

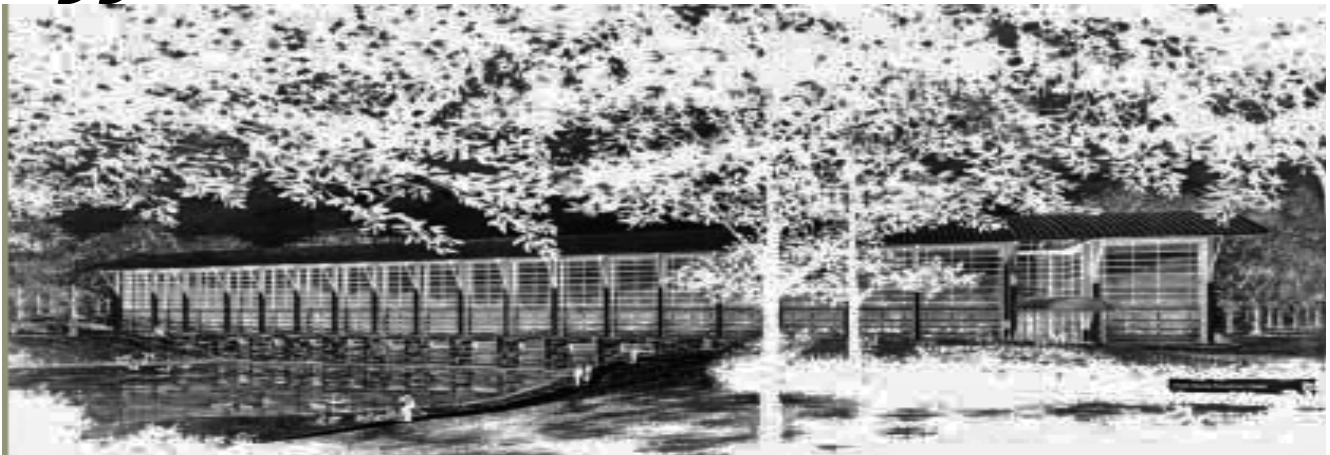
**ILLINOIS DEPARTMENT OF NATURAL
RESOURCES**

**ONE NATURAL RESOURCES WAY
SPRINGFIELD IL 62702**

217-782-6302

www.dnr.illinois.gov

Affirmative Action Plan



FY2024

NATALIE PHELPS FINNIE, DIRECTOR

INTRODUCTION

The Illinois Human Rights Act authorizes the Department of Human Rights to issue guidelines for the development and implementation of affirmative action plans by state executive agencies and to approve such plans. These guidelines apply to the state executive departments, boards, and commissions of Illinois State government.

An Affirmative Action Plan is a detailed, results-oriented, set of procedures arising from an in-depth review of all aspects of the agency's employment process, which may impact equal employment opportunities for minorities, women, and people with disabilities. Each fiscal year, state executive agency's affirmative action plans must adhere to the format, content, and procedures outlined by the Department of Human Rights.

The agency remains committed to achieving and maintaining compliance with the Department of Human Rights Affirmative Action Performance standards. The Office of Compliance, Equal Employment Opportunity and management staff will continue to work together to pursue the goals and objectives and address underutilization, as it is our highest priority.

Herein is the approved affirmative action plan for the Illinois Department of Natural Resources.

IL DEPARTMENT OF NATURAL RESOURCES
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SECTION ONE

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM
CERTIFICATION**

NAME OF AGENCY: Illinois Department of Natural Resource

ADDRESS: One Natural Resources Way, Springfield, IL 62702

TELEPHONE NUMBER: (217) 782-2662

TTY/NEXTALK: (217) 782-9175

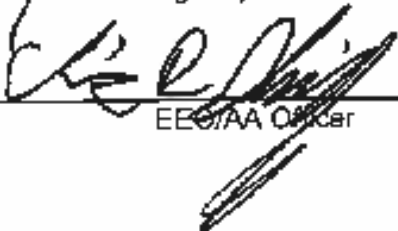
WEBSITE: dnr.illinois.gov

AGENCY DIRECTOR: Natalie Phelps Finnie

EEO OFFICER: Eric Shirley

This is to certify that the attached document presents the Equal Employment Opportunity/Affirmative Action Program of this agency.

Signature:  Date: 8/23/23
Agency Director

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EEO/AA Officer

EEO/AA Policy Statement of the Agency Director

Equal Opportunity is a hallmark of our nation and our state. As Director of the Illinois Department of Natural Resources (IDNR), I am fully committed to full compliance with all non-discrimination, reasonable accommodation, and affirmative action requirements. The agency is committed to undertaking affirmative action to correct underutilization of minorities, women, and persons with disabilities in all levels of employment in the agency. The Department further declares and reaffirms full compliance with all provisions of state and federal laws, rules, ordinances, regulations, and executive orders.

The agency is committed to advancing a culture of diversity, equity, inclusion, and accessibility by creating and maintaining an environment in which individual differences are valued, diverse viewpoints are considered, and contributions of all the agency's workforce are recognized; and work on instituting programs that recognize the value of diverse voices.

It is the Department's policy to make all decisions regarding recruitment, hiring, training, promotion, layoff and other personnel practices, contract or grant awards without regard to race, color, religion, sex, sexual orientation, transgender status, national origin/ancestry, citizenship status, disability, age, order of protection status, marital/parental status, pregnancy, arrest record, military status, including veteran status, and unfavorable discharge from military service, political affiliation and/or beliefs, or other non-merit factors.

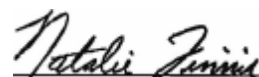
The agency is committed to diversity, equity, inclusion, and accessibility through consideration of equitable implications of all policies, procedures, and practices as they are created or reviewed/updated.

It is the responsibility of each individual employee to refrain from sexual harassment in the workplace. No employee should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. The agency will reasonably accommodate pregnant employees as required by the law (PA98-1050; Illinois Human Rights Act 775 ICLS 6/18tet.seq.). Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from any form of harassment.

The Department's Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer has full responsibility and authority to direct and implement the department's EEO/AA Program. Federal and State rules and regulations mandate the EEO/AA Officer serve as liaison between the agency and all EEO authorities. The EEO/AA Officer will monitor the agency's personnel transactions and employment practices and advise me regarding compliance with these policies.

All inquiries of individuals who feel they have been subject to any violation of these mandates are directed to the EEO/AA Officer. Retaliation against employees who file a complaint is strictly prohibited.

All executive, managerial, and supervisory staff is expected to support the implementation of the agency Affirmative Action Plan and commit to achieving its goals by requesting advice, guidance, and assistance from the EEO/AA Officer whenever necessary.



Natalie Phelps Finnie, Director
Illinois Department of Natural Resources

Illinois Department of Natural Resources

Mission Statement

To manage, conserve and protect Illinois' natural, recreational, and cultural resources, further the public's understanding and appreciation of those resources, and promote the education, science, and public safety of Illinois' natural resources for present and future generations.

The Illinois Department of Natural Resources ("IDNR") is responsible for the reservation, protection, conservation, enhancement, and utilization of Illinois' natural and cultural resources. Agency services and/or facilities are located in each of the one hundred two counties of the State. IDNR provides numerous recreational opportunities (state parks, historic sites, wildlife areas, and museums); ensures fish and wildlife species are available in sufficient numbers to permit public fishing and hunting; performs basic and applied research; maintains extensive collections; publishes scientific reports and articles; regulates mining, oil, and gas operations; reclaims lands and waters adversely affected by mining; and constructs and regulates state water resources programs.

Many careers at the IDNR require high level technical and scientific expertise, education, and experience. The private sector actively recruits women and minorities for similar positions. Persons with these skill sets are in high demand. This dynamic creates a greater challenge for IDNR when trying to compete for these qualified individuals. As a result, it is often difficult to address underutilization in certain areas. The Director is committed to carrying out the action plans included in this Affirmative Action Plan (AAP); therefore, all managers work with the Equal Employment Opportunity (EEO) Officer to address the underutilization of minorities, women, and persons with disabilities.

IDNR carries out its mission through the management of the following offices and programs:

Agency Profile

Director's Office

The Director's Office governs several key interdisciplinary functions within the Department, including the Office of Internal Audit, Office of Legal Counsel (OLC), Office of Human Resources (OHR), Office of Fiscal Management (OFM), and the Office of Community Outreach.

Internal Audit is charged with performing audits and reviews of the Department's operations and programs to examine the adequacy of the systems of internal control and determine compliance with laws, regulations, and policies and procedures; the reliability and integrity of financial and other information; that assets are appropriately safeguarded; the effectiveness of operations; and the accomplishment of goals and objectives.

The **Office of Legal Counsel (OLC)** is responsible for providing advice to the department on all legal matters. It is responsible for providing advice to the Director in establishing policies; preparing and reviewing proposed legislation and administrative rules; ensuring that all legal documents are properly administered; and the coordination of legal service requirements with the Department, the Attorney General's Office, and with other appropriate State, local and private entities.

OLC coordinates the Department's efforts with the Attorney General's Office when the Department seeks a legal remedy against another party, assists State's Attorneys in the prosecution of criminal matters relating to the Department, reviews all complaints, pleadings and legal memoranda regarding any lawsuit brought against the Department in the Court of Claims and coordinates the Department's efforts with the Attorney General's Office in the defense of such claim, prepares legal memoranda on matters of law

including the interpretation of statutes, administrative rules and other regulations affecting the Department and its staff, assists in drafting or reviewing legislation which affects Department policies, reviews and approves all legal documents executed by the Director or her designees such as contracts, Memorandum of Understanding, etc., administers the Department's administrative rule program, responds to Freedom of Information Act requests, provides legal counsel and assistance to all Office Directors and the various divisions within the offices.

The **Office of Human Resources (HR)** is responsible for ensuring all hiring compliant with State's Personnel Code and Rules, collective bargaining agreements, litigation, and numerous statutes involving employment law. HR is tasked with ensuring policies and procedures are implemented and fairly applied; collective bargaining agreements are properly administered and grievances handled in timely fashion; serving as the official timekeeper for the office; in coordination with Budget/Payroll, transacting all changes to employment status including raises, backpay, stipends, promotions, transfers, etc.; processing and approving LOA's, Reasonable Accommodation Requests, FMLA, VESSA, etc.; approving classification (job duties/titles) are properly updated and established; providing training; providing reminders and advice as to evaluation due dates and issues; and continuing improvement of an overall Human Resources program which benefits operations of the Department.

The **Office of Fiscal Management (OFM)** has a primary focus is to support the IDNR and its Program Offices with all things fiscally related, to include budget preparation, contracting and invoice payment, collection, recording, and depositing of revenue and receipts, processes payroll, administers workers compensation, reporting and general fiscal guidance regarding process and procedure, navigation through State and Federal regulation, rule, and other requirements, manages audits, and tracks inventory and assets in addition to other fiscally related responsibilities. The Office of Fiscal Management also establishes Department policy and procedure for fiscally related functions. The Office is currently working on updating a fiscal management handbook, which will provide relevant guidance for many matters, such as procurement, vouchering, and petty cash procedures.

Within the OFM, we have the **Office of Grant Management and Assistance (OGMA)** which manages, coordinates, and executes the Department's grants to local entities including units of government, universities, non-profits, and individuals. OGMA provides administration and oversight for state grants and federal pass-through grants aimed at protecting and enhancing the State's fish and wildlife as well as historical, coastal, recreational, forestry, and natural heritage resources. Additionally, OGMA staff are responsible for the tracking and accountability of federal grants associated with/administered through the Office of Resource Conservation, the Coastal Management Program, and Mines and Minerals.

The **Office of Community Outreach** is responsible for the Department's outreach activities throughout the state, including development and implementation of partnership activities as they relate to natural resource management, outdoor recreation, and environmental education. The Office also provides outreach to schools, park districts, local governments, and community organizations providing quality programming, educating residents to conservation initiatives, engaging them in environmental education, and experiencing outdoor recreation. The Office also assist IDNR's executive team in the development of the Department's short- and long-term goals.

World Shooting and Recreational Complex (WSRC) is a 1,600-acre complex located in scenic Southern Illinois near the city of Sparta. The WSRC was designed for shooters but built for recreation. The Complex has 120 trap fields stretching 3.5 miles, with 24 fields being combination trap and skeet, two 15-stationed sporting clays courses, 12 pistol/rifle bays, and 1,001 Recreational Vehicle campsites. The Complex's 34,000 square foot event center houses a 7,000 square foot open banquet area, multiple conference rooms, a full-service restaurant, and gift shop. The WSRC Vendor Mall is a 20,800 square foot space available for a variety of activities and events.

East Lake, a 117-acre strip pit, along with RV Lake, and Derby Lake, located on the southeast side of the Complex are loaded with Largemouth and Smallmouth Bass, Bluegill, Redear, Channel Cat, Trout, and White, Black, and Hybrid Crappie. Boat ramps and fishing docks are also available.

The WSRC is the home grounds for the Amateur Trapshooting Association's Grand American Trapshooting Championships. This world class event is held in August every year bringing in shooters from all over the world.

The **Office of Communications** drafts and distributes press releases, media advisories and statements on behalf of the agency and Director and serves as the first point of contact for media requests of information, interviews, or spokespersons. The Office of Communications also proactively pitches positive IDNR-related stories and information to local, regional, state, and national media and manages IDNR's social media platforms. Finally, the Office of Communications also is responsible for constituent education programs as it houses the Division of Education. The Division of Education promotes and offers natural resources-related materials and programs to both the public and educators, as well as provides educational grants for schools and teachers instructing students in grades K-12.

The **Illinois State Museum** collects, preserves, and interprets objects of scientific, historic, and artistic value that represent the history and culture of Illinois. The museum interprets and educates the public by utilizing the Illinois Legacy Collection comprised of 13.5 million objects, to provide quality experiences, exhibitions, publications, and educational programs to enhance the appreciation of the state's cultural diversity and quality of life for the people of Illinois. The Museum conducts research and educational programming related to the Illinois landscape; its organisms, both living and extinct; and its art and cultural heritage, both past and present. The Museum maintains extensive anthropology, art, botany, geology, history, and zoology collections, recognized both nationally and internationally. It operates the headquarters Museum and the Research and Collections Center in Springfield, Dickson Mounds in Lewistown, and Lockport Gallery in Lockport and is accredited by the American Alliance of Museums.

The **Office of Land Management (OLM)** manages and maintains 329 state-owned and leased state parks, fish and wildlife areas, state forests, state trails, natural areas, and recreational sites; with 39.4 million visits annually. As the face of IDNR, the Division of Land Management provides responsible stewardship of our Natural Resources and promotes recreational and educational opportunities. These sites contribute nearly \$1 billion in visitor spending annually and support 8,500 jobs statewide. Outdoor recreation opportunities at these locations consist of boating, camping, fishing, hunting, picnicking, sightseeing, wildlife observation, swimming, horseback riding, and trail use as well as others. These activities create over \$3.2 billion annual economic impact to the State of Illinois as well as supporting over 33,000 jobs statewide. The recreational opportunities provided by IDNR offer an improved quality of life for our residents.

The Historic Sites Division of the Office of Land Management oversees over 56 Historic Sites, Monuments, and Memorials. These sites cover periods of Illinois History roughly from 200 B.C. to the post-Vietnam era. They provide a window for the public to view a glimpse of various segments of the cultural heritage of Illinois, and experience first-hand through our interpretive programs, the conditions of early American life as our country was being formed. Historic Sites range from earthen-mound remnants of a prehistoric Native American City at Cahokia Mounds to Springfield's Dana-Thomas House a twentieth-century masterpiece designed by Frank Lloyd Wright. Several sites celebrate Abraham Lincoln's life and legacy, while others recognize Illinois roots of literary figures such as Carl Sandburg, and Rachel Lindsay. Some of the sites also offer camping and hiking trails for the enjoyment of the public. The Monuments are tributes to individuals of our State that helped shape our Nation, and the Memorials honor those that served and those that sacrificed everything in defense of our Freedom. Collectively, Historic Sites are experienced by approximately 1.6 million visitors a year.

The **Office of Law Enforcement (OLE)** has a mission is to protect the natural resources of the State of Illinois and to ensure the safety of persons utilizing those resources. Conservation Police Officers (CPOs) have full police powers and statewide jurisdiction and are commissioned by the United States Fish and Wildlife Service as Deputy Fish and Wildlife Agents. They are responsible for enforcing recreational boating laws on all Illinois public waterways, investigating recreational boating accidents, recovering drowning victims, and reporting all applicable boating accidents occurring in Illinois to the United States Coast Guard. CPOs enforce laws governing wildlife, fisheries, forestry, snowmobiling, commercial establishments, commercial fishing, and IDNR department lands. They are actively involved in investigating environmental crimes affecting Illinois rivers, streams, and lakes. They investigate hunting and snowmobile accidents, conduct IDNR Safety Education classes and do educational school visits.

OLE is an active member of the Illinois Terrorism Task Force, heavily involved in homeland security and emergency responses. CPOs provide security around nuclear power plants, locks, dam, bridges, and other critical infrastructure on or near waters of the State. They assist during natural disasters such as flooding, snow/ice storms, and tornados. The OLE also assists with investigation of animal disease outbreaks.

The **Office of Mines and Minerals (OMM)** is comprised of four divisions: Land Reclamation, Abandoned Mine Land Reclamation, Mine Safety and Training, and Blasting, Explosives and Aggregate Reclamation. These divisions are responsible for the regulation of the Illinois mining industry; the regulation of the possession, use and storage of explosives; and the enforcement of various acts which govern the mining industry. In addition, OMM is charged with ensuring the health and safety of all mine workers through the Mine Safety and Training Division, and through administering the Abandoned Mine Reclamation program, which provides public and environmental safety from abandoned mine sites. Lastly, the office is involved in an education outreach program where it educates children and adults on mining, its products, and their uses.

The **Office of Realty & Capital Planning (ORPCP)** serves the Department on capital improvement-related functions involving both internal and external activities and partners. The Office's four divisions provide Agency-wide support services through short and long-term site, regional and statewide planning efforts; project design, engineering and project management; statewide land acquisition, real estate, concession operations and property lease management for the Department; comprehensive review and regulation of Department improvements through environmental and cultural assessments; and statewide consultation on environmental, cultural and archaeological preservation as required by federal and state statutes.

Capital improvement execution involves frequent interaction with the Capital Development Board (CDB) and Central Management Services (CMS), and coordination and management of dedicated Capital funds and bond appropriations for the entire Department with the Governor's Office of Management & Budget (GOMB). ORCP works closely with numerous other State Agencies on environmental and cultural resource reviews and consultation, coordination and execution of construction and post-disaster reconstruction at Department sites, and property management. ORCP is also the primary contact with several federal agencies including the US Army Corps of Engineers (ACOE), National Park Service (NPS), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) for management and coordination of specific improvement programs.

The **Office of Oil and Gas Resource Management (OOGRM)** regulates oil production and natural gas storage operations throughout the State and administers and enforces the various acts that govern the industry. In addition, the OOGRM administers two federal programs: the United States Environmental Protection Agency Class II Underground Injection Control program, mandated by the federal Safe Drinking Water Act, and the United States Department of Transportation's Pipeline and Hazardous Materials

Administration's Field Operations Program. Finally, the OOGRM is responsible for the administration and enforcement of the Hydraulic Fracturing Regulatory Act (225 ILCS 732) and related regulations.

The **Office of Resource Conservation (ORC)** encompasses management of Illinois' wildlife, fisheries, and forest resources, along with stewardship and restoration of natural lands. The office manages fish and wildlife populations through hunting and fishing regulations based on scientific data and promotes the state's hunting and fishing heritage. Primary funding comes from hunting and fishing license sales and Federal Fish and Wildlife Funds, State Wildlife Grant Funds, Illinois Forestry Development Funds and Natural Areas Acquisition Funds. The Office also works with the Federal Government and other agencies to remediate lands contaminated by industrial discharges or accidental release of pollutants. The Office administers the state portion of Federal Farm Bill programs including the Conservation Reserve Enhancement Program and others. The Division of Natural Heritage regulates "Incidental Take" of state-endangered and threatened species.

The **Office of Strategic Services (OSS)** oversees the development and implementation of all licenses and permits related to hunting and fishing in the State of Illinois, including deer, waterfowl, beaver, coyote, bobcat, turkey. Responsibilities include oversight of the development and implementation of all Outdoor Recreational programs including the R 3 Program, Wing Shooting, Scholastic Shooting, National Archery in the Schools (NASP), Disabled Outdoor Opportunities. This includes the development and implementation of all licenses and permits issued for Watercraft and Snowmobiles. IDNR's Statewide Motor pool is housed in OSS. The Office is currently working to upgrade our Hunt/Fish online system.

The **Office of Water Resources (OWR)** is responsible for managing the state's river, lakes, streams, public water, and dams. The Office is the lead state agency for water resources planning, navigation, floodplain management, the National Flood Insurance Program, dam safety, water supply, Lake Michigan water allocation, drought, and interstate organizations on water resources. Interagency duties include the state water plan, drought response, flood emergency reports, the comprehensive review of Illinois water use law, and evaluation of national water policy. The IDNR/OWR is organized into two divisions, the Division of Resource Management (regulatory) and the Division of Capital Programs (studies and capital improvements). The Office administers urban flood damage reduction programs with assistance to units of local government through planning, design, construction, and financial assistance and features the flood hazard mitigation acquisition of flood prone homes and businesses. The Office administers regulatory programs over construction in the floodways of rivers, lakes, and streams; construction in the shore waters of Lake Michigan; construction and operation of dams; construction in public bodies of water; diversion of water from Lake Michigan; and withdrawal of water from Lake Shelbyville, Carlyle Lake, and Rend Lake. Office personnel operate the William G. Stratton lock and dam on the Fox River, the Mississippi Dam on Rock River, and other state-owned facilities. The office sponsors water resources research and operates stream gauging stations, and lake water stage recorders in cooperation with federal, state, and local cooperators. Finally, the Office gathers water resource data prior, during and following a flood or other disaster and disseminates data to various state and local agencies while serving as a Technical Liaison to the Illinois Emergency Management Agency (IEMA).

Also, within the OWR is the Coastal Management Program (CMP). The CMP is focused on efforts to address the following program areas, which are also outlined in the Great Lakes Regional Collaboration Strategy. The CMP will describe desired outcomes, prioritize strategies for achieving them, and suggest site specific projects: invasive species, habitat, ecosystems, and natural area restoration. The CMP will address the undeveloped portions of shoreline in Cook and Lake Counties immediately north of Chicago to the Wisconsin state line. These areas include, North Point Marina and Illinois Beach State Park including the Dead River and Kellogg Creek Watersheds, Waukegan Beach, Spring Bluff forest preserve, and wooded ravines along the Lake Michigan bluffs. The Chicago River and North Shore Channel River

Corridors and Wilmette Harbor are increasingly important habitat corridors and will be included in the ICMF. On the South Side of the City of Chicago, the Little Calumet and Grand Calumet River corridors, Lake Calumet and Calumet River and the surrounding wetland areas are an important habitat area but also contain some of the most degraded industrial areas. These areas will also be addressed.

The CMP will identify existing and ongoing data collections and indicators. It will also identify gaps in data and develop priorities for future data collection efforts. The CMP will also assist in the collaborative development of sustainability indicators for the region including public access, recreation, and economic development.

**Illinois Department of Natural Resources
Duties of the EEO/AA Officer**

The ultimate responsibility for discharging the EEO/AA functions within the department is designated by IDNR's Director (Director) to DNR's Equal Opportunity/Affirmative Action (EEO/AA) Officer. EEO/AA responsibilities include, but are not limited to the following:

- A. Develop the Agency's Affirmative Action Plan, goals and objectives and evaluate its effectiveness;
- B. Serve as the ADA Coordinator for internal employees or applicants.
- C. Serve as liaison between the Department and EEO enforcement authorities;
- D. Serve as liaison between the Department and organizations for minorities, women and the disabled;
- E. Serve as the 504 Coordinator of the 1973 Vocational Rehabilitation Act.
- F. Inform management of developments in the EEO Field;
- G. Assist in the evaluation of employees and job applicants so that minorities, women, and the disabled are given equal opportunity;
- H. Provide training and advise managers and supervisors if employment practices comply with Department EEO policies and the provisions of the Human Rights Act;
- I. Report to the Department of Human Rights all internal and external complaints of discrimination against the Department, assisting in the investigation of internal and external complaints of discrimination as specified in the Rules for the Administration of the Illinois Human Rights Act, 56 Ill. Adm. Code Section 2520.790 (a & b);
- J. At the request of the Director, to direct Department staff in taking appropriate action to correct discriminatory practices identified by the Department of Human Rights, and to report to the Director and the Department of Human Rights on the progress of the action taken;
- K. If the agency is in noncompliance, as described in 50 Ill. Adm. Code Section 2520.795, to work with the appropriate staff and authorities to develop programs to train staff in hiring and promotional practices, and to notify IDHR of such training;
- L. Report on and/or analyze Layoff Reports, Reorganization Reports, Hiring and Promotion Monitors and Exit Questionnaires;
- M. Evaluate tests, employment policies and practices, and reporting to the Director any such policies, practices and evaluation mechanisms which have adverse impact on minorities, women and the disabled;
- N. Assist in the recruitment of minorities, women, and people with disabilities; and
- O. Provide counseling to any aggrieved employee or applicant for employment who believes that they have been subject to discrimination.



Eric Shirley, EEO/AA Officer
One Natural Resources Way
Springfield IL 62702
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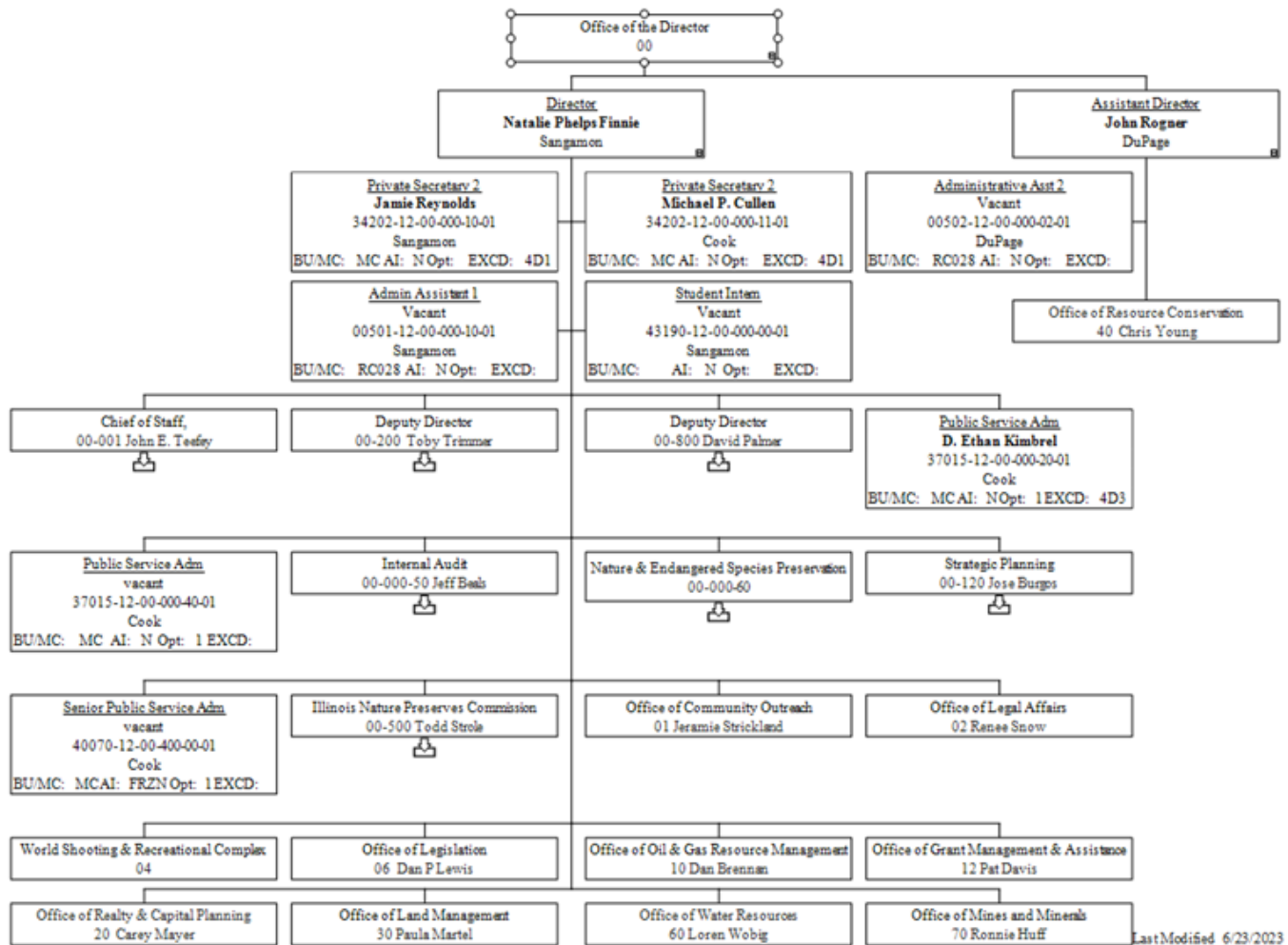
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**Illinois Department of Natural Resources
Equal Employment Opportunity**

Department of Natural Resources
Director
Natalie Phelps Finnie

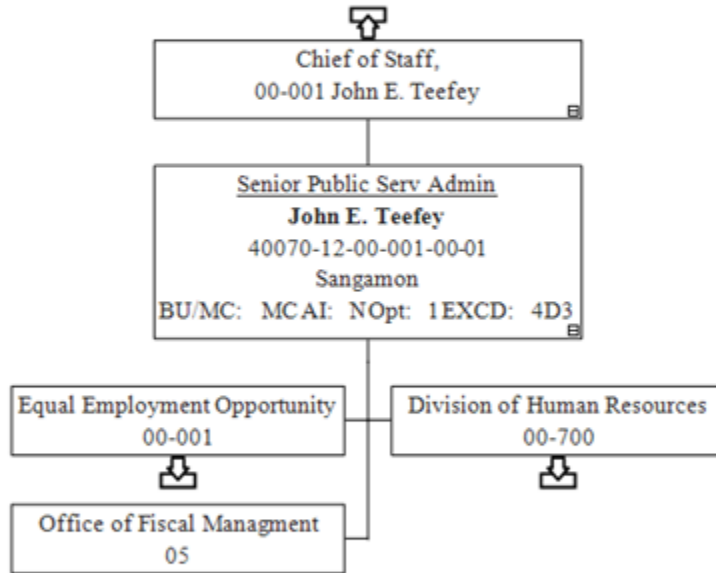
Public Service Administrator
Eric Shirley
EEO/AA Officer

Illinois Department of Natural Resources



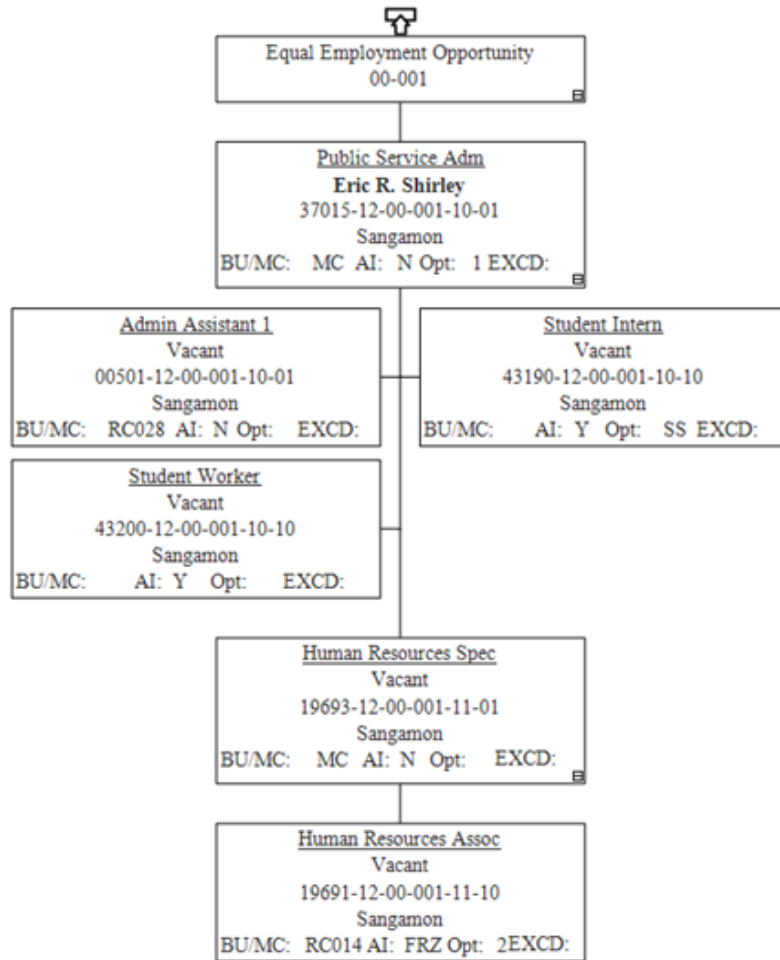
Last Modified 6/23/2023

Illinois Department of Natural Resources
Office of the Director



Last Modified 6/23/2023

Illinois Department of Natural Resources
Office of the Director



Last Modified 6/23/2023

Illinois Department of Natural Resources

Methods of Disseminating Affirmative Action Policy & Plan

The Affirmative Action Plan is a public document available to all agency personnel to review upon request.

PLAN

- Internal Dissemination
 - Notification to all staff that the AA Plan is available for review or obtained from the EEO Officer;
 - Place a copy of the Affirmative Action Plan on the IDNR intranet;
 - Educate executive staff about the contents, goals, and measurements of the Affirmative Action Plan.
- External Dissemination
 - Illinois Department of Human Rights
 - Illinois State Library; [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.110]
 - Share with other state and/or federal regulatory agencies.
 - Share with recruitment resources.

POLICY

- Internal Dissemination
 - Post policy on bulletin boards;
 - Display updated EEO/AA posters in conspicuous locations;
 - Update policy and include in supervisors' and employee handbooks;
 - Inclusion in brochures and other appropriate recruitment efforts, including social media;
 - Inclusion in new employee orientation and other appropriate training programs;
- External Dissemination
 - Communications sent to employee/employer associations;
 - Communications sent to area minority groups and women's organizations and advocacy groups for persons with disabilities;
 - Information included on the agency's website.

SECTION TWO

**Illinois Department of Natural Resources
Workforce and Transaction Narrative**

Analysis of “Summary of Workforce Analysis by Region” (DHR-9)

As of June 30, 2023, the Department of Natural Resources workforce consisted of 1,109 employees. The majority of DNR employees are employed at the Springfield Headquarters. Approximately 26.06% of all employees are women. As of June 30, 2023, 53 of the 1,109 (4.78%) employees are minorities. This percentage changed from June 30, 2022, when 53 of 1,107 (4.78%) of DNR employees were minorities. This number is based on race of the staff member involved (as provided by that staff member). If we include females into the review of minorities staffed at DNR we have 325 of 1,109 (29.31%)

Analysis of “Summary of Workforce Transactions Report” (DHR-10)

During FY23, DNR hired a total of 107 employees. Of those new hires, (52) were total minorities: (42) females, (7) African American, (3) Hispanic/Latino, and (3) American Indian/Alaskan Native. This is changed from FY22 when DNR hired a total of 101 employees; (31) were minorities; (2) African American, (3) Asian, (4) Hispanic/Latino, (3) American Indian/Alaskan, and (22) females.

During FY23, DNR had a total of 97 promotions and 39 were promotions of minorities. The majority of positions filled during FY23, were filled in accordance with applicable Collective Bargaining Agreements. This is a change from FY22 when, DNR had a total of 44 promotions and 19 were promotions of minorities. The majority of positions filled during FY22, were filled in accordance with applicable Collective Bargaining Agreements.

From July 1, 2022 - June 30, 2023, the agency had (8) Intra-agency transfers of which (5) were a minority: (4) women, (2) Hispanic/Latino (1 male, 1 Female)

During FY23 there were (3) suspensions none of which was a minority

During FY23, DNR had a total of eighty-eight (88) separations of those thirty-five (35) were minorities: (32) females, (4) African American (2 males, 2 Females), (2) Hispanic/Latino (2 Females) and 2 Asian (1 Male, 1 Female)

During FY23 there was (1) discharges none of which was a minority

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	658,460	276,690	42.02%	80	33.62	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	110	22	20.00%	20	4.00	Agency Workforce.
				<u>100</u>	<u>30.09</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	658,460	56,285	8.55%	80	6.84	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	110	2	1.82%	20	0.36	Agency Workforce.
				<u>100</u>	<u>5.76</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	658,460	66,265	10.06%	100	10.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	110	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>8.05</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	658,460	48,890	7.42%	80	5.94	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	110	3	2.73%	20	0.55	Agency Workforce.
				-----	-----	
				100	5.19	Availability Percent

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	658,460	784	0.12%	80	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	110	1	0.91%	20	0.18	Agency Workforce.
				-----	-----	
				100	0.22	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	658,460	160	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	110	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	
				100	0.02	Availability Percent

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	940,565	518,070	55.08%	80	44.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	16	17.98%	20	3.60	Agency Workforce.
				<u>100</u>	<u>38.13</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	940,565	92,115	9.79%	80	7.83	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	3	3.37%	20	0.67	Agency Workforce.
				<u>100</u>	<u>6.81</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	940,565	83,970	8.93%	80	7.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	2	2.25%	20	0.45	Agency Workforce.
				<u>100</u>	<u>6.07</u>	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	116,395	12.38%	80	9.90	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	1	1.12%	20	0.22	Agency Workforce.
				100	8.10	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Professionals

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	923	0.10%	80	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	1	1.12%	20	0.22	Agency Workforce.
				100	0.24	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Professionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	940,565	244	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	89	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	96,814	23,370	24.14%	80	19.31	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	43	10	23.26%	20	4.65	Agency Workforce.
				<u>100</u>	<u>19.17</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	96,814	27,230	28.13%	80	22.50	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	43	2	4.65%	20	0.93	Agency Workforce.
				<u>100</u>	<u>18.74</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	96,814	15,045	15.54%	80	12.43	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	43	2	4.65%	20	0.93	Agency Workforce.
				<u>100</u>	<u>10.69</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	96,814	1,713	1.77%	80	1.42	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	43	1	2.33%	20	0.47	Agency Workforce.
				100	1.50	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	96,814	65	0.07%	100	0.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	43	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	96,814	4	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	43	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	1,410	60.36%	80	48.29	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	1	1	100.00%	20	20.00	Agency Workforce.
				100	54.63	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	90	3.85%	100	3.85	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	3.08	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	2,336	71	3.04%	100	3.04	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				100	2.43	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----					-----
1. Those having requisite skills in the region.	2,336	33	1.41%	100	1.41	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	1.13	

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----					-----
1. Those having requisite skills in the region.	2,336	11	0.47%	100	0.47	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.38	

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----					-----
1. Those having requisite skills in the region.	2,336	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	1,041,035	429,110	41.22%	100	41.22	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	32.98	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	1,041,035	189,020	18.16%	100	18.16	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	14.53	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	1,041,035	356,850	34.28%	100	34.28	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	27.42	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,041,035	54,100	5.20%	100	5.20	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	4.16	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,041,035	1,279	0.12%	100	0.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.10	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	1,041,035	169	0.02%	100	0.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	0.01	

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	20	17	15	2				1	3	3							85.00%	15.00%	90.00%	10.00%	0.00%	0.00%	0.00%	0.00%
Professionals	36	22	20		2				14	14							61.11%	38.89%	94.44%	0.00%	0.00%	5.56%	0.00%	0.00%	0.00%	
Technicians	2	1	1						1	1							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	44	39	37	1			1		5	5							88.64%	11.36%	95.45%	2.27%	0.00%	0.00%	2.27%	0.00%	0.00%	
Para-professionals	15	7	7					1	8	5	1	2					46.67%	53.33%	80.00%	6.67%	13.33%	0.00%	0.00%	0.00%	6.67%	
Administrative Support	1	0							1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	28	26	24	1		1		1	2	2							92.86%	7.14%	92.86%	3.57%	0.00%	3.57%	0.00%	0.00%	3.57%	
TOTAL	146	112	104	4	0	3	1	0	34	31	1	2	0	0	0	0	76.71%	23.29%	92.47%	3.42%	1.37%	2.05%	0.68%	0.00%	2.05%	

Grand Total Employees for Region 1:	Males: 112 76.71%	Females: 34 23.29%	Total Minorities: 11 7.53%
White: 135 92.47%	B/AA: 5 3.42%	H/L: 2 1.37%	Asian: 3 2.05%
			AI/AN: 1 0.68%
			NHOPI: 0 0.00%
			PWD: 3 2.05%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	20	36	2	44	15	1	0	28
Availability Percent	30.09	38.13	0.00	19.17	54.63	0.00	0.00	32.98
Number Needed for Parity	6	13	0	8	8	0	0	9
Number of Affirmative Action Group Members Already Employed	3	14	1	5	8	1	0	2
Underutilization	3			3				7

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	20	36	2	44	15	1	0	28
Availability Percent	5.76	6.81	0.00	18.74	3.08	0.00	0.00	14.53
Number Needed for Parity	1	2	0	8	0	0	0	4
Number of Affirmative Action Group Members Already Employed	2	0	0	1	1	0	0	1
Underutilization		2		7				3

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	20	36	2	44	15	1	0	28
Availability Percent	8.05	6.07	0.00	10.69	2.43	0.00	0.00	27.42
Number Needed for Parity	1	2	0	4	0	0	0	7
Number of Affirmative Action Group Members Already Employed	0	0	0	0	2	0	0	0
Underutilization	1	2		4				7

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	20	36	2	44	15	1	0	28
Availability Percent	5.19	8.10	0.00	1.50	1.13	0.00	0.00	4.16
Number Needed for Parity	1	2	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	2	0	0	0	0	0	1
Underutilization	1							

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	20	36	2	44	15	1	0	28
Availability Percent	0.22	0.08	0.00	0.05	0.38	0.00	0.00	0.10
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	1	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	20	36	2	44	15	1	0	28
Availability Percent	0.02	0.02	0.00	0.00	0.00	0.00	0.00	0.01
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 2
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	53,250	24,770	46.52%	100	46.52	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	37.21	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 2
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	53,250	6,215	11.67%	100	11.67	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	9.34	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 2
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	53,250	9,045	16.99%	100	16.99	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				-----	-----	Availability Percent.
				100	13.59	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	53,250	785	1.47%	100	1.47	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				100	1.18	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	53,250	60	0.11%	100	0.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				100	0.09	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 2
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	53,250	40	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	
				100	0.06	Availability Percent.

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **2**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOP	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	4	4	4						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	3	3	3						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	1	1	1						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	2	1	1						1	1							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	11	11	11						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	21	20	20	0	0	0	0	0	1	1	0	0	0	0	0	0	95.24%	4.76%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 2:		Males: 20 95.24%	Females: 1 4.76%	Total Minorities: 0 0.00%
White: 21 #####	B/AA: 0 0.00%	H/L: 0 0.00%	Asian: 0 0.00%	AI/AN: 0 0.00%
			NHOPI: 0 0.00%	PWD: 0 0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOP=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	3	0	1	2	0	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37.21
Number Needed for Parity	0	0	0	0	0	0	0	4
Number of Affirmative Action Group Members Already Employed	0	0	0	0	1	0	0	0
Underutilization								4

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	3	0	1	2	0	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.34
Number Needed for Parity	0	0	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								1

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO**

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	3	0	1	2	0	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.59
Number Needed for Parity	0	0	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								1

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN**

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	3	0	1	2	0	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.18
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	3	0	1	2	0	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.09
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	4	3	0	1	2	0	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	34,080	20,780	60.97%	80	48.78	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	68	9	13.24%	20	2.65	Agency Workforce.
				<hr/> 100	<hr/> 41.14	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	34,080	889	2.61%	100	2.61	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	68	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 2.09	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	34,080	1,633	4.79%	80	3.83	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	68	3	4.41%	20	0.88	Agency Workforce.
				<hr/> 100	<hr/> 3.77	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	34,080	1,184	3.47%	100	3.47	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	68	0	0.00%	0	0.00	
				<u>100</u>	<u>2.78</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	34,080	34	0.10%	100	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	68	0	0.00%	0	0.00	
				<u>100</u>	<u>0.08</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	34,080	44	0.13%	100	0.13	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	68	0	0.00%	0	0.00	
				<u>100</u>	<u>0.10</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,464	816	18.28%	80	14.62	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	30	2	6.67%	20	1.33	Agency Workforce.
				100	12.77	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,464	99	2.22%	100	2.22	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	30	0	0.00%	0	0.00	Agency Workforce.
				100	1.77	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,464	272	6.09%	80	4.87	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	30	2	6.67%	20	1.33	Agency Workforce.
				100	4.97	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,464	48	1.08%	100	1.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	30	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.86	

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,464	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	30	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	4,464	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	30	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 3
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	60,510	26,680	44.09%	100	44.09	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>35.27</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	60,510	3,245	5.36%	100	5.36	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.29</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	60,510	7,730	12.77%	100	12.77	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>10.22</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	60,510	843	1.39%	100	1.39	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	1.11	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	60,510	180	0.30%	100	0.30	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.24	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 3
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	60,510	45	0.07%	100	0.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.06	

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	9	8	8							1	1							88.89%	11.11%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	24	18	18						1	6	6							75.00%	25.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%
Technicians	6	5	5							1	1							83.33%	16.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	32	26	25		1				1	6	6							81.25%	18.75%	96.88%	0.00%	3.13%	0.00%	0.00%	0.00%	3.13%
Para-professionals	3	1	1							2	2							33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	27	27	25		2				1	0								100.00%	0.00%	92.59%	0.00%	7.41%	0.00%	0.00%	0.00%	3.70%
TOTAL	101	85	82	0	3	0	0	0	3	16	16	0	0	0	0	0	0	84.16%	15.84%	97.03%	0.00%	2.97%	0.00%	0.00%	0.00%	2.97%

Grand Total Employees for Region 3:		Males:	85	Females:	16	Total Minorities:	3
			84.16%		15.84%		2.97%
White:	98	B/AA:	0	H/L:	3	Asian:	0
	97.03%		0.00%		2.97%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	3
							2.97%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	9	24	6	32	3	0	0	27
Availability Percent	0.00	41.14	0.00	12.77	0.00	0.00	0.00	35.27
Number Needed for Parity	0	9	0	4	0	0	0	9
Number of Affirmative Action Group Members Already Employed	1	6	1	6	2	0	0	0
Underutilization		3						9

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	9	24	6	32	3	0	0	27
Availability Percent	0.00	2.09	0.00	1.77	0.00	0.00	0.00	4.29
Number Needed for Parity	0	0	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								1

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO**

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	9	24	6	32	3	0	0	27
Availability Percent	0.00	3.77	0.00	4.97	0.00	0.00	0.00	10.22
Number Needed for Parity	0	0	0	1	0	0	0	2
Number of Affirmative Action Group Members Already Employed	0	0	0	1	0	0	0	2

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN**

Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	9	24	6	32	3	0	0	27
Availability Percent	0.00	2.78	0.00	0.86	0.00	0.00	0.00	1.11
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	9	24	6	32	3	0	0	27
Availability Percent	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.24
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 3

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	9	24	6	32	3	0	0	27
Availability Percent	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.06
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 4
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	29,065	11,870	40.84%	100	40.84	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 32.67	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 4
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	29,065	1,293	4.45%	100	4.45	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 3.56	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 4
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	29,065	1,139	3.92%	100	3.92	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 3.14	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 4
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	29,065	450	1.55%	100	1.55	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.24	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 4
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	29,065	114	0.39%	100	0.39	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.31	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 4
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	29,065	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	3	3	3						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	8	4	3		1				4	4							50.00%	50.00%	87.50%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	1	0							1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	1	1	1						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	0							1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	11	11	11						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	25	19	18	0	1	0	0	0	6	6	0	0	0	0	0	0	76.00%	24.00%	96.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 4:		Males:	19	Females:	6	Total Minorities:	1
			76.00%		24.00%		4.00%
White:	24	B/AA:	0	H/L:	1	Asian:	0
	96.00%		0.00%		4.00%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	8	1	0	1	1	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.67
Number Needed for Parity	0	0	0	0	0	0	0	3
Number of Affirmative Action Group Members Already Employed	0	4	1	0	0	1	0	0
Underutilization								3

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	8	1	0	1	1	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.56
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	8	1	0	1	1	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.14
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN** Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	8	1	0	1	1	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.24
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	8	1	0	1	1	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.31
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 4

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	3	8	1	0	1	1	0	11
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	39,790	17,015	42.76%	80	34.21	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	59	6	10.17%	20	2.03	Agency Workforce.
				<hr/> 100	<hr/> 28.99	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	39,790	1,879	4.72%	80	3.78	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	59	1	1.69%	20	0.34	Agency Workforce.
				<hr/> 100	<hr/> 3.29	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	39,790	932	2.34%	100	2.34	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	59	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 1.87	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	39,790	1,048	2.63%	100	2.63	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	59	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	2.11	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	39,790	60	0.15%	80	0.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	59	1	1.69%	20	0.34	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.37	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	39,790	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	59	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	65,350	36,055	55.17%	80	44.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	48	7	14.58%	20	2.92	Agency Workforce.
				<u>100</u>	<u>37.64</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	65,350	2,945	4.51%	100	4.51	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	48	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.61</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	65,350	1,413	2.16%	100	2.16	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	48	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.73</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	65,350	5,613	8.59%	100	8.59	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	48	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>6.87</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	65,350	74	0.11%	80	0.09	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	48	1	2.08%	20	0.42	Agency Workforce.
				<u>100</u>	<u>0.41</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	65,350	20	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	48	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,975	9,990	40.00%	80	32.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	5	27.78%	20	5.56	Agency Workforce.
				<hr/> 100	<hr/> 30.04	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,975	1,735	6.95%	100	6.95	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 5.56	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,975	1,234	4.94%	100	4.94	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 3.95	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,975	380	1.52%	100	1.52	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	1.22	

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,975	18	0.07%	100	0.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.06	

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	24,975	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,047	1,026	16.97%	80	13.57	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	28	5	17.86%	20	3.57	Agency Workforce.
				<u>100</u>	<u>13.72</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,047	610	10.09%	100	10.09	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	28	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>8.07</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,047	132	2.18%	100	2.18	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	28	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.75</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,047	14	0.23%	100	0.23	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	28	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.19	

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,047	8	0.13%	80	0.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	28	1	3.57%	20	0.71	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.66	

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,047	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	28	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 5
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	76,060	34,450	45.29%	100	45.29	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>36.23</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	76,060	6,420	8.44%	100	8.44	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>6.75</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	76,060	4,354	5.72%	100	5.72	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>4.58</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	76,060	1,280	1.68%	100	1.68	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	1.35	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	76,060	121	0.16%	100	0.16	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.13	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 5
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	76,060	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	14	14	14						1	0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.14%
Professionals	18	15	14	1						3	3						83.33%	16.67%	94.44%	5.56%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	10	8	8						1	2	2						80.00%	20.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	
Protective Service	10	10	10							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	7	3	3							4	4						42.86%	57.14%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	1	0								1	1						0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	21	20	20						1	1				1			95.24%	4.76%	95.24%	0.00%	0.00%	0.00%	4.76%	0.00%	4.76%	
TOTAL	81	70	69	1	0	0	0	0	3	11	10	0	0	0	1	0	86.42%	13.58%	97.53%	1.23%	0.00%	0.00%	1.23%	0.00%	3.70%	

Grand Total Employees for Region 5:	Males:	70	Females:	11	Total Minorities:	2							
		86.42%		13.58%		2.47%							
White:	79	B/AA:	1	H/L:	0	Asian:	0	AI/AN:	1	NHOPI:	0	PWD:	3
	97.53%		1.23%		0.00%		0.00%		1.23%		0.00%		3.70%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	18	10	10	7	1	0	21
Availability Percent	28.99	37.64	30.04	13.72	0.00	0.00	0.00	36.23
Number Needed for Parity	4	6	3	1	0	0	0	7
Number of Affirmative Action Group Members Already Employed	0	3	2	0	4	1	0	1
Underutilization	4	3	1	1				6

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	18	10	10	7	1	0	21
Availability Percent	3.29	3.61	5.56	8.07	0.00	0.00	0.00	6.75
Number Needed for Parity	0	0	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0
Underutilization								1

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO**

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	18	10	10	7	1	0	21
Availability Percent	1.87	1.73	3.95	1.75	0.00	0.00	0.00	4.58
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN**

Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	18	10	10	7	1	0	21
Availability Percent	2.11	6.87	1.22	0.19	0.00	0.00	0.00	1.35
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

1

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	18	10	10	7	1	0	21
Availability Percent	0.37	0.41	0.06	0.66	0.00	0.00	0.00	0.13
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	1

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 5

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	18	10	10	7	1	0	21
Availability Percent	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **6**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	2	2	2						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	8	7	7						1	1							87.50%	12.50%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	1	1	1						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	2	0							2	2							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	7	7	7						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	20	17	17	0	0	0	0	0	3	3	0	0	0	0	0	0	85.00%	15.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 6:		Males: 17	Females: 3	Total Minorities: 0
		85.00%	15.00%	0.00%
White: 20	B/AA: 0	H/L: 0	Asian: 0	AI/AN: 0
#####	0.00%	0.00%	0.00%	0.00%
			NHOPI: 0	PWD: 0
			0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	30,405	12,585	41.39%	80	33.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	213	80	37.56%	20	7.51	Agency Workforce.
				-----	-----	Availability Percent.
				100	32.50	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	30,405	1,285	4.23%	80	3.38	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	213	9	4.23%	20	0.85	Agency Workforce.
				-----	-----	Availability Percent.
				100	3.38	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	30,405	427	1.40%	80	1.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	213	3	1.41%	20	0.28	Agency Workforce.
				-----	-----	Availability Percent.
				100	1.12	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	30,405	282	0.93%	80	0.74	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	213	3	1.41%	20	0.28	Agency Workforce.
				<hr/> 100	<hr/> 0.82	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	30,405	45	0.15%	80	0.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	213	2	0.94%	20	0.19	Agency Workforce.
				<hr/> 100	<hr/> 0.24	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	30,405	15	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	213	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.04	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	28,700	60.69%	80	48.55	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	102	45	44.12%	20	8.82	Agency Workforce.
				<u>100</u>	<u>45.90</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	2,220	4.69%	80	3.76	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	102	2	1.96%	20	0.39	Agency Workforce.
				<u>100</u>	<u>3.32</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	844	1.78%	80	1.43	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	102	3	2.94%	20	0.59	Agency Workforce.
				<u>100</u>	<u>1.61</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	1,683	3.56%	80	2.85	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	102	3	2.94%	20	0.59	Agency Workforce.
				<hr/> 100	<hr/> 2.75	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	39	0.08%	80	0.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	102	1	0.98%	20	0.20	Agency Workforce.
				<hr/> 100	<hr/> 0.21	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	47,290	64	0.14%	100	0.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	102	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.11	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	20,260	9,300	45.90%	80	36.72	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	86	58	67.44%	20	13.49	Agency Workforce.
				<hr/> 100	<hr/> 40.17	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	20,260	1,488	3.08%	80	2.46	Equal Employment Opportunity Tabulation Availability Percent.
2. Those promotable, trainable, and transferable in the region.	86	2	2.33%	20	0.47	Agency Workforce.
				<hr/> 100	<hr/> 2.34	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	20,260	535	2.64%	80	2.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	86	2	2.33%	20	0.47	Agency Workforce.
				<hr/> 100	<hr/> 2.06	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	20,260	199	0.98%	80	0.79	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	86	1	1.16%	20	0.23	Agency Workforce.
				<hr/> 100	<hr/> 0.81	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	20,260	64	0.32%	100	0.32	Equal Employment Opportunity Tabulation Availability Percent.
2. Those promotable, trainable, and transferable in the region.	86	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.25	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Technicians

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	-----
1. Those having requisite skills in the region.	20,260	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	86	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 0	<hr/> 0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	137	57.32%	80	45.86	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	44	35	79.55%	20	15.91	Agency Workforce.
				<hr/> 100	<hr/> 49.41	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	36	15.06%	80	12.05	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	44	1	2.27%	20	0.45	Agency Workforce.
				<hr/> 100	<hr/> 10.00	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	44	1	2.27%	100	2.27	Agency Workforce.
				<hr/> 100	<hr/> 1.82	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	44	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Paraprofessionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	44	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Paraprofessionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	239	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	44	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Administrative Support

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	55,430	38,150	68.83%	100	68.83	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>55.06</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Administrative Support

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	55,430	4,060	7.32%	100	7.32	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.86</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Administrative Support

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	55,430	933	1.68%	100	1.68	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.35</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Administrative Support

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action	Percentage	Value	Weighted	
	#	Group #	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	55,430	454	0.82%	100	0.82	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.66	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Administrative Support

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action	Percentage	Value	Weighted	
	#	Group #	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	55,430	62	0.11%	100	0.11	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.09	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Administrative Support

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action	Percentage	Value	Weighted	
	#	Group #	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	55,430	25	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 7
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	64,345	28,970	45.02%	100	45.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	36.02	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	64,345	6,719	10.44%	100	10.44	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	8.35	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 7
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	64,345	1,760	2.74%	100	2.74	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.19	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,345	652	1.01%	100	1.01	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.81	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,345	26	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.03	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 7
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	64,345	23	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.03	

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	108	77	73	1	2	1			3	31	30				1		2	71.30%	28.70%	95.37%	0.93%	1.85%	0.93%	0.93%	0.00%	4.63%
Professionals	155	85	76	6	1	1	1		4	70	68	2				6	54.84%	45.16%	92.90%	5.16%	0.65%	0.65%	0.65%	0.00%	6.45%	
Technicians	21	14	13		1				1	7	5	1	1				66.67%	33.33%	85.71%	4.76%	9.52%	0.00%	0.00%	0.00%	4.76%	
Protective Service	9	8	8							1	1						88.89%	11.11%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	44	9	7	1		1			1	35	34		1			1	20.45%	79.55%	93.18%	2.27%	2.27%	2.27%	0.00%	0.00%	4.55%	
Administrative Support	33	11	10	1					1	22	21		1				33.33%	66.67%	93.94%	3.03%	3.03%	0.00%	0.00%	0.00%	3.03%	
Skilled Craft	6	6	5	1						0							100.00%	0.00%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	28	26	24			2			1	2	1				1		92.86%	7.14%	89.29%	0.00%	0.00%	7.14%	3.57%	0.00%	3.57%	
TOTAL	404	236	216	10	4	5	1	0	11	168	160	3	3	0	2	0	9	58.42%	41.58%	93.07%	3.22%	1.73%	1.24%	0.74%	0.00%	4.95%

Grand Total Employees for Region 7:		Males:	236	Females:	168	Total Minorities:	28
			58.42%		41.58%		6.93%
White:	376	B/AA:	13	H/L:	7	Asian:	5
	93.07%		3.22%		1.73%		1.24%
						AI/AN:	3
							0.74%
						NHOPI:	0
							0.00%
						PWD:	20
							4.95%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	108	155	21	9	44	33	6	28
Availability Percent	32.50	45.90	40.17	0.00	49.41	55.06	0.00	36.02
Number Needed for Parity	35	71	8	0	21	18	0	10
Number of Affirmative Action Group Members Already Employed	31	70	7	1	35	22	0	2
Underutilization	4	1	1					8

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	108	155	21	9	44	33	6	28
Availability Percent	3.38	3.32	2.34	0.00	10.00	5.86	0.00	8.35
Number Needed for Parity	3	5	0	0	4	1	0	2
Number of Affirmative Action Group Members Already Employed	1	8	1	0	1	1	1	0
Underutilization	2				3			2

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	108	155	21	9	44	33	6	28
Availability Percent	1.12	1.61	2.06	0.00	1.82	1.35	0.00	2.19
Number Needed for Parity	1	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	1	2	0	1	1	0	0
Underutilization		1						

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	108	155	21	9	44	33	6	28
Availability Percent	0.82	2.75	0.81	0.00	1.82	0.66	0.00	0.81
Number Needed for Parity	0	4	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	1	0	0	1	0	0	2
Underutilization		3						

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	108	155	21	9	44	33	6	28
Availability Percent	0.24	0.21	0.25	0.00	0.00	0.09	0.00	0.03
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	1	0	0	0	0	0	1

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	108	155	21	9	44	33	6	28
Availability Percent	0.04	0.11	0.00	0.00	0.00	0.04	0.00	0.03
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 8
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,630	11,200	39.12%	80	31.30	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	72	5	6.94%	20	1.39	Agency Workforce.
				100	26.15	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,630	1,695	5.92%	100	5.92	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	72	0	0.00%	0	0.00	Agency Workforce.
				100	4.74	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,630	649	2.27%	80	1.81	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	72	1	1.39%	20	0.28	Agency Workforce.
				100	1.67	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,630	239	0.83%	100	0.83	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	72	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.67	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,630	18	0.06%	80	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	72	1	1.39%	20	0.28	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.26	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	28,630	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	72	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 8
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,860	27,640	61.61%	80	49.29	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	58	6	10.34%	20	2.07	Agency Workforce.
				<u>100</u>	<u>41.09</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,860	3,603	8.03%	100	8.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	58	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>6.43</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,860	904	2.02%	80	1.61	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	58	1	1.72%	20	0.34	Agency Workforce.
				<u>100</u>	<u>1.57</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Department of Natural Resources
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,860	810	1.81%	100	1.81	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	58	0	0.00%	0	0.00	
				<hr/>	<hr/>	Availability Percent.
				100	1.44	

AGENCY: Department of Natural Resources
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,860	24	0.05%	80	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	58	1	1.72%	20	0.34	
				<hr/>	<hr/>	Availability Percent.
				100	0.31	

AGENCY: Department of Natural Resources
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	44,860	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	58	0	0.00%	0	0.00	
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
WOMEN
 Region: 8
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,215	1,039	16.72%	80	13.37	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	5	12.20%	20	2.44	Agency Workforce.
				<hr/> 100	<hr/> 12.65	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,215	779	12.53%	100	12.53	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 10.03	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,215	47	0.76%	100	0.76	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.60	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,215	85	1.37%	100	1.37	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.09</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,215	25	0.40%	80	0.32	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	1	2.44%	20	0.49	Agency Workforce.
				<u>100</u>	<u>0.65</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	6,215	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	41	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 8
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	73,020	33,160	45.41%	100	45.41	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>36.33</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	73,020	12,573	17.22%	100	17.22	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>13.77</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	73,020	3,020	4.14%	100	4.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>3.31</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	73,020	819	1.12%	100	1.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.90	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	73,020	75	0.10%	100	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.08	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 8
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	73,020	39	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.04	

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
		Officials / Administrators	11	10	10						1	1							90.91%	9.09%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	20	16	16						4	4							80.00%	20.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	17	17	16		1				0								100.00%	0.00%	94.12%	0.00%	5.88%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	6	1	1						5	5					1		16.67%	83.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	16.67%	
Administrative Support	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	35	34	33				1		4	1	1						97.14%	2.86%	97.14%	0.00%	0.00%	0.00%	2.86%	0.00%	11.43%	
TOTAL	89	78	76	0	1	0	1	0	4	11	11	0	0	0	0	1	87.64%	12.36%	97.75%	0.00%	1.12%	0.00%	1.12%	0.00%	5.62%	

Grand Total Employees for Region 8:	Males: 78 87.64%	Females: 11 12.36%	Total Minorities: 2 2.25%
White: 87 97.75%	B/AA: 0 0.00%	H/L: 1 1.12%	Asian: 0 0.00%
	AI/AN: 1 1.12%	NHOPI: 0 0.00%	PWD: 5 5.62%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	20	0	17	6	0	0	35
Availability Percent	26.15	41.09	0.00	12.65	0.00	0.00	0.00	36.33
Number Needed for Parity	2	8	0	2	0	0	0	12
Number of Affirmative Action Group Members Already Employed	1	4	0	0	5	0	0	1
Underutilization	1	4		2				11

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	20	0	17	6	0	0	35
Availability Percent	4.01	6.43	0.00	10.03	0.00	0.00	0.00	13.77
Number Needed for Parity	0	1	0	1	0	0	0	4
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization		1		1				4

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO**

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	20	0	17	6	0	0	35
Availability Percent	1.67	1.57	0.00	0.60	0.00	0.00	0.00	3.31
Number Needed for Parity	0	0	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	0	0	1	0	0	0	0
Underutilization								1

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN**

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	20	0	17	6	0	0	35
Availability Percent	0.67	1.44	0.00	1.09	0.00	0.00	0.00	0.90
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	20	0	17	6	0	0	35
Availability Percent	0.26	0.31	0.00	0.65	0.00	0.00	0.00	0.08
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	1

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 8

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	20	0	17	6	0	0	35
Availability Percent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.04
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	12,740	4,660	36.58%	80	29.26	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	31	2	6.45%	20	1.29	Agency Workforce.
				<hr/> 100	<hr/> 24.44	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	12,740	88	0.69%	100	0.69	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	31	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.55	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	12,740	207	1.62%	100	1.62	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	31	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 1.30	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	12,740	143	1.12%	100	1.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	31	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.90	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	12,740	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	31	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	12,740	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	31	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	18,170	11,205	61.67%	80	49.33	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	2	11.11%	20	2.22	Agency Workforce.
				<u>100</u>	<u>41.25</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	18,170	320	1.76%	100	1.76	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.41</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	18,170	315	1.73%	100	1.73	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>1.39</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	18,170	468	2.58%	100	2.58	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	2.06	

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	18,170	10	0.06%	100	0.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.04	

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	18,170	10	0.06%	100	0.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	18	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.04	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
WOMEN
 Region: 9
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,615	17,440	45.16%	100	45.16	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	36.13	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,615	678	1.76%	100	1.76	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.40	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 9
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	38,615	863	2.23%	100	2.23	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	1.79	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	38,615	403	1.04%	100	1.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.83	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**AMERICAN INDIAN or
 ALASKAN NATIVE**
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	38,615	68	0.18%	100	0.18	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.14	

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
 PACIFIC ISLANDER**
 Region: 9
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	38,615	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **9**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	11	11	11							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	16	14	14							2	2						87.50%	12.50%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	3	1	1							2	2						33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	5	1	1							4	4						20.00%	80.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	15	15	15													1	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.67%
TOTAL	50	42	42	0	0	0	0	0	1	8	8	0	0	0	0	0	84.00%	16.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.00%

Grand Total Employees for Region 9:	Males: 42	Females: 8	Total Minorities: 0
	84.00%	16.00%	0.00%
White: 50	B/AA: 0	H/L: 0	Asian: 0
#####	0.00%	0.00%	0.00%
	AI/AN: 0	NHOPI: 0	PWD: 1
	0.00%	0.00%	2.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **WOMEN**

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	16	0	0	3	5	0	15
Availability Percent	24.44	41.25	0.00	0.00	0.00	0.00	0.00	36.13
Number Needed for Parity	2	6	0	0	0	0	0	5
Number of Affirmative Action Group Members Already Employed	0	2	0	0	2	4	0	0
Underutilization	2	4						5

Agency: Department of Natural Resources
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	16	0	0	3	5	0	15
Availability Percent	0.55	1.41	0.00	0.00	0.00	0.00	0.00	1.40
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization								

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	16	0	0	3	5	0	15
Availability Percent	1.30	1.39	0.00	0.00	0.00	0.00	0.00	1.79
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN** Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	16	0	0	3	5	0	15
Availability Percent	0.90	2.06	0.00	0.00	0.00	0.00	0.00	0.83
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	16	0	0	3	5	0	15
Availability Percent	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.14
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 9

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	11	16	0	0	3	5	0	15
Availability Percent	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,215	6,400	45.02%	80	36.02	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	136	20	14.71%	20	2.94	Agency Workforce.
				<hr/> 100	<hr/> 31.17	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,215	368	2.59%	100	2.59	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	136	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 2.07	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	14,215	73	0.51%	80	0.41	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	136	2	1.47%	20	0.29	Agency Workforce.
				<hr/> 100	<hr/> 0.56	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	14,215	167	1.17%	80	0.94	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	136	1	0.74%	20	0.15	Agency Workforce.
				<hr/> 100	<hr/> 0.87	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	14,215	8	0.06%	80	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	136	2	1.47%	20	0.29	Agency Workforce.
				<hr/> 100	<hr/> 0.27	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Officials/Administrators

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	14,215	4	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	136	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 0.02	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,070	15,670	62.50%	80	50.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	83	12	14.46%	20	2.89	Agency Workforce.
				<hr/> 100	<hr/> 42.32	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,070	1,219	4.86%	100	4.86	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	83	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 3.89	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	25,070	496	1.98%	100	1.98	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	83	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 1.58	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,070	982	3.92%	100	3.92	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	83	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	3.13	

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,070	53	0.21%	100	0.21	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	83	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.17	

AGENCY: [Department of Natural Resources](#)
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	25,070	10	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	83	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.03	

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	3,763	708	18.81%	80	15.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	55	8	14.55%	20	2.91	Agency Workforce.
				<hr/> 100	<hr/> 14.37	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	3,763	155	4.12%	100	4.12	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	55	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 3.30	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	3,763	62	1.65%	100	1.65	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	55	0	0.00%	0	0.00	Agency Workforce.
				<hr/> 100	<hr/> 1.32	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	3,763	10	0.27%	100	0.27	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	55	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.21	

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	3,763	15	0.40%	100	0.40	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	55	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				100	0.32	

AGENCY: [Department of Natural Resources](#)
 Category: Protective Service Workers

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	3,763	0	0.00%	0	0.00	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	55	0	0.00%	0	0.00	Agency Workforce.
				<hr/>	<hr/>	Availability Percent.
				0	0.00	

Availability

AGENCY: Department of Natural Resources
 Category: Paraprofessionals

Percent Worksheet

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	7,139	6,025	84.40%	80	67.52	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	5	4	80.00%	20	16.00	Agency Workforce.
				100	66.81	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Paraprofessionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	7,139	1,215	17.02%	100	17.02	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	5	0	0.00%	0	0.00	Agency Workforce.
				100	13.62	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Paraprofessionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	7,139	174	2.44%	100	2.44	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	5	0	0.00%	0	0.00	Agency Workforce.
				100	1.95	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	7,139	46	0.64%	80	0.52	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	5	1	20.00%	20	4.00	Agency Workforce.
				<u>100</u>	<u>3.61</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	7,139	6	0.08%	100	0.08	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	5	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.07</u>	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Paraprofessionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage	Value	Weighted	
	#	#	Total %	Weight %	Factor %	
	-----	-----	-----	-----	-----	-----
1. Those having requisite skills in the region.	7,139	0	0.00%	0	0.00	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	5	0	0.00%	0	0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Service-Maintenance

Availability Percent Worksheet

Affirmative Action Group:
WOMEN
 Region: 10
 Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,160	18,010	44.85%	100	44.85	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	35.88	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Service-Maintenance

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,160	2,577	6.42%	100	6.42	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	5.13	Availability Percent.

AGENCY: Department of Natural Resources
 Category: Service-Maintenance

Affirmative Action Group:
HISPANIC or LATINO
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,160	1,359	3.38%	100	3.38	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	2.71	Availability Percent.

Availability Percent Worksheet

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
ASIAN
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,160	427	1.06%	100	1.06	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.85	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,160	52	0.13%	100	0.13	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.10	Availability Percent.

AGENCY: [Department of Natural Resources](#)
 Category: Service-Maintenance

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 10
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	40,160	15	0.04%	100	0.04	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	0	0	0.00%	0	0.00	Agency Workforce.
				100	0.03	Availability Percent.

Workforce Analysis by Region

Agency: Department of Natural Resources

Reporting Period: FY2024

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI /	NH	PWD	Total	W	B/AA	H/L	A	AI /	NH	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
							AN	OPI							AN	OPI										
Officials / Administrators	18	18	18						0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	64	49	48				1		2	15	11		2	1	1		76.56%	23.44%	92.19%	0.00%	3.13%	1.56%	3.13%	0.00%	6.25%	
Technicians	8	5	5						1	3	3					1	62.50%	37.50%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	
Protective Service	22	21	21						1	1	1						95.45%	4.55%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.55%	
Para-professionals	11	4	4							7	7						36.36%	63.64%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	5	1	1							4	3			1			20.00%	80.00%	80.00%	0.00%	0.00%	20.00%	0.00%	0.00%	0.00%	
Skilled Craft	2	2	2							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	42	41	41						1	1	1						97.62%	2.38%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.38%	
TOTAL	172	141	140	0	0	0	1	0	5	31	26	0	2	2	1	0	81.98%	18.02%	96.51%	0.00%	1.16%	1.16%	1.16%	0.00%	4.65%	

Grand Total Employees for Region 10:	Males: 141	Females: 31	Total Minorities: 6
	81.98%	18.02%	3.49%
White: 166	B/AA: 0	H/L: 2	Asian: 2
96.51%	0.00%	1.16%	1.16%
			AI/AN: 2
			1.16%
			NHOPI: 0
			0.00%
			PWD: 8
			4.65%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Utilization Analysis

Agency: Department of Natural Resources
Affirmative Action Group: **WOMEN**

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	64	8	22	11	5	2	42
Availability Percent	31.17	42.32	0.00	14.37	66.81	0.00	0.00	35.88
Number Needed for Parity	5	27	0	3	7	0	0	15
Number of Affirmative Action Group Members Already Employed	0	15	3	1	7	4	0	1
Underutilization	5	12		2				14

Agency: Department of Natural Resources
Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	64	8	22	11	5	2	42
Availability Percent	2.07	3.89	0.00	3.30	13.62	0.00	0.00	5.13
Number Needed for Parity	0	2	0	0	1	0	0	2
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization		2			1			2

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **HISPANIC or LATINO** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	64	8	22	11	5	2	42
Availability Percent	0.56	1.58	0.00	1.32	1.95	0.00	0.00	2.71
Number Needed for Parity	0	1	0	0	0	0	0	1
Number of Affirmative Action Group Members Already Employed	0	2	0	0	0	0	0	0
Underutilization								1

Agency: Department of Natural Resources
 Affirmative Action Group: **ASIAN** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	64	8	22	11	5	2	42
Availability Percent	0.87	3.13	0.00	0.21	3.61	0.00	0.00	0.85
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	1	0	0
Underutilization		1						

Utilization Analysis

Agency: Department of Natural Resources
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	64	8	22	11	5	2	42
Availability Percent	0.27	0.17	0.00	0.32	0.07	0.00	0.00	0.10
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	2	0	0	0	0	0	0

Underutilization

Agency: Department of Natural Resources
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 10

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	18	64	8	22	11	5	2	42
Availability Percent	0.02	0.03	0.00	0.00	0.00	0.00	0.00	0.03
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Underutilization Summary by Region

Name of Agency: Department of Natural Resources

Fiscal Year: FY2024

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1	3		1	1				2	2										3	7	4			
2																								
3							3																	
4																								
5	4						3			1			1						1					
6																								
7	4	2					1		1	3			1											
8	1						4	1											2	1				
9	2						4																	
10	5						12	2		1									2					
Total	19	2	1	1	0	0	27	5	3	5	0	0	2	0	0	0	0	0	8	8	4	0	0	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1																			7	3	7			
2																			4	1	1			
3																			9	1				
4																			3					
5																			6	1				
6																								
7		3																	8	2				
8																			11	4	1			
9																			5					
10		1																	14	2	1			
Total	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	67	14	10	0	0	0

Total underutilization for Women: 123

Total underutilization for Black or African American: 33

Total underutilization for Hispanic or Latino: 18

Total underutilization for Asian: 6

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander
DHR 11-AAP (Rev. Feb. 2016)

IDNR PROMOTABLE CATEGORIES CHART

OFFICIALS/ADMINISTRATORS

Professionals
Technicians
Protective Service
Service/Maintenance

PROFESSIONALS

Technicians
Protective Service
Paraprofessionals
Service/Maintenance

TECHNICIANS

Protective Service
Paraprofessionals
Administrative Support

PROTECTIVE SERVICE

Paraprofessionals
Skilled Craft
Service/Maintenance

PARAPROFESSIONALS

Administrative Support

ADMINISTRATIVE SUPPORT

None

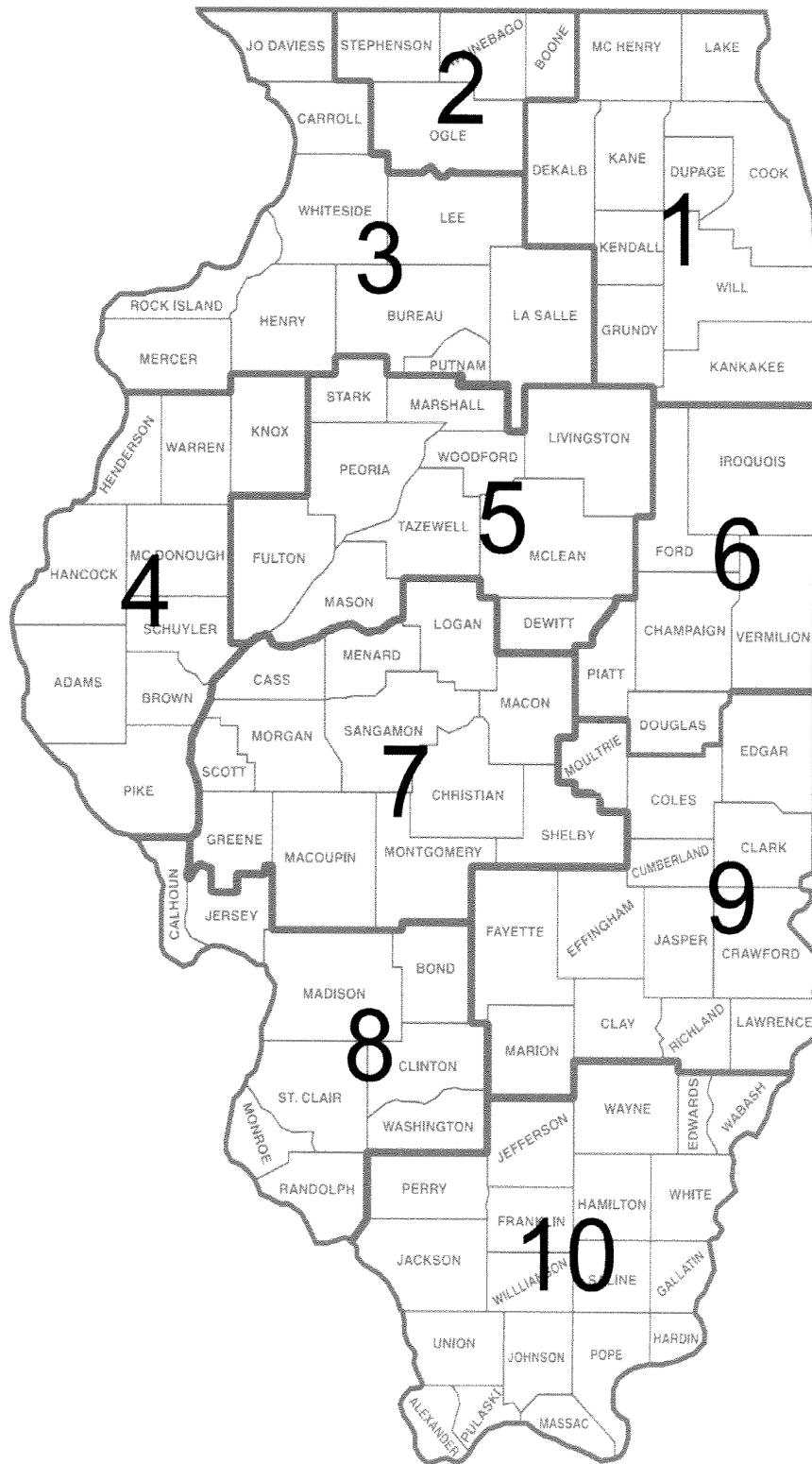
SKILLED CRAFT

Service/Maintenance

SERVICE MAINTENANCE

None

Illinois Department of Human Rights State Regional Map



Illinois Counties by Region

REGION 1

Cook
DeKalb
DuPage
Grundy
Kane
Kankakee
Kendall
Lake
McHenry
Will

REGION 2

Boone
Ogle
Stephenson
Winnebago

REGION 3

Bureau
Carroll
Henry
Jo Daviess
LaSalle
Lee
Mercer
Putnam
Rock Island
Whiteside

REGION 4

Adams
Brown
Hancock
Henderson
Knox
McDonough
Pike
Schuyler
Warren

REGION 5

DeWitt
Fulton
Livingston
Marshall
Mason
McLean
Peoria
Stark
Tazewell
Woodford

REGION 6

Champaign
Douglas
Ford
Iroquois
Piatt
Vermilion

REGION 7

Christian
Cass
Greene
Logan
Macon
Macoupin
Menard
Morgan
Montgomery
Sangamon
Scott
Shelby

REGION 8

Bond
Calhoun
Clinton
Jersey
Madison
Monroe
Randolph
St. Clair
Washington

REGION 9

Clark
Clay
Coles
Crawford
Cumberland
Edgar
Effingham
Fayette
Jasper
Lawrence
Marion
Moultrie
Richland

REGION 10

Alexander
Edwards
Franklin
Gallatin
Hamilton
Hardin
Jackson
Jefferson
Johnson
Massac
Perry
Pope
Pulaski
Saline
Union
Wabash
Wayne
White
Williamson

SECTION THREE

Illinois Department of Natural Resources Agency Program Goals

Problem Area:

Continue to promote greater awareness and understanding of the EEO/AA goals and objectives of the Department among supervisors, managers, and staff, which will create a culture of inclusion and respect.

Goals:

- To promote awareness, understanding, and commitment to Affirmative Action.
- To create a culture that embraces diversity, equity, inclusion, and accessibility.
- To educate each employee about resources and ways to report areas of concern.

Objective:

- Notify and educate supervisors, management, and staff on a regular basis of the Department's goals.
- Promote DNR internally and externally as a workplace that supports diversity, equity, inclusion, and accessibility.
- Create internal materials that encourage awareness and acceptance of a diverse workforce, as well as the processes for raising concerns.

Action Plan:

1. Notify Department staff of our FY24 Goals.
 - a. Assignment of Responsibility - EEO Officer & Department Director
 - b. Completion Target Date - June 30, 2024
 - c. Monitoring Procedure - Presentation and/or Correspondence
2. Update Human Resources staff of underutilization, identify opportunities to modify procedures, and review job postings for inclusion of neutral language.
 - a. Assignment of Responsibility - EEO Officer, Chief of Staff, HR Director & Staff
 - b. Completion Target Date - June 30, 2024
 - c. Monitoring Procedure - Quarterly EEO Reports, Hiring Monitors/Process
3. Continued deployment of Diversity, Equity, & Inclusiveness training covering a variety of topics targeted to increase awareness and acceptance of a diverse workforce.
 - a. Assignment of Responsibility - EEO Officer, HR Manager, Training Manager
 - b. Completion Target Date - June 30, 2024
 - c. Monitoring Procedure - Training Reports
4. Use social media and internal web platforms to promote vacancies across more diverse channels.
 - a. Assignment of Responsibility - EEO Officer/Marketing Office/Communications Office
 - b. Completion Target Date - June 30, 2024
 - c. Monitoring Procedure - Certification of placement by facility leadership
5. Hiring of Staff to fill positions with the main goal of recruiting.
 - a. Assignment of Responsibility - EEO Officer/HR Manager
 - b. Completion Target Date - Jan 1, 2024

c. Monitoring Procedure – Reviewing of hiring and staffing

Illinois Department of Natural Resources Agency Numeric Goals – Summary

Summary:

The Department is underutilized by a total of 123 Women, 33 Black/African Americans, 18 Hispanic/Latinos and 6 Asians in the EEO job categories of Officials/Administrators, Professionals, Technicians, Protective Services, Paraprofessionals, and Service/Maintenance.

Problem Area:

The Department needs a detailed recruitment plan that uses a variety of platforms to engage with candidates from diverse backgrounds.

Goals:

- To increase its recruitment activities.
- To engage job seekers on multiple platforms (in-person, social media, internships, distribution lists, newsletters, partner organizations, etc.).
- To critically review job qualifications in order to reach the broadest pool of possible candidates/applicants.

Objectives:

- To identify and recruit well-qualified minorities and protected class applicants through participation in various outreach activities.
- To engage with classifications, hiring, and interviewing personnel about broadening the applicable qualifications for positions where appropriate.
- To create a recruitment plan to increase the number of applications received for vacancies.

Action Plan:

1. Advise recruitment sources regarding vacancies.
 - i. Work in conjunction with the IDHR, CMS Diversity Enrichment Program, other state agencies, members of the Legislative Black and Hispanic Caucus, minority associations, faith-based organizations, etc.
 - ii. Actively recruit via Handshake job postings and at educational or career outreach events.
 - iii. Use specialized email address (DNR.Jobs@illinois.gov) for job seekers to opt-in and receive information on job postings, upcoming vacancies, changes to qualifications, etc.
 - b. Assignment of Responsibility - EEO Officer, HR Staff, Media & Public Relations*
 - c. Completion Target Date - June 30, 2024*
 - d. Monitoring Procedure - Quarterly EEO Reports, Records Retention*
2. Audit positions and EEO Categories to ensure that job titles are properly categorized.
 - a. Assignment of Responsibility - EEO Officer, HR Staff*
 - b. Completion Target Date - June 30, 2024*
 - c. Monitoring Procedure - HRIS, Quarterly Reports*
3. Use options from CMS for recruitment of minorities off open competitive lists and participate in the State of Illinois online hiring system.
 - a. Assignment of Responsibility - EEO Officer, HR Staff*
 - b. Completion Target Date - June 30, 2024*

c. Monitoring Procedure - Quarterly EEO Reports, Hiring Monitors

4. Work with IDNR's Communications Team to:

- i. Establish a social media outreach program and editorial calendar including Facebook, Twitter, LinkedIn, etc. where we can direct users to job postings or other employment information.
- ii. Update agency website to emphasize DNR's employment opportunities.
- iii. Use recruitment management tools in the Human Capital Management System.

b. Assignment of Responsibility - EEO Officer, Communications Team, DoIT

c. Completion Target Date - June 30, 2024

d. Monitoring Procedure - Quarterly EEO Reports, Hiring Monitors

5. Identify opportunities for Internship programs through colleges, universities, etc.

a. Assignment of Responsibility - EEO Officer, HR Staff

b. Completion Target Date - June 30, 2024

c. Monitoring Procedure - Program Participation

6. Increase the visibility of the department thru increased job fair visits and recruiting efforts.

a. Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff

b. Completion Target Date - June 30, 2024

c. Monitoring Procedure - Quarterly EEO Reports, Event Reports

**Illinois Department of Natural Resources
Agency Numeric Goals – Officials/Administrators**

Problem Areas:

- Region 1 – underutilization of one (1) Hispanic/Latino employee
- Region 1 – underutilization of one (1) Asian employee
- Region 7 – underutilization of two (2) Black/African American employees
- Regions 1, 5, 7, 8, 9, 10 – underutilization of nineteen (19) Women

Goals:

- Eliminate the underutilization of Hispanics in the Officials/Administrators category.
- Eliminate the underutilization of African Americans in the Officials/Administrators category.
- Eliminate the underutilization of Women in the Officials/Administrators category.

Objective:

- Identify vacancies in the Officials/Administrators category in the specific regions and recruit candidates to apply for these roles.
- Educate internal workforce about opportunities to promote.

Action Plan (in addition to Program Goals):

1. Advise hiring officials, Human Resources staff, administrative personnel, and interview panelists about the underutilization of Hispanics, African Americans, and Women in the Officials/Administrators category.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff, Interview Panelists*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Interview/Selection Training Registration, Hiring/Promotion Monitors*
2. Monitor eligibility lists to ensure that protected classes are available and interviewed.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Hiring/Promotion Monitors*
3. Critically review Hiring/Promotion Monitors, including the diversity of the interview panel in an effort to reduce/eliminate unintentional bias against women and minority candidates.
 - a. *Assignment of Responsibility: EEO Officer, HR Staff*
 - b. *Completion Target Date: June 30, 2024*
 - c. *Monitoring Procedure: Quarterly EEO Reports, Hiring/Promotion Monitors*
4. Target Job fairs that fulfill this EEO category and will have the target audience.
 - a. *Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Event Reports*

Illinois Department of Natural Resources Agency Numeric Goals – Professionals

Problem Areas:

- Regions 1, 8, 10 – underutilization of five (5) Black/African American
- Region 1, 7 – underutilization of three (3) Hispanic/Latino employee
- Regions 5, 7 – underutilization of five (5) Asian employees
- Regions 3, 5, 7, 8, 9, 10 – underutilization of twenty-seven (27) Women employees

Goals:

- Eliminate the underutilization of Women in the Professionals category.
- Eliminate the underutilization of Black/African Americans, Hispanic/Latinos, and Asians in the Professionals category.

Objectives:

- To identify candidate pools of diverse applicants with backgrounds and education in specialized fields such as Accounting, Architecture, Chemistry, Engineering, Conservation, Environmental Science, Geography, Land Management, Microbiology, Legal Studies, etc.
- To recruit to the candidate pools identified and encourage application to vacancies in the Professionals category.

Action Plan (in addition to Program Goals):

1. Use Handshake to post job vacancies at schools focused on the specialized fields listed above.
 - a. *Assignment of Responsibility - EEO Officer*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Handshake activity*
2. Advise hiring officials, Human Resources staff, administrative personnel, and interview panelists about the underutilization in the Professionals category.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff, Interview Panelists*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Interview/Selection Training Registration, Hiring/Promotion Monitors*
3. Monitor eligibility lists to ensure that protected classes are available and interviewed.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Hiring/Promotion Monitors*
4. Critically review Hiring/Promotion Monitors, including the diversity of the interview panel in an effort to reduce/eliminate unintentional bias against women and minority candidates.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Hiring/Promotion Monitors*
5. Target Job fairs that fulfill this EEO category and will have the target audience.
 - a. *Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Event Reports*

Illinois Department of Natural Resources Agency Numeric Goals – Technicians

Problem Areas:

- Regions 5, 7 – underutilization of two (2) Women employees

Goals:

- Eliminate the underutilization of Women in the Technicians category.

Objectives:

- To understand DNR's hiring needs and practices in the Technicians category.
- To recruit to the candidates into the specific positions in the Technicians category.

The Technicians category for IDNR includes the following titles:

Account Technician I, II
Electronic Equipment Installer/Repairer
Electronic Equipment Installer/Repairer Lead Worker
Engineering Technician I, II, III, IV
Environmental Protection Associate
Environmental Protection Legal Investigator I
Laboratory Associate I
Natural Resources Technician II
Photographer II

Action Plan (in addition to Program Goals):

1. Review the opportunities and hiring practices of DNR in the Technicians titles.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - HRIS Reports, Hiring Data and Summary*

2. Identify recruitment sources and provide information regarding vacancies.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports*

3. Monitor eligibility lists to ensure that protected classes are available and interviewed.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Hiring/Promotion Monitors*

4. Target Job fairs that fulfill this EEO category and will have the target audience.
 - a. *Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Event Reports*

**Illinois Department of Natural Resources
Agency Numeric Goals – Protective Service**

Problem Areas:

- Region 1, 8 – underutilization of eight (8) Black/African American employees
- Region 1 – underutilization of four (4) Hispanic/Latino employees
- Region 1, 5, 8, 10 – underutilization of eight (8) Women employees

Goals:

- To diversify the workforce in the Conservation Officer, Guard, Site Security Officer, and State Mine Inspector Titles.

Objectives:

- To critically analyze the minimum requirements, recruitment, testing, hiring, and training of Conservation Officers and restructure as needed.
- To review the employment history of current State Mine Inspectors and where similarities exist, establish a recruitment plan for diverse candidates in those fields/areas.

Action Plan (in addition to Program Goals):

1. Study employment backgrounds of former and current State Mine Inspectors to determine if a recruitment plan can be developed to assist with hiring a more diverse workforce for these positions.
 - a. *Assignment of Responsibility -EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Research Report*

2. Critically review Hiring/Promotion Monitors, including the diversity of the interview panel in an effort to reduce/eliminate unintentional bias against women and minority candidates.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Hiring/Promotion Monitors*

3. Utilize updated recruitment information for Conservation Officers to better recruit diverse employees.
 - a. *Assignment of Responsibility - EEO Officer, HR Staff, OLE Staff, Media & Public Relations*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports*

4. Target Job fairs that fulfill this EEO category and will have the target audience.
 - a. *Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff*
 - b. *Completion Target Date - June 30, 2024*
 - c. *Monitoring Procedure - Quarterly EEO Reports, Event Reports*

**Illinois Department of Natural Resources
Agency Numeric Goals – Paraprofessionals**

Problem Areas:

- Regions 7, 10 – underutilization of four (4) Black/African American employees

Goals:

- Eliminate the underutilization of Black/African Americans in the Paraprofessionals category.

Objectives:

- Where these positions are filled outside the respective collective bargaining agreement, to ensure that a diverse candidate pool is available.

Action Plan (in addition to Program Goals):

- 1) Identify recruitment sources and provide information regarding vacancies.
 - a) *Assignment of Responsibility -EEO Officer, HR Staff*
 - b) *Completion Target Date - June 30, 2024*
 - c) *Monitoring Procedure - Quarterly EEO Reports*

- 2) Monitor eligibility lists to ensure that protected classes are available and interviewed.
 - a) *Assignment of Responsibility - EEO Officer, HR Staff*
 - b) *Completion Target Date - June 30, 2024*
 - c) *Monitoring Procedure - Quarterly EEO Reports, Hiring/Promotion Monitors*

- 3) Target Job fairs that fulfill this EEO category and will have the target audience.
 - a) *Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff*
 - b) *Completion Target Date - June 30, 2024*
 - c) *Monitoring Procedure - Quarterly EEO Reports, Event Reports*

**Illinois Department of Natural Resources
Agency Numeric Goals – Service/Maintenance**

Problem Areas:

- Regions 1, 3, 5, 7, 8, 10 – underutilization of fourteen (14) Black/African American employees
- Regions 1,8, 10– underutilization of ten (10) Hispanic/Latino employees
- All Regions except 6 – underutilization of sixty-seven (67) Women employees

Goals:

- Reduce the underutilization of Women, Black/African Americans, and Hispanic/Latino employees in this category.

Objectives:

- To understand DNR's hiring needs and practices in the Service/Maintenance category.
- To recruit to the candidates into the specific positions in this category.

The Service/Maintenance category for IDNR includes the following titles:

- Building/Grounds Laborer
- Building/Grounds Lead I
- Building/Grounds Maintenance Worker
- Building/Grounds Supervisor
- Conservation/Historic Preservation Worker
- Intermittent Laborer Maintenance
- Lock and Dam Tender
- Natural Resources Technician I
- Site Technician I, II
- Storekeeper I, II

Action Plan (in addition to Program Goals):

- 1) Review the opportunities and hiring practices of DNR in the Service/Maintenance titles.
 - a) *Assignment of Responsibility - EEO Officer, HR Staff*
 - b) *Completion Target Date - June 30, 2024*
 - c) *Monitoring Procedure - HRIS Reports, Hiring Data and Summary*
- 2) Identify recruitment sources and provide information regarding vacancies.
 - a) *Assignment of Responsibility - EEO Officer, HR Staff*
 - b) *Completion Target Date - June 30, 2024*
 - c) *Monitoring Procedure - Quarterly EEO Reports*
- 3) Monitor eligibility lists to ensure that protected classes are available and interviewed.
 - a) *Assignment of Responsibility - EEO Officer, HR Staff*
 - b) *Completion Target Date - June 30, 2024*
 - c) *Monitoring Procedure - Quarterly EEO Reports, Hiring/Promotion Monitors*
- 4) Target Job fairs that fulfill this EEO category and will have the target audience.
 - a) *Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff*
 - b) *Completion Target Date - June 30, 2024*
 - c) *Monitoring Procedure - Quarterly EEO Reports, Event Reports*

SECTION FOUR

Illinois Department of Natural Resources Discrimination Complaint Process

A. Policy

The Department affirms its commitment to a policy of Equal Employment Opportunity (EEO) through the implementation of an EEO Complaint Investigation Procedure to promote the internal resolution of employee complaints of alleged discrimination or resolution of external complaints.

The establishment of this EEO Complaint Investigation Procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay, and expense of a prolonged formal investigation. To that end, supervisors and managers are responsible for the resolution of valid complaints of discrimination within their organizational level. The Equal Opportunity/Affirmative Action Officer shall advise and support management in the investigation of complaints, documentation of facts, presentation of findings and recommendations to resolve the dispute. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

The use of the EEO Complaint Investigation Procedure does not preclude the right of an individual to file a charge directly with the State (Department of Human Rights), federal (Equal Employment Opportunity Commission) or any other appropriate governmental agencies (Office of Executive Inspector General, U.S. Fish & Wildlife Service, etc.).

B. Procedures

When someone wishes to file a written grievance alleging noncompliance with the Illinois Human Rights Act or its interpretive regulations or any other applicable state or federal statute, ask questions about their rights and remedies under the Act or request reasonable modification to the Department's policies, practices, or procedures, they should contact the Department's Equal Employment Opportunity (EEO) Office.

The EEO Discrimination Complaint Form, which is attached, shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/AA Officer for investigation.

1. Scope and Timeliness

If after consultation with the EEO Office, a person determines that a written grievance should be filed, they must complete the forms found in the Forms Section of the IDNR Policy and Procedure manual and submit them to the EEO Office. An example of this form can be found on the next page. A formal charge of discrimination must be received by the EEO Office within 30 working days of the date of the alleged discrimination. The scope of the investigation shall relate to the specific allegations cited in the charge.

2. Intake Screening

Immediately upon receipt of the complaint form, the EEO Officer shall review the form to determine the initial timeliness, validity, and thoroughness of the information submitted by the complainant. The EEO Officer shall inform the complainant in writing of the acceptance of the complaint for investigation within ten (10) working days of the receipt of the complaint. The complainant shall be promptly notified if further information or documentation is required to support the allegation(s)/charge(s).

3. Investigation

Within fifteen (15) working days of the acceptance of the complaint, the EEO Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisor(s), staff, and witnesses to the alleged discriminatory practice. The investigation shall be concluded as soon as possible after acceptance of the complaint.

4. Withdrawal of the Complaint

The complaint, or any part of the complaint allegation, may be withdrawn by the complainant during the investigation of the complaint upon receipt by the EEO Officer of a written request for withdrawal by the complainant. Withdrawal of the complaint may not in all instances preclude the further investigation and action by the Department.

5. Adjustment or Settlement of the Complaint

If, during the investigation of the complaint, a settlement is reached between the parties, the settlement agreement shall be obtained in writing with the approval of management before the complaint shall be considered closed by the EEO Officer.

6. Dismissal of the Complaint

If, after an analysis of the merits of the complaint, there is a lack of substantial evidence to believe that discrimination has occurred, the complainant shall be notified of the findings in writing within a reasonable period of time and informed of the right to appeal to the Department of Human Rights, Equal Employment Opportunity Commission, or any other appropriate government agencies (OEIG, USFWS, etc.).

7. Investigation Findings

If, however, at the conclusion of the investigation, there exists reasonable cause to believe that discrimination may have occurred, the EEO Officer shall submit a written notice to the immediate supervisor, Chief of Staff, and the Director with the findings and recommendations to resolve the complaint. Within five (5) working days from the date of the written notice, conciliation efforts shall be initiated and the EEO Officer shall participate to seek an equitable resolution of the Complaint.

C. Conciliation Efforts

The EEO Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint. If the complaint cannot be satisfactorily resolved at this level within fifteen (15) working days of the initial settlement discussion, the EEO Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not resolved. The findings, conciliation efforts, and proposed settlement shall be forwarded to the Director for the final review, approval, or other determination. The Director shall make known to the EEO Officer the official position of the Department within fifteen (15) working days of the receipt of the EEO Officer's written report.

D. External Complaint Process

Any person who files an internal complaint through the Department's EEO Office also has the right to file such complaint with the Illinois Department of Human Rights and the Equal Employment Opportunity Commission, or any other appropriate government agency at the contact information provided below.

Upon receipt of an external complaint, the EEO/AA Officer shall conduct a preliminary investigation or fact-finding conference and make recommendations to the Director. The EEO/AA Officer shall also participate in any conference or hearings convened by the enforcement agency with whom the charge or complaint is filed and make recommendations to the Director for disposition of the matter.

Illinois Department of Human Rights (IDHR):

Chicago:

James R. Thompson Center
555 West Monroe Street, 7th Floor
Chicago, Illinois 60661
1-312-814-6200
TTY 1-866-740-3953

Springfield:

524 S. 2nd St., Ste. 300
Springfield, Illinois 62701
1-217-785-5100
TTY 1-866-740-3953

To file with IDHR, the complaint must be filed within 300 calendar days from date of harm.

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:

Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)

Website: www.illinois.gov/sexualharassment

Equal Employment Opportunity Commission (EEOC)

Chicago:

JCK Federal Building
230 South Dearborn Street
Suite 1866 (Enforcement, State and Local & Hearings)
Chicago, Illinois 60604
Phone: 312-872-9777
TTY: 1-866-740-3953
FAX: 312-558-1260

www.eeoc.gov

St. Louis:

Robert A. Young Federal Building
1222 Spruce St, Rm 8-100
St. Louis, Missouri 63103
Phone: 314-798-1960
TTY: 1-800-669-6820
Fax: 314-539-7894

To file with the EEOC, the complaint must be filed within 300 days from date of harm.

Office of the Executive Inspector General

Complaint forms are available at:

https://www2.illinois.gov/oeig/complaints/Documents/Complaint_Form.pdf

Office of Executive Inspector General
Division of Investigations
69 West Washington Street, Suite 3400
Chicago, IL 60602.
Toll-free hotline: (866) 814-1113
TTY: 1-888-261-2734

US Department of the Interior - Fish and Wildlife Services

Beneficiaries of federal funds provided by the United States Fish and Wildlife Service may file a complaint regarding violations of Section 504 and Title IX of the Education Amendments of 1972 at the following:

Office of Civil Rights
Department of the Interior
1849 C Street, NW
Washington, DC 20240

Additional information is available at:

<https://www.doi.gov/pmb/eo/public-civil-rights>

Illinois Department of Natural Resources Procedures for Filing a Sexual Harassment Complaint

A. Policy

An employee who either observes or believes themselves to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the supervisor, EEO Officer, and offending employee. It is not necessary for sexual harassment to be directed at the person making a complaint. All charges, including anonymous complaints, will be accepted, and investigated regardless of how the matter comes to the attention of the Department. No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

B. Employee Options

1. Direct Communication

If there is sexually harassing behavior in the workplace, an employee should directly and clearly express their objection(s), state that the conduct is unwelcome, and request that the offending behavior stop immediately. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

2. Notice to Supervisors/Management

At the same time direct communication is undertaken, or, in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the employee's immediate supervisor, the EEO Officer, or the Ethics Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision, the EEO Officer, or the Ethics Officer. However, the employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of this conduct. Any questions about how to handle a situation can be directed to the EEO Officer or Ethics Officer at any time.

3. Formal Written Complaint

An employee may also report incidents of sexual harassment directly to the EEO Officer or Ethics Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The Department will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

4. External Reporting

The Department has adopted a comprehensive antiharassment policy. The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR), the Equal Employment Opportunity Commission (EEOC), the Office of the Executive Inspector General (OEIG) or any other appropriate government agency about filing a formal complaint. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy, such an employee may, in certain cases, lose the right to further pursue the claim against the employer. An employee who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC, or any other appropriate government agency may file a retaliation charge also due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation. An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery. IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline: Helpline: 1-877-236-7703 (Monday-Friday 8:30 to 5:00) Website: www.illinois.gov/sexualharassment

Discrimination/Sexual Harassment Complaint/Grievance Form

1. Name: _____ Telephone: _____
2. Home Address: _____
3. Are you currently employed by the agency? Yes _____ No _____
4. Indicate your present.
Job Title: _____ Work Unit: _____
Work Location: _____ Work Telephone Number: _____
5. Please indicate what type of complaint: Discrimination _____ Sexual Harassment _____

Please Note: There are definitions to consider when determining whether you have a charge of discrimination or sexual harassment.

Discrimination is most often a difference in treatment as compared with others outside your protected class. Protected classes are listed below as bases for discrimination. Failure to accommodate claims are classified as discrimination. Please identify which basis applies. You may choose more than one basis when alleging discrimination.

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or, 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

6. Date of the alleged discriminatory practice: _____
7. Basis of the alleged discrimination or harassment:
 Race Color Sex Religion _____
 Age Disability National Origin Ancestry
 Marital Status Military Status Pregnancy Retaliation
 Sexual Orientation/Transgender Status Other _____

8. The discrimination/harassment occurred in connection with:
 Interview Hiring Selection Promotion Disciplinary Action
 Compensation Transfer Lay Off Training Opportunity

Other (specify) _____

9. The facts of the alleged discriminatory/harassment are: _____

10. Name(s) and Telephone Number(s) of Witness(es): _____

11. Name(s) and Telephone Number(s) of Comparator Employee(s) (individuals who you believe were treated differently than you):

12. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

Name	Title	Location	Phone Number

Name	Title	Location	Phone Number

13. If you are making a discrimination complaint, please provide evidence to document the basis for the discriminatory practice you are claiming, as indicated in your response to #6 above.

I have attached supporting evidence: Yes No

If yes, describe attachments: _____

14. Have you tried to resolve the discrimination or sexual harassment through your supervisor, EEO Officer, Human Resource, Ethics Officer, the grievance procedure or with any public or private organization?

Yes No

If so who:

EEO Officer HR Ethics Officer Grievance
 Other _____

If yes, please explain indicating the outcome of the efforts: _____

15. Have you filed a charged regarding this situation with any other Agency? Yes No

Illinois Department of Human Rights US Equal Employment Opportunity Commission
 US Fish & Wildlife Service Office of Executive Inspector General
 Other: _____

**To initiate a formal charge of discrimination, this form must be filed with the
IDNR EEO Officer located at: One Natural Resources Way, Springfield IL
62702**

Phone: 217-782-2662 / email DNR.EEOADA@illinois.gov

I certify that this information is true and correct to the best of my knowledge.

Complainant Signature: _____ Date: _____

EEO Signature: _____ Date received: _____

Individuals also have the right to file a formal charge within 180 days of the alleged violation with the Illinois Department of Human Rights, and, within 300 days with the Equal Employment Opportunity Commission.

**STATE OF ILLINOIS
Illinois Department of Human Rights**

100 West Randolph Street, Suite 10 -100
Chicago, IL 60601
(312) 814-6200
(312) 263-1579 (TTY)

222 South College, Room 101
Springfield, IL 62704
(217) 785-5100
(217) 785-5125 (TTY)

2309 W. Main Street
Marion, IL 62959
(618) 993-7463

FEDERAL U.S. EEOC

U.S. Equal Employment Opportunity Commission
St. Louis District Office
Robert A. Young Federal Building
1222 Spruce Street – Room 8.100
St. Louis, MO 63103
1-800-669-4000
1-800-669-6820 (TTY)

U.S. Equal Employment Opportunity Commission
Chicago District Office
500 W. Madison Street
Suite 2800
Chicago, IL 60661
1-800-669-4000
1-800-669-6820 (TTY)

IDNR is committed to creating a diverse workforce that is representative of the residents it serves. This commitment includes fostering and maintaining a workplace where each individual is valued for their skills, experience, and unique perspectives and all employees have an opportunity to participate and contribute.

DISCRIMINATION AND HARASSMENT POLICY STATEMENT

IDNR is an equal opportunity employer. IDNR prohibits all forms of unlawful employment discrimination or harassment on the basis of an individual's actual or perceived protected characteristic which includes race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, veteran status, unfavorable discharge from military service, citizenship status, work authorization status, pregnancy, childbirth or medical and common conditions related to pregnancy or childbirth, marital status, order of protection status, criminal conviction record, or any other characteristic protected by federal, state, or local laws. These protections extend to all employment and personnel decisions, including but not limited to, recruitment, hiring, promotion, compensation, transfer, evaluation, training, discipline, benefits, and all terms and conditions of employment.

Discrimination: means any different or adverse treatment related to the terms, conditions, or privileges of employment based on an individual's actual or perceived protected characteristic rather than on the basis of job-related merit and/or other lawful considerations.

Discriminatory Harassment: means any unwelcome verbal, non-verbal, or physical conduct that disparages, insults, or offends a person or group based on a protected characteristic when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of such conduct is used as a basis for any employment decision; or (3) the behavior has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. A witness to discriminatory harassment may be the subject of harassment if the conduct witnessed has the effect of creating a hostile work environment.

Examples of discriminatory harassment include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person;
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes or innuendo, epithets, or demands; and
- Using, displaying, or communicating words, objects, pictures, cartoons, articles, letters, e-mail or text messages, computer programs, videos, social media, or other material from the Internet that disparage, insult, offend, or ridicule based on a protected characteristic.

SEXUAL HARASSMENT POLICY STATEMENT

Sexual harassment is strictly prohibited. It is the responsibility of each individual employee to refrain from sexual harassment, and it is the right of each individual employee to work in an environment free from sexual harassment.

The Illinois Human Rights Act defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's

work performance or creating an intimidating, hostile, or offensive working environment.

For purposes of this policy, the phrase "working environment" is not limited to the physical location an employee is assigned to perform their official duties and does not require an employment relationship. Sexual harassment can involve "nonemployee" contractors or consultants directly performing services for IDNR and/or the State of Illinois.

Normally the effect that conduct has on the working environment depends upon its pervasiveness over a period of time. However, a single incident of unwanted conduct may be sufficiently severe to be harassment.

Examples of sexual harassment include, but are not limited to:

- **Verbal:** Sexually suggestive or offensive remarks or innuendos, insults, humor or jokes about sex, anatomy, or gender-specific traits; subtle or direct propositions or pressure for sexual favors, unwelcome flirting, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Sexually suggestive or insulting sounds (e.g., whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises, sexually suggestive or offensive memos or messages.
- **Visual:** Sexually suggestive pictures, posters, signs, pin-ups, or slogans of a sexual nature.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing, or rubbing the body, coerced sexual intercourse, or actual assault.

Courts have determined that sexual harassment is also a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. Specific examples include awarding employment opportunities and benefits to an individual who voluntarily or under coercion submits to sexual advances or requiring an individual to submit to unwelcome sexual conduct in order to receive employment opportunities.

Any person can be a victim of sexual harassment. The harassing behavior may be by someone of a different gender or by someone of the same gender.

Sexual harassment can also involve more subtle conduct such as use of endearments or compliments that can be interpreted as sexual in nature and that undermine the ability of an individual to be treated on an equal and professional level.

In compliance with the Sexual Harassment Victim Representation Act, in any proceeding in which the victim and the perpetrator of sexual harassment are members of the same union, the union must designate separate union representatives to represent the parties during the proceedings.

RETALIATION POLICY STATEMENT

IDNR will not tolerate retaliation against any employee who makes a good-faith report of discrimination, harassment, or sexual harassment, or who participates in an investigation, even if, after the investigation, it appears that there has been no violation of this policy.

Retaliation occurs when an employer takes a materially adverse action, including reprimand, discharge, suspension, denial of promotion, demotion, transfer, or change in the terms or conditions of employment, because an individual has engaged or may engage in protected activity. A person engages in protected activity if the person:

1. Opposes that which the person reasonably and in good faith believes to be unlawful discrimination, harassment, sexual harassment, or retaliation.
2. Makes a charge, files a complaint, testifies, assists, or participates in an investigation, proceeding, or hearing related to discrimination, harassment, sexual harassment, or retaliation; or
3. Reports discrimination, harassment, sexual harassment, or retaliation to a direct supervisor or a supervisor within their direct chain of command, IDNR's Equal Employment/Affirmative Action Officer, the Office of Executive Inspector General ("OEIG"), the Illinois Department of Human Rights, the U.S. Equal Employment Opportunity Commission, or any other state or federal agency with jurisdiction over such claims.

No employee shall be discouraged from reporting alleged discrimination, harassment, or sexual harassment or be intimidated by threats or pressure when making a report of alleged discrimination, harassment, or sexual harassment. The State Officials and Employees Ethics Act, the Illinois Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, and the Workplace Transparency Act prohibit retaliatory action against a State employee who discloses what they believe is a violation of a law, rule, or regulation. The Whistleblower Act provides that an employer may not retaliate against an employee from disclosing information they have reasonable cause to believe discloses a violation of a State or federal law, rule, or regulation.

Persons interfering with the attempted reporting of discrimination, harassment, or sexual harassment or those retaliating against individuals reporting such conduct are subject to discipline, up to and including discharge.

REPORTING PROCEDURES

An employee who either observes, becomes aware of, or believes themselves to be the subject of discrimination, harassment, retaliation, or sexual harassment should promptly report this conduct to their immediate supervisor or another supervisor within their chain of command, IDNR Human Resources, "AGENCY's" Ethics Officer, "AGENCY's" EEO/AA Officer, "AGENCY's" Chief Compliance Officer, if applicable, and/or the OEIG. These complaints may be made confidentially. It is not necessary for the inappropriate conduct to be directed at the person making the complaint.

Supervisors must immediately report to the Ethics Officer all allegations of sexual harassment received, whether directly or indirectly.

All State employees are required to report misconduct, including sexual harassment and discrimination, to the Agency Ethics Officer and/or the OEIG. The Ethics Officer acts as the Agency's liaison to the OEIG and must promptly notify the OEIG of any allegations of misconduct after receiving such information. After making the referral to the OEIG, IDNR must take whatever investigatory or disciplinary actions it deems to be appropriate, unless the OEIG has specifically requested, in writing, that the IDNR refrain from taking any further action. The OEIG may also specifically request that the IDNR conduct an internal investigation into the allegations and require the IDNR to provide a written outcome of the investigation.

For further details regarding misconduct reporting obligations, refer to Section 4.1 of this Handbook.

OTHER CONSIDERATIONS

All complaints will be investigated promptly and thoroughly in accordance with applicable law. The investigation will be kept confidential to the greatest extent possible. All employees have an obligation to cooperate with an investigation.

Disqualification from employment on the basis of a criminal conviction is only permitted if the employer conducts an interactive assessment to ensure there is a sufficient relationship between (1) the specific job, (2) the criminal history, and (3) the surrounding circumstances such that one may reasonably think that (a)

the same or similar offense may happen again or (b) the applicant/employee will be an unreasonable risk to property or people.

The failure of any State employee to report known discrimination, harassment, sexual harassment, or retaliation, a State employee knowingly providing false information, or a State employee's failure to cooperate with and aid the OEIG and/or "AGENCY's" Ethic's Officer during an investigation is subject to disciplinary action up to and including discharge.

State employees may also choose to file a charge of discrimination, harassment, or sexual harassment with the Illinois Department of Human Rights ("IDHR") or the U.S. Equal Employment Opportunity Commission ("EEOC") within three hundred (300) days from the alleged incident. Although individuals are not required to file an internal complaint before filing a charge with IDHR and/or the EEOC, employers can only be found responsible for harassment by non-managerial and non-supervisory employees if it was made aware of the conduct and failed to take reasonable corrective measures to address it. Filing an internal complaint will not preclude an individual from also filing a charge with IDHR and/or EEOC and will not extend the time limits for filing such charges. Contact information for these agencies is provided below.

If an investigation confirms that a violation of this policy has occurred, IDNR will take prompt corrective action reasonably designed to end the violation and to prevent further violations. Such corrective action may include disciplinary action against anyone found to have violated this policy, up to and including immediate discharge of employment.

Given the seriousness of consequences for the accused, employees who report deliberately and demonstrably false or frivolous allegations in bad faith are subject to discipline, up to and including discharge. Filing a false or frivolous complaint does not include complaints made in good faith which cannot be proven or are determined to be unfounded.

Every State of Illinois officer, member, and employee must complete harassment and discrimination prevention training, at least annually. Every individual who fills a vacancy in an elective or appointed position must complete an initial harassment and discrimination prevention training program within thirty (30) days after the commencement of their employment.

Failure to adhere to this policy is a serious offense and may result in disciplinary or other corrective action, up to and including discharge. All executive, managerial, and supervisory staff are required to support in the implementation of this policy.

Administrative Contacts

Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702
Equal Employment Opportunity Officer: 217-782-2662
Email: DNR.EEOADA@illinois.gov
Ethics Officer: 217-785-8693

Illinois Department of Human Rights

Chicago
555 West Monroe Street, Suite 700
Chicago, IL 60661
Phone: 312-814-6200
(TTY): 866-740-3953
Fax: 312-814-1436 (Administration)
Fax: 312-814-6251 (Charge processing)

Springfield
524 S. 2nd Street, Suite 300
Springfield, IL 62701
Phone: 217-785-5100
(TTY): 866-740-3953
Fax: 217-785-5106

U.S. Equal Employment Opportunity Commission

800-669-4000 Toll Free

800-669-6820 TTY

844-234-5122 (ASL)

Chicago

JCK Federal Building

230 S. Dearborn Street (Suite 1866)

Chicago, IL 60604

Phone: 312-872-9777 or 800-669-6820(TTY)

844-234-5122(ASL)

Fax 312-588-1260

Office of Executive Inspector General

866-814-1113 Toll Free

888-261-2764 TTY

Office of Executive Inspector General for the Agencies of the Illinois Governor

Chicago

69 West Washington Street

Suite 3400

Chicago, Illinois 60602

Phone: 312-814-5600

(TTY): 888-261-2734

Fax: 312-814-5479

Springfield

Illinois Building - 607 East Adams Street

14th Floor

Springfield, Illinois 62701

Phone: 217-558-5600

Fax: 217-782-1605

SECTION FIVE

REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, It is the policy of the Illinois Department of Natural Resources ("IDNR") to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. IDNR recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of IDNR to provide a reasonable accommodation to qualified applicants and employees with disabilities when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.



Chief Executive Officer



Date

REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of the Illinois Department of Natural Resources ("IDNR") to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. IDNR recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of INDR to provide a reasonable accommodation to qualified applicants and employees with disabilities when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.

Chief Executive Officer

Date

Labor Force Analysis for People with Disabilities

Agency: Department of Natural Resources

Fiscal Year: 2024

Total Employees: 1,109

Percent of People with
Disabilities in Illinois Labor
Force: 5.96%

Labor Force Number: 66

Number of Employees with
Disabilities in Agency: 43

Underutilization or Parity: 23

Illinois Department of Natural Resources
Agency Numeric Goals -Disabled Employees

Problem Areas:

- The agency is underutilized by twenty-three (23) disabled employees.

Goals:

- Eliminate the underutilization.
- Work toward removing any stigma about disabilities including mental illness.

Objectives

- To educate employees on how a disability is defined so that they may identify their own disabilities and open dialogue, if necessary, about how a disability may be accommodated.
- To recruit to the SD candidate pools as received from CMS to encourage application to vacancies.
- Make sure everyone knows and is aware of the EEO/ADA coordinator and what they are here to do and how they can provide help.

Action Plan:

- 1) Advise hiring officials, Human Resources staff, administrative personnel, and interview panelists about the underutilization of disabled persons.
 - a) Assignment of Responsibility - EEO Officer, HR Staff, Interview Panelists, Recruitment Staff
 - b) Completion Target Date – June 30, 2024
 - c) Monitoring Procedure – Interview/Selection Training Registration, Hiring/Promotion Monitors, Recruitment event review
- 2) Utilize SD lists as received by CMS to invite application to vacancies and monitor eligibility.
 - a) Assignment of Responsibility - EEO Officer, HR Staff
 - b) Completion Target Date – June 30, 2024
 - c) Monitoring Procedure – Quarterly EEO Reports, Hiring/Promotion Monitors
- 3) Review Hiring/Promotion Monitors, including the diversity of the interview panel in an effort to reduce/eliminate unintentional bias against disabled candidates.
 - a) Assignment of Responsibility - EEO Officer, HR Staff
 - b) Completion Target Date – June 30, 2024
 - c) Monitoring Procedure – Quarterly EEO Reports, Hiring/Promotion Monitors
- 4) Review Recruitment Event Information
 - a) Assignment of Responsibility - EEO Officer, Recruitment Staff, Outreach Staff
 - b) Completion Target Date – June 30, 2024
 - c) Monitoring Procedure – Quarterly EEO Reports, Event Reports

AFFIRMATIVE ACTION FOR EMPLOYING PERSONS WITH DISABILITIES

The Illinois Department Natural Resources (IDNR) conducts a Disability Survey annually to determine the number of employees with disabilities. The purpose of the survey is to comply with the state requirement of ensuring equal employment opportunities and affirmative action for people with disabilities. The agency is required to examine its workforce, identify any barriers to employment, and set goals to ensure equal access to people with disabilities. The number and percent of disabled employees are reported quarterly to the Illinois Department of Human Rights (IDHR). The total number of IDNR employees with disabilities as of June 30, 2023, is indicated below.

Number of disabled employees:	43
Total number of employees:	1,109
Percent of disabled employees:	3.88%

Nondiscrimination in all Employment Practices

The ADA prohibits discrimination against a qualified individual with a disability on the basis of disability in the following employment practices:

- Recruitment, advertising, and job application procedures;
- Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- Rates of pay or any other form of compensation and changes in compensation;
- Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
- Leaves of absence, sick leave, or any other leave;
- Fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leave of absence to pursue training;
- Activities sponsored by a covered entity including social and recreational programs; and
- Any other term, condition, or privilege of employment.

Definitions

Within the Americans with Disabilities Act of 1990 (and as amended in 2008), “disability” is defined as, “A physical or mental impairment that substantially limits one or more major life activity.”

A “qualified individual” is defined as an individual who can meet the essential functions of a position with or without an accommodation. The “essential functions” of a position are defined as the fundamental job duties of the employment position. A number of factors are considered when determining essential functions.

Physical and Procedural Barriers

The Department is compliant in each of the following areas.

1. Physical Access Audit

The Department periodically reviews the physical barriers at offices and sites against the requirements of both the Illinois Accessibility Code and the Americans with Disabilities Act Accessibility Guidelines. The majority of office buildings occupied by the Department are accessible. Any Department initiatives to update facilities will include a physical access audit and all problem areas will be addressed as they are identified. The Department continues to provide accessibility to all individuals requesting access to programs, activities, or services offered on a case-by-case basis.

2. Pre-Employment Inquiries

The ADA prohibits an employer from making any pre-employment inquiries regarding an applicant's physical or mental disability. The Department does not request any disability information from applicants. Where there are physical qualifications for positions, that is part of a testing/hiring process administered by the Illinois Department of Central Management Services and not IDNR.

3. Employment Criteria and Job Description Review

Any employment criteria established by the department to screen applicants should be reviewed before positions are filled to determine whether they would screen out applicants with disabilities. Employment criteria with a disparate impact on applicants with disabilities should be examined to determine whether they are job-related. If such criteria are not job-related, they should be eliminated. Job descriptions should be reviewed before interviews are held to identify essential job duties.

4. Employment Testing

The Illinois Department of Natural Resources does not conduct employment testing; it relies on the Illinois Department of Central Management Services to perform this function.

Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored) if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made, and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 calendar days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request were indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.

**STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES**

EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

In accordance with the Americans with Disabilities Act of 1990 and as amended in 2008, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Employers must make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee unless such accommodation would impose an undue hardship. Any questions concerning this form may be directed to the ADA Coordinator.

Name: _____

Payroll Title: _____ Division: _____

Work Address: _____

Telephone Number: _____

Functional Limitations:

ACCOMMODATION REQUESTED: specify the type of accommodation needed and provide a detailed description of the item requested – please be as specific as possible, attaching additional pages for the explanation if needed.

A. Job Restructuring/Task Modification: Specify modification and provide justification.

B. Purchase or modification of equipment/devices: Specify specifics of equipment/devices needed.

C. Assistive Care: Specify type of assistance and provide justification (reader, sign language/interpreter, personal assistant, etc.)

D. Structural modification to work site/facility: Specify modifications and provide justification.

E. Modification of work schedule or leave policy: Specify modification and provide justification.

F. Modification of examinations, training materials: Specify modification and provide justification.

G. Reassignment to vacant position: Specify vacant position and provide justification for move.

H. Other: Specify needs and provide justification.

Narrative Explanation (describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by IDNR. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. Use additional sheets if necessary.)

Employee Signature

Date

Complete and forward to immediate Supervisor for review.

SUPERVISOR

Complete and forward to Division Manger within five (5) working days of receipt.

_____Accommodation Recommended

_____Accommodation Not Recommended

Remarks (if needed): _____

Signature

Date Received

Date Forwarded

DIVISION MANAGER

Complete and forward to EEO/ADA Coordinator within five (5) working days of receipt.

_____Accommodation Recommended

_____Accommodation Not Recommended

Remarks (if needed): _____

Signature

Date Received

Date Forwarded

ADA COORDINATOR (RAC Committee)

Reasonable Accommodation Committee will convene meeting within ten (10) days to review request and make determination to recommend approval/denial of accommodation request and submit to Agency Director within five (5) days after meeting.

_____Accommodation Recommended

_____Accommodation Not Recommended

Remarks (if needed): _____

Signature

Date Received

Date Forwarded

AGENCY DIRECTOR

Complete and forward to EEO/ADA Coordinator within five (5) working days of receipt for appropriate notifications to be completed.

_____ Accommodation Approved as Recommended by the RAC Committee

_____ Accommodation Denied as Recommended by the RAC Committee

Remarks (if needed): _____

Signature

Date Received

Date Forwarded

Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five (5) days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 calendar days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.



State of Illinois
Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustments to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) _____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the pre-employment process, e.g., applying, testing, or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's Determination

Grant Deny

Remarks (If denied, provide explanation)

Final Agency Approval

Signature:	Date:
------------	-------

AFFIRMATIVE ACTION FOR EMPLOYING PEOPLE WITH DISABILITIES

The Americans with Disabilities Act (ADA) requires that all programs, services, and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities.

The Director of the Department of Insurance designates the individual listed below as the Department's ADA Coordinator. The ADA Coordinator is responsible for implementing the Department's policies and procedures ensuring compliance with ADA, serving as liaison to governmental agencies, the general public and other interested parties in the development, adoption and distribution of such policies and procedures, and the processing of grievances and reasonable accommodations requests.

Name: Eric Shirley
Title: EEO Officer/ADA Coordinator
Address: One Natural Resources Way, Springfield, Illinois 62702
Telephone: 217-782-2662
TTY: 217-782-9175

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES
EMERGENCY EVACUATION FOR PEOPLE WITH DISABILITIES**

All Full-time employees are provided the opportunity to indicate a disability and/or a need for emergency evacuation assistance through the online disability survey. All part-time and temporary employees are provided a disability form to indicate a disability and/or a need for emergency evacuation assistance. This information is reviewed regularly, by the Equal Employment Officer and/or the ADA Coordinator and shared with appropriate safety personnel. Appropriate arrangements are made once this type of request is made.

The Disability Survey is available at:

<https://onenet.illinois.gov/page.aspx?item=145597>

All Employees in the Joel D. Brunsvold Building

One Natural Resources Way
Springfield, Illinois

EMERGENCY RESPONSE PLAN



*Developed by the Safety and Emergency Plan Committee 6/5/2002.
(Updated 07/31/2015)*

Emergency Numbers

Emergency (911)
Building Mgt (5-9415)
Report Emergencies (2-6302)

Non-Emergency Numbers

Springfield Police Dept: 9-788-8311
Springfield Fire Dept: 9-788-8444

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Emergency Response Plan

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PURPOSE

The importance of establishing emergency procedures for the protection of employees has long been recognized. This document has been developed by the Safety and Emergency Plan Committee. The objective of this procedure is to protect employees, property, and the public.

Emergency Response Strategy

The emergency response strategy is a five-point strategy. The five points are initial notification, assessment, command and coordination, protective action, and at the same time, parallel actions.

Initial Notification: It is the responsibility of all employees to report immediately all incidents or conditions posing a threat to life or property. The initial call should go to 911 in all cases that pose a threat to life or property. Following the call to 911, the Emergency Operations Center (Reception Desk) is to be notified at (2-6302). The person receiving the initial call will make necessary notifications regarding the reported emergency. *(An informational instruction sheet will be provided at the Reception Desk).*

Assessment: The Emergency Response Manager is responsible for assessing the level of an emergency.

Command and Coordination: The Emergency Response Manager is responsible for activating and coordinating the appropriate protective action plan. The Emergency Response Manager also interfaces directly with outside emergency agencies. During an emergency or disaster, the Emergency Response Manager will direct emergency operations from the Emergency Operations Center (Reception Desk).

- a. The Emergency Operations Center is the Receptionist Desk - call (2-6302)
- b. The Backup Operations Center, which will be used for tornado emergencies only, is located at the Computer Training Room on the Lake level of the building. That emergency number will also be (2-6302)
- c. Emergency paging services are also available at (2-6302).

Protective Action: Procedures to address several emergency scenarios have been designed. Protective actions are those functions that mitigate the situation at hand to ensure the safety of personnel and property, with a planned response for an uncontrolled event.

Parallel Action: Parallel action facilitates the duties of an Emergency Coordinator during an emergency response and involves on-site personnel and/or outside emergency agencies. Parallel action also refers to information and other resources that aid affected parties.

Emergency Response Strategy Overview

1. Initial notification is received by the Emergency Operations Center at (2-6302).
2. Emergency Response Manager is notified.
3. Emergency Response Manager assesses the situation.
4. The action plan is decided—protecting life first, then property—with command and coordination.
5. Protective action plan is activated to protect life and property.
6. Parallel action: A call is placed to outside agencies and parties for assistance. Parallel action involves concerned parties, agencies, and other resources.

**JOEL BRUNSVOLD BUILDING (IDNR BLDG. STATE FAIRGROUNDS)
EMERGENCY RESPONSE LIST**

CHAIN OF COMMAND

1. The Emergency Response Manager is the highest-ranking emergency official and directs the Emergency Operations Center. The Emergency Operations Center is the Reception Desk on the 1st Floor - North. Backup Operations Center is the Computer Training Room on Lake Level - North.
2. The Assistant Emergency Response Managers assist the Emergency Response Manager as required and act in the absence of the Emergency Response Manager.
3. An Emergency Coordinator is designated for the North and South end of each floor.
4. An Assistant Emergency Coordinator will also be designated for each area and assists the Emergency Coordinator and/or acts in the absence of the Emergency Coordinator.
5. Stairwell Monitors assist employees by assuring an orderly flow onto and down the stairwell.
6. Public address for building is accessed by dialing 64000.

Chief Emergency Response Managers: Sgt. Eric Rollins - IDNR, 557-0657, cell – 217-720-0340
 Matt Wescott – IDOA, 785-3357 cell – 217-836-0206

Assistant Emergency Response Managers: Vince Veseling – CMS, 217-557-9458
 Dave Spencer – CMS, 217-558-2025

Emergency Coordinators (denoted with *) and Assistant Emergency Coordinators by floor.

3rd Floor

*Gayle Vandenberg	IDN R	OREP	southeast	217-782-9965
Debbie Reider	IDN R	Legal Services	southeast	217-524-3845
Amy O’Connell	IDN R	ORC	southeast	217-524-5857
Mike Moomey	IDN R	Heritage	southwest	217-782-0447
Jim Wyatt	IDN R	Fiscal	northwest	217-785-8275
Chris Colantino	IDN R	Fiscal	northwest	217-785-9081
*Judy Kitson	IDN R	Human Resources	northeast	217-524-7573
Lisa Wright	IDN R	Office of Realty	northeast	217-785-0759

Second

Floor

*Brad Winters Vacant	IDNR	OAEG	northwest	217-785-5014
Jerry Bishoff Vacant	IDNR	Water Resources	northeast	217-558-6617
Robin Koniak- Morgan	IDOA	BEAM	southwest	217-785-3358
Eli Bernardoni (sub)	IDOA	BEAM	southwest	217-558-6104
*John Marruffo	IDO A	BEAM/SHIP	southwest	217-558-4926
Troy Yancy (sub)	IDO A	BEAM/SHIP	southwest	217-557-5635
Purnell Borders	IDO A	Senior Helpline	southwest	217-785-8109
Joel Hinkle (sub)	IDO A	Senior Helpline	southwest	217-524-6911
Monte Stuhmer	IDO A	Procurement	southeast	217-785-7246
Regina Albert (sub)	IDO A	Procurement	southeast	217-524-5817
Jim Buckles	IDO A	Budget/IT	southeast	217-785-8679
Chris Jann (sub)	IDO A	Budget/IT	southeast	217-557-0419

1st Floor

*Curt Stephens	IDN R	OLE	northwest	217-524-4866
Jim Schafer	IDN R	M&M	northwest	217-785-5191
John Rekesius	IDN R	Oil & Gas	northeast	217-524-4628
Mike Falter	IDN R	M&M	northeast	217-785-9019
Marcia Walker	IDO A	Admin	southwest	217-785-0787
Terrence Hickman	IDO A	OCCS	southwest	217-557-6924
Mary Gilman (sub)	IDO A	OCCS	southwest	217-557-6710
Karen Kloppe	IDO A	BCO/Legal	southwest	217-782-4842
Bert Weber (sub)	IDO	BCO/Legal	southwest	217-785-3364

*Andy Austin	A IDO	Ex. Office	southeast	217-558-3914
Lori Brannan (sub)	A IDO A	Ex. Office	southeast	217-557-0696

Lower Level

Randall Collins	IDNR	PC Systems	southeast	217-785-4502
Darren Lawary	IDNR	Permit Office	southeast	217-782-5159
Kelly Frederick	IDNR	Copy Center	south-center	217-785-0975
*Joe Bauer	IDNR	Education	southeast	217-782-9741
Richard Zepp	IDOA	Mail Room	North	217-782-3460

MY RESPONSE AREA EMERGENCY INFORMATION FORM

This section should be completed by each coordinator to be distributed to each employee in their respective response areas.

Response Area Information

Location: _____

Emergency Reporting Numbers (Must complete steps 1 & 2)

1. Emergency (Police/Medical/Fire): 911
2. Emergency Response Operations Center (Reception Desk): phone (2-6302).
3. Facilities Services: 558-2025 (Bldg. Engineers – Daytime) or Vince Vessling 836-1758 (after hours)

Key Response Area Emergency Personnel

Emergency Coordinator: _____ Phone: _____
 Emergency Coordinator: _____ Phone: _____
 Emergency Coordinator: _____ Phone: _____
 Stairwell Monitors: _____
 Stairwell Monitors: _____

Fire Exit information

Closest to your work area which is the _____ - or alternately, _____. **Do not use the elevator!**

Assembly locations outside immediate location

- Primary Location: Parking Lot 21 - East of building.
- Alternate Location: Service Center/Motor Pool Facility - North side of Taintor Road.
- Handicap Location: Conservation World

Tornado Emergency Information: Elevators may be used by people with disabilities as electricity is supplied by generator.

Safe Areas

- Primary: Lake Level on the _____ end of building.
- Alternate: Center of the building in a room without windows.

Disaster Recovery Planning

If CMS deems a building inaccessible, please refer to your agency Continuity of Operations Plan (COOP). IDNR employees: in the event this building cannot be re-occupied, IDNR “Alternate Site Relocation Plan” calls for re-establishment by designated personnel at: Mines and Minerals Mine Rescue Station, 609 Princeton, Springfield, IL, Phone number 217-782-4831. All others will remain at home until notified by management with further instructions.

EMERGENCY REPORTING GUIDELINES

All emergencies - fire, bomb threat, medical, or any other: must be reported to: The Reception Desk at (2-6302) immediately after calling 911.

To report an emergency by phone, state your name, department, extension number, and exact location. Report the emergency event as clearly and accurately as possible. Remember, in any situation, it is important to remain calm.

The Receptionist may need additional information. Stay on the line; **DO NOT HANG UP.**

When all of the necessary information has been given, the Receptionist will either ask you to hang up or will end the call him/herself.

If the emergency is fire related:

- a. Describe the equipment involved.
- b. Describe the extent of smoke and/or fire.
- c. Describe the approximate size of the affected area.

After finishing your call to the Receptionist, attempt to extinguish a fire only if you have been trained on how to do so and when your personal safety is not in jeopardy.

Evacuation Alarm Information:

The fire alarm system is automatic throughout the building.

It is activated by smoke detectors, heat detectors, or manually by any pull station.

The strobe lights only function when the fire alarm system is activated. If the strobe light is on, evacuate the building.

DUTIES AND RESPONSIBILITIES

Duties of All Employees:

- a. **ALL EMPLOYEES** have the responsibility to report emergencies immediately to 911 and the Reception Desk at (2-6302).
- b. Know the location of the nearest fire extinguisher in all areas they may enter.
- c. Assist visitors who are on DNR property during emergencies.
- d. Know the Action Plans and follow them when initiated.
- e. If an evacuation alarm sounds, evacuate immediately to your assembly area.
- f. Check in with your Designated Emergency Coordinator for roll call when the building is evacuated.
- g. DO NOT leave your designated assembly area (LOT 21) until you have been accounted for during roll call.
- h. **COOPERATION FROM ALL EMPLOYEES IS MANDATORY.**

Duties of Emergency Response Manager:

- a. Evaluates incoming emergency-related information.
- b. Determines the response plan of action and activates it.
- c. Notifies and updates upper management of status of the crisis.
- d. Along with building Engineers, acts as the official representative of the facility, communicating with outside fire and rescue agencies.
- e. Directs and monitors the emergency activities. Assigns personnel as needed.
- f. Provides information to upper management and/or public relations.
- g. Assists in determining when the resumption of normal activities can begin.

Duties of Assistant Emergency Response Manager:

- a. Evaluates the site of the emergency and assists emergency efforts of facility personnel.
- b. Communicates directly with the Emergency Response Manager.
- c. Assists contractors, visitors, and others as necessary.
- d. Responds to the emergency as necessary.
- e. Assists outside rescue and fire agencies.
- f. Opens doors for outside rescue and fire agencies.
- g. Acts as a guide for outside rescue and fire agencies.
- h. Assumes the role of the Emergency Response Manager when he or she is not available; assigns a temporary Assistant Emergency Response Manager.

Duties of Emergency Coordinator

- a. Each Emergency Coordinator must be familiar with all Emergency Response Procedures.
- b. The Emergency Coordinator will maintain a current list of their Response Area personnel for emergency roll call purposes.
- c. The protection of personnel is priority one. If there is ample time, employees will secure any records of value and confidentiality.
- d. Emergency Coordinators will appoint and train the appropriate number of Stairwell Monitors, and their alternates. The Emergency Coordinator will maintain a current list of these personnel and appoint replacements as necessary.
- e. The Emergency Coordinator is responsible for informing new personnel of the Emergency Response Procedures.
- f. In an emergency, the Emergency Coordinator is the Response Area decision maker, initiator, and coordinator of the appropriate Action Plan for the Area personnel.
- g. In the event of an evacuation, the Emergency Coordinator will perform a roll call and account for all persons and visitors. The Emergency Coordinator will forward the results of the roll call immediately to the Emergency Response Manager.

Duties of Stairwell Monitors

- a. During an evacuation, the Stairwell Monitor immediately goes to the assigned stair entrance. Using the back of the hand to check the door for heat, the Stairwell Monitor stands off to the side and carefully opens the door to determine if the stairwell is clear of smoke and is passable. If so, the Stairwell Monitor directs people to use the stairwell in evacuating to the exit at ground level.
- b. If the stairwell is smoke-filled or not passable, the Stairwell Monitor will stay to direct people to alternate exit(s). Monitors will notify their Emergency Coordinator as to the status of the stairwell if it is impassable.
- c. The monitors will keep traffic moving single file on the right side of the stairs in an orderly manner and keep the talking to a minimum.
- d. When it is necessary for the fire department to use a designated stairwell, the Stairwell Monitor will assist and shall redirect personnel to the alternate exit(s).
- e. The monitors will stay in place until use of the exit is completed.
- f. Stairwell Monitors will report directly to their Emergency Coordinator.

Not every emergency can be covered by preset plans.

In these cases, use your best judgment.

If smoke is present, stay beneath the smoke while evacuating.

ACTION PLANS

Table 1: Emergency Procedures

EMERGENCY PROCEDURES		
ACTION PLANS	NOTIFICATION	RESPONSE
General Evacuation	Alarm and an Announcement	Evacuate to Assembly Area
Tornado Emergency Procedure	Announcement over the Public Address System	Proceed to Lake Level "Safe Area"
Bomb Threat Procedure	Call 911 then (2-6302)	Document incident using page 16 of Manual
Medical Emergency Procedures	Call 911 and (2-6302)	If Trained, Give Aid
Hazardous Materials Emergency	Call 911 then (2-6302)	Outlined in Announcement
Earthquake Procedure/Structural Failure	Building shakes or sways	Take Cover, Then Evacuate

Table 2: Fire Reporting & Alarm System

FIRE REPORTING & ALARM SYSTEM		
Reporting of Fire Call	911 then (2-6302)	Give Location & Details
After Hours	Call 911	Give Location & Details
All Clear	Notification by the Emergency Response Manager	Return to Normal Activities

Table 3: Evacuation Routes

EVACUATION ROUTES
Know the primary and alternate escape routes from your Response Area, all areas of the building you may enter, and your assigned assembly area. See maps within this manual.

GENERAL EVACUATION PROCEDURES

Responsibilities of all Facility Personnel

All occupants of the building must understand the Emergency Response and General Evacuation Procedures for their location. They must also know the correct exits to use for all areas they enter and the assembly point locations. During an evacuation, all building occupants must assist members of the public, visitors, and contractors from the premises.

Use of Evacuation Procedure

The evacuation procedure can be used for a variety of emergencies. All employees should be familiar with it:

- a. The fire alarm signal will be activated automatically. The fire alarm is a horn and flashing white light, followed by a message. All other emergency notifications are announcements only.
- b. Upon notification that an evacuation is in progress, all building occupants and visitors will immediately use the nearest available exit and proceed to the parking lot east of the DNR building. **Do not use elevators during a fire alarm.**
- c. The designated Emergency Coordinator will take a roll call at the assembly point for a fire alarm.
- d. The Emergency Coordinator will report to the radio operator the names of the persons from his or her designated area who may still be in the building.
- e. Visitors will remain with the staff member(s) they are seeing, and their names will be reported and checked off in the visitor log when the roll call results are reported.
- f. All personnel will stay in the designated assembly area until further instructions are received from their Emergency Coordinator.

It is important to note in some emergencies, employees must deviate from these instructions.

Use common sense. For example, if smoke is present, employees need to begin evacuating even if the alarm has not been sounded. **If smoke is present, stay below smoke while evacuating.**

Summary of Duties for Employees

Following are the duties of employees during an evacuation:

Able Bodied Employees

- a. Proceed to the appropriate assembly area in a rapid, orderly manner.
- b. Follow the directions of the emergency response team.

Employees with Disabilities

- a. Each Agency shall designate a *Personal Assistant* to each person with a disability in their employ.
- b. Employees with disabilities (those who need assistance to use the stairs) will assemble by the nearest available enclosed stairwell. Their *Personal Assistants* will report to their Emergency Coordinators the location of any employees with disabilities in stairwells.

TORNADO EMERGENCY PROCEDURES

Purpose

In the event of a tornado, all facility occupants must move to a safe area within the building as outlined in this procedure. **Stay away from windows and do not use the open stairways in the center of the building!**

Tornado Announcement

In the event of a tornado, emergency warning sirens outside the building may sound or an announcement will be made over the Public Address System. The following is a sample announcement: “A tornado emergency exists -- proceed to the Lake Level.”

Duties of Employees

The duties of the Emergency Coordinator, Stairwell Monitors and all employees are basically the same as they are in a general evacuation. But instead of leaving the building, occupants will go to the closest designated safe areas. **NOTE: No Roll Call will be taken!**

Use of Elevators

Elevators should only be used by employees with disabilities and personal assistants during weather emergencies!!

Safest Areas

It is vital that all employees know that any area may be unsafe in the event of a tornado. However, the safest areas within this building are identified as follows:

- **Lake Level, north and south end of building.**
- **If necessary, the restrooms on levels 1, 2, and 3.**

Do not use the open stairways in the center of the building unless directed to do so by emergency response personnel.

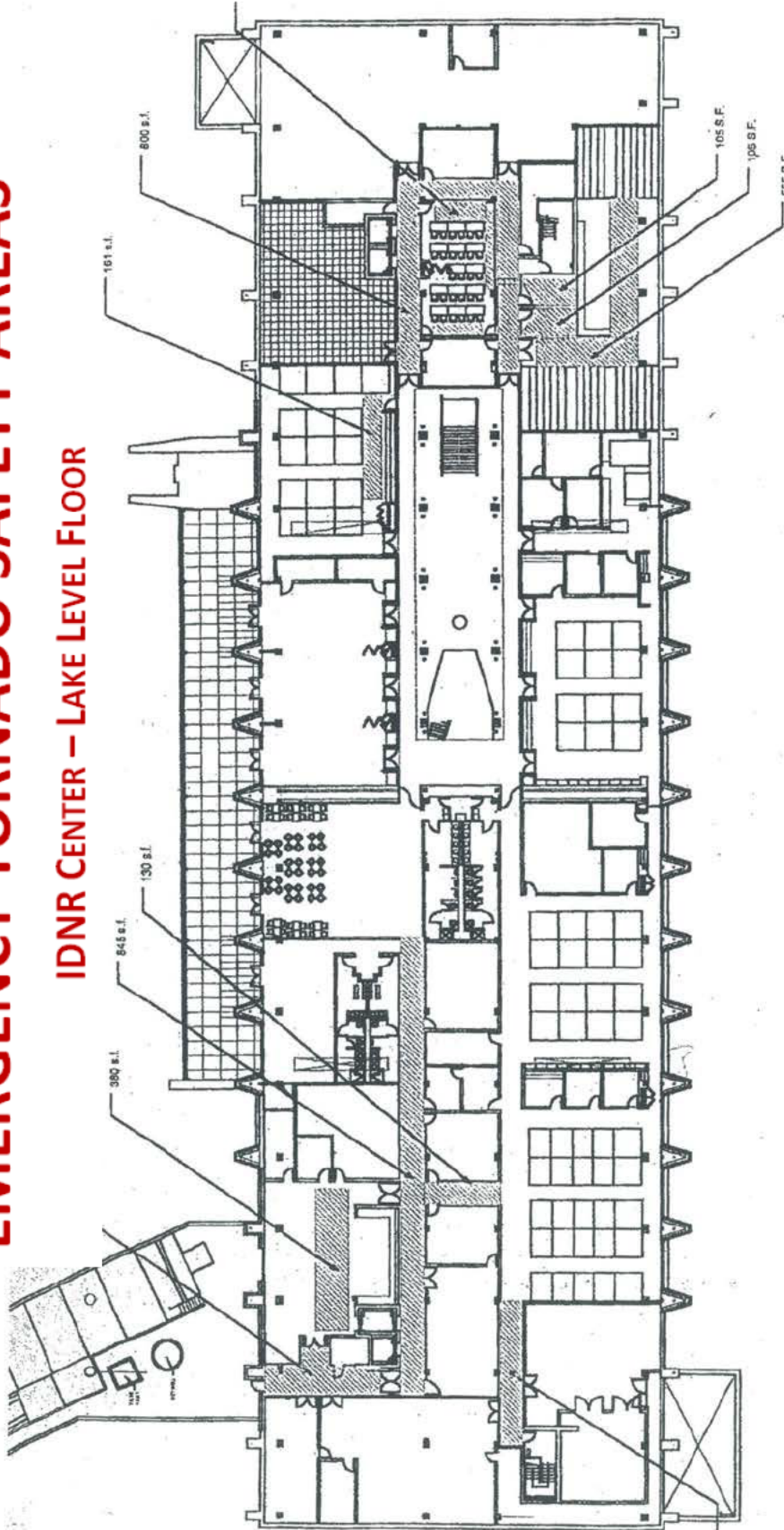
Backup Emergency Operations Center

In the event of a tornado, the Emergency Operations Center will be moved to the Computer Training Room on the Lake level on the north end of the building.

The backup Emergency Operations Center's phone is 557-6121.

EMERGENCY TORNADO SAFETY AREAS

IDNR CENTER - LAKE LEVEL FLOOR



BUILDING POPULATION - NORTH

SAFE SPACE - 1902 S.F.

IDNR CENTER SAFE ZONES

DECEMBER 10, 2002

BUILDING POPULATION - SOUTH

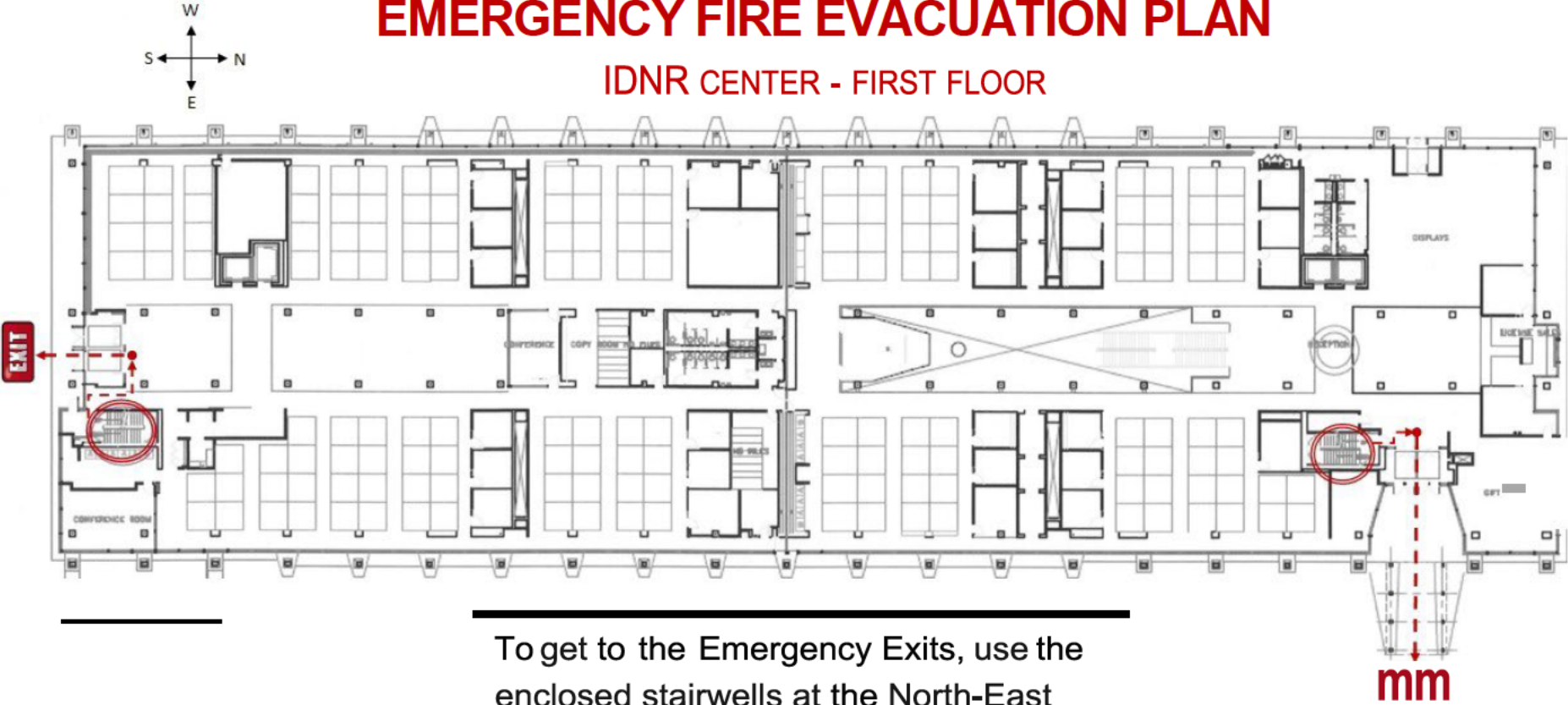
SAFE SPACE - 1915 S.F.

4 s.f. per person x 459 = 1836 s.f. of

4 s.f. per person x 461 = 1844 s.f. of safe space (min.)

EMERGENCY FIRE EVACUATION PLAN

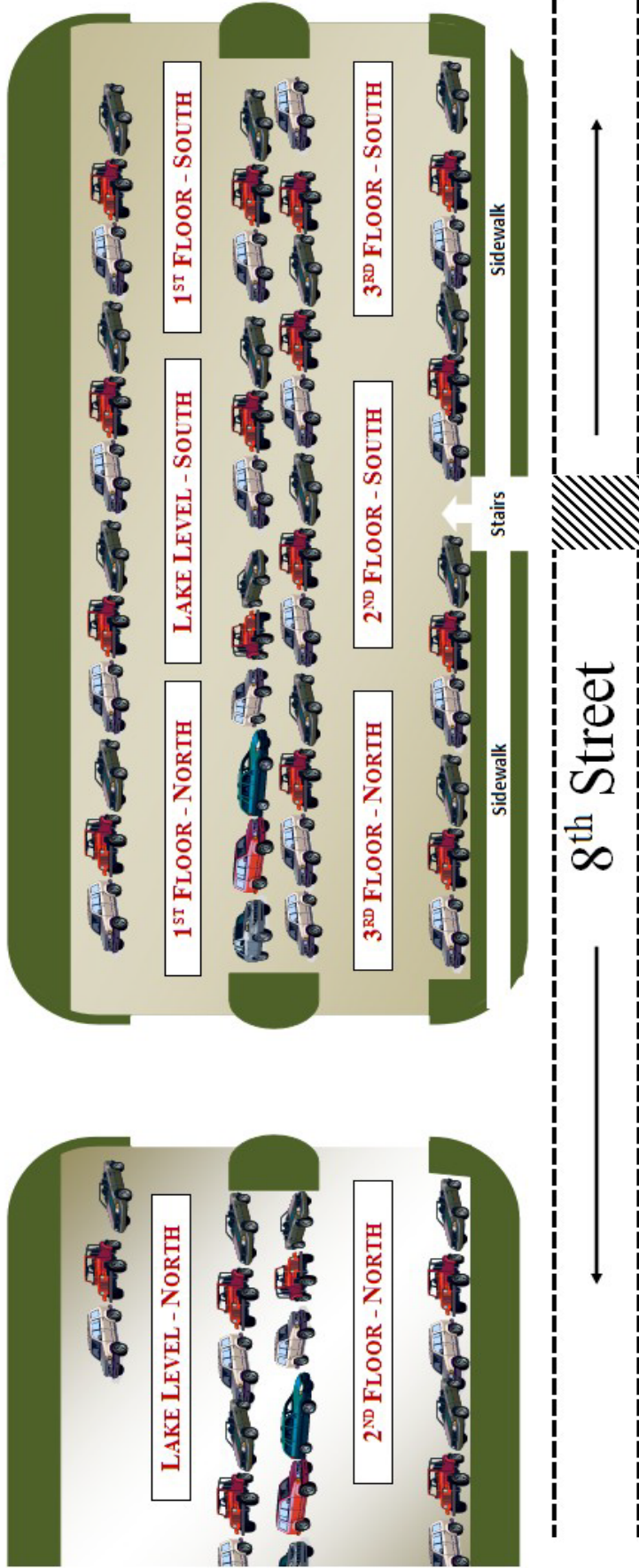
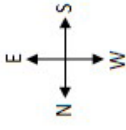
IDNR CENTER - FIRST FLOOR



To get to the Emergency Exits, use the enclosed stairwells at the North-East and South end of the building.

FIRE EVACUATION ASSEMBLY AREAS

PARKING LOT 21



IDNR Campus & Conservation World

SEVERE STORM & TORNADO EMERGENCY PROCEDURES FOR CONSERVATION WORLD

In the event of an emergency, Conservation World can be closed and re-opened only by the order of one of the following individuals (IDNR State Fair Command Staff):

1. The Director of the Department of Natural Resources (Director Wayne Rosenthal)
2. The CMS Property Control Manager (Vince Veseling)
3. The IDNR State Fair Coordinator (Tom Munroe or Michelle Silver)
4. The State Fair Detail Coordinator for the IDNR Office of Law Enforcement

Tornado

In the event of a tornado warning siren, or at the direction of the IDNR State Fair Command Staff, individuals utilizing Conservation World will be directed to evacuate Conservation World and seek shelter. The IDNR headquarters on the north side of Conservation World and the 4-H Jr. Activities building directly south of Conservation World have been designated as Safe Areas.

Individuals seeking shelter in the IDNR headquarters will be directed to enter the building through the loading ramp door on the southwest corner of the building. When entering the IDNR building through this entrance, they are in a “safe area” of the building. During business hours, the IDNR building emergency response manager and assistant managers assume control of the IDNR headquarters during emergencies. During an emergency, individuals with questions or concerns should seek the assistance of one of the emergency response coordinators who can be identified by their orange hats. When it has been determined that the immediate tornado threat is over, either the IDNR building emergency response manager or one of the assistant emergency response managers will advise the IDNR State Fair Command Staff who will then determine whether they will re-open Conservation World. Questions or concerns regarding Conservation World will be addressed by members of the IDNR State Fair Command Staff.

Severe Storm

In the event of an approaching severe storm (including strong winds and/or lightning) the IDNR State Fair Command Staff will take steps to notify fairgoers of the danger and advise them to seek shelter outside of Conservation World. During normal business hours, the IDNR State Fair Detail Coordinator will immediately notify the Office of Law Enforcement so officers inside the IDNR headquarters can prepare for the evacuees. During normal business hours, emergency response coordinators inside the IDNR headquarters will be advised to assemble in the cafeteria. In the event that the IDNR State Fair Command Staff decides to close Conservation World, an announcement will be made by loudspeaker that Conservation World is temporarily being closed due to the threat of an impending severe storm or dangerous lightning. When necessary, individuals will be allowed to seek temporary shelter by entering the IDNR headquarters through the loading ramp door located on the southwest corner of the building. The emergency response coordinators inside the IDNR headquarters will be responsible for supervising the evacuees while they are inside the IDNR headquarters. If the evacuation occurs during evenings or weekends, IDNR State Fair Command Staff will assign a minimum of two IDNR employees to supervise the evacuees when they are inside the IDNR building. Upon entering the IDNR headquarters, evacuees from Conservation World will be restricted to the cafeteria, the lake level conference rooms, the connecting hallway, and the lake level bathrooms. After the severe weather threat has passed, IDNR employees assigned to supervise the evacuees inside the IDNR headquarters will secure the building by escorting the evacuees outside. The IDNR State Fair Command Staff will determine if and when Conservation World will be reopened.

BOMB THREAT PROCEDURES

All personnel should know the procedures for handling a bomb threat emergency. The procedures should be readily available and in the hands of all facility employees who by reason of their assignment might be expected to receive a phone call, a verbal or physical threat, or suspicious mail or packages.

Evaluating and Documenting the Threat

The majority of the bomb threats received are crank calls. There is frequently a clue to the validity of the threat in the message itself or in the attitude and manner of the caller. That is why it is important to record the caller's message exactly as it was given.

After Receiving a Threatening Phone Call

- Immediately call your Emergency Coordinator. He or she will contact the Emergency Operations Center at (2-6302).
- Local law enforcement agency will be contacted immediately by the Emergency Response Manager.
- A "Bomb Threat Checklist" should be completed immediately after contacting your Emergency Coordinator to report the call.

Deciding If the Threat Is Real

- A *bomber*, in placing the call, will usually prolong the call and furnish some detail as to the location of the device and reasons for planting it. The call is frequently repeated.
- A *crank caller* tends to be abrupt and hurried. Seldom are details provided regarding the type of device, the location, and reasons. The crank caller repeats the call less frequently because of the fear of the call being traced.

What to Do While Speaking to a Caller

Basic instructions:

- Be calm, be courteous. Listen, do not interrupt the caller.
- Pretend difficulty with hearing the caller's conversation. Keep the caller talking.
- Does the caller appear familiar with the facility or building when he or she describes the location of the bomb(s) or device(s)?
- If the caller seems agreeable to further conversation, ask questions like the following, jotting down his or her responses:

THREAT CHECKLIST

(Use this form to assist in identifying the threat)

Date: _____ Person receiving threat/suspicious package: _____

Time received: _____ If by phone, time call terminated: _____

Phone number displayed by Caller ID: _____

Work location of person receiving threat/suspicious package: _____

Exact wording of Threat:

CALLER/SUSPECT VOICE AND DESCRIPTION (Check all that apply)

Gender: Male Female

Age: Child Teenager 20-29 30-39 40-49 50-59 Older

Voice Characteristics:

Loud Soft Deep Whisper Stutter Lisp
 Fast Slow Normal Nasal Broken
 Disguised Squeaky

Accent (please specify): _____ Other: _____

Manner: Angry Excited Giggling Crying Sincere Stressed Calm

Language: Well-spoken Incoherent Irrational Taped/recorded

Abusive Foul Broken

Was voice familiar: No Yes, know caller as: _____

BACKGROUND NOISE:

Street noises: _____

House/residence noises: _____

Aircraft: _____

Voices: _____

Music: _____

Notes:

LETTER AND PARCEL BOMB RECOGNITION POINTS

The following are letter and parcel bomb recognition points:

- Foreign mail, air mail, and/or special delivery
- Restrictive markings, such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed addresses.
- Incorrect titles
- Titles but no names
- Misspelled common words.
- Oily stains, discolorations, or crystallization on wrapper
- No return address.
- Excessive weight
- Rigid or bulky envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape or string
- Visual distractions

ACTION TO TAKE AFTER RECEIVING SUSPICIOUS PACKAGE

Do not handle package. Evacuate area package is in.

NOTIFY: Emergency Operations Center at (2-6302).

MEDICAL EMERGENCY PROCEDURES

PURPOSE

The following describes the procedure that should be followed in the event of a serious injury, illness, or death. This procedure covers employees, visitors, contractors, and vendors.

MEDICAL EMERGENCY NOTIFICATION

In the event of a serious injury or illness of a person, call 911 and then contact the Reception Desk at: (2-6302).

When you make contact with the person taking the call:

- a. Identify yourself.
- b. Give the location of the victim and his or her identity, if known.
- c. Describe the victim's condition.
- d. Tell whether he or she is breathing and alert.
- e. State whether paramedics/EMTs are needed.
- f. Explain which entrance the emergency crew should use.
- g. Do not hang up until the emergency operator tells you to do so or hangs up first.
- h. During off hours, send someone to the facility entrance to open doors for outside rescue agency.

INITIAL RESPONSE FIRST AID

- * First survey the area to see if it is safe to enter.
- * Do respond quickly, using accepted standards of care.
- * Do not attempt to move anyone who is unconscious, has a broken limb, or injured back. Keep person from moving.

Administer first aid as trained. Practice Universal Precautions.

- * Do check for breathing/open airway. Administer rescue breathing, if needed.
- * Do administer CPR if needed (and you are trained).
- * Do try to stop severe bleeding.
- * Do treat for shock and make patient comfortable.
- * Contact the Reception Desk at(2-6302).
- * Do have victim follow up with visit to his or her physician.

ON-SITE SPILL OR RELEASE OF HAZARDOUS MATERIALS

Any spill of a hazardous material or release to the air of a hazardous vapor, is potentially a life-threatening situation. Personal safety is the first concern.

AIR RELEASE

If a vapor, which you believe to be hazardous, is detected in the DNR building call the reception desk first at (2-6302) to initiate the evacuation process. Tell coworkers in the immediate vicinity of your concern and advise them to leave. A vapor release will spread rapidly through the ventilation system and the quicker you move to clean air the safer you will be. Immediately place a call to 911 after you have moved to safety. Do not be concerned about duplicate calls to 911. Do not attempt to stop any vapor release as you have not been trained and do not have the proper Personal Protective Equipment (PPE).

SPILL

If you witness a spill of a hazardous material in the building or on the grounds call 911. If a co-worker is present tell the co-worker to call the reception desk at (2-6302) and inform them of the emergency while you are calling 911. If no co-worker is present call 911, then immediately call the reception desk and announce that you are calling about an emergency situation. Do not attempt to stop any material spill as you have not been trained and do not have the proper Personal Protective Equipment (PPE).

EARTHQUAKE/STRUCTURAL FAILURE PROCEDURES

IN THE EVENT OF AN EARTHQUAKE AND/OR STRUCTURAL FAILURE, THERE WILL BE VERY LITTLE, IF ANY, WARNING TIME IN WHICH TO REACT. ALL BUILDING OCCUPANTS ARE TO TAKE THE FOLLOWING ACTIONS:

- If you are inside, protect yourself immediately by going under the nearest table or desk.
- During the tremors, do not attempt to exit the building. Most fatalities occur when people fail to take cover.
- When tremors have stopped, evacuate immediately. Damage to the structure is likely.
- Follow the general evacuation plan.
- If the bldg. is not to be re-occupied, follow the Alternate Site Relocation Plan (See page 24).
- Do not reenter until the Emergency Response Manager gives approval to reenter the structure.

ARMED ROBBERY AND WORKPLACE VIOLENCE EMERGENCY

PREVENTING ROBBERIES

- Check all security equipment.
- Do not discuss cash levels and security procedures outside of work.
- Be alert for suspicious persons loitering in or near the workplace.
- Be alert for unfamiliar or suspicious vehicles near the workplace.
- Report all suspicious activity to your supervisor.

ROBBERY IN PROGRESS

If you should encounter a robbery taking place, follow these procedures:

Remain calm and avoid any action that might incite the robber to act violently. The robber may be nervous, and further excitement by the employee can cause the robber to panic and harm the employee or bystanders.

Obey the robber's instructions, even if it appears that employees cannot be harmed. Money and property are not worth the price of a life.

The receptionist can activate the panic alarm at a safe time when the robber is leaving. Do not let the robber see the alarm being activated; it may further incite the robber to violence. **The panic alarm button is located under the counter above the printer in the reception station on the first floor.**

AFTER THE ROBBERY

Immediately after the robbery, ensure that no employees have been injured. Once that has been established, follow these steps:

1. Immediately call 911 and then (2-6302).
2. Staff present at the scene should secure the area and attempt to contact IDNR Law Enforcement. This procedure will help preserve the scene of the crime for fingerprints and other physical evidence.
3. Preserve any notes that the robber may have written, such as a request for money/valuables.

**(Each employee involved in the incident should write down their own description of the robber and events; and should complete the Physical Characteristics Form that is supplied. Employees should be separated so they cannot confer or compare notes.)

DESCRIPTION OF PHYSICAL CHARACTERISTICS FORM

Description Information	Perpetrator 1	Perpetrator 2
Male/Female:	_____	_____
Race Nationality:	_____	_____
Height:	_____	_____
Weight:	_____	_____
Build:	_____	_____
Hair Color/Length:	_____	_____
Beard/mustache:	_____	_____
Glasses:	_____	_____
Eye Color:	_____	_____
Scars or Marks:	_____	_____
Weapon Type: (revolver, automatic rifle, shotgun, etc.)	_____	_____
Clothing:		
Jacket:	_____	_____
Shirt:	_____	_____
Pants:	_____	_____
Hat:	_____	_____
Shoes:	_____	_____
Vehicle:		
Type:	_____	_____
Model/Yr:	_____	_____
Color:	_____	_____
Lic Plate #:	_____	_____

Additional Information on Perpetrator 1: _____

Additional Information on Perpetrator 2: _____

****DO NOT discuss any details of the event until the police are through taking statements from you and your coworkers.**

EXIT, STAIRS, & ASSEMBLY INFORMATION

BUILDING EMERGENCY EVACUATION EXIT INFORMATION

- North Exit Door:** Located in the Northeast corner of the first floor (main entrance).
Located in the Northwest corner of the first floor.
- South Exit Door:** Located in the Southeast corner of the first floor.
- Lake Level:**
- West side Doors:** There are exit doors on the Lake Level - West side exiting from the large conference room as well as the cafeteria to the patio. Egress from the patio is limited
- Loading Dock Door:** Exit doors are also available through the loading dock area on the west side, Lake Level.

(ONLY THE NORTHEAST AND SOUTH EXIT DOORS ARE TO BE USED DURING EVACUATIONS!)

STAIRWAY INFORMATION

- Northeast Stairway:** There is a stairway on the northeast corner of the building through the North.
Exit Door that runs from the 3rd floor to the Lake level.
- Southeast Stairway:** There is a stairway on the southeast corner of the building through the South Exit Door that runs from the 3rd floor to the Lake level.
- Center Stairway:** There is a stairway in the center of the building that runs from the 3rd floor to the Lake Level. **Unsafe in emergencies. (Reserved in all cases for emergency personnel ascent.)**
- Atrium Stairway:** The Atrium stairway runs from the main lobby to the Lake level. **Unsafe in emergencies. (Reserved in all cases for emergency personnel ascent.)**

EVACUATION ASSEMBLY AREAS

All personnel will proceed to their designated Assembly Areas in Lot 21 or Conservation World for Handicapped personnel.

If assembly in Lot 21 is inappropriate, Emergency response staff will direct employees to the parking lots on the north side of Taintor Road.

- All personnel will stay assembled by work location area.

- Roll call will be taken by the Emergency Coordinator.
- Roll call results will be reported to the assembly area radio communication operators.
- Reports are then forwarded to the Emergency Response Manager.

ALTERNATE SITE RELOCATION PLAN

When it is determined that the One Natural Resources Way building cannot be re-occupied, the Department's Alternate Site Relocation Plan shall be implemented.

Relocation from One Natural Resources Way to the Alternate Site, "Mines and Minerals Rescue Station" will include all Office Directors, Law Enforcement, Director's Office, Office of Public Affairs, and Office of Administration.

All other DNR employees will be detailed home until notified by management with further instructions.

The Alternate Site is:

Mines and Minerals Mine Rescue Station 609
 Princeton
 Springfield, IL
 Phone: 217-782-4831

TORNADO AND SEVERE WEATHER WARNING SYSTEMS

National Oceanographic and Atmospheric Administration all-hazards weather radios will be in use on-site. A weather radio will be located at the main reception desk on the first floor.

- Local radio stations and law enforcement agencies can also be contacted for weather conditions.
- Non-emergency numbers for the local fire and police departments are:
 - **Springfield Police Department:** 217-788-8311
 - **Springfield Fire Department:** 217-788-8444

WORKPLACE VIOLENCE

ALL EMPLOYEES ARE ENTITLED TO A SAFE AND VIOLENCE-FREE WORKPLACE. IF YOU KNOW OF A POTENTIAL CONCERN OR NEED TO REPORT AN INCIDENT, CONTACT YOUR SUPERVISOR AS PER THE POLICY AND PROCEDURE MANUAL, CHAPTER 3, SECTION 3D-8. A COPY OF THE DEPARTMENT'S WORKPLACE THREATS AND VIOLENCE POLICY CAN BE OBTAINED THROUGH YOUR SUPERVISOR, OR FROM THE HUMAN RESOURCES DEPARTMENT, OR FROM THE INTRANET.

SECTION SIX

APPLICABLE EEO LAWS

The federal and state EEC laws, rules and regulations that impact the Department of Natural Resources are identified as follows: When there is a discrepancy between federal law and state or local law, the federal law supersedes unless the state or local law is more stringent.

FEDERAL LAW:

U.S. Constitution: Thirteenth Amendment (1865)

Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the U.S., nor any place subject to their jurisdiction.

U.S. Constitution: Fourteenth Amendment (1868)

All persons born or naturalized in the U.S. and subject to the jurisdiction thereof are citizens of the U.S. and of the State wherein they reside. No State shall make or abridge the privileges or immunities of citizens of the U.S.; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

The Civil Rights Act of 1866

All persons within the jurisdiction of the U.S. shall have the same right in every State and Territory to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of property as is enjoyed by white citizens... (Enacted by Congress pursuant to the enabling provision contained in Section 2 of the 13th Amendment.)

The Civil Rights Act of 1870

All citizens of the U.S. shall have the same right, in every State and Territory, as is enjoyed by white citizens thereof to inherit, purchase, lease, sell, hold, and convey real and personal property.

The Civil Rights Act of 1871

Every person, who, under color of any statute, ordinance, regulation custom or usage, of any State or Territory, subjects, or causes to be subjected, any citizen...to the deprivation of any rights, privileges or immunities secured by the Constitution and laws, shall be liable to the person injured. (enacted by Congress pursuant to the enabling provision in Section 5 of the 14th Amendment.)

The Civil Rights Act of 1964 as amended 1972, 1975, 1978 and 1980.

This Act is the most comprehensive statute of Civil Rights ever enacted in the U.S. It bans discrimination in voting rights, public accommodations, public education, and federally assisted programs.

Title VI: No person in the U.S. shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.

Title VII: It is unlawful for any employer with 15 or more employees to discriminate in employment on the basis of race, color, religion, sex, and national origin. Nor can an employer limit, segregate or classify employees or applicants by race, color, religion, sex, or national origin in any way that would adversely affect their employment status. It is unlawful under the Act to retaliate against a person who has openly opposed an employer's discriminatory practices or who has filed a charge or assisted in an investigation of a charge.

In 1972, the Civil Rights Act was amended by making two significant changes: 1) to provide the U.S. Equal Employment Opportunity Commission (EEOC), the agency empowered to administer the law, the authority to enforce its provisions in federal court; and 2) to extend EEOC's jurisdiction to include public employers with 25 or more employees as well as private employers with 15 or more employees.

In 1975, the Civil Rights Act was amended by modifying Sec. 705(e) as it relates to the duties of the EEOC when preparing its report to the Congress and President, at the close of each fiscal year, to not only provide the action the commission has taken, but to also include the names, salaries, and duties of all individuals in its employ and the monies it has disbursed.

In 1978, the Civil Rights Act was amended to include the Pregnancy Discrimination Act prohibiting discrimination based on pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. It requires that women who were temporarily disabled due to pregnancy, childbirth and related medical conditions be provided the same benefits as those provided other disabled workers. The law also makes it illegal to retaliate against a person for complaining about discrimination, filing a complaint, or participating in an employment discrimination investigation or lawsuit.

In 1980, the Civil Rights Act was amended by modifying Sec. 717(a) to include the General Accounting Office (GAO) under the coverage of the law.

The Civil Rights Act of 1991

The purpose of the Civil Rights Act of 1991 is to provide additional remedies to protect against and to deter unlawful discrimination and harassment in employment. In addition, it reverses several Supreme Court decisions that weakened federal anti-discrimination laws. The most significant aspects of the law include the following:

- Seniority Systems - for the purpose of filing a complaint, the statutes of limitations begin to run when the seniority system is adopted, when an individual becomes subject to the system, or when the individual is injured by the application of/or provisions of the system.
- Glass Ceiling - establishes a Glass Ceiling Commission which will conduct a study and make recommendations on the elimination of barriers to advancement of women and minorities.
- Consent Decrees - bars challenges, under certain circumstances, to legitimate consent judgments or orders resolving employment discrimination claims.
- Jury Trials - when compensatory or punitive damages are sought under Title VII, the ADA or the federal employment provisions of Rehabilitation Act of 1973, any party may demand a jury trial.
- Compensatory and Punitive Damages - the amount of damages that may now be awarded for future pecuniary losses, emotional pain, suffering, inconvenience, mental anguish, or loss of employment, is limited to a maximum of \$300,000.
- Other Monetary Awards - back pay and interest on back pay.
- Fees for Experts - permits the inclusion of expert witness fees as part of an attorney's fee award.

Title I of the Civil Rights Act of 1968

This law provides for criminal penalties for interference with an individual's employment rights due to his/her race, color, religion, or national origin.

Title IX of the Education Amendments of 1972

As amended, this law prohibits discrimination based on sex in all education programs or activities receiving federal financial assistance.

The Age Discrimination in Employment Act of 1967 as amended 1978 and 1986.

It was designed to protect workers between the ages of 40 and 65. The 1978 amendments serve to enlarge the protection afforded to workers in private industry and state and local governmental entities by extending the protection to age 70. This law is administered by EEOC. In 1986, the Act was amended to remove the upper age limit. An employer cannot advertise jobs indicating a preference for, or limitation to, persons younger than age 40, such as junior executives, or recent college graduates.

The Age Discrimination Act of 1975

The Act prohibits unreasonable discrimination on the basis of age in programs or activities receiving Federal financial assistance, including programs or activities receiving funds under the State and Local Fiscal Assistance Act of 1972. This Act has no lower age limit and is administered by the Directorate of

Civil Rights (DCR).

Older Workers Benefit Protection Act

This act altered the Age Discrimination in Employment Act of 1967. It prevents employers from discriminating in benefits based on age, firing only older workers when cutting staff, or demanding that older workers waive rights and without taking safeguards into consideration. Additionally, it requires certain language be used when an employer needs to draft a release agreement or severance package for employees over the age of 40.

The Rehabilitation Act of 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the disabled in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified disabled individuals. Although other Federal agencies, such as the Department of Health and Education have certain responsibilities for the program, Section 503 refers to a claimant who alleges to have been discriminated against under a Federal contract. The Office of Federal Contract Compliance Programs has enforcement authority, and it may be assisted in ETA Regional Administrator. Handicapped persons who claim.

discrimination under a Federal grant administered by the Labor Department may file complaints with the Assistant Secretary for Administration and Management, under Section 504 of the Act.

The Americans with Disabilities Act of 1990, amended in 2008.

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issues regulations under this Act.

The Equal Pay Act of 1963 amended 1972 and 1978.

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring the same responsibility. The Act also prohibits reducing any employees wage in order to come into compliance with the Act.

In general, any employee who is covered by the minimum wage provisions of the Fair Labor Standards Act (ELSA) is protected by this Act. In addition, the Act was amended in 1972 to include some employees not covered by the ELSA, such as executives, administrators, professionals, etc. Violation of this law, if determined to be intentional, can result in a backpay award covering a period which begins three years prior to the date of filing and ends when the award is made.

Under the law, employers may have differences in wage rates based on: (1) a seniority system; (2) a merit system; (3) a system which measures earnings by quantity or quality of production, (e.g., piece rate); and (4) any other bona fide differential. This Act is enforced by the Equal Employment Opportunity Commission (EEOC).

Intergovernmental Personnel Act of 1970

This Act ensures the fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, or religious creed and with proper regard for their privacy and constitutional rights as citizens. The United States Civil Service Commission (USCSC) administers the Act. USCSC may recommend remedial action, including the termination of grants to states and local governments after they have been given reasonable notice and an opportunity for a hearing, if the program fails to comply with the provisions of the Act. However, actual enforcement authority rests with the grantor agency.

The Family and Medical Leave Act (FMLA) of 1993

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U.S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) are authorized to investigate and resolve complaints of USERRA violations.

GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Pregnant Workers Fairness Act (PWFA) of 2023

The law requires [covered employers](#) to provide "reasonable accommodations" to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship."

FEDERAL EXECUTIVE ORDERS:

Executive Order 11063 provides that no person shall, on the basis of race, color, creed, or national origin, be discriminated against in the provisions, rehabilitation or benefits of housing financed through Federal financial assistance.

Executive Order 11141 declares it a policy of the Executive Branch that government contractors not discriminate on the basis of age.

Executive Order 11246 requires governmental contractors to have written Affirmative Action Plans and to set goals and timetables for increasing the representation of women and minorities in their workforce if they have been underutilized in the past.

Executive Order 11375 expanded the coverage of Executive Order 11246 to include discrimination on the basis of sex.

STATE LAW:

Illinois Human Rights Act of 1980 as amended.

An Act to promote the public health, welfare, and safety of the people of the state of Illinois by preventing unlawful discrimination in employment, real property transactions, access to financial credit, and public accommodations, by authorizing the creation of a Department of Human Rights to enforce the Act, and a Human Rights Commission to adjudicate allegations of unlawful discrimination, and by making uniform the law with reference to unlawful discrimination through the additional amendments and repeal of various Acts:

- A. Freedom from Sexual Harassment in Employment and Unlawful Discrimination and Sexual Harassment in Higher Education. To secure for all individuals within Illinois the freedom from discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.
- B. Equal Opportunity / Affirmative Action. To establish Equal Opportunity and Affirmative Action as the policies of this state in all of its decisions, programs, and activities, and to ensure that all state departments, boards, commissions, and instrumentalities rigorously take affirmative action to provide equality of opportunity and eliminate the effects of past discrimination in the internal affairs of state government and in their relations with the public.

The Unemployment Insurance Act

In matters of benefit eligibility, this Act defines sexual harassment to mean (1) unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other conduct or communication which is made a term or condition of the employment, or (2) the employee's submission to or rejection of such conduct or communication which is the basis for decisions affecting employment, or (3) when such conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

STATE EXECUTIVE ORDERS:

Executive Order 15, this Order reaffirms a commitment to a quality and diversified workforce. The Order directs the Department of Human Rights, the Department of Central Management Services, the Department of Employment Security, and other state agencies to develop a recruitment plan that will reach all populations during efforts to fill vacancies. Each agency will designate a management level person to be responsible for coordinating the recruitment efforts. The Department of Human Rights will be responsible for monitoring and assessing the agencies in their recruitment and hiring efforts and in reporting the information to the Governor on their progress.

Executive Order 16, this Order instructs the head of each state department to do the (1) in so far as possible, provide a work environment that is free of sexual harassment, (2) develop a policy on sexual harassment according to the guidelines established by the Governor's Office, (3) disseminate this policy to all employees, and (4) provide a sexual harassment training program for all supervisors.

SECTION SEVEN

HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____
 EEO Job Category: _____ Requisition Number: _____
 Title of Job to be filled: _____ Date of Hire: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaska Native: _____
 Native Hawaiian or Other Pacific Islander: _____ People with Disabilities: _____

2. Indicate: Race of person selected:
 Sex: Veteran: Disability:

3. Number of individuals who applied or were on the list of eligible(s) _____

Total by Category	# applied	# Invited	# Interviewed	# Selected
Women	_____	_____	_____	_____
American Indian or Alaska Native	_____	_____	_____	_____
Asian	_____	_____	_____	_____
Black or African American	_____	_____	_____	_____
Hispanic or Latino	_____	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____	_____
White	_____	_____	_____	_____
Two or More Races	_____	_____	_____	_____
Did Not Disclose	_____	_____	_____	_____
People with Disabilities	_____	_____	_____	_____
Veterans	_____	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this hire. Remarks on reverse side.

 EEO/AA Officer Date

 I approve of this hire
 Chief Executive Officer 33 Date

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County _____ Position Number: _____
 IDHR Region / (Facility) _____
 EEO Job Category: _____ Requisition Number: _____
 Title of Job to be filled: _____ Date of Promotion: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaska Native: _____
 Native Hawaiian or Other Pacific Islander: _____ People with Disabilities* _____
 Male

2. Indicate the race and sex of person promoted:

3. Number of individuals who applied or were on the list of promotable(s): _____

Total by Category	# applied	# Invited	# Interviewed	# Selected
Women	_____	_____	_____	_____
American Indian or Alaska Native	_____	_____	_____	_____
Asian	_____	_____	_____	_____
Black or African American	_____	_____	_____	_____
Hispanic or Latino	_____	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____	_____
White	_____	_____	_____	_____
Two or More Races	_____	_____	_____	_____
People with Disabilities	_____	_____	_____	_____
Veterans	_____	_____	_____	_____

4. Did it change the employee's EEO Job Category?
 If yes, from what EEO job Category?

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this promotion. Remarks on reverse side.

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

EXIT QUESTIONNAIRE

Instructions: This questionnaire will be provided to all employees at the time of their separation from the Department whether voluntary or involuntary. The completion of this questionnaire will be at the employee's option. Please send the completed form in the envelope provided to the Equal Employment Opportunity Officer. The Equal Employment Officer shall maintain a separate file of all forms for possible review by the Department of Human Rights.

Name _____ Sex: Male _____ Female _____ Age: _____

Disability: Yes _____ No _____ Race _____ Date of Employment: _____ Separation Date: _____

Position Title: _____

Starting Salary _____ Current Salary _____ Who was your immediate supervisor? _____

Reason for leaving: _____

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

If you have a new job, is it paying more money? Yes _____ No _____

Different responsibilities? Yes _____ No _____

Would you want to work here again? Yes _____ No _____

Explain _____

Same Position? Yes _____ No _____ Explain: _____

Same Supervisor? Yes _____ No _____ Explain: _____

Do you feel the working conditions were satisfactory? Yes _____ No _____

Explain: _____

Were you satisfied with the pay you received for the work performed? Yes _____ No _____

Explain: _____

Were you provided opportunities for promotions? Yes _____ No _____

Explain: _____

Were you provided opportunities for on-the-job training? Yes _____ No _____

Explain: _____

Do you have any suggestions for improving employee morale? _____

Did you personally experience any discrimination while working in your position? Yes _____ No _____

Explain: _____

Are you aware of instances where others have been discriminated against? Yes _____ No _____

Explain: _____

If you have answered "Yes" to the last two questions, have you discussed or given written notice of this discrimination to your supervisor or EEO/AA Officer? Yes _____ No _____

Explain: _____

Additional comments / concerns: _____

Employee Signature _____ Date: _____

THE INFORMATION ON THIS EXIT QUESTIONNAIRE IS VOLUNTARY & CONFIDENTIAL