

# EEOP Utilization Report



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## Step 1: Introductory Information

<b>Grant Title:</b>	MICHIGAN COMPUTER SERVICE TECHNICIAN TRAINING	<b>Grant Number:</b>	2015-RV-BX-0003
<b>Grantee Name:</b>	MICHIGAN DEPARTMENT OF CORRECTIONS	<b>Award Amount:</b>	\$749,167.00
<b>Grantee Type:</b>	State Government Agency		
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<b>DOJ Grant Manager:</b>	HEATHER GAY	<b>DOJ Telephone #:</b>	517-373-6047

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### Policy Statement:

The State of Michigan and the Department of Corrections will provide equal employment opportunity for all persons regardless of race, religion, color, sex, height, weight, marital status, national origin, age, or disability. This policy is promulgated consistent with state and federal law, and consistent with Executive Order No. 1996-13, "Equal Opportunity Workforce Planning Council."

The State of Michigan and the Department of Corrections firmly supports equal opportunity. Department of Corrections is committed to reviewing all aspects of employment, including recruitment, selection, retention, and promotion, to identify and eliminate barriers to providing all persons equal employment opportunities. Employees shall be treated in a non-discriminatory manner, consistent with applicable state and federal laws, rules, regulations and policies.

## Step 4b: Narrative Underutilization Analysis

Underutilization Analysis:

After reviewing the Utilization Analysis Chart for the Relevant Labor Market of Michigan the following observations were identified for underutilization by comparing the Michigan Department of Corrections with the State of Michigan. The only significant underutilization percentages are the White Protective Sworn Female Officers (-17%), the White Female Service/Maintenance (-29%), and the White Male Administrative Support (-23%).

In November 2006 a constitutional initiative was passed by the voters of the state of Michigan resulting in a state constitutional amendment prohibiting public institutions within the state of Michigan from engaging in Affirmative Action selection practices, including hiring practices. However, the department will examine the deviations identified above in the Underutilization Report during the recruitment process in all areas to strive for diversity in the applicant pools to address underutilized areas.

## Step 5 & 6: Objectives and Steps

### **1. While Affirmative Action efforts are no longer constitutional within the State of Michigan, the Department of Corrections believes strongly in the benefit of maintaining a diverse workforce.**

a. The Department is very active in recruiting from many different areas around the state in order to attract a diverse applicant pool. Recruitment activities include attending numerous job fairs across the state conducted by educational institutions or other entities. The Department has partnered with Michigan Works! Agencies employment centers throughout the state to set up job fairs specifically designed to meet the needs of the Department recruitment efforts.

Partnerships have been developed with various minority organizations throughout the state including the NAACP, women's organizations, faith-based organizations, and community centers such as Christo Rey. All available positions are posted on the State of Michigan Civil Service website and thus open to all residents and department employees of the State of Michigan. A hard-copy of employment postings can be obtained in any Department of Corrections Human Resources office or Michigan Works! offices.

### **2. The Department ensures that our recruitment representatives are diverse.**

a. All personnel involved in the recruiting, screening, and selection process will be properly trained to prevent bias in all personnel actions. Recruitment of applicants to assure equal opportunity may include the following employment resources: 1) Civil Service Employment Lists (county, multiple county, statewide) consistent with Civil Service Rules and Regulations; 2) Posting of vacancy(s), internally or externally (e.g., targeted newspapers, trade, professional and other journals, e-mail, Internet); 3) Contacting universities, colleges, schools and professional organizations; 4) Use of career development programs (e.g., school to work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs); 5) Referral agencies (e.g., Department of Career Development or other state/local employment agencies, private agencies).

### **3. The Department ensures that all interview panels are diverse and follow specific procedures to ensure a fair and equitable interview and selection process.**

a. Appointing authorities shall ensure equal employment opportunity consistent with Civil Service Rules and Regulations. An appointment authority shall maintain accurate documentation for all steps of the selection process, including an evaluation of the selected candidate compared to the selection criteria used. Documentation shall be maintained in accordance with Civil Service Rules and Regulations.

## Step 7a: Internal Dissemination

The Department of Corrections will maintain and post the EEOP Utilization Report on the department's internal website for departmental staff to view and access. The department will publish notification in the internal newsletter, which is emailed to all employees, that the EEO Utilization Report was updated and a hard copy is available upon request. The department will have a hard copy of the EEOP Utilization Report among the materials displayed at MDOC Human Resources Offices.

Additionally, a hard-copy of the EEOP Utilization Report will be available/provided upon request by the EEO Officer for the Department of Corrections.

### **Step 7b: External Dissemination**

The Department of Corrections will maintain and post the EEOP Utilization Report on the department's public website for the public to view and access. The department will notify all contractors and vendors that do business with the MDOC that a copy of the EEOP Utilization report is available upon request. The EEO Officer for the Department of Corrections will have a hard-copy of the EEOP Utilization Report that will be available and provided upon request to the public. In addition, the Department will provide notification to the Michigan Works! Offices statewide that the EEOP Utilization Report has been updated and available to any and all members of the public who wish to view it or obtain a copy of the report.

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

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 #/%	69/50%	3/2%	12/9%	2/1%	1/1%	0/0%	0/0%	0/0%	37/27%	1/1%	10/7%	1/1%	2/1%	0/0%	0/0%	0/0%
CLS #/%	255,220/53%	5,405/1%	14,800/3%	715/0%	8,280/2%	130/0%	1,730/0%	670/0%	160,570/3%	4,575/1%	22,660/5%	870/0%	4,060/1%	4/0%	1,700/0%	480/0%
Utilization #/%	-3%	1%	6%	1%	-1%	-0%	-0%	-0%	-7%	-0%	3%	1%	1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	1235/38%	27/1%	215/7%	21/1%	12/0%	0/0%	0/0%	0/0%	1228/38%	43/1%	443/14%	16/0%	13/0%	0/0%	0/0%	0/0%
CLS #/%	297,180/38%	8,250/1%	21,935/3%	870/0%	27,195/4%	110/0%	2,765/0%	1,495/0%	344,175/4%	7,935/1%	39,810/5%	1,305/0%	17,240/2%	30/0%	3,500/0%	1,280/0%
Utilization #/%	-0%	-0%	4%	1%	-3%	-0%	-0%	-0%	-7%	0%	8%	0%	-2%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	210/28%	9/1%	5/1%	0/0%	1/0%	0/0%	0/0%	0/0%	418/56%	22/3%	75/10%	1/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	42,025/34%	1,585/1%	2,730/2%	195/0%	2,255/2%	0/0%	545/0%	170/0%	61,650/50%	1,210/1%	7,955/6%	260/0%	2,500/2%	40/0%	785/1%	240/0%
Utilization #/%	-6%	-0%	-2%	-0%	-2%	0%	-0%	-0%	6%	2%	4%	-0%	-1%	-0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	501/68%	13/2%	66/9%	22/3%	4/1%	0/0%	0/0%	0/0%	73/10%	8/1%	47/6%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,070/61%	1,310/2%	10,540/15%	660/1%	230/0%	30/0%	730/1%	90/0%	8,335/12%	280/0%	5,265/7%	155/0%	15/0%	50/0%	175/0%	30/0%
Utilization #/%	7%	-0%	-6%	2%	0%	-0%	-1%	-0%	-2%	1%	-1%	-0%	-0%	-0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	4305/68%	158/3%	547/9%	134/2%	22/0%	0/0%	0/0%	0/0%	702/11%	43/1%	366/6%	18/0%	4/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	174,275/45%	14,555/4%	35,425/9%	1,410/0%	2,480/1%	140/0%	3,240/1%	670/0%	107,355/28%	9,020/2%	30,510/8%	915/0%	2,255/1%	90/0%	2,100/1%	560/0%
Utilization #/%	23%	-1%	-1%	2%	-0%	-0%	-1%	-0%	-17%	-2%	-2%	0%	-1%	-0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,580/39%	85/1%	450/7%	45/1%	10/0%	0/0%	34/1%	15/0%	2,855/43%	65/1%	310/5%	25/0%	80/1%	0/0%	80/1%	15/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	41/6%	3/0%	5/1%	1/0%	0/0%	0/0%	0/0%	0/0%	516/72%	12/2%	123/17%	10/1%	4/1%	0/0%	0/0%	0/0%
CLS #/%	315,780/29%	10,555/1%	35,330/3%	1,275/0%	7,445/1%	140/0%	3,350/0%	905/0%	603,360/54%	20,250/2%	87,405/8%	3,085/0%	9,350/1%	115/0%	6,850/1%	2,040/0%
Utilization #/%	-23%	-1%	-2%	0%	-1%	-0%	-0%	-0%	18%	-0%	9%	1%	-0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	172/81%	1/0%	10/5%	5/2%	1/0%	0/0%	0/0%	0/0%	20/9%	1/0%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	294,020/83%	11,590/3%	19,315/5%	1,740/0%	2,130/1%	60/0%	2,590/1%	575/0%	15,825/4%	865/0%	2,870/1%	90/0%	410/0%	0/0%	210/0%	50/0%
Utilization #/%	-3%	-3%	-1%	2%	-0%	-0%	-1%	-0%	5%	0%	1%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	307/84%	3/1%	28/8%	5/1%	1/0%	0/0%	0/0%	0/0%	16/4%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	543,130/42%	49,460/4%	90,360/7%	3,775/0%	12,880/1%	225/0%	7,850/1%	1,865/0%	432,740/34%	30,425/2%	93,160/7%	3,235/0%	12,315/1%	250/0%	6,690/1%	1,630/0%
Utilization #/%	42%	-3%	1%	1%	-1%	-0%	-1%	-0%	-29%	-2%	-6%	-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
<b>Professionals</b>					✓		✓	✓	✓				✓		✓	✓
<b>Technicians</b>	✓		✓		✓								✓		✓	
<b>Protective Services: Sworn-Officials</b>			✓				✓									
<b>Protective Services: Sworn-Patrol Officers</b>		✓			✓		✓	✓	✓	✓	✓		✓		✓	✓
<b>Administrative Support</b>	✓		✓		✓										✓	
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>		✓							✓	✓	✓					

### Law Enforcement Category Rank 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
<b>Wardens</b>																
Workforce #/%	14/48%	0/0%	7/24%	0/0%	0/0%	0/0%	0/0%	0/0%	4/14%	0/0%	3/10%	1/3%	0/0%	0/0%	0/0%	0/0%
<b>Captains</b>																
Workforce #/%	56/68%	1/1%	10/12%	5/0%	0/0%	0/0%	0/0%	0/0%	4/5%	2/2%	4/5%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenants</b>																
Workforce #/%	130/70%	1/1%	24/13%	5/1%	1/1%	0/0%	0/0%	0/0%	14/8%	1/1%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeants</b>																
Workforce #/%	301/69%	11/3%	25/6%	12/1%	3/1%	0/0%	0/0%	0/0%	51/12%	5/1%	30/7%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	4305/68%	158/3%	547/9%	134/0%	22/0%	0/0%	0/0%	0/0%	702/11%	43/1%	366/6%	18/0%	4/0%	0/0%	0/0%	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 EEOP Utilization Report.

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

Certified As Final By: Jonathan Patterson

Human Resources Director

12-22-2016

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[signature]

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