

**COURT SERVICES AND OFFENDER SUPERVISION AGENCY
FOR THE DISTRICT OF COLUMBIA**



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**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT
PROGRAM PLAN ACCOMPLISHMENT REPORT
AND
HISPANIC EMPLOYMENT REPORT**



**FISCAL YEAR 2015
PLAN CERTIFICATION**

**Prepared By
Office of EEO, Diversity and Special Programs**

December 1, 2015

**ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2016**

A. Name and Address of Agency:

Court Services and Offender Supervision Agency for the District of Columbia
633 Indiana Avenue, NW
Washington, DC 20004

B. Name and Title of Designated FEORP Official (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

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C. Name and Title of Contact Person (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

Michelle Payton-Kenner, Senior EEO Specialist
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CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

SIGNATURE _____ DATE _____
Associate Director of Human Resources

SIGNATURE _____ DATE _____
Director, Equal Employment Opportunity

SIGNATURE _____ DATE _____
Director, Diversity and Inclusion

****Note**** If you are unable to use the digital signature function, please sign the Annual FEORP Plan Certification and send it electronically with your submission.

Annual Federal Equal Opportunity Recruitment Program (FEORP)
CSOSA FY 2015 Plan Accomplishments

Guidance: Utilizing your FEORP plan from Fiscal Year 2014 indicate the goals that were set in each area based on the 3 goals of Diversity, Inclusion, Sustainability) and indicate the agency current outcomes using the benchmarks previously established. Below you will find an example that lists 2-3 strategies for each of the goal areas, which are broken out into Agency Objective, Strategic Activity, Benchmarks, and Outcomes.

Goal Area	FY 2015 Agency Objective	FY 2015 Strategic Activity	FY 2015 Benchmarks	FY 2015 Outcomes
Diversity	Develop a diversity and inclusion brochure (or other material) to present diversity and inclusion information to new employees during the hiring process.	a. Distribute diversity and inclusion brochure at orientation along with recruitment and hiring packages at job fairs and Agency's special events.	Within 30-60 days of new hires.	The Hispanic Employment Program Committee (HEPC) developed a pamphlet that is distributed at orientations and other events. The HEPC in FY 2015 distributed the pamphlet at all CSOSA's D&I program events and training opportunities. Planned Activity for FY 2017.
		b. Deploy a member from the D&I Council to conduct a presentation of the Agency's D&I initiatives at new employee orientation and special Agency events.	Within 120 days of new hires.	
Diversity	Work with the Agency's Office of Information Technology to allow the use of social media to target job openings to diverse groups.	Contact several large and mid-size agencies on how to track recruitment efforts and use of social media to target job opening.	Connect with one large and two mid-size agencies and provide information on recruitment programs through the use of social media.	Planned Activity for FY 2017.
Diversity	Establish an AdHOC Committee under the D&I Council to improve Employee Empowerment.	Develop a forum by which employees have the opportunity to be heard and receive feedback ensuring that diverse ideas and viewpoints are respected, valued and encouraged.	Provide update within three (3) months of implementation.	Planned Activity for FY 2017.

Annual Federal Equal Opportunity Recruitment Program (FEORP)
CSOSA FY 2015 Plan Accomplishments

Goal Area	FY 2015 Agency Objective	FY 2015 Strategic Activity	FY 2015 Benchmarks	FY 2015 Outcomes
Inclusion	Establish a structured mentoring program within CSOSA.	Obtain a copy of Pretrial Services Agency (PSA) current mentoring program, along with several other agencies to structure CSOSA's formal mentoring program.	Formalize mentoring program to include developing guidance and policy, and explore cross-agency mentoring opportunities.	The mentoring guidance and policy is being reviewed by management for possible implementation in FY2016.
Inclusion	Develop and launch a formal shadowing program within CSOSA.	Review participant surveys from PSA's shadowing program to determine how to enhance the program.	Analyze data and share results with the D&I Council.	The Shadowing guidance and policy is being reviewed by management for possible implementation in FY2016.

Annual Federal Equal Opportunity Recruitment Program (FEORP)
CSOSA FY 2015 Plan Accomplishments

Goal Area	FY 2015 Agency Objective	FY 2015 Strategic Activity	FY 2015 Benchmarks	FY 2015 Outcomes
Sustainability	Establish a Employee Rotational Assignment Program.	Expand the knowledge base of the Agency's workforce in times of "doing more with less", while providing opportunities for growth and development.	Flexibility in utilizing employees to work on special projects, initiatives and filling temporary gaps in resources such as lapse of time between a position being vacated, the recruitment and selection process.	In FY2015, CSOSA (in collaboration with an employee committee) developed a formal Shadowing and Mentoring program, which is currently under Agency review for possible implementation in FY2016. The purpose of these programs is to expand the knowledge base of the Agency's workforce and provide opportunities for growth and professional development. CSOSA plans to evaluate these programs (in consideration of a potential rotational program) in FY2017.
Sustainability	Review and revise the Agency's D&I Strategic Plan.	Examine the Agency's current D&I Strategic Plan.	Create workgroup, provide training on strategic planning, and review other Agency's D&I Strategic Plans to include OPM's D&I Strategic Plan guidelines to enhance Agency's current plan.	Planned Activity for FY 2017.
Sustainability	Increase employees knowledge in such areas as cultural intelligence, unconscious bias and employee empowerment.	Sponsorship of D&I Symposium wherein all supervisors and managers were required to attend.	Symposium took place on September 15, 2015.	In addition to supervisors and managers; Union representatives and SEPM Program Managers attended and participated in symposium workshops. A total of 177 CSOSA employees attended the Diversity and Inclusion Symposium, including the vast majority of CSOSA's executive leadership and their deputies.

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2016 Agency Plan

Guidance: Identify at least one strategy for each goal area from your Diversity & Inclusion Strategic Plan (based on the 3 goals of Diversity, Inclusion, Sustainability) that your agency will work on in Fiscal Year 2016. Below you will find 2 - 3 Strategies for each of the goal areas, which are broken out into Agency Objective, Strategic Activity, and Benchmarks.

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Diversity	The Agency's Diversity and Inclusion Council's Diversity Committee will work with OHR and PSA's Human Capital Office to ensure that the Agency is improving on its demographics for people with disabilities and is implementing its strategic plan as spelled out in Executive Order 13548.	The Head of the D&I Council Diversity Committee will lead efforts to implement Strategic Plan and to oversee the Agency's Compliance with Executive Order 13548.	Develop a list of recommendations for planned implementation in FY 2017.
Diversity	Use strategic hiring initiatives for people with disabilities and veterans, and support Special Emphasis Programs to promote diversity within the workforce.	Provide information to all new selecting officials on special hiring authorities, and collaborate with OHR and EEO Offices who will provide guidance on hiring and promotions.	In FY 2016, 60% of new selecting officials received specific information on the Agency's special hiring authorities. Information focused on Schedule A and other special hiring authorities.
Diversity	Provide support for the Agency's Special Emphasis Programs by providing logistical and material support in execution of their initiatives.	CSOSA's Office of Human Resources and PSA's Human Capital Office will collaborate with Special Emphasis Programs in these groups' cultural, outreach and recruitment activities.	Number of outreach and cultural activities implemented by SEPs and the support provided by OHR and PSA's Human Capital Office.

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2016 Agency Plan

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Inclusion	Promote diversity and inclusion in leadership development programs at grade levels GS 9-15.	Review leadership development programs at grade levels GS 9-15 to determine whether barriers exist.	Measure the total percentage of GS 9-15 by demographic group and compare with the percent of each group that participate in leadership development programs in the past 12 months. Planned Activity for FY 2017.
Inclusion	Implement CSOSA's mentoring programs for employees at all grade levels with an emphasis on aspiring Executive level groups at the GS-13 and above grade level.	Measure the number of GS-13 and above grade level employees engaged in mentoring relationships by demographic categories.	Analysis of data and results shared. Planned Activity for FY 2017.

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2016 Agency Plan

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Sustainability	Blend diversity into all learning and development initiatives.	Ensure all employees have access to D&I training and education to include the proper implementation of the Agency specific D&I Strategic Plan, as well as relevant legal requirement.	In FY 2016, 233 (20%) of a workforce of 1161 have participated in D&I training and education by demographics and grade levels.
Sustainability	Develop and implement a Shadowing Assignment Policy that will allow employees to serve assignments in other components of the agency other than where their positions resides.	The issuance and implementation of the Shadowing Assignment Policy. D&I performance objectives will be released and rollout strategies for execution in FY 2016.	The number of employees who participated under the new Shadowing Assignment Policy

FEORP Progress Tracker

Combined Agency Progress Tracker (CSOSA and PSA)
Fiscal Year 2015

PROGRESS TRACKER AND DEMOGRAPHIC DATA EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have some of the following characteristics:

Announcement	Organization announces program to all qualified groups and individuals.
Recruitment	Candidates are identified through a request for nominations or for applications to the program.
Competitive Selection	Organization screens and selects candidates based on merit system principles using predetermined criteria for program.
Training	Training program is finalized for selected participants which includes a formal training experience that may involve developmental assignments (continued service agreements usually required).
Monitoring	Organization monitors participants' training activities and progress in program against pre-established objectives.
Evaluation	Organization evaluates effectiveness of the formal training provided to individual participants and the effectiveness of the formal development itself in meeting organizational goals.

In order to complete FEORP report please email an electronic copy of this progress tracker to diversityandinclusion@opm.gov printed copies will not be accepted.

FEORP Progress Tracker

Mentoring -		Qualitative Questions (Yes or No)
Agency has A Formal Mentoring Program	Response	
	Yes	
Mentoring Training provided	Response	
	Yes	
Program is evaluated	Response	
	Yes	
Feedback is provided	Response	
	Yes	
Program is announced to all qualified individuals	Response	
	Yes	
All employees briefed on agency's Diversity and Inclusion Policies	Response	
	Yes	
Diversity and Inclusion Training -		Qualitative Questions (Yes or No)
Formal Diversity and Inclusion Training provided	Response	
	Yes	
Training on unconscious bias provided	Response	
	Yes	
All employees briefed on agency's Diversity and Inclusion Policies	Response	
	Yes	
Diversity and Inclusion Council -		Qualitative Questions (Yes or No)
Agency has a Diversity and Inclusion Council	Response	
	Yes	
Diversity and Inclusion Council has a charter	Response	
	Yes	
Members have received training	Response	
	Yes	
Council's mission is in alignment with agency	Response	
	Yes	

FEORP Progress Tracker

Development Program -	Qualitative Questions (Yes or No)
Agency has a Career Development Program	Response
	Yes
Program is evaluated	Response
	Yes
Program is announced to all qualified individuals	Response
	Yes

Mentoring -	Quantitative Questions (# or %)
Frequency of Program Evaluation (e.g., annually, quarterly etc.)	Response
	Generally Annually
Percent of employees involved with mentoring	Response
	7.49%
Percent of SES involved with mentoring	Response
	0.00%
Percent of managers involved with mentoring	Response
	0.29%
Percent of supervisors involved with mentoring	Response
	1.15%
Count of employees involved with mentoring	Response
	26
Count of SES involved with mentoring	Response
	0
Count of managers involved with mentoring	Response
	1
Count of supervisors involved with mentoring	Response
	4
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	348

FEORP Progress Tracker

Diversity and Inclusion Training-	Quantitative Questions (# or %)
Frequency of Diversity and Inclusion Training per year (e.g., annually, quarterly etc.)	Response
	when hired - mandatory, throughout the year - voluntary
Percent of employees who have participated this year in formal Diversity and Inclusion Training	Response
	17.50%
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	100.00%
Count of employees who have participated in formal Diversity and Inclusion Training	Response
	202
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	13
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	1154
Diversity and Inclusion Council-	Quantitative Questions (# or %)
Frequency of council meetings in FY2015 (e.g., annually, quarterly etc.)	Response
	Quarterly
Frequency of council events (e.g., annually, quarterly etc.)	Response
	Quarterly
Percent of Senior Leadership on council	Response
	28.60%
Percent of employees on council	Response
	71.40%
Count of Senior Leadership on council	Response
	10
Count of employees on council	Response
	25
Total number of people on council	Response
	35

FEORP Progress Tracker

Development Program-	Quantitative Questions (# or %)
Percent of GS1-4 who participated	Response
	11.11%
Percent of GS 5-8 who participated	Response
	5.35%
Percent of GS 9-12 who participated	Response
	2.65%
Percent of GS 13-15 who participated	Response
	2.02%
Percent of SES who have participated	Response
	100.00%
Count of GS1-4 who have participated	Response
	1
Count of GS 5-8 who participated	Response
	9
Count of GS 9-12 who participated	Response
	18
Count of GS 13-15 who participated	Response
	6
Count of SES who participated	Response
	13
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	1154

FEORP Progress Tracker

Does your agency have a Diversity and Inclusion element in the following groups' performance plans (this may also be incorporated in

1. D&I Element in SES performance plans

Yes or No	Percentage
Yes	100.00%

2. D&I Element in Mangement/Supervisor performance plans

Yes or No	Percentage
Yes	100.00%

3. D&I Element in employee performance plans

Yes or No	Percentage
No	0.00%

Demographic Information

Mentoring- (Mentee data)	Demographic Data
Percent of Asian American Mentees	Response
	0.00%
Percent of Black Mentees	Response
	81.25%
Percent of Hispanic Mentees	Response
	6.25%
Percent of Native American Mentees	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islander Mentees	Response
	0.00%
Percent of Mentees Two or More Races	Response
	0.00%
Percent of White Mentees	Response
	12.50%
Percent of Female Mentees	Response
	81.25%
Percent of Male Mentees	Response
	18.75%
Percent of Veteran Mentees	Response
	6.25%
Percent of Mentees that are People with Disabilities	Response
	6.25%
Total number of participants (The count used to calculate the Mentee percentages)	Response
	16

Demographic Information

CSOSA has no formal mentoring program.

Mentoring- (Mentor data)	Demographic Data
Percent of Asian American Mentors	Response 0.00%
Percent of Black Mentors	Response 56.25%
Percent of Hispanic Mentors	Response 6.25%
Percent of Native American Mentors	Response 0.00%
Percent of Native Hawaiian/ Pacific Islander Mentors	Response 0.00%
Percent of Mentors Two or More Races	Response 0.00%
Percent of White Mentors	Response 31.25%
Percent of Female Mentors	Response 93.75%
Percent of Male Mentors	Response 6.25%
Percent of Veteran Mentors	Response 0.00%
Percent of Mentors that are People with Disabilities	Response 6.25%
Total number of Mentors (The count used to calculate the Mentor percentages)	Response 16

Demographic Information

*Note, the data below pertains to PSA - CSOSA does not currently collect this demographic data.

Development Programs -	Demographic Data
Percent of Asian American taking part in Development Programs	Response
	0.00%
Percent of Blacks taking part in Development Programs	Response
	88.89%
Percent of Hispanics taking part in Development Programs	Response
	7.41%
Percent of Native Americans taking part in Development Programs	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs	Response
	0.00%
Percent of persons Two More or Races taking part in Development Programs	Response
	0.00%
Percent of Whites taking part in Development Programs	Response
	3.70%
Percent of Females taking part in Development Programs	Response
	62.96%
Percent of Males taking part in Development Programs	Response
	37.04%
Percent of Veterans taking part in Development Programs	Response
	11.11%
Percent of People with Disabilities taking part in Development Programs	Response
	0.00%
Total number of participants (The count used to calculate the Development Program participation percentages)	Response
	27



Identify a policy, practice or procedures where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan.

In compliance with FEORP's annual reporting requirement, the Court Services and Offender Supervision Agency (CSOSA) and Pretrial Services Agency (PSA), will highlight the progress it has made in implementing some of the strategies outlined in its Diversity and Inclusion Strategic Plan. For the purposes of this report, in some instances, CSOSA and PSA will be referred to jointly as the "Agency." The Agency's D&I Strategic Plan is aligned with our human capital management strategic objectives to recruit, develop, and retain a competent, committed, and diverse workforce that reflects the communities we serve. Our D&I Strategic Plan is based on OPM's three goals of *Workforce Diversity*, *Workplace Inclusion*, and *Sustainability*.

In our agency's Diversity and Strategic Plan, one of our benchmarks identified under *Workforce Diversity* was to better utilize details, cross-training, leadership development, and non-monetary rewards throughout the Agency. In FY 2015, CSOSA's Office of Human Resources (OHR) continued its training in the new Leadership Competency Assessment tool that is being used to assist the Agency in building a stronger leadership pipeline, and aid the Agency in better concentrating resources on appropriate employee training, and development activities. Additionally, in FY 2015, OHR in collaboration with the Human Capital Officer continued to work with each program office to address employee morale and other challenge areas identified in CSOSA's results from the Federal Employee Viewpoint Survey (EVS). There was significant improvement in the Agency's EVS rating in the areas of job satisfaction in FY 2015 as compared to the results for FY 2014.

Under our goal of *Sustainability* in FY 2015, the OHR, in collaboration with CSOSA's One Mission, One Agency Committee, developed both an Employee Shadowing Program and Employee Mentoring Program, which are currently under Agency review. The Agency has an ambitious goal to implement both of these policies in FY2016. These programs will enhance professional development opportunities for CSOSA staff and also promote knowledge sharing across CSOSA organizational components.

Additionally, in FY 2015, the Directors of CSOSA and PSA released a combined memorandum on EEO and Diversity reaffirming their personal commitment to promoting diversity and inclusion within CSOSA and PSA, and ensuring true equal employment opportunities for every employee and applicant for employment.

In FY 2015, OHR continued to recruit using a targeted recruitment strategy intended to reach out to groups that are under-represented in our workforce. The goal to diversify the applicant pool

and to ultimate diversity the Agency's workforce is beginning to take root as reflected in the demographic profile of the Agency. Also in FY 2015, OHR continued to provide informal mentoring/coaching and Individual Development Plans (IDP) which is offered through CSOSA's Training and Career Development Center. Additionally, in FY 15, OHR in collaboration with EEO participated in the following job fairs:

- Quantico Marine Base Job Fair for Veterans
- Eleanor Holmes Norton Job Fair, Washington, DC
- Fort Belvoir Job Fair
- District of Columbia Government Disability Services

In FY 2015, OHR in partnership with various academic institutions including Howard University, University of the District of Columbia, George Mason University, Johnson C. Smith University, NC, Gallaudet College, and University of Maryland obtained and brought onboard 44 volunteer interns seeking Master and Doctorate degrees in Social Work and Law. These interns were assigned to the Office of Community Justice Programs, Re-Entry and Sanctions Center (RSC), Office of Community Supervision Services, Office of Security, and the Office of the General Counsel.

STRATEGIES ACTIVITIES OR ACTIONS RELATED TO HISPANIC EMPLOYMENT

Strategic activities or action related to Hispanic employment. Identify strategic activities or actions the agency is implementing, or will implement, to address the underrepresentation and retention of Hispanics. Of particular interest is the collection of applicant flow data to identify and address barriers to employment and promotion.

In FY 2015, the Hispanic Employment Program Committee (HEPC) initiated a survey that addressed the needs and barriers of Hispanic employees who are currently employed with CSOSA and PSA. As a result of the survey, management proposed a draft action plan in which many of the suggestions were accepted as needed changes.

In FY 2015, the HEPC released its latest edition of their Newsletter titled “*La Diversidad*” which highlights and celebrates the Hispanic workforce within the Agency, but also celebrates the Latino experience in America. The articles are thought-provoking and informative about the issues impacting the Latino community and the Agency’s Hispanic workforce.

In FY 2015, CSOSA’s and PSA’s Offices of Financial Management allocated funds for the Foreign Language Award, for those Hispanic employees who use their bilingual language skills in the performance of their duties. With the issuance of this year’s award, morale among Hispanic employees within the workforce continues to improve.

In FY 2015, the Agency continued its Memorandum of Understanding (MOU) with the Columbia Heights Educational Campus (CHEC) to include development of internship opportunities. Additionally, in FY 2015, funding was approved to host two Hispanic Association of Colleges and Universities (HACU) interns.

In FY 2015, many Hispanic and non-Hispanic employees attended the LULAC Federal Training Institute held in Washington, DC to obtain mentoring, networking opportunities, and career advancement information in preparation for applying for higher grade level positions at the GS-13 through senior executive service level. Additionally, one employee attended the National Image Conference.

In FY 2015, the HEPC continued its outreach efforts with organizations such as the Mayor’s Office of Latino Affairs (OLA), League of United Latin American Citizens (LULAC), the National Council of Hispanic Employment Program Managers (NCHEPM), and other federal agencies to identify the best practices for recruitment and outreach of Hispanics.

In FY 2015, PSA continues to expand its outreach efforts to groups that are underrepresented in the workforce, with particular focus on Hispanic recruitment. PSA continues to research and build relationships with organizations with a high constituency of Hispanics and organizations

with the ability to connect Hispanic job seekers with the organization through efforts of CSOSA's special emphasis groups.

In FY 2015, PSA incorporated Diversity and Inclusion strategic activities into its 2014-2018 Strategic Plan with focus on recruitment and retention. The PSA Office of Human Capital Management (OHCM) year-end reporting includes performance data on percentage of workforce that is Hispanic.

PLANNED ACTIVITIES FOR FY 2016

In FY 2016, the HEPC will continue its work in collaboration with CSOSA's OHR to further enhance the Agency's mentoring program.

In FY 2016, the HEPC will continue to work on its proposal of higher pay for newly hired bilingual CSO's.

In FY 2016, the HEPC will host a series of Brown Bag lunches every quarter to address some additional issues raised in their 2015 survey.



**STRATEGIC ACTIVITIES OR ACTIONS RELATED TO
THE EMPLOYMENT OF PEOPLE WITH DISABILITIES**

Identify strategic activities or actions the agency is implementing to meet the goals set forth in Executive Order 13548-Increasing Federal Employment of Individuals with Disabilities.

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

In FY 2015, OHR continued its ongoing partnership with the District of Columbia Department of Rehabilitative Services (DRS) to assist individuals with disabilities in securing gainful employment commensurate with their abilities and capabilities. Also, in FY 2015, the Agency participated in the DRS monthly *Employer Spotlight Event*.

In FY 2015, OHR sponsored an intern under the *General Exploration Program*, which is a program under the DC Department on Disability Services, Rehabilitation Services Administration (RSA) that creates opportunities for high school students to explore careers opportunities and gain practical work experience in preparation for employment.

In FY 2015, CSOSA continued to work with the Wounded Warrior Regiment - Career Resource Management Center at Quantico to hire disabled individuals and provide those individuals with work experience. Additionally, in FY 2015, OHR in collaboration with Community Supervision Services (CSS) were one of the host Agency's at the Fort Belvoir Job Fair, which was geared to the recruitment of Veterans.

In FY 2015, CSOSA continued to provide employees with disabilities with a multitude of trainings and developmental opportunities. This allowed individuals to gain skills and competencies needed for successful performance of their jobs, and to further enhance their career opportunities.

PRETRIAL SERVICES AGENCY

In support of the CSOSA/PSA Diversity and Inclusion Strategic Plan's goal to "provide training for recruiting and hiring officials and staffing personnel about working with persons with disabilities, reasonable accommodation, and accessibility issues," PSA's executive management along with the Office of Human Capital Management team continues to inform PSA supervisors and employees on any and all mandatory disability awareness training.

PSA's continued commitment to diversity and implementation of a discrimination free workplace is validated by the percentage of positive responses by PSA employees to the following two questions on the 2015 Federal Employee Viewpoint Survey:

- Sixty-seven percent (67%) of PSA's employees provided positive responses to the question "Policies and programs promote diversity in the workplace (for example, recruiting minorities and women, training in awareness of diversity issues, mentoring)" as compared to 57% of the government-wide sample.
- Seventy percent (70%) of PSA employees provided positive responses to the question "Prohibited Personnel Practices (for example, illegally discriminating for or against any employee/applicant, obstructing a person's right to compete for employment, knowingly violating veterans' preference requirements) are not tolerated" as compared to 66% of the government-wide sample.



WORKFORCE ANALYSIS AND APPLICANT FLOW

WORKFORCE ANALYSIS

The Agency's total workforce, including permanent and temporary employees, continued to decrease from 1180 at the end of FY 14 to 1161 in FY 15. As in FY 14, women continued to comprise the majority of the Agency's workforce (65.2% or 757 employees). Correspondingly, males comprised 34.8% (404) of the Agency's total workforce.

Likewise, black employees continue to constitute the major racial group of the Agency's workforce. In FY 15, this group also experienced a decrease in the overall number of employees going from (937) of 1180 in FY 14 to (933) of 1161 in FY 15. The cumulative percentage of non-black minorities--Hispanic, Asian, Native Hawaiian, American Indian/Alaska Native, and individuals of two or more races decreased from 7.80% (92 of 1180) in FY 14 to 7.32% (85 of 1161) in FY 15.

Along with the decreases of the combined total of non-black minorities in the Agency, there was a decrease in the individual participation rate of Hispanics from 4.75% (56) in FY 14 to 4.48% (52) in FY 15. There was a slight percentage increase in the participate rate of Asians 2.29% (27) in FY 14 to 2.33% (27) in FY 15. There was also a slight decrease in the participation rate of American Indian/Alaskan Native from 0.51% (6) in FY 14 to 0.43% (5) in FY 15.

Additionally, employees who are of two or more races remained relatively the same in participation rate and percentages from 0.08% (1) in FY 14 to 0.08% (1) in FY 15. Lastly, at the end of the reporting period, Native Hawaiian or Other Pacific Islander decreased from 0.16% (2) in FY 14 to 0.14% (0) in FY 15.

HISPANIC EMPLOYMENT

Hispanic employment in the Agency's workforce represents 4.48% (52) of the workforce as of September 30, 2015, compared to 9.96% of the civilian labor force (CLF) based on the 2010 Census data and 7.95% compared to the government-wide participation rate of 2011. Hispanic men represent 1.81% (21) of the Agency's workforce in comparison to 5.17% of the CLF; and Hispanic women represent 2.67% (31) of the Agency's workforce in comparison of 4.79% of the CLF.

MAJOR OCCUPATIONS

With respect to the race/ethnicity and gender distribution of employees across major occupational groups, 56.33% (654) of the Agency's workforce is in the Social Science series (0101), and of those 654 employees, 67.28% (440) are female. Black employees constitute 80.3% (525) of the employees in this series, white employees are 11.31% (74), Hispanic

employees are 6.73% (44), Asian employees are 1.37% (9), and American Indian/Alaska Native employees are 0.31% (2) of this occupational category.

The next largest mission critical occupation is that of Miscellaneous Clerk and Assistant series 0303. Of the 96 employees in this series, 91.7% (88) are female and 8.33% (8) are male. In terms of race and national origin, 3.13% (3) are white, 95.8% (92) are black. There are no Hispanics nor white females, Asians, Native Hawaiian or Other Pacific Islander, American Indian/Alaska Native, nor two or more races of employees in this occupational category.

The next largest mission critical occupation is that of Information Technology Management series 2210. Of the 64 employees in this series, 40.6% (26) are females and 59.4% (38) are male. In terms of race and national origin, 1.56% (1) is Hispanic, 21.9% (14) are white, 56.3% (36) are black, 18.8% (12) are Asians, and 1.56% (1) is American Indian/Alaskan Native in this occupational category.

The next largest mission critical occupation is that of Social Science Aid and Technician series 0102, and of the 60 employees in this series, 55.0% (33) are male and 45.0% (27) are female. In terms of race and national origin, 3.34% (2) are Hispanic, 6.67% (4) are white, 88.3% (53) are black, and 1.67% (1) is Asian. There is no Native Hawaiian or Other Pacific Islanders, American Indian/Alaskan Native, nor two or more races in this occupational category.

APPLICANT FLOW DATA

CSOSA has continued to use AVUE Technologies Corporation as its automated employment platform. Identification of race, gender and ethnicity is voluntary, and typically 94% of the job applicants self-identify. The quality of the applicant flow data that CSOSA has been receiving through AVUE is reliable. CSOSA has used this data to target its recruitment efforts to underrepresented groups in CSOSA's workforce, and to evaluate the effectiveness of this targeted recruitment effort. Thus far, the process has been working smoothly and CSOSA sees no need to modify its collection of applicant flow data.

In FY 15, there were 46 new hires in the Agency's workforce. Of the 46 new hires, 4 or 8.7% were Hispanic, 6 or 13.0% were white, 31 or 67.4% were black, 4 or 8.7% were Asians, and 1 or 2.2% were two or more races.

Unlike the national civilian labor force (NCLF), white employees are identified as a minority in the Agency's workforce, and have been targeted as an underrepresented group for our recruitment efforts. The participation rate of white employees in the Agency's workforce decreased from 12.8% (151) in FY 14 to 12.3% (143) in FY 15.