

EEOP Utilization Report



Tue Oct 20 12:21:59 EDT 2015

Step 1: Introductory Information

Grant Title:	Justice Information System Solutions	Grant Number:	2014-DG-BX-K001
Grantee Name:	ND Office of Attorney General	Award Amount:	\$453,800.00
Grantee Type:	State Government Agency		
Address:	PO Box 1054 Bismarck, North Dakota 58502-1054		
Contact Person:	Wayne Stenehjem, Attorney General	Telephone #:	701-328-5500
Contact Address:	PO Box 1054 Bismarck, North Dakota 58502-1054		
DOJ Grant Manager:	Gerardo Valazquex	DOJ Telephone #:	202-353-8645

Grant Title:	Enhanced Collaborative Model to Combat Human Trafficking	Grant Number:	2015-VT-BX-K047
Grantee Name:	ND Office of Attorney General	Award Amount:	\$600,000.00
Grantee Type:	State Government Agency		
Address:	PO Box 1054 Bismarck, North Dakota 58502-1054		
Contact Person:	Dallas L. Carlson	Telephone #:	701-328-5500
Contact Address:	PO Box 1054 Bismarck, North Dakota 58502-1054		
DOJ Grant Manager:	Tahitia Barringer	DOJ Telephone #:	202-616-3294

Grant Title:	NIJ FY 13 DNA Backlog Reduction Program	Grant Number:	2013-DN-BX-0013
Grantee Name:	ND Office of Attorney General	Award Amount:	\$250,000.00
Grantee Type:	State Government Agency		
Address:	2641 East Main Avenue Bismarck, North Dakota 58501-5044		
Contact Person:	Hope Olson	Telephone #:	701-328-6159
Contact Address:	2641 East Main Avenue Bismarck, North Dakota		

58501-5044

DOJ Grant Manager: Sherry Cochran

DOJ Telephone #:

Grant Title: Paul Coverdell Grant **Grant Number:** 2014-CD-BX-0042

Grantee Name: ND Office of Attorney General **Award Amount:** \$63,029.00

Grantee Type: State Government Agency

Address: 2641 East Main Avenue
Bismarck, North Dakota
58501-5044

Contact Person: Hope Olson **Telephone #:** 701-328-6159

Contact Address: 2641 East Main Avenue
Bismarck, North Dakota
58501-5044

DOJ Grant Manager: Patricia Kashtan

DOJ Telephone #:

Grant Title: DNA Reduction Grant FY 2014 **Grant Number:** 2014-DN-BX-0105

Grantee Name: ND Office of Attorney General **Award Amount:** \$200,000.00

Grantee Type: State Government Agency

Address: 2641 East Main Avenue
Bismarck, North Dakota
58501-5044

Contact Person: Hope Olson **Telephone #:** 701-328-6159

Contact Address: 2641 East Main Avenue
Bismarck, North Dakota
58501-5044

DOJ Grant Manager: Patricia Kashtan

DOJ Telephone #:

Grant Title: NIC Act Record Improvement Program **Grant Number:** 2012NSBXK008

Grantee Name: ND Office of Attorney General **Award Amount:** \$91,294.00

Grantee Type: State Government Agency

Address: PO Box 1054
Bismarck, North Dakota
58502-1054

Contact Person: Dallas L. Carlson **Telephone #:** 701-328-5500

Contact Address: PO Box 1054
Bismarck, North Dakota

58502-1054

DOJ Grant Manager: Allina D. Lee

DOJ Telephone #: 202-305-2696

Grant Title: NIC Act Record Improvement Program

Grant Number: 2014NSBXK010

Grantee Name: ND Office of Attorney General

Award Amount: \$223,200.00

Grantee Type: State Government Agency

Address: PO Box 1054
Bismarck, North Dakota
58502-1054

Contact Person: Dallas L. Carlson

Telephone #: 701-328-5500

Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054

DOJ Grant Manager: Allina D. Lee

DOJ Telephone #: 202-305-2696

Grant Title: NIC Act Record Improvement Program

Grant Number: 2015NSBXK003

Grantee Name: ND Office of Attorney General

Award Amount: \$280,995.00

Grantee Type: State Government Agency

Address: PO Box 1054
Bismarck, North Dakota
58502-1054

Contact Person: Dallas L. Carlson

Telephone #: 701-328-5500

Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054

DOJ Grant Manager: Ron Planty

DOJ Telephone #: 202-616-1758

Grant Title: SMART

Grant Number: 2013AWBX0033

Grantee Name: ND Office of Attorney General

Award Amount: \$400,000.00

Grantee Type: State Government Agency

Address: PO Box 1054
Bismarck, North Dakota
58502-1054

Contact Person: Dallas L. Carlson

Telephone #: 701-328-5500

Contact Address: PO Box 1054

Contact Person: Dallas L. Carlson **Telephone #:** 701-328-5500
Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054
DOJ Grant Manager: Nancy Lauer (Financial Manager, Midwest HIDTA) **DOJ Telephone #:** 816-891-5226

Grant Title: Midwest High Intensity Drug Trafficking Area **Grant Number:** G14MW0006A
Grantee Name: ND Office of Attorney General **Award Amount:** \$627,092.00
Grantee Type: State Government Agency
Address: PO Box 1054
Bismarck, North Dakota
58502-1054
Contact Person: Dallas L. Carlson **Telephone #:** 701-328-5500
Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054
DOJ Grant Manager: Nancy Lauer (Financial Manager, Midwest HIDTA) **DOJ Telephone #:** 816-891-5226

Grant Title: Midwest High Intensity Drug Trafficking Area **Grant Number:** G15MW0006A
Grantee Name: ND Office of Attorney General **Award Amount:** \$627,092.00
Grantee Type: State Government Agency
Address: PO Box 1054
Bismarck, North Dakota
58502-1054
Contact Person: Dallas L. Carlson **Telephone #:** 701-328-5500
Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054
DOJ Grant Manager: Nancy Lauer (Financial Manager, Midwest HIDTA) **DOJ Telephone #:** 816-891-5226

Grant Title: COPS 09 Methamphetamine Initiative **Grant Number:** 2009CKWX0395
Grantee Name: ND Office of Attorney General **Award Amount:** \$200,000.00

Grantee Type: State Government Agency
Address: PO Box 1054
Bismarck, North Dakota
58502-1054
Contact Person: Dallas L. Carlson **Telephone #:** 701-328-5500
Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054
DOJ Grant Manager: Angel Winters **DOJ Telephone #:** 800-421-6770

Grant Title: Internet Crimes Against Children **Grant Number:** 2013MCFXK008
Grantee Name: ND Office of Attorney General **Award Amount:** \$716,815.00
Grantee Type: State Government Agency
Address: PO Box 1054
Bismarck, North Dakota
58502-1054
Contact Person: Dallas L. Carlson **Telephone #:** 701-328-5500
Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054
DOJ Grant Manager: Steffie Rapp **DOJ Telephone #:** 202-514-9123

Grant Title: Justice Assistance Grant **Grant Number:** 2012DJBX0368
Grantee Name: ND Office of Attorney General **Award Amount:** \$495,487.00
Grantee Type: State Government Agency
Address: PO Box 1054
Bismarck, North Dakota
58502-1054
Contact Person: Dallas L. Carlson **Telephone #:** 701-328-5500
Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054
DOJ Grant Manager: Heather Wiley **DOJ Telephone #:** 202-307-5914

Grant Title: Justice Assistance Grant **Grant Number:** 2010DJBX0466
Grantee Name: ND Office of Attorney General **Award Amount:** \$784,665.00
Grantee Type: State Government Agency

Address: PO Box 1054
Bismarck, North Dakota
58502-1054

Contact Person: Dallas L. Carlson

Telephone #: 701-328-5500

Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054

DOJ Grant Manager: Heather Wiley

DOJ Telephone #: 202-307-5914

Grant Title: Justice Assistance Grant

Grant Number: 2011DJBX3061

Grantee Name: ND Office of Attorney General

Award Amount: \$630,668.00

Grantee Type: State Government Agency

Address: PO Box 1054
Bismarck, North Dakota
58502-1054

Contact Person: Dallas L. Carlson

Telephone #: 701-328-5500

Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054

DOJ Grant Manager: Heather Wiley

DOJ Telephone #: 202-307-5914

Grant Title: Justice Assistance Grant

Grant Number: 2013DJBX0047

Grantee Name: ND Office of Attorney General

Award Amount: \$497,094.00

Grantee Type: State Government Agency

Address: PO Box 1054
Bismarck, North Dakota
58502-1054

Contact Person: Dallas L. Carlson

Telephone #: 701-328-5500

Contact Address: PO Box 1054
Bismarck, North Dakota
58502-1054

DOJ Grant Manager: Heather Wiley

DOJ Telephone #: 202-307-5914

Grant Title: Justice Assistance Grant

Grant Number: 2014-DJ-BX-0898

Grantee Name: ND Office of Attorney General

Award Amount: \$481,818.00

Grantee Type: State Government Agency

Address: PO Box 1054

agency to provide members viable means of communication and resolving grievances and complaints regarding unlawful discriminatory employment practices. An employee of the Office of Attorney General who fails to comply with this policy is subject to appropriate disciplinary action.

Step 4b: Narrative Underutilization Analysis

The Human Resource Office (HRO) reviewed the Utilization Analysis and noted the following:

It is important to note that the State of North Dakota is at full employment. There are more jobs in the state than people to fill them. It is also important to note that the population in the Job Categories has increased in North Dakota. Housing for people has improved but is limited.

In reviewing the new job categories as outlined by the EEOP Utilization Report the HRO determined that the NDOAG did not have positions in the Technician, Skilled Worker or Service Maintenance category.

White males are under represented in the following job categories: Officials/Administrators (-28%), Administrative Support (-23%).

White females were under represented in the following job categories: Protective Services Non-Sworn (-26%)

Although the Utilization Analysis indicated other instances of under-representation, the actual numbers of employees in some job categories made it difficult to draw any reliable conclusions regarding under-utilization.

We are reporting as a non-law enforcement agency this year and in reviewing the EEOP Short Form from the NDOAG submitted to the OCR two years ago, we maintained at -23% in the recruitment and retention of white males in the Administrative Support category and from -26% to -28% in the Officials/Administrators category. White females in Protective Services Sworn is -8%, Protective Services non-sworn is -26% and was reported at -10% two years ago. We have formulated our current objectives and the steps to achieve them based on our successful recruitment efforts over the last two years.

Step 5 & 6: Objectives and Steps

1. To encourage white males to apply for vacancies in the Administrative Support job category

a. Job Announcements are currently advertised through the North Dakota Job Service which has satellite offices located throughout the state and is available on the national level. Job Announcements are available through the North Dakota state website and the Office of Attorney General website. In recruiting white males in the administrative support area this office is in competition with the local job market and the Bakken Formation Oil Companies. It has become a challenge to have white males apply for administrative support positions.

The Human Resource Office will continue to review the recruitment process to encourage white males to apply for administrative support positions.

2. To encourage white females to apply for vacancies in the Protective Services Non Sworn job category

a. Job Announcements are currently advertised through the North Dakota Job Service which has satellite offices located throughout the state and is available nationally. Job Announcements are available through the North Dakota state website and the Office of Attorney General website.

The Human Resource Office will review the recruitment process for white females applicants in the Protective Services Non Sworn job category.

The Human Resource Office will continue to review the applicant flow data for vacancies in the last fiscal year in the Protective Services Non Sworn job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out white female applicants.

Step 7a: Internal Dissemination

The following are ways we plan to disseminate our EEOP Utilization Report:

E-mail a copy of the EEOP Utilization Report to all Division Directors.

Send an e-mail to all employees to let them know that a copy of the EEOP Utilization Report is available upon request.

Step 7b: External Dissemination

The following are ways we plan to disseminate our EEOP Utilization Report externally:

The HRO will post on the Office of Attorney General website, a PDF file of the EEOP Utilization Report that any user may access and download.

A notice will be sent to office locations to post so people can access the EEOP Utilization Report.

**Utilization Analysis Chart
Relevant Labor Market: North Dakota**

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 #/%	9/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/58%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	32,625/65%	245/0%	120/0%	450/1%	115/0%	100/0%	175/0%	0/0%	15,330/31%	165/0%	35/0%	485/1%	120/0%	0/0%	20/0%	4/0%
Utilization #/%	-28%	-0%	-0%	-1%	-0%	-0%	-0%	0%	28%	-0%	-0%	3%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	41/47%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	44/51%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,590/37%	195/0%	160/0%	445/1%	775/1%	25/0%	195/0%	45/0%	32,935/56%	280/0%	160/0%	930/2%	405/1%	0/0%	240/0%	25/0%
Utilization #/%	10%	-0%	1%	0%	-1%	-0%	-0%	-0%	-6%	-0%	-0%	-2%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,020/36%	55/0%	15/0%	80/1%	80/1%	4/0%	4/0%	0/0%	6,595/59%	100/1%	50/0%	120/1%	55/0%	0/0%	55/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	37/88%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,150/69%	125/3%	90/2%	305/7%	35/1%	0/0%	55/1%	20/0%	685/15%	25/1%	10/0%	70/2%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	19%	-0%	-2%	-4%	-1%	0%	-1%	-0%	-8%	-1%	-0%	-2%	0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	8/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	170/32%	0/0%	0/0%	25/5%	0/0%	0/0%	0/0%	0/0%	320/60%	0/0%	0/0%	20/4%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	0%	0%	-5%	0%	0%	0%	0%	-26%	0%	0%	-4%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	6/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	57/89%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	30,205/33%	340/0%	215/0%	795/1%	200/0%	0/0%	230/0%	20/0%	55,585/60%	1,130/1%	290/0%	2,250/2%	435/0%	10/0%	550/1%	70/0%

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
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Utilization #/%	-23%	-0%	-0%	-1%	-0%	0%	-0%	-0%	29%	-1%	-0%	-2%	1%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	33,830/89%	690/2%	110/0%	1,100/3%	20/0%	20/0%	195/1%	25/0%	1,665/4%	4/0%	35/0%	160/0%	30/0%	0/0%	15/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	54,390/51%	1,785/2%	940/1%	2,220/2%	435/0%	15/0%	485/0%	95/0%	42,210/39%	985/1%	575/1%	2,170/2%	565/1%	20/0%	510/0%	55/0%
Utilization #/%																

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
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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Thomas L. Trenbeath

Chief Deputy Attorney General

10-20-2015

[signature]

[title]

[date]