

COMMUNITY ACTION PARTNERSHIP OF MID-NEBRASKA

Workforce Development Plan

2023



Board President



Chief Executive Officer

Table of Contents

EEO/WD Statement	pg. 2
Designation of Responsibility	pg. 2-4
EEO/WD Plan Dissemination	pg. 4
Complaint Procedure & Rights of Complainant	pg. 4-6
Occupational Category Definitions	pg. 6-7
Labor Pool Utilization Data by Total Workforce	pg. 8
Labor Pool Utilization Data by 27 County Workforce	pg. 8
Applicant/Hire Analysis Report	pg. 9-10
2023 Mid Labor Pool Utilization Data	pg. 11

EEO/WD Statement

Community Action Partnership of Mid-Nebraska is a non-profit Nebraska corporation, organized in compliance with conditions established in the Economic Opportunity Action of 1964, as amended. Community Action Partnership of Mid-Nebraska is committed to the policy of equal employment opportunity and to a plan of Workplace Development in order to fulfill that policy. Community Action Partnership of Mid-Nebraska's objective has been and continues to be based upon the desire to attain a work force which mirrors the composition of the available work force in its service area.

In this Workplace Development Plan, Community Action Partnership of Mid-Nebraska affirms its commitment and pledges its full support to equal employment opportunity for all persons regardless of race, color, ancestry, religion, sex, national origin, marital status, sexual preference, disability, age, and political affiliation. Community Action Partnership of Mid-Nebraska will not discriminate in the provision of services to an applicant because of his or her race, color, national origin, sex, sexual orientation/identity, age, religion, political affiliation, marital status, family status, disability status, or any other protected basis of discrimination as provided under applicable state and federal law.

Community Action Partnership of Mid-Nebraska recognizes that equal opportunity can only be achieved by demonstrated leadership and the implementation of a viable Workforce Development Plan. To implement these policies, good faith efforts will be directed to:

Determining the extent to which members of all protected groups (racial minorities, women, persons aged 45 and over, and persons with disabilities) are under-utilized in office/managerial, professional, technical, administrative support, service workers, operatives, and laborer classifications;

Developing goals and timetables directed towards reversing situations where the under-utilization of protected class individuals exists;

Developing a balanced representation of protected groups through recruitment and other measures;

Measuring the accomplishment of the Workforce Development Plan and modifying the plan when necessary; and

Creating a work place environment free of work place harassment based in whole or in part on race, color, national origin, sex, sexual orientation/identity, age, religion, political affiliation, marital status, family status, disability status, or any other protected basis of discrimination as provided under applicable state and federal law which manifests itself in the form of inflammatory comments, jokes, printed material, innuendos, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Designation of Responsibility

All Employees – All Community Action Partnership of Mid-Nebraska employees are expected to make every reasonable effort to carry out the agency's Equal Employment Opportunity/Workforce

Development Plan responsibilities in spirit. It is expected that all employees demonstrate sensitivity to, and respect for all other employees.

Any employee who causes the agency to be in noncompliance with this policy is responsible for his/her actions. The agency will investigate all EEO/WD complaints. Information received from any and all parties will be confidential during the investigation process. Appropriate disciplinary action will be taken, if warranted, based on the results of the investigation.

Managers/Directors and Supervisors – Each Community Action Partnership of Mid-Nebraska manager/director or supervisor is expected to carry out the agency’s EEO/WD policy within his/her designated area of responsibility.

This includes the following:

Periodic review of position descriptions to ensure they accurately reflect the job being performed;

Periodic review of the qualifications of each employee under his/her supervision to ensure that opportunities for transfer, training, and promotion are provided as they arise within the agency; and

Report all complaints of alleged work place harassment, or any unreported inappropriate behavior observed within three business days.

Community Action Partnership of Mid-Nebraska managers/directors and supervisors will assist the EEO/WD officer, if needed, in the identification of problem areas, in the formulation of solutions, and in the establishment of plan goals.

HR Manager – The HR Manager is responsible for collecting Workforce Development report data on new hires as well as submitting all reports as required by state and federal funding sources. Additionally, the HR Manager will issue internal vacancy memorandums to each agency site by email. The HR Manager is also the agency’s EEO/WD Officer.

EEO/WD Officer – The Equal Employment Opportunity/Workforce Development officer is responsible for maintaining appropriate files. Additionally, the EEO/WD officer is responsible for the following:

Receiving and processing internal complaints of discrimination filed by employees, clients/customers, or agencies which are recipients of grants, contracts, or special projects sponsored by Community Action Partnership of Mid-Nebraska;

Acting as a liaison between the agency and various regulatory bodies, organizations which provide assistance and services to persons with disabilities, and other appropriate groups;

Developing and interpreting policy on Workforce Development, Equal Employment Opportunity, and reasonable accommodation, and other related issues;

Helping to ensure compliance with EEO/WD requirements in personnel policy and procedure; and

Disseminating information on current EEO/WD issues and policy changes.

Grants and Survey Coordinator – The Grants and Survey Coordinator is responsible for preparing annual reports to be presented to the Community Action Partnership of Mid-Nebraska Board of Directors.

Chief Executive Office – The Chief Executive Officer is responsible for determining the course of action to be taken when complaints are received after reviewing the EEO/WD officer's preliminary investigation report and recommendations. Additionally, the Chief Executive Officer will conduct interviews with complainants and carry out/implement disciplinary or corrective actions.

In the case of an extended leave of absence of the Chief Executive Officer, the HR Manager will assume these responsibilities.

EEO/WD Plan Dissemination

Each manager/director and supervisor will receive notification that the Workforce Development Plan has been updated, as it is revised annually. Managers/directors and supervisors are encouraged to discuss the plan with their employees and inform staff where they can access a copy for review or if one is requested by clients/customers or other interested parties.

A copy of the plan will be made available for each agency site on the agency's website: www.communityactionmidne.com.

Complaint Procedure

It is the policy of Community Action Partnership of Mid-Nebraska that all individuals are to be treated fairly and equally, and with dignity and respect. Any form of work place harassment or discrimination based on race, color, national origin, sex, sexual orientation/identity, age, religion, political affiliation, marital status, family status, disability status, or any other protected basis of discrimination as provided under applicable state and federal law will not be tolerated.

All employees shall report, in writing, on the Agency's Employee Issue or Concern form all alleged work place harassment or discrimination to the agency's EEO/WD officer/HR Manager as soon as possible after an alleged incident.

Any manager/director or supervisor receiving an alleged complaint is obligated to report the complaint, in writing, within three working days, to the agency's EEO/WD officer/HR Manager. Failure to do so will be considered a violation of this policy and will be just cause for disciplinary action.

The EEO/WD officer/Human Resource Director will notify the complainant of his/her rights concerning the pursuit of the allegations by giving the complainant a copy of the policy and conducting a preliminary investigation of the allegations. The preliminary investigation includes a review of the alleged victim's complaints and any corroborated information that may be obtained, excluding information from the alleged perpetrator. The alleged perpetrator is not interviewed by the investigator during the preliminary investigation to ensure the alleged perpetrator does not make any incriminating statements without

proper notice. Since the discipline process is designed to protect the alleged perpetrator's due process rights, this process will be used, when necessary, in order to have a formal record of the alleged perpetrator's response to the allegations.

On completion of the preliminary investigation of allegations, the EEO/WD officer/HR Manager will submit a report to the Chief Executive Officer of the findings of the investigation and a recommendation as to whether it is believed that reasonable cause exists that work place harassment or discrimination may have occurred.

Complainants and other person(s) involved in the investigation will not be subjected to retaliation, coercion, intimidation, or fear of reprisal. As investigations of alleged work place harassment and discrimination are personnel matters, persons involved shall maintain appropriate confidentiality. Information concerning a complaint shall not be released to anyone who is not a party to or involved in the investigation.

The Chief Executive Officer will determine whether to proceed with disciplinary action, impose corrective action, or take no further action. The Chief Executive Officer will conduct an interview with the complainant informing them of the determination made.

No more than 15 business days shall elapse from the time the EEO/WD Officer/HR Manager receives a written complaint until the Chief Executive Officer's interview with the complainants.

Any disciplinary or corrective action will be taken immediately by the Chief Executive Officer. Upon completion of such actions, the EEO/WD officer/HR Manager will provide a written report of the action taken to the complainant.

In the event the allegation is against the Chief Executive Officer, the President of the Board of Directors will assume the responsibilities outlined in this procedure.

In the event of an extended leave of absence of the Chief Executive Officer, the HR Manager will assume the responsibilities listed above.

Rights of Complainant

Any employee who believes that he/she is being subjected to harassment or discrimination is encouraged to directly inform the alleged perpetrator(s) that such conduct is offensive and must stop. If the aggrieved person does not wish to communicate directly with the offending person or persons, or if the direct communication is not effective, the aggrieved person is encouraged to report the incident on the Agency's Employee Issue or Concern form to the agency's EEO/WD officer/HR Manager.

In reporting allegations, complainants should take care to state specific details (wherever practical), including the identity of the alleged perpetrator(s), the date, time and place of the alleged harassment, what was done or said, and the identity of any witnesses who were present.

If the complainant is dissatisfied with the agency's response to the complaint, he/she may contact the State Affirmative Action Office for the purpose of asking that office to conduct an independent investigation. Written correspondence should be directed to the Administrator for Affirmative Action, Affirmative Action Office, P.O. Box 94905, Lincoln, NE 68509-4905.

A report of allegations of work place harassment or discrimination may, at any time, be filed with the Nebraska Equal Opportunity Commission (NEOC) and/or the Federal Equal Employment Opportunity Commission (EEOC). An employee is not required to file allegations with the agency before filing a complaint with an external source.

Occupational Category Definitions (as listed in EEO Rules and Regulations)

Executive/Senior Level Officials and Manager – Individuals who plan, direct, and formulate policies, set strategies, and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of the organization, these executives plan, direct, or coordinate activities with the support of subordinate executives and staff managers. These include, in larger organizations, those individuals within two reporting levels of the Chief Executive Officer. Examples of these kinds of managers are: chief executive officers; chief operating officers; chief financial officers; line of functional areas or operating groups; chief information officers; chief human resources officers; chief marketing officers; chief legal officers' management directors; and managing partners. *Examples of Mid staff positions include: Chief Executive Officer, Chief Financial Officer, and Business and Housing Director.*

First/Mid-Level Officials and Administrators – Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services, or functions at group, regional, or divisional levels of the organization. These managers receive directives from the Executive/Senior Level management and typically lead major business units. They implement policies, programs, and directives of Executive/Senior Management through subordinate managers and within the parameters set by Executive/Senior Level Management. Examples of these kinds of managers are: vice presidents and directors; group, regional, or divisional controllers; treasurers; human resources; information systems; marketing; and operations managers. The First/Mid-Level Officers and Managers Sub-Category also includes those who report directly to middle managers. These individuals serve as functional, line of business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportations managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers. *Examples of Mid staff positions include: Program Directors, Assistant Fiscal Director, and Grants and Survey Coordinator.*

Professionals – Positions in this category generally include jobs that require a bachelor's degree, a master's degree, or some type of professional certification such as lawyers, physicians, engineers, computer programmers, accountants, financial analysts, social workers, technical writers, veterinarians, and airplane pilots. *Mid staff examples include: IT Manager, Family Educator, Family Services Assistant, Teacher, Community Services Coordinator, RN, Community Health Worker, and Nutritionist.*

Technicians – Technicians include positions that require scientific skills and knowledge, which are usually acquired from some additional education and in some instances, certification or additional training. This

category includes jobs such as emergency medical technicians, dental hygienists, food science technicians, clinical laboratory technologists, and drafters. *Mid staff examples would include: LPN.*

Sales Workers – Jobs that involve direct sales responsibilities fall under the category of a sales worker. Examples of positions in this classification include real estate sales agents and brokers, financial services, sales agents, travel agents, telemarketers, sales representatives, insurance sales agents, retail salespersons, and cashiers.

Administrative Support Workers – Administrative Support Workers include jobs involving non-managerial activities such as general office clerks, couriers, paralegals, customer service representatives, shipping and receiving clerks, secretaries, desktop publishers, administrative assistants, dispatchers, freight agents, and postal service mail carriers. *Mid staff examples would include: Program Assistant, Dispatcher, Teacher's Assistant, Interpreter, Breastfeeding Counselor, and Wellness Coordinator.*

Craft Workers – Most positions in this category involve skilled and production occupants or jobs that require a high level of precision and dexterity such as carpenters, electricians, roofers, automotive mechanics, tool and die makers, engravers, sheet metal workers, cabinetmakers, tailors, machinists, and avionics technicians.

Operatives – Operatives include occupations requiring an intermediate skill level that typically necessitates less than a year of training to perform. Jobs in this category include bakers, computer operators, bus drivers, railroad conductors, parking lot attendants, dry cleaning workers, butchers, and painting workers. *Mid staff examples would include: RYDE Bus Drivers.*

Laborers and Helpers – Jobs requiring limited skills or very short-term training fall under this category. Examples of laborers and helpers include service station attendants, sewer pipe cleaners, ground maintenance workers, construction laborers, machine feeders, equipment cleaners, material movers, and animal breeders. *Mid staff examples would include: Weatherization crew.*

Service/Maintenance Workers – Service maintenance workers include occupations in the personal service, food service, cleaning service, and protective service industries such as hairdressers, janitors, security guards, bartenders, food service workers, dental assistants, police officers, crossing guards, tour guides, housekeepers, and animal control workers. *Mid staff examples would include: Kitchen help, Assistant cook, and Commodities worker.*

Labor Pool Utilization Data by Total Workforce

Demographic data for the State of Nebraska workforce and the 27-County workforce is from the U.S. Census Bureau, American Community Survey, 2017-2021. This data is set in comparison to the 2023 New Hire Data, which is gathered and compiled by Community Action Partnership of Mid-Nebraska’s HR Manager, Libby Mathews.

Table 1. 2023 Demographic Breakdown

Demographic	Nebraska	27-County	2023 New Hires
Male	50.2%	50.3%	29.4%
Female	49.8%	49.7%	70.6%
18-24	9.8%	9.3%	17.6%
25-34	13.1%	11.6%	21.2%
35-44	12.7%	11.7%	20.0%
45-54	11.4%	10.9%	11.8%
55-64	12.6%	13.5%	11.8%
65+	15.7%	19.0%	17.6%
White	83.6%	90.3%	77.6%
Black	4.8%	1.3%	2.4%
Asian	2.5%	0.9%	0.0%
Native American	0.9%	0.5%	0.0%
Native Hawaiian	0.1%	0.1%	0.0%
Some Other	3.1%	3.1%	0.0%
Mixed Race	5.1%	3.8%	1.2%
Hispanic/Latino	11.5%	11.2%	18.8%

Labor Pool Utilization Data by 27 County Workforce

Labor Pool data is obtained from the U.S. Census Bureau, American Community Survey, 2017-2021. Mid Agency 2023 data is gathered from the 2023 Employee Report, including all agency employees recorded at year end.

Table 2. Labor Pool Utilization Data Breakdown

Population	Female	Black	Hispanic	45+
<i>27-County Service Area</i>	50%	1%	11%	43%
<i>Mid Agency, 2023</i>	77%	0%	12%	55%

Analysis of 2023 Data as it Compares to 2022 WD Data

Objective – To hire or promote in an equitable manner, considering each applicant’s qualifications, the objective and measurable selection criteria specific for each position, and the desire to have a workforce which is representative of the composition of the agency’s labor pool.

Analysis – Overall, there were 85 new hires to Mid’s staff in 2023. The number of females that were hired in 2023 remained larger than the number of males. The percentage of Male new hires increased by 17% in 2023 with a subsequent decrease of Female new hires by 17%. The percentage of new hires that identified as White remained the same from 2022 to 2023, as did the percentage of Hispanic/Latino new hires. Native American new hires decreased from 1% to 0%, Black new hires increased by 2%, and Mixed Race decreased by less than a percentage.

In regards to the age of our new hires in 2023 as it compares to new hires in 2022, the percentage of new hires in 2023 aged 18-24 years decreased by 3% from 2022. New hires aged 25-34 also decreased by 10% from 2022. New hires aged 35-44 increased by 5% from 2022. New hires aged 45-54 and 55-64 stayed the same from 2022 to 2023, and new hires aged 65+ increased by 18% from last year.

Finally, regarding occupational category for which applicants were hired, there was an increase in 2% in Admin. Support new hires from 2022 to 2023. Operative also increased by 8%, as did Laborer (5%), Service (2%), and Technician (1%). Mid-Level and Senior/Executive positions remained at 0% while Professional positions saw a decrease of 19% from 2022 to 2023. To see the 2023 New Hire statistics and how they compare to 2022, please see Tables 3-6 below.

Table 3. Occupational Category

Category	2022 Hire Percentage	2023 Hire Percentage	Percentage Increase/Decrease
Admin Support	45%	47%	2%
Professional	34%	15%	-19%
Operative	4%	12%	8%
Laborer	3%	8%	5%
Service	14%	16%	2%
Technician	0%	1%	1%
Mid-Level	0%	0%	0%
Senior/Executive	0%	0%	0%

Table 4. Race

Category	2022 Hire Percentage	2023 Hire Percentage	Percentage Increase/Decrease
Hispanic/Latino	19%	19%	0%
Asian	0%	0%	0%
American Indian	1%	0%	-1%
White	78%	78%	0%

Black	0%	2%	2%
Native Hawaiian	0%	0%	0%
Some Other	0%	0%	0%
Mixed Race	2%	1%	-1%

Table 5. Gender

Category	2022 Hire Percentage	2023 Hire Percentage	Percentage Increase/Decrease
Male	12%	29%	17%
Female	88%	71%	-17%

Table 6. Age

Category	2022 Hire Percentage	2023 Hire Percentage	Percentage Increase/Decrease
18-24	21%	18%	-3%
25-34	31%	21%	-10%
35-44	15%	20%	5%
45-54	12%	12%	0%
55-64	11%	12%	1%
65+	10%	18%	8%

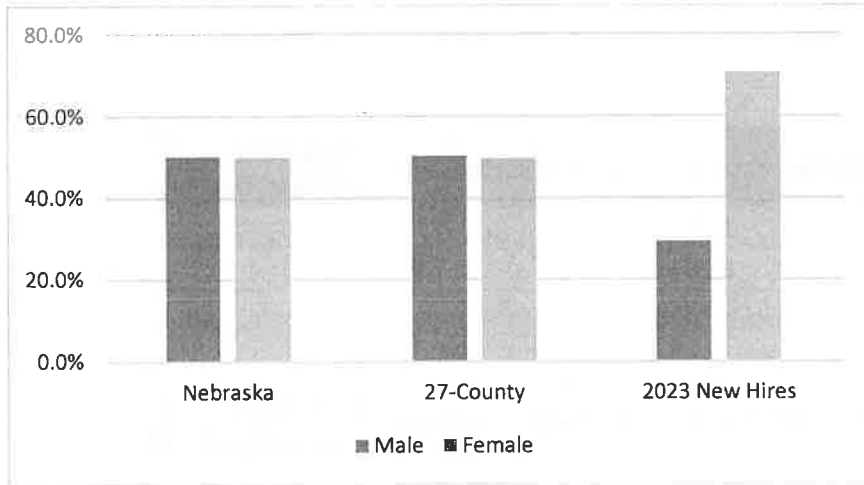
Accomplishments – Mid continues to have a higher percentage of female new hires as it compares to the workforce pools for both the Nebraska and our 27-county service area. With the hire of Hispanic/Latino individuals maintaining a high percentage in 2023, Mid continues to see marketable improvement in the diversity of our staff, exceeding both the Nebraska and our 27-county service area percentages for Hispanic/Latino, Female, and 45+ years of age workforce populations.

Areas for Improvement – Mid’s total staff in 2023 was comprised of 23% males while Mid’s 27-county service area workforce population is roughly 50% male. While it is typical of most Community Action agencies to have a predominately female staff, and while the percentage of male employees increased by 4% from last year, recruitment of more males for the larger programs such as Head Start and WIC would help in adjusting this imbalance. Additionally, Mid continues to hire mostly White employees. Again, Mid’s 27-county workforce population is predominantly White, therefore the ratio of White employees as it compares to the workforce pool is consistent (4% variability rate, with the percentage of White individuals in Mid’s 27-county workforce pool *exceeding* the percentage of White individuals recorded in Mid’s 2023 Employees data).

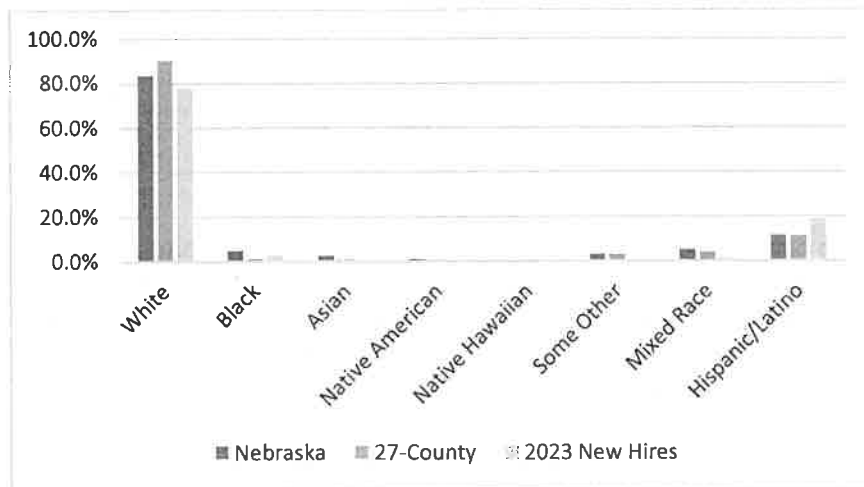
According to Table 2 on page 8, Mid’s 2023 total employee percentages for those of Black or African American racial background is lower than Mid’s 27-county service area. While the percentage is only minor and correlates rather closely with Mid’s labor pool, Mid should continue looking for opportunities to expand its diversity in hiring through means of marketing and advertising for positions.

2023 Mid Labor Pool Utilization Data

Graph 1. Labor Pool Gender



Graph 2. Labor Pool Race



Graph 3. Labor Pool Age

