

# EEOP Short Form



Thu May 27 16:47:39 EDT 2010

## Step 1: Introductory Information

**Grant Title:** CA Mehtnaphetamine Strategy (CALMS) **Grant Number:** 2004CKWXS0030  
**Grantee Name:** California DOJ **Award Amount:** \$2,968,432.00  
**Grantee Type:** State Government Agency  
**Address:** 1300 I Street  
Sacramento, California  
95814  
**Contact Person:** Sue Johnsrud **Telephone #:** 916-324-4404  
**Contact Address:** 1300 I Street  
Sacramento, California  
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**DOJ Grant Manager:** Sue Johnsrud **DOJ Telephone #:** 916-324-4404

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**Grant Title:** Forensic Science Training, Development and Delivery Program **Grant Number:** 2007DNBXK206  
**Grantee Name:** California DOJ **Award Amount:** \$440,993.00  
**Grantee Type:** State Government Agency  
**Address:** 1300 I Street  
Sacramento, California  
95814  
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**Grant Title:** CA Methanphetamine Strategy (CALMS) **Grant Number:** 2005CKWX0399  
**Grantee Name:** California DOJ **Award Amount:** \$1,479,965.00  
**Grantee Type:** State Government Agency  
**Address:** 1300 I Street  
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**Grant Title:** Western States Information Network (WSIN)

**Grant Number:** 2005RSCX0004

**Grantee Name:** California DOJ

**Award Amount:** \$17,402,156.00

**Grantee Type:** State Government Agency

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**Grant Title:** NIJ FY09 Forensic DNA Backlog

**Grant Number:** 2009DNBXX067

**Grantee Name:** California DOJ

**Award Amount:** \$2,237,690.00

**Grantee Type:** State Government Agency

**Address:** 1300 I Street  
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**Grant Title:** Cops Methamphetamine Initiate

**Grant Number:** 2008CKWX0352

**Grantee Name:** California DOJ

**Award Amount:** \$150,000.00

**Grantee Type:** State Government Agency

**Address:** 1300 I Street  
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**Grant Title:** CA Methamphetamine Strategy  
(CALMS)

**Grant Number:** 2006CKWX0437

**Grantee Name:** California DOJ

**Award Amount:** \$1,480,842.00

**Grantee Type:** State Government Agency

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**Grant Title:** CURES 2006

**Grant Number:** 2006PMBX0013

**Grantee Name:** California DOJ

**Award Amount:** \$400,000.00

**Grantee Type:** State Government Agency

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**Grant Title:** DNA Backlog Capacity

**Grant Number:** 2007DNBXK065

**Grantee Name:** California DOJ

**Award Amount:** \$876,693.00

**Grantee Type:** State Government Agency

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**Grant Title:** GSET/VCDER

**Grant Number:** 2007DDBX0643

**Grantee Name:** California DOJ

**Award Amount:** \$1,650,000.00

**Grantee Type:** State Government Agency

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**Grant Title:** COPS Child Sexual Predator

**Grant Number:** 2008CSWX0002

**Grantee Name:** California DOJ

**Award Amount:** \$403,641.00

**Grantee Type:** State Government Agency

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**Grant Title:** Recovery Act Rural Law  
Enforcement  
Assistance:Combating Rural Crime

**Grant Number:** 2009SDB90120

**Grantee Name:** California DOJ

**Award Amount:** \$1,435,904.00

**Grantee Type:** State Government Agency

**Address:** 1300 I Street  
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**Grant Title:** Western States Information  
Network (WSIN)

**Grant Number:** 2008RSCXK006

**Grantee Name:** California DOJ

**Award Amount:** \$11,461,175.00

**Grantee Type:** State Government Agency

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**Grant Title:** National Criminal History  
Improvement Program (NCHIP)

**Grant Number:** 2008RUBXK010

**Grantee Name:** California DOJ

**Award Amount:** \$81,725.00

**Grantee Type:** State Government Agency

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**Grant Title:** COPS Technology Program

**Grant Number:** 2009CKWX0351

**Grantee Name:** California DOJ

**Award Amount:** \$500,000.00

**Grantee Type:** State Government Agency

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**Grant Title:** Gang Suppression **Grant Number:** 2009D1BX0123

**Grantee Name:** California DOJ **Award Amount:** \$200,000.00

**Grantee Type:** State Government Agency

**Address:** 1300 I Street  
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**Grant Title:** NIJ FY09 Convicted Offender  
and/or Arrestee DNA Backlog  
Reduction Program **Grant Number:** 2009DNBXX019

**Grantee Name:** California DOJ **Award Amount:** \$463,348.00

**Grantee Type:** State Government Agency

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**Grant Title:** NIJ FY09 Using DNA Technology  
to Identify the Missing **Grant Number:** 2009DNBXX032

**Grantee Name:** California DOJ **Award Amount:** \$395,975.00

**Grantee Type:** State Government Agency

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**Grant Title:** NIY FY09 Using DNA Technology to Identify the Missing **Grant Number:** 2008DNBXX153  
**Grantee Name:** California DOJ **Award Amount:** \$407,075.00  
**Grantee Type:** State Government Agency  
**Address:** 1300 I Street  
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**Grant Title:** National Criminal History Improvement Program (NCHIP) **Grant Number:** 2009RUBXX003  
**Grantee Name:** California DOJ **Award Amount:** \$300,000.00  
**Grantee Type:** State Government Agency  
**Address:** 1300 I Street  
Sacramento1, California  
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**Grant Title:** COPS Methamphetamine Initiative **Grant Number:** 2008CKWX0115  
**Grantee Name:** California DOJ **Award Amount:** \$257,208.00  
**Grantee Type:** State Government Agency  
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**Grant Title:** COPS Methamphetamine Initiative **Grant Number:** 2008CKWX0582  
**Grantee Name:** California DOJ **Award Amount:** \$233,825.00  
**Grantee Type:** State Government Agency  
**Address:** 1300 I Street  
Sacramento, California  
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**Grant Title:** COPS Methamphetamine Initiative **Grant Number:** 2008CKWX0353  
**Grantee Name:** California DOJ **Award Amount:** \$300,000.00  
**Grantee Type:** State Government Agency  
**Address:** 1300 I Street  
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**Grant Title:** NIJ FY08 Forensic Casework DNA Backlog Reduction III Program **Grant Number:** 2008DNBXX028  
**Grantee Name:** California DOJ **Award Amount:** \$2,271,691.00  
**Grantee Type:** State Government Agency  
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### **Policy Statement:**

The California Department of Justice (Department) actively pursues a course of equal employment opportunity by building and maintaining a workforce with high standards and expectations for excellence, and 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. Accordingly, the following policies and procedures govern our Department.

\* The Equal Employment Rights and Resolution Office (EER&R) has statewide responsibility for administering the Department's efforts to carry out the Equal Employment Opportunity (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 EEO considerations.

\* Unlawful discrimination or harassment, whether intentional or unintentional, is a violation of the rights of California citizens. The Department has a "Zero Tolerance" policy for such behavior.

\* Department hiring and promotional practices, without exception, shall ensure equal employment opportunity. This commitment is achieved through policies and practices of recruitment designed to broaden the pool of potential applicants. The Department's division chiefs and directors, hiring managers and supervisors are directly responsible for implementing the Department's EEO Program. Moreover, hiring managers and supervisors are responsible for maintaining work environments free from any form of unlawful discrimination, including harassment and retaliation.

## **Step 4b: Narrative Underutilization Analysis**

An initial review of Underutilization Chart 4a reveals that the California Department of Justice (Department) continues to be an organization with a high representation of female employees. The nature of the work performed by the Department, as well as the many factors which make it a desirable employer for females, will continue to make the majority of our underutilizations male. Of the twelve underutilizations displayed in 4a, ten are for male job categories. This pattern has persisted for many years and we believe it is related to employment factors such as: lower salaries, fewer regular work hours, more stable work schedules, reduced travel, greater flexibility of schedules, and better benefits than the Relative Labor Force (RLF).

There are, however, a couple of areas of concern, such as the underutilizations of African American males and females in the Protective Sworn category. Our EEO Office (EER&R) has been working with both the Recruitment Unit and the Personnel Testing and Selection Unit in an effort to increase the number of African American applicants in this job category.

Another area of concern for the Department are the low number of applications received from Hispanic males in the Technician job category. These positions are predominately female and have historically always been so; however, when compared to the relative labor force, Hispanic males are significantly under represented in this category and have filed applications for employment in very low numbers.

The Department's Underutilizations are as follows:

Professional-Hispanic males and females, Asian males.

Technicians-White and Hispanic males.

Protective Services Sworn-African American males and females.

Administrative-White males, Hispanic males, and Two or More Race males.

Skilled Craft-White and Hispanic males.

## **Step 5 & 6: Objectives and Steps**

### **1. Examine Departmental classifications in the Professional job category for possible barriers for Hispanic males, Asian males, and Hispanic females.**

- a. Upon review of the Department's classifications found in the Professional job category, it is obvious that the majority of the persons in this group are attorneys. A quick review of the racial composition of attorneys in our state indicates that there is a very low percentage of Hispanics, both male and female. We will examine our "Bottom Line Hiring" data to ensure that these two groups are progressing through our application and hiring system in representative numbers.
- b. The underutilization of Asian males can not be explained by their relative numbers in the state legal profession. We will examine application, examination, and hiring data to determine the reasons for this underutilization.
- c. All three of these underutilizations will be referred to our Personnel, EEO, and Recruitment units for further evaluation. In spite of severe budget constraints, which have resulted in reduced hiring opportunities, we continue to recruit at most major universities in the state. We will verify that our recruitment and hiring is inclusive of all groups. Also, we currently have continuous testing for entry level positions for Deputy Attorney General and Deputy Attorney General III.

### **2. Explore possible barriers to the recruitment and retention of White and Hispanic males in the Technician job category.**



- a. We have reviewed the application and testing numbers contained in our "Bottom Line Hiring" data which reveal that one reason for our underutilization may be an insufficient number of White and Hispanic male applicants in our two largest classifications. Program Technician is our largest group and has historically been a female dominated classification. Changing this disparity will be difficult due to proposed reductions in the total number of Program Technicians as their functions are increasingly automated.
- b. Our second largest classification under this group is Criminalist. These individuals are responsible for the many laboratory tests performed for law enforcement purposes. A look at the applicants over the past two years indicates that less than 2% of applicants are Hispanic males and 18% are White males. We currently have continuous testing available and this is a classification in which hiring is ongoing in spite of budget shortfalls. This issue will be referred to our Recruitment unit in an effort to ensure we are encouraging males to apply for these positions.

**3. Examine the reason for the underutilization of the African American males and females in the Protective Services Sworn job category.**

- a. We have been reviewing applications in this job category for several years and it is apparent that we are receiving an insufficient number of African American applicants in this job category. It should be further noted that in our last "Open" examination, 2009, we only received three applications from African Americans. It should be additionally noted that all three applicants passed through the testing and screening processes. The need to broaden recruitment of African Americans in this category has been communicated to our Recruitment unit.
- b. We will give a greater focus on retention of African Americans in this job category. We have reviewed the departures of African Americans in this category and have discovered that part of our underutilization problem is a retention problem. In an effort to understand why several of our more successful African American agents have left the Department in recent years, our EER&R Office has conducted exit interviews with these departing agents. In general, they indicate that they have enjoyed their careers with the Department, however, they have chosen to pursue other opportunities. We must focus on a greater retention effort by working with senior management to encourage agents to remain with the Department.

**4. Identify possible reasons for White male, Hispanic male, and Two or More Races male underutilizations in the Administrative Support job category.**

- a. Currently, the largest number of employees in the Administrative Support job category consists of legal secretaries and other legal support personnel. These professions have historically been predominately female and are classifications in which we have very few male applicants. We currently have continuous testing for the Legal Secretary, Legal Analyst, and Senior Legal Analyst positions. In the past year, the Department received over five hundred and fifty applications for these positions, only twenty-seven of which were from males. Five were from White males, seven were from Hispanic males, and none were from males of Two or More Races. We must increase our recruitment of applicants in these two categories.

**5. Review the hiring data and applicant pool to determine why there is an underutilization of White and Hispanic males in the Skilled Craft job category.**

- a. Upon examining hiring data for the Skilled Crafts job category, it is obvious that we have a disproportionate number of females in this group. As stated earlier, this Department has a history of employing a high number of females which is evident in this category. We are employing White and Hispanic females at twice the level of the RLF, which has translated to a deficiency in White and Hispanic males in Skilled Crafts.
- b. This category is extremely small and consists primarily of persons possessing a high skill level in physical identifications used in law enforcement, such as fingerprints. Because of the high skill level involved in this category, the Department has constant ongoing recruitment efforts which are intended to create a diverse group of applicants. In our most recent examinations, few of the applicants were male, with 7.8% being White male and 7.5% being Hispanic male. We will continue to test on an "Open" and ongoing basis in an attempt to give greater opportunity to both White and Hispanic males to apply for positions in the Skilled Craft job category.

**Step 7a: Internal Dissemination**

The Department of Justice's Equal Employment Rights and Resolution Office's Director will, upon the review and approval of the EEO Plan, implement the following:

\*Post the EEO Plan on the Department's Intranet web site so that it is available for review by all employees of the Department.

\*Disseminate the approved EEO Plan to all Department Division Chiefs. The Department's Division Chiefs will inform divisional staff of the EEO Plan, advising them that the EEO Plan is available for their review on the Departmental Intranet web site.

\*Convey manager/supervisor's responsibilities in preventing discrimination and ensure compliance with new policy requirements regarding compliance reporting and mandatory training.

\*Report to the Attorney General and managers/supervisors, the implementation of the program via statistics being provided to identify potential barriers in examination, selection, and throughout employment.

### **Step 7b: External Dissemination**

A complete copy of the Department's EEO Plan will be made available to all persons outside the Department. This will be accomplished by posting the plan on the Department's public web site at [www.ag.ca.gov](http://www.ag.ca.gov). The EEO Plan will be located in the Equal Employment Rights and Resolutions, "EER&R", section of the California Attorney General's web site, which contains the Department's employment policy information.



**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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	48/53%	4/4%	3/3%	0/0%	2/2%	0/0%	0/0%	27/30%	2/2%	0/0%	0/0%	4/4%	0/0%	0/0%
CLS #/%	968,410/42%	189,795/8%	48,075/2%	5,245/0%	155,370/7%	2,950/0%	23,215/1%	589,775/26%	139,040/6%	51,985/2%	4,550/0%	101,075/4%	2,425/0%	13,540/1%
Utilization #/%	11%	-4%	1%	-0%	-5%	-0%	-1%	4%	-4%	-2%	-0%	0%	-0%	-1%
<b>Professionals</b>														
Workforce #/%	485/41%	43/4%	15/1%	2/0%	64/5%	1/0%	17/1%	399/34%	42/4%	27/2%	0/0%	76/6%	1/0%	9/1%
CLS #/%	1,030,045/34%	148,090/5%	63,930/2%	5,290/0%	255,440/8%	2,585/0%	24,420/1%	988,015/32%	183,810/6%	91,605/3%	6,805/0%	223,490/7%	2,830/0%	21,340/1%
Utilization #/%	7%	-1%	-1%	-0%	-3%	-0%	1%	1%	-2%	-1%	-0%	-1%	-0%	0%
<b>Technicians</b>														
Workforce #/%	220/19%	44/4%	34/3%	2/0%	108/9%	3/0%	12/1%	351/30%	133/11%	92/8%	2/0%	152/13%	8/1%	11/1%
CLS #/%	83,445/27%	28,670/9%	9,360/3%	640/0%	29,165/9%	570/0%	3,000/1%	82,695/27%	27,125/9%	14,190/5%	1,085/0%	28,255/9%	585/0%	3,070/1%
Utilization #/%	-8%	-5%	-0%	-0%	-0%	0%	0%	3%	3%	3%	-0%	4%	0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	261/51%	101/20%	15/3%	2/0%	40/8%	1/0%	8/2%	49/10%	18/4%	4/1%	1/0%	7/1%	0/0%	5/1%
CLS #/%	133,515/47%	51,590/18%	27,730/10%	1,990/1%	14,320/5%	975/0%	4,105/1%	26,115/9%	11,130/4%	10,185/4%	555/0%	2,170/1%	270/0%	780/0%
Utilization #/%	4%	2%	-7%	-0%	3%	-0%	0%	0%	-0%	-3%	0%	1%	-0%	1%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	4,365/33%	1,335/10%	520/4%	85/1%	225/2%	30/0%	170/1%	4,065/30%	1,550/12%	570/4%	55/0%	280/2%	4/0%	120/1%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	172/9%	76/4%	49/3%	2/0%	87/5%	2/0%	4/0%	650/34%	377/20%	191/10%	7/0%	245/13%	7/0%	32/2%
CLS #/%	715,295/18%	338,360/9%	92,765/2%	6,025/0%	165,335/4%	5,015/0%	27,390/1%	1,386,390/35%	648,805/17%	194,500/5%	15,900/0%	262,105/7%	10,085/0%	41,740/1%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-9%	-5%	0%	-0%	0%	-0%	-0%	-1%	3%	5%	-0%	6%	0%	1%
<b>Skilled Craft</b>														
Workforce #/%	18/34%	5/9%	4/8%	0/0%	4/8%	3/6%	1/2%	9/17%	6/11%	0/0%	0/0%	2/4%	0/0%	1/2%
CLS #/%	664,630/48%	446,490/32%	48,055/3%	8,785/1%	82,395/6%	4,440/0%	21,010/2%	40,110/3%	34,385/2%	5,510/0%	755/0%	23,715/2%	570/0%	1,885/0%
Utilization #/%	-14%	-23%	4%	-1%	2%	5%	0%	14%	9%	-0%	-0%	2%	-0%	2%
<b>Service/Maintenance</b>														
Workforce #/%	1/25%	1/25%	1/25%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	811,010/19%	1,302,185/31%	135,915/3%	14,150/0%	203,035/5%	8,230/0%	36,690/1%	591,835/14%	772,540/18%	101,385/2%	10,370/0%	191,380/5%	5,800/0%	25,665/1%
Utilization #/%	6%	-6%	22%	-0%	-5%	25%	-1%	-14%	-18%	-2%	-0%	-5%	-0%	-1%

### 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals					✓				✓					
Technicians	✓	✓												
Protective Services: Sworn			✓							✓				
Administrative Support	✓	✓					✓							
Skilled Craft	✓	✓												

