

# EEOP Short Form



Fri Jul 01 15:25:15 EDT 2011



## Step 1: Introductory Information

<b>Grant Title:</b>	JAG 2010 Congressional Grant	<b>Grant Number:</b>	02140-11760-1101
<b>Grantee Name:</b>	Office of the Attorney General	<b>Award Amount:</b>	\$90,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	109 State Street Montpelier, Vermont 05609		
<b>Contact Person:</b>	Janet Murnane	<b>Telephone #:</b>	802-828-3175
<b>Contact Address:</b>	109 State Street Montpelier, Vermont 05609		
<b>State Granting Agency:</b>	Department of Public Safety	<b>Grant Number:</b>	2010-DD-BX-0553
<b>Contact Name:</b>	Tracy O'Connell		
<b>Contact Address:</b>	103 South Main Street Watebury, Vermont 05671		
<b>Telephone #:</b>	802-241-5360		

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### Policy Statement:

See attachment

## Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart (UAC), the Vermont Attorney Generals Office (VTGO) noted the following:

1. Given the demographics of the Vermont labor market, VTAGO has virtually no underutilization of any identified racial category. The only identified underutilization in this area are (a) Professionals (Asian male underutilization of -1%) and (b) Administrative Support (Latino female underutilization of -1%).
2. For the job category Officials / Administrators, the UAC shows an underutilization rate of -6% for white females. However, given that there are only 3 positions in this category, is difficult to interpret the level of underutilization as meaningful.
3. For the job category Professionals, the UAC shows an underutilization rate of -10% for white females. This is the largest job category with the VTAGO (94 positions), and thus warrants study and attention. The Attorney General is an elected position, currently occupied by a white male. However, the next-highest position, Deputy Attorney General, has been occupied by a white female since 2005. In addition, four of the VTAGO's six Division Chief positions have been occupied by white females for many years. These positions are among the highest profile in the office: Criminal, Civil, Public Protection, and Human Services. In addition, of the eight additional supervisory positions that report to the Division Chiefs (and which carry no special job title identifying them as supervisors), 5 of the 8 are white females. Finally, one of the 2 Appellate Directors (who also are not identified in the HR list by title), the Civil Appellate Director (Solicitor), is a white female.

In keeping with the VTAGO's commitment to having a workforce that reflects the community it serves, the office will examine its recruitment and retention practices to assess means of attracting even more women to apply for and remain in Professional positions.

## Step 5 & 6: Objectives and Steps

### 1. Identify any recruitment or retention issues that might affect female Professionals.

- a. The VTAGO will interview recent female Professional hires to learn how they learned about opportunities within the office, what they did or did not find attractive about the VTAGO, and whether they have suggestions for improving the recruitment and training process. The VTAGO will use this feedback to revise or supplement its recruitment and hiring practices.
- b. In keeping with its practice of conducting exit interviews with departing employees, the VTAGO will review the comments from female employees regarding work environment, recruiting, and retention policies. The VTAGO will likewise use this information in developing changes to its office policies and practices.

### 2. Target women in direct and indirect recruitment efforts.

- a. Seek to increase participation by women in the VTAGO's internship program, which is used as one basis for hiring and recruitment.
- b. The VTAGO will increase the participation of its higher-ranking female Professionals in recruitment and training efforts.

## Step 7a: Internal Dissemination

1. Distribute a copy of the EEOP to all employees in a supervisory position.
2. Post a copy of the EEOP Short Form on the VTAGO's intranet service, an in-house electronic communication network.
3. Send an e-mail to all employees to let them know that a copy of the EEOP Short Form is available on the intranet.

4. Include a hard copy of the EEOP Short Form in the VTAGO Administrators Office.

**Step 7b: External Dissemination**

1. Post a copy of the EEOP Short Form on the VTAGO's public website.
2. Include on job announcements for VTAGO positions that applicants may obtain a copy of the EEOP Short Form on the website.

**Utilization Analysis Chart  
Relevant Labor Market: Vermont**

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	28,160/58%	190/0%	145/0%	60/0%	100/0%	15/0%	45/0%	19,110/40%	130/0%	25/0%	100/0%	100/0%	0/0%	20/0%
Utilization #/%	8%	-0%	-0%	-0%	-0%	-0%	-0%	-6%	-0%	-0%	-0%	-0%	0%	-0%
<b>Professionals</b>														
Workforce #/%	51/54%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	43/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	27,885/42%	300/0%	180/0%	70/0%	365/1%	15/0%	65/0%	36,200/55%	310/0%	105/0%	100/0%	310/0%	0/0%	125/0%
Utilization #/%	11%	1%	-0%	-0%	-1%	-0%	-0%	-10%	-0%	-0%	-0%	-0%	0%	-0%
<b>Technicians</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,345/41%	55/1%	10/0%	15/0%	35/0%	0/0%	4/0%	4,505/56%	24/0%	10/0%	20/0%	45/1%	0/0%	10/0%
Utilization #/%														
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,965/85%	45/1%	4/0%	20/1%	4/0%	0/0%	4/0%	455/13%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	335/45%	0/0%	0/0%	4/1%	4/1%	0/0%	0/0%	375/51%	19/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,655/29%	230/0%	135/0%	100/0%	150/0%	4/0%	55/0%	51,340/69%	450/1%	205/0%	200/0%	255/0%	15/0%	95/0%
Utilization #/%	-21%	-0%	-0%	-0%	-0%	-0%	-0%	24%	-1%	-0%	-0%	-0%	-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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Skilled Craft</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,205/91 %	140/0%	60/0%	160/0%	65/0%	4/0%	55/0%	2,460/7%	19/0%	10/0%	25/0%	35/0%	0/0%	4/0%
Utilization #/%														
<b>Service/Maintenance</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	49,710/55 %	350/0%	205/0%	185/0%	355/0%	25/0%	185/0%	38,350/42 %	380/0%	125/0%	245/0%	350/0%	25/0%	135/0%
Utilization #/%														

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 Short Form.

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

\_\_\_\_\_ *Janet C. Munnane* \_\_\_\_\_ *7/5/11* \_\_\_\_\_  
[signature] [title] [date]



# Attachment (Policy Statement)

## Section 3

### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

#### Number 3.0

**Effective Date:** March 1, 1996

**Subject:** EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

\*\*\* Supersedes Policy Dated: October 1, 1993 \*\*\*

**Applicable To:** All classified employees, as well as exempt, appointed, and temporary, and applicants for employment with the Executive Branch of the State of Vermont.

**Issued By:** Department of Personnel

**Approved By:** William H. Sorrell, Secretary of Administration

#### PURPOSE & POLICY STATEMENT

The State of Vermont is an equal opportunity employer and is committed to offering equal employment opportunities in accordance with Title VII of the Civil Rights Act of 1964 and its amendments. The State's personnel policies and practices prohibit discrimination on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation (as provided by 21 V.S.A. .495), place of birth, age, or physical or mental condition (a person with a qualifying disability) in all employment practices including, but not limited to: recruitment, hiring, promotion, demotion or transfer; layoff or termination; rates of pay and other forms of compensation; selection for training; agency sponsored social and recreational events; and all other terms, privileges, and conditions of employment.

The State of Vermont is committed to non-discrimination in employment and is strongly committed to an aggressive affirmative action program to overcome any manifest imbalance in the work force based on gender, race or disability.

Affirmative Action is synonymous with sound personnel management. Affirmative Action is a step beyond equal opportunity and non-discrimination. With Affirmative Action comes a continued commitment to identify obstacles to the employment and career advancement opportunities afforded to employees, and to work toward removing those obstacles.

With this in mind, the following policy is set in place:

1. The State will take appropriate affirmative action in all personnel actions and conditions of employment involving women, minorities and individuals with disabilities where a demonstrated imbalance exists within job groups or in the case of top management, within Equal Employment Opportunity (EEO) categories, consistent with State Affirmative Action Plans and Policies.
2. The State will include, as appropriate affirmative action, efforts to recruit, select, train and promote women, minorities and individuals with disabilities.
3. Compensation, benefits, job assignments, layoffs, employee development opportunities and discipline shall be administered without bias to race, color, religion, ancestry, national origin, gender, sexual orientation, place of birth, age, or disability.

Supervisory and management personnel are responsible and accountable for the implementation of the Affirmative Action Plan, including efforts to achieve both numerical and programmatic goals. Supervisory and management personnel shall be held accountable for their performance with regard to equal employment opportunity and affirmative action.

## **PROCEDURES**

Executive Order No. 06-93 appointed the Commissioner of Personnel (or his or her designee), as the Equal Employment Officer for the State of Vermont. Under the guidance of the Commissioner of Personnel, the State EEO officer is responsible for developing, implementing and monitoring an Affirmative Action Program for the State of Vermont. This plan will focus on Statewide policies and procedures and will act as a guideline for the establishment of agency/department-specific Affirmative Action Plans.

Each agency/department will:

- Appoint an EEO officer and immediately notify the State EEO Officer of any change in that appointment.
- Work with the State EEO Officer to implement and maintain an Affirmative Action Program to remedy past or present discrimination.
- Work with the State affirmative action officer to set goals and timetables, establish policies and procedures, and implement corrective action plans where appropriate.

Agency/department Affirmative Action Programs will include the following:

- Development and dissemination of policy.
- Utilization analysis and identification of problem areas, goals and time tables.
- Action-oriented programs.
- Internal monitoring, audit and reporting systems.

The State EEO Officer will also be responsible for auditing agency/department activities to ensure compliance with stated goals and objectives and for reporting the results of

agency/department efforts. The State EEO Officer will submit an Annual Report to the Governor and the Governor's Council on Affirmative Action, by January 31st of each year.

It is the responsibility of all agency secretaries, department heads, and division directors, to ensure compliance with this policy. Your continued cooperation and support in this Affirmative Action Program is essential to achieving this important goal.