

EEO Utilization Report

Organization Information

Name: Indiana Criminal Justice Institute

City: Indianapolis

State: IN

Zip: 46204

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The Indiana Criminal Justice Institute (ICJI) is committed to enforcing its policy on equal opportunity employment. The policy, once approved by the Department of Justice, Office of Justice Programs, Office of Civil Rights, will be formally adopted by ICJIs Executive Director via a policy document on ICJI letterhead containing his signature and the date. It will be disseminated to staff via email and posted on ICJIs website. The text of the policy can be found below:

The State of Indiana and the Indiana Criminal Justice Institute are committed to recruit, select, develop, and promote employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation or gender identity, physical or mental disability, or veteran status. We will comply with the spirit as well as the letter of all applicable state and federal laws.

Accordingly, we commit to move toward ever more progressive affirmative action in state employment. Employment decisions will be made in a manner that will advance the principles of equal employment opportunity and affirmative action.

Each state employee has the right to work in a professional atmosphere which promotes equal opportunities regardless of race, sex, religion, age, nationality, sexual orientation, gender identity or disability. The state does not tolerate, condone or allow any harassment or discrimination whether verbal, physical or environmental. The prevention of harassment policy applies to all work-related activities and conduct whether it involves fellow employees, supervisors, officers or outside clients or contractors who conduct business with the state.

Step 4b: Narrative of Interpretation

The Indiana Criminal Justice Institute (ICJI) selected the entire state as the relevant labor market because although the brick and mortar office is in Indianapolis, a significant portion of ICJI's employees are not from Indianapolis, but rather from various cities and towns across the state. In addition, the State of Indiana's human resources agency, the State Personnel Department, recruits employees throughout the state.

ICJI has 52 employees representing three of the eight job categories. ICJI does not have sufficient data on four of the 52 employees, so the data in the Utilization Analysis Chart is based on only 48 of the 52 employees. With such a small data set, this lack of information could potentially skew the results.

After review of the Utilization Analysis Chart, there was no significant underutilization of women or minorities. The greatest areas of underutilization were as follows:

1. White males are underrepresented in the following categories: Officials (14%), Professionals (37%), and Administrative Support (5%).

Step 5: Objectives and Steps

1. To maintain the status quo of not having significant underutilization of women or minorities and to continue to promote equal employment opportunity in the workforce.

a. As a state agency, the Indiana Criminal Justice Institute (ICJI) utilizes the Indiana State Personnel Department (SPD) for recruiting and hiring functions. ICJI will work with SPD to ensure that all facets of recruitment and hiring promote equal employment opportunity in the workforce. These areas will include recruitment and outreach, composition of applicant pools, protocols for applicant selection, promotion practices, training and mentoring opportunities, and other relevant employment practices.

Step 6: Internal Dissemination

1. ICJI will disseminate the EEO Utilization Report to all supervisors by sending a copy to each supervisor via electronic mail.

2. ICJI will also send notice via electronic mail to all employees informing them that a copy of the EEO Utilization Report is available to them upon request.

Step 7: External Dissemination

ICJI will externally disseminate the EEO Utilization Report by posting a copy on ICJI's public website.

Utilization Analysis Chart
Relevant Labor Market: Indiana

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 #/%	5/42%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	173,905/55%	3,985/1%	7,240/2%	235/0%	3,110/1%	55/0%	900/0%	325/0%	107,755/34%	2,970/1%	9,910/3%	190/0%	1,620/1%	85/0%	1,075/0%	295/0%
Utilization #/%	-14%	-1%	6%	-0%	-1%	-0%	-0%	-0%	16%	-1%	-3%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/50%	0/0%	1/12%	0/0%	1/12%	0/0%	1/12%	0/0%
CLS #/%	174,670/37%	4,760/1%	8,690/2%	180/0%	10,440/2%	15/0%	1,755/0%	795/0%	238,220/51%	5,730/1%	16,475/3%	260/0%	6,885/1%	50/0%	1,680/0%	715/0%
Utilization #/%	-37%	11%	-2%	-0%	-2%	-0%	-0%	-0%	-1%	-1%	9%	-0%	11%	-0%	12%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	28,345/33%	820/1%	1,875/2%	85/0%	950/1%	0/0%	275/0%	175/0%	46,415/54%	1,435/2%	4,130/5%	10/0%	1,075/1%	25/0%	330/0%	105/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	32,810/70%	1,250/3%	4,365/9%	110/0%	105/0%	0/0%	340/1%	40/0%	6,355/13%	155/0%	1,620/3%	0/0%	0/0%	0/0%	44/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,220/28%	25/1%	115/3%	0/0%	0/0%	10/0%	35/1%	0/0%	2,580/59%	75/2%	230/5%	10/0%	10/0%	10/0%	65/1%	15/0%
Utilization #/%																
Administrative Support																
Workforce #/%	7/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/57%	0/0%	4/14%	0/0%	0/0%	0/0%	1/4%	0/0%

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
CLS #/%	218,345/30%	8,705/1%	16,815/2%	435/0%	3,100/0%	4/0%	1,810/0%	540/0%	421,320/57%	14,525/2%	40,220/5%	735/0%	3,780/1%	65/0%	4,260/1%	1,330/0%
Utilization #/%	-5%	-1%	-2%	-0%	-0%	-0%	-0%	-0%	-0%	-2%	9%	-0%	-1%	-0%	3%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	229,690/83%	16,065/6%	9,590/3%	495/0%	940/0%	85/0%	1,725/1%	395/0%	14,185/5%	815/0%	1,360/0%	45/0%	305/0%	0/0%	140/0%	30/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	435,495/47%	50,180/5%	42,230/5%	1,055/0%	4,955/1%	105/0%	4,635/0%	1,410/0%	319,400/34%	26,120/3%	38,350/4%	995/0%	6,125/1%	110/0%	4,265/0%	1,080/0%
Utilization #/%																

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: Natalie Huffman

General Counsel & Director of Regulatory Affairs 10-06-2020

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