

# EEOP Short Form



Thu Oct 25 17:43:47 EDT 2012

## Step 1: Introductory Information

<b>Grant Title:</b>	Operation Cyber-Safe	<b>Grant Number:</b>	2009-MJCCG-034
<b>Grantee Name:</b>	Missouri Department of Social Services, STAT	<b>Award Amount:</b>	\$84,516.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	301 W High Street, Room 590 Jefferson City, Missouri 65102		
<b>Contact Person:</b>	Emerson McGuire	<b>Telephone #:</b>	573-751-5437
<b>Contact Address:</b>	301 W High Street, Room 590 Jefferson City, Missouri 65102		
<b>State Granting Agency:</b>	Missouri Department of Public Safety	<b>Grant Number:</b>	2009- SU-B9-0032
<b>Contact Name:</b>	Heather Haslag		
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### Policy Statement:

The Missouri Department of Social Services supports equal employment opportunity in the workplace. It is the policy of the Department of Social Services not to discriminate against any employee or applicant for employment on the basis of sex, race, color, national origin, ancestry, age, religion, disability, genetic information, pregnancy, sexual orientation, or veterans status.

This policy extends to recruitment, employment, promotion, demotion, transfer, lay-off, termination, compensation, training, benefits, and all other terms and conditions of employment. Reasonable accommodations will be provided for applicants and employees with disabilities. We are dedicated to both effective human resources management and equitable treatment of our employees.

The Department of Social Services is committed to a policy of equal employment opportunity that will ensure the utilization of all qualified employees and applicants to their full potential. Employees are our most valuable resource and it is our policy that equal employment opportunity is afforded to all present and prospective employees. The Department will act assuredly to recruit, employ, and advance minorities, women, persons with disabilities, and veterans.

The Department of Social Services is dedicated to maintaining a workplace that is diverse, respectful and in compliance with all federal and state laws, regulations and guidelines in our employment practices and in the provision of services to clients. The division directors have the authority, responsibility and accountability for ensuring equal employment opportunity within the department.

## Step 4b: Narrative Underutilization Analysis

The Missouri Department of Social Services (MDSS) Office for Civil Rights (OCR), reviewed the Utilization Analysis (comparing MDSS's workforce to the relevant labor market), and noted the following underutilization of 1% or more relative to protected group members:

1. Officials/Administrators Asian males (-1%)
2. Professionals Asian males and females (-1%)
3. Technicians Black or African American males (-3%); Asian males and females (-1%)
4. Administrative Support - Black or African American males (-3%)
5. Service/Maintenance Hispanic or Latino males (-1%); Asian males and females (-1%)
6. MDSS does not have positions in Protective Services: Sworn or Non-Sworn. There is only 1 person in the Skilled Craft group.

MDSS is a State Merit System Agency. As such, applicants must be certified by the Office of Administration as eligible for positions and are normally placed on certificates called registers before they can be hired in classified positions. Individuals on these registers are ranked according to the Office of Administration's specifications.

Based on the availability and 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. Along with the numeric goals established by the statistical analysis, MDSS has identified other areas in which improvement is desired and added these to our established objectives.

## Step 5 & 6: Objectives and Steps

### **1. To strengthen employee relationships and promote a professional work environment that respects and appreciates differences. Educate employees on civil rights laws and MDSS's nondiscrimination policies.**

- a. MDSS will continue to provide training to new employees on civil rights laws, diversity, and the department's nondiscrimination policies. New employees will be provided an Employee Handbook and attend New Employee Orientation which provides civil rights and diversity training as part of the core curriculum. New employees are required to take this course and attendance is required every three years thereafter.

### **2. To research and implement best practices that promotes the hiring, retention, and advancement of protected group members, including individuals with disabilities.**

- a. MDSS will continue taking affirmative steps to retain qualified minority employees and individuals with disabilities. MDSS will continue participating in job fairs and other recruitment events. MDSS educates managers during Civil Rights and Diversity and Basic Supervision training on the advantages of maintaining a diversified workforce through retaining and advancing protected group members.
- b. MDSS continues to explore non-traditional ways of recruiting minorities.
- c. MDSS will continue to educate managers and supervisors on the ADA and reasonable accommodations.

### **3. To discuss issues pertinent to workforce diversity such as enhancing cultural diversity awareness, identifying problem areas and recommending strategies for resolving problems and barriers preventing the success of MDSS's equal opportunity objectives.**

- a. In 2007, MDSS developed and implemented a Diversity Activities Calendar accessible via the internal website to provide information regarding a broad range of culturally diverse activities. This calendar is updated monthly with information regarding state-wide culturally diverse events. The events placed on the calendar are generally free, or if there is cost, the fee is nominal.
- b. In 2010, MDSS developed a Workforce Diversity Advisory Group to discuss issues pertinent to workforce diversity such as enhancing cultural diversity awareness, identifying problem areas and recommending strategies for resolving problems and barriers preventing the success of MDSS's equal opportunity goals. The DSS Workforce Diversity Advisory Group began meeting quarterly in January 2011 with actions being taken to share diversity initiatives among each program and support division and address results of our Survey of Employee Engagement.

**Step 7a: Internal Dissemination**

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

**Step 7b: External Dissemination**

The EEOP Short Form will be available to the public via the 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	74/23%	1/0%	8/3%	0/0%	0/0%	0/0%	0/0%	213/67%	1/0%	19/6%	2/1%	0/0%	0/0%	0/0%
CLS #/%	214,435/57%	2,535/1%	9,470/3%	565/0%	2,280/1%	60/0%	835/0%	128,460/34%	1,775/0%	12,195/3%	550/0%	1,415/0%	55/0%	430/0%
Utilization #/%	-34%	-0%	-0%	-0%	-1%	-0%	-0%	33%	-0%	3%	0%	-0%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	931/16%	13/0%	246/4%	7/0%	8/0%	0/0%	0/0%	3853/65%	46/1%	780/13%	24/0%	20/0%	0/0%	0/0%
CLS #/%	179,970/38%	2,810/1%	10,890/2%	685/0%	6,790/1%	65/0%	855/0%	234,230/50%	3,045/1%	21,770/5%	840/0%	4,830/1%	80/0%	745/0%
Utilization #/%	-23%	-0%	2%	-0%	-1%	-0%	-0%	15%	0%	9%	0%	-1%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	53/84%	1/2%	5/8%	0/0%	1/2%	0/0%	0/0%
CLS #/%	21,050/32%	265/0%	1,925/3%	175/0%	425/1%	25/0%	90/0%	34,775/53%	455/1%	5,650/9%	160/0%	515/1%	25/0%	140/0%
Utilization #/%	-27%	-0%	-3%	-0%	-1%	-0%	-0%	31%	1%	-1%	-0%	1%	-0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	31,710/71%	420/1%	4,550/10%	230/1%	40/0%	35/0%	115/0%	5,525/12%	95/0%	1,630/4%	30/0%	40/0%	10/0%	10/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	970/37%	4/0%	155/6%	15/1%	4/0%	4/0%	0/0%	1,255/48%	14/1%	155/6%	4/0%	15/1%	0/0%	25/1%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	20/2%	0/0%	3/0%	0/0%	0/0%	0/0%	0/0%	683/78%	6/1%	165/19%	4/0%	0/0%	0/0%	0/0%
CLS #/%	183,170/27%	3,330/0%	20,215/3%	930/0%	1,610/0%	90/0%	635/0%	413,875/60%	7,070/1%	53,250/8%	1,660/0%	3,165/0%	300/0%	1,375/0%

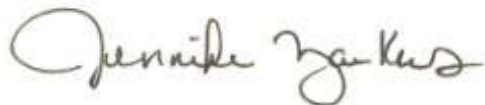
Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-24%	-0%	-3%	-0%	-0%	-0%	-0%	18%	-0%	11%	0%	-0%	-0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	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%
CLS #/%	247,260/85%	4,915/2%	13,300/5%	1,605/1%	880/0%	110/0%	920/0%	17,665/6%	375/0%	1,880/1%	155/0%	330/0%	10/0%	90/0%
Utilization #/%	-85%	-2%	-5%	-1%	-0%	-0%	-0%	-6%	-0%	99%	-0%	-0%	-0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	6/13%	0/0%	3/6%	0/0%	0/0%	0/0%	0/0%	27/57%	1/2%	10/21%	0/0%	0/0%	0/0%	0/0%
CLS #/%	396,880/48%	15,655/2%	56,705/7%	2,575/0%	4,230/1%	340/0%	2,245/0%	289,820/35%	8,455/1%	47,480/6%	1,805/0%	4,575/1%	210/0%	1,460/0%
Utilization #/%	-35%	-2%	-0%	-0%	-1%	-0%	-0%	23%	1%	16%	-0%	-1%	-0%	-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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>	✓													
<b>Professionals</b>	✓	✓			✓		✓					✓		✓
<b>Technicians</b>	✓													
<b>Administrative Support</b>	✓	✓	✓									✓		
<b>Service/Maintenance</b>	✓													

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 EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.



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[signature]

[title]

[date]