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## **Affirmative Action/ Equal Employment Opportunity Policy**

The Department of Veterans' Affairs supports the policies of both affirmative action and equal employment opportunity. All policies and procedures of the Department and the State shall be administered in a manner that prohibits discrimination against any individual or group based upon race, color, religion, sex, age, national origin, physical or mental disability, or marital status.

The State of Nebraska has formally endorsed these policies through the passage of Nebraska Fair Employment Practices Act and State Statute 81-1355, which affirm the State's commitment to affirmative action and EEO. Through these actions, it is the intent of the State to maximize the effective use of human resources and in so doing, insure that the State government workforce is representative of the composition of the State labor force. In this regard, all employees and applicants for employment shall be given equal access to employment and advancement opportunities. Also, those charged with administrative and decision making responsibilities in the Department shall take deliberate steps and employ results-oriented procedures to identify and eliminate artificial barriers to employment and advancement which serve to discriminate against protected groups.

To implement these policies the Department of Veterans' Affairs will strive to:

- 1) Recruit, hire, train and promote in all job classifications and at all levels without regards to race, color, religion, age, sex, marital status, national origin or mental or physical disability.
- 2) Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, termination, reinstatement, tuition assistance, selection for education or training, treatment during employment or any other conditions of employment) are administered in an open and non-discriminatory manner.
- 3) Base hiring and employment decisions so as to further affirmative action and equal employment opportunity in State government.
- 4) Develop goals and timetables directed towards reversing situations where underutilization of protected class individuals exists.
- 5) Develop results-oriented agency and statewide affirmative action plans.
- 6) Develop positive and vigorous recruitment and community outreach activities to inform, identify and attract protected class individuals to employment opportunities within State government.
- 7) Communicate the Department and State affirmative action and equal employment opportunity policies to employees and prospective employees.
- 8) Identify and eliminate practices, policies and procedures which result in disparate impact or unfair treatment.
- 9) Create a work place environment absent from any form of work place harassment based, in whole or in part, on race, color, religion, age, sex, disability or national origin, which manifests itself in the form of inflammatory comments, jokes, printed material and/or innuendo.

unwelcomed sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature.

All divisions shall make and demonstrate good faith efforts to follow and promote the principles of equal employment opportunity and affirmative action. Each division, in cooperation with the Affirmative Action Officer, to strive to accomplish goals and objectives necessary to establish and continue an Affirmative Action Program which indicates and projects comparability between the state labor force and state government work force.

Finally, as Director, I am committed to and fully support affirmative action/equal employment opportunity and endorse actions that insure compliance with the letter, intent and spirit of these policies.

A handwritten signature in cursive script, appearing to read "John Hilgert", written over a horizontal line.

John Hilgert

Director

September 2005

## **Workplace Harassment Policy**

It is hereby declared to be the policy of this agency that all women and men are to be treated fairly and equally, with dignity and respect. Any form of work place harassment is contrary to this Policy and shall be regarded as discrimination on the basis of race, color, religion, age, sex, disability or national origin.

It shall be considered a violation of this Policy for any employee of this agency to engage in work place harassment or for any supervisory personnel within this agency to knowingly permit work place harassment of any employee or recipient of the agency's services. For the purpose of Policy, the term "agency": shall mean each department, agency, office, board, commission and committee of the State of Nebraska, which either: (1) is under the executive authority of the Governor, or (2) voluntarily elects to participate in the Affirmative Action Plan of the State of Nebraska.

For the purpose of this Policy, "work place harassment" shall be defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo, based in whole or in part, on race, color, religion, age, disability or national origin, when:

- 1) Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment; or
- 2) Such conduct interferes unreasonably with a person's work or employment opportunities.

For the purpose of the Policy, "sexual harassment" shall be defined as any unwelcome sexual advances, requests for sexual favors, and either verbal or physical conduct of a sexual nature, when:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term of an individual's employment or a condition to receipt of services by a recipient of the agency's services; or
- 2) Submission to or rejection of such conduct by an individual is used as a basis for employment or agency decisions affecting an employee or a recipient of the agency's services; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or the receipt of services by a recipient of the agency's services, or of creating an intimidating, hostile or offensive environment.

It is further declared to be the policy of the government of the State of Nebraska that all agencies shall be obligated to eliminate all forms of discrimination in the work place and shall take immediate and appropriate action to investigate all instances of alleged work place harassment. In the event that any allegation of work place harassment is substantiated, the agency shall take prompt corrective action including, where appropriate, disciplinary action imposed pursuant to Title 273, Chapter 13 of the State Classified Personnel Rules and Regulations, or pursuant to such other policies, rules or regulations as may apply.


Any individual who believes that he or she has been the subject of work place harassment is encouraged to report the alleged incident immediately to the Director, their supervisor, or they may contact the State

Affirmative Action Office, State Ombudsman, Nebraska Equal Opportunity Commission, or Employee Assistance Program.

All complaints shall be handled in a timely and confidential manner. Information concerning a complaint shall not be released to anyone who is not a party to or involved in the investigation. Complainants and other persons involved in the investigation of an allegation of work place harassment shall not be subjugated to retaliation, coercion or intimidation, or fear of reprisal.

Acknowledgment

This Policy is declared to be the Policy of this agency effective immediately.

  
\_\_\_\_\_  
John Hilgert  
Director

September 2005

## **Drug Free Workplace Policy**

The State of Nebraska is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the State unequivocally endorses the philosophy that the workplace should be free from the detrimental affects of illicit drugs. To ensure worker safety and workplace integrity, the Department of Veterans' Affairs, through this document, establishes a Drug Free Workplace Policy. Compliance with and adherence to this Policy is required by agency employees and those who engage or seek to engage in business with the State as specified in this Policy.

The State of Nebraska prohibits the unlawful manufacture, distribution, possession or use of controlled substances in the workplace. Any employee found to be in violation of this Policy will be subject to appropriate discipline and/or may be required to successfully complete an approved drug abuse program sponsored by a private or governmental organization.

The term "controlled substance" refers to any drug listed in 21 U.S.C. 812 and other state or federal statutes or regulations. Such drugs include but are not limited to heroin, marijuana, cocaine, crack and PCP. They also include "legal drugs" which are not prescribed by a physician.

To implement this Policy, the Department of Veterans' Affairs will adhere to the following procedures:

1. The agency will ensure that all employees and each new hire receive a copy of the State and agency Drug Free Workplace Policies.
2. Each employee will be required to sign and date a statement certifying that he/she has received and read a copy of the agency Drug Free Workplace Policy. The sign and dated statement will be forwarded to the Deputy Director and will be permanently maintained in the employee's personnel file.
3. All current employees will receive drug awareness training. New hires will receive training within the first six months of date of hire. Training information will include:
  - A. A definition of drug abuse;
  - B. Information on specific drugs and the effects of drug abuse;
  - C. Dangers of drug abuse in the workplace;
  - D. Availability of counseling and treatment services; and
  - E. Disciplinary actions which may be imposed on employees for violation of this Policy.
4. If an employee violates the Drug Free Workplace Policy and /or is convicted of violating any criminal drug statutes in the workplace, he/she will be subject to discipline, up to and including termination, according to established Rules and Regulations of the DAS-State Personnel Division and applicable labor agreements.
5. Agencies, administrative entities and employees are to strictly follow all reporting requirements for drug statute conviction notification as specified in federal and state law. Employees are required to report to their supervisor within five days any federal or State of Nebraska criminal drug statute violation occurring in the workplace. The supervisor will immediately report the violation to the director. When the Department is a grantee of federal funds, it shall notify the

federal granting agency within ten days after receiving notice of an employee's drug statute conviction.

To further strengthen the State of Nebraska Drug Free Workplace Policy, all businesses, individuals, and organizations engaging in, or seeking to engage in, business with the State must establish and provide proof of a drug free workplace policy.

All efforts will be made to continually educate employees to the ill effects of illegal drug use and to the benefits of conducting impairment-free lifestyles and help citizens of the State realize the need for a drug free Nebraska.

A handwritten signature in cursive script, reading "John Hilgert", written over a horizontal line.

John Hilgert  
Director

September 2005

State of Nebraska  
Department of Veterans' Affairs  
**DRUG-FREE WORKPLACE POLICY**  
**STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, have received a copy of the Department of Veterans' Affairs Drug Free Workplace Policy. I hereby certify that I understand the policy regarding the maintenance of a drug-free workplace.

Please sign below and return to Department of Veterans' Affairs located on the 6<sup>th</sup> floor, Nebraska State Office Building. This document will be placed in your personnel file.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## **Internal Dissemination of Policy and Plan**

Internal Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

1. The Department of Veterans' Affairs Affirmative Action Plan will be distributed to all departmental personnel, after receipt of approval from the DAS-State Affirmative Action Office.
2. The Equal Employment Opportunity/Affirmative Action Policy will be included with the Human Resources Policy and Procedures manual and available to all employees.
3. Meetings will be conducted as appropriate with management and supervisory staff to explain the intent of the policy, and to reiterate the Agency's commitment, as well as the expectations regarding each individual manager's/supervisor's responsibility for effective implementation of the plan.
4. The policy will be available to new employees, with each new hire receiving his/her own copy of the Equal Employment Opportunity Policy, the Workplace Harassment Policy, and the Drug/Alcohol Free Workplace Policy.
5. AA/EEO training will be available to all Agency employees at management's request.
6. If requested the Agency will provide a copy of the Affirmative Action Plan to NAPE/AFSCME.
7. The Affirmative Action Plan will be accessible to all Agency employees

## **External Dissemination of Policy and Plan**

External Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

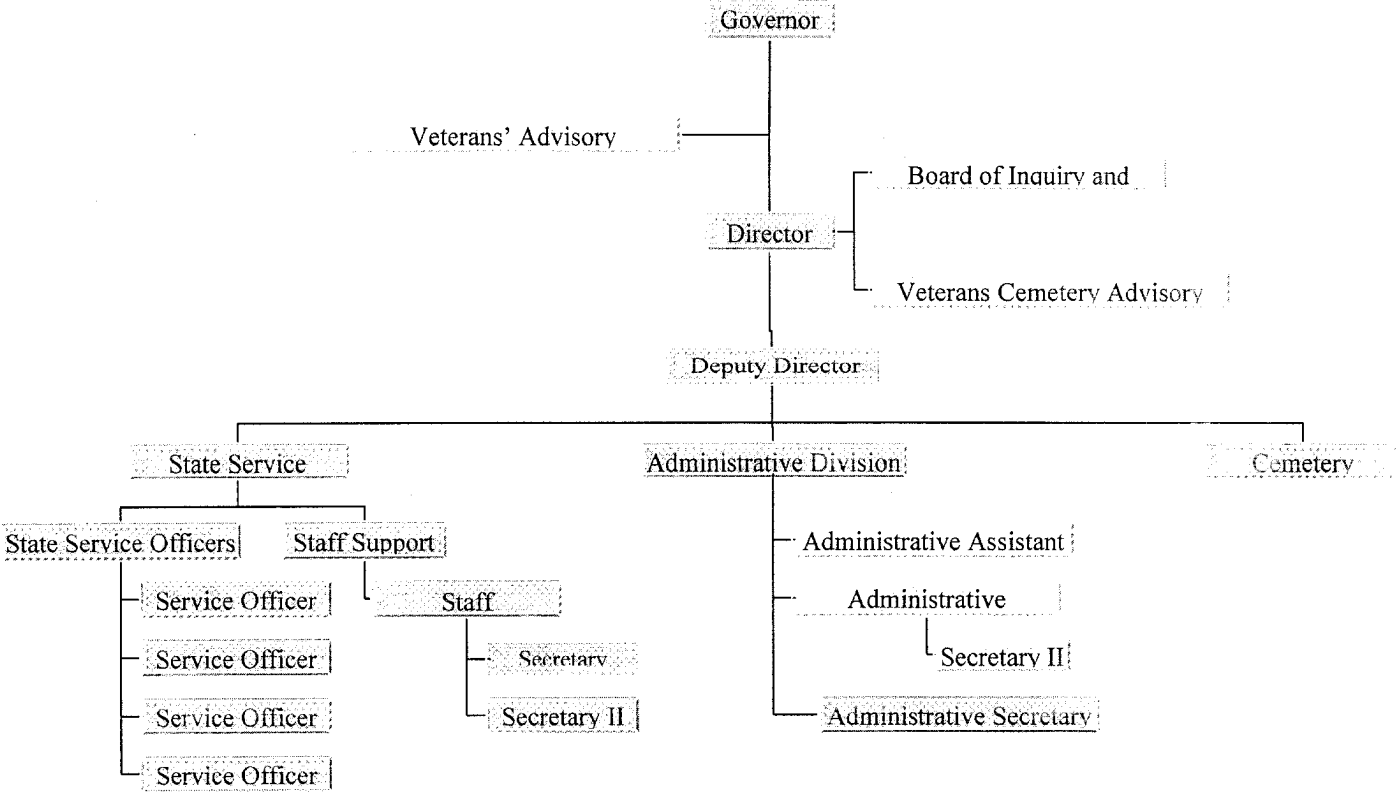
1. Inform all recruiting sources that the Department of Veterans' Affairs is an Equal Employment Opportunity employer and request that these sources actively recruit and refer protected group members to the Agency for employment.
2. All advertisements of employment positions shall clearly state that the State of Nebraska is an Equal Opportunity/ Affirmative Action Employer.
3. When recruiting externally, external positions announcements will be sent to special interest groups and organizations informing them of our Equal Opportunity/Affirmative Action Policy and encouraging them to refer qualified applicants for advertised openings.
4. Incorporate in all purchase orders, leases, and contracts covered by Executive Order 11246 as amended a statement that the agency is a EEO Employer, and that contractee's are obligated to adhere to federal, state and local laws regarding EEO/AA.

## **Responsibilities of the Affirmative Action Officer**

The responsibilities of the Affirmative Action Officer include:

- Write Affirmative Action Plan and compile and submit reports to the State Affirmative Action Office
- Collect and analyze employment data for quarterly reports to the State Affirmative Action Office in DAS State Personnel, and measure program progress through this data
- Support the development of Affirmative Action objectives and timetables
- Provide information and technical support as needed to managers in areas relating to Affirmative Action
- Provide for internal and external communication of Affirmative Action policies, plans, and procedures
- Work with management in identifying problem areas
- Develop goals, objectives and support programs to provide specific remedies to employment concerns and to insure ongoing equal employment opportunity
- Act as a contact person for any employee who has an EEO/AA concern
- Observe the work environment for any real or perceived barriers to equal opportunity and recommend corrective action
- Serve as the liaison for Minority Business Enterprise/Disadvantaged Business Enterprise/Women Business Enterprise programs and provide input in this area
- Perform other duties as necessary to develop and maintain an effective affirmative action program.

# Organization Chart



09/13/2004



**Minority Business Enterprise/Disadvantaged Business/Women Business Enterprise Contracts**

<b>Contract #</b>	<b>DBE Firm</b>	<b>DBE Name</b>	<b>Approval Date</b>	<b>Subcontract Amounts</b>	<b>% of Contract</b>	<b>Total Contract Amount</b>
N/A						

\* If your agency does not award any contracts please put N/A in the “Contract #” Field, or if your agency can generate a separate report for this information insert that report where this page is.

## Workforce Analysis

Department of Veterans' Affairs Agency Staff Totals as of March 31, 2005								
EEO Category	Total	Male	Female	Afr. Amer	Hisp	Other*	Disability	Age 40+
Executive/Managerial	2	2						2
Professional	6	4	2			1		6
Para-Professional	1		1					1
Technical								
Skilled Craft								
Office/Clerical	3		3					2
Service/Maintenance								
Protective Services								
<b>Total</b>	<b>12</b>	<b>6</b>	<b>6</b>			<b>1</b>		<b>11</b>
<b>Percent</b>	<b>100</b>	<b>50</b>	<b>50</b>			<b>8.33</b>		<b>91.67</b>

\* Includes Alaskan Native, Native American and Asian or Pacific Islander

# Utilization Analysis

## COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

EXECUTIVE/MANAGERIAL STATE EMPLOYEE WORK FORCE											
Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005				Agency Totals #	Agency Totals %	Underutilization		
65.70%	WM=63.3%	Male	54.4%		WM=55.7%	618	2	100.00%	1	FALSE	
34.30%	WF=32.1%	Female	45.6%		WF=39.2%	518	0	0.00%	1	TRUE	
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>			<b>1136</b>	<b>2</b>	<b>100.00%</b>			
	95.4%	N-MGM			96.1%	1092					
					Male	Female					
1.70%	(F=.9%; M=.9%)	Afr Am'can	1.58%		1.1%	0.4%	18	0	0.00%	0	FALSE
1.40%	(F=.6%; M=.8%)	Hispanic	0.70%		0.3%	0.4%	8	0	0.00%	0	FALSE
1.30%	(F=.6%; M=.8%)	Other	1.58%		1.1%	0.5%	18	0	0.00%	0	FALSE
<b>4.4%</b>	<b>(F=.3%; M=.5%)</b>	<b>Total</b>	<b>3.87%</b>		<b>2.46%</b>	<b>1.41%</b>	<b>44</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%					0	0.00%		

PROFESSIONAL STATE EMPLOYEE WORK FORCE											
Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005				Agency Totals #	Agency Totals %	Underutilization		
42.80%	WM=39.3%	Male	41.7%		WM=39.9%	2956	4	66.67%	3	FALSE	
57.20%	WF=53.6%	Female	58.3%		WF=53.4%	4134	2	33.33%	3	TRUE	
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>			<b>7090</b>	<b>6</b>	<b>100.00%</b>			
	92.9%	N-MGM			92.6%	6562					
					Male	Female					
2.10%	(F=1.3%; M=.8%)	Afr Am'can	2.62%		0.9%	1.7%	186	0	0.00%	0	FALSE
1.70%	(F=1.0%; M=.7%)	Hispanic	2.30%		0.8%	1.5%	163	0	0.00%	0	FALSE
3.20%	(F=1.3%; M=1.8%)	Other	2.52%		1.2%	1.3%	179	1	16.67%	0	FALSE
<b>7.0%</b>	<b>(F=2.5%; M=2.0%)</b>	<b>Total</b>	<b>7.45%</b>		<b>2.99%</b>	<b>4.46%</b>	<b>528</b>	<b>1</b>	<b>16.67%</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%						0.00%		

2000 Nebraska Census Data

Non-Minority Group Member (N-MGM)

**COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category**

**PARA-PROFESSIONAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005				Agency Totals #	Agency Totals %	Underutilization	
9.40%	WM=8.6%	Male	21.1%	WM=26.9%		525	0	0.00%	0	FALSE
90.60%	WF=83.7%	Female	78.9%	WF=66.1%		1966	1	100.00%	1	FALSE
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>			<b>2491</b>	<b>1</b>	<b>100.00%</b>		
	92.3%	N-MGM		91.3%		2274				
				Male	Female					
4.3%	(F=4.0%; M=.3%)	Afr Am'can	3.45%	1.1%	2.4%	86	0	0.00%	0	FALSE
2.2%	(F=1.9%; M=.3%)	Hispanic	3.61%	0.4%	3.2%	90	0	0.00%	0	FALSE
1.2%	(F=1.0%; M=.2%)	Other	1.65%	0.5%	1.1%	41	0	0.00%	0	FALSE
7.7%	(F=6.9%; M=.8%)	<b>Total</b>	<b>8.71%</b>	<b>2.05%</b>	<b>6.66%</b>	<b>217</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%					0.00%		

**TECHNICAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005				Agency Totals #	Agency Totals %	Underutilization	
62.80%	WM=60.0%	Male	74.3%	WM=73.1%		613	0	#DIV/0!	0	FALSE
37.20%	WF=34.9%	Female	25.7%	WF=23.6%		212	0	#DIV/0!	0	FALSE
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>			<b>825</b>	<b>0</b>	<b>#DIV/0!</b>		
	94.9%	N-MGM		96.6%		797				
				Male	Female					
2.2%	(F=1.1%; M=1.5%)	Afr Am'can	1.33%	1.1%	0.2%	11	0	#DIV/0!	0	FALSE
1.5%	(F=.2%; M=1.6%)	Hispanic	0.73%	0.6%	0.1%	6	0	#DIV/0!	0	FALSE
1.4%	(F=.1%; M=.9%)	Other	1.33%	0.8%	0.5%	11	0	#DIV/0!	0	FALSE
5.1%	(F=2.3%; M=2.8%)	<b>Total</b>	<b>3.39%</b>	<b>2.55%</b>	<b>0.85%</b>	<b>28</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%					#DIV/0!		

2000 Nebraska Census Data  
Non-Minority Group Member (N-MGM)

COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

SKILLED CRAFT WORKERS STATE EMPLOYEE WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005				Agency Totals #	Agency Totals %	Underutilization	
93.30%	WM=86.1%	Male	93.4%	WM=88.5%		467	0	#DIV/0!	0	FALSE
6.70%	WF=06.0%	Female	6.6%	WF=8.8%		33	0	#DIV/0!	0	FALSE
100.0%		<b>Total</b>	<b>100.0%</b>			<b>500</b>	<b>0</b>	<b>#DIV/0!</b>		
	92.1%	N-MGM		98.2%		491				
				Male	Female					
1.70%	(F=.2%; M=1.5%)	Afr Am'can	0.40%	0.2%	0.2%	2	0	#DIV/0!	0	FALSE
4.10%	(F=.2%; M=3.8%)	Hispanic	0.40%	0.4%	0.0%	2	0	#DIV/0!	0	FALSE
2.00%	(F=.3%; M=1.7%)	Other	1.00%	1.0%	0.0%	5	0	#DIV/0!	0	FALSE
7.8%	(F=.5%; M=4.0%)	<b>Total</b>	<b>1.80%</b>	<b>1.60%</b>	<b>0.20%</b>	<b>9</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%					#DIV/0!		

OFFICE/CLERICAL STATE EMPLOYEE WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005				Agency Totals #	Agency Totals %	Underutilization	
30.60%	WM=27.7%	Male	10.6%	WM=9.1%		197	0	0.00%	1	TRUE
69.40%	WF=63.7%	Female	89.4%	WF=70.4%		1668	3	100.00%	2	FALSE
100.0%		<b>Total</b>	<b>100.0%</b>			<b>1865</b>	<b>3</b>	<b>100.00%</b>		
	91.4%	N-MGM		91.6%		1708				
				Male	Female					
3.70%	(F=2.4%; M=1.3%)	Afr Am'can	2.52%	0.3%	2.2%	47	0	0.00%	0	FALSE
2.70%	(F=1.8%; M=.9%)	Hispanic	2.90%	0.2%	2.7%	54	0	0.00%	0	FALSE
2.10%	(F=1.5%; M=.6%)	Other	3.00%	0.6%	2.4%	56	0	0.00%	0	FALSE
8.5%	(F=4.7%; M=1.6%)	<b>Total</b>	<b>8.42%</b>	<b>1.13%</b>	<b>7.29%</b>	<b>157</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%					0.00%		

2000 Nebraska Census Data  
 Non-Minority Group Member (N-MGM)

COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

**SERVICE/MAINTENANCE STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization		
56.40%	WM=46.3%	Male	68.6%	WM=63.4%	1147	0	#DIV/0!	0	FALSE	
43.60%	WF=36.9%	Female	31.4%	WF=29.5%	525	0	#DIV/0!	0	FALSE	
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>		<b>1672</b>	<b>0</b>	<b>#DIV/0!</b>			
	83.2%	N-MGM		92.5%	1546					
				Male	Female					
4.00%	(F=1.8%; M=2.5%)	Afr Am'can	2.75%	1.8%	1.0%	46	0	#DIV/0!	0	FALSE
9.20%	F= 3.1%; M=6%	Hispanic	3.53%	2.0%	1.6%	59	0	#DIV/0!	0	FALSE
3.60%	(F=1.8%; M=1.9%)	Other	1.26%	0.8%	0.4%	21	0	#DIV/0!	0	FALSE
<b>16.8%</b>	<b>(F=1.0%; M=1.1%)</b>	<b>Total</b>	<b>7.54%</b>	<b>4.61%</b>	<b>2.93%</b>	<b>126</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%				0	#DIV/0!		

**PROTECTIVE SERVICE STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2005			Agency Totals #	Agency Totals %	Underutilization		
77.05%	WM=69.1%	Male	74.0%	WM=68.4%	2124	0	#DIV/0!	0	FALSE	
22.95%	WF=19.2%	Female	26.0%	WF=22.5%	746	0	#DIV/0!	0	FALSE	
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>		<b>2870</b>	<b>0</b>	<b>#DIV/0!</b>			
	88.3%	N-MGM		90.6%	2600					
				Male	Female					
4.11%	(F=1.7%; M=2.4%)	Afr Am'can	3.87%	2.9%	1.0%	111	0	#DIV/0!	0	FALSE
2.60%	F= .5%; M=2.1%	Hispanic	2.37%	1.8%	0.6%	68	0	#DIV/0!	0	FALSE
1.50%	(F=.5%; M=1%)	Other	3.17%	2.1%	1.1%	91	0	#DIV/0!	0	FALSE
<b>8.2%</b>	<b>(F=1.6%; M=1.4%)</b>	<b>Total</b>	<b>9.41%</b>	<b>6.72%</b>	<b>2.68%</b>	<b>270</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>FALSE</b>
		Disability	0.0%				0	#DIV/0!		

2000 Nebraska Census Data  
 Non-Minority Group Member (N-MGM)

COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

**TOTAL STATE EMPLOYEE WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals as of March 2005				Agency Totals #	Agency Totals %	Underutilization		
52.70%	WM=47.1%	Male	46.9%		WM=44.5%	8647	6	50.00%	6	FALSE	
47.30%	WF=42.7%	Female	53.1%		WF=47.3%	9802	6	50.00%	6	FALSE	
<b>100.0%</b>		<b>Total</b>	<b>100.0%</b>			<b>18449</b>	<b>12</b>	<b>100.00%</b>			
	89.8%	N-MGM			92.5%	17070					
					Male	Female					
3.10%	(F=1.5%; M=1.6%)	Afr Am'can	2.76%		1.3%	1.5%	507	0	0.00%	0	FALSE
4.40%	(F= 2.7%; M=1.7%)	Hispanic	2.45%		0.9%	1.5%	450	0	0.00%	1	TRUE
2.60%	(F=1.4%; M=1.3%)	Other	1.66%		0.8%	0.8%	422	1	8.33%	0	FALSE
<b>10.1%</b>	<b>(F=3.2%; M=3.2%)</b>	<b>Total</b>	<b>6.86%</b>		<b>3.04%</b>	<b>3.82%</b>	<b>1379</b>	<b>1</b>	<b>8.33%</b>	<b>1</b>	<b>FALSE</b>
		Disability	0.0%						0.00%		

2000 Nebraska Census Data  
Non-Minority Group Member (N-MGM)

## Statement of Goals Accomplished/Not Accomplished for 2004-2005

<p><b>Goal #1:</b> Females are underutilized in the Executive category. It is our goal to increase their representation by placing an emphasis on recruitment and promotion of females in the Executive category. In this category are the Director appointed by the Governor and the classified position of Deputy Director.</p>
<p><b>Summary:</b> No increase was obtained in this area because the Department experienced no turnover during 2004-2005.</p>
<p><b>Goal #2:</b> Females are underutilized in the Professional category. It is our goal to increase their representation by placing an emphasis on recruitment and promotion of females represented in the Professional category.</p>
<p><b>Summary:</b> The Department was able to maintain female representation in the Professional category. No increase was obtained in this area because the turnover that occurred resulted in an internal promotion during 2004-2005.</p>
<p><b>Goal #3:</b> The Other Protected categories listed below are underutilized by the Department of Veterans Affairs. It is our goal to increase their representation by placing an emphasis on recruitment and promotion of these categories.</p> <p>(In comparison to the Total State Employee Work Force the Department is underutilized in Other Protected categories: 02 Black or African American, 03 Hispanic or Latino, 04 Asian or Pacific Islander, 05 American Indian/Alaskan Native, 07 Asian &amp; White, 08 African American/Black &amp; White, 09 Am Ind/Alaska Native &amp; African Amer., 10 Hispanic/Latino &amp; White, 11 Hispanic &amp; African Amer/Black, 12 Hispanic/Latino &amp; Asian, 13 Native HI/Pac Island &amp; Asian, 14 Native HI/Pac Island &amp; White)</p>
<p><b>Summary:</b> The Department was unable to increase representation in other Protected categories. <b>One employee indicates their category is 06 American Indian &amp; White.</b></p>
<p><b>Goal #4:</b> Training remains an ongoing goal of the Department of Veterans' Affairs, enhancing the opportunity for all employees to improve their knowledge, skills and abilities.</p>
<p><b>Summary:</b> During 2004-2005, eight employees attended training conferences, seminars or workshops.</p> <p>The Department of Veterans' Affairs The Department of Veterans' Affairs was and continues to be involved with the Disabled. The Agency's everyday functions provide involvement with the disabled. Many veterans are seeking disability ratings by the U.S. Department of Veterans Affairs (VA), as well as seeking benefits from the State of Nebraska. This involvement pertains to employment, all veterans benefits and veterans advocacy. Contact is made with the following organizations or agencies:</p>
<p>Disabled American Veterans</p>
<p>Assistive Technology Partnership</p>

Paralyzed Veterans of America  
Military of the Purple Heart  
American Ex-Prisoners of War  
American Legion  
Veterans of Foreign Wars  
Vietnam Veterans of America  
The Retired Enlisted Association  
National Association of County Veterans Service Officers  
US Department of Veterans Affairs Medical Centers  
US Department of Veterans Affairs Regional Office  
State Veterans Homes  
And Others

Vocational Rehabilitation Services  
Assisted Living  
The Arc of Nebraska  
Developmental Disability Council  
Hotline for the Disabled  
League of Human Dignity

It must be noted the Department of Veterans' Affairs has 11 employees within an authorized 12 FTE's that are 40 years of age or over.



## Identification of Areas of Underutilization

EEO Category	Underutilized Group
Executive/Managerial	Females
Professional	Females
Para-Professional	None
Technical	NA
Skilled Craft	NA
Office/Clerical	Males
Service/Maintenance	NA
Protective Services	NA

## Statement of Goals and Timetables for 2006

<p><b>Goal #1:</b> Females are underutilized in the Executive category. It is our goal to increase their representation by placing an emphasis on recruitment and promotion of females in the Executive category. In this category are the Director appointed by the Governor and the classified position of Deputy Director.</p>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
The Department of Veterans Affairs will attempt to recruit females for the Executive category. The Governor's appointments shall be based on the Administrations' criteria.	The Governor and Director in the case of recruitment of the Deputy Director position.	As appointments, retirements or terminations will allow.
<p><b>Goal #2:</b> Females are underutilized in the Professional category. It is our goal to increase their representation by placing an emphasis on recruitment and promotion of females in the Professional category.</p>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
The Department of Veterans Affairs employees will attempt to recruit qualified females for the Professional category.	Department of Veterans Affairs employees with assistance of the DAS State Personnel Division.	As appointments, retirements or terminations will allow.
<p><b>Goal #3:</b> The Other Protected categories listed below are underutilized by the Department of Veterans Affairs. It is our goal to increase their representation by placing an emphasis on recruitment and promotion of these categories.</p> <p>(In comparison to the Total State Employee Work Force the Department is underutilized in Other Protected categories: 02 Black or African American, 03 Hispanic or Latino, 04 Asian or Pacific Islander, 05 American Indian/Alaskan Native, 07 Asian &amp; White, 08 African American/Black &amp; White, 09 Am Ind/Alaska Native &amp; African Amer., 10 Hispanic/Latino &amp; White, 11 Hispanic &amp; African Amer/Black, 12 Hispanic/Latino &amp; Asian, 13 Native HI/Pac Island &amp; Asian, 14 Native HI/Pac Island &amp; White)</p>		
<b>Action Steps</b>	<b>Individual Responsible</b>	<b>Target Date</b>
The Department of Veterans Affairs will attempt to recruit qualified individuals from these categories	Department of Veterans Affairs employees with assistance of the DAS State Personnel Division.	As appointments, retirements or terminations will allow.