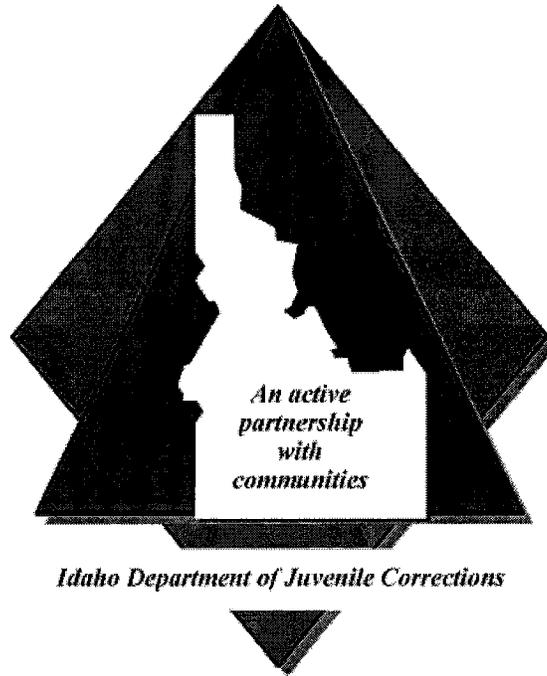


Equal Employment Opportunity Plan



January, 2015

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 including but 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.

The largest minority labor force is Hispanic. IDJC's recruitment efforts of Hispanics have been successful, resulting in increasing the Department's utilization to 5.9% up from 5.0% in the January 2013 report.

The next largest minority is African American. Overall, the Department's African American labor force is 1.5% down from 1.8% in January 2013.

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.

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 87% being male. In addition, the correction facilities operate 24 hours per day, seven days per week. Many 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 females by 3%. 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 indicates that white females are under-utilized by 9%, which is slightly lower than the 10% reported in January 2013, 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. The largest professional categories that are under-utilized are Clinicians, Rehabilitation Specialists, and Unit Managers. The employees in these categories work shift, weekend and holidays, and work primarily with male (87%) juveniles.

Technicians

The under-utilization of white males by 35% is shown in the utilization analysis. 17% of the applications for these positions in calendar year 2014 were male. This job category is primarily comprised of Licensed Practical Nurses, with 7% being male. There is 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 35%, which is an increase compared to 34% in 2013. Because of the nature of the positions, and the male juvenile population being served, they have historically been held by males. These positions also provide security for the juveniles, which necessitates male staff working at all times. These positions also are required to work rotating shifts of days, swings, graveyards, holidays and weekends, because there is a 24 hour per day, 7 day per week coverage requirement. 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 21%, which is the down from 25% in 2013.

Positions in this job category, primarily comprised of Office Specialists and Technical Records Specialists, are traditionally held by females and it continues to be an area in the Department where females are the primary applicants. During calendar year 2014, 17% of the applicants for administrative support positions were male. Males make up 10% of the Department's workforce in this category. The Department will continue in its efforts to recruit qualified male applicants in this job category.

Skilled Craft

In this job category, basically comprised of Maintenance Craftsmen, the Department currently has 9 employees. Data currently shows under-utilization of Hispanic males by 10% and white females by 5%. During calendar year 2014, no female applications were received and only 1 Hispanic male application was received.

Service Maintenance

This category is primarily 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 15%, Hispanic males by 11% and Hispanic females by 2%. Additional efforts will be made to recruit white males and Hispanics in this job category as vacancies occur. 38 applications were received in 2014. 10 were White male, 1 Hispanic male, 1 Black female, 2 Hispanic females, and 35 White females.

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 gender, 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 continue its efforts to recruit male applicants interested in pursuing non-traditional job opportunities.

Steps to Achieve Objectives

- 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.
- Continue to offer internship opportunities
- Continue to offer college tours of the facilities to make students aware of career opportunities
- Recruit veterans in non-traditional job categories
- 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 the 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/Veterans 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	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 #/%	6/60%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	48,320/60%	1,825/2%	120/0%	180/0%	460/1%	20/0%	405/1%	135/0%	26,985/33%	1,390/2%	80/0%	275/0%	130/0%	4/0%	455/1%	20/0%
Utilization #/%	0%	8%	-0%	-0%	-1%	-0%	-1%	-0%	-3%	-2%	-0%	-0%	-0%	-0%	-1%	-0%
Professionals																
Workforce #/%	79/52%	3/2%	4/3%	0/0%	2/1%	0/0%	0/0%	0/0%	61/40%	3/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	47,910/43%	1,910/2%	190/0%	225/0%	1,560/1%	65/0%	505/0%	220/0%	55,305/49%	2,255/2%	90/0%	505/0%	935/1%	65/0%	555/0%	150/0%
Utilization #/%	9%	0%	2%	-0%	-0%	-0%	-0%	-0%	-9%	-0%	1%	-0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/86%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,050/42%	285/1%	40/0%	55/0%	225/1%	0/0%	149/1%	10/0%	9,220/48%	515/3%	10/0%	155/1%	225/1%	15/0%	80/0%	95/0%
Utilization #/%	-35%	-1%	-0%	-0%	-1%	0%	-1%	-0%	38%	4%	-0%	-1%	-1%	-0%	-0%	-0%
Protective Services:																
Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,190/76%	450/4%	40/0%	170/2%	60/1%	0/0%	105/1%	10/0%	1,555/14%	90/1%	35/0%	65/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	112/70%	13/8%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	30/19%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	455/33%	15/1%	0/0%	10/1%	0/0%	0/0%	45/3%	0/0%	730/54%	80/6%	15/1%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	37%	7%	1%	-0%	1%	0%	-3%	0%	-35%	-5%	-1%	-1%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	4/10%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	31/79%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	54,390/31%	4,215/2%	395/0%	310/0%	350/0%	175/0%	625/0%	85/0%	103,570/5%	7,275/4%	430/0%	1,240/1%	885/1%	270/0%	1,240/1%	330/0%

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Utilization #/%	-21%	0%	-0%	-0%	-0%	-0%	-0%	-0%	21%	-2%	-0%	-1%	5%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	9/100%	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 #/%	56,625/82%	6,800/10%	440/1%	480/1%	290/0%	320/0%	680/1%	90/0%	2,945/4%	450/1%	105/0%	75/0%	80/0%	0/0%	40/0%	0/0%
Utilization #/%	18%	-10%	-1%	-1%	-0%	-0%	-1%	-0%	-4%	-1%	-0%	-0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	6/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/67%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	85,065/43%	22,040/11%	715/0%	1,230/1%	1,060/1%	140/0%	1,455/1%	335/0%	67,395/34%	12,505/6%	330/0%	790/0%	1,560/1%	80/0%	1,060/1%	180/0%
Utilization #/%	-15%	-11%	-0%	-1%	-1%	-0%	-1%	-0%	32%	-2%	-0%	-0%	-1%	-0%	-1%	-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									✓							
Protective Services: Non-sworn							✓		✓	✓						
Administrative Support	✓															

Job Classification Categories

Officials/Administrators

Administrator, Administrative Services
Administrator, COPS
Director, DJC
Education Program Director
Human Resource Officer
Quality Improvement Director
Superintendent, DJC

Professionals

Business Operations Specialist
Clinical Supervisor
Clinician
Correctional Program Coordinator
District Liaison Supervisor, DJC
District Liaison, DJC
Education Program Manager
Financial Specialist
Financial Specialist, Principal
Financial Specialist, Senior
Grants/Contracts Management Supervisor
Grants/ Contracts Officer
Human Resource Specialist, Senior
Instructor Specialist, DJC
IT Information Systems Tech, Senior
IT Programmer Analyst, Senior
IT Systems Analyst
IT Systems Coordinator
Juvenile Placement Manager
Juvenile Services Coordinator
Management Assistant
Nurse, Registered Manager
Program Manager
Program Specialist, DHW
Program Supervisor
Purchasing Agent
Rehabilitation Specialist, Associate
Rehabilitation Specialist, DJC
Rehabilitation Unit Manager
Training Specialist
Youth Program Manager

Administrative Support

Administrative Assistant
Financial Technician
Grants/Contracts Program Specialist
Human Resource Associate
Interstate Coordinator
Legal Assistant
Office Specialist 2
Technical Records Specialist 1
Technical Records Specialist 2

Protective Services/Non-sworn

Rehabilitation Technician
Safety/Security Officer, DJC
Safety/Security Supervisor
Recreation Coordinator, Correction

Service/Maintenance

Cook, Senior
Laundry Supervisor
Food Service Supervisor
Laundry Worker, Lead
Custodian Leadworker

Skilled Craft

Building Facility Foreman
Building Superintendent
HVAC Specialist
Maintenance Craftsman
Maintenance Craftsman, Senior

Technicians

Nurse, Licensed Practical
Instruction Assistant