



- 2.5 Underutilization: exists when the utilization percent is less than the availability percent for a particular affected group within a job group.

### **3.0 Plan Development and Updates**

CBC shall report affirmative action information to GAAPCom and the Department of Personnel on a four-year cycle as set by the department, with an update to the affirmative action plan two years into the cycle.

### **4.0 Affirmative Action Plan Contents**

- 4.1 Per Chapter 357-25 WAC, the CBC affirmative action plan and updates shall address recruitment, appointment, promotion, transfer, training and career development practices and outcomes. The CBC plan shall include, at a minimum, all of the following components:
- 4.1.1 A workforce profile reflecting total employees and total employees sorted by affected group status. The affirmative action update will show a comparison between the current workforce profile and the previous submission.
  - 4.1.2 A utilization and goals report by job group, for each affected group, showing where goals have been set. The affirmative action update must reflect a goals analysis report indicating where goals have been met for the reporting period.
  - 4.1.3 Affirmative action goals for hiring and/or promoting members of affected groups when underutilization exists within a job group.
  - 4.1.4 A section containing a detailed narrative of the strategies to be employed to reach goals. The affirmative action update must also reflect the strategies employed during the reporting period.
  - 4.1.5 A response to GAAP Com's recommendations from the previous plan or update.