

# Affirmative Action and HR Technology— When Two Worlds Collide

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## Affirmative Action Compliance

When it comes to compliance and human resources, few tasks trump affirmative action and the regulations that govern it. Affirmative action is more than just hiring individuals from protected classes; it has the potential to set the foundation for a balanced workforce, impacting not only a company's bottom-line, but its growth and success.

## Who Sets the Rules?

On September 24, 1965, President Johnson signed Executive Order 11246 prohibiting federal contractors from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. Contractors are also required to take affirmative action to ensure all individuals have an equal opportunity for employment. The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces affirmative action laws by requiring federal contractors with 50 or more employees, and \$50,000 or more in government contracts or subcontracts, prepare a formal, written affirmative action plan (AAP). A contractor in violation of the law may have its contracts terminated or suspended in whole or in part, and the contractor may be ineligible for future government contracts.

## What does AAP Compliance Entail?

In order to comply with affirmative action regulations, contractors must complete a 100% compliant AAP. Below are some of the most important aspects of an AAP:

- Data compilation and accuracy
- Job group analysis
- Organizational profile
- Recruitment areas and feeder groups
- Internal and external availability
- Incumbency vs. estimated availability
- Placement goals for the current plan year
- Goal attainment from the previous year
- Adverse impact on personnel actions
- Compensation analysis
- Both required narratives
  - Minorities and Women
  - Individuals with Disabilities and Veterans

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process.

With the penalties associated with non-compliance, and the amount of work required to prepare an AAP, companies often search for more efficient ways to complete their plans. The current breakthrough in web technology offers you an easier and more accurate compliance process.

### **HR Technology Saves the Day**

There are many options for you to choose from when completing an AAP. You can do your plan manually—a task requiring high-level expertise and resources from your company—or you can take advantage of HR technology options to streamline your process.

With the emerging web-based technology trend, you can create the most up-to-date, compliant, and complete AAP. According to Berkshire Associates Inc.'s VP of Product Development, Manoj Tiwari, "The growing popularity of web-based systems among human resources is influenced by several factors; web-based systems install and run from any web-browser, and when users login, they always get the most recent version. No longer is there a need to manage licenses or compatibility issues with different operating systems."

During these economic times, web-based systems are a sound financial choice. The varying functionality of numerous systems allows you to include the tools you need at a reasonable cost. Also, web-based AAP applications can typically include unlimited users—making it a cost-effective option.

For companies required to complete an AAP, entering into this new era of web-based innovation means access to a host of automated functionality including enhanced data security, online distribution of plans, and collaboration with different locations. Some other benefits of web-based AAP technology:

- No upgrade interruptions
- Latest regulations
- Unlimited users
- Safe and secure
- Data is stored, accessible, and can be viewed (with permission) throughout the organization
- Make the most out of compliance—use the data to begin shaping a balanced workforce
- Continuous monitoring and management
- Deployment across your organization

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through web-based  
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professionals to

**Work  
Faster and  
Share  
Data.**

## Don't be Fooled

When shopping for a web-based AAP solution, it's important to know the difference between a web-based application and client-server software. Client-server software runs on your computer network, giving you the responsibility of licenses, upgrades, maintenance, and application conflicts. Be sure to ask specifically if the application is web-based or in a client-server environment. Asking upfront could save you time, money, and frustration.

## Focus on What Matters

Automation through web-based programs allows professionals to work faster by sharing data. Companies can focus more on objectives and less on crashes, slow performance, and incompatibility issues. AAP web-based systems provide seamless distribution of information throughout an organization without unnecessary difficulty and cost.

## Plan for Your Plan

Remember, an affirmative action plan is greater than just following compliance protocol. Plan for your plan, embrace the latest technology, and use it to help shape your ideal, balanced workforce.

## About Berkshire

Berkshire Associates is a human resources consulting and technology firm, specializing in helping companies build the ideal, balanced workforce. As an industry leader, Berkshire provides the latest tools and services for applicant management, compensation management, affirmative action, workforce planning, diversity, and professional training. Along with developing the first affirmative action software, Berkshire developed the first web-based affirmative action planning solution, **BALANCEaap** Web, a secure, web-based application that gives users more than traditional software. It allows professionals to create, monitor, and manage a complete OFCCP compliant plan—right from the web. To find out more about **BALANCEaap** Web visit [www.balanceaapweb.com](http://www.balanceaapweb.com) or call 800.882.8904.