

EEO Utilization Report

Organization Information

Name: Missouri Department Of Social Services

City: Jefferson City

State: MO

Zip: 65102

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See Attachment - Missouri Department of Social Services' Equal Employment Opportunity Policy Statement

Following File has been uploaded:missouri dss-equal-employment-opportunity-policy.pdf

Step 4b: Narrative of Interpretation

The Missouri Department of Social Services (MDSS) Office for Civil Rights (OCR) reviewed the Utilization Analysis comparing MDSS workforce at the end of our Fiscal Year 2017 to the relevant labor market (2010 Census for Missouri), and noted the following:

1. White males are significantly underrepresented in the following categories: Officials/Administrator (-31%), Professionals (-21%), Technicians (-23%), Administrative Support (-24%), and Service/Maintenance (-34%).
2. The other underrepresentation noted in the chart was less than -2% in all other categories for both male and female.
3. MDSS does not track the category Other.
4. MDSS only has one position in Skilled Craft workers.

MDSS is a State Merit system agency and the majority of positions are covered under the merit system. As such, applicants must be certified by the Missouri Office of Administration (OA) as eligible for positions and normally placed on certificates called registers before they can be hired in classified positions and MDSS has to hire within the top 15 or 15% of available candidates on the register. MDSS advertises employment opportunities on the MDSS intranet, MDSS internet, OA merit register, mocareers.gov, jobs.mo.gov, indeed.com, newspapers, professional associations/affiliations, emails to employees, referrals from current employees, flyers at colleges and universities and various local events, SHRMC, Facebook.

Based on the Utilization Analysis, MDSS has established objectives to achieve a reasonable representation of the protected group members in the workforce based on their availability in the labor market.

Step 5: Objectives and Steps

1. To research and implement best practices that promotes the hiring, retention, and advancement of employees.

- a. MDSS will continue to take affirmative steps to retain qualified employees. MDSS will continue to participate in job fairs and other recruitment events. MDSS will continue to educate managers and supervisors during Civil Rights and Diversity and DSS Leadership Orientation training on the advantages of maintaining a diversified workforce through retaining and advancing protected group members.
- b. MDSS will continue to explore non-traditional ways of recruiting applicants.
- c. MDSS will continue to educate managers and supervisors on the Americans with Disabilities Act as amended and reasonable accommodations.

2. To promote a work environment that respects and appreciates differences. Educate employees on nondiscrimination and diversity.

- a. MDSS will continue to provide training to employees on civil rights laws, diversity, and the department's nondiscrimination policies. All new employees attend New Employee Orientation which includes a four-hour classroom training on Civil Rights and Diversity. Every three years after that, employees are required to attend a six-hour classroom training on Civil Rights and Diversity. When employees become supervisors, they are required to attend a six-hour classroom Civil Rights & Diversity Training for Supervisors, which is required every three years. In everyday practice, diversity is reinforced by MDSS Guiding Principles, MDSS administrative policies, coaching and supervision.

Step 6: Internal Dissemination

The EEO Short Form will be available on the MDSS Office for Civil Rights' intranet page.

Step 7: External Dissemination

The EEO Short Form will be available to the public via MDSS Human Resource Center's webpage.

Utilization Analysis Chart
Relevant Labor Market: Missouri

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	83/24%	0/0%	10/3%	0/0%	0/0%	0/0%	0/0%	0/0%	227/64%	3/1%	26/7%	1/0%	1/0%	0/0%	1/0%	0/0%
CLS #/%	184,650/54%	3,175/1%	8,670/3%	620/0%	3,120/1%	60/0%	1,690/0%	285/0%	119,280/35%	2,595/1%	11,405/3%	490/0%	1,825/1%	25/0%	1,450/0%	270/0%
Utilization #/%	-31%	-1%	0%	-0%	-1%	-0%	-0%	-0%	29%	0%	4%	0%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	822/15%	16/0%	229/4%	3/0%	2/0%	0/0%	5/0%	0/0%	3603/65%	43/1%	715/13%	29/1%	22/0%	1/0%	19/0%	0/0%
CLS #/%	180,155/36%	4,275/1%	11,025/2%	425/0%	10,395/2%	65/0%	1,715/0%	640/0%	254,975/51%	5,335/1%	21,950/4%	760/0%	6,910/1%	225/0%	2,260/0%	585/0%
Utilization #/%	-21%	-1%	2%	-0%	-2%	-0%	-0%	-0%	15%	-0%	9%	0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	8/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/75%	1/1%	7/10%	1/1%	0/0%	0/0%	1/1%	0/0%
CLS #/%	30,115/34%	710/1%	1,880/2%	90/0%	1,485/2%	0/0%	245/0%	60/0%	43,730/50%	990/1%	6,790/8%	130/0%	1,085/1%	15/0%	490/1%	130/0%
Utilization #/%	-23%	-1%	-2%	-0%	-2%	0%	-0%	-0%	26%	0%	2%	1%	-1%	-0%	1%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,540/68%	885/2%	4,710/10%	50/0%	120/0%	35/0%	545/1%	70/0%	6,795/14%	150/0%	1,735/4%	115/0%	10/0%	0/0%	159/0%	35/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,725/34%	75/1%	380/8%	20/0%	20/0%	0/0%	44/1%	15/0%	2,270/45%	75/1%	320/6%	0/0%	10/0%	0/0%	60/1%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	32/5%	0/0%	5/1%	0/0%	0/0%	0/0%	1/0%	0/0%	504/77%	4/1%	101/15%	4/1%	2/0%	0/0%	1/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	217,975/29%	5,790/1%	21,740/3%	570/0%	2,950/0%	130/0%	2,595/0%	560/0%	416,350/56%	9,785/1%	54,500/7%	1,670/0%	5,375/1%	320/0%	5,425/1%	1,160/0%
Utilization #/%	-24%	-1%	-2%	-0%	-0%	-0%	-0%	-0%	21%	-1%	8%	0%	-0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	214,410/85%	9,320/4%	10,695/4%	1,025/0%	1,320/1%	135/0%	2,220/1%	295/0%	11,580/5%	640/0%	1,275/1%	110/0%	250/0%	45/0%	190/0%	30/0%
Utilization #/%	-85%	-4%	-4%	-0%	-1%	-0%	-1%	-0%	-5%	-0%	99%	-0%	-0%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	5/11%	1/2%	6/14%	0/0%	0/0%	0/0%	0/0%	0/0%	26/59%	1/2%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	359,755/45%	26,760/3%	54,850/7%	1,910/0%	6,005/1%	560/0%	5,130/1%	780/0%	262,530/33%	15,300/2%	48,290/6%	1,310/0%	7,105/1%	325/0%	4,150/1%	825/0%
Utilization #/%	-34%	-1%	7%	-0%	-1%	-0%	-1%	-0%	26%	0%	5%	-0%	-1%	-0%	-1%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓															
Professionals	✓	✓			✓		✓	✓		✓			✓			✓
Technicians	✓															
Administrative Support	✓	✓	✓													
Service/Maintenance	✓															

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Anna Wise

DSS Office for Civil Rights Manager

12-21-2017

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[date]