EEO Utilization Report

Organization Information

Name: New Mexico Department Of Health

City: Santa Fe

State: NM

Zip: 87502

Type: State Government (not law enforcement)

Tue 10-09-2018 10:46:39 EDT

Step 1: Introductory Information

Policy Statement:

The New Mexico Department of Health ("Department") is committed to a workplace environment that is free from discrimination, harassment, or retaliation. Discrimination or harassment based on race, color, religion, age, national origin, sex (including sexual harassment), gender identity, sexual orientation, disability, pregnancy, genetic information, marital status, or any other legally protected class are prohibited by law and will not be tolerated. In addition, retaliation against anyone who opposes or reports discrimination or harassment or who participates in any investigation or proceeding regarding such reports is prohibited.

The Department endeavors to protect employees, applicants for employment, service or contract providers, customers, visitors, clients, patients, and residents from discrimination and harassment. Every employee in the Department is responsible for ensuring that the workplace is free from discrimination and harassment, and every employee is expected to avoid any behavior or conduct that could be reasonably interpreted to violate this policy. Department contractors, if required under the terms of their contract, are expected to adhere to the same standards as Department employees.

The Department values a workplace in which all individuals are free from discrimination and harassment and, therefore, may take corrective action up to and including dismissal when policy violations occur, even if they are not so serious as to be unlawful.

Step 4b: Narrative of Interpretation

The Department of Health (DOH) is required to follow the prescribed New Mexico State Personnel Office (SPO) process when filling Classified positions. SPO compiles lists of qualified candidates and DOH hires from that list. Consequently, if no qualified minority candidates are on the list, it can be difficult for DOH to independently meet its diversity goals.

Additionally, a reliable underutilization analysis of the DOH workforce is difficult due to the restrictive nature of the reporting format. The format requires the selection of one relevant labor market for the DOH entire workforce; however, the DOH is a statewide organization that recruits for different Job Categories in different parts of the State or nationwide depending on the position. Thus, the use of any one county or the use of comprehensive State data in the utilization analysis is faulty. For example, many classified positions such as Protective Services, Technician, Service and Maintenance and Administrative Support are filled from the county immediately surrounding the location of the particular job, whereas Professional positions are filled with applicants drawn from both a statewide and nationwide pool.

Step 5: Objectives and Steps

1. **1. Increase the number of underutilized groups in all job categories.**

   a. A large minority population in the immediate vicinity of many of these positions tends to limit the number of diverse applicants.

   b. This report will be made available to hiring managers so they are cognizant of the information.

2. **Continue and enhance recruitment efforts among underutilized categories.**

   a. DOH will continue ongoing efforts to recruit through advertising on its websites regarding the hiring and application process throughout the year; will continue its advertising in print, and electronic formats both locally and outside of the normal recruitment areas where applicable. DOH will continue to engage in postings to social media accounts regarding job opportunities.

   b. The divisions and facilities within DOH will continue to focus on career events and career counseling centers within colleges to provide material, presentations, and direction for those who might be interested positions within our agency.

3. **3. Continue to Review the Recruitment Plan**

   a. At the beginning of each fiscal year, the HR Bureau will review recruiting and workforce statistics to determine any underutilization and to assess the effectiveness of efforts during the previous fiscal year. Adjustments will be made to the plan as needed to ensure that appropriate effort is made to address any underutilization that may exist.

   b. The DOH will continue to review and address any potential barriers to recruitment and/or successful completion of probationary periods in order to ensure that there is no adverse on these groups or any barriers that might deter them from applying for positions.

Step 6: Internal Dissemination

Post a copy of the EEOP Utilization Report on the DOH internal website;

Distribute a copy of and direction about the EEOP Utilization Report to all supervisors and managers;

Notify all employees that a copy of the EEOP Utilization Report is available upon request from the HR Bureau.

Step 7: External Dissemination

Post a copy of the EEOP Utilization Report on the DOH public website.

Make copies of the EEOP Utilization Report available to other organizations statewide upon request.

Make copies of the EEOP Utilization Report available to members of the public upon request in the HR Bureau.

Notify all contractors, vendors and sub-recipients that do business with the DOH that a copy of the EEOP is available upon request from the HR Bureau.

Utilization Analysis Chart
Relevant Labor Market: New Mexico

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
Officials/Administrators																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	34,950/36%	16,725/17%	945/1%	1,960/2%	1,050/1%	35/0%	505/1%	220/0%	24,515/25%	13,865/14%	505/1%	1,700/2%	485/0%	20/0%	179/0%	260/0%
Utilization #/%	-2%	-17%	-1%	-2%	-1%	-0%	-1%	-0%	8%	19%	-1%	-2%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	121/11%	137/13%	10/1%	5/0%	5/0%	0/0%	0/0%	0/0%	326/31%	417/39%	8/1%	17/2%	11/1%	0/0%	0/0%	0/0%
CLS #/%	48,650/30%	17,755/11%	1,470/1%	2,415/1%	2,435/1%	50/0%	454/0%	480/0%	54,505/33%	24,440/15%	1,420/1%	4,870/3%	2,230/1%	20/0%	950/1%	640/0%
Utilization #/%	-18%	2%	0%	-1%	-1%	-0%	-0%	-0%	-3%	24%	-0%	-1%	-0%	-0%	-1%	-0%
Technicians																
Workforce #/%	60/8%	194/27%	14/2%	5/1%	4/1%	1/0%	0/0%	0/0%	84/11%	342/47%	13/2%	8/1%	7/1%	0/0%	0/0%	0/0%
CLS #/%	7,430/28%	4,470/17%	260/1%	720/3%	290/1%	0/0%	120/0%	50/0%	6,560/25%	4,790/18%	115/0%	1,210/5%	300/1%	0/0%	195/1%	55/0%
Utilization #/%	-20%	10%	1%	-2%	-1%	0%	-0%	-0%	-13%	29%	1%	-3%	-0%	0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,085/36%	8,145/36%	465/2%	1,295/6%	105/0%	10/0%	150/1%	65/0%	1,770/8%	2,035/9%	150/1%	325/1%	10/0%	0/0%	10/0%	4/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	2/10%	18/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	365/22%	360/21%	50/3%	60/4%	10/1%	0/0%	0/0%	0/0%	430/26%	310/19%	0/0%	65/4%	0/0%	0/0%	10/1%	15/1%
Utilization #/%	-12%	64%	-3%	-4%	-1%	0%	0%	0%	-26%	-14%	0%	-4%	0%	0%	-1%	-1%
Administrative Support																
Workforce #/%	16/3%	64/12%	2/0%	1/0%	1/0%	0/0%	0/0%	0/0%	70/13%	362/68%	5/1%	11/2%	2/0%	0/0%	0/0%	0/0%
CLS #/%	35,965/16	29,785/13	1,545/1%	3,720/2%	565/0%	50/0%	750/0%	395/0%	66,325/30	67,125/30	2,550/1%	10,625/5	1,520/1%	150/0%	1,220/1%	595/0%

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 #/%	-13%	-1%	-0%	-1%	-0%	-0%	-0%	-0%	-17%	38%	-0%	-3%	-0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	2/4%	28/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	33,560/35%	46,690/48%	1,065/1%	8,595/9%	615/1%	10/0%	505/1%	175/0%	1,880/2%	1,755/2%	55/0%	1,350/1%	110/0%	0/0%	25/0%	40/0%
Utilization #/%	-30%	14%	-1%	-9%	-1%	-0%	-1%	-0%	-2%	32%	-0%	-1%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	14/9%	81/52%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	2/1%	52/33%	0/0%	3/2%	2/1%	0/0%	0/0%	0/0%
CLS #/%	41,290/18%	71,000/31%	2,630/1%	10,260/4%	1,490/1%	40/0%	1,030/0%	320/0%	30,445/13%	56,980/25%	1,950/1%	10,150/4%	1,820/1%	65/0%	555/0%	345/0%
Utilization #/%	-9%	21%	-1%	-4%	-0%	-0%	-0%	-0%	-12%	8%	-1%	-2%	0%	-0%	-0%	-0%

Significant Underutilization Chart

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
Professionals	✔			✔	✔							✔			✔	✔
Technicians	✔			✔					✔			✔			✔	
Administrative Support	✔			✔					✔			✔				
Skilled Craft	✔			✔												
Service/Maintenance	✔			✔					✔							

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: L Teresa Padilla   HR Director   10-09-2018
_____   _____
[signature]   [title]   [date]