

EEO Utilization Report

Organization Information

Name: South Carolina Department Of Probation, Parole And Pardon
Services

City: Columbia

State: SC

Zip: 29205

Type: State Law Enforcement

Step 1: Introductory Information

Policy Statement:

Consistent with statements of the State of South Carolina, and in accordance with federal, state, and local laws, the South Carolina Department of Probation, Parole and Pardon Services is committed to maintaining a workforce that is free of unlawful discrimination, including harassment on the basis of race, color, national origin, sex, religion, disability, age, sexual orientation, or preference, marital or family status, or political affiliation. Unlawful discrimination will apply to all personnel actions, but is not limited to, recruitment, hiring, compensation, benefits, transfers, promotions, layoffs, examination, training, social or recreational programs of the Department.

Following File has been uploaded:0207 EEO Policy PPP.pdf

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart (comparing the Department's workforce to the relevant labor market), the Human Resources Office for the S.C. Department of Probation, Parole and Pardon Services (SCDPPPS) made the following observations:

White males were under-represented in the following categories:

Officials/Administrators (-27%), Professionals (-21%), Technicians (-4%), Protective Services: Sworn-Officials (-21%), and Administrative Support (-23%);

Hispanic/Latino males were under-represented in the following categories:

Officials/Administrators (-1%); Technicians (-1%); Protective Services: Sworn-Officials (-1%); Administrative Support (-1%); Service/Maintenance (-6%).

Black males were under-represented in the following categories: Protective Services: Sworn-Officials (-2%); Administrative Support (-3%)

Asian males were under-represented in the following categories: Officials/Administrators (-1%); Professionals (-2%), Protective Services: Sworn-Patrol Officers (-1%); Service/Maintenance (-1%)

White females were under-represented in the following categories:

Officials/Administrators (-14%); Professionals (-13%); Technicians (-5%); Protective Services: Sworn-Patrol Officers (-16%); Service/Maintenance (-21%)

Hispanic/Latino females were under-represented in the following categories: Officials/Administrators (-1%); Technicians (-1%); Service/Maintenance (-3%)

Black Females were under-represented in the following categories: Technicians (-17%); Service Maintenance (-6%)

Asian Females were under-represented in the following categories: Technicians (-1%); Protective Services: Sworn-Patrol Officers (-1%); Service/Maintenance (-1%)

** See Attachment

Following File has been uploaded:4b Narrative of Interpretation.pdf

Step 5: Objectives and Steps

1. The Department will utilize marketing strategies to attract candidates based on demographical analysis of the relevant labor force.

- a. Expand applicant pool by posting vacant position announcements at college and university career centers, military installations, faith-based, and non-profit organizations.
- b. Partner with multicultural professional organizations and student groups to share job vacancies.
- c. We will incorporate the use of social media to attract applicants through our recruitment and outreach efforts. We will use social media such as LinkedIn and Monster to search for applicants. We will use our Twitter and Facebook to announce job postings to increase the number of applicants in the under-utilized job categories. This will be a more innovative recruitment strategy than we currently use in order to increase the diversity of our applicant pools for all applicants and in our areas of significant under-utilization which are White Male professionals, protective services: sworn-officials, and administrative support; also White Female professionals, and protective services: sworn-patrol officers.
- d. We will enhance our marketing strategy by sending job postings to professional organizations through our recruitment and outreach efforts such as the South Carolina Law Enforcement Officers Association (SCLEOA) and the South Carolina Probation and Parole Association (SCPPA) to attract individuals for the under-represented categories as well as all applicants by sending the job postings to the aforementioned professional organizations. We will impact our areas of significant under-utilization for White Male professionals, protective services: sworn-officials, and administrative support; also White Female professionals, and protective services: sworn-patrol officers.
- e. We will attend career fairs, share our job postings with colleges and university career centers through our recruitment and outreach efforts. This will be for institutions of higher learning that are historically all female like Columbia College; colleges that are mostly male like The Citadel; historically black colleges and universities like South Carolina State University also colleges that are multicultural like the University of South Carolina, Furman University, Winthrop University, Clemson University, College of Charleston, Wofford College, and Coastal Carolina. We will also attend career fairs at military installations like Fort Jackson. All of this will impact all applicants as well as

our areas of significant under-utilization for White Male professionals, protective services: sworn-officials, and administrative support; also White Female professionals, and protective services: sworn-patrol officers.

f. Develop a more innovative recruitment strategy that incorporates the use of social media (Agency's website, YouTube channel, Facebook page, and Twitter account) to increase diversity in the applicant pool.

g. Develop gender-specific marketing materials to attract individuals identified in the under-represented categories.

2. Enhance recruitment and retention practices to encourage underrepresented applicants to apply for vacancies in all job categories at SCDPPPS.

a. We will regularly review the statistical data for our identified areas that reflect significant under-utilization and increase recruitment efforts if the data produces results that the applicant pool reflects under-utilization in White Male professionals, protective services: sworn-officials, and administrative support; also White Female professionals, and protective services: sworn-patrol officers. A result of our exit interview data reflected that employees are separating because of non-competitive salaries. This presents itself as a negative barrier regarding increasing the applicant pool in our areas of significant underutilization. The salary issue has also proven to be a barrier to recruitment and retention. We will work to make the positions more attractive to applicants by increasing the benefits package, such as cars, salary, etc.

b. We will review our selection criteria to determine if any barriers are present that are contributing to our identified areas of under-utilization. A particular selection criteria that we use is the Nelson Denny Comprehension exam. We will review our past failure rates as it pertains to gender and race to see if it negatively impacts any particular race or gender in our areas of under-utilization. This will be to ensure that everyone is given an equal opportunity. This exam impacts the largest portion of our workforce of 400+ employees which is our protective services: sworn-officials and our protective services: sworn-patrol officers. For these job categories, this is our largest area of recruitment as well as our largest area where retention is of great concern.

c. Enhance the Department's cultural diversity training curriculum to stress the importance of hiring a diverse staff.

d. Create a diverse recruiting team that will be a demographical representation of the communities we serve.

e. Use the Department's recruiting team to focus on attracting applicants for non-sworn officer positions, which include Officials/Administrators, Administrative Support, Technicians, and Service/Maintenance.

Step 6: Internal Dissemination

The EEOP Utilization Report will be shared and covered with the Agency's Executive Management Team, which includes the Director, Chief Deputy, Deputy Directors, Associate Deputy Directors, and the Legislative Liaison.

The EEOP Utilization Report will be placed on the Department's Intranet so that each employee will have access to view the report.

Each employee will be required to certify review of the report annually through the Agency's online training module.

We will notify all employees that copies of the EEOP Utilization Report will be available upon request from the Agency's Human Resources Office.

All employees will be notified of the availability of the EEOP Utilization Report. We will engage our employees regarding any inquiries.

Step 7: External Dissemination

The EEOP Utilization Report will be placed on the Department's public website.

Copies of the EEOP Utilization Report will be available upon request in our Human Resources Office.

We will notify our vendors and contractors of the availability of the EEOP Utilization Report.

Utilization Analysis Chart
Relevant Labor Market: South Carolina

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 #/%	4/24%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	3/18%	0/0%	7/41%	0/0%	1/6%	0/0%	0/0%	0/0%
CLS #/%	108,540/51%	2,580/1%	11,320/5%	285/0%	1,950/1%	15/0%	535/0%	225/0%	66,995/31%	1,780/1%	17,685/8%	215/0%	870/0%	80/0%	520/0%	165/0%
Utilization #/%	-27%	-1%	6%	-0%	-1%	-0%	-0%	-0%	-14%	-1%	33%	-0%	5%	-0%	-0%	-0%
Professionals																
Workforce #/%	19/13%	1/1%	11/7%	0/0%	0/0%	0/0%	0/0%	0/0%	48/32%	2/1%	65/43%	0/0%	5/3%	0/0%	0/0%	0/0%
CLS #/%	106,170/34%	2,435/1%	14,835/5%	270/0%	4,990/2%	60/0%	700/0%	550/0%	141,655/45%	3,045/1%	36,525/12%	360/0%	3,505/1%	10/0%	1,130/0%	480/0%
Utilization #/%	-21%	-0%	3%	-0%	-2%	-0%	-0%	-0%	-13%	0%	32%	-0%	2%	-0%	-0%	-0%
Technicians																
Workforce #/%	3/27%	0/0%	3/27%	0/0%	1/9%	0/0%	0/0%	0/0%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	18,600/31%	660/1%	2,995/5%	40/0%	445/1%	0/0%	190/0%	15/0%	24,200/41%	550/1%	10,190/17%	20/0%	845/1%	65/0%	270/0%	60/0%
Utilization #/%	-4%	-1%	22%	-0%	8%	0%	-0%	-0%	-5%	-1%	-17%	-0%	-1%	-0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	35/34%	1/1%	19/18%	0/0%	1/1%	0/0%	0/0%	0/0%	28/27%	0/0%	20/19%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,425/55%	635/2%	7,990/20%	115/0%	95/0%	0/0%	170/0%	30/0%	4,320/11%	190/0%	4,110/10%	40/0%	35/0%	0/0%	55/0%	60/0%
Utilization #/%	-21%	-1%	-2%	-0%	1%	0%	-0%	-0%	16%	-0%	9%	-0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	101/38%	4/2%	47/18%	0/0%	0/0%	0/0%	0/0%	0/0%	67/25%	4/2%	40/15%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	45,440/36%	1,255/1%	6,800/5%	20/0%	1,375/1%	14/0%	529/0%	205/0%	51,770/41%	1,755/1%	13,780/11%	80/0%	1,535/1%	115/0%	465/0%	205/0%
Utilization #/%	2%	1%	12%	-0%	-1%	-0%	-0%	-0%	-16%	0%	4%	-0%	-1%	-0%	-0%	-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/
CLS #/%	1,055/42%	25/1%	145/6%	0/0%	4/0%	0/0%	0/0%	20/1%	840/34%	15/1%	360/14%	4/0%	25/1%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	2/3%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	39/53%	1/1%	27/37%	0/0%	1/1%	1/1%	0/0%	0/0%
CLS #/%	132,450/26%	3,580/1%	31,350/6%	340/0%	1,900/0%	30/0%	1,055/0%	525/0%	238,980/47%	7,145/1%	84,820/17%	880/0%	3,370/1%	65/0%	2,465/0%	615/0%
Utilization #/%	-23%	-1%	-3%	-0%	-0%	-0%	-0%	-0%	7%	-0%	20%	-0%	1%	1%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	131,205/67%	18,580/10%	30,685/16%	910/0%	1,005/1%	125/0%	1,155/1%	570/0%	7,060/4%	495/0%	3,480/2%	45/0%	135/0%	0/0%	90/0%	25/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	3/38%	0/0%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	177,795/30%	33,105/6%	111,745/19%	1,025/0%	4,105/1%	285/0%	2,670/0%	835/0%	122,500/21%	14,705/3%	107,105/18%	740/0%	4,275/1%	100/0%	1,955/0%	430/0%
Utilization #/%	7%	-6%	31%	-0%	-1%	-0%	-0%	-0%	-21%	-3%	-6%	-0%	-1%	-0%	-0%	-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
Professionals	✓								✓							
Protective Services: Sworn-Officials	✓															
Protective Services: Sworn-Patrol Officers									✓							
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
P&P Law Enforcement Officer V																
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%
P&P Law Enforcement Manager III																
Workforce #/%	4/40%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%
P&P Law Enforcement Manager II																
Workforce #/%	15/38%	0/0%	8/21%	0/0%	0/0%	0/0%	0/0%	0/0%	12/31%	0/0%	4/10%	0/0%	0/0%	0/0%	0/0%	0/0%
P&P Law Enforcement Manager I																
Workforce #/%	15/28%	1/2%	8/15%	0/2%	1/2%	0/0%	0/0%	0/0%	14/26%	0/0%	15/28%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	101/38%	4/2%	47/18%	0/0%	0/0%	0/0%	0/0%	0/0%	67/25%	4/2%	40/15%	0/0%	0/0%	0/0%	0/0%	0/0%

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: Patrice Boyd McAdams

Associate Deputy Director for Information Services 01-26-2017

[signature]

[title]

[date]