

# EEOP Utilization Report



Mon Nov 02 11:22:04 EST 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	BJA FY13 SCA technology Career Training Program for Incarcerated Adults and Juveniels	<b>Grant Number:</b>	2013-RV-BX0002
<b>Grantee Name:</b>	Massachusetts Department of Correction	<b>Award Amount:</b>	\$614,859.00
<b>Grantee Type:</b>	State Government Agency		
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### Policy Statement:

The Massachusetts Department of Correction prohibits discrimination in employment on the basis of race, color, creed, religion, national origin, ethnicity, gender, gender identity or expression, age, sexual orientation, veteran or disability status. Under the legal authority of: Massachusetts General Laws Chapter 151B; Executive Order 526; the Equal Pay Act of 1963; Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; the Equal Employment Opportunity Act of 1972; the Civil Rights Act of 1992; Section 504 of the Rehabilitation Act of 1973; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act of 1993, American with Disabilities Amendments Act 2008. We are committed within the context of these laws, to ensure equitable participation of minorities, women, veterans and persons with disabilities in all of its daily operations.

This policy applies to all employment practices and employment programs sponsored by this agency. The Agency shall review, investigate, and where necessary, initiate changes in its processes relative to facilities and programs accessible to the public, including the provision of reasonable accommodation for persons with disabilities. This policy shall also apply to the areas of recruitment, selection, promotions, termination, transfers, layoffs, compensation, training, benefits, reasonable accommodation, and other terms and conditions of employment.

The Massachusetts Department of Correction has conducted an evaluation of its policies and programs and has identified the areas that require special attention. However, it is noteworthy to mention that we are subject to the Civil Service rules in our hiring process for up to 75-80% of our workforce. The civil service standardize exam presents many challenges to diversifying our workforce.

## **Step 4b: Narrative Underutilization Analysis**

DOC Office of Diversity makes the following comments:

The DOC Human Resources does not track bi-racial individuals.

In the area of Officials/Administrators and Professionals Asian males show under representation. This can be contributed to the extremely low numbers of applicants or pool of candidates of Asian descent.

DOC has done extensive outreach to females particularly in the Protective Sworn Officers and Officials of Asians taking the Civil Service Exam.

The underutilization of Latino males in the area of Sworn Protective Service may be contributed to strict civil service rules. DOC has requested permission to use the Personnel Administrator Rule to access use of the Minority and Women Civil Service lists for academy classes. Under representation of White males in the area of Administrative Support is attributed to lack of such applicant pool in the area of clerical, administrative support. Last fiscal year proved to be of much opportunity for Department of Correction recruiting and outreach efforts despite the hiring and budget volatility the Department endured this past year. In regards to Outreach, a total of 30 events were attended. These events included presence at Institutions of Higher Learning and community Job Fairs throughout Rhode Island and Massachusetts focusing on DOC hiring process, promotion of Civil Service Exams and of the Job Shadow and Internship programs managed by the DOC ODEO. New partnerships were formed with organizations such as MA Commission for the Blind, Department of Youth Engagement & Employment, Elms College, Job Corps, and Action for Boston Community Development (ABCD) in efforts to culturally, ethnically, and physically diversify the DOC employment demographics further. Career personnel leave the DOC because of factors that exist both within and outside the DOC. We will continue to use innovative methods to recruit the under represented groups.

## **Step 5 & 6: Objectives and Steps**

### **1. 1. Identify the barriers in recruitment that might deter Hispanics, Asians and African American males and**

- a. Identified team within the DOC Commissioners Diversity Advisory Council will continue to assist in revising the Hiring Policy to identify best practices utilized to diversify the public workforce including newly created exit interviews that would provide data for recruiting and retaining members of protected groups.
- b. The DOC will continue to target outreach efforts by developing partnerships with community organizations working in minority and disadvantaged communities in order to get their feedback for identifying challenges and opportunities for revising and improving outreach activities that best serves potential minority candidates.

### **2. Target members of protective groups such as Hispanics, Asians and African Americans in all recruitment**

- a. The DOC will offer Civil Service Prep workshops at no cost in minority and disadvantaged communities prior to the Civil Service Exam dates.
- b. The DOC Recruiter will continue to attend various Diversity Job fairs and community employment forums statewide with emphasis on veterans, disabled, Latino, Asian and African American communities.
- c. The DOC Director of Diversity will partner with the Federal Diversity Group and other recruiters representing diversity concerns this fiscal year to increase efforts and recruiting opportunities.
- d. In order to attract women and other members of protected classes our successful Job Shadow Program will again be offered this fiscal year to college students from area colleges and universities majoring in criminal justice as well as to High School Seniors.

## **Step 7a: Internal Dissemination**

1. Include a bound copy of the 2015 updated EEOP Short Form among the materials displayed in the lobby of the Massachusetts Department of Correction (DOC) Human Resources Office and DOC Office of Diversity.
2. Distribute a hard copy of the 2015 updated EEOP to all DOC employees in a supervisory position.
3. Send an e-mail memorandum to all employees, to let them know that a copy of the 2015 updated EEOP Short Form is available on request.
4. Post a copy of the 2015 updated EEOP Short Form on the DOC Intranet page, an in-house electronic communication

network.

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

1. Send the copy of the 2015 updated EEOP Short Form to the Massachusetts Executive Office of Public Safety and Security (EOPSS).
2. Post a copy of the 2015 updated EEOP Short Form on the EOPSS/DOC public website.
3. Include on all job announcements for DOC positions that applicants may obtain a copy of the DOC 2015 updated EEOP Short Form on request.
4. Notify all contractors and vendors that do business with the DOC that a copy of the DOC 2015 updated EEOP Short Form is available on request.

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

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 #/%	97/45%	7/3%	8/4%	0/0%	0/0%	0/0%	0/0%	0/0%	90/41%	7/3%	8/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	241,015/51%	7,915/2%	7,340/2%	190/0%	11,660/2%	0/0%	1,175/0%	1,220/0%	171,985/37%	8,140/2%	7,735/2%	190/0%	9,040/2%	55/0%	1,655/0%	1,170/0%
Utilization #/%	-7%	2%	2%	-0%	-2%	0%	-0%	-0%	5%	1%	2%	-0%	-2%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	86/28%	5/2%	15/5%	0/0%	2/1%	0/0%	0/0%	0/0%	176/57%	6/2%	10/3%	1/0%	6/2%	0/0%	0/0%	0/0%
CLS #/%	290,475/37%	11,425/1%	13,705/2%	330/0%	36,855/5%	145/0%	2,215/0%	2,250/0%	360,035/46%	15,575/2%	16,365/2%	380/0%	28,185/4%	70/0%	3,235/0%	2,395/0%
Utilization #/%	-9%	0%	3%	-0%	-4%	-0%	-0%	-0%	11%	-0%	1%	0%	-2%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	58/85%	3/4%	4/6%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	33,550/33%	2,520/2%	2,235/2%	85/0%	3,960/4%	0/0%	429/0%	360/0%	46,810/46%	2,850/3%	4,105/4%	15/0%	3,270/3%	45/0%	275/0%	300/0%
Utilization #/%	-30%	-2%	-2%	-0%	-4%	0%	-0%	-0%	39%	2%	2%	1%	-3%	-0%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	825/81%	28/3%	51/5%	3/0%	5/0%	0/0%	0/0%	0/0%	86/8%	3/0%	10/1%	1/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	42,485/72%	2,805/5%	4,265/7%	90/0%	730/1%	35/0%	275/0%	565/1%	6,285/11%	630/1%	990/2%	15/0%	130/0%	0/0%	65/0%	40/0%
Utilization #/%	10%	-2%	-2%	0%	-1%	-0%	-0%	-1%	-2%	-1%	-1%	0%	-0%	0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	2094/74%	161/6%	202/7%	6/0%	38/1%	0/0%	0/0%	0/0%	267/9%	33/1%	39/1%	1/0%	4/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	98,460/43%	24,405/11%	9,200/4%	270/0%	3,990/2%	25/0%	1,804/1%	2,615/1%	57,780/25%	16,510/7%	8,140/4%	245/0%	4,045/2%	40/0%	1,230/1%	2,455/1%
Utilization #/%	31%	-5%	3%	0%	-0%	-0%	-1%	-1%	-16%	-6%	-2%	-0%	-2%	-0%	-1%	-1%
<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 #/%	186/51%	10/3%	26/7%	0/0%	1/0%	0/0%	0/0%	0/0%	123/34%	7/2%	9/2%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,490/32%	240/3%	120/2%	4/0%	50/1%	0/0%	54/1%	30/0%	3,575/47%	560/7%	335/4%	0/0%	70/1%	0/0%	105/1%	55/1%
Utilization #/%	19%	-0%	6%	-0%	-0%	0%	-1%	-0%	-13%	-5%	-2%	0%	-1%	0%	-1%	-1%
<b>Administrative Support</b>																
Workforce #/%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	97/86%	5/4%	8/7%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	252,980/30%	20,380/2%	16,730/2%	275/0%	11,850/1%	95/0%	1,925/0%	1,920/0%	437,560/53%	34,125/4%	27,530/3%	770/0%	17,215/2%	190/0%	3,725/0%	4,280/1%
Utilization #/%	-30%	-2%	-2%	-0%	-1%	-0%	-0%	-0%	33%	0%	4%	-0%	-1%	-0%	-0%	-1%
<b>Skilled Craft</b>																
Workforce #/%	215/90%	7/3%	5/2%	1/0%	0/0%	0/0%	0/0%	0/0%	11/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	195,560/81%	16,380/7%	6,675/3%	430/0%	4,315/2%	10/0%	1,510/1%	2,990/1%	9,660/4%	1,570/1%	760/0%	25/0%	1,560/1%	0/0%	160/0%	185/0%
Utilization #/%	9%	-4%	-1%	0%	-2%	-0%	-1%	-1%	1%	-1%	-0%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	54/90%	1/2%	4/7%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	284,345/38%	62,640/8%	31,615/4%	730/0%	18,535/2%	140/0%	3,475/0%	7,115/1%	234,045/31%	47,670/6%	33,945/5%	745/0%	18,230/2%	100/0%	3,495/0%	6,995/1%
Utilization #/%	52%	-7%	2%	-0%	-1%	-0%	-0%	-1%	-31%	-6%	-5%	-0%	-2%	-0%	-0%	-1%

### 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>Officials/Administrators</b>					✓								✓			
<b>Professionals</b>	✓				✓											
<b>Technicians</b>	✓															
<b>Protective Services: Sworn-Officials</b>		✓	✓		✓		✓	✓	✓	✓						
<b>Protective Services: Sworn-Patrol Officers</b>		✓					✓	✓	✓	✓			✓		✓	✓
<b>Protective Services: Non-sworn</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>Correctional Officer/Head cook</b>																
Workforce #/%	31/91%	2/6%	1/3%	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%
<b>Superv. ID Agent</b>																
Workforce #/%	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%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	71/85%	2/2%	4/5%	0/1%	1/1%	0/0%	0/0%	0/0%	6/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Correctional Officer/Chef</b>																
Workforce #/%	21/91%	2/9%	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%
<b>Correctional Officer III</b>																
Workforce #/%	226/86%	2/1%	12/5%	2/0%	0/0%	0/0%	0/0%	0/0%	17/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Correctional Officer II</b>																
Workforce #/%	475/78%	20/3%	34/6%	1/1%	4/1%	0/0%	0/0%	0/0%	63/10%	3/0%	7/1%	1/0%	1/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	2094/74%	161/6%	202/7%	6/1%	38/1%	0/0%	0/0%	0/0%	267/9%	33/1%	39/1%	1/0%	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.

Carl Hoggins D.N. Commissioner 10.30.15  
[signature] [title] [date]