

# EEO Utilization Report

## Organization Information

Name: Louisiana Department Of Justice

City: Baton Rouge

State: LA

Zip: 70802

Type: State Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

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.

## Step 4b: Narrative of Interpretation

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

White males were significantly under-represented in the following job category: Administrative Support (-13%).

Black or African American males were significantly under-represented in the following job category: Protective Services, sworn (-12%) and Black or African American females were under-represented in the Protective Services, sworn category (-11%).

White females were significantly under-represented in the Professional Job Category (-13%).

Our relevant market includes data from the entire state of Louisiana, as we have regional offices in six cities state-wide, including New Orleans, Lafayette, Lake Charles, 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, as well as recent retirements and transfers out of the agency.

LDOJ 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.

## Step 5: Objectives and Steps

### 1. To encourage Black or African American male and females to apply for vacancies in the Protective Services job category

- a. The LDOJ will review the composition of the applicant pool for vacancies in this job category in the last fiscal year to determine whether Black or African American males and females were under-represented.
- b. The LDOJ will review the current promotion practices to determine if this job category to ensure that Black or African American males and females within the agency are aware of promotional opportunities.
- c. The LDOJ will review current recruitment practices to ensure that there is no negative impact that contributes to the under-utilized job categories.
- d. The LDOJ will expand current recruitment practices by reaching out to the Louisiana Black and Womens Caucuses to widen the pool of available Black or African American applicants and female applicants.
- e. The LDOJ will expand current recruitment practices by attending scheduled job fairs at local colleges, including Southern University and Grambling University, to reach Black or African American males and females.

### 2. 3. To encourage White females to apply for vacancies in the Professional job category

- a. The LDOJ will review the composition of the applicant pool for vacancies in this job category in the last fiscal year to determine whether White females were under-represented.
- b. The LDOJ will review the current promotion practices to determine if this job category to ensure that White males within the agency are aware of promotional opportunities.
- c. The LDOJ will expand current recruitment practices by attending scheduled job fairs at local colleges and community colleges to reach White females.

### 3. To encourage White males to apply for vacancies in the administrative Support job category

- a. The LDOJ will review the current promotion practices to determine if this job category to ensure that White males within the agency are aware of promotional opportunities.
- b. The LDOJ will review the composition of the applicant pool for vacancies in this job category in the last fiscal year to determine whether White males were under-represented.

### **Step 6: Internal Dissemination**

1. The LDOJ will post a copy of the EEO Utilization Report on the agency's intranet service, an in-house electronic communication network.
2. The LDOJ will post an announcement in the monthly electronic newsletter that a hard copy of the EEO Utilization Report is located on file in the Human Resources Department for review upon request.

### **Step 7: External Dissemination**

1. The LDOJ will post a copy of the EEO Utilization Report on the LDOJ's public website.
2. The LDOJ will include a statement on the LDOJ's public website that a hard copy of the EEO Utilization Report is on file in the Human Resources Managers office and available for review upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Louisiana**

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 #/%	13/45%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	14/48%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	102,230/51%	3,415/2%	13,815/7%	735/0%	1,580/1%	15/0%	705/0%	230/0%	57,305/28%	1,915/1%	17,835/9%	210/0%	1,325/1%	15/0%	575/0%	120/0%
Utilization #/%	-6%	-2%	-3%	-0%	-1%	-0%	-0%	-0%	20%	-1%	-5%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	63/37%	2/1%	18/11%	0/0%	2/1%	1/1%	0/0%	0/0%	52/31%	1/1%	29/17%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	97,790/32%	3,855/1%	15,190/5%	370/0%	5,030/2%	15/0%	690/0%	410/0%	133,765/43%	4,980/2%	40,230/13%	585/0%	3,590/1%	35/0%	1,040/0%	385/0%
Utilization #/%	6%	-0%	6%	-0%	-0%	1%	-0%	-0%	-13%	-1%	4%	-0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	10/59%	0/0%	2/12%	0/0%	1/6%	0/0%	0/0%	0/0%	1/6%	1/6%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%
CLS #/%	20,420/32%	685/1%	4,340/7%	70/0%	445/1%	10/0%	140/0%	130/0%	24,640/38%	820/1%	11,150/17%	185/0%	715/1%	25/0%	229/0%	115/0%
Utilization #/%	27%	-1%	5%	-0%	5%	-0%	-0%	-0%	-33%	5%	-17%	-0%	11%	-0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	65/68%	0/0%	12/12%	0/0%	0/0%	0/0%	0/0%	0/0%	15/16%	0/0%	3/3%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	23,270/47%	685/1%	12,340/25%	270/1%	230/0%	0/0%	325/1%	155/0%	4,740/10%	155/0%	7,055/14%	130/0%	15/0%	10/0%	35/0%	20/0%
Utilization #/%	21%	-1%	-12%	-1%	-0%	0%	-1%	-0%	6%	-0%	-11%	1%	-0%	-0%	-0%	-0%
<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 #/%	710/35%	55/3%	245/12%	0/0%	0/0%	0/0%	4/0%	0/0%	650/32%	70/3%	290/14%	10/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	21/10%	1/0%	11/5%	0/0%	0/0%	0/0%	0/0%	0/0%	119/55%	2/1%	61/28%	0/0%	2/1%	0/0%	0/0%	0/0%
CLS #/%	116,405/21%	5,070/1%	34,550/7%	750/0%	2,985/1%	20/0%	780/0%	485/0%	234,105/43%	9,525/2%	98,225/19%	1,810/0%	3,710/1%	175/0%	2,245/0%	680/0%

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
	3%		%						6%		%					
Utilization #/%	-13%	-1%	-2%	-0%	-1%	-0%	-0%	-0%	9%	-1%	9%	-0%	0%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	157,460/68%	19,720/8%	40,105/17%	1,110/0%	1,800/1%	25/0%	1,325/1%	685/0%	6,295/3%	940/0%	2,335/1%	50/0%	300/0%	0/0%	59/0%	65/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	172,105/32%	22,500/4%	112,930/21%	1,910/0%	5,975/1%	150/0%	2,185/0%	735/0%	104,870/19%	10,130/2%	103,845/19%	1,180/0%	4,580/1%	110/0%	1,550/0%	725/0%
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
<b>Professionals</b>									✓							
<b>Protective Services: Sworn</b>			✓								✓					
<b>Administrative Support</b>	✓															

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.

Certified As Final By: Sandra Schober

Deputy Director

07-26-2017

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