	2.17
Number Needed for Parity	1	1	0	0	1	0	1	1
Number of Affirmative Action Group Members Already Employed	2	2	1	0	0	1	0	0
Underutilization					1		1	1

Agency: Central Management Services
Affirmative Action Group: **ASIAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	116	115	28	11	25	16	67	47
Availability Percent	1.06	2.28	1.49	0.51	0.00	0.39	0.22	0.48
Number Needed for Parity	1	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	4	1	0	0	0	0	0
Underutilization								

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Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	116	115	28	11	25	16	67	47
Availability Percent	0.16	0.11	0.33	0.06	0.00	0.08	0.28	0.05
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	116	115	28	11	25	16	67	47
Availability Percent	0.00	0.06	0.00	0.00	0.00	0.02	0.00	0.02
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **WOMEN**
Region: 8
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,570	1,134	4.27%	100	4.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.41	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,570	1,155	4.35%	100	4.35	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.48	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,570	619	2.33%	100	2.33	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.86	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **ASIAN**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,570	90	0.34%	100	0.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.27	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,570	35	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	26,570	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **WOMEN**
Region: 8
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	37,275	44.07%	100	44.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	35.26	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	11,285	13.34%	100	13.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	10.67	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **HISPANIC or LATINO**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	2,604	3.08%	100	3.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.46	Availability Percent.

DHR-5-AAP (Rev. Feb. 2015)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **ASIAN**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	948	1.12%	100	1.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.90	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	119	0.14%	100	0.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 8
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	84,580	10	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Region: 8

Reporting Period: FY 2019

EEO Category	Grand Total	MALES									FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrations	2	1	1							1	1							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	1		1						0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	2	1	1						1	1	1							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Skilled Craft	40	39	39						2	1	1							97.50%	2.50%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%
Service / Maintenance	14	12	11	1					1	2	2						1	85.71%	14.29%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	14.29%
TOTAL	59	54	52	2	0	0	0	0	4	5	5	0	0	0	0	0	1	91.53%	8.47%	96.61%	3.39%	0.00%	0.00%	0.00%	0.00%	8.47%

Grand Total Employees for Region 8:		Males:	54 91.53%	Females:	5 8.47%	Total Minorities:	2 3.39%
White:	57 96.61%	B/AA:	2 3.39%	H/L:	0 0.00%	Asian:	0 0.00%
						AI/AN:	0 0.00%
						NHOPI:	0 0.00%
						PWD:	5 8.47%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **WOMEN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	1	0	0	0	2	40	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.41	35.26
Number Needed for Parity	0	0	0	0	0	0	1	4
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	1	1	2
Underutilization								**2**

Agency: Central Management Services
Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	1	0	0	0	2	40	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.48	10.67
Number Needed for Parity	0	0	0	0	0	0	1	1
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	1
Underutilization							**1**	

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **HISPANIC or LATINO** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	1	0	0	0	2	40	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.86	2.46
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **ASIAN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	1	0	0	0	2	40	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.90
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	1	0	0	0	2	40	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.11	0.11
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	1	0	0	0	2	40	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **WOMEN**
Region: 9
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	11,385	555	4.87%	100	4.87	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.90	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 9
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	11,385	59	0.52%	100	0.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.41	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 9
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	11,385	287	2.52%	100	2.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.02	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
Region: 9
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	11,385	29	0.25%	100	0.25	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.20	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
Region: 9
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	11,385	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
Region: 9
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	11,385	10	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Region: 9

Reporting Period: FY 2019

EEO Category	Grand Total	MALES									FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	14	14	13		1					0								100.00%	0.00%	92.86%	0.00%	7.14%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	5	5	5							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	19	19	18	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	94.74%	0.00%	5.26%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 9:		Males:	19	Females:	0	Total Minorities:	1		
			100.00%		0.00%		5.26%		
White:	18	B/AA:	0	H/L:	1	Asian:	0	AI/AN:	0	NHOPI:	0	PWD:	0
	94.74%		0.00%		5.26%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **WOMEN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	14	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.90	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	14	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.41	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **HISPANIC or LATINO** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	14	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.02	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **ASIAN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	14	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	14	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	14	5
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.07	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **WOMEN**
Region: 10
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,245	685	4.81%	100	4.81	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	3.85	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,245	311	2.18%	100	2.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.75	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group: **HISPANIC or LATINO**
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,245	223	1.57%	100	1.57	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.25	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group:
ASIAN
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,245	54	0.38%	100	0.38	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.30	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,245	8	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

AGENCY: Central Management Services
Category: Skilled Craft Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,245	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

DHR-5-AAP (Rev. Feb. 2010)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **WOMEN**
Region: 10
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	21,720	44.07%	100	44.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	35.25	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **BLACK or AFRICAN AMERICAN**
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	2,945	5.97%	100	5.97	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	4.78	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **HISPANIC or LATINO**
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	1,463	2.97%	100	2.97	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.37	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **ASIAN**
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	303	0.61%	100	0.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.49	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	78	0.16%	100	0.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.13	Availability Percent.

AGENCY: Central Management Services
Category: Service-Maintenance

Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**
Region: 10
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	49,290	39	0.08%	100	0.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2019

Region: 10

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	29	29	28				1			0								100.00%	0.00%	96.55%	0.00%	0.00%	0.00%	3.45%	0.00%	0.00%
Service / Maintenance	16	15	15							1	1							93.75%	6.25%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	48	46	45	0	0	0	1	0	0	2	2	0	0	0	0	0	0	95.83%	4.17%	97.92%	0.00%	0.00%	0.00%	2.08%	0.00%	0.00%

Grand Total Employees for Region 10: Males: 46 95.83% Females: 2 4.17% Total Minorities: 1 2.08%

White: 47 97.92% B/AA: 0 0.00% H/L: 0 0.00% Asian: 0 0.00% AI/AN: 1 2.08% NHOPI: 0 0.00% PWD: 0 0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2018)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **WOMEN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	1	0	1	29	16
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.85	35.25
Number Needed for Parity	0	0	0	0	0	0	1	5
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	1
Underutilization							**1**	**4**

Agency: Central Management Services
Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	1	0	1	29	16
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.75	4.78
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

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Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **HISPANIC or LATINO** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	1	0	1	29	16
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.25	2.37
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **ASIAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	1	0	1	29	16
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.49
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Utilization Analysis

Agency: Central Management Services
Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	1	0	1	29	16
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.04	0.13
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0

Underutilization

Agency: Central Management Services
Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para-Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	1	0	1	0	1	29	16
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

DHR-8-AAP (Rev. Feb. 2016)

Underutilization Summary by Region

Name of Agency: Central Management Services

Fiscal Year: 2019

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1										1														
2																								
3																								
4																								
5																								
6																								
7		2																	1					
8																								
9																								
10																								
Total	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1													6		23	1			7		5	1		
2																								
3																								
4																								
5																								
6																								
7			1				1								1				9	1	1			
8														1					2					
9																								
10													1						4					
Total	0	0	1	0	0	0	1	0	0	0	0	0	7	1	24	1	0	0	22	1	6	1	0	0

Total underutilization for Women: 31

Total underutilization for Black or African American: 4

Total underutilization for Hispanic or Latino: 31

Total underutilization for Asian: 3

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander

DHR 11-AAP (Rev. Feb. 2016)

SECTION III

Programmatic Goals FY 2019

ISSUE 1: 43.5 % of CMS' 69 underutilizations are Hispanics in the Skilled Craft Workers and Service-Maintenance job categories.

GOAL: To reach overall parity for all underutilized categories within CMS.

OBJECTIVE: Concentrate on recruitment and outreach to Hispanics in the 2 regions and job categories where those employees are needed.

ISSUE 2: 42 % of CMS' 69 underutilizations are females in the Skilled Craft and Service Maintenance job categories.

GOAL: To reach overall parity for all underutilized categories within CMS.

OBJECTIVE: Concentrate on recruitment and outreach to females in the 4 regions where there are underutilizations.

Action Item	Responsibility	Target Date	Monitoring Procedure
1. Attend Job Fairs (Min 4)	CMS EEO/AA Officer and 1 assistant, Personnel	FY 19	Resume/Sign in sheet.
2. Evaluate Job Candidate Test	CMS Director, Asst., Director, Legal, Personnel	FY 19	Milestones will be monitored by Director & CMS Leadership.
3. Investigate Testing Barriers	CMS Director, Asst. Director, Personnel, COO, EEO/AA Officer	FY 19	Notes outlining details from employment testing site visits & the employment plan councils.
4. Insure minority interviewers are on interview panels	CMS Director, Asst. Director, COO, Personnel	FY 19	Milestones will monitored by Director & CMS Leadership
5. Host an Interview and Selection Training and Refresher course	Personnel, Legal	FY 19	Post to CMS Bulletin and CMS intranet. Record class attendance.

6. Speak to diverse Organizations/Groups regarding State employment. (Minimum 3)	CMS EEO/AA Officer, Personnel, COO or other CMS senior leadership	FY 19	Post updates on CMS Bulletin. Collect a sign-in sheet for interested individuals.
7. Evaluate specific hiring needs for underutilized job categories in each region and create a hiring plan with the appropriate supervisory personnel.	CMS EEO/AA Officer and Deputy Director of Personnel	FY 19	Comprehensive Plan
8. Implement African American, Asian American and Hispanic Employment Plans.	CMS Diversity and Enrichment Program Coordinators, CMS Director and EEO/AA Officer.	FY 19	Committees meet quarterly to monitor implementation.
9. Visit and recruit from junior colleges/technical schools for underutilized job categories.	EEO/AA Officer and CMS Personnel	FY 19	Memos and updates on progress to Assistant Director and COO.

NUMERICAL GOALS FY 2019
CENTRAL MANAGEMENT SERVICES

GOALS Region 1 page 1 of 5

PROBLEM AREA: Underutilization of 13 females, 28 Hispanics or Latinos and 3 Asians.
GOAL: To eliminate the underutilization of 13 females, 28 Hispanics or Latinos and 3 Asians in the region.
OBJECTIVES: As vacancies occur, hire and promote in the underutilized categories. See below.

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
PROFESSIONALS			
1 Asian	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
SKILLED CRAFT WORKERS			
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel

1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel	

1 Hispanic	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2018	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Asian	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
SERVICE/MAINTENANCE			
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel

1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Asian	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel

1 Hispanic	EEO Office and Hiring Office	3/30/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	6/30/2018	Review of hires/promotions by Personnel	
1 Hispanic	EEO Office and Hiring Office	6/30/2018	Review of hires/promotions by Personnel	

NUMERICAL GOALS FY 2019
CENTRAL MANAGEMENT SERVICES

GOALS Region 7 page 1 of 2

PROBLEM AREA: Underutilization of 11 females, 3 Blacks or African Americans and 3 Hispanics or Latinos.
GOAL: To eliminate the underutilization of 11 females, 3 Blacks and 3 Hispanics in this region.
OBJECTIVES: As vacancies occur, hire and promote in the underutilized categories. See below.

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
OFFICIALS and ADMINISTRATORS			
1 Black	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Black	EEO Office and Hiriing Office	12/31/2018	Review of hires/promotions by Personnel
PROTECTIVE SERVICE			
1 Female	EEO Office and Hiriing Office	12/31/2018	Review of hires/promotions by Personnel
PARAPROFESSIONALS			
1 Hispanic	EEO Office and Hiriing Office	12/31/2018	Review of hires/promotions by Personnel
ADMIN SUPPORT			
1 Female	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel
SKILLED CRAFT			
1 Hispanic	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel

SERVICE/MAINTENANCE			
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	6/30/2019	Review of hires/promotions by Personnel
1 Black	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/30/2018	Review of hires/promotions by Personnel

NUMERICAL GOALS FY 2019
CENTRAL MANAGEMENT SERVICES

GOALS Region 8 page 1 of 1

PROBLEM AREA: Underutilization of 2 Females and 1 Black or African American.
GOAL: To eliminate the underutilization of 2 Females and 1 Black in the region.
OBJECTIVES: As vacancies occur, hire and promote in the underutilized categories. See below.

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
SKILLED CRAFT WORKERS			
1 Black	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
SERVICE/MAINTENANCE			
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/31/2018	Review of hires/promotions by Personnel

NUMERICAL GOALS FY 2019
CENTRAL MANAGEMENT SERVICES

GOALS Region 10. Page 1 of 1

PROBLEM AREA: Underutilization of 5 females .
GOAL: To eliminate the underutilization of 5 females in the region.
OBJECTIVES: As vacancies occur, hire and promote in the underutilized category. See below.

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
SKILLED CRAFT			
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
SERVICE/MAINTENANCE			
1 Female	EEO Office and Hiring Office	9/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/30/2018	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2019	Review of hires/promotions by Personnel

SECTION IV

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
INTERNAL COMPLAINT PROCESS

It is the policy of the Department of Central Management Services (CMS) to comply with all equal employment opportunity (EEO) laws, regulations and executive orders to ensure fair and equitable treatment of employees. Decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits will be made without regard to non-merit factors including, but not limited to, race, color, religion, sex, sexual orientation, national origin, disability condition or, except when it is necessary to implement the Affirmative Action Program, or when it is a bona fide job qualification.

In accordance with this Department's Statement of Policy relating to EEO/AA, it is our conviction that the establishment of an internal complaint procedure will promote the internal resolution of employee complaints of alleged discrimination in an expeditious manner at the lowest organizational level. To this end the EEO/AA Officer shall receive complaints of alleged discrimination. The EEO/AA Officer or the CMS General Counsel will investigate the complaint and make recommendations to resolve the dispute. The Director will make the final decision to resolve a complaint or the result of an investigation.

For Internal complaints, any employee who believes s/he has been aggrieved by a discriminatory practice may file a discrimination complaint within 90 days of the alleged discrimination. Filing a CMS internal complaint form does not preclude the right to file within an investigative agency, such as the Illinois Human Rights Department (within 300 days), U.S. Equal Employment Opportunity Commission (300 days) or similar agencies. Nor does the filing of the CMS internal complaint form alter the filing time limitations of those agencies.

The completed complaint form shall be submitted to the Department's EEO/AA Officer to be reviewed for timeliness, validity and thoroughness of the information submitted by the complaint.

Within a reasonable length of time after receiving the signed complaint, the EEO/AA Officer or the CMS General Counsel will conduct an impartial investigation of the alleged discrimination. The EEO/AA Officer or the CMS General Counsel shall interview all parties which the EEO/AA Officer or CMS General Counsel deems necessary including the complainant, supervisors, staff and other appropriate individuals and provide a report to the Director. Every effort will be made to resolve the complaint at the lowest possible level. The complaint, or any part of the complaint, may be withdrawn by the employee at any time.

If during the investigation of the complaint a settlement is reached between the complainant and the agency or its designee, complainant may withdraw the complaint by providing a written statement to the EEO/AA Officer or the CMS General Counsel. Upon receipt of that statement the EEO/AA Officer will consider the case closed.

Central Management Services
Internal EEO Discrimination Complaint

Filing this complaint form does not satisfy the time limits for filing with the Illinois Human Rights Act and the Civil Rights Act of 1964 (see information below)

Complainant: _____ Job Title: _____

Home Address: _____ City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Work Location: _____ Bureau: _____

Supervisor: _____

Basis of Alleged Discrimination *(Check Appropriate Box(es))*

☐ Race ☐Color ☐ Age ☐ Religion ☐ Disability ☐ Marital Status ☐ Sex

☐Retaliation ☐ National Origin ☐ Sexual Orientation ☐Other:_____

Date(s) of alleged discrimination: _____

Alleged Discriminator

Name: _____ Title: _____

Work Location: _____City: _____

Discriminatory Action

(Explain fully – Attach additional sheets if necessary)

_____

_____

_____

_____

_____

Relief Requested

_____

_____

_____

Note: You have 300 days from the date of the alleged act(s) of discrimination to file charges with the Illinois Department of Human Rights and 300 days to file charges with the Equal Employment Opportunities Commission (EEOC). You have the right to file charges with either entity or both, or any other appropriate government agency:

Illinois Department of Human Rights
535 W. Jefferson St., 1st Floor, Springfield, Illinois 62702 **OR** 100 Randolph, Suite 10-100 Chicago, Illinois 60601.

Equal Employment Opportunity Commission
500 W. Madison Street, Suite 2800 Chicago, Illinois 60601

_____ _____

Signature of Complainant Date of Complaint

SECTION V

REASONABLE ACCOMMODATION POLICY

In accordance with the law and regulations, it is the policy of the Department of Central Management Services (CMS) to inform employees and applicants about CMS policies and of the right to reasonable accommodations, and to provide any and all such reasonable accommodations in the most cost-effective manner available unless it would impose an "undue hardship."

This policy is not intended to create any legal or contractual rights or obligations. For the purpose of this policy, the term "employee" shall include "applicant" and "prospective employee."

The agency Equal Employment Opportunity Officer and Americans with Disabilities Coordinator: Fred V. Stewart, II, 720 Stratton Building, Springfield, IL, 217/558-6713, can provide further information about the Agency's policy in this area.

8-28-18

Tim McDevitt, Acting Director — DATE

Labor Force Analysis for People with Disabilities

Agency: Central Management Services

Fiscal Year: 2019

Total Employees:	849
Percent of People with Disabilities in Illinois Labor Force:	4.53%
Labor Force Number:	38
Number of Employees with Disabilities in Agency:	47
Underutilization or Parity:	P

DHR 34-AAP (Rev. June 2013)

EMPLOYMENT OF PERSONS WITH DISABILITIES

The Department of Central Management Service has reviewed the employment testing procedures to ensure they accommodate disabled applicants.

The following information appears on the CMS 100 application:

"Note: IF you are an individual with a disability and are in need of a reasonable accommodation to participate in the application process, place contact the testing center nearest you to schedule your examination. You may be asked to provide documentation in support of your request."

The following information is posted in all testing facilities:

SPECIAL NOTICE FOR PERSONS WITH DISABILITIES

The Illinois Department of Central Management Service provides testing arrangements for persons with disabilities. If you require special accommodations to complete the examining process, arrangements can be made to address your needs. Please contact:

Brandon Singer
Career Services Counselor
Disabled Workers Program Coordinator
Department of CMS
Capital City Training Center
130 West Mason St.
Springfield, IL 62709
(217) 524-7514 or (800) 526-0844 (TDD)

CMS does not use pre-employment screening to eliminate applicants with disabilities. Applicants may, if they wish, indicate they have a disability, on the application form.

If a disabled applicant observes or experiences any physical barriers in CMS offices, please call the number above and ask for assistance. An accessibility survey of all CMS facilities will be done, and any necessary changes will be made.

The EEO Officer will share with Emergency Response Coordinators, the Disability Survey Form, of those disabled employees who require assistance in the event of an emergency evacuation. The Emergency Response Coordinators will discuss evacuation needs with the employees with disabilities in question. The Disability Survey Form will not be shared with anyone else if the employee does not require assistance.

Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO Officer/ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form and medical documentation, if requested, to the agency EEO Officer/ADA Coordinator. The employee should retain a copy of this information in his or her files.

2. Once received, the supervisor shall review the request form for completeness, insure that all applicable documents have been included and make a recommendation, in writing, to the Division Manager within five (5) working days of receipt of a properly completed form.

3. The Division Manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO Officer/ADA Coordinator.

4. The EEO Officer/ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.

5. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.

6. The EEO Officer/ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form, including appropriate medical documentation, if requested. A copy of the response will also be sent to the supervisor.

7. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note: The agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.

8. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.

9. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC).

10. The EEO Officer/ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.

10/12

State of Illinois
Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to work site, work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms along with current medical documentation should be submitted to the agency's Equal Employment Opportunity Officer/ADA Coordinator and the original documents should be submitted to the immediate supervisor. The agency EEO Officer/ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number

Functional Limitations

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

Purchase or modification of equipment or devices _____

Job restructuring or task modification _____

Provision of reader, sign language interpreter or personal assistant _____

Structural modification to work site or facility _____

Modification of work schedule or leave policy _____

Modification of examinations, training materials or personal assistant _____

Reassignment to vacant position _____

Other _____

Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

_____

_____

Employee's Signature	Date

RAC Recommendation (RAC's initials _____) Grant Deny Date _____ Return for _____

Chief Executive Officer's Final Action (CEO's initials _____) Grant Deny Date _____ Return for _____

Remarks _____

_____

Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.

2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.

3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.

4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.

5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.

6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any appropriate government agency pursuant to their time frame.

Rev. 11-09

State of Illinois
Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

Type of Accommodation Needed

- ☐ Sign Language Interpreter for the Employment Interview
- ☐ Reader Service
- ☐ Accessible Interviewing Site
- ☐ Re-formatting of Examinations for Learning Disabled Applicant
- ☐ Examination Markers for Applicants with Limited Manual Dexterity
- ☐ Other (indicate type of accommodation needed)_____

_____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

_____

_____

Applicant's Signature:	Date:

Agency Action

Interviewing Officer's Determination ☐ Grant ☐ Deny

Remarks (If denied, provide explanation)_____

_____

Final Agency Approval

Signature:	Date:

Physical Barriers

CMS's facility managers make assessments of its various buildings and facilities continually throughout the year. If/when we find any physical barriers that need to be resolved, we address the issue(s) as expediently as permitted.

PRE-EMPLOYMENT SCREENING

Currently, no pre-employment physical exams are given to job applicants. If the Personnel Officer becomes aware of such exams in the future s/he will be responsible for ensuring that the exam is job-related and that it is required of all applicants.

EMPLOYMENT CRITERIA AND JOB DESCRIPTION REVIEW

Employment criteria for all agency positions are based on the Department of Central Management Services (statewide) class specifications. If certain positions are found to have additional requirements which cannot be shown to be clearly job-related, and consistent with both efficiency and safety, the additional requirements will be eliminated.

EMPLOYMENT TESTING

Central Management Services, Division of Technical Services, in compliance with the "Uniform Guidelines on Employment Selection Procedure (1978)," reviews all merit exams on an annual basis to assess the degree of adverse impact prevalent in the statewide selection system. Examinations which are not in compliance with the "4/5ths rule" are identified and the race and / or sex groups which are adversely impacted are acknowledged.

Statistical analysis of each exam's text scores is performed to further measure the direction and magnitude of the adverse impact and to identify specific portions of the exam which may be particularly difficult or problematic for protected class members.

Once this information is secured, every effort is made to eliminate the adverse impact by modifying the selection procedure. If the revised examination continues to display an adverse impact in accordance with the "Uniform Guidelines," a technical report which outlines the specifics of the study and demonstrates the job relatedness of the exam (i.e. business necessity) is prepared and maintained on file.

IDENTIFICATION OF THE ADA COORDINATOR

The Agency ADA Coordinator is Fred V. Stewart, II. He is located in the Stratton Office Building in room 720. He can be reached at (217) 558-6713 or (866) 273-3684 (TDD).

EMERGENCY EVACUATION

The ADA Coordinator will review the on-line disability surveys each quarter, to determine which employees need assistance in the event of an emergency evacuation. The respective building managers and section evacuation wardens will be alerted so the necessary aid will be provided.

SECTION VI

Applicable EEO Laws

FEDERAL:

CIVIL RIGHTS ACT OF 1964, as amended.

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs and includes all employment and training programs, whether contractual or grants-in-aid. The Assistant Secretary and the Regional Administrators for Employment and Training have enforcement authority of Title VI as it relates to employment and training programs.

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The definition employer includes the government of the United States, corporations wholly owned by the United States, and State or political subdivisions thereof. It also provides that all State enforcement authority for Title VII is the responsibility of the Equal Employment Opportunity Commission (EEOC). Indians living on reservations are specifically exempt from coverage under Titles VI and VII.

EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

This is an amendment to the Civil Rights Act of 1964 which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to State, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization which is alleged to be practicing discrimination. The act also gives the right to an individual to take a complaint directly to a court of law.

CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against persons age 40 and over. Exempted from this Act are activities and programs which are designed for the long-term unemployed, the disabled, members of minority groups, older workers, or youth. The Wage and Hour Division, Employment Standards Administration (ESA) can investigate complaints of age discrimination against State employment security agencies Regulations for implementing this Act are 20 CFR, Parts 850 and 860.

REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the disabled in all programs or activities receiving Federal financial assistance. Sections 503 and 504 prohibit discrimination against qualified disabled individuals. Although other Federal agencies, such as the Department of Health, Education and Welfare, have certain responsibilities for the program, Section 503 refers a claimant who alleges to have been discriminated against under a Federal contract to DOL for resources. ESA, Office of Federal Contract Compliance Programs, has enforcement authority. Disabled persons who claim discrimination under a Federal grant administered by the Labor Department may file complaints with the Assistant Secretary for Administration and Management, DOL, under Section 504 of the Act. Regulations for implementing the Act are 29 CFR 32 and 41 CFR 60-741.

EQUAL PAY ACT OF 1963

This Act provides than an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The standards of "equal pay for equal work" set forth in this Act for determining what is lawful discrimination in compensation are applicable to Title VII of the Civil Rights Act of 1964. This Act applies to all State employment security agencies. This Act is enforced by EEOC. Regulations for implementing this Act are 29 CFR 800.

AMERICANS WITH DISABILITIES ACT OF 1990

Congress enacted the Americans with Disabilities Act of 1990 (the "ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, housing, public accommodations, education, transportation, communications, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title III of the ADA prohibits

discrimination against disabled individuals by private entities in places of public accommodation.

The **Americans with Disabilities Act Amendment Act of 2008** became effective on January 1, 2009. This amendment expanded the scope of medical conditions protected by the law, and clarified the definition of "disability." The definition of disability must be construed in favor of "broad coverage of individuals … to the maximum extent permitted" by statute. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include "operation of a "major bodily function" such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproduction functions. The law overturned a series of decisions by the U. S. Supreme Court under the Americans with Disabilities Act (ADA). The ADAAA also instructs the Equal Employment Opportunity Commission to revise its current regulations under the ADA to be consistent with the amendments, and to provide a lower standard for the definition of "substantially limits."

FAMILY MEDICAL LEAVE ACT

This Act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and are employed at a worksite where the employer employs at least 50 employees within a 75-mile radius.

Reasons for taking leave:

Unpaid leave must be granted for any of the following reasons:

To care for the employee's child after birth, or placement for adoption or foster care;

To care for the employee's spouse, son or daughter, or parent who has a serious health condition; or

For a serious health condition that makes the employee unable to perform the employee's job.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

STATE:

ILLINOIS HUMAN RIGHTS ACT OF 1980

This Act prohibits discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service in connection with employment real estate transactions, access to financial credit, and the availability of public accommodations. Sexual preference was added in 2006. It provides Equal Opportunity and Affirmative Action as the policies of the State to eliminate the effects of past discrimination in the internal affairs of State Government and in its relations with the public.

ILLINOIS RELIGIOUS FREEDOM PROTECTION AND CIVIL UNION ACT

This Act provides procedures for the certification and registration of a civil union and provides persons entering into a civil union with the obligations, responsibilities, protections, and benefits afforded or recognized by the law of Illinois to spouses.

SECTION VII

HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
City / County: _____ Position Number: _____
IDHR Region / (Facility): _____
EEO Job Category: _____ Bid Number: _____
Title of Job to be filled: _____ Date of Hire: _____

1. Is the EEO category underutilized? No If yes, indicate number for each group:

Women: _____ Black or African American: _____ Hispanic or Latino: _____
Asian: _____ American Indian or Alaskan Native: _____
Native Hawaiian or Other Pacific Islander: _____ People with Disabilities _____

2. Indicate: Race of person selected: (Choose One)

Sex: (Choose One) Veteran: Yes Disability: Yes

3. Number of individuals who applied or were on the list of eligible(s) _____

Total by Category	# Invited	# Interviewed	# Selected
Women			
Black or African American			
Hispanic or Latino			
Asian			
American Indian or Alaskan Native			
Native Hawaiian or Other Pacific Islander			
People with Disabilities			
Veterans			

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted? Yes

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) with this hire. Remarks on reverse side.

_____ _____
EEO/AA Officer Date

I approve of this hire

_____ _____
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-19 (Rev. July 2015)

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
City / County _____ Position Number: _____
IDHR Region / (Facility) _____
EEO Job Category: _____ Bid Number: _____
Title of Job to be filled: _____ Date of Promotion: _____

1. Is the EEO category underutilized? No If yes, indicate number for each group:

Women: _____ Black or African American: _____ Hispanic or Latino: _____

Asian: _____ American Indian or Alaskan Native: _____
Native Hawaiian or Other Pacific Islander: _____ People with Disabilities* _____

2. Indicate the race and sex of person promoted: (Choose One) (Choose One)

3. Number of individuals who applied or were on the list of promotable(s): _____

Total by Category	# Invited	# Interviewed	# Selected
_____ Women			
_____ Black or African American			
_____ Hispanic or Latino			
_____ Asian			
_____ American Indian or Alaskan Native			
_____ Native Hawaiian or Other Pacific Islander			
_____ People with Disabilities			
_____ Veterans			

4. Did it change the employee's EEO Job Category? No
If yes, from what EEO job Category? (Choose One)

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted? No

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) with this promotion. Remarks on reverse side.

_____ _____
EEO/AA Officer Date

I approve of this hire

_____ _____
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

DHR-20 (Rev. Feb. 2016)

***For EEO Monitoring purposes.**

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

EXIT INTERVIEW

Each employee is asked to complete this questionnaire upon separation from the Department of Central Management Services (DCMS). Please complete the attached questionnaire and mail it to Central Management Services, EEO/AA Officer, Legal Division, 720 Stratton Office Building. The questionnaire will be kept in a confidential file for possible review by the Illinois Department of Human Rights and/or federal authorities. The completed questionnaire will not be placed in the employee's personnel file.

Name (Optional):	Title:		Office/Division District:	
Bureau:	Telephone:	Age:	Sex:	Race:
Date Hired:	Separation Date:	Starting Salary:	Ending Salary:	

Reason for Leaving:

☐ Accept another state position ☐ Accept a non-state position ☐ Personal ☐ Family responsibility

☐ Other: _____

State below any suggestions or comments that would have better assisted your bureau in developing you further as an employee (i.e., additional training, clarification of duties): _____

State below any suggestions or comments that would have better assisted DCMS in developing you further as an employee: _____

Rate your experience with DCMS:

The Job

	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Opportunity to use your abilities and skills					
2. Recognition for your work					
3. Amount of responsibility given					
4. Your sense of accomplishment					
5. Training opportunities					
6. Promotional opportunities					
7. Working conditions					
8. DCMS as a place to work					

Comments: _____

ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

EXIT INTERVIEW

Your Supervisor(s)

	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Awareness and understanding of your problems					
2. Interest in your career development					
3. Your performance review					
4. Opportunity to talk with your supervisor(s)					
5. Overall performance of supervisor(s)					

Comments: _____

Policies and Procedures

	Excellent	Satisfied	Fair	Dissatisfied	Not Applicable
1. Promotional					
2. Overtime					
3. Performance reviews					
4. Labor relations					
5. EEO/AA					
6. Benefits					
7. Salary plan					
8. Other (please specify):					

Comments: _____

Additional comments: _____

_____

Employee's signature (optional): _____ Date: _____

Please return to:

CMS- Legal Division
ATTN: EEO/AA Officer
720 Stratton Office Building
Springfield, IL 62706

Illinois Department of Central Management Services

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