

State of Wisconsin

Department of Agriculture, Trade and Consumer Protection

2811 Agriculture Drive Madison, Wisconsin 53708

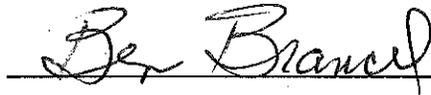
Affirmative Action Plan

For the period of

July 1, 2017 – June 30, 2020

** We have reviewed and firmly endorsed the content of this affirmative action plan. Being an integral part of the State of Wisconsin as an employer, we are committed to ensuring equal opportunity, freedom from discrimination, and affirmative action in compliance with state laws and policies as well as federal laws. This means that affirmative action/equal opportunity principles will be applied to all employment policies, procedures and programs, wherever it's appropriate. This is consistent with Wisconsin's leadership and progress in achieving and assuring diversity in the work place.*

Appointing Authority

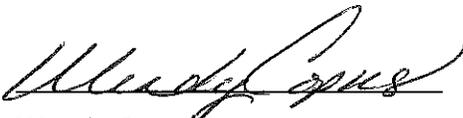


Ben Brancel, Secretary
Ben.brancel@wi.gov

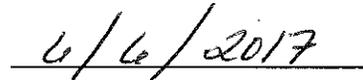


Date

Affirmative Action Officer



Wendy Copus
Wendy.copus@wi.gov



Date

Date of Submission to DPM

6/30/2017

Table of Contents

I. Agency EEO/AA Policy Statement	pg. 3
II. Agency Self-Assessment Findings.....	pg. 4
III. Problem Areas.....	pg. 5
1 – Description of Problem(s)	
2 – Efforts to Address the Problem(s)	
IV. Goals and Action Plans.....	pg. 6
1 – Goals	
2 – Action Steps/Staff/Time line /Evaluation	
V. Internal Communication and Monitoring of AA Plan	pg. 7

I. Agency EEO/AA Policy Statement

This is to affirm the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

The department will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, physical condition, political affiliation, membership in the national guard, state defense force or any other reserve component of the military of the United States or this state, and any other status protected under applicable federal or state law.

DATCP recognizes the importance of employing a diverse workforce and will ensure equal employment opportunities to promote a representative and diverse employee population.

DATCP will provide reasonable accommodation to applicants and employees with disabilities to ensure equal access to employment opportunities and all benefits associated with employment.

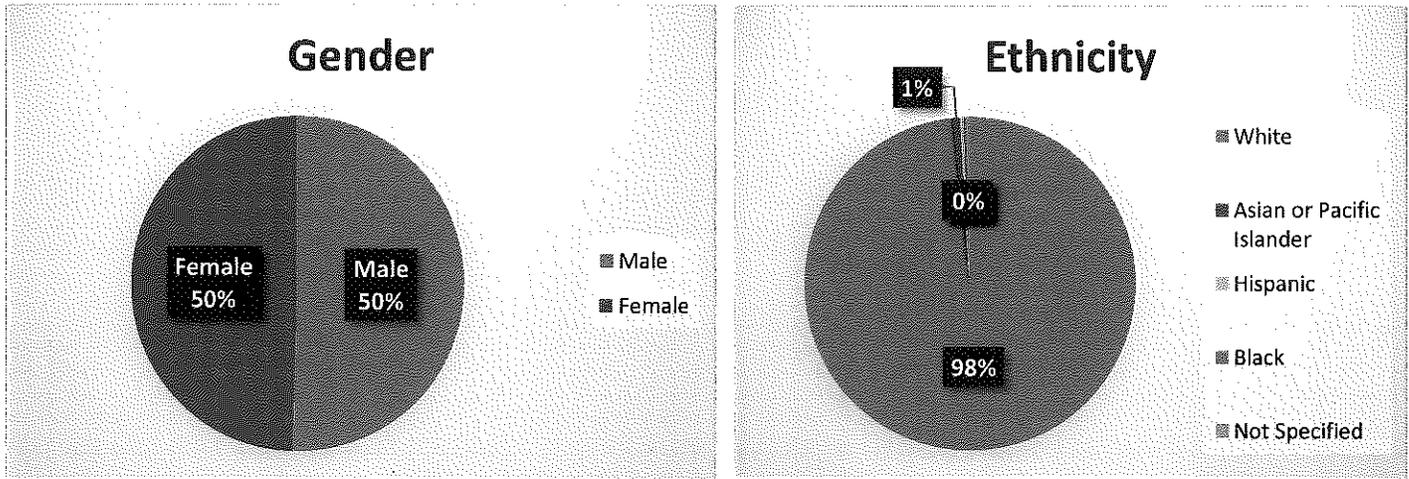
The Human Resources Program Officer/Affirmative Action Officer will develop, implement and oversee the agency's AA/EEO programs. This person's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. Questions, concerns, complaints or requests for additional information regarding this plan or other DATCP AA/EEO programs may be directed to the Department Human Resources Program Officer/Affirmative Action Officer:

Wendy Copus
2811 Agriculture Dr.
Madison, WI 53708
608-224-4763
Wendy.Copus@wisconsin.gov

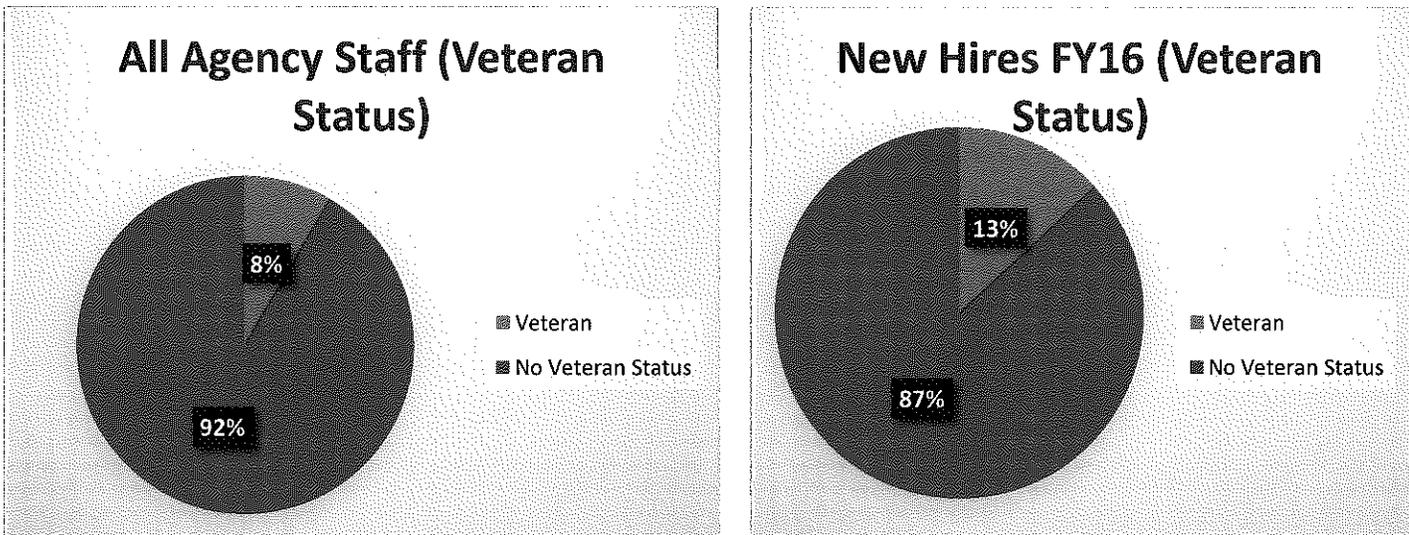
II. Agency Self-Assessment /Workforce Analysis

Narrative Summary of Workforce Analysis (findings)

To assess the makeup of our agency, we reviewed DATCP employee demographic data utilizing a PeopleSoft report run in March 2017. An analysis of this data shows that while the employee population is equally divided between male and female employees, the minority population is substantially underrepresented, comprising of only 2% of the entire DATCP workforce and is a decrease of approximately 2.5% since the last plan review.



DATCP has had an increase in the number of veteran hires made over the past few years. Data compiled in the DPM State of Wisconsin's Veteran Hiring Report during FY16 shows that DATCP hired 12 veterans in to permanent, limited term or project positions. Veterans made up 13% of the hires made in FY16. Employees who have identified as a veteran now make up 8% of DATCP's workforce. This is higher than the average workforce makeup throughout the rest of the state agencies. DATCP will continue to research additional outreach areas focusing on veterans in order to continue this positive trend.



III. Problem Areas

Description of Problem:

Minority populations are substantially underrepresented throughout the department. DATCP employs a large number of science-related professionals and investigators. Recruitment efforts are continuing to attract qualified minority candidates in these occupational areas. These recruitment efforts thus far have been unsuccessful in increasing the minority make up.

Concurrently, the occupational areas identified above experience the highest amount of turnover within our agency, making the addressing of retention issues within these areas a necessity as well.

One of the biggest challenges with regard to recruitment efforts for many of the inspector, investigator, and compliance positions is that approximately 40% of the agency's staff is not located in Madison, but rather is field based and headquartered in rural settings away from major Wisconsin cities.

Description of Effort to Address Problem:

In order to address the problems identified, the main area that needs to be examined and improved is outreach, specifically as it relates to recruitment efforts. In broadening our reach in search of qualified applicants, including increased emphasis on identifying resources that focus on underutilized populations, we expect to see an increase in quantity and quality of minority applicants. If we are more successful in this effort, we further expect to see an increase in the number of minority hires, bringing our agency minority percentage more in line with that of the State of Wisconsin. Exemplifying our efforts related to this problem area, it should be noted that DATCP has already initiated action steps prior to the preparation of this plan, including, but not limited to the following actions:

- DATCP Human Resources staff has been in contact with Division of Personnel Management's (DPM) Bureau of Affirmative Action (BAA) staff in order to identify additional resources to recruit for hard to fill titles (i.e., Food Scientist Advanced; Veterinarian classifications related to large animal practice/experience);
- DATCP representatives have worked with DPM/BAA staff in conjunction with other state agencies to create a list serve with diverse organizations in order to notify minority groups of positions statewide that all agencies are currently recruiting to fill.
- Additional resources have been used to attend and participate in presentations and job fairs geared toward helping minority students find jobs upon graduation from college. DATCP Human Resources and Division of Food and Recreational Safety staff participated in an employment panel celebrating black history month which afforded students categorized as a minority the opportunity to learn about positions within the agency. DATCP HR has also participated in job fairs at community colleges with tribal communities to promote employment of individuals using vocational rehabilitation services; and
- HR staff has worked in conjunction with the Affirmative Action Advisory Committee (AAAC) in order to identify resources in which minorities can be recruited. The AAAC is working to create awareness and a more inclusive work environment for employees of all ethnic backgrounds. One example is coordinating webinars and speaking opportunities for professionals to speak to agency staff on various minority or cultural groups that agency field staff routinely come into contact with during the course of their work assignments (e.g., Amish culture presentation by a UW professor, etc.).

Additionally, in order to address issues with retention, various measures will be taken to target a decrease in turnover. First, the AAAC will continue to foster an environment of inclusivity and diversity, but will examine ways of reaching field staff, where many of these occupational areas fall. Second, the information collected from the exit interview process will be examined in order to identify any trends or potential issues that may be leading to higher turnover in order to retain employees who have identified as a minority.

IV. Goals and Action Plan

Goal: To increase the quantity *and* quality of minority applicants for the three occupational areas identified as well as to identify any issues with retention.

Action Step	Responsible Staff/area	Time Line	Evaluation
Identify additional resources to recruit a diverse and highly qualified applicant pool.	HR Specialists	Ongoing	<p>Evaluate applicant flow and hiring statistics for these job groups to determine if the number of applicants remains high, if the number of minority hires increases, etc.</p> <p>Evaluate applicant ethnicity to determine if there is an increase in minority applicants upon completion of a community outreach event, career fair, etc. that identifies specific job openings.</p>
<p>Identify ways of making a more inclusive environment for field staff. HR will continue to work with the AAAC to identify trainings through various sources, including the Enterprise Learning Management (ELM) tool in order to allow flexibility for field staff who are unable to attend in person or during the scheduled training/presentation time.</p>	AAAC/HR Specialist	Ongoing	HR Specialist serving as the AA liaison to check in with AAAC to see what measures have been implemented, then monitor the results utilizing the Enterprise Learning Management (ELM) tool implemented in 2017 to query training completion and presentation attendance.
Examine reasons for employee departures through the exit interview process, including evaluating if any changes are necessary in order to track departing employee data.	HR Director and/or Asst. HR Director	Quarterly during the Calendar year	The Department adopted an electronic exit interview form to ensure timely feedback is given by departing employees at the end of 2016. Data will be reviewed on a quarterly basis by

			the Secretary's Office beginning in calendar year 2017. This process has generated greater response thus far from those leaving the Department and allows for respondents to remain confidential.
Increase contacts with minority colleges and universities with program areas related to DATCP mission.	HR Specialists	On-going	Explore added outreach opportunities for distribution of job announcements; this may include on-campus groups, career counselors, etc. Add new groups to the agency's recruitment contacts directory.
Review and evaluate plan and alter as necessary.	Human Resources Staff	Annually	Evaluate data to determine if concerns still exist. Brainstorm potential new solutions and evaluate steps in place.

V. Internal Communication of AA Plan

The plan will be communicated to agency staff via internal agency communications (e.g., monthly Pulse newsletter, etc.), electronic employee handbook, and on relevant agency websites (e.g., agency internet and DATCP employee intranet site). In addition, executive staff briefings will be held as requested.

Internal Monitoring of AA Plan

As stated in the Action Plan section of this document, various measures will be taken to ensure that the intent of this plan is carried out properly and that the steps are having the intended effect. The agency AA Officer (who maintains a dual role as the HR Program Officer) and the HR Specialist serving as the agency AA Liaison, will ensure that the evaluation steps are properly implemented.

Moreover, the following activities will be conducted to ensure that agency staff participate and/or assist with the intent of the agency's AA/EEO policy:

- AA training offered to new supervisors – via DPM/BAA training modules as well as internal opportunities as scheduled or through supervisory round tables
- Evaluation of supervisors AA/EEO performance
- Participation in Summer Affirmative Action Internship Program (SAAIP) or other intern program – in recent years, when divisions have funding available, DATCP has utilized its own summer intern program to better match student skills and education to summer job openings within the agency.
- For underutilized job groups, ensure additional affirmative action & outreach steps are taken to promote job opportunities to target groups of applicants – document on the Recruitment Activity Plan

- HR Director/HR Program Officer will meet with the Administrator for the Division of Management Services to discuss all missed opportunities, including the division justification for non-selection of an underutilized group member who interviewed for a position.
- All hiring processes from beginning to end are monitored by HR to ensure equal employment opportunity.
- The AAAC works to ensure an environment of inclusivity and diversity and monitors “climate” within the agency.