

# EEO Utilization Report

## Organization Information

Name: City And County Of Honolulu/PAT

City: Honolulu

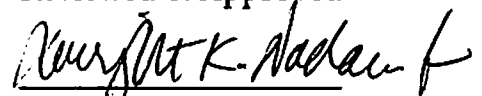
State: HI

Zip: 96813

Type: County Attorney General or Prosecutor's Office

Thu 04-04-2019 20:26:40 EDT

Reviewed & Approved



Dwight K. Nadamoto  
Acting Prosecuting  
Attorney

## **Step 1: Introductory Information**

### **Policy Statement:**

The Department of the Prosecuting Attorney in accordance with federal, state, and local laws is committed to maintaining a workforce that is free of unlawful discrimination on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or preference, marital or family status, or political affiliation. We provide equal opportunities for our employees and applicants for employment on the basis of qualifications without regard to race, color, national origin, religion, sex, age, disability, sexual orientation or preference, marital or family status, or political affiliation as provided for under federal, state, and local law. Our policy encompasses all areas of employment practices to include, but not limited to, recruiting, hiring, transfers, promotions, benefits, and discipline. We provide a viable means of communication in resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee who violates this policy is subject to appropriate administrative disciplinary action.

## **Step 4b: Narrative of Interpretation**

1. White and Asian males were under-represented in the Administrative Support job category: White males (-11%), Asian males (-29%).
2. Multiracial females were under-represented in the Professionals job category (-7%).
3. Multiracial males were under-represented in the Administrative Support job category (-18%).

The Department of the Prosecuting Attorney has addressed the under-utilization rate from the previous EEO utilization report for White and Hispanic females in the Professionals and Administrative Support categories, multiracial females in the Administrative Support category, and multiracial males in the Professionals category. We will work towards the goal of having a workforce that reflects the community that we serve.

## **Step 5: Objectives and Steps**

1. **To encourage multiracial females and males to apply for vacancies in the Professionals and Administrative Support job categories.**
  - a. The Department of the Prosecuting Attorney will monitor the composition of its workforce and will work with the Human Resources department to increase the probability that recruitment efforts attract the most qualified and disparate applicants.
  - b. Exit interviews will be conducted on under-represented employees who voluntarily leave the department to determine if policies need to be changed to promote the recruitment and retention of minority workers.
2. **To encourage White and Asian males to apply for vacancies in the Administrative Support job category.**
  - a. The Department of the Prosecuting Attorney will monitor the composition of its workforce and will work with the Human Resources department to increase the probability that recruitment efforts attract the most qualified and disparate applicants.
  - b. Exit interviews will be conducted on under-represented employees who voluntarily leave the department to determine if policies need to be changed to promote the recruitment and retention of minority workers.

## **Step 6: Internal Dissemination**

Once the EEO report is approved by the U.S. Department of Justice, the following steps will occur:

1. A hard copy of the EEO report will be provided to all new employees during the orientation period.
2. A hard copy of the EEO report will be posted on the Department bulletin boards reserved for personnel related information.
3. The EEO report will be posted on the Department's internal website accessible to all the employees.

## **Step 7: External Dissemination**

Once the EEO report is approved by the U.S. Department of Justice, the following steps will occur:

1. All job announcements and recruitment notices will identify the City and County of Honolulu Department of the Prosecuting Attorney as an Equal Opportunity Employer.
2. The Department will post a copy of the EEO report on its public website.
3. The Department will work with the City and County of Honolulu Human Resources Department to inform communities of our status as an Equal Opportunity Employer.

**Utilization Analysis Chart  
Relevant Labor Market: Honolulu County, Hawaii**

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
<b>Officials/Administrators</b>																
Workforce #/%	1/17%	0/0%	0/0%	0/0%	2/33%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%
CLS #/%	9,675/19%	1,670/3%	610/1%	25/0%	12,885/25%	1,205/2%	3,075/6%	200/0%	5,040/10%	1,105/2%	340/1%	4/0%	11,195/21%	1,455/3%	3,385/6%	305/1%
Utilization #/%	-2%	-3%	-1%	-0%	9%	31%	-6%	-0%	-10%	-2%	-1%	-0%	-5%	-3%	-6%	-1%
<b>Professionals</b>																
Workforce #/%	15/14%	0/0%	1/1%	0/0%	30/29%	7/7%	1/1%	0/0%	9/9%	2/2%	3/3%	2/2%	28/27%	7/7%	0/0%	0/0%
CLS #/%	13,270/16%	1,465/2%	660/1%	45/0%	17,565/21%	1,550/2%	3,665/4%	325/0%	12,460/15%	2,465/3%	930/1%	75/0%	21,830/26%	1,920/2%	5,505/7%	445/1%
Utilization #/%	-1%	-2%	0%	-0%	8%	5%	-3%	-0%	-6%	-1%	2%	2%	1%	4%	-7%	-1%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,125/10%	325/3%	145/1%	4/0%	2,665/25%	145/1%	869/8%	135/1%	940/9%	325/3%	170/2%	0/0%	2,970/28%	390/4%	570/5%	10/0%
Utilization #/%																
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,020/16%	810/7%	270/2%	0/0%	3,160/26%	1,445/12%	2,104/17%	285/2%	430/4%	110/1%	125/1%	10/0%	385/3%	615/5%	455/4%	45/0%
Utilization #/%																
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	1/7%	3/20%	0/0%	0/0%	7/47%	2/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	1/7%	0/0%
Civilian Labor Force #/%	3,045/10%	680/2%	85/0%	10/0%	5,890/20%	385/1%	2,065/7%	145/0%	4,430/15%	1,040/4%	165/1%	30/0%	7,735/27%	675/2%	2,625/9%	180/1%
Utilization #/%	-4%	18%	-0%	-0%	26%	12%	-7%	-0%	-15%	-4%	-1%	-0%	-20%	-2%	-2%	-1%
<b>Protective Services: Sworn</b>																

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 #/%	90/10%	90/10%	0/0%	0/0%	100/11%	65/7%	289/32%	15/2%	35/4%	0/0%	0/0%	0/0%	90/10%	70/8%	49/5%	4/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,900/7%	2,095/2%	700/1%	25/0%	20,365/17%	2,510/2%	5,914/5%	535/0%	11,265/9%	5,465/5%	710/1%	95/0%	42,165/35%	6,990/6%	13,325/11%	980/1%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	2/4%	1/2%	0/0%	0/0%	6/12%	3/6%	0/0%	0/0%	4/8%	3/6%	3/6%	0/0%	24/47%	5/10%	0/0%	0/0%
CLS #/%	5,785/15%	2,445/6%	670/2%	100/0%	15,335/41%	4,045/11%	6,885/18%	530/1%	385/1%	105/0%	65/0%	0/0%	770/2%	135/0%	405/1%	15/0%
Utilization #/%	-11%	-5%	-2%	-0%	-29%	-5%	-18%	-1%	7%	6%	6%	0%	45%	9%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,190/6%	4,305/4%	765/1%	50/0%	31,455/28%	7,660/7%	10,020/9%	765/1%	5,605/5%	3,350/3%	300/0%	70/0%	27,870/25%	3,865/3%	6,730/6%	680/1%
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
Professionals																
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
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	17%	3/20%	0/0%	0/47%	7/47%	2/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	1/7%	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: Jason Tamanaha

Administrative Services Officer

04-04-2019

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