

EEOP Utilization Report



Fri May 16 20:18:28 EDT 2014

Step 1: Introductory Information

Grant Title: OVC FY 12 VOCA Victim Assistance Formula Grant Program
Grant Number: 2012-VA-GX-0013

Grantee Name: Hawaii Department of the Attorney General
Award Amount: \$2,035,344.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Randi Barretto
Telephone #: 808-586-0888

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Randi Barretto
DOJ Telephone #: 808-586-0888

Grant Title: OVC FY 11 VOCA Victim Assistance Formula Grant Program
Grant Number: 2011-VA-GX-0023

Grantee Name: Hawaii Department of the Attorney General
Award Amount: \$2,243,354.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Randi Barretto
Telephone #: 808-586-0888

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Kisha Green
DOJ Telephone #: 202-514-6383

Grant Title: OVW FY 13 Violence Against Women Formula Grant Program
Grant Number: 2013-WF-AX-0002

Grantee Name: Hawaii Department of the Attorney General
Award Amount: \$1,010,149.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Jocelyn de Guia
Telephone #: 808-586-1054

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Paule Tessier

DOJ Telephone #: 202-353-8408

Grant Title: OVW FY 12 Violence Against Women Formula Grant Program

Grant Number: 2012-WF-AX-0032

Grantee Name: Hawaii Department of the Attorney General

Award Amount: \$1,036,624.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Jocelyn de Guia

Telephone #: 808-586-1054

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Paule Tessier

DOJ Telephone #: 202-353-8408

Grant Title: OVW FY 11 Violence Against Women Formula Grant Program

Grant Number: 2011-WF-AX-0008

Grantee Name: Hawaii Department of the Attorney General

Award Amount: \$1,027,563.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Jocelyn de Guia

Telephone #: 808-586-1054

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Paule Tessier

DOJ Telephone #: 202-353-8408

Grant Title: OVW FY 10 Violence Against Women Formula Grant Program

Grant Number: 2010-WF-AX-0065

Grantee Name: Hawaii Department of the Attorney General

Award Amount: \$1,025,028.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Jocelyn de Guia **Telephone #:** 808-586-1054

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Paule Tessier **DOJ Telephone #:** 202-353-8408

Grant Title: FY 2010 Community Oriented Policing Services Technology Program **Grant Number:** 2010-CK-WX-0492

Grantee Name: Hawaii Department of the Attorney General **Award Amount:** \$2,000,000.00

Grantee Type: State Government Agency

Address: 465 South King Street, Room 102
Honolulu, Hawaii
96813

Contact Person: John Maruyama **Telephone #:** 808-587-3366

Contact Address: 465 South King Street, Room 102
Honolulu, Hawaii
96813

DOJ Grant Manager: Angel Winters **DOJ Telephone #:** 202-514-9199

Grant Title: BJA FY 13 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation **Grant Number:** 2013-DJ-BX-0018

Grantee Name: Hawaii Department of the Attorney General **Award Amount:** \$940,328.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Dawn Martin **Telephone #:** 808-586-1164

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Zephyr Fraser **DOJ Telephone #:** 202-616-0416

Grant Title: BJA FY 12 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation **Grant Number:** 2012-DJ-BX-0436

Grantee Name: Hawaii Department of the Attorney General **Award Amount:** \$926,191.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Dawn Martin **Telephone #:** 808-586-1164

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Zephyr Fraser **DOJ Telephone #:** 202-616-0416

Grant Title: BJA FY 11 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation **Grant Number:** 2011-DJ-BX-2205

Grantee Name: Hawaii Department of the Attorney General **Award Amount:** \$1,213,980.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Dawn Martin **Telephone #:** 808-586-1164

Contact Address: 425 Queen Street
Honolulu, Hawaii
96813

DOJ Grant Manager: Zephyr Fraser **DOJ Telephone #:** 202-616-0416

Grant Title: BJA FY 10 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation **Grant Number:** 2010-DJ-BX-0404

Grantee Name: Hawaii Department of the Attorney General **Award Amount:** \$1,477,869.00

Grantee Type: State Government Agency

Address: 425 Queen Street
Honolulu, Hawaii
96813

Contact Person: Dawn Martin **Telephone #:** 808-586-1164
Contact Address: 425 Queen Street
Honolulu, Hawaii
96813
DOJ Grant Manager: Zephyr Fraser **DOJ Telephone #:** 202-616-0416

Grant Title: OVC FY 13 VOCA Victim Assistance Formula Grant Program **Grant Number:** 2013-VA-GX-0071
Grantee Name: Hawaii Department of the Attorney General **Award Amount:** \$2,243,150.00
Grantee Type: State Government Agency
Address: 425 Queen Street
Honolulu, Hawaii
96813
Contact Person: Randi Barretto **Telephone #:** 808-586-0888
Contact Address: 425 Queen Street
Honolulu, Hawaii
96813
DOJ Grant Manager: Kisha Green **DOJ Telephone #:** 202-514-6383

Grant Title: FY 2009 Community Oriented Policing Services Technology Program Grant **Grant Number:** 2009-CK-WX-0179
Grantee Name: Hawaii Department of the Attorney General **Award Amount:** \$1,500,000.00
Grantee Type: State Government Agency
Address: 465 South King Street, Room 102
Honolulu, Hawaii
96817
Contact Person: John Maruyama **Telephone #:** 808-587-3366
Contact Address: 465 South King Street, Room 102
Honolulu, Hawaii
96813
DOJ Grant Manager: Angel Winters **DOJ Telephone #:** 202-514-9199

Grant Title: BJA FY 2010 National Justice Information Sharing (JIS) Initiative: Cross Boundary Information **Grant Number:** 2010-DB-BX-K053

Exchange Pilot Projects

Grantee Name: Hawaii Department of the Attorney General
Award Amount: \$500,000.00

Grantee Type: State Government Agency

Address: 465 South King Street, Room 102
Honolulu, Hawaii
96813

Contact Person: John Maruyama
Telephone #: 808-587-3366

Contact Address: 465 South King Street, Room 102
Honolulu, Hawaii
96813

DOJ Grant Manager: Lucia Turck
DOJ Telephone #: 202-305-1619

Grant Title: BJA FY 2013 Improving the Completeness of Firearm Background Checks through Enhanced State Data Sharing: Implementation
Grant Number: 2013-DG-BX-K010

Grantee Name: Hawaii Department of the Attorney General
Award Amount: \$700,000.00

Grantee Type: State Government Agency

Address: 465 South King Street, Room 102
Honolulu, Hawaii
96813

Contact Person: John Maruyama
Telephone #: 808-587-3366

Contact Address: 465 South King Street, Room 102
Honolulu, Hawaii
96813

DOJ Grant Manager: Lucia Turck
DOJ Telephone #: 202-305-1619

Policy Statement:

The Department of the Attorney General assures equal employment opportunity to all persons and strives to provide a work environment that is fair, respectful, and free from discrimination and harassment on the basis of race, religion, sex, age, national origin, disability, or any other factor not directly job-related. This policy applies to all employment activities, such as recruitment, promotion, demotion, discipline, benefits, compensation and training. We will take employment actions within the scope of Federal and State law to maintain a workforce reflective of the civilian labor force in the State of Hawaii as much as possible.

Persons who feel they have been subjects of discrimination based on any of the protected classes in any employment action are urged to speak to the Department's Equal Employment Opportunity Officer. Any employee found to have intentionally based an employment decision on any of the protected classes of work may be subject to appropriate disciplinary action.

Step 4b: Narrative Underutilization Analysis

Please see the attached hard copy document.

Step 5 & 6: Objectives and Steps

1. To encourage Asian Males to apply for vacancies in the Administrative Support job category.

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.
- c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.
- d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

2. To encourage males in the Two or More Races ethnic group to apply for vacancies in the Officials/Administrators, Technicians, and Administrative Support job categories.

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.
- c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.
- d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

3. To encourage females in the Two or More Races ethnic group to apply for vacancies in the Officials/Administrators and the Protective Services: Sworn Officers job categories.

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal

Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

4. To encourage White males to apply for vacancies in the Officials/Administrators and Administrative Support job categories.

a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.

b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

5. To encourage White females to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Protective Services: Sworn Officers, and Administrative Support job categories.

a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.

b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues

are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

6. To encourage Hispanic or Latino males to apply for vacancies in the Officials/Administrators, Professionals, Technicians, and Administrative Support job categories.

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.
- c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.
- d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

7. To encourage Hispanic or Latino females to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Protective Services: Sworn Officers, and Administrative Support job categories.

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.
- c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.
- d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

8. To encourage Asian females to apply for vacancies in the Technicians and Protective Services: Sworn Officers job categories.

- a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.
- b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

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9. To encourage male Native Hawaiians or Other Pacific Islanders to apply for vacancies in the Officials/Administrators, Professionals, Technicians, and Administrative Support job categories.

a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.

b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

10. To encourage female Native Hawaiians or Other Pacific Islanders to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Protective Services: Sworn Officers, and Administrative Support job categories.

a. The Personnel Office, with the assistance of the Administrative Services Manager, continues to take an active role in assisting managers and supervisors to develop and improve job-related documented selection criteria in their interview process.

b. After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

c. Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment applications for attorneys and other exempt positions are posted on our Department's website. Completed applications are made available to division supervisors as vacancies arise.

d. The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary. We will, however, continue to monitor recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues

are considered, division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

Step 7a: Internal Dissemination

Department employees will be notified when the EEOP is approved and encouraged to read it and refer any questions to the EEO Officer. Additionally, the EEOP will be posted on the Department's Intranet for reference and review by employees.

A copy of the plan will be disseminated to each division supervisor for review prior to the meeting at which the EEO Officer will give a brief overview and answer specific questions.

As they are in-processed, new employees will be informed of the Director's commitment to equal employment principles, the availability of the EEOP for review on the intranet, and the various processes available for handling complaints.

Step 7b: External Dissemination

The EEOP will be posted on the Departments website for public review.

The declaratory phrase An Equal Opportunity Employer shall be imprinted on the Departments informational brochures that are used for job fairs, recruitment sessions, etc.

The Personnel Office will work with the central personnel agency for State government (the Department of Human Resources Development), minority and female community organizations, and other organizations to increase availability of hiring announcements and related literature.

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

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 #/%	2/18%	0/0%	0/0%	0/0%	5/45%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	3/27%	0/0%	0/0%	0/0%
CLS #/%	16,270/22%	2,515/3%	685/1%	80/0%	15,830/21%	1,715/2%	4,740/6%	275/0%	8,475/12%	1,665/2%	360/0%	60/0%	13,480/18%	2,005/3%	5,025/7%	485/1%
Utilization #/%	-4%	-3%	-1%	-0%	24%	-2%	-6%	-0%	-2%	-2%	-0%	-0%	9%	-3%	-7%	-1%
Professionals																
Workforce #/%	49/14%	0/0%	1/0%	0/0%	84/25%	1/0%	16/5%	3/1%	32/9%	0/0%	1/0%	0/0%	105/31%	4/1%	36/11%	9/3%
CLS #/%	19,545/17%	1,910/2%	695/1%	50/0%	20,660/18%	2,040/2%	5,030/4%	405/0%	20,620/18%	3,540/3%	980/1%	180/0%	25,815/23%	3,085/3%	7,555/7%	605/1%
Utilization #/%	-3%	-2%	-0%	-0%	6%	-2%	0%	1%	-9%	-3%	-1%	-0%	8%	-2%	4%	2%
Technicians																
Workforce #/%	2/17%	0/0%	0/0%	0/0%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/17%	0/0%	3/25%	0/0%
CLS #/%	1,720/12%	385/3%	160/1%	4/0%	3,180/22%	310/2%	1,138/8%	170/1%	1,465/10%	525/4%	220/2%	0/0%	3,695/26%	465/3%	955/7%	25/0%
Utilization #/%	5%	-3%	-1%	-0%	20%	-2%	-8%	-1%	-10%	-4%	-2%	0%	-9%	-3%	18%	-0%
Protective Services:																
Sworn-Officials																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,155/18%	1,140/6%	300/2%	25/0%	4,065/23%	2,280/13%	3,304/19%	315/2%	650/4%	250/1%	155/1%	10/0%	540/3%	740/4%	665/4%	90/1%
Utilization #/%																
Protective Services:																
Sworn-Patrol Officers (Investigators)																
Workforce #/%	8/15%	1/2%	1/2%	0/0%	23/43%	2/4%	15/28%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%
Civilian Labor Force #/%	5,250/14%	910/2%	94/0%	10/0%	6,840/18%	485/1%	2,685/7%	205/1%	6,740/17%	1,465/4%	230/1%	35/0%	9,155/24%	965/2%	3,464/9%	285/1%
Utilization #/%	2%	-0%	2%	-0%	26%	3%	21%	1%	-17%	-4%	-1%	-0%	-24%	-2%	-5%	-1%
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 #/%	150/11%	110/8%	0/0%	0/0%	160/12%	100/7%	394/29%	40/3%	95/7%	0/0%	4/0%	0/0%	100/7%	145/10%	79/6%	4/0%
Utilization #/%																
Administrative Support																
Workforce #/%	3/1%	0/0%	0/0%	0/0%	17/7%	0/0%	3/1%	0/0%	13/6%	0/0%	0/0%	0/0%	139/60%	4/2%	47/20%	5/2%
CLS #/%	14,175/8%	3,035/2%	950/1%	70/0%	24,500/14%	3,830/2%	8,054/5%	660/0%	21,720/13%	8,520/5%	915/1%	95/0%	52,290/31%	10,425/6%	20,775/12%	1,410/1%
Utilization #/%	-7%	-2%	-1%	-0%	-7%	-2%	-3%	-0%	-7%	-5%	-1%	-0%	30%	-4%	8%	1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,350/21%	4,820/8%	725/1%	140/0%	19,600/34%	6,010/10%	10,420/18%	705/1%	780/1%	150/0%	70/0%	0/0%	995/2%	155/0%	575/1%	35/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	15,930/9%	7,875/5%	1,280/1%	80/0%	42,095/25%	12,080/7%	16,120/9%	1,415/1%	12,695/7%	6,310/4%	325/0%	120/0%	36,455/21%	6,680/4%	10,905/6%	965/1%
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
Professionals		✓				✓			✓	✓						
Protective Services: Sworn-Patrol Officers									✓				✓			
Administrative Support	✓	✓			✓	✓	✓		✓	✓				✓		

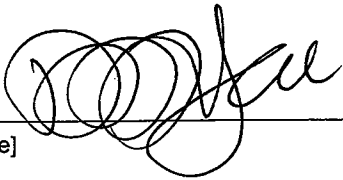
Note: For the purposes of this Report, Investigator positions compose the job category of Protective Services:
Sworn-Patrol Officers.

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
Protective Services: Sworn-Patrol Officers	(Investigators)															
Workforce #/%	8/15%	1/2%	1/2%	0/43%	23/43%	2/4%	15/28%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	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.



Attorney General

MAY 19 2014

[signature]

[title]

[date]

ATTACHMENT

STEP 4b: NARRATIVE UNDERUTILIZATION ANALYSIS

The State of Hawaii Department of the Attorney General reviewed the Utilization Analyses—comparing its workforce to the relevant labor market—and noted the following:

- White males are under-represented in the Officials/Administrators (-4%), Professionals (-3%) and Administrative Support (-7%) categories.
- White females are under-represented all five job categories, although improved from 2011: Officials/Administrators (-2%), Professionals (-9%), Technicians (-10%), Protective Services: Sworn Officers (-17%), and Administrative Support (-7%).
- Hispanic or Latino males are under-represented in four job categories: Officials/Administrators (-3%), Professionals (-2%), Technicians (-3%) and Administrative Support (-2%).
- Hispanic or Latino females are under-represented in all five categories: Officials/Administrators (-2%), Professionals (-3%), Technicians (-4%), Protective Services: Sworn Officers (-4%), and Administrative Support (-5%).
- The Black or African American and the American Indian or Alaska Native groups' underutilization numbers range from 0% to -1% (except for -2% for Black or African American female Technicians). However, the State of Hawaii CLS confirms that these two groups occupy 1% or less in each job category (except for Black or African American female Technicians at 1.5%). Therefore, the underutilization is considered not significant.
- Asian males continue to be under-represented in the Administrative Support job category (-7%), although this is an improvement of 4 percentage points from the 2011 report of -11%.
- Asian females are under-represented in two job categories: Technicians (-9%) and Protective Services: Sworn Officers (-24%).
- Male Native Hawaiian or Other Pacific Islanders are under-represented in four job categories: Officials/Administrators (-2%), Professionals (-2%), Technicians (-2%), and Administrative Support (-2%).
- Female Native Hawaiian or Other Pacific Islanders are under-represented in all five job categories: Officials/Administrators (-3%), Professionals (-2%),

Technicians (-3%), Protective Services: Sworn Officers (-2%), and Administrative Support (-4%).

- Males in the Two or More Races ethnic group are under-represented in Officials/Administrators (-6%), Technicians (-8%), and Administrative Support (-3%) job categories.
- Females in the Two or More Races ethnic group are under-represented in two of the five job categories: Officials/Administrators (-7%) and Protective Services: Sworn Officers (-5%). Our 18% utilization for female Technicians exceeds the 6.6% relevant labor market statistic for the State of Hawaii.

Notable areas of marked improvement since the 2011 report include the following:

- White females' 2013 utilization percentages improved to a smaller underutilization percentage in every job category since 2011: Officials/Administrators (-2% from -14%), Professionals (-9% from -12%), Technicians (-10% from -14%) and Administrative Support (-7% from -11%).
- Asian males' utilization percentage improved in the Officials/Administrators category from 2% to 24%, and in the Technicians category from 8% to 20%.
- Females in the Two or More Races ethnic group improved in the Technicians category from -1% to 18%, as well as in the Administrative Support category with an increase from 5% to 8%.

Clarification on Protective Services job categories:

- It should be noted that currently, the State of Hawaii Department of the Attorney General does not have positions in the Protective Services: Sworn Officials and Protective Services: Non-Sworn job categories.
- For the purposes of this Utilization Report, Investigator positions in the State of Hawaii's Department of the Attorney General compose the job category of Protective Services: Sworn-Patrol Officers.

Direction for Improvement:

With all things being equal, efforts to improve our underutilization over the next 2-year period will be supported by the continual awareness of managers to highly consider candidates in the underutilized groups.