

EEO Utilization Report

Organization Information

Name: Maine Department Of Corrections

City: Augusta

State: ME

Zip: 04333-0111

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

Policy Statement:

Maine State Government is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request.

DOC specific policy uploaded

Following File has been uploaded:MDOC Polcy 3.9 Equal Employment Opportunity.pdf

Step 4b: Narrative of Interpretation

See Attachment identified as "Narrative"

Following File has been uploaded:narrative.docx

Step 5: Objectives and Steps

1. 1. To Encourage females to apply for vacancies in the following categories: Officials/Administrators, Professionals, Technicians, Protective Services-Non-sworn and Service and Maintenance.

- a. The EEO coordinator and/or the Recruitment/Retention Coordinator will review recruitment activities to find areas in which female employees can be featured more prominently and make appropriate changes when possible.
- b. The Department will periodically monitor applicant information from the Applicant Information Survey and monitor the selection process to determine if any step in the application/selection process negatively impacts female applicants.
- c. The Department will publicize the its commitment to diversity and equal opportunity in its job postings.
- d. The EEO Coordinator or other DOC management will speak with the woman employed by the department to seek input on strategies for both recruitment and retention of women.

2. To encourage white males to apply for positions in the Administrative Support category.

- a. The Department will publicize the its commitment to diversity and equal opportunity in its job postings.
- b. The Recruitment/Retention Coordinator or the EEO Coordinator will periodically monitor applicant information from the Applicant Information Survey and monitor the selection process to determine if any step in the application/selection process negatively impacts male applicants.
- c. The EEO coordinator or the Recruitment/Retention Coordinator will meet with the male employees within the category to strategize on how to encourage more males to apply for the administrative support positions.

Step 6: Internal Dissemination

The EEO Coordinator will distribute a copy of the EEOP Utilization Report to the Commissioner of the Department of Corrections and request that he disseminate the report to the appropriate administrators.

The EEO Coordinator will distribute a copy of the EEOP Utilization Report to the HR Managers for each facilities and the regional community offices within the Department of Corrections.

The EEO Coordinator will distribute a copy of the EEOP Utilization Report to the DEI Manager and the Recruitment/Retention Coordinator for the Department of Corrections.

A copy of the EEOP Utilization Report will be posted to the Department of Corrections intranet site.

A printed copy of the EEOP Utilization Report will be maintained in the office of the EEO Coordinator.

Step 7: External Dissemination

A copy of the EEOP Utilization Report will be posted to the Department of Corrections internet site for any member of the public to access.

A hardcopy of the EEOP Utilization Report will be maintained in the office of the EEO Coordinator and be available upon request.

Utilization Analysis Chart
Relevant Labor Market: Maine

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 #/%	50/68%	0/0%	3/4%	0/0%	0/0%	0/0%	2/3%	0/0%	17/23%	0/0%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%
CLS #/%	39,105/53%	220/0%	210/0%	125/0%	495/1%	0/0%	320/0%	40/0%	31,760/43%	260/0%	105/0%	110/0%	250/0%	20/0%	209/0%	35/0%
Utilization #/%	14%	-0%	4%	-0%	-1%	0%	2%	-0%	-20%	-0%	-0%	-0%	1%	-0%	1%	-0%
Professionals																
Workforce #/%	64/45%	0/0%	2/1%	0/0%	0/0%	0/0%	3/2%	0/0%	71/50%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,025/38%	490/0%	610/1%	145/0%	1,085/1%	0/0%	140/0%	40/0%	68,150/58%	515/0%	230/0%	195/0%	605/1%	40/0%	410/0%	50/0%
Utilization #/%	8%	-0%	1%	-0%	-1%	0%	2%	-0%	-8%	-0%	1%	-0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,415/37%	84/0%	60/0%	4/0%	25/0%	15/0%	70/0%	0/0%	10,330/59%	115/1%	45/0%	20/0%	110/1%	10/0%	110/1%	25/0%
Utilization #/%	47%	-0%	-0%	-0%	-0%	-0%	-0%	0%	-43%	-1%	-0%	-0%	-1%	-0%	-1%	-0%
Protective Services: Sworn																
Workforce #/%	14/70%	1/5%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,660/86%	45/1%	65/1%	85/1%	15/0%	0/0%	40/0%	0/0%	1,000/11%	0/0%	0/0%	4/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	-16%	4%	-1%	-1%	-0%	0%	5%	0%	9%	0%	0%	-0%	0%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	443/72%	12/2%	14/2%	3/0%	6/1%	4/1%	18/3%	0/0%	109/18%	1/0%	4/1%	0/0%	0/0%	2/0%	2/0%	0/0%
Civilian Labor Force #/%	605/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	390/39%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	2%	2%	0%	1%	1%	3%	0%	-21%	-1%	1%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	5/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/88%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	52,750/33%	625/0%	410/0%	210/0%	380/0%	4/0%	435/0%	75/0%	101,770/6%	1,355/1%	370/0%	300/0%	785/0%	30/0%	810/1%	95/0%

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
	%								3%							
Utilization #/%	-24%	-0%	-0%	-0%	-0%	-0%	-0%	-0%	24%	1%	-0%	-0%	-0%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	15/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	59,945/92%	395/1%	390/1%	445/1%	195/0%	40/0%	440/1%	65/0%	3,215/5%	25/0%	15/0%	10/0%	90/0%	0/0%	15/0%	10/0%
Utilization #/%	2%	-1%	-1%	-1%	-0%	-0%	-1%	-0%	1%	-0%	-0%	-0%	-0%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	13/65%	0/0%	1/5%	0/0%	0/0%	0/0%	2/10%	0/0%	3/15%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%
CLS #/%	96,195/53%	1,400/1%	955/1%	345/0%	835/0%	4/0%	1,029/1%	70/0%	75,685/42%	925/1%	895/0%	455/0%	1,380/1%	45/0%	804/0%	175/0%
Utilization #/%	12%	-1%	4%	-0%	-0%	-0%	9%	-0%	-27%	-1%	-0%	-0%	-1%	-0%	5%	-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									✓							
Protective Services: Non-sworn									✓	✓						
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 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.

<i>Jodie Craig</i>	EEO Coordinator	11/1/2021
_____	_____	_____
[signature]	[title]	[date]