

EEO Utilization Report

Organization Information

Name: 19thJudicial District Attorneyu0027s Office

City: Baton Rouge

State: LA

Zip: 70802

Type: County Attorney General or Prosecutor u0027s Office

Step 1: Introductory Information

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 of Interpretation

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 section; (2) Professionals - includes Attorneys, Victim Advocates, and Counselors, (3) Protective Services: Sworn - includes two subcategory 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: Objectives and Steps

1. PROTECTIVE SERVICES - SWORN: For this job category, the attached Utilization Analysis Chart indicates under-utilization in two sub-job categories: "Chief Investigators" and Investigators"(shown as "Protective Services-Sworn: Patrol Officers" in the OJP online tool. The under-utilization in the category of "Chief Investigator" is not statistically significant as there are only two (2) of these positions in the workforce. These two positions are supervisory positions filled internally by promotion from within the ranks of "Investigator"(Protective Services: Sworn Patrol Officers). In this job category, White Females are under-utilized (19%) and Black or African American Females are under-utilized (14%). For P.O.S.T. certification reasons competitive compensation reasons, the 19th Judicial District Attorney attempts to fill these positions with experienced retired law enforcement officers. We will continue to ensure equal employment opportunities for White and Black or African American Females by continuing to notify the heads of local law enforcement agencies of our Investigator vacancies so that recently retired and diverse officers can be encouraged to apply. We will also work closely with Criminal Justice Programs at our community colleges and universities to promote our applicant pools.

a. The 19th Judicial District has developed internships with the Criminal Justice Program at the Baton Rouge Community College to broaden applicant pools.

2. PROFESSIONALS: For this job category, the attached Utilization Analysis Chart indicated no significant underutilization. This job category is primarily comprised of Lawyers, Victim Advocates and Counselors. The 19th Judicial District Attorney received 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 office vacancies 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.

3. ADMINISTRATIVE SUPPORT: For this job category, the attached Utilization Analysis Chart indicates under-utilization of White Males (21%) and Black or African Americans (7%). Most of these positions involve work as a Legal Assistant. The diversity of potential employees within the Legal Assistant category (Census Code 2145) 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 145 White Males (18%), 85 Black or African American Males (5%) and 140 Black or African American Females (5%). Given the low numbers of applicants available in our community, it is not surprising that we only received no male applicant for a legal assistant/administrative position in 2016. 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 has developed relationships with the Baton Rouge Paralegal

School to broaden applicant pools.

4. OFFICIALS AND MANAGERS: For this category the attached Utilization Analysis Chart indicated underutilization Black or African American Females(7%). The under-utilization would be resolved with the promotion of one person from each race and national origin category to a vacant position. 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 Black or African Americans when the office fills vacancies that become available in the Officials and Managers category.

a. The 19th Judicial District Attorney will continue to consider all eligible diverse internal candidates for promotion to supervisory positions when vacancies occur.

Step 6: Internal Dissemination

All employees are notified of the completion of the annual Equal Employment Opportunity posting on the internal employee SharePoint site and the public website of the office.

Step 7: External Dissemination

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

**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 #/%	7/147%	0/0%	3/20%	0/0%	0/0%	0/0%	0/0%	0/0%	4/227%	0/0%	1/77%	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 #/%	4%	-1%	12%	-0%	-1%	0%	-1%	-0%	-4%	-1%	-7%	0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	16/29%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	21/38%	1/2%	12/21%	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 #/%	-6%	-1%	1%	-0%	-2%	0%	-0%	-0%	0%	1%	6%	-0%	-2%	0%	3%	-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 #/%	13/59%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	4/18%	0/0%	3/14%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	6,185/32%	370/2%	1,850/10%	25/0%	550/3%	0/0%	60/0%	10/0%	5,935/31%	215/1%	3,495/18%	0/0%	440/2%	0/0%	90/0%	25/0%
Utilization #/%	27%	3%	-5%	-0%	-3%	0%	-0%	-0%	-13%	-1%	-5%	0%	-2%	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
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	40/13%	0/0%	45/14%	0/0%	0/0%	0/0%	0/0%	0/0%	135/43%	0/0%	95/30%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	28/57%	1/2%	18/37%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	15,245/21%	560/1%	6,400/9%	55/0%	625/1%	0/0%	80/0%	65/0%	29,950/40%	1,205/2%	18,685/25%	110/0%	870/1%	0/0%	400/1%	75/0%
Utilization #/%	-21%	-1%	-7%	-0%	-1%	0%	-0%	-0%	17%	0%	12%	-0%	1%	0%	-1%	-0%
Skilled Craft																
Workforce #/%	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%	40/0%	400/2%	195/1%	655/3%	0/0%	85/0%	0/0%	10/0%	15/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	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%	50/0%	9,675/15%	1,070/2%	15,245/24%	40/0%	620/1%	0/0%	350/1%	70/0%
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 #/%	13/59%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	4/18%	0/0%	3/14%	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 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: Laurie Englade

HR

09-12-2017

[signature]

[title]

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