

December 18, 2014

Stephen Buehrer, Administrator/CEO
Ohio Bureau of Workers' Compensation
30 West Spring Street, L-29
Columbus, Ohio 43215

RE: Approval Letter for the 2015-2017 Affirmative Action Plan

Dear Administrator/CEO Buehrer,

In accordance with Rule 123:1-49-04(D) of the Ohio Administrative Code, I hereby approve your agency's 2015-2017 Affirmative Action Plans (AAP). Please note that pursuant to Rule 123:1-49-04(E) of the Ohio Administrative Code, you are required to submit an annual update to the approved AAP. Your first update will be due December 4, 2015. The Equal Opportunity Division of the Ohio Department of Administrative Services will contact you with instructions regarding submission of your annual update in the near future.

If you need assistance or have questions regarding implementation of your agency's AAP, please do not hesitate to contact the Division's EEO Program Manager, Felicia Godbolt at 614-466-7313.

Sincerely,



David Payne
Chief of Staff
Ohio Department of Administrative Services

cc: Sheri Fitzpatrick, EEO Manager



**Ohio Bureau of Workers'
Compensation**

2015 – 2017

AFFIRMATIVE ACTION PLAN

Agency Officials Responsible for Equal Employment Opportunity Program

Agency Head	Agency Human Resources Director
Name: Stephen Buehrer	Name: Tondra Brokaw
Title: Administrator/CEO	Title: Chief of Human Resources
Address: 30 W. Spring Street, L-29 Columbus, OH 43215	Address: 30 W. Spring Street, L-28 Columbus, OH 43215
Telephone: (614) 466-5223	Telephone: (614) 644-6045
E-Mail Address: Stephen.B.1@bwc.state.oh.us	E-Mail Address: Tondra.B.1@bwc.state.oh.us

EEO Program Manager	ADA Program Representative
Name: Sheri Fitzpatrick	Name: Sheri Fitzpatrick
Title: EEO Manager	Title: EEO Manager
Address: 30 W. Spring Street, L-28 Columbus, OH 43215	Address: 30 W. Spring Street, L-28 Columbus, OH 43215
Telephone: (614) 728-9537	Telephone: (614) 728-9537
E-Mail Address: Sheri.F.1@bwc.state.oh.us	E-Mail Address: Sheri.F.1@bwc.state.oh.us

Agency Website: <https://www.bwc.ohio.gov/>

AGENCY OVERVIEW

The Ohio Bureau of Workers' Compensation (BWC) is the largest state-fund insurance system in the nation, serving nearly 254,000 Ohio employers. In the most recent fiscal year we actively managed approximately 1 million open claims, funded by assets totaling approximately \$28 billion. Medical and indemnity compensation paid to injured workers totaled nearly \$2 billion, and we received 112,613 new claims.

Always conscious of our responsibility to operate in the best interest of those who support and rely upon the State Insurance Fund and other specialty funds, we focus on three performance objectives: **Service**, **Simplicity** and **Savings**. Our stance is that the more money we can save employers, the more capital they will have to grow their businesses, helping spur economic growth in Ohio. BWC continues to find ways to operate more efficiently. Equally important is our goal to give Ohio's injured workers the best care possible and return them to the life they enjoyed prior to injury.

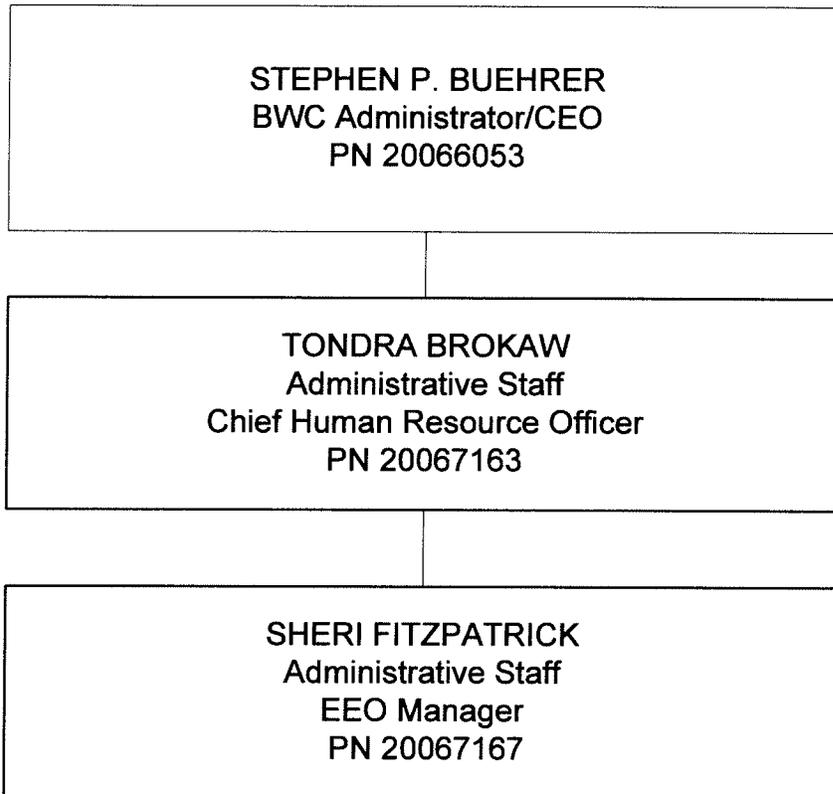
Our mission to protect Ohio's workers and employers through the prevention, care and management of workplace injuries and illnesses at fair rates was the driving force behind several of our biggest efforts in FY13. Helping grow jobs and bolster Ohio's economic development also inspired several exciting initiatives in FY13. Below are some of the highlights.

- In conjunction with your office, we provided a \$1 billion rebate for employers who pay into the State Insurance Fund. We sent rebate checks equaling 56 percent of annual premiums to approximately 200,000 businesses, local governments and school districts at the end of FY13.
- We tripled the funding of our Safety Intervention Grant Program from \$5 million to \$15 million to promote workplace safety and encourage further investment in protecting Ohio's workers.
- The BWC Board of Directors approved a private employer base-rate reduction of 2.1 percent. Effective for the July 1, 2013 to June 30, 2014, policy year, the rate reduction represents an aggregate savings of \$29 million over 2013 premiums.
- In addition, the Board followed a recommendation to reduce average rates for public employer taxing districts by 5 percent. Average rates, based on an employers' payroll, have not been this low since at least 1983.
- We expanded statewide our claims triage model of handling claims based on their levels of complexities. This focused collaboration between BWC specialists and managed care organizations streamlines the claims process and ensures obstacles to an injured worker's safe and effective return to work are quickly addressed.
- We maintained our focus on pharmacy management to improve the efficiency and effectiveness of treatment and to limit inappropriate uses of medications. Additionally, our drug formulary helped lead to a savings of \$22.2 million in FY13.

BWC has further improvements identified in FY 14. These initiatives include replacing our outdated core systems applications with a new integrated claims, policy and employer billing system;

prepping for the nationwide medical claim code conversion for medical providers; and modernizing how we collect premium by moving to a prospective-payment system.

BWC EEO FLOW CHART



EEO MANAGER RESPONSIBILITIES

BWC's EEO Manager is responsible for designing and ensuring effective implementation of our EEO program. These responsibilities include:

1. Plans, develops & administers the Bureau of Workers' Compensation's affirmative action program agency-wide including the development & implementation of affirmative action plan & related compliance programs.
2. Responsible for the management of BWC's EEO complaint process.
3. Responsible for ensuring proper personnel & labor procedures in regard to Civil Rights laws & ensures the Bureau's overall program compliance with state & federal regulations including Civil Rights Act, administrative rules, executive orders, Age Discrimination in Employment Act & the Americans with Disabilities Act
4. Makes recommendations to executive staff including to the BWC Administrator regarding needed corrections or improvements.
5. Advises the Bureau with respect to the employment process including the appropriate use & functions of employee testing.
6. Develops the Bureau's Civil Rights plans & coordinates the preparation of EEO reports to the BWC Administrator.
7. Provides supervision, consultation & technical assistance on a statewide basis interpreting civil service rules & regulations, labor agreements & EEO laws; plans & conducts meetings, seminars & conferences; develops & delivers training programs.
8. Coordinates & maintains liaison with various organizations & agencies (e.g., Urban League, NAACP); represents the Bureau in various meetings, committees & conferences with respect to civil rights & affirmative action matters.
9. Responsible for designing & conducting EEO related training programs, evaluation procedures, informational policies handbooks, recruitment manuals & interviewing technique guidelines.
10. Assures overall agency compliance with the full range of Civil Rights legislation; responds to complaints related to civil rights; manages complaints & charges.
11. Plans and coordinates the Bureau's Black History Month and Women's History Month programs.
12. Responsible for the Bureau's Employment Eligibility (I-9) program.
13. Responsible for the Bureau's Exit Interview Process.

8.01 EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Ohio Bureau of Workers' Compensation (BWC) to maintain a work environment that is free of discrimination and harassment based on race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation. This policy applies to all employees, officers, applicants, customers, vendors, interns, clients, temporaries, contractors and consultants.

BWC is committed to taking action to address existing concerns and improve our Equal Employment Opportunity program. Accordingly, we have developed an EEO Strategic Plan that outlines the process and procedures that will be used to ensure that equal employment opportunity is a reality at BWC.

It is the policy of BWC to fully comply with the State of Ohio's Equal Employment Opportunity program and all applicable state and federal laws, rules, regulations, and guidelines as they relate to non-discrimination in employment. Discrimination against applicants and employees based on race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation is illegal. Additionally, BWC expects all employees to observe the highest standards of professional conduct. The conduct described in this policy is strictly prohibited regardless of whether or not it constitutes a violation of federal or state discrimination laws.

All employees should respect the rights, opinions, and beliefs of others. Harassment of any employee because of race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation is strictly prohibited. Harassment may consist of unwelcome conduct, whether verbal physical or visual, which is based upon a person's protected status. BWC will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based upon sex when (1) submission to the conduct is an explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

INVESTIGATIVE PROCEDURES

1. Any BWC employee who believes that he or she is the victim of discrimination or harassment should communicate the specific incident of alleged discrimination to his or her supervisor. The employee may choose to report the incident directly to BWC's EEO Department, the Chief Human Resources Officer or the Chief Legal Officer.
2. BWC will promptly and thoroughly investigate any complaint or any report of a violation of this policy. Employees at all levels of BWC are expected to cooperate in an investigation. The failure of any employee to cooperate during the course of an investigation may result in appropriate disciplinary action. The complaining party may at any time inquire as to the status of the investigation.
3. All BWC supervisory personnel are required to respond to every complaint or any report received of a possible violation of this policy by: 1) obtaining written statements from both the complaining party and the person(s) who is alleged to have engaged in such violation, as well as all individuals having relevant information concerning the complaint; and 2) reporting the incident and submitting the information obtained to BWC's EEO Department within twenty-four (24) hours of the incident. Supervisors who are aware of any violation of this policy and who fail to take each complaint seriously, or who fail to follow the procedures contained in this policy will be subject to disciplinary action, up to and including a reduction in pay or position, or removal.
4. After the receipt of the complaint, the EEO Department will notify the person accused of engaging in improper activity that the issue has been brought to the attention of the EEO Department.
5. The EEO Department will notify the complainant if a formal investigation by the EEO Department will be conducted. If circumstances warrant, the complainant's supervisor will also be notified.
6. If formal investigation is warranted, the EEO Department will conduct further interviews with both the complainant and the person(s) who is alleged to have engaged in discriminatory act(s).
7. The EEO Department may also interview anyone who has been identified as having relevant information concerning any aspect of the issues.
8. The EEO Department will prepare written statements detailing the information obtained during each interview. This information will be provided to each witness for his or her review and she or he will be asked to sign a copy certifying its accuracy.
9. Once the evidence has been gathered, the findings will be reported to the Director of EEO for his or her review.
10. If the Director of EEO determines that a violation of this policy has occurred or further administrative action is warranted, he or she will meet with the Chief Human Resources Officer and Chief Legal Officer to discuss the incident and make appropriate recommendations.

11. The results of the investigation and any action taken will be discussed with both the complainant, the complainant's supervisor and the person(s) alleged to have engaged in discriminatory practices.

PENALTIES FOR VIOLATIONS OF THIS POLICY

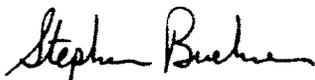
If an investigation confirms that a violation of this policy has occurred, BWC will take appropriate corrective action, including discipline. Depending on the circumstances, the disciplinary action may range from counseling, a reprimand or removal. Appropriate training may also be recommended. An employee has the right to appeal BWC's findings to the Ohio Department of Administrative Services Equal Employment Opportunity Division within fifteen (15) days.

No reprisal, retaliation, or other adverse action will be taken against any employee for making in good faith, a complaint or report of discrimination or harassment, or for assisting in good faith, in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.

A complaint or report that this policy has been violated is a serious matter. Dishonest or fabricated complaints or reports are also a violation of this policy, and BWC will take appropriate disciplinary action if its investigation shows that deliberately dishonest, false or bad faith accusations have been made.

ADDITIONAL INFORMATION

If you have any questions about this policy, please contact the EEO Director at **(614) 728-9537** for additional information. Information is also available from the State of Ohio's Equal Opportunity Division which is located at 4200 Surface Road, Columbus, OH 43228-3414 or by telephone at **(614) 466-8380**. In addition to following the reporting procedure outlined in this policy, you may file with the Ohio Civil Rights Commission ("OCRC") within six months or with the Equal Employment Opportunity Commission ("EEOC") within three hundred days of the alleged incident.



2/14/14

Administrator/CEO

Effective Date

(Original signature on file in EEO Department)

8.02 Americans with Disabilities Act (ADA) Policy

POLICY STATEMENT

It is the policy and practice of the Ohio Bureau of Workers' Compensation (BWC) to comply fully with the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 (ADAAA), and ensure equal employment opportunities and reasonable accommodation for Qualified Individuals with Disabilities. BWC is also committed to ensuring non-discrimination in all terms, conditions and privileges of employment.

INTRODUCTION

- A. It is a violation of BWC policy to discriminate in employment against a qualified person in regard to any employment practice or term, condition, or privilege of employment because that person currently has a disability, at one time had a disability, or is regarded as having a disability. It is also a violation of this policy to deny an employment opportunity or benefit or to otherwise discriminate against an individual, whether or not the individual has a disability, because that individual has a known relationship or association with a person who has a disability. This prohibition applies to job application procedures, hiring, advancement, and discharge of employees; employee compensation; job training; and all other terms and conditions of employment.
- B. It is BWC policy to determine essential job functions based upon an individualized inquiry into each position filled and to determine whether the person with a disability can perform these functions unaided or with reasonable accommodation.
- C. It is against BWC policy to use qualification standards or selection criteria that would screen out, or tend to screen out, individuals with disabilities, unless such measures are both job related and necessary to the safe and efficient operation of the business.
- D. The affirmative obligation to provide reasonable accommodation applies to individuals seeking employment with BWC and to current employees who have a qualified disability under the ADA.

RESPONSIBILITIES

The EEO Manager is responsible for reviewing and providing reasonable accommodations for qualified individuals with disabilities. It is the obligation of all BWC employees to adhere to this policy in their areas of responsibility.

Accommodation Process

The employee should submit a copy of BWC's ADA Reasonable Accommodation Request Questionnaire and submit a release of medical information to the EEO

Manager.

The EEO Manager will review the request and follow a four-step process in assessing the request.

- A. Analyze the employee's information to determine whether the employee is disabled pursuant to the ADA. If the employee is not disabled pursuant to the ADA, they will be notified that their request for reasonable accommodation will be denied.
- B. If the EEO Manager determines that the employee is disabled pursuant to the ADA, the employee's job description will be reviewed to determine the essential functions. The EEO Manager will then contact the employee's physician to determine the employee's abilities and limitations for performing the essential functions of the job.
- C. Determine the employee's abilities and limitations in consultation with the employee, BWC management, and the employee's physician.
- D. Identify potential accommodations and assess their effectiveness with the employee.

DEFINITIONS

For purposes of this policy and guidelines, the following definitions apply:

- A. Disability - A physical or mental impairment that substantially limits one or more major life activities of an individual; a record (or past history) of such an impairment; or being regarded as having a disability.
- B. Qualified individual with a disability - An individual with a disability who, with or without reasonable accommodation can perform essential functions of the employment position that such individual holds or desires.
- C. Essential job functions - Those functions actually performed in the job, the removal of which would fundamentally alter the position. To determine whether a function is essential, it must be determined whether the position exists to perform that function and whether there are other employees available to share that function, as well as the degree of expertise required to perform the function. Whether a function is essential also depends on the content of the written job descriptions, the terms of any applicable collective bargaining agreement, the time spent performing the particular function, and the consequences of failing to require the employee to perform the function.
- D. Reasonable accommodation - A modification or adjustment to a job, the work environment or the workflow that enables a qualified individual with a disability to perform essential job functions. Such accommodation is required unless it poses an undue hardship on the employer. The determination of what accommodation is reasonable in a particular situation involves a process in which the department

and the employee identify the precise limitations imposed by the disability and explore potential accommodations that would overcome those limitations.

- E. Undue hardship - Any accommodation that is substantial, disruptive, unduly costly or would fundamentally alter the nature or operation of the department.
- F. Major life activities - Activities that are of central importance an individual's daily life such as caring for oneself, performing manual tasks, walking sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning and working. This list is not exhaustive.
- G. Substantially limits - An impairment that significantly restricts the duration, manner or condition under which an individual can perform a particular major life activity as compared to the ability of the average person in the general population to perform the same major life activity.

COMPLAINT PROCESS

If you have any questions about this policy, please contact the EEO Director at **(614) 728-9537** for additional information. Information is also available from the State of Ohio's Equal Opportunity Division which is located at 4200 Surface Road, Columbus, OH 43228-3414 or by telephone at **(614) 466-8380**. In addition to following the reporting procedure outlined in this policy, you may file with the Ohio Civil Rights Commission ("OCRC") within six months or with the Equal Employment Opportunity Commission ("EEOC") within three hundred days of the alleged incident.

WORKPLACE MODIFICATIONS WHEN AN EMPLOYEE DOES NOT MEET THE DEFINITION OF "DISABILITY"

BWC recognizes that there may be situations where an employee has a medical condition that does not constitute a disability under the ADA, but is granted workplace modifications as a result of a Transitional Work Program developed by Disability Management, pregnancy, safety concerns, or where an employee has a medical condition stemming from a workplace accident. In these situations, BWC is not regarding the employee as disabled, but is instead taking proactive measures to permit the employee to remain in the workplace and assist them to perform their job duties.

- In situations where an employee is returning to work from a medical condition that is not the result of a workplace accident, the EEO Department will refer the matter to the Disability Management Section, who will review the employee's medical information and make appropriate recommendations.
- In situations where an employee has a medical condition that requires workplace modifications to ensure their safety and well-being, or if the employee is pregnant and requires workplace modifications, the EEO Department will refer the matter to the employee's management, who will address these matters.
- Finally, where an employee has a medical condition stemming from a workplace accident does not constitute a disability under the ADA, but requires workplace modifications to ensure the employee's safety and well being, the EEO

Department will refer the matter to the Workers' Compensation Program Administration and/or Safety Administration departments.

Please "[Click Here](#)" for the ADA REASONABLE ACCOMMODATION REQUEST QUESTIONNAIRE



Administrator/CEO
(Original signature on file in EEO Department)

2/14/14

Effective Date

8.03 ANTI-HARASSMENT POLICY

PURPOSE:

To advise all employees and customers that harassment based upon race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation as defined in this policy, will not be tolerated by the Ohio Bureau of Workers' Compensation (BWC) and to establish procedures for reporting allegations of harassment.

POLICY:

It is the policy of the Ohio Bureau of Workers' Compensation (BWC) to maintain a work environment free from any discrimination and to prohibit harassment of applicants, customers, vendors, interns, clients, temporaries, contractors, consultants and employees.

Any employee who believes that he/she is a victim of harassment based upon race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation should immediately report such incident(s) to the BWC EEO Department or a manager/supervisor. **All managers/supervisors are required to report any incident of harassment based upon the above to the EEO Department within twenty four (24) hours once they have been made aware of the incident.** Every attempt will be made to resolve these issues within the agency. In the event an employee elects to file a formal complaint within the jurisdiction of the State of Ohio, it should be filed with the Ohio Department of Administrative Services, Equal Opportunity Division within thirty (30) days of the most recent incident of harassment. One may also file with the Ohio Civil Rights Commission (OCRC) within six (6) months or the Federal Equal Employment Opportunity Commission (EEOC) within three hundred (300) days of the alleged acts.

BWC is committed to promptly responding to each complaint, and conducting a thorough investigation whenever; (1) an employee alleges that harassment based upon race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation has taken place; (2) a supervisor or manager observes something which may constitute harassment based upon race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation, or (3) the department receives information concerning a possible instance or incident of harassment based upon race, color, religion, gender,

national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or retaliation.

BWC will make every attempt to satisfactorily resolve the matter internally. Furthermore, BWC ensures that no retaliatory action will be taken against any individual who files an EEO complaint or participates in an EEO investigation.

DEFINITIONS:

Harassment is conduct towards another person or identifiable group of persons including, but not limited to, unwelcome comments or other conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment for that individual's work performance.

- A. Racial Harassment is conduct directed toward another person (or identifiable group of persons) on the basis of race, color, national origin, or ancestry that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment or that unreasonably interferes with an individual's work performance. The conduct may be words, gestures, or actions.
- B. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors as well as other verbal or physical conduct of a sexual nature when any one of the following criteria are met:
 - 1. Submission to such conduct is made either explicitly or implicitly, a term or condition of the individual's employment.
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.
- C. Retaliatory Harassment is conduct directed toward an individual because such individual has made a complaint of harassment based upon race, color, religion, gender, national origin, ancestry, military status (past, present or future), disability, age (40 years of age or older), genetic information, sexual orientation or has participated in any manner in an investigation or proceeding involving the same.

INVESTIGATIVE PROCEDURES:

The Investigative Procedures set forth in the Ohio Bureau of Workers' Compensation's Equal Opportunity Policy shall be utilized during investigations of all harassment complaints.

If you have questions regarding this policy, please contact Sheri Fitzpatrick, EEO Manager at **(614) 728-9537** or FAX **(614) 621-5727**.



Administrator/CEO

(Original signature on file in EEO Department)

2/14/14

Effective Date

BWC EEO DATA ANALYSIS

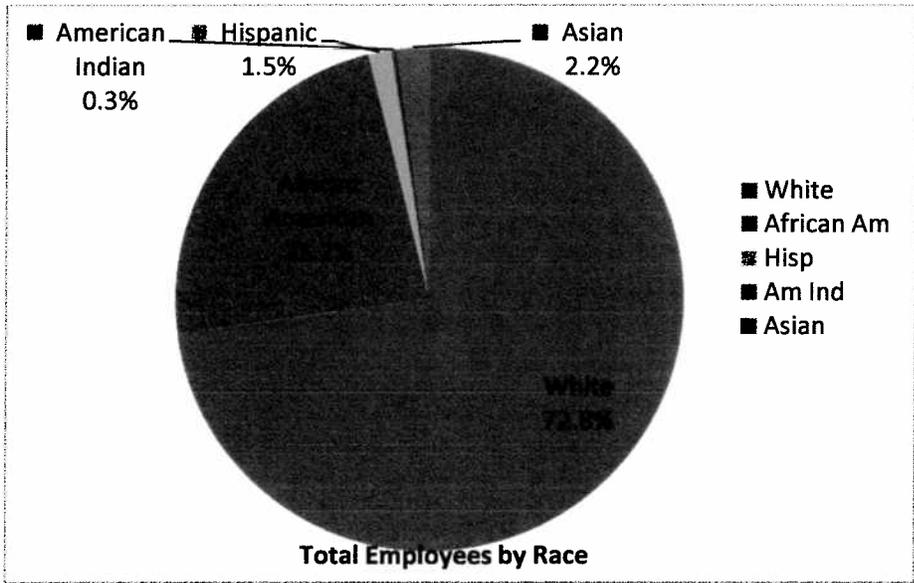
Detailed EEO statistical and demographic workforce data for the pay period ending September 21, 2013 through September 20, 2014 are discussed below.

Of the 1827 overall total number of BWC employees, 62% are females. BWC also employs individuals from a wide range of racial and ethnic groups:

- 23.2% are African Americans
- 1.5% are Hispanic
- .3% are American Indian or Alaskan Native
- 2.2% are Asian or Pacific Islander

BWC's Multiple Location Agency Utilization Analysis has revealed opportunities for improvement and we have identified improvement goals in each of those job categories.

Job Category	Total	-- By Gender --		-- By Ethnic Group --					-- Females by Ethnic Group --					-- Males by Ethnic Group --					
		F	M	WHITE	BLACK	HISPA	AMIND	ASIAN	WHITE	BLACK	HISPA	AMIND	ASIAN	WHITE	BLACK	HISPA	AMIND	ASIAN	
(a) Officials and Administrators	129	54	75	114	11	3		1	45	0	2		1	69	5	1			
Avg Annual Rate	100.00%	41.86%	58.14%	88.37%	8.53%	2.35%		0.78%	34.88%	4.65%	1.56%		0.76%	53.48%	3.88%	0.78%			
Percent	94,084	87,080	98,694	95,898	79,713	84,185		75,005	89,061	90,742	83,772		75,005	100,358	78,478	85,010			
(b) Professionals	1284	865	429	915	324	17	4	37	367	256	11	3	29	348	65	6	1	9	
Avg Annual Rate	100.00%	66.85%	33.15%	70.71%	24.81%	1.31%	0.31%	2.86%	43.82%	19.78%	0.85%	0.23%	2.16%	26.89%	5.02%	0.46%	0.08%	0.70%	
Percent	60,537	57,875	65,891	63,241	53,775	44,850	60,845	59,377	60,036	53,493	45,567	66,144	58,055	68,495	54,883	43,534	44,948	63,489	
(c) Technicians	50	29	21	28	11	1		1	16	4				12	7			1	
Avg Annual Rate	100.00%	22.22%	77.78%	86.67%	12.22%			1.11%	17.78%	4.44%				66.67%	7.78%			1.11%	
Percent	76,269	66,481	79,066	76,202	74,647			59,382	65,264	71,349				79,024	76,932			95,362	
(d) Protective Service	71	23	48	68	2	1			21	1	1			47	1				
Avg Annual Rate	100.00%	32.39%	67.61%	95.77%	2.82%	1.41%			29.58%	1.41%	1.41%			66.20%	1.41%				
Percent	71,521	69,834	72,330	71,356	81,754	62,317			69,812	77,813	62,317			72,045	85,696				
(f) Administrative Support	338	176	162	151	79	6	1	1	112	58	5	1		28	21	1		1	
Avg Annual Rate	100.00%	73.35%	26.65%	63.45%	33.19%	2.52%	0.42%	0.42%	47.06%	24.57%	2.10%	0.42%		16.59%	8.82%	0.42%		0.42%	
Percent	42,611	43,006	41,489	42,700	41,943	47,386	51,210	44,782	42,818	42,665	49,541	51,210		42,359	39,949	36,608		44,782	
(h) Service-Maintenance	5		5	5															
Avg Annual Rate	100.00%		100.00%	100.00%															
Percent	36,267		36,267	36,267															
Agency Total	1827	1134	693	1331	424	27	5	40	761	325	19	4	28	570	89	8	1	11	
Avg Annual Rate	61,707	57,382	68,838	64,782	52,915	50,431	58,918	60,402	59,597	52,954	51,516	62,410	58,640	71,685	54,749	47,852	44,949	68,049	
Percent	100.00%	62.29%	37.71%	72.85%	23.21%	1.48%	0.27%	2.19%	41.65%	17.79%	1.04%	0.22%	1.89%	31.20%	5.42%	0.44%	0.05%	0.60%	



MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	8.70%	0%	Yes	Job group not used at this location
Professionals	8.40%	19%	No	Will maintain improvement goal
Technicians	10.80%	0%	Yes	Job group not used at this location
Protective Service Workers	16.26%	0%	Yes	Job group not used at this location
Administrative Support	13.90%	100%	No	Will maintain improvement goal
Skilled Craft	7.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	18.70%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.63%	0%	Yes	Job group not used at this location
Professionals	2.44%	4%	No	Will maintain improvement goal
Technicians	1.32%	0%	Yes	Job group not used at this location
Protective Service Workers	1.32%	0%	Yes	Job group not used at this location
Administrative Support	1.93%	0%	Yes	Job group not used at this location
Skilled Craft	6.15%	0%	Yes	Job group not used at BWC
Service and Maintenance	5.43%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.15%	0%	Yes	Job group not used at this location
Professionals	8.16%	0%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	6.13%	0%	Yes	Job group not used at this location
Protective Service Workers	1.03%	0%	Yes	Job group not used at this location
Administrative Support	1.83%	0%	Yes	Job group not used at this location
Skilled Craft	1.09%	0%	Yes	Job group not used at BWC

MINORITY GROUPS

Service and Maintenance	2.48%	0%	Yes	Job group not used at this location
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American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.20%	0%	Yes	Job group not used at this location
Professionals	0.20%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.10%	0%	Yes	Job group not used at this location
Protective Service Workers	0.13%	0%	Yes	Job group not used at this location
Administrative Support	0.10%	0%	Yes	Job group not used at this location
Skilled Craft	0.20%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.10%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities at agency	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	13.68%	0	Yes	Job group not used at this location
Professionals	19.20%	23%	No	Target minority professional organizations when position requires external recruitment
Technicians	18.35%	0	Yes	Job group not used at this location
Protective Service Workers	18.74%	0	Yes	Job group not used at this location
Administrative Support	17.76%	0	Yes	Job group not used at this location
Skilled Craft	15.24%	0	Yes	Job group not used at BWC
Service and Maintenance	26.71%	0	Yes	Job group not used at this location

BWC Annex

Job Category	% Women Available (Census)	% Women Incumbency (%/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.30%	0%	Yes	Job group not used at this location
Professionals	54.40%	39%	Yes	Target professional female organizations when position requires external recruitment
Technicians	52.70%	0%	Yes	Job group not used at this location
Protective Service Workers	21.14%	0%	Yes	Job group not used at this location
Administrative Support	62.70%	100%	No	Will maintain improvement goal
Skilled Craft	6.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.10%	0%	Yes	Job group not used at this location

BWC Annex

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	8.70%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.40%	0%	Yes	Target African American professional organizations when position requires external recruitment
Technicians	10.80%	0%	Yes	Job group not used at this location
Protective Service Workers	16.26%	0%	Yes	Job group not used at this location
Administrative Support	13.90%	12%	Yes	Conduct outreach to African American groups and the unions
Skilled Craft	7.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	18.70%	0%	Yes	Attend a job fair for service maintenance groups

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.63%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.44%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	1.32%	0%	Yes	Job group not used at this location
Protective Service Workers	1.32%	0%	Yes	Job group not used at this location
Administrative Support	1.93%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	6.15%	0%	Yes	Job group not used at BWC
Service and Maintenance	5.43%	0%	Yes	Attend a job fair for service maintenance groups

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.15%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.16%	0%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	6.13%	0%	Yes	Job group not used at this location
Protective Service Workers	1.03%	0%	Yes	Job group not used at this location

MINORITY GROUPS

Administrative Support	1.83%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	1.09%	0%	Yes	Job group not used at BWC
Service and Maintenance	2.48%	0%	Yes	Attend a job fair for service maintenance groups

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%/percent)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.20%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.20%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.10%	0%	Yes	Job group not used at this location
Protective Service Workers	0.13%	0%	Yes	Job group not used at this location
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.20%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.10%	0%	Yes	Attend a job fair for service maintenance groups

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities at agency	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	13.68%	0	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	19.20%	0	Yes	Engage minority groups in Ohio for professional association rosters when position requires external recruitment
Technicians	18.35%	0	Yes	Job group not used at this location
Protective Service Workers	18.74%	0	Yes	Job group not used at this location
Administrative Support	17.76%	12%	Yes	Conduct outreach to minority groups in Ohio
Skilled Craft	15.24%	0	Yes	Job group not used at BWC
Service and Maintenance	26.71%	0	Yes	Attend a job fair for service maintenance groups

BWC Warehouse

Job Category	% Women Available (Census)	% Women Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.30%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	54.40%	100%	No	Will maintain improvement goal
Technicians	52.70%	0%	Yes	Job group not used at this location
Protective Service Workers	21.14%	0%	Yes	Job group not used at this location
Administrative Support	62.70%	29%	Yes	Continue recruiting to high schools and colleges for interns.
Skilled Craft	6.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.10%	0%	Yes	Attend a job fair for service maintenance

BWC Warehouse

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.70%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.60%	3%	No	Will maintain improvement goal
Technicians	0.90%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	2.54%	0%	Yes	Consult with African American protective services groups
Administrative Support	1.40%	0%	Yes	Conduct outreach to African American community
Skilled Craft	1.90%	0%	Yes	Job group not used at BWC
Service and Maintenance	2.40%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.93%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.90%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	0.70%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	0.12%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.69%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.47%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.43%	0%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	0.64%	0%	Yes	Conduct outreach to Asian/Pacific Islander community

MINORITY GROUPS

Skilled Craft	0.05%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.65%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.00%	0%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.00%	0%	No	Will maintain improvement goal
Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.30%	0%	Yes	Target American Indian/Alaskan Native professional organizations
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.00%	0%	No	Job group not used at BWC
Service and Maintenance	0.10%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.10%	0	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.93%	2.94%	No	Will maintain improvement goal
Technicians	0.90%	0	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	2.84%	0	Yes	Consult with minority protective services groups
Administrative Support	2.84%	0	Yes	Actively recruit to high schools and colleges for minority interns
Skilled Craft	2.07%	0	Yes	Job group not used at BWC
Service and Maintenance	3.84%	0	Yes	Job group not used at this location

Cambridge Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.60%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	59.70%	71%	No	Will maintain improvement goal
Technicians	66.10%	0%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	13.45%	75%	No	Will maintain improvement goal
Administrative Support	67.20%	100%	No	Will maintain improvement goal
Skilled Craft	2.10%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.90%	0%	Yes	Job group not used at this location

Cambridge Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.40%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	3.10%	13%	No	Will maintain improvement goal
Technicians	3.20%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	4.13%	0%	Yes	Consult with African American protective services groups
Administrative Support	5.30%	20%	No	Will maintain improvement goal
Skilled Craft	4.10%	0%	Yes	Job group not used at BWC
Service and Maintenance	9.50%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.98%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.69%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	0.23%	0%	Yes	Communicate with the Hispanic Employment programs
Protective Service Workers	1.83%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	1.10%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	1.68%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.98%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/Pi Available (Census)	% Asian/Pi Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.59%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.24%	0%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	0.73%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal

MINORITY GROUPS

Administrative Support	0.41%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	0.01%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.48%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AMI/AN Available (Census)	% AMI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.40%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.20%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	0.30%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.10%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	5.07%	0	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	6.43%	13%	No	Will maintain improvement goal
Technicians	4.36%	0	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	5.96%	0	Yes	Consult with minority protective services groups
Administrative Support	7.11%	20%	No	Will maintain improvement goal
Skilled Craft	5.89%	0	Yes	Job group not used at BWC
Service and Maintenance	12.16%	0	Yes	Job group not used at this location

Canton Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	37.70%	50%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	58.50%	76%	No	Will maintain improvement goal
Technicians	59.40%	0%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	12.98%	50%	No	Will maintain improvement goal
Administrative Support	67.10%	80%	No	Will maintain improvement goal
Skilled Craft	6.10%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.90%	0%	Yes	Job group not used at this location

Canton Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	9.30%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	10.60%	53%	No	Will maintain improvement goal
Technicians	17.60%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service				
Workers Workers	22.94%	0%	Yes	Consult with African American protective services groups
Administrative Support	17.30%	67%	No	Will maintain improvement goal
Skilled Craft	11.50%	0%	Yes	Job group not used at BWC
Service and Maintenance	25.20%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.58%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.15%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	2.84%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service				
Workers Workers	3.58%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	3.02%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	3.64%	0%	Yes	Job group not used at BWC
Service and Maintenance	6.18%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.07%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	4.68%	2%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment

MINORITY GROUPS

Technicians	3.69%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service				
Workers Workers	0.36%	0%	Yes	Consult with Asian/Pacific Islander protective service groups
Administrative Support	1.17%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	0.64%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.63%	0%	Yes	Job group not used at this location

American Indian or

Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.20%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.20%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.20%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service				
Workers Workers	0.32%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.10%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	14.15%	0	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	17.63%	55%	No	Will maintain improvement goal
Technicians	24.33%	0	Yes	Enhance efforts to identify minorities in this field
Protective Service				
Workers Workers	27.20%	0	Yes	Consult with minority protective services groups
Administrative Support	21.59%	67%	No	Will maintain improvement goal
Skilled Craft	15.88%	0	Yes	Job group not used at BWC

MINORITY GROUPS

Service and Maintenance	33.21%	0	Yes	Job group not used at this location
Cleveland Service Office				

WOMEN ONLY

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.00%	100%	No	Will maintain improvement goal
Professionals	56.80%	68%	No	Will maintain improvement goal
Technicians	59.70%	100%	No	Will maintain improvement goal
Protective Service Workers				
Workers	21.98%	0%	Yes	Consult with women's protective services groups
Administrative Support	65.70%	75%	No	Will maintain improvement goal
Skilled Craft	6.00%	0%	Yes	Job group not used at BWC
Service and Maintenance	44.30%	0%	Yes	Job group not used at this location

Cleveland Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	8.70%	33%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.40%	47%	No	Will maintain improvement goal
Technicians	10.80%	0%	Yes	Job group not used at this location
Protective Service Workers	16.26%	0%	Yes	Consult with African American protective services groups
Administrative Support	13.90%	40%	No	Will maintain improvement goal
Skilled Craft	7.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	18.70%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.63%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.44%	6%	No	Will maintain improvement goal
Technicians	1.32%	0%	Yes	Job group not used at this location
Protective Service Workers	1.32%	0%	Yes	Communicate with Hispanic Employment programs
Administrative Support	1.93%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	6.15%	0%	Yes	Job group not used at BWC
Service and Maintenance	5.43%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.15%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.16%	3%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	6.13%	0%	Yes	Job group not used at this location
Protective Service Workers	1.03%	0%	Yes	Consult with Asian/Pacific Islander protective services groups
Administrative Support	1.83%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	1.09%	0%	Yes	Job group not used at BWC

MINORITY GROUPS

Service and Maintenance	2.48%	0%	Yes	Job group not used at this location
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American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)(percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.20%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.20%	1%	No	Will maintain improvement goal
Technicians	0.10%	0%	Yes	Job group not used at this location
Protective Service Workers	0.13%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.20%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.10%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities at agency	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	13.68%	33%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	19.20%	57%	No	Will maintain improvement goal
Technicians	18.35%	0	Yes	Job group not used at this location
Protective Service Workers	18.74%	0	Yes	Consult with minority protective services groups
Administrative Support	17.76%	40%	No	Will maintain improvement goal
Skilled Craft	15.24%	0	Yes	Job group not used at BWC
Service and Maintenance	26.71%	0	Yes	Job group not used at this location

Columbus Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.30%	100%	No	Will maintain improvement goal
Professionals	54.40%	72%	No	Will maintain improvement goal
Technicians	52.70%	0%	Yes	Job group not used at this location
Protective Service Workers	21.14%	38%	No	Will maintain improvement goal
Administrative Support	62.70%	60%	Yes	Actively recruit to high schools and colleges for interns
Skilled Craft	6.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.10%	0%	Yes	Job group not used at this location

Columbus Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	9.60%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	9.00%	21%	No	Will maintain improvement goal
Technicians	14.10%	100%	No	Will maintain improvement goal
Protective Service Workers	17.46%	13%	Yes	Consult with African American protective services groups
Administrative Support	13.30%	22%	No	Will maintain improvement goal
Skilled Craft	7.90%	0%	Yes	Job group not used at BWC
Service and Maintenance	17.80%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.22%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.69%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	1.93%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	0.94%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	1.56%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	2.12%	0%	Yes	Job group not used at BWC
Service and Maintenance	2.18%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.60%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	3.59%	3%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	2.28%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service Workers	0.18%	0%	Yes	Consult with Asian/Pacific Islander protective service groups
Administrative Support	0.98%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	0.67%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.67%	0%	Yes	Job group not used at this location

MINORITY GROUPS

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.10%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position req
Technicians	0.60%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service Workers	0.44%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.02%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	12.52%	0	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	14.38%	24%	No	Will maintain improvement goal
Technicians	18.91%	100%	No	Will maintain improvement goal
Protective Service Workers	19.02%	13%	Yes	Consult with minority protective services groups
Administrative Support	15.94%	22%	No	Will maintain improvement goal
Skilled Craft	10.71%	0	Yes	Job group not used at BWC
Service and Maintenance	21.85%	0	Yes	Job group not used at this location

Dayton Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%)/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	40.90%	100%	No	Will maintain improvement goal
Professionals	55.20%	77%	No	Will maintain improvement goal
Technicians	59.20%	100%	No	Will maintain improvement goal
Protective Service Workers	23.61%	38%	No	Will maintain improvement goal
Administrative Support	65.80%	100%	No	Will maintain improvement goal
Skilled Craft	6.60%	0%	Yes	Job group not used at BWC
Service and Maintenance	45.20%	0%	Yes	Job group not used at this location

Dayton Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	8.70%	14%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.40%	36%	No	Will maintain improvement goal
Technicians	10.80%	10%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	16.26%	0%	Yes	Consult with African American protective services groups
Administrative Support	13.90%	46%	No	Will maintain improvement goal
Skilled Craft	7.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	18.70%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.63%	0%	Yes	Unclassified position which serves at the pleasure to the appointing authority
Professionals	2.44%	5%	No	Will maintain improvement goal
Technicians	1.32%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	1.32%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	1.93%	11%	No	Will maintain improvement goal
Skilled Craft	6.15%	0%	Yes	Job group not used at BWC
Service and Maintenance	5.43%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.15%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.16%	5%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	6.13%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service Workers	1.03%	0%	Yes	Consult with Asian/Pacific Islander protective service groups
Administrative Support	1.83%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	1.09%	0%	Yes	Job group not used at BWC

MINORITY GROUPS

Service and Maintenance	2.48%	0%	Yes	Job group not used at this location
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American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.20%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.20%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.10%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service Workers	0.13%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.20%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.10%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities at agency	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	13.68%	14%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	19.20%	46%	No	Will maintain improvement goal
Technicians	18.35%	10%	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	18.74%	0%	Yes	Consult with minority protective services groups
Administrative Support	17.76%	56%	No	Will maintain improvement goal
Skilled Craft	15.24%	0%	Yes	Job group not used at BWC
Service and Maintenance	26.71%	0%	Yes	Job group not used at this location

DSH - OCOSH - Pickerington

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.30%	14%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	54.40%	64%	No	Will maintain improvement goal
Technicians	52.70%	30%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	21.14%	17%	Yes	Consult with women's protective services groups
Administrative Support	62.70%	79%	No	Will maintain improvement goal
Skilled Craft	6.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.10%	0%	Yes	Job group not used at this location

DSH - OCOSH - Pickerington

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	9.30%	50%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	10.60%	37%	No	Will maintain improvement goal
Technicians	17.60%	50%	No	Will maintain improvement goal
Protective Service				
Workers Workers	22.94%	9%	Yes	Consult with African American protective services groups
Administrative Support	17.30%	38%	No	Will maintain improvement goal
Skilled Craft	11.50%	0%	Yes	Job group not used at BWC
Service and Maintenance	25.20%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.58%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.15%	1%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	2.84%	0%	Yes	Communicate with the Hispanic Employment programs
Protective Service				
Workers Workers	3.58%	9%	No	Will maintain improvement goal
Administrative Support	3.02%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	3.64%	0%	Yes	Job group not used at BWC
Service and Maintenance	6.18%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.07%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	4.68%	3%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment

MINORITY GROUPS

Technicians	3.69%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service				
Workers Workers	0.36%	0%	Yes	Consult with Asian/Pacific Islander protective services groups
Administrative Support	1.17%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	0.64%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.63%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.20%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.20%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.20%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service				
Workers Workers	0.32%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.10%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	14.15%	50%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	17.63%	41%	No	Will maintain improvement goal
Technicians	24.33%	50%	No	Will maintain improvement goal
Protective Service				
Workers Workers	27.20%	18%	Yes	Consult with minority protective services groups
Administrative Support	21.59%	38%	No	Will maintain improvement goal
Skilled Craft	15.88%	0%	Yes	Job group not used at BWC

Service and Maintenance	33.21%	0%	Yes	Job group not used at this location
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Garfield Heights Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.00%	50%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	56.80%	61%	No	Will maintain improvement goal
Technicians	59.70%	50%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers				
Workers	21.98%	36%	No	Will maintain improvement goal
Administrative Support	65.70%	85%	No	Will maintain improvement goal
Skilled Craft	6.00%	0%	Yes	Job group not used at BWC
Service and Maintenance	44.30%	0%	Yes	Job group not used at this location

Garfield Height Service
Office

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	5.80%	25%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	7.00%	28%	No	Will maintain improvement goal
Technicians	8.50%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	13.57%	0%	Yes	Consult with African American protective services groups
Administrative Support	11.10%	0%	Yes	Conduct outreach to African American community
Skilled Craft	5.90%	0%	Yes	Job group not used at BWC
Service and Maintenance	16.00%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.42%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.39%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	1.43%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	0.71%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	1.42%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	2.52%	0%	Yes	Job group not used at BWC
Service and Maintenance	3.47%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.15%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	3.92%	2%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	3.26%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service Workers	0.23%	0%	Yes	Consult with Asian/Pacific Islander protective service groups
Administrative Support	1.03%	0%	Yes	Conduct outreach to Asian/Pacific Islander community

MINORITY GROUPS

Skilled Craft	0.48%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.58%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.10%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.10%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service Workers	0.076%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.20%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	9.47%	25%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	12.41%	30%	No	Will maintain improvement goal
Technicians	13.29%	0	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	14.59%	0	Yes	Consult with minority protective services groups
Administrative Support	13.65%	0	Yes	Actively recruit to high schools and colleges for minority interns
Skilled Craft	9.10%	0	Yes	Job group not used at BWC
Service and Maintenance	21.25%	0	Yes	Job group not used at this location

Governor's Hill Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	40.70%	75%	No	Will maintain improvement goal
Professionals	56.00%	77%	No	Will maintain improvement goal
Technicians	62.70%	33%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	20.78%	0%	Yes	Consult with women's protective services groups
Administrative Support	64.40%	67%	No	Will maintain improvement goal
Skilled Craft	5.50%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.00%	0%	Yes	Job group not used at this location

Governor's Hill Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	5.30%	100%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.70%	12%	No	Will maintain improvement goal
Technicians	1.80%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	15.79%	0%	Yes	Consult with African American protective services groups
Administrative Support	10.20%	33%	No	Will maintain improvement goal
Skilled Craft	4.90%	0%	Yes	Job group not used at BWC
Service and Maintenance	13.00%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.76%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.04%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	0.74%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	2.03%	33%	No	Will maintain improvement goal
Skilled Craft	1.16%	0%	Yes	Job group not used at BWC
Service and Maintenance	2.17%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.78%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.56%	0%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	0.03%	0%	Yes	Conduct outreach to Asian/Pacific Islander community

MINORITY GROUPS

Skilled Craft	0.32%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.00%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.00%	0%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.10%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	0.02%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.10%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	6.84%	100%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	11.40%	12%	No	Will maintain improvement goal
Technicians	2.54%	0%	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	15.79%	0%	Yes	Consult with minority protective services groups
Administrative Support	12.28%	66%	No	Will maintain improvement goal
Skilled Craft	6.48%	0	Yes	Job group not used at BWC
Service and Maintenance	16.37%	0	Yes	Job group not used at this location

Lima Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	36.90%	100%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	62.40%	76%	No	Will maintain improvement goal
Technicians	61.60%	0%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	24.70%	50%	No	Will maintain improvement goal
Administrative Support	66.20%	100%	No	Will maintain improvement goal
Skilled Craft	3.90%	0%	Yes	Job group not used at BWC
Service and Maintenance	41.20%	0%	Yes	Job group not used at this location

Lima Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.70%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	5.50%	2%	Yes	Target African American professional organizations when position require external recruitment
Technicians	7.30%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	12.70%	0%	Yes	Consult with African American protective services groups
Administrative Support	4.10%	14%	No	Will maintain improvement goal
Skilled Craft	4.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	9.40%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.18%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.37%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	0.58%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	1.28%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	0.25%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.09%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% A/PI Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.88%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.54%	2%	No	Will maintain improvement goal

MINORITY GROUPS

Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	1.28%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	0.00%	0%	No	Job group not used at BWC
Service and Maintenance	0.18%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.80%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.00%	0%	No	Will maintain improvement goal
Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.26%	0%	Yes	Target American Indian/Alaskan Native professional organizations
Administrative Support	0.02%	14%	No	Will maintain improvement goal
Skilled Craft	0.90%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.60%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	7.56%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	7.41%	5%	Yes	Engage minority groups in Ohio for professional association rosters when position requires external recruitment
Technicians	7.88%	0%	Yes	Enhance efforts to identify minorities in the field
Protective Service Workers	12.96%	0%	Yes	Consult with minority protective services groups
Administrative Support	6.68%	28%	No	Will maintain improvement goal
Skilled Craft	5.95%	0%	Yes	Job group not used at BWC
Service and Maintenance	11.27%	0%	Yes	Job group not used at this location

WOMEN ONLY

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	42.00%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	63.10%	69%	No	Will maintain improvement goal
Technicians	66.00%	0%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	17.91%	0%	Yes	Consult with women's protective services groups
Administrative Support	69.70%	100%	No	Will maintain improvement goal
Skilled Craft	10.40%	0%	Yes	Job group not used at BWC
Service and Maintenance	41.90%	0%	Yes	Job group not used at this location

Mansfield Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.60%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.60%	0%	Yes	Target African American professional organizations when position require external recruitment
Technicians	1.60%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	3.00%	0%	Yes	Conduct outreach to African American groups and the unions
Skilled Craft	1.40%	0%	Yes	Job group not used at BWC
Service and Maintenance	3.40%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.94%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	0.80%	0%	Yes	Communicate with the Hispanic Employment programs
Protective Service Workers	0.85%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Workers Workers Workers	0.65%	0%	Yes	Conduct outreach to Hispanic/Latino community
Administrative Support	0.62%	0%	Yes	Job group not used at BWC
Skilled Craft	0.66%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.33%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.10%	0%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	0.00%	0%	No	Will maintain improvement goal

MINORITY GROUPS

Protective Service Workers	0.63%	0%	Yes	Consult with Asian/Pacific Islander protective service groups
Workers Workers Workers	0.40%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Administrative Support	0.27%	0%	Yes	Job group not used at BWC
Skilled Craft	0.28%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.10%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.00%	0%	No	Will maintain improvement goal
Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Workers Workers Workers	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Administrative Support	0.10%	0%	Yes	Job group not used at BWC
Skilled Craft	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.13%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	4.74%	0%	Yes	Engage minority groups in Ohio for professional association rosters when position requires external recruitment
Technicians	2.40%	0%	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	1.48%	0%	Yes	Consult with minority protective services groups
Workers Workers Workers	4.15%	0%	Yes	Conduct outreach to minority groups in Ohio
Administrative Support	2.39%	0%	Yes	Job group not used at BWC
Skilled Craft	4.54%	0%	Yes	Job group not used at this location

Portsmouth Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	39.00%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	60.00%	83%	No	Maintain improvement goal
Technicians	62.00%	0%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	15.43%	0%	Yes	Consult with women's protective services groups
Administrative Support	64.50%	100%	No	Maintain improvement goal
Skilled Craft	3.30%	0%	Yes	Job group not used at BWC
Service and Maintenance	41.50%	0%	Yes	Job group not used at this location

Portsmouth Service Office

MINORITY GROUPS

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	5.90%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	6.60%	9%	No	Will maintain improvement goal
Technicians	8.60%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	16.85%	0%	Yes	Consult with African American protective services groups
Administrative Support	9.60%	0%	Yes	Conduct outreach to African American groups and the unions
Skilled Craft	7.50%	0%	Yes	Job group not used at BWC
Service and Maintenance	16.50%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	2.67%	100%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.62%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	2.86%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	5.32%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	5.90%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	3.72%	0%	Yes	Job group not used at BWC
Service and Maintenance	7.09%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal

MINORITY GROUPS

Officials/Administrators	1.87%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	3.58%	2%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	2.02%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service Workers	0.40%	0%	Yes	Consult with Asian/Pacific Islander protective services groups
Administrative Support	0.79%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	0.49%	0%	Yes	Job group not used at BWC
Service and Maintenance	1.21%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.00%	0%	No	Will maintain improvement goal
Technicians	0.20%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service Workers	0.70%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.30%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	10.54%	100%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	12.80%	11%	Yes	Engage minority groups in Ohio for professional association rosters when position requires external recruitment
Technicians	13.68%	0%	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	23.27%	0%	Yes	Consult with minority protective services groups

MINORITY GROUPS

Administrative Support	16.39%	0%	Yes	Conduct outreach to minority groups in Ohio
Skilled Craft	12.01%	0%	Yes	Job group not used at BWC
Service and Maintenance	25.00%	0%	Yes	Job group not used at this location

Toledo Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	38.00%	100%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	59.60%	69%	No	Maintain improvement goal
Technicians	65.30%	0%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	26.29%	0%	Yes	Consult with women's protective services groups
Administrative Support	66.00%	100%	No	Maintain improvement goal
Skilled Craft	6.30%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.80%	0%	Yes	Job group not used at this location

Toledo Service Office

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	8.70%	6%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.40%	25%	No	Will maintain improvement goal
Technicians	10.80%	13%	No	Will maintain improvement goal
Protective Service Workers	16.26%	0%	Yes	Job group not used at this location
Administrative Support	13.90%	38%	No	Will maintain improvement goal
Skilled Craft	7.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	18.70%	0%	Yes	Attend a job fair for service maintenance groups

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.63%	2%	No	Unclassified position which serves at the pleasure of the appointing authority
Professionals	2.44%	1%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	1.32%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	1.32%	0%	Yes	Job group not used at this location
Administrative Support	1.93%	1%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	6.15%	0%	Yes	Job group not used at BWC
Service and Maintenance	5.43%	0%	Yes	Attend a job fair for service maintenance groups

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	3.15%	1%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	8.16%	4%	Yes	Target Asian/Pacific Islander professional organizations when position requires external recruitment
Technicians	6.13%	2%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field
Protective Service Workers	1.03%	0%	Yes	Job group not used at this location
Administrative Support	1.83%	1%	Yes	Conduct outreach to Asian/Pacific Islander community

MINORITY GROUPS

Skilled Craft	1.09%	0%	Yes	Job group not used at BWC
Service and Maintenance	2.48%	0%	Yes	Attend a job fair for service maintenance groups

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.20%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.20%	1%	No	Will maintain improvement goal
Technicians	0.10%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service Workers	0.13%	0%	Yes	Job group not used at this location
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.20%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.10%	0%	Yes	Attend a job fair for service maintenance groups

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities at agency	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	13.68%	9%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	19.20%	31%	No	Will maintain improvement goal
Technicians	18.35%	15%	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	18.74%	0%	Yes	Job group not used at this location
Administrative Support	17.76%	39%	No	Will maintain improvement goal
Skilled Craft	15.24%	0%	Yes	Job group not used at BWC
Service and Maintenance	26.71%	0%	Yes	Attend a job fair for service maintenance groups

William Green Building

Job Category	% Women Available (Census)	% Women Incumbency (%)percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	41.30%	40%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	54.40%	62%	No	Will maintain improvement goal
Technicians	52.70%	20%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	21.14%	0%	Yes	Job group not used at this location
Administrative Support	62.70%	69%	No	Will maintain improvement goal
Skilled Craft	6.80%	0%	Yes	Job group not used at BWC
Service and Maintenance	43.10%	0%	Yes	Attend a job fair for service maintenance groups

William Green Building

Black/African American

Job Category	% Black Available (Census)	% Black Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	4.30%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	5.20%	13%	No	Will maintain improvement goal
Technicians	7.20%	0%	Yes	Enhance efforts to identify African Americans in this field
Protective Service Workers	11.94%	0%	Yes	Consult with African American protective services groups
Administrative Support	7.90%	25%	No	Will maintain improvement goal
Skilled Craft	4.50%	0%	Yes	Job group not used at BWC
Service and Maintenance	12.90%	0%	Yes	Job group not used at this location

Hispanic

Job Category	% Hispanic Available (Census)	% Hispanic Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	1.86%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	1.34%	0%	Yes	Target Hispanic professional organizations when position requires external recruitment
Technicians	1.23%	0%	Yes	Communicate with Hispanic Employment programs
Protective Service Workers	3.70%	0%	Yes	Interact with Ohio Hispanic Association of Colleges and Universities in Ohio
Administrative Support	2.08%	0%	Yes	Conduct outreach to Hispanic/Latino community
Skilled Craft	1.56%	0%	Yes	Job group not used at BWC
Service and Maintenance	2.86%	0%	Yes	Job group not used at this location

Asian or Pacific Islander

Job Category	% Asian/PI Available (Census)	% Asian/PI Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.68%	0%	Yes	Unclassified position which serves at the pleasure of appointing authority
Professionals	1.31%	2%	No	Will maintain improvement goal
Technicians	0.12%	0%	Yes	Enhance efforts to identify Asian/Pacific Islander in this field

Protective Service Workers	0.00%	0%	No	Will maintain improvement goal
Administrative Support	0.48%	0%	Yes	Conduct outreach to Asian/Pacific Islander community
Skilled Craft	1.30%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.49%	0%	Yes	Job group not used at this location

American Indian or Alaskan Native

Job Category	% AI/AN Available (Census)	% AI/AN Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	0.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	0.10%	0%	Yes	Target American Indian/Alaskan Native professional organizations when position requires external recruitment
Technicians	0.20%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Protective Service Workers	0.47%	0%	Yes	Enhance efforts to identify American Indian/Alaskan Native in this field
Administrative Support	0.10%	0%	Yes	Conduct outreach to American Indian/Alaskan Native community
Skilled Craft	0.20%	0%	Yes	Job group not used at BWC
Service and Maintenance	0.20%	0%	Yes	Job group not used at this location

Minorities Combined

Job Category	% Minorities Available (Census)	% Minorities Incumbency (%)	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	6.94%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	7.95%	15%	No	Will maintain improvement goal
Technicians	8.75%	0%	Yes	Enhance efforts to identify minorities in this field
Protective Service Workers	16.11%	0%	Yes	Consult with minority protective services groups
Administrative Support	10.56%	25%	No	Will maintain improvement goal
Skilled Craft	7.56%	0%	Yes	Job group not used at BWC
Service and Maintenance	16.45%	0%	Yes	Job group not used at this location

Youngstown Service Office

Job Category	% Women Available (Census)	% Women Incumbency (%/percent	Opportunity for Improvement	Identified Improvement Goal
Officials/Administrators	37.10%	0%	Yes	Unclassified position which serves at the pleasure of the appointing authority
Professionals	59.50%	65%	No	Will maintain improvement goal
Technicians	67.00%	50%	Yes	Focus recruitment opportunities on women in technology
Protective Service Workers	22.09%	33%	No	Will maintain improvement goal
Administrative Support	67.60%	100%	No	Will maintain improvement goal
Skilled Craft	5.90%	0%	Yes	Job group not used at BWC
Service and Maintenance	42.30%	0%	Yes	Job group not used at this location

Youngstown Service Office