

# EEOP Utilization Report



Tue Jun 28 20:05:01 EDT 2016

## Step 1: Introductory Information

**Grant Title:** BJA FY 15 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation **Grant Number:** 2015-DJ-BX-0342

**Grantee Name:** Hawaii Department of the Attorney General **Award Amount:** \$798,144.00

**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:** Melanie Davis **DOJ Telephone #:** 202-305-7944

---

**Grant Title:** BJA FY 14 Edward Byrne Memorial Justice Assistance Grant Program State Solicitation **Grant Number:** 2014-DJ-BX-0910

**Grantee Name:** Hawaii Department of the Attorney General **Award Amount:** \$908,157.00

**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  
93813

**DOJ Grant Manager:** Melanie Davis **DOJ Telephone #:** 202-305-7944

---

**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



**Grant Title:** OVC FY 15 VOCA Victim Assistance Formula Grant Program  
**Grant Number:** 2015-VA-GX-0035  
**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$8,995,706.00  
**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:** Olivia Grew  
**DOJ Telephone #:** 202-616-8803

---

**Grant Title:** OVC FY 14 VOCA Victim Assistance Formula Grant Program  
**Grant Number:** 2014-VA-GX-0049  
**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$2,380,094.00  
**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:** Olivia Grew  
**DOJ Telephone #:** 202-616-8803

---

**Grant Title:** FY 2016 High Intensity Drug Trafficking (HIDTA) Program  
**Grant Number:** G16HI0007A  
**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$862,825.00  
**Grantee Type:** State Government Agency  
**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813  
**Contact Person:** Julie Ebato  
**Telephone #:** 808-587-7442  
**Contact Address:** 425 Queen Street  
Honolulu, Hawaii

96813

**DOJ Grant Manager:** Andree Clark **DOJ Telephone #:** 202-395-6692

---

**Grant Title:** FY 2015 High Intensity Drug Trafficking (HIDTA) Program **Grant Number:** G15HI0007A

**Grantee Name:** Hawaii Department of the Attorney General **Award Amount:** \$713,645.00

**Grantee Type:** State Government Agency

**Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**Contact Person:** Julie Ebato **Telephone #:** 808-587-7442

**Contact Address:** 425 Queen Street  
Honolulu, Hawaii  
96813

**DOJ Grant Manager:** Andree Clark **DOJ Telephone #:** 202-395-6692

---

**Grant Title:** FY 2010 Community Oriented Policing Services Technology Program Grant **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:** 425 Queen Street  
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:** 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:** Latonya Eaddy **DOJ Telephone #:** 202-616-1591

---

**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:** Latonya Eaddy **DOJ Telephone #:** 202-616-1591

---

**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:** Olivia Grew **DOJ Telephone #:** 202-616-8803

---

**Grant Title:** OVW FY 15 Violence Against Women Formula Grant Program **Grant Number:** 2015-WF-AX-0024

**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$1,061,994.00  
**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:** Latonya Eaddy  
**DOJ Telephone #:** 202-616-1591

---

**Grant Title:** OVW FY 14 Violence Against Women Formula Grant Program  
**Grant Number:** 2014-WF-AX-0019  
**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$1,075,272.00  
**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:** Latonya Eaddy  
**DOJ Telephone #:** 202-616-1591

---

**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:** Latonya Eaddy  
**DOJ Telephone #:** 202-616-1591

---

**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:** 425 Queen Street  
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:** Dawn Hill  
**DOJ Telephone #:** 202-616-1704

---

**Grant Title:** FY 2015 National Criminal history Improvement Program (NCHIP)  
**Grant Number:** 2015-RU-BX-K010

**Grantee Name:** Hawaii Department of the Attorney General  
**Award Amount:** \$1,067,197.00

**Grantee Type:** State Government Agency

**Address:** 425 Queen Street  
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:** Stephanie Burroughs  
**DOJ Telephone #:** 202-514-9012

---

### **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, color, 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

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 (-5%), Professionals (-3%) and Administrative Support (-6%) categories. White females are under-represented in all five job categories: Officials/Administrators (-12%), Professionals (-8%), Technicians (-8%), Protective Services: Sworn Officers (-14%), and Administrative Support(-6%). Hispanic or Latino males are under-represented in all five job categories: Officials/Administrators (-3%), Professionals (-2%), Technicians (-3%), Protective Services: Sworn Officers (-1%), 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 (-4%). There was a 1 percentage point improvement from 2013 in the Administrative Support category (-5%) and no changes in the other four categories. 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 female Technicians at 2%). Therefore, the under-utilization is not considered significant. Asian males continue to be under-represented in the Administrative Support job category (-6%), although this is a 1 percentage point improvement from the 2013 report. Asian females are under-represented in two job categories: Technicians (-13%), an increase in underutilization from -9%), and Protective Services: Sworn Officers (-24%), indicating no change from 2013.

NOTE: PLEASE SEE THE ATTACHED HARD COPY FOR THE REMAINDER OF THIS NARRATIVE.

## Step 5 & 6: Objectives and Steps

### 1. To encourage While Females to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Protective Services: Sworn Officers, and Administrative Support job categories.

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- c. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- d. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.
- e. Review various publications with specialty audiences that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.

### 2. To encourage White Males to apply for vacancies in the Officials/Administrators, Professionals, and Administrative Support job categories.

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- c. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- d. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.
- e. Review various publications with specialty audiences that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.

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

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- c. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- d. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.
- e. Review various publications with specialty audiences (i.e. Hawaii Hispanic News) that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.

**4. To encourage Asian males to apply for vacancies in the Administrative Support job category.**

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- c. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- d. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.
- e. Review various publications with specialty audiences (i.e. Hawaii Asian News) that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.

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

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- c. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- d. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.
- e. Review various publications with specialty audiences (i.e. Hawaii Asian News) that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.

**6. To encourage Native Hawaiian and Other Pacific Islander males to apply for vacancies in the Officials/Administrators and Administrative Support job categories.**

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Review various publications with specialty audiences that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.
- c. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- d. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- e. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.

**7. To encourage Native Hawaiian and Other Pacific Islander females to apply for vacancies in the Officials/Administrators and Protective Services: Sworn Officers job categories.**

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Review various publications with specialty audiences that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.
- c. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- d. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- e. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.

**8. To encourage males and females in the Two or More Races ethnic group to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Protective Services: Sworn Officers, and Administrative Support job categories.**

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Review various publications with specialty audiences that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.
- c. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- d. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- e. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.

**9. To encourage females in the ethnic group Other to apply for vacancies in the Officials/Administrators and Protective Services: Sworn Officers job categories.**

- a. Communicate and address the EEO goals and affirmative action plans with hiring managers and supervisors.
- b. Review various publications with specialty audiences that focus on specific groups, as appropriate, when efforts through DHRD have been exhausted.
- c. Ensure that hiring managers and supervisors strongly consider the agency underutilizations when making their hiring recommendations.
- d. Actively assist hiring managers and supervisors to scrutinize and enhance job-related documented selection criteria in their interview process to ensure the most qualified candidate is selected.
- e. Partner with various state and/or federal agencies, as appropriate, to focus on target recruitment areas when efforts through the central personnel agency for State government, the Department of Human Resources Development (DHRD), have been exhausted.

**Step 7a: Internal Dissemination**

Upon approval of the EEOP Utilization Report (report), the EEO Officer will disseminate the report to ensure that the report is reviewed by and accessible to all department employees at all times via the following: email the report to the Department Director, Management and all employees stating that the report is available at all times via the Human Resources office; email the report to the Division Supervisors and require that supervisors hold a staff meeting for hard copy distribution; post the report on the bulletin board in Human Resources, lobbies of all Department buildings, employee lunchrooms; provide a link for all employees to access the report via the Department intranet website; provide a copy to all new employees during on-boarding process; provide a link to the intranet on all internal postings.

**Step 7b: External Dissemination**

Upon approval of the EEOP Utilization Report (report), the EEO Officer will disseminate the report to ensure that the report is reviewed by and accessible to individuals outside of the department to include the following: notifying applicants,

vendors, contractors in writing that the department has developed an EEOP Utilization Report which is available upon request for review; post a copy of the report on the departments external public website; provide copies of the report available in department lobby/reception area and library area accessible to the public.

**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
<b>Officials/Administrators</b>																
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%	5/42%	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 #/%	-5%	-3%	-1%	-0%	20%	-2%	-6%	-0%	-12%	-2%	-0%	-0%	23%	-3%	-7%	-1%
<b>Professionals</b>																
Workforce #/%	42/14%	0/0%	1/0%	0/0%	65/22%	7/2%	7/2%	1/0%	29/10%	0/0%	0/0%	0/0%	98/33%	27/9%	10/3%	6/2%
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%	4%	1%	-2%	-0%	-8%	-3%	-1%	-0%	11%	6%	-3%	2%
<b>Technicians</b>																
Workforce #/%	5/13%	0/0%	0/0%	0/0%	18/46%	2/5%	1/3%	2/5%	1/3%	0/0%	0/0%	0/0%	5/13%	4/10%	1/3%	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 #/%	1%	-3%	-1%	-0%	24%	3%	-5%	4%	-8%	-4%	-2%	0%	-13%	7%	-4%	-0%
<b>Protective Services: Sworn-Officials</b>																
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 #/%																
<b>Protective Services: Sworn-Patrol Officers (Investigators)</b>																
Workforce #/%	12/19%	1/2%	1/2%	0/0%	29/46%	11/17%	4/6%	1/2%	2/3%	0/0%	0/0%	0/0%	0/0%	1/2%	1/2%	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 #/%	6%	-1%	1%	-0%	28%	16%	-1%	1%	-14%	-4%	-1%	-0%	-24%	-1%	-7%	-1%
<b>Protective Services: Non-sworn</b>																

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 #/%																
<b>Administrative Support</b>																
Workforce #/%	7/3%	0/0%	0/0%	0/0%	20/8%	2/1%	2/1%	0/0%	17/7%	2/1%	0/0%	0/0%	144/57%	36/14%	17/7%	7/3%
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 #/%	-6%	-2%	-1%	-0%	-6%	-1%	-4%	-0%	-6%	-4%	-1%	-0%	26%	8%	-5%	2%
<b>Skilled Craft</b>																
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 #/%																
<b>Service/Maintenance</b>																
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.

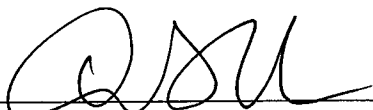


### Law Enforcement Category Rank Chart

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
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	12/19%	1/2%	1/2%	0/46%	29/46%	11/17%	4/6%	1/2%	2/3%	0/0%	0/0%	0/0%	0/0%	1/2%	1/2%	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.



[signature]

Attorney General

[title]

July 6, 2016

[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 (-5%), Professionals (-3%) and Administrative Support (-6%) categories.
- White females are under-represented in all five job categories: Officials/Administrators (-12%), Professionals (-8%), Technicians (-8%), Protective Services: Sworn Officers (-14%), and Administrative Support (-6%).
- Hispanic or Latino males are under-represented in all five job categories: Officials/Administrators (-3%), Professionals (-2%), Technicians (-3%), Protective Services: Sworn Officers (-1%), 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 (-4%). There was a 1 percentage point improvement from 2013 in the Administrative Support category (-5%) and no changes in the other four categories.
- 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 female Technicians at 2%). Therefore, the under-utilization is not considered significant.
- Asian males continue to be under-represented in the Administrative Support job category (-6%), although this is an improvement of 1 percentage point from the 2013 report of -7%.
- Asian females are under-represented in two job categories: Technicians (-13%), an increase in underutilization from -9%), and Protective Services: Sworn Officers (-24%), indicating no change from 2013.
- Male Native Hawaiian or Other Pacific Islanders are under-represented in two of the five job categories: Officials/Administrators (-2%) and Administrative Support (-1%) up from -2% in 2013.

- Female Native Hawaiian or Other Pacific Islanders continue to be under-represented in the job categories of Officials/Administrators (-3%) and Protective Services: Sworn Officers (-1%), but show noticeable improvement in the other categories since 2013.
- Males in the Two or More Races ethnic group are under-represented in each of the five job categories: Officials/Administrators (-6%), Professionals (-2%), Technicians (-5% although improved from -8% in 2013), Protective Services: Sworn Officers (-1%), and Administrative Support (-4%).
- Females in the Two or More Races ethnic group are under-represented in each of the five job categories: Officials/Administrators (-7%), Professionals (-3%), Technicians (-4%), Protective Services: Sworn Officers (-7%), and Administrative Support (-5%).
- Females in the ethnic group of Other are under-represented in two job categories: Officials/Administrators (-1%) and Protective Services: Sworn Officers (-1%).

**Notable areas of improvement since the 2013 report include the following:**

- White females' utilization percentages improved to a smaller under-represented percentage in four of the five job categories: Professionals (-9% to -8%), Technicians (-10% to -8%), Protective Services: Sworn Officers (-17% to -14%), and Administrative Support (-7% to -6%).
- Asian males' utilization percentage improved in the Technicians category from 20% to 24%, and in the Protective Services: Sworn Officer category from 26% to 28%.
- Utilization percentages for males in the Native Hawaiian or Other Pacific Islanders category improved in the job categories of Professionals (-2% to 1%), Technicians (-2% to 3%), Protective Services: Sworn Officers (3% to 16%), and Administrative Support (-2% to -1%).
- Native Hawaiian or Other Pacific Islander females' percentages improved in four of five job categories: Professionals (-2% to 6%), Technicians (-3% to 7%) Protective Services: Sworn Officers (-2% to -1%), and Administrative Support (-4% to 8%).
- Utilization percentage of males in the ethnic group of Other improved in the Technicians job category from -1% to 4%.

**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.