

EEO Utilization Report

Organization Information

Name: Hawaii Department Of The Attorney General

City: Honolulu

State: HI

Zip: 96813

Type: State Attorney General or Prosecutor's Office

Step 1: Introductory Information

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 Departments Equal Opportunity Officer. Any employee found to have intentionally based an employment decision on any protected classes of work may be subject to appropriate disciplinary action.

Step 4b: Narrative of Interpretation

Narrative Underutilization Analysis

Please see attachment

Following File has been uploaded:Step 4b.pdf

Step 5: Objectives and Steps

1. To encourage White Males to Apply for vacancies in the Professionals and Administrative Support categories

- a. The Human Resources 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 Steps 6 and 7, 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 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 positions is limited to those eligible candidates screened and referred by the central human resources agency for State government, the Department of Human Resources Development. There is more latitude in filling positions that are exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment vacancy notices for attorneys and other exempt positions are posted on the Departments website. Completed applications are made available to division supervisors as vacancies arise.
- d. The Department of the Attorney General of 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 in making their hiring recommendations.

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

- a. The Human Resources 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 Steps 6 and 7, 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 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 positions is limited to those eligible candidates screened and referred by the central human resources agency for State government, the Department of Human Resources Development. There is more latitude in filling positions that are exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment vacancy notices for attorneys and other exempt positions are posted on the Departments website. Completed applications are made available to division supervisors as vacancies arise.
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3. To encourage Two or More Races Males to apply for vacancies in the Protective Services: Sworn and Administrative Support categories.

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- 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 positions is limited to those eligible candidates screened and referred by the central human resources agency for State government, the Department of Human Resources Development. There is more latitude in filling positions that are exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment vacancy notices for attorneys and other exempt positions are posted on the Departments website. Completed applications are made available to division supervisors as vacancies arise.
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4. To encourage White Females to apply for vacancies in the Professionals, Technicians, and Administrative Support categories.

- a. The Human Resources 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 Steps 6 and 7, 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 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 positions is limited to those eligible candidates screened and referred by the central human resources agency for State government, the Department of Human Resources Development. There is more latitude in filling positions that are exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Employment vacancy notices for attorneys and other exempt positions are posted on the Departments website. Completed applications are made available to division supervisors as vacancies arise.
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5. To encourage Hispanic or Latino Males to apply for vacancies in the Professionals category.

- a. The Human Resources 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 Steps 6 and 7, 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 guidance to staff.
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6. To encourage Hispanic or Latino Females to apply for vacancies in the Professionals and Administrative Support categories.

a. The Human Resources 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 Steps 6 and 7, 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 guidance to staff.

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Step 6: 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 Departments Intranet for reference and review by all employees.

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

Step 7: External Dissemination

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

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 Human Resources Office will coordinate with the central agency for State government, (Department of Human Resources & Development) to increase access and availability of vacancy announcements and related information.

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%	2/18%	0/0%	0/0%	1/9%	1/9%	0/0%	0/0%	0/0%	5/45%	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%	-3%	-2%	-6%	9%	-2%	-2%	-0%	-0%	27%	-3%	-7%	-1%
Professionals																
Workforce #/%	43/13%	0/0%	1/0%	0/0%	78/23%	10/3%	9/3%	3/1%	36/11%	1/0%	0/0%	0/0%	107/32%	22/7%	17/5%	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 #/%	-4%	-2%	-0%	-0%	5%	1%	-2%	1%	-7%	-3%	-1%	-0%	9%	4%	-2%	1%
Technicians																
Workforce #/%	4/10%	0/0%	0/0%	0/0%	20/49%	2/5%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	6/15%	4/10%	0/0%	1/2%
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 #/%	-2%	-3%	-1%	-0%	27%	3%	-1%	1%	-10%	-4%	-2%	0%	-11%	7%	-7%	2%
Protective Services: Sworn																
Workforce #/%	12/18%	2/3%	0/0%	0/0%	29/43%	14/21%	5/7%	0/0%	2/3%	1/1%	0/0%	0/0%	0/0%	1/1%	1/1%	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 #/%	0%	-3%	-2%	-0%	20%	8%	-11%	-2%	-1%	0%	-1%	-0%	-3%	-3%	-2%	-1%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	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 #/%	5/2%	3/1%	0/0%	0/0%	17/7%	2/1%	2/1%	2/1%	15/6%	3/1%	0/0%	0/0%	128/53%	34/14%	24/10%	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%

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
	%				%				%				%	%	%	
Utilization #/%	-6%	-1%	-1%	-0%	-7%	-1%	-4%	0%	-6%	-4%	-1%	-0%	23%	8%	-2%	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	✓	✓							✓	✓						
Technicians									✓							
Protective Services: Sworn							✓									
Administrative Support	✓				✓		✓		✓	✓						

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: Jon Liu

Human Resources Specialist

09-02-2020

[signature]

[title]

[date]