

EEO Utilization Report

Organization Information

Name: Kansas Department Of Corrections

City: Topeka

State: KS

Zip: 66603

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

Policy Statement:

The Kansas Department of Corrections (KDOC) opposes discrimination or harassment in any employment practice or program on the basis of race, religion, color, sex, national origin, disability, age or veterans status and adheres to all State and Federal non-discrimination laws.

The KDOC is committed to a diverse workforce that reflects the demographics of the State of Kansas and is committed to adhering to all non-discrimination laws including Title VI and Title VII of the Civil Rights Act of 1964; the Pregnancy Discrimination Act; the Equal Pay Act; the Age Discrimination in Employment Act (ADEA), the Civil Rights Act of 1991, the Americans with Disabilities Act (ADA) and ADA Amendments Act of 2008 (ADAAA), and the Genetic Information Nondiscrimination Act provides protection based on an individuals genetic information. Because previous convictions can result in disparate impact, when convictions do not represent bona fide qualification, the KDOC will make hiring and promotional decisions absent that factor.

Complaints of discrimination or questions regarding how to request an accommodation may be directed at any time to: Mike Smith, Manager of EEO/AA/ADA - Toll Free 1-844-522-1956 - Email mike.smith@ks.gov

Step 4b: Narrative of Interpretation

The KDOC has reviewed the EEOP charts and notes that Categories and groups showing the largest under-utilization include: Asian males and females (-2% each) and white females in the Professionals EEO Category (-9%); Hispanic males (-6) and White females (-8%) and Hispanic females (-4%) in the Protective Services - Sworn Officers EEO category; Black or African American Males (2%) in the Administrative Support EEO Category; Hispanic males (-8%) and white females (-4%) in the Skilled Craft EEO Category; and, Hispanic Males (-7%), Black or African American Males (-4%), White female (-15%), Hispanic females (-4%) and Black or African American females (-3%) in the Service Maintenance EEO Category.

The largest barriers to minority recruitment involve the KDOC not representing the employer of choice due to its pay-scale in relation to Federal and local departments in same recruiting area as the Lansing Correctional Facility in the metropolitan Kansas City Area. Other barriers include population demographics surrounding most other facilities and offices that are generally located in rural and primarily white areas.

The KDOC is committed to have a workforce that reflects the demographics of the State of Kansas and is committed to the ongoing improvement of its recruitment, hiring and retention procedures to meet that goal. See the attached Following File has been uploaded:4BSubmissions.docx

Step 5: Objectives and Steps

1. Identify barriers to the recruitment selection and retention of Asians of both genders in the various classifications that comprise the Officials and Managers, Professionals, Protective Services Sworn, and Skilled Craft EEO Categories.

- a. The percentage of Asians in the State of Kansas civilian labor force is very low but an under-utilization exists in several EEO Categories. The KDOC already sends recruitment teams comprised of diverse staff to local High Schools, Colleges, to various community outreach activities and fairs, the State fair, and to Military bases targeting the under-utilized groups. The KDOC will increase its recruitment by using one or more of the following additional resources as hiring opportunities arise in an under-utilized EEO category: Asian Women in Business, Japanese American Citizens League, Korean Women's Association, the National Asian Pacific American Bar Association, National Association of Asian Professionals, the US Pan Asian American Chamber of Commerce and the Asian Professionals Network.
- b. The KDOC will continue to review its recruitment, screening, testing, background check, hiring, disciplinary, and retention practices working to ensure that no barriers exist.
- c. The KDOC will continue to collect and analyze data from position postings with the goal of attaining a diverse pool of applicants.
- d. The KDOC currently conducts exit interviews and maintains various other termination and disciplinary records systems to seek trends or factors that might show a practice is impacting groups at differential rates to ensure equal opportunity.
- e. The KDOC will recruit at locations with higher Asian populations to include Garden City Community College.

2. Identify barriers to the recruitment and retention of black females in the Protective Services Sworn - Officials and black males with regard to Administrative Support EEO Category.

- a. The KDOC has identified behaviors that may result in turnover related to comfort level of inmates when talking with select staff, which result in a disparate level of communications violations of the Agency undue familiarity policies. To address those it will both monitor all black termination from central office, and place added emphasis on undue familiarity training with regard to its security forces.
- b. The Agency will encourage black males and females to apply for positions where an under-utilization exists and whenever possible recruit from institutions with higher levels of the underrepresented populations to include KCKCC, Washburn, Wichita State and the University of Kansas. It will further attempt to recruit by way of the Kansas Commission of African American Affairs, Blacks in Government, National Association for the Advancement of

Colored People, Nation Association of Black Accountants, National Forum for Black Administrators, National Black MBA Association, National Urban League, Black Enterprise, Black Voices, Black Collegian online - career site for students of color, and HBCU-Careers.net - online career resource for historically Black colleges and universities

- c. The KDOC will continue to review its recruitment, screening, testing, background check, hiring, disciplinary, and retention practices working to ensure that no barriers exist.
- d. The KDOC will continue to collect and analyze data from position postings with the goal of attaining a diverse pool of applicants.
- e. The KDOC currently conducts exit interviews and maintains various other termination and disciplinary records systems to seek trends or factors that might show a practice is impacting groups at differential rates to ensure equal opportunity.

3. Identify barriers to the recruitment and selection of white females in the classifications that fall within the Professionals EEO category and various levels of Protective Services Sworn, Skilled Craft and the Service Maintenance EEO Categories.

- a. The KDOC will undertake recruitment aimed to increase placement of females in these groups to include outreach at the various recruitment resources utilized by the KDOC, which will include: recruiting through one or more of the following groups, American Business Womens Association, the American Society for Women Accountants, Financial Womens Association, National Womens Studies Association, Advocates for Women in Science, Engineering & Mathematics, Association for Women in Computing, Womens Information Network, Women in Technology, Career Women, Catalyst Career Group, Women's Career Channel, Women at Work, National Organization for Women, Women in Non-Traditional Employment Roles, Ms. Foundation for Women, National Association of Commissions for Women, National Association of Professionals Asian American Women, National Council of Negro Women, Women in Management, Women Employed, National Association of Women in Construction, Feminist Majority Foundation, and Advancing Women.
- b. The Agency will utilize the EEOP going forward for the determination of when to incorporate the hiring practice stipulations that occur when an under-utilization is present with regard to women.
- c. The KDOC will continue to review its recruitment, screening, testing, background check, hiring, disciplinary, and retention practices working to ensure that no barriers exist.
- d. The KDOC will continue to collect and analyze data from position postings with the goal of attaining a diverse pool of applicants.
- e. The KDOC currently conducts exit interviews and maintains various other termination and disciplinary records systems to seek trends or factors that might show a practice is impacting groups at differential rates to ensure equal opportunity.

4. Identify barriers to Hispanic placement in the Skilled Craft and to the Protective Services Sworn EEO Categories.

- a. The Agency will increase its recruitment in locations which have higher percentages of Hispanic populations to include Garden City, Wichita and the Kansas City metropolitan area. They will further utilize one or more of the following recruitment resources when posting positions in the listed EEO categories: ASPIRA Association, Latin Business Association, League of United Latin American Citizens, Mexican American Unity Council, National Association of Latin Elected & Appointed Officials, National Association of Puerto Rican/Hispanic Social Workers Inc, National Coalition of Hispanic Health & Human Services Organization, National Council La Raza, Hispanic Employment Program Managers, National Society of Hispanic Professionals, Hispanic Business.com, Hispanic Online, LatPro.com, saludos.com, hispanic-jobs.com, LatCareers Career Fairs, Emploescb.com, and Liberty's Promise.
- b. The KDOC will continue to review its recruitment, screening, testing, background check, hiring, disciplinary, and retention practices working to ensure that no barriers exist.
- c. The KDOC will continue to collect and analyze data from position postings with the goal of attaining a diverse pool of applicants.
- d. The KDOC currently conducts exit interviews and maintains various other termination and disciplinary records systems to seek trends or factors that might show a practice is impacting groups at differential rates to ensure equal opportunity.

Step 6: Internal Dissemination

The approved EEOP Utilization Report will be forwarded in an "Agency all" email confirming that the plan had been updated and available for review to the internal Agency EEO website found at <http://ekdoc.doc.ks.gov/hr/eo-affirmative-action>. The Agency will post copies of the EEOP Utilization Report on its official internal bulletin boards and all KDOC Human Resources offices will provide a written copy of the EEOP Utilization Report upon request.

Step 7: External Dissemination

The approved EEOP Utilization Report will be uploaded to the Public KDOC internet site found at <https://www.doc.ks.gov/>. An email containing a link to that website and confirming that the EEOP Utilization Report has been updated will be forwarded to agency sub-recipients and recruitment resources. The Agency will take copies of the EEOP Utilization Report to recruitment events so that it can be reviewed by any interested parties and anyone may contact any KDOC Human Resource Office to obtain a hard copy. They may also request a copy in another accessible format by contacting the Manager of EEO/AA/ADA at mike.smith@ks.gov or toll free at 1-844-522-1956.

Utilization Analysis Chart
Relevant Labor Market: Kansas

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 #/%	158/42%	5/1%	12/3%	3/1%	0/0%	0/0%	0/0%	0/0%	183/49%	4/1%	8/2%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	100,195/57%	3,190/2%	2,835/2%	415/0%	1,865/1%	40/0%	1,315/1%	145/0%	57,020/33%	2,250/1%	2,735/2%	535/0%	1,030/1%	15/0%	670/0%	140/0%
Utilization #/%	-15%	-0%	2%	1%	-1%	-0%	-1%	-0%	16%	-0%	1%	-0%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	188/43%	13/3%	21/5%	5/1%	1/0%	0/0%	0/0%	0/0%	185/42%	10/2%	13/3%	2/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	89,405/36%	3,795/2%	3,450/1%	485/0%	5,180/2%	35/0%	1,045/0%	255/0%	126,395/51%	4,495/2%	4,925/2%	590/0%	4,000/2%	25/0%	1,165/0%	200/0%
Utilization #/%	6%	1%	3%	1%	-2%	-0%	-0%	-0%	-9%	0%	1%	0%	-2%	-0%	-0%	-0%
Technicians																
Workforce #/%	7/58%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,320/36%	620/2%	660/2%	140/0%	505/1%	35/0%	140/0%	45/0%	19,070/48%	1,130/3%	1,780/4%	115/0%	890/2%	0/0%	240/1%	0/0%
Utilization #/%	22%	-2%	-2%	-0%	7%	-0%	-0%	-0%	-15%	-3%	-4%	-0%	-2%	0%	-1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	643/73%	30/3%	40/5%	11/1%	4/0%	2/0%	0/0%	0/0%	127/14%	7/1%	9/1%	3/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	16,215/71%	935/4%	1,015/4%	145/1%	55/0%	25/0%	180/1%	0/0%	3,155/14%	270/1%	540/2%	70/0%	4/0%	0/0%	85/0%	15/0%
Utilization #/%	2%	-1%	0%	1%	0%	0%	-1%	0%	1%	-0%	-1%	0%	0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	755/63%	52/4%	70/6%	11/1%	5/0%	1/0%	0/0%	0/0%	235/20%	21/2%	40/3%	4/0%	2/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	46,930/43%	10,645/10%	4,220/4%	585/1%	975/1%	85/0%	1,380/1%	230/0%	29,520/27%	6,730/6%	4,015/4%	365/0%	1,010/1%	15/0%	1,115/1%	200/0%
Utilization #/%	20%	-6%	2%	0%	-0%	0%	-1%	-0%	-8%	-4%	-0%	-0%	-1%	-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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	740/34%	45/2%	30/1%	4/0%	4/0%	0/0%	54/2%	0/0%	1,135/52%	8/0%	75/3%	0/0%	4/0%	0/0%	75/3%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	37/14%	4/1%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	216/79%	7/3%	8/3%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	107,630/30%	7,820/2%	7,025/2%	570/0%	1,860/1%	80/0%	1,730/0%	305/0%	199,150/55%	13,995/4%	13,170/4%	1,360/0%	3,045/1%	40/0%	3,800/1%	515/0%
Utilization #/%	-16%	-1%	-2%	0%	-1%	-0%	-0%	-0%	24%	-1%	-1%	-0%	-0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	149/95%	4/3%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	102,310/77%	14,590/11%	3,310/2%	1,135/1%	1,580/1%	45/0%	1,365/1%	275/0%	6,490/5%	545/0%	535/0%	35/0%	795/1%	0/0%	103/0%	25/0%
Utilization #/%	18%	-8%	-2%	-0%	-1%	-0%	-1%	-0%	-4%	-0%	-0%	-0%	-1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	37/74%	1/2%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	8/16%	1/2%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	164,290/42%	35,075/9%	14,870/4%	1,695/0%	4,595/1%	110/0%	3,505/1%	480/0%	122,560/31%	23,390/6%	11,550/3%	1,570/0%	5,205/1%	85/0%	3,290/1%	415/0%
Utilization #/%	32%	-7%	-4%	4%	-1%	-0%	-1%	-0%	-15%	-4%	-3%	-0%	1%	-0%	-1%	-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: Sworn-Officials							✓				✓					
Protective Services: Sworn-Patrol Officers		✓					✓		✓	✓			✓		✓	
Administrative Support	✓		✓													
Skilled Craft		✓							✓							
Service/Maintenance									✓							

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
Director																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major																
Workforce #/%	6/67%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	43/80%	2/4%	3/6%	0/0%	0/0%	1/2%	0/0%	0/0%	4/7%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	80/81%	3/3%	4/4%	1/0%	0/0%	0/0%	0/0%	0/0%	9/9%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Master Sergeant																
Workforce #/%	250/74%	14/4%	13/4%	2/1%	4/1%	0/0%	0/0%	0/0%	48/14%	2/1%	2/1%	0/0%	1/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	264/70%	10/3%	20/5%	8/0%	0/0%	1/0%	0/0%	0/0%	63/17%	4/1%	5/1%	3/1%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	755/63%	52/4%	70/6%	11/0%	5/0%	1/0%	0/0%	0/0%	235/20%	21/2%	40/3%	4/0%	2/0%	0/0%	0/0%	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: Jan Clausing

HR Director, KDOC

04-14-2017

[signature]

[title]

[date]