

EEO Utilization Report

Organization Information

Name: Tennessee Department Of Treasury Division Of Claims

City: Nashville

State: TN

Zip: 37243

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The Tennessee Treasury Department (Department) is firmly committed to the principle of fair and equal employment opportunities for all persons and strives to protect the rights and opportunities of all persons to seek, obtain and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the Department's policy to provide an environment free from discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran status or any other category protected by state or federal civil rights law.

Step 4b: Narrative of Interpretation

The Department's Utilization Analysis is comprised of self-disclosed, employee information as of January 21, 2022. The employee data was generated from Edison, the State of Tennessee's Enterprise Resource Planning (ERP) system, and compared to labor statistics of the State of Tennessee, generated from the U.S. Department of Justice Office for Civil Rights Equal Employment Opportunity Program Reporting Tool.

The Departments Utilization Analysis indicates only one significant underutilization for White females in the Professionals (-10%) job category.

The Department has a positive utilization in the following: Hispanic or Latino Males (2%), Black or African American Males (2%) Asian Males (2%), and Other Males (3%) in the Officials/Administrators category; Black or African American Males (4%), Other Males (1%), Black or African American Females (9%), and Other Females (2%) in the Professionals categories; and Black or African American Females (10%) and Other Females (5%) in the Administrative Support categories.

The Department has a minor under utilization in the following: White Males (-4%) and White Females (-3%) in the Officials/Administrators category and White Males (-4%) and Black or African American Males (-4%) in the Administrative Support category.

Step 5: Objectives and Steps

1. Communication and Outreach to Fill Vacancies

- a. The Department will continue to enhance outreach efforts across the State to ensure equal employment opportunities for white female professionals when the Department fills vacancies. The Department is currently revising its recruitment plans for colleges and universities in the state that have at least a 50% enrollment of female students. The recruitment plan includes emailing department heads and professors of professional college programs directly with information regarding the Departments work life balance, career opportunities, and benefits. Additionally, Department female professional staff will continue to be involved in developing and participating in recruiting events and hiring processes.
- b. The Department will also continue to seek out female focused professional associations when recruiting for vacancies of professional positions for purposes of providing access to professional positions within the Department.
- c. The Department will also request recruitment firms (when utilized) to seek out female professional associations when developing pools of candidates for professional positions.

2. Continue to Improve Performance Management

- a. Human Resources conducted multiple trainings in 2020 and 2021 for managers who participate as raters and reviewers in the Departments Performance Management system and will continue to conduct trainings to provide managers the tools to properly conduct and document performance reviews.
- b. In 2020 and 2021, the Department previously facilitated Human Resources-led review of all the Departments Performance Management documents. The review led to further development of the Performance Management documents, including development of work outcomes that are clearer and more measurable.
- c. Requiring measurable outcomes and manager training provide the opportunity for an objective review of employee performance and will assist with ensuring promotions within the Department are fair and unbiased.

Step 6: Internal Dissemination

The majority of the Department is currently working from home and there is not a plan for the Departments employees to return to the office on a full-time basis. Therefore, a copy of the EEO Utilization Report will be posted on its intranet enabling all Department employees to have equal access to the report. The Department's intranet is an in-house, electronic communication service that only employees can access. Additionally, upon request from a Departmental employee, the Department will provide a physical or electronic copy of the EEO Utilization Report to the

employee.

Step 7: External Dissemination

The Department will post a copy of the EEOP Utilization Report to the Department's public website. Additionally, upon request, the Department will provide a physical or electronic copy of the EEOP Utilization Report.

Utilization Analysis Chart
Relevant Labor Market: Tennessee

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 #/%	17/50%	1/3%	2/6%	0/0%	1/3%	0/0%	0/0%	1/3%	10/29%	0/0%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	166,985/54%	3,445/1%	13,100/4%	345/0%	3,610/1%	110/0%	1,165/0%	515/0%	99,890/32%	2,105/1%	17,085/5%	200/0%	1,760/1%	30/0%	635/0%	170/0%
Utilization #/%	-4%	2%	2%	-0%	2%	-0%	-0%	3%	-3%	-1%	0%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	65/34%	1/1%	14/7%	0/0%	1/1%	0/0%	0/0%	2/1%	71/37%	0/0%	31/16%	0/0%	2/1%	0/0%	1/1%	3/2%
CLS #/%	168,740/36%	4,390/1%	16,550/4%	245/0%	7,705/2%	45/0%	1,085/0%	505/0%	221,050/47%	4,325/1%	35,330/8%	395/0%	5,545/1%	45/0%	1,945/0%	280/0%
Utilization #/%	-2%	-0%	4%	-0%	-1%	-0%	-0%	1%	-10%	-1%	9%	-0%	-0%	-0%	0%	2%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	29,960/32%	525/1%	3,560/4%	20/0%	915/1%	0/0%	310/0%	60/0%	47,435/50%	515/1%	9,695/10%	125/0%	975/1%	0/0%	465/0%	260/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	33,600/62%	455/1%	8,635/16%	140/0%	80/0%	4/0%	415/1%	90/0%	6,270/12%	185/0%	3,850/7%	20/0%	30/0%	0/0%	89/0%	45/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,165/37%	0/0%	165/5%	0/0%	10/0%	0/0%	10/0%	0/0%	1,190/38%	4/0%	530/17%	0/0%	40/1%	0/0%	0/0%	15/0%
Utilization #/%																
Administrative Support																
Workforce #/%	5/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/50%	0/0%	4/20%	0/0%	0/0%	0/0%	0/0%	1/5%

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
CLS #/%	220,870/29%	5,460/1%	33,185/4%	480/0%	3,925/1%	140/0%	1,900/0%	310/0%	391,750/52%	9,490/1%	78,585/10%	1,020/0%	4,680/1%	195/0%	3,535/0%	740/0%
Utilization #/%	-4%	-1%	-4%	-0%	-1%	-0%	-0%	-0%	-2%	-1%	10%	-0%	-1%	-0%	-0%	5%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	209,365/78%	21,435/8%	19,055/7%	625/0%	1,665/1%	195/0%	1,695/1%	385/0%	10,995/4%	560/0%	3,045/1%	55/0%	470/0%	0/0%	95/0%	45/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	342,375/41%	39,360/5%	88,010/11%	1,105/0%	6,125/1%	235/0%	3,380/0%	1,345/0%	240,925/29%	18,745/2%	76,255/9%	795/0%	6,140/1%	130/0%	2,900/0%	720/0%
Utilization #/%																

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									✓							

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: Jamie Formont

Human Resources Director

02-02-2022

[signature]

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