

EEOP Utilization Report



Thu Sep 01 14:09:47 EDT 2016

Step 1: Introductory Information

| | | | |
|---------------------------|---|-------------------------|-----------------|
| Grant Title: | OJJDP FY 13 Title II Formula Grants Program | Grant Number: | 2013-MU-FX-0932 |
| Grantee Name: | North Dakota Dept of Corrections Division of Juvenile Services | Award Amount: | \$797,472.00 |
| Grantee Type: | State Government Agency | | |
| Address: | PO Box 1898 Bismarck, North Dakota 58502 | | |
| Contact Person: | Jennifer Chillemi | Telephone #: | 701-328-6704 |
| Contact Address: | PO Box 1898 Bismarck, North Dakota 58502 | | |
| DOJ Grant Manager: | Kathryn Manning | DOJ Telephone #: | 202-616-1722 |

Policy Statement:

The North Dakota Department of Corrections and Rehabilitation prohibits discrimination on the basis of race, color, creed, religion, sex, national origin, ancestry, age, political affiliation, opinion, genetics, sexual orientation or gender identify and the presence of any mental or physical disability, with regard to employment relations and provisions of services through the department, to prevent and eliminate discrimination, and to deter those who aid, abet, or induce discrimination, or coerce others to discriminate.

Step 4b: Narrative Underutilization Analysis

Narrative Underutilization Analysis

The analysis demonstrates that White females are underutilized in the Protective Services Non-Sworn category (-21 percent).

The underutilization of white females in the above category shows no significant changes in increasing utilization of white females in that job category from the 2015 EEOP report for the North Dakota Department of Corrections and Rehabilitation, Division of Juvenile Services.

Step 5 & 6: Objectives and Steps

1. Based on the review of the utilization report and comparing the information to the ND Department of Corrections and Rehabilitation, Division of Juvenile Services (DJS) workforce, DJS will identify the reasons or barriers why white females are underrepresented in the Protective Services Non-Sworn job category.

- a. Agency Human Resource (HR) representatives will continue to contact or meet with placement officers and admission personal within the higher education system in ND to encourage qualified white females to apply for positions within the DOCR, Division of Juvenile Services.
- b. HR personnel will continue to attend various career fairs to inform individuals of opportunities within the Division and to encourage them to pursue careers in occupations employed by the Division of Juvenile Services.
- c. The agency will continue to advertise job openings on the Internet through the use of a State Employment Opportunities web site provided by the ND Division of Human Resource Management Services. The agency will continue to utilize other recourses to advertise positions such as but not limited to; ND Job Service, University Systems web based job listings in the ND State University Systems, Facebook, Twitter, National Institute of Corrections, and the ND DOCR external and internal webpage sites.
- d. The division will continue to advertise the DOCR non-discrimination statement and/or job openings in local and national publications such as in the EEO Journal.
- e. The agency will continue to use the DOCR web site and PeopleSoft Talent Management Recruiting Solutions module to increase the knowledge of and interest in the agency and in staff positions.
- f. Each time a position is filled, the job description is reviewed to assure the needs of the Division of Juvenile Services (DJS) are met and the qualifications for the position match those needs. DJS will continue to periodically review position descriptions and qualifications with the North Dakota Division of Human Resource Management Services to revise qualifications, if appropriate, to encourage a broader number of eligible applicants. Revisions to the various position qualifications will be reviewed annually for possible changes to minimum qualifications allowing equal opportunity for a larger applicant pool. Qualifications changes will be analyzed and considerations given to make sure those changes do not jeopardize the security of our Correctional Facilities.

Step 7a: Internal Dissemination

The Department's EEOP short form will be posted on the internal intranet website in which all employees within the department may review the document.

The Department will distribute a copy of the EEOP Utilization Report to the department director, all division directors, and all wardens.

Written notification will be sent to DOCR employees that the completed EEOP short form report can be obtained on the DOCR Intranet page or from Human Recourses.

A written notification of how to access the EEOP report will be distributed to all new employees at the time of their orientation training and posted on various bulletin boards in employee work areas.

The equal opportunity notice and non discrimination clause will be posted on every internal and job announcement within

the Department.

Step 7b: External Dissemination

All personnel forms and recruitment materials (ads, notices, job announcements and applications) include the phrase Equal Opportunity Employer and the non-discrimination statement.

A memo is posted in the agency personnel offices explaining how applicants and members of the public may obtain a copy of the Department's EEOP.

The Department will post a copy of the EEOP Utilization Report on the public Internet website.

The agency annually advertises its status as an Equal Opportunity employer in several national minority publications through the EEO Journal.

The equal opportunity employer statement will continue to be posted on all DOCR external job announcements.

The EEOP report will be sent to various state and political subdivision authorities upon request.

Utilization Analysis Chart
Relevant Labor Market: North Dakota

| 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 #/% | 5/42% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/58% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 32,625/65% | 245/0% | 120/0% | 450/1% | 115/0% | 100/0% | 175/0% | 0/0% | 15,330/31% | 165/0% | 35/0% | 485/1% | 120/0% | 0/0% | 20/0% | 4/0% |
| Utilization #/% | -24% | -0% | -0% | -1% | -0% | -0% | -0% | 0% | 28% | -0% | -0% | -1% | -0% | 0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 13/39% | 0/0% | 0/0% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 18/55% | 0/0% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 21,590/37% | 195/0% | 160/0% | 445/1% | 775/1% | 25/0% | 195/0% | 45/0% | 32,935/56% | 280/0% | 160/0% | 930/2% | 405/1% | 0/0% | 240/0% | 25/0% |
| Utilization #/% | 2% | -0% | -0% | -1% | 2% | -0% | -0% | -0% | -2% | -0% | -0% | 1% | -1% | 0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 4,020/36% | 55/0% | 15/0% | 80/1% | 80/1% | 4/0% | 4/0% | 0/0% | 6,595/59% | 100/1% | 50/0% | 120/1% | 55/0% | 0/0% | 55/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 3,150/69% | 125/3% | 90/2% | 305/7% | 35/1% | 0/0% | 55/1% | 20/0% | 685/15% | 25/1% | 10/0% | 70/2% | 0/0% | 0/0% | 4/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 33/45% | 3/4% | 2/3% | 4/5% | 0/0% | 0/0% | 0/0% | 0/0% | 29/39% | 2/3% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 170/32% | 0/0% | 0/0% | 25/5% | 0/0% | 0/0% | 0/0% | 0/0% | 320/60% | 0/0% | 0/0% | 20/4% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 13% | 4% | 3% | 1% | 0% | 0% | 0% | 0% | -21% | 3% | 1% | -4% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/0% | 0/0% | 1/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 17/89% | 0/0% | 1/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 30,205/33% | 340/0% | 215/0% | 795/1% | 200/0% | 0/0% | 230/0% | 20/0% | 55,585/60% | 1,130/1% | 290/0% | 2,250/2% | 435/0% | 10/0% | 550/1% | 70/0% |

| 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 |
| | % | | | | | | | | % | | | | | | | |
| Utilization #/% | -33% | -0% | 5% | -1% | -0% | 0% | -0% | -0% | 29% | -1% | 5% | -2% | -0% | -0% | -1% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 2/67% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/33% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 33,830/89% | 690/2% | 110/0% | 1,100/3% | 20/0% | 20/0% | 195/1% | 25/0% | 1,665/4% | 4/0% | 35/0% | 160/0% | 30/0% | 0/0% | 15/0% | 0/0% |
| Utilization #/% | -23% | -2% | -0% | -3% | -0% | -0% | -1% | -0% | 29% | -0% | -0% | -0% | -0% | 0% | -0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 54,390/51% | 1,785/2% | 940/1% | 2,220/2% | 435/0% | 15/0% | 485/0% | 95/0% | 42,210/39% | 985/1% | 575/1% | 2,170/2% | 565/1% | 20/0% | 510/0% | 55/0% |
| 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 |
| Protective Services: Non-sworn | | | | | | | | | ✓ | | | | | | | |

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: Travis Engelhardt

Director of Human Resources

09-01-2016

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