

EEO Utilization Report

Organization Information

Name: 1st Judicial District Attorney's Office

City: Shreveport

State: LA

Zip: 71101

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

It is the policy of the 1st Judicial District Attorney's Office (CPDAO) to treat all of its employees with dignity and respect and to provide a workplace that is free from discrimination whether that discrimination is based on race, color, religion, sex (including gender identity or pregnancy), national origin, disability, political affiliation, marital status, employeeship in an employee organization, age, sexual orientation, or other non-merit factors. CPDAO intends to ensure the provision of a non-discriminatory working environment to all employees irrespective of their gender identity or perceived gender non-conformity.

It is the policy of CPDAO that an employees transition be treated with as much sensitivity and confidentiality as any other employees significant life experiences, such as hospitalization or marital difficulties. Additionally, medical information received about individual employees is protected. Also see Attached policy manual.

Following File has been uploaded:OfficePolicy.pdf

Step 4b: Narrative of Interpretation

The office of the 1st Judicial District Attorney's Office has reviewed the Significant Underutilization Report and believe that the one area of Administrative Support that is highlighted is an insignificant value. Based on the fact that Administrative Support includes secretarial and file clerks in our office and we only have 1 file clerk (black male). Therefore the under representation of white males shown here is insignificant.

The 1st Judicial District Attorney's Office is committed to having a workforce that reflects the community we serve.

Step 5: Objectives and Steps

1. Our objective is to provide equal opportunity to all applicants to reflect our local workforce, including promotional opportunities.

- a. Our HR department will review the composition of the applicant pool for all vacancies in this job category to ensure that all applicants are given equal opportunity.
- b. Any job opportunities in the selected category will be posted in conspicuous locations within our offices and within the other agencies of the parish.
- c. any job opportunities in the selected category will be posted to our web site so that all interested persons may apply.

Step 6: Internal Dissemination

1. The EEOP Utilization Report will be provided directly to the District Attorney.
2. The EEOP Utilization Report will be available internally on the District Attorney Office Intranet page, an in-house electronic communication network. We will notify all employees of the availability of the EEOP Utilization Report there.
3. Employees will be able to obtain a copy of EEOP Utilization Report from our HR department.

Step 7: External Dissemination

1. A statement will be added to our public website internet page that the EEOP Utilization Report is available from our HR department.
2. The EEOP Utilization Report will also be available via a link on our internet page that will produce a pdf of the report.

Utilization Analysis Chart
Relevant Labor Market: Caddo Parish, Louisiana

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 #/%	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%
CLS #/%	5,285/45%	110/1%	1,035/9%	10/0%	15/0%	0/0%	80/1%	3,610/31%	145/1%	1,275/11%	10/0%	35/0%	0/0%	25/0%	4/0%	
Utilization #/%	55%	-1%	-9%	-0%	-0%	0%	-1%	-31%	-1%	-11%	-0%	-0%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	12/36%	0/0%	4/12%	0/0%	0/0%	0/0%	0/0%	8/24%	0/0%	9/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,400/30%	160/1%	1,570/7%	15/0%	410/2%	0/0%	55/0%	8,695/40%	315/1%	3,440/16%	40/0%	275/1%	15/0%	135/1%	20/0%	
Utilization #/%	7%	-1%	5%	-0%	-2%	0%	-0%	-16%	-1%	11%	-0%	-1%	-0%	-1%	-0%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,005/22%	55/1%	305/7%	0/0%	35/1%	0/0%	20/0%	1,850/40%	85/2%	1,255/27%	4/0%	10/0%	4/0%	10/0%	10/0%	
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,275/39%	15/0%	865/26%	0/0%	60/2%	0/0%	15/0%	455/14%	0/0%	580/18%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	6/43%	0/0%	5/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	65/30%	0/0%	75/34%	0/0%	0/0%	0/0%	0/0%	10/5%	0/0%	60/27%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	0%	2%	0%	0%	0%	0%	-5%	0%	-6%	-5%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	32/62%	0/0%	18/35%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	7,885/23%	190/1%	3,340/10%	10/0%	55/0%	15/0%	20/0%	13,210/38%	245/1%	9,145/26%	65/0%	180/1%	10/0%	154/0%	10/0%	10/0%

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%	-1%	-8%	-0%	-0%	-0%	-0%	-0%	23%	-1%	8%	-0%	-1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,655/66%	840/6%	2,775/21%	55/0%	10/0%	0/0%	40/0%	0/0%	555/4%	8/0%	270/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,535/23%	1,260/3%	10,130/28%	105/0%	215/1%	4/0%	75/0%	80/0%	5,920/16%	410/1%	9,205/25%	20/0%	240/1%	0/0%	104/0%	45/0%
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 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: Gary L. Gaskins

Administrator

07-08-2017

[signature]

[title]

[date]

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	1st Judicial District Attorney's Office		
Address:	501 Texas St., Shreveport, LA, 71101		
Recipient Type:	Subrecipient	Law Enforcement Agency:	No
DUNS Number:	141241872	Vendor Number (only if direct recipient):	
Name of Contact Person:	Gary Gaskins	Title of Contact Person:	Administrator
Telephone Number:	318-226-6960	E-Mail Address:	ggaskins@caddoda.com
Subrecipients:	No		

Declaration Claiming Exemption from the EEOP Utilization Report Submission Requirement

The following exemptions apply:

Filed Utilization Report in previous year		
---	--	--

I, **Gary Gaskins** (*authorized official*), certify that **1st Judicial District Attorney's Office** (*recipient organization*), is not required to prepare an EEOP Utilization Report during **2018** (*fiscal year*) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further certify that **1st Judicial District Attorney's Office** (*recipient organization*), will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Gary Gaskins, Administrator

Gary Gaskins

1/29/2018

Print or Type Name and Title

Signature

Date