

EEO Utilization Report

Organization Information

Name: Kentucky Justice And Public Safety Cabinet

City: Frankfort

State: KY

Zip: 40601-2108

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The Kentucky Justice & Public Safety Cabinet (KJPSC) re-affirms its policies to afford all individuals the opportunity to participate in federally financially assisted programs and adopts the following provision:

No person in the US shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits or, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The KJPSC will provide a work environment for all applicants, employees, vendors, contractors, customers, or others who enter the workplace that is free from discrimination and harassment, based on race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.

The KJPSC shall not directly or through contractual or other arrangements: Deny any individual or group any service, financial aid, or other benefit provided under any program; Provide any service, financial aid, or other benefit to an individual or group in a different manner from that provided to others under the program;

Discriminate against an individual or group who receives financial aid, or other benefit under any program; Restrict any individual or grouping any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under any program; Treat an individual or group differently from others in determining whether he satisfies any admission, enrollment, eligibility, membership or other requirement or condition individuals must meet in order to be provided any service, financial aid, or other benefit under the Cabinets programs; Adopt methods of administration which would limit participation by any individual or group of recipients of any programs; Deny any individual or group the opportunity to participate as a member of a planning or advisory body which is an integral part of a program.

Step 4b: Narrative of Interpretation

Upon review of the utilization report, the KJPSC noticed the following themes.

- 1) White males were underrepresented in the following categories: professionals, officials and administrators, non-sworn protective services, administrative support, technicians, and skilled crafts.
- 2) African American/Black females are underrepresented as Technicians, non-sworn protective services, and administrative support professionals.
- 3) White females are over-represented in the following categories: officials/administrators, technicians, non-sworn protective services, and skilled crafts.
- 4) Non-whites are underrepresented in all eight categories.

Given the demographics of Kentucky, the state strives for a workforce that is representative of the population as a whole. As such, we seek to employ approximately 50.8% females and 12.2% minorities. Given that the Office of the Secretary has relatively few positions, and that many of these require advanced or professional training and/or direct appointment, it is more difficult to employ a representative work force. For example, education and professional preparation often exhibits racial/ethnic and gender disparities, and there may be fewer candidates with the necessary licensure and/or previous experience with the relevant material. Many positions within the Office of the Secretary are tailored towards those with previous experience, thus it can be difficult to find candidates that are a fit from the underutilized groups. Despite these challenges the KJPSC continues to prioritize a diverse workforce. Strategies include the following: increased efforts towards recruiting and retention of under-utilized groups, systemic or policy efforts to increase the diversity of certain work forces when appropriate, and monitoring of annual employment data to monitor progress towards achievement of these goals.

Step 5: Objectives and Steps

1. 2. To encourage Hispanic and Black males to apply for vacancies in the Skilled Craft job category and ensure equal employment opportunities.

- a. a. The JPSC agencies will enhance outreach efforts that target Hispanic and Black male applicants in the Skilled Craft job category (e.g., recruiting at job/career fairs, educational institutions including through job placement/career service program offices, professional organizations, presentations at professional conferences, offering internship and mentoring opportunities, utilizing social media such as Facebook and Twitter, through on-line job related search engines/job boards such as Indeed.com and CareerBuilder.com and posting of job openings on Kentucky's careers.ky.gov website). The JPSC agencies will encourage employees to participate in professional development opportunities including the Governors Minority Management Training Program. The JPSC agencies will work with the Personnel Cabinet for special advertising on their feature jobs rotator. The JPSC agencies will also set up kiosks within the institutions across the state to help applicants with application process.
- b. b. The JPSC agencies will review all employment organizational data related to the Skilled Craft job category to identify any issues that may pose barriers for Hispanic and Black males (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).
- c. c. Based on the internal review of employment data, the JPSC agencies will complete Quarterly Affirmative Action/Equal Employment Opportunity reports in an effort to adequately monitor the progress of affirmative action and EEO programs to attract more Hispanic and Black professional men. These reports will include the potential problems/barriers and descriptions of any action items developed or in development to address them. Within 12 months of the date of this EEOP, the JPSC agencies will review their action plan and evaluate the progress.

2. 1. To encourage Black females to apply for vacancies in the Technicians, Protective Services (Non-Sworn) and Administrative Support job categories and ensure equal employment opportunities.

- a. The JPSC agencies will enhance outreach efforts that target Black female applicants in the Technicians, Protective Services (Non-Sworn) and Administrative Support job categories (e.g., recruiting at job/career fairs, educational institutions including through job placement/career service program offices, professional organizations, presentations at professional conferences, offering internship and mentoring opportunities, utilizing social media,

through on-line job related search engines/job boards and posting of job openings on Kentuckys careers.ky.gov. The JPSC agencies will encourage employees to participate in professional development opportunities including the Governors Minority Management Training Program. The JPSC agencies will work with the Personnel Cabinet for special advertising on their feature jobs rotator. The JPSC agencies will also set up kiosks within the institutions across the state to help applicants with application process.

b. b. The JPSC agencies will review all employment organizational data related to the Technicians, Protective Services (Non-Sworn) and Administrative Support job categories to identify any issues that may pose barriers for Black females (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

c. c. Based on the internal review of employment data, the JPSC agencies will complete Quarterly Affirmative Action/Equal Employment Opportunity reports in an effort to adequately monitor the progress of affirmative action and EEO programs to attract more Black professional women. These reports will include the potential problems/barriers and descriptions of any action items developed or in development to address them. Within 12 months of the date of this EEOP, the JPSC agencies will review their action plan and evaluate the progress.

3. The KJPSC will provide training and professional development to hiring managers to increase the likelihood that they prioritize diversity as a part of their hiring and retention strategies.

Step 6: Internal Dissemination

- 1) Distribute a copy of the EEOP Utilization Report to all JPSC Agency Commissioners, Deputy Commissioners, Human Administrators and Supervisors.
- 2) Send an e-mail and a hard copy memorandum annually to all employees stating that a copy of the EEOP Utilization Report is available on request in each agency's human resource office and can be found on the Cabinet website.
ALTERNATIVE: Send an email or hard copy of the EEOP Utilization Report to all employees annually.
- 3) Provide a copy of the EEOP Utilization Report to all new employees during New Employee Orientation.
- 4) Post a copy of the EEOP Utilization Report on each agency's electronic communication network.
- 5) Post a hard copy memorandum on bulletin boards in employee break areas stating that a copy of the EEOP Utilization Report is available on request in each agency's human resource office and can also be found on Cabinet and agency websites.

Step 7: External Dissemination

- 1) Post a copy of the EEOP Utilization Report on all JPSC Agency's public websites.
- 2) Include on all job announcements for JPSC positions that applicants may obtain a copy of the JPSC's EEOC Utilization Report on the agency website or upon request to the agency Human Resource Office.
- 3) Notify all contractors and vendors that do business with the JPSC that a copy of the JPSC's EEOP Utilization Report is available upon request.
- 4) Place a hard copy of the EEOP Utilization Report among the reading materials displayed in the lobbies of all JPSC Agencies.

Utilization Analysis Chart
Relevant Labor Market: Kentucky

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 #/%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	110,440/55%	1,765/1%	4,450/2%	70/0%	1,725/1%	85/0%	545/0%	105/0%	72,470/36%	965/0%	4,905/2%	185/0%	790/0%	65/0%	395/0%	165/0%
Utilization #/%	-15%	-1%	-2%	-0%	-1%	-0%	-0%	-0%	24%	-0%	-2%	-0%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	29/31%	0/0%	3/3%	0/0%	0/0%	0/0%	2/2%	0/0%	51/55%	0/0%	6/6%	0/0%	0/0%	0/0%	2/2%	0/0%
CLS #/%	109,555/36%	2,365/1%	5,965/2%	225/0%	4,765/2%	55/0%	825/0%	350/0%	162,840/54%	2,185/1%	10,150/3%	115/0%	3,715/1%	80/0%	810/0%	270/0%
Utilization #/%	-5%	-1%	1%	-0%	-2%	-0%	2%	-0%	1%	-1%	3%	-0%	-1%	-0%	2%	-0%
Technicians																
Workforce #/%	1/17%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,300/33%	245/0%	920/2%	0/0%	540/1%	0/0%	69/0%	75/0%	32,255/58%	495/1%	2,530/5%	60/0%	335/1%	0/0%	140/0%	85/0%
Utilization #/%	-16%	16%	-2%	0%	-1%	0%	-0%	-0%	9%	-1%	-5%	-0%	-1%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	23,255/74%	260/1%	2,030/6%	15/0%	0/0%	45/0%	160/1%	20/0%	4,690/15%	125/0%	675/2%	35/0%	0/0%	0/0%	54/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,060/30%	0/0%	55/2%	0/0%	4/0%	0/0%	0/0%	0/0%	1,985/57%	15/0%	265/8%	0/0%	30/1%	45/1%	40/1%	0/0%
Utilization #/%	-30%	0%	-2%	0%	-0%	0%	0%	0%	43%	-0%	-8%	0%	-1%	-1%	-1%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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
CLS #/%	145,530/30%	3,300/1%	10,445/2%	280/0%	1,305/0%	85/0%	990/0%	210/0%	286,735/60%	4,005/1%	23,145/5%	500/0%	2,065/0%	375/0%	1,895/0%	615/0%
Utilization #/%	-30%	-1%	-2%	-0%	-0%	-0%	-0%	-0%	40%	-1%	-5%	-0%	-0%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	162,950/87%	6,405/3%	5,460/3%	250/0%	445/0%	100/0%	780/0%	90/0%	8,650/5%	325/0%	910/0%	15/0%	80/0%	0/0%	29/0%	15/0%
Utilization #/%	-87%	-3%	-3%	-0%	-0%	-0%	-0%	-0%	95%	-0%	-0%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	274,780/48%	19,295/3%	32,210/6%	605/0%	2,485/0%	125/0%	2,465/0%	630/0%	194,590/34%	7,850/1%	26,500/5%	385/0%	2,880/1%	240/0%	1,860/0%	460/0%
Utilization #/%																

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: Marjorie L. Stanek

Division Director

07-23-2020

[signature]

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