

EEOP Utilization Report



Wed Mar 08 14:07:54 EST 2017

Step 1: Introductory Information

Grant Title:	OVC FY15 Victim Compensation Formula	Grant Number:	2015-VC-GX-0024
Grantee Name:	Tennessee Department of Treasury	Award Amount:	\$4,408,000.00
Grantee Type:	State Government Agency		
Address:	600 Charlotte Ave. Fl.1 Nashville, Tennessee 37243		
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DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

The Tennessee Treasury Department (Department) is firmly committed to the principle of fair and equal employment opportunities for all persons and strives to protect the rights and opportunities of all persons to seek, obtain and hold employment without being subjected to illegal discrimination and harassment in the workplace.

It is the Departments policy to provide an environment free from discrimination and harassment of an individual because of that persons race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veterans status or any other category protected by state or federal civil rights law.

Step 4b: Narrative Underutilization Analysis

An analysis of the Departments workforce as it relates to the community labor statistics for the Nashville, Davidson County area contained in the Utilization Report did not indicate significant underutilization over two (2) standard deviation points in any category. The Department is comfortable that the Departments employment practices are fair and without bias.

While the Utilization Report indicates a generally positive utilization for minorities and women in the Professional category, there is a slight underutilization of women and racial minorities in the Officials/Administrator category, illustrated as follows: (Black/African American males at -5%; Asian males at -2%; White females at -6%; Hispanic and Asian females each at -1%; and Black/African American females at -3%). In addition, there is a slight underutilization of women and racial minorities in the Administrative Support category, illustrated as follows: (Black/African American males at -3%; Asian males at -1%; Hispanic and Black/African American females each at -2%; Asian females at -1%.

Through its analysis, the Department has determined that the following may be some contributing factors to the underutilization outlined above: (1) the availability of racial minorities and women having the requisite skill level in the immediate labor area; (2) the percentage of racial minority and female workforce as compared with the total workforce in the immediate labor area; and (3) the availability of racial minorities and women having the requisite skills in the immediate labor area that the Department can reasonably recruit.

In light of this analysis, the Department is committed to cultivating, promoting and maintaining a diverse workforce without discrimination that reflects our community.

Step 5 & 6: Objectives and Steps

1. Promote and maintain a diverse work community.

- a. Annually monitor and review data so that recruitment efforts maintain a diverse and qualified workforce.

2. Increase the diversity in the Department's job applicant pool by encouraging underrepresented groups to apply for vacancies in various job categories, including existing employees for lateral or promotional opportunities.

- a. Increase the Departments outreach efforts to racial minorities and females to attract a diverse applicant pool by periodically attending job fairs as well as colleges and universities.
- b. Continue to advertise job openings on the State of Tennessee's Job Website, Department Website, and Jobs4TN.gov to maximize outreach to all potential applicants.
- c. Consider a range of recruitment efforts locally and across the State to further diversify the pool of potential job applicants.
- d. Increase the Departments outreach efforts on social media to attract a larger applicant pool.
- e. Review the Departments job applications, job descriptions, job application processes and past applicant pools to ensure that there are no barriers to the Departments application process to inhibit attracting a diverse workforce.
- f. Review procedures for the posting of positions so that applicants and existing employees are afforded ample notice of all available opportunities.
- g. Review the current selection process and create procedures for those individuals who have the responsibility to review resumes, consider job applicants, interview job applicants, and make selections for positions.
- h. Review performance evaluations to foster fairness and equity across the Department as well as the divisions and programs within the Department.
- i. Evaluate the employee selection processes, including, but not limited to, application forms, interviewing procedures, and the final candidate selection process to ensure that there are no barriers to inhibit attracting a diverse workforce.

- j. Track recruitment engagements and methods and then review this annually to determine its effectiveness.
- k. Use a new software program that the Department anticipates procuring to assist in applicant screening and reports to determine the percentage of diversity in the Departments workforce.
- l. Periodically create reports of the Department utilization of racial minorities and women in its workforce relative to the larger labor market.

Step 7a: Internal Dissemination

See attachment "Internal Dissemination of EEOP Utilization Report" for Tennessee Treasury Department.

Step 7b: External Dissemination

- a. Post a copy of the Departments EEOP Utilization Report on the Departments website homepage and Title VI Resources website page.
- b. Place a hard copy of the Departments EEOP Utilization Report in the Departments Human Resources Office.
- c. Notify the Departments contractors and vendors that the Departments EEOP Utilization Report is available in hard copy or electronic form. The notification shall include a copy of the internet link or links to the report as well as instructions about how they may obtain a copy of the Departments EEOP Utilization Report electronically once they click on the link or links provided. Through this notification, the Departments contractors and vendors will also be provided with the name of the individual that they should contact to obtain a hard copy of the report from the Departments Human Resources Office as well as the individuals contact information, including, but not limited to, physical address, phone number and email address. This individual will inform Department employees where the report is physically located so that they employee may obtain a copy of the report.

Utilization Analysis Chart
Relevant Labor Market: Nashville-Davidson (balance), Tennessee

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 #/%	21/60%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	1/3%	10/29%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	26,145/50%	640/1%	2,380/5%	65/0%	875/2%	15/0%	220/0%	70/0%	17,945/34%	515/1%	3,130/6%	85/0%	285/1%	0/0%	110/0%	30/0%
Utilization #/%	10%	2%	-5%	-0%	-2%	-0%	2%	3%	-6%	-1%	-3%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	64/35%	0/0%	12/7%	0/0%	1/1%	0/0%	0/0%	5/3%	64/35%	0/0%	32/18%	0/0%	0/0%	0/0%	0/0%	3/2%
CLS #/%	31,655/38%	950/1%	4,115/5%	0/0%	1,980/2%	0/0%	135/0%	50/0%	35,435/42%	885/1%	7,040/8%	75/0%	1,310/2%	0/0%	365/0%	15/0%
Utilization #/%	-2%	-1%	2%	0%	-2%	0%	-0%	3%	-7%	-1%	9%	-0%	-2%	0%	-0%	2%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,720/34%	130/1%	1,065/8%	0/0%	145/1%	0/0%	65/0%	10/0%	4,900/35%	90/1%	2,415/17%	20/0%	355/3%	0/0%	75/1%	25/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,765/58%	140/2%	1,440/17%	80/1%	15/0%	0/0%	80/1%	20/0%	970/12%	10/0%	700/8%	0/0%	30/0%	0/0%	19/0%	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 #/%	95/26%	0/0%	45/12%	0/0%	10/3%	0/0%	0/0%	0/0%	125/34%	0/0%	95/26%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	7/20%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	20/57%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%	2/6%
CLS #/%	33,575/30%	1,160/1%	6,920/6%	85/0%	920/1%	40/0%	150/0%	60/0%	48,635/44%	2,105/2%	14,550/13%	175/0%	1,220/1%	50/0%	595/1%	120/0%

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
	%								%		%					
Utilization #/%	-10%	2%	-3%	-0%	-1%	-0%	-0%	-0%	13%	-2%	-2%	-0%	-1%	-0%	-1%	6%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	22,970/69 %	5,580/17 %	2,715/8%	30/0%	290/1%	0/0%	90/0%	45/0%	990/3%	170/1%	190/1%	0/0%	130/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,595/36 %	7,355/8%	12,560/14 %	220/0%	1,755/2%	80/0%	485/1%	115/0%	19,210/21 %	3,640/4%	11,050/12 %	135/0%	1,515/2%	0/0%	205/0%	95/0%
Utilization #/%																

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 Utilization Report.

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

Certified As Final By: Greg Cason

Director of Human Resources

11-17-2016

[signature]

[title]

[date]