

EEO Utilization Report

Organization Information

Name: New York State Division Of Criminal Justice Services

City: Albany

State: NY

Zip: 12210

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The Human Rights Law (Law), which may be found in Article 15 of the Executive Law, applies to DCJS and all its employees. The Law provides very broad anti-discrimination and anti-retaliation coverage and states that it is an unlawful to discriminate against an individual on the basis of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, pregnancy related conditions, predisposing genetic characteristics, marital status, familial status, or domestic violence victim status; to refuse to hire or employ, or to bar or to discharge from employment such individual; or to discriminate against such individual in compensation, or in terms, conditions or privileges of employment. The Law further provides protections from employment discrimination for persons with prior conviction or arrest records, youthful offender adjudications or sealed records.

Following File has been uploaded:Equal Employment Opportunity Policy Statement.docx

Step 4b: Narrative of Interpretation

The New York State, Division of Criminal Justice Services Affirmative Action Officer finds that it is significant that the Utilization Analysis Chart: Two or more standard deviations indicated that there are two or more standard deviations in comparing the under utilization of DCJS employees, cross classified by race, national origin, and sex, to the relevant labor market. In particular, the Affirmative Action Officer takes note of the following data:

The Affirmative Action Officer in the Division of Criminal Justice Services reviewed the Utilization Analysis (comparing New York State's workforce to the relevant labor market) and noted under representation of Black males, Asian males and Asian females in the Professional category. In addition, the Utilization Analysis revealed an under representation of Asian males and females, Hispanic males and females and Black or African American females in the Administrative Support categories.

Although the New York State Division of Criminal Justice Services recruits statewide as required by the New York State Department of Civil Service, the Division of Criminal Justice Services is located in Albany, New York. Candidates on the eligible list self-identify the geographic regions they would consider for employment. Our recruitment includes candidates outside the Capital Region of upstate New York when such candidates have elected to be canvassed for positions in Albany, New York. Typically, the resulting applicant pool, particularly in Administrative Support positions, comes primarily from the Capital Region of upstate New York (Albany and the surrounding area), so the resulting applicant pool may be less diverse than that of the entire New York State workforce, which would include New York City and other more diverse areas. Despite this, the under utilization indicates a continuing need to establish and maintain objectives to attain full utilization in these job categories.

Step 5: Objectives and Steps

1. DCJS will encourage applicants in underutilized categories to apply for positions in the Professionals category through targeted recruitment, particularly of Black or African American and Asian males, and Asian females.

- a. In order to reach Black or African American male and Asian male and female applicants for positions in the Professional category, the Affirmative Action Officer will disseminate job vacancy announcements to the membership of the Statewide Affirmative Action Council.
- b. To ensure equal employment opportunity for Asian males and females, and Black or African American males when DCJS fills vacancies that become available in the Professionals category, the Affirmative Action Officer will disseminate job postings to organizations with contacts in the Black/African American, and Asian communities to ensure that there is knowledge of the examination and/or position in the community. In addition, the Affirmative Action Officer, in conjunction with DCJS's Human Resource Management, will advertise such positions on professional job boards, within professional organizations, particularly professional minority organizations, and on professional web sites in order to significantly expand the applicant pool.

2. DCJS will increase the number of qualified employees in underutilized categories nominated for all positions, with emphasis on those in the Professional and Administrative Support categories. This will be accomplished through the development and implementation of training specific to interview and selection processes, and comparative review of selected versus non-selected candidates

- a. The Affirmative Action Officer will ensure that hiring supervisors and managers are aware of the agency's commitment to recruit and retain qualified Black or African American, Hispanic and Asian applicants in all positions, but with particular attention to Black or African American and Asian males and Asian females in the Professionals category, as well as Hispanic and Asian males and females and Black or African American females in the Administrative Support category.

3. DCJS will encourage those applicants in underutilized categories to apply for vacant positions in the Administrative Support category through targeted recruitment of Hispanic, Asian males and females and Black or African American female applicants for entry level positions in the Administrative Support category.

- a. The Affirmative Action Officer will recruit potential applicants at job fairs through state initiatives, community colleges and social service or non profit organizations, particularly those serving Hispanic males and females, Asian males and females, and Black or African American females by ensuring that potential applicants are familiar with the requirements of the NYS civil service system and are aware of upcoming examinations or positions for which they may qualify.
- b. To ensure equal employment opportunity for Hispanic males and females, Asian males and females, and Black or African American females when DCJS fills vacancies that become available in the Administrative Support category, the Affirmative Action Officer will disseminate examination announcements for entry level positions to organizations with contacts in the Black or African American, Hispanic and Asian communities to ensure that there is knowledge of the examination in the community.
- c. In order to reach Hispanic male and female, Asian male and female and Black or African American female applicants for entry level positions in the Administrative Support category, the Affirmative Action Officer will disseminate job vacancy announcements to the membership of the Statewide Affirmative Action Council.

4. DCJS will increase retention of employees in underutilized categories

- a. The Affirmative Action Officer will review and analyze exit interview data to identify any patterns that may have significant impact on retaining Black or African American, Hispanic and Asian employees.

Step 6: Internal Dissemination

DCJS will post the EEO Utilization Report in the agency's intranet and inform employees that they may view and/or download the 2017 EEO Utilization Report.

The 2017 EEO Utilization Report will be available to employees at both the Human Resources Management and Office of Workforce Diversity and Equity Programs offices.

DCJS will include mention of the EEO Utilization Report in the employee handbook and direct new employees to the intranet where they may download a copy.

Step 7: External Dissemination

DCJS will post a PDF version of the EEO Utilization Report on the external website which the general public may access and download.

The Finance Office will provide written notice to all vendors and contractors that the agency's EEO Utilization Report may be downloaded from DCJS's public website.

DCJS will include a written statement on external job postings informing the public that they can request a copy of the agency's EEO Utilization Report.

Utilization Analysis Chart
Relevant Labor Market: New York

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 #/%	22/50%	0/0%	2/5%	1/2%	0/0%	0/0%	0/0%	0/0%	15/34%	1/2%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%
CLS #/%	523,865/4 5%	55,495/5 %	44,725/4 %	895/0%	57,385/5 %	175/0%	3,545/0%	4,030/0%	336,910/2 9%	45,235/4 %	52,430/4 %	695/0%	37,190/3 %	75/0%	3,245/0%	3,265/0%
Utilization #/%	5%	-5%	1%	2%	-5%	-0%	-0%	-0%	5%	-2%	-4%	-0%	4%	-0%	-0%	-0%
Professionals																
Workforce #/%	78/32%	3/1%	3/1%	2/1%	0/0%	0/0%	0/0%	0/0%	132/55%	10/4%	9/4%	1/0%	3/1%	0/0%	0/0%	0/0%
CLS #/%	640,885/3 2%	62,130/3 %	73,155/4 %	875/0%	101,665/5 %	145/0%	5,775/0%	6,350/0%	756,550/3 8%	88,125/4 %	130,630/7 %	1,840/0%	100,980/5 %	195/0%	8,095/0%	6,655/0%
Utilization #/%	0%	-2%	-2%	1%	-5%	-0%	-0%	-0%	17%	-0%	-3%	0%	-4%	-0%	-0%	-0%
Technicians																
Workforce #/%	8/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/53%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	71,245/31 %	9,595/4%	12,010/5 %	225/0%	12,685/5 %	0/0%	485/0%	840/0%	80,410/34 %	10,880/5 %	23,240/10 %	400/0%	9,800/4%	0/0%	845/0%	740/0%
Utilization #/%	17%	-4%	-5%	-0%	-5%	0%	-0%	-0%	18%	-5%	-10%	-0%	-4%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	118,585/4 9%	29,185/12 %	39,630/16 %	485/0%	6,060/3% 30/0%	30/0%	930/0%	1,800/1%	16,310/7 %	7,445/3% 18,140/8 %	18,140/8 %	175/0%	900/0%	0/0%	310/0%	470/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	5,370/25 %	1,295/6% 1,185/5%	1,185/5%	30/0%	195/1% 4/0%	4/0%	95/0%	80/0%	7,690/35 %	2,635/12 %	2,675/12 %	4/0%	265/1% 0/0%	0/0%	140/1% 80/0%	80/0%
Utilization #/%																
Administrative Support																
Workforce #/%	49/35%	1/1%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%	83/58%	1/1%	4/3%	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 #/%	586,665/24%	133,545/5%	112,550/5%	1,395/0%	82,125/3%	310/0%	6,740/0%	7,975/0%	978,160/40%	217,420/9%	211,615/9%	3,885/0%	94,935/4%	225/0%	11,635/0%	12,630/1%
Utilization #/%	11%	-5%	-2%	-0%	-3%	-0%	-0%	-0%	19%	-8%	-6%	-0%	-4%	-0%	-0%	-1%
Skilled Craft																
Workforce #/%	0/0%	0/0%	1/100%	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%
CLS #/%	417,865/63%	112,235/17%	59,120/9%	1,980/0%	23,700/4%	75/0%	3,415/1%	4,710/1%	20,740/3%	7,105/1%	4,485/1%	170/0%	3,780/1%	0/0%	180/0%	285/0%
Utilization #/%	-63%	-17%	91%	-0%	-4%	-0%	-1%	-1%	-3%	-1%	-1%	-0%	-1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	644,045/28%	376,995/16%	178,400/8%	2,980/0%	102,345/4%	275/0%	8,445/0%	11,260/0%	460,910/20%	255,135/1%	206,815/9%	2,585/0%	73,950/3%	270/0%	6,000/0%	9,970/0%
Utilization #/%	-28%	-16%	-8%	-0%	-4%	-0%	-0%	-0%	80%	-11%	-9%	-0%	-3%	-0%	-0%	-0%

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: Sandra van Kampen

Affirmative Action Officer

04-14-2017

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