

EEOP SHORT FORM
STEP 1: INTRODUCTORY INFORMATION

Grant Title: Multiple Grants

Grantee Name: Alaska Department of Military and Veterans Affairs
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Juneau, Alaska 99811

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Department of Military and Veterans Affairs

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Date and effective duration of EEOP: Two years from the effective date of approval by the U.S. Department of Justice.

Policy Statement:

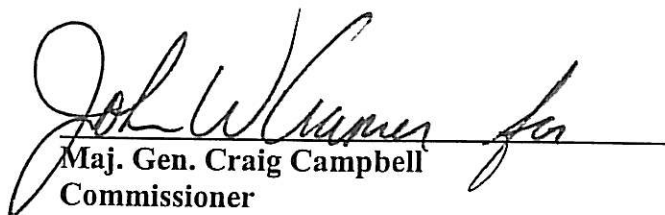
As Commissioner and Chief Executive Officer of the Alaska Department of Military and Veterans Affairs, we are committed to promoting diversity in our workplace free from unlawful discrimination and harassment.

Further, employees in the Department will adhere to established statewide policies. Specifically:

- All employees and applicants for employment shall be afforded equal opportunity in all aspects of personnel management including, but not limited to, recruitment, selection, training, compensation, benefits, promotion, transfer, layoff, recall from layoff and discipline.
- The Department will not tolerate, condone or permit any kind of unlawful discrimination or discriminatory harassment of employees or applicants for employment on the basis of their sex, color, race, religion, national origin, age, physical or mental disability, marital status or change in marital status, pregnancy or parenthood. Retaliation in any form for filing a complaint or assisting in the investigation of a complaint is prohibited.

We charge each supervisor and manager in the Department with the responsibility for understanding, communicating and assisting in the implementation of the Division's Equal Employment Opportunity Program. All employees of the Department are responsible for taking immediate and appropriate corrective action, after consultation with their Management Services Consultant or the State's Equal Employment Opportunity Program Manager, where they have any knowledge of prohibited practices. Further, Department managers shall actively support

recruitment and career development programs to ensure equitable representation of minorities and females. All supervisors shall review all position descriptions annually to ensure that the job duties accurately reflect the job performed. Working together, we can realize the objectives of the Department's Equal Employment Opportunity Plan, thereby supporting a work climate that values racial and cultural diversity and is conducive to a diverse workplace free from unlawful discrimination or harassment. Commitment to support this policy shall be a condition of employment or continued employment.


Maj. Gen. Craig Campbell
Commissioner

Alaska Department of Military and Veterans Affairs

10/20/06
Date

STEP 4B: UTILIZATION NARRATIVE

A comparison of the Department's workforce to the applicable community labor statistics indicates underutilization of women and minorities in several areas.

Officials and Administrators: There are twelve positions in this occupational category. The majority of these positions are filled by political appointees when vacancies occur. The Department will make every effort to encourage appointment of qualified minorities.

Professionals: There are eighty-five positions in this occupational category. Community and labor statistics indicate small representation (less than 2%) of minority male and females in all categories except White female.

Protective Services: Non-Sworn: There are eighteen positions in this occupational category. Areas of underutilization in this occupational category are White, Black, and Asian females.

Administrative Support: There are sixty-nine positions in this occupational category. White, Asian, American Indian/Alaska Native females experience the most underutilization.

Skilled Craft: There are forty positions in the occupational category. Hispanic males, American Indian/Alaska Native males and White Females experience the most underutilization in this category.

Service Maintenance: There are twelve positions in this occupational category. Underutilization is indicated for Hispanic Males and females, Asian males and females, and white females.

STEP 5: OBJECTIVES

The Department is committed in making its workforce more closely reflect the available labor force in the community for all occupational categories. Based on the results of the underutilization analysis, the Department is establishing the following objectives:

Continue to reduce underutilization of females in all occupational categories. Continue to reduce underutilization of American Indian/Alaska Native males in the Skilled Craft category. Also focus on reducing the underutilization of Asian male and female, and Hispanic male and female in the Service/Maintenance category. A reduction in the amount of underutilization in these categories has occurred during the last two years.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

When vacancies occur in the Professionals, Administrative Support, Skilled Craft and Service/Maintenance categories the positions will be advertised using the State's on-line hiring system, Workplace Alaska. The Department of Administration, Division of Personnel, Employee Services Section, distributes recruitment information to minority and female organizations. Qualified underutilized candidates will receive consideration in the selection process. Hiring

managers will be encouraged to utilize hiring panels to ensure consistency in the selection process.

The Department will post notices of promotional opportunities in prominent places within the Department accessible to all employees.

As resources permit, continue to fund training and education programs designed to provide opportunities for employees to advance in relation to the present and projected workforce needs of the Department.

STEP 7: DISSEMINATION

External

Continue to include the statement that the division is “an Equal Opportunity Employer” on all job recruitment postings.

Post the EEOP on the Department’s web page.

Distribute copies of the EEOP to the Alaska State Library.

Internal

Post the EEO Policy on bulletin boards in the Department.

Provide a copy of the EEOP to managers and supervisors.

Meet with supervisory staff to ensure they are familiar with the EEO policy and objectives.

Ensure that current employees and newly hired employees receive a copy of the EEO policy.

STEP 2:
ALASKA DEPARTMENT OF MILITARY & VETERANS AFFAIRS
WORKFORCE

Job Category	MALE						FEMALE								
	Total	W	H	B	A	NH or OPI	AI or AN	Two or more races	W	H	B	A	NH or OPI	AI or AN	Two or more races
Officials/Administrators	12	8	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals	85	38	44.7%	0.0%	2	2.4%	3	3.5%	31	1.2%	2	5	0.0%	2	0.0%
Technicians															
Protective Services: Sworn		There are no employees in this occupational category.													
Projective Services: Non-sworn		There are no employees in this occupational category.													
Administrative Support	18	14	77.8%	5.6%	2	11.1%	0.0%	0.0%	1	5.6%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Craft	69	25	36.2%	4.3%	9	13.0%	2	2.9%	27	1.4%	1	1.4%	0.0%	1	0.0%
Service/Maintenance	40	38	95.0%	0.0%	1	2.5%	1	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	12	4	33.3%	0.0%	1	8.3%	0.0%	0.0%	1	8.3%	1	8.3%	0.0%	1	8.3%

W = White
H = Hispanic or Latino
B = Black or African American
A = Asian
NH or OPI = Native Hawaiian or Other Pacific Islander
AI/AN = American Indian or Alaskan Native
Two or more races = Multiracial

STEP 3:
ALASKA DEPARTMENT OF MILITARY & VETERANS AFFAIRS
COMMUNITY LABOR STATISTICS

Job Category	Total	Male						Female							
		W	H	B	A	NH or OPI	AI or AN	Two or more races	W	H	B	A	NH or OPI	AI or AN	Two or more races
Officials/Administrators	22084 100.0%	11010 49.9%	310 1.4%	390 1.8%	350 1.6%	45 0.2%	470 2.1%	450 2.0%	7150 32.4%	285 1.3%	385 1.7%	390 1.8%	30 0.1%	565 2.6%	254 1.2%
Professionals	40219 100.0%	16930 42.1%	384 1.0%	475 1.2%	505 1.3%	44 0.1%	440 1.1%	596 1.5%	17495 43.3%	560 1.4%	645 1.6%	615 1.5%	50 0.1%	1030 2.6%	450 1.1%
Technicians															
Protective Services: Sworn		There are no employees in this occupational category.													
Protective Services: Non-sworn		There are no employees in this occupational category.													
Administrative Support	129 100.0%	30 23.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	80 62.0%	0 0.0%	15 11.6%	4 3.1%	0 0.0%	0 0.0%	0 0.0%
Skilled Craft	49087 100.0%	11665 23.8%	835 1.7%	880 1.8%	665 1.4%	114 0.2%	785 1.6%	634 1.3%	25620 52.2%	1420 2.9%	1505 3.1%	1590 3.2%	190 0.4%	2550 5.2%	634 1.3%
Service/Maintenance	20078 100.0%	14925 74.3%	682 3.4%	455 2.3%	263 1.3%	43 0.2%	1575 7.8%	817 4.1%	1013 5.0%	48 0.2%	50 0.2%	25 0.1%	0 0.0%	118 0.6%	64 0.3%
	30509 100.0%	10795 35.4%	1405 4.6%	1240 4.1%	1230 4.0%	220 0.7%	1420 4.7%	960 3.1%	7925 26.0%	1175 3.9%	815 2.7%	1295 4.2%	145 0.5%	1250 4.1%	634 2.1%

KEY:

W = White
H = Hispanic
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Two or more races = Multiracial

Source: U.S. Census Bureau, Census 2000 Data Tool

STEP 4A:
ALASKA DEPARTMENT OF MILITARY & VETERANS AFFAIRS
UTILIZATION ANALYSIS

Job Category	MALE							FEMALE						
	W	H	B	A	NH or OPI	AI or AN	Two or more races	W	H	B	A	NH or OPI	AI or AN	Two or more races
Officials/Administrators														
Workforce	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Community Labor Statistics	49.9%	1.4%	1.8%	1.6%	0.2%	2.1%	2.0%	32.4%	1.3%	1.7%	1.8%	0.1%	2.6%	1.2%
Utilization	16.8%	-1.4%	-1.8%	-1.6%	-0.2%	-2.1%	-2.0%	1.0%	-1.3%	-1.7%	-1.8%	-0.1%	-2.6%	-1.2%
Professionals														
Workforce	44.7%	0.0%	2.4%	3.5%	0.0%	1.2%	0.0%	36.5%	1.2%	2.4%	5.9%	0.0%	2.4%	0.0%
CLS	42.1%	1.0%	1.2%	1.3%	0.1%	1.1%	1.5%	43.5%	1.4%	1.6%	1.5%	0.1%	2.6%	1.1%
Utilization	2.6%	-1.0%	1.2%	2.3%	-0.1%	0.1%	-1.5%	-7.0%	-0.2%	0.7%	4.4%	-0.1%	-0.2%	-1.1%
Technicians														
Workforce	There are no employees in this occupational category.													
Community Labor Statistics	There are no employees in this occupational category.													
Utilization	There are no employees in this occupational category.													
Protective Services: Sworn														
Workforce	There are no employees in this occupational category.													
Community Labor Statistics	There are no employees in this occupational category.													
Utilization	There are no employees in this occupational category.													
Projective Services: Non-sworn														
Workforce	77.8%	5.6%	0.0%	11.1%	0.0%	0.0%	0.0%	5.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Community Labor Statistics	23.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	62.0%	0.0%	11.6%	3.1%	0.0%	0.0%	0.0%
Utilization	54.5%	5.6%	0.0%	11.1%	0.0%	0.0%	0.0%	-56.5%	0.0%	-11.6%	-3.1%	0.0%	0.0%	0.0%
Administrative Support														
Workforce	36.2%	4.3%	13.0%	2.9%	0.0%	0.0%	0.0%	39.1%	1.4%	1.4%	0.0%	0.0%	1.4%	0.0%
Community Labor Statistics	23.8%	1.7%	1.8%	1.4%	0.2%	1.6%	1.3%	52.2%	2.9%	3.1%	3.2%	0.4%	5.2%	1.3%
Utilization	12.5%	2.6%	11.3%	1.5%	-0.2%	-1.6%	-1.3%	-13.1%	-1.4%	-1.6%	-3.2%	-0.4%	-3.7%	-1.3%
Skilled Craft														
Workforce	95.0%	0.0%	2.5%	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Community Labor Statistics	74.3%	3.4%	2.3%	1.3%	0.2%	7.8%	4.1%	5.0%	0.2%	0.2%	0.1%	0.0%	0.6%	0.3%
Utilization	20.7%	-3.4%	0.2%	1.2%	-0.2%	-7.8%	-4.1%	-5.0%	-0.2%	-0.2%	-0.1%	0.0%	-0.6%	-0.3%
Service/Maintenance														
Workforce	33.3%	0.0%	8.3%	0.0%	0.0%	33.3%	0.0%	8.3%	0.0%	8.3%	0.0%	0.0%	8.3%	0.0%
Community Labor Statistics	35.4%	4.6%	4.1%	4.0%	0.7%	4.7%	3.1%	26.0%	3.9%	2.7%	4.2%	0.5%	4.1%	2.1%
Utilization	-2.0%	-4.6%	4.3%	-4.0%	-0.7%	28.7%	-3.1%	-17.6%	-3.9%	5.7%	-4.2%	-0.5%	4.2%	-2.1%

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