

**Ohio Arts**  
COUNCIL



**2015 – 2017 AFFIRMATIVE  
ACTION PLAN**

**a. AGENCY OFFICIALS RESPONSIBLE FOR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

<b>Agency Head</b>	<b>Agency Human Resources Director</b>
Name: Donna S. Collins	Name: Dan Katona
Title: Executive Director	Title: Deputy Director
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<b>Agency EEO Officer</b>	<b>ADA Program Representative</b>
Name: Jim Szekacs	Name: Kim Turner
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## **b. AGENCY OVERVIEW**

The Ohio Arts Council (ART) is a state agency that provides voice and leadership through the arts to enrich lives and build vibrant, creative communities. With funds from the Ohio legislature and the National Endowment for the Arts, ART provides financial assistance to artists, arts organizations, schools, and other entities engaged in cultural programming to strengthen Ohio culturally, educationally, and economically.

The ART board is composed of 15 voting members appointed by the governor and four non-voting members, two each from the Ohio Senate and the House of Representatives. The board is a policy-making body and is responsible for final approval of all funding requests. All board meetings are open to the public with agendas posted on the ART website prior to each meeting.

The ART executive director and staff members assist artists, schools, and a wide range of organizations by guiding them through the application process and by working with panel consultants to arrive at the funding recommendations presented to the ART board.

The ART staff is composed of three areas of personnel: Executive Leadership, Investment Staff, and Innovation Staff. Under the direction of the executive director, the leadership team develops agency objectives, policies, budgets, and evaluation tools. In the absence of the executive director, authority resides with the deputy director, who also functions as ART's human resource director.

ART offers support through a wide range of programs for organizations and individuals, including the Arts Learning programs Arts Partnership, Artist in Residence, Big Yellow School Bus, and Artist Express, and the Individual Artist programs Individual Excellence, Traditional Arts Apprenticeships, and Artists with Disabilities Access. The Project Support program supports new organizational applicants as well as innovative Creative Economy partnership grants. The Building Cultural Diversity program supports organizations rooted in culturally specific communities. ART also provides essential operating support for Ohio arts and cultural institutions of varying sizes through its Sustainability and Arts Access programs.

Other significant agency programming occurs through the ART's Riffe Gallery, located in downtown Columbus, and the Percent for Art Program. Agency outreach projects include sponsorship of the annual Governor's Awards for the Arts in Ohio and the ArtsinOhio.com statewide arts and cultural events calendar.

**c. AGENCY EEO FLOW CHART**



#### **d. EEO OFFICER RESPONSIBILITIES**

The EEO Officer is responsible for designing and ensuring effective implementation of the Ohio Arts Council's EEO program. These responsibilities include the following:

1. Advise the executive director and deputy director with respect to the preparation of EEO programs, procedures, rules, reports, and the agency's Affirmative Action Plan.
2. Evaluate from time to time the sufficiency of the total agency EEO program and reporting thereon to the executive and deputy director with recommendations as to any improvement or correction needed.
3. Make changes in EEO programs and procedures designed to eliminate discriminatory practices when so authorized by the executive director.
4. Provide for counseling of any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, sex, national origin (ancestry), military status (past, present, or future), disability, age (40 years of age or older), genetic information, or sexual orientation.
5. Provide for receiving and investigating individual complaints of discrimination in personnel matters within the agency and for attempting to resolve the complaint raised by the employee or candidate in a complaint of discrimination.
6. Furnish any information required by the state equal employment opportunity coordinator, including but not limited to, monthly reports on all complaints pending within the agency, including those filed with the Ohio Civil Rights Commission and the federal Equal Employment Opportunity Commission.
7. Develop the Affirmative Action Plan, policy statements, and internal and external communication of the policy, and monitor the effectiveness of these actions.

**e. AGENCY EEO RELATED POLICY ATTACHMENTS**

Agency EEO Policies covering: 1) *Sexual Harassment*; and 2) *Anti-Discrimination*

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**OHIO ARTS COUNCIL (ART) EEO POLICY**

Effective Date:	Appointing Authority Approval:
<b>11/28/2014</b>	Donna S. Collins
Replaces and reaffirms policy last updated: <b>10/27/2011</b>	Authority: Title VII, Civil Rights Act of 1964 (as amended 1991); Age Discrimination in Employment Act of 1967 (as amended 1986); Americans with Disabilities Act 1990; Equal Pay Act 1963; Immigration Reform & Control Act of 1986; Title II Genetic Information Non Discrimination Act of 2008; ORC 4112; ORC 5903.01; OAC 123:1-49; Columbus City Code, Ch. 2331; Executive Order 2011-05K; applicable bargaining unit contracts

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code (ORC) 3379.01-3379.09 which establishes the power and authority of the agency and its executive director to develop all necessary rules and policy in furtherance of its statutory duties. This policy is also issued in furtherance of Title VII, Civil Rights Act of 1964 (as amended 1991); Age Discrimination in Employment Act of 1967 (as amended 1986); Americans with Disabilities Act 1990; Equal Pay Act 1963; Immigration Reform & Control Act of 1986; Title II Genetic Information Non Discrimination Act of 2008; ORC 4112; ORC 5903.01; OAC 123:1-49; Columbus City Code, Ch. 2331; Executive Order 2011-05K; and applicable bargaining unit contracts.

**II. PURPOSE**

The purpose of this policy is to prohibit discrimination and harassment of employees and applicants and to ensure equal opportunity in accordance with appropriate federal and state law (e.g., ORC, OAC), the governor’s directives and executive orders, other governing agency (e.g., DAS, OBM) policy or guidance, and/or executive director expectations.

**Goal:** To effectively communicate the agency’s EEO policy to employees and the public. The dissemination of policies must be designed to achieve wide distribution. Agency managers are responsible for disseminating the EEO Policy internally; the EEO Officer shall be the contact for external inquiries. ART will make material available in alternate formats, such as large print, appropriate audio formats, or Braille, to accommodate persons with disabilities.

**Objective:** To ensure that all staff and the public are generally knowledgeable of the agency's position and stance in the areas of equal employment opportunity.

### **III. APPLICABILITY**

This policy applies to all agency employees, vendors, applicants, and consumers.

### **IV. DEFINITIONS**

In accordance with ART's EEO policies and related goals and objectives and as applied to all forms of prescribed formal and informal means to remediation for an EEO grievance, the following terms are defined:

Discrimination –

*Treatment or consideration of, or making a distinction in favor of or against, a person based on their protected status, such as race, color, sex, religion, national origin, age 40 years or more, veteran or military status (past, present, or future), disability, sexual orientation, or genetic information.*

Discriminatory Harassment –

*Harassment based on a person's actual or perceived protected status is prohibited. Unlawful harassment does not violate federal law unless it involves discriminatory treatment on the basis of race, color, sex, religion, national origin, age 40 years or more, veteran or military status (past, present, or future), disability, sexual orientation, or genetic information. Furthermore, the anti-discrimination statutes are not a general civility code. Thus federal law does not prohibit simple teasing, off hand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the victim's employment, altered only if the harassment culminated in a tangible employment action or was sufficiently severe or pervasive to create a hostile work environment. Consistent with the law, reasonable accommodations will be made for persons with disabilities and for religious observance.*

Retaliation –

*It is unlawful to retaliate against or harass any person for filing an EEO complaint, seeking a reasonable accommodation for a disability or a religious observance, or for cooperating in the investigation of an EEO complaint. Neither ART nor the State of Ohio will tolerate any such retaliation. Any person who believes that he or she is being retaliated against for having made a complaint, or for cooperating in an investigation, is urged to file a complaint of retaliation with the Agency EEO Officer, or the DAS/EOD AA/EEO unit.*

### **V. POLICIES AND PROCEDURES**

#### **Ohio Arts Council Sexual Harassment Policy**

ART is committed to providing a working environment free from discrimination and to prohibiting harassment of its employees and applicants, including sexual harassment. ART will implement the policy to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of discrimination and harassment of employment.

Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and/or interferes with work. Conduct constitutes harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment based on protected status will not be tolerated in the ART workplace. Such conduct is subject to discipline, up to and including termination.

Any employee who believes he or she is a victim of sexual harassment must immediately report any incident to ART's designated EEO Officer or the Deputy Director/HR officer.<sup>1</sup>

ART will not tolerate retaliation against any employee who complains of sexual harassment or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact the ART EEO Officer or Deputy Director/HR Officer at 614/466-2613.

### **Ohio Arts Council Anti-Discrimination Policy**

It is the policy of ART to maintain a working environment free from any discrimination, discriminatory harassment, and retaliation. It is the policy of ART to prohibit discrimination, discriminatory harassment, and retaliation of applicants and employees based on protected status. In addition, Executive Order 2011-05K created protections against discrimination based on sexual orientation and gender identity in making employment-related decisions.

Any employee or applicant for employment who believes that he or she is a victim of discrimination, discriminatory harassment, or retaliation based on protected status should

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<sup>1</sup> See *EEO Complaint Process*.

report the incident(s) to either his or her supervisor, the agency EEO Officer, or the Ohio Civil Rights Commission at 614/466-7742.

### **Ohio Arts Council Equal Opportunity Policy**

ART is committed to providing a non-discriminatory employment environment for its employees. The policy of ART is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants based on protected status is prohibited. Violations of the policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments included, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation, and company sponsored training.

All employees are expected to comply with this equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting ART's equal employment opportunity objectives.

Any employee who believes he/she has been discriminated against must immediately report any incident to ART's designated EEO Officer or the Agency's HR Officer/Deputy Director.

The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact the ART's EEO Officer or the HR Officer/Deputy Director at 614/466-2613.<sup>2</sup>

### **EEO Complaint Process**

Any person who wishes to talk about a question or problem related to the agency's equal employment opportunity policy, or to file a complaint of discrimination, may contact the ART EEO officer. An ART employee or applicant *is not* restricted to consulting only the EEO. They may also contact the DAS/EOD AA/EEO unit at 614/728-5628.

ART employees or applicants have a right to meet privately with the EEO Officer during office hours. However, the employee should obtain supervisory approval for leaving his or her work assignment. An employee need not disclose the details of the purpose for meeting with an EEO professional to a supervisor. Reasonable leave requests to meet with an EEO professional during work hours cannot be denied by supervisors. Managers and supervisors

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<sup>2</sup> See ATTACHMENT B.8(d) - EEO Complaint Process.

shall allow employees to meet with EEO professionals at the earliest practical time consistent with the operational needs of their units.

The EEO professional can arrange to meet with an employee during office hours or during the employee's lunch period. An employee or applicant may bring a representative of his or her choice to the meeting, provided advance notice is given to the EEO officer. In addition, a person needing a sign language interpreter for a meeting concerning an EEO matter may request that the EEO officer provide one.

### *COUNSELING*

Agency EEO officers will discuss allegations and various options with the person seeking assistance which may include further actions the employee could take on his or her own behalf - i.e., referrals to other agencies which may be of assistance or other informal assistance from the EEO officer.

### *THE EEO OFFICE SERVICES*

The EEO professional will interview the person seeking assistance to determine whether the person should receive assistance in the form of counseling or whether the person wants to request mediation. The person may want to file an internal complaint of discrimination, discriminatory harassment, or retaliation or file a formal complaint with an external agency.

The EEO professional also is responsible for arranging sign language interpreters and other alternate forms of effective communication with persons with disabilities to facilitate access to EEO services.

### *MEDIATION*

Mediation is a voluntary process and may be declined by either party involved. The person seeking assistance may file a written request for mediation. When a request for mediation has been made, the EEO officer shall attempt to help the parties involved resolve the matter in dispute. In this process, the EEO officer shall consult with the person who filed the request, the person named in the request, and other persons as appropriate.

### *INVESTIGATION OF COMPLAINTS*

A person may file a written complaint of discrimination with the agency EEO officer at any time within 30 days of the date that the events which are the subject of the complaint occurred. In such event, or when a person who has a disability which precludes his or her completion of the complaint form seeks to file a complaint, the EEO officer shall complete a Discrimination Complaint Form. The form shall also be completed by the officer when she or

he initiates an investigation on his or her own initiative. Any person who is interviewed during the course of an investigation shall have the right to be accompanied by a representative of his or her choice. The EEO officer will make a written report of the investigation to the agency head. If the EEO officer concludes on the basis of the investigation that a violation of anti-discrimination laws or the agency's EEO policy has occurred, she or he shall recommend appropriate corrective action. The agency head or designee will review the EEO officer's report and take any corrective action that she or he deems appropriate.

*APPEAL PROCESS - DAS/EOD EEO HEARING*

If the complainant disagrees with the finding, she or he should request a hearing with DAS/EOD within 15 days of the receipt of the report. DAS/EOD will review the request to determine whether or not a hearing could resolve the issues brought forth in the discrimination complaint. If accepted for a hearing, DAS/EOD will begin procedures to schedule a hearing.

*APPEAL PROCESS - DAS/EOD EEO FINAL ORDER*

If the complainant or the respondent disagrees with the decision of the hearing officer, she or he may request a final order. The final order is the final step in the appeal process, and the decision from the state EEO Coordinator is legal and binding.

Agency EEO Policy covering: 3) *Agency's Americans with Disabilities (ADA) Policy*

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**OHIO ARTS COUNCIL ADA POLICY FOR EMPLOYEES**

Effective Date: <b>11/28/2014</b>	Appointing Authority Approval: Donna S. Collins
Replaces and reaffirms policy last updated: <b>10/27/2011</b>	Authority: Americans with Disabilities Act (ADA); ADA Amendments Act of 2008, 42 USC 12201 et seq., ORC 4112.02, Executive Order 2011-05K

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code (ORC) 3379.01-3379.09, which establishes the power and authority of the agency and its executive director to develop all necessary rules and policy in furtherance of its statutory duties. This policy is also issued in furtherance of Title I of the American with Disabilities Act (ADA) Amendments Act of 2008, 42 USC 12201 et seq. (ADA-AA); Ohio Revised Code 4112.02, Unlawful Discriminatory Practices; and Executive Order 2011-05K.

**II. PURPOSE**

The purpose of this policy is to provide guidelines for providing a clear process for Ohio Arts Council (OAC) staff with disabilities to seek and obtain reasonable accommodations (RA) to successfully perform the essential functions of his/her job. In accordance with Title I of the Americans with Disabilities Act (ADA) and state law in accordance with appropriate federal (e.g. ADA Amendments Act of 2008, 42 USC 12201 et seq.) and state law (i.e. ORC 4112.02) governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or executive director expectations. The ADA is a civil rights law intended to protect qualified persons with disabilities from discrimination.

### **III. APPLICABILITY**

This policy applies to all employees.

### **IV. DEFINITIONS**

Disability –

*For purposes of determining eligibility for a reasonable accommodation, a person with a disability:*

- *has a physical or mental impairment that substantially limits one or more major life activities and or bodily functions*
- *has a record of such impairment*
- *is regarded as having such impairment*

Major Life Activities –

*Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.*

Major Bodily Functions –

*Major bodily functions include, but are not limited to, functions of the following body systems or processes: immune, normal cell growth, digestive, bowel, bladder, neurological, brain, circulatory, respiratory, endocrine, hemic, lymphatic, musculoskeletal, special sense organs and skin, genitourinary, cardiovascular, and reproductive.*

Essential Job Functions –

*Tasks fundamental to the job. A job function may be considered essential for any of the following reasons:*

- *The position exists to perform the function.*
- *Limited number of employees to whom the performance of the function can be distributed.*
- *The function is highly specialized and the incumbent in the position was hired for his/her expertise in performing the function.*

#### Qualified Individual –

*An individual who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position.*

#### Reasonable Accommodation –

*An adjustment made to a job and/or the work environment that enables a qualified individual with a disability to perform the duties of that position. Accommodations may take the form of providing access to the job, job restructuring, acquisition or modification of equipment or devices, or a combination of any of these. ADA requires reasonable accommodation in the following aspects of employment:*

- *To ensure equal opportunity in the application process*
- *To enable a qualified individual with a disability to perform the essential functions of a job*
- *To enable an individual with a disability to enjoy equal benefits and privileges of employment*

#### Undue Hardship –

*An undue financial or programmatic hardship on the agency is determined on a case-by-case basis (e.g. unduly costly, alters the fundamental nature of the position, has an adverse impact on another individual, or contradicts an established non-discriminatory policy or collective bargaining agreement).*

## **V. POLICIES AND PROCEDURES**

#### *Making a Request for Reasonable Accommodation (RA):*

In general, it is the responsibility of the employee with a disability to inform the employer that a reasonable accommodation (RA) is needed. If an employee notifies a supervisor, the supervisor shall immediately notify the OAC EEO Officer, the ADA Coordinator, or Human Resources Manager/Deputy Director.

1. The employee (or their legally appointed representative) shall notify their supervisor, ADA coordinator, or EEO Officer, that he/she needs a RA in order to perform essential job functions or to receive equal benefits and privileges of employment by submitting a request for reasonable accommodation via hardcopy. The submission should be marked “Confidential” and kept in a file separate from the individual’s personnel file (with the Human Resources Director). A request may use *everyday language* (illness, condition, help, changes, etc.) or “ADA language” (accommodation, disability, etc.)
2. The employee shall further discuss the need for the RA with the OAC EEO Officer, ADA Coordinator, their immediate supervisor, or the Human Resources Manager/Deputy

Director. The discussion shall be documented, enumerating the nature or the disability, its impact on the claimant's ability to carry out his/her job as required and include any proposed accommodation(s).

3. OAC administrative personnel (e.g., the Executive Director and Deputy Director/Human Resources Director) supervisor(s), with input from the employee, will identify the employee's workplace accommodation needs. The supervisor(s) will:
  - A. Discuss the needs with the employee who made the request;
  - B. Review the job description and identify the essential functions of the job;
  - C. Keep disability related information in a file separate from the individual's personnel file. Discuss it only with human resource staff, individuals who implement the accommodation, ADA Coordinator, EEO Officer, and individuals the employee identifies.
4. The Human Resources Director and ADA Coordinator will determine if the employee has an accommodation need.
  - A. Documentation of an accommodation need should include:
    1. Confirmation that there is a disability that impacts work;
    2. A description of the relevant impacts;
    3. Clarification of the connection between impact and requested accommodation if needed;
    4. Suggestions for other accommodations; and
    5. Recommendations on when to review the effectiveness of accommodations.
  - B. If the supervisor does not believe there is a disability, or plans to deny the request for accommodation, he/she must seek approval from the human resources director before proceeding.
5. With input from the employee and the supervisor, accommodations that are effective for the employee and appropriate for the work place environment are selected as follows:
  - A. Identify what modifications (to procedures, schedules, equipment, or the environment) or aids would allow the employee to meet their essential job responsibilities (tasks and performance, productivity, and safety standards).
  - B. The Human Resources Director/Deputy Director and ADA Coordinator can help identify and evaluate potential accommodations.
  - C. If no accommodations are possible, the employee may no longer be qualified for the specific position. Assistance in relocating to an appropriate position where accommodation is possible is available from the Executive Director and Deputy Director/Human Resource Director.
6. Once the accommodation is in place, the supervisor, with input from the employee, should check results.

- A. Monitor the accommodation to see if the adaptation enables the employee to complete the necessary work task(s).
- B. Periodically evaluate the accommodation(s) to ensure effectiveness.
- C. Modify the accommodation if necessary by repeating this process.

**VI. ENUMERATION OF RESPONSIBILITIES**

<b>Position or Office</b>	<b>Responsibilities</b>
Human Resources Director/Deputy Director, Supervisor, ADA Coordinator and EEO Officer	<ol style="list-style-type: none"> <li>1. Determine if an employee has a disability.</li> <li>2. Make a final determination of disability and if a requested accommodation is reasonable.</li> <li>3. Help identify reasonable accommodations.</li> <li>4. Provide funds to support reasonable accommodations.</li> <li>5. Provide training and education regarding reasonable accommodations.</li> </ol>
Human Resources Director/Deputy Director, and Executive Director	<ol style="list-style-type: none"> <li>1. Work with employees and supervisors to establish reasonable accommodations.</li> <li>2. Evaluate employee needs.</li> <li>3. Review essential job duties and work flow.</li> <li>4. Consult with ADA Coordinator and EEO Officer as appropriate.</li> </ol>
Supervisor and Human Resources Director/Deputy Director	<ol style="list-style-type: none"> <li>1. Discuss the needs with the employee who made the request.</li> <li>2. Review the job description and identify the essential functions of the job.</li> <li>3. Inform and refer employees to the accommodation process.</li> <li>4. Consults with EEO Officer and ADA Coordinator as needed.</li> <li>5. Maintain disability information in a file separate from the personnel file (EEO Officer).</li> <li>6. Share information on a need-to-know basis only.</li> </ol>

Employees	<ol style="list-style-type: none"><li>1. Request a reasonable accommodation.</li><li>2. Provide documentation of accommodation need.</li><li>3. Participate in the identification of reasonable accommodations.</li></ol>
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f. AGENCY WORKFORCE COMPOSITION REPORT ATTACHMENT

		Workforce Composition Report															
		Total Male by Race								Total Female by Race							
		Total	White	Black	Hispa	Asian	Latn	Other	Total	White	Black	Hispa	Asian	Latn	Other		
Category	Average Salary	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage		
<b>All of AVE</b>		15	100.0%	5	33.3%	10	66.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
<b>Off and Admin</b>		2	100.0%	1	50.0%	1	50.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
<b>Professional</b>		12	100.0%	3	25.0%	9	75.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
<b>Technical</b>		1	100.0%	1	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
<b>All Jobs Categories</b>		15	100.0%	5	33.3%	10	66.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
<b>Disability Summary</b>		0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		

**g. OAC UTILIZATION ANALYSIS ATTACHMENTS**

**1) Utilization Analysis: *Minority Groups***

**Black/African American**

<b>Job Category</b>	<b>% Black Available (Census)</b>	<b>% Black Incumbency (%)percent</b>	<b>Opportunity for Improvement</b>	<b>Identified Improvement Goal</b>
Officials/Administrators	8.70%	0%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of black/African American administrator candidates.
Professionals	8.40%	8%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of black/African American professional candidates.
Technicians	10.80%	0%	Yes	We currently have one I.T. position total, and may not fill that position after the employee retires.
Protective Service Workers	16.26%	0%	Yes	Job group not used
Administrative Support	13.90%	0%	Yes	Job group not used
Skilled Craft	7.80%	0%	Yes	Job group not used
Service and Maintenance	18.70%	0%	Yes	Job group not used

**Hispanic**

<b>Job Category</b>	<b>% Hispanic Available (Census)</b>	<b>% Hispanic Incumbency (%)percent</b>	<b>Opportunity for Improvement</b>	<b>Identified Improvement Goal</b>
Officials/Administrators	1.63%	0%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of Hispanic administrator candidates.
Professionals	2.44%	0%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing

				resources, to further broaden its pool of Hispanic professional candidates.
Technicians	1.32%	0%	Yes	We currently have one I.T. position total, and may not fill that position after the employee retires.
Protective Service Workers	1.32%	0%	Yes	Job group not used.
Administrative Support	1.93%	0%	Yes	Job group not used.
Skilled Craft	6.15%	0%	Yes	Job group not used.
Service and Maintenance	5.43%	0%	Yes	Job group not used.

**Asian or Pacific Islander**

<b>Job Category</b>	<b>% Asian/PI Available (Census)</b>	<b>% Asian/PI Incumbency (%)percent</b>	<b>Opportunity for Improvement</b>	<b>Identified Improvement Goal</b>
Officials/Administrators	3.15%	0%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of Asian/Pacific Islander administrator candidates.
Professionals	8.16%	0%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden it's pool of Asian/Pacific Islander professional candidates.
Technicians	6.13%	0%	Yes	We currently have one I.T. position total, and may not fill that position after the employee retires.
Protective Service Workers	1.03%	0%	Yes	Job group not used.
Administrative Support	1.83%	0%	Yes	Job group not used.
Skilled Craft	1.09%	0%	Yes	Job group not used.
Service and Maintenance	2.48%	0%	Yes	Job group not used.

**American Indian or Alaskan Native**

<b>Job Category</b>	<b>% AI/AN Available (Census)</b>	<b>% AI/AN Incumbency (%)percent</b>	<b>Opportunity for Improvement</b>	<b>Identified Improvement Goal</b>
Officials/Administrators	0.20%	0%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of American Indian/Alaska native administrator candidates.
Professionals	0.20%	0%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of American Indian/Alaska native professional candidates.
Technicians	0.10%	0%	Yes	We currently have one I.T. position total, and may not fill that position after the employee retires.
Protective Service Workers	0.13%	0%	Yes	Job group not used.
Administrative Support	0.10%	0%	Yes	Job group not used.
Skilled Craft	0.20%	0%	Yes	Job group not used.
Service and Maintenance	0.10%	0%	Yes	Job group not used.

**Minorities Combined**

<b>Job Category</b>	<b>% Minorities Available (Census)</b>	<b>% Minorities at agency</b>	<b>Opportunity for Improvement</b>	<b>Identified Improvement Goal</b>
Officials/Administrators	13.68%	0	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of minority administrator candidates.
Professionals	19.20%	8%	Yes	OAC will utilize the Diversity Recruitment Guide, in addition to existing resources, to further broaden its pool of minority

				professional candidates.
Technicians	18.35%	0	Yes	We currently have one I.T. position total, and may not fill that position after the employee retires.
Protective Service Workers	18.74%	0	Yes	Job group not used.
Administrative Support	17.76%	0	Yes	Job group not used.
Skilled Craft	15.24%	0	Yes	Job group not used.
Service and Maintenance	26.71%	0	Yes	Job group not used.

**2) Workforce Utilization Analysis: Women**

<b>Job Category</b>	<b>% Women Available (Census)</b>	<b>% Women Incumbency (%)percent</b>	<b>Opportunity for Improvement</b>	<b>Identified Improvement Goal</b>
Officials/Administrators	41.30%	50%	No	
Professionals	54.40%	75%	No	
Technicians	52.70%	0%	Yes	We currently have one I.T. position total, and may not fill that position after the employee retires.
Protective Service Workers	21.14%	0%	Yes	Job group not used.
Administrative Support	62.70%	0%	Yes	Job group not used.
Skilled Craft	6.80%	0%	Yes	Job group not used.
Service and Maintenance	43.10%	0%	Yes	Job group not used.

## **h. RESOURCES**

The Department of Administrative Services, Equal Opportunity Division:

- Forms and General Information:

<http://das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

Contacts:

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- ADA Coordinator: Kim Turner, 614/995-0066, kim.turner@oac.state.oh.us