

# EEO Utilization Report

## Organization Information

Name: California Governors Office Of Emergency Services

City: Mather

State: CA

Zip: 95655

Type: State Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The California Governor's Office of Emergency Services (Cal OES) is committed to providing a workplace that is free of discrimination and affords equal employment opportunities to everyone. This means that all employees of the California Governor's Office of Emergency Services will be treated with professionalism and fairness. This policy applies to all areas of employment, such as recruitment, hiring, promotions, and training.

The California Governor's Office of Emergency Services does not discriminate based on race, color, religious creed, national origin, age, sex, pregnancy (child birth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality, and bisexuality), perceived sexual orientation, transgender status, medical condition (cancer, genetic characteristics), mental or physical disability (including HIV and AIDS), political affiliation/opinion, veterans status, or request for family leave.

The California Governor's Office of Emergency services is committed to ensuring that the work environment is free from discrimination, harassment, and retaliation.

## Step 4b: Narrative of Interpretation

The California Governor's Office of Emergency Services (Cal OES) is committed to a workforce that represents California's population and workforce. Upon review of the Utilization Analysis, we noted the following as underrepresented:

1. Hispanic or Latino males were underrepresented in the following job categories: Administrative Support (-5%) and Officials/Administrators (-5%).
2. Asian males were significantly underrepresented in the following job category: Officials/Administrators (-6%).
3. White females were significantly underrepresented in the following job categories: Professionals (-16%) and Technicians (-20%).
4. Hispanic or Latino females were significantly underrepresented in the following job categories: Professionals (-5%), Technicians (-11%), and Administrative Support (-9%).
5. Asian females were significantly underrepresented in the following job category: Technicians (-12%).

Hispanic or Latino males were underrepresented in the following job categories: Skilled Craft (-14%) and Service/Maintenance (-35%). However this is insignificant because both categories combined account for only 1% of our total workforce.

When comparing this years EEOP Utilization Report to the EEOP Utilization Report submitted to OCR two years ago, we identified significant improvements in our recruitment and retention efforts in the following areas:

1. In the Professionals job category, there was a significant overall increase in female representation. Asian females are no longer significantly underrepresented in this category. While Hispanic and White females have had an increase in representation, both are still significantly underrepresented.
2. In the Administrative Support category; there has been an overall increase in representation with Hispanic or Latino males as well as Hispanic or Latino females.

## Step 5: Objectives and Steps

### 1. Encourage Hispanic or Latino males to apply for vacancies in the Administrative Support and Officials/Administrators categories

- a. Cal OES will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine whether Hispanic or Latino males were under-represented.
- b. Cal OES will review the applicant flow data that is required to keep the EEOP regulations for all vacancies in the last fiscal year in this job category. The review will determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic or Latino applicants. Cal OES will produce a written report of its findings and based on the results consider modifying its candidate selection process.
- c. The Cal OES EEO Office will continue to educate hiring managers concerning hiring practices and the inclusion of a diverse interview panel when hiring for all positions. The Cal OES EEO Officer will continue to analyze the composition of the interview panel.
- d. Cal OES will enhance outreach efforts that target Hispanic or Latino male applicants in this job category, such as: participation at job recruitment fairs. Cal OES will also put forth recruitment efforts at Universities and Community Colleges that are known for academics in this job category.

### 2. Encourage Asian males to apply for vacancies in the Officials/Administrators category.

- a. Cal OES will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine if Asian males were under-represented.
- b. Cal OES will review the applicant flow data that is required to keep the EEOP regulations for all vacancies in the last fiscal year in this job category. The review will determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian applicants. Cal OES will produce a written report of its findings and based on the results consider modifying its candidate selection process.

- c. The Cal OES EEO Office will continue to educate hiring managers concerning hiring practices and the inclusion of a diverse interview panel when hiring for all positions. The Cal OES EEO Officer will continue to analyze the composition of the interview panel.
- d. Cal OES will enhance outreach efforts that target Asian male applicants in this job category, such as: participation at job recruitment fairs. Cal OES will also put forth recruitment efforts at Universities and Community Colleges that are known for academics in this job category.

### **3. Encourage White females to apply for vacancies in the Professionals and Technicians categories.**

- a. Cal OES will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine if white females were under-represented.
- b. Cal OES will review the applicant flow data that is required to keep the EEOP regulations for all vacancies in the last fiscal year in this job category. The review will determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants. Cal OES will produce a written report of its findings and based on the results consider modifying its candidate selection process.
- c. The Cal OES EEO Office will continue to educate hiring managers concerning hiring practices and the inclusion of a diverse interview panel when hiring for all positions. The Cal OES EEO Officer will continue to analyze the composition of the interview panel.
- d. Cal OES will enhance outreach efforts that target White female applicants in this job category, such as: participation at job recruitment fairs. Cal OES will also put forth recruitment efforts at Universities and Community Colleges that are known for academics in this job category, such as McGeorge School of Law, UC Davis, Cal Poly Society of Women Engineers.

### **4. Encourage Hispanic or Latino females to apply for vacancies in the Professionals, Technicians, and Administrative Support categories.**

- a. Cal OES will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine if Hispanic or Latino females were under-represented.
- b. Cal OES will review the applicant flow data that is required to keep the EEOP regulations for all vacancies in the last fiscal year in this job category. The review will determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic or Latino female applicants. Cal OES will produce a written report of its findings and based on the results consider modifying its candidate selection process.
- c. The Cal OES EEO Office will continue to educate hiring managers concerning hiring practices and the inclusion of a diverse interview panel when hiring for all positions. The Cal OES EEO Officer will continue to analyze the composition of the interview panel.
- d. Cal OES will enhance outreach efforts that target Hispanic or Latino female applicants in this job category, such as: participation at job recruitment fairs. Cal OES will also put forth recruitment efforts at Universities and Community Colleges that are known for academics in this job category, such as McGeorge School of Law LLSA Latina/o Law Students Association, UC Davis Multicultural Resources, Cal Poly Society of Women Engineers.

### **5. Encourage Asian females to apply for vacancies in the Technicians category**

- a. Cal OES will review the composition of the applicant pool for all vacancies in this job category in the last fiscal year to determine if Asian females were under-represented.
- b. Cal OES will review the applicant flow data that is required to keep the EEOP regulations for all vacancies in the last fiscal year in this job category. The review will determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian female applicants. Cal OES will produce a written report of its findings and based on the results consider modifying its candidate selection process.
- c. The Cal OES EEO Office will continue to educate hiring managers concerning hiring practices and the inclusion of a diverse interview panel when hiring for all positions. The Cal OES EEO Officer will continue to analyze the composition of the interview panel.
- d. Cal OES will enhance outreach efforts that target Asian female applicants in this job category, such as: participation at job recruitment fairs. Cal OES will also put forth recruitment efforts at Universities and Community Colleges that are known for academics in this job category, such as UC Davis Multicultural Resources, Cal Poly Society of Women Engineers, American River College, Butte College and CSU Sacramento.

## **Step 6: Internal Dissemination**

1. Distribute a copy of the EEO Plan to all Managers/Supervisors.
2. Send an email and hard copy memorandum to all Cal OES employees advising that a copy of the EEO Plan is available upon request from the EEO Programs Officer.
3. Post a copy of the EEO Plan on the Cal OES EEO intranet page, an in-house electronic communication network.
4. Post a copy of the EEO Plan and the Federal and State Notice of Equal Employment Opportunity and Nondiscrimination on the Cal OES Department bulletin boards, Human Resource Office, reception area, and at all locations where applicants/clients are served.
5. A discussion of the EEO Plan and EEO Policies and Procedures are included in the orientation of all new Cal OES employees.
6. The EEO Policy is distributed annually to all Cal OES employees. In attrition, the policy is included in the personnel policies and procedures and in the employee handbook.
7. Copies of Cal OES EEO procedures are available for all Cal OES employees review through Managers/Supervisors or the EEO Programs Office.
8. The phrase, The State of California is an equal opportunity employer will be included in all job announcements. Such announcements are posted on the CalHR website as well as the Cal OES Human Resources office. The phrase will be incorporated in all bargaining agreements, brochures, etc.

## **Step 7: External Dissemination**

1. Post a copy of the EEO Plan on Cal OES public website.
2. The phrase, The State of California is an equal opportunity employer will be included in all job announcements and brochures. Such announcements are posted on the CalHR website.
3. Notify all contractors and vendors that do business with Cal OES that we are committed to equal employment opportunity and a copy of our EEO Plan and Policy are available upon request.
4. The Cal OES Subrecipient Handbook includes the following phrases:  
It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer, or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, or request for family medical leave.  
Cal OES, as well as Subrecipients and Contractors, will not discriminate in the delivery of services or benefits based on the previously identified situations.

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

| Job Categories                        | Male White  | Male Hispanic or Latino | Male Black or African American | Male American Indian or Alaska Native | Male Asian  | Male Native Hawaiian or Other Pacific Islander | Male Two or More Races | Male Other | Female White | Female Hispanic or Latino | Female Black or African American | Female American Indian or Alaska Native | Female Asian | Female Native Hawaiian or Other Pacific Islander | Female Two or More Races | Female Other |
|---------------------------------------|-------------|-------------------------|--------------------------------|---------------------------------------|-------------|--|------------------------|------------|--------------|---------------------------|----------------------------------|---|--------------|--|--------------------------|--------------|
| <b>Officials/Administrators</b>       |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| Workforce #/%                         | 31/38%      | 4/5%                    | 0/0%                           | 0/0%                                  | 2/2%        | 0/0%   | 0/0%                   | 4/5%       | 28/35%       | 6/7%                      | 0/0%                             | 0/0%                                    | 4/5%         | 0/0%   | 0/0%                     | 2/2%         |
| CLS #/%                               | 805,425/38% | 204,270/10%             | 45,140/2%                      | 3,660/0%                              | 172,275/8%  | 3,150/0%                                       | 14,500/1%              | 7,790/0%   | 503,630/24%  | 157,390/7%                | 52,335/2%                        | 3,720/0%                                | 130,970/6%   | 3,225/0%   | 12,650/1%                | 6,925/0%     |
| Utilization #/%                       | 0%          | -5%                     | -2%                            | -0%                                   | -6%         | -0%  | -1%                    | 5%         | 11%          | 0%                        | -2%                              | -0%                                     | -1%          | -0%  | -1%                      | 2%           |
| <b>Professionals</b>                  |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| Workforce #/%                         | 102/42%     | 18/7%                   | 9/4%                           | 1/0%                                  | 30/12%      | 1/0%   | 0/0%                   | 13/5%      | 32/13%       | 8/3%                      | 3/1%                             | 0/0%                                    | 21/9%        | 0/0%   | 0/0%                     | 4/2%         |
| CLS #/%                               | 909,825/29% | 180,800/6%              | 66,290/2%                      | 3,860/0%                              | 325,070/10% | 3,435/0%                                       | 21,155/1%              | 12,085/0%  | 921,400/29%  | 247,345/8%                | 87,830/3%                        | 4,685/0%                                | 319,465/10%  | 3,520/0%   | 24,155/1%                | 13,155/0%    |
| Utilization #/%                       | 13%         | 2%                      | 2%                             | 0%                                    | 2%          | 0%   | -1%                    | 5%         | -16%         | -5%                       | -2%                              | -0%                                     | -1%          | -0%  | -1%                      | 1%           |
| <b>Technicians</b>                    |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| Workforce #/%                         | 104/66%     | 26/17%                  | 4/3%                           | 0/0%                                  | 14/9%       | 1/1%   | 0/0%                   | 7/4%       | 1/1%         | 0/0%                      | 0/0%                             | 0/0%                                    | 0/0%         | 0/0%   | 0/0%                     | 0/0%         |
| CLS #/%                               | 104,665/26% | 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 #/%                       | 40%         | 7%                      | 0%                             | -0%                                   | -3%         | 0%   | -1%                    | 4%         | -20%         | -11%                      | -4%                              | -0%                                     | -12%         | -0%  | -1%                      | -1%          |
| <b>Protective Services: Sworn</b>     |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| Workforce #/%                         | 0/          | 0/                      | 0/                             | 0/                                    | 0/          | 0/   | 0/                     | 0/         | 0/           | 0/                        | 0/                               | 0/                                      | 0/           | 0/   | 0/                       | 0/           |
| CLS #/%                               | 131,560/40% | 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 #/%                       |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| <b>Protective Services: Non-sworn</b> |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| Workforce #/%                         | 0/          | 0/                      | 0/                             | 0/                                    | 0/          | 0/   | 0/                     | 0/         | 0/           | 0/                        | 0/                               | 0/                                      | 0/           | 0/   | 0/                       | 0/           |
| Civilian Labor Force #/%              | 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 #/%                       |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| <b>Administrative Support</b>         |             |                         |                                |                                       |             |  |                        |            |              |                           |                                  |   |              |  |                          |              |
| Workforce #/%                         | 133/21%     | 45/7%                   | 13/2%                          | 1/0%                                  | 36/6%       | 5/1%   | 0/0%                   | 15/2%      | 195/31%      | 64/10%                    | 25/4%                            | 4/1%                                    | 65/10%       | 6/1%   | 0/0%                     | 18/3%        |

| Job Categories             | Male White  | Male Hispanic or Latino | Male Black or African American | Male American Indian or Alaska Native | Male Asian | Male Native Hawaiian or Other Pacific Islander | Male Two or More Races | Male Other | Female White  | Female Hispanic or Latino | Female Black or African American | Female American Indian or Alaska Native | Female Asian | Female Native Hawaiian or Other Pacific Islander | Female Two or More Races | Female Other |
|----------------------------|-------------|-------------------------|--------------------------------|---------------------------------------|------------|--|------------------------|------------|---------------|---------------------------|----------------------------------|---|--------------|--|--------------------------|--------------|
| 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 #/%            | 3%          | -5%                     | -0%                            | 0%                                    | 0%         | 1%   | -1%                    | 2%         | 3%            | -9%                       | 0%                               | 0%                                      | 3%           | 1%   | -1%                      | 2%           |
| <b>Skilled Craft</b>       |             |                         |                                |                                       |            |  |                        |            |               |                           |                                  |   |              |  |                          |              |
| Workforce #/%              | 4/40%       | 3/30%                   | 2/20%                          | 0/0%                                  | 1/10%      | 0/0%   | 0/0%                   | 0/0%       | 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 #/%            | 1%          | -14%                    | 17%                            | -0%                                   | 3%         | -0%  | -1%                    | -1%        | -2%           | -2%                       | -0%                              | -0%                                     | -1%          | -0%  | -0%                      | -0%          |
| <b>Service/Maintenance</b> |             |                         |                                |                                       |            |  |                        |            |               |                           |                                  |   |              |  |                          |              |
| Workforce #/%              | 1/100%      | 0/0%                    | 0/0%                           | 0/0%                                  | 0/0%       | 0/0%   | 0/0%                   | 0/0%       | 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 #/%            | 85%         | -35%                    | -3%                            | -0%                                   | -5%        | -0%  | -0%                    | -0%        | -12%          | -21%                      | -2%                              | -0%                                     | -5%          | -0%  | -0%                      | -0%          |

### Significant Underutilization Chart

| Job Categories                | Male White | Male Hispanic or Latino | Male Black or African American | Male American Indian or Alaska Native | Male Asian | Male Native Hawaiian or Other Pacific Islander | Male Two or More Races | Male Other | Female White | Female Hispanic or Latino | Female Black or African American | Female American Indian or Alaska Native | Female Asian | Female Native Hawaiian or Other Pacific Islander | Female Two or More Races | Female Other |
|-------------------------------|------------|-------------------------|--------------------------------|---------------------------------------|------------|--|------------------------|------------|--------------|---------------------------|----------------------------------|---|--------------|--|--------------------------|--------------|
| <b>Professionals</b>          |            |                         |                                |                                       |            |  |                        |            | ✓            | ✓                         |                                  |   |              |  |                          |              |
| <b>Technicians</b>            |            |                         |                                |                                       |            |  |                        |            | ✓            | ✓                         | ✓                                |   | ✓            |  |                          |              |
| <b>Administrative Support</b> |            | ✓                       |                                |                                       |            |  |                        |            |              | ✓                         |                                  |   |              |  | ✓                        |              |

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: Robin Frazier

EEO Officer

07-07-2020

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[title]

[date]