

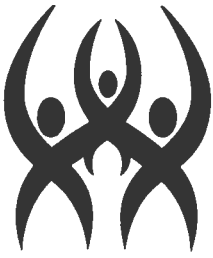


EQUAL OPPORTUNITY / AFFIRMATIVE ACTION PLAN

The Human Service Center

Effective January 1, 2020

Plan Approved by: Tamara Feest, Executive Director
Plan Completed by: Angela Paddock, Human Resource and Operations Manager



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

P.O. BOX 897

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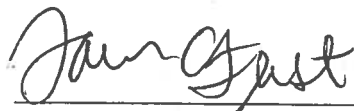
SECTION I EQUAL OPPORTUNITY / AFFIRMATIVE ACTION POLICY

It is the policy of The Human Service Center not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.

The Human Resource and Operations Manager is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

The Human Service Center shall comply with s. 16.765, Wis. Stats., state regulations and federal laws relating to equal employment opportunities and affirmative action. The agency shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Tamara Feest, BA, ICS, CSAC



Signature

Executive Director

Title

01/01/2020

Date



**Workforce Analysis: Contractor
Wisconsin Contract Compliance Program**

General Instructions: The contractor must include a workforce analysis as a part of its Affirmative Action Plan or with its Request for an Exemption from Submitting an Affirmative Action Plan, if the contractor is requesting an exemption based on having achieved a balanced work force. As an alternative to submitting this document, a contractor may submit a copy of its federal EEO-1 form. This information is due to the contracting state agency within fifteen (15) working days after the award date of a contract from the State of Wisconsin.

*The contractor's Federal Identification Number is used to positively identify the employer and location.

Contractor		Bid, Contract & PO Numbers (as applicable)			Date of Analysis		*Federal Employer Identification Number	
The Human Service Center					01/01/2019		39-1214131	
JOB CATEGORIES	EMPLOYEES TOTAL	MALE			FEMALE			
		TOTAL	MINORITY	DISABLED	TOTAL	MINORITY	DISABLED	
Officials and Managers	6	2	0	0	4	0	0	
Professionals	33	3	0	0	30	1	1	
Technicians								
Sales Workers								
Administrative Support Workers	13	0	0	0	13	1	0	
Craft Workers								
Operatives								
Laborers and Helpers	1	1	0	0				
Service Workers								
Total	53	6	0	0	47	2	1	
Total Employment Reported in Previous Analysis Dated: 6/6/05	64.5	12	0		52.5	0		

Prepared By:

Signature

01/01/2020

Date

(715) 369-2215

Telephone Number

ANGELA PADDOCK

Printed Name

HUMAN RESOURCE &
OPERATIONS MANAGER

Title

This form can be made available in alternate formats to individuals with disabilities upon request. Please call the Contract Compliance Program (CCP) at (608) 266-5462 (voice) or (608) 267-9629 (TTY), or write to CCP at 101 East Wilson Street, 6th Floor, P O Box 7867, Madison, Wisconsin 53707-7867.

SECTION II WORKFORCE ANALYSIS

Forest County	Total Employed	Hispanic or Latino	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Some other race alone	Two or more races	Percent White	Total Males	Total Females	Percent Females
Management, business, science, and arts occupations	1,016	7	921	0	76	16	0	0	3	90.6%	408	610	60.0%
Service occupations	736	14	573	6	108	5	0	2	42	77.9%	285	471	64.0%
Sales and office occupations	754	8	681	4	69	0	0	0	0	90.3%	219	535	71.0%
Natural resources, construction, and maintenance occupations	503	0	465	4	34	0	0	0	0	92.4%	491	12	2.4%
Production, transportation, and material moving occupations	649	34	588	7	33	1	0	18	2	90.6%	510	139	21.4%
Total County	3,658	63	3,228	21	320	22	0	20	47	88.2%	1,891	1,767	48.3%

Note: Total Employed is the Civilian Labor Force Employed ages 16+ for the County

Source: US Census Bureau - American Community Survey (ACS) 2013-2017 5-Year Estimate (Table C24010A-G.I.) - Compiled by the Wisconsin Dept of Workforce Development - Office of Economic Advisors

Vilas County	Total Employed	Hispanic or Latino	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Some other race alone	Two or more races	Percent White	Total Males	Total Females	Percent Females
Management, business, science, and arts occupations	2,666	49	2,381	0	166	62	0	35	22	89.3%	1,209	1,457	54.7%
Service occupations	2,217	36	1,927	7	293	9	0	0	81	82.4%	952	1,265	57.1%
Sales and office occupations	2,113	24	1,976	0	111	6	10	0	10	93.5%	795	1,318	62.4%
Natural resources, construction, and maintenance occupations	1,224	1	1,102	0	98	0	0	0	24	90.0%	1,193	31	2.5%
Production, transportation, and material moving occupations	818	12	730	0	38	20	0	9	21	89.2%	633	185	22.6%
Total County	9,038	122	8,016	7	706	97	10	44	158	88.7%	4,782	4,256	47.1%

Note: Total Employed is the Civilian Labor Force Employed ages 16+ for the County

Source: US Census Bureau - American Community Survey (ACS) 2013-2017 5-Year Estimate (Table C24010A-G.I.) - Compiled by the Wisconsin Dept of Workforce Development - Office of Economic Advisors

Oneida County	Total Employed	Hispanic or Latino	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Some other race alone	Two or more races	Percent White	Total Males	Total Females	Percent Females
Management, business, science, and arts occupations	5,326	20	5,141	8	25	50	0	0	102	96.5%	2,178	3,148	59.1%
Service occupations	3,205	137	3,118	10	24	22	0	31	0	97.3%	1,245	1,960	61.2%
Sales and office occupations	4,097	30	4,015	4	31	2	0	10	35	98.0%	1,470	2,627	64.1%
Natural resources, construction, and maintenance occupations	1,834	0	1,801	15	16	0	0	0	2	98.2%	1,780	54	2.9%
Production, transportation, and material moving occupations	2,364	82	2,306	0	25	5	0	10	18	97.5%	1,962	402	17.0%
Total County	16,826	269	16,381	37	121	79	0	51	157	97.4%	8,635	8,191	48.7%

Note: Total Employed is the Civilian Labor Force Employed ages 16+ for the County

Source: US Census Bureau - American Community Survey (ACS) 2013-2017 5-Year Estimate (Table C24010A-G.I.) - Compiled by the Wisconsin Dept of Workforce Development - Office of Economic Advisors

BALANCED WORKFORCE CALCULATION FOR FEMALES

Total Officials and Managers	6
Total Labor Market % For Female Officials and Managers	58%
# of Women Needed to be Balanced	3

Total Professionals	33
Total Labor Market % For Female Professionals	60%
# of Women Needed to be Balanced	20

Total Administrative Support	13
Total Labor Market % For Female Administrative Support	64%
# of Women Needed to be Balanced	8

Key: Unbalanced

Total Laborers and Helpers	1
Total Labor Market % For Female Officials and Managers	3%
# of Women Needed to be Balanced	0

BALANCED WORKFORCE CALCULATION FOR MINORITIES

Total Officials and Managers	6
Total Labor Market % For Minority Officials and Managers	6%
# of Minority Needed to be Balanced	0

Total Professionals	33
Total Labor Market % For Minority Professionals	10%
# of Minority Needed to be Balanced	3

Total Administrative Support	13
Total Labor Market % For Minority Administrative Support	4%
# of Minority Needed to be Balanced	1

Key: Unbalanced

Total Laborers and Helpers	1
Total Labor Market % For Minority Officials and Managers	5%
# of Minority Needed to be Balanced	0

	Wisconsin	Percent	Forest County, Wisconsin	Percent	Oneida County, Wisconsin	Percent	Vilas County, Wisconsin	Percent
Total	3,529,858		5,120		20,488		11,465	
In the labor force	2,878,964	81.6%	3,683	71.9%	16,060	78.4%	8,806	76.8%
In the labor force: - Employed	2,744,978	95.3%	3,358	91.2%	15,477	96.4%	8,106	92.1%
In the labor force: - Employed: - With a disability	142,170	5.2%	271	8.1%	908	5.9%	518	6.4%
In the labor force: - Employed: - No disability	2,602,808	94.8%	3,087	91.9%	14,569	94.1%	7,588	93.6%
In the labor force: - Unemployed:	133,986	4.7%	325	8.8%	583	3.6%	700	7.9%
In the labor force: - Unemployed: - With a disability	19,405	14.5%	69	21.2%	126	21.6%	227	32.4%
In the labor force: - Unemployed: - No disability	114,581	85.5%	256	78.8%	457	78.4%	473	67.6%
Not in labor force:	650,894	18.4%	1,437	28.1%	4,428	21.6%	2,659	23.2%
Not in labor force: - With a disability	183,197	28.1%	465	32.4%	1,233	27.8%	740	27.8%
Not in labor force: - No disability	467,697	71.9%	972	67.6%	3,195	72.2%	1,919	72.2%

Table C18120: Employment Status by Disability Status
Universe: Civilian noninstitutionalized population 18 to 64 years
2013-2017 American Community Survey 5-Year Estimates

BALANCED WORKFORCE CALCULATION FOR DISABILITIES

Job Categories:	EE's Total
Officials and Managers	6
Professionals	33
Administrative Support Workers	13
Laborers and Helpers	1
Total	53
Total Labor Market % - Disabled	6%
# of Disabled Needed to be Balanced	3

Key: Unbalanced

SECTION III AFFIRMATIVE ACTION GOALS

The Human Service Center meets or exceeds compliance expectations in most areas; this Affirmative Action plan will focus on the areas where a population may be out of compliance. The goal of The Human Service Center will be to increase employment of minorities and individuals with disabilities overall. There continues to be a higher percentage of women than men in The Human Service Center employment. In developing this plan, a representative group of employees and Human Resources will identify activities, steps and persons responsible for implementation as illustrated in the following objective areas:

Objective:	Measure:	Target Date:
Broaden the base of applicants to increase minority applications.	New hire data will show increase in the number of minority employees.	Hiring goals are subject to position openings, licensure and required job qualifications.

In order to broaden the base of applicants to increase minority applications, The Human Service Center utilizes Wisconsin Job Center as a source for applications to fill vacancies. Many applicants register at the Wisconsin Job Center, including those minorities with statistically high unemployment rates. The Human Service Center will continue to recruit for vacant position within the Wisconsin Job Center's website. The Human Service Center also has a website, www.thehumanservicecenter.org, which can be utilized to view all current vacancies by any person with computer access.

Objective:	Measure:	Target Date:
Obtain balanced workforce with individuals with disabilities.	Workforce data will show an increase in employees voluntarily identifying as disabled.	Achieve balanced workforce within 36 months.

In 2017, The Human Service Center implemented a new employment application with a section to voluntarily disclose Equal Employment Opportunity information. The Human

Resource and Operations Manager will continue to review applications and place special emphasis on individuals that are under-represented in the work force, such as individuals with disabilities. In addition, current staff may be invited to voluntarily disclose if they have a disability in accordance with the American Disabilities Act.

SECTION IV AFFIRMATIVE ACTION PLAN DISSEMINATION

The Affirmative Action Plan will be made known by the following:

1. A copy of the Affirmative Action Plan is posted on the bulletin board outside the Human Resource and Operations Manager's office.
2. The Affirmative Action Plan is also posted on the internet under the Employment tab:
<https://www.thehumanservicecenter.org/employment->
3. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Fair Employment Act are displayed within the agency.
4. All job advertisements for employment will include the statement: "An Equal Employment Opportunity Employer"
5. All new hires will review the Affirmative Action Plan during their new hire orientation.

All management personnel are responsible for implementation of affirmative action initiatives within their areas of responsibility. Equal opportunity and affirmative action issues will be addressed at a weekly management meeting, should an issue arise.

Any complaints regarding this Affirmative Action Plan may be filed with the Wisconsin Department of Workforce Development's Equal Rights Division or with the State of Wisconsin's Contract Compliance Program.

SECTION V INTERNAL MONITORING

The Affirmative Action Officer for The Human Service Center shall be the Human Resource and Operations Manager. The Affirmative Action Officer will review all agency policies and procedures, rules and regulations, and

shall have access to all personnel files, documents, investigative reports, and any document or information pertinent to the maintenance of the Affirmative Action Plan. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in problem resolution.

The Affirmative Action Plan will be reviewed annually to evaluate results achieved by the plan. The Affirmative Action Officer will be responsible for monitoring of the plan and taking necessary action, including but not limited to reeducating managers and the Executive Director responsible for hiring and promotion. All management personnel are held responsible for implementing affirmative action initiatives within their areas of responsibility.