

# EEO Utilization Report

## Organization Information

Name: Virginia Department Of Corrections

City: Richmond

State: VA

Zip: 23225

Type: State Correctional Department and/or Institution

## **Step 1: Introductory Information**

### **Policy Statement:**

See Attachment

Following File has been uploaded:VADOC Anti-Discrimination Policy with Attachments.pdf

## Step 4b: Narrative of Interpretation

There are 38 areas of underutilization recognized across job categories throughout the VADOC. Of these areas, there were noteworthy underutilizations, to which the VADOC will remain cognizant of regarding future recruitment efforts. However some categories displayed more than a 5% underutilization rate, as listed below, and are considered significant to the VADOC:

### Male:

White - Officials (-7%); Professionals(-9%); Correctional Officers (-17%); Admin. Support (-14%)

Black - Service/Maint. (-14%)

Hispanic - Correctional Officers (-6%); Skilled Craft (-12%), Service/Maintenance (-6%)

Asian - All job categories (ranged from -1% to -4%)

Two or More Races: Professionals, Techs., Sworn Officials, Correctional Officers, Skilled Craft, and Service/Maint. - (all -1%)

### Female:

White - Correctional Officers (-14%),Technicians (-7%),Service/Maint.(-13%)

Black - Service/Maint. (-3%)

Hispanic - Correctional Officers (-4%; Skilled Craft (-4%)

Asian - All job categories (ranged from -1% to -4%)

Two or More Races: Professionals and Admin. Support (-1%)

The VADOC is committed to ensuring a diverse and inclusive workplace; therefore, as a pledge to this endeavor, the VADOC will re-evaluate recruitment efforts, especially within the Asian and Hispanic communities, to attract more minority candidates for the categories listed above.

## Step 5: Objectives and Steps

### 1. Determine specific recruitment targets that include members of the categories affected by underutilization

- a. The VADOC will continue to advertise vacancies utilizing the external website, billboards, radio, and social media platforms. In addition to focusing on Correctional Officer vacancies, the VADOC will showcase advertisements for vacancies based on the underutilized areas; to include, but not limited to engaging Asian and Hispanic communities.
- b. VADOC will review VADOC Voice survey of employees. Through a series of questions, employees voice their opinions on a variety of topics such as the agency initiatives, job satisfaction, job safety, and carefully selected demographics. Through employee participation, agency leadership is made aware of the areas of strength, as well as where improvements are necessary. The findings are then shared with all employees through the various VADOC VOICE issues. The data captured can assist with identifying barriers in retention and recruitment to implement improvements and/or new initiatives, that may affect the turnover rate.
- c. The VADOC will continue to attend job fairs throughout the Commonwealth of Virginia; including those hosted by Community Colleges (inclusive of targeting Community Colleges with a high attendance rate of an Asian and/or Hispanic population). The VADOC will select representative, current members of the underutilized categories, including, but not limited to Asian and Hispanic male and female employees to participate in the job fairs, in an effort to attract a more diverse workforce reflective of the population VADOC serves.

### 2. Identify barriers in recruitment and retention that may affect the underutilized categories

- a. The VADOC will implement a Strategic Plan as suggested by the Director's Diversity Advisory Council. The goals of this Strategic Plan will incorporate and promote diversity and inclusion into the fibers of the agency. In addition, this Council will focus on the underutilized categories and make recommendations for implementation strategies. The goals include, but are not limited to:

1. Diversity - Build and maintain a diverse workforce by recruiting from a broad range of qualified candidates.

2. Inclusion - Foster a culture that encourages collaboration, flexibility and fairness to enable all employees to contribute to their potential and increase retention.
3. Sustainability, Commitment, and Accountability Ensure inclusion and diversity become entrenched in our organizational culture and business practices.

b. The VADOC will conduct diversity self-assessment dialogues throughout the agency. The information and data obtained from these dialogue sessions will be reviewed to determine what modifications need to be implemented in order to address barriers to employment and/or retention with a focus geared toward the underutilized job categories.

c. The VADOC will continue to implement diverse Learning Teams throughout the agency to provide a setting where employees learn and work together. The Learning Teams discuss skills that are the building blocks of creating a healing, rewarding, and motivating organizational culture. The benefits of these teams include:

- \*Talking Together, Thinking Together, Learning Together, Working Together

- \*Common language

- \*Specific skills to engage with one another with less misunderstanding

- \*All voices can be heard

- \*Build up ideas together

Future lesson plans for these teams will be focused on diversity and inclusion efforts the VADOC is incorporating as part of its commitment to diversity in the workplace. The VADOC will select Asian and Hispanic employees to lead and/or actively participate on these teams to discuss topics such as barriers to recruitment and retention within these specific communities.

## **Step 6: Internal Dissemination**

1. Post a copy of the EEOP Utilization Report on the VADOC intranet site, thereby allowing all VADOC employees access to the report.
2. Place a hard-copy version of the EEOP Utilization Report in the VADOC Human Resources Office for employees to review.

## **Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Report of the VADOC public website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Virginia**

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 #/%	58/40%	0/0%	24/17%	0/0%	0/0%	0/0%	0/0%	0/0%	42/29%	0/0%	21/14%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	251,905/47%	12,950/2%	28,345/5%	535/0%	16,870/3%	165/0%	2,265/0%	1,100/0%	157,660/30%	8,440/2%	38,310/7%	440/0%	11,015/2%	110/0%	1,780/0%	835/0%
Utilization #/%	-7%	-2%	11%	-0%	-3%	-0%	-0%	-0%	-1%	-2%	7%	-0%	-2%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	440/25%	9/1%	147/8%	2/0%	11/1%	0/0%	0/0%	0/0%	667/38%	16/1%	468/26%	2/0%	10/1%	0/0%	0/0%	0/0%
CLS #/%	264,370/34%	12,735/2%	39,615/5%	605/0%	32,990/4%	255/0%	3,945/1%	1,975/0%	308,410/40%	14,010/2%	63,595/8%	495/0%	26,275/3%	325/0%	4,210/1%	1,780/0%
Utilization #/%	-9%	-1%	3%	0%	-4%	-0%	-1%	-0%	-2%	-1%	18%	0%	-3%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	170/50%	5/1%	14/4%	0/0%	2/1%	0/0%	0/0%	0/0%	101/29%	8/2%	41/12%	1/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	31,535/30%	1,830/2%	6,410/6%	40/0%	3,845/4%	80/0%	565/1%	245/0%	38,560/37%	1,965/2%	15,170/14%	170/0%	3,930/4%	0/0%	505/0%	275/0%
Utilization #/%	20%	-0%	-2%	-0%	-3%	-0%	-1%	-0%	-7%	0%	-2%	0%	-4%	0%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	765/34%	23/1%	434/19%	3/0%	9/0%	0/0%	0/0%	0/0%	479/21%	26/1%	490/22%	2/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	43,155/52%	3,115/4%	15,830/19%	160/0%	1,135/1%	10/0%	655/1%	215/0%	9,540/11%	850/1%	8,540/10%	60/0%	235/0%	0/0%	90/0%	90/0%
Utilization #/%	-17%	-3%	1%	-0%	-1%	-0%	-1%	-0%	10%	0%	12%	0%	-0%	0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	2101/40%	86/2%	1148/22%	5/0%	26/0%	0/0%	0/0%	0/0%	446/8%	40/1%	1411/27%	3/0%	6/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	108,400/35%	24,420/8%	43,545/14%	440/0%	4,095/1%	230/0%	2,240/1%	970/0%	69,015/22%	13,600/4%	35,330/11%	245/0%	3,660/1%	180/0%	1,490/0%	845/0%
Utilization #/%	5%	-6%	8%	-0%	-1%	-0%	-1%	-0%	-14%	-4%	15%	-0%	-1%	-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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,250/38 %	290/3%	685/8%	0/0%	275/3%	15/0%	90/1%	10/0%	2,980/35 %	140/2%	700/8%	35/0%	65/1%	0/0%	15/0%	10/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	124/9%	8/1%	94/7%	0/0%	1/0%	0/0%	0/0%	0/0%	609/46%	24/2%	457/35%	0/0%	7/1%	0/0%	0/0%	0/0%
CLS #/%	218,585/23 %	15,885/2 %	61,060/7 %	555/0%	18,370/2 %	345/0%	3,470/0%	1,550/0%	413,610/4 %	34,225/4 %	132,605/1 %	1,440/0%	26,020/3 %	525/0%	6,260/1%	2,395/0%
Utilization #/%	-14%	-1%	1%	-0%	-2%	-0%	-0%	-0%	2%	-2%	20%	-0%	-2%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	326/74%	7/2%	81/18%	1/0%	1/0%	0/0%	0/0%	0/0%	20/5%	0/0%	6/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	221,070/65 %	45,820/13 %	42,990/13 %	760/0%	6,705/2%	55/0%	2,295/1%	980/0%	11,690/3 %	1,510/0%	4,095/1%	25/0%	1,720/1%	0/0%	60/0%	125/0%
Utilization #/%	9%	-12%	6%	0%	-2%	-0%	-1%	-0%	1%	-0%	0%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	47/76%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/11%	1/2%	6/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	264,480/30 %	63,405/7 %	123,895/14 %	885/0%	18,360/2 %	180/0%	4,470/1%	2,235/0%	209,575/2 %	48,270/6 %	106,885/1 %	1,070/0%	21,900/3 %	275/0%	3,225/0%	2,110/0%
Utilization #/%	45%	-6%	-14%	-0%	-2%	-0%	-1%	-0%	-13%	-4%	-3%	-0%	-3%	-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>Officials/Administrators</b>					✓											
<b>Professionals</b>	✓	✓			✓		✓	✓		✓			✓		✓	✓
<b>Technicians</b>					✓				✓				✓			
<b>Protective Services: Sworn-Officials</b>	✓	✓			✓		✓	✓								
<b>Protective Services: Sworn-Patrol Officers</b>		✓			✓		✓	✓	✓	✓			✓		✓	✓
<b>Administrative Support</b>	✓	✓			✓		✓			✓			✓		✓	
<b>Skilled Craft</b>		✓			✓											
<b>Service/Maintenance</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>Investigator Supervisor (SIU)</b>																
Workforce #/%	1/33%	0/0%	2/67%	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%
<b>Sergeant</b>																
Workforce #/%	265/44%	12/2%	156/26%	2/0%	1/0%	0/0%	0/0%	0/0%	43/7%	3/0%	123/20%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	180/46%	3/1%	113/29%	1/0%	0/0%	0/0%	0/0%	0/0%	22/6%	0/0%	72/18%	1/0%	0/0%	0/0%	0/0%	0/0%
<b>Special Agent</b>																
Workforce #/%	14/64%	0/0%	3/14%	0/5%	1/5%	0/0%	0/0%	0/0%	2/9%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Major and Captains</b>																
Workforce #/%	103/39%	2/1%	69/26%	0/0%	1/0%	0/0%	0/0%	0/0%	35/13%	1/0%	54/20%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Probation Officer</b>																
Workforce #/%	176/21%	5/1%	81/10%	0/1%	5/1%	0/0%	0/0%	0/0%	318/38%	20/2%	221/27%	1/0%	3/0%	0/0%	0/0%	0/0%
<b>Deputy Chief Probation Officer</b>																
Workforce #/%	17/23%	1/1%	5/7%	0/1%	1/1%	0/0%	0/0%	0/0%	35/48%	2/3%	11/15%	0/0%	1/1%	0/0%	0/0%	0/0%
<b>Chief Probation Officer</b>																
Workforce #/%	9/20%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%	24/53%	0/0%	7/16%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	2101/40%	86/2%	1148/22%	5/0%	26/0%	0/0%	0/0%	0/0%	446/8%	40/1%	1411/27%	3/0%	6/0%	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 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: Pamela Sparkman

Employee Relations Manager

08-31-2020

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[signature]

[title]

[date]