

EEOP Utilization Report



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Step 1: Introductory Information

Grant Title:	Victim/Witness Assistance Program	Grant Number:	VW15340070
Grantee Name:	Contra Costa County District Attorney's Office	Award Amount:	\$909,889.00
Grantee Type:	Local Government Agency		
Address:	651 Pine Street, 10th Floor Martinez, California 94553		
Contact Person:	Antoine Wilson	Telephone #:	925-335-1455
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DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

It is Contra Costa County's goal to achieve a County and departmental workforce representative at all levels of the distribution of minorities and women in the labor force, and to ensure the rights of other protected groups, consistent with the County's policy on equal employment opportunity.

It is the policy of Contra Costa County to select, develop and promote applicants and employees based on individual ability and job performance.

It has been, and shall continue to be, the policy of this County to provide equal employment opportunity to all people in all aspects of employer/ employee relations without discrimination because of race, color, religion, creed, sex, national origin, ancestry, marital status, age, sexual orientation, disability, or medical condition (cancer related) or any other protected bases.

It has been, and shall continue to be, the policy of the County to identify and remove artificial barriers to employment and promotion of members of protected groups and that consistent with the merit system aggressive efforts shall be made to attract and assist members of protected groups to qualify for employment and promotion; and that the Office of the County Administrator, the Human Resources Department and all departments of County government shall act affirmatively to make equal employment opportunity a reality throughout the County workforce.

Step 4b: Narrative Underutilization Analysis

Currently, Contra Costa County (the County) does not track individuals who self-identify as bi-racial/multi-racial (employees whose ancestry is made up of two or more races) at this time which may be the reason why we are underutilized in this category. However, we are undergoing a software update that will include the ability to track two or more races within the County's workforce. This is expected to be completed by the beginning of the new fiscal year (07/2016).

Based on the Utilization Analysis Chart, the County's District Attorney's (DAs) Office is under-utilized in the capacity of Officials/Administrators with Hispanic males (-5%) and females (-5%); Black males (-2%) and females (-4%); Asian males (-6%) and females (-6%).

For the Professionals category, there is under-utilization for White females (-3%); Hispanic males (-2%) and females (-2%); Black males (-2%); and Asian males (-3%) and females (-4%).

For the Technicians category, there is under-utilization with White females (-23%), Hispanic females (-8%), Black females (-4%) and Asian females (-14%).

For Administrative Support, the County has under-utilization in White males (-7%); Hispanic males (-2%); and Asian (-4%) males.

Step 5 & 6: Objectives and Steps

1. The County's Equal Employment Officer will meet with the District Attorney's Office to strategize outreach and recruitment efforts

a. The EEO Officer will meet the DA's Office and review the composition of the applicant pool for all vacancies in the last fiscal year to determine under-utilization within the department for Officials/Administrators, Professionals, Technicians and Administrative Support. The EEO Officer will also review the applicant flow data for all vacancies to determine whether or not there was an adverse impact which may have been a factor.

The EEO Officer will report the findings to the Board of Supervisor's sub-committee, the Hiring Outreach Oversight Committee, the County Administrator, and the District Attorney's Office. The report will also be posted on the County's website under the Board of Supervisors Agendas and Meetings heading to be distributed to a wider audience including our constituents.

2. Provide equal employment opportunities for all prospective and current employees

a. Currently, the DA's Office is required to conduct outreach and recruitment efforts to the Hispanic population within its workforce. In order to determine under-utilization, EEO compared the departmental workforce numbers to the 2010 Census Bureau's workforce data for Contra Costa County. We will continue to partner with community and faith based organizations who serve Hispanics in addition to the underutilized groups identified above to attract qualified candidates to apply for County vacancies and diversify our applicant flow.

The Office of EEO will partner with the Human Resources Department to ensure that vacancy notifications are electronically sent to community and faith based organizations who serve segments of the population where we have under-utilization within our workforce. The Office of EEO conducts strategic outreach and recruitment efforts to ensure that our applicant pool is diverse.

3. Partner with community based organizations to reach under-utilized groups of individuals

a. The Office of EEO conducts strategic outreach and recruitment efforts to ensure that our applicant pool is diverse. The EEO Officer will continue to partner with the community and faith based organizations that serve low income individuals, Veterans, the disabled, AB 109 (Re-Entry), Hispanics, and Women and other minorities interested in public safety positions. This outreach effort also encompasses those areas where we are under-utilized in such as

Officials/Administrators, Professionals, Technicians and Administrative Support. The goal is to reach under-utilized groups and inform them of vacancies and the qualifications necessary to refer individuals to apply.

HR tracks the outreach contacts and e-mail addresses in order to electronically notify them of all County vacancies.

HR has developed a dedicated phone line for community based organizations and their clients to speak to a live person when questions arise about the application process, job inquiries, etc.

Step 7a: Internal Dissemination

We will post the EEOP Short form on the Contra Costa County's Office of Equal Employment Opportunity's home web page.

We will send a copy of the EEOP Short Form to the DA's Equal Employment Opportunity Coordinator to keep a hard and electronic copy of the document on hand for individuals who request a copy of the document.

We will post notices in the break/lunch/copy room or at the receptionist desk to advise employees, contractors and the public of our current EEOP Short Form.

Distribution of the EEOP Short Form will be presented to the Board of Supervisor's sub-committee for the next scheduled meeting to discuss and provide awareness.

Distribute the report to HR employees so they can be made aware of the steps we are taking during the recruitment process. HR will print a hard copy and keep it at the front desk to make copies for individuals who request it.

The report will be placed on the County's Intranet site to make it easily accessible for employees.

Step 7b: External Dissemination

Applicants, vendors and contractors will be notified that the County's EEOP Short form is available on request for review. EEOP will be posted on County's public website.

Make the EEOP Short Form available in the reading rooms of local public libraries.

The District Attorney's Office will keep a hard copy of the plan with the EEO Coordinator who will provide copies to individuals upon request.

Utilization Analysis Chart
Relevant Labor Market: Contra Costa 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 #/%	7/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,850/40%	2,930/5%	1,045/2%	65/0%	3,485/6%	100/0%	325/1%	230/0%	15,330/28%	2,710/5%	2,230/4%	200/0%	3,360/6%	85/0%	495/1%	215/0%
Utilization #/%	24%	-5%	-2%	-0%	-6%	-0%	-1%	-0%	8%	-5%	-4%	-0%	-6%	-0%	-1%	-0%
Professionals																
Workforce #/%	39/43%	1/1%	1/1%	1/1%	5/6%	1/1%	0/0%	0/0%	29/32%	3/3%	4/4%	0/0%	6/7%	0/0%	0/0%	0/0%
CLS #/%	20,800/27%	2,530/3%	2,035/3%	110/0%	6,260/8%	40/0%	660/1%	285/0%	27,670/36%	4,475/6%	3,425/4%	75/0%	8,055/10%	145/0%	580/1%	400/1%
Utilization #/%	17%	-2%	-2%	1%	-3%	1%	-1%	-0%	-3%	-2%	0%	-0%	-4%	-0%	-1%	-1%
Technicians																
Workforce #/%	6/35%	5/29%	2/12%	0/0%	4/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,915/29%	480/5%	350/3%	0/0%	1,040/10%	0/0%	110/1%	110/1%	2,320/23%	770/8%	355/4%	40/0%	1,365/14%	10/0%	120/1%	60/1%
Utilization #/%	6%	25%	8%	0%	13%	0%	-1%	-1%	-23%	-8%	-4%	-0%	-14%	-0%	-1%	-1%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,340/44%	680/13%	470/9%	35/1%	320/6%	150/3%	265/5%	50/1%	550/10%	170/3%	230/4%	0/0%	80/1%	0/0%	0/0%	30/1%
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 #/%	325/61%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	135/26%	65/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	6/12%	2/4%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%	19/38%	6/12%	7/14%	0/0%	6/12%	1/2%	0/0%	0/0%
CLS #/%	20,060/19%	6,550/6%	3,055/3%	85/0%	6,340/6%	240/0%	690/1%	400/0%	36,280/35%	13,890/13%	5,985/6%	195/0%	8,750/8%	275/0%	1,080/1%	845/1%

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%	1%	-0%	-4%	-0%	-1%	-0%	3%	-1%	8%	-0%	4%	2%	-1%	-1%	
Skilled Craft																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	13,110/48 %	9,250/34 %	1,385/5%	15/0%	1,365/5%	200/1%	385/1%	230/1%	905/3%	205/1%	250/1%	0/0%	210/1%	10/0%	0/0%	0/0%	
Utilization #/%																	
Service/Maintenance																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	16,200/18 %	21,915/25 %	3,785/4%	135/0%	5,320/6%	235/0%	715/1%	340/0%	14,845/17 %	14,890/17 %	3,595/4%	170/0%	5,765/6%	290/0%	505/1%	510/1%	
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 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: Antoine Wilson

Equal Employment Opportunity Officer

03-17-2016

[signature]

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