

EEO Utilization Report

Organization Information

Name: ATTORNEY GENERAL HAWAII DEPARTMENT OF TH

City: HONOLULU

State: HI

Zip: 96813-2427

Type: State Prosecutor or Attorney General

Section 1: EEO Policy Statement

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.

Section 5: Narrative Interpretation of Data

The following categories are underutilized:

White Males - Administrative Support;

Latino or Hispanic- Administrative Support;

Two or More Races Administrative Support;

White Females Professionals and Administrative Support;

Hispanic or Latino Females Professionals and Administrative Support;

Two or More Races Females Administrative Support.

Section 6: Objectives and Steps

1. To encourage White Males to apply for Administrative Support

- 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 improves 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 Latino or Hispanic Males to apply for Administrative Support

- 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 improves 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 to apply for Administrative Support

- 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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4. To encourage White Females to apply for Professional and Administrative Support

- 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 Latino or Hispanic Females to apply for Professional and Administrative Support

- 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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6. To encourage Two or More Races Females to apply for Professional and Administrative Support

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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Section 7: Dissemination Strategy: Internal

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.

Section 7: Dissemination Strategy: External

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 #/%	6/22%	0/0%	0/0%	0/0%	7/26%	1/4%	3/11%	3/11%	0/0%	0/0%	0/0%	4/15%	2/7%	1/4%
CLS #/%	15,945/20%	3,065/4%	830/1%	50/0%	15,545/20%	2,485/3%	6,170/8%	9,240/12%	2,455/3%	240/0%	15/0%	14,020/18%	2,415/3%	6,265/8%
Utilization #/%	2%	-4%	-1%	-0%	6%	1%	3%	-1%	-3%	-0%	-0%	-3%	4%	-4%
Professionals														
Workforce #/%	26/15%	1/1%	1/1%	0/0%	38/22%	4/2%	16/9%	15/9%	1/1%	0/0%	0/0%	52/30%	6/3%	16/9%
CLS #/%	19,550/15%	2,995/2%	1,050/1%	55/0%	21,575/17%	2,585/2%	7,815/6%	20,920/17%	4,920/4%	815/1%	125/0%	29,660/23%	3,645/3%	10,940/9%
Utilization #/%	-1%	-2%	-0%	-0%	5%	0%	3%	-8%	-3%	-1%	-0%	6%	1%	0%
Technicians														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	5,040/14%	1,515/4%	375/1%	15/0%	6,330/18%	1,105/3%	3,330/9%	3,060/9%	1,315/4%	345/1%	20/0%	7,915/23%	1,355/4%	3,350/10%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
Protective Services: Sworn														
Workforce #/%	6/15%	1/3%	0/0%	0/0%	17/44%	7/18%	5/13%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%
CLS #/%	2,790/15%	1,770/9%	700/4%	25/0%	3,890/21%	2,440/13%	4,175/22%	725/4%	240/1%	25/0%	4/0%	750/4%	375/2%	730/4%
Utilization #/%	0%	-7%	-4%	-0%	23%	5%	-10%	-1%	-1%	-0%	-0%	-4%	-2%	1%
Protective Services: Non-sworn														
Workforce #/%	2/29%	0/0%	0/0%	0/0%	3/43%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%
CLS #/%	335/15%	175/8%	0/0%	30/1%	355/16%	140/6%	490/22%	190/8%	70/3%	0/0%	0/0%	200/9%	55/2%	225/10%
Utilization #/%	14%	-8%	0%	-1%	27%	8%	-22%	-8%	-3%	0%	0%	5%	-2%	-10%
Administrative Support														
Workforce #/%	16/4%	3/1%	0/0%	0/0%	56/15%	4/1%	13/4%	20/5%	7/2%	1/0%	1/0%	168/45%	44/12%	38/10%
CLS #/%	12,260/8%	4,015/2%	1,210/1%	135/0%	19,885/12%	2,830/2%	9,785/6%	18,330/11%	9,755/6%	1,225/1%	120/0%	48,470/30%	11,005/7%	22,640/14%
Utilization #/%	-3%	-2%	-1%	-0%	3%	-1%	-3%	-6%	-4%	-0%	0%	15%	5%	-4%

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
Skilled Craft														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	9,500/18%	4,960/9%	650/1%	55/0%	17,795/34%	4,925/9%	10,800/20%	620/1%	335/1%	65/0%	0/0%	2,385/4%	395/1%	590/1%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
Service/Maintenance														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	15,915/9%	10,610/6%	1,670/1%	45/0%	46,370/25%	13,690/7%	20,765/11%	12,135/7%	7,540/4%	700/0%	40/0%	36,515/20%	7,550/4%	11,920/6%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN

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								✓	✓					
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

07-11-2024

[signature]

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