

2023 Equal Employment Opportunity (EEO) Plan



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

www.ncdhhs.gov

NCDHHS is an equal opportunity employer and provider.

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Overview of the Department

The North Carolina Department of Health and Human Services (NCDHHS) manages the delivery of health and human-related services for all North Carolinians, especially our most vulnerable citizens – children, elderly, disabled and low-income families. The department works closely with health care professionals, community leaders and advocacy groups; local, state, and federal entities; and many other stakeholders to make this happen.

The department is divided into 33 divisions and offices. NCDHHS divisions and offices fall under six broad service areas - Health, Opportunity, and Well-being, Medicaid, Operational Excellence, Policy and Communication, and Health Equity.

NCDHHS also oversees 14 facilities: developmental centers, neuro-medical treatment centers, psychiatric hospitals, alcohol, and drug abuse treatment centers, and two residential programs for children.

Learn more about the department in the [2021-23 Strategic Plan \(ncdhhs.gov\)](https://www.ncdhhs.gov/2021-23-Strategic-Plan).

MISSION: In collaboration with our partners, NCDHHS provides essential services to improve the health, safety, and well-being of all North Carolinians.

VISION: Advancing innovative solutions that foster independence, improve health, and promote well-being for all North Carolinians.

VALUES



Belonging

Intentionally promote an inclusive, equitable workplace that reflects the communities we serve, where everyone feels a sense of belonging, and our diverse backgrounds and experiences are valued and recognized as strengths.



Joy

Have joy and balance at work so we all bring our A game when serving the people of North Carolina.



People-Focused

Focus on the people we serve, deliver value, and make a positive impact on their lives and communities.



Proactive Communication

Maintain an open and trusting environment for collaboration and continuous improvement with our team, stakeholders, and the people we serve.



Stewardship

Be good stewards of resources and time to create a positive impact for those we serve.



Teamwork

We are all one department, one team, working toward one goal: to improve the health, safety, and well-being of all North Carolinians.

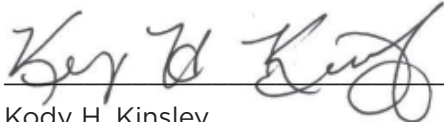


Transparency

Share expertise, information, and honest feedback within the department and with stakeholders and the community. Ask for help when needed..

Equal Employment Opportunity Certification Statement

This certifies that the attached Equal Employment Opportunity Plan represents the North Carolina Department of Health and Human Services' commitment to provide equal employment opportunities to all applicants and employees. I attest that the NC Department of Health and Human Services follows the North Carolina Equal Employment Opportunity Policy, along with all applicable federal and state laws, including current executive orders governing equal employment opportunities.



Kody H. Kinsley
Secretary, NC Department of Health and Human Services

2/28/23

Date



Darnell Thoms
EEO Director

2/28/2023

Date

Policy Statement

The State of North Carolina provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination, harassment or retaliation based on race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information, or disability. The State also recognizes that an effective and efficient government requires the talents, skills and abilities of all qualified and available individuals, and seeks opportunities to promote diversity and inclusion at all occupational levels of State government's workforce through equal employment opportunity (EEO) workforce planning initiatives.

The State is committed to ensuring that the administration and implementation of all human resources policies, practices and programs are fair and equitable. State agencies, departments and universities shall be accountable for administering all aspects of employment, including hiring, dismissal, compensation, job assignment, classification, promotion, reduction in-force, training, benefits and any other terms and conditions of employment in accordance with federal and State EEO laws and policies.

Employees shall not engage in harassing conduct, and if harassing conduct does occur, it should be reported. Managers and supervisors maintain a critical role and responsibility in preventing and eliminating harassing conduct in our workplace. See the [Unlawful Workplace Harassment policy](#) of the State Human Resources Manual for provisions related to unlawful harassment, including sexual harassment.

The purpose of NCDHHS' Equal Employment Opportunity Plan is to:

- Reaffirm the department's commitment to equal employment opportunity and diversity and inclusion in its employment practices, program operations, and service delivery systems.
- Outline goals and action steps to:
 - Attract and retain a diverse workforce that is reflective of the community;
 - Increase inclusion among employees of differing identities and backgrounds to promote a welcoming and productive workforce that responds to the needs of a diverse community;
 - Promote a work environment that is free from all forms of discrimination and harassment, including unfair treatment based on sex, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender (including gender identity and gender expression), sexual orientation, use of family medical leave, genetic testing, or any other basis protected by federal or state law;
 - Provide opportunities for career development and advancement for all employees, and identify barriers and challenges to diversity and inclusion and remove them or develop solutions, and;
 - Increase the pool of qualified, diverse applicants, particularly for job categories or areas that are underrepresented.

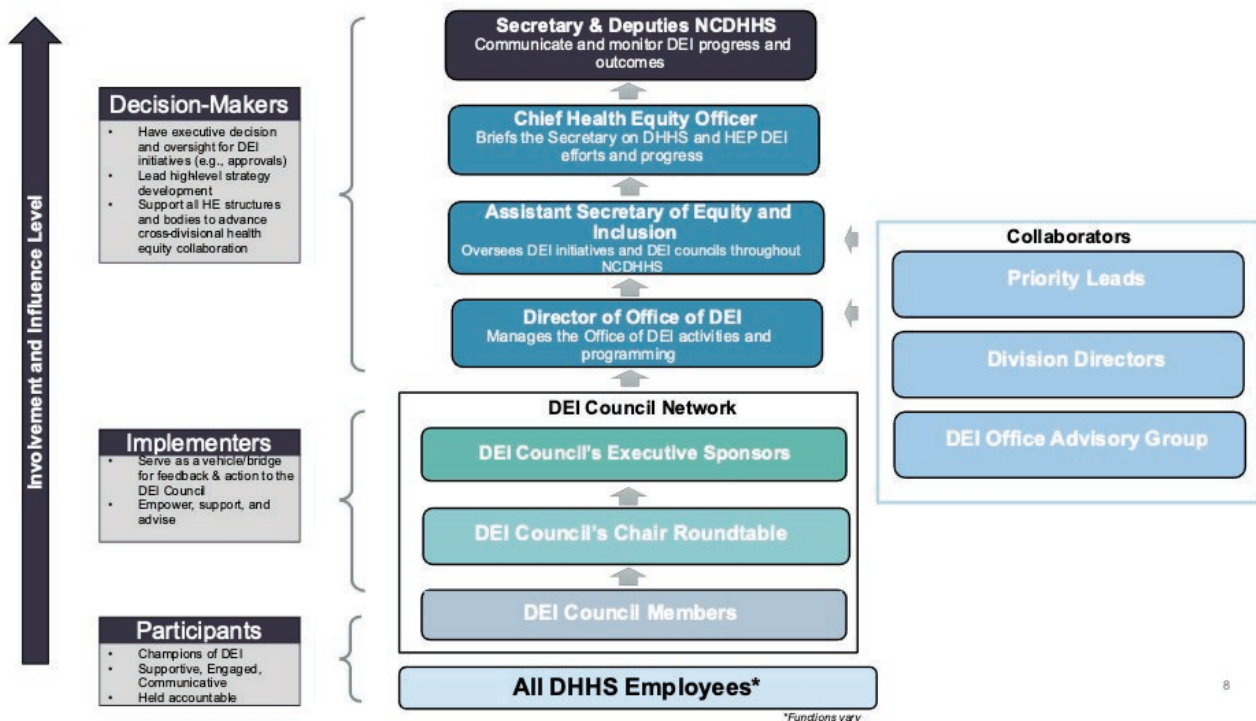
Department Achievements

ENHANCED OFFICE OF DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES

The NC Department of Health and Human Services (NCDHHS) maintains diversity as a top organizational value, also reflected in our strategic priority of creating a strong and inclusive workforce. In 2022, the Office of Diversity, Equity, and Inclusion (DEI) expanded its office structure and function to intentionally address a department-wide sense of belonging, supporting the 25 Diversity, Equity, and Inclusion Councils, and workforce DEI. Additionally, NC Medicaid and the Division of State Operated Healthcare Facilities have hired DEI-specific leaders to guide equity related initiatives.

The Office of DEI now operates through five primary functions to provide support and consultation to all divisions and offices within NCDHHS, including: employee engagement and belonging; education and guidance; DEI council network; department-wide planning, communication, and infrastructure; and policy review and development. DEI efforts within NCDHHS are supported and led by multiple professionals situated in various offices and divisions. The Office of DEI serves as a collaborator, convener, and connector of best practice and support for all NCDHHS.

Workforce DEI, and a strong and inclusive workforce requires that everyone from all backgrounds and categories have a fair opportunity to reach their full potential at work and achieve successful outcomes. In 2022, the Office of DEI developed a governance model to support the shared vision for workplace DEI. Within the model, a new DEI office advisory group was created to formally provide feedback and support that includes representation from operational excellence, general counsel, human resources, EEO, and other DEI leaders across the department.



CONTINUED DEI EFFORTS: STRONG AND INCLUSIVE WORKFORCE

Over the next two years (2023 and 2024), the Office of DEI has identified an action-plan to assist with the goals and priorities related to equity within NCDHHS. The Office of DEI is leading a department-wide effort to shape and socialize definitions surrounding workforce DEI and the connection to health equity, providing an opportunity to unite the fundamentals of the equity-oriented work throughout the department. As the need for enhancing inclusivity becomes apparent, additional terms and definitions have been socialized across the department, specifically highlighting context around accessibility, and belonging.

The Office of DEI has made the department's strong and inclusive workforce priority a guiding principle for all activities reflected in the aforementioned achievements and initiatives moving forward. This work has led the Office of DEI to also explore the data surrounding hiring, separations, and disciplinary actions. The need for a cross-functional team was identified and created to intentionally disaggregate existing data and utilize EEO data to explore trends and other factors impacting hiring among various demographics in the NCDHHS workforce.

One of the priorities within the DEI Action Plan is to create additional opportunities and conversations around inclusive leadership practices. In 2022, the Office of DEI began structuring a plan of action to introduce and pilot inclusive leadership training for division directors, commencing in January 2023. "Inclusive Leadership - Harnessing the Diversity of Our Organization" was an interactive training for Division Directors that focused on:

- Developing a baseline common framework for practicing inclusive leadership and collaboration and strengthening our culture of equity and belonging;
- Engaging with an experienced leader, teacher, and researcher on Inclusive Leadership;
- Learning and building consensus on key competencies for Inclusive Leadership to practice and develop as a team; and
- Building team capacity for honest dialogue and engagement on Inclusion.

The training was led by Giselle Corbie, MD. MSc. - UNC-CH, Vice Provost for Faculty Affairs, Director of the UNC Center for Health Equity Research (UNC-CHER), and Kenan Distinguished Professor in the Department of Medicine. Dr. Corbie is also leading UNC-CHER's consultation to DHB/NC Medicaid on their health equity initiative.

Assignment of Responsibility and Accountability

SECRETARY, DEPARTMENT OF HEALTH AND HUMAN SERVICES

The secretary of NCDHHS is responsible for providing executive leadership and oversight to ensure that the department adheres to the policies and programs that have been adopted by the State Human Resources Commission and approved by the governor and acts as necessary to achieve and implement the plan's goals and objectives.

The secretary actively supports equal employment opportunity and diversity through:

- Recognizing and supporting the mission and goals of diversity and inclusion initiatives, efforts, and programs;
- Ensuring that all employment practices within the department are implemented in a manner which is equal for all applicants and employees and consistent with State Human Resources policy, as promulgated by the State Human Resources Commission and with NCGS §126-19;

- Providing support and resources to the department’s senior leadership team to support the EEO plan and goals;
- Encouraging and communicating NCDHHS equal employment opportunity initiatives and information to employees and the public; and,
- Requiring the review of equal employment opportunity practices and procedures.

HUMAN RESOURCES DIRECTOR, DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Human Resources director is responsible for the general administration of the plan and will review all personnel policies, employment practices and procedures and make recommendations on steps to ensure equal employment opportunity.

DEPUTY SECRETARIES, DIVISION/FACILITY/OFFICE DIRECTORS, MANAGERS AND SUPERVISORS

Deputy Secretaries, Division/facility/office directors, managers and supervisors will adhere to the department’s Equal Employment Opportunity Plan and are responsible for achieving progress toward the goals and objectives of the plan in the areas under their direct supervision. Specifically, division directors/facility/office directors, managers and supervisors will:

- Participate with the Equal Employment Opportunity/Diversity and Inclusion team in identifying challenges and obstacles and working with managers and staff to address problem areas, and;
- Ensure that all employment decisions, including interviews, offers of employment and compensation commitments, assignments, training, development of job-related knowledge and skills, evaluation, and employee relations, are consistent with the department’s personnel practices and equal employment opportunity principles.

NCDHHS EEO

NCDHHS emphatically states that it will provide equal employment opportunities for all persons regardless of race, color, national origin, religion, sex, age, disability, genetic information, or political affiliation, except where religion, sex or age are bona fide job-related employment requirements. This is in keeping with Title VII of the Civil Rights Act of 1964, as amended; Federal Executive Order 11246; the Rehabilitation Act of 1973; the Civil Rights Restoration Act of 1988; the Americans with Disabilities Act of 1990; NCGS §126-16 and 126-17; and other applicable federal and state laws.

In furtherance of this policy, the Department of Health and Human Services will assure that all employment practices of the agency will be administered without regard to race, color, national origin, religion, age, sex, disability, genetic information, or political affiliation and that these practices shall include, but are not limited to:

- Recruitment, including advertising, or soliciting for employment;
- Selection, hiring, and placement;
- Treatment during employment including compensation, promotion, and reallocation;
- Evaluation of work performance;
- Administration of all personnel actions including compensation, benefits, tuition assistance, training, transfer, reduction-in-force, termination, and promotion without regard race, color, national origin, religion, sex, age, disability, genetic information, or political affiliation;

- Prohibition of retaliatory action of any kind taken by any employee of the Department of Health and Human Services against any other employee or applicant for employment because that person made a charge, testified, assisted, or participated in any manner in a hearing, proceeding or investigation of employment discrimination; and
- Assurance that the NCDHHS provides reasonable accommodation for applicants and/or employees with a disability when doing so will enable them to successfully perform the essential job functions or benefit from training.
- Discouragement and prevention of harassment based on race, color, national origin, religion, sex, age, disability, or genetic information.
- Assurance of greater utilization of all individuals by identifying the underutilized groups in the workforce and making special efforts to increase their participation in recruitment, selection, training and development, upward mobility programs, and any other term, condition, or privilege of employment.

NCDHHS encourages open and effective communication between an employee and supervisor. All employees are encouraged to resolve problems through an initial informal discussion with appropriate staff members or management.

STRONG AND INCLUSIVE WORKFORCE

The North Carolina Department of Health and Human Services (NCDHHS) is committed to sustaining a diverse community and a work environment that is welcoming, respectful and encouraging to all. Creating and maintaining a strong and inclusive workforce is a department-wide priority. We foster a culture of inclusion that celebrates and cultivates diversity along multiple dimensions, including race, ethnicity, sex, gender identity and expression, sexual orientation, age, national origin, socioeconomic status, religion, ability, culture, and experience.

NCDHHS believes that diversity and inclusion at all levels of the organization are essential to our organizational sustainability and to the successful implementation of our mission. A diverse workforce brings varied perspectives on how to engage with our clients and partners, design effective programs and confront business challenges to achieve success. Our employees are our most valuable resource, and the diversity of our employees is a critical source of strength.

NCDHHS attracts, develops, and retains a diverse staff at all levels and areas of the organization by serving as a champion for diversity and inclusion through our role as an employer. As an active contributor to our communities, NCDHHS continues to work to ensure health, safety, and well-being for all.

NCDHHS Diversity, Equity, and Inclusion Councils

NCDHHS DIVERSITY, EQUITY, AND INCLUSION COUNCIL NETWORK

The Diversity, Equity and Inclusion Council Network made up of 25 DEI Councils representing Divisions, Offices and Facilities across the department and the Executive Sponsors and Co-Chairs for each. The councils and the network advise, recommend and implement courses of action regarding the Equal Employment Opportunity Plan, and diversity, equity and inclusion initiatives, efforts, and programs in the divisions and offices across the dept. The Councils are formally chartered and administered by each division, office or facility and are guided, coordinated and supported by the Office of DEI.

The councils:

- serve as advisory group of employees
- help guide the division's DEI process
- help change the workplace to support diversity, equity and inclusion
- learn about the equity needs of staff and the overall organization
- speak up for staff and leaders
- create a bridge between leaders and staff

Communication and Dissemination of the EEO Plan

INTERNAL DISSEMINATION

All NCDHHS employees will have access to the NCDHHS EEO Plan. EEO information will be disseminated in the following ways:

- During new employee orientation, each employee will be made aware of the EEO program and how to view the EEO Plan;
- Human Resources staff will inform all employees of the EEO Informal Inquiry Complaint procedure and answer any questions related to this process;
- Information regarding EEO laws will be posted in conspicuous areas throughout the department by Human Resources staff and is also available electronically on the EEO Office webpage; and
- EEODF (Equal Employment Opportunity and Diversity Fundamentals) training will be provided regularly to managers and supervisors.

EXTERNAL DISSEMINATION

The public will be informed of the department's position on equal employment opportunities as follows:

- The department will post the EEO Plan on its website.
- NCDHHS stationary, and all job advertisements, will include the statement, "An Equal Opportunity Employer."

Workforce Analysis

This section presents data on the race and gender of the department's workforce by occupational category. This section also identifies over- and under-represented groups by comparing the department's total number of employees by race, gender, and disability or veteran status to North Carolina's population. These data allow NCDHHS to assess how its workforce reflects the people it serves.

Further, the Office of State Human Resources Form B0170, attached to this report, compares the percentage of NCDHHS employees by occupational code, race, and gender to the Labor Force Standard and identifies expected participation, which is calculated as follows:

- % Expected represents percentage from North Carolina census data of all individuals employed or seeking employment within Standard Occupational Class (SOC) per ethnicity and gender.

- # Expected is calculated by multiplying the % Expected with the Agency Total # Employed within SOC per ethnicity and gender.
- % Difference is calculated by subtracting the % Expected from the Agency % Employed.
- # Difference is calculated by subtracting the # Expected from the Agency # Employed.

NCDHHS took the added step of comparing its employee demographics to the North Carolina population in addition to comparing to the Labor Force Standard to more fully assess the extent to which the department reflects the population it serves.

NCDHHS set workforce diversity goals by disparities listed as 2% or greater in the representation of group or ethnicity.

2022 WORK FORCE REPRESENTATION AND UTILIZATION

Summary:

- As of December 31, 2022, NCDHHS had 13,225 permanent employees.
- The majority of NCDHHS employees fall into the professional or service occupational categories, making up 72% of the workforce.
- NCDHHS' White workforce comprises 51.9%, down 1.1% from last year (53%) of the total workforce, while the non-White workforce comprises 48.1%, with Black's (42.0%), (.5%) down from the previous year (42.5%) employees having the highest representation among non-White staff members.
- NCDHHS' employee representation by gender exceeds the North Carolina population for both White and Black females.
- NCDHHS' employee representation of Black males exceeds the North Carolina population for Black males.
- NCDHHS' employee representation of Asian females exceeds the North Carolina population for Asian females.
- NCDHHS' employees are below representation by gender for all other groups, with the most significant under-representation among White males, followed by Hispanic males and females.

Table 1: Occupational Categories of NCDHHS Employees

Category	Number of Employees	Types of Positions
Officials and Administrators	462	chiefs, deputies, directors, assistant directors
Management Related	1,025	human resources, accounting, purchasing
Professionals	5,510	information technology, legal, science, social services, education, healthcare
Technicians and Technologists	252	laboratory technician, dental hygienist
Administrative Support	1,448	stock clerk, processing assistant, administrative assistant
Protective Services	41	public safety officer, public safety supervisor
Service	4,047	health care technician, housekeeper, food service
Skilled Craft	440	maintenance mechanic, painter, HVAC mechanic, vehicle operator

Table 2: Comparison of Ethnicity, Gender, and Disability and Veteran Status of NCDHHS Employees

Category	Number	Percentage	NC Population (2020 Census)
White Male	1,951	14.8%	33.6%
White Female	4,911	37.1%	30.8%
Black Male	1,446	10.9%	9.6%
Black Female	4,110	31.1%	11.4%
Hispanic Male	89	0.7%	5.5%
Hispanic Female	180	1.4%	3.4%
Asian Male	116	0.9%	1.7%
Asian Female	224	1.7%	1.4%
American Indian Male	13	0.1%	0.5%
American Indian Female	45	0.3%	0.5%
Native Hawaiian / Pacific Islander Male	3	0.00%	0.03%
Native Hawaiian / Pacific Islander Female	4	0.0%	0.0%
2 or more races Male	21	0.2%	0.8%
2 or more races Female	67	0.5%	0.8%
Ethnicity Unknown (male and female)	45	0.3%	
Total	13,225		
Veteran	371	2.8%	
Disability	553	4.2%	9.3%

2022 Work Force Representation of Veterans

Consistent with federal standards, the 2023 EEO Plans for each Agency will be expected to contain an overall employment objective of 5.5% for veterans. North Carolina State government will continue to support veterans by ensuring that these valuable individuals are fairly represented in its workforce.

Veterans make up 2.8% of the NCDHHS workforce, 2.7 % under the federal standard and state objective of 5.5%.

Action Steps:

- Conduct recruitment and outreach efforts to expand pool of qualified, diverse applicants.
- Increase recruitment efforts to attract a broad and diverse candidate pool for positions in all categories by continuing to build relationships with professional organizations representing diverse underrepresented potential candidates for employment.
- When possible, participate in career fairs and advertise in publications targeting veterans.
- Review HR files for errors in reporting.
- Encourage staff for greater self-identification by veterans to obtain a more accurate workforce representation.

Meaning and Limitation of Data Presented

In reviewing the above data in this report and attachment Form B0170, it is important to understand the meaning of and limitations on the data presented. The report compares the percentages of people working in various job categories in NCDHHS at a particular point in time with percentages of people reported in various census statistics that reflect the statewide population. They do not include comparisons to percentages of people for whom applications have actually been received by the department, nor to the subset of these applications that actually qualify for hire by the department. Further, by using a combination of labor force and working population data, limitations in the specificity of the census data available for use means that such statistics likely include many individuals not actually qualified to be hired by the department.

Therefore, this report and any findings of “under-representation” or “under-utilization” are simply rough indicators intended only to be used as a tool in the department’s recruitment efforts. A finding of “under-representation” or “under-utilization” does not mean, and is not intended to mean, that there are problems with the department’s hiring practices or that recruitment or hiring in that job category is in any legal or other sense, discriminatory. Rather, the identification of “under-representation” or “under-utilization” serves to identify areas where the department should seek to ensure that potential candidates are being recruited, encouraged to apply for, and be considered for employment.

Program Objectives, Activities and Action Steps

The department is committed to increasing diversity and inclusion within its workforce. Hiring objectives are identified on Form B0170 (attachment) and additional data and action steps are presented below.

It is important to note that any setting of hiring “objectives” in this report and its attachments are intended only as a tool to facilitate and focus recruitment efforts and is not intended as a quota or mandate for hiring particular individuals regardless of qualifications. Further, the setting of such objectives is also hypothetical in that it requires a projection of both the numbers of vacancies and qualified applicants, neither of which may actually occur. The failure to achieve any of these “objectives” does not mean that discrimination has occurred. The report is intended solely as an aid to facilitate the department’s ongoing efforts to recruit and hire a diverse workforce.

RECRUITMENT AND SELECTION

The table below shows the number of applications received and selection rate by race in 2021 and 2022.

Table 3: NCDHHS Applications Received Selection Rate by Race and Representation

2021	White Male	White Female	Black Male	Black Female	Other Male	Other Female	Total
Applications Received	12,717	31,412	12,972	55,383	4,046	9,850	126,380
Percentage	10%	25%	10%	44%	3%	8%	100%
Successful Candidates	228	822	232	766	48	153	2,249
Percentage	10%	37%	10%	34%	2%	7%	100%
Actual Department Representation Percentage	15%	37%	11%	32%	2%	3%	100%
Percentage Expected (in Labor Force based on Population at 2010 Census)	36%	33%	9%	11%	7%	4%	100%
Over/Under Representation Percentage	-21%	4%	2%	21%	-5%	-1%	

2022	White Male	White Female	Black Male	Black Female	Other Male	Other Female	Total
Applications Received	9,143	25,755	10,118	45,981	3,251	8,541	102,789
Percentage	9%	25%	10%	45%	3%	8%	100%
Successful Candidates	356	1,068	270	964	69	181	2,908
Percentage	12%	37%	9%	33%	2%	7%	100%
Actual Department Representation Percentage	15%	37%	11%	31%	2%	4%	100%
Percentage Expected (in Labor Force based on Population at 2020 Census)	34%	31%	10%	11%	8%	6%	
Over/Under Representation Percentage	-19%	6%	1%	20%	-6%	-2%	

**Due to rounding, numbers might not add up to 100% exactly.*

In comparison to 2021:

- Applications received are down 23%.
- White male applications received are down 39%.
- Black females make up 45% of applications received but 33% of the successful candidates.
- Black female applications received are up 1% in comparison to 2021.
- Black female successful candidates' percentage declined by 1% in comparison to 2021.
- White females make up 25% of applications received but 37% of the successful candidates. The same as 2021.
- Although Black females make up 45% of all applications received, they have a lower successful candidate percentage than White females.
- Although Black females make up more of a percentage of applications received (45%) than White males and White females combined (34%), Black females make up less of the successful candidates 33% to 49% when compared to a combined White male and White female percentage.

Action Steps:

- Conduct recruitment and outreach efforts to expand pool of qualified, diverse applicants.
- Review all leadership job openings and embed diversity goals within hiring plans.
- Increase recruitment efforts to attract a broad and diverse candidate pool for positions in all categories by continuing to build relationships with professional organizations representing diverse underrepresented potential candidates for employment.

- Strengthen existing alliances with public and private universities in North Carolina, especially the Historically Black Colleges and Universities (HBCUs), and college and university programs which promote educating and employing individuals with disabilities.
- When possible, participate in career fairs and advertise in publications targeted at under-represented groups.
- Support goals and objectives of NC Employment First initiative by actively recruiting and retaining qualified employees with disabilities.
- Advise that hiring managers and human resources offices should not accept an applicant pool that lacks diversity. Rather, hiring managers are encouraged to re-post the position to seek other resources to obtain a diverse applicant pool.
- Provide training to recruiters, hiring managers, and interviewers on the impact of implicit bias in the hiring process and expectations for hiring panels, EEO goals, etc.
- Ensure that hiring panels, particularly for supervisory and management positions, are diverse including with respect to race/ethnicity and gender.
- Ensure that all qualified internal candidates have an opportunity to compete for open positions.
- Implement an HBCU and Minority Institutions of Higher Education summer internship program to allow internship opportunities across the agency to encourage and promote a diverse pipeline of talent.
- Review the selection process and focus on the candidate selection of Black females.

PROMOTIONS AND RETENTION

The following table shows the number and percent of promotions by race and gender in 2021.

Table 4: Promotion by Race and Gender

2021	White Male	White Female	Black Male	Black Female	Other Male	Other Female	Total
Promotions	87	228	61	221	10	21	628
Percentage	13.8%	36.3%	9.7%	35.1%	1.5%	3.3%	100%
# of Employees	2,137	5,345	1,587	4,530	252	542	14,393
Percentage	13.8%	36.3%	9.7%	35.2%	1.5%	3.1%	100%

2022	White Male	White Female	Black Male	Black Female	Other Male	Other Female	Total
Promotions	108	226	72	199	9	15	630
Percentage	17.1%	35.8%	11.4%	31.5%	1.4%	2.3%	100%
# of Employees	1,951	4,911	1,446	4,110	242	565	13,225
Percentage	14.7%	37.1%	10.9%	33.8%	2%	1.5%	100%

**Due to rounding, numbers might not add up to 100% exactly.*

In comparison to 2021:

- Promotion percentages have improved for White males and Black males.

It is important to note that all promotions within NCDHHS are subject to all federal and state equal employment laws and policies. Employees who are interested in a promotional opportunity must apply through the State of North Carolina electronic application process (NEOGOV), which is subject to fair and valid selection criteria as outlined in the [OSHR recruitment policy](#).

Action Steps:

- Post job openings internally and encourage employees to register for job alerts from the NEOGOV system for other promotional opportunities.
- Provide mock interview workshops for staff to support their internal interview goals.
- Provide management development and leadership programs with a focus on developing future diverse leaders.
- Sponsor or support events, speakers, panels, and/or programs that will offer opportunities for employees to gain experience and knowledge about jobs and career paths.
- Explore additional ways to actively support and enhance career development and succession planning initiatives.
- Establish measurable division, team and individual goals that demonstrate achievement and track records of success for career advancement.
- Develop and disseminate a department-wide value statement for diversity and inclusion.

TRAINING AND DEVELOPMENT

It is the policy of NCDHHS that all human resource development and training programs and opportunities shall be provided to employees on a non-discriminatory basis. All NCDHHS employees are encouraged to use the Learning Management System (LMS) to request/complete training. EEO and Diversity training are also available through the state Employee Assistance Program.

NCDHHS complies with NCGS 126-16.1, which requires the department to enroll each newly appointed supervisor or manager within one (1) year of their initial appointment in the Equal Employment Opportunity - Diversity Fundamentals (EEODF) training. In 2005, the Office of State Human Resources and the NCDHHS entered into a contract allowing NCDHHS-EEODF Instructors to provide training for its employees. It has been renewed each year since 2005.

Table 5: Equal Employment Opportunity - Diversity Fundamentals (EEODF) training

2022 EEODF	Total	Percent Complete
Completed	3,134	75.8%
Not Complete/ Pass Due	598	N/A
In Progress	217	N/A

In addition to EEO training, NCDHHS' Diversity and Inclusion Office developed and implemented the following diversity and inclusion trainings:

- Blind Spots Training
- Diversity, Equity, and Inclusion Foundational Concepts
- Microaggressions in the Workplace: How it shows up and how to combat it
- Holding Race and Racism Conversations in the Workplace
- Understanding Pronouns in the Workplace and Beyond
- Inclusive Leadership Skills
- Best Practices for Organizing a Division Level Diversity and Inclusion Council

Action Steps:

- Conduct a survey of supervisors and staff to determine training needs and develop a targeted training plan that promotes NCDHHS values and supports achievement of its strategic and EEO plan goals.
- Implement online and in-person diversity and inclusion training for employees to ensure consistent understanding of NCDHHS's commitment to diversity and inclusion.

COMPENSATION AND BENEFITS

NCDHHS has a performance agreement with the Office of State Human Resources. The various divisions, facilities and offices have the authority to see that all employees, regardless of race, color, religion, sex, age, national origin, disability, and genetic information are treated fairly and equitably.

Appropriate analysis processes are in place to ensure that salary recommendations consider related education, training, and experience, as well as the salaries of current employees performing similar duties and responsibilities. This is to ensure that all benefits and conditions of employment are equally available without discrimination to all employees. This includes leave policies, retirement plans, insurance programs, and other terms, conditions, and privileges of employment.

Action Step:

- Conduct an analysis of current compensation by race, gender, and occupational category, and develop a plan for addressing any disparities in compensation.

TRANSFERS AND/OR SEPARATIONS

NCDHHS implements a structured and uniform procedure for determining the primary reasons for voluntary transfers and/or separations. This procedure involves conducting online exit interviews with departing employees. The information is collected by the metrics manager in the NCDHHS central Human Resources office. An analysis of the information is collected and shared with management and human resources managers to alert them of any conditions that need immediate attention.

DISCIPLINARY PROCESS AND IMPLEMENTATION

NCDHHS' disciplinary process and implementation are designed to be fair and equitable and without regard to biases. The NCDHHS Human Resources Employee Relations Section monitors the disciplinary process and implementation. All demotions, suspensions, transfers, and dismissals are included in the disciplinary process and are subject to the state and federal laws governing equal employment opportunity. Employee relations, the EEO Office, and human resources managers work in concert to ensure equal practices and fairness are applied to the disciplinary process and implementation.

Action Steps:

- Conduct an analysis of current disciplinary actions by race, gender, and occupational category and develop a plan for addressing any disparities.
- Deliver training to managers and supervisors on best practices for managing the disciplinary actions process.
- Deliver training on implicit bias and the disciplinary actions process.
- Analyze Black males receiving disciplinary actions. Black males make up 10.9% of DHHS's workforce but represent 21.8% of all disciplinary actions. When compared to all other races, it is the highest disparity.

PERFORMANCE MANAGEMENT PROCESS (VALUING INDIVIDUAL PERFORMANCE)

Valuing Individual Performance (VIP), the North Carolina statewide performance management (PM) process, aligns with the State of North Carolina policy on PM, which is designed to enable employees to develop and enhance individual performance, while contributing to the achievement of organizational mission, goals and business objectives.

Each agency in North Carolina government is required to implement the statewide policy on PM, as approved by the State Human Resources Commission. The process, which ensures a means by which employees, regardless of race, color, religion, sex, age, national origin, disability, genetic information, and political affiliation, focuses on the following:

- Emphasizes the strategic alignment of an agency's overall business objectives with an individual employee's performance;
- Ensures the agency is setting and meeting critical business objectives and individual goals;
- Fosters a culture of continuous communication between employees and managers;
- Automates the performance management process by utilizing technology so that performance can be effectively tracked and measured based on business related outcomes;
- Establishes a basis for consistent and historical performance data, absent inflated ratings, for agency management, the Governor's office and the North Carolina legislature; and
- Provides the foundation where valid performance data is utilized as one component of pay.

Action Steps:

- Conduct an analysis of current performance ratings by race, gender, and occupational category and develop a plan for addressing any disparities.
- Deliver training to managers and supervisors on best practices for managing the performance management process.
- Deliver training on implicit bias and the performance management process.
- Review the process for Black females and the rating of exceeds expectations for each division.

GRIEVANCE PROCEDURE

The grievance procedure is the administrative process designed to ensure equal treatment for all individuals filing complaints. The NCDHHS Employee Relations Section, located in the Division of Human Resources, is designated to deal with the internal complaint/grievance process. This section works in conjunction with the EEO Office, in particular with those cases that pertain to discrimination issues. The department’s grievance procedure is designed to be fair and resolve issues in a prompt and equitable manner. NCDHHS follows the state-wide employee grievance policy and prohibits retaliation against individuals who file a grievance or participate in the grievance process.

The department received 55 complaints in the year 2022, which is 21.8% less than the 67 complaints received in 2021.

Action Steps:

- Conduct an analysis of grievances by race, gender, and occupational category and develop a plan for addressing any disparities.

MONITORING, EVALUATION AND REPORTING

NCDHHS utilizes the IHR-PS system and EEO reports to monitor EEO activities. EEO reports from the NEOGOV applicant tracking system are also fully utilized. The EEO director will communicate with each division and facility Human Resources (HR) office to ensure they have knowledge and an understanding of the EEO goals and objectives. At various times throughout the year, the EEO director will evaluate the overall plan for the department to ensure compliance and to note any trends that need to be addressed by the NCDHHS HR director and secretary. In addition, the HR managers and EEO director shall provide management with information regarding the progress of the plan on a monthly basis.

UNLAWFUL WORKPLACE HARASSMENT

NCDHHS strictly prohibits all types of unlawful workplace harassment, which is defined as unwelcome or unsolicited speech or conduct based upon race, sex, religion, national origin, age, genetic information, color, or handicapping condition as defined by G.S. 168A 3 that creates a hostile work environment or circumstances involving quid pro quo. A hostile work environment is defined as an environment that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. The NCDHHS EEO Office will investigate complaints of unlawful workplace harassment in accordance with the statewide grievance policy. The EEO Office will provide counseling to managers and supervisors on prevention and correction of Unlawful Workplace Harassment. Online workplace harassment training is automatically assigned to all employees and other workplace harassment classes are available in the LMS.

Table 6: Understanding Harassment training

2022	Total	Percent Complete
Completed	25,542	90%
Not Complete/ Pass Due	2,636	N/A
In Progress	67	N/A

REDUCTION IN FORCE (RIF) AND PROCEDURES

It is the policy of the Department of Human and Health Services, in accordance with federal and state equal employment opportunity guidelines, that decisions concerning reduction in force (RIF) must be analyzed to determine their impact by race, sex and age. Either the EEO director or the Human Resources staff shall conduct a RIF impact analysis of the effect of the proposed reduction(s) prior to the department making final decisions on layoffs.

NCDHHS adheres to the state's Reduction in Force Policy, which is located in the [State Human Resources Manual](#).

EMPLOYMENT FIRST AND REASONABLE ACCOMMODATION

In March 2019, Governor Roy Cooper signed [Executive Order #92](#) (Employment First for North Carolinians with Disabilities). This Executive Order makes Employment First the policy of state agencies to reflect the state's goals to be a leader in recruiting workers with disabilities and making an inclusive job climate for those workers. The state was designated as a model employer for persons with disabilities. To this end, NCDHHS and OSHR formed an Employment First Working Group to focus on several aspects of the Order.

PREGNANCY WORKPLACE ADJUSTMENTS

In December 2018, Executive Order #82 (Promoting Health and Wellness by Clarifying Protections Afforded to Pregnant State Employees) was issued by Governor Roy Cooper. This Executive Order required that state agencies extend workplace protections and modifications to pregnant employees upon request, unless doing so would impose significant burdens or costs.

The NCDHHS Human Resources staff has received guidance to implement the order.

Actions steps:

- NCDHHS has notified all employees by email and posted notices of the rights afforded to pregnant state employees in all offices and facilities.
- The requirement is included in new employee orientation materials.
- Requirement posted on [NCDHHS website](#).

PROHIBITING THE USE OF SALARY HISTORY

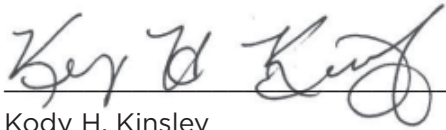
In April 2019, Executive Order #93 (Prohibiting the Use of Salary History in the State Hiring Process) was issued by Governor Roy Cooper. This Executive Order prohibited state agencies from requesting salary history from applicants or relying on previously obtained salary information in determining an applicant's salary. OSHR was required to remove the employment history fields from the state application.

Action steps:

- NCDHHS has trained HR staff in the new salary administration requirements.
- Requirement posted on [NCDHHS website](#).
- Discussion of the requirement at staff meetings.

Identification and Correction of Issues

This certifies that the attached Equal Employment Opportunity Plan represents the North Carolina Department of Health and Human Services' commitment to provide equal employment opportunities to all applicants and employees. I attest that the NC Department of Health and Human Services follows the North Carolina Equal Employment Opportunity Policy, along with all applicable federal and state laws, including current executive orders governing equal employment opportunities.



Kody H. Kinsley
Secretary, NC Department of Health and Human Services

2/28/23

Date



Darnell Thoms
EEO/AA Officer

2/28/2023

Date

EEO Plan Requirements Checklist

- ✓ Table of Content
- ✓ Overview of the Department
- ✓ Equal Employment Opportunity Plan Certification Statement
- ✓ Policy Statement
- ✓ Assignment of Responsibility and Accountability
- ✓ Governor of North Carolina
- ✓ Office of State Human Resources (OSHR) Diversity and Inclusion Division
- ✓ Secretary, Department of Health and Human Services
- ✓ Human Resources Director, Department of Health and Human Services
- ✓ Division/Facility/Office Directors, Managers and Supervisors
- ✓ DHHS EEO/Diversity & Inclusion Office
- ✓ DHHS Diversity and Inclusion Council
- ✓ Communication and Dissemination of the EEO Plan
- ✓ Internal Dissemination
- ✓ External Dissemination
- ✓ Workforce Analysis
- ✓ 2022 Work Force Representation and Utilization
- ✓ Meaning and Limitation of Data Presented
- ✓ Program Objectives, Activities and Action Steps
- ✓ Recruitment and Selection
- ✓ Promotions and Retention
- ✓ Training and Development
- ✓ Compensation and Benefits
- ✓ Transfers and/or Separations
- ✓ Disciplinary Process and Implementation
- ✓ Performance Management Process (Valuing Individual Performance)
- ✓ Grievance Procedure
- ✓ Monitoring, Evaluation, and Reporting
- ✓ Unlawful Workplace Harassment
- ✓ Reduction in Force (RIF) and Procedures
- ✓ Employment First and Reasonable Accommodation
- ✓ Identification and Correction of Issues
- ✓ EEO Plan Requirements Checklist
- ✓ Attachments
 - ✓ EEO: Contacts
 - ✓ DHHS B0031: Staffing by Occupational Category Report
 - ✓ Report: EEO Quantitative Analysis
 - ✓ B0170: Population/Labor Force Compromise Census Compare by Subcategory
 - ✓ Report: EEO Performance Management EEO Statistic
 - ✓ 2022 DHHS Discipline and Dismissal Statistics

Attachments

DHHS EEO Contact List

DHHS B0031: Staffing by Occupational Category Report

Report: EEO Quantitative Analysis

B0170: Population/Labor Force Compromise Census Compare by Subcategory

Report: EEO Performance Management EEO Statistic

Discipline and Dismissal Statistic

NCDHHS EEO CONTACT LIST

Division / Facility	Contact	Gender/ Race	Telephone	Mailing Address
DHHS EEO	Darnell Thoms	M/B	919-855-4930	2001 Mail Service Center Raleigh, NC 27699-2001
Disability Determination Services (DDS)	Gregory Chavez	M/W	919-814-3173	2802 Mail Service Center Raleigh, NC 27699-2802
Division of Health Benefits (DHB)	Lisa McKinnie	F/B	919-855-4122	2501 Mail Service Center Raleigh, NC 27699-2501
Division of Health Service Regulation (DHSR)	Nikki Kessinger	F/W	919-855-3860	2715 Mail Service Center Raleigh, NC 27699-2715
Division of Mental Health/Developmental Disabilities/Substance Abuse Services (DMH/DD/SAS) / Division of State Operated Healthcare Facilities (DSOHF)	Melanie Saunders	F/B	919-855-4700	3017 Mail Service Center Raleigh, NC 27699-3017
Division of Public Health (DPH)	Lorey Weagel	F/W	919-707-5454	1930 Mail Service Center Raleigh, NC 27699-1930
Office of the Secretary (OOS)	Magnolia Lugo	F/B	919-855-4930	2001 Mail Service Center Raleigh, NC 27699-2001
Division of Social Services (DSS) / Child Development & Early Education (DCDEE) / Division of Aging and Adult Services (DAAS)	Georgia MacBride	F/B	919-527-6384	2413 Mail Service Center Raleigh, NC 27699-2413
Division of Vocational Rehabilitation (DVR) / Services for the Blind (DSB) / Services for the Deaf & Hard of Hearing (DSDHH)	Juliette Clemmons	F/B	919-855-3577	2801 Mail Service Center Raleigh, NC 27699-2801
Black Mountain Neuro-Medical Treatment Center	Norrie Stone	F/W	828-259-6732	932 Old US 70 West Black Mountain, NC 28711
Broughton Hospital	Alicia Nexsen	F/W	828-433-2401	1000 S. Sterling Street Morganton, NC 28655
Caswell Developmental Center	Melanie Sanders	F/B	252-208-4287	2415 W. Vernon Avenue Kinston, NC 28504
Central Regional Hospital	Katherine Williamson	F/W	919-764-2010	300 Veazey Road Butner, NC 27509
Cherry Hospital	Carol Thornton	FW	919-947-8010	1401 W. Ash St. Goldsboro, NC 27530
J. Iverson Riddle Developmental Center	Kimberly Sparks	F/W	828-433-2828	300 Enola Road Morganton, NC 28655
Julian F. Keith ADATC	Susan Briggs	F/W	828-257-6200	201 Tabernacle Road Black Mountain, NC 28711
Longleaf Neuro-Medical Treatment Center	Amy Marion	F/B	252-399-2112	4761 Ward Boulevard Wilson, NC 27893
Murdoch Developmental Center	Steven Abrams	M/W	919-575-1022	1600 East C Street Butner, NC 27509
O'Berry Neuro-Medical Treatment Center	Carolyn Hardy	F/W	919-581-4044	400 Old Smithfield Road Goldsboro, NC 27523
Walter B. Jones ADATC	Kimberly Reed	F/W	252-830-3426	2577 West Fifth Street Greenville, NC 27834

BO031: STAFFING BY OCCUPATIONAL CATEGORY

Calendar Month/Year: 01/2022 - 12/2022

Personnel Area	State SOC Category		WM	WF	BM	BF	HM	HF	ASM	ASF	AIM	AIF	NHOPI Male	NHOPI Fem	Two+ Male	Two+ Fem	Ethn Unk	TOT	TOT MNRT	TOT FEM	DISB		
Health Human Services	OFFICIALS AND ADMINISTRATORS	Employees	117	205	21	94	3	5	5	8	1					1		2	462	138	312	17	
		% Represented	25.325	44.372	4.545	20.346	0.649	1.082	1.082	1.732	0.216					0.216		0.433	100.000	29.870	67.532	3.680	
		New Hires	1	5	1	7													2	16	8	12	2
		% Represented	6.250	31.250	6.250	43.750													12.500	100.000	50.000	75.000	12.500
		Promotions	11	21	2	12				1										47	15	33	1
		% Represented	23.404	44.681	4.255	25.532				2.128										100.000	31.915	70.213	2.128
		Employees	137	458	59	321	3	11	4	19	1	3				1	7	1	1,025	429	819	54	
		% Represented	13.366	44.683	5.756	31.317	0.293	1.073	0.390	1.854	0.098	0.293				0.098	0.683	0.098	100.000	41.854	79.902	5.268	
		New Hires	4	26	2	11	1				1									46	15	38	2
		% Represented	8.696	56.522	4.348	23.913	2.174				2.174								2.174	100.000	32.609	82.609	4.348
	Promotions	7	27	7	29					1									71	37	57	1	
	% Represented	9.859	38.028	9.859	40.845					1.408									100.000	52.113	80.282	1.408	
	Employees	781	2,531	373	1,393	37	80	84	144	5	30	3	3	3	4	26	16	5,510	2,182	4,207	297		
	% Represented	14.174	45.935	6.770	25.281	0.672	1.452	1.525	2.613	0.091	0.544	0.054	0.054	0.073	0.472	0.290	0.290	100.000	39.601	76.352	5.390		
	New Hires	40	177	17	103	4	9	7	8						1	5	14	385	154	302	13		
	% Represented	10.390	45.974	4.416	26.753	1.039	2.338	1.818	2.078						0.260	1.299	3.636	100.000	40.000	78.442	3.377		
	Promotions	19	108	22	76	1	5	1	1										235	108	192	9	
	% Represented	8.085	45.957	9.362	32.340	0.426	2.128	0.426	0.426							0.851			100.000	45.957	81.702	3.830	
	Employees	37	137	6	52	1	7			6				1	1	3	1	252	77	206	15		
	% Represented	14.683	54.365	2.381	20.635	0.397	2.778			2.381				0.397	0.397	1.190	0.397	100.000	30.566	81.746	5.952		
	New Hires	2	16		1					1						1	1	22	3	19	1		
	% Represented	9.091	72.727		4.545					4.545						4.545	4.545	100.000	13.636	86.364	4.545		
	Promotions	2	5	1	5		2									1	1	17	9	13	2		
	% Represented	11.765	29.412	5.882	29.412		11.765									5.882	5.882	100.000	52.941	76.471	11.765		
	Employees	94	633	72	571	6	25	3	14				11			1	13	5	1,448	716	1,267	80	
	% Represented	6.492	43.715	4.972	39.434	0.414	1.727	0.207	0.967			0.760				0.069	0.898	0.345	100.000	49.448	87.500	5.525	
	New Hires	5	35	4	34	3	3	1	1									6	92	46	73	3	
	% Represented	5.435	38.043	4.348	36.957	3.261	3.261	1.087	1.087									6.522	100.000	50.000	79.348	3.261	
	Promotions	9	28	1	24		1												63	26	53	1	
	% Represented	14.286	44.444	1.587	38.095		1.587												100.000	41.270	84.127	1.587	
	Employees	33	3	3	1													1	41	4	4	2	
	% Represented	80.488	7.317	7.317	2.439													2.439	100.000	9.756	9.756	4.878	
	New Hires	4																1	5				
	% Represented	80.000																20.000	100.000				
	Promotions	1																	1				
	% Represented	100.000																	100.000				
	Employees	416	918	862	1,667	28	52	17	33	4	1					12	18	19	4,047	2,694	2,689	76	
	% Represented	10.279	22.683	21.300	41.191	0.692	1.285	0.420	0.815	0.099	0.025					0.297	0.445	0.469	100.000	66.568	66.444	1.878	
	New Hires	30	135	82	220	5	11	2	2							3	5	27	523	330	373	11	
	% Represented	5.736	25.813	15.679	42.065	0.956	2.103	0.382	0.382							0.574	0.956	5.163	100.000	63.098	71.319	2.103	
	Promotions	27	37	32	53	1	2	1								1			154	90	92	4	
	% Represented	17.532	24.026	20.779	34.416	0.649	1.299	0.649								0.649			100.000	58.442	59.740	2.597	
	Employees	336	26	50	11	11			3		2					1			440	78	37	12	
	% Represented	76.364	5.909	11.364	2.500	2.500		0.682		0.455						0.227			100.000	17.727	8.409	2.727	
	New Hires	18	3	2	1	1													25	4	4	1	
	% Represented	72.000	12.000	8.000	4.000	4.000													100.000	16.000	16.000	4.000	
	Promotions	32		7		2										1			42	10			
	% Represented	76.190		16.667		4.762											2.381		100.000	23.810			
	Total	Employees	1,951	4,911	1,446	4,110	89	180	116	224	13	45	3	4	21	67	45	13,225	6,318	9,541	553		
		% Represented	14.752	37.134	10.934	31.078	0.673	1.361	0.877	1.694	0.098	0.340	0.023	0.030	0.159	0.507	0.340	100.000	47.773	72.144	4.181		
		New Hires	104	397	108	377	14	23	10	13					4	11	52	1,114	580	821	33		
		% Represented	9.336	35.637	9.695	33.842	1.257	2.065	0.898	1.167					0.359	0.987	4.668	100.000	50.269	73.698	2.962		
		Promotions	108	226	72	199	4	10	3	2					2	3	1	630	295	440	18		
		% Represented	17.143	35.873	11.429	31.587	0.635	1.587	0.476	0.317					0.317	0.476	0.189	100.000	46.825	69.841	2.857		

2022 DHHS EEO QUANTITATIVE ANALYSIS FORM

2022 EEO Quantitative Analysis Form												
AGENCY/UNIVERSITY: Department of Health & Human Services												
SOC Category	White Males		White Females		Black Males		Black Females		Other Minority Males		Other Minority Females	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
Officials & Administrators	111	117	208	205	18	21	89	94	10	12	11	13
Management Related	157	137	477	458	64	59	307	321	12	10	42	40
Professional Specialty	850	781	2721	2531	414	373	1551	1393	127	149	284	283
Technicians & Technologists	37	37	141	137	6	6	56	52	1	3	4	17
Administrative Support	96	94	706	633	89	72	598	571	10	15	64	63
Protective Services	33	33	3	3	3	3	1	1	0	1	0	0
Skilled Craft	346	336	24	26	11	50	11	11	13	17	3	0
Service	507	416	1065	918	938	862	1917	1667	76	80	121	104
TOTAL EMPLOYEES	2137	1951	5345	4911	1543	1446	4530	4110	249	287	529	520

B0170: JOB OPENING ESTIMATES FORM LABOR FORCE STANDARD BY SOC CATEGORY AS DEC 2022 BASED ON 2020 CENSUS

Health Human Services

SOC Category: OFFICIALS AND ADMINISTRATORS

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	117	205	21	94	3	5	5	8	1	0	0	0	1	0	2	462	312	138	17	20	0
% Employed	25.3	44.4	4.5	20.3	0.6	1.1	1.1	1.7	0.2	0.0	0.0	0.0	0.2	0.0	0.4	100.0	67.5	29.9	3.7	4.3	0.0
Labor Force Standard																					
# Difference	-104	66	-6	60	-11	-3	-4	3	-1	-2	0	0	-3	-3			124	37	-26		
% Difference	-22.5	14.5	-1.2	13.1	-2.4	-0.6	-0.7	0.7	-0.1	-0.3	0.0	0.0	-0.5	-0.6			27.4	8.9	-5.6		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0		
Target Classification(s)	Black males, White males																				
Action Steps	Allow current staff to update disability status and self identify, plan with DEI Council to advertise in diverse areas, coordinate with HR to send goal reminders,																				

SOC Category: MANAGEMENT RELATED

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	137	458	59	321	3	11	4	19	1	3	0	0	1	7	1	1,025	819	429	54	34	0
% Employed	13.4	44.7	5.8	31.3	0.3	1.1	0.4	1.9	0.1	0.3	0.0	0.0	0.1	0.7	0.1	100.0	79.9	41.9	5.3	3.3	0.0
Labor Force Standard																					
# Difference	-239	80	0	205	-15	-10	-16	-1	-2	-1	-2	0	-7	-2			280	168	-42		
% Difference	-23.2	7.9	0.1	20.0	-1.4	-0.9	-1.5	0.0	-0.1	0.0	-0.1	0.0	-0.6	-0.1			27.6	16.9	-4.0		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Target Classification(s)	White males																				
Action Steps	Allow current staff to update disability status, plan with DEI Council to advertise in diverse areas, coordinate with HR to send goal reminders																				

SOC Category: PROFESSIONALS

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	781	2,531	373	1,393	37	80	84	144	5	30	3	3	4	26	16	5,510	4,207	2,182	297	146	0
% Employed	14.2	45.9	6.8	25.3	0.7	1.5	1.5	2.6	0.1	0.5	0.1	0.1	0.1	0.5	0.3	100.0	76.4	39.6	5.4	2.6	0.0
Labor Force Standard																					
# Difference	-867	128	114	808	-46	-36	-93	22	-7	2	3	3	-35	-30			953	800	-216		
% Difference	-15.7	2.3	2.1	14.7	-0.8	-0.6	-1.7	0.4	-0.1	0.0	0.1	0.1	-0.6	-0.5			17.4	14.6	-3.9		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Target Classification(s)	N/A																				
Action Steps	Continue to set goals for disparities equaling 2% or higher																				

SOC Category: TECHNICIANS AND TECHNOLOGISTS

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	37	137	6	52	1	7	0	6	0	0	0	1	1	3	1	252	206	77	15	10	0
% Employed	14.7	54.4	2.4	20.6	0.4	2.8	0.0	2.4	0.0	0.0	0.0	0.4	0.4	1.2	0.4	100.0	81.7	30.6	6.0	4.0	0.0
Labor Force Standard																					
# Difference	-23	29	-10	6	-4	1	-4	1	-1	-2	0	1	-1	0			39	-8	-9		
% Difference	-9.1	11.8	-3.9	2.7	-1.2	0.6	-1.2	0.7	-0.3	-0.6	0.0	0.4	-0.2	0.1			16.7	-1.2	-3.3		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	1	1	1	0	0
Target Classification(s)	White males, Hispanic females																				
Action Steps	Allow current staff to update disability status, plan with DEI Council to advertise in diverse areas, coordinate with HR to send goal reminders																				

SOC Category: ADMINISTRATIVE SUPPORT

	White Male	White Fem	Black Male	Black Fem	Hispanic Male	Hispanic Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	94	633	72	571	6	25	3	14	0	11	0	0	1	13	5	1,448	1,267	716	80	41	0
% Employed	6.5	43.7	5.0	39.4	0.4	1.7	0.2	1.0	0.0	0.8	0.0	0.0	0.1	0.9	0.3	100.0	87.5	49.4	5.5	2.8	0.0
Labor Force Standard																					
# Difference	-129	-109	-17	310	-16	-29	-5	-2	-2	2	0	-2	-5	-5			185	255	-55		
% Difference	-8.9	-7.5	-1.1	21.4	-1.1	-2.0	-0.3	-0.1	-0.1	0.2	0.0	-0.1	-0.3	-0.3			12.9	17.8	-3.8		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Target Classification(s)	White males																				
Action Steps	Allow current staff to update disability status, plan with DEI Council to advertise in diverse areas, coordinate with HR to send goal reminders																				

SOC Category: PROTECTIVE SERVICES

	White Male	White Fem	Black Male	Black Fem	Hispanic Male	Hispanic Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	33	3	3	1	0	0	0	0	0	0	0	0	0	0	1	41	4	4	2	5	0
% Employed	80.5	7.3	7.3	2.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.4	100.0	9.8	9.8	4.9	12.2	0.0
Labor Force Standard																					
# Difference	10	-2	-4	-3	-2	-1	-1	-1	-1	-1	0	-1	-1	-1			-8	-14	-2		
% Difference	24.8	-4.5	-9.2	-5.5	-3.2	-1.0	-0.7	-0.2	-1.0	-0.4	0.0	-0.1	-1.2	-0.6			-11.5	-21.1	-4.4		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Target Classification(s)	White females, Black females, Hispanic males																				
Action Steps	Plan with DEI Council to advertise in diverse areas, coordinate with HR to send goal reminders. Continue to set goals for disparities equaling 2% or higher.																				

SOC Category: SERVICE

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	416	918	862	1,667	28	52	17	33	4	1	0	0	12	18	19	4,047	2,689	2,694	76	95	0
% Employed	10.3	22.7	21.3	41.2	0.7	1.3	0.4	0.8	0.1	0.0	0.0	0.0	0.3	0.4	0.5	100.0	66.4	66.6	1.9	2.3	0.0
Labor Force Standard																					
# Difference	-406	-422	453	962	-207	-228	-28	-36	-13	-32	0	0	-25	-39			262	901	-301		
% Difference	-10.0	-10.4	11.2	23.8	-5.1	-5.6	-0.7	-0.9	-0.3	-0.8	0.0	0.0	-0.6	-1.0			6.5	22.4	-7.4		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Target Classification(s)	Hispanic female, Hispanic male																				
Action Steps	Allow current staff to update disability status, plan with DEI Council to advertise in diverse areas, coordinate with HR to send goal reminders																				

SOC Category: SKILLED CRAFT

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	336	26	50	11	11	0	3	0	2	0	0	0	1	0	0	440	37	78	12	20	0
% Employed	76.4	5.9	11.4	2.5	2.5	0.0	0.7	0.0	0.5	0.0	0.0	0.0	0.2	0.0	0.0	100.0	8.4	17.7	2.7	4.5	0.0
Labor Force Standard																					
# Difference	125	-11	-27	-17	-44	-14	-3	-4	-3	-1	0	0	-4	-1			-47	-112	-29		
% Difference	28.5	-2.4	-6.0	-3.7	-9.9	-3.1	-0.6	-0.7	-0.5	-0.2	0.0	0.0	-0.9	-0.2			-10.1	-24.6	-6.6		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Target Classification(s)	White female, Black male, Hispanic female, Hispanic male																				
Action Steps	Allow current staff to update disability status, plan with DEI Council to advertise in diverse areas, coordinate with HR to send goal reminders																				

BO040: 2022 DHHS PERFORMANCE MANAGEMENT EEO STATISTIC

2022 Rating	White Male	White Female	Black Male	Black Female	Other Male	Other Female	Total
Does Not Meet Expectations	13	6	11	20	3	0	53
Meet Expectations	1,634	3,951	1,305	3,570	164	416	11,040
Exceeds Expectations	270	812	88	309	49	64	1,592

BO051: 2022 DHHS DISCIPLINE AND DISMISSAL STATISTICS

2022 Reason	White Male	White Female	Black Male	Black Female	Other Male	Other Female	Total
Not Assigned	0	0	0	0	0	0	0
Demotion Personal Conduct	0	0	0	0	0	0	0
Demotion Job Performance	0	0	0	0	0	0	0
Dismissal Personal Conduct	2	9	6	9	0	0	26
Dismissal Job Performance	1	0	0	0	1	0	2
Suspension Personal Conduct	12	15	13	23	0	0	63
Suspension Job Performance	1	0	0	2	0	1	4
Written Warning Job Performance	0	5	7	10	0	1	23
Written Warning Personal Conduct	50	80	78	140	5	4	357
Total	66	109	104	184	6	6	475
Percentage	13.8	22.9	21.8	38.7	1.2	1.2	100
% of DHHS Workforce	14.8	37.1	10.9	31.1	1.9	3.9	100

**Due to rounding, numbers might not add up to 100% exactly.*