

# 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. Governor's executive order 19-02 protects State Employees on the basis of sexual orientation and gender identity or expression.

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 individual's 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](mailto: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: White males (-24%) in the Officials & Managers EEO Category and (-16%) in the Administrative Support EEO Category; and white females in the Professionals EEO Category (-10%) and (-25%) in the Technician EEO Category and (-9%) in the Protective Services Sworn (entry) EEO Category; Hispanic Females (-5%) in the protective Services Sworn (entry) EEO Category and (-5%) in the Service Maintenance EEO Category; Hispanic Males (-5%) in the Protective Services Sworn (entry) EEO Category and (-9%) in the Skilled Craft EEO Category and (-9%) in the Service maintenance EEO Category, and 2 or More Races in several categories.

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, El Dorado Correctional Facility and others. 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 4B attachment for some explanations.

Following File has been uploaded:2019 4B Submissions.docx

## Step 5: Objectives and Steps

### **1. The Agency has reviewed the EEOP data which indicates an underutilization of white males in the Officials & Managers, Administrative Support Categories and white females in the Professional Protective Services Sworn and Service Maintenance categories.**

- a. The KDOC will continue to review its recruitment, screening, testing, background check, hiring, disciplinary, and retention practices working to ensure that no barriers exist.
- b. The KDOC will continue to collect and analyze data from position postings with the goal of attaining a diverse pool of applicants.
- c. 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 try to assure equal opportunity.

### **2. The Agency has reviewed EEOP data which shows and underutilization of Hispanic Males in both Protective Services groups and skilled maintenance, and Hispanic Females in the entry Protective Services Patrol category.**

- a. The Agency will examine whether the salary changes will impact retention of staff in the protective services group, which is where data indicates the barrier exists.
- b. The Agency will continue to closely monitor terminations to assure that discipline is consistent.
- c. When recruitment is at issue 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, Emploeooscb.com, and Liberty's Promise.
- d. Data indicates effective response related to other current efforts such as billboards, local recruiting to include door to door delivery of fliers, open-houses and career day events, the use of Indeed and the state posting website and the KDOC is looking to try an ArmyPays recruitment resource because people exiting the military are often a good fit for agency positions and the military has a diverse population.

- e. The KDOC will continue to collect and analyze data from position postings with the goal of attaining a diverse pool of applicants.
- f. The KDOC will continue to review its recruitment, screening, testing, background check, hiring, disciplinary, and retention practices working to ensure that no barriers exist.
- g. 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. The Agency has reviewed the EEO data which indicates that Black females are underutilized in the Supervisory Protective Services group.**

- a. The Agency will examine whether the salary changes will impact retention of staff in the protective services group, which is where data indicates the barrier exists.
- b. There may be a comfort level with inmates talking to staff that may result in a disparate level of communications violations of the Agency undue familiarity policies. To address that potential, KDOC it will both monitor all black terminations from central office, and place added emphasis on undue familiarity training with regard to its security forces.
- c. The Agency will encourage black females to apply for all 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
- d. Data indicates effective response related to other current efforts such as billboards, local recruiting to include door to door delivery of fliers, open-houses and career day events, the use of Indeed and the state posting website and the KDOC is looking to try an ArmyPays recruitment resource because people exiting the military are often a good fit for agency positions and the military has a diverse population
- e. The KDOC will continue to review its recruitment, screening, testing, background check, hiring, disciplinary, and retention practices working to ensure that no barriers exist.
- f. 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. The Agency has reviewed the EEO data which notes an underutilization of Asian males in the Professional category and Asian males and females in Professional and Protective Services Patrol group.**

- a. The Agency will examine whether the salary changes will impact retention of staff in the protective services group, which is where data indicates the barrier exists.
- b. Data indicates effective response related to other current efforts such as billboards, local recruiting to include door to door delivery of fliers, open-houses and career day events, the use of Indeed and the state posting website and the KDOC is looking to try an ArmyPays recruitment resource because people exiting the military are often a good fit for agency positions and the military has a diverse population.
- c. 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 may also use 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

**5. The Agency has reviewed the EEO data indicates an underutilization in the two or more race EEO Category.**

- a. This is one location where a change to stateside data is necessary. Early on during the current census the federal government had not made changes to its reporting systems and continued to require that reports be provided using the standard EEO categories and race breakdowns which necessitated assignment of staff to the groups listed in the civil rights act of 1964. Two or more races was not an option and to date does not appear in the data maintained in the Statewide Human Resource Data System. The only people listed in this group are those who chose not to specify a race, under the assumption that maybe they were not sure which race to list. The KDOC will work with the

Kansas Department of Administration to see if they can get this data added for future applicants and staff.

### **Step 6: Internal Dissemination**

The Agency notifies its staff by posting its own Affirmative Action Plan and this EEOP, consistent with the federal requirement and will do so once this plan is approved. A link takes them to the intranet site and the electronic bulletin boards.

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

The Agency maintains a list of its sub-recipients, vendors, and others and had previously distributed the plan by way of the same Agency email that notified the employees, indicating that the Agency Affirmative Action had been updated, posted and was available for review on the Agency's intranet website. The Agency and that in an age of technology, electronic distribution is the best way to make it available to the broadest audience, but it will post both its own Affirmative Action Plan and this EEOP, consistent with the current federal requirement. The Agency will continue to take copies of this plan to recruitment events so that it can be reviewed by any interested parties and will continue to make hard-copies available to anyone, upon request.

**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
<b>Officials/Administrators</b>																
Workforce #/%	98/33%	2/1%	9/3%	2/1%	0/0%	0/0%	1/0%	0/0%	167/57%	3/1%	11/4%	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 #/%	-24%	-1%	1%	0%	-1%	-0%	-0%	-0%	24%	-0%	2%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	186/42%	16/4%	21/5%	6/1%	2/0%	1/0%	1/0%	1/0%	185/41%	10/2%	15/3%	1/0%	1/0%	0/0%	0/0%	1/0%
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 #/%	5%	2%	3%	1%	-2%	0%	-0%	0%	-10%	0%	1%	-0%	-1%	-0%	-0%	0%
<b>Technicians</b>																
Workforce #/%	9/69%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	3/23%	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 #/%	33%	-2%	-2%	-0%	6%	-0%	-0%	-0%	-25%	-3%	-4%	-0%	-2%	0%	-1%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	621/71%	24/3%	38/4%	10/1%	1/0%	1/0%	1/0%	1/0%	159/18%	5/1%	10/1%	3/0%	3/0%	0/0%	0/0%	1/0%
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 #/%	-1%	-1%	-0%	1%	-0%	0%	-1%	0%	4%	-1%	-1%	0%	0%	0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	614/62%	48/5%	76/8%	8/1%	5/1%	1/0%	2/0%	1/0%	186/19%	17/2%	32/3%	2/0%	1/0%	0/0%	1/0%	1/0%
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 #/%	18%	-5%	4%	0%	-0%	0%	-1%	-0%	-9%	-5%	-1%	-0%	-1%	-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 #/%	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 #/%																
<b>Administrative Support</b>																
Workforce #/%	35/14%	5/2%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%	196/77%	8/3%	7/3%	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%	-0%	-2%	0%	-1%	-0%	-0%	-0%	22%	-1%	-1%	-0%	-0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	138/95%	3/2%	0/0%	1/1%	0/0%	0/0%	1/1%	0/0%	3/2%	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%	-9%	-2%	-0%	-1%	-0%	-0%	-0%	-3%	-0%	-0%	-0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	33/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	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 #/%	50%	-9%	-4%	-0%	-1%	-0%	-1%	-0%	-23%	-6%	-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
<b>Officials/Administrators</b>	✓															
<b>Professionals</b>					✓				✓				✓			
<b>Protective Services: Sworn-Officials</b>		✓					✓			✓						
<b>Protective Services: Sworn-Patrol Officers</b>		✓					✓		✓				✓		✓	
<b>Administrative Support</b>	✓															
<b>Skilled Craft</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>Warden or Superintendent</b>																
Workforce #/%	7/78%	0/0%	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%
<b>Deputy - Warden or Superintendent</b>																
Workforce #/%	10/50%	1/5%	1/5%	1/0%	0/0%	0/0%	0/0%	0/0%	5/25%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Major</b>																
Workforce #/%	14/52%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	12/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	49/77%	3/5%	2/3%	0/0%	0/0%	1/2%	0/0%	1/2%	7/11%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>																
Workforce #/%	70/75%	2/2%	3/3%	1/1%	1/1%	0/0%	0/0%	0/0%	14/15%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>First Sergeant</b>																
Workforce #/%	237/74%	8/2%	18/6%	2/0%	0/0%	0/0%	1/0%	0/0%	50/16%	1/0%	1/0%	0/0%	3/1%	0/0%	0/0%	1/0%
<b>Sergeant</b>																
Workforce #/%	234/68%	10/3%	13/4%	6/0%	0/0%	0/0%	0/0%	0/0%	69/20%	2/1%	6/2%	3/1%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	614/62%	48/5%	76/8%	8/1%	5/1%	1/0%	2/0%	1/0%	186/19%	17/2%	32/3%	2/0%	1/0%	0/0%	1/0%	1/0%

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

11-18-2019

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[signature]

[title]

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