

EEOP Utilization Report



Fri Dec 11 14:14:01 EST 2015

Step 1: Introductory Information

Grant Title:	Victim Asst/Witness Protection	Grant Number:	1552
Grantee Name:	19th Judicial District Attorney	Award Amount:	\$58,723.00
Grantee Type:	State Government Agency		
Address:	222 St. Louis St. 5th Floor Baton Rouge, Louisiana 70802		
Contact Person:	Mark Dumaine	Telephone #:	225-389-3400
Contact Address:	222 St. Louis St. 5th Floor Baton Rouge, Louisiana 70802		
State Granting Agency:	Louisiana Commission on Law Enforcement	Grant Number:	1552
Contact Name:	Wanda Johnson		
Contact Address:	602 N. 5th Street Baton Rouge, Louisiana 70802		
Telephone #:	225-270-0938		

Grant Title:	Domestic Violence Assistant	Grant Number:	1742
Grantee Name:	19th Judicial District Attorney	Award Amount:	\$24,910.00
Grantee Type:	State Government Agency		
Address:	222 St. Louis St. 5th Floor Baton Rouge, Louisiana 70802		
Contact Person:	Mark Dumaine	Telephone #:	225-389-3400
Contact Address:	222 St. Louis St. 5th Floor Baton Rouge, Louisiana 70802		
State Granting Agency:	Louisiana Commission on Law Enforcement	Grant Number:	1742
Contact Name:	Wanda Johnson		
Contact Address:	602 N. 5th Street Baton Rouge, Louisiana 70802		
Telephone #:	225-270-0938		

Grant Title:	Violent Crime Gang Prosecutor	Grant Number:	1387
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Grantee Name: 19th Judicial District Attorney **Award Amount:** \$25,280.00
Grantee Type: State Government Agency
Address: 222 St. Louis St. 5th Floor
Baton Rouge, Louisiana
70802
Contact Person: Mark Dumaine **Telephone #:** 225-389-3400
Contact Address: 222 St. Louis St. 5th Floor
Baton Rouge, Louisiana
70802
State Granting Agency: Louisiana Commission on Law Enforcement **Grant Number:** 1387
Contact Name: Wanda Johnson
Contact Address: 602 N. 5th Street
Baton Rouge, Louisiana
70802
Telephone #: 225-270-0938

Policy Statement:

The District Attorney for the Nineteenth Judicial District is an Equal Employment Opportunity Employer. The District Attorney values a diverse workforce that is representative of the community he serves. All employment and personnel decisions occur without discrimination on the base of race, color, national origin, gender, religion, age, disabling condition, sexual identity or veteran status. Please contact the District Attorney or First Assistant, if you believe you have been subjected to employment discrimination or have been retaliated against because of the filing of a charge of discrimination.

Step 4b: Narrative Underutilization Analysis

There are four relevant job categories represented within the Office of the 19th Judicial District Attorney: (1) Officials and Managers - includes managers, supervisors and directors of the office; (2) Professionals - includes Attorneys, Victim Advocates, and Counselors, (3) Protective Services: Sworn - includes two subcategories of "Chief Investigators" and Patrol Officers (this is the OJP required category for all commissioned "investigators"); and (4) Administrative Support - includes all persons providing secretarial, clerical and other office administrative support.

The following under-utilization analysis has been developed using the EEOP short form development tool available online from the Office of Justice Programs.

Step 5 & 6: Objectives and Steps

1. PROFESSIONALS: For this job category, the attached Utilization Analysis Chart indicates no significant underutilization. This job category is primarily comprised of Lawyers. The 19th Judicial District Attorney receives numerous applications for employment for these positions. We actively participate in internship programs with Louisiana State University and Southern University law schools to attract a diverse legal workforce. We will continue to ensure equal employment opportunities for all applicants when the office fills vacancies that become available in the Professionals job category

a. The 19th Judicial District Attorney will continue to support Louisiana State University and Southern University law school programs to attract a legal workforce representative of the community. We will also continue to engage the local counseling community through the STAR Center to attract counseling applicants.

2. ADMINISTRATIVE SUPPORT: For this job category, the attached Utilization Analysis Chart indicates significant under-utilization of White Males (21%). Most of these positions involve work as a Legal Assistant. The diversity of potential employees within the Legal Assistant category (Census Code 214) is significantly less than that within the broader category of Administrative workers. In this specific job category (214), the anticipated availability throughout our entire 9 parish area is estimated at only 135 White Males (15%), 10 Black or African American Males (1%) and 40 Black or African American Females (5%). Given the low numbers of applicants available in our community, it is not surprising that we received no male applicant for a legal assistant/administrative position in 2014. We will continue to ensure equal employment opportunities for all applicants when the office fills vacancies that become available in the Administrative job category.

a. The 19th Judicial District Attorney will continue to consider diverse applicants for the position of Administrative Support when vacancies occur. The District Attorney maintains relationships with the LSU Paralegal Program, Baton Rouge Paralegal School, and Baton Rouge Community College to broaden applicant pools.

3. PROTECTIVE SERVICES - SWORN: For this job category, the attached Utilization Analysis Chart indicates no significant under-utilization in two sub-job categories: "Chief Investigators" and "Investigators". The two "Chief Investigator" positions are supervisory positions filled internally by promotion from within the ranks of "Investigator"(Protective Services: Sworn Patrol Officers).

a. The 19th Judicial District Attorney's Office will continue to ensure equal employment opportunities for all applicants. We will also work closely with Criminal Justice Programs at our community colleges and universities to broaden our applicant pools.

4. OFFICIALS AND MANAGERS: For this category the attached Utilization Analysis Chart indicated no significant underutilization. The District Attorney fills these supervisory positions internally through the promotion of non-supervisory personnel from within the office. We will continue to ensure equal employment opportunities for all applicants when the office fills vacancies that become available in the Officials and Managers category.

a. The 19th Judicial District Attorney's Office will continue to ensure equal employment opportunities for all applicants when the office fills vacancies that become available in the Officials and Managers category.

Step 7a: Internal Dissemination

All employees are notified of the completion of the annual Equal Employment Opportunity Plan (EEOP) and notified of its posting on the public website of the office.

Step 7b: External Dissemination

A copy of the completed Equal Employment Opportunity Plan (EEOP) is posted on the office public website. All formal publications of office vacancies will include information that the EEOP is available for review on the public website of the office.

**Utilization Analysis Chart
Relevant Labor Market: East Baton Rouge Parish, 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
Officials/Administrators																
Workforce #/%	8/42%	0/0%	3/16%	0/0%	0/0%	0/0%	0/0%	0/0%	7/37%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,500/43%	395/1%	2,645/8%	15/0%	350/1%	0/0%	165/1%	10/0%	9,815/31%	245/1%	4,175/13%	0/0%	205/1%	10/0%	54/0%	10/0%
Utilization #/%	-1%	-1%	7%	-0%	-1%	0%	-1%	-0%	6%	-1%	-8%	0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	14/26%	0/0%	3/6%	0/0%	1/2%	0/0%	1/2%	0/0%	21/39%	0/0%	12/22%	0/0%	0/0%	0/0%	2/4%	0/0%
CLS #/%	16,465/34%	575/1%	2,835/6%	40/0%	1,195/2%	0/0%	180/0%	40/0%	17,745/37%	430/1%	7,450/16%	50/0%	790/2%	0/0%	95/0%	55/0%
Utilization #/%	-8%	-1%	-0%	-0%	-1%	0%	1%	-0%	2%	-1%	7%	-0%	-2%	0%	4%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,315/35%	60/1%	990/10%	0/0%	155/2%	0/0%	10/0%	0/0%	2,835/30%	100/1%	1,935/20%	0/0%	140/1%	0/0%	20/0%	15/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,550/44%	25/0%	1,470/25%	35/1%	0/0%	0/0%	45/1%	0/0%	580/10%	25/0%	1,005/17%	35/1%	0/0%	0/0%	0/0%	10/0%
Utilization #/%	56%	-0%	-25%	-1%	0%	0%	-1%	0%	-10%	-0%	-17%	-1%	0%	0%	0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	16/73%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	3/14%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,555/32%	85/2%	590/12%	0/0%	190/4%	0/0%	20/0%	0/0%	1,565/32%	135/3%	705/14%	0/0%	20/0%	0/0%	0/0%	0/0%
Utilization #/%	41%	-2%	-8%	0%	-4%	0%	-0%	0%	-19%	-3%	-5%	0%	-0%	0%	0%	0%
Protective Services: Non-sworn																

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				
	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%				
Administrative Support																				
Workforce #/%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	36/72%	0/0%	13/26%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	15,245/21%	560/1%	6,400/9%	55/0%	625/1%	0/0%	80/0%	29,950/40%	1,205/2%	18,685/25%	110/0%	870/1%	0/0%	400/1%	75/0%	0/0%				
Utilization #/%	-21%	-1%	-7%	-0%	-1%	0%	-0%	32%	-2%	1%	-0%	-1%	0%	-1%	-0%	-0%				
Skilled Craft																				
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	13,710/58%	2,240/9%	5,885/25%	25/0%	380/2%	0/0%	110/0%	400/2%	195/1%	655/3%	0/0%	85/0%	0/0%	10/0%	15/0%	0/0%				
Utilization #/%																				
Service/Maintenance																				
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	16,760/27%	1,565/2%	15,965/25%	55/0%	965/2%	0/0%	310/0%	9,675/15%	1,070/2%	15,245/24%	40/0%	620/1%	0/0%	350/1%	70/0%	0/0%				
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
Administrative Support	✓															

Law Enforcement Category Rank 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
Chief Investigator																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	16/73%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	3/14%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%

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.



DA

12-11-15

[signature]

[title]

[date]