

EEO Utilization Report

Organization Information

Name: VIRGINIA DEPARTMENT OF CORRECTIONS
City: RICHMOND
State: VA
Zip: 23225-5644
Type: State Government

Thu 09-14-2023 15:46:31 EDT

Section 1: EEO Policy Statement

Policy Statement:

Please see the attached Annual EEO Statement.
Following File has been uploaded:2023 EEO Statement by Director Clarke_01062023.pdf

Section 5: Narrative Interpretation of Data

See Attachment

Following File has been uploaded:Section 5 EEOP Narrative 2023.pdf

Section 6: Objectives and Steps

1. 1. Determine specific recruitment targets that include members of the categories affected by underutilization

- a. Recruitment Strategies: The VADOC will continue to advertise vacancies utilizing the external website, billboards, radio, and social media platforms. In addition to focusing on Correctional Officer vacancies, the VADOC will showcase advertisements for vacancies based on the underutilized areas; to include, but not limited to engaging Asian, Hispanic, and Black/African American populations and communities. Strategies will include implementation of community outreach within the Hispanic and Asian population and using targeted recruitment visual aids, such as using videos with testimonials from (but not limited to) Hispanic and Asian employees, to showcase diversity throughout the VADOC.
- b. VADOC will continue to survey employees, participation will remain voluntarily, and the survey responses will be reviewed to specifically focus on the areas of diversity, inclusion, retention, and recruitment. The findings of the survey are shared with all employees through the various methods of communication and correspondence, such as email distribution lists, intranet site, etc. The data captured in these surveys will be used to identify barriers in retention and recruitment and enhance implementation of improvements and/or new initiatives which have a direct impact on hiring underutilized categories.
- c. The VADOC will continue to attend and host job fairs, including diversity-oriented job fairs, throughout the Commonwealth of Virginia; including those in Community Colleges (especially targeting Community Colleges with a high attendance rate of an Asian, Hispanic and/or Black/African population). The VADOC employs recruitment staff who are representative of some of the underutilized categories. These recruiters will attend job fairs to support the VADOCs commitment to diversity to attract and retain a more diverse and inclusive workforce reflective of the population VADOC serves throughout the entire state.

2. 2. Identify barriers in recruitment and retention that may affect the underutilized categories

- a. The VADOC has a very robust and pronounced Diversity Council. The structure of the Directors Diversity & Inclusion Council (DDIC) is comprised of a group of VADOC employees, including senior leaders and executives that act on behalf of the agency to initiate and manage the diversity and inclusion activities in the organization. At VADOC, the DDIC strives to establish a dedicated focus on diversity and inclusion priorities and to integrate diversity and inclusion initiatives with the agency's mission and strategic plan. The Diversity Councils Strategic Plan incorporates and promotes diversity and inclusion into the fibers of the agency. In addition, the Diversity Council can be made aware of and more focused on the underutilized categories in the Utilization Report to make more focused recommendations about inclusive engagement, recruitment, and talent acquisition strategies to the VADOC Director.
- b. VADOCs Office of Human Resources (OHR) has a Strategic Plan Goal for FY2022-2026 that partly focuses on the recruitment, development, and retention of a diverse workforce. The first objective is to attract and retain a diverse workforce by promoting DOC as an employer of choice by using a range of innovative recruitment strategies. The OHR will reevaluate recruitment procedures to streamline processes focused on creating diverse talent acquisition pipelines. OHR will consider the underutilized categories in the Underutilization Report. OHR will develop a formalized marketing plan to execute a community engagement to market DOC as a choice employer in public safety for current and future job seekers. OHR will assist with creation of a landing page for an external VADOC career website to reflect the mission, diverse culture, and values of VADOC. The website will focus on illustrating the VADOCs commitment to diversity and advocate for minorities to apply.

Section 7: Dissemination Strategy: Internal

Internal Dissemination

1. Post a copy of the EEOP Utilization Report on the VADOC intranet site, thereby allowing all VADOC employees access

to the report.

2. Place a hard-copy version of the EEOP Utilization Report in the VADOC Human Resources Office, available for employees to review
3. Provide a copy of the EEOP Utilization Report to field Human Resource Officers throughout the Agency to keep a hard-copy version in the respective facilities Human Resource Office, available for employees to review

Section 7: Dissemination Strategy: External

External Dissemination

1. Post a copy of the EEOP Utilization Report on the VADOCs external, public-facing website, thereby allowing the public, including all applicants, access to the report.
2. Include a reference on VADOCs Job Opportunities webpage for vacant VADOC positions that applicants may obtain a copy of the VADOCs EEOP Utilization Report upon request.

Utilization Analysis Chart
Relevant Labor Market: Virginia

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 #/%	59/40%	1/1%	25/17%	0/0%	0/0%	0/0%	0/0%	40/27%	0/0%	22/15%	0/0%	0/0%	0/0%	0/0%
CLS #/%	264,045/43%	20,495/3%	37,410/6%	555/0%	24,150/4%	55/0%	6,985/1%	180,540/29%	14,150/2%	45,880/7%	535/0%	16,725/3%	125/0%	6,645/1%
Utilization #/%	-3%	-3%	11%	-0%	-4%	-0%	-1%	-2%	-2%	8%	-0%	-3%	-0%	-1%
Professionals														
Workforce #/%	738/24%	19/1%	284/9%	5/0%	19/1%	0/0%	0/0%	1146/37%	51/2%	842/27%	6/0%	27/1%	1/0%	0/0%
CLS #/%	285,630/31%	20,860/2%	48,870/5%	550/0%	47,585/5%	260/0%	10,280/1%	349,585/38%	23,820/3%	78,430/9%	960/0%	40,080/4%	180/0%	11,695/1%
Utilization #/%	-8%	-2%	4%	0%	-5%	-0%	-1%	-2%	-1%	18%	0%	-4%	0%	-1%
Technicians														
Workforce #/%	159/42%	6/2%	19/5%	0/0%	3/1%	0/0%	0/0%	126/33%	6/2%	59/15%	0/0%	3/1%	0/0%	0/0%
CLS #/%	91,095/35%	9,105/3%	29,130/11%	580/0%	6,200/2%	25/0%	2,620/1%	71,670/27%	9,025/3%	32,285/12%	290/0%	7,575/3%	65/0%	2,775/1%
Utilization #/%	7%	-2%	-6%	-0%	-2%	-0%	-1%	6%	-2%	3%	-0%	-2%	-0%	-1%
Protective Services: Sworn														
Workforce #/%	2301/42%	82/1%	1183/22%	12/0%	35/1%	0/0%	0/0%	487/9%	46/1%	1330/24%	6/0%	10/0%	0/0%	0/0%
CLS #/%	48,935/53%	4,135/4%	16,650/18%	80/0%	1,135/1%	65/0%	2,030/2%	9,470/10%	1,135/1%	8,655/9%	25/0%	350/0%	40/0%	470/1%
Utilization #/%	-11%	-3%	4%	0%	-1%	-0%	-2%	-1%	-0%	15%	0%	-0%	-0%	-1%
Protective Services: Non-sworn														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
Civilian Labor Force #/%	3,620/40%	475/5%	635/7%	45/0%	165/2%	4/0%	305/3%	2,695/30%	215/2%	720/8%	0/0%	125/1%	0/0%	115/1%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
Administrative Support														
Workforce #/%	145/10%	10/1%	112/8%	0/0%	0/0%	5/0%	0/0%	630/45%	18/1%	457/33%	1/0%	12/1%	0/0%	0/0%
CLS #/%	194,795/23	21,660/3%	56,975/7%	675/0%	19,575/2%	180/0%	8,330/1%	350,905/41	37,495/4%	122,760/14	1,520/0%	29,440/3%	415/0%	13,600/2%

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 #/%	-12%	-2%	1%	-0%	-2%	0%	-1%	4%	-3%	19%	-0%	-3%	-0%	-2%
Skilled Craft														
Workforce #/%	317/79%	6/2%	54/14%	1/0%	0/0%	0/0%	0/0%	13/3%	0/0%	7/2%	0/0%	0/0%	0/0%	1/0%
CLS #/%	182,110/59%	53,260/17%	38,215/12%	630/0%	6,440/2%	170/0%	4,500/1%	11,815/4%	4,145/1%	4,880/2%	15/0%	1,355/0%	10/0%	590/0%
Utilization #/%	20%	-16%	1%	0%	-2%	-0%	-1%	-1%	-1%	0%	-0%	-0%	-0%	0%
Service/Maintenance														
Workforce #/%	55/53%	2/2%	30/29%	0/0%	0/0%	0/0%	0/0%	10/10%	0/0%	6/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	242,340/28%	69,590/8%	129,790/15%	975/0%	21,355/2%	180/0%	12,170/1%	195,325/22%	62,875/7%	110,165/13%	770/0%	24,140/3%	160/0%	9,975/1%
Utilization #/%	26%	-6%	14%	-0%	-2%	-0%	-1%	-12%	-7%	-7%	-0%	-3%	-0%	-1%

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	✓	✓			✓		✓	✓	✓			✓		✓
Technicians		✓	✓		✓		✓		✓			✓		✓
Protective Services: Sworn	✓	✓			✓	✓	✓	✓	✓			✓		✓
Administrative Support	✓	✓			✓		✓		✓			✓		✓
Skilled Craft		✓			✓		✓		✓					
Service/Maintenance		✓						✓	✓	✓				

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: Pamela SparkmanEmployee Relations Manager09-14-2023

[signature][title][date]