

EEO Utilization Report

Organization Information

Name: Indiana State Department Of Health

City: Indianapolis

State: IN

Zip: 46204

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See Attachment

Following File has been uploaded:ISDH Equal Employment Opportunity Policy.pdf

Step 4b: Narrative of Interpretation

The Indiana State Department of Health (ISDH) Human Resources Director reviewed the Utilization Analysis which compared the ISDH workforce to the relevant labor market (entire state of Indiana) and noted that only white males are underutilized in the categories of Officials/Administrator (-27%), Professionals (-14%), and Administrative Support (-26%). Ingrained into our culture are regular outreach and recruitment activities by HR and management alike that have resulted in a diverse workforce. We are committed to continuing our efforts as outlined in our annual Affirmative Action Plans to ensure our future EEO's either improve or maintain the current underutilization results.

Step 5: Objectives and Steps

1. Maintain and/or improve outreach and recruitment activities that are reasonably designed to effectively recruit qualified women and minorities.

- a. Provide current position descriptions and qualification standards to applicable staff members involved in the recruiting, screening, selection and promotion process.
- b. Review job applications and other pre-employment forms to ensure information requested is job-related.
- c. Provide education and/or resources to management staff on proper interview techniques.
- d. Provide EEO/AA education and/or resources to management staff to ensure transparency in goals and objectives.
- e. Ensure a diverse selection of minority recruitment options are consistently used.

2. Retention of outreach and recruitment activity documentation.

- a. Affirmative Action Plans and outcomes will be retained for a period of at least three (3) years.
- b. Recruitment and outreach activities will be monitored at least annually and included within the Affirmative Action plan.

3. Periodic effectiveness assessments of said outreach and recruitment activities and make changes when/where necessary.

- a. Assessment of outreach and recruitment activities shall be evaluated for effectiveness at least once per year.

Step 6: Internal Dissemination

- (1) The ISDH Human Resources Director will discuss the EEO Utilization Report with applicable internal parties.
- (2) The ISDH Human Resources Director will post our EEO Utilization Report with the AAP outside of the HR office.
- (3) In collaboration with other members of the ISDH executive team, the Human Resources Director will identify additional ways with which to disseminate this within one year.

Step 7: External Dissemination

The Human Resources Director will work with the Office of Public Affairs to publish a copy of this report on our public website for access and transparency purposes.

Utilization Analysis Chart
Relevant Labor Market: Indiana

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 #/%	59/29%	3/1%	4/2%	0/0%	2/1%	0/0%	1/0%	0/0%	115/56%	0/0%	18/9%	0/0%	4/2%	0/0%	0/0%	0/0%
CLS #/%	173,905/55%	3,985/1%	7,240/2%	235/0%	3,110/1%	55/0%	900/0%	325/0%	107,755/34%	2,970/1%	9,910/3%	190/0%	1,620/1%	85/0%	1,075/0%	295/0%
Utilization #/%	-27%	0%	-0%	-0%	-0%	-0%	0%	-0%	21%	-1%	6%	-0%	1%	-0%	-0%	-0%
Professionals																
Workforce #/%	107/23%	2/0%	6/1%	0/0%	14/3%	0/0%	0/0%	0/0%	286/62%	5/1%	24/5%	2/0%	13/3%	0/0%	1/0%	0/0%
CLS #/%	174,670/37%	4,760/1%	8,690/2%	180/0%	10,440/2%	15/0%	1,755/0%	795/0%	238,220/51%	5,730/1%	16,475/3%	260/0%	6,885/1%	50/0%	1,680/0%	715/0%
Utilization #/%	-14%	-1%	-1%	-0%	1%	-0%	-0%	-0%	12%	-0%	2%	0%	1%	-0%	-0%	-0%
Technicians																
Workforce #/%	4/40%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	2/20%	0/0%	0/0%	0/0%	1/10%	0/0%
CLS #/%	28,345/33%	820/1%	1,875/2%	85/0%	950/1%	0/0%	275/0%	175/0%	46,415/54%	1,435/2%	4,130/5%	10/0%	1,075/1%	25/0%	330/0%	105/0%
Utilization #/%	7%	-1%	8%	-0%	-1%	0%	-0%	-0%	-34%	-2%	15%	-0%	-1%	-0%	10%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,810/70%	1,250/3%	4,365/9%	110/0%	105/0%	0/0%	340/1%	40/0%	6,355/13%	155/0%	1,620/3%	0/0%	0/0%	0/0%	44/0%	0/0%
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 #/%	1,220/28%	25/1%	115/3%	0/0%	0/0%	10/0%	35/1%	0/0%	2,580/59%	75/2%	230/5%	10/0%	10/0%	10/0%	65/1%	15/0%
Utilization #/%																
Administrative Support																
Workforce #/%	4/4%	0/0%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	56/55%	4/4%	31/30%	1/1%	1/1%	0/0%	2/2%	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 #/%	218,345/30%	8,705/1%	16,815/2%	435/0%	3,100/0%	4/0%	1,810/0%	540/0%	421,320/57%	14,525/2%	40,220/5%	735/0%	3,780/1%	65/0%	4,260/1%	1,330/0%
Utilization #/%	-26%	-1%	1%	-0%	-0%	-0%	-0%	-0%	-2%	2%	25%	1%	0%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	229,690/83%	16,065/6%	9,590/3%	495/0%	940/0%	85/0%	1,725/1%	395/0%	14,185/5%	815/0%	1,360/0%	45/0%	305/0%	0/0%	140/0%	30/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	435,495/47%	50,180/5%	42,230/5%	1,055/0%	4,955/1%	105/0%	4,635/0%	1,410/0%	319,400/34%	26,120/3%	38,350/4%	995/0%	6,125/1%	110/0%	4,265/0%	1,080/0%
Utilization #/%																

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	✓															
Administrative Support	✓															

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: Heather Whitaker

Human Resources Director

08-07-2020

[signature]

[title]

[date]