

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 2016



FISCAL YEAR 2017
PLAN CERTIFICATION

PREPARED BY
OFFICE OF EEO, DIVERSITY AND SPECIAL PROGRAMS

DECEMBER 20, 2016

**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):

Linda B. Mays, Associate Director, Office of Human Resources
800 North Capitol Street, NW, Suite 701, Washington, DC 20002
Linda.mays@csosa.gov: (202) 220-5613 (Office) (202) 220-5615 (Fax)

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

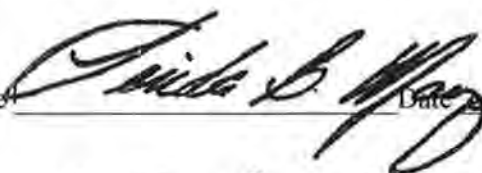
Michelle Payton-Kenner, Senior EEO Specialist
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CERTIFICATION

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.

Print Name Linda B. Mays
Chief Human Capital Officer

Signature



Date

12/20/16

Print Name Vern Best
Director, Equal Employment Opportunity

Signature



Date

12/20/16

Print Name Vern Best
Director, Diversity and Inclusion

Signature



Date

12/21/16

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)
FY 2016 Plan Accomplishments**

Guidance: Utilizing your FEORP plan from Fiscal Year 2016 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 2016 Agency Objective	FY 2016 Strategic Activity	FY 2016 Benchmarks	FY 2016 Outcomes
Diversity	Use strategic hiring initiatives for people with disabilities and veterans, and support Special Emphasis Programs to promote diversity within the workforce. NOTE: Move to Accomplishment.	Provide information to all new selecting officials on special hiring authorities, and collaborate with OHR and the EEO office who will provide guidance on hiring and promotions.	Within 120 days of new hires.	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	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 openings.	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.
Goal Area	FY 2016 Agency Objective	FY 2016 Strategic Activity	FY 2016 Benchmarks	FY 2016 Outcomes
Inclusion	Establish a structured mentoring program with 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 for CSOSA was developed in 2016 and is awaiting signature of the Agency Head and implementation is planned for FY 2017.

**Annual Federal Equal Opportunity Recruitment Program (FEORP)
FY 2016 Plan Accomplishments**

Guidance: Utilizing your FEORP plan from Fiscal Year 2016 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.

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 was developed and 2016 and is awaiting signature of the Agency Head and implementation is planned for FY 2017.
Goal Area	FY 2016 Agency Objective	FY 2016 Strategic Activity	FY 2016 Benchmarks	FY 2016 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.

**Annual Federal Equal Opportunity Recruitment Program (FEORP)
FY 2016 Plan Accomplishments**

Guidance: Utilizing your FEORP plan from Fiscal Year 2016 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.

<p align="center">Sustainability</p>	<p>Review and revise the Agency's D&I Strategic Plan.</p>	<p>Examine the Agency's current D&I Strategic Plan.</p>	<p>Create workgroup, provide training on strategic planning, and review other agencies D&I Strategic Plans to include OPM's D&I Governmentwide Strategic Plan guidelines to enhance Agency's current plan.</p>	<p>The revised Agency's D&I Strategic Plan which includes the New IQ was developed and forwarded to the Office of Personnel Management on November 30, 2016.</p>
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**Annual Federal Equal Opportunity Recruitment Program (FEORP)
FY 2017 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 2017. 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 and Benchmarks.

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Diversity	The Agency's D&I 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	The Head of the D&I Council Diversity Committee will lead efforts to implement the revise D&I Strategic Plan and oversee the Agency's compliance with Executive Order 13548.	Develop a list of recommendations from the revise D&I Strategic Plan for implementation in FY2017.
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.
Diversity	Provide support for the Agency's Special Emphasis Programs (SEPs) by providing logistical and material support in execution of their initiatives.	CSOSA's OHR and PSA's Human Capital Office will collaborate with SEP's in these groups' cultural, outreach and recruitment activities.	Number and percent of outreach and cultural activities implemented by Special Emphasis Programs and the support provided by OHR and PSA's Human Capital Office. Planned Activity for FY 2017.
Goal Area	Agency Objective	Strategic Activity	Benchmarks

**Annual Federal Equal Opportunity Recruitment Program (FEORP)
FY 2017 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 2017. 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 and Benchmarks.

Inclusion	Promote diversity and inclusion in leadership development programs in 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.
Goal Area	Agency Objective	Strategic Activity	Benchmarks

**Annual Federal Equal Opportunity Recruitment Program (FEORP)
FY 2017 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 2017. 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 and Benchmarks.

<p align="center">Sustainability</p>	<p>Identify, track, and report specific measurable milestones that reflect diversity and inclusion efforts.</p>	<p>Establish percentile standards for recruitment, retention, and promotion efforts that increase diversity and inclusion efforts.</p>	<p>Percentile standards for recruitment, retention, and promotion efforts will be established with the next 12 months within FY 2017.</p>
<p align="center">Sustainability</p>	<p>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.</p>	<p>The issuance and implementation of the Shadowing Assignment Policy. D&I performance objectives will be released and rollout strategies for execution in FY 2016.</p>	<p>The number of employees who participated under the new Shadowing Assignment Policy.</p>

FEORP Progress Tracker

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.

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 aligns to agency mission	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
	Annually
Percent of employees involved with mentoring	Response
	1.00%
Percent of SES involved with mentoring	Response
	0.00%
Percent of managers involved with mentoring	Response
	3.15%
Percent of supervisors involved with mentoring	Response
	2.08%
Count of employees involved with mentoring	Response
	7
Count of SES involved with mentoring	Response
	0
Count of managers involved with mentoring	Response
	4
Count of supervisors involved with mentoring	Response
	3
Total number of employees eligible to participate	Response
	1131



FEORP Progress Tracker

Diversity and Inclusion Training	Quantitative Questions (# or %)
Frequency of Diversity and Inclusion Training per year (e.g., annually, quarterly etc.)	Response
	upon hiring
Percent of employees who have participated this year in formal Diversity and Inclusion Training	Response
	16.04%
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	1.54%
Count of employees who have participated in formal Diversity and Inclusion Training	Response
	187
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	18
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
	1166
Diversity and Inclusion Council	Quantitative Questions (# or %)
Frequency of council meetings in FY16 (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
	1.70%
Percent of employees on council	Response
	83.33%
Count of Senior Leadership on council	Response
	5
Count of employees on council	Response
	25
Total number of people on council	Response
	30

FEORP Progress Tracker

Combined Agency FEORP Progress Tracker (CSOSA and PSA)

Development Program	Quantitative Questions (# or %)
Percent of GS1-4 who participated	Response
	1.37%
Percent of GS 5-8 who participated	Response
	11.32%
Percent of GS 9-12 who participated	Response
	42.00%
Percent of GS 13-15 who participated	Response
	17.32%
Percent of SES who have participated	Response
	1.03%
Count of GS1-4 who have participated	Response
	16
Count of GS 5-8 who participated	Response
	132
Count of GS 9-12 who participated	Response
	489
Count of GS 13-15 who participated	Response
	202
Count of SES who participated	Response
	12
Total number of employees eligible to participate	Response
	1166

FEORP Progress Tracker

Does your agency have a Diversity and Inclusion element in

Combined Agency FEORP Progress Tracker (CSOSA and PSA)

... your agency, are a diversity and inclusion element in the following groups' performance plans (this may also be incorporated in the leading people element)?

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
Yes	100.00%

Demographic Information

Mentoring (Mentee data)	Demographic Data
Percent of Asian Mentees	Response
	0.00%
Percent of Black Mentees	Response
	60.00%

Combined Agency FEORP Progress Tracker (CSOSA and PSA)

	00.00%
Percent of Hispanic Mentees	Response
	20.00%
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
	20.00%
Percent of Female Mentees	Response
	80.00%
Percent of Male Mentees	Response
	20.00%
Percent of Veteran Mentees	Response
	0.00%
Percent of Mentees that are People with Disabilities	Response
	0.00%
Total number of participants (This number is the denominator to calculate the Mentee percentages)	Response
	5

Demographic Information

Mentoring (Mentor data)	Demographic Data
Percent of Asian Mentors	Response
	5.26%
Percent of Black Mentors	Response
	73.68%

Combined Agency FEORP Progress Tracker (CSOSA and PSA)

Percent of Hispanic Mentors	Response
	10.53%
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
	10.53%
Percent of Female Mentors	Response
	63.16%
Percent of Male Mentors	Response
	36.84%
Percent of Veteran Mentors	Response
	15.79%
Percent of Mentors that are People with Disabilities	Response
	5.26%
Total number of Mentors (The number is the denominator to calculate the Mentor percentages)	Response
	19

Demographic Information

Development Programs	Demographic Data
Percent of Asians taking part in Development Programs	Response
	0.00%
Percent of Blacks taking part in Development Programs	Response
	0.00%
	Response

Combined Agency FEORP Progress Tracker (CSOSA and PSA)

Percent of Hispanics taking part in Development Programs	0.00%
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
	0.00%
Percent of Females taking part in Development Programs	Response
	0.00%
Percent of Males taking part in Development Programs	Response
	0.00%
Percent of Veterans taking part in Development Programs	Response
	0.00%
Percent of People with Disabilities taking part in Development Programs	Response
	0.00%
Total number of participants (This number is the denominator to calculate the Development Program participation percentages)	Response
	0



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 revising and replacing the Agency's Diversity and Inclusion (D&I) Strategic Plan in response to the Office of Personnel Management's Government-wide Plan for fiscal year 2016 and beyond to include the New Inclusion Quotient (New IQ) Index Score as calculated using a subset of 20 questions from CSOSA's results from the Federal Viewpoint Survey.

The revised D&I Strategic Plan is specifically aligned with the Agency's human capital management strategic objective to "recruit, develop, and retain a competent, committed, and diverse workforce that reflects the communities we serve, cultivate a flexible, inclusive and equitable work environment that promotes inclusiveness, and foster a culture that values diversity and empowers individuals in the workforce that is committed to excellence. For the purposes of this report, in some instances, CSOSA and PSA will be referred to jointly as the "Agency."

In our revised agency's D&I Strategic Plan, one of our benchmarks is to increase inclusion in the workplace. The Agency has begun to offer more training in improving communication and collaboration across agency and organizational units. Using the paradigm of the new IQ as our guide, we continue to stress the importance of employee support and engagement.

In FY 16, 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 2016, 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).

One of the strategic activity under the goal of Diversity, the Workplace Inclusion Committee provided information to all new selecting officials on special hiring authorities for people with disabilities and veterans, and support Special Emphasis Programs to promote diversity within the workforce. As a result of those effort, in FY 2016, 60% of new selecting officials received specific information on the Agency's hiring authorities which focused on Schedule A and other special hiring programs.

Under our goal of *Sustainability* in FY 16, the Sustainability Committee ensured all employees have access to D&I training. As a result of those efforts, 205 or 19% of a workforce of 1166 have participated in D&I training in FY 2016.

Additionally, in FY 2016, 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 2016, PSA Office of Human Capital Management provided Leadership/Supervisory Training to its supervisory management team to further assist the Agency in building a stronger leadership pipeline. Furthermore, the baseline goal of this training has aided the Agency in better concentrating resources on appropriate employee training, and developmental activities. Additionally, in FY 2016, PSA continued to work with each of its program offices to address employee morale and other challenge areas identified in PSA's results from the Federal Employee Viewpoint Survey (EVS). There were marginal improvements in the Agency's EVS rating in the areas of job satisfaction in FY 2016 as compared to the results for FY 2015.

In FY 2016, PSA 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 the Agency's workforce is beginning to take root and is reflective in its overall demographic profile. PSA continues to provide informal mentoring/coaching and Individual Development Plans (IDP) which is offered through CSOSA's/PSA's Training and Career Development Center. Additionally, in FY 16, PSA participated in career seminars with the District of Columbia Government Disability Services. These career seminars proved to be invaluable for considering and filling positions within PSA with people that have targeted disabilities from Hispanic communities and other underrepresented community groups.

In an attempt to better understand the current state of the Agency, during FY 16, PSA worked on a cultural analysis for change process, related to Hispanics and other targeted groups. Targeted groups were reviewed based on cultural awareness and education needs. This analysis proved beneficial to PSA by addressing ways to improve perception of issues that affect the Hispanic community and having meaningful dialogue between management and Hispanic employees. The Agency's Hispanic Employment Program Committee in return provided guidance to solicited input to CSOSA's EEO on overall cultural awareness and educational needs. PSA Hispanic employment workforce makes up 8% in various positions of records. PSA will continue to strive in improving on this percentage by administering more recruitment and retention outreach to Hispanic organizations.

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 2016, CSOSA's and PSA's Office of Financial Management allocated funds for the Foreign Language Award for 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 continued to improve.

In FY 2016, the Agency continued its Memorandum of Understanding (MOU) with the Columbia Heights Educational campus (CHEC). Many of the Agency's employees participated in grading CHEC's seniors' portfolio. In addition, CHEC's ROTC and 20 additional students participated in the Agency's National Hispanic Heritage Month Celebration.

Also, during FY 2016, the Agency hosted two interns from Hispanic Association of Colleges and Universities (HACU). The Hispanic Employment Program Committee (HEPC) participated in the Office of Personnel Management (OPM) career fair and distributed CSOSA's and PSA's job announcements, internship information, and other career material. Likewise, the HEPC collected e-mail addresses of participants who expressed an interest to receive the Agency's job announcements.

In FY 2016, several Hispanic employees attended the League of United Latin American Citizens (LULWC) conference which that was held in Washington, DC, to obtain mentoring, networking opportunities, and career advancement information in preparation for applying for higher grade positions at the GS-13 through Senior Executive level. Additionally, several Hispanic employees attended the National Latina Symposium and National Image.

In FY 2016, the HEPC hosted a Resume Writing brown bag training session, which the HEPC received various positive feedbacks about the above event.

In FY 2016, the HEPC celebrated the National Hispanic Heritage Month observance with a local Latin musical group, ethnic food sampling, a dynamic speaker and a video about Afro-Latino pride. In addition, the CHEC ROTC participated in the observance.

In FY 2016, the HEPC participated in the Diversion and Inclusion Council (D&I). The Hispanic Employment Program Manager (HEPM) and Deputy HEPM are members of the D&I Sustainability Committee, and the HEPM was a member of the D&I Strategic Planning Committee who developed the Agency's revised D&I Strategic Plan.

In FY 2016, CSOSA and PSA management team continued to work from its draft action plan from the Hispanic Employment Program Committee (HEPC) survey that addressed the needs and barriers of its current employed Hispanic employees.

In FY 2016, 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 programs.

Planned Activities for FY 2017

In FY 2017, the HEPC will host a brown bag luncheon that will feature the PBS' documentary, **Black In Latin America** at the Agency's headquarter and CJP's Re-Entry and Sanctions Center (RSC). The documentary is a four-part series about the African influence on Latin America, is the latest production from renowned Harvard scholar Henry Louis Gates, Jr. The series examines how Africa and Europe came together to create the rich cultures of Latin America and the Caribbean.

In FY 2017, the HEPC will continue its Memorandum of Understanding (MOU) with the Columbia Heights Educational Campus (CHEC).

In FY 2017, HEPC will host a series of Brown Bag lunches to increase recruitment of committee members and to address additional issues and concerns raised in the 2016 EVS survey.

In FY 2017, the HEPC will continue its work in collaboration with CSOSA's OHR and PSA's OHCM to further enhance the Agency's mentoring program.

In FY 2017, the HEPC will assist with providing venues for targeted outreach by identifying contacts, collaborating with the Diversity and Inclusion Council on development of a Resume Bank of qualified Hispanic and bilingual candidates, and work with management on strategies that affect other affinity group.

In FY 2017, the HEPC will continue to work on its proposal of higher pay for newly hired bilingual CSO's and PSO's by providing input on language certifications.

In FY 2017, PSA will host a series of 90 minute Diversity Chews to understand and cover the full range of HEPC concerns.



**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.

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In FY 2016, the Disability Employment Program hosted its annual event in observance of National Disability Employment Awareness Month to include several brown bag training sessions on disability issues and concerns, and celebrates the contributions of employees with disabilities and educated the workforce about the value of a diverse workforce inclusive of their skills and talents.

In FY 2016, CSOSA continued to work with the Wounded Warrior Regiment - Career Resource Management Center at Quantico and the DC Department on Disability Services and Virginia Rehabilitation Services to hire disabled individuals and provide those individuals with work experience.

In FY 2016, 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.

In FY 2016, 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. CSOSA's OHR has continued to work closely with DRS providing training and mock interview session to prepare individuals with real life interview sessions with potential employers.

In FY 2016, 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. OHR sponsored a UDC Student to participate in the program.

In FY 2016 CSOSA OHR brought on board three Schedule A hires at the GS 7, 9 and 12 levels. The majority of the disabled hires for FY 16 were comprised of compensable disable veterans brought on through merit promotion actions. The CPS Veterans range in grades GS 9 to GS 15.

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 involves management officials in the recruitment process of hiring persons with disabilities. During FY 2016, PSA hired a person with disabilities that was referred from our affiliated disability partners into a Pretrial Program Assistant position. PSA continues to have contact and engagement with partners who specialized in hiring persons with disabilities.



WORKFORCE ANALYSIS AND APPLICANT FLOW

WORKFORCE ANALYSIS

The Agency's total workforce, including permanent and temporary employees, increase from 1161 in FY 15 to 1166 in FY 16. As in FY 15, women continued to comprise the majority of the Agency's workforce (65.09% or 759 employees). Correspondingly, males comprised 34.91% (407) of the Agency's total workforce.

Likewise, black employees continue to constitute the major racial group of the Agency's workforce. In FY 16, this group also experienced a slight decrease in the overall number of employees going from (933) of 1161 in FY 15 to (932) of 1166 in FY 16. The cumulative percentage of non-black minorities--Hispanic, Asian, Native Hawaiian, American Indian/Alaska Native, and individuals of two or more races increased from 7.32% (85 of 1161) in FY 15 to 8.58% (100 of 1166) in FY 16.

Along with the increases of the combined total of non-black minorities in the Agency, there was a decrease in the individual participation rate of Hispanics from 4.48% (52) in FY 15 to 3.86% (45) in FY 16. There was an increase in the participate rate of Asians 2.33% (27) in FY 15 to 2.83% (33) in FY 16, and Native Hawaiian or Other Pacific Islanders 0% (0) in FY 15 to 0.09% (1) in FY 16. There was also a slight decrease in the participation rate of American Indian/Alaskan Native from 0.43% (5) in FY 15 to 0.34% (4) in FY 16. Additionally, there was a major increase of employees who are of two or more races from 0.08% (1) in FY 15 to 1.46% (17) in FY 16.

HISPANIC EMPLOYMENT

Hispanic employment in the Agency's workforce represents 3.86% (45) of the workforce as of September 30, 2016, 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 1.72% (20) of the Agency's workforce in comparison to 5.17% of the CLF; and Hispanic women represent 2.14% (25) 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, 56.40% (646) of the Agency's workforce is in the Social Science series (0101), and of those 646 employees, 67.34% (435) are female. Black employees constitute 80.3% (519) of the employees in this series, white employees are 10.7% (69), Hispanic employees are 6.96% (45), Asian employees are 1.39% (9), and American Indian/Alaska Native employees are 0.31% (2), and two or more races 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 98 employees in this series, 90.8% (89) are female and 9.18% (9) are male. In terms of race and national origin, 6.12% (6) are white, 92.9% (91) are black, and 1.02% (1) is Hispanic. There are no 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 69 employees in this series, 36.2% (25) are females and 63.8% (44) are male. In terms of race and national origin, 1.45% (1) is Hispanic, 23.2% (16) are white, 52.2% (36) are black, 21.7% (15) are Asians, and 1.45% (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 66 employees in this series, 51.5.0% (34) are male and 48.5% (32) are female. In terms of race and national origin, 7.58% (5) are Hispanic, 9.01% (6) are white, 80.3% (53) are black, 1.52% (1) is Asian, and 1.52% (1) is of 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 16, there were 109 new hires in the Agency's workforce. Of the 109 new hires, 11 or 10.1% were Hispanic, 15 or 13.8% were white, 72 or 66.1% were black, 7 or 6.42% were Asians, 1 or 0.94% is Native Hawaiian or Other Pacific Islander, 1 or 0.94% is American Indian or Alaska Native, and 2 or 1.89% 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 12.3% (143) in FY 15 to 11.5% (134) in FY 16.



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