

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

Please see attached narrative of interpretation.

Following File has been uploaded: Attachment - EEO Narrative DOJ 2020.docx

Step 5: Objectives and Steps

1. Expand recruitment and outreach in underutilized categories

a. The Department's diversity-focused recruiting efforts are conducted in cooperation with the Department's Employee Advisory Committees (EACs). The Recruiting Unit secured funding for three out-of-state diversity-related recruiting events; these events will occur annually for the next three years. The Department's attendance at these events was requested based on input from the Department's EACs. Due to the current pandemic, the Department's diversity outreach has been focused on remote events. The Recruiting Unit is focusing on identifying and attending virtual career fairs and events that draw in highly-qualified and diverse candidates. The Department plans to continue utilizing the support and resources of the EACs to expand outreach efforts and address the Department's underutilized categories and further demonstrate a commitment to diversity.

b. The Department's recruiting efforts are continuously focused on broad and inclusive outreach to assist in creating diverse candidate pools. The Department utilizes its nine EACs to help support this goal. The EACs receive reports of Departmental job postings, which are provided to various diverse organizations and associations. The EACs also share diverse recruiting plans and ideas with the Department's Recruiting Unit. The nine 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, Transgender, Queer, + Employees Advisory Committee
6. Native American Employees Advisory Committee
7. Veteran Employees Advisory Committee
8. Women Employees Advisory Committee
9. Middle Eastern and South Asian Employees Advisory Committee

c. The Department is focusing on recruiting several specific job classifications in the Technical, Administrative Support, Professional, and Sworn Patrol Officer categories. The Department's recruitment plan includes establishing itself as an employer of choice in California and to attract, hire and retain diverse and highly qualified employees. To fulfill this goal, the Department is focusing on large-scale recruitment campaigns as well as developing partnerships with diversity organizations and hosting or attending regular recruiting events. Additionally, a recently retired Chief Assistant to the Attorney General has returned to the Department as a Retired Annuitant to support these goals. One of her major responsibilities is to partner with the Recruiting Unit to strengthen the relationship between the Department and various diverse organizations throughout the state.

d. The Department's Division of Law Enforcement continues to build partnerships with civic and community-based organizations. Because law enforcement affects all communities, the Department believes that its diverse staff should have an opportunity to provide suggestions on how the Department's Law Enforcement Officers are recruited. The Recruiting Unit recently sought suggestions from all of the EACs in an effort to provide insight regarding outreach among the diverse communities the EACs represent. The Department will continue to seek out and attend various diverse career fairs statewide.

e. The Department will continue to participate in diverse recruiting events. In 2019, Departmental attendance at out-of-state diversity events included the Veterans Legal Career Fair in Washington D.C. as well as the National LGBT Bar's Lavender Law Conference and Career Fair in Philadelphia. The Department also participated in a Mexican American Bar Association webinar and a virtual convention for the National Bar Association (the nation's oldest and largest national network of predominantly African-American attorneys and judges).

f. The Department plans to participate in the following recruiting events in 2020-2021 to further engage in broad and inclusive recruiting in an effort to address our underutilized categories:

Sacramento Jobs Career Fair - September 2020

Bridging the Causeway - September 2020

Public Interest/Public Sector Fair - October 2020

Bay Area Diversity Career Fair - January 2021

Southern California Public Interest/Public Sector Career Day - February 2021

g. The Department also plans to further build and strengthen relationships with community-based Bar associations. The Department has started networking with the Minority Bar Coalition, a network of over 40 diverse Bar associations. The goal is to find events where the Department can engage highly qualified legal professionals regarding its inclusive and welcoming atmosphere in an effort to find diverse talent and address our underutilized categories in the legal profession.

h. The Department has participated 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. The Department hired 15 youth aides through the program and placed them in five different areas within the Department. The youth aides received training, mentoring and real-world work experience. The youth aides also received instruction on how to apply for state jobs and begin their careers with the Department after they completed the program.

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

a. The Department regularly reviews and analyzes demographic data of hires, rehires, transfers, and promotions of all classifications through the California Department of Human Resources' departmental demographic reports. The data is analyzed on an annual basis to determine if any non-job related barriers exist for persons in underutilized categories based on ethnicity, disability and gender. If barriers are identified, the Department would develop an action plan to address the barriers. The Department is also revising and updating an equal employment opportunity hiring form that is used to track the gender and ethnicity of applicants for job openings. The data from the form is reviewed on an annual basis during the analysis to identify any non-job related barriers.

b. The Equal Employment Rights and Resolution (EER&R) Office continues to manage the Department's Limited Examination and Appointment Program (LEAP). LEAP provides an alternate examination and appointment process to allow persons with disabilities a path into California civil service. The Department has hired 13 LEAP candidates since the 2018 report was filed.

c. The Department is in the process of redesigning its 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 and opportunities that match their experience and background.

d. The Department continues to train new managers and supervisors on unconscious bias during the Supervisor Development Program. The EER&R Office is also launching a training regarding workplace diversity, inclusion and implicit bias that will be mandatory for all Department employees.

e. The EER&R Office is launching a new training regarding gender identity, gender expression, and sexual orientation to help foster an inclusive work environment for transgender and gender non-conforming employees. This training will be mandatory for all Department employees.

Step 6: Internal Dissemination

1. The EEOP utilization report will be uploaded to the Department's intranet website and 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. Notifications will be posted on employee bulletins regarding the EEOP utilization report and its availability.
4. An email will be sent to department managers notifying them of the EEOP utilization report and its availability.

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. 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
Officials/Administrators																
Workforce #/%	34/25%	8/6%	1/1%	0/0%	6/4%	2/1%	0/0%	2/1%	48/35%	18/13%	3/2%	1/1%	13/9%	1/1%	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 #/%	-13%	-4%	-1%	-0%	-4%	1%	-1%	1%	11%	6%	-0%	1%	3%	1%	-1%	-0%
Professionals																
Workforce #/%	601/26%	113/5%	47/2%	7/0%	154/7%	7/0%	0/0%	29/1%	711/30%	249/11%	103/4%	2/0%	280/12%	6/0%	0/0%	39/2%
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%	921,400/29%	247,345/8%	87,830/3%	4,685/0%	319,465/10%	3,520/0%	24,155/1%	13,155/0%
Utilization #/%	-3%	-1%	-0%	0%	-4%	0%	-1%	1%	1%	3%	2%	-0%	2%	0%	-1%	1%
Technicians																
Workforce #/%	120/24%	29/6%	22/4%	0/0%	123/24%	5/1%	0/0%	8/2%	65/13%	31/6%	17/3%	1/0%	71/14%	4/1%	0/0%	7/1%
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%	13%	1%	-1%	1%	-8%	-4%	-0%	0%	2%	1%	-1%	1%
Protective Services: Sworn-Officials																
Workforce #/%	45/48%	17/18%	6/6%	0/0%	6/6%	0/0%	0/0%	1/1%	8/9%	7/8%	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 #/%	8%	-5%	-3%	-1%	0%	-1%	-1%	0%	1%	2%	-3%	-0%	-0%	1%	-0%	1%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	102/45%	50/22%	10/4%	0/0%	20/9%	0/0%	0/0%	5/2%	17/7%	14/6%	5/2%	0/0%	3/1%	0/0%	0/0%	1/0%
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 #/%	20%	14%	2%	-0%	-3%	-0%	-1%	2%	-18%	-4%	-0%	-0%	-12%	-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 #/%	82/22%	22/6%	4/1%	1/0%	23/6%	2/1%	0/0%	3/1%	135/36%	32/9%	16/4%	1/0%	42/11%	5/1%	0/0%	8/2%
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 #/%	-8%	-8%	-4%	-0%	-0%	1%	-1%	-0%	13%	-4%	1%	0%	9%	1%	-1%	1%
Administrative Support																
Workforce #/%	129/10%	77/6%	34/3%	2/0%	91/7%	3/0%	0/0%	8/1%	289/22%	285/22%	132/10%	11/1%	198/15%	15/1%	0/0%	27/2%
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 #/%	-8%	-6%	0%	0%	1%	0%	-1%	0%	-6%	2%	6%	1%	8%	1%	-1%	2%
Skilled Craft																
Workforce #/%	8/32%	3/12%	1/4%	1/4%	1/4%	1/4%	0/0%	1/4%	4/16%	1/4%	1/4%	0/0%	3/12%	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 #/%	-7%	-32%	1%	4%	-3%	4%	-1%	3%	14%	2%	4%	-0%	11%	-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-Patrol Officers									✓				✓			
Protective Services: Non-sworn	✓	✓	✓							✓						
Administrative Support	✓	✓					✓		✓						✓	

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
Protective Services: Sworn-Officials																
Workforce #/%	45/48%	17/18%	6/6%	0/6%	6/6%	0/0%	0/0%	1/1%	8/9%	7/8%	0/0%	0/0%	1/1%	1/1%	0/0%	1/1%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	102/45%	50/22%	10/4%	0/9%	20/9%	0/0%	0/0%	5/2%	17/7%	14/6%	5/2%	0/0%	3/1%	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: Judy Glanville

Acting Director EER&R Office

10-20-2020

[signature]

[title]

[date]