

EEO Utilization Report

Organization Information

Name: Orange County District Attorney's Office

City: Santa Ana

State: CA

Zip: 92701

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Policy Statement:

County of Orange Equal Employment Opportunity and Anti-Harassment Policy and Procedure (Board Resolution No. 15-135)

This policy and procedure shall be known as the County of Orange Equal Employment Opportunity and Anti-Harassment Policy and Procedure. It may be referred to as the EEO/Anti-Harassment Policy.

PURPOSE:

The purpose of the County of Orange EEO/Anti-Harassment Policy is to ensure equal opportunity in all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, compensation, and training. The County is committed to ensuring that no employee, unpaid intern, or volunteer is subjected to unlawful discrimination, harassment, retaliation or abusive conduct. Unlawful discrimination, harassment, retaliation or abusive conduct in any form will not be tolerated. Following File has been uploaded: EEO Policy.pdf

Step 4b: Narrative of Interpretation

The County of Orange District Attorney's Office is a provider of legal services. Job classifications predominantly fall into the Professionals, Administrative Support, and Protective Services (non-sworn) EEO job categories.

The County's Equal Employment Opportunity Access Department reviewed the Utilization Analysis and noted the following:

No significant underutilization of Asian Females across job categories

No significant underutilization of Black or African American Males or Females across job categories

Females are strongly represented and make up 54.5% of the workforce overall.

Hispanic or Latino Males were underrepresented in the Officials and Administrators category (-10%)

Hispanic or Latino Females were underrepresented in the Professionals category (-3%) and in the Protective Services (non-sworn) category (-9%)

Asian Males were underrepresented in the Professionals category (-6%) and in the Administrative Services category (-4%)

White Females were underrepresented in the Protective (non-sworn) category (-16%)

White Males were underrepresented in the Administrative Services category (-15%)

Step 5: Objectives and Steps

1. It is the District Attorney's objective to continue to reduce underutilization and increase representation of employees in the identified categories. The District Attorney will continue to focus recruitment efforts in underutilized categories so as to move closer to the demographics of the Relevant Labor Market. Steps to meet this objective will include:

- a. Continue to use recruitment advertising materials reflecting a diverse workforce, such as images promoting diversity in the workplace
- b. Continue to make hard copies of the EEOP utilization report available to prospective employees
- c. Continue to recruit at colleges and universities who are likewise committed to enrolling students of diverse backgrounds.
- d. Continue to state in job postings that: As an equal employment opportunity employer, the District Attorney's Office encourages applicants from diverse backgrounds to apply
- e. Monitor recruitment procedures to ensure that practices, such as screening, testing, and interviewing, are barrier free, fair, and equitable in every recruitment
- f. Continue Paid Internship program (introduced in 2019) to encourage underrepresented groups to explore careers at the DAs office
- g. Ensure that transfer and promotion opportunities are communicated effectively to all DA employees and, where appropriate, to the County workforce at large
- h. When engaged in community events, whenever possible, ensure that the DAs office is represented by employees of diverse backgrounds; especially at job fairs, community festivals and other high profile events
- i. Effective immediately, ensure that applicants are providing information as to how they heard about a job at OCDA so that the DA can objectively measure results of posting on particular job boards/sites/LinkedIn etc.
- j. Beginning Q2, 2021, DA HR Manager will meet routinely with DA recruiting representatives to continue to evaluate/add changes and measure outcomes
- k. Beginning in Q2, 2021, the DA will implement changes to our application review process including removing names and any pictures/IDs in the initial application review in order to mitigate implicit bias
- l. Beginning in Q2, 2021, OCDA will create a specific LinkedIn page that will allow us to connect and network with a large pool of diverse groups and recruiting agencies, both locally and nationally
- m. Beginning with recruitments as of April 1, 2021, The OCDA will Reach out to these groups and organizations among others:

Chinese Chamber of Commerce Los Angeles
Orange County Hispanic Chamber of Commerce
Los Angeles County Bar Association diversity Job Board
United Latino Job Bank
and partner with them for job postings and future recruiting engagements and/or career fairs

Step 6: Internal Dissemination

Distributing a copy of the EEO Utilization Report to managers and supervisors participating in the programs funded by the grant

Directing participating managers and supervisors to distribute the EEO to their team members at staff meetings

Providing an electronic copy of the EEO Utilization Report to all employees participating in programs funded by the grant

Step 7: External Dissemination

Informing applicants, vendors, and suppliers who are associated with federally funded programs, that the EEO Utilization Report is available on request for review.

Posting a copy of the EEO Utilization Report in Human Resources for the general public.

Distributing copies or otherwise making available a copy of the report while recruiting at colleges and universities.

Maintaining hard copies of the EEO Utilization Report at the District Attorney's Reception desk for ready availability to general public when requested.

Maintain a copy of the EEO Utilization Report on the District Attorney's internet website, as well as the County of Orange's website

Utilization Analysis Chart
Relevant Labor Market: Orange 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 #/%	27/51%	0/0%	0/0%	0/0%	3/6%	0/0%	1/2%	0/0%	14/26%	1/2%	0/0%	0/0%	5/9%	0/0%	2/4%	0/0%
CLS #/%	91,890/40%	22,525/10%	2,760/1%	290/0%	20,055/9%	485/0%	1,310/1%	530/0%	53,685/23%	15,995/7%	3,290/1%	295/0%	14,675/6%	135/0%	910/0%	780/0%
Utilization #/%	11%	-10%	-1%	-0%	-3%	-0%	1%	-0%	3%	-5%	-1%	-0%	3%	-0%	3%	-0%
Professionals																
Workforce #/%	113/34%	11/3%	5/1%	0/0%	21/6%	2/1%	5/1%	0/0%	125/37%	13/4%	4/1%	0/0%	27/8%	0/0%	8/2%	0/0%
CLS #/%	83,375/30%	15,905/6%	2,800/1%	250/0%	35,425/13%	430/0%	1,720/1%	1,000/0%	80,360/29%	19,175/7%	2,940/1%	295/0%	31,535/11%	245/0%	1,755/1%	690/0%
Utilization #/%	4%	-2%	0%	-0%	-6%	0%	1%	-0%	9%	-3%	0%	-0%	-3%	-0%	2%	-0%
Technicians																
Workforce #/%	15/28%	9/17%	1/2%	0/0%	7/13%	0/0%	0/0%	0/0%	5/9%	11/20%	1/2%	0/0%	5/9%	0/0%	0/0%	0/0%
CLS #/%	9,410/25%	4,360/11%	450/1%	20/0%	6,030/16%	65/0%	270/1%	100/0%	7,450/20%	3,710/10%	480/1%	4/0%	5,360/14%	25/0%	160/0%	205/1%
Utilization #/%	3%	5%	1%	-0%	-3%	-0%	-1%	-0%	-10%	11%	1%	-0%	-5%	-0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,510/44%	5,710/26%	1,155/5%	55/0%	1,335/6%	60/0%	155/1%	125/1%	2,020/9%	995/5%	220/1%	45/0%	185/1%	10/0%	55/0%	60/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	87/56%	29/19%	2/1%	0/0%	9/6%	0/0%	3/2%	0/0%	16/10%	8/5%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	620/39%	175/11%	0/0%	10/1%	60/4%	0/0%	0/0%	15/1%	415/26%	225/14%	20/1%	0/0%	25/2%	0/0%	0/0%	20/1%
Utilization #/%	17%	8%	1%	-1%	2%	0%	2%	-1%	-16%	-9%	-1%	0%	-1%	0%	0%	-1%
Administrative Support																
Workforce #/%	18/6%	25/9%	0/0%	0/0%	7/2%	0/0%	0/0%	0/0%	75/26%	120/42%	6/2%	0/0%	31/11%	0/0%	6/2%	0/0%
CLS #/%	90,020/21%	53,105/12%	4,800/1%	370/0%	27,800/6%	555/0%	1,835/0%	1,315/0%	125,425/2%	77,775/18%	7,755/2%	920/0%	35,535/8%	995/0%	3,120/1%	2,145/0%

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
	%	%			%				9%	%			%			
Utilization #/%	-15%	-4%	-1%	-0%	-4%	-0%	-0%	-0%	-3%	24%	0%	-0%	3%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	36,245/32%	53,615/48%	1,695/2%	455/0%	10,020/9%	330/0%	745/1%	500/0%	1,885/2%	3,705/3%	140/0%	15/0%	2,460/2%	20/0%	100/0%	20/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	1/25%	3/75%	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 #/%	49,745/13%	142,830/38%	4,185/1%	410/0%	22,405/6%	765/0%	1,210/0%	1,540/0%	40,870/11%	84,800/22%	2,595/1%	505/0%	23,815/6%	490/0%	1,300/0%	1,440/0%
Utilization #/%	12%	37%	-1%	-0%	-6%	-0%	-0%	-0%	-11%	-22%	-1%	-0%	-6%	-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					✓					✓						
Protective Services: Non-sworn									✓	✓						
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: Jodi Wertheimer

EEO Analyst

03-11-2021

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