

EEO Utilization Report

Organization Information

Name: Idaho Department Of Juvenile Corrections

City: Boise

State: ID

Zip: 83720-0285

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

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 underutilized in our work force.

Step 4b: Narrative of Interpretation

Review of Utilization Analysis Chart indicates areas for improvement related to White males in the Administrative job category, White and Hispanic or Latino females in the Protective Services; Non-sworn job category, and White females in the Professionals job category as compared to the Idaho labor market. Closer analysis of the applicant pool for these job categories reflects as follows:

For White males in the Administrative job category, our applicant pool reflected that only 14 percent of our applicants for this job category are males and our hiring activity between June 30, 2015 and June 30, 2017 indicated that one of ten positions filled in this job category were filled by White males (10% of our hiring).

The Protective Services job category is made up of 58% male applicants and 19% minorities. Our hiring in this category for the June 30, 2015 to June 30, 2017 date range reflects that we hired 23% females, and 13% minorities of the 30 vacancies filled during this time period.

With regard to the Professionals job category, our applicant pool over the June 30, 2015 to June 30, 2017 time period was made up of 53% females and 47% males, with 12% minority representation. Our hiring in this area consisted of 20 vacancies filled with 50% females and 50% males of which 5% were minorities.

Comparison of the relevant applicant pool to our hiring is proportional and does not reflect the high level of underrepresentation that is reported when using the broader state of Idaho labor information.

(See attachment for balance of Narrative Interpretation)

Following File has been uploaded:Narrative of Underutilization Analysis.docx

Step 5: Objectives and Steps

1. Review the recruitment process to ensure equal opportunity, with a specific focus on Administrative Support positions. The dept. will continue its efforts to recruit male applicants interested in pursuing non-traditional

- a. Review job announcements and make revisions or changes which could attract and encourage qualified applicants in non-traditional job categories.
- b. Continue to announce job openings through local State of Idaho Job Service offices.
- c. Recruit veterans in non-traditional job categories.
- d. Announce vacancies through local college career centers, with additional emphasis on seeking qualified applicants in non-traditional categories.
- e. Continue to send email to Department employees regarding job opportunities and requesting that announcements be shared with anyone interested in the job opportunities.
- f. Collaborate with HR professionals in the area to identify additional opportunities to attract more male applicants to non-traditional jobs.

2. Review the recruitment and promotional processes to ensure equal opportunity, especially in the Professional and Protective Services job categories. The dept. will continue to pursue recruitment of female applicants interested in pursuing non-traditional job opportunities.

- a. Research websites, magazines, blogs, associations, and professional organizations and inform them of our job opportunities.
- b. Identify and implement "trainee" level appointment to provide job opportunities to a broader applicant pool.
- c. Use social media and profession specific organization to announce job opportunities, for example, School Spring for Instructors and Instructor Assistants.
- d. Announce vacancies through local college career centers, with additional emphasis on seeking qualified applicants in non-traditional categories.

- e. Continue to send email to Department employees regarding job opportunities and requesting that announcements be shared with anyone interested in the job opportunities.
- f. Explore use of sign-on bonuses to increase interest in hard to fill positions.
- g. Continue to educate hiring manager on our outreach efforts to improve our diversity.
- h. Review job announcements and make revisions or changes which could attract and encourage qualified applicants in non-traditional job categories
- i. Continue to announce job openings through local State of Idaho Job Service offices.
- j. Continue to offer college tours of the facilities to make students aware of career opportunities.
- k. Collaborate with HR professionals in the area to identify additional opportunities to attract more female and minority applicants to Professional and Protective Services/Non-sworn job categories.

Step 6: Internal Dissemination

Post on Departments Intranet site. Announce location of EEOP to employees.

Give EEOP policy as part of new employee orientation.

Train supervisory staff in appropriate interviewing and selection. Continue to review and develop career ladders where possible.

Continue to announce and recruit through minority websites and/or organizations.

Step 7: External Dissemination

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% | 2/20% | 0/0% | 0/0% | 1/10% | 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% | -13% | -2% | -0% | 10% | -0% | -0% | -1% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 86/53% | 3/2% | 2/1% | 0/0% | 2/1% | 0/0% | 0/0% | 0/0% | 65/40% | 1/1% | 1/1% | 1/1% | 1/1% | 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 #/% | 10% | 0% | 1% | -0% | -0% | -0% | -0% | -0% | -9% | -1% | 1% | 0% | -0% | -0% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 2/13% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 13/87% | 0/0% | 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 #/% | -29% | -1% | -0% | -0% | -1% | 0% | -1% | -0% | 38% | -3% | -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 #/% | 107/68% | 11/7% | 2/1% | 0/0% | 3/2% | 0/0% | 0/0% | 0/0% | 31/20% | 2/1% | 1/1% | 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 #/% | 35% | 6% | 1% | -1% | 2% | 0% | -3% | 0% | -34% | -5% | -0% | -1% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 3/9% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 27/82% | 1/3% | 0/0% | 0/0% | 1/3% | 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 | 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 |
| | % | | | | | | | | 9% | | | | | | | |
| Utilization #/% | -22% | 1% | -0% | -0% | -0% | -0% | -0% | -0% | 23% | -1% | -0% | -1% | 3% | -0% | -1% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 10/100% | 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 #/% | 4/19% | 0/0% | 0/0% | 0/0% | 1/5% | 0/0% | 0/0% | 0/0% | 15/71% | 0/0% | 0/0% | 0/0% | 1/5% | 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 #/% | -24% | -11% | -0% | -1% | 4% | -0% | -1% | -0% | 37% | -6% | -0% | -0% | 4% | -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 | ✓ | | | | | | | | | | | | | | | |

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: Pablo Coblenz

Human Resource Officer

09-25-2017

[signature]

[title]

[date]

Narrative: Underutilization Analysis

Review of Utilization Analysis Chart indicates areas for improvement related to White males in the Administrative job category, White and Hispanic or Latino females in the Protective Services; Non-sworn job category, and White females in the Professionals job category as compared to the Idaho labor market. Closer analysis of the applicant pool for these job categories reflects as follows:

For White males in the Administrative job category, our applicant pool reflected that only 14 percent of our applicants for this job category are males and our hiring activity between June 30, 2015 and June 30, 2017 indicated that one of ten positions filled in this job category were filled by White males (10% of our hiring).

The Protective Services job category is made up of 58% male applicants and 19% minorities. Our hiring in this category for the June 30, 2015 to June 30, 2017 date range reflects that we hired 23% females, and 13% minorities of the 30 vacancies filled during this time period.

With regard to the Professionals job category, our applicant pool over the June 30, 2015 to June 30, 2017 time period was made up of 53% females and 47% males, with 12% minority representation. Our hiring in this area consisted of 20 vacancies filled with 50% females and 50% males of which 5% were minorities.

The Idaho Department of Juvenile Corrections has undertaken several initiatives to improve employee retention over the past couple of years including targeted pay adjustments for hard to fill positions (Safety and Security Officers, Teachers, and Rehabilitation Technicians), greater emphasis on employees satisfaction as gauged through annual employee engagement surveys, stay interviews with new employees, and exit interview with departing employees.

These efforts have resulted in 33 percent reduction in staff turnover (from 17.32% in FY2016 to 11.65% in FY2017, as measured from July 1 through June 30 of each year). In addition, the state of Idaho unemployment rates have been at historical low levels moving from 4% in January of 2016 to 3.1% in June of 2017 (with steady declines over this period of time). Combined, these conditions create a unique opportunity for us in making progress in the areas where significant underutilization exists.

The majority of our hiring is done from within the communities in which we operate our three state juvenile corrections facilities (Nampa, Lewiston, and St. Anthony). We are experiencing limited applicant pools and in some instances, we are having to re-announce positions due to lack of applicants. Examples include Nurse Manager vacancy in our Nampa facility for which we had less than 5 qualified applicants, an Education Program Manager vacancy in our Lewiston facility for which we had fewer than 4 qualified applicants, and a vacancy in our St. Anthony facility for a Custodian Leadworker for which we did not have any qualified applicants.

A characteristic of our agency that contributes to hiring challenges is the nature of the work and the hours of operation. The majority of our staff works directly with incarcerated juveniles who are primarily in the 14 to 19 year old age group and over 85% male. The three state juvenile corrections facilities operate on a 24/7 year round schedule requiring staff to work on rotating shifts, including swing and graveyard, as well as weekends and holidays.

In addition, in order to qualify for these positions, applicants must meet minimum experience 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 other, and perform first aid/CPR.

We are using newspaper and online job boards for our recruiting efforts, contacting veteran's agencies, colleges and universities, and working with the Idaho Department of labor to expand our reach to attract qualified applicants. In addition, we have created "under-fill" trainee classifications to lessen the minimum qualifications for some jobs to increase our applicant pools.

Within these efforts, we are focused on increasing our diversity and improving in the areas where we see significant underrepresentation.



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

November 20, 2017

Alan Miller
Grants Supervisor
Idaho Department of Juvenile Corrections
PO Box 83720
Boise, ID 83720-0285

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Idaho Department Of Juvenile Corrections

Dear Mr. Miller,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X 

Michael L. Alston

Director

Signed by: MICHAEL ALSTON