

# EEO Utilization Report

## Organization Information

Name: OFFICE OF THE DA 18TH

City: CENTENNIAL

State: CO

Zip: 80124

Type: County Attorney General or Prosecutor's Office

## **Step 1: Introductory Information**

### **Policy Statement:**

On January 8, 2013 upon appointment as District Attorney, the DA approved the policy manual for operations within his office. It is the ongoing policy and practice of the Office of the District Attorney 18th Judicial District of Colorado (District Attorneys Office) to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, national origin, sex, religion, age, disability, sexual orientation, transgendered status, creed, and retaliation. This policy of equal employment opportunity shall apply to all terms, conditions and privileges of employment, including: hiring, testing, training and development, promotion, transfer, compensation, benefits, educational assistance, discipline, terminations, layoffs, and social and recreation programs. The District Attorneys Office is committed to making employment decisions based on valid requirements and will analyze its personnel actions rigorously for compliance with this policy.

The purpose of the EEOP is to ensure full and equal participation of men and women, regardless of race or national origin, in the workforce of the District Attorneys Office. I personally endorse the EEOP, and I ask for employees continued assistance and support in maintaining an environment that reflects the District Attorneys Offices commitment to equal employment opportunity. All personnel with responsibility for employment and personnel decisions are directed to perform their duties in accordance with this policy. The Office has an EEOP Plan the current EEOP Utilization report is available by request from the HR Department.

## **Step 4b: Narrative of Interpretation**

For our internal review we added additional analysis, we included two counties for our review and we believe the following areas to be are largest under-utilized classes.

In reviewing the Utilization Analysis Chart the Human Resources department for the Office made the following observations:

Our only underrepresentation of two standard deviations or more are white males in our administrative class. This is considered insignificant considering this class includes our victim witness assistant job title in which we have no male employees. This is consistent with the job requirements of the position and number of white males applying for the position.

## **Step 5: Objectives and Steps**

### **1. Objectives**

- a. The Office has obtained lawyers statistics from the Colorado Supreme Court registrations and compared those statistics with our professional class and the utilization statistics are more favorable. We have also reached out to the largest law enforcement agencies in our jurisdiction to obtain their EEOC stats to determine if our populations are a result of our location and participants in law enforcement or if additional steps need to be taken. In consideration of our under-utilization it is important to understand our sworn officers department doesnt seek entry level participants but relies on staffing the department with seasoned investigators starting with 8-10 years of related experience. With a small department of 20 uniformed officers a barrier to qualified applicants is the size and promotional opportunities compared to larger agencies.

## **Step 6: Internal Dissemination**

A hard copy of the EEOP Utilization plan is distributed to all of our supervising employees. The report is also available on our intranet and distributed to all new hires as part of our onboarding practices. Our policy manual includes instruction on how the current EEOP Utilization Plan can be accessed.

## **Step 7: External Dissemination**

A copy of our plan has been placed in our waiting areas in our administrative office and in the victim waiting area in each of our largest justice centers. The plan can also be found on our website with our current job openings.

**Utilization Analysis Chart**  
**Relevant Labor Market: Arapahoe County, Colorado**

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 #/%	9/35%	1/4%	0/0%	0/0%	2/8%	0/0%	0/0%	0/0%	12/46%	0/0%	0/0%	0/0%	2/8%	0/0%	0/0%	0/0%
CLS #/%	22,335/50%	1,875/4%	945/2%	60/0%	565/1%	30/0%	199/0%	50/0%	15,635/35%	1,470/3%	1,125/2%	30/0%	415/1%	0/0%	310/1%	55/0%
Utilization #/%	-15%	-0%	-2%	-0%	6%	-0%	-0%	-0%	11%	-3%	-2%	-0%	7%	0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	27/33%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	43/52%	4/5%	4/5%	0/0%	2/2%	0/0%	1/1%	0/0%
CLS #/%	23,980/40%	1,390/2%	1,250/2%	45/0%	1,485/2%	0/0%	320/1%	230/0%	26,440/44%	2,125/4%	1,055/2%	80/0%	1,110/2%	35/0%	325/1%	105/0%
Utilization #/%	-7%	-2%	-1%	-0%	-2%	0%	-1%	-0%	8%	1%	3%	-0%	1%	-0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	4/25%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/62%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%
CLS #/%	3,330/46%	310/4%	115/2%	0/0%	215/3%	0/0%	55/1%	20/0%	2,455/34%	300/4%	170/2%	0/0%	190/3%	0/0%	24/0%	75/1%
Utilization #/%	-21%	2%	-2%	0%	-3%	0%	-1%	-0%	29%	-4%	-2%	0%	4%	0%	-0%	-1%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,855/64%	330/7%	420/9%	20/0%	50/1%	0/0%	35/1%	0/0%	545/12%	140/3%	60/1%	0/0%	40/1%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	9/64%	1/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	3/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,510/32%	210/4%	185/4%	35/1%	265/6%	0/0%	15/0%	0/0%	2,035/43%	65/1%	165/3%	0/0%	255/5%	0/0%	35/1%	0/0%
Utilization #/%	33%	3%	3%	-1%	-6%	0%	-0%	0%	-21%	-1%	-3%	0%	-5%	0%	-1%	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 #/%	145/45%	30/9%	0/0%	0/0%	0/0%	0/0%	15/5%	0/0%	120/37%	15/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/77%	2/7%	1/3%	0/0%	1/3%	0/0%	2/7%	0/0%
CLS #/%	23,470/29%	3,215/4%	2,375/3%	285/0%	990/1%	0/0%	495/1%	230/0%	35,880/45%	6,830/9%	3,200/4%	390/0%	1,845/2%	45/0%	480/1%	290/0%
Utilization #/%	-29%	-1%	-3%	-0%	-1%	0%	-1%	-0%	32%	-2%	-1%	-0%	1%	-0%	6%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,565/59%	5,060/26%	765/4%	190/1%	270/1%	85/0%	230/1%	75/0%	855/4%	235/1%	60/0%	45/0%	45/0%	0/0%	0/0%	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 #/%	14,105/28%	8,790/17%	2,030/4%	155/0%	1,330/3%	110/0%	375/1%	95/0%	12,250/24%	6,925/14%	2,045/4%	150/0%	1,710/3%	35/0%	455/1%	185/0%
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>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-Patrol Officers</b>																
Workforce #/%	9/64%	1/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	3/21%	0/0%	0/0%	0/0%	0/0%	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: Jeff Ulrich

Controller

09-20-2019

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