

DCI Consulting Group

# Data Requirements for Affirmative Action Plans

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## DCI Data Requirements

### Data Timeframes

The affirmative action plan date is the date that begins the AAP year.

We will need a current year roster that includes all employees active at the beginning of the snapshot date (i.e., as of close-of-business the day before the snapshot date). This will be the snapshot used to prepare the Workforce Analysis, Job Group Analysis, and Availability Analyses.

We will also need a roster from the previous year. This will be used to determine the pools for the promotions and terminations adverse impact analyses. If DCI prepared your AAP last year, we have this information on file.

You will also need to provide personnel activity (applicants, hires, promotions, and terminations) for the 12-month period preceding the AAP date.

Example: AAP Date of **July 1, 2017**

- Current Year Roster as of **June 30, 2017**
- Prior Year Roster as of **June 30, 2016**
- Personnel Activity during period **July 1, 2016 through June 30, 2017**

## Protected Class Information

### Race/Ethnicity and Sex

Race/ethnicity and sex information must be provided for all employees in the current year roster, prior year roster, hires, promotions, and terminations data.

Self-identification is the preferred method of identifying race, ethnicity, and sex information.

Because self-identification is voluntary, you may have applicants with unknown race or ethnicity. However, if an applicant was hired, we will need this information to be filled in. If an employee declines to self-identify, employment records or observer identification may be used.

The race categories available for use are:

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaskan Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

The sex categories available for use are:

- Male
- Female

### Disability

If DCI is preparing the analyses required by Section 503 of the Rehabilitation Act, you will need to include disability self-ID information in the roster, hires, and applicant data.

The options on the disability self-ID form are:

- Yes, I have a disability (or previously had a disability)
- No, I don't have a disability
- I don't wish to answer

You may also have employees or applicants who do not complete the self-ID form, for whom the disability status may be 'unknown.'

## Protected Veteran

If DCI is preparing the analyses required by the Vietnam Era Veterans Readjustment and Assistance Act (VEVRAA), you will need to include protected veteran self-ID information in the applicant and hires data.

The options for protected veteran status are:

- Yes, I am a protected veteran
- No, I am not a protected veteran
- I don't wish to answer

Although it is not required, you may also choose to invite applicants to self-identify to the specific category of protected veteran to which they belong at the post-offer stage:

1. Disabled veteran
2. Recently separated veteran
3. Active duty wartime or campaign badge veteran
4. Armed Forces service medal veteran

You may also have applicants or hires who do not complete the self-ID form, for whom the protected veteran status may be 'unknown.'

## AAP Structure

### AAP Job Groups

Jobs with similar content, wages, and opportunities must be combined to form **AAP job groups**. Because many of the analyses in the AAP are conducted at the job group level, it is important to set up AAP Job Groups so that jobs grouped together are as similarly situated as possible.

A good starting point is to use EEO-1 categories to group jobs. An AAP job group should not include jobs in different EEO-1 categories. For smaller organizations, EEO-1 categories may be sufficient to use as AAP job groups. Larger organizations will probably want to sub-divide EEO-1 categories into multiple job groups based on:

- Different content, level of responsibility, or business functions
- Different compensation systems
- Different recruitment areas or internal feeders

There is no requirement for the number of employees in any AAP job group, but this is an important consideration. Very large AAP job groups are more likely to have statistical indicators of issues, while very small AAP job groups may be too small to conduct meaningful statistical analyses.

If you already have AAP job groups, please provide us with this information. If you do not have AAP job groups, your DCI Consultant will work with you to establish a job group structure.

If we have prepared your AAP previously, we have this information on file. Please let us know if anything has changed.

## Job Title Directory

The Job Title Directory should include all job titles found in your data.

### Required Fields:

- Job Code (If you don't use job codes, this can be the job title)
- Job Title
- AAP Job Group

Every job title found in your current year roster will also need a Census Occupational Code. If you do not have this data available, DCI can assist you in assigning Census Occupational Codes to your jobs.

## Roster

### Current Year Roster

The current year roster should contain all employees active as of the AAP snapshot date.

Required data fields:

- Employee ID
- Race
- Sex
- Job Title
- Department
- Facility Location
- Wage/Salary –or- Salary Code/Grade

If DCI is preparing the Section 503/VEVRAA reports, the roster will also need to include:

- Disability Code
- Veteran Code

If DCI is doing a compensation analysis, you will also need to include:

- Hire date, job date, position date, grade date, birth date if available
- Wage/Salary
- Any other variables that explain differences in pay

### **DCI Data Checks**

- All employees in roster must have a race and sex value identified
- Employee job titles should match job title in prior year roster unless hired or promoted during year (or other explanation)
- Employees in roster should not be in terminations data unless terminated and rehired



## Prior Year Roster

The prior year roster should contain all employees active 1 year prior to the AAP snapshot date. If DCI prepared your AAP last year, we have this information on file.

### Required Data Fields

- Employee ID
- Race
- Sex
- Job Title
- Facility Location

### DCI Data Checks

- All employees in prior year roster must have a race and sex value identified
- Employee job titles should match job title in current year roster unless promoted or terminated during year (or other explanation)
- Employees in prior year roster should not be in hires data unless terminated and rehired

## Personnel Activity

### Applicants

There are two acceptable ways to submit your applicant flow data:

- 1) All applicants who applied during the 12-month period preceding the AAP snapshot date
- 2) All applicants who applied to requisitions that closed during the 12-month period preceding the AAP snapshot date (preferred option)

If you choose option 1, there will likely be people hired at the beginning of the plan year who applied prior to the AAP timeframe, as well as applications close to the snapshot date that are still in 'pending' status. Option 2 helps to avoid this issue.

#### Required Data Fields

- Applicant Name
- Race
- Sex
- Job Title Applying For
- Facility/Location
- Disposition Code/Reason

If DCI is preparing the Section 503/VEVRAA reports, the applicant data will also need to include:

- Disability Code
- Veteran Code

#### Optional Data Fields

- Applicant Code
- Application Date
- Hire Date
- Internal/External
- Requisition Number

#### DCI Data Checks

- Applicants may have unknown race or sex. However, a race and sex value must be identified for all applicants who were hired
- External applicants who are hired ("new hires") should be in the hires data. They should also appear in the roster (unless they have been terminated)
- If an internal applicant is hired and this represents a competitive promotion, they should also be included in the promotions data
- Every applicant should have a final disposition code (see Applicant Disposition Codes)

## Applicant Disposition Codes

Each candidate in the applicant flow data should have a final disposition code that indicates what happened to the candidate in the selection process. These disposition codes are used to place candidates into “buckets” that determine how they will be treated in the analysis:

- Hired – Selected, included in the “New Hires” report
- Internal Hire – Selected, not included in the “New Hires” report
- Offered – Selected, not included in the “New Hires” report
- Rejected – Included in the applicant pool, not selected
- Withdrawn – Candidate does not meet the definition of an “internet applicant”

## Hires

The Hires table should be a list of all new hires in the HRIS during the 12-month period preceding the AAP snapshot date.

Required data fields:

- Employee ID
- Race
- Sex
- Job Title
- Facility Location
- Hire Date

### **DCI Data Checks**

- Employees in the hires data should also be found in the applicant flow data dispositioned as “hired”
- Employees in the hires data should be in the current year roster unless terminated
- Employees in the hires data should not be in the prior year roster unless rehires
- All employees in the hires data must have a race and sex value identified

## Promotions

The promotions tab should include all activity that is deemed a promotion based on company policy (e.g., increase in salary, increase in job responsibilities, and/or title change). It should not include any transfers or demotions. However, if available, this data can be added to additional tabs.

Required data fields:

- Employee ID

- Race
- Sex
- Job Title Promoted From
- Job Title Promoted To
- Facility/Location Promoted From
- Facility/Location Promoted To
- Promotion Date

### **DCI Data Checks**

- Employees' promoted from job code matches their prior year or new hire job code
- Employees' promoted to job code matches their current year or termination job code

### Terminations

The terminations tab should include all voluntary and involuntary terminations that occurred during the 12-month period preceding the AAP snapshot date.

Required data fields:

- Employee ID
- Race
- Sex
- Job Title Terminated From
- Facility/Location
- Termination Date

### **DCI Data Checks**

- Employees' terminated job code matches their prior year or new hire job code

### Termination Disposition Codes

Each individual should have a termination disposition code that describes the reason for the involuntary or voluntary termination. If using a [numeric or alphanumeric] code, please provide a code description.