

# EEOP Utilization Report



Tue May 20 10:09:22 EDT 2014

## Step 1: Introductory Information

<b>Grant Title:</b>	Anti-Human Trafficking	<b>Grant Number:</b>	HF12 01 0370
<b>Grantee Name:</b>	San Diego County Sheriff's Department	<b>Award Amount:</b>	\$340,545.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	9621 Ridgehaven Court San Diego, California 92123		
<b>Contact Person:</b>	Joe Mata	<b>Telephone #:</b>	619-478-2041
<b>Contact Address:</b>	9621 Ridgehaven Court San Diego, California 92123		
<b>State Granting Agency:</b>	California Office of Emergency Services (Cal OES)	<b>Grant Number:</b>	HF12 01 0370
<b>Contact Name:</b>	Diana Mazuka		
<b>Contact Address:</b>	3650 Schriever Avenue Mather, California 95655		
<b>Telephone #:</b>	916-845-8262		

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<b>Grant Title:</b>	COPS Child Sexual Predator Program (CSPP)	<b>Grant Number:</b>	2010CSWX0019
<b>Grantee Name:</b>	San Diego County Sheriff's Department	<b>Award Amount:</b>	\$425,050.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	9621 Ridgehaven Court San Diego, California 92123		
<b>Contact Person:</b>	Kirby Beyer	<b>Telephone #:</b>	858-974-2277
<b>Contact Address:</b>	9621 Ridgehaven Court San Diego, California 92123		
<b>DOJ Grant Manager:</b>	Jalila Sebbata	<b>DOJ Telephone #:</b>	202-353-9851

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<b>Grant Title:</b>	Law Enforcement Technology	<b>Grant Number:</b>	2010CKWX0470
<b>Grantee Name:</b>	San Diego County Sheriff's Department	<b>Award Amount:</b>	\$1,200,000.00
<b>Grantee Type:</b>	Local Government Agency		

**Address:** 9621 Ridgehaven Court  
San Diego, California  
92123

**Contact Person:** Ashish Kakkad

**Telephone #:** 858-692-9089

**Contact Address:** 9621 Ridgehaven Court  
San Diego, California  
92123

**DOJ Grant Manager:** Jalila Sebbata

**DOJ Telephone #:** 202-353-9851

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**Grant Title:** Paul Coverdell Forensic Science  
Improvement Program

**Grant Number:** CQ12 08 0370

**Grantee Name:** San Diego County Sheriff's  
Department

**Award Amount:** \$36,349.00

**Grantee Type:** Local Government Agency

**Address:** 9621 Ridgehaven Court  
San Diego, California  
92123

**Contact Person:** Nadine Braudaway

**Telephone #:** 858-467-4679

**Contact Address:** 9621 Ridgehaven Court  
San Diego, California  
92123

**State Granting Agency:** California Office of Emergency  
Services (Cal OES)

**Grant Number:** CQ12 08 0370

**Contact Name:** Regina Anderson

**Contact Address:** 3650 Schriever Avenue  
Mather, California  
95655

**Telephone #:** 916-845-8139

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**Grant Title:** Paul Coverdell Forensic Science  
Improvement Program

**Grant Number:** CQ13 09 0370

**Grantee Name:** San Diego County Sheriff's  
Department

**Award Amount:** \$33,426.00

**Grantee Type:** Local Government Agency

**Address:** 9621 Ridgehaven Court  
San Diego, California  
92123

**Contact Person:** Nadine Braudaway

**Telephone #:** 858-467-4679

**Contact Address:** 9621 Ridgehaven Court

San Diego, California  
92123

**State Granting Agency:** California Office of Emergency Services (Cal OES)      **Grant Number:** CQ13 09 0370  
**Contact Name:** Regina Anderson  
**Contact Address:** 3650 Schriever Avenue  
Mather, California  
95655  
**Telephone #:** 916-845-8139

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**Policy Statement:**

It is the policy of the Board of Supervisors to comply with Federal, State and local laws effecting equal opportunity. In conformance with that policy and the Board's commitment to prohibit discrimination, it is hereby decreed that, barring any lawful or valid reasons, all individuals will have equal access to County operations and employment regardless of their race, color, religion, national origin, ancestry, physical or mental disability, medical condition, family and medical leave, marital status, sex, sexual orientation, age or veteran status.

The Board of Supervisors ensures their commitment to fair and impartial practices throughout the County. In order to achieve the above, San Diego County reaffirms the following:

- A. Equal employment opportunities in all personnel practices;
- B. Equal opportunities in all purchasing and procurement practices;
- C. Non-discriminatory practices in the selection, acquisition, leasing and management of County real properties and facilities;
- D. Non-discriminatory practices in product and service delivery;
- E. Equal opportunity and nondiscriminatory practices in all other County activities, policies and programs.

## **Step 4b: Narrative Underutilization Analysis**

Since the last EEO in 2012, the Sheriff filled 287 vacancies primarily in the three job categories: Officials and Administrators, Protective Service Sworn: Sworn Officials and Protective Service Sworn: Sworn Patrol. The Sheriff lost employees in the Protective Service: Non-sworn, Skilled Craft and Service Maintenance job categories. Comparing 2012 and 2014 ethnic totals shows that the Sheriff made significant improvements in the recruitment, retention, promotion of underrepresented minorities: Hispanic 16% (15% M; 17% F) and Black 6% (5% M, 8% F). It also should be noted that Hispanic males increased in the following job categories when comparing 2012 to 2014: Professionals 5%, Protective Service: Sworn: Sworn Officials (48%), Protective Service (15%). Our current objectives, and the steps to achieve them, are based on our successful recruitment and succession planning efforts over the last two years.

1. White males are significantly under-represented in two job categories: Officials/Administrators (-17%) and Administrative Support (-11%).
2. White females are significantly under-represented in three job categories: Professionals (-11%), Protective Services: Sworn-Patrol Officers (-6%), and Service Maintenance (-13%).
3. Hispanic males are significantly under-represented in four job categories: Protective Services: Sworn Officials (-8%), Protective Services: Sworn-Patrol Officers (-6%), Administrative Support (-7%) and Service Maintenance (-15%).
4. Black males are significantly under-represented in one job category: Protective Services: Sworn Officials (-5%).

## **Step 5 & 6: Objectives and Steps**

### **1. Hire/appoint greater numbers of White and Hispanic males and females and, Black male workers to job categories showing underutilization.**

a. Hiring/maintaining a diverse workforce is a countywide goal incorporated into the 1) Operation Plan, Strategic Goals and, 2) Operation Incentive Plan (a performance plan for executives). Community Recruitment. Jobs are advertised via the local media, at schools, technical and professional organizations, on on-line job sites deemed most visited by the target sex/ethnic populations. Career Development Programs. Employees are offered opportunities to explore career alternatives within the County in career planning workshops, individual counseling and professional development workshops. Incentive Programs. Employees have financial incentives for referring applicants that are hired and retained for a period of time. This tool is currently used in hard-to-recruit for occupations.

### **2. Target recruitment, promotion and training efforts to attract minority men and women into sworn law enforcement job categories**

a. Task executives by: 1) updating the Operation Plan, Strategic Goals and, 2) hold them accountable in their Operation Incentive Plan (a performance plan for executives). Promote the Career Development Program. The program offers employees opportunities to explore alternatives within the County law enforcement department and provides career planning workshops, individual counseling and professional development workshops. Staff/Training Development includes County courses (classroom and on-line). Announce employment and promotional opportunities on the County's web site, job fairs, County facilities, on employment web sites, at professional/technical organization meetings. Remedial, job training and work-study programs are provided. Validate job performance-related criteria in class specifications. Provide formal career counseling programs, such as leadership and attitude development, tuition refund, job rotation, academies and similar programs.

## **Step 7a: Internal Dissemination**

1. The EEO Plans for the Sheriff's department and the overall County is maintained in the County's Department of Human Resources and is available to all individual employees.
2. Copies of the both EEO Plans are posted on the County's website under the Department of Human Resources.
3. The EEO Plans are included in the orientation of all new employees.
4. The County shall inform employee associations and union officials of the plan.

5. County publications shall highlight equal employment opportunities, progress reports, and minority, female and disabled employees in their organizations.

### **Step 7b: External Dissemination**

1. Copies of the San Diego County Sheriff's Equal Employment Opportunity Plan is posted on the County's website under the Department of Human Resources.

2. The Sheriff's Equal Employment Opportunity Plan will be available for review by underutilized groups and community organizations, schools, recruiting agencies, news media, church groups and other appropriate entities in order to make the community aware of the County's policies in the diversity area.

3. Written notification of the Sheriff's Equal Employment Opportunity Plan will be available to all vendors, subcontractors and suppliers requesting appropriate action on their part.

4. Written notification of the Sheriff's Equal Employment Opportunity Plan will be available to all commissions, boards, committees appointed or sponsored by the County, which represent the interests of women, ethnic minorities and persons with disabilities.

**Utilization Analysis Chart**  
**Relevant Labor Market: San Diego County, California**

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
<b>Officials/Administrators</b>																
Workforce #/%	10/42%	0/0%	1/4%	0/0%	2/8%	1/4%	0/0%	0/0%	7/29%	0/0%	0/0%	1/4%	2/8%	0/0%	0/0%	0/0%
CLS #/%	81,520/43%	16,570/9%	3,825/2%	360/0%	9,480/5%	395/0%	1,040/1%	745/0%	50,130/26%	13,215/7%	3,530/2%	345/0%	8,185/4%	335/0%	1,355/1%	495/0%
Utilization #/%	-1%	-9%	2%	-0%	3%	4%	-1%	-0%	3%	-7%	-2%	4%	4%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	60/17%	21/6%	4/1%	0/0%	45/13%	2/1%	0/0%	0/0%	74/21%	16/4%	16/4%	1/0%	118/33%	2/1%	0/0%	0/0%
CLS #/%	96,980/33%	17,305/6%	4,630/2%	375/0%	22,630/8%	295/0%	1,680/1%	1,035/0%	92,455/32%	21,640/7%	4,795/2%	380/0%	22,195/8%	385/0%	2,355/1%	1,150/0%
Utilization #/%	-17%	-0%	-0%	-0%	5%	0%	-1%	-0%	-11%	-3%	3%	0%	25%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	41/25%	9/5%	1/1%	1/1%	26/16%	3/2%	0/0%	0/0%	26/16%	13/8%	6/4%	0/0%	31/19%	7/4%	0/0%	0/0%
CLS #/%	12,560/30%	3,065/7%	1,000/2%	80/0%	4,345/11%	200/0%	445/1%	155/0%	8,865/22%	3,885/9%	1,120/3%	20/0%	4,785/12%	80/0%	330/1%	265/1%
Utilization #/%	-5%	-2%	-2%	0%	5%	1%	-1%	-0%	-6%	-2%	1%	-0%	7%	4%	-1%	-1%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	213/61%	49/14%	15/4%	2/1%	14/4%	1/0%	0/0%	0/0%	35/10%	16/5%	4/1%	0/0%	2/1%	1/0%	0/0%	0/0%
CLS #/%	12,465/42%	6,495/22%	2,750/9%	150/1%	1,710/6%	175/1%	400/1%	300/1%	2,690/9%	1,385/5%	450/2%	15/0%	265/1%	30/0%	90/0%	10/0%
Utilization #/%	18%	-8%	-5%	0%	-2%	-0%	-1%	-1%	1%	-0%	-0%	-0%	-0%	0%	-0%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	1101/50%	479/22%	113/5%	6/0%	112/5%	32/1%	10/0%	0/0%	181/8%	127/6%	29/1%	7/0%	16/1%	6/0%	3/0%	0/0%
Civilian Labor Force #/%	25,585/24%	29,495/28%	3,610/3%	395/0%	3,620/3%	620/1%	890/1%	720/1%	15,015/14%	19,770/19%	2,385/2%	235/0%	2,645/2%	465/0%	860/1%	255/0%
Utilization #/%	26%	-6%	2%	-0%	2%	1%	-0%	-1%	-6%	-13%	-1%	0%	-2%	-0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	21/34%	7/11%	4/6%	1/2%	10/16%	0/0%	0/0%	0/0%	12/19%	3/5%	1/2%	0/0%	2/3%	0/0%	1/2%	0/0%
CLS #/%	810/39%	390/19%	15/1%	40/2%	95/5%	0/0%	25/1%	0/0%	425/20%	245/12%	0/0%	0/0%	50/2%	0/0%	0/0%	0/0%
Utilization #/%	-5%	-7%	6%	-0%	12%	0%	-1%	0%	-1%	-7%	2%	0%	1%	0%	2%	0%
<b>Administrative Support</b>																
Workforce #/%	86/11%	25/3%	14/2%	0/0%	49/6%	5/1%	0/0%	0/0%	254/34%	164/22%	52/7%	3/0%	91/12%	9/1%	2/0%	0/0%
CLS #/%	80,005/22%	35,990/10%	8,135/2%	450/0%	14,365/4%	530/0%	2,645/1%	1,445/0%	117,105/32%	62,180/17%	10,015/3%	700/0%	21,640/6%	1,525/0%	3,790/1%	1,820/1%
Utilization #/%	-11%	-7%	-0%	-0%	3%	1%	-1%	-0%	1%	5%	4%	0%	6%	1%	-1%	-1%
<b>Skilled Craft</b>																
Workforce #/%	6/86%	1/14%	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 #/%	48,795/44%	40,300/37%	4,035/4%	430/0%	7,220/7%	620/1%	1,200/1%	565/1%	3,085/3%	1,750/2%	240/0%	15/0%	1,730/2%	20/0%	70/0%	60/0%
Utilization #/%	41%	-22%	-4%	-0%	-7%	-1%	-1%	-1%	-3%	-2%	-0%	-0%	-2%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	24/17%	19/13%	7/5%	0/0%	54/37%	3/2%	0/0%	0/0%	3/2%	10/7%	4/3%	0/0%	21/14%	0/0%	0/0%	0/0%
CLS #/%	64,780/19%	94,945/28%	9,175/3%	670/0%	16,295/5%	1,250/0%	2,040/1%	1,210/0%	50,995/15%	66,405/20%	6,360/2%	465/0%	18,895/6%	800/0%	1,645/0%	780/0%
Utilization #/%	-3%	-15%	2%	-0%	32%	2%	-1%	-0%	-13%	-13%	1%	-0%	9%	-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
<b>Professionals</b>	✓								✓	✓						
<b>Protective Services: Sworn-Officials</b>		✓	✓				✓									
<b>Protective Services: Sworn-Patrol Officers</b>		✓						✓	✓	✓	✓		✓		✓	✓
<b>Administrative Support</b>	✓	✓					✓								✓	
<b>Service/Maintenance</b>		✓							✓	✓						

### 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
<b>Sergeants</b>																
Workforce #/%	145/59%	41/17%	8/3%	1/5%	13/5%	1/0%	0/0%	0/0%	20/8%	10/4%	3/1%	0/0%	1/0%	1/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	46/61%	5/7%	6/8%	1/1%	1/1%	0/0%	0/0%	0/0%	11/14%	4/5%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	16/67%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/12%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Commander</b>																
Workforce #/%	6/75%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	1101/50%	479/22%	113/5%	6/5%	112/5%	32/1%	10/0%	0/0%	181/8%	127/6%	29/1%	7/0%	16/1%	6/0%	3/0%	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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Michele Ruiz

ERP System Functional Analyst

05-20-2014

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[signature]

[title]

[date]