



FY2021 Affirmative Action Plan

CENTRAL MANAGEMENT SERVICES

Embracing a Culture of Diversity,
Inclusion, Equity, and Respect.



TABLE OF CONTENTS

INTRODUCTION

SECTION ONE-AGENCY PROFILE

EEO/AA Certification Form – Director/EEOAA Officer
EEO/AA Policy Statement of the Director
Agency Mission Statement/Profile
Identification and Duties of Agency EEO/AA Officer
Organizational Charts
Methods of Disseminating the Agency AA Policy/Plan

SECTION TWO–WORKFORCE AND AVAILABILITY ANALYSIS

Internal Workforce Analysis

Summary of Workforce Analysis (DHR-9)
Summary of Workforce Transaction (DHR-10)

Final Availability Analysis

Availability Percent Worksheet (DHR-5 AAP)
Utilization Analysis (DHR-8 AAP)
Underutilization Summary by Regions (DHR-11)
CMS Promotable Chart
Department of Human Rights State Regional Map/Counties

SECTION THREE–AGENCY GOALS

Program Goals
Numerical Goals

SECTION FOUR–DISCRIMINATION COMPLAINT PROCESS

Employment Discrimination Complaint Process
Internal EEO Complaint Form

TABLE OF CONTENTS

SECTION FIVE–DISABILITY PROGRAM

Labor Force Analysis (DHR-34 AAP)
Numerical Goals
Reasonable Accommodation Policy
Reasonable Accommodation Request Form for Employees
Reasonable Accommodation Request Form for Applicants
Physical and Procedural Barriers

SECTION SIX–APPLICABLE LAWS

Federal Laws
State Laws

SECTION SEVEN–FORMS

Hiring Monitor (DHR-19)
Promotion Monitor (DHR-20)
Exit Questionnaire (DHR-30)

INTRODUCTION

The Illinois Human Rights Act authorizes the Department of Human Rights to issue guidelines for the development and implementation of affirmative action plans by state executive agencies and to approve such plans. These guidelines apply to the state executive departments, boards and commissions of Illinois State government.

An Affirmative Action Plan is a detailed, results-oriented, set of procedures arising from an in-depth review of all aspects of the agency's employment process, which may impact equal employment opportunities for minorities, women and people with disabilities. Each fiscal year, state executive agency's affirmative action plans must adhere to the format, content, and procedures outlined by the Department of Human Rights.

The Illinois Department of Central Management Services remains committed to achieving and maintaining compliance with the Illinois Department of Human Rights Affirmative Action performance profiles. The Equal Employment Opportunity Officer and management staff will continue to work together to pursue the goals and objectives of the FY21 Affirmative Action Plan and address underutilization, as it is our highest priority.

Herein is the approved Affirmative Action Plan for the Illinois Department of Central Management Services.

For additional information, please contact:

Ayesha Patel
Interim EEO Officer/ADA Coordinator
401 S. Spring Street, Room 720
217-524-7518 (Office)
217-494-6179 (Cell)
ayasha.patel@illinois.gov

SECTION ONE AGENCY PROFILE

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

NAME OF AGENCY: Illinois Department of Central Management Services
ADDRESS: 715 Stratton Office Building, Springfield, Illinois 62706
TELEPHONE NUMBER: (217) 782-2141
TTY/NEXTALK: (866) 273-3684
WEBSITE: www.cms.illinois.gov
AGENCY DIRECTOR: Janel L. Forde
EEO/AA OFFICER (Interim): Ayesha Patel

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

	<u>9-30-20</u>
JANEL L. FORDE, Director	DATE
	<u>9/1/2020</u>
AYESHA PATEL, Interim EEO Officer	DATE



EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

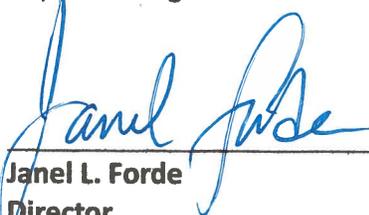
The Department of Central Management Services (CMS) is strongly committed to equal employment opportunity (EEO) and affirmative action. CMS embraces a culture of diversity, inclusion, equity and respect. Our EEO policy applies to all aspects of employment, including, but not limited to: recruitment, selection, promotion, placement, demotion, transfer, training, compensation, benefits, reduction in force, and termination.

In accordance with EEO laws at the federal, state and local levels, CMS considers applicants for employment regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, age, marital status, genetic information, military status, unfavorable discharge from military service, order of protection status, pregnancy, arrest record, disability, or any other basis declared to be unlawful discrimination.

In addition, CMS affirms its commitment to:

- Reasonably accommodate pregnant employees as required by law as well as mindful consideration of reasonable accommodations for other employees as requested;
- Take affirmative action to correct the underutilization of minorities and females in all levels of employment;
- Implement policies and programs designed to prevent sexual harassment;
- Take affirmative action to increase the number of persons with disabilities in CMS as a whole; and,
- Ensure non-retaliation against employees who file a complaint.

I fully support and endorse CMS' Affirmative Action Plan (Plan), and expect all executive, managerial, and supervisory staff to demonstrate equal support and commitment in implementing the Plan.



Janel L. Forde
Director

AGENCY PROFILE

Mission and Purpose

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 citizens. CMS' mission is to promote and instill a culture of quality, continuous improvement and respect for people, and meet or exceed all service and support goals for Illinois executive agencies. CMS aims to provide top-quality programs, services, guidance, and support to all Illinois executive agencies and customers, incorporating modern best practices, ease of access, and the highest service value possible.

CMS Bureaus

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 carries out its mission through the management of the following offices and programs:

Administrative Operations

Administrative Operations oversees the general management of the agency. The different areas of administrative management include but are not limited to the following: Director's Office, Legal Services, Governmental Affairs, Internal Audit, Project Management Office, the Office of Finance and Management, and the Office of Operational Excellence; and the Rapid Results program.

Administrative Hearings

The Bureau of Administrative Hearings provides centralized coordination and support for administrative hearings functions across the State through best practices, judicial education services, and oversight of administrative hearing processes. Implementing Executive Order 17-04, the Administrative Hearings Bureau facilitates professional development for the State's adjudicators, coordinates IT solutions for Statewide hearing units, promotes uniform hearings rules, coordinates inter-agency work-share initiatives, and seeks to improve administrative justice in our State. The Bureau also conducts high quality, independent administrative hearings for agencies that do not employ their own administrative law judges, providing an impartial forum where Illinoisans receive fair and prompt resolution of disputes.

AGENCY PROFILE

Agency Services

The Bureau of Agency Services supports employee transportation needs for agencies under the jurisdiction of the Governor. The Bureau oversees and coordinates the acquisition, repair, maintenance, fueling, and management of State-owned vehicles, many of which provide critical services such as snow removal, law enforcement, and emergency management services. Additionally, the Agency Services Bureau handles mail and messenger services, surplus property, and recycling initiatives. Through its Surplus Property Division, the Agency Services Bureau redistributes and disposes of surplus State property and administers the distribution of Federal surplus property through the Law Enforcement Support Office (LESO) and Government Services Administration (GSA) programs. The Agency Services Bureau conducts online public auctions of surplus items and provides recycling services at CMS-managed facilities and electronics recycling services for equipment such as computers, monitors, printers and fax machines and also oversees a consolidated mail system for State agencies.

Benefits

The Bureau of Benefits administers employee and retiree benefit programs, including comprehensive health, dental, vision, and life insurance coverage for State employees and retirees, as well as similar programs for community college retirees, school district retirees, and local government employees and retirees. The Bureau of Benefits works with labor representatives, health care providers, and insurance carriers to provide benefits to more than 440,000 members and their dependents, while working to keep plans affordable for participants and controlling costs for the State. The Flexible Spending Accounts and Commuter Savings programs allow State employees to use pre-tax dollars to help pay for medical and dependent care expenses as well as commuter expenses. The Deferred Compensation Division provides employees with an optional savings and retirement plan that allows them to invest in tax-deferred professionally managed investment funds. The Risk Management Division administers all workers' compensation claims for State employees, maintaining case histories, conducting investigations and conferring with appropriate authorities concerning settlements and awards. It also administers auto liability and insurance procurements for all property, casualty and liability expenses, as well as the State's Representation and Indemnification Program.

Business Enterprise Program

The Business Enterprise Program (BEP) and the Veterans' Small Business Program are dedicated to increasing contracting opportunities for businesses owned and operated by minorities, women, persons with disabilities, and veterans. These programs allow State agencies and universities to purchase needed goods and services from diverse businesses while promoting vendors' active competition for State business. State agencies are encouraged to purchase at

AGENCY PROFILE

least 20 percent of their goods and services from BEP-certified businesses and at least 3 percent from certified, veteran-owned businesses.

Communication and Information

The Office of Communication and Information provides a wide range of media and marketing services for State agencies, including pamphlets, signage, and fliers to promote their programs, services, and opportunities. As a resource for the news media, the Office of Communication and Information is a full-service operation. It maintains a directory of media contacts for State government entities and provides on-location and studio video production, satellite broadcasting, radio services, photography, graphic design, and publication and web-design services. It also provides information services such as press summaries and press release support for agencies and elected officials.

Diversity and Inclusion

The mission of the Office of Diversity and Inclusion is to develop equity-based inclusion strategies that enrich the diversity of the State's workforce and open access to State employment. It works to ensure that State government is fully representative of, and accessible to, its culturally diverse populations. The Office of Diversity and Inclusion works closely with State agencies, boards and commissions, advisory councils, legislators, advocacy organizations, and the general public to identify opportunities for diversity enrichment. The overall goal is to coordinate procedures among State agencies to achieve a cohesive, strategic Statewide approach to diversity that is transparent, reliable, and effective.

Labor Relations

The Office of Labor Relations negotiates more than 30 collective bargaining agreements with labor organizations representing State employees and home healthcare workers. The Office of Labor Relations administers these agreements, including oversight and coordination of grievances and arbitrations.

Operation Excellence, Rapid Results

Using proven principles of continuous improvement, the Office of Operational Excellence works to improve State government services in Illinois through centralized Statewide training and support for employees from all agencies as they utilize its Rapid Results principles of continuous improvement. The Operation Excellence Office's mission is to reduce process waste, improve service value, and instill a statewide culture of continuous improvement by empowering employees to deliver services more effectively and efficiently. Unlike traditional "top down"

AGENCY PROFILE

operational improvement initiatives, Rapid Results leverages the skills and knowledge of front-line State employees to identify opportunities for improvement and implement effective solutions.

Personnel

The Bureau of Personnel is responsible for the development and administration of the State's merit employment system in accordance with the Personnel Code, Personnel Rules, Pay Plan, Position Classification Plan, current collective bargaining agreements, and other applicable laws for the approximately 45,000 employees under the jurisdiction of the Governor. The Bureau of Personnel oversees the Upward Mobility Program, an initiative that compensates AFSCME member-employees for participating in continuing education. The Bureau of Personnel maintains personnel assessment centers throughout Illinois (Springfield, Chicago, Marion, Rockford, and Champaign) allowing citizens to seek employment with the State. These offices conduct employee development training courses as well as professional growth and advancement opportunities for current State employees.

Property Management

The Bureau of Property Management oversees all State-owned and leased facilities for agencies, boards, and commissions under the jurisdiction of the Governor, including services such as janitorial management and building engineering. The Bureau of Property Management works to limit costs and minimize the State's environmental impact by using existing State-owned and leased space more efficiently, reducing the number of overall leases, implementing newer space, and adhering to utilization standards.

Strategic Sourcing

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' 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.

AGENCY PROFILE

CMS' Workforce

As of June 30, 2020, the Department's work force consisted of 861 personnel representing all eight Equal Employment Opportunity (EEO) categories which consist of Officials and Administrators, Professionals, Technicians, Protective Service Workers, ParaProfessionals, Administrative Support, Skilled Craft Workers, and Service Maintenance.

The compiled data represented in CMS' fiscal year 2021 Affirmative Action Plan has revealed an underutilization of 61 individuals; more specifically individuals who are female, Black or African American, Hispanic or Latino, or Asian. The highest concentration of CMS employees is in Regions 7 and 1 respectively. Thus, Regions 1 and 7 suffer from the highest rates of underutilization. Region 1, which consists of Cook, Dekalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry, and Will counties make up approximately 64% of the underutilization. Region 7, which consists of Cass, Christian, Green, Logan, Macon, Macoupin, Menard, Montgomery, Morgan, Sangamon, Scott, and Shelby counties, makes up approximately 23% of underutilization. Region 10, consisting of Perry, Jefferson, Wayne, Edwards, Wabash, White, Gallatin, Hardin, Pope, Massac, Pulaski, Alexander, Union, Jackson, Franklin, Hamilton, Saline, Johnson and Williamson counties, makes up 5% of the underutilization. The remaining underutilizations are in Region 8.

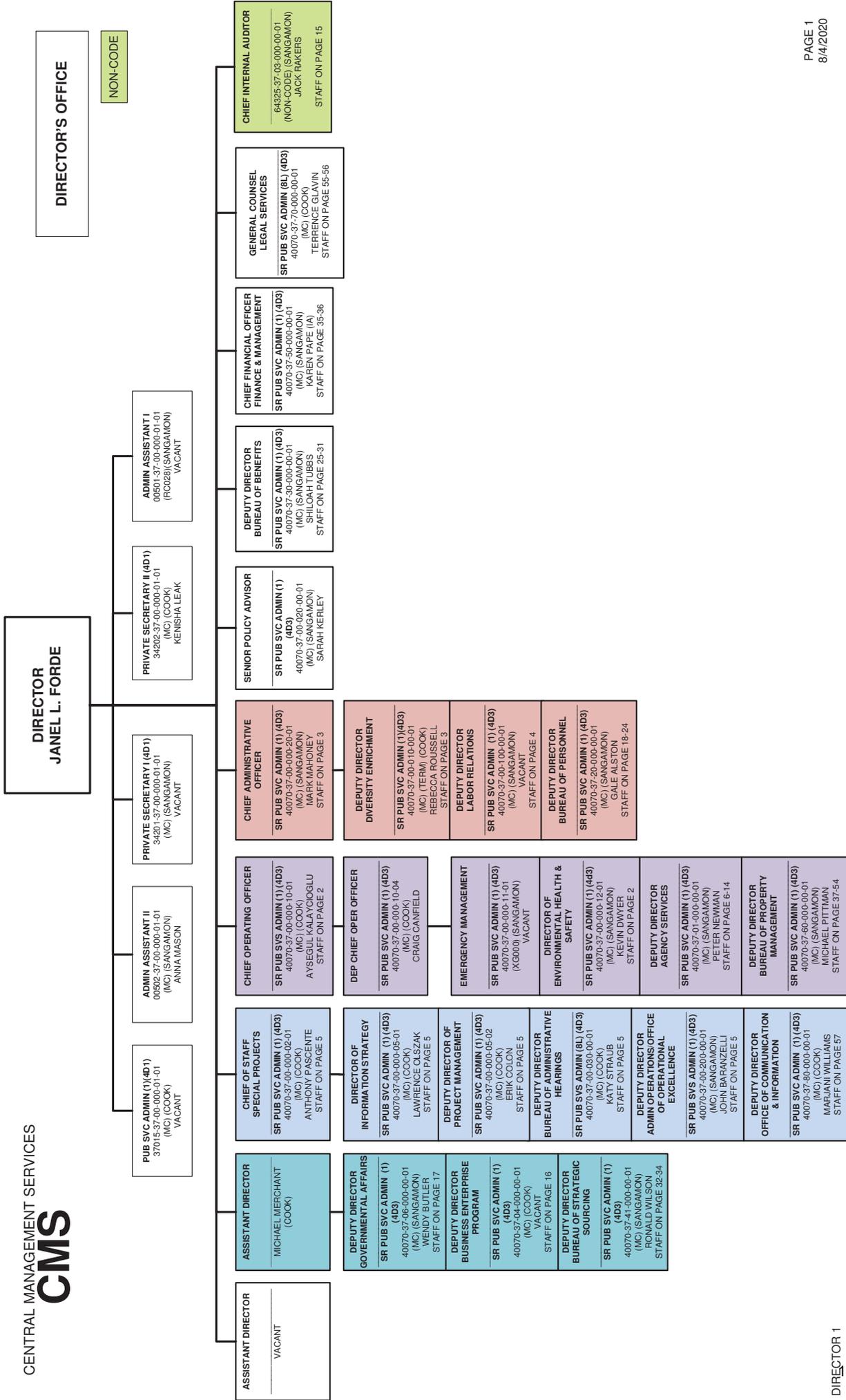
To reduce underutilization and to reach employment parity within CMS, targeted recruitment within the Skilled Craft Worker and Service-Maintenance categories is critical as they account for 97% of underutilization. CMS will be actively engaging in recruitment and outreach efforts targeted towards community organizations and advocacy groups for minorities to further reduce underutilization of females, Blacks or African Americans, Hispanic or Latino, and Asians. CMS will also be engaging in recruitment and outreach activities targeted towards vocational schools, technical schools, and labor or tradesman hiring halls so as to reduce underutilization in the Skilled Craft Workers and Service-Maintenance categories. Coordinated efforts between the EEO/AA Officer and the Diversity Enrichment Program will continue this fiscal year to enhance the cohesiveness of all CMS employment-related programs and initiatives. CMS is administering and voluntarily participating in the Disabled Workers Trainee Program so as to reduce barriers to entry to State employment that affect applicants with disabilities and thereby increase the number of disabled employees employed by the State. These initiatives are significant to Personnel in general, but also to the Affirmative Action Plan.

DUTIES OF THE EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION OFFICER

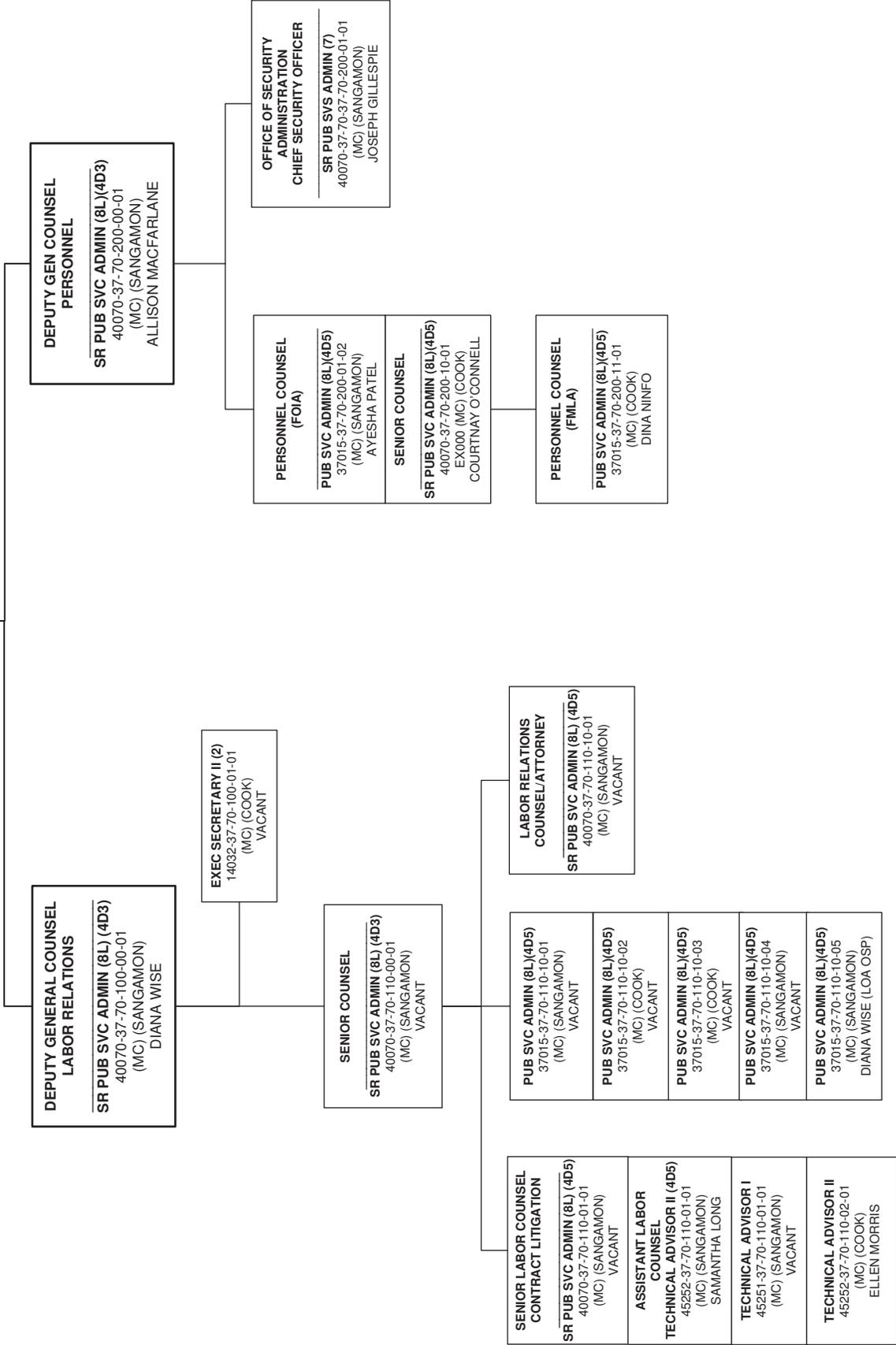
Section 2-105 (B) (4) of the Illinois Human Rights Act (Act) and Section 2520.780(a) of the Illinois Department of Human Rights (IDHR) administrative rules require that agencies employing 1,000 or more employees have a full time Equal Employment Opportunity (EEO)/Affirmative Action (AA) Officer who is 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(b) requires that the CMS Director inform the IDHR Director when there is an interim or permanent change in the EEO Officer.

The duties of the CMS EEO/AA Officer include, but are not limited to those delineated in the Act and IDHR rules:

1. Develop the Agency's Affirmative Action Plan, goals and objectives and evaluate its effectiveness;
2. Serve as the ADA Coordinator for internal employees or applicants;
3. Serve as the liaison between IDHR and EEO enforcement authorities;
4. Serve as liaison between IDHR and organizations for minorities, women, and the disabled;
5. Inform management of developments in the EEO field;
6. Assist in the evaluation of employees and job applicants so that minorities, women, and the disabled are given equal opportunity;
7. Provide training and advise managers and supervisors if employment practices comply with IDHR EEO policies and the provisions of the Illinois Human Rights Act;
8. Report to IDHR all internal and external complaints of discrimination against CMS, assisting the investigation of internal and external complaints of discrimination as specified in the Illinois Human Rights Act administrative rules,
9. At the request of the CMS Director, direct CMS staff in taking appropriate action to correct discriminatory practices identified by IDHR, and to report to the CMS Director and IDHR on the progress of the action taken;
10. In conjunction with the filing of the Quarterly reports, submit recommendations to the CMS Director and IDHR for improvements to the CMS Affirmative Action Plan;
11. If necessary, work with the appropriate CMS staff and authorities to develop programs to train staff in hiring and promotional practices, and to notify IDHR of such training;
12. Report on and/or analyze Layoff Reports, Reorganization Reports, Hiring and Promotion Monitors and Exit Questionnaires;
13. Evaluate tests, employment policies and practices, and report to the CMS Director and IDHR any such policies, practices and evaluation mechanisms which have adverse impact on minorities, women and the disabled;
14. Assist in the recruitment of minorities, women, and people with disabilities; and
15. Provide counseling to any aggrieved employee or applicant for employment who believes that they have been subject to discrimination.



GENERAL COUNSEL
SR PUB SVC ADMIN (8L) (4D3)
40070-37-70-000-00-01
(MC) (COOK)
TERRENCE GLAVIN



METHODS OF DISSEMINATING CMS' AFFIRMATIVE ACTION POLICY AND PLAN

The Affirmative Action Plan is a public document available to all agency personnel to review upon request.

PLAN

- Internal Dissemination
 - Notification to all staff that the Affirmative Action Plan is available for review or obtained from the EEO Officer
 - Place a copy of the Affirmative Action Plan on our intranet
 - Educate executive staff about the contents, goals, and measurements of the Affirmative Action Plan

- External Dissemination
 - Illinois Department of Human Rights
 - Illinois State Library; [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.100]
 - Share with other state and/or federal regulatory agencies
 - Share with recruitment resources

POLICY

- Internal Dissemination
 - Post Policy on bulletin boards
 - Display updated EEO/AA posters in conspicuous locations
 - Update policy and include in supervisors' and employee handbooks
 - Inclusion in brochures and other appropriate recruitment efforts, including social media
 - Inclusion in new employee orientation and other appropriate training programs

- External Dissemination
 - Communication 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 CMS' website

SECTION TWO
WORKFORCE AND AVAILABILITY
ANALYSIS

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY20-4th Quarter

Region: 2

EEO Category	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					0								100.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	0						2	2							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0						0	0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	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							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	1	0						1	1			1				0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	3	3						0	0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	1	1						0	0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	9	6	5	0	1	0	0	0	3	2	0	1	0	0	0	66.67%	33.33%	77.78%	0.00%	22.22%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 2:	Males:	6	Females:	3	Total Minorities:	2
		66.67%		33.33%		22.22%
White:	7	77.78%	Black/African American:	0	0.00%	0
			Hispanic/Latino:	2	22.22%	0
			Asian:	0	0.00%	0
			NHOPI:	0	0.00%	0
			PWD:	0	0.00%	0

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 Analysis by Region

Agency: Central Management Services

Reporting Period: FY20-4th Quarter

Region: 4

EEO Category	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		
Grand Total	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
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%		
Technicians	0	0						0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Protective Service	0	0						0	0.00%	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%		
Administrative Support	0	0						0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Skilled Craft	5	5						0	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Service / Maintenance	1	1						0	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
TOTAL	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Grand Total Employees for Region 4:	Males: 6	Females: 0	Total Minorities: 0
White: 6	100.00%	0.00%	0.00%
Black/African American: 0	0.00%	0.00%	0.00%
Hispanic/Latino: 0	0.00%	0.00%	0.00%
Asian: 0	0.00%	0.00%	0.00%
AI/AN: 0	0.00%	0.00%	0.00%
NHOPI: 0	0.00%	0.00%	0.00%
PWD: 0	0.00%	0.00%	0.00%

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

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY20-4th Quarter

Region: **5**

EEO Category	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
Grand Total	1	1						0								0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Officials / Administrators	0	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	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0						0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	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	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0						0								0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	17	17						1								1	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.88%
Service / Maintenance	4	4						1								1	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%
TOTAL	22	22	0	0	0	0	2	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.09%

Grand Total Employees for Region 5:	Males: 22	Females: 0	Total Minorities: 0
White: 22	100.00%	0.00%	0.00%
Black/African American: 0	0.00%	Asian: 0	0.00%
Hispanic/Latino: 0	0.00%	AI/AN: 0	0.00%
NHOPI: 0	0.00%	PWD: 2	9.09%

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

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY20-4th Quarter

Region: 6

EEO Category	MALES										FEMALES										PERCENTAGES									
	Total					AI/AN					NH OPI					Total					AI/AN					NH OPI				
	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD					
Officials / Administrators	0	0				0					0					0					0.00%	0.00%	0.00%	0.00%	0.00%					
Professionals	2	1	1			0					0					50.00%	0.00%	50.00%			0.00%	0.00%	0.00%	0.00%	0.00%					
Technicians	0	0				0					0					0.00%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%					
Protective Service	0	0				0					0					0.00%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%					
Para-professionals	0	0				0					0					0.00%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%					
Administrative Support	0	0				0					0					0.00%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%					
Skilled Craft	6	6				0					0					100.00%	0.00%	100.00%			0.00%	0.00%	0.00%	0.00%	0.00%					
Service / Maintenance	1	1				0					0					100.00%	0.00%	100.00%			0.00%	0.00%	0.00%	0.00%	0.00%					
TOTAL	9	9	8	0	1	0	88.89%	0.00%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%															

Grand Total Employees for Region 6:	Males:	9	Females:	0	Total Minorities:	1											
		100.00%		0.00%		11.11%											
White:	8	88.89%	Black/African American:	0	0.00%	Asian:	0	0.00%	AI/AN:	0	0.00%	NHOPI:	0	0.00%	PWD:	0	0.00%

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

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY20-4th Quarter

Region: 8

EEO Category	MALES										FEMALES										PERCENTAGES														
	Total					AI/AN					H/L					Total					AI/AN					H/L					PWD				
	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	W	B/AA	H/L	A	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD						
Officials / Administrators	3	2	2								1	1									66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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%	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%	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%	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%	0.00%	0.00%	0.00%	0.00%
Administrative Support	2	1									1	1									50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	37	36									1	1									97.30%	2.70%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.70%
Service / Maintenance	14	12									1	2									85.71%	14.29%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	14.29%
TOTAL	56	51									5	5									91.07%	8.93%	96.43%	3.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.36%

Grand Total Employees for Region 8:	Males: 51	Females: 5	Total Minorities: 2
White: 54	91.07%	8.93%	3.57%
96.43%	Black/African American: 2	Asians: 0	NHOPI: 0
	3.57%	0.00%	0.00%
	Hispanic/Latino: 0	AI/AN: 0	PWD: 3
		0.00%	5.36%

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

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Central Management Services

Reporting Period: FY20-4th Quarter

Region: 10

EEO Category	MALES										FEMALES										PERCENTAGES																			
	Total					W					B/AA					H/L					A					AI/AN					NHOPI					PWD				
	W	B/AA	H/L	A	AI/AN	W	B/AA	H/L	A	AI/AN	W	B/AA	H/L	A	AI/AN	W	B/AA	H/L	A	AI/AN	W	B/AA	H/L	A	AI/AN	W	B/AA	H/L	A	AI/AN	W	B/AA	H/L	A	AI/AN					
Officials / Administrators	1	1	1			1															100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	0				2					2										100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0				0					0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1			1															100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0				0					0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	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%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	31	31	30		1	30				1											100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	96.77%	0.00%	0.00%	0.00%	3.23%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	14	14	14			14					14										100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	49	47	46	0	0	46	0	0	0	1	2	0	0	0	0	2	0	0	0	0	95.92%	4.08%	0.00%	0.00%	0.00%	4.08%	97.96%	0.00%	0.00%	2.04%	97.96%	0.00%	0.00%	0.00%	2.04%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 10:	Males: 47	Females: 2	Total Minorities: 1
	95.92%	4.08%	2.04%
White: 48	Black/African American: 0	Hispanic/Latino: 0	NHOPI: 0
97.95%	0.00%	0.00%	0.00%
			PWD: 0
			0.00%

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

DHR-9 (Rev. Feb. 2016)

Workforce Transactions Report by EEO Category

Agency: Central Management Services

Reporting Period: FY2020

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	MALES														FEMALES														PERCENTAGES													
	Grand Total		Total		W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total		W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total		F	W	B/AA	H/L	A	AI AN	NH OPI	PWD												
New Hires	51	41	26	12	2	1	0	0	0	0	0	10	9	1	0	0	0	0	0	0	0	80.39%	68.63%	25.49%	3.92%	1.96%	0.00%	0.00%	0.00%	0.00%												
Promotions	7	0	0	0	0	0	0	0	0	0	0	7	6	0	0	1	0	0	0	0	0.00%	85.71%	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%													
Intra-Agency Transfers	2	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Suspensions	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%													
Separations	44	17	14	3	0	0	0	0	0	0	0	27	26	0	1	0	0	0	0	0	38.64%	90.91%	6.82%	2.27%	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	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	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	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	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	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	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	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	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: FY2020

EEO Category: PROFESSIONALS

Transaction	MALES														FEMALES														PERCENTAGES													
	Grand Total		Total		W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total		W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total		F	M	W	B/AA	H/L	A	AI AN	NH OPI	PWD											
New Hires	24	14	10	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	58.33%	58.33%	20.83%	8.33%	0.00%	0.00%	0.00%	0.00%												
Promotions	11	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	72.73%	27.27%	72.73%	18.18%	9.09%	0.00%	0.00%	0.00%	0.00%												
Intra-Agency Transfers	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%												
Suspensions	1	0	0	0	0	0	0	0	0	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	12	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	83.33%	16.67%	83.33%	8.33%	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	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	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	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	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%												
Reinstatements	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	100.00%	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	0	0	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%											
Upward Reallocations	1	0	0	0	0	0	0	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%	0.00%											
Downward Reallocations	0	0	0	0	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%	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**

Reporting Period: FY2020

Agency: Central Management Services

EEO Category: ADMINISTRATIVE SUPPORT

Transaction	PERCENTAGES																													
	MALES							FEMALES																						
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD													
New Hires	10	3	1	2	0	0	0	0	1	7	5	0	2	0	0	0	0	30.00%	70.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%
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%	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%	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	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	5	4	2	2	0	0	0	0	1	1	1	0	0	0	0	0	0	80.00%	20.00%	60.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%
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%	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%	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%	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%	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%	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%	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%	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%	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: FY2020

EEO Category: SERVICE / MAINTENANCE

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	10	10	10	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%	10.00%					
Promotions	1	1	1	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%					
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	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Separations	9	9	7	2	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	77.78%	22.22%	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	1	1	1	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%					
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

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

Agency: Central Management Services

Reporting Period: FY2020

EEO Category: GRAND TOTAL

Transaction	MALES													FEMALES													PERCENTAGES																													
	Grand Total	Total	W	B/AA	H/L	A	AI	AN	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	AN	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI	AN	NH	OPI	PWD																								
																																	143	105	80	17	4	4	4	4	4	2	38	26	4	8	1	1	1	1	1	2	73.43%	26.57%	74.13%	14.69%
New Hires	143	105	80	17	4	4	4	4	4	2	38	26	4	8	1	1	1	1	1	2	73.43%	26.57%	74.13%	14.69%	8.39%	2.80%	19.05%	80.95%	80.95%	9.52%	4.76%	4.76%	55.56%	44.44%	77.78%	11.11%	11.11%	42.86%	57.14%	42.86%	89.25%	9.68%	1.08%	2.15%												
Promotions	21	4	4								17	13	2	1	1							19.05%	80.95%	80.95%	9.52%	4.76%	4.76%																													
Intra-Agency Transfers	9	5	4	1							4	3	1	1								55.56%	44.44%	77.78%	11.11%	11.11%																														
Suspensions	7	4		4							3	3										57.14%	42.86%	42.86%	57.14%																															
Separations	93	53	45	8						1	40	38	1	1					1			56.99%	43.01%	89.25%	9.68%	1.08%																														
Discharges																																																								
Lay Off																																																								
Demotions																																																								
Reductions	2	1	1								1	1										50.00%	50.00%	100.00%																																
Reinstatements	3	1	1								2	2										33.33%	66.67%	100.00%																																
Reemployment																																																								
Upward Reallocations	1										1	1										100.00%	100.00%	100.00%																																
Downward Reallocations																																																								

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
DHR-10 (Rev. Feb 2016)

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%	55	22.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	18	75.00%	45	33.75	Agency Workforce.
				<u>100</u>	<u>44.91</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	579,975	53,735	9.27%	55	5.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	10	41.67%	45	18.75	Agency Workforce.
				<u>100</u>	<u>19.08</u>	Availability Percent.

AGENCY: **Central Management Services**
 Category: Officials/Administrators

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	579,975	46,855	8.08%	55	4.44	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	24	8	33.33%	45	15.00	Agency Workforce.
				<u>100</u>	<u>15.55</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: **Officials/Administrators**

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	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.	24	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.	24	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.	24	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%	55	30.20	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	13	7	53.85%	45	24.23	Agency Workforce.
				<u>100</u>	<u>43.54</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%	55	5.83	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	13	8	61.54%	45	27.69	Agency Workforce.
				<u>100</u>	<u>26.82</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.	13	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%	55	5.84	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	13	1	7.69%	45	3.46	Agency Workforce.
				<u>100</u>	<u>7.44</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.	13	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.	13	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: 4th Quarter, FY20

Region: 1

EEO Category	MALES											FEMALES							PERCENTAGES										
	Grand Total	Total	W	B/AA	H/L	A	AI/AN	OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD			
																											AI/AN	OPI	PWD
Officials / Administrators	30	16	10	3	3				3	7	3	2	2					1	46.67%	56.67%	20.00%	16.67%	6.67%	0.00%	0.00%	13.33%			
Professionals	24	6	1	2	3				18	5	8	5					1	75.00%	25.00%	41.67%	33.33%	0.00%	0.00%	0.00%	4.17%				
Technicians	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Para-professionals	5	1				1			4									20.00%	0.00%	80.00%	0.00%	20.00%	0.00%	0.00%	0.00%				
Administrative Support	8	5	1	4				1	3	3								37.50%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	12.50%				
Skilled Craft	130	130	113	12	4	1			0									100.00%	0.00%	86.92%	9.23%	3.08%	0.77%	0.00%	0.00%				
Service / Maintenance	29	25	7	14	3		1	1	4		4							86.21%	13.79%	24.14%	62.07%	10.34%	0.00%	3.45%	3.45%				
TOTAL	226	183	132	35	13	2	1	0	5	43	19	7	2	0	0	2	80.97%	19.03%	65.04%	23.89%	8.85%	1.77%	0.44%	0.00%	3.10%				

Grand Total Employees for Region 1:	Males: 183 80.97%	Females: 43 19.03%	Total Minorities: 79 34.96%
White: 147 65.04%	B/AA: 54 23.89%	H/L: 20 8.85%	Asian: 4 1.77%
			NHOPI: 1 0.44%
			AI/AN: 1 0.44%
			PWD: 7 3.10%

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	30	24	0	0	5	8	130	29
Availability Percent	44.91	43.54	0.00	0.00	0.00	0.00	5.12	32.71
Number Needed for Parity	13	10	0	0	0	0	6	9
Number of Affirmative Action Group Members Already Employed	14	18	0	0	4	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	30	24	0	0	5	8	130	29
Availability Percent	19.08	26.82	0.00	0.00	0.00	0.00	6.32	12.96
Number Needed for Parity	5	6	0	0	0	0	8	3
Number of Affirmative Action Group Members Already Employed	6	10	0	0	4	4	12	18
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	30	24	0	0	5	8	130	29
Availability Percent	15.55	5.33	0.00	0.00	0.00	0.00	19.22	28.70
Number Needed for Parity	4	1	0	0	0	0	24	8
Number of Affirmative Action Group Members Already Employed	5	8	0	0	0	0	4	3
Underutilization							20	5

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	30	24	0	0	5	8	130	29
Availability Percent	4.98	7.44	0.00	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	1	0	1	0
Underutilization		1					1	1

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	30	24	0	0	5	8	130	29
Availability Percent	0.07	0.05	0.00	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	1

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	30	24	0	0	5	8	130	29
Availability Percent	0.03	0.02	0.00	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

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: 4th Quarter, FY20

Region: **3**

EEO Category	MALES													FEMALES													PERCENTAGES																									
	Grand Total				AI / AN				H/L				B/AA				W				Total				AI / AN				H/L				B/AA				W				M				F				Total			
	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD												
Officials / Administrators	2	1					1	1	1								1	1						1	1							50.00%	50.00%					100.00%	100.00%					50.00%	50.00%					50.00%	50.00%	
Professionals	0	0						0									0							0								0.00%	0.00%					0.00%	0.00%					0.00%	0.00%					0.00%	0.00%	
Technicians	0	0						0									0							0								0.00%	0.00%					0.00%	0.00%					0.00%	0.00%					0.00%	0.00%	
Protective Service	0	0						0									0							0								0.00%	0.00%					0.00%	0.00%					0.00%	0.00%					0.00%	0.00%	
Para-professionals	0	0						0									0							0								0.00%	0.00%					0.00%	0.00%					0.00%	0.00%					0.00%	0.00%	
Administrative Support	0	0						0									0							0								0.00%	0.00%					0.00%	0.00%					0.00%	0.00%					0.00%	0.00%	
Skilled Craft	22	22						0									0							0								100.00%	100.00%					100.00%	100.00%					100.00%	100.00%					100.00%	100.00%	
Service / Maintenance	8	6						2	2								2	2						2	2						75.00%	25.00%					100.00%	100.00%					100.00%	100.00%					100.00%	100.00%		
TOTAL	32	29	0	0	0	0	1	3	3	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	90.63%	9.38%					100.00%	9.38%					90.63%	9.38%					90.63%	9.38%			

Grand Total Employees for Region 3:	Males: 29	Females: 3	Total Minorities: 0
	90.63%	9.38%	0.00%
White: 32	B/AA: 0	H/L: 0	AI/AN: 0
100.0%	0.00%	0.00%	0.00%
			NHOPI: 0
			PWD: 1
			3.13%

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	2	0	0	0	0	0	22	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	1	0	0	0	0	0	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	2	0	0	0	0	0	22	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	2	0	0	0	0	0	22	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	2	0	0	0	0	0	22	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	2	0	0	0	0	0	22	8
Availability Percent	0.00	0.00	0.00	0.00	0.43	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	2	0	0	0	0	0	22	8
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

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

Affirmative Action Group:
WOMEN
 Region: 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.

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	17	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	17	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	17	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	17	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	17	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	17	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

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%	55	21.58	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	181	114	62.98%	45	28.34	Agency Workforce.
				<u>100</u>	<u>39.94</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%	55	1.60	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	181	18	9.94%	45	4.48	Agency Workforce.
				<u>100</u>	<u>4.86</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%	55	0.74	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	181	3	1.66%	45	0.75	Agency Workforce.
				<u>100</u>	<u>1.19</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%	55	0.61	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	181	3	1.66%	45	0.75	Agency Workforce.
				<u>100</u>	<u>1.08</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%	55	0.08	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	181	1	0.55%	45	0.25	Agency Workforce.
				<u>100</u>	<u>0.27</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.	181	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	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	24,855	57.58%	55	31.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	106	44	41.51%	45	18.68	Agency Workforce.
				-----	-----	
				100	40.28	Availability Percent.

AGENCY: **Central Management Services**
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	1,885	4.37%	55	2.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	106	7	6.60%	45	2.97	Agency Workforce.
				-----	-----	
				100	4.30	Availability Percent.

AGENCY: **Central Management Services**
 Category: Professionals

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	43,165	438	1.01%	55	0.56	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	106	1	0.94%	45	0.42	Agency Workforce.
				-----	-----	
				100	0.79	Availability Percent.

Availability Percent Worksheet

AGENCY: **Central Management Services**
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	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.	106	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.	106	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.	106	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%	55	36.51	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	38	19	50.00%	45	22.50	Agency Workforce.
				<u>100</u>	<u>47.21</u>	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%	55	1.69	U. S. Census Bureau / Availability Percent.
2. Those promotable, trainable, and transferable in the region.	38	3	7.89%	45	3.55	Agency Workforce.
				<u>100</u>	<u>4.20</u>	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%	100	0.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	38	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.32</u>	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.	38	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					1.49	

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.	38	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					0.33	

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.	38	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	0	Availability Percent.
					0.00	

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%	55	9.28	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	51	7	13.73%	45	6.18	Agency Workforce.
				<u>100</u>	<u>12.36</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%	55	3.36	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	51	2	3.92%	45	1.76	Agency Workforce.
				<u>100</u>	<u>4.10</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.	51	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.	51	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					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.	51	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	100	Availability Percent.
					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.	51	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	0	Availability Percent.
					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%	55	31.53	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	14	8	57.14%	45	25.71	Agency Workforce.
				<hr/> 100	<hr/> 45.79	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%	55	8.28	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	14	1	7.14%	45	3.21	Agency Workforce.
				<hr/> 100	<hr/> 9.20	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.
				<hr/> 0	<hr/> 0.00	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	Value	Weighted	
	#	#	Total %	Weight %	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.

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	Value	Weighted	
	#	#	Total %	Weight %	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.

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	Value	Weighted	
	#	#	Total %	Weight %	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: 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	Value	Weighted	
	#	#	Total %	Weight %	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	Value	Weighted	
	#	#	Total %	Weight %	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	Value	Weighted	
	#	#	Total %	Weight %	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	Value	Weighted	
	#	#	Total %	Weight %	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	Value	Weighted	
	#	#	Total %	Weight %	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	Value	Weighted	
	#	#	Total %	Weight %	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.

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	109	140	31	10	14	14	64	51
Availability Percent	39.94	40.28	47.21	12.36	45.79	54.89	4.26	35.14
Number Needed for Parity	43	56	14	1	6	7	2	17
Number of Affirmative Action Group Members Already Employed	55	88	26	0	11	8	2	7
Underutilization				1				10

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	109	140	31	10	14	14	64	51
Availability Percent	4.86	4.30	4.20	4.10	9.20	5.03	3.33	7.37
Number Needed for Parity	5	6	1	0	1	0	2	3
Number of Affirmative Action Group Members Already Employed	5	14	3	1	1	1	4	2
Underutilization								1

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	109	140	31	10	14	14	64	51
Availability Percent	1.19	0.79	0.32	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	2	1	0	0	0	0	0
Underutilization							1	1

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	109	140	31	10	14	14	64	51
Availability Percent	1.08	2.42	1.49	0.51	0.00	0.39	0.22	0.48
Number Needed for Parity	1	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	3	0	0	0	0	0	0
Underutilization								

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	109	140	31	10	14	14	64	51
Availability Percent	0.27	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	109	140	31	10	14	14	64	51
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.	37	1	2.70%	0	0.00	Agency Workforce.
				<hr/> 100	3.41	Availability Percent.

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

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

FACTORS	A	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.	37	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	3.48	Availability Percent.

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

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

FACTORS	A	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.	37	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	1.86	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	Value	Weighted	
	#	#	Total	Weight	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.	37	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	Value	Weighted	
	#	#	Total	Weight	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.	37	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	Value	Weighted	
	#	#	Total	Weight	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.	37	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.	14	2	14.29%	0	0.00	Agency Workforce.
				<hr/> 100	35.26	Availability Percent.

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

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

FACTORS	A	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.	14	1	7.14%	0	0.00	Agency Workforce.
				<hr/> 100	10.67	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.	14	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	2.46	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	Value	Weighted	
	#	#	Total %	Weight %	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.	14	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	Value	Weighted	
	#	#	Total %	Weight %	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.	14	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	Value	Weighted	
	#	#	Total %	Weight %	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.	14	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: 4th Quarter FY20

Region: **8**

EEO Category / Grand Total	MALES										FEMALES										PERCENTAGES																																		
	Total					AI / NH A AN OPI PWD					Total					AI / NH A AN OPI PWD					W					B/AA					H/L					A					AI/AN					NHOP					PWD				
	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD																					
Officials / Administrators	3	2	2				1	1								66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%	33.33%	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%	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%	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%	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%	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%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%																						
Skilled Craft	37	36	36			1	1	1								97.30%	2.70%	100.00%	0.00%	0.00%	0.00%	97.30%	2.70%	100.00%	97.30%	2.70%	100.00%	0.00%	0.00%	0.00%	97.30%	2.70%	100.00%																						
Service / Maintenance	14	12	11	1		1	2	2					1			85.71%	14.29%	92.86%	7.14%	0.00%	0.00%	85.71%	14.29%	92.86%	85.71%	14.29%	92.86%	7.14%	0.00%	0.00%	85.71%	14.29%	92.86%																						
TOTAL	56	51	49	2	0	0	5	5	0	0	0	0	0	0	1	91.07%	8.93%	96.43%	3.57%	0.00%	0.00%	91.07%	8.93%	96.43%	91.07%	8.93%	96.43%	3.57%	0.00%	0.00%	91.07%	8.93%	96.43%																						

Grand Total Employees for Region 8:	Males: 51	Females: 5	Total Minorities: 2
	91.07%	8.93%	3.57%
White: 54	B/AA: 2	H/L: 0	AI/AN: 0
96.43%	3.57%	0.00%	0.00%
			NHOPI: 0
			PWD: 3
			5.36%

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	3	0	0	0	0	2	37	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.41	35.26
Number Needed for Parity	0	0	0	0	0	0	1	4
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	1	1	2
Underutilization								2

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

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	0	0	0	0	2	37	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	3.48	10.67
Number Needed for Parity	0	0	0	0	0	0	1	1
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	1	0	1
Underutilization							1	

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	3	0	0	0	0	2	37	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	1.86	2.46
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	0	0	0	0	2	37	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.27	0.90
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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	3	0	0	0	0	2	37	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.11	0.11
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

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

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	0	0	0	0	2	37	14
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

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

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	11,385	555	4.87%	100	4.87	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	13	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.90</u>	Availability Percent.

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

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	11,385	59	0.52%	100	0.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	13	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.41</u>	Availability Percent.

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

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	11,385	287	2.52%	55	1.39	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	13	1	7.69%	45	3.46	Agency Workforce.
				<u>100</u>	<u>3.88</u>	Availability Percent.

Availability Percent Worksheet

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

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	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.	13	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.20</u>	Availability Percent.

AGENCY: **Central Management 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	Value	Weighted	
	#	#	Total %	Weight %	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.	13	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

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

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	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.	13	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.07</u>	Availability Percent.

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	3.88	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: 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	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: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	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.
				<u>100</u>	<u>0.30</u>	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	Value	Weighted	
	#	#	Total %	Weight %	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.
				<u>100</u>	<u>0.04</u>	Availability Percent.

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

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

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	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.
				<u>0</u>	<u>0.00</u>	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: 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	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: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	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	Value	Weighted	
	#	#	Total %	Weight %	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	Value	Weighted	
	#	#	Total %	Weight %	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.

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	2	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	2	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	2	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	2	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	2	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	2	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	2	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

CMS PROMOTABLE CATEGORIES

OFFICIALS/ADMINISTRATORS

Professionals
Technicians
Protective Service Workers

PROFESSIONALS

Technicians
Protective Service Workers
Paraprofessionals
Service/Maintenance

TECHNICIANS

Protective Service Workers
Paraprofessionals
Administrative Support

PROTECTIVE SERVICE

Service/Maintenance

PARAPROFESSIONALS

Administrative Support

ADMINISTRATIVE SUPPORT

None

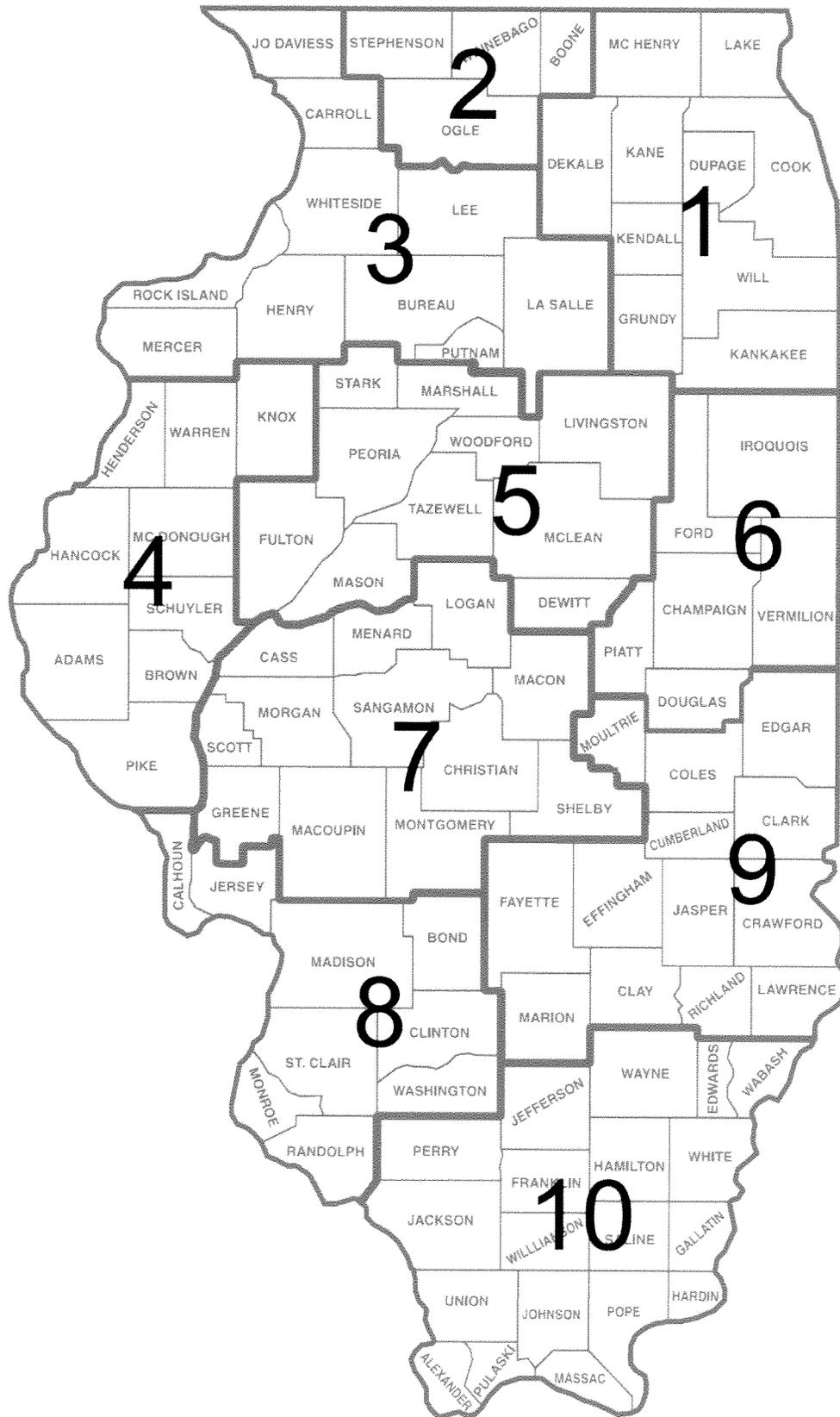
SKILLED CRAFT

None

SERVICE MAINTENANCE

None

Illinois Department of Human Rights State Regional Map



Illinois Counties by Region

REGION 1

Cook
DeKalb
DuPage
Grundy
Kane
Kankakee
Kendall
Lake
McHenry
Will

REGION 2

Boone
Ogle
Stephenson
Winnebago

REGION 3

Bureau
Carroll
Henry
Jo Daviess
LaSalle
Lee
Mercer
Putnam
Rock Island
Whiteside

REGION 4

Adams
Brown
Hancock
Henderson
Knox
McDonough
Pike
Schuyler
Warren

REGION 5

DeWitt
Fulton
Livingston
Marshall
Mason
McLean
Peoria
Stark
Tazewell
Woodford

REGION 6

Champaign
Douglas
Ford
Iroquois
Piatt
Vermilion

REGION 7

Christian
Cass
Greene
Logan
Macon
Macoupin
Menard
Morgan
Montgomery
Sangamon
Scott
Shelby

REGION 8

Bond
Calhoun
Clinton
Jersey
Madison
Monroe
Randolph
St. Clair
Washington

REGION 9

Clark
Clay
Coles
Crawford
Cumberland
Edgar
Effingham
Fayette
Jasper
Lawrence
Marion
Moultrie
Richland

REGION 10

Alexander
Edwards
Franklin
Gallatin
Hamilton
Hardin
Jackson
Jefferson
Johnson
Massac
Perry
Pope
Pulaski
Saline
Union
Wabash
Wayne
White
Williamson

SECTION THREE

AGENCY GOALS

CENTRAL MANAGEMENT SERVICES AGENCY PROGRAM GOALS

Area to Be Addressed:

There is a need for greater awareness and understanding of the Equal Employment Opportunity (EEO) Office and Affirmative Action goals and objectives of the Department among supervisors, managers, and staff. Highlighting the Department's commitment to principles of equal employment opportunities and affirmative action will reinforce its intolerance of discrimination and its commitment to diversity.

Goals:

- To promote CMS' commitment to Affirmative Action.
- To educate all employees about the EEO Office and its function.
- To be a resource for all employees to report areas of concern related to harassment, discrimination and retaliation.

Objectives:

- Promote CMS internally and externally as a workplace that embraces diversity.
- Educate all CMS staff about CMS' EEO functions, goals, and objectives.

Action Plan:

1. Notify all CMS employees of the FY21 Affirmative Action Plan Goals.

Assignment of Responsibility

EEO Officer

Completion Target Date:

October 2020

Monitoring Procedure:

Publish Affirmative Action Plan

2. Update Bureau of Personnel staff of underutilization statistics and identify opportunities to improve underutilization numbers.

Assignment of Responsibility:

*EEO Officer, Bureau of Personnel,
Hiring Reform Team*

Completion Target Date:

*October 2020, January 2021, April 2021,
July 2021*

Monitoring Procedure:

*Quarterly EEO Reports,
Hiring Monitors/Process*

3. Provide CMS employees an overview of the EEO functions and resources available to report concerns related to harassment, discrimination, and retaliation.

Assignment of Responsibility:

EEO Officer

Completion Target Date:

November 2020 and April 2021

Monitoring Procedure:

*CMS University, CMS intranet,
Diversity Enrichment Program*

CENTRAL MANAGEMENT SERVICES AGENCY PROGRAM GOALS

Area to Be Addressed:

There is a need for greater cultural competence in the Department among supervisors, managers, and staff. Cultural competence is the ability to interact effectively with people from different cultures. This ability depends on awareness of one's own cultural worldview, knowledge of other cultural practices and worldviews, tolerant attitudes towards cultural differences, and cross-cultural skills.

Goals:

- To educate and eliminate explicit and implicit bias.
- To create a culture that embraces diversity.
- To educate all CMS employees about multi-generational workplaces.

Objectives:

- To create a curriculum for all CMS employees to improve their own cultural competence.

Action Plan:

1. Research content for curriculum.

Assignment of Responsibility
Completion Target Date:
Monitoring Procedure:

EEO Officer, Office of Diversity & Inclusion
December 2020
Memo outlining research results

2. Create training courses to be included in the curriculum.

Assignment of Responsibility:
Completion Target Date:
Monitoring Procedure:

EEO Officer, Office of Diversity & Inclusion
March 31, 2021
Rough draft of curriculum and training courses

3. Publish curriculum and present to CMS staff.

Assignment of Responsibility:
Completion Target Date:
Monitoring Procedure:

EEO Officer, Office of Diversity & Inclusion
June 30, 2021
Publish curriculum on CMS University and/or CMS Division of Training and Development

CENTRAL MANAGEMENT SERVICES AGENCY PROGRAM GOALS

Area to Be Addressed:

There is a need to attract and retain a diverse workforce.

Goals:

- To increase the diversity of the CMS workforce which will help CMS evolve, innovate, problem-solve, and be more efficient. Highly diverse workplaces offer employees a better sense of community, increased worker engagement, and a more positive workplace culture.

Objective:

- To create a work environment that attracts and retains employees of all ages, cultural background, disability status, race, religion, gender, and sexual orientation.

Action Plan:

1. Create and implement monthly communications to all CMS employees regarding topics of diversity, and inclusion.

Assignment of Responsibility

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel, the Illinois Office of
Communication and Information*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

*CMS Connection or similar publication, CMS
University, "Speaker Series" or events
(virtual)*

2. Speak to and recruit from cultural or resource centers and minority organizations at colleges and universities.

Assignment of Responsibility:

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel, Diversity Enrichment
Program*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

*Records documenting speaking and
recruiting efforts*

CENTRAL MANAGEMENT SERVICES AGENCY NUMERICAL GOALS-SUMMARY

Summary:

The Department is underutilized by a total of 29 Women, two Black or African-Americans, 27 Hispanics or Latinos, and three Asians, in the EEO job categories of Professionals, Protective Service Workers, Skilled Craft Workers, and Service/Maintenance.

Area to be Addressed:

The Department should utilize a variety of platforms to engage with candidates from diverse backgrounds. Targeted recruitment for underutilized categories of Professionals, Protective Service Workers, Skilled Craft Workers, and Service/Maintenance should be developed.

Goals:

To achieve parity in the underutilized categories and maintain parity in the other categories.

Objectives:

Maintain regular communication between the EEO Officer, the Bureau of Personnel and the Office of Diversity & Inclusion as to progress on reaching parity.

Action Plan:

1. Advise hiring managers and Internal Personnel about the underutilization in the Professionals, Protective Service Workers, Skilled Craft Workers, and Service/Maintenance categories.

Assignment of Responsibility

EEO Officer

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Documentation of communications

2. Utilize the Statewide Recruitment and Outreach Team and its resources and best practices to conduct targeted recruitment of and outreach towards underutilized categories.

Assignment of Responsibility:

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Documentation of recruitment and outreach efforts

**CENTRAL MANAGEMENT SERVICES
AGENCY NUMERICAL GOALS-SUMMARY**

3. Convene regular meetings between the Bureau of Personnel, the EEO Officer and the Office of Diversity & Inclusion to discuss efforts made towards achieving parity in the underutilized categories.

Assignment of Responsibility:

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Documentation of meetings

CENTRAL MANAGEMENT SERVICES AGENCY NUMERICAL GOALS

Area to be Addressed:

CMS is underutilized in the Professionals category in Region 1 by one Asian.

Goal:

To eliminate underutilization of Asians in the Professionals category in Region 1.

Objective:

As vacancies occur, hire/promote Asians in the Professionals category in Region 1.

Action Plan:

1. Monitor eligibility lists to ensure that protected classes are available and interviewed.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Review of Hiring Monitors

2. Engage in recruitment and outreach efforts targeted towards community organizations and advocacy groups which advocate on behalf of Asians.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion,

Bureau of

Personnel, Diversity Enrichment Program

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Quarterly EEO Reports, Documentation of recruitment and outreach efforts

CENTRAL MANAGEMENT SERVICES AGENCY NUMERICAL GOALS

Area to be Addressed:

CMS is underutilized in the Protective Services Workers category in Region 7 by one Woman.

Goal:

To eliminate underutilization of Women in the Protective Services Workers category in Region 7.

Objective:

As vacancies occur, hire/promote Women in the Protective Services Workers category in Region 7.

Action Plan:

1. Monitor eligibility lists to ensure that protected classes are available and interviewed.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Review of Hiring Monitors

2. Engage in recruitment and outreach efforts targeted towards community organizations and advocacy groups which advocate on behalf of women.

Assignment of Responsibility:

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel,
Diversity Enrichment Program*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

*Quarterly EEO Reports, Documentation of
recruitment and outreach efforts*

CENTRAL MANAGEMENT SERVICES AGENCY NUMERICAL GOALS

Area to be Addressed:

CMS is underutilized in the Skilled Craft Workers category in:

- Region 1 by six Women, 20 Hispanics or Latinos, and one Asian
- Region 7 by one Hispanic or Latino
- Region 8 by one Black or African-American
- Region 10 by one Woman

Goal:

To eliminate underutilization of Women, Hispanics or Latinos, Asians, and Black or African-Americans in the Skilled Craft Workers category in Regions 1, 7, 8, and 10.

Objective:

As vacancies occur, hire/promote Women, Hispanics or Latinos, Asians, and Black or African-Americans in the Skilled Craft Workers category in Regions 1, 7, 8, and 10.

Action Plan:

1. Monitor eligibility lists to ensure that protected classes are available and interviewed.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Review of Hiring Monitors

2. Engage in recruitment and outreach efforts targeted towards community organizations and advocacy groups which advocate on behalf of Women, Hispanics or Latinos, Asians, and Black or African-Americans.

Assignment of Responsibility:

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel,
Diversity Enrichment Program*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

*Quarterly EEO Reports, Documentation of
recruitment and outreach efforts*

**CENTRAL MANAGEMENT SERVICES
AGENCY NUMERICAL GOALS**

3. Engage in recruitment and outreach efforts targeted towards/at vocational schools, technical schools, and labor or tradesman hiring halls.

Assignment of Responsibility:

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel,
Diversity Enrichment Program*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

*Quarterly EEO Reports, Documentation of
recruitment and outreach efforts*

CENTRAL MANAGEMENT SERVICES AGENCY NUMERICAL GOALS

Area to be Addressed:

CMS is underutilized in the Service Maintenance category in:

Region 1 by five Women, five Hispanics or Latinos, and one Asian
Region 7 by 10 Women, one Black or African American, and one Hispanic or Latino
Region 8 by two Women
Region 10 by four Women

Goal:

To eliminate underutilization of Women, Asians, Black or African-Americans, and Hispanics or Latinos in the Service Maintenance category in Regions 1, 7, 8, and 10.

Objective:

As vacancies occur, hire/promote Women, Asians, Black or African-Americans, and Hispanics or Latinos in the Service Maintenance category in Regions 1, 7, 8, and 10.

Action Plan:

1. Monitor eligibility lists to ensure that protected classes are available and interviewed.

Assignment of Responsibility

EEO Officer, Internal Personnel

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Review of Hiring Monitors

2. Engage in recruitment and outreach efforts targeted towards community organizations and advocacy groups which advocate on behalf of Women, Hispanics or Latinos, Black or African-Americans, and Asians.

Assignment of Responsibility:

EEO Officer, Office of Diversity & Inclusion,

Bureau of Personnel,

Diversity Enrichment Program

Completion Target Date:

June 30, 2021

Monitoring Procedure:

Quarterly EEO Reports, Documentation of recruitment and outreach efforts

**CENTRAL MANAGEMENT SERVICES
AGENCY NUMERICAL GOALS**

3. Engage in recruitment and outreach efforts targeted towards/at vocational schools, technical schools, and labor or tradesman hiring halls.

Assignment of Responsibility:

*EEO Officer, Office of Diversity & Inclusion,
Bureau of Personnel,
Diversity Enrichment Program*

Completion Target Date:

June 30, 2021

Monitoring Procedure:

*Quarterly EEO Reports, Documentation of
recruitment and outreach efforts*

**SECTION FOUR
DISCRIMINATION
COMPLAINT PROCESS**

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES INTERNAL COMPLAINT PROCESS

A. Policy Statement

1. 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 impacting employment will be made without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship status, age, marital status, pregnancy, disability, arrest record, military status, and unfavorable discharge from military service except when it is necessary to implement the Affirmative Action Plan or when it is a bona fide job qualification.
2. CMS affirms its commitment to a policy of equal employment opportunity through the implementation of an investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. CMS firmly believes that the establishment of this investigation procedure shall provide an internal pathway to informally resolve complaints of alleged discrimination in an expeditious manner at the lowest organizational level reducing backlog, delay, and the expense of a prolonged formal investigation.
3. To this end, the EEO/AA Officer shall receive complaints of alleged discrimination. The EEO/AA Officer or qualified designee shall investigate the complaint with such investigation to include documentation of facts, presentation of findings, and recommendations to resolve the dispute. The CMS Director shall make the final decision as to the complaint resolution.
4. The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the Illinois Department of Human Rights (IDHR), the U.S. Equal Employment Opportunity Commission (EEOC), or any other appropriate governmental agency nor does filing an internal complaint alter or toll the filing time limitations of those agencies. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

B. Procedures

1. Scope and Timeliness

- a. Unless of a continuing nature, any employee who believes they have been aggrieved by a discriminatory practice may file an internal complaint within 90 days of the alleged discrimination.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES INTERNAL COMPLAINT PROCESS

- b. The Internal EEO Discrimination Complaint form shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination.
- c. 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 in the complaint.

2. Intake-Screening

- a. Upon receipt of the complaint form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity and thoroughness of the information submitted in the complaint. The complainant shall be notified if further information or documentation is required to support the charge.
- b. The EEO/AA Officer shall inform the complainant in writing of the acceptance of the complaint for investigation within five business days of receipt of the complaint form.

3. Investigation

- a. Within a reasonable length of time after accepting the signed complaint, the EEO/AA Officer or qualified designee will conduct an impartial investigation of the alleged discrimination. The EEO/AA Officer or qualified designee shall interview all parties which they deem necessary including the complainant, supervisors, staff, and other appropriate individuals.
- b. The investigation shall be concluded within a reasonable timeframe after acceptance of the complaint.
- c. A written report with recommendations to resolve the complaint shall be provided to the Director. Every effort will be made to resolve the complaint at the lowest possible level.

4. Withdrawal and Settlement

- a. The complaint, or any part of the complaint, may be withdrawn upon written request for withdrawal by the complainant at any time.
- b. If during the investigation of the complaint a settlement is reached between the complainant and CMS, the complainant may withdraw the complaint by

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES INTERNAL COMPLAINT PROCESS

providing a written statement to the EEO/AA Officer. Upon receipt of that statement the EEO/AA Officer will consider the case closed.

5. Dismissal of the Complaint

- a. After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the complainant shall be notified of the findings in writing.

6. Investigation Findings

- a. At the conclusion of the investigation, if there is substantial evidence that discrimination may have occurred, the EEO/AA Officer shall submit written notice to the CMS Director with findings and recommendations to resolve the complaint.

7. Conciliation Efforts

- a. The EEO/AA Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.
- b. If the complaint cannot be satisfactorily resolved at this level within a designated timeframe, the EEO/AA Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.
- c. The findings, conciliation efforts, and proposed settlement shall be forwarded to the CMS Director for the final review, approval or other determination. The CMS Director shall make known to the EEO/AA Officer the official position of the agency within a reasonable timeframe of receipt of the EEO/AA Officer's written report.

8. External Filing

- a. The complainant has the right to file external charges with IDHR, the EEOC or any other appropriate government agency.
- b. To file with IDHR, the complaint must be filed within 300 calendar days from the date of harm.

**DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
INTERNAL COMPLAINT PROCESS**

- c. To file with the EEOC, the complaint must be filed within 300 calendar days from the date of harm.

Illinois Department of Human Rights

Chicago:
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
1-312-814-6200
TTY 1-866-740-3953

Springfield:
535 W. Jefferson Street, First Floor
Springfield, Illinois 62702
1-217-785-5100
TTY 1-866-740-3953

Marion:
Marion Regional Office Building
2309 W. Main Street, Suite 112
Marion, Illinois 62959
1-618-993-7463
TTY 1-866-740-3953

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:

Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)
Website: www.illinois.gov/sexualharassment

Equal Employment Opportunity Commission

Chicago:
JCK Federal Building
230 South Dearborn Street
Suite 1866 (Enforcement, State and Local & Hearings)
Suite 2920 (Legal & ADR)
Chicago, Illinois 60604
312-872-9777
Enforcement/File Disclosure Fax 312-558-1200
www.eeoc.gov

St. Louis:
1222 Spruce Street, Room 8-100
St. Louis, Missouri 63103
1-800-669-4000
TTY: 1-800-669-6820

**Central Management Services
Internal EEO Discrimination Complaint**

Filing this complaint form does not satisfy the time limits for filing with the Illinois Department of Human Rights or the Equal Employment Opportunity Commission (see information below)

Complainant: _____ Job Title: _____
 Home Address: _____ City, State, Zip: _____
 Home Phone: _____ Work Phone: _____
 Work Location: _____ Bureau: _____
 Supervisor: _____

Basis of Alleged Discrimination (Check All That Apply)						
Race	Color	Age	Religion	Disability	Marital Status	Sex
Retaliation	National Origin	Sexual Orientation	Other: _____			
Date(s) of alleged discrimination: _____						

Alleged Discriminator

Name: _____ Title: _____
 Work Location: _____ City: _____

Discriminatory Action

(Explain fully – Attach additional sheets if necessary)

Relief Requested

Note: You have 300 days from the date of the alleged act(s) of discrimination to file charges with the Illinois Department of Human Rights and 300 days to file charges with the Equal Employment Opportunity Commission (EEOC). You have the right to file charges with either entity or both:
Illinois Department of Human Rights
 535 W. Jefferson Street, First Floor, Springfield, IL 62702 **OR** 100 W. Randolph Street, Suite 10-100 Chicago, IL 60601
Equal Employment Opportunity Commission
 JCK Federal Building, 230 S. Dearborn Street, Suite 1866, Chicago, IL 60604

 Signature of Complainant Date of Complaint

SECTION FIVE DISABILITY PROGRAM

Labor Force Analysis for People with Disabilities

Agency: Central Management Services

Fiscal Year: 2021

Total Employees: 861

Percent of People with
Disabilities in Illinois Labor
Force: 4.78%

Labor Force Number: 41

Number of Employees with
Disabilities in Agency: 41

Underutilization or Parity: P



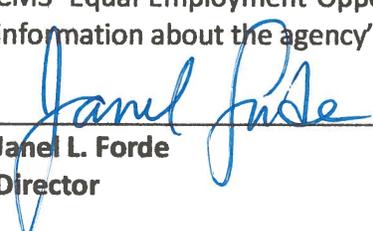
REASONABLE ACCOMMODATION POLICY STATEMENT

In compliance with the 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 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 the 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.

CMS' Equal Employment Opportunity Officer and/or the ADA Coordinator can provide further information about the agency's policy in this area.



Janel L. Forde
Director

AFFIRMATIVE ACTION PROVISIONS FOR EMPLOYING PERSONS WITH DISABILITIES

The Illinois Department of Central Management Services (CMS or Department) remains committed in its resolve to employ persons with disabilities. As of June 30, 2020, the total number of CMS employees with disabilities is indicated below:

Number of disabled employees: 41
Total number of employees: 861
Percent of disabled employees: 4.76

The Department is at parity in this category, however, it will continue its' efforts to increase the diversity of its' workforce, including those with disabilities.

Disabled Workers Program

The CMS Division of Examining and Counseling administers several programs and services for people with disabilities through the Disabled Workers Program. The Program was established to promote access, independence and opportunity throughout the employee life cycle. The Program is conducted through the Springfield Assessment Center. The Alternative Employment Program (AEP) and the Successful Disability (SD) Opportunities Program are administered to assist persons with disabilities pursuing state employment. The Accommodated Testing program is administered to provide persons with disabilities testing assistance. The Disabled Workers Program also administers the Disabled Workers Trainee Program. Further information regarding the CMS Disabled Workers Program can be found at:

CMS Disabled Workers Program Coordinator
Springfield Assessment Center
130 W. Mason Street
Springfield, IL 62702
Voice: 217-524-7514
Illinois Relay Center: 800-526-0844

Disabled Workers Trainee Program

Public Act 101-0533 requires each state agency with at least 1,500 employees to offer a minimum of 1 position per year to be filled by a person with a disability, as defined under the ADA, through an established trainee program. CMS, in collaboration with the Illinois Taskforce on Employment and Economic Opportunities for People with Disabilities (EEOPD), has been working to create the framework, rules, processes, and training for the upcoming trainee program.

The program will be administered by the Disabled Workers Program Coordinator at CMS. Program eligibility requirements include submission of the CMS 100 and disability verification documents as defined by the ADA guidelines. The CMS Disabled Workers Program will review and determine program enrollment eligibility. Qualified applicants will be placed on an eligibility

AFFIRMATIVE ACTION PROVISIONS FOR EMPLOYING PERSONS WITH DISABILITIES

list with a specific code or option, which will be distributed to agencies upon closing of the Trainee Program posting.

The hiring agency will interview (if needed) based on a total number of applicants, and conduct all hiring processes keeping in mind that reasonable accommodations may need to be met during the interview and in the workplace. Clerical Trainee is the primary title that is being offered through the program. CMS is a voluntary participant in the Disabled Workers Trainee Program.

Alternative Employment Program

The Alternative Employment Program (AEP) was established by law to find alternative employment opportunities for certified employees who are on an approved leave of absence, from an agency under the jurisdiction of the Governor, due to a work related or non-work related disability which permanently and totally precludes the performance of the assigned duties of their current position. AEP is administered by CMS.

In order to participate in the AEP program, the employee must be determined by a physician to be permanently and totally disabled from performing their current job duties but not duties of any other position. If the employee seeks AEP participation, a packet is provided to the employee by the agency. The packet must be completed in consultation with their physician and returned to the agency. The agency must explore all reasonable accommodations available to the employee and reemployment opportunities within their agency before forwarding the package to CMS.

Upon approval of the application, alternative position titles are recommended for the employee to establish eligibility. Titles recommended may only represent lateral or downward appointments. Applicants who meet the requirements for the selected position titles are issued an AEP grade and their name is placed on the AEP eligibility list for the titles and counties selected. AEP grades are valid for a two year period and participation in the program is a maximum of two years. Participation in the program is voluntary and will not affect disability benefits if participation is declined.

Successful Disability Opportunities Program

The Successful Disability Opportunities Program provides persons with disabilities greater access to employment opportunities with the State of Illinois. Candidates are issued their SD grade, pending testing and obtaining a passing Open Competitive grade.

Applicants must be registered with the Illinois Department of Human Services (DHS) Division of Rehabilitation Services in order to be eligible to participate in the Program. A Division of

AFFIRMATIVE ACTION PROVISIONS FOR EMPLOYING PERSONS WITH DISABILITIES

Rehabilitation Services Counselor completes the “Certificate of Eligibility Form and Narrative” for each position title that the applicant wishes to perform and forwards the form to CMS. DHS – Division of Rehabilitation Services verifies that a qualifying disability exists.

The application and testing process is the same as the General Open Competitive Process, except that with the SD Program, application submission and automated testing go through the Disabled Workers Program Coordinator’s Office. Automated tests must be scheduled through the Disabled Workers Coordinator or Disabled Workers Staff. Applications for training and experience titles go to the Disabled Workers Program for verification and are then forwarded to CMS Examining for grading. SD grades are pass/fail, “SP/Pass” or “SF/Fail”, and are valid for one year. Applicants who pass are placed on both the SD Eligible and OC list. Interviews for the filling of vacant positions must be conducted in accordance with established standards.

Effective January 1, 2020, CMS began implementing P.A. 101-0192, which amends the Personnel Code requiring CMS to issue the SD list along with the OC eligible list when at the point of “other means” in the filling of vacancy language.

Disability Resource Center

The CMS’ Disability Resource Center operates as a centralized source of information on reasonable accommodations and can provide professional consultation to both state agency staff and job seekers on issues concerning reasonable accommodations in the state employment process. Employees and applicants may contact the CMS Disability Resource by e-mail at: CMS.DisabilityResCen@illinois.gov.

Physical and Procedural Barriers

The Department is compliant in each of the following areas:

1. Physical Access

The CMS Chief Security Officer will make assessments of the various buildings and facilities utilized by CMS employees throughout the year. If/when we find any physical barriers that need to be resolved, we address the issue(s) as expediently as permitted. An accessibility survey of all CMS facilities will be done, and any necessary changes will be made.

If a disabled applicant observes or experiences any physical barriers in CMS offices, they may call the Disabled Workers Program number and ask for assistance. If a disabled employee observes or experiences any physical barriers in CMS Offices, they may call the ADA Coordinator and ask for assistance.

AFFIRMATIVE ACTION PROVISIONS FOR EMPLOYING PERSONS WITH DISABILITIES

2. Pre-employment Screening

CMS does not use pre-employment screening to eliminate applicants with disabilities. If the Bureau of Personnel becomes aware of such exams in the future they will be responsible for ensuring that the exam is job related and that it is required of all applicants. Applicants may, if they wish, indicate they have a disability on the application form.

3. Employment Criteria & Job Description Review

Employment criteria for all agency positions are based on the CMS (statewide) class specifications. The class specification identifies duties and levels of responsibilities that are generally associated with positions allocated to the classification. A position description provides more precise details on the duties of a position. Job descriptions are reviewed as part of the hiring process and at the time performance evaluations are conducted. If certain positions are found to have additional requirements which cannot be shown to be clearly job-related, and consistent with both efficiency and safety, the additional requirements will be eliminated.

4. Employment Testing

The CMS Division of Examining is responsible for the employment application and testing process for all agencies covered by the Personnel Code. The Department provides Accommodated Testing at all five Assessment Centers across the State of Illinois (Chicago, Springfield, Marion, Champaign, and Rockford). The Assessment Center sites are accessible and have computer test stations with larger monitor screens and tables that adjust to accommodate wheel chairs. The Accommodated Testing Program provides disability accommodations for State employment testing and application completion. An applicant must make the request for an accommodation through the Disabled Workers Program. Accommodations include, but are not limited to, certified American Sign Language interpreters, extra time, zoom text, braille or large print exams, readers and scribes, high contrast, closed-captioning, and extended time limits for testing. The use of calculators is also permitted during testing.

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

AFFIRMATIVE ACTION PROVISIONS FOR EMPLOYING PERSONS WITH DISABILITIES

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

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

The Americans with Disabilities Act (ADA) requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities.

The CMS Director designates the individual listed below as the Department's ADA Coordinator. The ADA Coordinator is responsible for implementing the Department's policies and procedures ensuring compliance with the ADA, serving as a liaison to governmental agencies, the general public and other interested parties in the development, adoption and distribution of such policies and procedures, and the processing of grievances and reasonable accommodations requests.

Ayesha Patel
Interim EEO Officer/ADA Coordinator
401 S. Spring Street, Room 720
217-524-7518 (Office)
217-494-6179 (Cell)

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES' EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES

All full-time employees are provided the opportunity to indicate a disability and/or a need for emergency evacuation assistance through the online disability survey. All part-time and temporary employees are provided a disability form to indicate a disability and/or a need for emergency evacuation assistance. This information is reviewed regularly, by the EEO Officer and/or the ADA Coordinator and shared with the appropriate safety personnel. Appropriate arrangements are made once the request is made.

The Disability Survey is available on the Illinois Department of Human Rights website at:

<https://www2.illinois.gov/sites/DisabilitySurvey/Pages/default.aspx>



**State of Illinois
Reasonable Accommodation Request for Applicants**

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

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

Type of Accommodation Needed

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

Narrative Explanation

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

Applicant's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's Determination Grant Deny

Remarks (If denied, provide explanation) _____

Final Agency Approval

Signature:	Date:
------------	-------

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
Reasonable Accommodation Request for Employees**

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

Name	Job Title	Division	Telephone Number
Functional Limitations			

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

Purchase or modification of equipment or devices _____

Job restructuring or task modification _____

Provision of reader, sign language interpreter or personal assistant _____

Structural modification to work site or facility _____

Modification of work schedule or leave policy _____

Modification of examinations, training materials or personal assistant _____

Reassignment to vacant position _____

Other _____

Narrative Explanation

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

Employee's Signature	Date:
_____	_____
RAC Recommendation (RAC's initials)	Grant Deny Date _____ Return for _____
Chief Executive Officer's Final Action (CEO's initials)	Grant Deny Date _____ Return for _____

Remarks _____

Accommodation Request Procedures for Employees

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

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form and medical documentation, if requested, to the agency EEO Officer/ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness, insure that all applicable documents have been included and make a recommendation, in writing, to the Division Manager within five (5) working days of receipt of a properly completed form.
3. The Division Manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO Officer/ADA Coordinator.
4. The EEO Officer/ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
5. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
6. The EEO Officer/ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form, including appropriate medical documentation, if requested. A copy of the response will also be sent to the supervisor.
7. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note: The agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
8. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
9. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC).
10. The EEO Officer/ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms for one year following final action in the matter.

SECTION SIX

APPLICABLE LAWS

APPLICABLE LAWS

The federal and state EEO laws, rules, and regulations that impact the Department of Central Management Services are identified below. Where there is a discrepancy between federal law and state or local law, the federal law supersedes unless the state or local law is more stringent.

Federal

Civil Rights Act of 1964, As Amended

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on grounds of race, color, or national origin in programs receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primacy objective of the financial assistance is a provision of employment or where employment discrimination causes or may cause discrimination in providing services under such programs.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment on the basis of race, color, religion, sex or national origin. Applicants and employees of most private employers, state and local governments and public or private educational institutions are protected. Employment agencies, labor unions and apprenticeship programs are also covered.

Equal Employment Opportunity Act of 1972

This Act 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 the Equal Employment Opportunity Commission (EEOC) to bring civil action against any organization, which is alleged to be practicing discrimination. This Act also gives the right to an individual to take a complaint directly to a court of law.

Pregnancy Discrimination Act

This Act 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

APPLICABLE LAWS

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, As Amended in 1978 and 1986

This Act prohibits arbitrary discrimination against persons 40 years of age and over in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment. The law covers most private employers, state and local governments, educational institutions, employment agencies and labor organizations. An employer cannot advertise jobs indicating a preference for, or limitation to, persons younger than age 40, such as junior executives, or recent college graduates. This law is administered by the EEOC.

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.

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 EEOC enforces this Act.

Americans with Disabilities Act of 1990, As Amended by the Americans with Disabilities Act Amendments of 2008

Congress enacted the Americans with Disabilities Act of 1990 (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

APPLICABLE LAWS

individuals under the protection of the law. The 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: 1) to care for the employee's child after birth, or placement for adoption or foster care; 2) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or 3) 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.

APPLICABLE LAWS

Genetic Information Nondiscrimination Act of 2008

This Act 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.

Families First Coronavirus Response Act

This Act requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division administers and enforces the Act's paid leave requirements. These provisions will apply from April 1, 2020 through December 31, 2020

State Laws

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 Act is enforced by the Illinois Department of Labor.

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

APPLICABLE LAWS

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 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

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

HIRING MONITOR

Name of Agency: _____
 City / County: _____
 IDHR Region / (Facility): _____
 EEO Job Category: _____
 Title of Job to be filled: _____

Candidate's Name: _____
 Position Number: _____
 Bid Number: _____
 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 (CMS). Please complete the attached questionnaire and mail it to Central Management Services, EEO/AA Officer, Legal Services, 720 Stratton Office Building, Springfield, IL, 62706. 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 and Location:	
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 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 CMS in developing you further as an employee:					

Rate your experience with CMS:

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. CMS as a place to work					

Comments:

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 Services
ATTN: EEO/AA Officer
720 Stratton Office Building
Springfield, IL 62706

