

Civil Service Affirmative Action Plan Meeting August 2013



Office of Diversity, Equity, and Access

Staff Human Resources



Office of Diversity, Equity, and Access

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- **Partner with campus on diversity**
 - Coordinating Inclusive Illinois
 - Track and monitor diversity initiatives on campus
 - Support diversity-related committees on campus
 - Supporting Community Outreach

- **Partner with campus on compliance**
 - Affirmative Action
 - Equal Employment Opportunity
 - Veterans/Persons with Disabilities
 - Training and Education



Civil Service Guidance

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- **State University Civil Service System**
- **Equal Employment Laws**
 - Prohibit Discrimination
- **Affirmative Action Regulations**
 - Require Additional Steps



Illinois Non-Discrimination Statement

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- **Prohibits Discrimination based on:**

- Race
- Color
- Religion
- Sex
- National Origin
- Ancestry
- Age
- Order of Protection Status
- Martial Status
- Disability
- Sexual Orientation
 - ✦ Including Gender Identity
- Unfavorable Discharge from the Military
- Status as a Protected Veteran
- Genetic Identity



Equal Employment Opportunity and Affirmative Action

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- **Equal Employment Opportunity**
 - Requires ensuring equal access to opportunities
 - Refers to laws that prohibit discrimination based on protected classes
 - Many of these laws originated from the civil rights era affecting minorities, women, persons with disabilities, and veterans
- **Affirmative Action**
 - Prohibits discrimination and requires positive steps to ensure equal employment opportunity
 - Positive steps requires demonstrated good faith efforts to recruit women, minorities, persons with disabilities, and veterans



Executive Order 11246

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- **Office of Federal Contract Compliance Program**
 - 50 or more employees
 - \$50,000 or more federal contracts or subcontracts
- **Prohibits government contractors and subcontractors from discriminating in employment**
- **Requires contractors to take affirmative action (extra steps)**
 - To ensure that women, minorities, person with disabilities, and veterans are recruited and have an opportunity to compete for vacancies
 - To ensure that progress is made towards addressing underrepresentation



Executive Order 11246

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- **Office of Federal Contract Compliance Program**
 - Conducts compliance evaluations and complaint investigations of federal contractors' and subcontractors' personnel policies and procedures
 - Obtains conciliation agreements and fines from contractors and subcontractors who are in violation of regulatory requirements



Required Affirmative Action Components

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- Annual planning for upcoming personnel activity
- Annual monitoring of past year personnel activity
- Periodic monitoring of current year progress
- On-going good faith effort documentation



Good Faith Efforts

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- **Outreach**
 - Contact list that includes name of organization, contact person, contact phone number, and contact email
- **Recruitment**
 - Copies of job postings
 - Scope of recruitment
 - Internal job postings and why they were not posted as external
- **Training**
 - Proof of affirmative action meetings with hiring officials
- **Other**
 - Accommodations listing
 - Self-identification forms
 - EEO/AA Policies
 - Position qualifications



Good Faith Efforts

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- **41 CFR 60.235**
 - “Good faith efforts are no longer good enough.” Even though the agency’s regulations specify Good Faith Efforts are the measure by which federal contractors will be evaluated, Ms. Shiu (Director of OFCCP) says she expects contractors to demonstrate numerical achievements, particularly for placement of veterans and disabled job candidates.
 - New regulations will be coming for veterans and disabled



Using the Affirmative Action Plan (AAP)

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- The AAP can be a tool to help understand the workforce and target recruitment initiatives.
- The AAP regulations require a contractor to compare the representation of minorities and females in a contractor's work force to their availability in the reasonable recruitment area and with those in their own work force who are promotable.



Placement Goals

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- A goal is set when the percentage of minorities or females employed in a particular job group is less than reasonably expected given their percentage availability
- A goal becomes a hiring rate in the affirmative action plan
- A female placement goal of 25% means that 1 out of 4 hires should be female such that over time, the underrepresentation would be addressed.



FY14 Civil Service Placement Goals

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- **There are a total of 99 Civil Service Job Groups on campus**
- **29 or 29% of civil service job groups on campus have placement goals.**



Reports

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- Placement Goals
- Civil Service Affirmative Executive Summary Report
- Total Promotions/Hires by College
- Workforce Snapshot
 - By race/gender and College/Department



Placement Goals

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<i>Job Group</i>	<i>Class</i>	<i>Goal Placement Rate %</i>
3A3 - Accountg/Finance Professionals level 3	Minority	8.76
3B2 - Engineers level 2	Female	8.75
3D1 - Systems/Network Professionals level 1	Minority	17.62
3E1 - Creative Arts Professionals level 1	Minority	8.78
3G1 - Medical/Lab Professionals level 1	Minority	7.13
3H1 - Nurses level 1	Minority	11.87
3H3 - Nurses level 3	Minority	11.87
3Z1 - Other CS Service Professionals level 1	Minority	8.56
3Z3 - Other CS Service Professionals level 3	Minority	11.08
4A2 - Systems/Network Technicians level 2	Minority	13.90
4B1 - Engineering/Science Technician level 1	Minority	10.97
4B2 - Engineering/Science Technician level 2	Female	21.95
4B3 - Engineering/Science Technician level 3	Female	35.96
4G1 - Protective Service Workers level 1	Female	18.78
4G2 - Protective Service Workers level 2	Minority	17.57



Civil Service Affirmative Action Executive Summary Report

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Job Group	Job Group Description	Asian	Black	Hispanic	Native Am	Hawaiian/PI	Two or More	White	Female	Male	Total Emps	Placement Goal
3A1	Accountg/Finance Professionals - level 1											
	2014 Employees	7.32%	2.44%	0.00%	0.00%	0.00%	0.00%	90.24%	75.61%	24.39%	41	
	2013 Employees	2.27%	6.81%	0.00%	0.00%	0.00%	0.00%	90.90%	75.00%	25.00%	44	*
3A2	Accountg/Finance Professionals - level 2											
	2014 Employees	1.19%	11.90%	0.00%	0.00%	0.00%	0.00%	86.90%	80.95%	19.05%	84	*
	2013 Employees	1.29%	10.38%	0.00%	0.00%	0.00%	0.00%	88.31%	79.22%	20.77%	77	*
3A3	Accountg/Finance Professionals - level 3											
	2014 Employees	0.00%	3.85%	0.00%	0.00%	0.00%	0.00%	96.15%	76.92%	23.08%	26	
	2013 Employees	0.00%	3.70%	0.00%	0.00%	0.00%	0.00%	96.29%	77.77%	22.22%	27	*
3B1	Engineers - level 1											
	2014 Employees	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	85.71%	0.00%	100.00%	7	
	2013 Employees	0.00%	8.33%	0.00%	0.00%	0.00%	8.33%	83.33%	0.00%	100.00%	12	*
3B2	Engineers - level 2											
	2014 Employees	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	85.71%	0.00%	100.00%	14	*
	2013 Employees	0.00%	15.38%	0.00%	0.00%	0.00%	0.00%	84.61%	0.00%	100.00%	13	*
3B3	Engineers - level 3											
	2014 Employees	0.00%	7.69%	0.00%	0.00%	0.00%	0.00%	92.31%	0.00%	100.00%	13	
	2013 Employees	0.00%	7.14%	0.00%	7.14%	0.00%	0.00%	85.71%	0.00%	100.00%	14	*
3C1	Human Resources Professionals - level 1											
	2014 Employees	0.00%	37.50%	6.25%	0.00%	0.00%	0.00%	56.25%	81.25%	18.75%	16	
	2013 Employees	0.00%	29.41%	5.88%	0.00%	0.00%	0.00%	64.70%	76.47%	23.52%	17	
3C2	Human Resources Professionals - level 2											
	2014 Employees	0.00%	25.00%	0.00%	0.00%	0.00%	2.78%	72.22%	88.89%	11.11%	36	
	2013 Employees	0.00%	22.22%	0.00%	0.00%	0.00%	0.00%	77.77%	94.44%	5.55%	18	*
3C3	Human Resources Professionals - level 3											
	2014 Employees	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	100.00%	0.00%	2	
	2013 Employees	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	87.50%	12.50%	8	
3D1	Systems/Network Professionals - level 1											
	2014 Employees	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	54.55%	45.45%	11	*
	2013 Employees	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	50.00%	50.00%	12	*
3D2	Systems/Network Professionals - level 2											
	2014 Employees	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	33.33%	66.67%	3	
	2013 Employees	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	33.33%	66.66%	3	*



Total Hires/Promotions by College

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Job Group	Job Group Description	Total Hires/ Promotions	Asian	Black or African American	Hispanic or Latino	Native American	Native Hawaiian or Pacific Islander	Two or More Races	White	Female	Male
3A1	Accountg/Finance Professionals level 1	1							1	1	
3G1	Medical/Lab Professionals level 1	5							5		5
3Z1	Other CS Service Professionals level 1	1							1	1	
4Z1	Other Technicians/Paraprofess level 1	8		2					6	8	
4Z2	Other Technicians/Paraprofess level 2	5	1	1	1				2	4	1
5A1	Accounting/Finance Clericals level 1	2			1				1		2
5B1	Office Support Clericals level 1	2							2	2	
5B2	Office Support Clericals level 2	1		1						1	
5B3	Office Support Clericals level 3	5							5	5	
5Z1	Other Clericals level 1	1		1						1	
5Z3	Other Clericals level 3	1	1							1	
7D1	Food Service Workers level 1	1							1	1	
Total Hires/Promotions		33	2	5	2	0	0	0	24	25	8



Workforce by College/Department

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Civil Service Workforce Diversity FY 2014 Affirmative Action Plan Data										
College	Department	Asian	Black	Hispanic	Native American	Two or More Races	White	Female	Male	Total
Test	Test Dept 1	1					3	3	2	4
	Test Dept 2		1				4	7		5
	Test Dept 3	2	0		4		20	20	6	26
	Test Dept 4					1	3	3		4
	Test Dept 5		1		2		2	1	1	5
	Test Dept 6	2					30	10	22	32
	Test Dept 7				2	1	18	10	7	21
	Test Dept 8			1			8	8	1	9
	Test Dept 9	1	2	2			19	28	1	24
	Test Dept 10		1				7	8		8
	Test Dept 11		1					1		1
Test Total		6	6	3	8	2	114	99	40	139



FY13 New Hires/Promotions/Transfers

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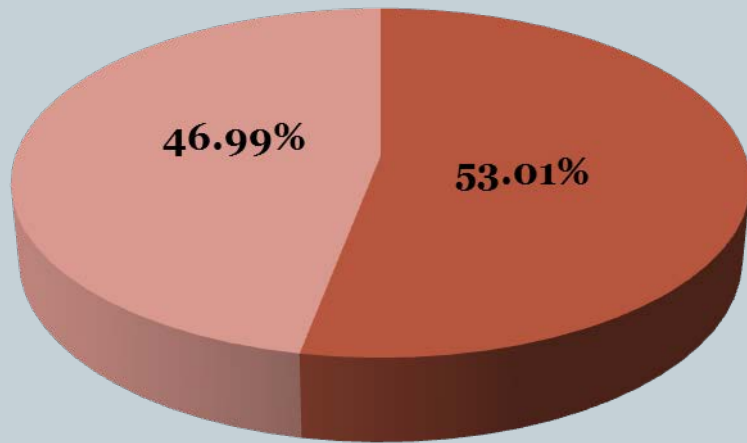
- FY13

- ✦ 1,112 new hires/promotions/transfers into job groups with placement goals



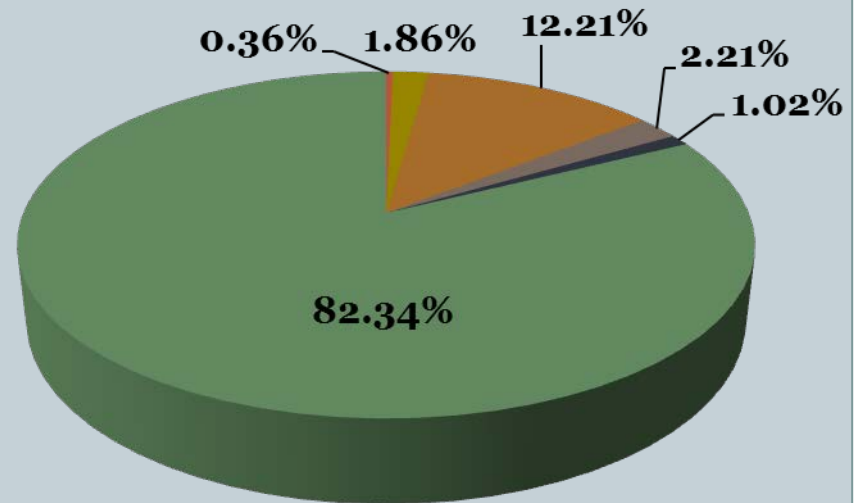
Civil Service Workforce— July 2013

Campus



■ Female ■ Male

Campus



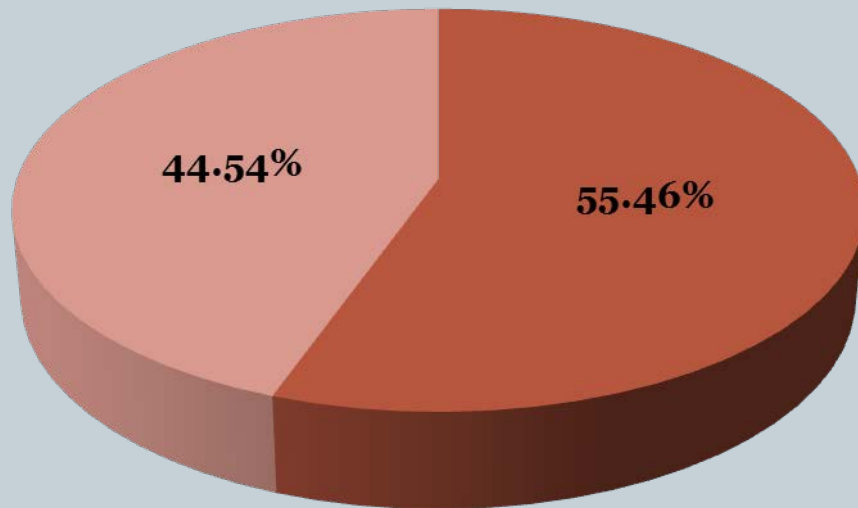
■ American Indian ■ Asian
■ Black ■ Hispanic
■ Two or More Races ■ White



Civil Service Hires – FY 2013

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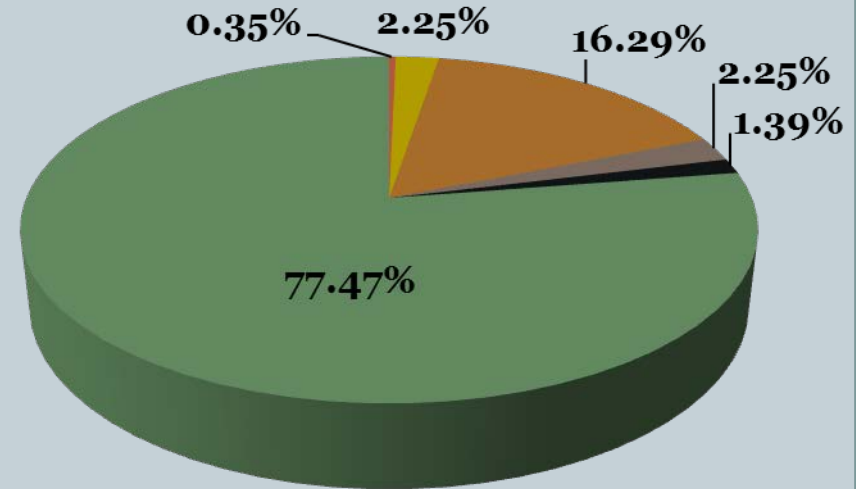
Campus



Female

Male

Campus



American Indian

Asian

Black

Hispanic

Two or More

White



OFCCP Audit Red Flags

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- Hiring officials are unfamiliar with Affirmative Action concepts and federal compliance requirements
- The organization does not follow its own published policies for hires, promotions, transfers, and terminations
- Too many promotions are non-competitive and not posted



Questions the OFCCP Frequently Asks Hiring Officials

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- **Did you know the University has an Affirmative Action Plan?**
 - How long have you known this?
 - Have you read the plan?
 - When?
- **When was the last time you had training or a meeting to discuss Affirmative Action?**
- **Do you know the differences between Equal Employment Opportunity and Affirmative Action**



Questions the OFCCP Frequently Asks Hiring Officials

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- **Do you hire or promote people?**
 - How are you made aware of positions with placement goals?
- **Does the University have a harassment/discrimination complaint procedure?**
 - Where does one take a complaint?
- **Who is responsible for implementing the Affirmative Action Plan?**
- **What placement goals are applicable to your college/department?**



Questions the OFCCP Frequently Asks Hiring Officials

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- **Did you achieve your placement goals?**
 - If not, why not?
 - What good faith efforts did you make?
- **What difficulties, if any, are you encountering in achieving your goals?**
- **Why was candidate x not hired and candidate y was hired?**
- **What were the minimum requirements/duties/desired qualifications for the posted jobs?**
- **What were the interview questions and evaluation criteria?**



Questions the OFCCP Frequently Asks Hiring Officials

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- Do you document your decisions?
- What affirmative action recruiting was conducted for the opening?
- What jobs do women and minorities hold in your college/department?
- Why do the salaries of x and y differ?



Major Non-Discrimination Laws

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- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Executive Order 11246
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967
- Age Discrimination Act of 1975
- Vietnam-Era Veterans Readjustment Assistance Act
- Section 503 of Rehabilitation Act of 1973
- Title I Americans with Disabilities Act of 1991
- Civil Rights Act of 1991



Contacts

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