

EEO Utilization Report

Organization Information

Name: Milwaukee County District Attorney's Office

City: Milwaukee

State: WI

Zip: 53233

Type: State Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

November 30, 2018

REAFFIRMATION OF POLICY STATEMENT

As District Attorney of Milwaukee County, I reaffirm my commitment to Equal Employment Opportunity, Affirmative Action and Diversity in the workplace. All employment policies and personnel practices of Milwaukee County shall be nondiscriminatory with regard to race, color, religion, national origin, gender, age, sexual orientation, ancestry, creed, marital status, military record, conviction record or disability etc. (except where age, sex, conviction record, or physical requirements constitute a bonafide occupational qualification).

I will strive to implement the principles of Equal Employment Opportunity through an effective Affirmative Action Program. This program is intended to increase the utilization of women, minorities, and disabled persons and all other protected groups at all levels of employment, where those groups may have been previously underutilized and underrepresented. In addition, I pledge the district attorney's office will provide the following to employees, applicants, and all others who in any way interact with this department:

1. Equal Employment Opportunity;
2. Equal treatment in all matters, including, where possible, equal access to all services and facilities; AND
3. Protection against sexual harassment in compliance with Wis. Stat. §§ 111.32 and 111.322, the Milwaukee County sexual harassment policy, and guidelines approved recognized by the federal Equal Employment Opportunity Commission (EEOC).

John T. Chisholm
District Attorney

Following File has been uploaded:2018-11-30 Reaffirmation of Policy Statement.pdf

Step 4b: Narrative of Interpretation

As in years past in the Milwaukee County District Attorneys Office, white males are underrepresented in the Administrative Support sector.

While our staffing levels have remained relatively stable in 2018 (282 employees) compared to 2016 (285 employees), we have eight white males presently employed in Administrative Support, or 133% more than at the time of the 2016 EEO report.

Nevertheless, we continue to face challenges in identifying and retaining white males to provide administrative support. This is so for at least two reasons. First, clerical positions are civil service positions. There are few white male candidates on county civil service lists because white males typically do not apply for county civil service clerical jobs or apply in much smaller numbers than women. Second, Milwaukee County wages and benefits for clerical employees are not competitive with other public or private sector employers. Consequently, we experience high turnover.

Step 5: Objectives and Steps

1. Promote Hiring White Males in the Administrative Support Job Category

- a. District attorney clerical employees are civil service employees and must score high enough on civil service examinations to be placed on a Milwaukee County Department of Human Resources certification list provided to the district attorney's office to fill job vacancies. As we did in 2015, we will again provide this EEO Utilization Report to the county Department of Human Resources, advise Human Resources of the underutilization of white males in the Administrative Support job category, and explore with Human Resources whether the number of qualified, certified white male candidates can be increased for clerical positions in the district attorney's office.
- b. As we did in 2016, we will again notify all managers in the district attorney's office that recruit and hire job candidates that white males are underutilized in the Administrative Support job category, and we will encourage them to recruit and hire white males to address the underutilization.
- c. As compared to clerical positions, District Attorney paralegal positions in the Administrative Support job category are in the unclassified service of Milwaukee County and not subject to civil service rules. We will recruit candidates for vacancies, when appropriate, through such employment websites as the Jobs Center of Wisconsin and the Wisconsin Department of Justice, as well as through the Milwaukee County Department of Human Resources, to attract qualified white males for paralegal positions.
- d. We will continue to encourage District Attorney Office participation in "Career Day" and similar programs at area universities, technical colleges, and high schools, to encourage qualified white males to apply for paralegal positions or to take county civil service examinations for clerical positions.

Step 6: Internal Dissemination

Copies of the District Attorney's EEO Utilization Report will be given to all managers in the District Attorney's Office that recruit, interview, hire, or promote employees.

The District Attorney's EEO Utilization Report will be posted on the District Attorney intranet website for viewing by all District Attorney employees.

The district attorney's EEO Utilization Report will be posted on district attorney employee bulletin boards in the criminal and juvenile divisions.

We will notify District Attorney employees via electronic mail that the District Attorney's EEO Utilization Report is posted on the district attorney intranet and on employee bulletin boards, and that a copy of the report is also available upon request from the District Attorney's executive secretary in Room 405 of the Safety Building, 821 West State Street, Milwaukee, WI.

Step 7: External Dissemination

The District Attorney's EEOP Utilization Report will be provided to the Milwaukee County Department of Human Resources, which is responsible for recruitment, testing, and certification of all candidates for civil service positions in the District Attorney's office.

The District Attorney's EEOP Utilization Report will be posted on the District Attorney portion of the Milwaukee County website, and the site also will advise viewers that a copy of the report is available upon request from the District Attorney's Executive Secretary in Room 405 of the Safety Building, 821 West State Street, Milwaukee, WI.

Milwaukee County managers and other employees that attend job fairs and similar recruiting events on behalf of the District Attorney's Office will provide copies of the District Attorney's EEOP Utilization Report to prospective job candidates upon request or advise job candidates that the report is available upon request from the District Attorney's Executive Secretary in Room 405 of the Safety Building, 821 West State Street, Milwaukee, WI.

Utilization Analysis Chart
Relevant Labor Market: Milwaukee County, Wisconsin

| 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 #/% | 6/35% | 0/0% | 1/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/41% | 1/6% | 2/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 27,690/46% | 1,215/2% | 2,475/4% | 10/0% | 945/2% | 25/0% | 130/0% | 95/0% | 21,830/37% | 935/2% | 3,560/6% | 35/0% | 540/1% | 0/0% | 135/0% | 55/0% |
| Utilization #/% | -11% | -2% | 2% | -0% | -2% | -0% | -0% | -0% | 5% | 4% | 6% | -0% | -1% | 0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 49/42% | 1/1% | 1/1% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 53/45% | 4/3% | 7/6% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% |
| CLS #/% | 35,230/35% | 1,465/1% | 3,115/3% | 125/0% | 2,875/3% | 0/0% | 215/0% | 125/0% | 46,125/46% | 1,945/2% | 7,215/7% | 130/0% | 2,150/2% | 40/0% | 335/0% | 240/0% |
| Utilization #/% | 7% | -1% | -2% | -0% | -2% | 0% | -0% | -0% | -0% | 1% | -1% | -0% | -2% | 1% | -0% | -0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 1/50% | 0/0% | 0/0% | 0/0% | 1/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 5,005/33% | 230/2% | 510/3% | 15/0% | 310/2% | 0/0% | 10/0% | 15/0% | 6,465/43% | 510/3% | 1,615/11% | 25/0% | 210/1% | 0/0% | 30/0% | 20/0% |
| Utilization #/% | 17% | -2% | -3% | -0% | 48% | 0% | -0% | -0% | -43% | -3% | -11% | -0% | -1% | 0% | -0% | -0% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | | | |
| Workforce #/% | 2/67% | 0/0% | 0/0% | 1/33% | 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 #/% | 5,605/52% | 540/5% | 1,985/18% | 20/0% | 245/2% | 0/0% | 75/1% | 70/1% | 1,370/13% | 55/1% | 665/6% | 15/0% | 70/1% | 0/0% | 0/0% | 25/0% |
| Utilization #/% | 14% | -5% | -18% | 33% | -2% | 0% | -1% | -1% | -13% | -1% | -6% | -0% | -1% | 0% | 0% | -0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 9/56% | 0/0% | 2/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/25% | 0/0% | 1/6% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 24,950/35% | 1,870/3% | 5,775/8% | 225/0% | 410/1% | 0/0% | 119/0% | 20/0% | 25,345/36% | 1,575/2% | 9,880/14% | 275/0% | 305/0% | 0/0% | 120/0% | 85/0% |
| Utilization #/% | 21% | -3% | 4% | -0% | -1% | 0% | -0% | -0% | -11% | -2% | -8% | -0% | -0% | 0% | -0% | -0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |

| 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% | 6/100% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 295/34% | 0/0% | 10/1% | 0/0% | 0/0% | 0/0% | 0/0% | 20/2% | 420/48% | 65/7% | 15/2% | 0/0% | 0/0% | 0/0% | 35/4% | 10/1% |
| Utilization #/% | -34% | 0% | -1% | 0% | 0% | 0% | 0% | -2% | 52% | -7% | -2% | 0% | 0% | 0% | -4% | -1% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 8/7% | 0/0% | 4/3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 56/46% | 11/9% | 38/31% | 1/1% | 3/2% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 32,570/26% | 2,640/2% | 5,690/5% | 80/0% | 1,125/1% | 0/0% | 440/0% | 225/0% | 57,065/46% | 6,370/5% | 15,755/13% | 310/0% | 1,960/2% | 15/0% | 670/1% | 250/0% |
| Utilization #/% | -19% | -2% | -1% | -0% | -1% | 0% | -0% | -0% | 1% | 4% | 19% | 1% | 1% | -0% | -1% | -0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 26,415/73% | 3,180/9% | 3,175/9% | 110/0% | 420/1% | 0/0% | 155/0% | 95/0% | 1,600/4% | 315/1% | 415/1% | 20/0% | 145/0% | 0/0% | 45/0% | 35/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 40,235/32% | 14,290/11% | 13,330/10% | 580/0% | 1,785/1% | 45/0% | 620/0% | 305/0% | 29,200/23% | 7,160/6% | 17,195/13% | 465/0% | 1,810/1% | 50/0% | 355/0% | 235/0% |
| 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 |
| 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 |
| Protective Services: Sworn Officials | | | | | | | | | | | | | | | | |
| Workforce #/% | 2/67% | 0/0% | 0/0% | 1/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | | |
| Workforce #/% | 9/56% | 0/0% | 2/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/25% | 0/0% | 1/6% | 0/0% | 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 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: John T. Chisholm

District Attorney

12-13-2018

[signature]

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