

**Louisiana Department of Justice
Office of Attorney General Jeff Landry
EEO-AAP Report**

INTRODUCTION:

The Louisiana Department of Justice (LADOJ) reaffirms its policy for Equal Employment Opportunity (EEO) by hereby stating that no person shall, on the basis of race, color, religion, sex, age, national origin, handicap, veteran status or any other non-merit factor, be discriminated against in any employment practice. The LADOJ is committed to this policy because it is our belief that it is morally right and is legally required by Title VII of the Civil Rights Act of 1964, as amended, by the Equal Employment Opportunity Act of 1972, Executive Order 11246, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991.

WORKFORCE ANALYSIS:

The Louisiana Department of Justice (LADOJ) Human Resources Division reviewed the Utilization Analysis (comparing the agency's workforce to the relevant labor market, and noted the following underutilizations:

- Professionals: Black or African American females (-7%)
- Administrative Support: White males (-14%) and Black or African American males (-4%)
- Protective Services Sworn: Black or African American males (-21%) and Black or African American females (-8%).

Our relevant market includes data from the entire state of Louisiana, as we have regional offices in five cities state-wide, including New Orleans, Lafayette, Shreveport, Alexandria and Monroe. It is our assertion that the under-representation may be due to lack of applicants in the applicant pool, especially in more rural areas in the northern region of the state.

LADOJ is highly committed to reaching equal employment opportunities in all job categories and it is our intent to determine whether applicants in the under-utilized areas are applying for positions in those areas, and if so, whether they are meeting the minimum qualifications and/or are passing examinations required for those positions.

LABOR MARKET: (See attached)

UTILIZATION ANALYSIS

For all underutilizations, current and future actions include making vacancy announcements available to employees and the general public through LADOJ's website, Civil Service's LaCareers Job Search, professional affiliated groups and internal agency email notifications. We plan to initiate recruitment efforts with the LA Legislative Black and Women Caucuses and military assistance offices, as well as advertisements in various publications.

OBJECTIVES AND STEPS

- Professionals: To encourage females to apply for vacancies in the Professionals job category.
 - The LADOJ will review the composition of the applicant pool for vacancies in the job category in the last fiscal year to determine whether Black or African American females were under-represented.
 - The LADOJ will ensure that all hiring managers attend diversity training.
 - The LADOJ will continue to follow federal and state laws to ensure hiring practices are fair and consistent.

- Administrative Services: To encourage males to apply for vacancies in the Administrative Support job category.
 - The LADOJ will review the composition of the applicant pool for vacancies in the job category in the last fiscal year to determine whether males were under-represented.
 - The LADOJ will ensure that all hiring managers attend diversity training.
 - The LADOJ will continue to follow federal and state laws to ensure hiring practices are fair and consistent.

- Protective Services: To encourage Black or African American males and females to apply for vacancies in the Protective Services job category.
 - The LADOJ will review the composition of the applicant pool for vacancies in the job category in the last fiscal year to determine whether Black or African American males and females were under-represented.
 - The LADOJ will review current recruitment practices to ensure that there is no negative impact that contributes to the under-utilized job category for Black or African American males and females.
 - The LADOJ will expand current recruitment practices by attending job fairs and local colleges, including Southern University and Grambling University, to reach Black or African American males and females.
 - The LADOJ will expand current recruitment practices by contacting the Louisiana Black and Women's Caucuses to widen the pool of available Black or African American applicants and female applicants.

- The LADOJ will continue to follow federal and state laws to ensure hiring practices are fair and consistent.

In addition, in order to ensure outcome based/measurable objectives are specifically designed to lower underutilization the LADOJ will also implement the following:

1. Develop and Implement a Recruitment Plan – The LADOJ Human Resources team will develop and implement a recruitment plan that at a minimum ensures the following:
 1. Community Partnerships and Recruiting: The LADOJ will strive to develop relationships with community based organizations, colleges and universities, as well as leaders within statewide organizations who also hire candidates in similar jobs with similar qualification requirements in an effort to foster formal relationships that will enhance our recruitment efforts.
 - The LADOJ will expand current recruitment practices by attending job fairs at historically black colleges, including Southern University and Grambling University.
 - The LADOJ will develop relationships with statewide police organizations such as Louisiana State Police and Local Sheriff's Departments to communicate our need for experienced candidates that may be retiring from one career but interested in continued employment at another level of Government. For example, an officer may be retiring from a Parish Sheriff's office but looking for continued employment at the State level.
 - The LADOJ will refer candidates that are not a good match for our agency to these other more compatible organizations and request that the liaison agency reciprocate this action.
 2. Vacancy Announcement: A specific job vacancy announcement which details the minimum qualifications desired of the candidates will be created. The vacancy announcement will be posted online via the State Civil Service Website and the posting will remain active for a continuous period of time to ensure recruitment year round.
 - Human Resources will work with Division Directors to develop the minimum qualifications desired, salary range, and supplemental questions to ensure they are behavior based and specific.
 - The vacancy announcements will go live on the State Civil Service website no later than January 31, 2022.
 - The State Civil Service job search website for the vacancy announcement posting is: <https://www.governmentjobs.com/careers/louisiana>
 - The job title that we will focus on as underutilized is identified as:
 - Special Agent
 3. Conduct Behavioral Based Job Interviews using diverse interview panels: The LADOJ Human Resources team will work with Division Directors to ensure that behavioral based job interviews are conducted and the following principles will be followed:
 - Interview questions will be standardized, must be job related, and must be based on job-related knowledge, skills, abilities, behaviors, and traits.

- Interview panel members will be diverse and will be trained on properly evaluating the candidates suitability for the job based upon their responses in comparison to effective job related behaviors desired.
- 4. Stay Interviews: The LADOJ Human Resources team will conduct interviews with existing minorities within these positions to determine what attracted them to the position, what keeps them working for the agency, and what ideas they may have to assist with our community based recruitment initiatives to ensure that our employees will be representative of the ethnic and gender composition of the community we serve.
 - Human Resources will conduct these interviews with minorities in the protective services group to gather information to further our recruitment initiatives.

INTERNAL DISSEMINATION ANALYSIS

The LADOJ will maintain the current posting of the EEO Utilization Report on the agency's intranet, an in-house electronic communication network.

The LADOJ will post an announcement in the monthly electronic newsletter that a hard copy of the EEO Utilization Report is on file in the Human Resources Manager's office and available for review upon request.

EXTERNAL DISSEMINATION ANALYSIS

The LADOJ will maintain the current posting of the EEO Utilization Report on the LADOJ's website.

The LADOJ will maintain the statement on the LADOJ's public website that a hard copy of the EEO Utilization Report is on file in the Human Resources Manager's office and available upon request.