

EEOP SHORT FORM
STEP 1: INTRODUCTORY INFORMATION

Grant Title: Victims of Crime Act Victim Assistance Grant Program

Grant Number: 2007-VA-GX-0045

Amount: \$1,954,000

Address: 425 Queen Street
Honolulu, HI 96813

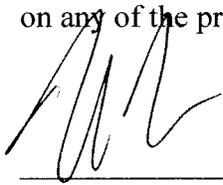
Contact Person: Lari Koga, Administrator
Crime Prevention Justice Assistance Division
Telephone Number: (808) 586-1154

Date and Effective Duration of EEOP: 8/8/07 - 8/7/09

Policy Statement

The Department of the Attorney General assures equal employment opportunity to all persons and strives to provide a work environment that is fair, respectful, and free from discrimination and harassment on the basis of race, religion, sex, age, national origin, disability, or any other factor not directly job-related. This policy applies to all employment activities, such as recruitment, promotion, demotion, discipline, benefits, compensation and training. We will take employment actions within the scope of Federal and State law to maintain a workforce reflective of the civilian labor force in the State of Hawaii as much as possible.

Persons who feel they have been subjects of discrimination based on any of the protected classes in any employment action are urged to speak to the Department's Equal Employment Opportunity Officer. Any employee found to have intentionally based an employment decision on any of the protected classes of work may be subject to appropriate disciplinary action.



Mark J. Bennett, Attorney General

DEC 10 2007

Date

STEP 2: AGENCY'S WORKFORCE - See Attachment 1

Classes of work previously designated Paraprofessionals have been reclassified in accordance with Instructions for Using 2000 Census Data in Developing an EEOP issued by the Office of Justice Programs, U. S. Department of Justice. Two classes of work (Social Service Assistant IV and Support Payments Officer) are now included in the Administrative Support category. The previous EEOP included a third class of work, Supervising Support Payments Officer in the Administrative Support category, but no longer exists.

EEO Occupational Categories of Protective Services, Skilled Craft, Service Maintenance, and Unemployed, No Civilian Work Experience Since 1995 are not reflected on the chart as the Department of Attorney General does not have any positions in these categories.

STEP 3: COMMUNITY LABOR STATISTICS (CLS) - See Attachment 2

From EEO Data Tool for Hawaii from Census 2000, U. S. Census Bureau

STEP 4a: UTILIZATION ANALYSIS - See Attachment 3

Comparison of the Agency's Workforce with the Community Labor Statistics

STEP 4b: NARRATIVE UTILIZATION ANALYSIS

The Department of the Attorney General still has the greatest underutilization in the White Female ethnic group since the last report of June 2005.

White Females	July 2005	August 2007
Professionals	- 8.71%	- 9.05%
Technicians	- 5.25%	- 11.91%
Administrative Support	- 8.37%	- 8.68%

It should be noted that Technicians occupy only 15 (2.08%) out of 722 total positions in the Department.

Our statistics last year reflected a significant underutilization for White Males in the Officials and Administrators category, the Professionals category, and Administrative Support category. Although there still is an underutilization for White Males in these three categories, there has been considerable improvement in that they are all below 5%. Current statistics show a material reduction by 7% in the Officials and Administrators category, 1% in the Professionals category, and .5% in the Administrative Support category from the previous 2005 EEOP report.

Although the Department has an underutilization in all occupational categories for Blacks, the Community Labor Statistics for the State reflects that Blacks occupy less than 1% of each occupational category. Therefore, the underutilization is not significant.

Our statistics reflect an underutilization in Hispanics in all occupational groups by more than 1%, the largest difference being Female Administrative Support at 4.56%.

In the previous EEOP, Asian and Pacific Islanders were reflected together as one racial category. In this year's EEOP, however, Asian and Pacific Islanders are reflected in two separate categories.

Our statistics reflect an underutilization of Male Asian in the Administrative Support category and in the Officials and Administrators category of 7.67% and 4.58%, respectively. If the Male Asian category is combined with the Male Native Hawaiian or Pacific Islander category as reflected in the last EEOP report, there has been a statistical decrease from 13.12% to 8.92% (7.67% plus 1.25%), a marked improvement in underutilization by 4.2%. Female Asian Professionals reflect an underutilization of less than 1%.

In the Native Hawaiian or Pacific Islander category, there is an underutilization of 3% for Male Technicians and Administrative Support, and Female Officials and Administrators categories.

Although the Department has an underutilization in all occupational categories for American Indian/Alaska Native, the Community Labor Statistics for the State reflects that American Indian/Alaska Natives occupy less than 1% of each occupational category. Therefore, the underutilization is not significant.

In the Two of More Races category, we have no Males or Females in the Officials and Administrators category resulting in underutilizations of 1.29% and 1.08% respectively. In addition, we have no male Technicians resulting in an underutilization of 0.91%. Our lone male employee in the Administrative Support Category results in an underutilization of 0.41%.

STEP 5: OBJECTIVES

The Department of the Attorney General in Hawaii continues to reflect a workforce that is not so severely disparate from the Community Labor Force to indicate that special outreach and targeted recruitment efforts are necessary.

We will, however, continue to monitor our recruitment and selection efforts to assure that the best qualified applicants are selected. In cases where applicants are relatively equal, after collective bargaining seniority issues are considered,

division supervisors will be urged to consider the agency underutilizations as shown in Step 4 in making their hiring recommendations.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

The Personnel Office with the assistance of the Administrative Services Manager has continued to take a more active role in assisting managers and supervisors to develop and use job-related documented selection criteria in their interview process. We will continue these efforts.

After the EEOP is issued and disseminated in accordance with Step 7 below, specific questions regarding the finding and implications for supervisors will be addressed at a regular monthly supervisors meeting. The Equal Employment Opportunity Officer will continue to be involved in providing advice and guidance to staff.

Most of the positions in the Department of the Attorney General are covered by collective bargaining agreements and civil service law. Filling of these civil service positions is limited to those eligible candidates screened and referred by the central personnel agency for State government, the Department of Human Resources Development. There is more latitude in filling positions exempt from this process, such as attorneys, positions requiring specialized skills, or positions funded only for a special project. Applications for attorneys are posted on our Department's website; completed applications are made available to division supervisors.

STEP 7: DISSEMINATION

The EEOP will be posted on the Department's Intranet for review by employees. They will be notified when the plan is posted and encouraged to read it and refer any questions to the EEO Officer. In addition, the plan will be posted on the Department's website for public review.

A copy of the plan will be disseminated to each division supervisor for review prior to the meeting at which the EEO Officer will give a brief overview and answer specific questions.

As they are in-processed, new employees will be informed of the Director's commitment to equal employment principles, the availability of the EEOP for review on the intranet, and the various processes available for handling complaints.

2 DEPARTMENT OF THE ATTORNEY GENERAL WORKFORCE - AUGUST 1, 2007

		MALES							FEMALES							
		Total	White	Black	Hispanic	Asian	NHOPI	AI/AN	Two or more races	White	Black	Hispanic	Asian	NHOPI	AI/AN	Two or more races
3	7 Officials/Administrators	25	4	0	0	5	1	0	0	5	0	0	10	0	0	0
4			16.00%	0.00%	0.00%	20.00%	4.00%	0.00%	0.00%	20.00%	0.00%	0.00%	40.00%	0.00%	0.00%	0.00%
5																
6	1 Professionals	352	52	1	0	109	30	0	10	33	0	1	83	25	0	8
7			14.77%	0.28%	0.00%	30.97%	8.52%	0.00%	2.84%	9.38%	0.00%	0.28%	23.58%	7.10%	0.00%	2.27%
8																
9	5 Technicians	15	2	0	0	4	0	0	0	0	0	0	4	4	0	1
10			13.33%	0.00%	0.00%	26.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	26.67%	26.67%	0.00%	6.67%
11																
12	9 Administrative Support	243	4	1	0	14	2	0	1	12	0	0	155	40	0	14
13			1.65%	0.41%	0.00%	5.76%	0.82%	0.00%	0.41%	4.94%	0.00%	0.00%	63.79%	16.46%	0.00%	5.76%
14																
15	3 TOTAL	635	62	2	0	132	33	0	11	50	0	1	252	69	0	23
16			9.76%	0.31%	0.00%	20.79%	5.20%	0.00%	1.73%	7.87%	0.00%	0.16%	39.69%	10.87%	0.00%	3.62%

ATTACHMENT 1

2 COMMUNITY LABOR STATISTICS - 2000 CENSUS OF POPULATION

	MALES							FEMALES							
	Total	White	Black	Hispanic	Asian	NHOPI	AI/AN	Two or more races	White	Black	Hispanic	Asian	NHOPI	AI/AN	Two or more races
3 Officials/Administrators	77620	15790 20.34%	500 0.64%	1705 2.20%	19060 24.58%	2355 3.03%	85 0.11%	1005 1.29%	9690 12.48%	255 0.33%	1720 2.22%	13520 17.42%	2345 3.02%	145 0.19%	840 1.08%
9															
10															
1 Professionals	101360	18025 17.78%	785 0.77%	1495 1.47%	18625 18.38%	1910 1.88%	80 0.08%	715 0.71%	18660 18.43%	605 0.60%	2310 2.28%	24275 23.95%	3155 3.11%	115 0.11%	1110 1.10%
2															
3															
4															
5 Technicians	11500	1450 12.61%	55 0.48%	380 3.30%	2835 24.65%	395 3.43%	4 0.03%	105 0.91%	1370 11.91%	80 0.70%	295 2.57%	2730 23.74%	270 2.35%	4 0.03%	145 1.26%
6															
7															
8															
9 Administrative Support	149890	9525 6.35%	710 0.47%	2615 1.74%	20130 13.43%	3100 2.07%	85 0.06%	1230 0.82%	20405 13.61%	935 0.62%	6830 4.56%	49405 32.96%	9265 6.18%	135 0.09%	3115 2.08%
20															
1															
2															
3 TOTAL	340370	44790 13.16%	2050 0.60%	6195 1.82%	60670 17.82%	7760 2.28%	254 0.07%	3055 0.90%	50145 14.73%	1875 0.55%	11155 3.28%	89930 26.42%	15035 4.42%	399 0.12%	5210 1.53%
4															
5															
6															

