

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <b>Wells</b>	DATE <b>3-9-07</b>
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<b>DIRECTOR'S USE ONLY</b>		<b>ACTION REQUESTED</b>	
1. LOG NUMBER <b>000581</b>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____		
2. DATE SIGNED BY DIRECTOR <b>Wendy 4/13/07, letter attached.</b>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <b>3-20-07</b>		
	<input type="checkbox"/> FOIA DATE DUE _____	<input type="checkbox"/> Necessary Action	

	<b>APPROVALS</b> (Only when prepared for director's signature)	<b>APPROVE</b>	<b>* DISAPPROVE</b> (Note reason for disapproval and return to preparer.)	<b>COMMENT</b>
1.				
2.				
3.				
4.				



**HUMAN AFFAIRS COMMISSION**

Jesse Washington, Jr.  
Commissioner

2611 Forest Drive, Suite 200, Post Office Box 4490  
Columbia, South Carolina 29240  
(803) 737-7800 FAX (803) 253-4191

Telephone Device for the Deaf  
(TDD) (803) 253-4125  
To file complaints dial (803) 737-7800  
or 1-800-521-0725 (In-State-Only)

**MEMORANDUM**

TO: EEO Officers

**RECEIVED**

FROM:

*Mary Dunlap Sneed*  
Mary Dunlap Sneed, Director  
Technical Services and Training Programs

MAR 09 2007

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

RE: Response to "The Report to the General Assembly"

DATE: March 7, 2007

You should have received "The Report to the General Assembly on the Status of Equal Employment Opportunity in South Carolina State Government". It includes the evaluation of your agency's progress towards meeting its annual affirmative action goals for the 2005 - 2006 reporting period. Proviso 72.25 of the Appropriations Act requires agencies to "submit a detailed explanation to the South Carolina Human Affairs Commission (SCHAC) explaining why goals were not achieved."

In order for SCHAC to be able to complete the requirements outlined in the Proviso, it is necessary for you to review your agency's chart in the report. Wherever there is a percentage indicated in Section 6 that is less than 70.0 percent, a written explanation is required. Explanations for not achieving goals should include descriptions of good faith efforts made by managers, supervisors, recruitment personnel, or other staff to achieve these goals. Responses are due on or before April 4, 2007, so that SCHAC can complete its status report to the Office of the State Budget.

If you have any questions or would like to meet, please feel free to contact me or your SCHAC Consultant.

Thank you for all your work and hope to see you at our luncheon on April 18<sup>th</sup>.

/nx

*Jesse Wells*  
"Approp. Sign."

Copied: Jesse Washington, Jr., Commissioner  
Agency Heads  
SCHAC Consultants



Log 0581 ✓

State of South Carolina  
Department of Health and Human Services

Mark Sanford  
Governor

Robert M. Kerr  
Director

April 13, 2007

Ms. Mary Dunlap Snead, Director  
Technical Services and Training Division  
South Carolina Human Affairs Commission  
2611 Forest Drive, Suite 200  
P.O. Box 4490  
Columbia, South Carolina 29240

Dear Ms. Snead:

Thank you for the opportunity to respond to the evaluation of the Department of Health and Human Services' (DHHS) progress toward meeting 2005-2006 annual affirmative action goals. DHHS failed to meet established goals for black males in the (E2A) Professional Supervisory, (E2B) Professional Non-Supervisory and in the (E6) Secretarial/Clerical categories.

DHHS has historically had a predominantly female workforce, both black and white. The health and human services nature of the work being performed by DHHS seems to attract a female applicant pool. While DHHS employs methods to attract minority applicants, females continue to dominate the applicant pools. This is evidenced by the applicant information compiled and submitted with the Annual Report detailing workforce and appointment data. The following is a comparison of applicant pool data and race/sex data of appointments made in the deficient categories during the relevant period:

Seventy-seven percent (77%) of the applicants for jobs in the Professional Supervisory category were female compared to nine (9%) being black male.

E2A Professional Supervisory

<u>Race/Sex</u>	<u>Applicant Pool/Percent</u>	<u>Appointments/Percent</u>
White Male	76 11.89	5 22.7
Black Male	61 09.55	
Other Male	9 01.41	
Total Male	146 22.85	5 22.7

White Female	132	20.66	10	45.5
Black Female	352	55.08	7	31.8
Other Female	9	01.41		
Total Female	493	77.15	17	77.3

With the appointment of two (2) black males in the (E2B) Professional Non-Supervisory category, DHHS increased its workforce from sixteen (16) in 2005 to seventeen (17) in 2006.

### E2B Professional Non-Supervisory

<u>Race/Sex</u>	<u>Applicant Pool/Percent</u>	<u>Appointments/Percent</u>
White Male	300	07.73
Black Male	283	07.29
Other Male	18	00.46
Total Male	601	15.48
White Female	1026	26.42
Black Female	2152	55.42
Other Female	104	02.68
Total Female	3282	84.52

A decrease in availability of black males in the secretarial/clerical category from 4.9% to 3.6% decreased the deficiency from five black males to three black males. Over ninety-two percent (92%) of the applicants for positions in this category were female. Only three percent (3%) of all applicants were black male. Unavailability of black male applicants for the thirty-seven (37) positions filled during the reporting period resulted in failure to meet the established goal in this category.

### E6 Secretarial/Clerical

<u>Race/Sex</u>	<u>Applicant Pool/Percent</u>	<u>Appointments/Percent</u>
White Male	64	04.02
Black Male	51	03.20
Other Male	3	00.19
Total Male	118	07.41
White Female	592	37.14
Black Female	839	52.63
Other Female	45	02.82
Total Female	1476	92.59

DHHS continues to try different strategies to diversify our applicant pool and the workforce. We continue to advertise positions with the local news station WISTV on their statewide website and live statewide broadcasts. We are actively participating in the Midlands Education and Business Alliance (MEBA) associated with the Greater Columbia Chamber of Commerce and Midlands

Technical College. Through MEBA, the Office of Human Resources has posted positions on Midland Technical College's on-line website and participated in an outreach effort by speaking to a night class from the Health College on job opportunities with DHHS.

During the reporting period we trained two hundred and twenty (220) supervisors on Diversity in the Workplace. We also had one hundred and eighty-eight (188) supervisors to complete the Associate Public Manager certification program. All of our supervisors attend training on recruitment and selection as part of their mandatory supervisory practices class. DHHS' Office of Human Resources has developed and delivered a comprehensive workshop for hiring authorities on team interviewing, interviewing for competencies, and related laws. All of these efforts combined should result in greater visibility, increased awareness, more diversity in the pool of applicants, and better prepared managers.

We continue to support diversity in the workforce and we continually strive to achieve and exceed our affirmative action goals.

Sincerely,



Tonya M. Chambers  
Human Resources Director