

EEO Utilization Report

Organization Information

Name: Solano County District Attorney's Office

City: Fairfield

State: CA

Zip: 94533

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

It is the policy of the County of Solano that all applicants, employees, unpaid interns, volunteers and persons providing services to the County under a contract shall work in an environment free from harassment, discrimination, retaliation, hostile work environment, and bullying. The County of Solano is committed to providing equal employment opportunities to all employees and applicants for employment. Conduct which harasses or discriminates against an applicant, employee, unpaid intern, volunteer or contractor on the basis of an actual or perceived status in a Protected Class is against the law and will not be condoned or tolerated by the County. Applicants, employees, unpaid interns, volunteers and contractors are also protected under this policy from harassment/discrimination/retaliation/hostile work environment/bullying by a County elected or appointed officer, department head, manager, supervisor, employee or nonemployee. Protected Class includes: age (40 years and above), ancestry, color, religion, protected medical leaves (under the Family and Medical Leave Act or the California Family Rights Act), disability (physical and mental, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veterans status, national origin, race, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, pregnancy, sexual orientation, political belief or affiliation, and any other status protected by state or federal law.

Following File has been uploaded: Solano County EEO Harassment Discrimination Policy.pdf

Step 4b: Narrative of Interpretation

see attached.

Following File has been uploaded:EEOP Utilization Report Step 4b - DA 2021.pdf

Step 5: Objectives and Steps

1. Our objective is to evaluate recruitment and retention processes and efforts.

- a. The County will encourage the District Attorney's Office management and hiring staff to participate in Hiring and Recruitment training and offer internal training to hiring staff and managers on best practices in the interview and selection process.
- b. The County will continue to advertise job opportunities via specialized publications and social media posts.
- c. The County will continue to participate in job fairs, career days and youth programs.
- d. The Department of Human Resources will continue to review the County exit interviews data to recognize and address attrition trends.
- e. The County will continue to provide every new employee, volunteer and unpaid intern with information during the new hire orientation process regarding appropriate and inappropriate workplace behaviors. The County will also provide them with the County's EEO Harassment/Discrimination Policy.

2. Our objective is to encourage females to apply for vacancies in the Professionals, Technicians and Administrative Support job categories.

- a. The County will continue to focus on recruiting the most qualified and diverse applicants available with an emphasis on the respective underutilized groups herein.
- b. The County will advertise in specific geographical areas and outreach to underutilized populations using the County's neighborhood centers.
- c. The Department of Human Resources will review the recruitment and selection process to determine whether any step in the selection process for the underutilized groups may have had significant impact on the screening and selection process.

3. Our objective is to identify any barriers in recruitment process that might deter White, Hispanic, Black, Asian, Two or More Races males from applying for Administrative Support job categories.

- a. The County will continue to focus on recruiting the most qualified and diverse applicants available with an emphasis on the respective underutilized groups herein.
- b. The County will advertise in specific geographical areas and outreach to underutilized populations using the County's neighborhood centers.
- c. The Department of Human Resources will review the recruitment and selection process to determine whether any step in the selection process for the underutilized groups may have had significant impact on the screening and selection process.

Step 6: Internal Dissemination

1. Distribute by email and a hard-copy of the EEOP Utilization Report to the District Attorney's Office and the Department of Human Resources recruitment staff.
2. Post a copy of the District Attorney's Office EEOP Utilization Report on the EEO Office intranet site and the in-house electronic communication network.
3. Send an email notification to District Attorney's Office employees notifying them that the EEO Utilization Report is accessible and available on the County's intranet and internet sites. The County's respective websites will have information on how to obtain a copy of the report (e.g., by requesting a copy from the EEO Office or at the Department of Human Resources), including the ability to download a copy.
4. Include a bound copy of the EEOP Utilization Report among the materials displayed in the lobby of the Department of Human Resources office.

Step 7: External Dissemination

1. Post a downloadable copy of the EEO Utilization Report on the District Attorney's Office and Department of Human Resources public website, and provide information stating a copy may be obtained from the EEO Office, at the Department of Human Resources or at the District Attorney's Office.
2. Notify all contractors and vendors that provide service with the Department of Human Resources that a copy of the EEO Utilization Report is available.

Utilization Analysis Chart
Relevant Labor Market: Solano County, California

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 #/%	47/30%	5/3%	4/3%	0/0%	2/1%	4/3%	0/0%	0/0%	55/35%	11/7%	18/11%	0/0%	5/3%	7/4%	0/0%	0/0%
CLS #/%	5,305/35 %	1,350/9%	460/3%	25/0%	1,055/7%	4/0%	119/1%	60/0%	3,980/26 %	885/6%	520/3%	10/0%	960/6%	30/0%	205/1%	110/1%
Utilization #/%	-5%	-6%	-1%	-0%	-6%	3%	-1%	-0%	8%	1%	8%	-0%	-3%	4%	-1%	-1%
Professionals																
Workforce #/%	103/13%	26/3%	30/4%	0/0%	33/4%	9/1%	0/0%	0/0%	229/30%	107/14%	114/15%	1/0%	73/9%	45/6%	0/0%	0/0%
CLS #/%	6,160/26 %	1,005/4%	725/3%	15/0%	1,100/5%	35/0%	150/1%	95/0%	8,405/36 %	1,470/6%	1,410/6%	75/0%	2,415/10 %	65/0%	275/1%	165/1%
Utilization #/%	-13%	-1%	1%	-0%	-0%	1%	-1%	-0%	-6%	8%	9%	-0%	-1%	6%	-1%	-1%
Technicians																
Workforce #/%	69/29%	12/5%	9/4%	1/0%	10/4%	9/4%	0/0%	0/0%	68/29%	17/7%	23/10%	1/0%	7/3%	9/4%	0/0%	0/0%
CLS #/%	685/20%	240/7%	50/1%	0/0%	415/12%	0/0%	25/1%	10/0%	1,075/32 %	345/10%	150/4%	0/0%	240/7%	15/0%	125/4%	20/1%
Utilization #/%	9%	-2%	2%	0%	-8%	4%	-1%	-0%	-3%	-3%	5%	0%	-4%	3%	-4%	-1%
Protective Services: Sworn																
Workforce #/%	145/43%	56/17%	26/8%	1/0%	11/3%	13/4%	0/0%	0/0%	40/12%	33/10%	7/2%	0/0%	3/1%	1/0%	0/0%	0/0%
CLS #/%	1,890/45 %	415/10%	430/10%	40/1%	305/7%	35/1%	65/2%	55/1%	555/13%	120/3%	205/5%	0/0%	0/0%	10/0%	20/0%	35/1%
Utilization #/%	-2%	7%	-3%	-1%	-4%	3%	-2%	-1%	-1%	7%	-3%	0%	1%	0%	-0%	-1%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	75/25%	20/7%	75/25%	0/0%	20/7%	0/0%	0/0%	0/0%	100/33%	0/0%	0/0%	0/0%	15/5%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	27/5%	11/2%	5/1%	0/0%	6/1%	5/1%	0/0%	0/0%	200/39%	93/18%	65/13%	3/1%	54/11%	42/8%	0/0%	0/0%
CLS #/%	6,225/16	2,520/7%	1,510/4%	15/0%	2,550/7%	110/0%	470/1%	220/1%	12,410/32	5,030/13	2,705/7%	155/0%	3,435/9%	355/1%	460/1%	375/1%

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
	%								%	%						
Utilization #/%	-11%	-4%	-3%	-0%	-5%	1%	-1%	-1%	7%	5%	6%	0%	2%	7%	-1%	-1%
Skilled Craft																
Workforce #/%	16/59%	6/22%	1/4%	1/4%	2/7%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,790/51%	3,925/30%	685/5%	35/0%	855/6%	125/1%	285/2%	275/2%	160/1%	70/1%	15/0%	0/0%	65/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	-7%	-1%	3%	1%	3%	-2%	-2%	-1%	-1%	-0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	40/43%	12/13%	14/15%	0/0%	4/4%	2/2%	0/0%	0/0%	16/17%	3/3%	2/2%	0/0%	0/0%	1/1%	0/0%	0/0%
CLS #/%	7,730/20%	8,130/21%	2,085/5%	80/0%	3,255/8%	95/0%	379/1%	235/1%	6,070/16%	5,080/13%	1,760/5%	40/0%	2,680/7%	65/0%	335/1%	325/1%
Utilization #/%	22%	-8%	9%	-0%	-4%	2%	-1%	-1%	1%	-10%	-2%	-0%	-7%	1%	-1%	-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
Officials/Administrators		✓			✓											
Professionals	✓						✓		✓						✓	✓
Technicians					✓								✓		✓	
Protective Services: Sworn					✓		✓	✓			✓					
Administrative Support	✓	✓	✓		✓		✓								✓	✓
Service/Maintenance		✓								✓			✓			

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: Jeff Rayford

EEO Officer

08-25-2021

[signature]

[title]

[date]

**County of Solano, District Attorney's Office
Equal Employment Opportunity Plan (EEOP)
August 2021**

Step 4b: Narrative Underutilization Analysis

An occupational job category is considered underutilized, if the representation of employees in the County's workforce is less than eighty percent (80%) of the representation of those groups in the labor force. The narrative below is the utilization analysis which identifies the following areas of such underutilization as referenced in the Solano County – Utilization Analysis Chart August 2021. Please see Exhibit A.

Males are underutilized in six (6) of the job categories, as follows:

- a. White: Professionals, Administrative Support
- b. Hispanic/Latino: Officials/Administrators, Administrative Support, Service/Maintenance
- c. Black/African American: Administrative Support
- d. Asian: Officials/Administrators, Technicians, Protective Services-Sworn, Administrative Support
- e. Two or More Races: Professionals, Protective Services-Sworn, Administrative Support
- f. Other: Protective Services-Sworn

Females are underutilized in five (5) of the job categories, as follows:

- a. White: Professionals
- b. Hispanic/Latino: Service/Maintenance
- c. Black or African American: Protective Services-Sworn
- d. Asian: Technicians, Service/Maintenance
- e. Two or More Races: Professionals, Technicians, Administrative Support
- f. Other: Professionals, Administrative Support

The Solano County's (County) Department of Human Resources handles recruitment for the District Attorney's Office. The County and the Human Resources Department are committed to building a workforce that reflects the community it serves, and both offices will review recruitment and retention practices to reach this goal. The County and District Attorney's Office will strive to increase representation in underutilized areas and ensure that underrepresented groups receive equal opportunity to secure employment and advancement. Recruitment efforts will include, but not limited to, specialized publications and social media posts, advertising in specific geographical areas and outreach to underutilized populations using the County's neighborhood centers, colleges, and other governmental agencies as information dissemination sources.