

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:

See attachment

Following File has been uploaded:Nondiscrimination Policy Statement.docx

Step 4b: Narrative of Interpretation

A review of the Department's Utilization Analysis Chart identified one significant underutilization with a standard deviation greater than 2, which was White Male Technicians.

Step 5: Objectives and Steps

1. Review of the Technicians Classification to determine possible reasons for the underutilization of White Males.

a. The Technicians classifications consist of a total of 34 employees of which 85% (29 employees) are female and 15% (5 employees) are male. The major classification groups contained in the Technicians category are Analysts, IT Specialist, and Research Data Specialists.

As a State agency, we follow a strict recruitment process where potential candidates are required to take an exam and score high enough to be placed in the first 3 ranks. Candidates in the first 3 ranks can then be interviewed/hired. It has been the experience of the Department that the most qualified and eligible candidates have been predominantly female. Screening criteria and interview notes can be found in the recruitment files.

The Department has also implemented an Upward Mobility Program which assists employees in their planned development and advancement by providing training, consultation, career counseling, and other services.

Step 6: Internal Dissemination

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

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

Step 7: External Dissemination

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

- This will be accomplished by posting the EEO on the Board of State and Community Corrections' public web site at www.bscc.ca.gov.
- A hard copy of the EEO will also be provided to any person outside of the Department who submits a request for it under the state's 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 BSCC's 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
Officials/Administrators																
Workforce #/%	3/20%	0/0%	1/7%	0/0%	2/13%	0/0%	0/0%	0/0%	5/33%	1/7%	1/7%	0/0%	2/13%	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 #/%	-19%	-5%	4%	-0%	8%	-0%	-1%	-0%	3%	1%	3%	-0%	8%	-0%	-1%	-0%
Professionals																
Workforce #/%	5/23%	0/0%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	12/55%	2/9%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
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 #/%	-6%	-4%	2%	-0%	-3%	-0%	-1%	-0%	19%	4%	1%	-0%	-9%	-0%	-1%	-1%
Technicians																
Workforce #/%	3/9%	0/0%	0/0%	0/0%	2/6%	0/0%	0/0%	0/0%	16/47%	4/12%	1/3%	0/0%	5/15%	0/0%	3/9%	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 #/%	-22%	-4%	-3%	-0%	-4%	-0%	-1%	-0%	19%	8%	-1%	-1%	5%	-0%	8%	-1%
Protective Services: Sworn																
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 #/%																
Protective Services: Non-sworn																
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 #/%																
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	1/33%	0/0%	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 #/%	-22%	-6%	-3%	-0%	28%	-0%	-1%	-0%	-36%	-10%	27%	-0%	27%	-1%	-1%	-1%
Skilled Craft																
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 #/%																
Service/Maintenance																
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 #/%																

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
Technicians	✓															

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.

[signature]

[title]

[date]