

EEO Utilization Report

Organization Information

Name: Massachusetts Attorney General's Office

City: Boston

State: MA

Zip: 02108

Type: State Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

It is the responsibility of the Attorney General's Office to ensure that its work environment promotes equal employment opportunity for all employees regardless of gender, race, color, religious creed, national origin, ancestry, age, pregnancy, disability, sexual orientation, gender identity or expression, military service, veteran status, genetic information, or any characteristic protected under state or federal law not specifically listed. The Attorney General's Office is committed to maintaining a work environment that is free of illegal discriminatory behavior, including without limitation, harassment because of or about an individual's protected characteristics (discriminatory harassment). Each employee has the right to work in a professional atmosphere free from discrimination and discriminatory harassment.

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Step 4b: Narrative of Interpretation

The Attorney General's Office (AGO) has employees in three of the designated categories: 1) Officials/Administrators; 2) Professionals; and 3) Administrative Support.

Overall, the AGO views the results of the workforce analysis positively as an indication that its workforce numbers are similar to those of the Community Labor Statistics for Massachusetts ("CLS"). In the few areas where the workforce numbers technically show underutilization of diverse employees, the underutilization is low at no more than 2%. The categories showing underutilization of diverse employees include: Hispanic or Latino male Administrative Support, Asian male professionals, and Black or African American male Officials/Administrators. While underutilization in these categories is low, we continuously strive to improve hiring and retention in these areas so that our workforce numbers are in line with the community. The workforce numbers for white male Administrative Support and white male Officials/Administrators may be "underutilized," but they are a reflection of the AGO's success in our continued commitment and efforts to hire and retain a diverse workforce.

As the representative of the Commonwealth and its residents, the AGO strives to ensure that those working in our office reflect the diversity of the communities we serve. The Office fosters and promotes a welcoming, respectful, and inclusive work environment and has implemented initiatives in its effort to increase the diversity of its workforce. As part of those efforts, the AGO hired a Chief of Organization Development and Diversity to oversee the Office's diversity efforts and work in the areas of recruitment, mentorship, professional development, and retention. The AGO also supports, facilitates, and assists the AGO Diversity and Inclusion Committee which remains an active and vibrant part of the AGO community.

In its communication with prospective employees, the AGO encourages applicants from a broad spectrum of backgrounds to apply for positions and seeks to attract those candidates with an interest in supporting a respectful and inclusive work environment. The Office has implemented new hiring procedures to address unconscious bias in the hiring process and to ensure that diverse candidates are being fairly considered. These procedures include a careful review of job postings to avoid language that may discourage some candidates from applying or have a disparate impact on candidates of color. Hiring procedures include a structured panel interview process in which all candidates are asked the same questions and are evaluated based on consistent and job-related criteria.

Additionally, the AGO views training as a tool to promote a welcoming, respectful, and inclusive work environment and to raise awareness around potential barriers to diversity hiring. The AGO requires all employees to attend unconscious bias training. The Chief of Organization Development and Diversity also provides additional training and learning experiences for managers around diversity and inclusion.

Step 4b: Narrative of Interpretation

Please see attachment.

Step 5: Objectives and Steps

1. To ensure equal employment opportunities for women and diverse candidates when filling available positions, including for Hispanic or Latino male Administrative Support, Asian male professionals, and Black or African American male Officials/Administrators.

- a. Recruitment and Outreach. The AGO will continue to foster strong working relationships with women and affinity associations in order to recruit candidates.
- b. Recruitment and Outreach. The AGO joined the Womens Bar Association as an office in order to maximize membership and participation opportunities.
- c. Recruitment and Outreach. The AGO pays for one affinity bar per attorney, for example, the Massachusetts Black Lawyers Association; Massachusetts Hispanic Lawyers Association. In addition, the AGO pays for admission to various events held by bar associations in order to boost the AGOs visibility in the community.
- d. Recruitment and Outreach. The AGO will continue to support local diversity initiatives by such organizations as affinity student associations, women and affinity bar associations, the Boston Bar Association, and the Boston Lawyers Group which works to advance diversity in Bostons legal community.
- e. Recruitment and Outreach. The AGO will continue to perform outreach to law schools and colleges and to take advantage of opportunities to attend, participate in, and support informational and career development events.
- f. Recruitment and Outreach. This year we are also sponsoring a fellow to focus on public interest/civil rights work.
- g. Hiring Process. The AGO will continue to review job postings before they are made public to screen out language that may discourage candidates in particular categories from applying or that may have a disparate impact on candidates of color and women.
- h. Hiring Process. The AGO will continue its structured hiring procedures aimed at addressing unconscious bias, including a panel interview process in which all candidates are asked the same questions and are evaluated based on consistent and job-related criteria.
- i. Hiring Process. The AGO will continue to train members of the Diversity and Inclusion Committee to participate in the panel interview process to educate panel members on unconscious bias in the hiring process.

2. To support the professional development and retention of women and diverse employees.

- a. Professional Development. The AGO will continue to identify professional and educational opportunities to enhance the professional development of its women and diverse employees.
- b. Professional Development. The AGO will continue to look for opportunities to support women and diverse employees interested in advancing to leadership positions, such as working with the Boston Bar Association to identify future leaders for its leadership programs and identifying and supporting employees of color to participate in management trainings.
- c. Professional Development. For the last several years we have paid for one member of the staff to participate in a major leadership program which focuses on diversity and leadership in Boston.
- d. Supporting a welcoming, respectful, and inclusive work environment. In conjunction with the Chief of Organization and Development, the Diversity and Inclusion Committee, and the AG Institute, the AGO will continue to offer educational trainings and presentations raising awareness around diversity issues. One program of note is the mandatory New Employee Orientation program, where inclusiveness and respect are emphasized, followed by an unconscious bias training.
- e. Supporting a welcoming, respectful, and inclusive work environment. The AGO will continue its commitment to maintaining a work environment free of illegal discriminatory behavior including discriminatory harassment by encouraging employees to raise any concerns and by taking appropriate steps to address, prevent, and eliminate such behavior.

Step 6: Internal Dissemination

Post a copy of the EEOP Utilization Report on the AGOs intranet site, an internal electronic communication network for all employees.

Notify all employees, including those in supervisory positions, that the EEOP Utilization Report is available on the AGOs intranet site and providing a link to the Utilization Report.

Notify all employees that a copy of the EEOP Utilization Report is also available from the Human Resources Division upon request.

Notify all employees of the AGOs ongoing commitment to providing equal employment opportunities by including the office Equal Employment Opportunity Policy within the Employee Manual.

Notify all employees of the AGOs intent to actively seek to increase the diversity of its workforce by including the office Diversity Statement within the Employee Manual.

Step 7: External Dissemination

Post the AGO Equal Employment Opportunity statement on the AGOs external website and provide notice that the AGO has an approved EEOP Utilization Report on file.

Post a copy of the EEOP Utilization Report on the AGOs external website for public review.

Include language on all job postings and advertisements of the AGOs ongoing commitment to providing equal employment opportunities.

Include language on all job postings and advertisements of the AGOs intent to hire employees who reflect the diversity of the communities we serve.

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
Officials/Administrators																
Workforce #/%	30/42%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	34/47%	1/1%	1/1%	0/0%	3/4%	0/0%	1/1%	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 #/%	-10%	-0%	-2%	-0%	-1%	0%	-0%	-0%	11%	-0%	-0%	-0%	2%	-0%	1%	-0%
Professionals																
Workforce #/%	124/36%	7/2%	10/3%	0/0%	8/2%	0/0%	4/1%	0/0%	158/46%	7/2%	11/3%	0/0%	10/3%	0/0%	7/2%	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 #/%	-1%	1%	1%	-0%	-2%	-0%	1%	-0%	-0%	0%	1%	-0%	-1%	-0%	2%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	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 #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	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 #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	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 #/%																
Administrative Support																
Workforce #/%	25/20%	1/1%	3/2%	0/0%	4/3%	0/0%	2/2%	0/0%	62/50%	8/6%	6/5%	2/2%	7/6%	0/0%	4/3%	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	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
CLS #/%	252,980/3 0%	20,380/2 %	16,730/2 %	275/0%	11,850/1 %	95/0%	1,925/0%	1,920/0%	437,560/5 3%	34,125/4 %	27,530/3 %	770/0%	17,215/2 %	190/0%	3,725/0%	4,280/1%
Utilization #/%	-10%	-2%	0%	-0%	2%	-0%	1%	-0%	-3%	2%	2%	2%	4%	-0%	3%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	195,560/8 1%	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 #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	284,345/3 8%	62,640/8 %	31,615/4 %	730/0%	18,535/2 %	140/0%	3,475/0%	7,115/1%	234,045/3 1%	47,670/6 %	33,945/5 %	745/0%	18,230/2 %	100/0%	3,495/0%	6,995/1%
Utilization #/%																

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					✓											
Administrative Support	✓															

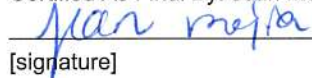
I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

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: Jean Mejia

Director of Human Resources

05-10-2019


[signature]

[title]

[date]