

EEOP Utilization Report



Thu May 05 12:48:21 EDT 2016

Step 1: Introductory Information

Grant Title: Victims of Crime Act (VOCA) **Grant Number:** 2013-VA-GX-0035
Grantee Name: Prosecuting Attorneys' Council of Georgia **Award Amount:** \$307,858.00
Grantee Type: State Government Agency
Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
Contact Person: Kathy Kemp **Telephone #:** 770-282-6364
Contact Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
State Granting Agency: Criminal Justice Coordinating Council of Georgia **Grant Number:** C13-8-103
Contact Name: Ayanna Campbell Williams
Contact Address: 104 Marietta Street, Suite 440
Atlanta, Georgia
30303
Telephone #: 404-657-2078

Grant Title: Victims of Crime Act (VOCA) **Grant Number:** 2014-VA-GX-0028
Grantee Name: Prosecuting Attorneys' Council of Georgia **Award Amount:** \$3,427,527.00
Grantee Type: State Government Agency
Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
Contact Person: Kathy Kemp **Telephone #:** 770-282-6364
Contact Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
State Granting Agency: Criminal Justice Coordinating Countil (CJCC) **Grant Number:** C14-8-108
Contact Name: Ayanna Campbell Williams
Contact Address: 440 Marietta Street, Suite 440
Atlanta, Georgia
30303
Telephone #: 404-657-2078

Grant Title: Victims of Crime Act (VOCA) **Grant Number:** 2015-VA-GX-0057
Grantee Name: Prosecuting Attorneys' Council of Georgia **Award Amount:** \$3,372,800.00
Grantee Type: State Government Agency
Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
Contact Person: Kathy Kemp **Telephone #:** 770-282-6364
Contact Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
State Granting Agency: Criminal Justice Coordinating Council **Grant Number:** C15-8-153
Contact Name: Ayanna Campbell Williams
Contact Address: 104 Marietta Street, Suite 440
Morrow, Georgia
30260
Telephone #: 404-657-2078

Grant Title: Victims of Crime Act (VOCA) **Grant Number:** 2015-VA-GX-0057
Grantee Name: Prosecuting Attorneys' Council of Georgia **Award Amount:** \$600,000.00
Grantee Type: State Government Agency
Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
Contact Person: Kathy Kemp **Telephone #:** 770-282-6364
Contact Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260
State Granting Agency: Criminal Justice Coordinating Council **Grant Number:** C15-8-154
Contact Name: Ayanna Campbell Williams
Contact Address: 104 Marietta Street, Suite 440
Atlanta, Georgia
30303
Telephone #: 404-657-2078

Grant Title: Edward Byrne Memorial Justice Assistance Grant **Grant Number:** 2014-DJ-BX-0808

Grantee Name: Prosecuting Attorneys' Council of Georgia **Award Amount:** \$311,000.00

Grantee Type: State Government Agency

Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260

Contact Person: Kathy Kemp **Telephone #:** 770-282-6364

Contact Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260

State Granting Agency: Criminal Justice Coordinating Council **Grant Number:** B14-8-017

Contact Name: John McGahee

Contact Address: 104 Marietta Street, Suite 440
Atlanta, Georgia
30303

Telephone #: 404-657-2219

Grant Title: Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program **Grant Number:** 2014-WE-AX-0032

Grantee Name: Prosecuting Attorneys' Council of Georgia **Award Amount:** \$39,000.00

Grantee Type: State Government Agency

Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260

Contact Person: Kathy Kemp **Telephone #:** 770-282-6364

Contact Address: 1590 Adamson Parkway, Fourth Floor
Morrow, Georgia
30260

State Granting Agency: Criminal Justice Coordinating Council **Grant Number:** S14-8-006

Contact Name: Amy Hutsell

Contact Address: 104 Marietta Street, Suite 440
Atlanta, Georgia
30303

Telephone #: 404-657-1956

Policy Statement:

It is the policy of the Prosecuting Attorneys Council of Georgia (the Council) to select, develop and promote employees based on individual ability and job performance, and to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, ancestry, age, disability or sexual orientation. This policy affects decisions including, but not limited to, an employees compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, transfer, and other privileges of employment. The Council will maintain a work environment free of sexual harassment and intimidation. The Council will comply with the letter and spirit of applicable state and federal statutes concerning equal employment opportunity. This policy will follow the guidelines for equal employment opportunity in accordance with the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973 and applicable state and federal statutes.

Step 4b: Narrative Underutilization Analysis

1. White males were significantly under-represented in the Administrative Support Category (-19%). Typically the majority of applications received for these positions are from female applicants, despite recruitment and outreach efforts that target both males and females. We do not believe this is a concern we must address with corrective action.
2. Hispanic or Latino males were slightly under-represented in the Professionals (-1%) and Administrative Support (-2%) job category.
3. Black or African American males were significantly under-represented in the following job categories: Protective Services: Sworn (-22%), Administrative Support (-8%).
4. Asian males were slightly under-represented in the Professionals (-2%) job category.
5. Hispanic females were slightly under-represented in the Professionals (-1%) job category.
6. Black or African American females were significantly under-represented in the following job categories: Professionals (-9%), Protective Services: Sworn (-11%) Administrative Support (-7%).

PACs efforts to make our workforce more representative of the community at large remains an ongoing process that we will continually address with the below outlined objectives and steps.

Note that the employment data tracked by the Prosecuting Attorneys Council of Georgia (PAC) represents state-paid positions only and does not track employment data for the significantly higher number of county-paid positions in each of the 50 offices represented in this report. A significant issue in the under representation of African Americans can be seen in the pay disparities between county and state employees in Georgias metropolitan areas. In general, the local county agencies offer better starting pay and higher pay per classification than do state agencies. As a conclusion, the state body may end up under represented because applicants choose the higher salaried jobs.

Step 5 & 6: Objectives and Steps

1. 1. To encourage Black of African American males to apply for vacancies in the Protective Services: Sworn and Administrative Support job categories.

- a. PAC will conduct a more detailed workforce analysis to identify particular departments, offices, or job positions that represent significant underutilization of Black or African American males in these categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, PAC will create a recruitment action plan that includes targeted outreach initiatives.
- b. PAC will undertake to ascertain appropriate staffing sources from the surrounding area. These will include, where appropriate, open employment announcements in various media outlets, postings through the Job Exchange operated by the state of Georgia, the minority professional network, the National Organization of Blacks in Government, the National Black Police Association, the 100 Black Men of America and the National Association of African Americans in Human Resources.
- c. PAC will review the applicant flow data for vacancies in the last fiscal year in these job categories to determine whether any step in the selection process may have had a significant impact on screening out Black or African American male applicants. Based on the results, PAC will consider modifying its candidate selection process.

2. 2. To encourage black females to apply for vacancies in the Professionals, Protective Services: Sworn and Administrative Support job categories

- a. PAC will conduct a more detailed workforce analysis to identify particular departments, offices, or job positions that represent significant underutilization of Black or African American females these categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, PAC will create a recruitment action plan that includes targeted outreach initiatives.
- b. Our organization will designate a person on our state prosecution support team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant Black or African American women members. In the next twelve months, our organization will make contacts with at least one of the following institutions: Georgia Association of Black Women Attorneys, the GATE City Bar Association, the Association for Legal Career Professionals and the 100 Black Women of America.

c. PAC will review the applicant flow data for vacancies in the last fiscal year in these job categories to determine whether any step in the selection process may have had a significant impact on screening out Black or African American female applicants. Based on the results, PAC will consider modifying its candidate selection process.

Step 7a: Internal Dissemination

1. Distribute both hard and digital copies of the EEOP Utilization Report to all elected District Attorneys in the forty-nine Judicial Circuits located throughout the state of Georgia.
2. Send an e-mail to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of the EEOP Utilization Report on the PACGA public website www.pacga.org for access by internal users.
4. Post a copy of the EEOP Utilization Report on the PACGA's Bulletin board, an in-house communication notice.

Step 7b: External Dissemination

1. Advise all District Attorneys to maintain hard copies of the EEOP Utilization Report in their office should they be requested by external users.
2. Post a copy of the EEOP Utilization Report on the PACGA's public website, www.pacga.org for access by external users.
3. Include on all job announcements for PACGA positions that applicants may obtain a copy of the PACGA's EEOP Utilization Report on request.
4. Notify all contractors and vendors that do business with the PACGA that a copy of the EEOP Utilization Report is available on request.

Utilization Analysis Chart
Relevant Labor Market: Georgia

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 #/%	36/61%	0/0%	5/8%	0/0%	0/0%	0/0%	3/5%	0/0%	12/20%	0/0%	2/3%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	251,170/46%	11,700/2%	46,260/8%	660/0%	12,280/2%	60/0%	1,630/0%	1,045/0%	148,730/27%	7,115/1%	60,260/11%	470/0%	6,600/1%	100/0%	1,670/0%	795/0%
Utilization #/%	15%	-2%	0%	-0%	-2%	-0%	5%	-0%	-7%	-1%	-8%	-0%	0%	-0%	-0%	-0%
Professionals																
Workforce #/%	202/47%	0/0%	21/5%	1/0%	4/1%	1/0%	9/2%	0/0%	152/36%	1/0%	24/6%	1/0%	4/1%	2/0%	5/1%	0/0%
CLS #/%	226,720/30%	10,990/1%	53,665/7%	550/0%	22,685/3%	200/0%	1,945/0%	1,890/0%	288,640/38%	11,900/2%	108,280/14%	550/0%	17,240/2%	125/0%	3,110/0%	1,675/0%
Utilization #/%	17%	-1%	-2%	0%	-2%	0%	2%	-0%	-3%	-1%	-9%	0%	-1%	0%	1%	-0%
Technicians																
Workforce #/%	1/33%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	31,885/28%	1,535/1%	10,580/9%	160/0%	3,320/3%	30/0%	439/0%	300/0%	39,690/35%	1,720/1%	22,065/19%	105/0%	2,470/2%	0/0%	265/0%	275/0%
Utilization #/%	6%	-1%	24%	-0%	-3%	-0%	-0%	-0%	-1%	-1%	-19%	-0%	-2%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	53/62%	1/1%	4/5%	1/1%	0/0%	0/0%	4/5%	0/0%	17/20%	0/0%	4/5%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	40,200/45%	1,655/2%	23,210/26%	110/0%	295/0%	40/0%	535/1%	485/1%	7,250/8%	550/1%	13,645/15%	85/0%	155/0%	35/0%	90/0%	155/0%
Utilization #/%	17%	-1%	-22%	1%	-0%	-0%	4%	-1%	12%	-1%	-11%	-0%	-0%	-0%	1%	-0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,690/33%	60/1%	845/16%	4/0%	50/1%	0/0%	10/0%	0/0%	1,340/26%	50/1%	1,045/20%	20/0%	0/0%	0/0%	35/1%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	9/4%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%	174/69%	6/2%	33/13%	0/0%	1/0%	1/0%	25/10%	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 #/%	261,615/23%	18,005/2%	101,170/9%	730/0%	15,995/1%	200/0%	2,265/0%	2,040/0%	449,125/40%	30,750/3%	225,760/20%	1,495/0%	16,470/1%	475/0%	5,565/0%	3,380/0%
Utilization #/%	-19%	-2%	-8%	-0%	-1%	-0%	-0%	-0%	29%	-0%	-7%	-0%	-1%	0%	9%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	237,220/61%	58,690/15%	59,380/15%	865/0%	4,850/1%	165/0%	1,940/1%	1,580/0%	12,055/3%	1,905/0%	7,265/2%	50/0%	1,260/0%	105/0%	120/0%	40/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	305,795/27%	121,600/1%	216,040/19%	1,380/0%	16,855/1%	305/0%	3,185/0%	2,340/0%	216,555/19%	55,885/5%	187,810/16%	590/0%	18,065/2%	130/0%	2,865/0%	2,320/0%
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
Professionals		✓			✓					✓	✓					
Protective Services: Sworn			✓								✓					
Administrative Support	✓	✓	✓								✓					

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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Mark Williams

Chief Financial Officer

05-05-2016

[signature]

[title]

[date]