

<b>Title</b>	<b>White Paper on PZRAAEO Affirmative Action Report</b>
<b>Version</b>	1.1
<b>Date</b>	20100916
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<b>Processes</b>	<b>PZRAAEO</b>

## **PZRAAEO Description**

When preparing an AAP, OFCCP documents that the plan should be customized to reflect an employer's organizational structure, policies, practices, programs, and data. Usually a separate AAP is required for each establishment. In appropriate circumstances, an establishment may include several facilities located at two or more sites if the facilities are in the same labor market or recruiting area. For the purpose of PZRAAEO, we have it so each institution can run it for their recordkeeping needs.

In addition to the records an employer is required to compile and maintain to support the AAP [41 CFR 60-1.12 and 60-2.17(d)], the employer should also keep materials evidencing its affirmative action efforts. This may include items such as copies of collective bargaining agreements and other documents that indicate employment policies and practices; copies of letters sent to suppliers and vendors stating the EEO/affirmative action policy; copies of letters sent to recruitment sources and community organizations; and copies of contract language incorporating the regulatory EEO clause [41 CFR 60-1.4].

### **Affirmative Action Parameters**

01. Institution Initials – Enter the initials of the institution. BOR, BHSU, DSU, NSU, SDMT, SDSD, USD, SDVI, and SDSU.
02. Print Detail – Place a Y for audit and detail of every employee in your report. For the final report, enter N so that no employee data will be in the final report for your Affirmative Action Plan.
03. Begin Date – Enter the beginning date of the period for which the period will begin DD-MON-YEAR.
04. End Date – Enter the end date of the period for which the end period in the form of DD-MON-YEAR.

For parameters 05 through 15, enter in for the following if you want to report the external market for Factor 1. If you want to include all of US for a particular ESKL, then type US%. If you want a state then you will enter state initials then percent for entire state (MT%). If you need to enter more than one state, then enter MT/SD/MN/IA. If you want multiple counties, then enter SDClay/SDUnion/IAWoodbury. If you do not want to report for an ESKL, i.e., BOR has no Skilled Craft, therefore, BOR will not enter in a parameter.

No spaces in the names of the variables. Remember to separate the County, State by / or the variables will not work properly. If you want all of a state or the US, use a %. If you have more than one state, then you will need to add the %/. SD%/MT%/WY%.

05. ESKL 1A – Officials and Managers
06. ESKL 1B – Mid Level Managers
07. ESKL 20 – Faculty
08. ESKL 30 - Technicians
09. ESKL 40 - Professionals
10. ESKL 50 – Office and Clerical
11. ESKL 6A – Skilled Craft
12. ESKL 6B - Operatives

- 13. ESKL 6C – Labor/Maintenance
- 14. ESKL 70 – Service Workers
- 15. ESKL A0 – Sales

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.0 (PROD)

Process: PZRAAEO Affirmative Action Report Parameter Set:

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**Printer Control**

Printer: DATABASE Special Print: Lines: Submit Time:

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**Parameter Values**

Number	Parameters	Values
01	Institution Initials	BOR
02	Print Detail	Y
03	Begin Date	01-JAN-2009
04	End Date	31-DEC-2009
05	ESKL 1A	SDHughes/SDClay/SDPennington
06	ESKL 1B	SDHughes/SDClay/SDPennington
07	ESKL 40	SDHughes/SDClay/SDPennington
08	ESKL 20	

LENGTH: 50 TYPE: Character O/R: Optional M/S: Single Professionals

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**Submission**

Save Parameter Set as Name: Description:  Hold  Submit

Parameter Number, press SEARCH for valid parameters.

Record: 7/? <OSC>

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.0 (PROD)

Process: PZRAAEO Affirmative Action Report Parameter Set:

Printer Control  
 Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
08	ESKL 20	
09	ESKL 30	
10	ESKL 50	SDHughes/SDClay/SDPennington
11	ESKL 6A	SDHughes/SDClay/SDPennington
12	ESKL 6B	
13	ESKL 6C	
14	ESKL 70	
15	ESKL A0	

LENGTH: 50 TYPE: Character O/R: Optional M/S: Single  
Sales

Submission  
 Save Parameter Set as Name: Description:  Hold  Submit

FRM-40352: Last record of query retrieved.  
 Record: 15/15 <OSC>

## Affirmative Action Reporting Needs by Summary

1. Report A – List of all position titles by ESKL Level by Institution.
2. Report B- Percentage of Demographics by Institution by Female and Minority Total by ESKL
3. Report C- Breakdown by Ethnicity/Minority/Female Demographics by Institution.
4. Report D – Workforce Analysis By Institution
5. Report E – Workforce Analysis By Compensation, Rank, Tenure by Institution.
6. Report F – Applicant Tracking Report by Institution
7. Report G – Two Group Factor Analysis by Institution
  - a. Factor I – Census Data – Reasonable Recruitment Area
  - b. Factor II – Potential Job Progression – Promoting Opportunity
8. Report H - Utilization Analysis By Institution
9. Report I – Weights Defined for Factor I and II
10. Report J – Weighted Utilization By Institution
11. Report K- Institutional Goal
12. Report L – Personnel Activity – Termination Report/Layoff Report

## **Affirmative Action Employment Laws – Supporting Affirmative Action**

Civil Rights Act (1964, 1991)

Age Discrimination in Employment Act

Equal Pay Act

Rehabilitation Act

Americans with Disability Act

Vietnam Era Veterans Readjustment Assistance Act

Jobs for Veterans Act

Veterans Employment Opportunities Act

Executive Order No. 11246

While EEO is defined as Equal Opportunity, Affirmative Action is defined as Outreach and Recruitment. This report is designed for Affirmative Action but will allow for workforce analysis which provides for EEO reporting in concert.

## **Affirmative Action Needs by Detail by Section**

### **1. Report A – List of all position titles by ESKL Level by Institution.**

Job Group Identification is assessed by looking at all of the positions on NBAPOSN that are Active and identifying what official EEO Categories the positions are assigned. When establishing NTRPCLS (Position Classifications) the HR group reviewed all positions and identified the appropriate EEO Category as defined by EEO.

This is a required component of the Affirmative Action Report. This is a horizontal slice of the organization which only looks at functional duties rather than persons in the position by department.

**This program will look at the following Tables in Banner when completing the portion of the report.**

**NBBPOSN (NBAPOSN)**

**NTRPCLS\_ESKL\_Code - PTVESKL**

**NBBPOSN\_PCLS\_CODE – NTRPCLS**

The crosswalk is as follows:

1A, 10 – Executive Officials/Managers

1B – First/Mid Officials/Managers

20, 40 – Professionals [include faculty]

30 – Technicians

50 – Office Clerical

6A – Craft Workers

6B – Operatives

6C – Laborers

70 - Service Workers

A0 – Sales

Sample of Report A (Section 1A and 1B only in example):

Report A

1A Executive Level Managers

RE9989 Chief Administrative Officer  
 RE9984 Chief Executive Officer  
 RE9979 Chief Academic Officer  
 RE9929 Regent  
 RE9994 Chief Research Officer  
 RE9980 Chief Public Relations Officer  
 RE9985 Associate VP Academic Affairs

1B Mid-Level Managers

RE9992 Coordinator  
 RE9974 Manager  
 RE9946 Coordinator  
 RE9943 Networking Supervisor  
 RE9937 Director  
 RE9996 Coordinator  
 RE9982 EUC Coordinator  
 RE9956 Director of Infor Technology  
 RE9983 Dir Human Resources  
 RE9941 Director of Computing Services  
 RE9991 Director  
 RE9987 Administrative Coordinator  
 RE9922 Assistant Director  
 RE9917 Financial Compliance Officer

**2. Report B - Percentage of Demographics by Institution by Female and Minority Total by ESKL**

This section of the report documents general demographics of the institution by EEO Category. To evaluate this data, the program looks at the section above and calculates from SPBPERS (PPAIDEN – Biographical) the Ethnicity and Sex of the employee population. The report does not include students or other part-time employees in this section (except for Regents for BOR).

**This program will look at the following Tables in Banner when completing the portion of the report.**

**SPBPERS (PPAIDEN)**

**PEBEMPL (PEAEMPL – Active Employees)**

Sample of Report B (For example only are 1A and 1B):

Report B Type	Minority%	Female%
Executive Officials/Managers	0	16.67
First/Mid Officials/Managers	0	66.67

**3. Report C - Breakdown by Ethnicity/Minority/Female Demographics by Institution in Total ESKL.**

These totals represent the detail from Report B. To help campuses with data clean up, we have placed a Not-Disclosed for campuses to go in and scrub their data. All ethnicity should be disclosed according to EEO. If employee does not provide, EEO allows for institutions to visually select.

Sample 1A and 1B:

Report C Job Group	Total Employees	Not Disclosed Utilization	White Utilization	Black Utilization	Hispanic Utilization	Total Minorities	Total Female
Executive Officials/Managers	6	0	6	0	0	0	1
First/Mid Officials/Managers	12	0	12	0	0	0	8

**4. Report D - Workforce Analysis By Institution**

Workforce analysis is the vertical view of an organization. This section provides the first set of statistical analysis required for the Affirmative Action plan. It will contain information regarding sex, titles, ethnicity of the organization.

This report can be run in Audit for HR to validate data. By running in Audit, the names of the employees will be listed by the title and position number. This will aid in HR and should be run with a Y in the Print Detail Parameter. However, do not place the detail in your affirmative action plan, rather, rerun the program with an N in the parameter.

**This program will look at the following Tables in Banner when completing the portion of the report.**

**PPAIDEN – SPRIDEN, SPBPERS**

**NBAJOBS - NBRJOBS**

**PTVESKL**

**PEAEMPL – PEBEMPL (Departments/EMPR)**

Sample of a Department without the Detail of Employees:

Workforce Analysis  
As of 04/12/2009  
Division: Regents Academic Affairs

Job Description	Position	Pay Range	Table	Male					Female					
				AM	AS	BLK	HIS	WH	AM	AS	BLK	HIS	WH	
EUC Coordinator	RE9982-00	NS	Mid-Level Managers	0	0	0	0	0	0	0	0	0	0	1
Executive Admin Assistant	RE9993-00	NH	Office Clerical	0	0	0	0	0	0	0	0	0	0	1
Chief Academic Officer	RE9979-00	NS	Executive Level Managers	0	0	0	0	1	0	0	0	0	0	0
Executive Admin Assistant	RE9976-00	NH	Office Clerical	0	0	0	0	0	0	0	0	0	0	1
Associate VP Academic Affairs	RE9985-00	NS	Executive Level Managers	0	0	0	0	1	0	0	0	0	0	0
Totals				0	0	0	0	2	0	0	0	0	0	3

**5. Report E – Workforce Analysis by Compensation, Rank and Tenure.**

Workforce analysis is the vertical view of an organization. This section provides the first set of statistical analysis required for the Affirmative Action plan. It will contain information regarding sex, titles, ethnicity of the organization. The difference between D and E is the addition of salary, CIP, rank and tenure information.

This report can be run in Audit for HR to validate data. By running in Audit, the names of the employees will be listed by the title and position number. This will aid in HR and should be run with a Y in the Print Detail Parameter. However, do not place the detail in your affirmative action plan, rather, rerun the program with an N in the parameter.

**This program will look at the following Tables in Banner when completing the portion of the report.**

**PPAIDEN – SPRIDEN, SPBPERS  
NBAJOBS - NBRJOBS  
PTVESKL  
PEAEMPL – PEBEMPL (Departments/EMPR)  
PEAFACT**

Sample of a Department without the Detail of Employees: This will be the same as Report E with the addition of Faculty information and salary data.

**6. Report F – Applicant Tracking**

This report begins looking at the applicant data for the external recruitment process for your institution. This data will come directly from YourFuture (PeopleAdmin) based on applicants that applied for the position. It will look at EEO Categories for applicants completing the application process. If applicants are not completed with the process, they will not be in the totals.

**This program will look at the following Tables in Banner when completing the portion of the report.**

**PeopleAdmin Tables**

**pz\_jobposting4  
pz\_jobposting  
pz\_position  
pz\_positionstatshistor**

**Banner - NTRPCLS**



Sample of an Applicant Tracking for 1A:

Report F

Fiscal Year Totals

By ESKL - EEO

Group: 1A Officials and Managers

	ND	WH	BL	HI	AS	AM	Totals
Not Disclosed	0	0	0	0	0	0	0
Female	0	1	0	0	0	0	1
Male	0	3	0	0	0	0	3
Totals	0	4	0	0	0	0	4

**7. Report G - Two Group Factor Analysis by Institution**

**Report G - Factor 1:**

This is the percentage of minorities and women among those having requisite skills in a reasonable recruitment area. This data is completely driven by the 2000-2010 Census data pulled from the Department of Labor. RIS pulled the data from the tables on the Labor site and loaded a table in Oracle.

Institutions can define their labor area by ESKL (EEO Category) and the program will calculate the recruitment statistics.

Sample of 1A for SD/Hughes/Clay/Pennington:

Report G Factor 1

Run for : SD%/Hughes/Clay/Pennington

	Total	Black	Asian	Hispanic	Am. Indian	Female
Officials and Managers	50940	88	88	248	1502	15719
Percents		0.17	0.17	0.49	2.95	30.86

**Report G - Factor 2: Feeder Groups**

This is a percentage of minorities and women among those promotable, transferable and trainable within an organization. The committee who created this report identified all position class codes that appeared to have the ability to move to another through promotion. The committee then used NTRJOBP and NTVJOBP to assign on NBAPOSN the feeder positions. Note – Feeders for ESKL 20 are not included due to lowest degree required being a Masters versus a Doctorate degree.

Sample of 1A for Feeder Positions:

Report G Factor 2

	Totals	WH	BL	HI	AS	AM	Female
Officials and Managers	7	7	0	0	0	0	4
		100%	0%	0%	0%	0%	57%

## 8. Report H – Utilization By Institution No Weighting

This report identifies the utilization without weighted calculations. This gives a picture of the market for recruitment. This is taken from Report G and placed into a summary report with Factor I and II.

### Sample of 1A:

Report H

Officials and Managers	Black	His	Asian	Am	TTL Min	Female
1. Percent of Skills	.17	.49	.17	2.95	3.78	30.86
2. Percent Feeder	0	0	0	0	0	57.14
3. Percent Trainable	-	-	-	-	-	-

## 9. Report I – Weighting Assigned – System-Wide

In calculating utilization, it is important to understand the recruitment between applicants from the external marketplace as well as internal feeding positions. Therefore, the weights were assigned based on the types of position classifications and organizational culture.

Document by ESKL - 1A/1B External 95% and Internal 5%  
 20/40 External 80% and Internal 20%  
 30 External 85% and Internal 15%  
 50 External 70% and Internal 30%  
 6A/6B/6C – External 90% and Internal 10%  
 70 External 90% and Internal 10%  
 A0 External 100% and Internal 0%

## 10. Report J – Calculations /Weight Utilization

This report takes the detail from Report H and Report I and calculates the weighted averages for percentage and the weighted calculation will then be used to assess the goals for the institution.

Because this document is not landscape orientation, you will note that the example is split into two parts. The first part is showing the data from Report H. The second Part has a calculation with the weights to provide availability.

### Sample of 1A:

Report J Part 1

Officials and Managers	Black	His	Asian	Am	TTL Min	Female
External	.17	.49	.17	2.95	3.78	30.86
Feeder	0	0	0	0	0	57.14
Available	-	-	-	-	-	-

Report J Part 2

Officials and Managers Source	Factor	Black	His	Asian	Am	TTL Min	Female
External	95	.16	.47	.16	2.80	3.59	29.32
Note 1 Feeder	5	.00	.00	.00	.00	.00	2.86
Note 2 Available	-	.16	.47	.16	2.80	3.59	32.17

**11. Report K – Institutional Goals**

Institutional Goals is the calculation from Part 2 of J that shows the needed utilization based on Factor I an II of the Census and internal Feeder Positions. For this example, Minorities currently employed are 0; however, the market states our open forecast is 3.59%. The institutions then will need to determine if this is attainable and identify a Replacement Goal. The Open Forecast is simply a calculation of Present subtract Additional Needed. This is not intended to imply that you will have that many open positions. Your replacement goal should be reviewed based on your assessment of openings. For example, the Regents may not have any positions that will open, then the replacement goal may be zero with the justification that there are no deemed openings for the CY.

This section, HR will need to enter in their replacement goal with comments manually. See the red text below was manually entered in for example purposes only.

Sample of 1A:

1A Executive Officials/Managers				
Under Util.	Present	Add. Needed	Open Forecast	Repl. Goal
Minorities	0	3.59	3.59	0 - There will be no openings in CY2010.
Female	16.67	29.32	12.65	0 - There will be no openings in CY2010.

**12. Report L – Termination Report – Terminations/Layoffs**

This report will provide a detail of all terminations and layoffs for the CY being reported. This report looks at PEBEMPL and PEREHIS for those terminating. Based on PTRTREA, the employee is placed into Layoff, Termination and Involuntary Termination.

- PTRTREA
- LR, LN Lay Off
- IR, IV Involuntary
- All others Termination

Sample of 1A:

Executive Officials/Managers	1A		Involuntary Term		Layoffs		Totals
	Voluntary	Term	Females	Males	Females	Males	
Ethnicity	Females	Males	Females	Males	Females	Males	
White	0	2	0	0	0	0	2
Black	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0
Asian or Pacifi	0	0	0	0	0	0	0
American Indian	0	0	0	0	0	0	0

Edit to validate detail of those terminating.

```
select distinct(spriden_id), perehis_jbln_code, spriden_last_name, spriden_first_name,
perehis_trea_code
from perehis,spriden
where perehis_empl_status = 'T'
and perehis_term_date between '01-JAN-2009' and '31-DEC-2009'
and perehis_ecls_code in ('01','03','04','14','15','16','17','18','21','28','29','39')
and spriden_pidm = perehis_pidm
and spriden_change_ind is null
and perehis_jbln_code = 'BOR'

order by perehis_jbln_code
```