

EEOP Utilization Report



Wed Dec 21 14:46:02 EST 2016

Step 1: Introductory Information

Grant Title:	2013 DNA Backlog Reduction Program	Grant Number:	2013-DN-BX-0074
Grantee Name:	California Department of Justice	Award Amount:	\$2,399,002.00
Grantee Type:	State Government Agency		
Address:	1300 I Street Sacramento, California 95814		
Contact Person:	Dave Harper	Telephone #:	916-322-2332
Contact Address:	1300 I Street Sacramento, California 95814		
DOJ Grant Manager:	Rhonda Clark	DOJ Telephone #:	916-324-4404

Grant Title:	2014 DNA Backlog Reduction Program	Grant Number:	2014-DN-BX-0009
Grantee Name:	California Department of Justice	Award Amount:	\$2,416,870.00
Grantee Type:	State Government Agency		
Address:	1300 I Street Sacramento, California 95814		
Contact Person:	Dave Harper	Telephone #:	916-322-2332
Contact Address:	1300 I Street Sacramento, California 95814		
DOJ Grant Manager:	Rhonda Clark	DOJ Telephone #:	916-324-4404

Policy Statement:

The Department of Justice (Department) actively and affirmatively pursues a course of equal employment opportunity by building and maintaining a workforce with high standards and expectations for excellence, which accurately reflects the diversity of the state and the public it serves. State and federal laws require a commitment to equal employment opportunity and a workplace that is free from any form of unlawful discrimination, including harassment and retaliation.

* The Equal Employment Rights & Resolution (EER&R) Office has statewide responsibility for administering the Department's EEO Program, including reviewing employment policies, monitoring the selection process, recommending changes, and providing advice to executive staff, managers, and supervisors on important and sensitive issues which may have equal employment opportunity considerations.

* Unlawful discrimination or harassment, whether intentional or unintentional, is a violation of the civil rights of California citizens. It is the Department's philosophy to provide equal employment opportunities to both applicants and employees, regardless of age, ancestry, color, disability, gender, gender identity, gender expression, national origin, political

affiliation/opinion, race, religion, sexual orientation, veteran/military status, or marital status. The Department has a zero tolerance policy for all such behavior.

Step 4b: Narrative Underutilization Analysis

Step 4b: Narrative Underutilization Analysis

A review of the Department's underutilizations with standard deviations greater than two (See Significant Underutilization Chart) indicates that there are nineteen significant underutilizations in the Department. Five of the overall underutilizations were listed under the category Two or More Races. The Department records employees whom identify with more than one race, in the "Other" group. Equally important, some examination statistical reports are allowing employees to select Other/Unspecified for gender and/or ethnicity which affects the analysis of the data. Furthermore, there are thirteen underutilizations identified under male, which is not surprising since the overall gender composition of the Department has historically remained at approximately 60% female.

The following is a review of the significant underutilizations, the Department has identified requiring additional examination:

1. Officials/Administrators: This category identified a significant underutilization of Hispanic Males at a rate of -7%.
 - a. The Officials / Administrators classifications represent a total of ninety four employees in the Department. Although Hispanic Males are underutilized by -7%, Hispanic Females represent a utilization of 5%.
 - b. The Department has a stronger representation of Males in minority groups such as, Black, American Indian, Pacific Islander and Asian and a stronger representation of White and Black Females than the Relevant Labor Market.

See attached for additional information.

Step 5 & 6: Objectives and Steps

1. Increase recruitment and outreach in underutilized categories.

- a. Recruitment efforts have been revamped to include resources for hiring authorities.
- b. Hiring authorities have access to the contact information of associations for recruitment purposes.
- c. Department recruiters will continue their recruitment efforts through high school, college and law school recruitment events, job fairs, and community outreach workshops. Specific examples include:
The Met High School Sacramento Criminal Justice Academies Career Conference
San Francisco State University College of Business and Paralegal Studies Information table
LA Southwest Career Fair Career Fair
CSU Dominguez Career Fair
Chapman University
Hastings Law School
La Familia Counseling Center How to Begin a State Career Workshop
Sam & Bonnie Pannell Center How to Begin a State Career Workshop
Asian Resources Board How to Begin a State Career Workshop
- d. The Department will continue to utilize technology through the use of webinars, social media including LinkedIn and Facebook, and community outreach workshops including "How to Begin a State Career."

2. The Department's hiring and promotional practices, without exception, shall ensure equal employment opportunities for all employees and applicants to the Department.

- a. The Department will monitor the demographics of all classifications through the Bottom Line Hiring Report form that is used to gather employee and applicant data in the hiring process.
- b. The Department will monitor the demographics of all classifications through the California Department of Human Resources 5112 report that is used to gather employee and applicant data of new hires, rehires, transfers from other departments and promotions.
- c. The Department will monitor the composition of all exam panels to identify any potential barriers to the examination process.

Step 7a: Internal Dissemination

1. Post the EEOP Utilization Report on the Department's Intranet web site, so that it is available for review by all employees;
2. Include a bound copy of the EEOP Utilization Report among the materials displayed in the lobby of the Human

Resources Office, and it's availability upon request;

3. Post a notification on employee bulletin boards of the EEOP Utilization Report, and it's availability upon request; and
4. Send an email to Department managers and supervisors notifying them of the EEOP Utilization Report and it's availability upon request.

Step 7b: External Dissemination

1. A copy of the Department's EEOP Utilization Report will be made available to all persons outside of the Department by posting the report on the State of California - Department of Justice, Office of the Attorney General's public web site at www.oag.ca.gov. The EEOP Utilization Report will be located in the Civil Rights section;
2. All contractors and vendors that conduct business with the State of California - Department of Justice, Office of the Attorney General receive written acknowledgement of the Department's Non-Discrimination Clause in the General Terms and Conditions of their contract;
3. Include a bound copy of the EEOP Utilization Report among the materials displayed in the lobby of the Human Resources Office, and it's availability upon request; and
4. Explore the possibility of including information about the EEOP Utilization Report in the Equal Employment Opportunity section of all job examinations and announcements.

Utilization Analysis Chart
Relevant Labor Market: California

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	32/34%	2/2%	2/2%	1/1%	3/3%	1/1%	0/0%	1/1%	33/35%	12/13%	3/3%	0/0%	4/4%	0/0%	0/0%	0/0%
CLS #/%	805,425/38%	204,270/10%	45,140/2%	3,660/0%	172,275/8%	3,150/0%	14,500/1%	7,790/0%	503,630/24%	157,390/7%	52,335/2%	3,720/0%	130,970/6%	3,225/0%	12,650/1%	6,925/0%
Utilization #/%	-4%	-7%	0%	1%	-5%	1%	-1%	1%	11%	5%	1%	-0%	-2%	-0%	-1%	-0%
Professionals																
Workforce #/%	541/30%	65/4%	33/2%	3/0%	117/7%	2/0%	0/0%	14/1%	601/34%	147/8%	63/4%	0/0%	168/9%	4/0%	0/0%	20/1%
CLS #/%	909,825/29%	180,800/6%	66,290/2%	3,860/0%	325,070/10%	3,435/0%	21,155/1%	12,085/0%	921,400/23%	247,345/8%	87,830/3%	4,685/0%	319,465/1%	3,520/0%	24,155/1%	13,155/0%
Utilization #/%	1%	-2%	-0%	0%	-4%	0%	-1%	0%	4%	0%	1%	-0%	-1%	0%	-1%	1%
Technicians																
Workforce #/%	81/23%	21/6%	14/4%	0/0%	79/23%	1/0%	0/0%	5/1%	59/17%	26/7%	17/5%	1/0%	40/11%	2/1%	0/0%	2/1%
CLS #/%	104,665/26%	40,410/10%	10,250/3%	665/0%	48,385/12%	945/0%	3,275/1%	1,575/0%	84,105/21%	43,270/11%	14,765/4%	735/0%	47,255/12%	665/0%	3,385/1%	2,085/1%
Utilization #/%	-2%	-4%	2%	-0%	11%	0%	-1%	1%	-4%	-3%	1%	0%	-0%	0%	-1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	51/54%	17/18%	3/3%	0/0%	5/5%	0/0%	0/0%	2/2%	9/10%	4/4%	0/0%	0/0%	1/1%	1/1%	0/0%	1/1%
CLS #/%	131,560/40%	75,870/23%	30,035/9%	1,925/1%	19,875/6%	2,060/1%	3,780/1%	1,985/1%	24,965/8%	17,345/5%	9,995/3%	485/0%	3,605/1%	495/0%	1,205/0%	730/0%
Utilization #/%	14%	-5%	-6%	-1%	-1%	-1%	-1%	2%	2%	-1%	-3%	-0%	-0%	1%	-0%	1%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	96/42%	51/22%	11/5%	0/0%	21/9%	1/0%	0/0%	5/2%	16/7%	15/7%	6/3%	0/0%	4/2%	0/0%	0/0%	2/1%
Civilian Labor Force #/%	305,305/25%	95,160/8%	23,600/2%	1,170/0%	142,740/12%	1,535/0%	11,670/1%	5,925/0%	314,015/26%	120,045/10%	27,740/2%	1,035/0%	158,810/13%	1,500/0%	14,865/1%	6,065/0%
Utilization #/%	17%	15%	3%	-0%	-2%	0%	-1%	2%	-18%	-3%	0%	-0%	-11%	-0%	-1%	0%
Protective Services: Non-sworn																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	115/18%	32/5%	21/3%	1/0%	42/6%	4/1%	3/0%	0/0%	217/33%	83/13%	43/7%	1/0%	80/12%	7/1%	0/0%	7/1%
CLS #/%	6,110/30%	2,820/14%	1,035/5%	135/1%	1,315/6%	0/0%	185/1%	190/1%	4,750/23%	2,590/13%	725/4%	15/0%	455/2%	90/0%	129/1%	150/1%
Utilization #/%	-12%	-9%	-2%	-0%	0%	1%	-0%	-1%	10%	0%	3%	0%	10%	1%	-1%	0%
Administrative Support																
Workforce #/%	105/8%	54/4%	28/2%	3/0%	88/7%	4/0%	0/0%	5/0%	350/27%	281/21%	145/11%	5/0%	214/16%	14/1%	0/0%	14/1%
CLS #/%	789,770/18%	508,135/12%	95,030/2%	5,310/0%	242,305/6%	6,390/0%	21,875/1%	13,905/0%	1,208,745/28%	844,810/20%	166,325/4%	11,800/0%	321,240/7%	12,235/0%	37,235/1%	22,025/1%
Utilization #/%	-10%	-8%	-0%	0%	1%	0%	-1%	0%	-1%	2%	7%	0%	9%	1%	-1%	1%
Skilled Craft																
Workforce #/%	10/28%	4/11%	2/6%	1/3%	2/6%	1/3%	0/0%	1/3%	6/17%	6/17%	2/6%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	502,010/39%	565,860/44%	38,845/3%	5,035/0%	85,055/7%	4,685/0%	10,830/1%	7,120/1%	26,515/2%	28,545/2%	3,635/0%	325/0%	16,650/1%	365/0%	670/0%	515/0%
Utilization #/%	-11%	-33%	3%	2%	-1%	2%	-1%	2%	15%	14%	5%	-0%	1%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	667,880/15%	1,570,385/35%	117,095/3%	8,375/0%	235,965/5%	10,670/0%	22,085/0%	17,055/0%	526,735/12%	940,885/21%	97,565/2%	7,585/0%	239,870/5%	7,910/0%	19,360/0%	13,320/0%
Utilization #/%																

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Professionals																
Technicians																
Protective Services: Sworn-Officials																
Protective Services: Sworn-Patrol Officers																
Protective Services: Non-sworn																
Administrative Support																
Skilled Craft																

Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Special Agent In Charge/D/J																
Workforce #/%	9/69%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%
Assistant Bureau Chief																
Workforce #/%	2/50%	0/0%	0/0%	0/25%	1/25%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Special Agent Supervisor/D/J																
Workforce #/%	40/52%	16/21%	2/3%	0/5%	4/5%	0/0%	0/0%	2/3%	8/10%	3/4%	0/0%	0/0%	1/1%	1/1%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	96/42%	51/22%	11/5%	0/9%	21/9%	1/0%	0/0%	5/2%	16/7%	15/7%	6/3%	0/0%	4/2%	0/0%	0/0%	2/1%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Toni Bamford

Manager

10-06-2016

[signature]

[title]

[date]