

# EEO Utilization Report

## Organization Information

Name: Denver District Attorney's Office

City: Denver

State: CO

Zip: 80202

Type: County Attorney General or Prosecutor's Office

## **Step 1: Introductory Information**

### **Policy Statement:**

It is the policy of the Denver District Attorneys Office to assure equal employment opportunity to its employees and applicants for employment on the basis of merit without regard to race, color, religion, national origin, physical or mental disability, sexual orientation, gender, marital status, political affiliation, age, or any other basis protected by federal, state, or local law or ordinance or regulation. The Denver District Attorneys Office will continue to follow this policy in recruitment, hiring, testing, certification, promotion, classification, compensation, benefits, transfers, appointments, shifts, layoffs, and returns from layoffs, demotions, terminations, training, performance evaluation, leave and use of the District Attorney's facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, the District Attorney will take

affirmative measures in accordance with federal, state, and local law, ordinance or regulation to recruit minorities, females, and persons with disabilities to all levels of District Attorney government.

Any employee of the Denver District Attorneys Office who fails to comply with this policy is subject to appropriate corrective actions.

As the District Attorney, I hereby direct that this policy be implemented in accordance with the District Attorney's Office Equal Employment Plan.

## **Step 4b: Narrative of Interpretation**

Based on the Utilization Chart, the Denver District Attorney's Office (DDAO) aligns with the Colorado workforce for diverse populations in the Officials/Administrators category, and closely aligns with the Professionals, Administrative Support and Sworn Officers categories.

The data indicates that more equality may be appropriate for White males in the Professionals and Administrative Support categories as well as for White females in the Sworn Officers category across all ethnic backgrounds.

It remains the goal of the DDAO to have representation of all ethnic groups by evaluating the promotional and recruitment practices to ensure these groups receive equal opportunity to secure employment. The DDAO is committed to having a diversified workforce at all levels of employment. The following protocol for hiring should enable the DDAO to continue its efforts to diversify its workforce and meet its objectives on an ongoing basis.

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

### **1. Continue to recruit qualified males and females from all ethnic groups giving the entire population an equal opportunity to be informed of and apply for open positions.**

a. To effectively recruit a diverse group of employees, the DDAO will continue to work closely with the City and County of Denver Career Service Authority CSA (which provides logistical support to the DA's office by supplying a pool of qualified potential employees per the City and County of Denver EEOP Policy) and continue our present procedures that address the unique qualifications of positions in the DDAO. Therefore, the following recruitment procedures incorporate both the CSA and the DDAO efforts: Posting career opportunities at the DDAO and City websites; Cultivating prospective minority employees for summer internship programs; and developing contacts and a presence in minority and disability communities by working with established groups. This includes the DDAO Diversity Recruitment and Retention Committee, whose mission is to conduct outreach to underrepresented law students in order to build a pipeline of talent that will serve their community as prosecutors in the DDAO.

### **2. Continue to annually gather information on and analyze hiring, promotion, and departure patterns. Based on the analysis, recommendations will be implemented that lead to a greater reflection of the Denver Community with respect to equal employment.**

- a. Continue to foster the work of the Diversity Recruitment and Retention Committee to create a supportive and inclusive culture where new attorneys can thrive. The focus of outreach is to increase representation to reflect the community served, and all new attorneys are encouraged to participate in the inclusive, supportive policies that this committee oversees.
- b. Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the DDAO to meet and maintain objectives.
- c. Review and update annually the DDAO recruitment methods, practices and policies to promote equal employment opportunities through recruitment methods.
- d. Review regular recruitment and retention efforts and apply information derived from exit interviews towards efforts to improve retention.
- e. Continue to work with the City of Denver's comprehensive EEO training to supervisors and managers on EEO policies, documentation, interview processes and employment recruitments.

## **Step 6: Internal Dissemination**

1. Post the EEOP on the DDAO intranet.
2. Include the EEOP policy statement in the DA Office policy and procedures book.
3. Discuss the EEOP at human resource and staffing meetings and periodically update the DDAO compliance with this plan. Discussions will include assisting the Human Resource managers in identifying and addressing problem areas with effective solutions.
4. Include the EEOP in supervisor trainings.

## **Step 7: External Dissemination**

1. Annually inform recruiting resources of the EEOP and commitment of the office.
2. Post the EEOP on the Denver District Attorney's Office website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Denver County, Colorado**

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 #/%	8/33%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/46%	0/0%	2/8%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	33,175/48%	3,720/5%	1,080/2%	85/0%	1,175/2%	0/0%	250/0%	130/0%	23,980/35%	3,220/5%	1,125/2%	110/0%	795/1%	45/0%	235/0%	45/0%
Utilization #/%	-15%	3%	-2%	-0%	-2%	0%	-0%	-0%	11%	-5%	7%	-0%	3%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	39/26%	5/3%	2/1%	3/2%	0/0%	0/0%	1/1%	0/0%	67/44%	2/14%	6/4%	1/1%	0/0%	0/0%	5/3%	2/1%
CLS #/%	39,595/39%	3,440/3%	1,665/2%	135/0%	2,535/3%	35/0%	385/0%	270/0%	41,115/41%	4,435/4%	2,670/3%	385/0%	2,565/3%	25/0%	680/1%	380/0%
Utilization #/%	-14%	-0%	-0%	2%	-3%	-0%	0%	-0%	3%	9%	1%	0%	-3%	-0%	3%	1%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,210/40%	655/6%	105/1%	35/0%	235/2%	0/0%	30/0%	125/1%	3,625/34%	790/7%	395/4%	0/0%	275/3%	0/0%	60/1%	30/0%
Utilization #/%																
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,225/52%	1,320/16%	885/11%	15/0%	100/1%	0/0%	95/1%	10/0%	1,005/12%	280/3%	205/3%	10/0%	65/1%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	17/53%	4/12%	2/6%	0/0%	0/0%	1/3%	1/3%	1/3%	4/12%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	16,310/40%	1,500/4%	540/1%	20/0%	790/2%	20/0%	375/1%	70/0%	17,720/43%	1,705/4%	600/1%	45/0%	1,005/2%	0/0%	394/1%	150/0%
Utilization #/%	14%	9%	5%	-0%	-2%	3%	2%	3%	-30%	2%	-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 #%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CLS #%	275/39%	90/13%	15/2%	0/0%	0/0%	0/0%	0/0%	10/1%	195/27%	100/14%	15/2%	0/0%	10/1%	0/0%	0/0%	0/0%				
Utilization #%																				
<b>Administrative Support</b>																				
Workforce #%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/45%	17/45%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #%	33,170/28%	7,370/6%	3,095/3%	105/0%	1,710/1%	80/0%	470/0%	265/0%	47,230/40%	13,285/11%	5,990/5%	315/0%	2,310/2%	25/0%	930/1%	450/0%				
Utilization #%	-21%	-6%	-3%	-0%	-1%	-0%	-0%	-0%	4%	33%	-2%	-0%	-2%	-0%	-1%	-0%				
<b>Skilled Craft</b>																				
Workforce #%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CLS #%	19,940/51%	13,820/36%	1,565/4%	160/0%	895/2%	25/0%	190/0%	30/0%	1,355/3%	455/1%	60/0%	35/0%	175/0%	0/0%	15/0%	10/0%				
Utilization #%																				
<b>Service/Maintenance</b>																				
Workforce #%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CLS #%	27,900/28%	27,525/26%	5,840/5%	205/0%	2,240/2%	150/0%	700/1%	305/0%	18,820/18%	16,090/15%	3,840/4%	200/0%	1,900/2%	60/0%	535/1%	155/0%				
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
<b>Professionals</b>	✓															
<b>Protective Services: Sworn-Patrol Officers</b>								✓								
<b>Administrative Support</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>Protective Services:</b> SWORTH-Patrol Officers	17/53%	4/12%	2/6%	0/0%	0/0%	1/3%	1/3%	1/3%	4/12%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Workforce #/%																



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.

JEM'ek                      Assistant DA                      10/1/20  
[signature]                      [title]                      [date]

