

# EEO Utilization Report

## Organization Information

Name: California Department Of Justice

City: Sacramento

State: CA

Zip: 95814

Type: State Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

The California 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 EEO Program for the Department, 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 philosophy of the Department 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 of Interpretation

A review of the Department's underutilizations with standard deviations greater than two indicates there are 21 significant underutilizations. Four of the overall underutilizations were listed under the "Two or more races" category. The Department records employees who identify with more than one race as "Other." Consequently, the Department is not able to analyze employees that identify with two or more races separately from other employees in the "Other" category. 14 of the 21 underutilizations identified are male categories. This is an expected outcome, as the overall historical gender composition of the Department is approximately 60% female. Hiring reports for 2017 show 63% of outside hires were female candidates, and 59% of transfers from other state agencies were female. 56% of advancements in 2017 were by female employees. A review of applicant data shows that 55% of applications received in 2017 were from female candidates. The following is a review of the significant underutilizations the Department identified as requiring additional examination:

See Attachment

Following File has been uploaded: Attachment - EEO Narrative DOJ 2018.docx

## Step 5: Objectives and Steps

### 1. Expand recruitment and outreach in underutilized categories.

a. The Department's recruiting efforts are focused on broad and inclusive outreach. The Department utilizes its eight employee advisory committees (EACs) to help create diverse candidate pools. The EACs receive bi-weekly reports of job openings at the Department, which are distributed by the EACs to various diverse organizations and associations. The eight committees are:

1. Asian/Pacific Islander Employees Advisory Committee
2. Black Employees Advisory Committee
3. Disabled Employees Advisory Committee
4. Hispanic Employees Advisory Committee
5. Lesbian, Gay, Bisexual and Transgender Employees Advisory Committee
6. Native American Employees Advisory Committee
7. Veteran Employees Advisory Committee
8. Women Employees Advisory Committee

b. The EACs are actively involved in recruiting events. The Department arranged for the Disabled Employees Advisory Committee to run a recruiting booth at an event celebrating the 28th anniversary of the Americans with Disabilities Act held at the California State Capitol. Additionally, the Native American Employees Advisory Committee set up a recruiting booth at the 51st annual California Native American Day celebration also held at the California State Capitol. The Department also arranged to have a member of the Lesbian, Gay, Bisexual and Transgender Employees Advisory Committee sit on a panel of prominent attorneys at a diversity career fair hosted by a law firm in San Francisco in July 2018. The Department plans to further utilize our EACs in this manner to expand our outreach efforts to address our underutilized categories and demonstrate our commitment to diversity to the public.

c. The Department is focusing on recruiting for several specific job classifications that fall under the Technical, Administrative Support, Professional, and Sworn Patrol Officer categories. The Department's recruitment plan is to establish DOJ as an employer of choice and to attract, hire and retain highly qualified and diverse talent. To fulfill this goal, the Department is focusing on large scale recruitment campaigns as well as developing partnerships with diverse organizations and holding regular recruiting events.

d. The Department will continue to actively participate in diverse recruiting events. The Department participated in a Diversity Job Fair hosted by the Greater Sacramento Urban League in the spring of 2018. The Department has plans to attend over a half dozen additional recruitment events across the state within the next several months in an effort to attract diverse talent. The Department's Division of Law Enforcement recently ran a recruiting booth at a law enforcement career fair in Sacramento that provided information to Black, Asian and Latino cohorts on how to begin careers in law enforcement. The Department's plan is to continue to attend various diverse career fairs to address our underutilized categories.

e. The Department plans to participate in the following recruiting events over the next few months to engage in broad and inclusive recruiting in an effort to address our underutilized categories:

UCD Law Public Interest Career Fair - November 8, 2018  
Northern California Public Interest Public Service Career Fair - January 26, 2019  
Sacramento Veterans Job Fair - January 31, 2019  
UC Davis Winter Internship & Career Fair - February 27, 2019  
Southern California Public Interest Public Service Career Fair - February 2019  
San Jose Veterans Job Fair - March 28, 2019

- f. The Department plans to build and strengthen relationships with community-based bar associations. The Department has begun networking with the Minority Bar Coalition, which is a network of over 40 diverse bar associations. The goal is to find events where the Department can engage legal professionals regarding its diverse, inclusive and welcoming atmosphere in an effort to address our underutilized categories in the legal profession.
- g. The Department implemented a recruitment survey into all online job postings to analyze the aggregate demographics of applicants. The survey currently has a response rate of over 75% since it was launched in April 2018. The Department plans to review the data to determine if any non-job related barriers exist for persons in identified underutilized categories. If any barriers are identified, the Department will develop an action plan to address the barrier.
- h. The Department is a participant in the City of Sacramento's Thousand Strong Program. The program is a workforce development initiative that connects local youth with paid internships in an effort to foster a highly trained and diversified workforce. This year, the Department hired ten youth aides through the program and has placed them in five different areas within the Department. The youth aides will receive training, mentoring and real world work experience. The youth aides will receive instruction on how to apply and begin their career with the Department after they complete the program in June 2019.

## **2. Ensure hiring and promotional practices provide equal employment opportunities for all employees and applicants to the Department.**

- a. The Department regularly monitors demographic data of hires, rehires, transfers, and promotions of all classifications through the California Department of Human Resources 5112 report. The Department will perform a review of the data starting in the spring of 2019. The data will be analyzed to determine if any non-job related barriers exist for persons in identified underutilized categories. If any barriers are identified, the Department will develop an action plan to address the barrier. The Department is also revising and updating an equal employment opportunity hiring form that will be used to identify any disparate impact affecting people during the Department's hiring process. The Department will develop an action plan if any issues are identified.
- b. The Department has implemented a new online exit interview questionnaire and taken steps to increase the response rate. The aggregate data will be reviewed and analyzed within the next several months to determine attrition and retention rates and will be analyzed for persons in underutilized categories. If any issues are identified for persons in our underutilized categories, the Department will develop an action plan to address the issues.
- c. The Department continues to educate hiring managers on recognizing implicit bias during the interview process. Additionally, the Department is developing a formal training course for hiring managers and supervisors on how to recruit from a highly qualified and diverse candidate pool. The goal is to have this course available to managers and supervisors in the near future. The training is designed to teach attendees how to utilize social media to market job vacancies, create attractive flyers for job openings and work collaboratively with the recruitment unit within the Office of Human Resources to find the best candidates from a broad and diverse pool.
- d. The Department is in the process of redesigning our "Careers" website to simplify the application process for candidates interested in working for the Department. Additionally, the Department is adding a feature that will allow candidates to send their resume to a recruiter, who will assist them in finding an exam that matches their experience and background.

## **Step 6: Internal Dissemination**

1. Post the EEOP utilization report on the Department's intranet website so it is available for review by all employees.
2. A bound copy of the EEOP utilization report will be included among the materials displayed in the lobby of the human resources office.
3. Post notifications on employee bulletins of the EEOP utilization report and its availability upon request.
4. Send an email to department managers and supervisors notifying them of the EEOP utilization report and its availability upon request.

## **Step 7: External Dissemination**

1. A copy of the EEOP utilization report will be made available to the public by posting the report on the Department's public website at [www.oag.ca.gov](http://www.oag.ca.gov). The report will be located in the Civil Rights section of the website.
2. All contractors and vendors that conduct business with the Department will receive written acknowledgment of the Department's nondiscrimination clause in the general terms and conditions of their contracts.
3. A bound copy of the EEOP utilization report will be included among the materials displayed in the lobby of the human resources office.

**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
<b>Officials/Administrators</b>																
Workforce #/%	31/26%	3/3%	2/2%	0/0%	3/3%	2/2%	0/0%	1/1%	39/33%	19/16%	6/5%	0/0%	11/9%	1/1%	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 #/%	-12%	-7%	-0%	-0%	-6%	2%	-1%	0%	9%	9%	3%	-0%	3%	1%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	533/29%	77/4%	30/2%	5/0%	108/6%	5/0%	0/0%	15/1%	626/34%	152/8%	62/3%	3/0%	185/10%	3/0%	19/1%	0/0%
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 #/%	0%	-2%	-0%	0%	-4%	0%	-1%	0%	5%	0%	1%	0%	-0%	0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	105/24%	21/5%	17/4%	0/0%	109/25%	4/1%	0/0%	6/1%	61/14%	33/8%	18/4%	1/0%	57/13%	2/0%	0/0%	3/1%
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 #/%	-2%	-5%	1%	-0%	13%	1%	-1%	1%	-7%	-3%	0%	0%	1%	0%	-1%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	46/49%	16/17%	5/5%	0/0%	7/8%	0/0%	0/0%	4/4%	8/9%	3/3%	0/0%	0/0%	2/2%	1/1%	0/0%	1/1%
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 #/%	9%	-6%	-4%	-1%	1%	-1%	-1%	4%	1%	-2%	-3%	-0%	1%	1%	-0%	1%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	105/44%	58/24%	8/3%	0/0%	22/9%	1/0%	0/0%	2/1%	18/8%	16/7%	5/2%	0/0%	2/1%	0/0%	0/0%	1/0%
Civilian Labor Force #/%	305,305/2 5%	95,160/8 %	23,600/2 %	1,170/0% %	142,740/1 2%	1,535/0% %	11,670/1 %	5,925/0% %	314,015/2 6%	120,045/1 0%	27,740/2 %	1,035/0% %	158,810/1 3%	1,500/0% %	14,865/1 %	6,065/0% %
Utilization #/%	19%	17%	1%	-0%	-2%	0%	-1%	0%	-18%	-3%	-0%	-0%	-12%	-0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	95/17%	33/6%	13/2%	1/0%	34/6%	3/1%	0/0%	3/1%	184/32%	70/12%	36/6%	1/0%	79/14%	7/1%	0/0%	8/1%
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 #/%	-13%	-8%	-3%	-0%	-0%	1%	-1%	-0%	9%	-0%	3%	0%	12%	1%	-1%	1%
<b>Administrative Support</b>																
Workforce #/%	114/8%	62/5%	31/2%	3/0%	100/7%	5/0%	0/0%	3/0%	321/24%	292/22%	149/11%	6/0%	233/17%	13/1%	0/0%	17/1%
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%	-7%	0%	0%	2%	0%	-1%	-0%	-4%	2%	7%	0%	10%	1%	-1%	1%
<b>Skilled Craft</b>																
Workforce #/%	8/40%	2/10%	2/10%	0/0%	2/10%	1/5%	0/0%	1/5%	2/10%	1/5%	0/0%	0/0%	1/5%	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 #/%	1%	-34%	7%	-0%	3%	5%	-1%	4%	8%	3%	-0%	-0%	4%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
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
<b>Officials/Administrators</b>																
<b>Professionals</b>																
<b>Technicians</b>																
<b>Protective Services: Sworn-Patrol Officers</b>																
<b>Protective Services: Non-sworn</b>																
<b>Administrative Support</b>																



### 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
<b>Assistant Bureau Chief, Div. of Law Enforcement, DOJ</b>																
Workforce #/%	3/75%	0/0%	0/0%	0/25%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Special Agent in Charge, DOJ</b>																
Workforce #/%	6/50%	3/25%	1/8%	0/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%
<b>Special Agent Supervisor, DOJ</b>																
Workforce #/%	37/50%	13/18%	3/4%	0/5%	4/5%	0/0%	0/0%	3/4%	8/11%	3/4%	0/0%	0/0%	2/3%	1/1%	0/0%	0/0%
<b>Security Officer II, DOJ</b>																
Workforce #/%	0/0%	0/0%	1/33%	0/33%	1/33%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	105/44%	58/24%	8/3%	0/9%	22/9%	1/0%	0/0%	2/1%	18/8%	16/7%	5/2%	0/0%	2/1%	0/0%	0/0%	1/0%

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 EEO Utilization Report.

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

Certified As Final By: Linda Sawicki

EEO Officer

09-19-2018

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[signature]

[title]

[date]