

EEO Utilization Report

Organization Information

Name: California Department Of Justice, Office Of The Attorney General,
Division Of Medi-Cal Fraud And Elder Abuse

City: Sacramento

State: CA

Zip: 95814

Type: State Law Enforcement

Step 1: Introductory Information

Policy Statement:

The California Department of Justice (Department) actively and affirmatively pursues a course of equal employment opportunity by building and maintaining a diverse workforce with high standards for excellence. State and federal laws require a commitment to equal employment opportunity and a workplace that is free from any form of unlawful discrimination, including harassment and retaliation.

The Equal Employment Rights and Resolution (EER&R) Office has statewide responsibility for administering the Equal Employment Opportunity Program for the Department. This includes reviewing employment policies, monitoring the selection process, recommending changes, and advising executive staff, managers, and supervisors on important and sensitive issues which may have equal employment opportunity considerations.

Unlawful discrimination or harassment, whether intentional or unintentional, is a violation of the civil rights of California citizens. It is the philosophy of the Department to provide equal employment opportunities to both applicants and employees, regardless of age, ancestry, color, disability, gender, gender identity, gender expression, national origin, political affiliation/opinion, race, religion, sexual orientation, veteran/military status, or marital status. The Department has zero tolerance for all such behavior.

Step 4b: Narrative of Interpretation

The Utilization Analysis Chart relies on the most current U.S. Census data for the Relevant Labor Market (RLM) statistics that are compared against the Departments demographic data. The use of older RLM data does not reflect recent changes to the composition of California's workforce demographics and therefore affects the quality of this analysis. It is important to note that some examination statistical reports are allowing employees to select "Other" for ethnicity, which also affects the analysis of the data.

A review of the Departments underutilizations with standard deviations greater than two revealed one significant underutilization in the Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The DMFEA has significant underutilization in the White male category (-15 percent). The administrative support classifications within DMFEA represent a total of 35 employees, of which 80 percent are female. The major classification groups contained in Administrative Support are: Executive Assistants, Legal Secretaries, Office Technicians, and Office Assistants.

Step 5: Objectives and Steps

1. Expand recruitment and outreach in underutilized categories

a. The Department's diversity-focused recruiting efforts are conducted in cooperation with the Department's Employee Advisory Committees (EAC). See section 1c for more information. Due to the COVID-19 pandemic, most recruiting events have been postponed or moved to a virtual platform. As the Department looks forward, in-person events are being scheduled. The Department is planning on attending more in-person events in the near future. The Department's Hiring and Recruitment Unit is focused on identifying and attending virtual career fairs and events that draw in highly-qualified and diverse candidates. The Department plans to continue utilizing the support and resources of the EACs to expand outreach efforts and address the Department's underutilized categories.

b. The Department's Hiring and Recruitment Unit was able to secure a new online job board to increase the visibility of the Department's job postings. The Careers In Government webpage receives over 750,000 public sector job seekers monthly to its own job board and partners with private sector job boards and aggregators to reach more than 21 million job seekers per month. Careers In Government also advertises various job opportunities to their National Diversity Network of job boards which includes:

African American Job Network
Asian Job Network
disABILITY Job Network
Latino Job Network
LGBT Job Network
Womens Job Network
Veteran Job Network

c. The Department's recruiting efforts prioritize broad and inclusive outreach to assist in creating diverse candidate pools. The Department utilizes its nine EACs to help support this goal. The EACs receive regular reports of Departmental job postings, which are provided to various diverse organizations and associations. The EACs also share diverse recruiting plans and ideas with the Department's Hiring and Recruitment Unit. The nine EACs are:

1. Asian/Pacific Islander Employees Advisory Committee
2. Black Employees Advisory Committee
3. Disabled Employees Advisory Committee
4. Hispanic Employees Advisory Committee
5. Lesbian, Gay, Bisexual, Transgender, Queer, + Employees Advisory Committee
6. Middle Eastern and South Asian Employees Advisory Committee
7. Native American Employees Advisory Committee
8. Veteran Employees Advisory Committee
9. Women Employees Advisory Committee

d. The Department focuses on recruiting several specific job classifications in the Technical, Administrative Support, Professional, and Sworn Patrol Officer categories. The Department's recruitment plan includes establishing itself as an employer of choice in California and to attract, hire and retain diverse and highly qualified employees. To fulfill this goal, the Department launches large-scale recruitment campaigns, develops partnerships with diversity

organizations, and hosts or attends regular recruiting events.

e. The Department's Division of Law Enforcement continues to build partnerships with civic and community-based organizations. Because law enforcement affects all communities, the Department believes that its diverse staff should have an opportunity to provide suggestions on how the Department's Law Enforcement Officers are recruited. In May of 2022, the Lead Recruiter for the Division of Law Enforcement and the Hiring and Recruitment Unit Manager flew to Southern California and visited two different field offices to speak to the Special Agents about recruiting best practices. The presentations focused on providing the Special Agents with relevant information so that they would be able to recruit without needing a Recruiter to be present. The Hiring and Recruitment Unit recently sought suggestions from all of the EACs in an effort to glean insight regarding outreach. The Department will continue to seek out and attend various diverse career fairs statewide.

f. The Department will continue to participate in diverse recruiting events. The COVID-19 pandemic significantly decreased the number of opportunities available. However, the Department still attended numerous events in-person or virtually. Some of these recruiting events and career fairs include participating in a panel for the Mexican American Bar Association and attending the Women Lawyers Association of Los Angeles, the Sacramento Region Diversity Career Fair, the National Filipino American Lawyers Association-Pinay Trial Attorneys Career Fair, and the Lavender Law Conference and Career Fair.

g. The list of recruiting events will grow significantly. The Department plans to participate or has already participated in the following recruiting events in 2022-2023 to further engage in broad and inclusive recruiting in an effort to address the Department's underutilized categories:

National Disability Employment Awareness Month Celebration - October 2022

California State Bar Diversity Summit - October 2022

Public Interest/Public Sector Fair - February 2023

Bay Area Diversity Career Fair - July 2023

h. The Department continues to build and strengthen relationships with community-based Bar associations and has started networking with the Minority Bar Coalition, a network of over 40 diverse Bar associations. The goal is to find events where the Department can engage highly qualified and diverse legal professionals.

2. Ensure hiring and promotional practices provide equal employment opportunities for all employees and applicants to the Department.

a. The Department regularly reviews and analyzes demographic data of hires, rehires, transfers, and promotions of all classifications through the California Department of Human Resources' departmental demographic reports. The data is analyzed on an annual basis to determine if any non-job related barriers exist for persons in underutilized categories based on ethnicity, disability and gender. If barriers are identified, the Department will develop an action plan to address the barriers. The Department updated an equal employment opportunity hiring form to track the gender and ethnicity of applicants for all Department job openings. The data from the form is reviewed on an annual basis to identify and address any non-job related barriers.

b. The Departments EER&R Office, in partnership with the Department's Office of Human Resources, continues to manage the Department's Limited Examination and Appointment Program (LEAP). LEAP provides an alternate examination and appointment process to allow persons with disabilities a path into California civil service. The DMFEA hired a LEAP candidate since the previous EEO Utilization Report was filed.

c. The Department is in the process of redesigning its Careers website to simplify the application process for candidates interested in working for the Department. Additionally, the Department is adding a feature that will allow candidates to send their resume to a Recruiter who will assist them in finding an exam and opportunities that match their experience and background.

d. The Department continues to train new managers and supervisors on implicit/unconscious bias during the Supervisor Development Program where a minimum of 80 hours of training is required, per California Government Code section 19995.4(b), for newly appointed managers and supervisors. This training is conducted within six months of the individual's appointment. In 2021, the EER&R Office launched a statewide implicit/unconscious bias training that is mandatory for all Department employees every two years.

e. The EER&R Office also launched a statewide gender identity, gender expression, and sexual orientation training in 2021 to help foster an inclusive work environment for transgender and gender non-conforming employees that is mandatory for all Department employees every two years.

Step 6: Internal Dissemination

1. The EEO Utilization Report will be posted on the Department's intranet website and available for review by all employees.
2. A bound copy of the EEO Utilization Report will be included among the materials displayed in the lobby of the Department's Office of Human Resources.
3. Notifications will be posted on employee bulletins regarding the EEO Utilization Report and its availability.
4. An email will be sent to each Division Chief and Division Administrative Manager notifying them of the EEO Utilization Report and its availability.

Step 7: External Dissemination

1. A copy of the EEO Utilization Report will be made available to the public by posting the report on the Department's public website at www.oag.ca.gov. The report will be located in the Civil Rights Enforcement Section of the website.
2. All contractors and vendors that conduct business with the Department will receive written acknowledgment of the Department's nondiscrimination clause in the general terms and conditions of their contracts.
3. A bound copy of the EEO Utilization Report will be included among the materials displayed in the lobby of the Department's Office of Human Resources.

Utilization Analysis Chart
Relevant Labor Market: California

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 #/%	3/20%	0/0%	2/13%	0/0%	1/7%	0/0%	0/0%	0/0%	5/33%	3/20%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%
CLS #/%	805,425/3 8%	204,270/1 0%	45,140/2 %	3,660/0% %	172,275/8 %	3,150/0% %	14,500/1 %	7,790/0% %	503,630/2 4%	157,390/7 %	52,335/2 %	3,720/0% %	130,970/6 %	3,225/0% %	12,650/1 %	6,925/0% %
Utilization #/%	-18%	-10%	11%	-0%	-1%	-0%	-1%	-0%	10%	13%	-2%	-0%	1%	-0%	-1%	-0%
Professionals																
Workforce #/%	23/24%	13/13%	6/6%	0/0%	16/16%	1/1%	0/0%	0/0%	27/28%	5/5%	1/1%	0/0%	5/5%	0/0%	0/0%	0/0%
CLS #/%	909,825/2 9%	180,800/6 %	66,290/2 %	3,860/0% %	325,070/1 0%	3,435/0% %	21,155/1 %	12,085/0 %	921,400/2 9%	247,345/8 %	87,830/3 %	4,685/0% %	319,465/1 0%	3,520/0% %	24,155/1 %	13,155/0 %
Utilization #/%	-5%	8%	4%	-0%	6%	1%	-1%	-0%	-1%	-3%	-2%	-0%	-5%	-0%	-1%	-0%
Technicians																
Workforce #/%	2/29%	0/0%	0/0%	0/0%	2/29%	0/0%	0/0%	0/0%	3/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	104,665/2 6%	40,410/10 %	10,250/3 %	665/0% %	48,385/12 %	945/0% %	3,275/1% %	1,575/0% %	84,105/21 %	43,270/11 %	14,765/4 %	735/0% %	47,255/12 %	665/0% %	3,385/1% %	2,085/1% %
Utilization #/%	3%	-10%	-3%	-0%	17%	-0%	-1%	-0%	22%	-11%	-4%	-0%	-12%	-0%	-1%	-1%
Protective Services: Sworn-Officials																
Workforce #/%	9/45%	3/15%	0/0%	0/0%	3/15%	0/0%	0/0%	0/0%	4/20%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	131,560/4 0%	75,870/23 %	30,035/9 %	1,925/1% %	19,875/6 %	2,060/1% %	3,780/1% %	1,985/1% %	24,965/8 %	17,345/5 %	9,995/3% %	485/0% %	3,605/1% %	495/0% %	1,205/0% %	730/0% %
Utilization #/%	5%	-8%	-9%	-1%	9%	-1%	-1%	-1%	12%	-0%	-3%	-0%	-1%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	20/36%	12/22%	1/2%	0/0%	5/9%	0/0%	0/0%	0/0%	7/13%	6/11%	1/2%	1/2%	2/4%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	255,955/1 8%	491,010/3 4%	45,850/3 %	3,830/0% %	53,110/4 %	4,905/0% %	10,110/1 %	6,865/0% %	152,955/1 1%	306,555/2 1%	36,555/3 %	2,655/0% %	39,595/3 %	4,350/0% %	7,880/1% %	4,365/0% %
Utilization #/%	18%	-13%	-1%	-0%	5%	-0%	-1%	-0%	2%	-11%	-1%	2%	1%	-0%	-1%	-0%
Protective Services: Non-sworn																

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%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,110/30%	2,820/14%	1,035/5%	135/1%	1,315/6%	0/0%	185/1%	190/1%	4,750/23%	2,590/13%	725/4%	15/0%	455/2%	90/0%	129/1%	150/1%
Utilization #/%	-30%	-14%	-5%	-1%	-6%	0%	-1%	-1%	77%	-13%	-4%	-0%	-2%	-0%	-1%	-1%
Administrative Support																
Workforce #/%	1/3%	2/6%	2/6%	0/0%	2/6%	0/0%	0/0%	0/0%	8/25%	7/22%	3/9%	0/0%	7/22%	0/0%	0/0%	0/0%
CLS #/%	789,770/18%	508,135/12%	95,030/2%	5,310/0%	242,305/6%	6,390/0%	21,875/1%	13,905/0%	1,208,745/28%	844,810/20%	166,325/4%	11,800/0%	321,240/7%	12,235/0%	37,235/1%	22,025/1%
Utilization #/%	-15%	-6%	4%	-0%	1%	-0%	-1%	-0%	-3%	2%	6%	-0%	14%	-0%	-1%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	502,010/39%	565,860/44%	38,845/3%	5,035/0%	85,055/7%	4,685/0%	10,830/1%	7,120/1%	26,515/2%	28,545/2%	3,635/0%	325/0%	16,650/1%	365/0%	670/0%	515/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	667,880/15%	1,570,385/35%	117,095/3%	8,375/0%	235,965/5%	10,670/0%	22,085/0%	17,055/0%	526,735/12%	940,885/21%	97,565/2%	7,585/0%	239,870/5%	7,910/0%	19,360/0%	13,320/0%
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
Administrative Support																

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
Protective Services: Sworn-Officials																
Workforce #/%	9/45%	3/15%	0/0%	0/15%	3/15%	0/0%	0/0%	0/0%	4/20%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	20/35%	12/21%	1/2%	0/9%	5/9%	0/0%	0/0%	0/0%	7/12%	6/11%	1/2%	1/2%	2/4%	0/0%	0/0%	2/4%

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.

[signature]

[title]

[date]