

EEO Utilization Report

Organization Information

Name: Puerto Rico Department Of Justice

City: San Juan

State: PR

Zip: 00902-0192

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See Attached Supporting Documentation

Following File has been uploaded:Nondiscrimination policy I.pdf

Step 4b: Narrative of Interpretation

In the Utilization Analysis of Occupational Groups (See Exhibit I Table A) we found the following:

Females at the Puerto Rico Department of Justice (PRDOJ) are represented according to the tendency of the prevailing Community Labor Statistics (CLS) (See Exhibit I Table B). Findings show the percentage of total availability in the community workforce, female 44% and male 56%, is lower than the percentage of women actually employed at the PRDOJ, female 67% and male 33%, in support of female representation.

As for the Occupational Groups:

1. In the Occupational Group classified as Officials/ Administrators, females are utilized by 8% over the CLS female utilization percentage ("FUP"). (See Exhibit I Table A)
2. In the Occupational Group classified as Professional, females are utilized by 18% over the CLS FUP. (See Exhibit I Table A)
3. In the Occupational Group classified as Skilled Craft, females are utilized by 7% over the CLS FUP. (See Exhibit I Table A)
4. In the Occupational Group classified as Administrative Support, females are utilized by 9% over the CLS FUP. (See Exhibit I Table A)
5. In the Occupational Group classified as Service/ Maintenance, females are utilized by 2% over the CLS FUP. (See Exhibit I Table A)
6. In the Occupational Group classified as Protective Services Non-Sworn, females are utilized by 13% over the CLS FUP. (See Exhibit I Table A)

It is imperative to highlight the fact that the PRDOJ has employed 67% females and 33% males at the time of this report. This outcome shows a continuous effort against sex discrimination as it pertains to our Agency's hiring practices. That number also represents a 3% increase from the previous PRDOJ EEO Utilization Report

Following File has been uploaded: Exhibit I.docx

Step 5: Objectives and Steps

1. Because men are underutilized in three (3) occupational group categories, the PRDOJ intends to focus on studying the procedures and requirements used to hire employees on these specific groups. In that light, the PRDOJ's intends to establish an informative strategy addressed towards promoting a balanced workforce.

a. A. Maintain the community informed with regards to the positions that are available in the PRDOJ through our web page. Include young adults and teenagers in divulging our mission regarding job opportunities and requirements at job fairs. This will allow them to select a career based on these demands.

1. Review and approve the EEO goals and proposed yearly activities in order to fulfill them.
2. Disseminate our EEO aggressively.
3. Disseminate our EEO during orientation for new employees.

b. B. Evaluate the tests administered by our personnel division to potential employees, in order to identify potential barriers that impede the recruitment of underutilized occupational groups.

c. C. Administrative Order 2015-08 PRDOJ's Gender Equality Policy

On May 13, 2015 the Secretary of Justice signed Administrative Order Number 2015-08 (AO No. 2015-08) establishing a Gender Equality Policy within the Agency and marking the first time in its history that a regulation of that nature has been established. The Department of Justice is a fundamental government agency when it comes to protecting the core principles and values of the Commonwealth's Constitution. Among those principles, equality and human dignity are key components in promoting gender equality. In following our mission to promote peace, equality and justice, AO No. 2015-08 becomes another vehicle to prevent and eradicate inequality, discrimination and gender-based violence.

2. Because women show minimum underutilization with regard to the Skilled Craft, Service/Maintenance and Protective Services: Non-Sworn Occupational Groups, the PRDOJ will analyze available positions in all professions related to these groups. The PRDOJ's goal in this regard is to promote and attract women to these positions to further provide and ensure equal employment opportunity for women. It should be noted however,

that for the aforementioned Occupational Groups, male applicants traditionally outnumber female applicants by a wide margin.

a. A. Maintain the community informed with regards to the positions that are available in the PRDOJ through our web page. Include young adults and teenagers in divulging our mission regarding job opportunities and requirements at job fairs. This will allow them to select a career based on these demands.

1. Review and approve the EEOP goals and proposed yearly activities in order to fulfill them.
2. Disseminate our EEOP aggressively.
3. Disseminate our EEOP during orientation for new employees.

b. B. Evaluate the tests administered by our personnel division to potential employees, in order to identify potential barriers that impede the recruitment of underutilized occupational groups.

c. C. Administrative Order 2015-08 PRDOJs Gender Equality Policy

On May 13, 2015 the Secretary of Justice signed Administrative Order Number 2015-08 (AO No. 2015-08) establishing a Gender Equality Policy within the Agency and marking the first time in its history that a regulation of that nature has been established. The Department of Justice is a fundamental government agency when it comes to protecting the core principles and values of the Commonwealths Constitution Among those principles, equality and human dignity are key components in promoting gender equality. In following our mission to promote peace, equality and justice, AO No. 2015-08 becomes another vehicle to prevent and eradicate inequality, discrimination and gender-based violence.

Step 6: Internal Dissemination

1. Posting a copy of the EEOP Utilization Report on the PRDOJ's internal digital network.
2. Posting information on bulletin boards (PRDOJs lobby and Human Resources Division) about how to obtain a copy of the EEOP Utilization Report. The Human Resources Division will maintain a copy of the EEOP Utilization Report in order for it to be readily accessible for employees.
3. A copy of the EEOP Utilization Report will be sent, via our internal email system, to all supervisors and employees in the PRDOJ at the start of every fiscal year.
4. A copy of the EEOP Utilization Report will be posted with the letter of convocation to facilitate information to potential candidates.
5. Posting a copy of the EEOP Utilization Report on bulletin boards, at the PRDOJs Library.
6. Information regarding the PRDOJs EEOP Utilization Report will be provided during general orientation for new employees.

Step 7: External Dissemination

1. Posting a copy of the EEOP Utilization Report at the PRDOJ's web page.
2. Posting information on bulletin boards (PRDOJs lobby and Human Resources Division) about how to obtain a copy of the PRDOJs EEOP Utilization Report. The Human Resources Division will maintain a copy of the EEOP Utilization Report in order for it to be readily accessible for applicants and general public.
3. A copy of the PRDOJs EEOP Utilization Report will be posted on bulletin boards at public university libraries to enable students and specifically those closest to graduation to have access to this information.
4. A copy of the PRDOJs EEOP Utilization Report will be posted with the letter of convocation to to facilitate information to potential candidates.
5. A copy of the PRDOJs EEOP Utilization Report will post in the Department of Labor and Human Resources of Puerto Rico and in the Womens General Advocate Office of Puerto Rico.
6. Post the PRDOJs EEOP Utilization Report on our social media accounts as well as periodically inform the public using the aforementioned platforms, that the PRDOJ is an equal employment opportunity employer.

Utilization Analysis Chart
Relevant Labor Market: Washington

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 #/%	0/0%	32/46%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	38/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	206,155/50%	10,340/2%	5,140/1%	1,995/0%	14,980/4%	440/0%	3,730/1%	1,305/0%	138,815/34%	7,505/2%	4,295/1%	1,890/0%	12,310/3%	470/0%	3,220/1%	1,040/0%
Utilization #/%	-50%	43%	-1%	-0%	-4%	-0%	-1%	-0%	-34%	52%	-1%	-0%	-3%	-0%	-1%	-0%
Professionals																
Workforce #/%	0/0%	316/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	796/72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	240,840/39%	10,870/2%	7,165/1%	1,330/0%	34,325/6%	725/0%	4,555/1%	1,410/0%	254,840/42%	12,365/2%	6,130/1%	2,255/0%	28,345/5%	820/0%	5,340/1%	1,615/0%
Utilization #/%	-39%	27%	-1%	-0%	-6%	-0%	-1%	-0%	-42%	70%	-1%	-0%	-5%	-0%	-1%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	31,360/38%	1,645/2%	1,670/2%	295/0%	4,165/5%	70/0%	805/1%	305/0%	33,190/40%	2,085/3%	1,180/1%	380/0%	4,415/5%	185/0%	1,060/1%	155/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,710/65%	2,695/5%	2,510/5%	760/2%	1,900/4%	280/1%	645/1%	350/1%	7,020/14%	345/1%	345/1%	170/0%	220/0%	55/0%	135/0%	140/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/0%	154/68%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	71/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	2,165/40%	70/1%	60/1%	60/1%	90/2%	10/0%	50/1%	50/1%	2,435/45%	145/3%	35/1%	40/1%	135/2%	0/0%	105/2%	4/0%
Utilization #/%	-40%	67%	-1%	-1%	-2%	-0%	-1%	-1%	-45%	29%	-1%	-1%	-2%	0%	-2%	-0%
Administrative Support																
Workforce #/%	0/0%	46/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	245/84%	0/0%	0/0%	0/0%	0/0%	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	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 #/%	214,660/28%	17,900/2%	9,360/1%	1,965/0%	19,015/2%	1,555/0%	5,530/1%	1,970/0%	391,170/51%	31,260/4%	14,580/2%	5,955/1%	29,885/4%	3,035/0%	10,695/1%	4,060/1%
Utilization #/%	-28%	13%	-1%	-0%	-2%	-0%	-1%	-0%	-51%	80%	-2%	-1%	-4%	-0%	-1%	-1%
Skilled Craft																
Workforce #/%	0/0%	8/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	197,680/74%	28,775/11%	4,640/2%	2,435/1%	9,065/3%	1,150/0%	3,935/1%	1,535/1%	12,345/5%	1,175/0%	640/0%	190/0%	2,020/1%	120/0%	495/0%	85/0%
Utilization #/%	-74%	78%	-2%	-1%	-3%	-0%	-1%	-1%	-5%	11%	-0%	-0%	-1%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	0/0%	24/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	281,695/35%	91,795/11%	19,470/2%	5,505/1%	29,020/4%	3,680/0%	8,840/1%	3,180/0%	237,200/30%	55,455/7%	13,515/2%	4,495/1%	33,715/4%	2,125/0%	8,045/1%	2,600/0%
Utilization #/%	-35%	74%	-2%	-1%	-4%	-0%	-1%	-0%	-30%	7%	-2%	-1%	-4%	-0%	-1%	-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
Officials/Administrators	✓								✓							
Professionals	✓		✓		✓		✓		✓		✓	✓	✓		✓	
Protective Services: Non-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 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: Jesús Rosa Navarro

Director of Compliance Area

09-14-2017

[signature]

[title]

[date]