

EEO Utilization Report

Organization Information

Name: New Jersey Department Of Corrections

City: Trenton

State: NJ

Zip: 08625

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

Policy Statement:

NJDOC Policy Prohibiting Discrimination in the Workplace

The State of New Jersey is committed to providing every State employee and prospective employee with a work environment free from discrimination or harassment. Under this policy, forms of employment discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated; race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability.

To achieve the goal of maintaining a work environment free from discrimination and harassment, the State of New Jersey strictly prohibits the conduct that is described in this policy. This is a zero tolerance policy. This means that the state and its agencies reserve the right to take either disciplinary action, if appropriate, or other corrective action, to address any unacceptable conduct that violates this policy, regardless of whether the conduct satisfies the legal definition of discrimination or harassment.

Following File has been uploaded:ADM.005.001 Prohibiting Discrimination.pdf

Step 4b: Narrative of Interpretation

Step 4b: Narrative Underutilization Analysis

SEE ATTACHMENT

Following File has been uploaded:EEO Utilization Report - Objectives and Steps.docx

Following File has been uploaded:Narrative Underutilization Analysis.docx

Step 5: Objectives and Steps

1. To continue to encourage White females to apply for positions in the Protective Services-Sworn Officers categories.

a. To secure an entry-level officer job with NJDOC, one has to sit for an exam. This exam is controlled/administered by the Civil Service Commission (CSC). This exam is only administered every two years. NJDOC participates in two job fairs a year, but fairs do not always coincide with the exam. Communities may hear about careers as an officer, but may have to wait over a year to take the exam. NJDOC asked CSC to offer the exam at least once a year in order to obtain a pool with more members of under-represented groups and is awaiting a response. The PTC governs law enforcement training in NJ, except State Police. Recently, PTC created stricter guidelines for successful completion of the fitness requirements for Trainees. To ensure that females are given the best opportunity for passage, NJDOC is giving specifics of training req. well in advance of the CSTA training. This ensures that all applicants (inc. females) have time to get fit and ready to pass the PTC requirements.

2. To encourage Asian males and females to apply for positions with the NJDOC.

a. The NJDOC will review its recruitment efforts within these groups in an effort to increase the applicant pool of Asian males and females in the custody and civilian positions. The NJDOC will speak with Human Resources and its Training Academy and discuss utilizing the existing Asian staff to participate in career fairs for a more targeted approach to exposing Asian males and females to the availability of careers within the NJDOC.

Step 6: Internal Dissemination

The NJDOC is a correctional/prison system. Due to this, more than 50% of the NJDOC workforce does not have access to work computers and work email. In order to ensure that all of the NJDOC workforce has access to the EEOP Utilization Report, the NJDOC will place the Report on its public website. The NJDOC will also post notices throughout its prisons/facilities advising that the Report is available on the public website for review. The NJDOC will also make hard copies of the Report available in its Central Office/Equal Employment Division Office. Finally, the NJDOC will make available copies of the EEOP Utilization Report in all of its prisons/facilities by providing copies to each locations' Equal Employment Division Liaison. NJDOC has recently created a social media presence; however, at this time the report is not available through these platforms.

Step 7: External Dissemination

The NJDOC will post the EEOP Utilization Report on its public website.

Utilization Analysis Chart
Relevant Labor Market: New Jersey

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 #/%	68/42%	5/3%	21/13%	0/0%	2/1%	0/0%	0/0%	0/0%	45/28%	3/2%	17/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	240,820/4 7%	23,750/5 %	18,195/4 %	235/0%	27,205/5 %	45/0%	1,510/0%	1,010/0%	145,190/2 8%	17,100/3 %	22,140/4 %	185/0%	14,530/3 %	75/0%	1,450/0%	995/0%
Utilization #/%	-5%	-2%	10%	-0%	-4%	-0%	-0%	-0%	-0%	-1%	6%	-0%	-3%	-0%	-0%	-0%
Professionals																
Workforce #/%	473/39%	63/5%	113/9%	3/0%	20/2%	0/0%	0/0%	0/0%	278/23%	48/4%	185/15%	6/0%	14/1%	1/0%	0/0%	0/0%
CLS #/%	242,435/3 1%	22,400/3 %	26,210/3 %	120/0%	52,095/7 %	55/0%	1,830/0%	2,190/0%	306,305/3 9%	29,820/4 %	43,330/6 %	470/0%	46,160/6 %	130/0%	2,370/0%	2,290/0%
Utilization #/%	8%	2%	6%	0%	-5%	-0%	-0%	-0%	-16%	0%	10%	0%	-5%	0%	-0%	-0%
Technicians																
Workforce #/%	297/44%	61/9%	97/14%	2/0%	6/1%	0/0%	0/0%	0/0%	76/11%	22/3%	111/16%	2/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	31,380/29 %	5,020/5%	4,375/4%	40/0%	9,235/8%	4/0%	335/0%	325/0%	35,765/33 %	5,510/5%	10,215/9 %	150/0%	6,835/6%	50/0%	460/0%	235/0%
Utilization #/%	15%	4%	10%	0%	-8%	-0%	-0%	-0%	-21%	-2%	7%	0%	-6%	0%	-0%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	551/60%	93/10%	122/13%	3/0%	13/1%	0/0%	0/0%	0/0%	42/5%	19/2%	78/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	50,035/57 %	9,260/11 %	13,110/15 %	190/0%	1,175/1%	0/0%	640/1%	400/0%	5,450/6%	2,005/2%	5,205/6%	4/0%	275/0%	10/0%	135/0%	90/0%
Utilization #/%	3%	-0%	-2%	0%	0%	0%	-1%	-0%	-2%	-0%	3%	-0%	-0%	-0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	2281/44%	902/17%	1009/19%	22/0%	64/1%	6/0%	0/0%	0/0%	208/4%	201/4%	521/10%	6/0%	2/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	92,690/28 %	65,365/20 %	30,915/9 %	245/0%	5,740/2%	45/0%	1,390/0%	1,565/0%	57,615/17 %	40,085/12 %	27,685/8 %	170/0%	4,235/1%	35/0%	1,094/0%	855/0%
Utilization #/%	16%	-3%	10%	0%	-1%	0%	-0%	-0%	-13%	-8%	2%	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 #/%	3,945/35 %	430/4%	625/6%	0/0%	55/0%	0/0%	65/1%	30/0%	4,390/39 %	640/6%	780/7%	0/0%	65/1%	0/0%	55/0%	35/0%
Utilization #/%																
Administrative Support																
Workforce #/%	34/10%	10/3%	14/4%	0/0%	0/0%	0/0%	0/0%	0/0%	165/48%	24/7%	87/26%	1/0%	6/2%	0/0%	0/0%	0/0%
CLS #/%	271,005/2 5%	56,315/5 %	43,490/4 %	290/0%	31,420/3 %	70/0%	2,670/0%	2,135/0%	461,810/4 2%	98,555/9 %	92,280/8 %	660/0%	35,765/3 %	90/0%	4,175/0%	3,860/0%
Utilization #/%	-15%	-2%	0%	-0%	-3%	-0%	-0%	-0%	7%	-2%	17%	0%	-1%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	267/55%	29/6%	88/18%	5/1%	11/2%	1/0%	0/0%	0/0%	30/6%	5/1%	44/9%	1/0%	2/0%	0/0%	0/0%	0/0%
CLS #/%	187,485/6 6%	53,365/19 %	19,570/7 %	245/0%	6,945/2%	145/0%	1,530/1%	1,815/1%	7,410/3%	3,855/1%	2,010/1%	0/0%	1,435/1%	0/0%	40/0%	230/0%
Utilization #/%	-10%	-13%	11%	1%	-0%	0%	-1%	-1%	4%	-0%	8%	0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	24/71%	3/9%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	2/6%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	259,335/2 6%	193,655/2 0%	77,650/8 %	680/0%	30,405/3 %	145/0%	3,200/0%	4,455/0%	187,130/1 9%	124,915/1 3%	69,055/7 %	595/0%	24,875/3 %	245/0%	2,360/0%	3,455/0%
Utilization #/%	44%	-11%	4%	-0%	-3%	-0%	-0%	-0%	-13%	-13%	-4%	-0%	-3%	-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
Officials/Administrators					✓								✓			
Professionals					✓				✓				✓			
Technicians					✓				✓	✓			✓			
Protective Services: Sworn-Officials							✓	✓	✓							
Protective Services: Sworn-Patrol Officers		✓			✓		✓	✓	✓	✓			✓		✓	✓
Administrative Support	✓				✓											
Skilled Craft	✓	✓														
Service/Maintenance										✓						

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
Correctional Police Lieutenant																
Workforce #/%	204/71%	21/7%	26/9%	1/2%	6/2%	0/0%	0/0%	0/0%	14/5%	4/1%	13/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Police Sergeant																
Workforce #/%	276/54%	58/11%	81/16%	2/1%	4/1%	0/0%	0/0%	0/0%	18/4%	12/2%	57/11%	0/0%	0/0%	0/0%	0/0%	0/0%
Investigator, Parole & Secured Facilities																
Workforce #/%	15/68%	1/5%	1/5%	0/5%	1/5%	0/0%	0/0%	0/0%	4/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Senior Investigator, Parole & Secured Facilities																
Workforce #/%	21/47%	8/18%	8/18%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	2/4%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%
Principal Investigator, Parole & Secured Facilities																
Workforce #/%	7/41%	2/12%	3/18%	0/6%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Police Major																
Workforce #/%	27/69%	3/8%	3/8%	0/3%	1/3%	0/0%	0/0%	0/0%	4/10%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief Investigator, Parole & Secured Facilities																
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%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	2281/44%	902/17%	1009/19%	22/1%	64/1%	6/0%	0/0%	0/0%	208/4%	201/4%	521/10%	6/0%	2/0%	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: Chiqueena Lee

Legal Specialist

08-13-2020

[signature]

[title]

[date]