
MEMORANDUM

Department of Children and Families
Office of Diversity and Equity
505 Hudson Street, Hartford, CT

TO: ALL STAFF

FROM: Monica Rams, Director of Multicultural Affairs/Office of Diversity and Equity

DATE: November 26th, 2024

SUBJECT: Summary of the Department of Children and Families Affirmative Action Plan

Highlights from the 2023-2024 Affirmative Action Plan

The DCF Office of Diversity and Equity (ODE) has submitted the 2023-2024 DCF Affirmative Action Plan (AAP) in accordance with CT Regulations and in partnership with the CHRO Reviewer. The AAP is the Agency's opportunity to holistically review the employment processes that transpired during the previous year. Additionally, it allows the agency to identify areas within these employment processes that may impede the fair and equal participation of protected group members. The AAP has been reviewed and approved by the Commission of Human Rights and Opportunity on November 13th, 2024.

Below, you will find key highlights from the submitted 2023-2024 Plan:

Agency Workforce

The agency workforce as a whole is not at parity with relevant labor markets. As such, the agency has established goals to address any race/sex group that is underutilized in the workforce.

(a) Hiring and Promotional Summary (March 1, 2023 – February 29, 2024)

Titles	Hires	Promotions	Percent White	Percent of Color	Percent Male	Percent Female
Program Director	1	4	20%	80%	40%	60%
EEO 1 – All Remaining Titles	6	16	45.5%	54.5%	18.2%	81.8%
Program Supervisor	0	6	33%	66.7%	16.7%	83.3%
Children Services Consultant	0	4	50%	50%	0%	100%
Clinical Social Worker Associate (Advanced)	8	0	37.5%	62.5%	37.5%	62.5%
Head Nurse	6	3	66.7%	33.3%	33.3%	66.7%
Social Work Supervisor	8	18	46.2%	53.8%	23.1%	76.9%
Social Worker/Trainee	146	1	37.2%	62.8%	20.9%	79.1%
State School Teacher	5	1	83.3%	16.7%	33.3%	66.7%
Pupil Services Specialist*new category	0	0	0	0	0	0

Titles	Hires	Promotions	Percent White	Percent of Color	Percent Male	Percent Female
EEO 2 – All Remaining Titles	53	8	59.0%	41.0%	14.8%	85.2%
Region 1 – Paraprofessional – All Titles	0	0	0	0	0	0
Region 1 – Clerical – All Remaining Titles	1	0	100%	0%	0%	100%
Region 1 - Office Assistant	0	0	0%	100%	0%	100%
Region 2 – Technicians	11	7	38.9%	61.1%	27.8%	72.2%
Region 2 – Paraprofessional – Children Svcs Workers	8	1	11.1%	88.9%	44.4%	55.6%
Region 2 – Paraprofessional – All Remaining Titles	1	1	100%	0%	0%	100%
Region 2-Clerical-Office Assistant*new category	0	0	0	0	0	0
Region 2 – Clerical – All Titles	10	2	33.3%	66.7%	0%	100%
Region 2 – Skilled Craft – All Titles	2	0	100%	0%	100%	0%
Region 2 – Service Maintenance	4	1	80%	20%	100%	0%
Region 2 - Drivers/Equipment Operator	7	0	14.3%	85.7%	71.4%	28.6%
Region 3 – Paraprofessional	0	0	0	0	0	0
Region 3 – Clerical	2	0	100%	0%	0%	100%
Region 4 – Technicians	2	2	50%	50%	75%	25%
Region 4 – Protective Service	0	0	0	0	0	0
Region 4 – Paraprofessional – Children Svcs Workers	6	0	0%	100%	83.3%	16.7%
Region 4 – Paraprofessional – Social Work Case Aide	0	0	0	0	0	0
Region 4 – Paraprofessional – All Remaining Titles	3	3	50%	50%	0	100%
Region 4 – Clerical – Office Assistant	9	0	55.6%	44.4%	11.1%	88.9%
Region 4 – Clerical	9	2	27.3%	72.7%	18.2%	81.8%
Region 4 – Skilled Craft	1	0	0%	100%	100%	0%
Region 4 – Service Maintenance	0	0	0	0	0	0
Region 5 – Paraprofessional	4	0	80%	20%	40%	60%
Region 5 – Clerical	7	0	71.4%	28.6%	0%	100%
Total	320	80	43.3%	55.3%	22.8%	75.3%

(b) 2023/2024 Affirmative Action Goal Achievement:

Goals Established	Hires/Promotions	Opportunities to Meet a Goal	Goals Met	Goal Achievement
520	400	311	151	48.6%

The agency’s overall goal achievement is 38% when you compare goals met to actual opportunities to achieve the goals. An analysis of each recruitment and associated goal candidate was conducted in the Goals Analysis section of the AA plan (see Appendix B).

The agency substantially met the previously established programmatic goals (see Appendix C attached).

The following program goals were established to address employment practices which may adversely impact protected groups as identified in Section 46-68-87(a) (1)-(11), Identification of Problem Areas.

- 1) In an effort to address the problem area identified in **(6) Training**, the Department has established a program goal to create specific training modules to deepen understanding of protected classes and to continue our pursuit of fostering a culture of empathy and inclusivity within our organization. This will address the previously established goal regarding the gap in training related to the LGBTQIA+ workforce/community.

Timetable for completion: February 28, 2025

Person(s) responsible: The Office of Multicultural Affairs, designated Academy staff and representatives of the ODE are responsible for ensuring the implementation of this goal.

- 2) In an effort to address the problem area identified in **(3) Recruitment Practices**, as it relates to the appropriate guidance in the selection and justification of candidates, the Office of Diversity and Equity in collaboration with Human Resources will roll out during the current reporting period a "Guide to Completing an Applicant Flow," and an "Interview Panel Member Guide". This goal will be re-established for the 2024-2025 plan period for purposes of implementation.

Timetable for completion: February 28, 2025

Person(s) responsible: DAS HR Business Partners and representative of the ODE are responsible for ensuring the implementation of this goal.

Hires Data Analysis

March 1, 2023 - February 29, 2024 HIRES REPORT			
	Total	Caucasian	Employees of Color
Statewide Data Total	233	107	126
%		45.9%	54.1%
EEO 1 - Officials (all)	7	4	3
%		57.1%	42.9%
EEO 2 - Professionals (all)	226	103	123
%		45.6%	54.4%
Regional Data Total	87	37	50
%		42.5%	57.5%
EEO 3 - Tech (all)	13	6	7
%		46.2%	53.8%
EEO 4 - ProtectServ. (all)	0	0	0
%			
EEO 5 - ParaProfs. (all)	22	7	15
%		31.8%	68.2%
EEO 6- Clerical (all)	38	18	20
%		47.4%	52.6%
EEO 7 - Skilld Craft (all)	3	2	1
%		66.7%	33.3%
EEO 8 - ServMaint. (all)	11	4	7
%		36.4%	63.6%

Promotions Data Analysis

March 1, 2023 - February 29, 2024 PROMOTIONS REPORT			
	Total	Caucasian	Employees of Color
Statewide Data Total	61	25	36
	%	41.0%	59.0%
EEO 1 - Officials - (all)	20	7	13
	%	35.0%	65.0%
EEO 2 - Professionals (all)	41	18	23
	%	43.9%	56.1%
Regional Data Total	19	6	13
	%	31.6%	68.4%
EEO 3 - Tech (all)	9	3	6
	%	33.3%	66.6%
EEO 4 - ProtectServ. (all)	0	0	0
	%		
EEO 5 - ParaProfs. (all)	5	2	3
	%	40.0%	60.0%
EEO 6- Clerical (all)	4	0	4
	%		100.0%
EEO 7 - Skilld Craft (all)	0	0	0
	%		
EEO 8 - ServMaint. (all)	1	1	0
	%	100.0%	

(c) CPS FT Workforce as of 2/29/2024

DCF-Workforce 02/29/24	Total			White		Black		Hispanic		AAIANHNPI		TWO OR MORE		
	Total	M	F	M	F	M	F	M	F	M	F	M	F	
ProgramDirector1	33	9	24	4	13	3	5	2	5	0	1	0	0	
	100%	27.3%	72.7%	12.1%	39.4%	9.1%	15.2%	6.1%	15.2%	0.0%	3.0%			
				51.5%		48.5%								
ProgramDirector 2 & 3	11	3	8	1	3	1	3	1	2	0	0	0	0	
	100%	27.3%	72.7%	9.1%	27.3%	9.1%	27.3%	9.1%	18.2%	0.0%	0.0%			
				36.4%		63.6%								
ProgramSupervisor	98	29	69	14	34	5	18	6	15	4	2	0		
	100%	29.6%	70.4%	14.3%	34.7%	5.1%	18.4%	6.1%	15.3%	4.1%	2.0%			
				49.0%		51.0%								
SocialWorkSupervisor	343	77	266	40	136	24	76	13	48	0	6			
	100%	22.4%	77.6%	11.7%	39.7%	7.0%	22.2%	3.8%	14.0%	0.0%	1.7%			
				51.3%		48.7%								
ChildrenServicesConsultant	45	10	35	5	17	4	10	1	8	0	0			
	100%	22.2%	77.8%	11.1%	37.8%	8.9%	22.2%	2.2%	17.8%	0.0%	0.0%			
				48.9%		51.1%								
Social Wkr/Trainee	1197	242	955	117	386	82	370	38	178	4	15	1	6	
	100%	20.2%	79.8%	9.8%	32.2%	6.9%	30.9%	3.2%	14.9%	0.3%	1.3%	0%	1%	
				42.0%		57.4%								
SocialWorkerCaseAide	23	10	13	2	3	5	4	3	6	0	0			
	100%	43.5%	56.5%	8.7%	13.0%	21.7%	17.4%	13.0%	26.1%	0.0%	0.0%			
				21.7%		78.3%								
TotalCPSWorkforce	1240	262	978	66	206	124	486	64	262	8	24			
	100%	21.1%	78.9%	5.3%	16.6%	10.0%	39.2%	5.2%	21.1%	0.6%	1.9%			
				21.9%		78.1%								