

AA Plan Survey Results

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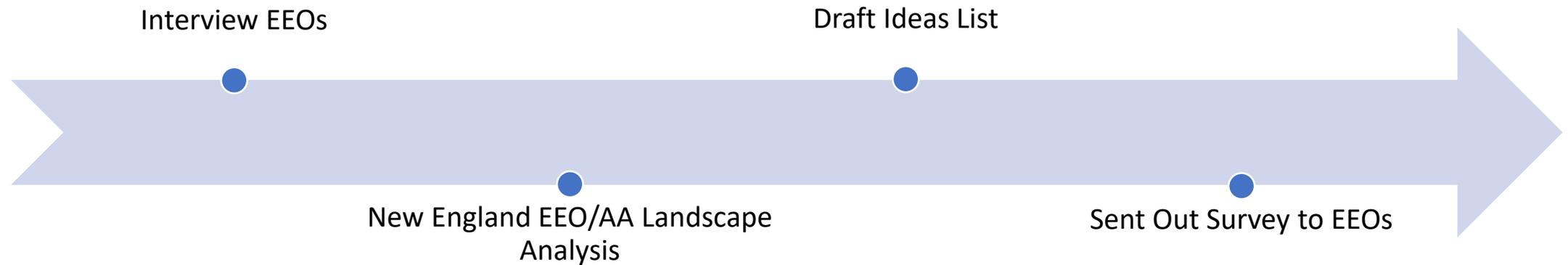
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Streamlining AA Plans Project Progression in 2023





Survey Results

Themes

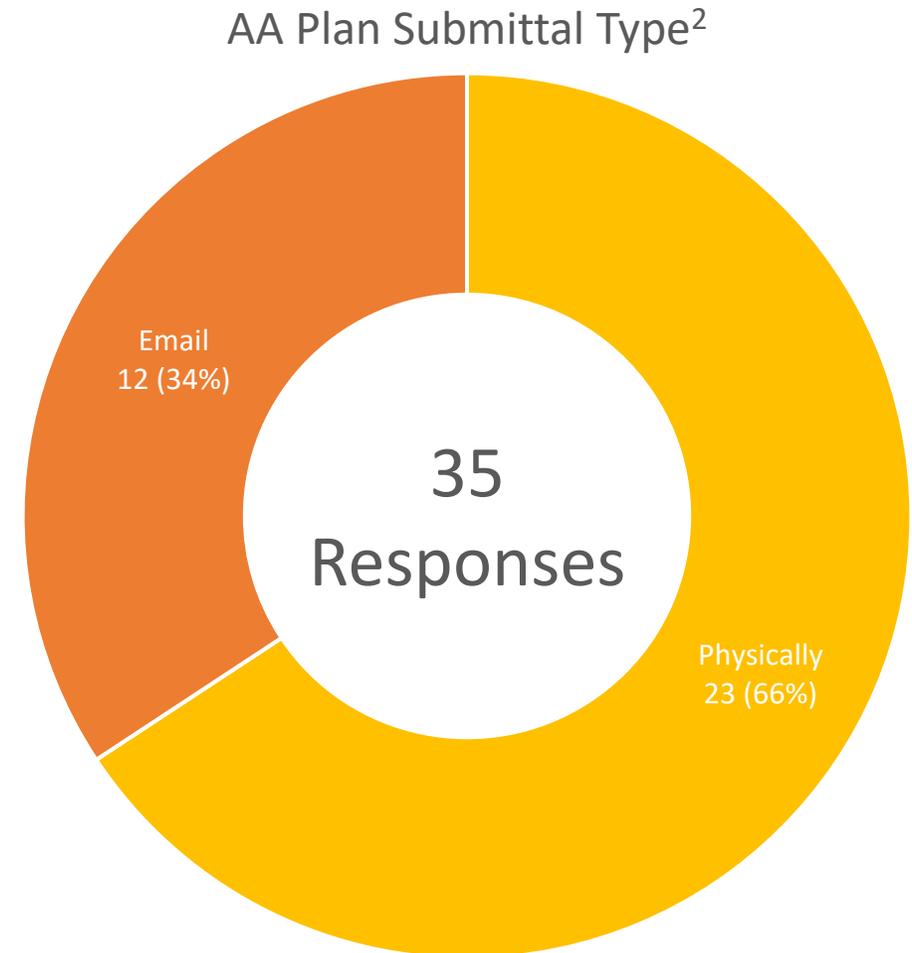
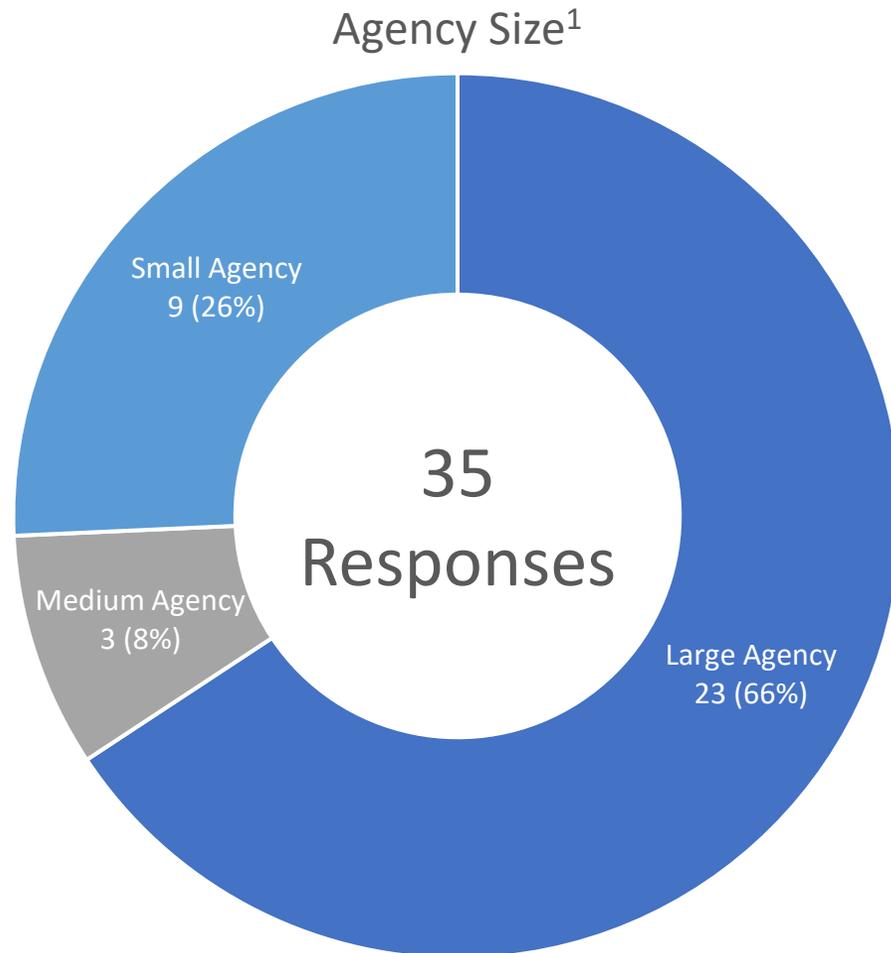
Major Themes

- Regulation
- Online & Automation
- Forms & Templates
- Formulas & Calculations
- Data

Additional Themes

- Centralized Reporting
- Human Error
- Staffing
- Training
- Program Integrity

Survey Statistics



¹ References Survey Question: Are you an EEO officer/staff at a small, medium or large agency?

² References Survey Question: How do you submit your Affirmative Action Plan?

Survey Statistics

Average Time Spent Preparing Content of AA Plans³



Focus of Agency's Leadership⁴



³ References Survey Question: How much time does it take to prepare the content of the plan?

⁴ References Survey Question: Which section has the most focus from your agency's leadership?

EEO Voices

- “Making the AA Plan **easier/less cumbersome** should **not dilute the impact of EEO/AA in [Connecticut]**. Currently, the reporting requirements are stringent but reasonable.”
- “Once [the resulting proposed changes to the current AA regs] are passed and implemented, those **revised regulations will greatly improve the process of preparing and submitting AA Plans** while **keeping the intent and integrity of the AA regulations.** ”
- “Our job is to keep our commissioners off the front page of the Hartford Courant or the New Haven Register. We do this daily without our commissioner knowing this.”
- “I think the current regulations/plan submittal meet the spirit/intent of the [State] of [Connecticut’s] commitment to AA/EEO. ”
- “Hire more EEO staff within state agencies! **Don't water down civil rights!**”
- “Audit State Agencies to **Ensure their AAPs are implemented.**”

EEO's Ideas for Streamlining Plan Preparation & Submission⁵

Theme	% Mentions	Thoughts from EEOs
Regulation <ul style="list-style-type: none"> Eliminate 25+ categories Biennial filings for larger agencies Remove applicant flow charts 	43%	"Streamlining the process of writing the Goals Analysis sections, condensing the written narratives."
Formulas & Calculations	37%	"A lot of time now is spent on formatting spreadsheets on top of analyzing the data, and there is a lot of room for error when inserting my own formulas."
Online / Automation <ul style="list-style-type: none"> Online upload of pdf File electronically via a portal. 	34%	"The current standard of review is antiquated..."
Forms / Templates <ul style="list-style-type: none"> Accurate templates for Analyses 	20%	"If standardized forms are provided to all state agencies, those forms could ... have the formulas needed, such as to round up across the availability analysis."
Data <ul style="list-style-type: none"> Less manual data entry 	20%	"CORE data entered needs to be consistent."

⁵ References Survey Question: What changes, if any, would you make to improve the process of preparing and submitting Affirmative Action Plans?



Ranking & Response

Ranking & Response: Manual Data Entry Sections

Top 5 sections that require the most manual data entry⁶

1. Goals Analysis
2. Workforce Analysis
3. Utilization Analysis and Hiring and Promotion Goals
4. Employment Analysis
5. Availability Analysis

Thoughts on how to streamline data entry⁷

- “If the proper data were stored in Core-CT it could generate the report in a format that I could use without needing to count employees individually.”
- “Use a system that pulls data from Core-CT to do the calculations electronically (without them being done manually).”
- “Get access to better [Core-CT] Reports the ‘canned’ reports developed years ago are not meeting the needs of my agency. ”

⁶ References Survey Question: Rank the top 5 element(s) of the plan that require the most manual data entry.

⁷ References Survey Question: What are your thoughts on how to streamline data entry to save time?

Ranking & Response: Error Prone Sections

Top 5 sections that are most prone to error⁸

1. Goal Analysis
2. Availability Analysis
3. Utilization Analysis and Hiring and Promotion Goals
4. Employment Analyses
5. Workforce Analysis

Main causes for errors in the sections⁹

- “A lot of research goes into Goals Analysis and the narrative must cover all hires/promotions, with meticulous accounting regarding unsuccessful goal candidate.”
- “Human error - there is a lot of data that needs to be manipulated and sorted before it can even be reported on.”
- “If some of the formulas are not working or totals on one sheet do not match the totals on the subtotals sheet, an [error] could occur.”

⁸ References Survey Question: Rank the top 5 element(s) of the plan that are most prone to error.

⁹ References Survey Question: What are the main causes for errors in the sections selected above?

Ranking & Response: Duplication

Top 5 sections that may contain duplicated content¹⁰

1. Utilization Analysis and Hiring And Promotion Goals
2. Goals Analysis
3. External Communication and Recruitment Strategies
4. Employment Analyses
5. Workforce Analysis

Thoughts on how we can reduce duplication of content¹¹

- “Have less narratives and less repetition of data. For example, the workforce analysis data is summarized, then broken out into separate sections, then repeated availability, utilization, and employment analyses.”
- “Condense the narratives. Innovative, External, and Internal all blend together. The Goals Analysis and App Flows in the Employment section contain nearly the same information and could also be condensed.”

¹⁰ References Survey Question: Rank the top 5 element(s) of the plan that may contain duplicated content across sections.

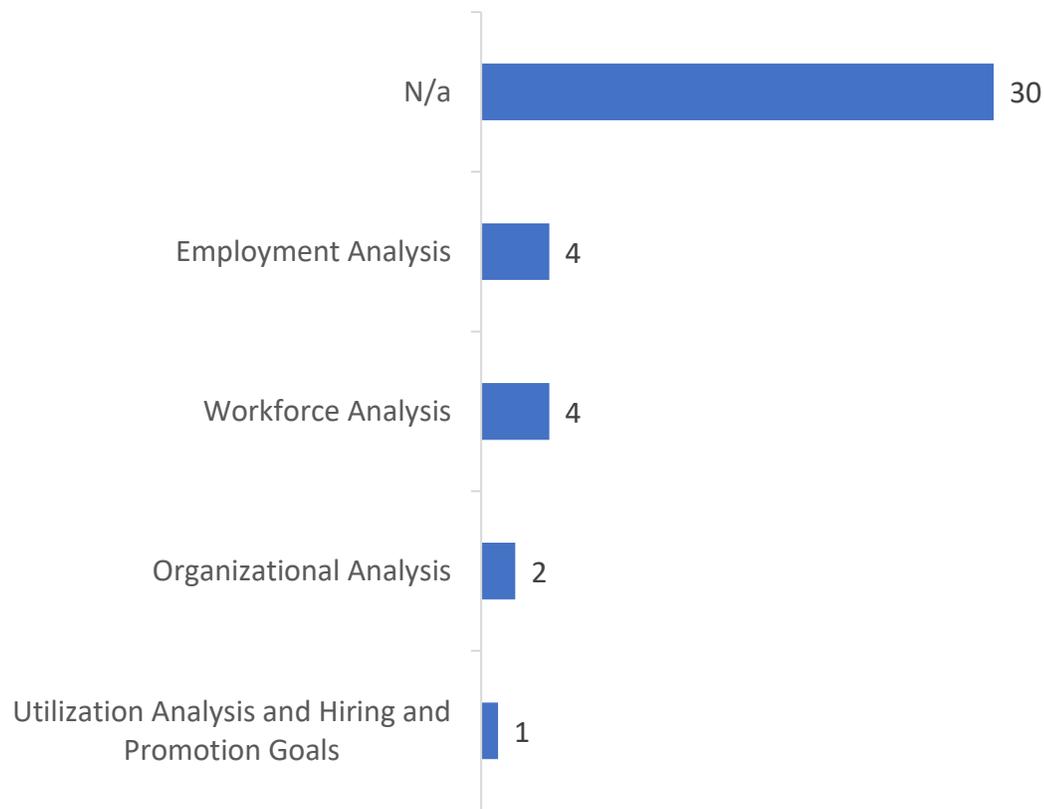
¹¹ References Survey Question: What are your thoughts on how we can reduce duplication of content across sections?



Tools

Tools: STARS

Sections Where Respondents Utilize STARS¹²



Thoughts on how STARS can be further utilized¹³

- “STARS is a nice format, but the reports are inaccurate, and we rely on core which is more work when balancing our workforce”
- “STARS we use for one report on Age, but it is always slightly different than the EPM Core-CT reports we run so we rely on the EPM report instead.”
- “Core-CT/STARS still requires manual validation as we only report out full-time permanent employees in the AA plan.”
- “Generate a report [from STARS] to pull all required AA Plan data.”

¹² References Survey Question: Which section(s) do you utilize STARS? Select all that apply.

¹³ References Survey Question: What are your thoughts on how the aforementioned tools (Excel, Core-CT, STARS, etc.) can be further utilized to streamline preparing plans?

Tools: JobAps

Sections Where Respondents Utilize JobAps¹⁴



Thoughts on how JobAps can be further utilized¹⁵

- “We should have full access to review and pull reports as needed to assess the AA/EEO program for our agency.”
- “Allow full access and not go through human resources for certain information.”
- “JobAps self-reporting Race/Sex data does not connect to Core-CT and is sometimes 'blank' or reported as 'NSPEC' in Core-CT.”

¹⁴ References Survey Question: Which section(s) do you utilize JobAps? Select all that apply.

¹⁵ References Survey Question: What are your thoughts on how the aforementioned tools (Excel, Core-CT, STARS, etc.) can be further utilized to streamline preparing plans?



Conclusion

Top 4 Ideas Presented

- Improve data accuracy and reporting from Core-CT/STARS to enable analyses for AA plan
- Standard forms/templates with formulas to perform all analyses
- Platform to compile and file plan electronically
- Condense similar sections

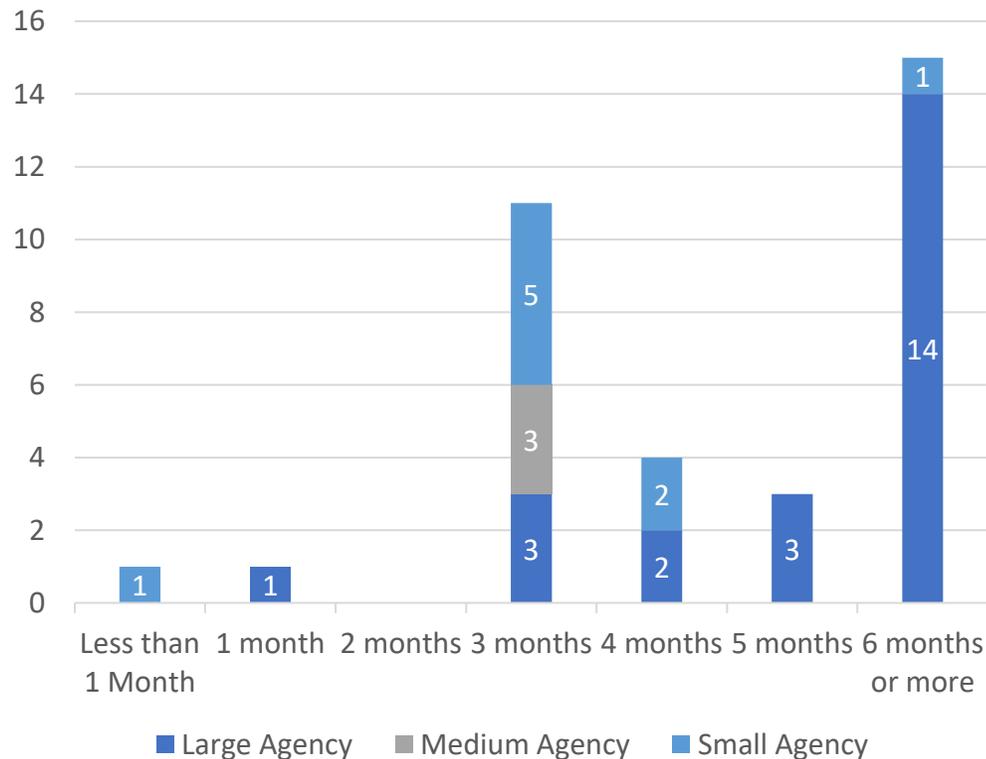
Questions?



Appendix

Breakdown of Survey Statistics

Time to Needed to Prepare Content of Plan*



Average Time Spent on AA Plan Calculations**



* References Survey Question: How much time does it take to prepare the content of the plan?

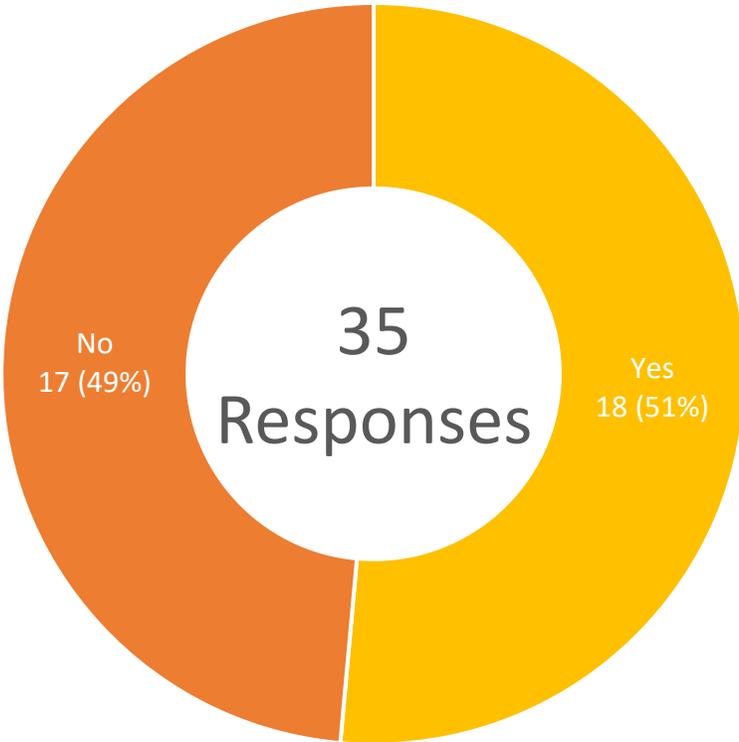
** References Survey Question: How many hours does it take to complete all the calculations?



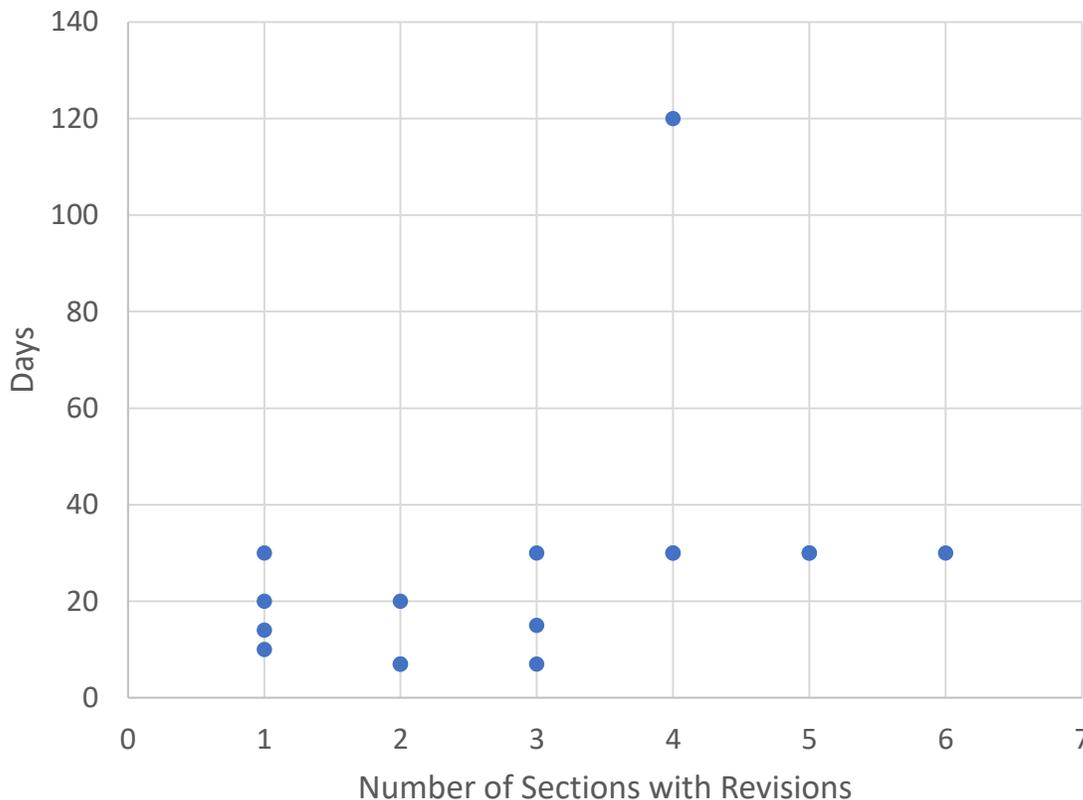
Revision

Affirmative Action Revision Analysis

Have Respondents Submitted a Revision?¹⁶



Number of Days Since Initial Plan Submission^{17*}



¹⁶ References Survey Question: Have you submitted a revision to your agency’s affirmative action plan after it has been submitted?

¹⁷ References Survey Question: If yes, how many sections included revisions? & If yes, how long after the initial submission was the revision submitted? Provide number of days.

* Two ‘Yes’ responses were excluded due to invalid responses.



Additional Tools

Tools: Core-CT

Sections where respondents utilize CORE-CT¹⁸



Thoughts on how CORE-CT can be further utilized¹⁹

- “Standardize and correct the data [in] reports so that when a transfer or promotion from another state agency occurs it is considered a hire.”
- “Standardized EEO reports from Core-CT and STARS”
- “Core-CT is 4 weeks behind in entering new & promoted employees. Therefore, to do "accurate" analysis of the Plan year one has to wait one month before assessing the information.”
- “Create consistent guidelines for HR when inputting data into CORE-CT.”

¹⁸ References Survey Question: Which section(s) do you utilize Core-CT? Select all that apply.

¹⁹ References Survey Question: What are your thoughts on how the aforementioned tools (Excel, Core-CT, STARS, etc.) can be further utilized to streamline preparing plans?

Tools: Excel

Sections where respondents utilize Excel²⁰



Thoughts on how Excel can be further utilized²¹

- “Get the data from these sources but if they were automatically input into usable spreadsheets.”
- “Create set templates in Excel that can be used across all State Agencies to enter data in each section as applicable with pre-set formulas.”

²⁰ References Survey Question: Which section(s) do you utilize Excel? Select all that apply.

²¹ References Survey Question: What are your thoughts on how the aforementioned tools (Excel, Core-CT, STARS, etc.) can be further utilized to streamline preparing plans?

The End