DHR

Delaware Department of
Human Resources

Division of Diversity and Inclusion

Equal Employment Opportunity/Affirmative Action Annual Report/Plan Requirements for Executive Branch Agencies

Revised on June 15, 2023

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Chief Diversity Officer

SECTION	CONTENTS	INFORMATION
Section I:	Policy Statement	This is the official declaration of the State's executive branch agency/department commitment to EEO/AA to be reviewed, signed, and dated by your Cabinet Secretary/Agency Head. Refer to the full Respectful Workplace and Anti-Discrimination Policy (RWAD). (Also see Appendix A – Executive-Order-Number-30.pdf (delaware.gov)).
Section II:	Executive Summary • Summary Statement • Responsibilities for Implementation	• Provide a summary statement that describes the department's equal employment opportunity/affirmative action efforts. Include the names of divisions of the department and the number of employees that make up each division. • Each department shall designate a high-ranking person to be responsible for the direction of EEO and Diversity and provide the person's name and contact information including email and telephone number. • This identified person should have primary EEO/AA responsibilities. Please include a list of the essential duties and responsibilities of the designee as it relates to developing, coordinating, implementing, and communicating the agency's EEO/AA plan. An organizational chart that shows the reporting structure of the designated individual shall also be provided.
Section III:	Accomplishments from the past Fiscal Year	Restate the objectives (and SMART goals) in the prior year's Plan of Action - Future Steps to Implement (Section IX) and provide pertinent details using the following table:

FY23 Goal Strategic Priority	Objective	Measures of Success/Key Results	Responsible Group(s)	Action Taken	Outcome
State the applicable Strategic Priority *(SP 1 Goal 1)* *(SP 1 Goal 2)*	State your objective or challenge. *(Ex. Assess policies and procedures for potential bias in selection)*	State how you measured progress towards your objective. *(Ex. 100% of the selected policies will be reviewed by the committee during the fiscal year and recommendations are submitted for review.*	State who was responsible for the work and describe their role. *(Ex. John Smith, HR Manager, John Smith, Jr., HR Assistant)*	State steps that were taken to accomplish the objective. *(Ex. Established a committee to review the policies using a bias equity tool).*	Provide the completion date. If still in progress, provide the target date for completion. *(Ex. 50% of the policies were modified by January 2023. The remaining 50%, will be reviewed for modification by June 2024.*

	• **Strategic Priority 1**: Workplace Environment, Climate, and Culture	• Foster an equitable and inclusive environment that recognizes the value of diversity among all employees working on-site and remotely.*
	• **Strategic Priority 2:** Management and Supervisory Effectiveness	• Increase management and supervisory capacity to lead, engage and motivate a diverse and inclusive workforce to yield rigorous workforce outcomes and attainment of the state's mission, vision, and value proposition.*
	• **Strategic Priority 3:** Professional Development, Education, and Awareness	• Enhance and provide professional, personal, and leadership development programs to advance the success of all employees across the life cycle of their career with a key focus on equitable enrollment and participation in professional development, engagement, education, and training opportunities.*
		* At least one objective under each Strategic Priority should have described how the agency plans to <u>address gaps in retention, recruitment, and workforce underrepresentation</u> via collaboration with DHR.

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Section IV:	Workforce Analysis • Overview • EEO-4 Status Report • Labor Market Representation • Representation Trends	• Observable trends that affect the agency's opportunity to increase diversity in their workforce. • Total workforce demographics by race/ethnicity and gender. This is an overview of the entire EEO-4 Workforce by EEO-4 job category. (Appendix B – Provides list of EEO-4 job categories). • Variance between the Regional Labor Market and Agency demographics. Also illustrated is a percentage breakdown of demographic representation by race/ethnicity, gender, and EEO-4 job category. • Trends for the past three fiscal years by comparing the variance between the Regional Labor Market and Executive Branch demographics for underrepresented groups, females, and male employees by EEO-4 job category. • Highlight/identify areas of underutilization for underrepresented groups, females, and male employees.
Section V:	Complaints	Total complaints by gender, race/ethnicity, employment status, category, type, status, and resolution.
Section VI:	Employee Actions • Disciplines • Separations • New Hires • Promotions	The total number of disciplines, separations, new hires, and promotions by gender and minority status.
Section VII:	Employee Engagement • Training • Disabilities • Tuition Reimbursement • Exit Survey	• Total number of attendees for D&I-related training courses by gender, race/ethnicity, and EEO-4 Job Category. • Total number of employees who requested accommodations, the total number of accepted accommodations, the total number of employees who self-identified or disclosed as disabled, the total amount of candidates interviewed via the Selective Placement Program, and the total number of employees hired either via the Selective Placement or Agency Aide Programs. • Total number of employees receiving tuition reimbursement by gender and minority status. • Exit Survey Summary data for employees who left the Agency and were willing to provide responses.

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Section VIII:	Recruitment and Retention Summary	
	• Hard-to-Fill Jobs	• Hard-to-fill vacancies by job classification, along with the applicant pipeline statistics for those hard-to-fill classifications including the number of times the position was posted, the average number of applications received per posting, and the average number of applicants deemed to meet the minimum qualifications (MMQ) for the position.
	• Turnover	• Employee turnover rates by Division and Hard-to-Fill Job Classifications. Turnover is the difference between the number of new employees versus the number of employees who leave or transfer to another Department. Employees who transfer between Divisions within the same Department do not count.
	• Retirement Eligibility	• Total number and percentage of positions by Division based on their retirement eligibility status.
	• Applicant Pipeline	• Total applicants who applied to the State of Delaware jobs on the state's primary hiring platform, The Delaware Employment Link at statejobs.delaware.gov by minority status and gender.
	• Time-to-Fill/Time-to-Hire	• Average time in calendar days it takes to post recruitments and hire for vacant jobs.

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Section IX:	Plan of Action - Future Steps to Implement in the <u>current</u> Fiscal Year.	Using the table below, identify at least three **SMART** goals per strategic priority, based on your workforce analysis, to address gaps or barriers to advancing diversity, equity, and inclusion in each of the priority areas.					
		FY24 Goal Strategic Priority	**Objective**	**Measures of Success/Key Results**	**Responsible Group(s)**	**Resources**	**Timeline to Completion Outline Steps**
		State applicable Strategic Priority *(SP 3 Goal 1)* *(SP 3 Goal 2)*	State your objective or challenge. (Ex. *To reduce turnover, the agency will provide professional development for supervisors and managers that focus on inclusive leadership*).	State how you will measure progress toward your objective. (*Ex. 85% of the supervisors and managers will complete inclusive leadership training*).	State who is responsible for the work and describe their role. (*Ex. Beverly Smith, HR Administrator*).	State any fiscal, grant, personnel, facility, or other resources needed to accomplish the objective. (*Ex. track attendance; fiscal resources to support conference attendance*).	Provide the target date for completion, and if applicable, target dates for any milestones associated with the challenge. (*Ex. By September 2024 Identified supervisors and managers shall complete at least one leadership training*).
	• **Strategic Priority 1:** Workplace Environment, Climate, and Culture	• Foster an equitable and inclusive environment that recognizes the value of diversity among all employees working on-site and remotely**.**					
	• **Strategic Priority 2**: Management and Supervisory Effectiveness	• Increase management and supervisory capacity to lead, engage and motivate a diverse and inclusive workforce to yield rigorous workforce outcomes and attainment of the state's mission, vision, and value proposition**.**					
	• **Strategic Priority 3:** Professional Development, Education, and Awareness	• Enhance and provide professional, personal, and leadership development programs to advance the success of all employees across the life cycle of their career with a key focus on equitable enrollment and participation in professional development, engagement, education, and training opportunities**.** ** At least one objective under each Strategic Priority should describe how the agency plans to <u>address gaps in retention, recruitment, and workforce underrepresentation</u> via collaboration with DHR.*					

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Appendices	**Tab**	**List of Appendices**
	A	Executive Order 30 – Executive-Order-Number-30.pdf (delaware.gov)
	B	EEO-4 Job Categories