



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

July 29, 2019

Leevin Camacho
Attorney General
Office of the Attorney General of Guam
590 South Marine Corps Drive
Suite 901
Tamuning, GU 96913

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Office of the Attorney General of Guam

Dear Mr. Camacho,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X 

Michael L. Alston

Director

Signed by: MICHAEL ALSTON



Office of the Attorney General of Guam

590 S. Marine Corps Drive, Suite 901, Tamuning, GU 96913

◆ Phone: 671.475.3324 Ext 5015 ◆ Fax: 671.477.4703 ◆ Email: law@guamag.org

Hon. Leevin Taitano Camacho

Attorney General of Guam

July 11, 2019

Attn: EEOP Utilization Report Submission
Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street, NW
Washington, DC 20531

Subject: Equal Employment Opportunity Plan (EEOP) Utilization Report

Attached is a copy of the EEO Utilization Report for the Office of the Attorney General of Guam (OAG) for the period of July 15, 2019 through July 15, 2021 submitted in accordance with the grant conditions set forth by the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations, for your review and approval.

As a recipient of funds by the US Department of Justice, Office of Justice Programs (OJP), the OAG is committed to maintaining full compliance with grant requirements and additional civil rights requirements if it receives funding from grant programs other than the ones listed above. Also attached for your reference is approval of our previous plan by Office of Civil Rights Director Michael Alston and the agency's completed EEOP Certification Form. Upon the date of approval, OAG's EEOP Utilization Report will satisfy the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Should you have any questions or concerns regarding the EEOP Utilization Report, please contact the agency's EEO Representative, Mr. Tony Aguon via email at tcaguon@guamag.org or Ms. Jeanette M. Gomez, Program Coordinator IV, via email at jmgomez@guamag.org or at (671) 475-3324 extensions 5105 or 5431, respectively. Thank you.

Sincerely,

LEEVIN TAITANO CAMACHO
Attorney General

Attachments

cc: HR Division/EEO Office
Grants Section

OFFICE OF THE ATTORNEY GENERAL OF GUAM



EQUAL EMPLOYMENT OPPORTUNITY PLAN UTILIZATION REPORT

POLICY NO. 2019-005

**590 S. Marine Corps Drive, ITC Building Suite 901
Tamuning, Guam 96913-3537**

CERTIFICATION

Date and effective duration of this Equal Employment Opportunity Plan Utilization Report:

July 15, 2019 – July 15, 2021

POLICY STATEMENT

It is the policy of the Office of the Attorney General of Guam (OAG) that all women and men are to be treated fairly and equally, with dignity and respect. Any form of work place harassment or discrimination is contrary to this policy, shall not be tolerated, as it relates to allegations on the basis of race, color, sex, national origin, age, disability, and religion.

The OAG is committed to the principles of EEO and non-discrimination as a necessary element of the merit system regarding the hiring and/or promoting of minorities, females and/or underrepresented groups. This commitment will be supported by positive and practical efforts to ensure fair employment for disadvantaged employees and job seekers so they are able to secure employment and promotional opportunities at all levels. The OAG observes that every person has the right to be treated with fairness, dignity, and equal consideration.

The OAG is committed to complying with EEO guidelines and is committed to being an EEO employer, allowing for the full participation of women and minorities in all aspects of employment. The OAG practices non-discrimination and deals only with those agencies and organizations that do the same.

I, Leevin Taitano Camacho, certify that the Office of the Attorney General of Guam has formulated an Equal Employment Opportunity Plan Utilization Report in accordance with 28 CFR 42.301, Subpart E. It has been signed into effect by the proper agency authority and disseminated to all employees, and it is on file with the Chief of Staff, Jacqueline Z. Cruz, Administration Division, as required by relevant laws and regulations, for review or audit by officials of the cognizant state planning agency or the Office for Civil Rights, Office of Justice Programs.



LEEVIN TAITANO CAMACHO
ATTORNEY GENERAL
OFFICE OF THE ATTORNEY GENERAL OF GUAM

Step 1: Introductory Information

This Equal Employment Opportunity Plan (EEOP) Utilization Report is issued by the Office of the Attorney General of Guam (OAG). The OAG employs approximately 195 individuals.

Mailing and physical address:

Office of the Attorney General of Guam
590 South Marine Corps Drive,
International Trade Center Building, Suite 901
Tamuning, Guam 96913-3537

Contact information:

Telephone: (671) 475-3324 extension 5015
Facsimile: (671) 477-4703
Email: law@guamag.org
Website: www.guamag.org

FEDERALLY FUNDED PROJECTS:

The OAG is a recipient of several federally funded projects listed below in varying capacities (*e.g.*, state administering agency, primary grantee or awarded as a sub-grantee).

1. Grant Number: D19AP00073
Grant Title: **TAP-Guam-2019-8**
Project Title: Office of the Attorney General Digital Archiving Project
Award Amount: \$375,000.00
Start Date: May 1, 2019
End Date: September 30, 2022
Federal Agency: U.S. Department of Interior, Office of Insular Affairs, OIA
DOJ Contact: Hailey McCoy, Grants Management Specialist
Address: 7401 W. Mansfield Avenue, Denver, CO. 80235-2212
Telephone: 202-513-7746

2. Grant Number: D19AP00067
Grant Title: **TAP-Guam-2019-2**
Project Title: Modernization of the Chief Medical Examiner's Office in Guam
Award Amount: \$227,743.00
Start Date: May 1, 2019
End Date: September 30, 2022
Federal Agency: U.S. Department of Interior, Office of Insular Affairs, OIA
DOJ Contact: Hailey McCoy, Grants Management Specialist
Address: 7401 W. Mansfield Avenue, Denver, CO. 80235-2212
Telephone: 202-513-7746

3. Grant Number: 2018-V2-GX-0007
Grant Title: **OVC FY18 Victims of Crime Act (VOCA) Victim Assistance**
Award Amount: \$1,876,864.00
Start Date: October 1, 2017
End Date: September 30, 2021
Federal Agency: Department of Justice, Office of Justice Programs, Office for Victims of Crime
DOJ Contact: Jalila Sebbata, Grants Management Specialist
Address: 810 7th Street, NW Washington, DC 20531
Telephone: 202-616-3483

4. Grant Number: 2018-V1-GX-0031
Grant Title: **OVC FY 18 VOCA Victim Compensation Formula**
Award Amount: \$33,000.00
Start Date: October 1, 2017
End Date: September 30, 2021
Federal Agency: Department of Justice, Office of Justice Programs
DOJ Contact: Jalila Sebbata, Grants Management Specialist
Address: 810 7th Street, NW Washington, DC 20531
Telephone: 202-616-3483

5. Grant Number: 2017-VA-GX-0062
Grant Title: **OVC FY17 Victims of Crime Act (VOCA) Victim Assistance**
Award Amount: \$1,105,729.00
Start Date: October 1, 2016
End Date: September 30, 2020
Federal Agency: Department of Justice, Office of Justice Programs, Office for Victims of Crime
DOJ Contact: Jalila Sebbata, Grants Management Specialist
Address: 810 7th Street, NW Washington, DC 20531
Telephone: 202-616-3483

6. Grant Number: 2017-VF-GX-K028
Grant Title: **OVC FY17 Building State Technology Capacity**
Award Amount: \$235,672.00
Start Date: October 1, 2017
End Date: September 30, 2020
Federal Agency: Department of Justice, Office of Justice Programs, Office for Victims of Crime
DOJ Contact: Jalila Sebbata, Grants Management Specialist
Address: 810 7th Street, NW Washington, DC 20531
Telephone: 202-616-3483

7. Grant Number: 2016-VA-GX-0055
Grant Title: **OVC FY16 Victims of Crime Act (VOCA) Victim Assistance**
Award Amount: \$1,290,271.00
Start Date: October 1, 2015
End Date: September 30, 2019
Federal Agency: Department of Justice, Office of Justice Programs, Office for Victims of Crime
DOJ Contact: Jalila Sebbata, Grants Management Specialist
Address: 810 7th Street, NW Washington, DC 20531
Telephone: 202-616-3483
8. Grant Number: 2017-MU-BX-1034
Grant Title: **FY2017 Edward Byrne Justice Assistance Grant**
Project Title: FY 2017 Byrne JAG Sexual Assault Prosecution Program
Award Amount: \$135,720.92
Start Date: October 1, 2018
End Date: September 30, 2019
State Agency: Bureau of Statistics and Plans
Contact: Lola E. Leon Guerrero, Chief Planner
Address: PO Box 2950 Hagåtña, Guam 96932
Telephone: 671-475-9675
9. Grant Number: 2017-AW-BX-0027
Grant Title: **SMART FY 2017 Support for Adam Walsh Act Implementation Grant Program/Sex Offender Registration and Notification Act (SORNA)**
Project Title: Guam Sex Offender Registry Enhancement Program
Award Amount: \$4,700.00
Start Date: October 1, 2017
End Date: September 30, 2019
State Agency: Judiciary of Guam
Contact: Cerina Y. Mariano, Courts Program Administrator
Address: 120 West O' Brien Drive, Hagåtña, Guam 96910
Telephone: 671-475-3270
10. Grant Number: 2016-MU-BX-1034
Grant Title: **FY2016 Edward Byrne Justice Assistance Grant**
Project Title: FY 2016 Byrne JAG Sexual Assault Prosecution Program
Award Amount: \$33,240.00
Start Date: October 1, 2018
End Date: September 30, 2019
State Agency: Bureau of Statistics and Plans
Contact: Lola E. Leon Guerrero, Chief Planner
Address: PO Box 2950 Hagåtña, Guam 96932
Telephone: 671-475-9675

11. Grant Number: 2015-MU-BX-1031
Grant Title: **FY2015 Edward Byrne Justice Assistance Grant**
Project Title: FY Byrne JAG Sexual Assault Prosecution Program
Award Amount: \$94,756.00
Start Date: October 1, 2015
End Date: September 30, 2019
State Agency: Bureau of Statistics and Plans
Contact: Lola E. Leon Guerrero, Chief Planner
Address: PO Box 2950 Hagåtña, Guam 96932
Telephone: 671-475-9675
12. Grant Number: 2015-MU-BX-1031
Grant Title: **FY2015 Edward Byrne Justice Assistance Grant**
Project Title: FY 2015 Prosecution Case Management Information System (PCMIS) Project
Award Amount: \$35,608.00
Start Date: October 1, 2015
End Date: September 30, 2019
State Agency: Bureau of Statistics and Plans
Contact: Lola E. Leon Guerrero, Chief Planner
Address: PO Box 2950 Hagåtña, Guam 96932
Telephone: 671-475-9675
13. Grant Number: 2017-WF-AX-0041
Grant Title: **OVW STOP Violence Against Women Grant Program**
Project Title: FY2017 Services, Training, Officers, Prosecutors (STOP) Violence Against Women (VAW), Sub-grant (Regular Project)
Award Amount: \$96,916.99
Start Date: January 2, 2019
End Date: June 30, 2020
State Agency: Governor's Community Outreach – Federal Programs Office (GCO-FPO)
GCO Contact: Dwain P. Sanchez, Senior Program Coordinator
Address: 513 W. Marine Corps Drive, R.J. Bordallo Governor's Complex - Adelup, Guam, 96910
Telephone: 671-475-9179
14. Grant Number: 2017-WF-AX-0041
Grant Title: **OVW STOP Violence Against Women Grant Program**
Project Title: FY2017 Services, Training, Officers, Prosecutors (STOP) Violence Against Women (VAW), Sub-grant (Sexual Assault)
Award Amount: \$23,779.25
Start Date: January 2, 2019
End Date: June 30, 2020

State Agency: Governor's Community Outreach – Federal Programs Office (GCO-FPO)
GCO Contact: Dwain P. Sanchez, Senior Program Coordinator
Address: 513 W. Marine Corps Drive, R.J. Bordallo Governor's Complex - Adelup, Guam, 96910
Telephone: 671-475-9179

15. Grant Number: 2016-WF-AX-0019
Grant Title: **OVW STOP Violence Against Women Grant Program**
Project Title: FY2016 Services, Training, Officers, Prosecutors (STOP) Violence Against Women (VAW), Sub-grant
Award Amount: \$82,092.54
Start Date: January 1, 2017
End Date: June 28, 2019
State Agency: Governor's Community Outreach – Federal Programs Office (GCO-FPO)
GCO Contact: Dwain P. Sanchez, Senior Program Coordinator
Address: 513 W. Marine Corps Drive, R.J. Bordallo Governor's Complex - Adelup, Guam, 96910
Telephone: 671-475-9179

16. Grant Number: 69A3751930000402GU0
Grant Title: **National Highway Traffic Safety Administration**
Project Title: AL19-01-04OAG Highway Safety Prosecution Project
Award Amount: \$50,605.50
Start Date: October 1, 2018
End Date: September 30, 2019
State Agency: Department of Public Works, Federal Highways Division
DPW Contact: Joaquin R. Blaz, Budget Management Analyst IV
Address: 542 North Marine Corps Drive Tamuning, Guam 96913
Telephone: 671-649-3128

17. Grant Number: 0002(103)31E0
Grant Title: **2009 Federal Highway Administration Highway Funds**
Project Title: Legal Services Project
Award Amount: \$359,447.39
Start Date: December 30, 2008
End Date: September 30, 2023
State Agency: Department of Public Works, Federal Highways Division
DPW Contact: Joaquin R. Blaz, Budget Management Analyst IV
Address: 542 North Marine Corps Drive Tamuning, Guam 96913
Telephone: 671-649-3128

18. Grant Number: NA18NOS4190202
Grant Title: **Coastal Zone Management (CZM) Cooperative Agreement Award**
Project Title: Natural Resource Attorney Project
Award Amount: \$82,073.00
Start Date: April 1, 2019
End Date: March 31, 2020
State Agency: U.S. Department of Commerce (DOC), National Oceanic Atmospheric Administration
BSP Contact: Millie Erquiza, Planner
Address: PO Box 2950, Hagatna, Guam 96932
Telephone: 671-472-4201/2/3

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PERSONNEL MANAGEMENT AND OPERATIONS OVERVIEW

The OAG's ongoing EEO efforts relies on its EEO representatives who are trained in accordance with local and federal law. Furthermore, the OAG remains committed to maintaining the EEO skills of its representatives by ensuring they undergo periodic EEO training as it becomes available through the government of Guam's training program from the Guam Department of Administration as well as training and updated information regarding EEO policies and procedures provided by the Guam Civil Service Commission.

The OAG has taken the necessary steps to rectify employment of minority and under-represented groups. Based on data statistics collected and analyzed, the OAG is cognizant that various groups remain under-represented within the OAG. However, the OAG continues to abide by government-established position qualification requirements of employment while carrying the heavy burden of competing with the private sector and federal government.

The OAG acknowledges that experience and education requirements for positions within the organization and its geographic location, may prevent minority and underrepresented groups from qualifying for employment. Although the University of Guam offers degrees in other professional fields such as education, Guam is nearly 4,000 miles from the closest United States law school in Hawaii. Opportunities in and around these law schools lure potential graduates to those jobs. Furthermore, the private sector and the federal government can offer more remuneration as salaries for public employees in Guam are set by statute and are often much lower than comparable positions in those employment sectors.

The Guam Department of Labor's website <http://bls.guam.gov/occupational-employment-statistics/>, published a report entitled, "Employment and Wage Estimates by Occupation and Sector" (May 2015). The report states the Mean Annual Wage for Government of Guam employed attorneys is \$79,583, in comparison to the Mean Annual Wage for private sector lawyers is \$107,436, and the Mean Annual Wage for federal government lawyers is \$120,003. The lure of earning higher wages in private sector or the federal government significantly impacts OAG's ability to adequately recruit and retain a diversified pool of attorneys to achieve EEO compliance.

Since the OAG cannot lower the educational requirements for professional positions (*e.g.*, attorneys, analysts, coordinators, accountants, etc.), alternatives are to increase minority interest in the legal/professional field and/or increase the hiring of underutilized ethnic groups in categories which do not require such specialized education.

A comparison between the OAG and the Community Workforce (*see* page 11) demonstrates OAG's continuing and successful efforts to hire minorities when possible, as indicated by the strong representation in the administrative support category.

Residents who go off-island to pursue law degrees usually return and obtain employment in the private sector. The attorney pay scales for Government of Guam attorneys are lower in salaries and benefits than private sector attorneys, thus, this is a significant impediment in OAG's ability to recruit and retain qualified attorneys.

Step 2: Agency's Workforce

The charts below represent the information derived from the employees of the OAG (Table 1), the make-up of the community labor workforce derived from the 2010 Guam Census (Table 2), and the analysis of the OAG's workforce compared to the community labor workforce (Table 3).

1. 2018 Office of the Attorney General of Guam Work Force Numbers and Percentage

Agency Workforce Numbers and Percentage	Total	MALE					FEMALE										
		Total Male	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOPI ³	Total Female	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOPI ³	Other	
Officials/Administrators	# 4	1	0	0	0	0	1	0	0	0	0	0	3	0	0	0	0
	%	25%	0%	0%	0%	0%	25%	0%	0%	0%	0%	0%	75%	0%	0%	0%	0%
Professionals	# 99	46	0	15	0	7	22	0	2	0	0	6	33	0	0	0	4
	%	46%	0%	15%	0%	7%	22%	0%	2%	0%	0%	6%	33%	0%	0%	0%	4%
Technicians	# 24	6	0	0	0	0	6	0	0	0	0	3	14	0	0	0	0
	%	25%	0%	0%	0%	0%	25%	0%	0%	0%	0%	13%	58%	0%	0%	0%	0%
Protective Services: Sworn	# 18	13	0	0	0	0	12	0	1	0	0	1	4	0	0	0	0
	%	72%	0%	0%	0%	0%	67%	0%	6%	0%	0%	6%	22%	0%	0%	0%	0%
Protective Services: Non-sworn	# 6	5	0	0	0	0	4	0	1	0	0	0	1	0	0	0	0
	%	83%	0%	0%	0%	0%	67%	0%	17%	0%	0%	0%	17%	0%	0%	0%	0%
Administrative Support	# 42	4	0	0	0	1	3	0	0	0	0	2	34	0	0	1	1
	%	10%	0%	0%	0%	2%	7%	0%	0%	0%	2%	5%	81%	0%	0%	2%	2%
Skilled Craft	# 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%	0%	0%	0%
Service/Maintenance	# 1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	%	100%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unemployed	# 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%	0%	0%	0%

¹ Asian: Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian, Chinese excludes Taiwanese, Japanese excludes Okinawan

² Pacific Islander: Chamorro, Palauan, Marshalese, Kosraean, Ponapean, Chuukese, Yapese

³ Other Native Hawaiian and Other Pacific Islander (Other NHOPI)

Percentage Calculation: Ethnicity / Total for each Job Category

Source: 2010 Census of Population and Housing: Guam PLUMS

Step 3. Community Labor Statistics Chart

2. Community Workforce Numbers and Percentage (2010 Census)

JOB Category		Community Workforce Number and Percentage										FEMALE									
		Total Male					MALE					Total Female					FEMALE				
		Total	Total Male	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOPI ³	Other	Total Female	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOPI ³	Other			
Officials/Administrators	#	8,150	4,860	60	850	60	2,030	1,760	60	40	3,290	20	290	20	1,160	1,710	70	20			
	%	100%	60%	1%	10%	1%	25%	22%	1%	0%	40%	0%	4%	0%	14%	21%	1%	0%			
Professionals	#	10,590	4,630	100	1,140	30	1,700	1,590	50	20	5,960	80	850	60	2,430	2,460	60	20			
	%	100%	44%	1%	11%	0%	16%	15%	0%	0%	56%	1%	8%	1%	23%	23%	1%	0%			
Technicians	#	1,590	1,090	20	250	50	340	400	10	20	500	20	30	30	270	150	0	0			
	%	100%	69%	1%	16%	3%	21%	25%	1%	1%	31%	1%	2%	2%	17%	9%	0%	0%			
Protective Services: Sworn	#	3,140	2,750	20	490	120	510	1,580	10	20	390	10	40	10	40	280	10	0			
	%	100%	88%	1%	16%	4%	16%	50%	0%	1%	12%	0%	1%	0%	1%	9%	0%	0%			
Protective Services: Non-sworn	#	180	130	0	0	0	50	80	0	0	50	0	0	0	40	10	0	0			
	%	100%	72%	0%	0%	0%	28%	44%	0%	0%	28%	0%	0%	0%	22%	6%	0%	0%			
Administrative Support	#	22,970	7,240	50	410	100	2,800	3,740	90	50	15,730	130	1,110	180	6,040	7,970	250	50			
	%	100%	32%	0%	2%	0%	12%	16%	0%	0%	68%	1%	5%	1%	26%	35%	1%	0%			
Skilled Craft	#	11,090	10,580	90	1,170	180	5,340	3,700	70	30	510	10	90	30	160	200	10	10			
	%	100%	95%	1%	11%	2%	48%	33%	1%	0%	5%	0%	1%	0%	1%	2%	0%	0%			
Service/Maintenance	#	23,170	12,930	80	620	80	4,600	7,320	200	30	10,240	30	510	80	4,160	5,360	90	10			
	%	100%	56%	0%	3%	0%	20%	32%	1%	0%	44%	0%	2%	0%	18%	23%	0%	0%			
Unemployed	#	2,240	970	0	70	10	220	640	30	0	1,270	0	40	0	260	950	20	0			
	%	100%	43%	0%	3%	0%	10%	29%	1%	0%	57%	0%	2%	0%	12%	42%	1%	0%			

¹ Asian: Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian, Chinese excludes Taiwanese, Japanese excludes Okinawan

² Pacific Islander: Chamorro, Palauan, Marshallese, Kosraean, Ponapean, Chuukese, Yapese

³ Other Native Hawaiian and Other Pacific Islander (Other NHOPI)

Percentage Calculator: Ethnicity / Total for each Job Category

Source: 2010 Census of Population and Housing: Guam PUMS

Step 4. Underutilization Analysis Charts and Narrative

3. 2018 Utilization Analysis Table

Utilization Analysis	Total	MALE						FEMALE									
		Total Male	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOPI ³	Other	Total Female	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOPI ³	Other
Officials/Administrators	%	35%	1%	10%	1%	25%	-3%	1%	0%	-35%	0%	4%	0%	14%	-54%	1%	0%
Professionals	%	-3%	1%	-4%	0%	9%	-7%	0%	-2%	3%	1%	-2%	1%	17%	-10%	1%	-4%
Technicians	%	44%	1%	16%	3%	21%	0%	1%	1%	-44%	1%	-2%	2%	4%	-49%	0%	0%
Protective Services: Sworn	%	15%	1%	16%	4%	16%	-16%	0%	-5%	-15%	0%	1%	0%	-4%	-13%	0%	0%
Protective Services: Non-sworn	%	-11%	0%	0%	0%	28%	-22%	0%	-17%	11%	0%	0%	0%	22%	-11%	0%	0%
Administrative Support	%	22%	0%	2%	0%	10%	9%	0%	0%	-22%	1%	2%	1%	22%	-46%	1%	-2%
Skilled Craft	%	95%	1%	11%	2%	48%	33%	1%	0%	5%	0%	1%	0%	1%	2%	0%	0%
Service/Maintenance	%	-44%	0%	3%	0%	20%	-68%	1%	0%	44%	0%	2%	0%	18%	23%	0%	0%
Unemployed	%	43%	0%	3%	0%	10%	29%	1%	0%	57%	0%	2%	0%	12%	42%	1%	0%

¹ Asian: Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian, Chinese excludes Taiwanese, Japanese excludes Okinawan

² Pacific Islander: Chamorro, Palauan, Marshallese, Kosraean, Ponapean, Chuukese, Yapese

³ Other Native Hawaiian and Other Pacific Islander (Other NHOPI)

Percentage Calculation: Community workforce percentage % less Agency workforce percentage % for each job category by ethnic origin

Source: 2010 Census of Population and Housing: Guam PLUMS

4. Significant Underutilization Analysis Table

Job Categories	Male						Female						
	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOP ³	Hispanic	White	Black	Asian ¹	Pacific Islander ²	Other NHOP ³	Other
Officials/Administrators					✓						✓		
Professionals		✓			✓	✓		✓		✓	✓		✓
Technicians								✓		✓			
Protective Services: Sworn					✓	✓			✓	✓			
Protective Services: Non-Sworn					✓	✓				✓			
Administrative Support											✓		✓
Service/Maintenance					✓								

¹ Asian: Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian, Chinese excludes Taiwanese, Japanese excludes Okinawan

² Pacific Islander: Chamorro, Palauan, Marshallese, Kosraean, Ponapean, Chuukese, Yapese

³ Other Native Hawaiian and Other Pacific Islander (Other NHOP)

5. Narrative Underutilization Analysis

A review of the Utilization Analysis (comparing OAG's workforce to the relevant labor market) reflects the following:

Given the small numbers represented in the job categories Officials/Administrators (4), Protective Services: Sworn (18), Protective Services: Non-Sworn (6), and Service/Maintenance (1), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market.

Officials/Administrators:

Ethnicity	Male	Female
Pacific Islander	-3%	-54%

This category includes the Attorney General, Private Secretary, Chief of Staff and the Special Assistant. In comparison to the Agency (OAG) and the Community Workforce, indicates an underutilization of females, as their representation in the Community Workforce at this job level is 40%, while the OAG is at -35%. The Pacific Islander subgroup has the highest underutilization of both genders.

Professionals:

Ethnicity	Male	Female
White	-4%	-2%
Pacific Islander	-7%	-10%
Other	-2%	-4%

There are ninety-nine (99) employees in this category. The White, Pacific Islander, and Other populations continue to be the most significantly under-represented in this category for both male and female genders. Further analysis and research is needed to identify potential reasons for the underutilization.

Technicians:

Ethnicity	Male	Female
White	N/A	-2%
Pacific Islander	N/A	-49%

There are twenty-four (24) employees in this category. The White and Pacific Islander populations are the most significantly under-represented in the female category. The underutilization may be attributable to the number of jobs available for this job category.

Protective Services (Sworn):

<u>Ethnicity</u>	<u>Male</u>	<u>Female</u>
Pacific Islander	-16%	-13%
Other	-5%	N/A
Asian	N/A	-4%

There are eighteen (18) Sworn Protective Services employees. The “Protective Services: Sworn” job category is predominately known to attract more male applicants. For the male category, the Pacific Islander and Other ethnic group are underutilized. For the female category, the Pacific Islander and Asian subgroups ethnic group are underutilized.

Protective Services (Non-sworn):

<u>Ethnicity</u>	<u>Male</u>	<u>Female</u>
Pacific Islander	-22%	-11%
Other	-17%	N/A

There are six (6) Non-sworn Protective Services employees. The OAG’s non-sworn Protective Services positions are those of the Child Support Enforcement Officer and Process Officer positions. For the male category, the Pacific Islander and Other ethnic group are underutilized. For the female category, the Pacific Islander subgroup is underutilized. And may be attributable to the available number of positions within this job category.

Administrative Support:

<u>Ethnicity</u>	<u>Male</u>	<u>Female</u>
Pacific Islander	N/A	-46%
Other	N/A	-4%

There are forty-two (42) employees in this category. For the female category, the Pacific Islander and Other ethnic subgroups are underutilized.

Skilled Craft:

The Office does not have any Skilled Craft positions.

Service Maintenance:

<u>Ethnicity</u>	<u>Male</u>	<u>Female</u>
Pacific Islander	-68%	N/A

The OAG has only one (1) Service/Maintenance position in its labor force. It will be difficult to overcome the deficiencies as the OAG is not a service maintenance type organization and the hiring of additional personnel is not presently needed. The OAG notes the underutilization and will refer to the information if it needs to hire additional personnel in this job category.

Uncollected Data

Voluntary Employment Ethnicity Survey. There were no incidence documented of uncollected survey data. All employees at the time of hire voluntarily responded to the Employment Ethnicity Survey.

Steps 5 and 6: Objectives and Action Steps

- **Build capacity for a workforce reflective of the community labor workforce, monitor areas of disproportionate staffing and broaden the pool of applicants.**
 - a. Assess the education and skill levels needed for each job position to increase the recruitment pool of qualified applicants by the end of the calendar year.
 - b. Encourage careers in the Law Enforcement field by supporting Career Day outreach efforts at the Middle and High School level and to develop internship partnerships with higher level educational systems, i.e., Guam Community College or the University of Guam.
 - c. Continue broadening the pool of applicant by job announcement disseminations to the different labor agencies, community organizations, as well as other local and federal agencies through other streaming means, i.e., emails and web page links.
 - d. Continue to provide information to staff about job vacancies, whether internal or external, via email and posting on the OAG's Intranet.

- **Identify any barriers in recruitment that might deter underutilization groups from applying for entry-level positions.**
 - a. Review job specifications to assure that they accurately reflect the duties and responsibilities of the job to ensure there are no barriers or adverse impact to both current employees and potential applicants.
 - b. HR Personnel Specialists will review application forms to find out how potential applicants learned about the opportunity to apply for data-entry positions. Based on the information collected, the HR Personnel Specialists will review its outreach and training efforts and develop a revised outreach program before the next recruitment cycle.

- c. Continue to monitor the agency's recruitment and retention policies and practices with effective resources including, but not limited to, the Utilization Analysis Tool.
 - d. Continue to reach out to underutilized groups on the employment and re-employment lists.
- **Develop an outreach program to solicit interest for potential job applicants.**
 - a. Evaluate deficiencies in the underutilized job group categories by reexamining outreach and training efforts by the end of the calendar year.
 - b. Provide job announcements to all Government of Guam agencies, the Guam Department of Labor, posting announcements on OAG's website and posting announcements through local military website to increase interest in applying for the various job classifications by the end of the calendar year.
 - c. Organize coordination among governmental agencies and the private sector to ensure that services and information are provided in the most effective and efficient manner by the end of the calendar year.
 - **Strengthen employment retention and personnel activities and relationships through commitment, communication, coordination, and cooperation.**
 - a. Sustain the process for annual membership into the Society of Human Resource Management (SHRM) Guam Chapter.
 - b. Establish a policy to conduct exit interviews with all employees who voluntarily leave and who had three years of service or less. Based on the information collected, the OAG Human Resources Section will review how its employment policies may affect the recruitment and retention of employees and how it can be addressed prior to the next recruitment cycle or by the end of the calendar year.

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Overall, the major deficiencies for both genders are mainly Pacific Islanders.

In keeping with OAG's commitment to better serve Guam's diverse ethnic population and maintaining its skilled workforce, the OAG Human Resources Division will examine its recruitment and retention practices to identify viable ways to attract underutilized groups to apply for career opportunities within OAG.

The OAG is committed to Equal Employment Opportunities (EEO). The Government of Guam recruitment process is based on the merit system, which echoes EEO principles. The hiring and or promotion of minorities, females, and or underrepresented groups within the OAG will be monitored to ensure no candidate is denied because of their gender, ethnic origin, religion, skin color or race.

The OAG will continue coordination efforts with Government of Guam agencies such as the Department of Labor and the Department of Administration as they have a well-established pool of potential applicants to set up static displays during labor employment expositions *i.e.*, Job Fairs and other labor-related events.

Additionally, the OAG can send out recruitment teams to minority organizations that encompass Asian/Pacific Islanders and other diverse communities on island, consulates, rotary clubs, organizations, etc. to conduct presentations to highlight career opportunities within OAG. To attract male or female recruits, the OAG recruitment team can be sent out to career days and job fairs at large local public and private high schools that have a significant number of male or female populations to make presentations that will highlight career opportunities for positions that are underutilized. The University of Guam and Guam Community College also serve as significant points of contact to host job fairs and or career days on campus to highlight entry-level positions within the OAG.

These outreach efforts serve to educate the people of Guam of the services and assistance that the OAG provides the public, thereby educating potential applicants regarding the work of the OAG, and encouraging future employees. In addition, the utilization of the Internet (*e.g.*, advertisement and job openings posted on the OAG's website) increase the ability to communicate and link people to jobs.

Action Plan:

1. Continue or expand employment activities with human resource organizations, both governmental and non-governmental to accomplish the above objectives. The Personnel Specialist IV serves as the contact person and shall consistently discuss employment issues with the above parties.
2. The OAG will continue or expand employment activities and opportunities through announcements, staff and departmental meetings, gatherings, and encourage participation in areas identified as deficient within the OAG. The designated EEO

person will address EEO issues with the Attorney General, Chief of Staff and Division Deputies in their periodic management meetings.

3. The OAG will ensure that the Office of Civil Rights online training module is made available to employees who are unable to avail of the in-person training.
4. The OAG will ensure the department's representative(s) attend or provide information to minority organization events that are appropriate and related, usually sponsored by the Guam Department of Labor, University of Guam and Guam Community College. This exposure should serve as an opportunity to educate the public on the services that the OAG provides in order to grow interest in employment within our field of government service.
5. The OAG will continue its efforts to communicate with military agencies and off-island (*e.g.*, neighboring islands and the U.S. Mainland) organizations in recruiting individuals cited in the areas identified as deficient. Communication can be accomplished through correspondence, telephone, fax, meetings, email and website.
6. With the use of today's technology, the OAG can advertise over the Internet and announce vacant positions. Although there may be costs associated with the approach, this avenue does provide access to many places and diverse ethnic groups, and increases the possibility of people applying for positions with the OAG. Internet accessibility allows for an efficient and effective response as compared to 3-4 days expedited postal service. Past attempts of forwarding announcements through various off-island universities and colleges via mail correspondence can now be done paperless and online.

Step 7. Dissemination

The Office of the Attorney General (OAG) acknowledges that each employee and applicant must be made aware and fully understand their EEO rights and duties in order to promote and safeguard these rights. In order to accomplish this, we have implemented the following plan of action with regards to dissemination of our EEO Plan Utilization Report and our public awareness efforts:

Step 7a : Internal Dissemination

- The Equal Employment Plan Utilization Report will be distributed to all divisions and employees within the Office of the Attorney General to ensure full awareness agency-wide.
- A copy of the Office of the Attorney General's Equal Employment Opportunity Plan Utilization Report will be posted within each Division.

- The Equal Employment Opportunity Plan Utilization Report will be available at the Administration Division and its Human Resources Section Office in hard copy for persons requesting for one.
- All Office of the Attorney General Deputies and Supervisors will ensure the Equal Employment Opportunity Plan Utilization Report is available to their staff through an e-mail notice and a hard copy memorandum, to let them know that a copy of the EEOP Utilization Report is available upon request.
- The Office of the Attorney General's Human Resources Section will schedule mandatory training to inform personnel of their rights and duties. Employees will be required to sign in on an attendance sheet and receive a packet of the materials. Employees will receive a Certificate of Attendance after completion of the training and copies will be placed in each employee's personnel jacket to demonstrate attendance.
- The Office of the Attorney General's EEO Officers and Counselors will be available to all new and promoted applicants and employees, as well as to the general public for complaints, questions, and responses relating to all EEOP matters.
- The Office of the Attorney General's EEO Officers will participate in each employment interview to ensure applicant's rights are protected.
- An Equal Employment Opportunity Plan brochure outlining the rights of individuals will be displayed on all bulletin boards and/or disseminated to all employees during mandatory employee training.
- The Equal Employment Opportunity Plan Utilization Report will be available (intranet) to OAG employees on its website at <http://www.guamag.org/>.
- Periodic review of the Equal Employment Opportunity Plan Utilization Report dissemination efforts will be conducted by the Human Resources Section and the assigned EEO Officer to ensure objectives are accomplished and measure progress.

Step 7b : External Dissemination

- The Office of the Attorney General's Equal Employment Opportunity Plan Utilization Report will be posted on its website that anyone can access and/or download at <http://www.guamag.org/>.
- Copies of the Office of the Attorney General's Equal Employment Opportunity Plan Utilization Report will be available at the Attorney General's Office and its Human Resources Section.
- The Office of the Attorney General's EEO Officers and Counselors will be available to all new and promoted applicants and employees, as well as to the general public for complaints, questions, and responses relating to all EEOP matters.
- The Office of the Attorney General's EEO Officers will participate in each employment interview to ensure applicant's rights are protected.

- Contractors will be notified of the availability of the Equal Employment Opportunity Plan Utilization Report at the Attorney General's Office and its Human Resources Section.
- A Bi-Annual update of the Office of the Attorney General's Equal Employment Opportunity Plan (EEOP) Utilization Report will be forwarded to the U.S. Office of Civil Rights for approval.

The number of complaints of discrimination filed against the Office of the Attorney General within the past year.	-0-
The final disposition of current status of each complaint.	-0-
The nature and issues involved in each active complaint.	-0-

For more information, please contact:

Tony C. Aguon, Personnel Specialist IV
EEO Officer
Voice: 671-475-3324 extension 5105
Fax: 671-477-4703
Email: tcaguon@guamag.org

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.



Tony C. Aguon, Personnel Specialist IV
EEO Officer

7/10/19

Date



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

July 14, 2017

Tony Aguon
EEO Officer
Guam Office of the Attorney General
590 South Marine Corps Drive
Tamuning, GU 96913

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Guam Office of the Attorney General

Dear Mr. Aguon,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston

Director

Signed by: MICHAEL ALSTON

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Guam Office of the Attorney General	
Address: 590 S. Marine Corps Drive, ITC Building Suite 901	
Is agency a: <input type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DUNS Number: 855031761	Vendor Number (only if direct recipient)
Name and Title of Contact Person: Jacqueline Z. Cruz, Chief of Staff	
Telephone Number: (671) 475-3324	E-Mail Address: law@guamag.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, LEEVIN TAITANO CAMACHO [responsible official], certify that the Guam Office of the Attorney General [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Office of the Attorney General of Guam

[organization],

590 S. Marine Corps Drive, ITC Building, Suite 901

[address].

LEEVIN TAITANO CAMACHO

Print or Type Name and Title



Signature

07/12/2019

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

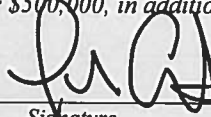
If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, LEEVIN TAITANO CAMACHO [responsible official], certify that the Guam Office of the Attorney General [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on 07/12/2019 [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

LEEVIN TAITANO CAMACHO, Attorney General of Guam

Print or Type Name and Title



Signature

07/12/2019

Date