

EEOP Utilization Report



Mon Dec 01 12:41:05 EST 2014

Step 1: Introductory Information

Grant Title: FY 13 VOCA Victim Compensation Grant Program **Grant Number:** 2013-VC-GX-0033

Grantee Name: Maryland Department of Public Safety and Correctional Services **Award Amount:** \$699,000.00

Grantee Type: State Government Agency

Address: 300 East Joppa Road, Suite 1000
Towson, Maryland
21286

Contact Person: D. Scott Beard **Telephone #:** 410-585-3042

Contact Address: 6776 Reisterstown Road
Baltimore, Maryland
21215

DOJ Grant Manager: DeLano Foster **DOJ Telephone #:** 202-616-3612

Grant Title: FY 14 VOCA Victim Compensation Grant Program **Grant Number:** 2014-VC-GX-0032

Grantee Name: Maryland Department of Public Safety and Correctional Services **Award Amount:** \$1,139,000.00

Grantee Type: State Government Agency

Address: 300 East Joppa Road, Suite 1000
Towson, Maryland
21286

Contact Person: Scott Beard **Telephone #:** 410-585-3042

Contact Address: 6776 Reisterstown Road
Baltimore, Maryland
21215

DOJ Grant Manager: DeLano Foster **DOJ Telephone #:** 202-616-3612

Grant Title: NIC Act Record Improvement Program (NARIP) **Grant Number:** 2013-NS-BX-K004

Grantee Name: Maryland Department of Public Safety and Correctional Services **Award Amount:** \$159,627.00

Grantee Type: State Government Agency

Address: 300 East Joppa Road, Suite 1000
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21286

Contact Person: Alexandra Suhoy **Telephone #:** 410-585-3163

Contact Address: 6776 Reisterstown Road
Baltimore, Maryland
21215

DOJ Grant Manager: Allina D Lee

DOJ Telephone #: 202-305-2696

Grant Title: FY 13 Nat'l Criminal History Improvement Project
Grant Number: 2013-RU-BX-K053

Grantee Name: Maryland Department of Public Safety and Correctional Services
Award Amount: \$200,000.00

Grantee Type: State Government Agency

Address: 300 East Joppa Road, Suite 1000
Towson, Maryland
21286

Contact Person: Ronald Brothers
Telephone #: 410-585-3812

Contact Address: 6776 Reisterstown Road
Baltimore, Maryland
21215

DOJ Grant Manager: Allina D Lee

DOJ Telephone #: 202-305-2696

Grant Title: FY 13 Adam Walsh Act Grant
Grant Number: 2013-AW-BX-0019

Grantee Name: Maryland Department of Public Safety and Correctional Services
Award Amount: \$276,330.00

Grantee Type: State Government Agency

Address: 300 East Joppa Road, Suite 1000
Towson, Maryland
21286

Contact Person: Alexandra Suhoy
Telephone #: 410-585-3163

Contact Address: 6776 Reisterstown Road
Baltimore, Maryland
21215

DOJ Grant Manager: Bruce Hillman

DOJ Telephone #: 202-616-1705

Policy Statement:

The State of Maryland Department of Public Safety and Correctional Services (DPSCS) is committed to an effective equal opportunity and diversity program. It is the policy of DPSCS to promote an environment that exemplifies fairness and respect for all. Employees and applicants for employment will be provided an equal opportunity in every aspect of employment. There will be no discrimination or unfair employment practices in accordance to the Governor's Code of Fair Employment Practices, with regard to: race, sex, age, religion, mental or physical disability, national origin, ancestry, color, marital status, sexual orientation, creed; except when sex, physical or mental disability or age constitutes a bona fide occupations qualification . There will be zero tolerance for employment discrimination and any form of prohibited

harassment including sexual harassment. Strict and appropriate sanctions will be taken against persons found in violation of this policy to include, but not limited to, termination .

Step 4b: Narrative Underutilization Analysis

The Agency's Equal Employment Office (EEO), in consultation with Human Resources Department, reviewed the Utilization Analysis (comparing the Agency's workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following job categories: Officials (-6%), Professionals (-15%), Technicians (-13%), Protective Services-Sworn (-10%), Protective Services Non-Sworn (-24%), Administrative Support (-7%), Skilled Craft (-3%) and Service Maintenance (-22%).
2. Asian females were under-represented in the following job categories: Officials (-2%), Professionals (-4%), Technicians (-4%), Protective Services-Sworn (-1%), Administrative Support, Skilled Craft (-2%) and Service Maintenance (-3%).
2. Asian males were under-represented in the following job categories: Officials (-3%), Professionals (-5%), Technicians (-4%), Protective Services-Sworn (-1%), Administrative Support (-2%), Skilled Craft (-2%) and Service Maintenance (-2%).
3. Hispanic males were under-represented in the following job categories: Officials (-2%), Professionals (-1%), Technicians (-2%), Protective Services-Sworn (-8%), Protective Services Non-Sworn (-2%), Administrative Support (-2%), Skilled Craft (-14%) and Service Maintenance (-8%).
4. Hispanic females were under-represented in the following job categories: Officials (-2%), Professionals (-2%), Technicians (-2%), Protective Services-Sworn (-5%), Protective Services Non-Sworn (-2%), Administrative Support (-3%), Skilled Craft (-1%) and Service Maintenance (-6%).

Step 5 & 6: Objectives and Steps

1. Increase Minority Participation in Underutilized Workforce Categories

- a. The Office of Equal Opportunity will review, expand and explore creative methods for recruiting qualified professional personnel in the specific areas that are underrepresented in the various EO job categories while taking into consideration the budget constraints of the existing state government hiring freeze.
- b. Establish an internal team to review current recruitment resources and methods.
- c. Develop relationships with external parties in order to expand recruitment field.

2. Communication Within The Agency in Regards to EO Programs

- a. The Office of Equal Opportunity will continue to expand and strengthen its communication and participation on interdepartmental work teams for the purpose of implementing and complying with Federal/State regulations and requirements in its programs and operations.
- b. Conduct semi-annual meeting with EO Designees.
- c. Develop ongoing training program for EO Designees
- d. Partner with Executive Staff to present Affirmative Action message Department-wide.
- e. Develop marketing campaign relating to OEOs functions and complaint process

3. Federal/State Compliance

- a. The Office of Equal Opportunity will complete a thorough review of the Departments EO Directives in order to determine compliance with Federal/State regulations and update where necessary.
- b. Director and Deputy Director will thoroughly review all current Department Directives relating to EO and make revisions where necessary.
- c. Draft Directive will be reviewed by AGs Office.
- d. Disseminate to all DPSCS staff.
- e. Post on website and in all facilities where appropriate.

Step 7a: Internal Dissemination

Post on DPSCS intranet for employee access

Distribute a copy to the Executive Staff and department heads

Send electronic memoranda to every DPSCS employee (with instructions for supervisors to post in a conspicuous area for employees without email access) stating that a copy is available by request in the Office of Equal Opportunity

Step 7b: External Dissemination

Distribute a copy to the State of MD Department of Budget and Management, Office of the Statewide Equal Employment Opportunity Coordinator, the Maryland Commission on Civil Rights and the U.S. Equal Employment Opportunity Commission

Post on DPSCS public website notifying applicants, vendors, and contractors that the EEOP form is available by request in the Office of Equal Opportunity

Utilization Analysis Chart
Relevant Labor Market: Maryland

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 #/%	106/42%	0/0%	23/9%	0/0%	0/0%	0/0%	0/0%	7/3%	58/23%	0/0%	53/21%	0/0%	0/0%	0/0%	0/0%	6/2%
CLS #/%	160,575/43%	8,305/2%	29,200/8%	270/0%	9,770/3%	15/0%	1,660/0%	890/0%	107,765/29%	6,105/2%	36,965/10%	475/0%	7,905/2%	145/0%	1,400/0%	770/0%
Utilization #/%	-1%	-2%	1%	-0%	-3%	-0%	-0%	3%	-6%	-2%	11%	-0%	-2%	-0%	-0%	2%
Professionals																
Workforce #/%	379/21%	0/0%	258/14%	0/0%	0/0%	0/0%	0/0%	47/3%	405/22%	0/0%	672/37%	0/0%	0/0%	0/0%	0/0%	72/4%
CLS #/%	183,270/31%	8,480/1%	39,595/7%	460/0%	29,915/5%	130/0%	2,470/0%	1,490/0%	217,420/37%	10,555/2%	67,040/11%	545/0%	25,485/4%	50/0%	2,940/0%	1,890/0%
Utilization #/%	-10%	-1%	7%	-0%	-5%	-0%	-0%	2%	-15%	-2%	25%	-0%	-4%	-0%	-0%	4%
Technicians																
Workforce #/%	23/14%	0/0%	23/14%	0/0%	0/0%	0/0%	0/0%	3/2%	30/18%	0/0%	86/52%	0/0%	0/0%	0/0%	0/0%	1/1%
CLS #/%	23,190/29%	1,570/2%	7,135/9%	50/0%	3,275/4%	0/0%	245/0%	330/0%	25,090/31%	1,285/2%	14,695/18%	95/0%	3,330/4%	50/0%	490/1%	80/0%
Utilization #/%	-15%	-2%	5%	-0%	-4%	0%	-0%	1%	-13%	-2%	34%	-0%	-4%	-0%	-1%	1%
Protective Services: Sworn-Officials																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	27,320/46%	1,495/3%	14,965/25%	60/0%	515/1%	0/0%	325/1%	130/0%	5,525/9%	300/1%	7,875/13%	55/0%	160/0%	0/0%	270/0%	115/0%
Utilization #/%																
Protective Services: Sworn-Patrol Officers																
Workforce #/%	17/40%	0/0%	18/42%	0/0%	0/0%	0/0%	0/0%	2/5%	3/7%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	61,170/28%	17,290/8%	43,275/20%	345/0%	2,650/1%	110/0%	1,800/1%	740/0%	38,070/17%	10,265/5%	39,120/18%	125/0%	2,435/1%	184/0%	1,125/1%	665/0%
Utilization #/%	12%	-8%	22%	-0%	-1%	-0%	-1%	4%	-10%	-5%	-11%	-0%	-1%	-0%	-1%	-0%
Protective Services: Non-sworn																

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 #/%	2637/35%	0/0%	1978/27%	0/0%	0/0%	0/0%	0/0%	178/2%	415/6%	0/0%	2165/29%	0/0%	0/0%	0/0%	0/0%	81/1%
CLS #/%	1,895/32%	110/2%	745/13%	0/0%	25/0%	0/0%	30/1%	40/1%	1,725/29%	140/2%	1,070/18%	0/0%	20/0%	0/0%	65/1%	40/1%
Utilization #/%	3%	-2%	14%	0%	-0%	0%	-1%	2%	-24%	-2%	11%	0%	-0%	0%	-1%	0%
Administrative Support																
Workforce #/%	14/2%	0/0%	27/4%	0/0%	0/0%	0/0%	0/0%	7/1%	218/33%	0/0%	351/54%	0/0%	0/0%	0/0%	0/0%	34/5%
CLS #/%	145,405/22%	11,615/2%	57,065/9%	355/0%	12,505/2%	165/0%	3,020/0%	1,310/0%	266,125/40%	21,765/3%	117,320/18%	785/0%	15,725/2%	330/0%	4,010/1%	2,580/0%
Utilization #/%	-20%	-2%	-4%	-0%	-2%	-0%	-0%	1%	-7%	-3%	36%	-0%	-2%	-0%	-1%	5%
Skilled Craft																
Workforce #/%	2/100%	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 #/%	135,655/62%	31,465/14%	31,135/14%	400/0%	5,280/2%	250/0%	1,640/1%	1,080/0%	6,265/3%	1,095/1%	2,725/1%	80/0%	925/0%	0/0%	110/0%	130/0%
Utilization #/%	38%	-14%	-14%	-0%	-2%	-0%	-1%	-0%	-3%	-1%	-1%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	147,775/26%	47,835/8%	94,405/17%	610/0%	12,625/2%	65/0%	2,765/0%	1,515/0%	124,085/22%	35,040/6%	82,330/14%	575/0%	15,085/3%	125/0%	2,725/0%	1,335/0%
Utilization #/%	-26%	-8%	-17%	-0%	-2%	-0%	-0%	-0%	-22%	-6%	86%	-0%	-3%	-0%	-0%	-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
Officials/Administrators		✓			✓				✓	✓			✓			
Professionals	✓	✓			✓		✓		✓	✓			✓		✓	
Technicians	✓				✓				✓				✓			
Protective Services: Non-sworn		✓			✓		✓		✓	✓			✓		✓	
Administrative Support	✓	✓	✓		✓				✓	✓			✓			

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
Protective Services: Sworn-Patrol Officers																
Workforce #/%	17/40%	0/0%	18/42%	0/0%	0/0%	0/0%	0/0%	2/5%	3/7%	0/0%	3/7%	0/0%	0/0%	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: Paris Lee

Regional EO Officer

12-01-2014

[signature]

[title]

[date]