

AFFIRMATIVE ACTION KIT

EQUAL

EMPLOYMENT

OPPORTUNITY

AND

AFFIRMATIVE

ACTION

PLAN

FOR

KANSAS DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

EFFECTIVE DATE July 1, 1983

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MS
State Plan TN# 84-39 Effective Date 10/1/84
Supersedes TN# 80-3 Approval Date 2/28/85

POLICY STATEMENT

The primary function of S.R.S. is to provide services to
(Name of Organization)

our clients. To function efficiently on behalf of those we serve, each employee shall accept the personal responsibility for eradicating those biases and prejudices which impede their ability to maximize their efforts in the performance of their primary function(s). Therefore, we shall endeavor to provide services based on relevant criteria. No policy or procedure shall be adopted or implemented which discriminates because of race, religion, color, sex, national origin, ancestry, age, political affiliation or handicap in the offering of services, benefits or employment to any individual.

We shall strive to maintain a workforce which will satisfactorily meet the needs of the persons we serve. Our employees will pledge to diligently perform their jobs, yet being sensitive to the needs of those being served and free from biases and prejudices. All functions whether related to employment or on behalf of those being served shall be performed in a manner that is non-discriminatory. Diligent efforts will be made to maintain a workforce that is representative of the availability standard in this locale with regard to race, sex, age, handicap, etc., in our ongoing efforts as an equal employment opportunity employer. All management--employees shall actively recruit and provide career development--programs to insure equitable representation of minority, female and handicapped persons in all job categories.

The Department of S.R.S. is committed to an affirmative action policy
(Name of Organization)

which includes an assurance that no discrimination will be tolerated in employment situations which include but are not limited to hiring, promotion, training, transfer, layoff, compensation, physical facilities, or termination.

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Mr. Clyde Howard, EEO Administrator under the
(Name) (Title)

supervision of Dr. Robert C. Harder, Secretary, Department of S.R.S. has been
(Top-level executive, administrator, or manager)

designated as the Equal Employment Opportunity Representative. In this capacity, the EEO Representative is responsible for the implementation, management and monitoring of the Affirmative Action Plan and Program.

Duties of the EEO Representative include but are not limited to the following:

- (1) Coordinating EEO related activities within the organization including all branch or satellite facilities.
- (2) providing technical assistance and/or instruction to all employees regarding the organization's Affirmative Action Plan, related laws, and any correlated changes,
- (3) preparing the necessary on-going reports, collecting data, and monitoring the implementation of the Affirmative Action Plan,
- (4) investigating internal complaints, negotiating and resolving EEO related disputes,
- (5) attending training programs designed to enhance knowledge and proficiency in the area of equal opportunity, and
- (6) keeping the Secretary of S.R.S.
(Top-level executive, administrator or manager)

informed of all substantive matters relating to the organization's Affirmative Action Plan and Program.

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PLAN OF ACTION

On July 1, 1983, an analysis of the present workforce
(Date)
of Department of S.R.S., was conducted to identify jobs, departments
(Name of Organization)
and units employing minorities, females, persons between 40 and 70 and those with
identified handicaps. The employees included in this analysis are those persons
on our payroll as full or part-time employees. A comparison between the workforce
and availability standard in this geographical area for handicapped, minority and
female employees indicates any underutilization. (Information on workforce
population for this location was obtained from the local State Division of Labor/
Employment Security Office or State EEO Office. Any underutilization
(Source of Information)
will be indicated on the underutilization analysis for the goals and timetables, and
program analysis section with charts and reported remedial actions to be taken.

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WORK FORCE ANALYSIS: HANDICAPPED PERSONS

(1) Department of Social and Rehabilitation Services
State Agency or Organizational Unit

(2) 1984
Fiscal Year

EEO Category	Total														Total Handicapped Persons (16)	Handicap Percent (17)
	Permanent Authorized Positions (3)	No. V (4)	% V (5)	No. H* (6)	% H* (7)	No. S (8)	% S (9)	No. P (10)	% P (11)	No. L (12)	% L (13)	No. O (14)	% O (15)			
A	298.2	12	4	7	2			37	12					56	19	
B	2199.8	44	2	41	2			256.5	12			14	1	355.5	16	
C	227.5	2.5	1	3	1			23	10					28.5	12	
D	80.5			2	2			10	12			1	1	13	16	
E	2286	87.5	4	34	1	1	1	409.5	18	3	1	28	1	563	25	
F	1360.5	25.5	2	13	1			187.5	14			8	1	234	17	
G	262.5	2	1	9	3			56	21	1	1	2	1	70	27	
H	1469.5	27	1	20	1	2	1	289	20	1	1	15	1	354	24	

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- A - Officials/Administrators E - Paraprofessionals V - Visually Handicapped P - Physically Handicapped
- B - Professionals F - Office/Clerical H* - Hearing Handicapped L - Learning Handicapped
- C - Technicians G - Skilled Crafts S - Speech Handicapped O - Other Handicap
- D - Protective Services H - Service Maintenance

NOTE: Vacant permanent authorized positions are recorded in the Work Force Analysis: Sex and Race Chart. These vacancies need not be recorded on this form.

GOAL SUMMARY

The Goal Summary, by direction of the State EEO Office, is a figure which includes both the number of protected group persons currently employed by an agency in each EEO category and the number of protected group persons an agency will try to recruit and hire in order to reach parity with the number of protected group persons available.

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GOAL SUMMARY

(1) Central Offices

(2) 1984

State Agency

Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	58.5	14	19
B	138.7	28.5	47
C	18	2.5	3.5
D	0	0	0
E	11.5	9.5	10
F	214.5	28	26.5
G	1	1	1
H	8	4	6

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Institutions
State Agency

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	48	11	19
B	437.45	96.05	119
C	79.5	13.75	14
D	10	12	12
E	1288.5	555.9	490
F	402.5	39	73
G	20	18	57
H	440	203.5	183

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Adult Services, SRS
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	11	6	3
B	3.2	2	1
C			
D			
E			
F	8	2	1
G			
H			

A - Officials/Administrators
 B - Professionals
 C - Technicians
 D - Protective Services

E - Paraprofessionals
 F - Office/Clerical
 G - Skilled Crafts
 H - Service Maintenance

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GOAL SUMMARY

(1) IM/MS
State Agency or Organizational Unit

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	15	2	2
B	43	4	3
C			
D			
E			
F	29	3	7
G			
H			

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) SRS, Rehabilitation Services
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	10	1	7
B	44	8.5	27
C	6	.5	.5
D	N/A	N/A	N/A
E	11.5	9.5	8
F	59	7	2.5
G	1	1	1
H	6	1	6

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Administrative Services
State Agency or Organizational Unit

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	10.5	2	2
B	35.5	9	9
C	11	2	2
D			
E			1
F	75.5	9	7
G	2	1	
H			

A - Officials/Administrators
 B - Professionals
 C - Technicians
 D - Protective Services

E - Paraprofessionals
 F - Office/Clerical
 G - Skilled Crafts
 H - Service Maintenance

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GOAL SUMMARY

(1) EMPLOYERS Management Area
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	2		1
B	27	1	4
C	1		
D			
E			
F	19.5	2	2
G			
H	27.5	1.5	4

A - Officials/Administrators
 B - Professionals
 C - Technicians
 D - Protective Services

E - Paraprofessionals
 F - Office/Clerical
 G - Skilled Crafts
 H - Service Maintenance

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GOAL SUMMARY

(1) Hays Area Office
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	1		
B	27	2	10
C	1		
D			
E	6.5		4.9
F	34	1	9
G			
H	46	2	21

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Hutchinson Area Office
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals:	
	Females (3)	Minority Persons (4)
A	1	
L	38	3
C	1	
B		
E		
F	26.5	4.5
G		
H	30	4

EEO Category Totals:
 Handicapped Persons
 (5)

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- F - Protective Services

- L - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) KANSAS CITY AREA OFFICE/SRS
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	6	2	5
B	127.5	39	20
C	12.5	4	1.5
D			
E	5	5	2
F	81.5	54	18
G			
H	33.5	34	21

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Osawatomie Area
State Agency or Organizational Unit

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	2		1
B	35	2	3
C	6.5		
D			
E			
F	21.5	1	3
G			
H	29	2	3

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Salina Area Office
State Agency or Organizational Unit

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	3		
B	35.5	3	6
C	2.5		
D			
E	3		
F	25	2	6
G			
H	38.5	3.5	12

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Wichita Area SRS
State Agency or Organizational Unit

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	7	1	2
B	129	26	26
C	11	2.5	3
D			
E	3	1	1
F	103	24	20
G			
H	36	15	8

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Kansas Neurological Institute
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	7		1
B	47.5	8	20
C	28	6	5
D	2	3	2
E	197	153	99
F	30	5	6
G	2	3	5
H	64	89	46

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Worton State Hospital
State Agency or Organizational Unit

(2) 1981
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A			2
B	15	3	4
C	6	1	1
D	1		
E	90	3	30
F	19		6
G	1		8
H	28	1	19

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Parsons State Hospital
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	5	1	3
B	36	6	10
C	5	0	0
D	0	0	0
E	123	26	29
F	41	2	5
G	2	3	5
H	48	14	21

A - Officials/Administrators
 B - Professionals
 C - Technicians
 D - Protective Services

E - Paraprofessionals
 F - Office/Clerical
 G - Skilled Crafts
 H - Service Maintenance

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GOAL SUMMARY

(1) Topeka State Hospital
State Agency

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	10	2	1
B	82.2	7.5	18
C	5.5	.75	2
D	2	3	2
E	16.5	131	52
F	80	17	22
G	2	5	12
H	28.5	28.5	15

A - Officials/Administrators
B - Professionals
C - Technicians
D - Protective Services

E - Paraprofessionals
F - Office/Clerical
G - Skilled Crafts
H - Service Maintenance

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GOAL SUMMARY

(1) Youth Center at Atchison
 State Agency or Organizational Unit

(2) 1984
 Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	1		1
B	7	2	1
C			
D			
E	28.5	16	15
F	6.5		
G			2
H	9	1	2

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Services

- E - Paraprofessionals
- F - Office/Clerical
- G - Skilled Crafts
- H - Service Maintenance

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GOAL SUMMARY

(1) Youth Center at Topeka
State Agency or Organizational Unit

(2) 1984
Fiscal Year

EEO Category	EEO Category Totals: Females (3)	EEO Category Totals: Minority Persons (4)	EEO Category Totals: Handicapped Persons (5)
A	2	3	3
B	12.75	5	6
C	NA	NA	NA
D	0	0	0
E	20	76	26
F	14	1	9
G	1	1	5
H	14	7	5

A - Officials/Administrators
 B - Professionals
 C - Technicians
 D - Protective Services

E - Paraprofessionals
 F - Office/Clerical
 G - Skilled Crafts
 H - Service Maintenance

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