



ILLINOIS Pat Quinn, Governor  
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
Malcolm Weems, Director

October 1, 2012

**RECEIVED**

**OCT 01 2012**

**Dept. of Human Rights**

Ms. Susan Allen  
Department of Human Rights  
222 South College, Room 101  
Springfield, IL 62704

Dear Ms. Allen:

The following is the Department of Central Management Services' annual report for fiscal year 2013.

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

Sincerely,

Malcolm Weems  
Director

Fred V. Stewart, II  
EEO/AA Officer

## SECTION 1

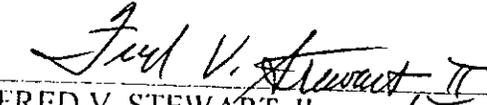
**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE  
ACTION PROGRAM CERTIFICATION**

NAME OF AGENCY: CENTRAL MANAGEMENT SERVICES  
AGENCY DIRECTOR: MALCOLM WEEMS  
ADDRESS: 720 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.

  
MALCOLM WEEMS, DIRECTOR

10/1/12  
DATE

  
FRED V. STEWART, II

10/1/12  
DATE

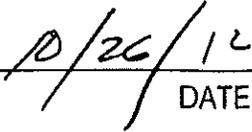
**EEO/AA POLICY STATEMENT OF THE**  
**CHIEF EXECUTIVE OFFICER**

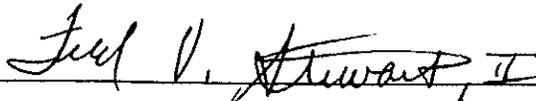
The Equal Employment Opportunity (EEO)/Affirmative Action (AA) Policy of the Department of Central Management Services (CMS) states the following:

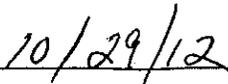
1. Decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits will be made without regard to non-merit factors; including but not limited to age, ancestry, marital status, military status, pregnancy, race, color, religion, sex, sexual orientation, national origin, order 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 executive, managerial and supervisory staff is 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 2013 Affirmative Action Plan.

  
MALCOLM WEEMS, DIRECTOR

  
DATE

  
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, telecommunications services, 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: Benefits, Business Enterprise Program, Communications and Computer Services, Finance and Management, Governmental Affairs, Human Resources, Internal Audits, Internal Personnel, Labor Relations, Legal Services, Personnel Agency Services, Property Management, Public Affairs, and Support Services.

As of June 30, 2012, the Department's work force composed of 1,567 representing all eight Equal Employment Opportunity Commission (EEOC) which consist of Officials/Managers, Professionals, Technicians, Protective Service, Para-Professionals, Office/Clerical, Skilled Craft and Service-Maintenance.

The compiled data presented in CMS's fiscal year 2013 Equal Employment Opportunity/Affirmative Action (EEO/AA) Program has determined a total underutilization of 101 affirmative action employees; more specifically CMS employees who are female, Black or African American and Hispanic or Latino. 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, DuPage, Grundy, Kane, Kendall, Lake, McHenry and Will counties, makes up approximately 44% of the underutilization. Region 7, which consists of Christian, DeWitt, Logan, Macon, Macoupin, Menard, Montgomery, Piatt and Sangamon counties, makes up 42% of the underutilizations. The remaining underutilizations are in Regions 2, 5, 8, 9, 10 and 11.

Females in predominately Professionals, Technicians, Protective Service Workers, Office/Clerical, Skilled Craft, and Service Maintenance job categories make up 66% of the underutilization. The remaining 34 % underutilizations are divided between Black or African Americans and Hispanic or Latino predominately in the Professionals, Skilled Craft and Service Maintenance areas.

To reduce underutilizations and to reach employment parity within CMS, increased recruitment and outreach to females, Blacks or African Americans and Hispanics or Latinos for Officials/Managers, Professionals, Skilled Craft, and Service-Maintenance jobs will continue to be a priority for CMS this year. CMS will be actively attending job fairs, and community events. Additionally, CMS will continue to improve the accessibility of the State employment exam with the Mobile Testing center traveling statewide.

Moreover, coordinated efforts between the EEO/AA and the Diversity Enrichment Programs will continue this fiscal year in order to enhance the cohesiveness of all CMS Employment-related programs and initiatives. CMS employees Israel Salazar and Corey Foster are working through the CMS Diversity Enrichment Program to assist in the evaluation of the current State examination barriers to entry and are assisting in developing initiatives for improvements. Similarly, several CMS staff are working through the Disabled Hiring Initiative Committee to evaluate barriers to entry to State employment that affect applicants with disabilities. These initiatives will be significant to Personnel in general, but also to the EEO/AA Plan going forward.

## **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; included 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.

## **METHODS OF DISSEMINATING THE CMS EEO/AA POLICY AND PLAN – FY 2013**

### **POLICY**

- The 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.

**DIRECTOR  
MALCOLM WEEEMS**

**DIRECTOR'S OFFICE**

FROZ  
NONE

**ASSISTANT DIRECTOR  
VACANT**

**ASSISTANT DIRECTOR  
STEVE MCCURDY**

**POLICY ADVISOR  
SR PUB SVC ADMIN (1) (4D3)  
40070-37-01-000-10-01  
JOSE GUERCA**

**AGENCY SUPPORT  
PUB SVC ADMIN  
37015-37-01-100-00-01  
MILA DVORETSKAYA-JEMME  
STAFF ON PAGE 5**

**DIVISION OF VEHICLES  
SR PUB SVC ADMIN (1) (4D3)  
40070-37-01-200-00-01  
KENNETH MILLER  
STAFF ON PAGE 6-11**

**CHIEF INTERNAL AUDITOR  
SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-000-50-01  
VACANT  
STAFF ON PAGE 3**

**GENERAL COUNSEL  
LEGAL SERVICES  
SR PUB SVC ADMIN (9L) (4D3)  
40070-37-70-000-00-01  
KEVIN CONNOR  
STAFF ON PAGE 78-79**

**EEC/A/ADA OFFICER  
PUBLIC SVC ADMIN  
37015-37-00-000-01-02  
FRED STEWART**

**APRA ACCOUNTABILITY  
ADMINISTRATOR  
SR PUB SVC ADMIN (2) (4D3)  
40070-37-00-000-50-01  
VACANT  
STAFF ON PAGE 3**

**EMERGENCY MGMT  
COORDINATOR  
SR PUB SVC ADMIN (1) (EP000)  
40070-37-00-000-30-01  
VACANT**

**CHIEF ADMINISTRATIVE  
OFFICER  
SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-000-20-01  
ROGER NONDORF  
STAFF ON PAGE 3**

**SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-000-13-03  
DENISE REED**

**SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-000-13-04  
ASHLEY HOOKS**

**SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-000-13-05  
EVONNIE VELASQUEZ**

**CHIEF ADMINISTRATIVE  
OFFICER  
SR PUB SVC ADMIN (1) (TA000)  
40070-37-00-200-00-01  
VACANT**

**DEPUTY DIRECTOR  
LABOR RELATIONS  
SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-100-00-01  
ROBB CRADDOCK  
STAFF ON PAGE 4**

**DEPUTY DIRECTOR  
GOVERNMENTAL AFFAIRS  
SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-000-01-01  
TIMOTHY DUCKWORTH  
STAFF ON PAGE 14**

**DEPUTY DIRECTOR  
KOCI  
SR PUB SVC ADMIN (1) (4D3)  
40070-37-00-000-00-01  
JAMES KETTELWELL  
STAFF ON PAGE 80-84**

**PUB SVC ADMIN  
37015-37-00-000-01-01  
VACANT**

**EMERGENCY MGMT  
COORDINATOR  
PUBLIC SVC ADMIN  
37015-37-00-100-10-01  
DIANE HOOTS**

**PRIVATE SECRETARY II  
34202-37-00-000-01-01  
JACQUELINE REYES**

**PRIVATE SECRETARY I  
34201-37-00-000-01-01  
DEMETRIA RUPERT**

**ADMIN ASSISTANT II  
00502-37-00-000-01-01  
ANNA MASON**

**STUDENT WORKER  
43200-37-00-000-02-01  
EDWARD COLLINS**



## SECTION 2

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	618,175	244,044	39.48%	90	35.53	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	78	34	43.59%	10	4.36	Agency Workforce.
				<u>100</u>	<u>31.91</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	618,175	61,680	9.98%	90	8.98	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	78	32	41.03%	10	4.10	Agency Workforce.
				<u>100</u>	<u>10.47</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	618,175	38,688	6.26%	90	5.63	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	78	6	7.69%	10	0.77	Agency Workforce.
				<u>100</u>	<u>5.12</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	618,175	26,469	4.28%	90	3.85	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	78	7	8.97%	10	0.90	Agency Workforce.
				<u>100</u>	<u>3.80</u>	Availability Percent

AGENCY: Central Management Services  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	618,175	652	0.11%	90	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	78	1	1.28%	10	0.13	Agency Workforce.
				<u>100</u>	<u>0.18</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	618,175	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	78	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	810,380	427,909	52.80%	90	47.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	7	70.00%	10	7.00	Agency Workforce.
				<u>100</u>	<u>43.62</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	810,380	90,595	11.18%	90	10.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	5	50.00%	10	5.00	Agency Workforce.
				<u>100</u>	<u>12.05</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	810,380	42,270	5.22%	90	4.69	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	3	30.00%	10	3.00	Agency Workforce.
				<u>100</u>	<u>6.16</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	810,380	71,638	8.84%	100	8.84	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>7.07</u>	Availability Percent.

AGENCY: CentraManagement Services  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	810,380	794	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.08</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	810,380	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	1,410	60.36%	90	54.32	U. S. EEOC.
2. Those promotable, trainable, and transferable in the region.	12	5	41.67%	10	4.17	Agency Workforce.
				100	46.79	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	90	3.85%	90	3.47	U. S. EEOC.
2. Those promotable, trainable, and transferable in the region.	12	5	41.67%	10	4.17	Agency Workforce.
				100	6.11	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	71	3.04%	90	2.74	U. S. EEOC.
2. Those promotable, trainable, and transferable in the region.	12	3	25.00%	10	2.50	Agency Workforce.
				100	4.19	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	33	1.41%	90	1.27	U. S. EEOC.
2. Those promotable, trainable, and transferable in the region.	12	1	8.33%	10	0.83	Agency Workforce.
				100	1.68	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

Affirmative Action Group:  
**AMERICAN INDIAN and  
 ALASKA NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	11	0.47%	100	0.47	U. S. EEOC.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%	0	0.00	Agency Workforce.
				100	0.38	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	0	0.00%	0	0.00	U. S. EEOC.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	343,170	26,810	7.81%	100	7.81	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.
				<u>100</u>	<u>6.25</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	343,170	34,984	10.19%	100	10.19	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.
				<u>100</u>	<u>8.18</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	343,170	61,338	17.87%	100	17.87	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.
				<u>100</u>	<u>14.30</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	343,170	8,884	2.59%	100	2.59	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	2.07	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	343,170	627	0.18%	100	0.18	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	0.15	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	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	343,170	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.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,017,780	401,315	39.43%	100	39.43	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.
				<u>100</u>	<u>31.54</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,017,780	199,733	19.62%	100	19.62	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.
				<u>100</u>	<u>15.70</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,017,780	308,985	30.36%	100	30.36	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.
				<u>100</u>	<u>24.29</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,017,780	41,088	4.04%	100	4.04	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	3.23	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,017,780	1,534	0.15%	100	0.15	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	0.12	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	1,017,780	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.



## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	93	75	3	0	7	12	124	42
Availability Percent	31.91	43.62	0.00	0.00	46.79	52.52	6.25	31.54
Number Needed for Parity	29	32	0	0	3	8	7	13
Number of Affirmative Action Group Members Already Employed	38	32	2	0	5	5	2	3
Underutilization						1	5	10

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	93	75	3	0	7	12	124	42
Availability Percent	10.47	12.05	0.00	0.00	6.11	14.66	8.16	15.70
Number Needed for Parity	9	9	0	0	0	1	10	6
Number of Affirmative Action Group Members Already Employed	23	30	2	0	3	5	3	16
Underutilization							7	

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	93	75	3	0	7	12	124	42
Availability Percent	5.12	6.16	0.00	0.00	4.19	9.25	14.30	24.29
Number Needed for Parity	4	4	0	0	0	1	17	10
Number of Affirmative Action Group Members Already Employed	12	6	0	0	3	3	3	3
Underutilization							14	7

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	93	75	3	0	7	12	124	42
Availability Percent	3.80	7.07	0.00	0.00	1.68	3.06	2.07	3.23
Number Needed for Parity	3	5	0	0	0	0	2	1
Number of Affirmative Action Group Members Already Employed	5	7	0	0	0	1	2	1
Underutilization								

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	93	75	3	0	7	12	124	42
Availability Percent	0.18	0.08	0.00	0.00	0.38	0.10	0.15	0.12
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 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	93	75	3	0	7	12	124	42
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

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**WOMEN**  
 Region: 2  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,085	3,622	9.04%	100	9.04	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.
				<u>100</u>	<u>7.23</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,085	1,240	3.09%	100	3.09	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.
				<u>100</u>	<u>2.47</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	40,085	1,878	4.69%	100	4.69	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.
				<u>100</u>	<u>3.75</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**ASIAN**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	40,085	217	0.54%	100	0.54	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.
				<hr/>	<hr/>	Availability Percent.
				100	0.43	

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	40,085	145	0.36%	100	0.36	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.
				<hr/>	<hr/>	Availability Percent.
				100	0.29	

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	40,085	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.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

# Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: 6/30/2012

Region: 2

EEO Category	MALES													FEMALES												
	Grand Total	Total						A/ NH						Total						A/ NH						
		W	B/AA	H/L	A	AN	OPI	D	W	B/AA	H/L	A	AN	OPI	D	M	F	W	B/AA	H/L	A	A/AN	NHOPI	D		
Officials / Administrators	2	2	2				1								0	0	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%			
Professionals	4	2	1	1				2							2	50.00%	75.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Technicians	0	0						0							0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Protective Service	0	0						0							0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Para-professionals	0	0						0							0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Office / Clerical	2	1	1				1	1							1	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Skilled Craft	21	21						0							0	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%			
Service / Maintenance	6	4	4					2	2						2	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
<b>TOTAL</b>	<b>35</b>	<b>30</b>	<b>29</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85.71%</b>	<b>14.29%</b>	<b>97.14%</b>	<b>2.86%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>5.71%</b>			

<b>Grand Total Employees for Region 2:</b>	<b>Males:</b>	<b>30</b>	<b>85.71%</b>	<b>Females:</b>	<b>5</b>	<b>14.29%</b>	<b>Total Minorities:</b>	<b>1</b>	<b>2.86%</b>											
<b>White:</b>	<b>34</b>	<b>97.14%</b>	<b>B/AA:</b>	<b>1</b>	<b>2.86%</b>	<b>H/L:</b>	<b>0</b>	<b>0.00%</b>	<b>Asian:</b>	<b>0</b>	<b>0.00%</b>	<b>A/AN:</b>	<b>0</b>	<b>0.00%</b>	<b>NHOPI:</b>	<b>0</b>	<b>0.00%</b>	<b>Disabled:</b>	<b>2</b>	<b>5.71%</b>

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **WOMEN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	4	0	0	0	2	21	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	7.23	0.00
Number Needed for Parity	0	0	0	0	0	0	1	0
Number of Affirmative Action Group Members Already Employed	0	2	0	0	0	1	0	2
Underutilization							1	

Agency: Central Management Services  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	4	0	0	0	2	21	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.47	0.00
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								

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **HISPANIC or LATINO** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	4	0	0	0	2	21	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.75	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 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	4	0	0	0	2	21	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.43	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

## Utilization Analysis

Agency: **Central Management Services**  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	4	0	0	0	2	21	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.29	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 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	4	0	0	0	2	21	6
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



## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **WOMEN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	3	0
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: **BLACK or AFRICAN AMERICAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	3	0
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



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Malcolm Weems, Director

October 1, 2012

Monique C. Garcia  
Chicago Tribune

Dear Ms. Garcia:

Thank you for writing to the Illinois Department of Central Management Services ("CMS") with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On September 24, 2012, you requested copies of any contracts between CMS and Laner Muchin relating to court cases between CMS and AFSCME regarding cancelled pay raises and facility closures, as well as all bills related to the two cases.

In response to your request, we have enclosed copies of the FY 11 and FY 12 contracts between CMS and Laner Muchin, as well as copies of Laner Muchin bills for services rendered. Please note the signatures on the enclosed contracts are unique identifiers and therefore, have been redacted as private information pursuant to FOIA provision 5 ILCS 140/7(1)(b).

Sincerely,

Sunny Clark  
CMS FOIA Officer  
Ph.: 217-7820975  
Fax: 217-558-2697

Enclosures

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **HISPANIC or LATINO** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	3	0
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: **ASIAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	3	0
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

## Utilization Analysis

Agency: **Central Management Services**  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	3	0
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 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	3	0
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



## Utilization Analysis

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

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	1	1	8	2
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	1	0	0	1	1	0	1

Underutilization

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

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	1	1	8	2
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	1	0	0	0	0	1	0

Underutilization

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **HISPANIC or LATINO** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	1	1	8	2
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: **ASIAN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	1	1	8	2
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

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	1	1	8	2
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 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	1	1	8	2
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

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	23,380	1,515	6.48%	100	6.48	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.
				<u>100</u>	<u>5.18</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	23,380	460	1.97%	100	1.97	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.
				<u>100</u>	<u>1.57</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	23,380	712	3.05%	100	3.05	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.
				<u>100</u>	<u>2.44</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	23,380	69	0.30%	100	0.30	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	0.24	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 5  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	23,380	18	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	0.08	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	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	23,380	0	0.00%	100	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.
				100	0.00	Availability Percent.



## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	3	0	0	2	0	32	9
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	5.18	0.00
Number Needed for Parity	0	0	0	0	0	0	1	0
Number of Affirmative Action Group Members Already Employed	1	0	0	0	2	0	0	1
Underutilization							1	

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	3	0	0	2	0	32	9
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.57	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	1	0	0	0
Underutilization								

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	3	0	0	2	0	32	9
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.44	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	1	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	3	0	0	2	0	32	9
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.24	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

## Utilization Analysis

Agency: **Central Management Services**  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	3	0	0	2	0	32	9
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.06	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	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	3	0	0	2	0	32	9
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

# Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: 6/30/2012

Region: 6

EEO Category	MALES												FEMALES												PERCENTAGES												
	Total						AI/ NH						AJ/ NH						Total						AI/ NH						AJ/ NH						
	W	B/AA	H/L	A	AN	OPI	D	W	B/AA	H/L	A	AN	OPI	D	W	B/AA	H/L	A	AN	OPI	D	W	B/AA	H/L	A	AN	OPI	D	W	B/AA	H/L	A	AN	OPI	D		
Officials / Administrators	1						0															100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	4						1															75.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0						0															0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0						0															0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0						0															0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0						0															0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	6						0															0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	1						0															100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	12						11															91.67%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 6:												Males:	11	91.67%	Females:	1	8.33%	Total Minorities:	0	0.00%
White:	12	100.00%	B/AA:	0	0.00%	H/L:	0	0.00%	Asian:	0	0.00%	AJ/AN:	0	0.00%	NHOPI:	0	0.00%	Disabled:	0	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

## Utilization Analysis

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	0	0	6	1
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	1	0	0	0	0	0	0

Underutilization

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

Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	0	0	6	1
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

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **HISPANIC or LATINO** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	0	0	6	1
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: **ASIAN** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	0	0	6	1
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

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	0	0	6	1
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 6

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	4	0	0	0	0	6	1
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

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	33,580	12,999	38.71%	90	34.84	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	475	187	39.37%	10	3.94	Agency Workforce.
				<u>100</u>	<u>31.02</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	33,580	1,048	3.12%	90	2.81	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	475	33	6.95%	10	0.69	Agency Workforce.
				<u>100</u>	<u>2.80</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	33,580	248	0.73%	90	0.66	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	475	4	0.84%	10	0.08	Agency Workforce.
				<u>100</u>	<u>0.59</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	33,580	207	0.62%	90	0.55	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	475	9	1.89%	10	0.19	Agency Workforce.
				<u>100</u>	<u>0.60</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	33,580	66	0.20%	90	0.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	475	1	0.21%	10	0.02	Agency Workforce.
				<u>100</u>	<u>0.16</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	33,580	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	475	0	0.00%	10	0.00	Agency Workforce.
				<u>10</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,650	24,314	57.01%	40	22.80	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	137	70	51.09%	60	30.66	Agency Workforce.
				100	42.77	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,650	1,553	3.64%	40	1.46	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	137	15	10.95%	60	6.57	Agency Workforce.
				100	6.42	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,650	284	0.67%	40	0.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	137	3	2.19%	60	1.31	Agency Workforce.
				100	1.26	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,650	639	1.50%	40	0.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	137	2	1.46%	60	0.88	Agency Workforce.
				<u>100</u>	<u>1.18</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,650	45	0.11%	40	0.04	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	137	1	0.73%	60	0.44	Agency Workforce.
				<u>100</u>	<u>0.38</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	42,650	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	137	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Technicians

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	4,563	66.86%	40	26.74	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	54	35	64.81%	60	38.89	Agency Workforce.
				100	52.51	Availability Percent.

AGENCY: Central Management Services  
 Category: Technicians

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	335	4.91%	40	1.96	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	54	6	11.11%	60	6.67	Agency Workforce.
				100	6.90	Availability Percent.

AGENCY: Central Management Services  
 Category: Technicians

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	30	0.44%	40	0.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	54	1	1.85%	60	1.11	Agency Workforce.
				100	1.03	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Technicians

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	42	0.62%	40	0.25	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	54	0	0.00%	60	0.00	Agency Workforce.
				<u>100</u>	<u>0.20</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Technicians

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	0	0.00%	0	0.00	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	54	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Technicians

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,825	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	54	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Protective Service Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,563	1,074	19.31%	100	19.31	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.
				<u>100</u>	<u>15.44</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Protective Service Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,563	386	6.94%	100	6.94	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.
				<u>100</u>	<u>5.55</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Protective Service Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,563	75	1.35%	100	1.35	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.
				<u>100</u>	<u>1.08</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Protective Service Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,563	12	0.22%	100	0.22	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.
				<u>100</u>	<u>0.17</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Protective Service Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,563	22	0.40%	100	0.40	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.
				<u>100</u>	<u>0.32</u>	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	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	5,563	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
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.	27	14	51.85%	10	5.19	Agency Workforce.
				<u>100</u>	<u>45.42</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
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.	27	1	3.70%	10	0.37	Agency Workforce.
				<u>100</u>	<u>11.14</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	0	0.00%	90	0.00	U. S. EEOC.
2. Those promotable, trainable, and transferable in the region.	27	1	3.70%	10	0.37	Agency Workforce.
				<u>100</u>	<u>0.30</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
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.	27	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
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.	27	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Paraprofessionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
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.	27	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Office and Clerical

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,270	46,633	72.56%	100	72.56	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.
				<u>100</u>	<u>58.05</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Office and Clerical

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,270	3,777	5.88%	100	5.88	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.
				<u>100</u>	<u>4.70</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Office and Clerical

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,270	471	0.73%	100	0.73	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.
				<u>100</u>	<u>0.59</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Office and Clerical

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,270	276	0.43%	100	0.43	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.
				<u>100</u>	<u>0.34</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Office and Clerical

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,270	75	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.
				<u>100</u>	<u>0.09</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Office and Clerical

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,270	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,900	1,657	6.40%	100	6.40	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.
				<u>100</u>	<u>5.12</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,900	657	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.
				<u>100</u>	<u>2.03</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,900	118	0.46%	100	0.46	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.
				<u>100</u>	<u>0.36</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,900	22	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.
				<u>100</u>	<u>0.07</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,900	56	0.22%	100	0.22	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.
				<u>100</u>	<u>0.17</u>	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	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,900	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	71,950	29,593	41.13%	100	41.13	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.
				<u>100</u>	<u>32.90</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	71,950	5,838	8.11%	100	8.11	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.
				<u>100</u>	<u>6.49</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	71,950	831	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.
				<u>100</u>	<u>0.92</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	71,950	520	0.72%	100	0.72	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.
				<u>100</u>	<u>0.58</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	71,950	174	0.24%	100	0.24	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.
				<u>100</u>	<u>0.19</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	71,950	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.

# Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: 6/30/2012

Region: 7

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES																	
		Total					AI/ NH					Total					AI/ NH					W		F		M		B/AA		H/L		A		AI/AN		NHOPI		D	
		W	B/AA	H/L	A	AN	OPI	D	Total	W	B/AA	H/L	A	AN	OPI	D	Total	W	B/AA	H/L	A	AN	OPI	D	W	F	M	B/AA	H/L	A	AI/AN	NHOPI	D						
Officials / Administrators	243	136	5	1	1		19	100	96	4					4	58.85%	41.15%	95.47%	3.70%	0.41%				4	58.85%	41.15%	95.47%	3.70%	0.41%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.47%	
Professionals	402	228	14	2	6		26	152	141	10	1			13	62.19%	37.81%	91.79%	5.97%	0.50%				13	62.19%	37.81%	91.79%	5.97%	0.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.70%	
Technicians	73	38	5	2	1		2	35	29	4	1	1		1	52.05%	47.95%	80.82%	12.33%	2.74%				1	52.05%	47.95%	80.82%	12.33%	2.74%	1.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.11%		
Protective Service	11	11	1				3	0							100.00%	0.00%	90.91%	9.09%	0.00%						100.00%	0.00%	90.91%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	27.27%			
Para-professionals	53	18	15	2	1		5	35	32	3				6	33.96%	66.04%	88.68%	9.43%	1.89%				6	33.96%	66.04%	88.68%	9.43%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.75%			
Office / Clerical	27	13						14	12	1	1			3	48.15%	51.85%	92.59%	3.70%	3.70%				3	48.15%	51.85%	92.59%	3.70%	3.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	11.11%			
Skilled Craft	68	66	62	4				2	2						97.06%	2.94%	94.12%	5.88%	0.00%					97.06%	2.94%	94.12%	5.88%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Service / Maintenance	54	49	45	4			3	5	5						90.74%	9.26%	92.59%	7.41%	0.00%					90.74%	9.26%	92.59%	7.41%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.56%				
<b>TOTAL</b>	<b>931</b>	<b>539</b>	<b>35</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>58</b>	<b>343</b>	<b>317</b>	<b>22</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>63.16%</b>	<b>36.84%</b>	<b>91.94%</b>	<b>6.12%</b>	<b>0.75%</b>				<b>27</b>	<b>63.16%</b>	<b>36.84%</b>	<b>91.94%</b>	<b>6.12%</b>	<b>0.75%</b>	<b>1.07%</b>	<b>0.11%</b>	<b>0.00%</b>	<b>0.11%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>9.13%</b>			

<b>Grand Total Employees for Region 7:</b>	<b>Males:</b> 588	<b>Females:</b> 343	<b>Total Minorities:</b> 75
	63.16%	36.84%	8.06%
<b>White:</b> 856	<b>B/AA:</b> 57	<b>H/L:</b> 7	<b>Asian:</b> 10
91.94%	6.12%	0.75%	1.07%
			<b>AI/AN:</b> 1
			<b>NHOPI:</b> 0
			<b>Disabled:</b> 85
			<b>9.13%</b>

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	243	402	73	11	53	27	68	54
Availability Percent	31.02	42.77	52.51	15.44	45.42	58.05	5.12	32.90
Number Needed for Parity	75	171	38	1	24	15	3	17
Number of Affirmative Action Group Members Already Employed	100	152	35	0	35	14	2	5
Underutilization		19	3	1		1	1	12

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	243	402	73	11	53	27	68	54
Availability Percent	2.80	6.42	6.90	5.55	11.14	4.70	2.03	6.49
Number Needed for Parity	6	25	5	0	5	1	1	3
Number of Affirmative Action Group Members Already Employed	9	24	9	1	5	1	4	4
Underutilization		1						

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	243	402	73	11	53	27	68	54
Availability Percent	0.59	1.26	1.03	1.08	0.30	0.59	0.36	0.92
Number Needed for Parity	1	5	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	2	2	0	1	1	0	0
Underutilization		3						

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	243	402	73	11	53	27	68	54
Availability Percent	0.60	1.18	0.20	0.17	0.00	0.34	0.07	0.58
Number Needed for Parity	1	4	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	7	2	0	0	0	0	0
Underutilization								

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	243	402	73	11	53	27	68	54
Availability Percent	0.16	0.38	0.00	0.32	0.00	0.09	0.17	0.19
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	1	0	0	0	0	0
Underutilization		1						

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	243	402	73	11	53	27	68	54
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								

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,500	18,562	41.71%	100	41.71	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.
				<u>100</u>	<u>33.37</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,500	1,037	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.
				<u>100</u>	<u>1.88</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,500	759	1.71%	100	1.71	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.
				<u>100</u>	<u>1.36</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	44,500	173	0.39%	100	0.39	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.
				<u>100</u>	<u>0.31</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 8  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	44,500	141	0.32%	100	0.32	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.
				<u>100</u>	<u>0.25</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	44,500	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.



## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	1	8	10
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.37
Number Needed for Parity	0	0	0	0	0	0	0	3
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	1	0	1
Underutilization								2

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	1	8	10
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.86
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								

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	1	8	10
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.36
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	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	1	8	10
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.31
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

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	1	8	10
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25
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 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	1	8	10
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

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	31,255	1,710	5.47%	100	5.47	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.
				<u>100</u>	<u>4.38</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	31,255	1,930	6.18%	100	6.18	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.
				<u>100</u>	<u>4.94</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	31,255	427	1.37%	100	1.37	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.
				<u>100</u>	<u>1.09</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**ASIAN**  
 Region: 9  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	31,255	92	0.29%	100	0.29	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	0.24	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 9  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	31,255	110	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: 9  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	31,255	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.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	91,265	38,332	42.00%	100	42.00	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.
				<u>100</u>	<u>33.60</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	91,265	15,239	16.70%	100	16.70	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.
				<u>100</u>	<u>13.36</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	91,265	1,753	1.92%	100	1.92	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.
				<u>100</u>	<u>1.54</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**ASIAN**  
 Region: 9  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	91,265	633	0.69%	100	0.69	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.
				<u>100</u>	<u>0.55</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 9  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	91,265	304	0.33%	100	0.33	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.
				<u>100</u>	<u>0.27</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	91,265	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.



## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	2	0	0	0	2	27	12
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	4.38	33.60
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	0	2
Underutilization							1	2

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	2	0	0	0	2	27	12
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	4.94	13.36
Number Needed for Parity	0	0	0	0	0	0	1	1
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0
Underutilization								1

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	2	0	0	0	2	27	12
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.09	1.54
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 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	2	0	0	0	2	27	12
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.24	0.55
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

## Utilization Analysis

Agency: **Central Management Services**  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	2	0	0	0	2	27	12
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.28	0.27
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	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	2	0	0	0	2	27	12
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

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	17,860	1,826	10.22%	100	10.22	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.
				<u>100</u>	<u>8.18</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	17,860	101	0.57%	100	0.57	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.
				<u>100</u>	<u>0.45</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	17,860	119	0.67%	100	0.67	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.
				<u>100</u>	<u>0.53</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	17,860	22	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.
				<u>100</u>	<u>0.10</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 10  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	17,860	26	0.15%	100	0.15	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.
				<u>100</u>	<u>0.12</u>	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	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	17,860	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.



## Utilization Analysis

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	5	0	0	0	0	16	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	8.18	0.00
Number Needed for Parity	0	0	0	0	0	0	1	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization							1	

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	5	0	0	0	0	16	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.45	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								

## Utilization Analysis

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	5	0	0	0	0	16	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.53	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 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	5	0	0	0	0	16	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.10	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

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	5	0	0	0	0	16	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.12	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 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	5	0	0	0	0	16	8
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

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**WOMEN**  
 Region: 11  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	22,465	1,391	6.19%	100	6.19	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.
				<u>100</u>	<u>4.95</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	22,465	439	1.95%	100	1.95	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.
				<u>100</u>	<u>1.56</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	22,465	138	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.
				<u>100</u>	<u>0.48</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**ASIAN**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	22,465	28	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.
				<u>100</u>	<u>0.10</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	22,465	48	0.21%	100	0.21	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.
				<u>100</u>	<u>0.17</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	22,465	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**WOMEN**  
 Region: 11  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	67,745	28,966	42.76%	100	42.76	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.
				<u>100</u>	<u>34.21</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	67,745	3,694	5.45%	100	5.45	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.
				<u>100</u>	<u>4.36</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	67,745	942	1.39%	100	1.39	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.
				<u>100</u>	<u>1.11</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**ASIAN**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	67,745	257	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.
				<u>100</u>	<u>0.30</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN and ALASKA NATIVE**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	67,745	193	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.
				<u>100</u>	<u>0.23</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 11  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	67,745	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.
				<u>0</u>	<u>0.00</u>	Availability Percent.

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **WOMEN** Region 11

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	7	0	1	0	1	44	17
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	4.95	34.21
Number Needed for Parity	0	0	0	0	0	0	2	5
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	1	1	0
Underutilization							1	5

Agency: Central Management Services  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 11

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	7	0	1	0	1	44	17
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.56	4.36
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								

## Utilization Analysis

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

Region 11

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	7	0	1	0	1	44	17
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.48	1.11
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: **ASIAN**

Region 11

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	7	0	1	0	1	44	17
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.30
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	1

Underutilization

## Utilization Analysis

Agency: Central Management Services  
 Affirmative Action Group: **AMERICAN INDIAN and ALASKA NATIVE** Region 11

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	7	0	1	0	1	44	17
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.17	0.23
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 11

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	7	0	1	0	1	44	17
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

# Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: 6/30/2012

Region: 11

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		W					H/L					A/AN					W					H/L					A/AN				
		Total	A	AN	OPI	D	Total	A	AN	OPI	D	Total	A	AN	OPI	D	Total	A	AN	OPI	D	Total	A	AN	OPI	D					
Officials / Administrators	0	0				0					0					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%						
Professionals	7	6				1	1				1	1				85.71%	14.29%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%						
Technicians	0	0				0					0					0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%						
Protective Service	1	1				0					0					0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%						
Para-professionals	0	0				0					0					0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%						
Office / Clerical	1	0				1	1				1	1				0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%						
Skilled Craft	44	43				1	1				1	1				97.73%	2.27%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%						
Service / Maintenance	17	17				0	1				1	0				100.00%	0.00%	0.00%	0.00%	0.00%	94.12%	0.00%	0.00%	0.00%	5.88%						
<b>TOTAL</b>	<b>70</b>	<b>67</b>				<b>3</b>	<b>3</b>				<b>3</b>	<b>3</b>				<b>97.14%</b>	<b>4.29%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>97.14%</b>	<b>0.00%</b>	<b>1.43%</b>	<b>0.00%</b>	<b>2.86%</b>						

<b>Grand Total Employees for Region 11:</b>	<b>Males:</b> 67	<b>Females:</b> 3	<b>Total Minorities:</b> 2
	95.71%	4.29%	2.86%
<b>White:</b> 68	<b>B/AA:</b> 0	<b>Asian:</b> 1	<b>NHOPI:</b> 0
<b>97.14%</b>	<b>0.00%</b>	<b>1.43%</b>	<b>0.00%</b>
	<b>H/L:</b> 0	<b>A/AN:</b> 1	<b>Disabled:</b> 2
		<b>1.43%</b>	<b>2.86%</b>

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

# Underutilization Summary by Region

Name of Agency: Central Management Services

Fiscal Year: FY 2013

Region	Officials and Administrators				Professionals				Technicians				Protective Service Workers									
	W	B/AA	H/L	A	A/INA	NHOPI	W	B/AA	H/L	A	A/INA	NHOPI	W	B/AA	H/L	A	A/INA	NHOPI				
1																						
2																						
3																						
4																						
5																						
6						19		1										1				
7																						
8																						
9																						
10																						
11																						
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Region	Paraprofessionals				Office and Clerical				Skilled Craft Workers				Service-Maintenance										
	W	B/AA	H/L	A	A/INA	NHOPI	W	B/AA	H/L	A	A/INA	NHOPI	W	B/AA	H/L	A	A/INA	NHOPI					
1							1						5	7	14				10				
2													1										
3																							
4																							
5													1										
6																							
7							1						1						12				
8																			2				
9													1						2				
10													1						2				
11													1						5				
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>7</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total underutilization for Women: 67

Total underutilization for Black or African American: 9

Total underutilization for Hispanic or Latino: 21

Total underutilization for Asian: 0

Total underutilization for American Indian and Alaska 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    A/INA = American Indian and Alaska Native    NHOPI= Native Hawaiian or Other Pacific Islander



# Summary of Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2012, 4th Quarter

Grand Total

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total					A/AN					H/L					Total					A/AN					H/L				
		W	B/AA	H/L	A	NH OPI	D	W	B/AA	H/L	A	NH OPI	D	W	B/AA	H/L	A	NH OPI	D	W	B/AA	H/L	A	NH OPI	D	W	B/AA	H/L	A	NH OPI	D
Officials / Administrators	346	183	15	7	1	25	112	17	6	5	6	140	112	17	6	5	6	140	112	17	6	5	6	140	85.26%	9.25%	3.76%	1.73%		8.96%	
Professionals	506	269	30	5	12	29	158	26	3	2	18	189	158	26	3	2	18	189	158	26	3	2	18	84.39%	11.07%	1.58%	2.77%	0.20%	9.29%		
Technicians	76	31	5	2	1	2	29	6	1	1	1	37	29	6	1	1	1	37	29	6	1	1	1	78.95%	14.47%	2.63%	2.63%	1.32%	3.95%		
Protective Service	12	11	1			3																		91.67%	8.33%				25.00%		
Para-professionals	63	16	2	2		5	33	7	3		7	43	33	7	3		7	43	33	7	3		7	77.78%	14.29%	7.94%			19.05%		
Office / Clerical	46	17	4	1		4	18	2	4		4	24	18	2	4		4	24	18	2	4		4	76.09%	13.04%	8.70%	2.17%		17.39%		
Skilled Craft	357	335	10	3	2	18	5	5				5	5					5	5					95.24%	2.80%	0.84%	0.56%		5.04%		
Service / Maintenance	161	123	18	3	2	11	15	13	2		2	15	13	2			2	15	13	2		2	2	84.47%	12.12%	1.86%	1.24%		8.07%		
<b>TOTAL</b>	<b>1,567</b>	<b>985</b>	<b>85</b>	<b>22</b>	<b>19</b>	<b>97</b>	<b>368</b>	<b>60</b>	<b>16</b>	<b>8</b>	<b>1</b>	<b>453</b>	<b>368</b>	<b>60</b>	<b>16</b>	<b>8</b>	<b>1</b>	<b>453</b>	<b>368</b>	<b>60</b>	<b>16</b>	<b>8</b>	<b>1</b>	<b>86.34%</b>	<b>9.25%</b>	<b>2.43%</b>	<b>1.72%</b>	<b>0.26%</b>	<b>8.62%</b>		

<b>Grand Total Employees:</b>	<b>Males:</b> 1,114	<b>Females:</b> 453	<b>Total Minorities:</b> 214
	71.09%	28.91%	13.40%
<b>White:</b> 1,353	<b>Black/African American:</b> 145	<b>Hispanic/Latino:</b> 38	<b>Asian:</b> 27
<b>86.34%</b>	<b>9.25%</b>	<b>2.43%</b>	<b>1.72%</b>
			<b>NH OPI:</b> 4
			<b>0.26%</b>
			<b>Disabled:</b> 135
			<b>8.62%</b>

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian A/AN=American Indian and Alaska Native NH OPI=Native Hawaiian or Other Pacific Islander D=Disabled  
 DHR-9 (Rev. Feb. 2012)

## SECTION 3

NUMERICAL GOALS FY 2013  
CENTRAL MANAGEMENT SERVICES

GOALS Region I page 1 of 4

**PROBLEM AREA:** Underutilization of 16 females, 7 Blacks or African Americans and 21 Hispanics or Latinos.  
**GOAL:** To eliminate the underutilization of 16 females, 7 Blacks or African Americans and 21 Hispanics or Latinos 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
<b>OFFICE AND CLERICAL</b>			
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
<b>SKILLED CRAFT WORKERS</b>			
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Black	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Black	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services

1 Hispanic	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Hispanic	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Hispanic	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Hispanic	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Hispanic	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Hispanic	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Hispanic	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services

**SERVICE MAINTENANCE**

1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services

**NUMERICAL GOALS FY 2013**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 2 page 1 of 1**

**PROBLEM AREA:** Underutilization of 1 female.  
**GOAL:** To eliminate the underutilization of 1 female in this region.  
**OBJECTIVES:** As a vacancy occurs, hire or promote in the underutilized category. See below.

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
<b>SKILLED CRAFT WORKERS</b>			

1 Female

EEO Office and Hiring Office

Review of hires/promotions by  
 Shared Services

**NUMERICAL GOAL FY 2013**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 5 page 1 of 1**

**PROBLEM AREA:** Underutilization of 1 female.  
**GOAL:** To eliminate the underutilization of 1 female in this region.  
**OBJECTIVES:** As a vacancy occurs, hire or promote in the underutilized category. See below.

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
<b><u>SKILLED CRAFT WORKERS</u></b>			

1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
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**NUMERICAL GOALS FY 2013**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 7 page 1 of 4**

**PROBLEM AREA:** Underutilization of 37 females, and 1 Black or African American.  
**GOAL:** To eliminate the underutilization of 37 females, and 1 Black or African American in this region.  
**OBJECTIVES:** As vacancies occur, hire and promote in the underutilized categories. See below.

<b>ACTION ITEM HIRE / PROMOTE</b>	<b>ASSIGNMENT OF RESPONSIBILITY</b>	<b>COMPLETION TARGET DATE</b>	<b>MONITORING PROCEDURES</b>
<b><u>PROFESSIONALS</u></b>			
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services

1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Black	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services

**TECHNICIANS**

1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services

**PROTECTIVE SERVICE WORKERS**

1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
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**OFFICE AND CLERICAL**

1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
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**SKILLED CRAFT WORKERS**

1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
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**SERVICE-MAINTENANCE**

1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services

1 Female	EEO Office and Hiring Office	3/31/2013	Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotions by Shared Services

**NUMERICAL GOALS FY 2013**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 8 page 1 of 1**

**PROBLEM AREA:** Underutilization of 2 females.  
**GOAL:** To eliminate the underutilization of 2 females in this region.  
**OBJECTIVES:** As vacancies occur, hire and promote in the underutilized category. See below.

<b>ACTION ITEM HIRE / PROMOTE</b>	<b>ASSIGNMENT OF RESPONSIBILITY</b>	<b>COMPLETION TARGET DATE</b>	<b>MONITORING PROCEDURES</b>
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**SERVICE MAINTENANCE**

1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services

**NUMERICAL GOALS FY2013**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 9 page 1 of 1**

**PROBLEM AREA:** Underutilization of 3 females and 1 Black or African American.  
**GOAL:** To eliminate the underutilization of 3 females and 1 Black or African American 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
<b><u>SKILLED CRAFT WORKERS</u></b>			
1 Female	EEO Office and Hiring Office	12/29/2012	Review of hires/promotions by Shared Services
<b><u>SERVICE MAINTENANCE</u></b>			
1 Female	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotions by Shared Services
1 Black	EEO Office and Hiring Office	12/31/2012	Review of hires/promotions by Shared Services

NUMERICAL GOALS FY 2013  
CENTRAL MANAGEMENT SERVICES

GOALS Region 10, Page 1 of 1

**PROBLEM AREA:** Underutilization of 1 female.

**GOAL:** To eliminate the underutilization of 1 female in this region.

**OBJECTIVES:** As a vacancy occurs, hire in the underutilized category. See below.

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
<b>SKILLED CRAFT WORKER</b>			

1 Female

EEO Office and Hiring Office

12/31/2012

Review of hires/promotion by  
Shared Services

NUMERICAL GOALS FY 2013  
CENTRAL MANAGEMENT SERVICES

GOALS Region 11 page 1 of 1

**PROBLEM AREA:** Underutilization of 6 females.  
**GOAL:** To eliminate the underutilization of 6 females 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
<b>SKILLED CRAFT WORKERS</b>			
1 Female	EEO Office and Hiring Office	12/30/2012	Review of hires/promotion by Shared Services
<b>SERVICE-MAINTENANCE</b>			
1 Female	EEO Office and Hiring Office	12/30/2012	Review of hires/promotion by Shared Services
1 Female	EEO Office and Hiring Office	12/30/2012	Review of hires/promotion by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotion by Shared Services
1 Female	EEO Office and Hiring Office	3/31/2013	Review of hires/promotion by Shared Services
1 Female	EEO Office and Hiring Office	6/30/2013	Review of hires/promotion by Shared Services

## Programmatic Goals FY 2013

**ISSUE 1:** 61% of CMS' 101 underutilizations are females in the Professionals, Skilled Craft, and Service Maintenance job categories.

**GOAL:** To reach overall parity for female employees within CMS.

**OBJECTIVE:** Concentrate on recruitment and outreach to females in regions and job categories where female employees are needed.

**ISSUE 2:** 33 % of CMS' 101 underutilizations are African American and Hispanics in the Professionals, Skilled Craft, and Service Maintenance job categories.

**GOAL:** To reach overall parity for African American and Hispanic employees with CMS.

**OBJECTIVE:** Concentrate on recruitment and outreach to African American and Hispanics in the 3 regions where there are underutilizations.

<u>Action Item</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Monitoring Procedure</u>
1. Attend Job Fairs (Min 4)	CMS EEO/AA Officer and 1 assistant	FY 13	Resume/Sign in sheet.
2. Evaluate Job Candidate Test	CMS Director, Legal, Personnel and Chief Operating Officer	FY 13	Milestones will be monitored by Director & COO.
3. Investigate Testing Barriers	CMS Director, Personnel and EEO/AA Officer	FY 13	Notes outlining details from employment testing site visits.
4. Continue Mobile Testing	CMS Director and Personnel	FY 13	Milestones will be monitored by Director & COO.
5. Host an Interview and Selection Training	Personnel	FY 13	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 or other CMS personnel	FY 13	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 13	Comprehensive Plan
8. Evaluate and assess partnerships with labor representatives to address underutilization.	CMS Director, Labor Relations and EEO/AA Officer	FY 13	Appropriate language will be negotiated with unions for inclusion in Collective Bargaining Agreement.
9. Implement African American and Hispanic Employment Plans	CMS Diversity and Enrichment Program Coordinators, CMS Director and EEO/AA Officer.	FY 13	Committees meet quarterly to monitor implementation.

## SECTION 4

## 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 180 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 complainant.

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 180 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:

**Illinois Department of Human Rights**  
222 S. College Rm. 101 Springfield, Illinois 62704 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 5

## LABOR FORCE ANALYSIS FOR PEOPLE WITH DISABILITIES

Agency: Central Management Services

Fiscal Year 2013

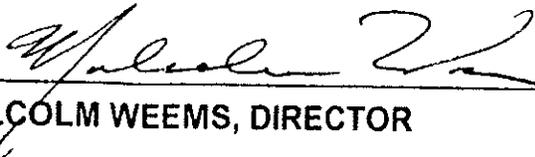
Total Employees	1567
% of Persons with Disabilities in Illinois Labor Force	4.4
Labor Force	69
# of Employees with Disabilities in Agency	135
Underutilization / Parity	0 (Parity)

## 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.



MALCOLM WEEMS, DIRECTOR



DATE



**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)

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Employee's Signature	Date
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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 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 along with current medical documentation to his or her immediate supervisor and give a copy of the form and medical documentation 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. Provided that appropriate medical documentation has been submitted, 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. 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 180 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.



**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).

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Applicant's Signature:	Date:
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**Agency Action**

Interviewing Officer's Determination       Grant       Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

**Final Agency Approval**

Signature:	Date:
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## 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 180 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.

## **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 test scores are 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 protested 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 (TTY).

## **EMERGENCY EVACUATION**

The ADA Coordinator will review the on-line disability surveys each quarter, to what 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 6**

## **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. Regulations for implementing this Title are 29 CFR 31 for all ETA programs except those under 29 CFR 30.

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 designation employer included the government of the United States, corporations wholly owned by the United States, and State or political subdivisions thereof. It also applies to all State enforcement authority for Title VII is the responsibility of the Equal Employment Opportunity Commission (EEOC), ETA is responsible for working with EEOC to ensure compliance in State employment security agencies. 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.

Congress enacted the Americans with Disabilities Act of 1990 (the "ADA") to eliminate discrimination against individuals with disabilities in the area 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 II 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 be 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;

## SECTION 7

# HIRING MONITOR

Name of Agency: \_\_\_\_\_  
 IDHR Region / (Facility): \_\_\_\_\_  
 EEO Job Category: \_\_\_\_\_  
 Title of Job to be filled: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_  
 Position Number: \_\_\_\_\_  
 E-Par Number: \_\_\_\_\_  
 Bid Number: \_\_\_\_\_  
 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 and Alaska Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ Disabled: \_\_\_\_\_

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 and Alaska Native	_____	_____	_____
Native Hawaiian or Other Pacific Islanders	_____	_____	_____
Disabled	_____	_____	_____
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)]

# PROMOTION MONITOR

Name of Agency: \_\_\_\_\_  
 IDHR Region / (Facility): \_\_\_\_\_  
 EEO Job Category: \_\_\_\_\_  
 Title of Job to be filled: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_  
 Position Number: \_\_\_\_\_  
 E-Par Number: \_\_\_\_\_  
 Bid Number: \_\_\_\_\_  
 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 and Alaska Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ Disabled\*: \_\_\_\_\_

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 and Alaska Native	_____	_____	_____
Native Hawaiian or Other Pacific Islanders	_____	_____	_____
Disabled	_____	_____	_____
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)]

**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:					
<input type="checkbox"/> Accept another state position <input type="checkbox"/> Accept a non-state position <input type="checkbox"/> Personal <input type="checkbox"/> Family responsibility					
<input type="checkbox"/> 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