

DATE: May 4, 2016
TO: Hiring Outreach Oversight Committee
FROM: Antoine Wilson, EEO Officer
RE: Victims Witness Assistance Program Background

VICTIMS WITNESS ASSISTANCE PROGRAM

Overview

The California Victim Compensation Program was created to lessen the financial impact of crime on qualifying victims. Under California law (Government Code Sections 13959-13969.3), qualifying victims of crime may receive financial assistance for losses resulting from a crime when they cannot be reimbursed by other sources.

The crime must have occurred in California, or to a California resident, and the victim cannot have been a participant in the crime.

This program is a "payer of last resort" for victims' out-of-pocket (non-reimbursed) losses, and applies only where the crime directly involved physical injury or threat of injury. New domestic violence guidelines adopted by the State Board of Control provide that a child who witnesses an incident of domestic violence is now considered to be at risk of physical injury and qualifies as a direct victim of a crime.

History of the Program Original Development

In 1934, U. S. Supreme Court Justice Benjamin Cardozo wrote in the case of Snyder v. Massachusetts that "Justice, though due the accused, is due the accuser also. The concept of fairness must not be strained till it is narrowed to a filament. We are to keep the balance true."

While victims' rights and issues have made progress since the 1930s and its origin as an outgrowth of the civil rights and women's movements of the 1960s and early 1970s, the balance of justice is still weighted towards the defendant and much work is left to be done. Today, 33 states have passed Constitutional Amendments establishing a Victims' Bill of Rights, including California.

Forming the Current Program

In 1983, legislation was passed (13835.5 PC) "to develop methods to reduce the trauma and insensitive treatment that victims and witnesses may experience in the wake of crime, since all too often citizens who become involved with the criminal justice system, either as victims or witnesses to crime, are further victimized by that system."

Today, hundreds of victim service programs, both community and criminal justice system based, help crime victims in California. The California Office of Emergency Services

(CalOES) uses state and federal funds to support over 200 grant programs across the state. CalOES is the California recipient of federal Department of Justice Victim of Crime Act (VOCA) Victim Assistance and Violence Against Women Act (VAWA) funding. In 2013 CalOES funded programs served 222,9063 people by providing crisis counseling, advocacy, criminal justice support, shelter, and numerous other services.

Program Funding

- Funding for the Victim/Witness program comes entirely through fines and penalties levied against defendants.
- Losses Covered
- Medical / Dental
- Mental Health Counseling
- Wage / Income
- Financial Support
- Funeral / Burial
- Job Retraining
- Relocation

Losses Not Covered

Personal property losses, including cash, are not eligible for reimbursement under the program. The program also cannot reimburse applicants for expenses related to the prosecution of an alleged perpetrator or compensate applicants for "pain and suffering."

However, losses not covered by the program may be recoverable, either through court-ordered restitution as a part of a convicted perpetrator's criminal sentence or through the enforcement of a judgment obtained in a civil lawsuit against the alleged perpetrator.

Who is Eligible

- The victim of the crime who suffers physical and/or emotional injury or a survivor of a person who dies as a direct result of the crime
- Anyone legally dependent upon the victim for support
- Anyone who was present during the crime and who has a close relationship with the victim
- Anyone who must receive psychological treatment as a result of the crime or who should be included in the psychological treatment of the victim
- Anyone who takes legal responsibility and/or pays for a victim's medical or burial expenses

How to Qualify

- The crime must be reported to law enforcement

- The victim must cooperate in the investigation and prosecution of any known suspects
- The victim must not have contributed to the events which lead up to the crime
- Provide victims and witnesses of crime information concerning the criminal justice system
- Assist victims with the filing of Victim of Crime Compensation Program applications
- Provide victims and witnesses with case status and/or disposition
- Provide victims with information concerning victim impact statements
- Provide victims with assistance in restitution determination and collection
- Provide victims and witnesses with court support
- Provide victims and witnesses with referrals to community agencies
- Provide victims with referrals for counseling and therapy
- Provide victims with creditor and/or employer intervention
- Provide witnesses with employer intervention Assist victims with property return
- Provide victims with information to apply for state disability insurance
- Provide victims with information to apply for social security benefits
- Provide victims with information to file notification forms with Department of Corrections, California Youth Authority, and Attorney General
- Provide victims with information concerning victim's rights at parole hearings
- At the request of the assigned district attorney, the advocate can arrange and attend a meeting between the district attorney and the victim or victim's family
- Assist the probation officer to obtain information concerning restitution and victim impact statements for their reports on serious violent felony cases

Victim's Bill Of Rights Act Of 2008: Marsy's Law

In order to preserve and protect a victim's rights to justice and due process, a victim shall be entitled to the following rights:

1. To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.

5. To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. To reasonable notice of and to reasonably confer with the prosecuting agency, upon request, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, upon request, to be notified of and informed before any pretrial disposition of the case.
7. To reasonable notice of all public proceedings, including delinquency proceedings, upon request, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. To be heard, upon request, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. To a speeding trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
11. To receive, upon request, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. To be informed, upon request, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. To restitution:
 - (A) It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
 - (B) Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
 - (C) All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.
14. To the prompt return of property when no longer needed as evidence.

15. To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, upon request, of the parole or other release of the offender.
16. To have the safety of the victim, the victim's family, and the general public considered before any parole or other post-judgment release decision is made.
17. To be informed of the rights enumerated in paragraphs (1) through (16).

DATE: May 4, 2016
TO: Hiring Outreach Oversight Committee
FROM: Antoine Wilson, EEO Officer
RE: Equal Employment Opportunity Plan

Equal Employment Opportunity Plans

An Equal Employment Opportunity Plan (EEO Plan) is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of the County's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

Equal Employment Opportunity Utilization Report

The EEO Utilization Report is a workforce report that the County must complete as a condition for receiving Justice Department funding subject to the authority of the Omnibus Crime Control and Safe Streets Act of 1968. The Office for Civil Rights (OCR) has developed the EEO Utilization Report to help recipients comply with the EEO regulations. The OCR uses the EEO Utilization Report to prompt recipients to collect and analyze key employment data, organized by race, national origin, and sex. The purpose of the EEO Utilization Report is to make sure that recipients of financial assistance from the Justice Department are providing equal employment opportunities to men and women regardless of sex, race, or national origin. The federal regulations establishing the EEO requirement also link a diverse workforce to effective law enforcement:

- The experience of the Justice Department in implementing its responsibilities under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, has demonstrated that the full and equal participation of women and minority individuals in employment opportunities in the criminal justice system is a necessary component to the Safe Streets Act's program to reduce crime and delinquency in the United States.

The EEO report includes calculating the total number of employees in our workforce, and includes part-time and full-time workers. It excludes seasonal employees, political appointees, and elected officials. These figures are compared to the Community Labor Statistics (CLS) which is tabulated by the United States Census Bureau. These figures represent individuals who are 16 years or older, reside within Contra Costa County and are currently working or are looking for work.

What are the race and national origin categories a recipient should use in reporting the composition of its workforce?

For the purpose of developing an EEO Utilization Report, a recipient should use the following seven race and national origin categories in describing its workforce: (1) Hispanic or Latino, (2) Black or African American, (3) White, (4) Asian, (5) Native Hawaiian or Other Pacific Islander, (6) American Indian or Alaska Native, and (7) Two or More Races. In the Workforce Analysis Chart in the EEO Utilization Report, the recipient would enter separately in each of the eight major job categories the number of male employees of a particular race or national origin in that job category and the number of female employees of a particular race or national origin in that job category.

What are the eight major job categories in the EEO Utilization Report for a state or local government agency?

The U.S. Census Bureau uses the following eight major job categories in collecting employment statistics for state or local government agencies: (1) Officials and Administrators, (2) Professionals, (3) Technicians, (4) Protective Services: Sworn, (5) Protective Services: Non-sworn, (6) Administrative Support, (7) Skilled Craft, and (8) Service Maintenance.

DESCRIPTION OF JOB CATEGORIES

- a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
- b. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

- c. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers, and kindred workers.
- d. **Protective Service Workers (Sworn):** A sworn officer in a law enforcement agency is an individual who has taken a solemn oath to perform duties on behalf of the public in a manner that merits the public's trust. He or she holds a commissioned position and is trained and empowered to perform a full range of law enforcement duties, including, but not limited to, preventing and suppressing crime and investigating, apprehending, and detaining individuals suspected or convicted of offenses that violate the public interest.
- e. **Protective Service Workers (Non-sworn):** This job category includes occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- f. **Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- g. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
- h. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

EEOP Utilization Report



Thu Mar 17 13:49:59 EDT 2016

Step 1: Introductory Information

Grant Title: Victim/Witness Assistance Program **Grant Number:** VW15340070

Grantee Name: Contra Costa County **Award Amount:** \$909,889.00
District

Attorney's Office

Grantee Type: Local Government
Agency

Address: 651 Pine Street, 10th
Floor Martinez,
California
94553

Contact Person: Antoine Wilson **Telephone #:** 925-335-1455

Contact Address: 2530 Arnold Drive, #140
Martinez, California
94553

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

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 Countys 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

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 underutilized groups of individuals

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