

EEOP Utilization Report



Thu Apr 28 07:56:51 EDT 2016

Step 1: Introductory Information

Grant Title: FY2014 PREA Program: Demonstration Project to Establish "Zero" Cultures for Sexual Assault in Correctional Facilities
Competitive Grant

Grant Number: 2014-RP-BX-0031

Grantee Name: Georgia Department of Juvenile Justice

Award Amount: \$400,680.00

Grantee Type: State Government Agency

Address: 3408 Covington Highway
Decatur, Georgia
30032

Contact Person: Allyson Richardson

Telephone #: 404-508-7252

Contact Address: 3408 Covington Highway
Decatur, Georgia
30032

DOJ Grant Manager: Lucia Turck

DOJ Telephone #: 202-305-1619

Grant Title: FY14 Residential Substance Abuse Treatment (RSAT)

Grant Number: 2014-RT-BX-0049

Grantee Name: Georgia Department of Juvenile Justice

Award Amount: \$253,373.00

Grantee Type: State Government Agency

Address: 3408 Covington Highway
Decatur, Georgia
30032

Contact Person: Allyson Richardson

Telephone #: 404-508-7252

Contact Address: 3408 Covington Highway
Decatur, Georgia
30032

DOJ Grant Manager: Virginia Dixon

DOJ Telephone #: 404-657-2085

Grant Title: FY14 Second Chance Act: Reentry

Grant Number: 2014-CZ-BX-0007

Grantee Name: Georgia Department of Juvenile Justice

Award Amount: \$750,000.00

Grantee Type: State Government Agency

Address: 3408 Covington Highway
Decatur, Georgia

30032

Contact Person: Allyson Richardson **Telephone #:** 404-508-7252
Contact Address: 3408 Covington Highway
Decatur, Georgia
30032
DOJ Grant Manager: Kathy Mitchell **DOJ Telephone #:** 202-616-5176

Grant Title: FY15 Residential Substance Abuse Treatment (RSAT) **Grant Number:** 2015-RT-BX-0046
Grantee Name: Georgia Department of Juvenile Justice **Award Amount:** \$252,456.00
Grantee Type: State Government Agency
Address: 3408 Covington Highway
Decatur, Georgia
30032
Contact Person: Allyson Richardson **Telephone #:** 404-508-7252
Contact Address: 3408 Covington Highway
Decatur, Georgia
30032
DOJ Grant Manager: Virginia Dixon **DOJ Telephone #:** 404-657-2085

Grant Title: FY15 Second Chance Act Smart of Juvenile Justice: Community Supervision **Grant Number:** 2015-CZ-BX-0025
Grantee Name: Georgia Department of Juvenile Justice **Award Amount:** \$190,000.00
Grantee Type: State Government Agency
Address: 3408 Covington Highway
Decatur, Georgia
30032
Contact Person: Allyson Richardson **Telephone #:** 404-508-7252
Contact Address: 3408 Covington Highway
Decatur, Georgia
30032
DOJ Grant Manager: Leannetta Jessie **DOJ Telephone #:** 202-532-0152

Grant Title: 2014-2015 OJJP PREA Reallocation Funds - Title II **Grant Number:** 2014-JF-FX-0210

Formula

Grantee Name: Georgia Department of Juvenile Justice **Award Amount:** \$20,769.00
Grantee Type: State Government Agency
Address: 3408 Covington Highway
Decatur, Georgia
30032
Contact Person: Allyson Richardson **Telephone #:** 404-508-7252
Contact Address: 3408 Covington Highway
Decatur, Georgia
30032
DOJ Grant Manager: Samantha Wolfe **DOJ Telephone #:** 404-657-1958

Policy Statement:

GEORGIA DEPARTMENT OF JUVENILE JUSTICE Transmittal #: 15-09
Personnel Policy #: 3.51, Recruitment and Selection
Effective Date: 7/1/2015
Scheduled Review Date: 7/1/2016

As an equal opportunity employer, the Department of Juvenile Justice shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, childbirth or related medical conditions, genetic information, or sexual orientation. The Department shall select the most suitable applicant whose experience and abilities best match the knowledge, skills, and competencies identified for satisfactorily performing the duties and responsibilities of a position.

Hiring Managers of the Department shall be responsible for consistent compliance with good management practices and all State and Federal laws and regulations relating to the recruitment and selection of employees. The selection process shall ensure that the most suitable applicant is selected for a position and that unlawful discrimination does not occur.

GEORGIA DEPARTMENT OF JUVENILE JUSTICE Transmittal #: 15-09
Personnel Policy #: 3.20, Non-Discrimination in the Workplace
Effective: 7/1/2015
Scheduled Review Date: 7/1/2016

The Department of Juvenile Justice is an equal opportunity employer and shall not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, childbirth or related medical conditions, genetic information, or sexual orientation. It is the policy of the Department to resolve complaints of unlawful discrimination and sexual harassment internally whenever possible. The Department shall comply with all applicable federal and state laws, rules, and regulations.

Step 4b: Narrative Underutilization Analysis

The Georgia Department of Juvenile Justice (DJJ), Office of Human Resources reviewed the Utilization Analysis Chart that compared the Departments workforce to Georgia's relevant labor market statistics. DJJ continues to employ Blacks or African Americans at a proportion twice the state's demographic and employ Whites and Hispanics at a proportion of one-tenth the state's demographic.

White Males were significantly underrepresented in the following job categories: Officials/Administrators (-12%), Professionals (-19%), Technicians (-28%), Protective Services: Non-sworn (-24%), Administrative Support (-19%), Skilled Craft (-11%) and Service Maintenance (-24%).

Hispanic Males were slightly underrepresented in the following job categories: Professionals (-1%), Technicians (-1%), Protective Services: Non-sworn (-1%), Administrative Support (-1%), and significantly underrepresented in Skilled Craft (-15%) and Service Maintenance (-10%).

(See Attached)

Step 5 & 6: Objectives and Steps

1. Our objective is to continue providing equal employment opportunities for White, Hispanic, Black and Asian males and females when our organization fills vacancies that become available in the Officials/Administrators, Professionals, Protective Services Non-sworn, Administrative Support, Skilled Craft and Service Maintenance job categories.

a. DJJ will continue to use the following resources to attract and recruit qualified applicants of a diverse population statewide:

- College/University Referral
- Employee/Friend Referral
- DJJ Facebook
- Job/Career Fairs in targeted venues of underrepresented populations
- Targeted local newspaper advertisements of underrepresented populations
- LinkedIn
- Radio Advertisement on 45 different stations in 2 additional languages (Spanish and Chinese)
- Road Signs
- Web Search
- Goodwill Labor Pools
- Georgia Department of Labor Career Centers

2. DJJ's objective is to continue to encourage White and Hispanic Male and Female applicants to apply for vacancies in all job categories.

- a. HR will conduct periodic reviews of the demographics of its workforce in the facilities and of other job vacancies that represent significant underutilization of White and Hispanic Males and Females in all job categories and modify recruitment strategies accordingly.
- b. Ask current White and Hispanic Males and Females for referrals
- c. Collaborate with the Budget Office to increase starting salaries for mission-critical positions (Protective Services - Non Sworn) - currently pending approval with the Governor's Office of Planning and Budget.

Step 7a: Internal Dissemination

DJJ will post a hard copy of the agency's EEOP Utilization Report on official bulletin boards in all local HR Offices statewide AND an electronic version on the agency's intranet which is accessible to all DJJ Employees.

All DJJ employees will be notified via email communication about the posting of the agency's EEOP Utilization Report on

the Employee's Business Link at: <http://www.djj.state.ga.us/Employees/DJJBUSINESSLINKS.shtml>.

Make hard copies of the EEOP Utilization Report to ensure they are available upon request.

Step 7b: External Dissemination

DJJ's website will be updated with a statement about the most recent EEOP Utilization Report and a link to find the plan:
www.djj.state.ga.us

DJJ's EEO Statement will continue to be posted on DJJ's main webpage and on all job announcements.

All vendors and contractors that the agency does business with will be notified about the agency's most recent EEOP and instructions on where or how to obtain a copy.

Make hard copies of the EEOP Utilization Report to ensure they are available upon request.

Step 4b: (Continued)

Narrative Underutilization Analysis

Black Males were slightly underrepresented in the Skilled Craft (-15%) job category.

Asian Males were slightly underrepresented in the following job categories: Administrative Support (-2%), Professionals (-3%), Technician (-3%), Protective Services Non-sworn (-1%), Administrative Support (-1%) Skilled Craft (-1%) and Service Maintenance (-1%).

White Females were underrepresented in the following job categories: Officials/Administrators (-12%), Professionals (-17%), Protective Services: Non-sworn (-21%), Administrative Support (-16%), and Service Maintenance (-12%).

Hispanic Females were underrepresented in the Officials/Administrators (-1%), Professionals (-1%), Protective Services: Non-sworn (-1%), Administrative Support (-3%), and Service Maintenance (-4%) job categories.

Asian Females were underrepresented in the following job categories: Professionals (-2%), Administrative Support (-1%), and Service Maintenance (-2%).

In reviewing the EEOP Utilization Report that DJJ submitted to OCR two years ago, improvement was made in the recruitment and retention of White, Hispanic and Asian Males. However, slightly increased in the underrepresentation of Asian Females in the Service Maintenance job category.

It is duly noted that while the identified underutilized job categories for the agency are two or more standard deviations, the agency percentages are more in line with the ethnic make-up of the State's workforce.

**Utilization Analysis Chart
Relevant Labor Market: Georgia**

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 #/%	18/34%	1/2%	12/23%	0/0%	0/0%	0/0%	0/0%	0/0%	8/15%	0/0%	13/25%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	251,170/4 6%	11,700/2 %	46,260/8 %	660/0%	12,280/2 %	60/0%	1,630/0%	1,045/0%	148,730/2 7%	7,115/1%	60,260/11 %	470/0%	6,600/1%	100/0%	1,670/0%	795/0%
Utilization #/%	-12%	-0%	14%	-0%	-2%	-0%	-0%	-0%	-12%	-1%	14%	-0%	1%	-0%	-0%	-0%
Professionals																
Workforce #/%	137/11%	3/0%	229/19%	4/0%	0/0%	0/0%	2/0%	0/0%	258/21%	5/0%	557/46%	1/0%	2/0%	1/0%	10/1%	0/0%
CLS #/%	226,720/3 0%	10,990/1 %	53,665/7 %	550/0%	22,685/3 %	200/0%	1,945/0%	1,890/0%	288,640/3 8%	11,900/2 %	108,280/1 4%	550/0%	17,240/2 %	125/0%	3,110/0%	1,675/0%
Utilization #/%	-19%	-1%	12%	0%	-3%	-0%	-0%	-0%	-17%	-1%	32%	0%	-2%	0%	0%	-0%
Technicians																
Workforce #/%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	3/43%	0/0%	3/43%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,885/28 %	1,535/1%	10,580/9 %	160/0%	3,320/3%	30/0%	439/0%	300/0%	39,690/35 %	1,720/1%	22,065/19 %	105/0%	2,470/2%	0/0%	265/0%	275/0%
Utilization #/%	-28%	-1%	5%	-0%	-3%	-0%	-0%	-0%	8%	-1%	24%	-0%	-2%	0%	-0%	-0%
Protective Services:																
Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	40,200/45 %	1,655/2%	23,210/26 %	110/0%	295/0%	40/0%	535/1%	485/1%	7,250/8%	550/1%	13,645/15 %	85/0%	155/0%	35/0%	90/0%	155/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	148/9%	8/0%	657/38%	0/0%	2/0%	1/0%	9/1%	0/0%	81/5%	8/0%	804/47%	0/0%	1/0%	0/0%	5/0%	0/0%
Civilian Labor Force #/%	1,690/33 %	60/1%	845/16%	4/0%	50/1%	0/0%	10/0%	0/0%	1,340/26 %	50/1%	1,045/20 %	20/0%	0/0%	0/0%	35/1%	0/0%
Utilization #/%	-24%	-1%	22%	-0%	-1%	0%	0%	0%	-21%	-1%	26%	-0%	0%	0%	-0%	0%
Administrative Support																
Workforce #/%	35/4%	1/0%	101/12%	0/0%	5/1%	1/0%	0/0%	0/0%	192/24%	1/0%	468/57%	0/0%	2/0%	2/0%	7/1%	0/0%

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
CLS #/%	261,615/23%	18,005/2%	101,170/9%	730/0%	15,995/1%	200/0%	2,265/0%	2,040/0%	449,125/40%	30,750/3%	225,760/20%	1,495/0%	16,470/1%	475/0%	5,565/0%	3,380/0%
Utilization #/%	-19%	-1%	3%	-0%	-1%	0%	-0%	-0%	-16%	-3%	38%	-0%	-1%	0%	0%	-0%
Skilled Craft																
Workforce #/%	17/50%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	1/3%	1/3%	13/38%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	237,220/61%	58,690/15%	59,380/15%	865/0%	4,850/1%	165/0%	1,940/1%	1,580/0%	12,055/3%	1,905/0%	7,265/2%	50/0%	1,260/0%	105/0%	120/0%	40/0%
Utilization #/%	-11%	-15%	-15%	-0%	-1%	6%	-1%	-0%	-0%	2%	36%	-0%	-0%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	7/3%	1/0%	59/22%	0/0%	1/0%	0/0%	1/0%	0/0%	19/7%	1/0%	174/66%	0/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	305,795/27%	121,600/1%	216,040/1%	1,380/0%	16,855/1%	305/0%	3,185/0%	2,340/0%	216,555/19%	55,885/5%	187,810/11%	590/0%	18,065/2%	130/0%	2,865/0%	2,320/0%
Utilization #/%	-24%	-10%	4%	-0%	-1%	-0%	0%	-0%	-12%	-4%	50%	-0%	-2%	0%	-0%	-0%

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
Professionals	✓	✓			✓				✓	✓			✓			
Protective Services: Non-sworn	✓	✓			✓				✓	✓		✓				
Administrative Support	✓	✓							✓	✓			✓			
Skilled Craft		✓	✓													
Service/Maintenance	✓	✓							✓	✓			✓			

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: Nadine Crocker

HR Director

04-28-2016

[signature]

[title]

[date]