



# Agenda

## HIRING OUTREACH OVERSIGHT COMMITTEE

April 11, 2016

9:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice Chair

### Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the February 8, 2016 Hiring Outreach Oversight committee meeting.
4. ACCEPT the updated Bridge to Success reports and CONSIDER providing additional direction to staff regarding next steps to take.
5. REVIEW and ACCEPT the Equal Employment Opportunity Plan for the District Attorney's Office.
6. The next Hiring Outreach Oversight Committee meeting is scheduled for May 9, 2016.
7. Adjourn

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*The Hiring Outreach Oversight Committee will provide reasonable accommodations for persons with disabilities planning to attend Hiring Outreach Oversight Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Hiring Outreach Oversight Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 3rd floor, during normal business hours.*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional  
Information  
Contact:

Antoine J. Wilson, Affirmative Action/Equal Employment Opportunity Officer  
Phone (925) 335-1455, Fax (925) 335-1420  
[antoine.wilson@riskm.cccounty.us](mailto:antoine.wilson@riskm.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

3.

**Meeting Date:** 04/11/2016  
**Subject:** Record of Action  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** N/A  
**Presenter:** N/A **Contact:** N/A

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#### **Referral History:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

#### **Referral Update:**

Attached is the Record of Action from the February 8, 2016 HOO committee meeting.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Record of Action for the February 8, 2016 Hiring Outreach Oversight committee meeting.

#### **Fiscal Impact (if any):**

None

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#### **Attachments**

02-2016 Record of Action

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# Agenda

# HIRING OUTREACH OVERSIGHT COMMITTEE

February 8, 2016  
9:00 A.M.  
651 Pine Street, Room 101  
Martinez, CA 94533

Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice Chair

## Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

Present: Karen Mitchoff, Chair  
John Gioia, Vice Chair

Staff Present: Antoine Wilson, Equal Employment Opportunity Officer

Attendees: David Twa, County Administrator  
Phil Arnold, Consultant

### 1. Introductions

***Chair Mitchoff convened the meeting at 9:00 a.m. and self-introductions were made by attendees.***

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

***No public comment given.***

3. RECEIVE and APPROVE the Record of Action for October 1, 2015 HOO committee meeting.

**AYE:**

**Chair Karen Mitchoff, Vice Chair John Gioia**

**Passed**

***The Record of Action was approved.***

4. ACCEPT the Bridge to Success report and CONSIDER providing direction to staff regarding next steps to take.

Antoine Wilson presented the Bridge to Success report which highlighted the foundation of the program in addition to the recruitment and hiring aspects. The program was modeled after the County of Alameda's "Step-up Program" and designed to create outreach and job opportunities to the severely disabled and the community at large.

**AYE:** **Chair Karen Mitchoff, Vice Chair John Gioia**

**Passed**

***The Bridge to Success report was accepted approved.***

5. CONSIDER accepting the 2015 report from the Office of Equal Employment Opportunity for the departmental and EEO outreach and Recruitment activities. (Antoine Wilson, EEO Officer)

**AYE:** **Chair Karen Mitchoff, Vice Chair John Gioia**

**Passed**

***The 2015 EEO Outreach and Recruitment report was accepted approved.***

6. The next meeting is scheduled for March 14, 2016 at 9:00 a.m.
7. The meeting adjourned at 9:30 a.m.

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Antoine J. Wilson, Affirmative Action/Equal Employment Opportunity Officer  
Phone (925) 335-1455, Fax (925) 335-1420  
antoine.wilson@riskm.cccounty.us

For Additional Information Contact:



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

4.

**Meeting Date:** 04/11/2016  
**Subject:** Bridge to Success Updates  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** N/A  
**Presenter:** Antoine Wilson **Contact:** 925-335-1455

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#### **Referral History:**

On June 5, 2014, Supervisor John Gioia convened a meeting to discuss the possibility of the County developing a program specifically designed to hire individuals with developmental disabilities into the County workforce. The meeting focused on a presentation and discussion that was led by Mary Welch, County of Alameda Interim Director Human Resources Services and Joany Callahan, Sheriff's Office Personnel Chief. They provided information about the Step Up program that Alameda County had implemented which provided outreach and recruitment strategies to the developmentally disabled. Contra Costa County was interested in exploring the possibility of creating a similar program

#### **Referral Update:**

On February 8, 2016, the Bridge to Success proposal was presented to the Hiring Outreach Oversight Committee for their approval. The proposal was approved and staff was directed to work with Kate Rauch to develop a focus group consisting of members who had extensive history and experience working within the disabled community. On March 23, 2016, Kate met with the focus group.

We were also directed to contact the County of Alameda and tour their facility on April 7, 2015.

#### **Recommendation(s)/Next Step(s):**

ACCEPT the reports and CONSIDER providing direction to staff regarding next steps to take.

#### **Fiscal Impact (if any):**

None

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#### **Attachments**

BTS Updates

COA Walkthrough



DATE: April 8, 2016  
TO: Hiring Outreach Oversight Committee  
FR: Kate Rauch, District Coordinator, Supervisor John Gioia  
RE: Bridge to Success Stakeholder Input

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List of Stakeholders:

- Local supported employment service providers (Contra Costa ARC and Futures Explored).
- The Bay Area Regional Office of the State Council of Developmental Disabilities (Gabriel Rogin, director)
- The Contra Costa DD Council (Josh Sullivan, staff)
- Bill Sorrel, CC Public Health Department; operated the Miller Centers for the County for at least a decade before they were transferred to a nonprofit
- Alameda County Step Up program (Bridge to Success is modeled after Step Up)
- Lawrence Berkeley National Lab "Project Search" employment program (similar)
- SF Mayor's Office of Disabilities (SF City/County has a similar program)

Kate Rauch presented the Bridge to a Success program to the Contra Costa DD Council at its March 23 meeting. Many of the stakeholders above were there. She has also received email feedback from others, and is still doing outreach.

We have an elist of people wanting to stay updated on the program.

Feedback:

1. Getting the word out about openings

Many people are concerned about fine-tuning or expanding the process for posting or spreading the word about job openings, and having a proactive plan in place for recruiting. Job opening announcements should be routinely distributed to the State Office of Rehabilitation (SOR); the Regional Center of the East Bay (RCEB), which funds supported employment providers and provides case management to individuals with developmental disabilities; School District workability or Transition (18 - 22 year olds) programs; and area supported living and employment providers.

A master list of contacts could be created to make this easy.

Some people with developmental disabilities aren't clients of the Department of



Rehabilitation (DOR), so having the DOR serve as the main entry door to Bridge to Success won't reach many eligible candidates. Recruitment should be broad.

The application process should be set up as clear & simple: For example: CCC HR or Risk Management should serve as initial recipient of all applications, and inquires.

Applicants who aren't certified with DOR will be immediately referred to DOR for certification; certification is returned to CCC HR, and kept on file for future jobs, as needed. People who are already certified by the DOR can request for their certification to be sent to CCC, or CCC can make this request for the candidate.

HR can screen applicants, verifying DOR certification, and then contact hiring managers.

Prospected employees who aren't certified by DOR should be advised to get help with the process from their supported living or supported employment staff, parents or Regional Center case manager. This is par for the course, but HR or Risk Management should advise candidates to get the assistance they need.

In practice, most or many applicants for Bridge to Success jobs will be coming from Supported Employment providers, who walk them through all the steps from getting the DOR certification to the interview, to job coaching if they are hired.

2. Consensus that requiring Certification by DOR (of meeting the Fair Employment and Housing Act definition of disability) for eligibility to participate is a good thing, appropriate. But, stakeholders think this certificate should be automatically sent to CCC (HR or Risk Management), and kept on file, so prospective employees don't have to repeat the process. CCC can refer people to the DOR for certification, and then the certification is sent to and filed with CCC, as stated above.

Note: The DOR certification is for people with "severe disabilities," which is the language used in Alameda County's Step Up program. These term can be misleading, as many people with developmental disabilities are highly functional, which isn't suggested by the word "severe." It may be worth discussing the pros and cons of using the Department of Rehabilitation's terminology.

There was some desire that Bridge to Success positions be open to people with developmental disabilities who don't qualify by the DOR. Milder disabilities. Others understood the need for certification to set a measure for eligibility.

3. Stakeholder consensus that allowing candidates to review job interview

questions 30 minutes before the interview isn't enough time. Suggestion that this be increased to two hours before an interview, or even sent to the job coach the day before. The concern is that it can take time for some people with developmental disabilities to fully grasp questions whether expressed on paper or verbally. A good job coach, who wants the candidate to be successful and be a good match in a job, won't use this preview time to help the candidate "cheat." But to be well prepared. Language processing problems are common with people with developmental disabilities, and preparation can be immensely helpful. One parent gave the example of when her son was asked "What's your life dream," in an interview and he talked about his literal dream the night before.

4. Many people asked about the possibility of highly qualified potential candidates selected for interview taking a walk-through of the job site, before the interview. Providing this "visual" of the position could be very helpful to some candidates, and also help job coaches better understand if it's a good fit.
5. Highly recommended that managers who are interested in Bridge to Success or have opted into the program receive a training in working with people with developmental disabilities. This could be a one-to-one individualized training, or small group. It should also be clear that managers and coworkers with questions or concerns about a Bridge to Success employee have a "safe" place to express this.
6. In general, people are very excited and thrilled at the prospect of Bridge to Success! There will likely be a strong response. It's important to work closely with the Supported Employment providers early in the process (CCC ARC and Futures Explored), as their knowledge will be extremely helpful.

Stay tuned for more feedback, including from Lawrence Berkeley National Lab and the City of San Francisco.

DATE: April 8, 2016  
TO: Hiring Outreach Oversight Committee  
FROM: Antoine Wilson, EEO Officer  
RE: County of Alameda Walkthrough

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On Thursday, April 7, 2015, Kate Rauch, District Coordinator for Supervisor John Gioia, Dominic Aliano, District IV Representative and Antoine Wilson met with County of Alameda staff to discuss their Step Up program to obtain a better understanding of its intricacies. Contra Costa County is considering adopting a similar program, Bridge to Success (BTS), which is based on the Step Up program.

The three of us met with Dominique Burton Assistant Diversity Programs Manager and Monique Hill, Human Resources Analyst/Step Up Coordinator at the Alameda County Clerk-Recorder's Office. Alameda County developed Step-Up to be a collaborative venture where Diversity Programs, Human Resources (HR) and the California Department of Rehabilitation work together to make it a successful program.

Diversity Programs monitors the Step-Up program, undertakes metrics on effectiveness, acts as a resource and liaison with the responsibilities of promoting and developing the program. HR provides day to day program coordination and support through the selection process, employee performance evaluations and partnering to promote the program. The DOR provides certification for disabled employees, assists with recruitment and acts as a training consultant, resource and community link.

Alameda's program was implemented in January 2001. As of February 2016 there have been 35 appointments. In order for individuals to qualify for this program the candidate must:

- Be considered severely disabled by the DOR;
- Possess the minimum qualifications for the job;
- Be able to perform the essential functions of the job with or without reasonable accommodations.

We were fortunate to meet with several of the program participants and given a chance to ask them questions. We also were able to speak to some of the supervisors who manage the Step-Up employees. There was positive feedback from all that we spoke with about this program. The participants expressed their happiness to have a job where they were able to make livable wages, and obtain a good healthcare and pension plan. The participants also stated that it was a great feeling to be able to contribute positively to the workforce and society.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

5.

**Meeting Date:** 04/11/2016

**Subject:**

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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#### **Referral History:**

On February 19, 2016, the Office of Equal Employment Opportunity was advised by the State of California Office of Emergency Services that the County's District Attorney's Office was awarded a grant of \$909,889.00 for the Victim/Witness Assistance Program. One of the requirements of the award was for Contra Costa County (the County) to develop and distribute an Equal Employment Opportunity Plan (EEO Plan) which details specific actions the County plans to take to attract more applicants who self-identify as groups that are under-represented within our workforce as of December 31, 2015. Once the information was tabulated and analyzed, it was sent to the Department of Justice Office of Justice Programs for their review and approval.

#### **Referral Update:**

On March 22, 2016, the Department of Justice, Office of Justice Programs, informed the County that the EEO Plan was accepted. One of the requirements of the plan was for EEO to share this information with the HOO committee.

#### **Recommendation(s)/Next Step(s):**

REVIEW and ACCEPT the EEO Plan for the District Attorney's Office.

#### **Fiscal Impact (if any):**

None

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#### **Attachments**

2016 Approval

EEO Plan

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U.S. Department of Justice

Office of Justice Programs

*Office for Civil Rights*

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Washington, D.C. 20531

March 17, 2016

Antoine Wilson  
EEO Officer – Risk Management  
Contra Costa County District Attorney's Office  
651 Pine Street  
10th Floor  
Martinez, CA 94553

Re: Equal Employment Opportunity (EEO) Utilization Report for Contra Costa County District Attorney's Office

Dear Mr. Antoine Wilson,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity (EEO) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEO Utilization Report is effective for two years from the date of this letter, and satisfies the EEO reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X 

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Michael L. Alston

Director

Signed by: MICHAEL ALSTON

# EEOP Utilization Report



Thu Mar 17 13:49:59 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Victim/Witness Assistance Program	<b>Grant Number:</b>	VW15340070
<b>Grantee Name:</b>	Contra Costa County District Attorney's Office	<b>Award Amount:</b>	\$909,889.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	651 Pine Street, 10th Floor Martinez, California 94553		
<b>Contact Person:</b>	Antoine Wilson	<b>Telephone #:</b>	925-335-1455
<b>Contact Address:</b>	2530 Arnold Drive, #140 Martinez, California 94553		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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### 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
<b>Officials/Administrators</b>																
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%
<b>Professionals</b>																
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%
<b>Technicians</b>																
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%
<b>Protective Services: Sworn</b>																
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 #/%																
<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 #/%	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 #/%																
<b>Administrative Support</b>																
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%	
<b>Skilled Craft</b>																	
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 #/%																	
<b>Service/Maintenance</b>																	
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

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[signature]

[title]

[date]