

# EEO Utilization Report

## Organization Information

Name: California Board Of State And Community Corrections

City: Sacramento

State: CA

Zip: 95833

Type: State Government (not law enforcement)

## Step 1: Introductory Information

### Policy Statement:

The Board of State and Community Corrections (BSCC) is committed to providing Equal Employment Opportunity (EEO) to all employees and applicants and creating a work environment in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of the BSCC to provide a workplace free from discrimination, harassment, and retaliation for all applicants, employees, contractors, and volunteers. Accordingly, the BSCC has adopted a Zero Tolerance Policy, which applies to all aspects of employment within the BSCC including recruitment, hiring, promotion, transfer, training, corrective and/or disciplinary action, adverse action, and other terms, conditions, and benefits of employment. A zero tolerance policy means that violations of this policy will not be tolerated. When policy violations are found to have occurred, appropriate corrective action and/or discipline, up to and including dismissal, depending on the severity of the violation, will be taken.

All employees are prohibited from discriminating against or harassing anyone on the basis of their protected status. The bases for filing a complaint are:

- Age (40 or older)
- Ancestry
- Color
- Disability (physical or mental)
- Genetic Information
- Marital Status
- Medical Condition (cancer or genetic characteristics)
- National Origin
- Political Affiliation or Opinion
- Race
- Religion
- Sex/Gender (including sexual harassment and pregnancy)
- Sexual Orientation
- Veteran Status/Military Service

## Step 4b: Narrative of Interpretation

A review of the Department's underutilizations with standard deviations greater than two (See Utilization Analysis Chart) indicates that there are sixteen significant underutilizations (greater than -2%) in the Department. Five of the overall underutilizations were listed under the category Black or African American and another five were listed under the category Asian. There are eight underutilizations identified under Male and eight identified under Female.

The following is a review of the significant underutilizations the Department has identified requiring additional examination:

- Professionals: This category identified a significant underutilization of Asian Females at a rate of -9%.
- Technicians: This category identified a significant underutilization of White and Asian Males at a rate of -17% and -10%.
- Administrative Support: This category identified a significant underutilization of White Males at a rate of -7%.

The Department does not have the need, type of work, responsibilities nor does it employ any employees in the Protective Services (Sworn), Protective Services (Non-Sworn), Skilled Craft or Service/Maintenance job categories so there is no utilization data. It is important to note that any future vacancies will not be in these categories but will be in the categories that show utilization/underutilization in the Utilization Analysis Chart.

## Step 5: Objectives and Steps

### 1. Review of the Technicians classifications to determine possible reasons for the underutilization of White and Asian Males

- a. The Technicians classifications contain a total of 7 employees of which 86% (6) are female. The major classification groups contained in Technicians are: Executive Assistants and Office Technicians. These professions have historically been predominately female and are classifications in which the Department has very few male applicants. Lower level classifications that provide training and experience for the higher level classifications are also predominately female.
- b. The Department is in the process of implementing an Upward Mobility Program which assists employees in their planned development and advancement by providing training, consultation, career counseling, and other services.

### 2. Review of the Administrative Support classifications to determine possible reasons for the underutilization of White Males

- a. The Administrative Support classifications contain a total of 40 employees of which 63% (25) are female and 37.5% (15) are male. The major classification groups contained in Administrative Support are: Analysts, Researchers, Accountants and Information Technology Specialists. Much like the Technicians classifications, these professions have historically been predominately female and are classifications in which the Department has very few male applicants. Lower level classifications that provide training and experience for the higher level classifications are also predominately female.
- b. The Department is in the process of implementing an Upward Mobility Program which assists employees in their planned development and advancement by providing training, consultation, career counseling, and other services.

### 3. Review of the Professionals classifications to determine possible reasons for the underutilization of Asian Females

- a. The Professionals classifications contain a total of 34 employees of which 16 are female and 18 are male.
- b. There are only 3 classification groups contained in Professionals: Project Directors, Research Specialist and Field Representatives. Of the 34, 30 are Field Representatives.
- c. Recruitment efforts for the Field Representative classification, until recently, were outdated and limiting. The Department reviewed and updated the mandatory examination process from a paper, in-person, 3-step process to a completely on-line, self-paced process that potential candidates can participate in from any location and at their convenience. The previous recruitment and examination methods did not provide a broad candidate pool but since implementing the new process the number of potential/eligible candidates has significantly increased.

d. Although the new recruitment/exam process has yielded additional candidates for the Field Representative position the Department still has a very limited pool of applicants who have the required background, education, experience and skills that the position requires due to the nature of the work being performed.

### **Step 6: Internal Dissemination**

The Board of State and Community Corrections (BSCCs) Chief of Administration will, upon the U.S. DOJ's Office of Justice Programs' review and approval of the Equal Employment Opportunity Plan (EEOP), implement the following:

- Email a digital copy of the completed EEOP to all staff (employees, contractors and consultants).
- Save a digital copy of the EEOP on the Departments shared-drive, where all staff (employees, contractors and consultants) can access and review the document at any time.
- Include a hard copy of the EEOP in the New Employee Orientation Handbook.
- Post a hard copy of the EEOP in the staff break-room for any employee, contractor and consultant to review.
- Will provide a hard or digital copy to any employee, contractor or consultant that requests it.
- Incorporate the EEOP by reference as part of the BSCCs policy manual (Administrative Operations Manual/AOM) by adding it as an attachment to the BSCCs Equal Employment Opportunity and Sexual Harassment Policy.

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

A complete copy of the Department's EEOP will be made available to all persons outside of the Department.

- This will be accomplished by posting the EEOP on the Board of State and Community Correction's public web site at [www.bscc.ca.gov](http://www.bscc.ca.gov).
- A hard copy of the EEOP will also be provided to any person outside of the department that submits a request for it under the states Public Records Act (PRA). The BSCC has mandatory PRA request guidelines and timeframes for any documentation that is requested via this process and is required to provide the documentation within a reasonable timeframe.
- A hard copy of the EEOP will also be available for pick-up at the BSCCs office from any persons outside of the department by making a request for it with the front desk staff.

**Utilization Analysis Chart**  
**Relevant Labor Market: Sacramento County, 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 #/%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,510/39%	4,980/5%	2,125/2%	220/0%	4,760/5%	185/0%	590/1%	425/0%	27,805/30%	5,050/6%	3,135/3%	260/0%	4,905/5%	235/0%	765/1%	425/0%
Utilization #/%	1%	-5%	-2%	-0%	-5%	-0%	-1%	-0%	30%	-6%	-3%	-0%	-5%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	11/32%	1/3%	5/15%	0/0%	1/3%	0/0%	0/0%	0/0%	14/41%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	1/3%
CLS #/%	38,435/29%	5,570/4%	3,260/2%	170/0%	10,660/8%	230/0%	1,200/1%	550/0%	46,730/35%	7,190/5%	4,875/4%	330/0%	11,830/9%	285/0%	1,100/1%	765/1%
Utilization #/%	3%	-1%	12%	-0%	-5%	-0%	-1%	-0%	6%	-5%	-4%	-0%	-9%	3%	-1%	2%
<b>Technicians</b>																
Workforce #/%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/57%	1/14%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%
CLS #/%	5,165/31%	745/4%	520/3%	4/0%	1,660/10%	75/0%	185/1%	45/0%	4,735/28%	685/4%	705/4%	90/1%	1,650/10%	60/0%	210/1%	155/1%
Utilization #/%	-17%	-4%	-3%	-0%	-10%	-0%	-1%	-0%	29%	10%	-4%	-1%	4%	-0%	-1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,350/50%	1,520/10%	1,295/9%	115/1%	940/6%	360/2%	160/1%	230/2%	1,535/10%	425/3%	320/2%	20/0%	395/3%	15/0%	65/0%	75/1%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	255/28%	55/6%	55/6%	0/0%	15/2%	0/0%	0/0%	0/0%	345/38%	110/12%	20/2%	15/2%	0/0%	0/0%	34/4%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	6/15%	3/8%	2/5%	0/0%	2/5%	0/0%	0/0%	2/5%	15/38%	5/12%	1/2%	0/0%	2/5%	2/5%	0/0%	0/0%
CLS #/%	39,195/22%	10,225/6%	5,875/3%	415/0%	9,515/5%	495/0%	1,700/1%	765/0%	64,945/36%	18,305/10%	10,905/6%	805/0%	11,565/6%	1,115/1%	2,485/1%	1,275/1%

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	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 #/%	-7%	2%	2%	-0%	-0%	-0%	-1%	5%	1%	2%	-4%	-0%	-1%	4%	-1%	-1%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	25,465/55%	11,440/25%	1,935/4%	285/1%	2,915/6%	385/1%	640/1%	270/1%	1,620/3%	375/1%	525/1%	40/0%	485/1%	55/0%	38/0%	70/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,935/23%	26,525/19%	6,185/4%	575/0%	10,360/7%	875/1%	1,165/1%	615/0%	27,660/19%	16,105/11%	5,820/4%	395/0%	10,880/8%	1,015/1%	1,265/1%	680/0%
Utilization #/%																

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: Thomas Carter

Chief of Administration

04-14-2017

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