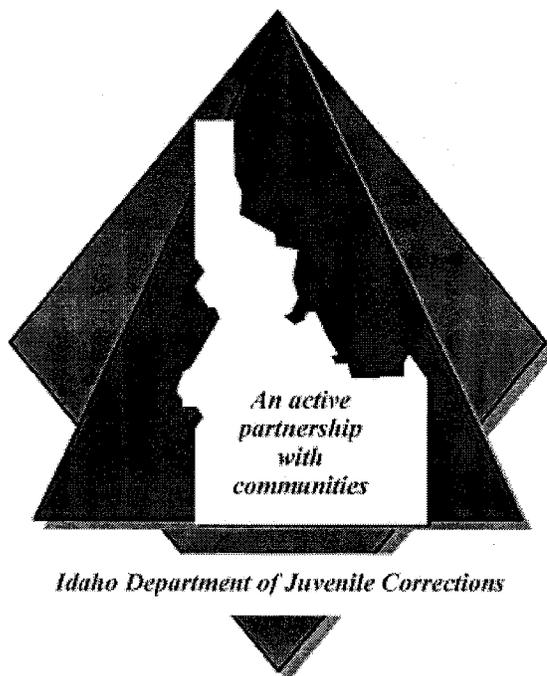


Equal Employment Opportunity Plan



January, 2013

Policy Statement

The Idaho Department of Juvenile Corrections (IDJC) extends equal employment opportunity to all individuals regardless of race, sex, age, color, religious belief, national origin, disability or impairment, handicap or other prohibited factors to the extent required by law, except in those instances where bona fide occupational qualifications exist.

It is therefore the policy of IDJC that these provisions are extended to all employees and prospective employees. The provisions of this policy extend to all terms and conditions of employment and are not limited to hires, transfers, promotions, demotions, reclassifications, terminations, wages, education, benefits and/or training. Further IDJC is taking affirmative steps to promote the employment opportunity of groups of people who are presently being under-utilized in our work force.

The IDJC Human Resource Officer has been designated as the Equal Employment officer for the Department. Please reference IDJC Policy 302 Equal Employment Opportunity for further details.

Workforce Data Analysis

A comparison of the Idaho Department of Juvenile Corrections' workforce to the community labor statistics for the State of Idaho indicates areas of under-utilization and over-utilization.

Community labor statistics indicate that minorities comprise a small percentage (10%) of the total workforce in Idaho. The Hispanic labor force is the largest of the minorities and remains at 7%, the same percentage as reported in 2008. Recruitment efforts of Hispanics have been successful, resulting in increasing the Department's utilization to 5.0% up from 3.1% in 2008.

The next largest minority is African American which makes up 2% of the Community labor force. Overall, the Department's African American labor force is 1.8%.

In reviewing our overall recruitment efforts and comparing the results to our 2008 report, the data shows that the Department has been successful in retaining minorities in job categories.

Many of our job classifications continue to be difficult to fill due to a lower interest level in working in the field of juvenile corrections. Several jobs work directly with incarcerated youth who are primarily in the 14 to 19 year old age group with 90% being male. In addition, the correction facilities operate 24 hours per day, seven days per week. Jobs require staff to work on rotating shifts, including swing and graveyard, as well as weekends and holidays.

In order to qualify for these positions applicants must meet minimum experience and physical requirements; have a high school diploma or equivalent; be willing to work with violent and aggressive juvenile offenders; intervene and control juveniles' assaultive and aggressive behavior toward themselves and others; and perform first aid / CPR.

A review of the Utilization Analysis (comparing the Department's workforce to the relevant labor market) revealed three labor categories which show significant under-utilization. Two

categories, Professionals and Protective Services Non-Sworn, identify white females as being under-utilized and the third category, Administrative Support, identifies white males as being under-utilized.

Officials and Administrators

The analysis shows an under-utilization of white males by 12% and an over-utilization of white females by 17%. The small number of employees in this category makes it difficult to reach a reliable conclusion regarding under-utilization since a change in one position from male to female or vice-versa significantly changes the utilization percentages.

Professionals

This category has an under-utilization in white females, who are under-utilized by 10%, which is slightly lower than the 12% reported in 2008 and the 13.5% reported in 2006. The Department previously committed to recruit qualified females in this job category, and the results show our efforts are having some success. We will continue with those efforts.

Technicians

The under-utilization of white males by 36% is shown in the utilization analysis. For the Department, this job category is primarily comprised of Licensed Practical Nurses. The Department experiences a higher turnover rate due primarily to competition from the private sector, where applicants can receive significantly higher wages. There is also no opportunity for job advancement in these job categories in our Department. However, the Department will continue to focus on recruitment of male applicants in this job category in order to improve utilization.

Protective Services, Non-Sworn

Analysis in this job category shows an under-utilization of white females, who are under-utilized by 34%, which is an increase compared to 26% in 2008. Because of the nature of the positions, they have historically been held by males. The Department will continue to reinforce efforts to recruit female applicants for these job categories.

Administrative Support

This is a job category where white males are under-utilized. The analysis shows white males are under-utilized by 25%, which is the same percentage as in 2008.

Positions in this job category, primarily comprised of Office Specialists and Technical Records Specialists, are traditionally held by females and it continues to be area in our Department where females are the primary applicants. The Department will continue in our efforts to recruit qualified male applicants in this job category.

Skilled Craft

In this job category, basically comprised of Maintenance Craftsmen, the Department has very few employees and as a result the data can sway widely based on the hiring of one individual. Data currently shows under-utilization of white males by 4% and Hispanic males by 5%. The Department will continue with our efforts to recruit males, both Hispanic and white as vacancies occur.

Service Maintenance

This is another job category in which the Department has few employees. Less than 5% of our employees fall in this category which is mostly comprised of cooks and laundry workers. Turnover in this job category is relatively low. The utilization report shows an under-utilization of

white males by 25%, Hispanic males by 9% and Hispanic females by 4%. Additional efforts will be made to recruit white males and Hispanics in this job category as vacancies occur.

Objectives

The Department will continue to pursue an increase in the representation of employees in all under-utilized groups to help our workforce profiles more closely represent the available labor force in our community, and will continue to hire from within all sexes, races, and national origin groups.

Females

An objective will be to review the recruitment and promotional processes to ensure equal opportunity, especially in the Professional and Protective Services job categories. Job announcements and hiring practices are monitored through the state of Idaho's recruitment processes. In addition the Department will continue to pursue recruitment of female applicants interested in pursuing non-traditional job opportunities in the corrections field.

Males

The Department will also review the recruitment process to ensure equal opportunity, with a specific focus on Administrative Support positions. The Department will increase its efforts to recruit male applicants interested in pursuing non-traditional job opportunities.

Steps to Achieve Objectives

- In addition to contacting minority councils and organizations to help maintain our minority representation in all job categories, contact Idaho Women's Commission, and other women's organizations to provide them with information regarding job opportunities at our juvenile correction facilities.
- Review job announcements which are published through the State of Idaho Division of Human Resources and make revisions or changes which could attract and encourage qualified applicants in non-traditional job categories.
- Continue to announce job openings through local State of Idaho Job Service offices.
- Announce vacancies through local college career centers, with additional emphasis on seeking qualified applicants in non-traditional job categories.
- Continue to post announcements on the Department's public website.
- Research websites, magazines, blogs, associations, and professional organizations and inform them of our job opportunities.
- Continue to send email to Department employees regarding job opportunities and requesting that announcements be shared with anyone interested in the job opportunities.

Dissemination of Equal Employment Opportunity Plan (EEOP)

- Post EEOP on Department's intranet site.

- Announce location and availability of Department's EEO plan to all employees.
- Continue to give Department's policy on Equal Employment Opportunity as part of New Employee Orientation. New employees acknowledge receipt of policy and have a chance to ask questions regarding the policy and/or practices.
- Continue to train supervisory staff in appropriate interviewing and selection procedures including promotional opportunities.
- Continue to review and develop career ladders where possible in appropriate job classifications.
- Continue to announce and recruit through minority websites and/or organizations.

External

- Continue to include statement "EOE/Vets encouraged to apply" on all recruitment materials.
- Post EEOP on Department's internet site.
- Post EEOP on public bulletin boards throughout the Department.
- Continue to announce all positions through the State of Idaho's Division of Human Resources to assure that all EEO requirements are met.

Utilization Analysis Chart
Relevant Labor Market: Idaho

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	54,425/62%	1,580/2%	190/0%	325/0%	590/1%	15/0%	295/0%	28,755/33%	1,075/1%	45/0%	335/0%	210/0%	20/0%	115/0%
Utilization #/%	-12%	-2%	-0%	-0%	-1%	-0%	-0%	17%	-1%	-0%	-0%	-0%	-0%	-0%
Professionals														
Workforce #/%	74/53%	3/2%	2/1%	0/0%	2/1%	0/0%	0/0%	55/39%	2/1%	1/1%	0/0%	1/1%	0/0%	0/0%
CLS #/%	46,355/46%	915/1%	260/0%	300/0%	835/1%	45/0%	225/0%	49,680/49%	1,545/2%	110/0%	405/0%	650/1%	30/0%	220/0%
Utilization #/%	7%	1%	1%	-0%	1%	-0%	-0%	-10%	-0%	1%	-0%	0%	-0%	-0%
Technicians														
Workforce #/%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/81%	1/6%	0/0%	0/0%	1/6%	0/0%	0/0%
CLS #/%	6,600/42%	280/2%	20/0%	60/0%	95/1%	15/0%	30/0%	7,815/50%	390/2%	30/0%	90/1%	150/1%	25/0%	20/0%
Utilization #/%	-36%	-2%	-0%	-0%	-1%	-0%	-0%	31%	4%	-0%	-1%	5%	-0%	-0%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,135/77%	295/3%	45/0%	195/2%	10/0%	4/0%	60/1%	1,405/15%	75/1%	0/0%	90/1%	4/0%	0/0%	0/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	102/69%	9/6%	2/1%	2/1%	1/1%	0/0%	0/0%	27/18%	1/1%	1/1%	0/0%	2/1%	0/0%	0/0%
Civilian Labor Force #/%	430/40%	25/2%	0/0%	10/1%	4/0%	10/1%	0/0%	555/52%	15/1%	0/0%	10/1%	0/0%	0/0%	4/0%
Utilization #/%	29%	4%	1%	0%	0%	-1%	0%	-34%	-1%	1%	-1%	1%	0%	-0%
Administrative Support														
Workforce #/%	1/3%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	33/87%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,785/27%	1,930/1%	265/0%	370/0%	220/0%	50/0%	285/0%	95,335/66%	4,395/3%	225/0%	1,280/1%	705/0%	80/0%	600/0%
Utilization #/%	-25%	1%	2%	-0%	-0%	-0%	-0%	21%	2%	-0%	-1%	-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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	10/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%
CLS #/%	61,480/87%	3,600/5%	75/0%	705/1%	190/0%	45/0%	365/1%	3,560/5%	235/0%	0/0%	70/0%	65/0%	0/0%	20/0%
Utilization #/%	-4%	-5%	-0%	-1%	-0%	-0%	-1%	3%	-0%	0%	-0%	8%	0%	-0%
Service/Maintenance														
Workforce #/%	4/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/78%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	92,180/47%	17,255/9%	450/0%	1,725/1%	935/0%	125/0%	685/0%	71,220/36%	8,705/4%	200/0%	1,195/1%	1,120/1%	75/0%	475/0%
Utilization #/%	-25%	-9%	-0%	-1%	-0%	-0%	-0%	42%	-4%	-0%	-1%	-1%	-0%	-0%

Job Classification Categories

Officials and Administrators

This job category is comprised of senior leadership positions within the Department.

Professionals

Classifications in this category include Clinicians, Instructor Specialists, Rehabilitation Specialists, Unit Managers and Social Workers.

Technicians

For the Department, this job category is comprised of Licensed Practical Nurses and Instructor Assistants (teacher's aids).

Protective Services, Non-Sworn

Classifications in this category include Rehabilitation Technicians and Safety and Security Officers.

Administrative Support

Administrative Support classifications are primarily comprised of Office Specialists and Technical Records Specialists.

Skilled Craft

Maintenance Craftsmen make up the majority of the positions within this job category.

Service

Cooks and laundry workers are the primary classifications in this job category.