



EEOP Westat Utilization Report

December 31, 2019

Step 1: Introductory Information

Grant Title:	National Survey of Youth in Custody	Grant Number:	2016-RP-BX-K002
Grantee Name:	Westat, Inc.	Award Amount:	\$7,999,998
Grantee Type:	Business		
Address:	1600 Research Blvd Rockville, Maryland 20850		
Contact Person:	Susan Mountford	Telephone #:	301-251-1500
Contact Address:	1600 Research Blvd Rockville, Maryland 20850		
DOJ Grant Manager:	Erica Smith	DOJ Telephone #:	202-616-3491

Policy Statement:

Westat, Inc. is committed to principles of equal employment opportunity and those principles apply to every aspect of employment. Westat expressly prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, citizenship status, genetic information, gender identity or other protected status under applicable law. Personnel decisions are based upon job-related considerations, qualifications, and abilities and in full compliance with legal requirements. Westat conducts personnel actions including, but not limited to, hiring, compensation, benefits, training, promotion, transfer, discipline, layoff, and termination in accordance with the principles of equal employment opportunity. The company prohibits any and all forms of retaliation against any individual who has complained of harassing or discriminatory conduct, or participated in a company or agency investigation into such complaints.

Westat is a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (Section 4212) and Section 503 of the Rehabilitation Act of 1973, as amended (Section 503). As such, Westat is committed to taking positive steps to implement the employment-related aspects of the company's equal opportunity policy. It is Westat's policy to take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. Under this policy, Westat will also provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the company's business.

Narrative Underutilization Analysis

Westat conducted a Utilization Analysis consistent with DOJ's instructions and in reviewing the results notes the following:

1. Hispanic or Latino Males were underutilized in the following EEO-1 job categories: Officials and Managers (-4.4%), Professionals (-1.2%), Administrative Support Workers (-0.9%), and Laborers and Helpers (-36.7%).
2. Black or African American Males were underutilized in the following EEO-1 job categories: Officials and Managers (-4.4%), Professionals (-2.1%), and Administrative Support Workers (-3.5%).
3. White Males were underutilized in the following EEO-1 job category: Professionals (-8.9%).
4. Asian Males were underutilized in the following EEO-1 job categories: Professionals (-3.9%) and Administrative Support Workers (-3.4%).
5. Black or African American Females were underutilized in the following EEO-1 job category: Technicians (-15.9%).
6. Hispanic or Latino Females were underutilized in the following EEO-1 job category: Administrative Support Workers (-1.3%).
7. Asian Females were underutilized in the following EEO-1 job category: Administrative Support Workers (-6.2%).

Identified Objectives Based on Utilization Analysis and Proposed Steps to Achieve the Objectives

Objective 1: To ensure equal employment opportunities for Hispanic or Latino and Black or African American Males when filling vacancies that may become available in the Officials and Managers EEO-1 job category.

Proposed Steps to Achieve Objective 1:

- Westat periodically reviews, and will continue to review, the qualifications of all employees who are transferred or promoted to ensure that persons from underutilized groups are being given the fullest opportunities with respect to movement into higher-level positions within the Officials and Managers EEO-1 job category and are taking advantage of those opportunities.
- Westat will work to build pipelines of diverse talent for positions within the Officials and Managers EEO-1 job category by making available to employees a range of internal and external coaching and development programs and opportunities including:
 - Integrating diversity and inclusion strategies in recruitment, performance management, leadership assessment, and training.
 - Training managers on topics like EEO Compliance & Recruiting.
- Westat takes into account areas of significant underutilization when engaging in succession planning activities and will work to identify and develop high-potential Hispanic or Latino and Black or African American Males for future promotion into positions within the Officials and Managers EEO-1 job category.

- Westat will continue to work to identify barriers to equal employment opportunity in recruiting for, hiring, and promoting into positions within the Officials and Managers EEO-1 job category, and will continue to report findings and recommendations to senior management.
- When using external recruiting agencies, Westat works to engage minority-owned businesses to assist in its recruiting efforts.
- Westat performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include, among other things, an evaluation of its selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of qualified minorities into positions within the Officials and Managers EEO-1 job category.

Objective 2: To ensure equal employment opportunities for Hispanic or Latino, Black or African American, White, and Asian Males when filling vacancies that may become available in the Professionals EEO-1 job category.

Proposed Steps to Achieve Objective 2:

- Westat proactively reaches out to diverse organizations serving underutilized groups and will continue to do so to ensure it is casting a wide net for available employment opportunities within the Professionals EEO-1 job category. Qualified applicants are considered in a nondiscriminatory manner regardless of race, creed, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, citizenship status, genetic information, gender identity, or any other protected status under applicable law.
- Westat performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include, among other things, an evaluation of its selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of qualified applicants from underutilized groups into positions within the Professionals EEO-1 job category.
- Westat will continue to use various techniques to improve recruitment of underutilized groups and ensure equal employment opportunity in hiring for positions within the Professionals EEO-1 job category, including:
 - Adding the tagline "Equal Opportunity/Affirmative Action Employer" to all printed employment advertisements;
 - Advertising as appropriate in local special interest news media targeting underutilized groups; and
 - Disseminating information on job opportunities to organizations representing underutilized groups and to employment development agencies when job openings occur.
- Westat will continue to work to identify barriers to equal employment opportunity in recruiting for and hiring into positions within the Professionals EEO-1 job category and will continue to report findings and recommendations to senior management.

- Westat will work to expand its pool of qualified applicants for positions within the Professionals EEO-1 job category by reaching out to a range of job boards such as DC Job, CareerBuilder, Monster, LinkedIn, Indeed, and other targeted resources.

Objective 3: To ensure equal employment opportunities for Black or African American Females when filling vacancies that may become available in the Technicians EEO-1 job category.

Proposed Steps to Achieve Objective 3:

- Westat proactively reaches out to diverse organizations serving protected classes, including women, African Americans, and other protected groups, and will continue to do so to ensure it is casting a wide net for available employment opportunities within the Technicians EEO-1 job category.
- Westat will strive to maintain its rankings on the Forbes Lists of Best Employers for Women and Best Employers for Diversity and leverage those distinctions to attract talented candidates from underutilized groups, including African American women, to available positions within the Technicians EEO-1 job category.
- Westat will continue to work to identify barriers to equal employment opportunity in recruiting for and hiring into positions within the Technicians EEO-1 job category and will continue to report findings and recommendations to senior management.
- Westat will work to expand its pool of qualified applicants for positions within the Technicians EEO-1 job category by reaching out to a range of job boards such as DC Job, CareerBuilder, Monster, LinkedIn, Indeed, and other targeted resources.
- Westat performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include, among other things, an evaluation of its selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of underutilized groups into positions within the Technicians EEO-1 job category.

Objective 4: To ensure equal employment opportunities for Hispanic or Latino Males and Females, Black or African American Males, and Asian Males and Females when filling vacancies that may become available in the Administrative Support Workers EEO-1 job category.

Proposed Steps to Achieve Objective 4:

- Westat proactively reaches out to diverse organizations serving underutilized groups and will continue to do so to ensure it is casting a wide net for available employment opportunities within the Administrative Support Workers EEO-1 job category.
- Westat will strive to maintain its rankings on the Forbes Lists of Best Employers for Women and Best Employers for Diversity and leverage those distinctions to attract talented candidates from underutilized groups, including Hispanics or Latinos, Blacks or African Americans, and Asians, to available positions within the Administrative Support Workers EEO-1 job category.
- Westat will continue to work to identify barriers to equal employment opportunity in recruiting for and hiring into positions within the Administrative Support Workers EEO-1 job category.

- Westat will continue to post vacancies on its web page and look for additional opportunities to reach women and minority candidates through targeted outreach and recruitment efforts.
- Westat performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include, among other things, an evaluation of its selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of underutilized groups into positions within the Administrative Support Workers EEO-1 job category.
- As part of its outreach efforts, and where appropriate, Westat will continue to send its job vacancy announcements to local colleges and universities, including Historically Black Colleges and Universities (HCBUs), Women Colleges and Universities and participate in career fairs and other events that include potential candidates from underutilized groups.

Objective 5: To ensure equal employment opportunities for Hispanic or Latino Males when filling vacancies that may become available in the Laborers and Helpers EEO-1 job category.

Proposed Steps to Achieve Objective 5:

- Westat will continue to work to identify barriers to equal employment opportunity in recruiting for and hiring Hispanic or Latino Males into positions within the Laborers and Helpers EEO-1 job category.
- Westat will continue to post vacancies on its web page and look for additional opportunities to reach underutilized candidates through targeted outreach and recruitment efforts, including to send its job vacancy announcements to local colleges and universities, including Historically Black Colleges and Universities (HCBUs), and participate in career fairs and other events that include potential candidates from underutilized groups.
- Westat proactively reaches out to diverse organizations serving underutilized classes and will continue to do so to ensure it is casting a wide net for available employment opportunities within the Laborers and Helpers EEO-1 job category.
- Westat performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include, among other things, an evaluation of its selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of underutilized groups into positions within the Laborers and Helpers EEO-1 job category.

Internal Dissemination

Westat disseminates its EEO Utilization Report internally as follows:

- The EEO Utilization Report is posted on Westat's Personnel Supervisor website. This website is designed specifically for supervisors and hiring managers and contains information on supervisor roles and responsibilities, Westat policies, and related information. Access to the website is provided on the homepage of Westat's employee intranet.
- The EEO Utilization Report is posted on the Westat intranet Homepage, under Company Organization and Committees. The Homepage of the company intranet is accessible to all employees and contains daily updates, new awards and other news about the company.
- Reference to the EEO Utilization Report is included in the EEO and Affirmation Action Policy Statement available on the company intranet, which reads, "The non-confidential portions of the affirmation program for individuals with disabilities and protected veterans and the EEO Utilization Report shall be available for inspection upon request by any employee or applicant for employment during normal business hours. Such requests should be directed to the Director of Human Resource Service, EEO/AAP Coordinator at (301) 738-3503 or Human Resource Services."

External Dissemination

Westat disseminates its EEO Utilization Report externally as follows:

- The EEO Utilization Report is posted on the Project section of Westat.com, the Westat public website available to visitors, vendors, and contractors.
- On Westat.com, the Westat public website, the following statement will be included: "As required for DOJ grants, Westat periodically produces an EEO Utilization Report that can be requested from the EEO/AAP Coordinator" a link to the email address will point directly to Human Resource Services.



2019 EEO Workforce Utilization Chart

Relevant Labor Market: Montgomery County, Maryland

Snapshot Date: December 31, 2018

EEO Category	Males							Females							Total
	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	
1 - Officials and Managers															
- Employee Count	0	3	59	4	0	0	0	2	4	59	5	0	0	0	136
- Utilization %	0.0%	2.2%	43.4%	2.9%	0.0%	0.0%	0.0%	1.5%	2.9%	43.4%	3.7%	0.0%	0.0%	0.0%	--
- Availability %	4.4%	6.6%	38.7%	6.0%	0.0%	0.0%	0.5%	3.2%	6.6%	27.2%	5.1%	0.1%	0.1%	0.5%	--
- Difference	-4.4%	-4.4%	4.7%	-3.1%	0.0%	0.0%	-0.5%	-1.7%	-3.7%	16.2%	-1.4%	-0.1%	-0.1%	-0.5%	--
- Significant Under-Utilization?	YES	YES	-	-	-	-	-	-	-	-	-	-	-	-	2
2 - Professionals															
- Employee Count	22	46	306	74	2	1	5	39	121	578	180	7	0	11	1392
- Utilization %	1.6%	3.3%	22.0%	5.3%	0.1%	0.1%	0.4%	2.8%	8.7%	41.5%	12.9%	0.5%	0.0%	0.8%	--
- Availability %	2.8%	5.4%	30.9%	9.2%	0.0%	0.1%	0.5%	2.9%	7.5%	31.1%	8.0%	0.0%	0.1%	0.5%	--
- Difference	-1.2%	-2.1%	-8.9%	-3.9%	0.1%	0.0%	-0.1%	-0.1%	1.2%	10.4%	4.9%	0.5%	-0.1%	0.3%	--
- Significant Under-Utilization?	YES	YES	YES	YES	-	-	-	-	-	-	-	-	-	-	4
3 - Technicians															
- Employee Count	3	4	7	4	0	0	0	0	0	1	0	0	0	0	19
- Utilization %	15.8%	21.1%	36.8%	21.1%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	0.0%	0.0%	0.0%	0.0%	--
- Availability %	4.4%	8.8%	26.1%	11.3%	0.0%	0.0%	0.5%	1.9%	15.9%	20.7%	8.4%	0.0%	0.2%	0.8%	--
- Difference	11.4%	12.3%	10.7%	9.8%	0.0%	0.0%	-0.5%	-1.9%	-15.9%	-15.4%	-8.4%	0.0%	-0.2%	-0.8%	--
- Significant Under-Utilization?	-	-	-	-	-	-	-	-	YES	-	-	-	-	-	1



2019 EEO Workforce Utilization Chart

Relevant Labor Market: Montgomery County, Maryland

Snapshot Date: December 31, 2018

EEO Category	Males							Females							
4 - Sales Workers	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Total
- Employee Count	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Utilization %	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%	--
- Availability %	7.4%	9.0%	28.6%	6.6%	0.0%	0.0%	0.9%	8.4%	10.4%	21.2%	5.8%	0.1%	0.0%	0.7%	--
- Difference	-7.4%	-9.0%	-28.6%	-6.6%	0.0%	0.0%	-0.9%	-8.4%	-10.4%	-21.2%	-5.8%	-0.1%	0.0%	-0.7%	--
- Significant Under-Utilization?	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
5 - Administrative Support Workers	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Total
- Employee Count	105	126	511	35	2	2	20	299	571	1514	69	7	18	55	3334
- Utilization %	3.1%	3.8%	15.3%	1.0%	0.1%	0.1%	0.6%	9.0%	17.1%	45.4%	2.1%	0.2%	0.5%	1.6%	--
- Availability %	4.0%	7.3%	12.9%	4.4%	0.0%	0.0%	0.3%	10.3%	15.6%	34.5%	8.3%	0.1%	0.2%	1.1%	--
- Difference	-0.9%	-3.5%	2.4%	-3.4%	0.1%	0.1%	0.3%	-1.3%	1.5%	10.9%	-6.2%	0.1%	0.3%	0.5%	--
- Significant Under-Utilization?	YES	YES	-	YES	-	-	-	YES	-	-	YES	-	-	-	5
6 - Craft Workers	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Total
- Employee Count	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Utilization %	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%	--
- Availability %	43.4%	10.4%	31.2%	8.3%	0.1%	0.1%	0.7%	1.0%	1.2%	2.1%	0.9%	0.0%	0.0%	0.0%	--
- Difference	-43.4%	-10.4%	-31.2%	-8.3%	-0.1%	-0.1%	-0.7%	-1.0%	-1.2%	-2.1%	-0.9%	0.0%	0.0%	0.0%	--
- Significant Under-Utilization?	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0



2019 EEO Workforce Utilization Chart

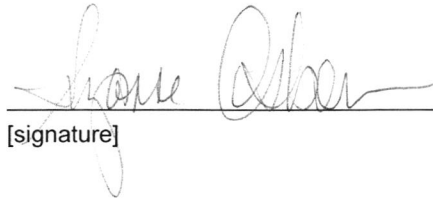
Relevant Labor Market: Montgomery County, Maryland

Snapshot Date: December 31, 2018

EEO Category	Males							Females							Total
	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	Hisp	Blk	Wht	Asian	NHOPI	AI/AN	MR	
7 - Operatives															
- Employee Count	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Utilization %	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%	--
- Availability %	21.2%	24.5%	21.0%	9.3%	0.0%	0.1%	0.5%	5.9%	5.4%	5.0%	5.7%	0.0%	0.1%	0.3%	--
- Difference	-21.2%	-24.5%	-21.0%	-9.3%	0.0%	-0.1%	-0.5%	-5.9%	-5.4%	-5.0%	-5.7%	0.0%	-0.1%	-0.3%	--
- Significant Under-Utilization?	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
8 - Laborers and Helpers															
- Employee Count	2	7	1	0	0	0	0	0	1	2	0	0	0	0	13
- Utilization %	15.4%	53.8%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%	7.7%	15.4%	0.0%	0.0%	0.0%	0.0%	--
- Availability %	52.1%	10.2%	23.5%	2.2%	0.0%	0.1%	0.6%	4.2%	1.0%	4.2%	1.0%	0.0%	0.0%	0.0%	--
- Difference	-36.7%	43.6%	-15.8%	-2.2%	0.0%	-0.1%	-0.6%	-4.2%	6.7%	11.2%	-1.0%	0.0%	0.0%	0.0%	--
- Significant Under-Utilization?	YES	-	-	-	-	-	-	-	-	-	-	-	-	-	1
9 - Service Workers															
- Employee Count	0	1	1	0	0	0	0	0	1	0	0	0	0	0	3
- Utilization %	0.0%	33.3%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	--
- Availability %	11.6%	9.1%	12.8%	4.9%	0.0%	0.0%	0.3%	23.9%	13.2%	14.5%	8.1%	0.0%	0.0%	0.6%	--
- Difference	-11.6%	24.2%	20.5%	-4.9%	0.0%	0.0%	-0.3%	-23.9%	20.1%	-14.5%	-8.1%	0.0%	0.0%	-0.6%	--
- Significant Under-Utilization?	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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]

Human Resources Director
[title]

12/21/2019
[date]