

# EEO Utilization Report

## Organization Information

Name: 1st Judicial District Department Of Correctional Services

City: Waterloo

State: IA

Zip: 50703

Type: State Correctional Department and/or Institution

## **Step 1: Introductory Information**

### **Policy Statement:**

The Department affirms its commitment to Civil Rights Legislation to ensure equal opportunity. Employment opportunities, benefits, and conditions/terms of employment are equally available to all employees. No person involved with the selection or management of employees or volunteers, those providing service to offenders, and contractors with the Department will discriminate in service delivery or in employment opportunities on the basis of race, age, creed, national origin, color, gender identity, sex, sexual orientation, disability, or religion.

Vacancies shall be filled through promotion, demotion, reassignment, or original appointment (new hire). The vacancy will be filled with the most qualified candidate with documentation to support the decision.

All applicants will be considered for employment based on his/her individual qualifications regardless of the person's age, race, color, sex, sexual orientation, gender identity, religion, creed, national origin, physical or mental disability, or other non-merit factors.

Department policy contains a discrimination complaint procedure for resolution of any alleged violation of these practices. Department policy also provides for disciplinary action upon any founded instance of discrimination. Following File has been uploaded:AAEEO.pol.PER1.docx

## **Step 4b: Narrative of Interpretation**

The First Judicial District Department of Correctional Services welcomes the opportunity to increase the representation of all minorities within our workforce, and will continue to explore ways to recruit qualified applicants of all race and ethnic groups as well as ways to retain those employees.

After reviewing the utilization analysis, the Department has noted the following:

Officials/Administrators--White and Hispanic Males and Females are underutilized.

Professionals--Black, Hispanic, and Asian males and females are underutilized. Only 5 employees of 186 are in this category and all are white.

Protective Services (Non-Sworn)--more than half of all positions in the Department fall in this category. White males and females are underutilized, as well as Asian males, Hispanic females and males of two or more races.

Administrative Support--white males are underutilized by 32%. All 14 employees in these positions are females.

Skilled Craft--White males are underutilized by 68%

Service Maintenance--There are only 2 positions in this category--both occupied by white males. All other ethnic or minority groups are underrepresented.

Following File has been uploaded:EEO.2016.12.xlsx

## **Step 5: Objectives and Steps**

### **1. Retain and promote qualified minority candidates for available positions**

- a. a. The Department will continue to evaluate its current practices to ensure all minorities are receiving equal opportunity to participate in training and educational programs.
- b. A new employee mentoring program has been established to assist new employees in their transition to working at the Department.
- c. Provide training to supervisors and managers on EEO policies and best practices.
- d. Encourage minorities to increase their skills and job potential through participation in training and educational opportunities.

### **2. Increase representation of all minorities in our workforce**

- a. a. The Department will review all hiring procedures to ensure no unnecessary barriers exist that would deny minorities equal employment opportunity with the Department.
- b. Use teams of minority employees to assist in the recruitment process and increase attendance at job fairs that target minorities.
- c. Compile a list of organizations having effective contact with minority groups and establish continuous working relationships with these organizations.
- d. Continue to advertise job opportunities using the Iowa Workforce and other appropriate websites.

## **Step 6: Internal Dissemination**

The Department maintains an in-house intranet electronic communication service that only employees can access (Microsoft SharePoint Page). The EEOP will be posted on this site for employees to view.

## **Step 7: External Dissemination**

The Department maintains a public website (www.firstdcs.com). The EEOP will be posted on this website for the public to view.



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

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 #/%	12/55%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	7/32%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	114,280/61%	1,690/1%	1,130/1%	80/0%	1,135/1%	4/0%	380/0%	120/0%	65,210/35%	990/1%	680/0%	95/0%	925/0%	15/0%	535/0%	30/0%
Utilization #/%	-6%	-1%	8%	-0%	-1%	-0%	-0%	-0%	-3%	-1%	4%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	93,570/37%	2,000/1%	2,050/1%	85/0%	4,700/2%	45/0%	380/0%	310/0%	140,380/56%	2,660/1%	2,175/1%	195/0%	3,100/1%	45/0%	605/0%	215/0%
Utilization #/%	3%	-1%	-1%	-0%	-2%	-0%	-0%	-0%	4%	-1%	-1%	-0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	15,330/36%	435/1%	220/1%	4/0%	735/2%	0/0%	125/0%	15/0%	24,415/57%	445/1%	370/1%	15/0%	450/1%	0/0%	125/0%	10/0%
Utilization #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	13,465/78%	320/2%	310/2%	75/0%	80/0%	0/0%	75/0%	35/0%	2,565/15%	170/1%	40/0%	4/0%	15/0%	4/0%	44/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	64/48%	1/1%	8/6%	0/0%	0/0%	0/0%	0/0%	0/0%	53/40%	0/0%	6/5%	0/0%	0/0%	0/0%	0/0%	1/1%
Civilian Labor Force #/%	1,335/50%	25/1%	15/1%	10/0%	45/2%	0/0%	14/1%	10/0%	1,145/43%	35/1%	0/0%	10/0%	0/0%	0/0%	0/0%	15/1%
Utilization #/%	-2%	-0%	5%	-0%	-2%	0%	-1%	-0%	-3%	-1%	5%	-0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/93%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%

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
CLS #/%	123,900/32%	3,240/1%	2,520/1%	330/0%	1,735/0%	30/0%	1,115/0%	330/0%	239,320/62%	5,510/1%	5,485/1%	570/0%	2,370/1%	95/0%	1,415/0%	285/0%
Utilization #/%	-32%	-1%	-1%	-0%	-0%	-0%	-0%	-0%	31%	-1%	6%	-0%	-1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	116,755/88%	4,935/4%	1,335/1%	275/0%	630/0%	25/0%	680/1%	150/0%	7,505/6%	185/0%	170/0%	45/0%	325/0%	0/0%	29/0%	30/0%
Utilization #/%	-68%	-4%	-1%	-0%	-0%	-0%	-1%	-0%	74%	-0%	-0%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	247,240/50%	22,510/5%	8,195/2%	540/0%	4,630/1%	175/0%	1,990/0%	585/0%	182,505/37%	11,810/2%	5,975/1%	660/0%	4,270/1%	145/0%	1,785/0%	530/0%
Utilization #/%	50%	-5%	-2%	-0%	-1%	-0%	-0%	-0%	-37%	-2%	-1%	-0%	-1%	-0%	-0%	-0%

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Ross Todd

Executive Officer

10-11-2017

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