

EEO Utilization Report

Organization Information

Name: Norfolk District Attorney's Office

City: Canton

State: MA

Zip: 02021

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

Equal Employment Opportunity/Affirmative Action

The NDAO is an equal opportunity employer and makes employment decisions, including those concerning hiring, promotion and salary, on the basis of merit. The Office will not discriminate on the basis of race, color, creed, sex, religion, age, national origin or ancestry, handicap or disability, genetics, veteran status and national guard or reserve unit obligations, sexual orientation, gender identity or identification or any other characteristic protected by federal, state, or local law. All such discrimination is unlawful and prohibited by the NDAO.

Furthermore, the NDAO is committed to providing a work environment that encourages mutual respect and is free of unlawful harassment and discrimination. Harassment for any discriminatory reason, such as sex, race, national origin, disability, religion, sexual orientation, same-sex harassment, or gender identity violates various state, federal and local laws. Harassment by another employee, manager, customer, vendor, contractor or other person working or visiting on the Offices premises will not be tolerated.

The NDAO will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship. The NDAO Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Complaints of harassment or discrimination should be reported to the employees supervisor, the Director of Human Resources or other NDAO designee immediately. For more information, please refer to the Offices Policy on Sexual Harassment and Discrimination (see Section 3).

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart three areas had a significantly high under utilization rate.

The number of male victim witness advocates was at -31%. The NDAO employs more female victim witness advocates than male victim witness advocates.

The number of male administrative support staff was at -17%. The NDAO employs more female administrative support staff than male administrative support staff.

The number of male skilled craft employees was at -72%. The NDAO employs more female skilled craft employees than male skilled craft employees.

Step 5: Objectives and Steps

- 1. Employ a more proportionate blend of diverse males and female victim witness advocates.**
 - a. Seek out more diverse male candidates interested in becoming victim witness advocates in the NDAO.
- 2. Employ a more proportionate number of male administrative staff.**
 - a. Seek out more diverse male candidates.
- 3. Employ a more proportionate blend of diverse male skilled craft employees**
 - a. Seek out a more proportionate diverse blend of skilled craft male employees.

Step 6: Internal Dissemination

The NDAO will disseminate the organization's EEO Utilization Report with the organization by emailing a copy of the report. The NDAO will also post the EEO Utilization Report on our NDAO intranet site, which is our internal internet site accessible to all NDAO staff.

Step 7: External Dissemination

The NDAO will post its EEO Utilization Report on its external website at www.NorfolkDA.com. This information is available to the general public by logging onto our website.

Utilization Analysis Chart
Relevant Labor Market: Norfolk County, Massachusetts

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 #/%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%
CLS #/%	27,330/53%	540/1%	680/1%	0/0%	1,075/2%	0/0%	160/0%	110/0%	18,120/35%	720/1%	1,010/2%	30/0%	1,225/2%	0/0%	170/0%	150/0%
Utilization #/%	-33%	-1%	-1%	0%	-2%	0%	-0%	-0%	25%	-1%	-2%	-0%	-2%	0%	20%	-0%
Professionals																
Workforce #/%	14/33%	0/0%	1/2%	0/0%	0/0%	0/0%	1/2%	0/0%	26/60%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,985/35%	785/1%	1,410/2%	0/0%	2,735/4%	0/0%	165/0%	215/0%	35,135/50%	1,005/1%	1,440/2%	45/0%	2,545/4%	0/0%	305/0%	150/0%
Utilization #/%	-3%	-1%	0%	0%	-4%	0%	2%	-0%	11%	-1%	0%	-0%	-4%	0%	-0%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,155/35%	140/2%	295/3%	0/0%	310/3%	0/0%	89/1%	10/0%	4,260/47%	90/1%	405/4%	15/0%	250/3%	15/0%	30/0%	10/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,375/75%	115/2%	545/9%	25/0%	35/1%	35/1%	30/1%	70/1%	540/9%	0/0%	25/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	23/85%	2/7%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	205/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	335/57%	30/5%	0/0%	0/0%	0/0%	0/0%	0/0%	20/3%
Utilization #/%	-31%	0%	0%	0%	0%	0%	0%	0%	28%	2%	4%	0%	0%	0%	0%	-3%
Administrative Support																
Workforce #/%	2/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/85%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	30,170/32%	1,715/2%	2,200/2%	45/0%	1,570/2%	4/0%	170/0%	195/0%	48,210/52%	2,100/2%	3,050/3%	130/0%	2,600/3%	0/0%	295/0%	480/1%

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 #/%	-17%	-2%	-2%	-0%	-2%	-0%	-0%	-0%	33%	-2%	-3%	-0%	-3%	0%	-0%	-1%
Skilled Craft																
Workforce #/%	1/10%	0/0%	1/10%	0/0%	1/10%	0/0%	0/0%	0/0%	7/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,235/82%	920/4%	755/3%	25/0%	575/2%	0/0%	50/0%	515/2%	940/4%	60/0%	30/0%	0/0%	220/1%	0/0%	34/0%	35/0%
Utilization #/%	-72%	-4%	7%	-0%	8%	0%	-0%	-2%	66%	-0%	-0%	0%	-1%	0%	-0%	-0%
Service/Maintenance																
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 #/%	27,630/38%	3,845/5%	3,310/5%	40/0%	2,200/3%	0/0%	260/0%	1,010/1%	22,890/31%	2,840/4%	5,045/7%	75/0%	2,690/4%	0/0%	410/1%	745/1%
Utilization #/%	62%	-5%	-5%	-0%	-3%	0%	-0%	-1%	-31%	-4%	-7%	-0%	-4%	0%	-1%	-1%

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: Margaret R.S. Krippendorf

First Assistant District Attorney

08-24-2020

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