

2020 Equal Employment Opportunity (EEO) Plan



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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NCDHHS is an equal opportunity employer and provider.

Table of Contents

Equal Employment Opportunity/Affirmative Action Plan Certification Statement	2
Overview of the Department	3
Mission.	3
Vision.	3
Values	3
The State of North Carolina EEO Policy	4
Assignment of Responsibility and Accountability	5
Governor of North Carolina.	5
Office of State Human Resources (OSHR) Diversity and Inclusion Division.	5
Secretary, Department of Health and Human Services.	5
Human Resources Director, Department of Health and Human Services	6
Division /Facility/Office Directors, Managers and Supervisors	6
DHHS EEO/Diversity and Inclusion Office.	6
DHHS Diversity and Inclusion Council	7
Communication and Dissemination of the EEO Plan	7
Internal Dissemination	7
External Dissemination	7
Workforce Analysis	8
2019 Work Force Representation and Utilization.	8
Meaning and Limitation of Data Presented	10
Program Objectives, Activities and Action Steps	10
Recruitment and Selection	11
Promotions and Retention	12
Compensation and Benefits	13
Transfers and/or Separations	13
Disciplinary Process and Implementation	13
Performance Management Process (Valuing Individual Performance)	13
Training and Development	14
Grievance Procedure	14
Employment First and Reasonable Accommodation	15
Pregnancy Workplace Adjustments	15
Monitoring, Evaluation and Reporting	15
Prohibiting the Use of Salary History	16
Unlawful Workplace Harassment.	16
Reduction in Force (RIF) and Procedures	16
Appendices.	17
DHHS EEO Contact List.	17
Report B0031: Staffing by Occupational Category	18
Report B0170: Population/Labor Force Compromise Census Compare by Subcategory	19
Report: EEO Quantitative Analysis	28


Equal Employment Opportunity/Affirmative Action Plan Certification Statement

This certifies that the attached Equal Employment Opportunity/Affirmative Action 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.



Mandy Cohen, MD, MPH
Secretary, Department of Health and Human Services

4/22/2020
Date



Janet Sullivan
EEO/AA Officer Signature

4/22/2020
Date

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 30 divisions and offices. NCDHHS divisions and offices fall under four broad service areas - health, human services, administrative, and support functions. 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 [2019-2021 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



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



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



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



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



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



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

The State of North Carolina EEO Policy

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 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.

Assignment of Responsibility and Accountability

GOVERNOR OF NORTH CAROLINA

The Governor of the State of North Carolina has overriding responsibility for the state's Equal Employment Opportunity Policies and Programs. The responsibility for the actual development and implementation of individual equal employment opportunity plans and programs is delegated by the governor to each head of a state department, to each state university chancellor, and each head of a state agency or commission.

OFFICE OF STATE HUMAN RESOURCES (OSHR) DIVERSITY AND INCLUSION DIVISION

The Office of State Human Resources Diversity and Inclusion Division is responsible for the provision of technical assistance in EEO and program review, monitoring and evaluating the program in accordance to State Human Resources Commission's policy and guidelines, which is delegated to the Office of State Human Resources (OSHR). This responsibility is assigned to the OSHR Diversity and Inclusion Division and includes the following:

- Approves all equal employment opportunity and sexual harassment prevention plans, and the EEO segment of all reduction-in-force plans;
- Designs, implements, monitors reporting systems for equal employment opportunity planning and for determining the effectiveness of each EEO plan and program;
- Provides technical assistance for plan and program development and recommending corrective action where necessary;
- Provides assistance in identifying problem areas;
- Develops and implements EEO support programs;
- Develops and implements of EEO training programs; and
- Evaluates progress and programs designed to enhance Equal Employment Opportunity and personnel practices to assure non-discrimination.

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 takes action 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.

DIVISION/FACILITY/OFFICE DIRECTORS, MANAGERS AND SUPERVISORS

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.

DHHS EEO/DIVERSITY & INCLUSION OFFICE

DHHS's EEO/Diversity & Inclusion Office is staffed by two positions – Senior Director of Diversity and Inclusion and EEO and Diversity and Inclusion Director. The EEO Diversity & Inclusion Senior Director's primary responsibility is to advise, consult, and recommend appropriate EEO and Diversity and Inclusion procedures and practices to the Department's Human Resources offices statewide.

The Senior Director of Diversity and Inclusion primary duties and responsibilities are to:

- Oversee the Equal Employment Opportunity Office staff and operations.
- Develop and implement diversity and inclusion strategies, including recruitment, performance management, leadership development, employee engagement and retention.
- Serve as the chief individual responsible for the structure and composition of the departmental EEO plan that is submitted to the Office of State Human Resources (OSHR) in March of each year, in accordance with state law;
- Inform the Office of the Secretary of progress of the plan and approval by OSHR in a timely manner;
- Provide guidance, consultation, and EEO training for all HR managers and staff members.

The EEO and Diversity and Inclusion Director's primary duties and responsibilities are to:

- Review EEO Informal Inquiry complaints of unlawful harassment, discrimination, and retaliation.
- Obtain legal interpretation of the federal and state laws, regulations, and agency policies regarding the affects these laws have on the department's EEO program;
- Ensure documents in order to effectively communicate EEO policies, plans and procedures to all employees, applicants for employment and the public are made available;
- Maintain all EEO Informal Inquiry complaint records and reviews with the DHHS HR Employee Relations Section and HR director at least annually during the plan year; and
- Serve as agency coordinator for the Equal Employment Opportunity and Diversity Fundamentals (EEODF) with coordination delegated to the EEO administrative assistant and oversight by the EEO director.

DHHS DIVERSITY AND INCLUSION COUNCIL

The Diversity and Inclusion Council is appointed by DHHS division and facility leadership to function as a department resource group on equal employment opportunity matters, initiatives, and programs. The Council advises and recommends courses of action in regard to the Equal Employment Opportunity Plan, and diversity and inclusion initiatives, efforts, and programs. Council members serve a minimum term of one-year.

The Council will:

- Serve as a Council to review, learn, collaborate, and share best practices and recommendations on equal opportunity and diversity and inclusion matters, programs, policies, and initiatives;
- Help execute DHHS's Diversity and Inclusion annual strategic plan;
- Be familiar with the department's employment policies and procedures, resources, trainings, and relevant laws pertaining to equal employment opportunity matters;
- Identify and assess department priorities, challenges, obstacles, goals, and initiatives aimed at fostering diversity and inclusion and equal opportunity, and;
- Recommend solutions and best practices to address and improve policies, practices, and challenges.

Communication and Dissemination of the EEO Plan

INTERNAL DISSEMINATION

All DHHS 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 www.ncdhhs.gov/divisions/human-resources/additional-hr-services/equal-employment-opportunity; and
- EEO 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.
- The Department of Health and Human Services 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 as of January 2020 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.

2019 WORK FORCE REPRESENTATION AND UTILIZATION

Summary:

- As of January 1, 2020, NCDHHS had 16,079 permanent employees.
- The majority of NCDHHS employees fall into the professional or service occupational categories.
- NCDHHS' white workforce comprises 52.05% of the total workforce, while the non-white workforce comprises 47.95%, with Black (42.53%) employees having the highest representation among non-white staff members.
- NCDHHS' employee representation is roughly equal to or exceeds the North Carolina population for the following employee groups: White and Black American.
- NCDHHS exceeded its hiring goals of underrepresented groups in 7 out of 8 Occupational Job Categories.
- NCDHHS' employee representation by gender exceeds the North Carolina population for both White and Black females.
- NCDHHS's employee representation of Black males exceeds the North Carolina population for Black males.
- NCDHHS's 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.
- It is challenging to determine employee representation among veterans or individuals with disabilities. Employees self-report disability status, and therefore the actual number of employees with disabilities is not known. Data are not available for the percentage of the population in North Carolina that are veterans.

Table 1: Occupational Categories of NCDHHS Employees

Category	Number of Employees	Types of Positions
Officials and Administrators	459	chiefs, deputies, directors, assistant directors
Management Related	1,226	human resources, accounting, purchasing
Professionals	6,548	information technology, legal, science, social services, education, healthcare
Technicians and Technologists	310	laboratory technician, dental hygienist
Administrative Support	1,713	stock clerk, processing assistant, administrative assistant
Protective Services	38	public safety officer, public safety supervisor
Service	5,312	health care technician, housekeeper, food service
Skilled Craft	473	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 (2010 Census)
White Male	2,350	14.62%	31.84%
White Female	6,019	37.43%	33.43%
Black Male	1,738	10.81%	9.91%
Black Female	5,100	31.72%	11.27%
Hispanic Male	101	0.63%	4.49%
Hispanic Female	176	1.09%	3.91%
Asian Male	129	0.80%	1.03%
Asian Female	219	1.36%	1.13%
American Indian Male	16	0.10%	0.55%
American Indian Female	54	0.34%	0.59%
Native Hawaiian / Pacific Islander Male	4	0.02%	0.03%
Native Hawaiian / Pacific Islander Female	4	0.02%	0.03%
2 or more races Male	21	0.13%	0.79%
2 or more races Female	51	0.32%	0.85%
Ethnicity Unknown (male and female)	97	0.60%	0.16%
Total	16,079		
Veteran	539	3.35%	Not reported
Disability	292	1.82%	11.60%

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 the Department of Health and Human Services 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 utilized 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 2019.

Table 3: NCDHHS Applications Received and Selection Rate by Race

2019	White Male	White Female	Black Male	Black Female	Other Male	Other Female	Total
Applications Received	20,458	53,792	19,911	87,462	5,493	15,317	206,207*
Percentage	10%	26%	10%	42%	3%	7%	
Successful Candidates	351	1062	360	1081	84	181	3,119
Percentage	11%	34%	12%	35%	3%	6%	
Percentage Expected (based upon NC Population at 2010 Census)	32%	33%	10%	11%	7%	7%	
Over/Under Representation	-21%	1%	2%	24%	-4%	-1%	

*Includes applications that did not designate race/gender.

**NOTE: During this period our applicant tracking system provided more generalized representations that did not correlate with all current ethnicity categories used. This has been corrected for future reporting.

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.
- 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 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.

PROMOTIONS AND RETENTION

The following table shows the number and percent of promotions by race and gender in 2019.

Table 4: Promotion by Race and Gender

2019	White Male	White Female	Black Male	Black Female	Other Male	Other Female
Promotions	97	243	67	208	16	27
# of Employees	2,350	6,019	1,738	5,100	297	575
Percentage	4.13%	4.04%	3.86%	4.08%	5.39%	4.70%

It is important to note that all promotions within the Department of Health and Human Services 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:

- Encourage employees to apply for promotional opportunities for which they are qualified.
- 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.
- Promote the establishment of measurable division, team and individual goals that demonstrate achievement and establish track records of success for career advancement.
- Develop and disseminate a department wide value statement for diversity and inclusion.

COMPENSATION AND BENEFITS

The Department of Health and Human Services 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 take into account related education, training, 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 Steps:

- 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

DHHS 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 central HR office. An analysis of the information is collected and shared with management and human resource managers to alert them of any conditions that need immediate attention.

DISCIPLINARY PROCESS AND IMPLEMENTATION

The Department of Health and Human Services' disciplinary process and implementation are designed to be fair and equitable and without regard to biases. The DHHS 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 resource 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.

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.

TRAINING AND DEVELOPMENT

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

DHHS 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 Department of Health and Human Services entered into a contract allowing DHHS-EEODF Instructors to provide training for its employees. It has been renewed each year since 2005.

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 DHHS's commitment to diversity and inclusion.

GRIEVANCE PROCEDURE

The grievance procedure is the administrative process designed to ensure equal treatment for all individuals filing complaints. The Department of Health and Human Services 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. DHHS follows the state-wide employee grievance policy and prohibits retaliation against individuals who file a grievance or participate in the grievance process.

The number of EEO complaints (59) received in 2019 remained the same compared to 2018.

Action Steps:

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

EMPLOYMENT FIRST AND REASONABLE ACCOMMODATION

In March 2019, Governor Roy Cooper signed Executive Order #92 (Employment First for North Carolinians with Disabilities). The EO 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, DHHS and OSHR formed an Employment First Working group to work on several aspects of the Order.

DHHS complies with federal and state laws governing reasonable accommodation (i.e. Americans with Disabilities Act, Americans with Disabilities Act Amendments Act, Title VII of the Civil Rights Act as amended, etc.). DHHS provides reasonable accommodations to applicants and employees unless the request causes undue hardship.

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 DHHS Human Resources staff has received guidance to implement the order.

Actions steps:

- DHHS 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 DHHS website.

MONITORING, EVALUATION AND REPORTING

DHHS utilizes the IHR-PS system and EEO reports to monitor EEO activities. EEO reports from the NEOGOV applicant tracking system are also utilized to the fullest extent. 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 DHHS 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.

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:

- DHHS has trained HR staff in the new salary administration requirements.
- Requirement posted on DHHS website.
- Discussion of the requirement at staff meetings.

UNLAWFUL WORKPLACE HARASSMENT

DHHS 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 DHHS 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 new employees and other workplace harassment classes are available in the LMS.

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.

DHHS adheres to the state's Reduction in Force Policy, which is located in the State Human Resources Manual at <http://oshr.nc.gov/policies-forms/separation/reduction-in-force-policy>

Appendices

DHHS EEO Contact List

Report B0031: Staffing by Occupational Category

Report B0170: Population/Labor Force Compromise Census Compare by Subcategory

Report: EEO Quantitative Analysis

DHHS EEO CONTACT LIST

Division/Facility	Contact	Gender/ Race	Telephone	Mailing Address
DHHS EEO/Diversity & Inclusion	Janet Sullivan MaryMolly Taylor	F/B F/W	919-855-4800 919-855-4930	2001 Mail Service Center Raleigh, NC 27699-2001
Disability Determination Services (DDS)	John Charchar	M/W	919-814-2443	2802 Mail Service Center Raleigh, NC 27699-2802
Division of Health Benefits	Holly Bonnicksen-Jones	F/W	919-855-4128	2501 Mail Service Center Raleigh, NC 27699-2501
Division of Health Service Regulations (DHRS)	Nikki Kessinger	F/W	919-855-3859	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)	Kristen Dixon	F/B	919-733-4416	3017 Mail Service Center Raleigh, NC 27699-3017
Division of Public Health (DPH)	Lorey Weagel	F/W	919-707-5450	1930 Mail Service Center Raleigh, NC 27699-1930
Office of the Secretary (OOS)	Barbara Williams	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	919-527-6380	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)	Patricia Garcia	F/W	919-855-3517	2801 Mail Service Center Raleigh, NC 27699-2801
Black Mountain Neuro-Medical Treatment Center	Diane McCann	F/W	828-259-6729	932 Old US 70 West Black Mountain, NC 28711
Broughton Hospital (& Facility Engineering)	Alicia Nexsen	F/W	828-433-2401	1000 S. Sterling Street Morganton, NC 28655
Caswell Development Center	Mike Myers	M/W	252-208-4293	2415 W. Vernon Avenue Kinston, NC 28504
Central Regional Hospital	Lisa Lunsford	F/B	919-764-7200	300 Veazey Road Butner, NC 27509
Cherry Hospital	Ron Hill	M/W	919-947-7478	1401 W. Ash St. Goldsboro, NC 27530
J. Iverson Riddle Developmental Center	Kim Sparks	F/W	828-433-2787	300 Enola Road Morganton, NC 28655
Julian F. Keith ADATC	Mona DiMartino	F/W	828-257-6200	201 Tabernacle Road Black Mountain, NC 28711
Longleaf Neuro-Medical Treatment Center	Carolyn Hardy (Interim)	F/W	252-399-2108	4761 Ward Boulevard Wilson, NC 27893
Murdoch Developmental Center	Amy Callahan	F/B	919-575-1015	1600 East C Street Butner, NC 27509
O'Berry Neuro-Medical Treatment Center	Miles Johnson	M/W	919-581-4041	400 Old Smithfield Road Goldsboro, NC 27523
R.J. Blackley ADATC	Denise Keeton	F/W	919-575-7720	100 H Street Butner, NC 27509
Walter B. Jones ADATC	Kimberly Reed	F/W	252-830-3426	2577 West Fifth Street Greenville, NC 27834

**B0170: Labor Force Standard - Agency Total (All Occupations)
as of Jan 1 2020 Based on 2010 Census**

Health Human Services

OSHR Required Report:

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	2,371	6,070	1,738	5,100	101	176	133	223	16	54	97	16,079	11,623	7,638	292	539
% Employed	14.75	37.75	10.81	31.72	0.63	1.09	0.83	1.39	0.10	0.34	0.60	100.0	72.29	47.50	1.82	3.35
Labor Force Standard																
# Expected	5,632	5,074	1,443	1,738	745	404	171	156	78	78			7,450	4,813	1,800	
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5			48.0	31.0	11.6	
# Difference	-3,261	996	295	3,362	-644	-228	-38	67	-62	-24			4,173	2,825	-1,508	
% Difference	-21.6	5.1	1.5	20.5	-4.2	-1.5	-0.3	0.4	-0.4	-0.2			24.3	16.5	-9.8	
N.C. Population (Information Purposes Only)																
% Expected	32.70	34.30	9.90	11.30	4.50	3.90	1.00	1.10	0.60	0.60			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	2,350	6,019	1,738	5,100	101	176	129	219	16	54	4	4	21	51	26	71	16,079	11,694	7,638	292	539
% Employed	14.62	37.43	10.81	31.72	0.63	1.09	0.80	1.36	0.10	0.34	0.02	0.02	0.13	0.32	0.16	0.44	100.0	72.73	47.50	1.82	3.35
Labor Force Standard																					
# Expected	5,632	5,074	1,443	1,738	745	404	171	156	78	78								7,450	4,813	1,800	
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5								48.0	31.0	11.6	
# Difference	-3,282	945	295	3,362	-644	-228	-42	63	-62	-24								4,244	2,825	-1,508	
% Difference	-21.7	4.7	1.5	20.5	-4.2	-1.5	-0.3	0.4	-0.4	-0.2								24.7	16.5	-9.8	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	36	17	5	2	20	16	7	4	6	5	5	4	7	7	0	0	141	55	88	12	
Planned % of Increase	1.53	0.28	0.29	0.04	19.80	9.09	5.43	1.83	37.50	9.26	125.00	100.00	33.33	13.73	0.00	0.00		0.47	1.15	4.11	
Net Workforce Change	0.09	-0.22	-0.06	-0.26	0.12	0.09	0.04	0.01	0.04	0.03	0.03	0.02	0.04	0.04	0.00	0.00		-0.29	0.13	0.06	
New Workforce %	14.71	37.21	10.75	31.45	0.75	1.18	0.84	1.37	0.14	0.36	0.06	0.05	0.17	0.36	0.16	0.44		72.44	47.63	1.87	

SOC Category: ADMINISTRATIVE SUPPORT

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	104	797	96	637	7	33	2	7	0	11	19	1,713	1,485	812	34	68
% Employed	6.07	46.53	5.60	37.19	0.41	1.93	0.12	0.41	0.00	0.64	1.11	100.00	86.69	47.40	1.98	3.97
Labor Force Standard																
# Expected	277	889	112	264	20	43	9	17	4	9			1,222	478	190	
% Expected	16.9	54.3	6.8	16.1	1.2	2.6	0.5	1.0	0.2	0.5			74.5	28.9	11.6	
# Difference	-173	-92	-16	373	-13	-10	-7	-10	-4	2			263	334	-156	
% Difference	-10.8	-7.8	-1.2	21.1	-0.8	-0.7	-0.4	-0.6	-0.2	0.1			12.2	18.5	-9.6	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	102	790	96	637	7	33	2	7	0	11	0	0	2	7	4	15	1,713	1,500	854	34	68
% Employed	5.95	46.12	5.60	37.19	0.41	1.93	0.12	0.41	0.00	0.64	0.00	0.00	0.12	0.41	0.23	0.88	100.00	87.57	49.85	1.98	3.97
Labor Force Standard																					
# Expected	277	889	112	264	20	43	9	17	4	9								1,222	478	190	
% Expected	16.9	54.3	6.8	16.1	1.2	2.6	0.5	1.0	0.2	0.5								74.5	28.9	11.6	
# Difference	-175	-99	-16	373	-13	-10	-7	-10	-4	2								278	376	-156	
% Difference	-10.9	-8.2	-1.2	21.1	-0.8	-0.7	-0.4	-0.6	-0.2	0.1								13.1	21.0	-9.6	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	5	5	1	0	1	1	1	1	1	1	1	1	1	1	0	0	21	10	11	2	
Planned % of Increase	4.90	0.63	1.04	0.00	14.29	3.03	50.00	14.29	100.00	9.09	100.00	100.00	50.00	14.29	0.00	0.00		0.67	1.29	5.88	
Net Workforce Change	0.22	-0.27	-0.01	-0.45	0.05	0.03	0.06	0.05	0.06	0.05	0.06	0.06	0.06	0.05	0.00	-0.01		-0.48	0.03	0.09	
New Workforce %	6.17	45.85	5.59	36.74	0.46	1.96	0.17	0.46	0.06	0.69	0.06	0.06	0.17	0.46	0.23	0.87		87.08	49.88	2.08	

SOC Category: MANAGEMENT RELATED

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	187	528	72	360	6	12	8	30	1	5	17	1,226	935	511	18	54
% Employed	15.25	43.07	5.87	29.36	0.49	0.98	0.65	2.45	0.08	0.41	1.39	100.00	76.26	41.68	1.47	4.40
Labor Force Standard																
# Expected	403	407	61	121	17	23	10	11	3	5			567	251	123	
% Expected	38.1	38.5	5.7	11.4	1.6	2.1	0.9	1.0	0.2	0.4			53.4	23.3	11.6	
# Difference	-216	121	11	239	-11	-11	-2	19	-2	0			368	260	-105	
% Difference	-22.8	4.6	0.2	18.0	-1.1	-1.1	-0.2	1.4	-0.1	0.0			22.9	18.4	-10.1	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	187	524	72	360	6	12	8	29	1	5	0	1	0	4	7	10	1,226	945	511	18	54
% Employed	15.25	42.74	5.87	29.36	0.49	0.98	0.65	2.37	0.08	0.41	0.00	0.08	0.00	0.33	0.57	0.82	100.00	77.08	41.68	1.47	4.40
Labor Force Standard																					
# Expected	403	407	61	121	17	23	10	11	3	5								567	251	123	
% Expected	38.1	38.5	5.7	11.4	1.6	2.1	0.9	1.0	0.2	0.4								53.4	23.3	11.6	
# Difference	-216	117	11	239	-11	-11	-2	18	-2	0								378	260	-105	
% Difference	-22.8	4.2	0.2	18.0	-1.1	-1.1	-0.2	1.4	-0.1	0.0								23.7	18.4	-10.1	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	5	0	0	0	1	1	1	0	1	0	1	0	2	1	0	0	13	2	8	2	
Planned % of Increase	2.67	0.00	0.00	0.00	16.67	8.33	12.50	0.00	100.00	0.00	100.00	0.00	100.00	25.00	0.00	0.00		0.21	1.57	11.11	
Net Workforce Change	0.24	-0.45	-0.06	-0.31	0.08	0.07	0.07	-0.02	0.08	0.00	0.08	0.00	0.16	0.08	-0.01	-0.01		-0.65	0.21	0.15	
New Workforce %	15.50	42.29	5.81	29.06	0.56	1.05	0.73	2.34	0.16	0.40	0.08	0.08	0.16	0.40	0.56	0.81		76.43	41.89	1.61	

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	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	123	222	16	81	1	4	3	3	2	0	4	459	310	114	10	20
% Employed	26.80	48.37	3.49	17.65	0.22	0.87	0.65	0.65	0.44	0.00	0.87	100.00	67.54	24.84	2.18	4.36
Labor Force Standard																
# Expected	217	124	23	26	9	5	6	4	2	2			161	77	48	
% Expected	52.5	30.0	5.4	6.3	2.0	1.1	1.3	0.8	0.4	0.3			38.5	17.6	11.6	
# Difference	-94	98	-7	55	-8	-1	-3	-1	0	-2			149	37	-38	
% Difference	-25.7	18.4	-1.9	11.3	-1.8	-0.2	-0.6	-0.1	0.0	-0.3			29.0	7.2	-9.4	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	120	222	16	81	1	4	3	3	2	0	0	0	3	0	1	3	459	313	114	10	20
% Employed	26.14	48.37	3.49	17.65	0.22	0.87	0.65	0.65	0.44	0.00	0.00	0.00	0.65	0.00	0.22	0.65	100.00	68.19	24.84	2.18	4.36
Labor Force Standard																					
# Expected	217	124	23	26	9	5	6	4	2	2								161	77	48	
% Expected	52.5	30.0	5.4	6.3	2.0	1.1	1.3	0.8	0.4	0.3								38.5	17.6	11.6	
# Difference	-97	98	-7	55	-8	-1	-3	-1	0	-2								152	37	-38	
% Difference	-26.4	18.4	-1.9	11.3	-1.8	-0.2	-0.6	-0.1	0.0	-0.3								29.7	7.2	-9.4	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	5	0	1	0	1	1	1	1	0	1	1	1	0	2	0	0	15	6	10	2	
Planned % of Increase	4.17	0.00	6.25	0.00	100.00	25.00	33.33	33.33	0.00	100.00	100.00	100.00	0.00	100.00	0.00	0.00		1.92	8.77	20.00	
Net Workforce Change	0.23	-1.53	0.10	-0.56	0.20	0.18	0.19	0.19	-0.01	0.21	0.21	0.21	-0.02	0.42	-0.01	-0.02		-0.89	1.32	0.35	
New Workforce %	26.37	46.84	3.59	17.09	0.42	1.05	0.84	0.84	0.42	0.21	0.21	0.21	0.63	0.42	0.21	0.63		67.30	26.16	2.53	

SOC Category: PROFESSIONALS

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	961	3,035	437	1,689	36	66	98	143	6	35	42	6,548	4,968	2,552	154	219
% Employed	14.68	46.35	6.67	25.79	0.55	1.01	1.50	2.18	0.09	0.53	0.64	100.00	75.87	38.97	2.35	3.34
Labor Force Standard																
# Expected	1,943	2,923	283	679	63	107	139	101	13	32			3,842	1,417	730	
% Expected	30.9	46.5	4.5	10.8	1.0	1.7	2.2	1.6	0.2	0.5			61.1	22.5	11.6	
# Difference	-982	112	154	1,010	-27	-41	-41	42	-7	3			1,126	1,135	-576	
% Difference	-16.22	-0.15	2.17	14.99	-0.45	-0.69	-0.70	0.58	-0.11	0.03			14.77	16.47	-9.25	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	957	3,013	437	1,689	36	66	95	141	6	35	3	2	4	22	9	33	6,548	5,001	2,578	154	219
% Employed	14.62	46.01	6.67	25.79	0.55	1.01	1.45	2.15	0.09	0.53	0.05	0.03	0.06	0.34	0.14	0.50	100.00	76.37	39.37	2.35	3.34
Labor Force Standard																					
# Expected	1,943	2,923	283	679	63	107	139	101	13	32								3,842	1,417	730	
% Expected	30.9	46.5	4.5	10.8	1.0	1.7	2.2	1.6	0.2	0.5								61.1	22.5	11.6	
# Difference	-986	90	154	1,010	-27	-41	-44	40	-7	3								1,159	1,161	-576	
% Difference	-16.28	-0.49	2.17	14.99	-0.45	-0.69	-0.75	0.55	-0.11	0.03								15.27	16.87	-9.25	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	10	0	0	0	1	1	1	0	1	0	0	0	1	1	0	0	16	2	6	3	
Planned % of Increase	1.04	0.00	0.00	0.00	2.78	1.52	1.05	0.00	16.67	0.00	0.00	0.00	25.00	4.55	0.00	0.00		0.04	0.23	1.95	
Net Workforce Change	0.12	-0.11	-0.02	-0.06	0.01	0.01	0.01	-0.01	0.02	0.00	0.00	0.00	0.02	0.01	0.00	0.00		-0.16	0.00	0.04	
New Workforce %	14.73	45.90	6.66	25.73	0.56	1.02	1.46	2.15	0.11	0.53	0.05	0.03	0.08	0.35	0.14	0.50		76.22	39.37	2.39	

SOC Category: PROTECTIVE SERVICES

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	32	2	3	1	0	0	0	0	0	0	0	38	3	4	0	8
% Employed	84.2	5.3	7.9	2.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	7.9	10.5	0.0	21.1
Labor Force Standard																
# Expected	22	5	7	4	1	1	1	1	1	1			12	17	5	
% Expected	57.20	12.70	16.20	9.80	2.00	0.80	0.40	0.10	0.60	0.20			23.60	30.10	11.60	
# Difference	10	-3	-4	-3	-1	-1	-1	-1	-1	-1			-9	-13	-5	
% Difference	27.00	-7.40	-8.30	-7.20	-2.00	-0.80	-0.40	-0.10	-0.60	-0.20			-15.70	-19.60	-11.60	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	32	2	3	1	0	0	0	0	0	0	0	0	0	0	0	0	38	3	4	0	8
% Employed	84.2	5.3	7.9	2.6	0.0	0.0	0.0	0.0	0.0	0.0							100.0	7.90	10.50	0.0	21.1
Labor Force Standard																					
# Expected	22	5	7	4	1	1	1	1	1	1								12	17	5	
% Expected	57.20	12.70	16.20	9.80	2.00	0.80	0.40	0.10	0.60	0.20								23.60	30.10	11.60	
# Difference	10	-3	-4	-3	-1	-1	-1	-1	-1	-1								-9	-13	-5	
% Difference	27.00	-7.40	-8.30	-7.20	-2.00	-0.80	-0.40	-0.10	-0.60	-0.20								-15.70	-19.60	-11.60	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	3	2	2	0	
Planned % of Increase	0.00	50.00	33.33	100.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00	0.00	0.00		66.67	50.00	0.00	
Net Workforce Change	-6.15	2.02	1.86	2.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		4.30	4.13	0.00	
New Workforce %	78.05	7.32	9.76	4.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		12.20	14.63	0.00	

SOC Category: SERVICE

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	552	1,280	1,050	2,263	42	58	16	34	5	3	9	5,312	3,638	3,480	62	124
% Employed	10.39	24.10	19.77	42.60	0.79	1.09	0.30	0.64	0.09	0.06	0.17	100.00	68.49	65.51	1.17	2.33
Labor Force Standard																
# Expected	1,089	1,880	569	1,015	287	282	54	70	16	48			3,295	2,341	616	
% Expected	20.5	35.4	10.7	19.1	5.4	5.3	1.0	1.3	0.3	0.9			62.0	44.0	11.6	
# Difference	-537	-600	481	1,248	-245	-224	-38	-36	-11	-45			343	1,139	-554	
% Difference	-10.11	-11.30	9.07	23.50	-4.61	-4.21	-0.70	-0.66	-0.21	-0.84			6.49	21.51	-10.43	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	540	1,264	1,050	2,263	42	58	16	34	5	3	0	0	12	16	2	7	5,312	3,645	3,480	62	124
% Employed	10.17	23.80	19.77	42.60	0.79	1.09	0.30	0.64	0.09	0.06	0.00	0.00	0.23	0.30	0.04	0.13	100.00	68.62	65.51	1.17	2.33
Labor Force Standard																					
# Expected	1,089	1,880	569	1,015	287	282	54	70	16	48								3,295	2,341	616	
% Expected	20.5	35.4	10.7	19.1	5.4	5.3	1.0	1.3	0.3	0.9								62.0	44.0	11.6	
# Difference	-549	-616	481	1,248	-245	-224	-38	-36	-11	-45								350	1,139	-554	
% Difference	-10.33	-11.60	9.07	23.50	-4.61	-4.21	-0.70	-0.66	-0.21	-0.84								6.62	21.51	-10.43	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	10	10	0	0	10	10	1	1	1	1	1	1	1	1	0	0	48	24	28	1.0	
Planned % of Increase	1.85	0.79	0.00	0.00	23.81	17.24	6.25	2.94	20.00	33.33	100.00	100.00	8.33	6.25	0.00	0.00		0.66	0.80	1.61	
Net Workforce Change	0.10	-0.03	-0.18	-0.38	0.18	0.18	0.02	0.01	0.02	0.02	0.02	0.02	0.02	0.02	0.00	0.00		-0.17	-0.06	0.01	
New Workforce %	10.26	23.77	19.59	42.22	0.97	1.27	0.32	0.65	0.11	0.07	0.02	0.02	0.24	0.32	0.04	0.13		68.45	65.45	1.18	

SOC Category: SKILLED CRAFT

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	363	23	55	15	7	0	4	1	2	0	3	473	39	87	8	32
% Employed	76.74	4.86	11.63	3.17	1.48	0.00	0.85	0.21	0.42	0.00	0.63	100.00	8.25	18.39	1.69	6.77
Labor Force Standard																
# Expected	250	40	76	24	62	13	5	3	6	1			81	190	55	
% Expected	52.7	8.3	15.9	4.9	13.0	2.6	0.9	0.5	1.1	0.2			16.5	39.1	11.6	
# Difference	286	18	43	12	6	0	3	1	2	0			31	69	6	
% Difference	24.04	-3.44	-4.27	-1.73	-11.52	-2.60	-0.05	-0.29	-0.68	-0.20			-8.25	-20.71	-9.91	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets	
Agency Data																						
# Employed	363	23	55	15	7	0	3	1	2	0	1	0	0	0	3	0	473	39	88	8	32	
% Employed	76.74	4.86	11.63	3.17	1.48	0.00	0.63	0.21	0.42	0.00	0.21	0.00	0.00	0.00	0.63	0.00	100.00	8.25	18.60	1.69	6.77	
Labor Force Standard																						
# Expected	250	40	76	24	62	13	5	3	6	1								81	190	55		
% Expected	52.7	8.3	15.9	4.9	13.0	2.6	0.9	0.5	1.1	0.2								16.5	39.1	11.6		
# Difference	113	-17	-21	-9	-55	-13	-2	-2	-4	-1									31	69	6	
% Difference	24.04	-3.44	-4.27	-1.73	-11.52	-2.60	-0.27	-0.29	-0.68	-0.20									-8.25	-20.50	-9.91	
N.C. Population (Information Purposes Only)																						
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6		
Planning																						
Planned # of Increase	0	1	1	1	5	1	1	1	1	1	0	1	1	1	0	0	16	7	15	1		
Planned % of Increase	0.00	4.35	1.82	6.67	71.43	100.00	33.33	100.00	50.00	100.00	0.00	100.00	100.00	100.00	0.00	0.00		17.95	17.05	12.50		
Net Workforce Change	-2.51	0.05	-0.18	0.10	0.97	0.20	0.18	0.20	0.19	0.20	-0.01	0.20	0.20	0.20	-0.02	0.00		1.16	2.46	0.15		
New Workforce %	74.23	4.91	11.45	3.27	2.45	0.20	0.82	0.41	0.61	0.20	0.20	0.20	0.20	0.20	0.61	0.00		9.41	21.06	1.84		

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	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	49	183	9	54	2	3	2	5	0	0	3	304	245	78	6	14
% Employed	16.12	60.20	2.96	17.76	0.66	0.99	0.66	1.64	0.00	0.00	0.99	100.00	80.59	25.66	1.97	4.61
Labor Force Standard																
# Expected	79	144	18	47	3	6	4	4	1	3			204	86	36	
% Expected	25.8	47.3	5.8	15.3	0.7	1.7	1.0	1.2	0.2	0.8			66.3	26.7	11.6	
# Difference	-30	39	-9	7	-1	-3	-2	1	-1	-3			41	-8	-30	
% Difference	-9.68	12.90	-2.84	2.46	-0.04	-0.71	-0.34	0.44	-0.20	-0.80			14.29	-1.04	-9.63	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

DHHS Report based on actual employees:

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHOPI Male	NHOPI Fem	2+ Male	2+ Fem	Unk Male	Unk Fem	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																					
# Employed	49	181	9	54	2	3	2	4	0	0	0	1	0	2	0	3	304	248	78	6	14
% Employed	16.12	59.54	2.96	17.76	0.66	0.99	0.66	1.32	0.00	0.00	0.00	0.33	0.00	0.66	0.00	0.99	100.00	81.58	25.66	1.97	4.61
Labor Force Standard																					
# Expected	79	144	18	47	3	6	4	4	1	3								204	86	36	
% Expected	25.8	47.3	5.8	15.3	0.7	1.7	1.0	1.2	0.2	0.8								66.3	26.7	11.6	
# Difference	-30	37	-9	7	-1	-3	-2	0	-1	-3								44	-8	-30	
% Difference	-9.68	12.24	-2.84	2.46	-0.04	-0.71	-0.34	0.12	-0.20	-0.80								15.28	-1.04	-9.63	
N.C. Population (Information Purposes Only)																					
% Expected	31.84	33.43	9.91	11.27	4.49	3.91	1.03	1.13	0.55	0.59	0.03	0.03	0.79	0.85	0.08	0.08		51.2	32.9	11.6	
Planning																					
Planned # of Increase	1	0	1	0	1	1	1	0	1	1	1	0	1	0	0	0	9	2	8	1	
Planned % of Increase	2.04	0.00	11.11	0.00	50.00	33.33	50.00	0.00	100.00	100.00	100.00	0.00	100.00	0.00	0.00	0.00		0.81	10.26	16.67	
Net Workforce Change	-0.14	-1.71	0.23	-0.51	0.30	0.29	0.30	-0.04	0.32	0.32	0.32	-0.01	0.32	-0.02	0.00	-0.03		-1.71	1.82	0.26	
New Workforce %	15.97	57.83	3.19	17.25	0.96	1.28	0.96	1.28	0.32	0.32	0.32	0.32	0.32	0.64	0.00	0.96		79.87	27.48	2.24	

2020 EEO Quantitative Analysis Form

AGENCY/UNIVERSITY: DHHS

SOC Category	White Males		White Females		Black Males		Black Females		Other Minority Males		Other Minority Females	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
Officials & Administrators	115	120	228	222	18	16	66	81	11	10	8	10
Management Related	184	187	503	524	67	72	369	360	18	22	49	61
Professional Specialty	967	957	3006	3013	438	437	1680	1689	144	153	290	299
Technicians & Technologists	35	49	157	181	7	9	59	54	3	4	11	13
Administrative Support	88	102	810	790	102	96	666	637	15	15	71	73
Protective Services	32	32	2	2	3	3	1	1	0	0	0	0
Skilled Crafts	367	363	21	23	53	55	15	15	16	16	1	1
Service	544	540	1256	1264	1079	1050	2295	2263	56	77	105	118
TOTAL EMPLOYEES	2332	2350	5983	6019	1767	1738	5151	5100	263	297	535	575