



# *FY-2020 Affirmative Action Plan*

## **CENTRAL MANAGEMENT SERVICES**

October 2019



**Central Management Services**

*Cost Savings*

*Accountability*

*Transparency*





September 3, 2019

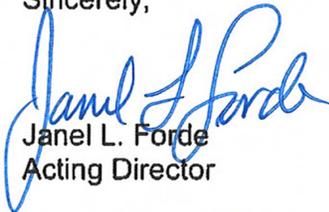
Mr. Chet Pinski  
Department of Human Rights  
James R. Thompson Center  
100 W. Randolph Street, Suite 10-100  
Chicago, Illinois 60601

Dear Mr. Pinski:

The following is the Department of Central Management Services' FY 2020 Affirmative Action Plan.

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

Sincerely,

  
Janel L. Forde  
Acting Director

  
Fred V. Stewart, II  
EEO/AA Officer

## SECTION 1

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

AGENCY: Central Management Services  
MAIN ADDRESS: 715 Stratton Building, Springfield, IL 62706  
TELEPHONE NUMBER: (217) 782-2141  
TTY / NEXTALK: (866) 273-3684  
WEBSITE: <https://www2.illinois.gov/cms/Pages/default.aspx>  
CHIEF EXECUTIVE OFFICER: Acting Director Janel Forde  
EEO/AA OFFICER: Fred V. Stewart, II  
ADA COORDINATOR: Fred V. Stewart, II

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

Janel L Forde  
Chief Executive Officer

9/3/19  
Date

Fred V. Stewart, II  
EEO/AA Officer

9/3/19  
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 the following bases: including but not limited to race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, and unfavorable discharge from military service.
2. The agency will reasonably accommodate pregnant employees as required by the law (PA 98-1050; Illinois Human Rights Act 775 ICLS 5/1 *et seq.*).
3. A commitment to undertaking affirmative action to correct the underutilization of minorities and females in all levels of employment.
4. The agency is committed to implementing sexual harassment and other harassment policies and programs.
5. The agency is committed to undertaking affirmative action to increase the number of persons with disabilities in the agency as a whole.
6. The support and commitment is expected of all executive, managerial, and supervisory staff in implementing the agency affirmative action plan.
7. A statement of non-retaliation against employees who file a complaint should be included.

  
\_\_\_\_\_  
JANEL L. FORDE, ACTING DIRECTOR

9/3/19  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
FRED V. STEWART, II, EEO/AA OFFICER

9/3/19  
\_\_\_\_\_  
DATE

## AGENCY PROFILE

The Department of Central Management Services (CMS) is the operational engine working behind the scenes to enable the State's more than 80 agencies, boards, and commissions to deliver efficient, reliable services to all Illinois citizens. The Agency's mission is to support the State by delivering innovative, responsive, and effective services that provide the best value for Illinois State government and the people it serves.

Among the services CMS provides are human resources facilitation; benefits programs for employees, retirees and local governments; property and facilities management; diversity initiatives for public contracting and State employment; joint purchasing support; vehicle fleet oversight and support; surplus property programs; print and electronic communications services; and administrative hearings coordination.

CMS is engaged in a comprehensive effort to improve the State's hiring and selection system to make it more user-friendly, free of barriers to employment unrelated to job ability. It will be updated and infused with principles of diversity, equity, and inclusion. Simultaneously, we are building substantial databases to fuel CMS's newly-created online Diversity Dashboards so agencies can easily craft data-driven strategies to enrich their workforce diversity and target recruitment efforts. Our personnel hiring improvement project will reduce, if not eliminate, underutilization for all State agencies under the jurisdiction of the Governor.

As of June 30, 2019, the Department's work force consisted of 837 personnel representing all eight Equal Employment Opportunity Commission (EEOC) categories which consist of Officials and Administrators, Professionals, Technicians, Protective Service, Para-Professionals, Administrative Support, Skilled Craft and Service Maintenance workers.

The compiled data represented in CMS' fiscal year 2019 Equal Employment Opportunity/Affirmative Action Plan has determined a total underutilization of 65 affirmative action employees; more specifically CMS employees who are female, Black or African American, Hispanic or Latino, Asian, American Indian or Alaskan Native. The highest concentration of CMS employees are in Regions 7 and 1 respectively. Thus, Regions 1 and 7 suffer from the highest rates of underutilization. Region 1, which consists of Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will counties make up approximately 62% of the underutilization. Region 7, which consists of Cass, Christian, Green, Logan, Macon, Macoupin, Menard, Montgomery, Morgan, Sangamon, Scott and Shelby counties, makes up approximately 24% of the underutilizations. The remaining underutilizations are in Regions 8 and 10.

Underutilizations of Hispanics is particularly high for the Skilled Craft and Service Maintenance categories. Those categories make up 100% of the total Hispanic

underutilizations. Underutilization of females in the Skilled Craft and Service Maintenance categories make up approximately 97% of the total CMS female underutilizations.

To reduce underutilizations and to reach employment parity within CMS, targeted recruitment and outreach to females in the Skilled Craft and Service-Maintenance areas and Hispanics particularly in the Skilled Craft and Service-Maintenance areas. CMS will be actively attending job fairs and community events to further reduce underutilizations of Blacks or African Americans in the Officials and Administrators, Skilled Craft Workers and Service-Maintenance areas, and Asians in the Professionals, Skilled Craft and Service-Maintenance areas. Coordinated efforts between the EEO/AA and the Diversity Enrichment Programs will continue this fiscal year to enhance the cohesiveness of all CMS employment-related programs and initiatives. Several CMS staff will continue to work through the Disabled Hiring Initiative Committee to evaluate barriers to entry to State employment that affect applicants with disabilities. These initiatives are significant to Personnel in general, but also to the EEO/AA Plan.

## **IDENTIFICATION AND DUTIES OF EEO/AA OFFICER**

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

Section 2-105 (B) (4) of the Human Rights Act and Section 2520.780(a) of the Department of Human Rights Rules and Regulations requires that agencies employing 1000 or more employees must have a full time Equal Employment Opportunity (EEO)/Affirmative Action (AA) Officer who is on the administrative staff of the agency's Chief Executive Officer. Agencies with less than 1,000 employees can assign the EEO/AA responsibilities on a part-time basis; however, in agencies with less than 1,000 employees the EEO/AA Officer should have direct access to the agency Director.

In addition, Section 2520.780 (a & b) requires that the Chief Executive Officer of CMS inform the Director of the Department of Human Rights when there is an interim or permanent change in EEO Officer and obtain approval of this individual prior to appointment when the agency has more than 1,000 employees.

The duties of the agency EEO/AA Officer include, but are not limited to those delineated in the Human Rights Act and Department's Rules and Regulations:

1. To develop the agency's affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
4. To serve as liaison between the agency and EEO enforcement authorities;
5. To serve as liaison between the agency, minorities, women and disability organizations;
6. To inform management of developments in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
8. To regularly confer with managers, supervisors and employees assure that the agency's EEO policies are observed;

9. To advise managers and supervisors if employment practices comply with the Act;
10. To report to the Department all internal and external complaints of discrimination against the agency;
11. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
12. At the request of the agency's Chief Executive Officer, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Chief Executive Officer on the progress of actions taken;
13. In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;
14. To immediately notify the Chief Executive Officer and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women, or people with disabilities;
15. If the agency is in noncompliance, as described in Section 2520.795 (c)(2)(3) to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question.

The EEO/AA Officer's duties should also include:

1. Reporting on and/or analyzing layoff reports [2520.770 (f)], reorganization reports [2520.770(g)], hiring and promotion monitors [2520.770(h)], and exit questionnaires [2520.770 (i)];
2. Evaluating tests, employment policies and practices and reporting to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women, and people with disabilities. The agency EEO Officer will also assist in the recruitment of minorities, women and people with disabilities;
3. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation,

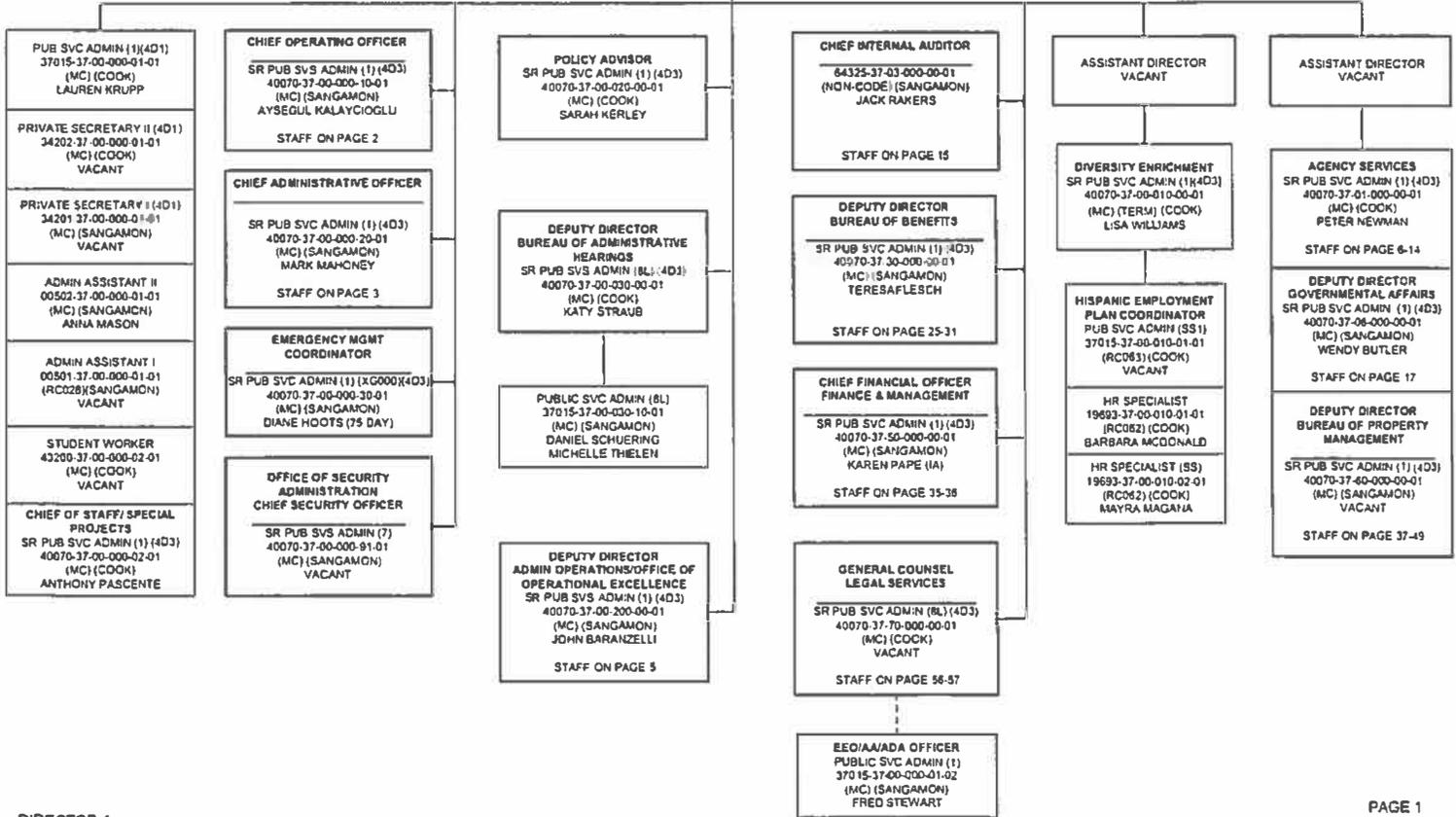
national origin, ancestry, age, order of protection status, marital status, arrest record, military status, unfavorable discharge from military service, citizenship status, and disability.

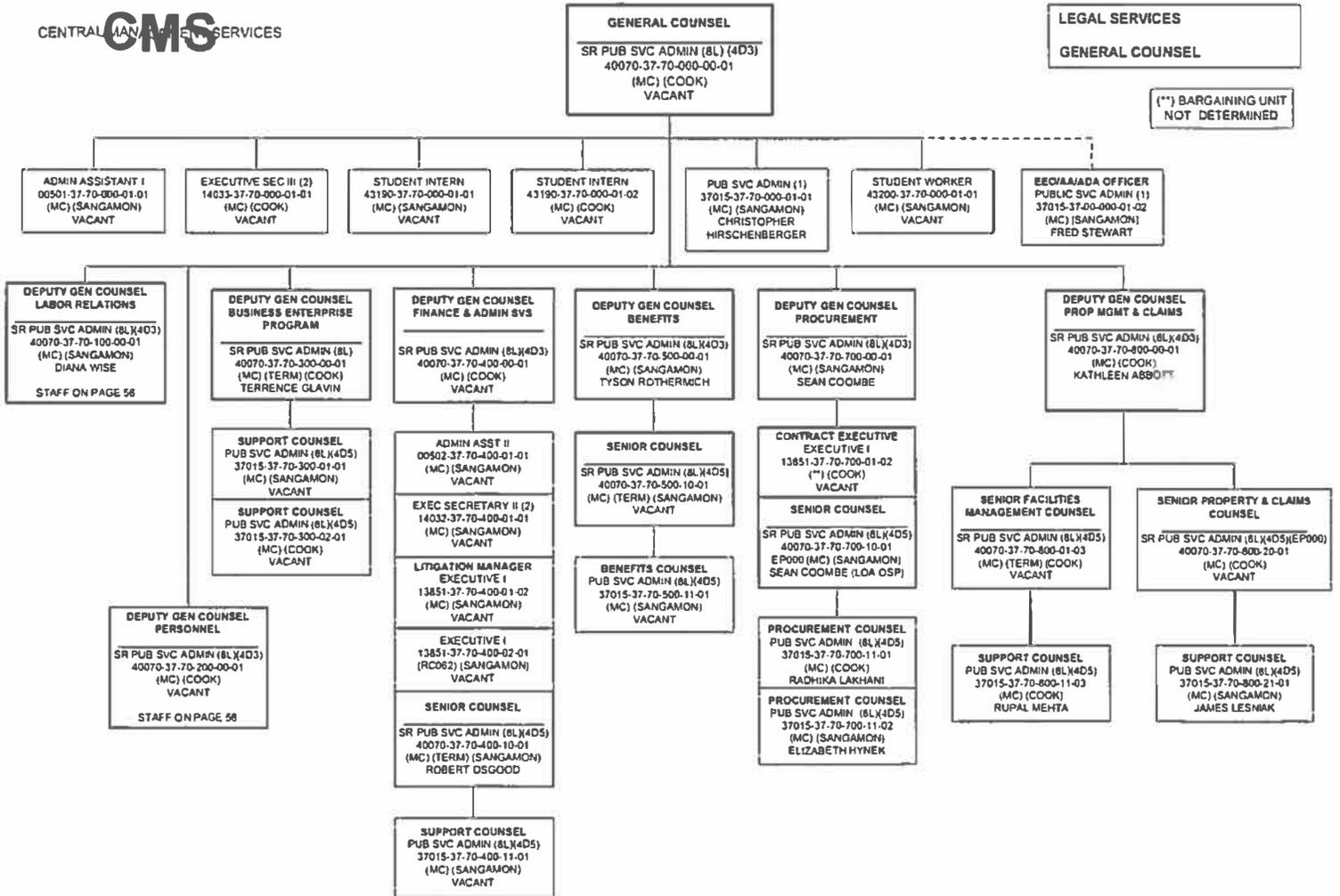


**DIRECTOR  
JANEL L. FORDE  
(ACTING)**

**DIRECTOR'S OFFICE**

NON-CODE





## **METHODS OF DISSEMINATING THE CMS EEO/AA POLICY AND PLAN – FY 2020**

### **POLICY**

- Post policy on bulletin boards or any other conspicuous location used to display important agency notices;
- Display EEO/AA posters in conspicuous locations;
- Inclusion in supervisors' and employees' handbooks;
- Inclusion in brochures and other appropriate publications which discuss the hiring practices of the agency;
- Inclusion in new employee orientation information and other appropriate programs.
- Communications sent to employee/employer associations;
- Communications sent to area minority groups and women's organizations and advocacy groups for persons with disabilities;
- Information included on the agency's website.

### **PLAN**

- To all managerial and supervisory personnel, etc.;
- Notification to all staff that the AAP is available for review or obtained from the EEO Officer
- Illinois State Library; [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.110]
- Available to state and federal regulatory agencies;
- Available to all recruitment sources;
- Agency intranet.

## SECTION 2

## Summary of Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2019, 4th Quarter

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	145	70	62	5	3				5	75	64	5	3	3			2	48.28%	51.72%	86.90%	6.90%	4.14%	2.07%			4.83%
Professionals	157	47	36	7	3	1			4	110	87	16	5	1	1	11	29.94%	70.06%	78.34%	14.65%	5.10%	1.27%	0.64%		9.55%	
Technicians	29	7	7							22	19	3				1	24.14%	75.86%	89.66%	10.34%					3.45%	
Protective Service	12	11	10	1					1	1	1						91.67%	8.33%	91.67%	8.33%					8.33%	
Para-professionals	20	3	3						2	17	12	4	1			2	15.00%	85.00%	75.00%	20.00%	5.00%				20.00%	
Administrative Support	28	16	11	5					4	12	11		1				57.14%	42.86%	78.57%	17.86%	3.57%				14.29%	
Skilled Craft	321	319	299	15	3	1	1		9	2	2						99.38%	0.62%	93.77%	4.67%	0.93%	0.31%	0.31%		2.80%	
Service / Maintenance	125	110	88	19	3				4	15	11	4				1	88.00%	12.00%	79.20%	18.40%	2.40%				4.00%	
<b>TOTAL</b>	<b>837</b>	<b>583</b>	<b>516</b>	<b>52</b>	<b>12</b>	<b>2</b>	<b>1</b>		<b>29</b>	<b>254</b>	<b>207</b>	<b>32</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>17</b>	<b>69.65%</b>	<b>30.35%</b>	<b>86.38%</b>	<b>10.04%</b>	<b>2.63%</b>	<b>0.72%</b>	<b>0.24%</b>		<b>5.50%</b>	

<b>Grand Total Employees:</b>	<b>Males:</b> 583 69.65%	<b>Females:</b> 254 30.35%	<b>Total Minorities:</b> 114 13.62%
<b>White:</b> 723 86.38%	<b>Black/African American:</b> 84 10.04%	<b>Hispanic/Latino:</b> 22 2.63%	<b>Asian:</b> 6 0.72%
			<b>AI/AN:</b> 2 0.24%
			<b>NHOPI:</b>
			<b>PWD:</b> 46 5.50%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)

**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** OFFICIALS / ADMINISTRATORS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES								
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI
New Hires	22	7	6	0	1	0	0	0	0	15	10	5	0	0	0	0	31.82%	68.18%	72.73%	22.73%	4.55%	0.00%	0.00%	0.00%	0.00%
Promotions	2	1	1	0	0	0	0	0	0	1	0	1	0	0	0	0	50.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	38	18	17	1	0	0	0	0	0	20	16	3	1	0	0	0	47.37%	52.63%	86.84%	10.53%	2.63%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** PROFESSIONALS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	25	9	8	1	0	0	0	0	1	16	5	9	2	0	0	0	0	36.00%	64.00%	52.00%	40.00%	8.00%	0.00%	0.00%	0.00%	4.00%
Promotions	13	2	1	0	1	0	0	0	0	11	6	1	3	0	1	0	1	15.38%	84.62%	53.85%	7.69%	30.77%	0.00%	7.69%	0.00%	7.69%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	8	4	2	1	0	1	0	0	0	4	4	0	0	0	0	0	0	50.00%	50.00%	75.00%	12.50%	0.00%	12.50%	0.00%	0.00%	0.00%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** TECHNICIANS

Transaction	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total		W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
	New Hires	6	2	2	0	0	0	0	0	0	4	3	1	0	0	0	0	33.33%	66.67%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** PROTECTIVE SERVICE

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES								
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI
New Hires	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** PARAPROFESSIONALS

Transaction	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total		W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	5	0	0	0	0	0	0	0	0	5	2	2	1	0	0	0	0	0.00%	100.00%	40.00%	40.00%	20.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** ADMINISTRATIVE SUPPORT

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	7	3	2	1	0	0	0	0	0	4	3	0	1	0	0	0	0	42.86%	57.14%	71.43%	14.29%	14.29%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	3	1	1	0	0	0	0	0	0	2	1	1	0	0	0	1	33.33%	66.67%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** SKILLED CRAFT

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES								
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI
New Hires	22	21	18	3	0	0	0	0	0	1	1	0	0	0	0	0	95.45%	4.55%	86.36%	13.64%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	4	4	2	1	1	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	0.00%	0.00%
Separations	22	20	20	0	0	0	0	0	1	2	2	0	0	0	0	0	90.91%	9.09%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.55%
Discharges	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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**Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** SERVICE / MAINTENANCE

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES								
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI
New Hires	10	9	8	1	0	0	0	0	0	1	0	1	0	0	0	0	90.00%	10.00%	80.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	10	10	9	1	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	90.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**Summary of Workforce Transactions Report  
by EEO Category**

**Agency:** Central Management Services

**Reporting Period:** FY19

**EEO Category:** GRAND TOTAL

Transaction	Grand Total		MALES							FEMALES							PERCENTAGES									
	Total		W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	99	52	45	6	1				1	47	25	18	4				52.53%	47.47%	70.71%	24.24%	5.05%					1.01%
Promotions	15	3	2		1					12	6	2	3		1	1	20.00%	80.00%	53.33%	13.33%	26.67%			6.67%		6.67%
Intra-Agency Transfers	1									1	1							100.00%	100.00%							
Suspensions	10	8	6	1	1					2	1	1					80.00%	20.00%	70.00%	20.00%	10.00%					
Separations	83	53	49	3		1			1	30	24	4	2			1	63.86%	36.14%	87.95%	8.43%	2.41%	1.20%			2.41%	
Discharges	1	1			1												100.00%				100.00%					
Lay Off																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Reallocations																										
Downward Reallocations																										

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

## CMS PROMOTABLE CATEGORIES

### Officials/Administrators

Professionals

Technicians

Protective Service

### Professionals

Technicians

Protective Service

Paraprofessionals

Administrative Support

### Technicians

Protective Service

Paraprofessionals

Administrative Support

### Protective Service

Service/Maintenance

### Paraprofessionals

Administrative Support

### Administrative Support

### Skilled Craft

### Service/Maintenance

**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.	579,975	236,070	40.70%	90	36.63	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	22	17	77.27%	10	7.73	Agency Workforce.
				100	35.49	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.	579,975	53,735	9.27%	90	8.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	22	10	45.45%	10	4.55	Agency Workforce.
				100	10.31	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.	579,975	46,855	8.08%	90	7.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	22	7	31.82%	10	3.18	Agency Workforce.
				100	8.36	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.	579,975	36,110	6.23%	100	6.23	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	22	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.98</u>	Availability Percent

AGENCY: Central Management Services  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	579,975	508	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	22	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.07</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.	579,975	190	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	22	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.03</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.	827,810	454,510	54.91%	90	49.41	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	6	50.00%	10	5.00	Agency Workforce.
				<u>100</u>	<u>43.53</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.	827,810	87,754	10.60%	90	9.54	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	8	66.67%	10	6.67	Agency Workforce.
				<u>100</u>	<u>12.97</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.	827,810	55,200	6.67%	100	6.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.33</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.	827,810	87,895	10.62%	100	10.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>8.49</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	827,810	470	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.05</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.	827,810	159	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	12	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	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.	317,550	20,320	6.40%	100	6.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	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: 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.	317,550	25,080	7.90%	100	7.90	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>6.32</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.	317,550	76,295	24.03%	100	24.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>19.22</u>	Availability Percent.

**Availability Percent Worksheet**

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.	317,550	8,079	2.54%	100	2.54	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.04</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	317,550	330	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.08</u>	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.	317,550	39	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.01</u>	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.	1,084,740	443,575	40.89%	100	40.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>32.71</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.	1,084,740	175,780	16.20%	100	16.20	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>12.96</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.	1,084,740	389,105	35.87%	100	35.87	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>28.70</u>	Availability Percent.

**Availability Percent Worksheet**

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.	1,084,740	50,230	4.63%	100	4.63	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.70</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN 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.	1,084,740	1,165	0.11%	100	0.11	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.09</u>	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.	1,084,740	320	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	28	13	8	3	2				3	15	8	3	2	2			1	46.43%	53.57%	57.14%	21.43%	14.29%	7.14%	0.00%
Professionals	22	5		2	3					17	5	8	4			1	22.73%	77.27%	22.73%	45.45%	31.82%	0.00%	0.00%	0.00%	4.55%	
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	3	0								3		3				1	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%
Administrative Support	9	6	1	5					1	3	3							66.67%	33.33%	44.44%	55.56%	0.00%	0.00%	0.00%	0.00%	11.11%
Skilled Craft	127	127	113	11	2	1			7	0								100.00%	0.00%	88.98%	8.66%	1.57%	0.79%	0.00%	0.00%	5.51%
Service / Maintenance	30	26	7	16	3				1	4		4						86.67%	13.33%	23.33%	66.67%	10.00%	0.00%	0.00%	0.00%	3.33%
<b>TOTAL</b>	<b>219</b>	<b>177</b>	<b>129</b>	<b>37</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>42</b>	<b>16</b>	<b>18</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>80.82%</b>	<b>19.18%</b>	<b>66.21%</b>	<b>25.11%</b>	<b>7.31%</b>	<b>1.37%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>6.85%</b>

Grand Total Employees for Region 1:	Males: 177	Females: 42	Total Minorities: 74
	80.82%	19.18%	33.79%
White: 145	B/AA: 55	H/L: 16	Asian: 3
66.21%	25.11%	7.31%	1.37%
			AI/AN: 0
			0.00%
			NHOPI: 0
			0.00%
			PWD: 15
			6.85%

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

## Utilization Analysis

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	28	22	0	0	3	9	127	30
Availability Percent	35.49	43.53	42.57	0.00	0.00	0.00	5.12	32.71
Number Needed for Parity	9	9	0	0	0	0	6	9
Number of Affirmative Action Group Members Already Employed	15	17	0	0	3	3	0	4
Underutilization							6	5

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	28	22	0	0	3	9	127	30
Availability Percent	10.31	12.97	13.33	0.00	0.00	0.00	6.32	12.96
Number Needed for Parity	2	2	0	0	0	0	8	3
Number of Affirmative Action Group Members Already Employed	6	10	0	0	3	5	11	20
Underutilization								

## Utilization Analysis

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	28	22	0	0	3	9	127	30
Availability Percent	8.36	5.33	7.98	0.00	0.00	0.00	19.22	28.70
Number Needed for Parity	2	1	0	0	0	0	24	8
Number of Affirmative Action Group Members Already Employed	4	7	0	0	0	0	2	3
Underutilization							<b>22</b>	<b>5</b>

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

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	28	22	0	0	3	9	127	30
Availability Percent	4.98	8.49	10.82	0.00	0.00	0.00	2.04	3.70
Number Needed for Parity	1	1	0	0	0	0	2	1
Number of Affirmative Action Group Members Already Employed	2	0	0	0	0	0	1	0
Underutilization		<b>1</b>					<b>1</b>	<b>1</b>

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	28	22	0	0	3	9	127	30
Availability Percent	0.07	0.05	0.10	0.00	0.00	0.00	0.08	0.09
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	28	22	0	0	3	9	127	30
Availability Percent	0.03	0.02	0.01	0.00	0.00	0.00	0.01	0.02
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: **2**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	2	2	1		1				0								100.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%
Professionals	1	0							1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0							0								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								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								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	0							1			1					0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	3	3	3						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	1	1	1						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75.00%</b>	<b>25.00%</b>	<b>75.00%</b>	<b>0.00%</b>	<b>25.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 2:</b>	<b>Males:</b>	<b>6</b>	<b>Females:</b>	<b>2</b>	<b>Total Minorities:</b>	<b>2</b>							
		<b>75.00%</b>		<b>25.00%</b>		<b>25.00%</b>							
<b>White:</b>	<b>6</b>	<b>B/AA:</b>	<b>0</b>	<b>H/L:</b>	<b>2</b>	<b>Asian:</b>	<b>0</b>	<b>AI/AN:</b>	<b>0</b>	<b>NHOPI:</b>	<b>0</b>	<b>PWD:</b>	<b>0</b>
	<b>75.00%</b>		<b>0.00%</b>		<b>25.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>

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

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**WOMEN**  
 Region: 3  
 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.	19,885	990	4.98%	100	4.98	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.98</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 3  
 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.	19,885	229	1.15%	100	1.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.92</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 3  
 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.	19,885	1,033	5.19%	100	5.19	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.16</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**ASIAN**  
 Region: 3  
 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.	19,885	84	0.42%	100	0.42	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.34</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN or  
 ALASKAN NATIVE**  
 Region: 3  
 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.	19,885	23	0.12%	100	0.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.09</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	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.	19,885	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	2	1	1						1	1	1						50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	
Skilled Craft	23	23	23						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	8	6	6						2	2							75.00%	25.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL</b>	<b>33</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90.91%</b>	<b>9.09%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3.03%</b>	

Grand Total Employees for Region 3:		Males:	30	Females:	3	Total Minorities:	0
			90.91%		9.09%		0.00%
White:	33	B/AA:	0	H/L:	0	Asian:	0
	100.00%		0.00%		0.00%	AI/AN:	0
						NHOPI:	0
						PWD:	1
							3.03%

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

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	2	23	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.98	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	1	0	2

Underutilization

Agency: Central Management Services  
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	2	23	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.92	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 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	2	23	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	4.16	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	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	2	23	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.34	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 or ALASKAN NATIVE** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	2	23	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.09	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	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	2	23	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

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES											
		Total	W	B/AA	H/L	A	AI / AN	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
		Officials / Administrators	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0								0									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									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									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	5	5	5							0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	1	1	1							0									100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>0.00%</b>																					

<b>Grand Total Employees for Region 4:</b>		<b>Males:</b>	<b>6</b>	<b>Females:</b>	<b>0</b>	<b>Total Minorities:</b>	<b>0</b>
			<b>100.00%</b>		<b>0.00%</b>		<b>0.00%</b>
<b>White:</b>	<b>6</b>	<b>B/AA:</b>	<b>0</b>	<b>H/L:</b>	<b>0</b>	<b>Asian:</b>	<b>0</b>
	<b>100.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>
						<b>AI/AN:</b>	<b>0</b>
							<b>0.00%</b>
						<b>NHOPI:</b>	<b>0</b>
							<b>0.00%</b>
						<b>PWD:</b>	<b>0</b>
							<b>0.00%</b>

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

**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.	26,640	1,319	4.95%	100	4.95	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.96</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.	26,640	750	2.82%	100	2.82	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.25</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.	26,640	771	2.89%	100	2.89	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.32</u>	Availability Percent.

**Availability Percent Worksheet**

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.	26,640	180	0.68%	100	0.68	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.54</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	26,640	8	0.03%	100	0.03	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	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.	26,640	15	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.05</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: 5

EEO Category	Grand Total	MALES										FEMALES								PERCENTAGES							
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD	
							AN	OPI							AN	OPI											
Officials / Administrators	1	1	1						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Para-professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Administrative Support	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Skilled Craft	19	19	19					1	0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.26%		
Service / Maintenance	4	4	4					1	0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%		
<b>TOTAL</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>8.33%</b>								

Grand Total Employees for Region 5:		Males: 24	Females: 0	Total Minorities: 0
		100.00%	0.00%	0.00%
White: 24	B/AA: 0	H/L: 0	Asian: 0	AI/AN: 0
100.00%	0.00%	0.00%	0.00%	0.00%
			NHOP: 0	PWD: 2
			0.00%	8.33%

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

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	0	19	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.96	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	0	19	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.25	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	0	19	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.32	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	0	19	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.54	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	0	19	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	0	0	0	0	0	19	4
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.05	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: **6**

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

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

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

**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.	28,960	11,365	39.24%	90	35.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	172	113	65.70%	10	6.57	Agency Workforce.
				<u>100</u>	<u>33.51</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.	28,960	844	2.91%	90	2.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	172	17	9.88%	10	0.99	Agency Workforce.
				<u>100</u>	<u>2.89</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.	28,960	389	1.34%	90	1.21	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	172	2	1.16%	10	0.12	Agency Workforce.
				<u>100</u>	<u>1.06</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.	28,960	320	1.10%	90	0.99	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	172	2	1.16%	10	0.12	Agency Workforce.
				<u>100</u>	<u>0.89</u>	Availability Percent.

AGENCY: [Central Management Services](#)  
 Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	28,960	44	0.15%	90	0.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	172	1	0.58%	10	0.06	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.	28,960	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	172	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: 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.	43,165	24,855	57.58%	90	51.82	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	71	43	60.56%	10	6.06	Agency Workforce.
				-----	-----	Availability Percent.
				100	46.30	

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.	43,165	1,885	4.37%	90	3.93	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	71	5	7.04%	10	0.70	Agency Workforce.
				-----	-----	Availability Percent.
				100	3.71	

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.	43,165	438	1.01%	90	0.91	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	71	1	1.41%	10	0.14	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.84	

**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.	43,165	1,305	3.02%	100	3.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	71	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.42</u>	Availability Percent.

AGENCY: [Central Management Services](#)  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	43,165	58	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	71	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.11</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.	43,165	30	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	71	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.06</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.	8,610	5,715	66.38%	90	59.74	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	21	50.00%	10	5.00	Agency Workforce.
				-----	-----	
				100	51.79	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.	8,610	265	3.08%	90	2.77	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	42	2	4.76%	10	0.48	Agency Workforce.
				-----	-----	
				100	2.60	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.	8,610	34	0.39%	90	0.36	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	1	2.38%	10	0.24	Agency Workforce.
				-----	-----	
				100	0.47	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.	8,610	160	1.86%	100	1.86	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.49</u>	Availability Percent.

AGENCY: **Central Management Services**  
 Category: Technicians

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	8,610	35	0.41%	100	0.41	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	42	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.33</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.	8,610	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	42	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.	5,489	926	16.87%	90	15.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	7	14.89%	10	1.49	Agency Workforce.
				<u>100</u>	<u>13.34</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.	5,489	335	6.10%	90	5.49	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	2	4.26%	10	0.43	Agency Workforce.
				<u>100</u>	<u>4.73</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.	5,489	34	0.62%	100	0.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.50</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.	5,489	35	0.64%	100	0.64	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.51	

AGENCY: **Central Management Services**  
 Category: Protective Service Workers

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	5,489	4	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.06	

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.	5,489	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	47	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				0	0.00	

**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.	14	6	42.86%	10	4.29	Agency Workforce.
				<u>100</u>	<u>44.70</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%	100	15.06	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	14	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>12.05</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%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	14	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:  
**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.	14	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	0.00	Availability Percent.
				0		

AGENCY: **Central Management Services**  
 Category: Paraprofessionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	14	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	0.00	Availability Percent.
				0		

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.	14	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	0.00	Availability Percent.
				0		

**Availability Percent Worksheet**

AGENCY: **Central Management Services**  
 Category: Administrative Support

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.	68,310	46,865	68.61%	100	68.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>54.89</u>	Availability Percent.

AGENCY: **Central Management Services**  
 Category: Administrative Support

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.	68,310	4,299	6.29%	100	6.29	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.03</u>	Availability Percent.

AGENCY: **Central Management Services**  
 Category: Administrative Support

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.	68,310	956	1.40%	100	1.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.12</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: **Central Management Services**  
 Category: Administrative Support

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.	68,310	334	0.49%	100	0.49	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.39	

AGENCY: **Central Management Services**  
 Category: Administrative Support

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	68,310	65	0.10%	100	0.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.08	

AGENCY: **Central Management Services**  
 Category: Administrative Support

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.	68,310	14	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.02	

**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.	21,570	1,148	5.32%	100	5.32	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.26</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.	21,570	898	4.16%	100	4.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.33</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.	21,570	492	2.28%	100	2.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.82</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.	21,570	60	0.28%	100	0.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.22</u>	Availability Percent.

AGENCY: **Central Management Services**  
 Category: **Skilled Craft Workers**

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	21,570	75	0.35%	100	0.35	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.28</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.	21,570	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<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.	72,070	31,655	43.92%	100	43.92	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>35.14</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.	72,070	6,635	9.21%	100	9.21	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>7.37</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.	72,070	1,953	2.71%	100	2.71	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.17</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.	72,070	430	0.60%	100	0.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.48</u>	Availability Percent.

AGENCY: **Central Management Services**  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	72,070	42	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.05</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.	72,070	15	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: **7**

EEO Category	Grand Total	MALES										FEMALES							PERCENTAGES							
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD
Officials / Administrators	111	52	50	2				2	59	55	2	1	1			1	46.85%	53.15%	94.59%	3.60%	0.90%	0.90%	0.00%	0.00%	2.70%	
Professionals	132	42	36	5		1		4	90	79	8	1	1	1		10	31.82%	68.18%	87.12%	9.85%	0.76%	1.52%	0.76%	0.00%	10.61%	
Technicians	29	7	7						22	19	3					1	24.14%	75.86%	89.66%	10.34%	0.00%	0.00%	0.00%	0.00%	3.45%	
Protective Service	11	10	9	1				1	1	1							90.91%	9.09%	90.91%	9.09%	0.00%	0.00%	0.00%	0.00%	9.09%	
Para-professionals	17	3	3					2	14	12	1	1				1	17.65%	82.35%	88.24%	5.88%	5.88%	0.00%	0.00%	0.00%	17.65%	
Administrative Support	14	8	8					1	6	6							57.14%	42.86%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.14%	
Skilled Craft	59	58	54	4					1	1							98.31%	1.69%	93.22%	6.78%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	47	40	38	2				1	7	7							85.11%	14.89%	95.74%	4.26%	0.00%	0.00%	0.00%	0.00%	2.13%	
<b>TOTAL</b>	<b>420</b>	<b>220</b>	<b>205</b>	<b>14</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>200</b>	<b>180</b>	<b>14</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>13</b>	<b>52.38%</b>	<b>47.62%</b>	<b>91.67%</b>	<b>6.67%</b>	<b>0.71%</b>	<b>0.71%</b>	<b>0.24%</b>	<b>0.00%</b>	<b>5.71%</b>	

Grand Total Employees for Region 7:	Males: 220 52.38%	Females: 200 47.62%	Total Minorities: 35 8.33%
White: 385 91.67%	B/AA: 28 6.67%	H/L: 3 0.71%	Asian: 3 0.71%
			AI/AN: 1 0.24%
			NHOPI: 0 0.00%
			PWD: 24 5.71%

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

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	132	29	11	17	14	59	47
Availability Percent	33.51	46.30	51.79	13.34	44.70	54.89	4.26	35.14
Number Needed for Parity	37	61	15	1	7	7	2	16
Number of Affirmative Action Group Members Already Employed	59	90	22	1	14	6	1	7
Underutilization						<b>1</b>	<b>1</b>	<b>9</b>

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	132	29	11	17	14	59	47
Availability Percent	2.89	3.71	2.60	4.73	12.05	5.03	3.33	7.37
Number Needed for Parity	3	4	0	0	2	0	1	3
Number of Affirmative Action Group Members Already Employed	4	13	3	1	1	0	4	2
Underutilization					<b>1</b>			<b>1</b>

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	132	29	11	17	14	59	47
Availability Percent	1.06	0.84	0.47	0.50	0.00	1.12	1.82	2.17
Number Needed for Parity	1	1	0	0	0	0	1	1
Number of Affirmative Action Group Members Already Employed	1	1	0	0	1	0	0	0
Underutilization							<b>1</b>	<b>1</b>

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	132	29	11	17	14	59	47
Availability Percent	0.89	2.42	1.49	0.51	0.00	0.39	0.22	0.48
Number Needed for Parity	0	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	2	0	0	0	0	0	0
Underutilization		<b>1</b>						

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	132	29	11	17	14	59	47
Availability Percent	0.16	0.11	0.33	0.06	0.00	0.08	0.28	0.05
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	111	132	29	11	17	14	59	47
Availability Percent	0.00	0.06	0.00	0.00	0.00	0.02	0.00	0.02
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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.	26,570	1,134	4.27%	100	4.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.41</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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.	26,570	1,155	4.35%	100	4.35	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.48</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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.	26,570	619	2.33%	100	2.33	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.86</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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.	26,570	90	0.34%	100	0.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.27</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	26,570	35	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.11</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	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.	26,570	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

**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.	84,580	37,275	44.07%	100	44.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>35.26</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.	84,580	11,285	13.34%	100	13.34	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>10.67</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.	84,580	2,604	3.08%	100	3.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.46</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.	84,580	948	1.12%	100	1.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.90</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	84,580	119	0.14%	100	0.14	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.11</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.	84,580	10	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.01</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: 8

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	2	1	1							1	1							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	2	1	1							1	1							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
Skilled Craft	35	34	34							1	1							97.14%	2.86%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.86%
Service / Maintenance	13	11	10	1						1	2							84.62%	15.38%	92.31%	7.69%	0.00%	0.00%	0.00%	0.00%	15.38%
<b>TOTAL</b>	<b>52</b>	<b>47</b>	<b>46</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90.38%</b>	<b>9.62%</b>	<b>98.08%</b>	<b>1.92%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>7.69%</b>

<b>Grand Total Employees for Region 8:</b>		<b>Males:</b>	<b>47</b>	<b>Females:</b>	<b>5</b>	<b>Total Minorities:</b>	<b>1</b>
			<b>90.38%</b>		<b>9.62%</b>		<b>1.92%</b>
<b>White:</b>	<b>51</b>	<b>B/AA:</b>	<b>1</b>	<b>H/L:</b>	<b>0</b>	<b>Asian:</b>	<b>0</b>
	<b>98.08%</b>		<b>1.92%</b>		<b>0.00%</b>		<b>0.00%</b>
						<b>AI/AN:</b>	<b>0</b>
							<b>0.00%</b>
						<b>NHOPI:</b>	<b>0</b>
							<b>0.00%</b>
						<b>PWD:</b>	<b>4</b>
							<b>7.69%</b>

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

## Utilization Analysis

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	2	35	13
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.41	35.26
Number Needed for Parity	0	0	0	0	0	0	1	4
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	1	1	2
Underutilization								<b>2</b>

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	2	35	13
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.48	10.67
Number Needed for Parity	0	0	0	0	0	0	1	1
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	1
Underutilization							<b>1</b>	

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	2	35	13
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.86	2.46
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	2	35	13
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.90
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	2	35	13
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.11	0.11
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	2	0	0	0	0	2	35	13
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**Availability Percent Worksheet**

AGENCY: Central Masnagement 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.	11,385	555	4.87%	100	4.87	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.90</u>	Availability Percent.

AGENCY: Central Masnagement 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.	11,385	59	0.52%	100	0.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.41</u>	Availability Percent.

AGENCY: Central Masnagement 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.	11,385	287	2.52%	100	2.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.02</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Masnagement 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.	11,385	29	0.25%	100	0.25	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.20</u>	Availability Percent.

AGENCY: Central Masnagement Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	11,385	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Central Masnagement 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.	11,385	10	0.09%	100	0.09	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.07</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: 9

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	13	13	12		1				0								100.00%	0.00%	92.31%	0.00%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	6	6	6						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	<b>94.74%</b>	<b>0.00%</b>	<b>5.26%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>										

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

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

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	13	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.90	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	13	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.41	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	13	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	2.02	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	13	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	13	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

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	0	0	0	0	0	13	6
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.07	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

**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.	14,245	685	4.81%	100	4.81	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.85</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.	14,245	311	2.18%	100	2.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.75</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1C  
 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.	14,245	223	1.57%	100	1.57	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.25</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

Affirmative Action Group:  
**ASIAN**  
 Region: 1C  
 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.	14,245	54	0.38%	100	0.38	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.30	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	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.	14,245	8	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

AGENCY: Central Management Services  
 Category: Skilled Craft Workers

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

FACTORS	A	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.	14,245	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

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.	49,290	21,720	44.07%	100	44.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>35.25</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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.	49,290	2,945	5.97%	100	5.97	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.78</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1C  
 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.	49,290	1,463	2.97%	100	2.97	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>2.37</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**ASIAN**  
 Region: 1C  
 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.	49,290	303	0.61%	100	0.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.49</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN 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.	49,290	78	0.16%	100	0.16	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.13</u>	Availability Percent.

AGENCY: Central Management Services  
 Category: Service-Maintenance

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.	49,290	39	0.08%	100	0.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.06</u>	Availability Percent.

## Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY 2020

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	31	31	30				1			0								100.00%	0.00%	96.77%	0.00%	0.00%	0.00%	3.23%	0.00%	0.00%
Service / Maintenance	14	14	14							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>	<b>48</b>	<b>47</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97.92%</b>	<b>2.08%</b>	<b>97.92%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>2.08%</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 10:</b>	<b>Males: 47</b>	<b>Females: 1</b>	<b>Total Minorities: 1</b>
	<b>97.92%</b>	<b>2.08%</b>	<b>2.08%</b>
<b>White: 47</b>	<b>B/AA: 0</b>	<b>H/L: 0</b>	<b>Asian: 0</b>
<b>97.92%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
			<b>AI/AN: 1</b>
			<b>2.08%</b>
			<b>NHOPI: 0</b>
			<b>0.00%</b>
			<b>PWD: 0</b>
			<b>0.00%</b>

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

## Utilization Analysis

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	1	0	1	0	0	31	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.85	35.25
Number Needed for Parity	0	0	0	0	0	0	1	4
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0
Underutilization							1	4

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	1	0	1	0	0	31	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.75	4.78
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

## Utilization Analysis

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

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	1	0	1	0	0	31	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.25	2.37
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Central Management Services  
 Affirmative Action Group: ASIAN

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	1	0	1	0	0	31	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.49
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	1	0	1	0	0	31	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.04	0.13
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	1	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	1	1	0	1	0	0	31	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# Underutilization Summary by Region

Name of Agency: Central Management Services

Fiscal Year: 19

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

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1													6		22	1			5		5	1		
2																								
3																								
4																								
5																								
6																								
7		1					1						1		1				9	1	1			
8														1					2					
9																								
10													1						4					
<b>Total</b>	0	1	0	0	0	0	1	0	0	0	0	0	8	1	23	1	0	0	20	1	6	1	0	0

Total underutilization for Women: 29      Total underutilization for Black or African American: 3      Total underutilization for Hispanic or Latino: 29

Total underutilization for Asian: 4      Total underutilization for American Indian or Alaskan Native: 0      Total underutilization for Native Hawaiian or Other Pacific Islander: 0

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

W= Women    B/AA = Black or African American    H/L = Hispanic or Latino    A = Asian    AI/AN = American Indian or Alaskan Native    NHOPI= Native Hawaiian or Other Pacific Islander  
 DHR 11-AAP (Rev. Feb. 2016)

## SECTION 3

## Programmatic Goals FY 2020

**ISSUE 1:** 43.3 % of CMS' 67 underutilizations are Hispanics in the Skilled Craft Workers and Service-Maintenance job categories.

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

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

**ISSUE 2:** 44.8 % of CMS' 67 underutilizations are females in the Skilled Craft and Service Maintenance job categories.

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

**OBJECTIVE:** Concentrate on recruitment and outreach to females in the 5 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 CMS Diversity Enrichment Program (DEP)	FY 20	Resume/Sign in sheet
2. Redesign State's application and hiring procedures through comprehensive personnel hiring reform	CMS EEO/AA Officer CAO, Personnel, D&I	FY 20	Milestones will be monitored by Director & CMS Leadership
3. Evaluate Job Candidate Test	CMS Director, Chief Administrative Officer (CAO) Personnel, Diversity and Inclusion (D&I)	FY 20	Milestones will be monitored by Director & CMS Leadership.
4. Investigate Testing Barriers	CMS Director, CAO Personnel, D&I, EEO/AA Officer	FY 20	Notes outlining details from employment testing site visits & the employment plan councils.
5. Insure minority interviewers are on interview panels	CMS Director, CAO Personnel, D&I, EEO/AA Officer	FY 20	Milestones will be monitored by Director & CMS Leadership

6. Host an Interview and Selection Training and Refresher course	CMS DEP	FY 20	Post to CMS Bulletin and CMS intranet. Record class attendance.
7. Speak to diverse Organizations/Groups regarding State employment. (Minimum 3)	CMS EEO/AA Officer, CMS DEP	FY 20	Post updates on CMS Bulletin. Collect a sign-in sheet for interested individuals.
8. 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, Personnel, D&I,	FY 20	Comprehensive Plan
9. Implement African American, Asian American and Hispanic Employment Plans.	CMS Diversity and Enrichment Program Coordinators, CMS Director and EEO/AA Officer.	FY 20	Committees meet quarterly to monitor implementation.
10. Visit and recruit from junior colleges/technical schools for underutilized job categories.	EEO/AA Officer and CMS DEP	FY 20	Memos and updates on progress to Assistant Director and COO.

**NUMERICAL GOALS FY 2020**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 1 page 1 of 4**

**PROBLEM AREA:** Underutilization of 11 females, 27 Hispanics or Latinos and 3 Asians.  
**GOAL:** To eliminate the underutilization of 11 females, 27 Hispanics or Latinos and 3 Asians in the 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 Asian	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
<b><u>SKILLED/CRAFT WORKERS</u></b>			
1 Female	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel

1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel

1 Hispanic	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Asian	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel

**SERVICE-MAINTENANCE**

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

1 Female	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	12/31/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	6/30/2020	Review of hires/promotions by Personnel
1 Asian	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel

**NUMERICAL GOALS FY 2020**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 7 page 1 of 2**

**PROBLEM AREA:** Underutilization of 11 females, 3 Blacks or African Americans, 3 Hispanics or Latinos and 1 Asian.  
**GOAL:** To eliminate the underutilization of 11 females, 3 Blacks, 3 Hispanics or Latinos and 1 Asian 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 Asian	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
<b><u>PARAPROFESSIONALS</u></b>			
1 Black	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
<b><u>ADMINISTRATIVE SUPPORT</u></b>			
1 Female	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
<b><u>SKILLED CRAFT WORKERS</u></b>			
1 Female	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Hispanic	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
<b><u>SERVICE-MAINTENANCE</u></b>			
1 Female	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel

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

**NUMERICAL GOALS FY 2020**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 8 page 1 of 1**

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

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

**NUMERICAL GOALS FY 2020**  
**CENTRAL MANAGEMENT SERVICES**

**GOALS Region 10, Page 1 of 1**

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

ACTION ITEM HIRE / PROMOTE	ASSIGNMENT OF RESPONSIBILITY	COMPLETION TARGET DATE	MONITORING PROCEDURES
<b><u>SKILLED CRAFT</u></b>			
1 Female	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
<b><u>SERVICE/MAINTENANCE</u></b>			
1 Female	EEO Office and Hiring Office	9/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	12/30/2019	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel
1 Female	EEO Office and Hiring Office	3/31/2020	Review of hires/promotions by Personnel

## 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 or disability condition 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 with an investigative agency, such as the Illinois Human Rights Department (within 300 days), U.S. Equal Employment Opportunity Commission (300 days) or similar agencies. Nor does the filing of the CMS internal complaint form alter the filing time limitations of those agencies.

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

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**Relief Requested**

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Note: You have 300 days from the date of the alleged act(s) of discrimination to file charges with the Illinois Department of Human Rights and 300 days to file charges with the Equal Employment Opportunities Commission (EEOC). You have the right to file charges with either entity or both:  
**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:** JCK Federal Building, 230 S. Dearborn St., Suite 1866 (Enforcement, State & Local Hearings, Suite 2920 (Legal & ADR), Chicago, Illinois 60604

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date of Complaint

## SECTION 5

## REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of the Department of Central Management Services (CMS) to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. CMS recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of CMS to provide a reasonable accommodation to qualified applicants and employees with disabilities, when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

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.



Janel L. Forde, Acting Director

9/3/19  
DATE

## **EMPLOYMENT OF PERSONS WITH DISABILITIES**

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

The following information appears on the CMS 100 application:

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

The following information is posted in all testing facilities:

## **SPECIAL NOTICE FOR PERSONS WITH DISABILITIES**

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

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

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

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

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

## Labor Force Analysis for People with Disabilities

Agency: Central Management Services

Fiscal Year: 2020

Total Employees: 837

Percent of People with  
Disabilities in Illinois Labor  
Force: 4.94%

Labor Force Number: 41

Number of Employees with  
Disabilities in Agency: 46

Underutilization or Parity: P



**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 \_\_\_\_\_

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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 \_\_\_\_\_

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**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 _____
Chief Executive Officer's Final Action (CEO's initials _____)	Grant	Deny	Date _____
			Return for _____
			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 to his or her immediate supervisor and give a copy of the form and medical documentation, if requested, to the agency EEO Officer/ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. 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/AA and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the 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.
6. 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.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the 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 and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. 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.
9. 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.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.

11. The EEO/AA Officer and/or the 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 300 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any appropriate government agency pursuant to their time frame.

## State of Illinois – Disability Hiring Survey

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Date: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

The purposes of this survey are to collect affirmative action statistics and to identify emergency evacuation needs. Any information provided will be accorded confidentiality and will be used in compliance with state and federal Equal Opportunity Non-Discrimination laws. Information submitted in relation to emergency evacuation needs will be shared with safety personnel.

### I. Do you have a disability as defined below?

- Yes  
 No

### II. If yes, identify which disability you have. Indicate as many as three.

1.  Are you blind or do you have serious difficulty seeing even when wearing glasses?
2.  Are you deaf or do you have serious difficulty hearing?
3.  Do you have serious difficulty walking or climbing stairs?
4.  Do you have difficulty dressing or bathing?
5.  Due to a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering or making decisions?
6.  Due to a physical, mental, or emotional condition, do you have difficulty doing errands such as visiting a doctor's office or shopping?
7.  Other (Examples: Epilepsy, Heart Condition, Mental Illness, Multiple Sclerosis, Muscular Dystrophy)?  
If "Other" Please Indicate: \_\_\_\_\_

### III. Do you need assistance in the event of an emergency evacuation because of your disability?

- Yes  
 No

Suggested Assistance: \_\_\_\_\_

Other Concerns: \_\_\_\_\_  
(Visual, Auditory,  
Mobility, etc.)

Work County: \_\_\_\_\_

Work Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge receipt of the Disability Survey and elect not to participate.

Employee Signature: \_\_\_\_\_

## 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

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 includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

#### **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.

#### **PREGNANCY DISCRIMINATION ACT**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

#### **CIVIL RIGHTS ACT OF 1991**

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

## **AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967**

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

## **REHABILITATION ACT OF 1973**

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

## **EQUAL PAY ACT OF 1963**

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

## **AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008**

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, 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 individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issued regulations under this Act.

## **FAMILY MEDICAL LEAVE ACT of 1993**

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. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

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

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

## **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

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

## **GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

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

### **STATE:**

## **ILLINOIS EQUAL PAY ACT of 2003**

The Illinois Equal Pay Act prohibits employers from discriminating on the basis of sex by paying employees different wages for doing substantially similar work on jobs the performance of which requires substantially similar skill, effort, and responsibility, and which are performed under similar working conditions. This Act further prohibits employers from paying African-American employees different wages for performing substantially similar work than non-African-American employees. The Illinois Department of Labor enforces this Act.

## **ILLINOIS EQUAL PAY ACT of 2003 AMENDMENTS**

On July 31, 2019, Public Act 101-0177, which amends the Illinois Equal Pay Act of 2003, was signed into law. The amendments make it unlawful for an employer to base employment decisions on salary history, including as a condition of applying, interviewing, receiving an offer, or otherwise being considered for employment. Employers are also prohibited from considering voluntarily disclosed salary history.

## **ILLINOIS HUMAN RIGHTS ACT OF 1980**

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

## **ILLINOIS RELIGIOUS FREEDOM PROTECTION AND CIVIL UNION ACT**

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

## **Illinois Service Member Employment and Reemployment Rights Act (ISERRA)**

ISERRA prohibits an employer from discriminating against a service member or interfering with military service, including providing for prompt reemployment and protections for service members. Service members have a private right of action and the Illinois Attorney General's Office is authorized to investigate allegations of ISERRA violations, resolve complaints, and litigate in circuit court.

## **Victim's Economic Security and Safety Act (VESSA)**

The Victim's Economic Security and Safety Act (VESSA) prohibits employers from discriminating against employees who are victims of domestic, sexual or general violence or employees who have family members who are victims of domestic, sexual or gender violence.

## **Workplace Transparency Act**

The Workplace Transparency Act amends the Illinois Human Rights Act, the Victims Economic Security and Safety Act, the Illinois Equal Pay Act and the Hotel and Casino Employee Safety Act. In addition to modifying definitions, the Act prohibits harassment, including sexual harassment, by an employer against non-employees including contractors, consultants and any person directly performing services for the employer pursuant to a contract.

## SECTION 7

# HIRING MONITOR

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

1. Is the EEO category underutilized?  If yes, indicate number for each group:  
 Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
 Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities: \_\_\_\_\_

2. Indicate: Race of person selected:   
 Sex:  Veteran:  Disability:

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

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

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

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

6. Was the position posted?

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

1. Is the EEO category underutilized?  If yes, indicate number for each group:  
 Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
 Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities\* \_\_\_\_\_

2. Indicate the race and sex of person promoted:

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

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

4. Did it change the employee's EEO Job Category?   
 If yes, from what EEO job Category?

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?

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:  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





**Illinois Department of Central Management Services**