

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 (County) 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. Conduct which harasses or discriminates against an applicant, employee, unpaid intern, volunteer or contractor on the basis of a protected status is against the law and will not be condoned or tolerated by the County. Applicants, employees, unpaid interns, volunteers and contractors are protected under the policy from harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor, employee or non-employee. Protected class includes: age, ancestry, color, religion, denial of family and medical care leave, disability (including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), military and veterans status, national origin, race, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender (including gender identity and gender expression), pregnancy, sexual orientation, or political belief or affiliation. Following File has been uploaded:County EEO Policy Revised 040417.pdf

Step 4b: Narrative of Interpretation

See Attachment

Following File has been uploaded:EEOP Utilization Report Step 4b - DA 2018.pdf

Following File has been uploaded:DA Utilization Analysis Chart EXHIBIT A.pdf

Step 5: Objectives and Steps

1. Encourage females to apply for vacancies in the Officials/Administrators, Technicians, Skilled Craft and Service/Maintenance 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 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.

2. Identify any barriers in recruitment process that might deter White, Hispanic, Black, American Indian and Asian males from applying for Officials/Administrators, Professionals, Technicians, 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 male population and respective underutilized groups herein.
- b. 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. Evaluate recruitment and retention processes and efforts.

- a. The County will continue to participate in job fairs, career days and youth programs.
- b. The County will continue utilizing social media and online job fairs to reach underutilized groups.
- c. Building on the Countys already established practice of providing exit interview questionnaire with the option to meet with staff from the Department of Human Resources, the Department of Human Resources will review the exit interview results to determine how its employment policies may affect the recruitment and retention of underutilized groups.
- d. The Department of Human Resources will continue to review job descriptions to ensure that they are job-related/consistent with the respective positions that are being filled.
- e. The County will continue to provide every new employee, volunteer and unpaid intern with information, during the new hire orientation of appropriate and inappropriate workplace behaviors, which includes providing a copy of Countys EEO Harassment/Discrimination Policy.
- f. The Department of Human Resources will continue to provide interviewing techniques trainings to managers and supervisors who have responsibilities in the interviewing and hiring process.
- g. The Department of Human Resources will continue to have a diverse oral interview panel.

4. Identify any barriers in recruitment that might deter White, Hispanic, Black, American Indian and Asian females from applying for protective services/sworn positions.

- a. The Department of Human Resources will send out survey to female sworn officers to find out where and how they learned about the opportunity to become a sworn officer, and to inquire whether anything in the recruitment or training process might be amended to encourage more females to become and/or promote to a sworn officers classification. Based on the survey results, the Department of Human Resources will examine its outreach and training efforts and develop a revised outreach program within six months of the survey report. Furthermore, the survey results will be shared with the departments with sworn position allocations.
- b. To attract recruits, the County will advertise job openings specific to publications and groups that focus on female and minority groups seeking protective services/sworn positions.
- c. The County will continue to provide job announcements to Solano Community College, Travis Air Force Base, Solano Workforce Investment Board (WIB) and careers in government websites, as well as other community groups

specific to the underutilized groups.

Step 6: Internal Dissemination

1. Distribute by email and a hard-copy of the EEOP Utilization Report to the District Attorneys Office and the Department of Human Resources recruitment staff.
2. Post a copy of the District Attorneys Office EEOP Utilization Report on the EEO Office intranet site and the in-house electronic communication network.
3. Send an email notification to the District Attorneys Office employees notifying them that the EEOP Utilization Report is accessible and available on the Countys intranet and internet sites. The Countys 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 EEOP Utilization Report on the District Attorneys 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 Attorneys Office.
2. Notify all contractors and vendors that provides service with the Department of Human Resources that a copy of the EEOP Utilization Report.

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 #/%	43/29%	7/5%	2/1%	0/0%	2/1%	4/3%	0/0%	0/0%	60/40%	8/5%	14/9%	0/0%	5/3%	5/3%	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 #/%	-7%	-4%	-2%	-0%	-6%	3%	-1%	-0%	14%	-1%	6%	-0%	-3%	3%	-1%	-1%
Professionals																
Workforce #/%	113/15%	21/3%	28/4%	0/0%	28/4%	11/1%	0/0%	0/0%	250/33%	94/12%	105/14%	3/0%	64/8%	42/6%	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 #/%	-11%	-1%	1%	-0%	-1%	1%	-1%	-0%	-3%	6%	8%	0%	-2%	5%	-1%	-1%
Technicians																
Workforce #/%	132/15%	45/5%	32/4%	0/0%	24/3%	25/3%	0/0%	0/0%	249/29%	170/20%	107/13%	3/0%	29/3%	39/5%	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 #/%	-5%	-2%	2%	0%	-9%	3%	-1%	-0%	-3%	10%	8%	0%	-4%	4%	-4%	-1%
Protective Services:																
Sworn-Officials																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	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 #/%																
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	179/49%	51/14%	27/7%	1/0%	15/4%	10/3%	0/0%	0/0%	48/13%	22/6%	10/3%	0/0%	1/0%	2/1%	0/0%	0/0%
Civilian Labor Force #/%	4,680/17%	2,840/11%	2,200/8%	0/0%	2,265/8%	160/1%	435/2%	225/1%	5,520/20%	3,250/12%	2,390/9%	110/0%	2,110/8%	135/0%	350/1%	345/1%
Utilization #/%	32%	3%	-1%	0%	-4%	2%	-2%	-1%	-7%	-6%	-6%	-0%	-8%	0%	-1%	-1%
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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	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 #/%	21/4%	5/1%	4/1%	0/0%	5/1%	12/2%	0/0%	0/0%	253/49%	75/15%	63/12%	2/0%	31/6%	44/9%	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%
Utilization #/%	-12%	-6%	-3%	-0%	-6%	2%	-1%	-1%	17%	2%	5%	-0%	-3%	8%	-1%	-1%
Skilled Craft																
Workforce #/%	20/59%	4/12%	1/3%	0/0%	6/18%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	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%	-18%	-2%	-0%	11%	5%	-2%	-2%	-1%	-1%	-0%	0%	-0%	3%	0%	0%
Service/Maintenance																
Workforce #/%	42/45%	13/14%	14/15%	0/0%	4/4%	2/2%	0/0%	0/0%	13/14%	4/4%	1/1%	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 #/%	25%	-7%	9%	-0%	-4%	2%	-1%	-1%	-2%	-9%	-4%	-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-Patrol Officers					✓		✓		✓	✓			✓		✓	✓
Administrative Support	✓		✓		✓		✓						✓		✓	✓
Skilled Craft		✓														
Service/Maintenance										✓			✓			

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	179/49%	51/14%	27/7%	1/4%	15/4%	10/3%	0/0%	0/0%	48/13%	22/6%	10/3%	0/0%	1/0%	2/1%	0/0%	0/0%
Workforce #/%																

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: Marc Fox

Director of Human Resources

01-29-2018

[signature]

[title]

[date]

**County of Solano, District Attorney's Office
Equal Employment Opportunity Plan (EEO)
January 2018**

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 January 2018. Please see Exhibit A.

Males are underutilized in seven (7) of the job categories, as follows:

- a. White: Professionals, Technicians, Administrative Support
- b. Hispanic/Latino: Officials/Administrators, Professionals, Technicians, Administrative Support, Skilled Craft, Service/Maintenance
- c. Black/African American: Officials/Administrators, Administrative Support, Skilled Craft
- d. American Indian or Alaska Native: Officials/Administrators, Professionals, Administrative Support, Administrative Support, Skilled Craft, Service/Maintenance
- e. Asian: Officials/Administrators, Professionals, Technicians, Protective Services-Sworn, Administrative Support, Service/Maintenance

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

- a. White: Protective Services-Sworn, Skilled Craft
- b. Hispanic/Latino: Protective Services-Sworn, Skilled Craft, Service/Maintenance
- c. Black or African American: Protective Services-Sworn, Skilled Craft, Service/Maintenance
- d. American Indian or Alaska Native: Officials/Administrators, Protective Services-Sworn, Service/Maintenance
- e. Asian: Officials/Administrators, Technicians, Protective Services-Sworn, Administrative Support, Skilled Craft, Service/Maintenance

The Solano County's (County) Department of Human Resources conducts the recruitment for the District Attorney's Office. In keeping with the County and the District Attorney's Office's commitment to having a workforce that reflects the community it serves, both offices will examine its recruitment and retention practices to see if there may be ways to attract and target underutilized groups. It is the County and District Attorney's Office goal to increase representation in these areas and ensure that underrepresented groups receive equal opportunity to secure employment and advancement. Recruitment efforts will include, but not limited to, specialized publications, 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.

Solano County - Utilization Analysis Chart (January 2018)
EXHIBIT A

Job Categories	MALES										FEMALES										Total			
	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 #	43	7	2	0	2	4	0	0	60	8	14	0	5	5	0	0	0	0	0	0	0	0	0	150
CLS #	5305	1350	460	25	1055	4	119	60	3980	885	520	10	960	30	205	110	15078							
Workforce %	28.67%	4.67%	1.33%	0.00%	1.33%	2.67%	0.00%	0.00%	40.00%	5.33%	9.33%	0.00%	3.33%	3.33%	0.00%	0.00%	100.00%							
CLS %	35.18%	8.95%	3.05%	0.17%	7.00%	0.03%	0.79%	0.40%	26.40%	5.87%	3.45%	0.07%	6.37%	0.20%	1.36%	0.73%	100.00%							
Ratio	>=80%	<80%	<80%	<80%	<80%	>=80%	<80%	<80%	>=80%	>=80%	>=80%	<80%	<80%	>=80%	<80%	<80%	100.00%							
Professionals																								
Workforce #	113	21	28	0	28	11	0	0	250	94	105	3	64	42	0	0	759							
CLS #	6160	1005	725	15	1100	35	150	95	8405	1470	1410	75	2415	65	275	165	23565							
Workforce %	14.89%	2.77%	3.69%	0.00%	3.69%	1.45%	0.00%	0.00%	32.94%	12.38%	13.83%	0.40%	8.43%	5.53%	0.00%	0.00%	100.00%							
CLS %	26.14%	4.26%	3.08%	0.06%	4.67%	0.15%	0.64%	0.40%	35.67%	6.24%	5.98%	0.32%	10.25%	0.28%	1.17%	0.70%	100.00%							
Ratio	<80%	<80%	>=80%	<80%	<80%	>=80%	<80%	<80%	>=80%	>=80%	>=80%	>=80%	>=80%	>=80%	<80%	<80%	100.00%							
Technicians																								
Workforce #	132	45	32	0	24	25	0	0	249	170	107	3	29	39	0	0	855							
CLS #	685	240	50	0	415	0	25	10	1075	345	150	0	240	15	125	20	3395							
Workforce %	15.44%	5.26%	3.74%	0.00%	2.81%	2.92%	0.00%	0.00%	29.12%	19.88%	12.51%	0.35%	3.39%	4.56%	0.00%	0.00%	100.00%							
CLS %	20.18%	7.07%	1.47%	0.00%	12.22%	0.00%	0.74%	0.29%	31.66%	10.16%	4.42%	0.00%	7.07%	0.44%	3.68%	0.59%	100.00%							
Ratio	<80%	<80%	>=80%	--	<80%	--	<80%	<80%	>=80%	>=80%	>=80%	--	<80%	>=80%	<80%	<80%	100.00%							
Protective Services: Sworn																								
Workforce #	179	51	27	1	15	10	0	0	48	22	10	0	1	2	0	0	366							
CLS #	4680	2840	2200	0	2265	160	435	225	5520	3250	2390	110	2110	135	350	345	27015							
Workforce %	48.91%	13.93%	7.38%	0.27%	4.10%	2.73%	0.00%	0.00%	13.11%	6.01%	2.73%	0.00%	0.27%	0.55%	0.00%	0.00%	100.00%							
CLS %	17.32%	10.51%	8.14%	0.00%	8.38%	0.59%	1.61%	0.83%	20.43%	12.03%	8.85%	0.41%	7.81%	0.50%	1.30%	1.28%	100.00%							
Ratio	>=80%	>=80%	>=80%	--	<80%	>=80%	<80%	<80%	<80%	<80%	<80%	<80%	<80%	>=80%	<80%	<80%	100.00%							
Protective Services: Non-sworn																								
Workforce #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Civilian Labor Force #	75	20	75	0	20	0	0	0	100	0	0	0	15	0	0	0	305							
Workforce %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
CLS %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%							
Ratio	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	100.00%							

Solano County - Utilization Analysis Chart (January 2018)
EXHIBIT A

Job Categories	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	Total
Administrative Support																	
Workforce #	21	5	4	0	5	12	0	0	253	75	63	2	31	44	0	0	515
CLS #	6225	2520	1510	15	2550	110	470	220	12410	5030	2705	155	3435	355	460	375	38545
Workforce %	4.08%	0.97%	0.78%	0.00%	0.97%	2.33%	0.00%	0.00%	49.13%	14.56%	12.23%	0.39%	6.02%	8.54%	0.00%	0.00%	100.00%
CLS %	16.15%	6.54%	3.92%	0.04%	6.62%	0.29%	1.22%	0.57%	32.20%	13.05%	7.02%	0.40%	8.91%	0.92%	1.19%	0.97%	100.00%
Ratio	<80%	<80%	<80%	<80%	<80%	>=80%	<80%	<80%	>=80%	>=80%	>=80%	>=80%	<80%	>=80%	<80%	<80%	
Skilled Craft																	
Workforce #	20	4	1	0	6	2	0	0	0	0	0	0	0	1	0	0	34
CLS #	6790	3925	685	35	855	125	285	275	160	70	15	0	65	0	0	0	13285
Workforce %	58.82%	11.76%	2.94%	0.00%	17.65%	5.88%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.94%	0.00%	0.00%	100.00%
CLS %	51.11%	29.54%	5.16%	0.26%	6.44%	0.94%	2.15%	2.07%	1.20%	0.53%	0.11%	0.00%	0.49%	0.00%	0.00%	0.00%	100.00%
Ratio	>=80%	<80%	<80%	<80%	>=80%	>=80%	<80%	<80%	<80%	<80%	<80%	--	<80%	--	--	--	
Service/Maintenance																	
Workforce #	42	13	14	0	4	2	0	0	13	4	1	0	0	1	0	0	94
CLS #	7730	8130	2085	80	3255	95	379	235	6070	5080	1760	40	2680	65	335	325	38344
Workforce %	44.68%	13.83%	14.89%	0.00%	4.26%	2.13%	0.00%	0.00%	13.83%	4.26%	1.06%	0.00%	0.00%	1.06%	0.00%	0.00%	100.00%
CLS %	20.16%	21.20%	5.44%	0.21%	8.49%	0.25%	0.99%	0.61%	15.83%	13.25%	4.59%	0.10%	6.99%	0.17%	0.87%	0.85%	100.00%
Ratio	>=80%	<80%	>=80%	<80%	<80%	>=80%	<80%	<80%	>=80%	<80%	<80%	<80%	<80%	>=80%	<80%	<80%	