

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	BMFEA	Grant Number:	01-1601-CA-5050
Grantee Name:	CA Office of the Attorney General	Award Amount:	\$28,562,876.00
Grantee Type:	State Government Agency		
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Policy Statement:

The Department of Justice (Department), Office of the Attorney General (OAG), Bureau of Medi-Cal Fraud and Elder Abuse (BMFEA) 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. The Department has a zero tolerance policy for all such behavior. 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.

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 two significant underutilizations in the Bureau of Medi-Cal Fraud and Elder Abuse (BMFEA). It is important to note that some examination statistical reports are allowing employees to select Other/Unspecified for gender and/or ethnicity which affects the analysis of the data. The following is a review of the significant underutilizations, the Department has identified requiring additional examination:

Administrative Support: This category identified a significant underutilization of White and Hispanic Males at a rate of -18% and -12% respectively.

- a. The Administrative Support Classifications within the BMFEA represent a total of thirty employees of which 97% are female. The major classification groups contained in Administrative Support are: Executive Assistants, Legal Secretaries, Office Technicians, and Office Assistants. These professions have historically been predominantly female and are classifications in which the Department has very few male applicants. Lower level classifications that provide training and experience for the higher level classifications are also predominantly female.
- b. An analysis of the hiring reports for these classifications revealed that 43% of the total applicants did not identify their ethnicity and 38% did not identify their gender. This makes it difficult to determine if there is a true underutilization for White and Hispanic Males.

Step 5 & 6: Objectives and Steps

1. Increase recruitment and outreach in underutilized categories.

- a. 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
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
- b. 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."
- c. Recruitment efforts have been revamped to include resources for hiring authorities.
- d. Hiring authorities have access to the contact information of associations for recruitment purposes.

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 in the lobby of the Human Resources Office,

and its availability upon request;

3. Post a notification on employee bulletin boards of the EEOP Utilization Report, and its availability upon request; and
4. Send an email to Department managers and supervisors notifying them of the EEOP Utilization Report and its 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 its availability upon request; and
4. Explore the possibility of including information about the EEOP Utilization Report in the Equal Employment 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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%
CLS #/%	805,425/3 8%	204,270/1 0%	45,140/2 %	3,660/0% %	172,275/8 %	3,150/0% %	14,500/1 %	7,790/0% %	503,630/2 4%	157,390/7 %	52,335/2 %	3,720/0% %	130,970/6 %	3,225/0% %	12,650/1 %	6,925/0% %
Utilization #/%	-38%	-10%	-2%	-0%	-8%	-0%	-1%	-0%	-24%	-7%	-2%	-0%	94%	-0%	-1%	-0%
Professionals																
Workforce #/%	28/35%	5/6%	0/0%	0/0%	5/6%	0/0%	0/0%	1/1%	18/23%	10/13%	5/6%	0/0%	4/5%	1/1%	0/0%	2/3%
CLS #/%	909,825/2 9%	180,800/6 %	66,290/2 %	3,860/0% %	325,070/1 0%	3,435/0% %	21,155/1 %	12,085/0 %	921,400/2 9%	247,345/8 %	87,830/3 %	4,685/0% %	319,465/1 0%	3,520/0% %	24,155/1 %	13,155/0 %
Utilization #/%	7%	1%	-2%	-0%	-4%	-0%	-1%	1%	-7%	5%	4%	-0%	-5%	1%	-1%	2%
Technicians																
Workforce #/%	1/12%	1/12%	0/0%	0/0%	2/25%	0/0%	0/0%	0/0%	2/25%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	104,665/2 6%	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 #/%	-13%	3%	-3%	-0%	13%	-0%	-1%	-0%	4%	14%	-4%	-0%	-12%	-0%	-1%	-1%
Protective Services: Sworn																
Workforce #/%	29/48%	8/13%	3/5%	0/0%	6/10%	0/0%	0/0%	0/0%	7/12%	3/5%	1/2%	0/0%	2/3%	0/0%	0/0%	1/2%
CLS #/%	131,560/4 0%	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 #/%	8%	-10%	-4%	-1%	4%	-1%	-1%	-1%	4%	-0%	-1%	-0%	2%	-0%	-0%	1%
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	5/71%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	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 #/%	-30%	-14%	-5%	-1%	8%	0%	-1%	-1%	48%	-13%	-4%	-0%	12%	-0%	-1%	-1%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	11/37%	10/33%	3/10%	0/0%	3/10%	0/0%	0/0%	2/7%

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
CLS #/%	789,770/1 8%	508,135/1 2%	95,030/2 %	5,310/0%	242,305/6 %	6,390/0%	21,875/1 %	13,905/0 %	1,208,745 /28%	844,810/2 0%	166,325/4 %	11,800/0 %	321,240/7 %	12,235/0 %	37,235/1 %	22,025/1 %
Utilization #/%	-18%	-12%	-2%	-0%	-2%	-0%	-1%	-0%	9%	14%	6%	-0%	3%	-0%	-1%	6%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	502,010/3 9%	565,860/4 4%	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 #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	667,880/1 5%	1,570,385 /35%	117,095/3 %	8,375/0%	235,965/5 %	10,670/0 %	22,085/0 %	17,055/0 %	526,735/1 2%	940,885/2 1%	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
Administrative Support																

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: Linda Sawicki

Director, EER&R

10-25-2016

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