

# EEOP Utilization Report



Mon Nov 09 14:58:08 EST 2015

04333

DOJ Grant Manager: MARLON DALEY

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**Policy Statement:**

Please see the attached hard copy document



STATE OF MAINE  
Department of Public Safety  
Office of the Commissioner  
104 State House Station  
Augusta, Maine  
04333-0042

PAUL R. LEPAGE  
GOVERNOR

JOHN E. MORRIS  
COMMISSIONER

**MAINE DEPARTMENT OF PUBLIC SAFETY**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT**

The State of Maine shall continue to pursue a policy of non-discrimination in all employment actions, practices, procedures and conditions of employment

1. Employment decisions will be based on the principles of equal employment opportunity. Recruitment, testing, selection, and promotion will be administered without regard to race or color, sex, sexual orientation, physical or mental disability, genetic information, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act or marital status unless a bona fide occupational qualification exists.
2. Further, personnel actions and conditions of employment, such as compensation, benefits, layoffs, job assignments, employee development opportunities and discipline shall be administered without regard to race or color, sex, sexual orientation, physical or mental disability, genetic information, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act or marital status.
3. Reasonable accommodations will be made for any qualified individual, applicant or employee, in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act
4. Managers and supervisors are responsible for awareness of and response to potential discriminatory situations. Employees are required to cooperate fully with the investigation and/or resolution of any discrimination complaint
5. Managers and supervisors are required to actively prevent and correct retaliation or harassment toward any employee who has been involved in the filing, investigation, or resolution of a discrimination claim.
6. The Department will address and attempt to resolve employee complaints regarding discrimination and harassment as expeditiously as possible. Supervisors and managers are required to contact the agency EEO Officer if they receive a complaint of this nature.
7. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Each State agency has a designated EEO Officer who is responsible for the implementation, monitoring, and record keeping of the agency EEO/AA Program as well as providing technical assistance to applicants and employees.

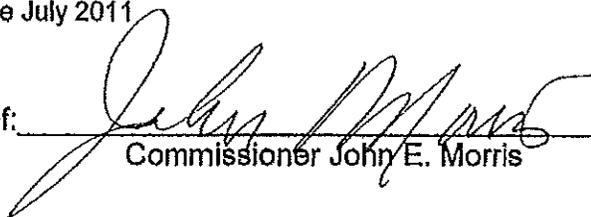
Michaela Loisel of Human Resources, is the designated EEO Coordinator and responsible for implementation, monitoring and technical assistance regarding the agency EEO Program. She may be reached via telephone at (207) 623-6735; by TTY at (207) 794-1110; and email at [Michaela.t.loisel@maine.gov](mailto:Michaela.t.loisel@maine.gov).

The State EEO Coordinator in the Bureau of Human Resources is also available as a resource to any state employee or supervisor. She may be reached at 287-4651 (TTY) 1-888-577-6690.

I sincerely appreciate the continued cooperation and support of all employees and supervisors in making the State a positive example for other employers in the State.

Effective Date July 2011

By Order Of:

  
\_\_\_\_\_  
Commissioner John E. Morris

3/15/12  
Date

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

The job classification with the most significant underrepresentation of women within the Department of Public Safety is that of State Trooper. Women are underrepresented by 31% in the State Trooper job group.

The second significant area of underrepresentation of women within this Department is the Technician Job Group in which women are underrepresented by 16%.

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

**1. Objective 1: Our goal is to increase the pool of female applicants for State Trooper vacancies.**

- a. 1. To encourage female applicants, the State Police will continue to utilize sworn female Troopers, Sergeants, Corporals, Detectives and Lieutenants in its outreach and recruitment efforts.
2. Recruitment efforts will include targeted outreach to Maine and other New England based colleges and universities that have law enforcement and women's athletic programs.
3. To increase female leadership capacity and opportunities, the Maine State Police (MSP) participates in the Women in State Law Enforcement Initiative (WISLE). MSP will continue to encourage its' female sworn officers to participate with or join the chapter.

**2. Objective 2: Our goal is to increase the number of female employees in the Technician Job Group.**

- a. We will review recruitment strategies for the Public Safety Inspector positions. Then we will formulate a plan for targeted outreach to increase the pool of female applicants. The EEO Coordinator will work with the Department on this endeavor and will monitor recruitment for this job group.

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

The EEOP will be distributed to managers with the Department of Public Safety and made available on the DPS website.

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

The EEOP will be posted on the DPS website and sent to the Maine State Library.

**Utilization Analysis Chart**  
**Relevant Labor Market: Maine**

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 #/%	6/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	39,105/53%	220/0%	210/0%	125/0%	495/1%	0/0%	320/0%	40/0%	31,760/43%	260/0%	105/0%	110/0%	250/0%	20/0%	209/0%	35/0%
Utilization #/%	22%	-0%	-0%	-0%	-1%	0%	-0%	-0%	-18%	-0%	-0%	-0%	-0%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	21/47%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	22/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,025/38%	490/0%	610/1%	145/0%	1,085/1%	0/0%	140/0%	40/0%	88,150/58%	515/0%	230/0%	195/0%	605/1%	40/0%	410/0%	50/0%
Utilization #/%	9%	2%	2%	-0%	-1%	0%	-0%	-0%	-9%	-0%	-0%	-0%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	69/54%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	56/44%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,415/37%	84/0%	60/0%	4/0%	25/0%	15/0%	70/0%	0/0%	10,330/59%	115/1%	45/0%	20/0%	110/1%	10/0%	110/1%	25/0%
Utilization #/%	18%	-0%	-0%	1%	-0%	-0%	-0%	0%	-15%	-1%	-0%	1%	-1%	-0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	110/89%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,660/88%	45/1%	65/1%	85/1%	15/0%	0/0%	40/0%	0/0%	1,000/11%	0/0%	0/0%	4/0%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	3%	1%	-1%	-1%	-0%	0%	-0%	0%	-2%	0%	0%	-0%	0%	0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	168/92%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	12/7%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	32,450/57%	660/1%	360/1%	225/0%	315/1%	0/0%	469/1%	19/0%	21,280/37%	160/0%	485/1%	150/0%	200/0%	0/0%	300/1%	19/0%
Utilization #/%	35%	-1%	-0%	-0%	-1%	0%	-1%	-0%	-31%	-0%	-1%	0%	-0%	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 #/%	3/100%	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%	0/0%
CLS #/%	605/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	390/39%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	40%	0%	0%	0%	0%	0%	0%	0%	-39%	-1%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	49/94%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	52,750/33%	625/0%	410/0%	210/0%	380/0%	4/0%	435/0%	75/0%	101,770/63%	1,355/1%	370/0%	300/0%	785/0%	30/0%	810/1%	95/0%
Utilization #/%	-29%	-0%	-0%	-0%	-0%	-0%	-0%	-0%	31%	-1%	-0%	2%	-0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	8/100%	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%	0/0%
CLS #/%	59,945/92%	395/1%	390/1%	445/1%	195/0%	40/0%	440/1%	65/0%	3,215/5%	25/0%	15/0%	10/0%	90/0%	0/0%	15/0%	10/0%
Utilization #/%	8%	-1%	-1%	-1%	-0%	-0%	-1%	-0%	-5%	-0%	-0%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	3/100%	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%	0/0%
CLS #/%	98,195/53%	1,400/1%	955/1%	345/0%	835/0%	4/0%	1,029/1%	70/0%	75,685/42%	925/1%	895/0%	455/0%	1,380/1%	45/0%	804/0%	175/0%
Utilization #/%	47%	-1%	-1%	-0%	-0%	-0%	-1%	-0%	-42%	-1%	-0%	-0%	-1%	-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
Technicians									✓							
Protective Services: Sworn-Patrol Officers									✓							
Administrative Support	✓															

**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>IA Lieutenant</b>																
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%
<b>SP Colonel</b>																
Workforce #/%	1/100%	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%	0/0%
<b>SP Lt. Colonel</b>																
Workforce #/%	1/100%	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%	0/0%
<b>SP Major, Fire Marshal</b>																
Workforce #/%	3/100%	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%	0/0%
<b>SP Lieutenant, SP Sergeant IA</b>																
Workforce #/%	15/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Forensic Spec Dual Discipline (Detective)</b>																
Workforce #/%	1/100%	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%	0/0%
<b>SP Pilot Supervisor</b>																
Workforce #/%	1/100%	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%	0/0%
<b>SP Poly Examiner Supervisor</b>																
Workforce #/%	1/100%	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%	0/0%
<b>SP Sergeant -E</b>																
Workforce #/%	45/94%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>SP Corporal, SP Detective, SR Fire Investigator</b>																
Workforce #/%	42/82%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	168/92%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	12/7%	0/0%	0/0%	1/1%	0/0%	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 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.



[signature]

Chief

[title]

Acting  
Commissioner

11-09-15

[date]