

# EEO Utilization Report

## Organization Information

Name: North Dakota Department Of Corrections And Rehabilitation Division  
Of Juvenile Services

City: Bismarck

State: ND

Zip: 58502

Type: State Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

It is the policy of the State, and the North Dakota Department of Corrections and Rehabilitation, to prohibit discrimination on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer, to prevent and eliminate discrimination in employment relations, public accommodations, housing, state and local government services, and credit transactions; and to deter those who aid, abet, or induce discrimination, or coerce others to discriminate.

## Step 4b: Narrative of Interpretation

After reviewing the Utilization Analysis Chart, the Human Resources Division for the North Dakota Department of Corrections and Rehabilitation, Division of Juvenile Services (NDDOCR-DJS) made the following observations: In Protective Services, Non-sworn job category, there is a underutilization of White females (-59%).

The underutilization of white females in the above category shows no significant changes or no improvement in increasing utilization of white females in that job category from the 2015 EEO report for the North Dakota Department of Corrections and Rehabilitation, Division of Juvenile Services.

The NDDOCR-DJS is committed to having a workforce that reflects the community it serves. The NDDOCR-DJS will analyze its recruitment and retention practices and determine if there may be ways to attract more White females to apply for entry-level Protective Services, Non-sworn positions.

## Step 5: Objectives and Steps

### 1. The DOCR-DJS will identify reasons or barriers why white females are underrepresented in the Protective Services, Non-sworn job category within the Division of Juvenile Services.

- a. Each time a position is filled, the job description is reviewed to assure the needs of the Division of Juvenile Services (DJS) are met and the qualifications for the position match those needs. DJS will continue to periodically review position descriptions and qualifications with the North Dakota Office of Management and Budget, 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, more diverse 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, Division of Juvenile Services (DOCR-DJS) 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-DJS, Protective Services, 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, 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 applicants/employees from other areas within the state and from states bordering North Dakota.
- d. HR and facility personnel will increase attendance at 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-DJS 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, Indeed.com, 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-DJS will continue to use the DOCR web sites 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 and Rehabilitation (NDDOCR) 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 at any time.

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.

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 external 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 DJS EEOP.

The EEOP is posted on the Department's Internet website at <https://docr.nd.gov/reports-and-statistics>.

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 #/%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/33%	1/8%	1/8%	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 #/%	-15%	-0%	-0%	-1%	-0%	-0%	-0%	0%	3%	8%	8%	-1%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	6/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	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 #/%	9%	-0%	-0%	-1%	-1%	-0%	-0%	-0%	-3%	-0%	-0%	-2%	-1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	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 #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	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 #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	21/40%	2/4%	5/10%	3/6%	1/2%	0/0%	0/0%	0/0%	19/37%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	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 #/%	9%	4%	10%	1%	2%	0%	0%	0%	-23%	0%	0%	-4%	2%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	11/73%	0/0%	1/7%	3/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	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%

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 #/%	41%	-0%	6%	19%	-0%	0%	-0%	-0%	-60%	-1%	-0%	-2%	-0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	4/100%	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%	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 #/%	11%	-2%	-0%	-3%	-0%	-0%	-1%	-0%	-4%	-0%	-0%	-0%	-0%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	1/33%	0/0%	0/0%	1/33%	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 #/%	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 #/%	-17%	-2%	-1%	31%	-0%	-0%	-0%	-0%	-6%	-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: Non-sworn</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: Travis Engelhardt

HR Director

10-18-2021

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