

EEO Utilization Report

Organization Information

Name: Norfolk District Attorney's Office

City: Canton

State: MA

Zip: 02021

Type: State Prosecutor or Attorney General

Section 1: EEO Policy Statement

Policy Statement:

The Norfolk District Attorney's Office (NDAO) is an equal opportunity employer and makes employment decisions, including those concerning hiring, promotion and salary, on the basis of merit. The Office will not discriminate on the basis of race, color, creed, sex, religion, age, national origin or ancestry, handicap or disability, genetics, veteran status and national guard or reserve unit obligations, sexual orientation, gender identity or identification or any other characteristic protected by federal, state, or local law. All such discrimination is unlawful and prohibited by the NDAO.

Furthermore, the NDAO is committed to providing a work environment that encourages mutual respect and is free of unlawful harassment and discrimination. Harassment for any discriminatory reason, such as sex, race, national origin, disability, religion, sexual orientation, same-sex harassment, or gender identity violates various state, federal and local laws. Harassment by another employee, manager, customer, vendor, contractor or other person working or visiting on the Offices premises will not be tolerated.

The NDAO will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship. The NDAO Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Complaints of harassment or discrimination should be reported to the employees supervisor, the Director of Human Resources or other NDAO designee immediately. For more information, please refer to the Offices Policy on Sexual Harassment and Discrimination (see Section 3).

Section 5: Narrative Interpretation of Data

Since the submission of our last EEO Utilization Report, we have hired two more males to our (Protective Services-Non-sworn) victim witness advocate team. The hiring of these additional males eliminated the underutilization in the Protective Services Non-sworn category.

This report highlights that more males should be hired in both the administrative support and skill crafts positions. The NDAO is committed to also adding more diversity to those categories as well.

Section 6: Objectives and Steps

1. The NDAO will continue to hire more males to balance out the victim witness unit.

- a. The NDAO will add a sentence in our external job postings for available administrative support and skilled craft positions that males and diverse candidates are encouraged to apply.

Section 7: Dissemination Strategy: Internal

The NDAO will disseminate said EEO Utilization Report internally by emailing said report to current NDAO employees via our office email system which will allow employees to review said information when convenient.

Section 7: Dissemination Strategy: External

The NDAO will also post said report on our external office website at www.norfolkda.com. This external site is available outside our organization and is accessible by the general public who will have the opportunity to review said report when convenient.

Utilization Analysis Chart
Relevant Labor Market: Norfolk County
, Massachusetts

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 #/%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%
CLS #/%	28,085/49%	1,160/2%	1,265/2%	0/0%	1,575/3%	10/0%	440/1%	20,965/36%	890/2%	910/2%	0/0%	1,865/3%	0/0%	330/1%
Utilization #/%	-29%	-2%	-2%	0%	-3%	-0%	-1%	24%	-2%	-2%	0%	-3%	0%	19%
Professionals														
Workforce #/%	23/46%	1/2%	3/6%	0/0%	0/0%	0/0%	1/2%	21/42%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%
CLS #/%	26,965/32%	1,470/2%	1,800/2%	10/0%	3,670/4%	0/0%	730/1%	41,945/49%	1,490/2%	2,450/3%	4/0%	3,925/5%	30/0%	790/1%
Utilization #/%	14%	0%	4%	-0%	-4%	0%	1%	-7%	-2%	-3%	-0%	-3%	-0%	-1%
Technicians														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	6,015/32%	1,045/6%	985/5%	10/0%	815/4%	0/0%	335/2%	6,185/33%	1,040/6%	1,090/6%	10/0%	985/5%	0/0%	320/2%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
Protective Services: Sworn														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	4,605/76%	240/4%	335/6%	0/0%	135/2%	0/0%	140/2%	430/7%	50/1%	80/1%	0/0%	0/0%	0/0%	30/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
Protective Services: Non-sworn														
Workforce #/%	3/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/79%	2/7%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	110/17%	0/0%	15/2%	0/0%	0/0%	0/0%	25/4%	430/65%	15/2%	0/0%	0/0%	50/8%	0/0%	20/3%
Utilization #/%	-6%	0%	-2%	0%	0%	0%	-4%	14%	5%	4%	0%	-8%	0%	-3%
Administrative Support														
Workforce #/%	1/6%	0/0%	1/6%	0/0%	1/6%	0/0%	0/0%	14/78%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	24,195/29%	1,380/2%	2,745/3%	30/0%	1,775/2%	10/0%	360/0%	41,990/51%	2,560/3%	3,920/5%	60/0%	2,270/3%	10/0%	1,095/1%

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
Utilization #/%	-24%	-2%	2%	-0%	3%	-0%	-0%	27%	-3%	1%	-0%	-3%	-0%	-1%
Skilled Craft														
Workforce #/%	2/14%	0/0%	1/7%	0/0%	1/7%	0/0%	0/0%	10/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	17,435/78%	1,720/8%	970/4%	4/0%	590/3%	0/0%	330/1%	795/4%	85/0%	115/1%	0/0%	195/1%	0/0%	30/0%
Utilization #/%	-64%	-8%	3%	-0%	4%	0%	-1%	68%	-0%	-1%	0%	-1%	0%	-0%
Service/Maintenance														
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%
CLS #/%	26,005/36%	4,770/7%	4,975/7%	0/0%	2,115/3%	25/0%	1,620/2%	21,175/29%	3,070/4%	5,550/8%	0/0%	2,130/3%	0/0%	1,575/2%
Utilization #/%	64%	-7%	-7%	0%	-3%	-0%	-2%	-29%	-4%	-8%	0%	-3%	0%	-2%

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	✓													
Skilled Craft	✓													

