

# EEO Utilization Report

## Organization Information

Name: Executive Office Of The State Of Kansas

City: Topeka

State: KS

Zip: 66612

Type: State Government (not law enforcement)

## Step 1: Introductory Information

### Policy Statement:

Attached below

The Governor is the Chief Executive Officer for Kansas and is responsible for designating state agencies to apply for and administer federal formula grant programs. The Governor designated the Kansas Governors Grants Program (KGGP), located within the Governors Office, to administer the day-to-day operations of the Department of Justice grant programs.

### Policy Statement

In January 2019, the Kansas Governor issued Executive Order No. 19-02 (<https://governor.kansas.gov/wp-content/uploads/2019/01/EO201902.pdf> ) that states in part:

Pursuant to the authority vested in me as Governor of the State of Kansas, I hereby declare that: No entity under my jurisdiction shall discriminate, harass, or retaliate against an individual in employment, in the provision of State services or State programs, or in awarding State contracts or grants, on the basis of the race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the persons ability to reasonably perform the duties of a particular job or position or that is unrelated to the entities ability to perform the State service or program. It is the policy of the KGGP that all individuals have the right to participate in employment, programs, and activities operated by the KGGP and KGGP Subgrantees regardless of age and perceived or actual race, color, national origin, sex, religion, sexual orientation, gender identity, and disability. Additionally, the KGGP complies with the provisions of Executive Order No. 19-02.

Following File has been uploaded:NonDiscriminationPolicy.1.2022.pdf

## **Step 4b: Narrative of Interpretation**

### Interpretive Narrative

The Governors Office is located in Shawnee County in the city of Topeka, Kansas. In addition to Topeka, there are seven towns and cities in Shawnee County. The workforce comparison was performed using Shawnee County because the additional towns in Shawnee County are all within commuting distance to Topeka. Shawnee County is the third-most populous county in Kansas. The workforce in the Governors Office is reflective of the workforce in Shawnee County with no significant underutilization.

The Governors Office does not have positions in skilled craft, technicians, or protective services categories and only one position available in the service/maintenance category.

The Governors Office has three administrative support positions. These positions are held by white women; however, the underutilization of other races/ethnicities is minimal.

The positions in the Officials/Administrators category are within three percent of exactly reflecting the market availability in Shawnee County, with the exception of white men.

The positions in the Professionals category are within two percent of exactly reflecting the labor market availability in Shawnee County, with the exception of white men.

## **Step 5: Objectives and Steps**

### **1. To maintain the current workforce utilization within the Office of the Governor that is representative of the workforce in Shawnee County.**

- a. 1. The Governors Office will continue to notify and collaborate with the Kansas Native American Affairs Office (KNAAO), the Kansas Hispanic and Latino American Affairs Commission (KHLAAC), and the Kansas African American Affairs Commission (KAAAC) when positions become available. The KNAAO, KHLAAC, and the KAAAC officially serve as the Governors liaisons to their respective communities.
- b. 2. The Governors Office will continue to post job openings with the Kansas Regents Universities and on the website for State of Kansas job opportunities.
- c. 3. The Administrator and Attorney of the KGGP will review the workforce within the Office of the Governor annually. If underutilization emerges, the Administrator will work with the Governors staff to make revisions to the recruitment and retention plan to correct the underutilization.

## **Step 6: Internal Dissemination**

The Governors Chief of Staff will distribute a hard copy of the Utilization Report, upon OCR approval, to all Governor's Office employees.

## **Step 7: External Dissemination**

The Utilization Report will be posted on the Kansas Governor's Grants Program's website upon OCR approval of the Report.

**Utilization Analysis Chart**  
**Relevant Labor Market: Shawnee County, Kansas**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	7/30%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	14/61%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,585/49%	200/2%	375/3%	15/0%	70/1%	0/0%	105/1%	0/0%	4,485/40%	185/2%	125/1%	80/1%	50/0%	0/0%	45/0%	15/0%
Utilization #/%	-19%	-2%	-3%	-0%	-1%	4%	-1%	0%	21%	3%	-1%	-1%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	9/29%	0/0%	2/6%	0/0%	1/3%	0/0%	0/0%	0/0%	17/55%	0/0%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%
CLS #/%	6,795/35%	335/2%	265/1%	60/0%	410/2%	0/0%	155/1%	15/0%	10,395/53%	240/1%	665/3%	65/0%	175/1%	0/0%	55/0%	10/0%
Utilization #/%	-6%	-2%	5%	-0%	1%	0%	-1%	-0%	2%	-1%	-0%	-0%	-1%	3%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,195/40%	10/0%	35/1%	0/0%	0/0%	0/0%	0/0%	10/0%	1,540/52%	29/1%	90/3%	4/0%	60/2%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,485/64%	85/4%	100/4%	35/1%	15/1%	15/1%	15/1%	0/0%	475/20%	14/1%	90/4%	4/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	80/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,015/26%	360/1%	710/3%	40/0%	150/1%	0/0%	110/0%	15/0%	15,560/58%	1,210/4%	1,150/4%	125/0%	120/0%	0/0%	310/1%	25/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%							
Utilization #/%	-26%	-1%	-3%	-0%	-1%	0%	-0%	-0%	42%	-4%	-4%	-0%	-0%	0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,315/81 %	570/7%	315/4%	70/1%	20/0%	0/0%	105/1%	0/0%	305/4%	40/1%	15/0%	0/0%	25/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,325/43 %	2,110/9%	950/4%	125/1%	65/0%	0/0%	189/1%	15/0%	7,230/30 %	1,520/6%	865/4%	145/1%	120/1%	15/0%	230/1%	35/0%
Utilization #/%	-43%	-9%	-4%	-1%	-0%	0%	-1%	-0%	70%	-6%	-4%	-1%	-1%	-0%	-1%	-0%

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Erica Haas

Attorney

03-10-2023

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