



September 30, 2013

**MEMORANDUM**

**TO:** The Honorable Terry E. Branstad, Governor

The Honorable Kim Reynolds, Lt. Governor

Carmine Boal, Chief Clerk of the House

Michael Marshal, Secretary of the Senate

**FR:** Mike Carroll, Director

**RE: FY 2013-14 Diversity/Affirmative Action Report**

In accordance with chapter 19B.5 of the Code of Iowa, I am reporting on the condition of affirmative action, diversity, and multicultural programs in the Executive Branch.

*Affirmative Action Methodologies*

DAS continues to assess the methodologies used for the affirmative action program, and completed the initial process to establish updated standards based on the populations of the communities in which the agencies function. County of residence data was added as a mandatory field for job applicants to enable DAS to better understand the location of the available labor pool going forward. For applicants already in the applicant tracking system, existing applicant address data was used to identify and populate a new county field. This new county data will enable a better understanding of where recruitment should be focused and permit a closer match between the available labor pool and the current work force. The data conversion has been completed within the applicant tracking system and the next step will be to create appropriate county and county clusters to determine the available labor pool.

*Self-Credentialing*

DAS has begun implementing a self-credential process in an effort to standardize and record the hiring practices for merit covered positions within the Executive Branch departments. The self-credentialing process is currently being piloted as a joint effort between DAS and the Department of Transportation using the Highway Tech Associate job classification. The objective of self-credentialing is to establish a pre-vacancy automated screening process using the applicant tracking system to enable job applicants to self-screen using job related questionnaires designed to identify applicants who best qualify for specific positions, in addition to the minimum qualifications of the job class. The process offers greater transparency, consistency, and compliance with best hiring practices. The results of the pilot project will

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continue to be reviewed, with a plan to further develop and expand the pilot of this program to other agencies and job classifications.

### *Applicant Flow as a Management Tool*

DAS believes that applicant flow reports can be utilized by each department as an effective management tool to review and assess selection rates within the department. In the past, DAS has created applicant flow reports at the department's request, but DAS will now create and distribute the report to all agencies on an annual basis. Thus, starting in FY 2014, DAS will distribute to the departments on an annual basis, the department's applicant flow data by step and EEO-4 category. The applicant flow report will permit each department and DAS to track and review selection rates and to further evaluate any area necessary, consistent with the EEOC Uniform Guidelines on Employee Selection Procedures.

### *State Recruitment Coordinating Committee and Training*

DAS has and will continue to sponsor and coordinate multicultural and recruitment events. The statewide recruitment committee will be reinstated in the first quarter of FY 2014. The committee will partner with DAS to address affirmative action recruitments by assisting DAS in executing statewide Executive Branch programs and activities to promote the State of Iowa as an employer of choice.

The DAS Performance and Development Solutions section offers diversity training for employees and managers. Unleashing the Power of Diversity was attended by 181 employees in FY 2013, and Diversity Training for Managers and Supervisors was attended by 34 managers or supervisors. DAS is in the process of reviewing and updating all of its training offerings in FY 2014.

### *Affirmative Action Administrator*

Anika Gaar has been hired as the State's Affirmative Action Administrator. This position is responsible for affirmative action compliance and consultation with the agencies. Anika will partner with Executive Branch agencies and the DAS Recruitment Coordinator to support efforts related to affirmative action.

### **FY2013 Recruitment Activity**

The following community and cultural events were attended by DAS-HRE and various agencies:

<b>Date</b>	<b>Event</b>
September 15-16, 2012	Latino Heritage Festival
January 25-26, 2013	I'll Make Me A World In Iowa
May 11, 2013	2013 CelebrAsian
June 15, 2013	Iowa Juneteenth Observance

The statewide DAS-HRE Recruitment Coordinator was engaged in thirty recruitment events with organizations such as the Greater Des Moines Partnership, American Institute of Business, and Iowa Workforce Development to promote job vacancies on behalf of Executive Branch agencies. The list of events can be found in Appendix A.

**Executive Branch Workforce Composition Trends (Gender, Race, and Disability)**

DAS-HRE continues to monitor the workforce composition of the Executive Branch. The following charts show the percentage of the workforce overall for the Executive Branch and by Equal Employment Opportunity categories over a five year period for gender, race, and disability. Note that EEO Category 5 is no longer in use.

**Gender**

*Executive Branch – Total*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	48.52%	49.22%	49.47%	49.47%	50.40%	49.39%
Female	51.48%	50.78%	50.53%	50.53%	49.60%	50.61%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 1 -Officials/Administrators*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	52.01%	52.24%	52.64%	52.38%	52.32%	52.30%
Female	47.99%	47.76%	47.36%	47.62%	47.68%	47.70%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 2 – Professional*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	39.47%	39.62%	39.86%	39.69%	39.31%	39.59%
Female	59.10%	60.38%	60.14%	60.31%	60.69%	60.11%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 3 - Technical*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	39.11%	39.43%	40.32%	40.51%	40.43%	39.93%
Female	60.89%	60.57%	59.68%	59.49%	59.57%	60.07%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 4 - Protective Service*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	84.48%	84.55%	85.07%	84.88%	85.40%	84.87%
Female	15.52%	15.45%	14.93%	15.12%	14.60%	15.13%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

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*EEO Category 6 - Administrative Support*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	8.56%	9.53%	9.73%	9.11%	9.25%	9.21%
Female	91.44%	90.47%	90.27%	90.89%	90.75%	90.79%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 7 - Skilled Craft*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	96.91%	97.07%	97.28%	97.31%	97.57%	97.22%
Female	3.09%	2.93%	2.72%	2.69%	2.43%	2.78%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 8 - Service/Maintenance*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Male	34.20%	36.31%	37.52%	38.05%	38.30%	36.88%
Female	65.80%	63.69%	62.48%	61.95%	61.70%	63.13%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**Minorities**

*Executive Branch – Total*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	92.40%	91.99%	91.85%	91.90%	91.73%	91.98%
Minority	5.82%	6.14%	6.25%	6.20%	6.32%	6.14%
Unknown	1.78%	1.87%	1.91%	1.89%	1.95%	1.88%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 1 - Officials/Administrators*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	94.37%	93.27%	92.85%	93.22%	93.18%	93.42%
Minority	3.85%	4.74%	4.79%	4.55%	4.50%	4.46%
Unknown	1.78%	1.99%	2.36%	2.24%	2.32%	2.12%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

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*EEO Category 2 – Professional*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	91.17%	90.69%	90.74%	90.68%	90.51%	90.76%
Minority	6.94%	7.36%	7.33%	7.20%	7.30%	7.23%
Unknown	1.89%	1.95%	1.93%	2.12%	2.19%	2.02%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 3 - Technical*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	93.93%	92.36%	91.99%	92.11%	91.98%	92.52%
Minority	5.54%	6.02%	6.24%	6.34%	6.38%	6.09%
Unknown	0.53%	1.62%	1.77%	1.55%	1.64%	1.40%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 4 - Protective Service*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	94.76%	94.34%	94.24%	94.13%	94.15%	94.33%
Minority	4.82%	5.17%	5.28%	5.37%	5.35%	5.19%
Unknown	0.42%	0.49%	0.49%	0.50%	0.51%	0.48%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 6 - Administrative Support*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	91.44%	91.30%	90.92%	90.77%	90.33%	90.98%
Minority	7.46%	7.47%	7.87%	7.92%	8.23%	7.77%
Unknown	1.10%	1.23%	1.20%	1.31%	1.43%	1.25%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

*EEO Category 7 - Skilled Craft*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	95.62%	95.96%	96.22%	96.30%	96.10%	96.04%
Minority	3.50%	3.19%	2.97%	3.07%	3.13%	3.18%
Unknown	0.88%	0.85%	0.80%	0.63%	0.77%	0.79%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

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*EEO Category 8 - Service/Maintenance*

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
Non-Minority	88.84%	88.70%	88.75%	89.29%	88.83%	88.89%
Minority	5.58%	5.73%	6.03%	5.96%	6.49%	5.96%
Unknown	5.58%	5.56%	5.22%	4.75%	4.68%	5.16%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**Persons With Disabilities**

Class	EFY2009	EFY2010	EFY2011	EFY2012	EFY2013	Five Year Ave
W/Dis	5.26%	4.42%	4.27%	4.13%	3.92%	4.42%
WO/Dis	94.66%	84.92%	85.31%	85.55%	85.72%	87.38%
Unknown	10.64%	10.66%	10.43%	10.32%	10.36%	10.48%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**Appendix A – FY 2013 DAS-HRE Events Attended to Promote Executive Branch Employment**

<b>Date</b>	<b>Event</b>
June 20 <sup>th</sup> , 2012	Greater Des Moines Partnership Multicultural Reception
August 9, 2012	NAACP Workshop & Job Fair Presenter
August 20, 2012	Polk County Jail Re-entry Job Readiness Presenter
August 27, 2012	DMACC/ICIW Life Skills Presenter
August 28, 2012	Net2Work Employment Networking Presenter
September 25, 2012	American Institute of Business Career Fair
October 9, 2012	Latinos Unidos
October 10, 2012	Iowa Workforce Development Job Fair
October 21, 2012	Latino Resource Fair
October 31, 2012	Kaplan University Career Fair
November 8, 2012	Greater Des Moines Multicultural Partnership Reception & Job Fair
November 10, 2012	Immigrant Entrepreneurs Summit
November 14, 2012	Hiring Our Heroes
January 10, 2013	2013 Iowa Career Expo
January 30, 2013	Drake University Public Interest Career Fair
February 12, 2013	Latinos Unidos
February 13, 2013	Iowa Workforce Development Job Fair
February 14, 2013	Drake University Career Fair
February 25, 2013	Net2Work Employment Networking Presenter
February 27, 2013	University of Iowa Career Fair
March 6, 2013	Kaplan Career Fair
March 13, 2013	Kaplan University K.E.Y in Des Moines – Retention Strategies
March 14, 2013	GDMP Central Iowa Human Capital Survey
March 26, 2013	AIB Career Fest
April 17, 2013	Kaplan University Lunch n Learn
April 23, 2013	DMACC Life Skills Presenter
March 20, 2013	Des Moines Human Rights Symposium
April 29, 2013	2013 Iowa Works Career Fair
May 16, 2013	Greater Des Moines Partnership Multicultural Reception
June 12, 2013	Iowa Workforce Development Job Fair