

EEOP Short Form



Tue Sep 01 16:26:38 EDT 2009

Step 1: Introductory Information

Grant Title: Information Systems Upgrade (PHP) **Grant Number:** B07-8-009

Grantee Name: 19th Judicial District Attorney **Award Amount:** \$20,000.00

Grantee Type: State Government Agency

Address: 222 St. Louis Street, Suite 550
Baton Rouge, Louisiana
70802-5816

Contact Person: Mark Dumaine **Telephone #:** 225-389-3400

Contact Address: 222 St. Louis Stree, Suite 550
Baton Rouge, Louisiana
70802-5816

State Granting Agency: Louisiana Commission on Law Enforcement **Grant Number:** B07-8-009

Contact Name: Yvonne Hano

Contact Address: 1885 Wooddale Boulevard, Room 1230
Baton Rouge, Louisiana
70806-1555

Telephone #: 225-922-0258

Grant Title: Victim Assistance Program (VAWP) **Grant Number:** C06-8-024

Grantee Name: 19th Judicial District Attorney **Award Amount:** \$75,856.00

Grantee Type: State Government Agency

Address: 222 St. Louis Street, Suite 550
Baton Rouge, Louisiana
70802-5816

Contact Person: Mark Dumaine **Telephone #:** 225-389-3400

Contact Address: 222 St. Louis Street, Suite 550
Baton Rouge, Louisiana
70802-5816

State Granting Agency: Louisiana Commission on Law Enforcement **Grant Number:** C06-8-024

Contact Name: Rutha Chatwood

Contact Address: 1885 Wooddale Boulevard, Room 1230
Baton Rouge, Louisiana
70806-1555

Telephone #: 225-925-1757

Grant Title: Violent Crime Prosecution (Juvenile) **Grant Number:** B82-8-068
Grantee Name: 19th Judicial District Attorney **Award Amount:** \$212,418.00
Grantee Type: State Government Agency
Address: 222 St. Louis Street, Suite 550
Baton Rouge, Louisiana
70802-5816
Contact Person: Mark Dumaine **Telephone #:** 225-389-3400
Contact Address: 222 St. Louis Street, Suite 550
Baton Rouge, Louisiana
70802-5816
State Granting Agency: Louisiana Commission on Law Enforcement **Grant Number:** B82-8-068
Contact Name: Yvonne Hano
Contact Address: 1885 Wooddale Boulevard, Room 1230
Baton Rouge, Louisiana
70806-1555
Telephone #: 225-922-0258

Policy Statement:

EQUAL EMPLOYMENT OPPORTUNITY PLAN
19TH JUDICIAL DISTRICT ATTORNEY
PARISH OF EAST BATON ROUGE

STATEMENT OF COMMITMENT

The 19th Judicial District Attorney and his employees are committed to honesty in our work and in our relationship with others, including victims, judges, opponents, and citizens. We adhere to the highest standards of integrity to uphold the letter and the intent of the law. We are professional in our efforts to maintain the best prosecution office in the state. Our policy is to provide equal employment opportunity to all people without regard to race, color, national origin, gender, religion, age, disabling condition, or sexual identity. Our actions ensure that: EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW; DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AND VETERAN STATUS IS PROHIBITED; AS IS RETALIATION AGAINST A PERSON WHO FILES A CHARGE OF DISCRIMINATION. Our policy is formally documented and displayed on posters (publication OFCCP 1420 Revised August 2008) in our work areas.

Step 4b: Narrative Underutilization Analysis

There are four relevant job categories represented within the office of the 19th Judicial District Attorney: (1) Officials and Managers - includes managers, supervisors and directors of office sections; (2) Professionals - includes Attorneys, Victim Advocates, and Counselors, (3) Protective Services:Sworn - includes the two sub-categories of "Chief Investigators" and "Patrol Officers" (this is the OJP required category for all commissioned "Investigators"); and (4) Administrative Support - includes all persons providing secretarial, clerical, and other office administrative support.

The following under-utilization analysis has been developed using the EEO Short form development tool available online from the Office of Justice Programs.

Step 5 & 6: Objectives and Steps

1. OFFICIALS AND MANAGERS: For this job category, the attached Utilization Analysis Chart indicates under-utilization Black or African American Males (-6%) and Black or African American Females (-10%). This under-utilization would be resolved with the promotion of one person from each of these race and national origin categories to a vacant position. The District Attorney fills these supervisory positions internally through the promotion of non-supervisory personnel from within the office. We will continue to ensure equal employment opportunities for Black or African American Males and Females when the office fills vacancies that become available in the Officials and Managers job category.

a. The 19th Judicial District Attorney will continue to consider all eligible diverse internal candidates for promotion to supervisory positions when vacancies occur.

2. PROFESSIONALS: For this job category, the attached Utilization Analysis Chart indicates no significant under-utilization as all categories are 4% or less. This job category is primarily comprised of Lawyers and Counselors. The 19th Judicial District Attorney receives numerous applications for employment for these positions. We actively participate in internship programs with Louisiana State University and Southern University law schools to attract a diverse legal workforce. We also operate a Rape Crisis Center that is actively engaged in our local counseling community and we obtain applicants from this community when vacancies occur. We will continue to ensure equal employment opportunities for all applicants when the office fills vacancies that become available in the Professionals job category.

a. The 19th Judicial District Attorney will continue to support Louisiana State University and Southern University law school programs to attract a legal workforce representative of the community. We will also continue to engage the local counseling community through our Rape Crisis Center to attract counseling applicants.

3. ADMINISTRATIVE SUPPORT: For this job category, the attached Utilization Analysis Chart indicates under-utilization of White Males (-17%), Black or African American Males (-11%), and Black or African American Females (-19%). Most of these positions involve work as a Legal Assistant. The diversity of potential employees within the Legal Assistant category (Census Code 214) is significantly less than that within the broader category of Administrative workers. In this specific job category (214), the anticipated availability throughout our entire 9 parish area is estimated at only 135 White Males (15%), 10 Black or African American Males (1%), and 40 Black Females (5%). Given the low numbers of applicants available in our community, it is not surprising that we received only one male applicant for a legal assistant/administrative position in 2009. We will continue to ensure equal employment opportunities for all applicants when the office fills vacancies that become available in the Administrative job category.

a. The 19th Judicial District Attorney will continue consider diverse applicants for the position of Administrative Support when vacancies occur.

4. PROTECTIVE SERVICES-SWORN: For this job category, the attached Utilization Analysis Chart indicates under-utilization in two sub-job categories: "Chief Investigators" and "Investigators" (shown as "Protective Services- Sworn: Patrol Officers" in the OJP online tool). The under-utilization in the category of "Chief

Investigator" is not statistically significant as there are only 2 of these positions in the workforce. These two positions are supervisory positions filled internally by promotion from within the ranks of "Investigators." The Utilization Analysis Chart also shows under-representaiton in the job category of "Investigator" (Protective Services:Sworn-Patrol Officers). In this job category, Black or African American Males are under-utilized (-6%), White Females are under-utilized (-23%) and Black or African American Females are under-utilized (-15%). For P.O.S.T. certification reasons and competitive compensation reasons, the 19th Judicial District Attorney attempts to fill these positons with experienced retired law enforcement officers. We will continue to ensure equal employment opportunities for Black or African American Males and White and Black or African American Females by continuing to notify the heads of local law enforcement agencies of our Investigator vacancies so that recently retired and diverse officers can be encouraged to apply.

- a. The 19th Judicial District Attorney will continue to advise the heads local law enforcement agencies of any Investigator openings so that recently retired diverse officers can be encouraged to apply.

Step 7a: Internal Dissemination

All employees are notified of the completion of the annual Equal Employment Opportunity Plan (EEOP) and notified of its posting on the public website of the office.

Step 7b: External Dissemination

A copy of the completed Equal Employment Opportunity Plan (EEOP) is posted on the office public website. All formal publications of office vacancies will include information that the EEOP is available for review on the public website of the office.

Utilization Analysis Chart
Relevant Labor Market: Baton Rouge city, Louisiana

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	8/40%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	10/50%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,585/43%	115/1%	1,470/11%	20/0%	205/2%	0/0%	40/0%	3,315/26%	115/1%	1,875/15%	0/0%	75/1%	0/0%	40/0%
Utilization #/%	-3%	-1%	-6%	-0%	-2%	0%	-0%	24%	-1%	-10%	0%	-1%	0%	-0%
Professionals														
Workforce #/%	16/38%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	13/31%	0/0%	8/19%	0/0%	0/0%	0/0%	3/7%
CLS #/%	9,070/38%	225/1%	1,910/8%	40/0%	625/3%	0/0%	100/0%	7,470/32%	235/1%	3,545/15%	10/0%	405/2%	0/0%	40/0%
Utilization #/%	-0%	-1%	-3%	-0%	-3%	0%	-0%	-1%	-1%	4%	-0%	-2%	0%	7%
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	985/33%	25/1%	380/13%	0/0%	30/1%	0/0%	20/1%	855/29%	25/1%	630/21%	0/0%	35/1%	0/0%	10/0%
Utilization #/%														
Protective Services: Sworn-Officials														
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%
CLS #/%	630/31%	25/1%	770/38%	0/0%	0/0%	0/0%	10/0%	100/5%	10/0%	470/23%	0/0%	0/0%	0/0%	10/0%
Utilization #/%	69%	-1%	-38%	0%	0%	0%	-0%	-5%	-0%	-23%	0%	0%	0%	-0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	19/86%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,245/36%	70/1%	990/11%	20/0%	165/2%	15/0%	20/0%	2,920/32%	160/2%	1,360/15%	0/0%	135/1%	0/0%	30/0%
Utilization #/%	51%	-1%	-6%	-0%	-2%	-0%	-0%	-23%	-2%	-15%	0%	-1%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	45/23%	0/0%	30/15%	0/0%	0/0%	0/0%	0/0%	35/18%	0/0%	85/44%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Administrative Support														

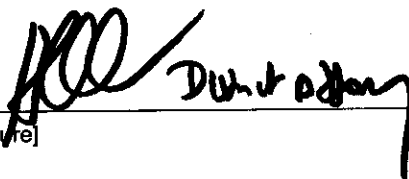
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	45/82%	0/0%	8/15%	0/0%	0/0%	0/0%	2/4%
CLS #/%	5,145/17%	225/1%	3,155/11%	25/0%	245/1%	0/0%	45/0%	9,920/33%	315/1%	10,040/34%	15/0%	335/1%	10/0%	155/1%
Utilization #/%	-17%	-1%	-11%	-0%	-1%	0%	-0%	48%	-1%	-19%	-0%	-1%	-0%	3%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,010/38%	325/4%	3,750/48%	30/0%	100/1%	0/0%	45/1%	235/3%	30/0%	260/3%	4/0%	40/1%	0/0%	0/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	5,345/18%	360/1%	10,055/35%	50/0%	430/1%	20/0%	75/0%	3,515/12%	185/1%	8,495/29%	35/0%	310/1%	10/0%	50/0%
Utilization #/%														

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief Investigator														
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%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	19/86%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	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 Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

 _____
[signature] [title] [date] 9/1/09