

EEO Utilization Report

Organization Information

Name: Prosecuting Attorneys' Council Of Georgia

City: Morrow

State: GA

Zip: 30260

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

It is the policy of the Prosecuting Attorneys Council of Georgia (PAC) 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, gender, national origin, ancestry, age, disability, or sexual orientation. This policy affects decisions including, but not limited to, an employee's 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.

Following File has been uploaded:PAC Policy_2_10_equal_employment_opportunity.pdf

Step 4b: Narrative of Interpretation

1. White males were significantly under-represented in the Administrative Support category (-21%). The majority of applications received for these positions come from females, despite recruitment efforts that target all races and genders
2. Hispanic/Latino males were slightly under-represented in the Professionals category (-1%) despite recruitment efforts that target all races and genders
3. Black males were under-represented in the Professionals category (-2%) despite recruitment efforts that target all races and genders
4. Black males were under-represented in the Administrative Support category (-9%). The majority of applications for these positions come from females, despite recruitment efforts that target all races and genders
5. Asian males were under-represented in the Professionals category (-2%) despite recruitment efforts that target all races and genders
6. Black females were under-represented in the Professionals category (-6%) despite recruitment efforts that target all races and genders.
7. Black females were under-represented the Administrative Support category (-7%) despite recruitment efforts that target all races and genders.
8. Asian females were slightly under-represented in the Professionals category (-1%) despite recruitment efforts that target all races and genders

Note: The employment data tracked by 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. Further, although PAC serves as the fiscal agent for all 50 of the represented offices, PAC staff has hiring authority in only 1 office representing 41 staff members. The other 750 employees are at-will staff members in one of the 49 District Attorney (DA) offices in Georgia. The elected DA in each of those 49 circuits has sole authority over hiring in his or her respective office.

Step 5: Objectives and Steps

1. To ensure equal employment opportunities for WHITE MALES when our organization fills vacancies that become available in the ADMINISTRATIVE SUPPORT job categories

- a. In the next 3 months, PAC will create a recruitment policy that encompasses recruitment activities specifically targeted at encouraging a diverse candidate pool for open positions; and identify any issues that may pose barriers for White males (i.e. examine applicant flow data for recent vacancies; review job advertising practices and evaluate hiring/retention).
- b. In the next 6 months, PAC will conduct a more detailed workforce analysis to identify particular departments, offices, or job positions that represent significant underutilization of White males in the Administrative Support category. Based on the results of the analysis and annual personnel data, PAC will use this data to create outreach initiatives.
- c. In the next 12 months, PAC will review our recruitment policy, hiring practices and evaluate our progress. Based on the results, PAC will consider modifying its candidate selection process and making recommendations to hiring supervisors and managers about diversity initiatives.

2. To ensure equal employment opportunities for HISPANIC MALES when our organization fills vacancies that become available in the PROFESSIONAL job categories

- a. In the next 3 months, PAC will create a recruitment policy that encompasses recruitment activities specifically targeted at encouraging a diverse candidate pool for open positions; and identify any issues that may pose barriers for Hispanic or Latino males (i.e. examine applicant flow data for recent vacancies; review job advertising practices and evaluate hiring/retention).
- b. In the next 6 months, PAC will designate an employee from the human resources department to make contact with one of the following professional organizations with significant Hispanic or Latino members to advertise professional job announcements; the Georgia Hispanic Bar Association and the Latin American Chamber of Commerce.
- c. In the next 12 months, PAC will review our recruitment policy, hiring practices and evaluate our progress. Based on the results, PAC will consider modifying its candidate selection process and making recommendations to hiring

supervisors and managers about diversity initiatives.

3. To ensure equal employment opportunities for AFRICAN AMERICAN MALES when our organization fills vacancies that become available in the ADMINISTRATIVE SUPPORT and PROFESSIONALS job categories

- a. In the next 3 months, PAC will create a recruitment policy that encompasses recruitment activities specifically targeted at encouraging a diverse candidate pool for open positions; and identify any issues that may pose barriers for African American males (i.e. examine applicant flow data for recent vacancies; review job advertising practices and evaluate hiring/retention).
- b. In the next 6 months, PAC will designate an employee from our state prosecution support team to serve as Outreach Coordinator and make contact with one of the following educational institutions; Morehouse College, Savannah State University and Fort Valley State University.
- c. In the next 6 months, PAC will designate an employee from the human resources department to post open employment announcements in various media outlets to include; the National Organization of Blacks in Government, the 100 Black Men of America and the National Association of African Americans in Human Resources.
- d. In the next 12 months, PAC will review our recruitment policy, hiring practices and evaluate our progress. Based on the results, PAC will consider modifying its candidate selection process and making recommendations to hiring supervisors and managers about diversity initiatives.

4. To ensure equal employment opportunities for ASIAN MALES when our organization fills vacancies that become available in the PROFESSIONALS job categories

- a. In the next 3 months, PAC will create a recruitment policy that encompasses recruitment activities specifically targeted at encouraging a diverse candidate pool for open positions; and identify any issues that may pose barriers for Asian males (i.e. examine applicant flow data for recent vacancies; review job advertising practices and evaluate hiring/retention).
- b. In the next 6 months, PAC will designate an employee from the human resources department to make contact with one of the following professional organizations with significant Asian members to advertise professional job announcements; the National Asian American Bar Association, Asian American Justice Center, and the Asian American Government Executives Network.
- c. In the next 12 months, PAC will review our recruitment policy, hiring practices and evaluate our progress. Based on the results, PAC will consider modifying its candidate selection process and making recommendations to hiring supervisors and managers about diversity initiatives.

5. To ensure equal employment opportunities for AFRICAN AMERICAN FEMALES when our organization fills vacancies that become available in the ADMINISTRATIVE SUPPORT and PROFESSIONALS job categories

- a. In the next 3 months, PAC will create a recruitment policy that encompasses recruitment activities specifically targeted at encouraging a diverse candidate pool for open positions; and identify any issues that may pose barriers for African American females (i.e. examine applicant flow data for recent vacancies; review job advertising practices and evaluate hiring/retention).
- b. In the next six months, PAC will designate an employee from our state prosecution support team to serve as Outreach Coordinator and make contact with one of the following educational institutions; Spellman College, Clark Atlanta University and Albany State University.
- c. In the next six months, PAC will designate an employee from the human resources department to make contact with one of the following professional organizations with significant African American female members to advertise professional job announcements; Georgia Association of Black Women Attorneys, the GATE City Bar Association, 100 Black Women of America.
- d. In the next 12 months, we will review our recruitment policy, hiring practices and evaluate our progress. Based on the results, PAC will consider modifying its candidate selection process and making recommendations to hiring supervisors and managers about diversity initiatives.

6. To ensure equal employment opportunities for ASIAN FEMALES when our organization fills vacancies that become available in the PROFESSIONALS job categories

- a. In the next 3 months, PAC will create a recruitment policy that encompasses recruitment activities specifically targeted at encouraging a diverse candidate pool for open positions; and identify any issues that may pose barriers for Asian females (i.e. examine applicant flow data for recent vacancies; review job advertising practices and evaluate hiring/retention).

- b. In the next 6 months, PAC will designate an employee from the human resources department to make contact with one of the following professional organizations with significant Asian members to advertise professional job announcements; the National Asian American Bar Association, Asian American Justice Center, and the Asian American Government Executives Network.
- c. In the next 12 months, PAC will review our recruitment policy, hiring practices and evaluate our progress. Based on the results, PAC will consider modifying its candidate selection process and making recommendations to hiring supervisors and managers about diversity initiatives.

Step 6: Internal Dissemination

1. Distribute both hard and digital copies of the EEOP Utilization Report along with a copy of PAC's Policy 11.2 Equal Employment Opportunity to all elected District Attorneys in the 49 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 PAC public website www.pacga.org for access by internal users.
4. Post a copy of the EEOP Utilization Report on the PAC's Bulletin board, an in-house communication notice.

Step 7: 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 PAC's public website, www.pacga.org for access by external users.
3. Include on all job announcements for PAC positions that applicants may obtain a copy of PAC's EEOP Utilization Report on request.
4. Notify all contractors and vendors that PAC is an Equal Opportunity Employer and 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 #/%	3/50%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	1/17%	0/0%	0/0%	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 #/%	4%	-2%	8%	-0%	-2%	-0%	-0%	-0%	-10%	-1%	6%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	264/43%	3/0%	29/5%	2/0%	4/1%	1/0%	1/0%	0/0%	245/39%	8/1%	55/9%	1/0%	6/1%	1/0%	1/0%	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 #/%	12%	-1%	-2%	0%	-2%	0%	-0%	-0%	1%	-0%	-6%	0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	0/	0/	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 #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	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 #/%																
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 #/%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	134/81%	3/2%	21/13%	1/1%	0/0%	1/1%	1/1%	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 #/%	-21%	-2%	-9%	-0%	-1%	-0%	-0%	-0%	42%	-1%	-7%	0%	-1%	1%	0%	-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		✓	✓		✓						✓		✓			
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 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: Todd Ashley

Deputy Director

07-17-2018

[signature]

[title]

[date]