

# EEO Utilization Report

## Organization Information

Name: North Dakota Department Of Corrections And Rehabilitation

City: Bismarck

State: ND

Zip: 58506

Type: State Correctional Department and/or Institution

## **Step 1: Introductory Information**

### **Policy Statement:**

Department of Corrections and Rehabilitation staff shall ensure equal employment opportunities exist for all positions. The Department of Corrections and Rehabilitation prohibits discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer with regard to employment relations and provisions of services through the department, to prevent and eliminate discrimination and retaliation, and to deter those who aid, abet, or induce discrimination, or coerce others to discriminate.

## Step 4b: Narrative of Interpretation

The North Dakota Department of Corrections and Rehabilitation (NDDOCR) demonstrated under-utilization of White males in the category of Administrative Support (-31 percent). The report indicates under-utilization of American Indian or Alaska Native males in Protective Services Non-Sworn (-3 percent).

The NDDOCR demonstrates under-utilization of White females in the job category of Protective Services Sworn Patrol Officers at (-11 percent) and Protective Services Non-Sworn (-34 percent). American Indian or Alaskan Native females are underutilized in the following category; Protective Services Non-Sworn (-3 percent). The percentage of underutilization for female American Indian or Alaskan Native remained the same as reported in 2015.

The male Native American or Alaskan Native job category increased in underutilization by 1 percent from 2015 from -2 percent to -3 percent in the Protective Services Non-Sworn job category.

There continues to be room for more improvement of hiring male and female American Indians within the ND DOCR since the underutilization report indicated negative percentages in most job categories.

## Step 5: Objectives and Steps

### 1. Objective one: Identify the reasons or barriers why non-minority males are underrepresented in the Administrative Support job category.

- a. Each time a position is filled, the job description is reviewed to assure the needs of the agency are met and the qualifications for the position match those needs. The agency will continue to periodically review position descriptions and qualifications with the North Dakota Division of Human Resource Management Services to revise qualifications, if appropriate, to encourage a broader number of eligible applicants. Revisions to the various position qualifications will be reviewed annually for possible changes to minimum qualifications allowing equal opportunity for a larger applicant pool. Qualifications changes will be analyzed and considerations given to make sure those changes do not jeopardize the security of our Correctional Facilities.
- b. Agency Human Resource (HR) representatives will continue to contact or meet with placement officers and admission personal within the higher education system in ND to assist the ND Department of Corrections and Rehabilitation (DOCR) in finding white male applicants qualified to apply for open Administrative support job positions within the Department. This step also includes continually developing and maintaining contacts with placement officers at vocational education institutions within the state to encourage male students to apply for DOCR Administrative Support vacant positions.
- c. HR personnel will maintain contact with collateral state agencies such as the ND Human Resource Management Services, ND Job Service and other ND state departments enhancing recruiting efforts of possible white male employees from other areas of the state and nation.
- d. HR personnel will continue to attend various career fairs within North Dakota and states bordering North Dakota to inform white males of opportunities within the agency and to encourage them to pursue careers in occupations employed by the Department.
- e. The agency will continue to advertise job openings on the Internet through the use of a State Employment Opportunities web site and the PeopleSoft Talent Management module provided by the ND Division of Human Resource Management Services. The agency will continue to utilize other recourses to advertise positions such as but not limited to; ND Job Service, University Systems web based job listings in the ND State University Systems, H2H Jobs (X-Military) Twitter, Facebook, Indeed.com, National Institute of Corrections, and the ND DOCR external and internal webpage sites.
- f. The agency will continue to advertise our non-discrimination statement and/or job openings in local and national minority publications such as EEO Journal.
- g. Human Resource personnel will work with educational institutions throughout the state to continue to develop additional internships, which will cultivate an interest in positions within the agency. Personnel may meet with various university and vocational representatives throughout the school year and arrange presentations to the student body on careers with the Department.

- h. The agency will continue to use the DOCR web site and PeopleSoft Talent Management module to increase the knowledge of and interest in the agency and in staff positions.
- i. The ND Department of Corrections will encourage professional development at all levels and continue encouraging staff to participate in the Department Leadership Training Courses to enhance their skills to manage and function in the DOCR workforce.

**2. Objective two: Because American Indian or Alaskan Native males and females are underrepresented in the Protective Services Non-Sworn job category within the Department another objective is to identify the reasons or barriers why this underrepresentation is occurring and take steps to increase their representation in the NDDOCR.**

- a. Each time a position is filled, the job description is reviewed to assure the needs of the agency are met and the qualifications for the position match those needs. The agency will continue to periodically review position descriptions and qualifications with the North Dakota Division of Human Resource Management Services to revise qualifications, if appropriate, to encourage a broader number of eligible applicants. Revisions to the various position qualifications will be reviewed annually for possible changes to minimum qualifications allowing equal opportunity for a larger applicant pool. Qualifications changes will be analyzed and considerations given to make sure those changes do not jeopardize the security of our Correctional Facilities.
- b. Professional HR staff will continue to attend various career fairs in ND and neighboring states, where possible, to inform Native Americans and other minorities of opportunities within the agency and to encourage them to pursue careers in occupations employed by the Department.
- c. Professional HR staff will maintain contact with collateral state agencies such as the ND Human Resource Management Services, ND Job Service and other North Dakota state departments enhancing recruiting efforts of possible Native American male and female applicants from other areas of the State and American Indian Reservations.
- d. Professional HR staff will continue to attend various career fairs within North Dakota and states that border North Dakota to inform Native Americans of opportunities within the agency and to encourage them to pursue careers in occupations employed by the Department.
- e. The agency will continue to advertise job openings on the Internet through the use of a State Employment Opportunities web site provided by the ND Division of Human Resource Management Services. The agency will continue to utilize other resources to advertise positions such as but not limited to; ND Job Service, University Systems web based job listings in the ND State University Systems, H2H Jobs (X-Military) Twitter, Facebook, National Institute of Corrections, Indeed.com, and the ND DOCR external and internal webpage sites.
- f. The agency will continue to advertise our non-discrimination statement and/or job openings in local and national minority publications such as EEO Journal.
- g. Professional HR staff will work with educational institutions throughout the state to continue to develop additional internships, which will cultivate an interest in positions within the agency. Personnel will meet with various university and vocational representatives throughout the school year and arrange presentations to the student body on careers with the Department.
- h. The agency will continue to use the DOCR web site and PeopleSoft Talent Management module to increase the knowledge of and interest in the agency and in staff positions.
- i. The ND Department of Corrections will encourage professional development at all levels and continue encouraging staff to participate in the Department Leadership Training Courses to enhance their skills to manage and function in the DOCR workforce.

**3. Objective three: DOCR needs to compare its workforce to the utilization report and identify the reasons or barriers why non-minority females are underrepresented in the following job categories: Protective Services Sworn Patrol Officers and Protective Services Non-Sworn.**

- a. Each time a position is filled, the job description is reviewed to assure the needs of the agency are met and the qualifications for the position match those needs. The agency will continue to periodically review position descriptions and qualifications with the North Dakota Division of Human Resource Management Services to revise qualifications, if appropriate, to encourage a broader number of eligible applicants. Revisions to the various position qualifications will be reviewed annually for possible changes to minimum qualifications allowing equal opportunity for a larger applicant pool. Qualifications changes will be analyzed and considerations given to make sure those changes do not jeopardize the security of our Correctional Facilities.

- b. Agency Human Resource (HR) representatives will continue to contact or meet with placement officers and admission personnel within the higher education system in ND and surrounding states to assist the ND Department of Corrections and Rehabilitation (DOCR) in finding white female applicants qualified to apply for open job positions within the Department. This step also includes continually developing and maintaining contacts with placement officers at vocational education institutions within the state to encourage female students to apply for DOCR, protective services sworn and non-sworn positions. The DOCR will encourage internal and external white female applicants to apply for positions they qualify for in the following job categories: Protective Services Sworn Patrol Officers and Protective Services Non-Sworn.
- c. HR personnel will maintain contact with collateral state agencies such as the ND Human Resource Management Services, ND Job Service and other North Dakota State Departments enhancing recruiting efforts of possible white female employees from other areas within the state and from states bordering North Dakota.
- d. HR personnel will continue to attend various career fairs within North Dakota and states that border North Dakota to inform white females of opportunities within the agency and to encourage them to pursue careers in occupations employed by the Department.
- e. The NDDOCR will continue to advertise job openings on the Internet through the use of a State Employment Opportunities web site provided by the ND Division of Human Resource Management Services. The agency will continue to utilize other recourses to advertise positions such as but not limited to; ND Job Service, University Systems web based job listings in the ND State University Systems, H2H Jobs (X-Military) Twitter, Facebook, National Institute of Corrections, and the ND DOCR external and internal webpage sites.
- f. The agency will continue to advertise our non-discrimination statement and/or job openings in local and national minority publications such as EEO Journal.
- g. Human Resource personnel will work with educational institutions throughout the state to continue to develop additional internships, which will cultivate an interest in positions within the agency. Personnel may meet with various university and vocational representatives throughout the school year and arrange presentations to the student body on careers with the Department.
- h. The NDDOCR will continue to use the DOCR web site and PeopleSoft Talent Management module to increase the knowledge of and interest in the agency and in staff positions.
- i. The ND Department of Corrections will encourage professional development at all levels and continue encouraging staff to participate in the Department Leadership Training Courses to enhance their skills to manage and function in the DOCR workforce.

## **Step 6: Internal Dissemination**

The Department's EEOP short form will be posted on the internal intranet website in which all employees within the department will have access for reviewing the document.

Written notification will be sent to DOCR employees that the completed EEOP short form report can be obtained on the DOCR Intranet page or from Human Resources.

The Department will distribute a copy of the EEOP Utilization Report to the department director, all division directors, and all wardens.

A written notification of how to access the EEOP report will be distributed to all new employees at the time of their orientation training and posted on various bulletin boards in employee work areas.

The equal opportunity notice and non-discrimination clause will be posted on the on-line PeopleSoft Module Recruiting Solutions website on every internal and job announcement within the Department.

## **Step 7: External Dissemination**

All personnel forms and recruitment materials (ads, notices, job announcements and applications) include the phrase Equal Opportunity Employer and the non-discrimination statement.

A memo is posted in the agency personnel offices explaining how applicants and members of the public may obtain a copy of the Department's EEOP.

The Department will post a copy of the EEOP Utilization Report on the department's public Internet website.

The agency advertises its status as an Equal Opportunity employer twice per year in several national minority focused publications through a national publication, the EEO Journal.

The equal opportunity employer statement will continue to be posted on all DOCR external job announcements.

The EEOP report will be sent to various state and political subdivision authorities upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: North Dakota**

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
<b>Officials/Administrators</b>																
Workforce #/%	37/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	32,625/65%	245/0%	120/0%	450/1%	115/0%	100/0%	175/0%	0/0%	15,330/31%	165/0%	35/0%	485/1%	120/0%	0/0%	20/0%	4/0%
Utilization #/%	-1%	-0%	-0%	-1%	-0%	-0%	-0%	0%	6%	-0%	-0%	-1%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	76/36%	0/0%	3/1%	2/1%	0/0%	1/0%	1/0%	0/0%	123/58%	1/0%	0/0%	1/0%	1/0%	0/0%	3/1%	0/0%
CLS #/%	21,590/37%	195/0%	160/0%	445/1%	775/1%	25/0%	195/0%	45/0%	32,935/56%	280/0%	160/0%	930/2%	405/1%	0/0%	240/0%	25/0%
Utilization #/%	-1%	-0%	1%	0%	-1%	0%	0%	-0%	2%	-0%	-0%	-1%	-0%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	6/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/71%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,020/36%	55/0%	15/0%	80/1%	80/1%	4/0%	4/0%	0/0%	6,595/59%	100/1%	50/0%	120/1%	55/0%	0/0%	55/0%	0/0%
Utilization #/%	-11%	-0%	-0%	-1%	-1%	-0%	-0%	0%	12%	3%	-0%	-1%	-0%	0%	-0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,150/69%	125/3%	90/2%	305/7%	35/1%	0/0%	55/1%	20/0%	685/15%	25/1%	10/0%	70/2%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	-6%	-3%	-2%	-7%	-1%	0%	-1%	-0%	23%	-1%	-0%	-2%	0%	0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	50/53%	0/0%	0/0%	2/2%	0/0%	0/0%	1/1%	0/0%	39/41%	1/1%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	11,305/41%	135/0%	199/1%	210/1%	360/1%	0/0%	73/0%	35/0%	14,200/52%	215/1%	65/0%	320/1%	180/1%	0/0%	135/0%	0/0%
Utilization #/%	11%	-0%	-1%	1%	-1%	0%	1%	-0%	-11%	0%	-0%	-0%	0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																

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 #/%	239/57%	9/2%	29/7%	8/2%	4/1%	1/0%	5/1%	0/0%	108/26%	5/1%	2/0%	5/1%	0/0%	0/0%	1/0%	0/0%
CLS #/%	170/32%	0/0%	0/0%	25/5%	0/0%	0/0%	0/0%	0/0%	320/60%	0/0%	0/0%	20/4%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	26%	2%	7%	-3%	1%	0%	1%	0%	-34%	1%	0%	-3%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	53/90%	0/0%	1/2%	2/3%	0/0%	0/0%	1/2%	0/0%
CLS #/%	30,205/33%	340/0%	215/0%	795/1%	200/0%	0/0%	230/0%	20/0%	55,585/60%	1,130/1%	290/0%	2,250/2%	435/0%	10/0%	550/1%	70/0%
Utilization #/%	-31%	-0%	1%	-1%	-0%	0%	-0%	-0%	30%	-1%	1%	1%	-0%	-0%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	34/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	33,830/89%	690/2%	110/0%	1,100/3%	20/0%	20/0%	195/1%	25/0%	1,665/4%	4/0%	35/0%	160/0%	30/0%	0/0%	15/0%	0/0%
Utilization #/%	0%	-2%	-0%	-3%	-0%	-0%	-1%	-0%	6%	-0%	-0%	-0%	-0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	54,390/51%	1,785/2%	940/1%	2,220/2%	435/0%	15/0%	485/0%	95/0%	42,210/39%	985/1%	575/1%	2,170/2%	565/1%	20/0%	510/0%	55/0%
Utilization #/%	12%	-2%	-1%	-2%	-0%	-0%	-0%	-0%	-2%	-1%	-1%	-2%	-1%	-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
<b>Protective Services: Sworn-Patrol Officers</b>									✓							
<b>Protective Services: Non-sworn</b>				✓					✓			✓				
<b>Administrative Support</b>	✓															

### 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
<b>Protective Services Sworn Officials</b>																
Workforce #/%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	50/53%	0/0%	0/0%	2/0%	0/0%	0/0%	1/1%	0/0%	39/41%	1/1%	0/0%	1/1%	1/1%	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 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: Travis Engelhardt

Director of Human Resources

11-02-2017

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[signature]

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[date]