

IDOH Affirmative Action Plan Data Summary & Agency Goals 2024

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August 2024



**Indiana State
Personnel Department**

What is an Affirmative Action Plan?

WHAT

Active effort to improve employment opportunities for People of Color, Women, Veterans, People with Disabilities.

HOW

Annual assessment of specific workforce criteria as compared to federally-assigned benchmarks.

- Workforce criteria: hires, applicants, terms, promotions, demotions
- Benchmarks: POC 20%, Women 20%, Veterans 5.3%, People with Disabilities 7%

WHY

- These measures aim to address past discrimination and promote diversity in the workplace.
- A diverse workforce = higher productivity with better business outcomes.

References: [Governor's Policy Statement](#), 41 CRF: 60-300, 41 CRF: 60-741.45



What is an Affirmative Action Plan?

Additional Key Points

- **We do NOT utilize quotas** or save seats for “specific individuals” when discussing Affirmative Action. Rather, we look at trends to better understand how we can strategically impact our recruitment, retention, and development efforts to strengthen our diverse workforce.
- **Demographic information is self-identified** by employees at the time of application and reiterated at the time of their onboarding. Employees can self-disclose at any time through PeopleSoft.
- The **Job Group** Narrative is where we take the jobs within an agency and assign them to a specific category.
- **It is impossible and not practical to address all areas of identified Adverse Impact.** Rather, agency goals should focus on on-going efforts and continue to have a positive impact on applicants, hires, and current employees.



IDOH AAP Demographics

% Staff (AAP Demographics) by census and year	IN Census 2020	IDOH 2022	IDOH 2023	IDOH 2024
(I) American Indian or Alaska Native	0.4	0.65	0.61	0.50
(A) Asian	2.5	4.59	4.78	4.70
(B) Black or African American	9.6	11.01	11.27	11.20
(H) Hispanic/Latino	8.2	2.23	1.35	1.80
(P) Native Hawaiian or Other Pacific Islander	0.03	0.0	0.0	0.0
(T) Two or More	6.4	0.78	2.57	4.1
(W) White	77.2	80.74	79.41	77.70
Total People of Color (>20%)	27.13%	19.26%	20.59%	22.30%
Total Women (>20%)	N/A	73.79%	88.24%	86.00%
Total Veterans (>5.3%)	N/A	2.04%	3.02%	2.22%
Total People with Disabilities (>7%)	N/A	N/A	12.68%	12.65%



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IDOH AAP: Staff and Job Group

% Staff by Job Group	POC (> 20%)		Veteran (> 5.3%)		Disability (> 7%)		Women (> 20%)	
	2023	2024	2023	2024	2023	2024	2023	2024
Administrators & Executives	17.72	16.70	3.80	4.44	5.06	5.56	64.56	57.8
Professionals	31.37	34.70	4.83	2.89	13.53	13.22	72.06	74.8
Medical & Health Services	9.71	11.70	1.40	1.59	12.28	13.97	83.81	94.10
Health Sciences	16.58	21.08	2.12	1.47	11.64	12.75	59.89	60.78
Administrative Support	47.06	44.00	5.88	2.00	23.53	14.00	88.24	86.00

% Staff by Job Group /Race	I		A		B		H		P		T	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Administrators & Executives	0	0	6.33	4.4	8.86	6.7	1.27	3.3	0	0	1.27	2.2
Professionals	2.45	1.6	5.39	7.1	18.63	20.7	.49	1.2	0	0	4.41	4.2
Medical & Health Services	0	0.3	1.08	1.0	5.4	4.7	1.8	1.6	0	0	1.44	4.1
Health Sciences	0	0	8.56	8.33	4.81	6.86	1.06	1.96	0	0	1.14	3.92
Administrative Support	0	0	5.88	2.0	33.82	32.0	2.94	2.0	0	0	4.41	8.0



IDOH AAP: Race and Employment Action Type

% Race by Emp. Action	I		A		B		H		P		T	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Applicants	.35	.50	7.27	7.9	22.29	25.7	4.75	4.4	0	0.1	4.03	4.2
Hired	0	0.4	5.49	5.6	17.18	15.6	4.12	7.3	0	0	3.78	3.0
Promotions	0	0	5.41	2.5	21.62	20.1	2.7	5.1	0	0	1.35	1.3
All Terms (excluding RET)	.8	0	4.8	5.9	12	15.5	5.6	1.0	0	0	3.2	1.9
Involuntary Terms	0	0	0	0	20	60	0	20	0	0	0	0
Resignations	.83	0	5	7.1	11.67	14.3	5.83	1.4	0	0	3.33	74.3
Voluntary Demotions	0	0	0	0	9.09	0	9.09	14.3	0	0	9.09	0
Involuntary Demotions	0	0	0	0	0	0	0	0	0	0	0	0

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Affirmative Action Plan Goals

Development/Education: awareness of impact

GOAL IDOH HR will promote annual training opportunities that address unconscious bias, working in a diverse environment, as well as best practices for interviewing, hiring, and general management of staff.

How will we accomplish this goal?

- IDOH HR will partner with leadership, the Office of Minority Health, the HEC, and INSPD on various opportunities for development and will share as they become available.
- Several options are readily available [here](#) and/or via SuccessFactors Learning.
- The Office of Minority Health hosted Next Level Teams I and II in September 2024.
- IDOH HR will assign the following courses via SuccessFactors Learning.
 - **All state employees** Confronting Bias: Thriving Across Our Differences - 40 minutes
 - **Supervisors/Managers only (but open to anyone)** A Manager's Guide to Inclusive Teams - 46 minutes



Affirmative Action Plan Goals

Inclusion/Opportunity: employee experience

GOAL The IDOH People & Culture Pillar will promote and evaluate use of the [WHOLE Employee policy](#) with added focus: “IDOH encourages professional development by allowing up to two (2) hours per week on average...”

How will we accomplish this goal?

- During the [September Town Hall](#), members of the People & Culture Pillar presented on the statewide WHOLE Employee Policy, specifically promoting ways IDOH encourages up to two compensable hours per week for activities like conferences, LinkedIn Learning, INTrain, FEMA courses, Leadership at all Levels, and Next Level Teams I and II.
- Toolkits with links for various ways you can get plugged in with IDOH are coming soon to The Nerve Center.

Affirmative Action Plan Goals

Hiring/Retention: equal opportunity & intentional development

GOAL By the end of 2024, IDOH will have at least 75% of People Profiles completed and 90% of Talent Assessments completed in an effort to begin work in Q2 2025 on the creation of unique career paths and development.

How will we accomplish this goal?

Talent Assessment goal met. People Profiles are due by September 30, 2024. IDOH HR will share data with supervisors and continue to promote until goal is met.

GOAL IDOH HR will identify, create, and promote method to provide regular updates to staff regarding IDOH employment opportunities for consideration.

How will we accomplish this goal?

IDOH HR will work with applicable parties to determine appropriate method of communication and have first installment emailed within Q4 2024. Regular communications will continue. Feedback will be collected to determine effectiveness.