

# EEO Utilization Report

## Organization Information

Name: Utah Attorney General's Office

City: Salt Lake City

State: UT

Zip: 84111

Type: State Attorney General or Prosecutor's Office

## **Step 1: Introductory Information**

### **Policy Statement:**

The Utah Office of the Attorney General is an equal opportunity employer and hiring is done without regard to race, color, religion, gender, national origin, age, disability, sexual orientation or gender identity. The Office provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. The goal of the Office is to hire the most qualified individuals and to provide employees with as many opportunities within the Office as possible to develop their skills.

## Step 4b: Narrative of Interpretation

The Utah Attorney General's Office in consultation with Human Resources has reviewed the Utilization Analysis and noted the following:

1. White females were under-represented in the Professional job category by -6%.
2. Asian males were under-represented in the Professional job category by -2%.
3. White females were under-represented in the Protective Services Sworn job category by -14%.
4. White males were under-represented in Administrative Support job category by -19%.

The Utah Attorney General's Office is committed to giving job opportunities to all qualified applicants equally. Steps have been taken to expand our recruitment efforts by reaching out to men/women and minority associations when there are job openings.

## Step 5: Objectives and Steps

### 1. To encourage Asian males to apply for vacancies in the Professional job categories.

- a. The Utah Attorney General's Office staff have attended and will continue to attend job fairs at the University of Utah and Brigham Young University law colleges to encourage law students and recent graduates to look for job opportunities with the Utah Attorney General's Office.
- b. The Utah Attorney General's Office continues to expand its recruitment efforts in posting open positions on the State of Utah job site, as well as advertised in the local online news sites and nationally on job sites such as Monster.com and Indeed.
- c. The Utah Attorney General's Office will review the composition of the applicant pool for all vacancies in the Professional job category in the last fiscal year to determine whether Asian males were under-represented.
- d. The Utah Attorney General's Office will continue to reach out to professional organizations when there are job openings for attorney positions.

### 2. To encourage white females to apply for vacancies in the Protective Services Sworn job categories.

- a. The Utah Attorney General's Office staff have attended and will continue to attend job fairs within the community, colleges and Workforce Services to look for applicants for job opportunities with the Utah Attorney General's Office.
- b. The Utah Attorney General's Office continues to expand its recruitment efforts in posting open positions on the State of Utah job site, as well as advertised in the local online news sites and nationally on job sites such as Monster.com and Indeed.
- c. The Utah Attorney General's Office will review the composition of the applicant pool for all vacancies in the Protective Services Sworn job category in the last fiscal year to determine whether white females were under-represented.
- d. The Utah Attorney General's Office will continue to reach out to professional organizations when there are job openings for Protective Services positions.

### 3. To encourage white males to apply for vacancies in the Administrative Support job categories.

- a. The Utah Attorney General's Office staff have attended and will continue to attend job fairs within the community, colleges and Workforce Services to look for applicants for job opportunities with the Utah Attorney General's Office.
- b. The Utah Attorney General's Office continues to expand its recruitment efforts in posting open positions on the State of Utah job site, as well as advertised in the local online news sites and nationally on job sites such as Monster.com and Indeed.
- c. The Utah Attorney General's Office will review the composition of the applicant pool for all vacancies in the Administrative Support job category in the last fiscal year to determine whether white males were under-represented.
- d. The Utah Attorney General's Office will continue to reach out to professional organizations when there are job openings for Administrative Support positions.

### 4. 1. To encourage white females to apply for vacancies in the Professional job categories.

- a. The Utah Attorney General's Office staff have attended and will continue to attend job fairs at the University of Utah and Brigham Young University law colleges to encourage law students and recent graduates to look for job

opportunities with the Utah Attorney General's Office.

b. The Utah Attorney General's Office continues to expand its recruitment efforts in posting open positions on the State of Utah job site, as well as advertised in the local online news sites and nationally on job sites such as Monster.com and Indeed.

c. The Utah Attorney General's Office will review the composition of the applicant pool for all vacancies in the Professional job category in the last fiscal year to determine whether white females were under-represented.

d. The Utah Attorney General's Office will continue to reach out to female professional organizations such as the Women Lawyers of Utah when there are job openings for attorney positions.

### **Step 6: Internal Dissemination**

1. Provide training to Division Directors and Executive team on the EEOP Utilization Report.
2. Send an email to all employees to let them know that a hard copy of the EEOP Utilization Report is available on request through the Human Resource Office.
3. Post a copy of the EEOP Utilization Report on the Utah Attorney General's Office intranet webpage.
4. Keep a hard copy of the EEOP Utilization Report on file in the Human Resources Office to be available for review upon request.

### **Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Report on the Utah Attorney General's Office public website.
2. Post a notification that the general public may request a hard copy through Constituent Services.
3. Notify all contractors and vendors that do business with the Utah Attorney General's Office that a hard copy of the Utilization Report is available on request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Salt Lake County, Utah**

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 #/%	4/44%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/33%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%
CLS #/%	42,335/58%	3,190/4%	510/1%	45/0%	885/1%	235/0%	194/0%	120/0%	22,885/31%	1,905/3%	200/0%	60/0%	535/1%	185/0%	230/0%	50/0%
Utilization #/%	-13%	7%	-1%	-0%	-1%	-0%	-0%	-0%	2%	-3%	-0%	-0%	10%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	171/57%	6/2%	0/0%	0/0%	1/0%	1/0%	1/0%	0/0%	105/35%	2/1%	2/1%	0/0%	7/2%	0/0%	2/1%	0/0%
CLS #/%	51,635/48%	1,755/2%	575/1%	105/0%	2,160/2%	195/0%	214/0%	220/0%	44,640/42%	2,565/2%	350/0%	270/0%	1,920/2%	210/0%	480/0%	270/0%
Utilization #/%	9%	0%	-1%	-0%	-2%	0%	0%	-0%	-6%	-2%	0%	-0%	1%	-0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	5/71%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%
CLS #/%	8,795/50%	630/4%	25/0%	90/1%	405/2%	35/0%	80/0%	4/0%	6,400/36%	640/4%	70/0%	40/0%	335/2%	4/0%	150/1%	20/0%
Utilization #/%	22%	-4%	-0%	14%	-2%	-0%	-0%	-0%	-36%	-4%	-0%	-0%	12%	-0%	-1%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	31/79%	2/5%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	2/5%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,200/69%	385/4%	140/2%	45/1%	135/2%	225/3%	45/1%	10/0%	1,675/19%	55/1%	0/0%	10/0%	0/0%	10/0%	15/0%	0/0%
Utilization #/%	10%	1%	-2%	-1%	-2%	5%	-1%	-0%	-14%	2%	0%	-0%	0%	-0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	500/33%	115/8%	0/0%	15/1%	0/0%	10/1%	20/1%	0/0%	800/53%	50/3%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	25/15%	4/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	117/72%	7/4%	1/1%	3/2%	4/2%	0/0%	0/0%	0/0%
CLS #/%	57,735/34%	6,370/4%	920/1%	195/0%	1,385/1%	515/0%	845/0%	265/0%	84,170/50%	10,650/6%	1,005/1%	555/0%	2,405/1%	1,425/1%	690/0%	455/0%

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	
	%								%	%							
Utilization #/%	-19%	-1%	0%	-0%	-1%	-0%	-0%	-0%	23%	-2%	0%	2%	1%	-1%	-0%	-0%	
<b>Skilled Craft</b>																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	36,140/72%	9,390/19%	260/1%	350/1%	720/1%	425/1%	260/1%	100/0%	1,740/3%	370/1%	0/0%	4/0%	185/0%	55/0%	20/0%	0/0%	
Utilization #/%																	
<b>Service/Maintenance</b>																	
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	
CLS #/%	49,350/38%	19,790/15%	1,685/1%	705/1%	2,680/2%	1,525/1%	450/0%	245/0%	32,665/25%	13,920/11%	835/1%	705/1%	2,790/2%	1,005/1%	295/0%	235/0%	
Utilization #/%																	

### 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>Professionals</b>					✓				✓							
<b>Protective Services: Sworn</b>									✓							
<b>Administrative Support</b>	✓															

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: Etta Adkins

Human Resource Director

02-03-2021

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