

EEOP Utilization Report



Thu Sep 22 15:23:25 EDT 2016

Step 1: Introductory Information

Grant Title:	State Criminal Alien Assistance Program (SCAAP)	Grant Number:	2011-AP-BX-0172
Grantee Name:	Maine Department of Corrections	Award Amount:	\$127,270.00
Grantee Type:	State Government Agency		
Address:	111 State House Station Augusta, Maine 04333-0111		
Contact Person:	Jody Breton	Telephone #:	207-287-4378
Contact Address:	111 State House Station Augusta, Maine 04333-0111		
DOJ Grant Manager:	Anna Black	DOJ Telephone #:	207-530-3794

Grant Title:	State Criminal Alien Assistance Program (SCAAP)	Grant Number:	2012-AP-BX-0294
Grantee Name:	Maine Department of Corrections	Award Amount:	\$113,779.00
Grantee Type:	State Government Agency		
Address:	111 State House Station Augusta, Maine 04333-0111		
Contact Person:	Jody Breton	Telephone #:	207-287-4378
Contact Address:	111 State House Station Augusta, Maine 04333-0111		
DOJ Grant Manager:	Anna Black	DOJ Telephone #:	207-530-3794

Grant Title:	State Criminal Alien Assistance Program (SCAAP)	Grant Number:	2013-AP-BX-0009
Grantee Name:	Maine Department of Corrections	Award Amount:	\$147,643.00
Grantee Type:	State Government Agency		
Address:	111 State House Station Augusta, Maine 04333-0111		
Contact Person:	Jody Breton	Telephone #:	207-287-4378
Contact Address:	111 State House Station Augusta, Maine 04333-0111		

DOJ Grant Manager: Anna Black **DOJ Telephone #:** 207-530-3794

Grant Title: State Criminal Alien Assistance Program (SCAAP) **Grant Number:** 2014-AP-BX-0704

Grantee Name: Maine Department of Corrections **Award Amount:** \$145,676.00

Grantee Type: State Government Agency

Address: 111 State House Station
Augusta, Maine
04333-0111

Contact Person: Jody Breton **Telephone #:** 207-287-4378

Contact Address: 111 State House Station
Augusta, Maine
04333-0111

DOJ Grant Manager: Anna Black **DOJ Telephone #:** 207-530-3794

Grant Title: State Criminal Alien Assistance Program (SCAAP) **Grant Number:** 2015-AP-BX-0452

Grantee Name: Maine Department of Corrections **Award Amount:** \$107,532.00

Grantee Type: State Government Agency

Address: 111 State House Station
Augusta, Maine
04333-0111

Contact Person: Jody Breton **Telephone #:** 207-287-4378

Contact Address: 111 State House Station
Augusta, Maine
04333-0111

DOJ Grant Manager: Anna Black **DOJ Telephone #:** 207-530-3794

Grant Title: Smart Supervision **Grant Number:** 2014-SM-BX-0001

Grantee Name: Maine Department of Corrections **Award Amount:** \$573,620.00

Grantee Type: State Government Agency

Address: 111 State House Station
Augusta, Maine
04333-0111

Contact Person: Ray Bernier **Telephone #:** 207-530-0452

Contact Address: 111 State House Station
Augusta, Maine
04333-0111

DOJ Grant Manager: Anna Black

DOJ Telephone #: 207-530-3794

Grant Title: Statistical Analysis Grant

Grant Number: 2015-BJ-CX-K002

Grantee Name: Maine Department of Corrections

Award Amount: \$109,341.00

Grantee Type: State Government Agency

Address: 111 State House Station
Augusta, Maine
04333-0111

Contact Person: Ray Bernier

Telephone #: 207-530-0452

Contact Address: 111 State House Station
Augusta, Maine
04333-0111

DOJ Grant Manager: Anna Black

DOJ Telephone #: 207-530-3794

Grant Title: Stop Violence Against Women

Grant Number: 2014-WF-AX-0051 2015-WF-AX-0054

Grantee Name: Maine Department of Corrections

Award Amount: \$58,715.00

Grantee Type: State Government Agency

Address: 111 State House Station
Augusta, Maine
04333-0111

Contact Person: Kathy Mahoney

Telephone #: 207-465-6705

Contact Address: 111 State House Station
Augusta, Maine
04333-0111

State Granting
Agency:

Grant Number:

Contact Name:

Contact Address:

Telephone #:

Grant Title: State Criminal Alien Assistance
Program (SCAAP)

Grant Number: 2010-AP-BX-0033

Grantee Name: Maine Department of Corrections

Award Amount: \$115,616.00

Grantee Type: State Government Agency

Address: 111 State House Station

Augusta, Maine
04333-0111

Contact Person: Jody Breton **Telephone #:** 207-287-4378
Contact Address: 111 State House Station
Augusta, Maine
04333-0111
DOJ Grant Manager: Anna Black **DOJ Telephone #:** 207-530-3794

Grant Title: Victims of Crime Act Grant **Grant Number:** unknown
Grantee Name: Maine Department of Corrections **Award Amount:** \$61,875.00
Grantee Type: State Government Agency
Address: 111 State House Station
Augusta, Maine
04333-0111
Contact Person: Tessa Mosher **Telephone #:** 207-287-4385
Contact Address: 111 State House Station
Augusta, Maine
04333-0111

State Granting Agency: **Grant Number:**
Contact Name:
Contact Address:

Telephone #:

Grant Title: SAMHSA-Substance Abuse & Mental Health Services Administration **Grant Number:** 1U79SM061231-0
Grantee Name: Maine Department of Corrections **Award Amount:** \$3,992,932.00
Grantee Type: State Government Agency
Address: 111 State House Station
Augusta, Maine
04333-0111
Contact Person: Ray Bernier **Telephone #:** 207-530-0452
Contact Address: 111 State House Station
Augusta, Maine
04333-0111
DOJ Grant Manager: Anna Black **DOJ Telephone #:** 207-530-3794

Grant Title: JJAG-Title II, Formula **Grant Number:** 2013-MU-FX-0051
Grantee Name: Maine Department of Corrections **Award Amount:** \$797,812.00
Grantee Type: State Government Agency
Address: 111 State House Station
Augusta, Maine
04333-0111
Contact Person: Jay Pennell **Telephone #:** 207-287-1923
Contact Address: 111 State House Station
Augusta, Maine
04333-0111
DOJ Grant Manager: Anna Black **DOJ Telephone #:** 207-530-3794

Grant Title: JJAG-Title II, Formula **Grant Number:** 2015-JF-FX-0056
Grantee Name: Maine Department of Corrections **Award Amount:** \$400,194.00
Grantee Type: State Government Agency
Address: 111 State House Station
Augusta, Maine
04333-0111
Contact Person: Jay Pennell **Telephone #:** 207-287-1923
Contact Address: 111 State House Station
Augusta, Maine
04333-0111
DOJ Grant Manager: Anna Black **DOJ Telephone #:** 207-530-3794

Policy Statement:

The Maine Department of Corrections is committed to the principles and practices of equal employment opportunity. As a public agency, the Department is an instrument of the taxpayers of Maine and has an obligation to provide fair and effective services to the public. This service requires ensuring all individuals the right to work and advance based on merit, ability and potential, free from unlawful discrimination and harassment based on sex, race, color, religion, national origin, age, marital status, physical or mental disability, sexual orientation, whistleblower activity or previous assertion of a claim or right under the Maine Workers Compensation Act. The Department of Corrections shall continue to pursue a policy of non-discrimination in all employment actions, procedures and conditions of employment. The Department advocates meaningful programs to assist in creating and developing a diverse, high quality work force, and for a workplace where differences are respected and valued, and all employees have the support and the opportunity to realize their full potential.

Step 4b: Narrative Underutilization Analysis

The EEO Office of the Maine Department of Corrections has reviewed the Utilization Analysis (comparing its workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following job categories: Officials/Administrators (-18%), Professionals (-11%), Technicians (-59%) and Protective Services/Non Sworn (-23%) and Service/Maintenance (-19%).

There are very few employees in the Technician and Service/Maintenance categories so it is difficult to make reliable conclusions. Some progress has been made in the Protective/Non Sworn and Service/Maintenance categories, and the Professional and Technician categories remained the same since the last EEOP plan two years ago. It is clear that more work needs to be done in these categories as well as Officials/Administrators.

2. White males were significantly underrepresented in the Administrative Support category (-25%).

The analysis indicates a slight under-representation of Hispanic/Latino females in the Protective Services: Non Sworn category (-1%) as well as the same light under-representation of other minorities in other categories. The Maine Department of Corrections will continue its commitment to having a workforce that reflects the community it serves.

Step 5 & 6: Objectives and Steps

1. 1. To encourage white and minority females to apply for vacancies in the following categories:

Officials/Administrators, Professionals, Technicians, Protective Services: Non Sworn and Service/Maintenance

- a. The EEO Coordinator will monitor and track results from the Applicant Information Survey for each job classification and monitor the process to determine if any step in the selection process impacted screening out female applicants.
- b. Advertise the Department's commitment to diversity and equal opportunity in all of its job postings.
- c. Increase the use of social media as a recruiting medium to inform the public of the job opportunities within the Department.
- d. The EEO Coordinator and Department of Corrections' Recruiter will increase networking activities with organizations working with culturally diverse job seekers. These organizations include the New Mainers Resource Center, New England Arab American Organization, USM Multicultural Resource Center, and Catholic Charities.
- e. Increase targeted recruitment activities featuring female Corrections Officers in advertising including radio, TV and newspaper advertising.

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

- a. The HR Manager and EEO Coordinator will review applicant certification lists to determine if there is under-representation and explore options to reduce the imbalance.

3. 3. To encourage minority males to apply for positions in the following categories: Officials/Administrators, Protective Services: Sworn and Non Sworn, Skilled Craft and Service/Maintenance

- a. The EEO Coordinator will monitor and track results from the Applicant Information Survey for each job classification and monitor the process to determine if any step in the selection process impacted screening out minority candidates.
- b. Advertise the Department's commitment to diversity and equal opportunity in all of its job postings.
- c. The EEO Coordinator and Department of Corrections' Recruiter will increase networking activities with organizations working with culturally diverse job seekers. These organizations include the New Mainers Resource Center, New England Arab American Organization, USM Multicultural Resource Center and Catholic Charities.
- d. Increase targeted recruitment activities featuring minority Corrections Officers in advertising.

Step 7a: Internal Dissemination

1. The Commissioner of the Department of Corrections will formally announce this affirmation of equal employment opportunity and distribute copies of the EEOP Utilization Report to departmental administrators.
2. The EEO Coordinator will distribute copies of the EEOP Utilization Report to all correctional facilities and regional community offices in the Department of Corrections.
3. The EEO Coordinator will inform all Human Resources Managers of their responsibilities under this EEOP and will be provided a copy of the plan.
4. The EEOP Utilization Report will be posted on the Department's website and written notification will be sent to all employees to let them know that a copy of the EEOP Utilization Report is available upon request.
5. Printed copies of the EEOP Utilization Report will be maintained in the office of the Department's EEO Coordinator.

Step 7b: External Dissemination

1. The EEOP Utilization Report will be posted on the Department's public website for any member of the public to access and download.
2. Copies of the EEOP Utilization Report will be provided to each labor union representing Department employees.
3. Copies of the EEOP Utilization Report will be provided to the Maine State Library.
4. The Department will continue to incorporate an equal opportunity clause, as required by the Code of Fair Practices and Affirmative Action, in all purchase orders, contracts, leases, and other legal documents as appropriate.

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 #/%	54/71%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	19/25%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	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 #/%	18%	-0%	2%	-0%	-1%	0%	-0%	-0%	-18%	-0%	-0%	-0%	1%	-0%	-0%	-0%
Professionals																
Workforce #/%	87/49%	1/1%	3/2%	2/1%	0/0%	0/0%	0/0%	0/0%	85/47%	1/1%	0/0%	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 #/%	11%	0%	1%	1%	-1%	0%	-0%	-0%	-11%	0%	-0%	-0%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	8/100%	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%
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 #/%	65%	-0%	-0%	-0%	-0%	-0%	-0%	0%	-59%	-1%	-0%	-0%	-1%	-0%	-1%	-0%
Protective Services: Sworn-Officials																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	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 #/%	-6%	-1%	-1%	-1%	-0%	0%	-0%	0%	9%	0%	0%	-0%	0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	38/57%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	27/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	32,450/57%	660/1%	360/1%	225/0%	315/1%	0/0%	469/1%	19/0%	21,260/37%	160/0%	485/1%	150/0%	200/0%	0/0%	300/1%	19/0%
Utilization #/%	-0%	0%	-1%	-0%	1%	0%	-1%	-0%	3%	-0%	-1%	-0%	-0%	0%	-1%	-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 #/%	571/80%	8/1%	11/2%	5/1%	6/1%	0/0%	0/0%	112/16%	3/0%	2/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	605/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	390/33%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
Utilization #/%	20%	1%	2%	1%	1%	0%	0%	-23%	-1%	0%	0%	0%	0%	0%	0%	0%				
Administrative Support																				
Workforce #/%	6/8%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	65/89%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	52,750/33%	625/0%	410/0%	210/0%	380/0%	4/0%	75/0%	101,770/63%	1,355/1%	370/0%	300/0%	785/0%	30/0%	810/1%	95/0%	0/0%				
Utilization #/%	-25%	-0%	-0%	1%	-0%	-0%	-0%	26%	1%	-0%	-0%	-0%	-0%	-1%	-0%	-0%				
Skilled Craft																				
Workforce #/%	25/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	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%	65/0%	3,215/5%	25/0%	15/0%	10/0%	90/0%	0/0%	15/0%	10/0%	0/0%				
Utilization #/%	4%	-1%	-1%	-1%	-0%	-0%	-0%	-1%	-0%	-0%	-0%	-0%	-0%	-0%	-0%	-0%				
Service/Maintenance																				
Workforce #/%	16/73%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	5/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	96,195/53%	1,400/1%	955/1%	345/0%	835/0%	4/0%	1,029/1%	75,685/42%	925/1%	895/0%	455/0%	1,380/1%	45/0%	804/0%	175/0%	0/0%				
Utilization #/%	20%	-1%	4%	-0%	-0%	-0%	-1%	-19%	-1%	-0%	-0%	-1%	-0%	-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									✓							
Protective Services: Non-sworn									✓	✓						
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
Public Service																
Coordinator I																
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%
Correctional Investigator																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	38/57%	1/1%	0/0%	0/1%	1/1%	0/0%	0/0%	0/0%	27/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

