

EEOP Short Form



Tue Apr 10 13:10:12 EDT 2012

Step 1: Introductory Information

| | | | |
|---------------------------|--------------------------------------------------------|-------------------------|-----------------|
| Grant Title: | Enhance Ohio AFIS to Include Palm Prints and Mug Shots | Grant Number: | 2009-SD-B9-0013 |
| Grantee Name: | Ohio Attorney General's Office | Award Amount: | \$2,000,287.00 |
| Grantee Type: | State Government Agency | | |
| Address: | 30 East Broad Street Columbus, Ohio 43215 | | |
| Contact Person: | Jonathan Vega | Telephone #: | 614-466-6963 |
| Contact Address: | 30 East Broad Columbus, Ohio 43215 | | |
| DOJ Grant Manager: | Tarasa Yates | DOJ Telephone #: | 202-305-1780 |

| | | | |
|---------------------------|------------------------------------------|-------------------------|-----------------|
| Grant Title: | FY09 DNA Capacity Enhancement Program | Grant Number: | 2009-DI-BX-K106 |
| Grantee Name: | Ohio Attorney General's Office | Award Amount: | \$1,020,000.00 |
| Grantee Type: | State Government Agency | | |
| Address: | 30 East Broad Columbus, Ohio 43215 | | |
| Contact Person: | Jonathan Vega | Telephone #: | 614-466-6963 |
| Contact Address: | 30 East Broad Columbus, Ohio 43215 | | |
| DOJ Grant Manager: | Patricia Kashtan | DOJ Telephone #: | 202-353-1856 |

| | | | |
|-------------------------|------------------------------------------|----------------------|-----------------|
| Grant Title: | Enhance Ohio's Sex Offender Monitoring | Grant Number: | 2010-AW-BX-0017 |
| Grantee Name: | Ohio Attorney General's Office | Award Amount: | \$155,546.00 |
| Grantee Type: | State Government Agency | | |
| Address: | 30 East Broad Columbus, Ohio 43215 | | |
| Contact Person: | Jonathan vega | Telephone #: | 614-466-6963 |
| Contact Address: | 30 East Broad Columbus, Ohio 43215 | | |

DOJ Grant Manager: Samantha Opong

DOJ Telephone #: 202-514-9320

Grant Title: FY 2010 Forensic DNA Backlog Reduction Program - Ohio Attorney General Bureau of Criminal Identification and Investigation

Grant Number: 2010-DN-BX-K111

Grantee Name: Ohio Attorney General's Office

Award Amount: \$831,053.00

Grantee Type: State Government Agency

Address: 30 East Broad
Columbus, Ohio
43215

Contact Person: Jonathan Vega

Telephone #: 614-466-6963

Contact Address: 30 East Broad
Columbus, Ohio
43215

DOJ Grant Manager: Mark Nelson

DOJ Telephone #: 202-616-1960

Grant Title: Office of Community Oriented Policing Services (COPS) Technology Program Grant (Upgrade Ohio's Automated Fingerprint Identification System)

Grant Number: 2010-CK-WX-0425

Grantee Name: Ohio Attorney General's Office

Award Amount: \$455,000.00

Grantee Type: State Government Agency

Address: 30 East Broad
Columbus, Ohio
43215

Contact Person: Jonathan Vega

Telephone #: 614-466-6963

Contact Address: 30 East Broad
Columbus
43215

DOJ Grant Manager: Raymond Reid

DOJ Telephone #: 202-305-0865

Grant Title: Meth Training/Crime Mapping

Grant Number: 2010-JG-A02-6251

Grantee Name: Ohio Attorney General's Office

Award Amount: \$66,666.00

Grantee Type: State Government Agency

Address: 30 East Broad
Columbus, Ohio

43215

Contact Person: Jonathan Vega
Contact Address: 30 East Broad
Columbus, Ohio
43215

Telephone #: 614-466-6963

State Granting Agency: Department of Public Safety

Grant Number: 2010-JG-A02-6251

Contact Name: Ginger Parks
Contact Address: 1970 West Broad
Columbus, Ohio
43218

Telephone #: 614-466-7782

Grant Title: Removal of Hazardous Waste from Meth Labs **Grant Number:** 2010-JG-A0V-V6882

Grantee Name: Ohio Attorney General's Office **Award Amount:** \$20,000.00

Grantee Type: State Government Agency

Address: 30 East Broad
Columbus, Ohio
43215

Contact Person: Jonathan vega

Telephone #: 614-466-6963

Contact Address: 30 East Broad
Columbus, Ohio
43215

State Granting Agency: Department of Public Safety

Grant Number: 2010-JG-A0V-V6882

Contact Name: Ginger Parks

Contact Address: 1970 West Broad
Columbus, Ohio
43218

Telephone #: 614-466-7782

Grant Title: FY 2011 Forensic DNA Backlog Reduction Program: Ohio Attorney General - Bureau of Criminal Identification and Investigation **Grant Number:** 2011-DN-BX-K481

Grantee Name: Ohio Attorney General's Office **Award Amount:** \$1,511,159.00

Grantee Type: State Government Agency

Address: 30 East Broad

Agency:

Contact Name: Ginger Parks
Contact Address: 1970 West Broad
Columbus, Ohio
43218
Telephone #: 614-466-7782

Grant Title: DNA Analysis Capability Improvement Project **Grant Number:** 2012-DD-BX-0015
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$100,000.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43215
Contact Person: Jonathan Vega **Telephone #:** 614-466-6963
Contact Address: 30 East Broad
Columbus, Ohio
43215
DOJ Grant Manager: Gemee Joyce **DOJ Telephone #:** 202-514-6134

Grant Title: Hazardous Waste Cleanup Supplies for Ohio's Law Enforcement **Grant Number:** 2010-JG-A0V-V6889
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$10,000.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43119
Contact Person: Jonathan Vega **Telephone #:** 614-466-6963
Contact Address: 30 East Broad
Columbus, Ohio
43215
State Granting Agency: Ohio Department of Public Safety **Grant Number:** 2010-JG-A0V-V6889
Contact Name: Ginger Parks
Contact Address: 1970 West Broad
Columbus, Ohio
43218
Telephone #: 614-466-7782

Grant Title: CSU Technology Expansion **Grant Number:** 2011-JG-A02-6908
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$70,591.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43218
Contact Person: Jonathan Vega **Telephone #:** 614-466-6963
Contact Address: 30 East Broad
Columbus, Ohio
43215
State Granting Agency: Ohio Department of Public Safety **Grant Number:** 2011-JG-A02-6908
Contact Name: Ginger Parks
Contact Address: 1970 West Broad
Columbus, Ohio
43218
Telephone #: 614-466-7782

Grant Title: Ohio Rural Sexual Assault Response Team Demonstration Project **Grant Number:** 2010-WE-AX-0017
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$174,335.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43215
Contact Person: Sandra Huntzinger **Telephone #:** 614-466-4797
Contact Address: 150 East Gay
Columbus, Ohio
43215
DOJ Grant Manager: Chanell Jones **DOJ Telephone #:** 202-305-2379

Grant Title: Recovery Act - OVC FY09 VOCA Victim Assistance Formula Grant Program **Grant Number:** 2009-SG-B9-0124
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$1,260,000.00
Grantee Type: State Government Agency
Address: 30 East Broad

Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43215
Contact Person: Michael Sheline **Telephone #:** 614-644-8392
Contact Address: 150 East Gay
Columbus, Ohio
43215
DOJ Grant Manager: Joel Hall **DOJ Telephone #:** 202-307-3943

Grant Title: OVC FY 09 VOCA Victim Compensation Formula **Grant Number:** 2009-VC-GX-0036
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$7,664,000.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43215
Contact Person: Wndell Caulley **Telephone #:** 614-995-5411
Contact Address: 150 East Gay
Columbus, Ohio
43215
DOJ Grant Manager: Joel Hall **DOJ Telephone #:** 202-307-3944

Grant Title: OVC FY 10 VOCA Victim Compensation Formula **Grant Number:** 2010-VC-GX-0012
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$6,666,000.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43215
Contact Person: Wendell Caulley **Telephone #:** 614-995-5411
Contact Address: 150 East Gay
Columbus, Ohio
43215
DOJ Grant Manager: Joel Hall **DOJ Telephone #:** 202-307-3945

Grant Title: OVC FY 11 VOCA Victim Compensation Formula **Grant Number:** 2011-VC-GX-0042

Grantee Name: Ohio Attorney General's Office **Award Amount:** \$4,528,000.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43215
Contact Person: Wendell Caulley **Telephone #:** 614-995-5411
Contact Address: 150 East Gay
Columbus, Ohio
43215
DOJ Grant Manager: Joel Hall **DOJ Telephone #:** 202-307-3946

Grant Title: Sex Offender Web Service for Ohio's Colleges and Universities **Grant Number:** 2011-AW-BX-0002
Grantee Name: Ohio Attorney General's Office **Award Amount:** \$73,500.00
Grantee Type: State Government Agency
Address: 30 East Broad
Columbus, Ohio
43215
Contact Person: Jonathan Vega **Telephone #:** 614-466-6963
Contact Address: 30 East Broad
Columbus, Ohio
43215
DOJ Grant Manager: Samantha Opong **DOJ Telephone #:** 202-514-9320

Policy Statement:
See Attachment

Step 4b: Narrative Underutilization Analysis

See attachment

Step 5 & 6: Objectives and Steps

1. Continue educating our staff on diversity and inclusion

- a. Develop a partnership with diversity committee and assist in establishing definition of diversity; determine appropriate level of outreach.
- b. Work with AGO Internal Communications to create brand for postings, recruitment materials, website, etc
- c. Create a presence in the media or other public medium regarding diversity efforts.

2. Attend external activities and events that facilitate diversity and inclusion

- a. Attend state and county fairs, cultural festivals, and distribute recruitment materials
- b. Build partnerships with local universities and communities.
- c. Attend events that facilitate outreach give presentations at events, conferences, and meetings.

3. Identify areas/sections of the Ohio Attorney General's Office that need to increase diversity and assist them with outreach efforts

- a. Encourage diverse hiring practices, monitor recruitment and hiring practices.
- b. Develop targeted recruitment plans for areas in need of diversity.

4. Evaluate classification specifications to determine if adverse impact is occurring

- a. Prioritize classification specifications in need of updating.
- b. Work with agency section chiefs or supervisors to get input.
- c. Update classification specifications based upon input received.

5. Identify viability of attending career fairs

- a. Perform utility analysis and use data to determine attendance.
- b. Determine which career fairs are most viable for AGO to attend.

6. Support and enhance a supportive environment for diversity and inclusion

- a. Find ways to incentivize employees for referring diverse candidates who eventually obtain employment at AGO.
- b. Work with Diversity Committee to review on-boarding processes and ensure that all employees feel welcome and acclimated to AGO; conduct focus group with sample of new employees
- c. Work with HR Training and Employee Services to get diversity training scheduled for staff with separate training for management.
- d. Establish Employee Referral Program.
- e. Perform research and identify best practices for employee referral programs.
- f. Encourage employees to talk to others about employment opportunities at the Attorney General's Office.
- g. Partner with Diversity Committee on retention and encourage development of employee network groups.

7. Educate and outreach to our staff & the public about our agency's law enforcement division and their vacancies while promoting diversity and inclusion recruitment efforts

- a. Work with Communications to create BCI diversity pamphlet which includes information about area surrounding offices and labs.

- b. Partner with local high schools, colleges &/or universities (minority affairs & career services offices) to create internship program and/or perform demonstrations; evaluate possibility of creating minority scholarship program for OPOTC peace officer certification.
- c. Implement more diversity training for law enforcement staff.

8. Attend external activities & events that facilitate outreach & promote our law enforcement division

- a. Attend/present at college scientific seminars & college fairs/events.
- b. Attend events that facilitate outreach give presentations at events, conferences & meetings

9. Evaluate classification specifications to ensure adverse impact is not occurring with recruitment and hiring

- a. Create entry level BCI Special Agent where individuals automatically progress to being Special Agents once training and rotations completed and appropriate timeframe has passed.
- b. Prioritize classification specifications that need to be updated.
- c. Work with agency stakeholders to get input.
- d. Update classification specifications accordingly for the law enforcement division.
- e. Work with Communications to create OPOTA diversity pamphlet which includes information about area surrounding offices.

10. Educate the legal community about our agency's attorney vacancies & the office's diversity recruitment efforts

- a. Work with Communications to create legal careers diversity pamphlet.
- b. Attend/present at college fairs/events (work with legal staff to designate a representative attend).
- c. Research National and Regional bar associations for minority attorneys.
- d. Research law school affinity groups for minority law students.
- e. Post positions on association websites.

11. Partner with or reach out to organizations for minority attorneys to promote AGO and open positions

- a. Post positions on association websites.

12. Streamline interview process for summer law clerks by eliminating the second phase of interviews

- a. Conduct on-campus interviews for 2Ls with 15 schools to include all the Ohio law schools plus Northern Kentucky Chase School of Law, Indiana, Purdue, Michigan, Notre Dame and Kentucky.
- b. Have managing attorneys rank their top 2-3 candidates from each school for 2Ls.
- c. Make offers to the top 1-3 candidates from each school.

13. Conduct interview process for new attorneys

- a. Evaluate current and former law clerks from the previous summer and obtain performance feedback from former section chiefs or supervisors. Bypass on-campus interviews, move on to panel interview with leadership team.
- b. Conduct on-campus interviews for 3Ls with 15 schools to include all the Ohio law schools plus Northern Kentucky Chase School of Law, Indiana, Purdue, Michigan, Notre Dame and Kentucky.
- c. Have managing attorneys rank their top 2-3 candidates from each school.
- d. Have top candidates from each school come to AGO for panel interview with senior leadership team.
- e. Utilize functionality from OHMS to have candidates apply online & self-schedule for interviews.

14. Partner with or reach out to organizations such as: CBA Minority Clerk Program, Tri-State Diversity Recruitment Program, and NBLSA Mid-West region to recruit qualified minority candidates

- a. Attend recruiting events.
- b. Participate in the CBA Minority Clerk Programs selection process.

15. Streamline recruitment, selection and hiring process utilizing technology

- a. Use AGO website to post recruitment information.
- b. Utilize functionality from OHMS to have candidates apply online & self-schedule for interviews.

16. Educate the disabled community and staff about our agency in general, vacancies & the AGO diversity recruitment efforts

- a. Work with Communications to create general careers diversity pamphlet
- b. Train AGO staff on disability awareness and sensitivity issues.

17. Partner with or reach out to organizations for people with disabilities to promote our agency and open positions

- a. Research national and regional organizations for the disabled and establish relationships.
- b. Partner with the disability awareness offices of Ohio colleges and universities.
- c. Send postings to local organizations (RSC, etc).
- d. Attend recruiting events.

Step 7a: Internal Dissemination

This EEOP plan will be placed on our intranet, which is accessible by all Ohio Attorney General employees.

Step 7b: External Dissemination

This EEOP will be placed on the internet, which will be accessible to all employees and non-employees interested in the Ohio Attorney General's Office.

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

| 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 | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| Officials/Administrators | | | | | | | | | | | | | | |
| Workforce #/% | 40/44% | 0/0% | 2/2% | 0/0% | 0/0% | 0/0% | 0/0% | 41/46% | 0/0% | 7/8% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 412,755/57% | 4,195/1% | 18,655/3% | 650/0% | 6,080/1% | 50/0% | 1,670/0% | 248,300/34% | 3,410/0% | 22,175/3% | 525/0% | 2,905/0% | 30/0% | 735/0% |
| Utilization #/% | -13% | -1% | -0% | -0% | -1% | -0% | -0% | 11% | -0% | 5% | -0% | -0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 354/45% | 1/0% | 20/3% | 0/0% | 7/1% | 0/0% | 2/0% | 359/45% | 2/0% | 34/4% | 0/0% | 12/2% | 0/0% | 4/1% |
| CLS #/% | 381,665/40% | 5,080/1% | 22,815/2% | 595/0% | 17,445/2% | 180/0% | 1,835/0% | 462,505/49% | 5,915/1% | 41,745/4% | 880/0% | 10,690/1% | 90/0% | 1,455/0% |
| Utilization #/% | 4% | -0% | 0% | -0% | -1% | -0% | 0% | -3% | -0% | -0% | -0% | 0% | -0% | 0% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 33/51% | 0/0% | 3/5% | 0/0% | 0/0% | 0/0% | 2/3% | 22/34% | 1/2% | 4/6% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 44,980/33% | 670/0% | 3,565/3% | 140/0% | 895/1% | 10/0% | 225/0% | 72,330/54% | 995/1% | 9,080/7% | 165/0% | 1,085/1% | 4/0% | 330/0% |
| Utilization #/% | 17% | -0% | 2% | -0% | -1% | -0% | 3% | -20% | 1% | -1% | -0% | -1% | -0% | -0% |
| Protective Services: Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 99/83% | 2/2% | 4/3% | 0/0% | 0/0% | 0/0% | 0/0% | 14/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 63,225/70% | 1,080/1% | 9,495/10% | 205/0% | 175/0% | 30/0% | 280/0% | 12,135/13% | 300/0% | 3,710/4% | 50/0% | 30/0% | 4/0% | 70/0% |
| Utilization #/% | 14% | 0% | -7% | -0% | -0% | -0% | -0% | -2% | -0% | -4% | -0% | -0% | -0% | -0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| Civilian Labor Force #/% | 1,860/30% | 85/1% | 310/5% | 4/0% | 0/0% | 0/0% | 4/0% | 3,530/57% | 60/1% | 345/6% | 0/0% | 15/0% | 0/0% | 10/0% |
| Utilization #/% | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 95/19% | 3/1% | 14/3% | 1/0% | 1/0% | 0/0% | 4/1% | 294/59% | 7/1% | 70/14% | 1/0% | 2/0% | 0/0% | 5/1% |
| CLS #/% | 367,915/27% | 5,585/0% | 38,805/3% | 685/0% | 3,830/0% | 130/0% | 2,100/0% | 828,380/60% | 13,405/1% | 103,005/7% | 1,605/0% | 6,785/0% | 180/0% | 3,350/0% |

| 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 | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| Utilization #/% | -8% | 0% | -0% | 0% | -0% | -0% | 1% | -1% | 0% | 7% | 0% | -0% | -0% | 1% |
| Skilled Craft | | | | | | | | | | | | | | |
| Workforce #/% | 12/92% | 0/0% | 1/8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 491,845/85% | 8,635/2% | 28,245/5% | 1,330/0% | 1,765/0% | 110/0% | 1,495/0% | 36,030/6% | 900/0% | 4,225/1% | 105/0% | 710/0% | 15/0% | 145/0% |
| Utilization #/% | 7% | -2% | 3% | -0% | -0% | -0% | -0% | -6% | -0% | -1% | -0% | -0% | -0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 2/29% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 5/71% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 848,465/48% | 27,290/2% | 120,705/7% | 2,785/0% | 7,955/0% | 175/0% | 4,065/0% | 612,285/35% | 16,570/1% | 103,485/6% | 2,145/0% | 8,365/0% | 170/0% | 3,180/0% |
| Utilization #/% | -20% | -2% | -7% | -0% | -0% | -0% | -0% | 37% | -1% | -6% | -0% | -0% | -0% | -0% |



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

Equal Employment Compliance
Office 614-387-4254

150 East Gay Street 18th Floor
Columbus, Ohio 43215
Kristine.cadek@ohioattorneygeneral.gov
www.OhioAttorneyGeneral.gov

Step 4b: EEOP Underutilization Narrative

Comparison of the Ohio Attorney General's Office workforce with the Civilian Labor Force from the 2010 U.S. Census Bureau of Labor Statistics reflects minimal underutilization of minorities and females within each of the 8 EEO job categories.

The following synopsis reflects underutilization of minorities and females within each of the categories:

Officials/Administrators: White males are underutilized by -13%. There is no additional significant underutilization of minorities or women in this category.

Professionals: There is underutilization of white females in this category by -3%. There is no additional significant underutilization of minorities in this category.

Technicians: There is underutilization of white females in this category by -20%. There is no additional significant underutilization of minorities in this category.

Protective Services: Sworn Officers: There is underutilization of Black/African-American males in this category by -7%. There is also underutilization of Black/African-American females by -4%. There is no additional significant underutilization of minorities in this category.

Administrative Support: White males are underutilized by -8% in this category. There is no additional significant underutilization of minorities or women in this category.

Skilled Craft: There is no significant underutilization of minorities or women in this category.

Service/Maintenance: There is underutilization of White males by -20% and Black/African-American males by -7%. There is also an underutilization of Black/African-American females by -6%. Since the number of employees in this category is small (7), this underutilization is minor.

Step 4b: EEOP Underutilization Analysis

The Attorney General's Office is made up primarily of professional personnel. However, there are a small percentage of law enforcement personnel who equal 7.5% of the staff population.

Attorney positions require advanced degrees and many other positions within the office require a bachelor degree as well.

According to the 2010 U. S. Census Bureau, Franklin County, Ohio has a racial and ethnic composition of 74.1% Caucasian, 19.8% African-American or Black, 0.3% American Indian or Alaska Native, 3.9% Asian, 1.8% "two or more races," and 3.1% Hispanic. Additionally the primary law enforcement offices in the Attorney General's Office are located in two rural counties, Madison and Wood Counties. In these counties, Caucasians comprise 90.7% and 95.5% of the population respectively.

Thus, for the law enforcement and technical positions in the laboratories, the diversity of applicant pools is restricted by geography. Further, the number of persons holding bachelor degrees or above in Madison County is 13% and in Wood County it is 26.2% which presents a further restriction on applicants for positions requiring a degree.

As a state employer, the Attorney General's Office has many classified entry level positions. The hiring pool for these positions may be limited due to the need to hire individuals who are included on state certification lists. Ohio's Department of Administrative Services develops those lists.

While the unions representing employees in our Office are strongly supportive of diversity efforts, operating with three collective bargaining units, with provisions in the agreements which favor current bargaining unit members for promotions and transfers can limit the diversity of applicant pools.

The Attorney General continues to work together with our unions to increase diversity. Finally, with the downturn in the economy, the turnover rate in the Attorney General's Office is greatly reduced which also limits new hire opportunities. This is particularly true in those job categories where the number of available office positions is small.

This EEOP Short Form is reviewed and revised as necessary by the EEO Compliance Officer and or his/her designee.



MIKE DEWINE

★ OHIO ATTORNEY GENERAL ★

CHAPTER 5 – EEO/PROFESSIONAL CONDUCT

➤ AMERICANS WITH DISABILITY ACT (ADA)

The purpose of this section is to set forth a policy and procedure in accordance with the Americans with Disabilities Act (ADA) and related federal and state laws which prohibit discrimination of individuals due to disabilities. **This policy applies to all persons employed by or under contract employment, as well as applicants for employment with the Attorney General's Office.**

I. DEFINITIONS

- **Disability:**
 - a) A person who has a physical or mental impairment that substantially limits one or more major life activity, such as caring for oneself, walking, seeing, hearing, or speaking;
 - b) A person who has a record of such an impairment; and/or
 - c) A person who is regarded as having such an impairment.
- **Qualified individual:** An applicant or employee who, with or without a reasonable accommodation, can perform the essential job functions of the employment position that such individual desires or holds is qualified. An individual who poses a threat to the health and safety of others is not qualified.
- **Essential job functions:** Those job functions which are fundamental to the performance of a job.

II. PROCEDURE

- A. The EEO Compliance Officer or a designee will monitor and coordinate compliance with ADA Title I as it relates to the job application process, hiring, training, advancement, compensation, termination, access to workplace facilities and any other terms, conditions, or privileges of employment.
- B. The EEO Compliance Officer or a designee will:
 - 1) Be responsible for reviewing and monitoring the accessibility and accommodations for all offices and facilities of the Attorney General's Office; and
 - 2) Coordinate the development of plans to obtain compliance with ADA Title II for all offices and facilities of the Attorney General's Office.
- C. Request for Accommodations
 - 1) Employees who wish to request an accommodation should contact the Human Resources Section.
 - 2) Reasonable accommodation decisions will be based on being medically necessary to perform the daily functions of the job, the issue of undue hardship on the Attorney General's Office and the health and safety of others.

Any employee who feels they have been discriminated against based on disability is encouraged to contact the EEO Compliance Officer, Kristine Cadek; 150 East Gay Street, 18th Floor; Columbus, OH 43215; (614) 387-4254. *An Equal Opportunity Employer*



CHAPTER 5 – EEO/PROFESSIONAL CONDUCT

➤ SEXUAL HARASSMENT

The Attorney General's Office **will not** tolerate sexual harassment or related behavior of any kind. It is the policy of the Attorney General's Office to maintain a working environment free from any discrimination and to prohibit sexual harassment against employees and applicants due to sex, including sexual harassment, which is prohibited by federal (42 U.S.C. 2000e-2a) and state (O.R.C. 4112) law. This includes discriminatory sexual advances or harassment which adversely affects an employees' terms or conditions of employment, either directly or indirectly.

Any employee or applicant who believes that he or she is a victim of gender discrimination, or sexual harassment through unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature by a supervisor, subordinate, peer, client, or vendor should **immediately report such an incident to the EEO Compliance Officer (EEO) or the Director of Human Resources, person holding a similar position or his/her designee** to receive counseling and to discuss methods of resolution.

I. DEFINITIONS

Sexual harassment is a form of sex discrimination and is defined as any unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. There are two types of sexual harassment: Quid Pro Quo and Hostile Work Environment.

- **Quid Pro Quo** is a "something for something" type of harassment. This can occur either explicitly or implicitly when submission to the conduct is made as a term or condition of employment or submission or rejection of the conduct is the basis of employment decisions and/or retaliation.
- **Hostile Work Environment** is any conduct which has the purpose or effect of unreasonably interfering with one's work performance or creating an intimidating, hostile, or offensive working environment and the harassment is directed against one's sex.

II. SEXUAL HARASSMENT DEPENDS ON HOW THE PERSON BEING HARASSED IS AFFECTED, NOT THE HARASSER'S INTENT

Sexual harassment can come from any individual in the workplace, including a supervisor, co-workers, a client, customer, or a supplier. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, which lowers morale and therefore interferes with work effectiveness.

Sexual harassment may take different forms including but not limited to *verbal conduct* (sexual innuendoes, sexually vulgar or explicit language, sexually explicit jokes, suggestive comments, gestures, or sounds, sexually vulgar or explicit emails, magazines, photographs, cartoons, etc.), *physical conduct* (unwanted physical contact, coerced sexual intercourse, rape, attempted rape, assault, etc.).



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This policy applies to all persons employed by or under contract employment with the Attorney General's Office as well as applicants for employment with this office. Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

Any complaint received by a supervisor must be transmitted to the EEO Compliance Officer. All formal complaints are encouraged to be in writing and submitted, to either the **EEO Compliance Officer or the Director of Human Resources, person holding a similar position or his/her designee** no later than 30 days after the offending conduct occurs. Every complaint received will be thoroughly investigated. Every effort will be made to protect the privacy of employees during any investigation.

Any employee who feels they have been a victim of workplace or sexual harassment is encouraged to contact the EEO Compliance Officer, Kristine Cadek; 150 East Gay Street, 18th Floor; Columbus, OH 43215; (614) 387-4254.

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CHAPTER 5 – EEO/PROFESSIONAL CONDUCT

➤ POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

The Attorney General's level of expectation for every employee is co-workers shall be treated in a professional and courteous manner. It is the intent to have an enjoyable work environment free from harassment and discrimination. Anyone who feels they have been harassed or discriminated against should consult the EEO Compliance Officer.

The Attorney General's Office will strive to protect the privacy of those bringing forth a complaint; however, with the need to investigate, information may be shared with others such as, supervisors, other employees, the Director of Human Resources, person holding a similar position or his/her designee, the alleged offender, etc. Also, because of the public nature of the Office, the Office is subject to public records laws and any investigation may be treated as such.

It is the policy of the Attorney General's Office to maintain a working environment free from any discrimination and to strictly prohibit discrimination and harassment against employees and applicants on the basis of **race, color, religion, sex, including sexual harassment, sexual orientation, gender identity, national origin, age (40 years or more), ancestry, disability, or veteran status**, including discriminatory harassment which adversely affects, directly or indirectly, an employees' terms or conditions of employment. Please note the following definitions:

- a) **Disparate Treatment:** Treating employees differently regarding the terms and conditions of employment, including hiring, firing, transfer, and/or receipt of benefits based upon membership in a protected class.
- b) **Hostile Environment:** Any unwelcome verbal or non-verbal conduct relating to an individual's or a group's race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability which creates an intimidating, hostile, or offensive working environment; including but not limited to: racial or ethnic slurs, demeaning pictures, offensive cartoons, etc.

This policy applies to all persons employed by or under contract employment with the Attorney General's Office, as well as applicants for employment. Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

I. COMPLAINT PROCEDURE

Any employee who feels that he or she has been subjected to discrimination or harassment should report the matter immediately to any one of these individuals:

1. The EEO Compliance Officer;
2. The Director of Human Resources, person holding a similar position or his/her designee;
3. Immediate Supervisor; or
4. The next level of management above the immediate supervisor.

All complaints are encouraged to be submitted in writing to one of the above individuals within thirty (30) days after the offending conduct occurs. Any supervisor who receives a complaint should contact the EEO Compliance Officer. Any complaint the Officer receives will be thoroughly investigated.



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II. DISCIPLINE

The Attorney General's Office finds harassment, workplace harassment, discrimination, sexual harassment, and related behavior in the workplace to be inexcusable and will not tolerate such behavior. **Any employee who violates this policy will be subject to discipline, up to and including termination. Any supervisor or manager failing to take appropriate action upon becoming aware of such harassment is also in violation of this policy.** Such employees will be subject to disciplinary action up to and including termination. Any employee found to have made false allegations of discrimination or harassment is also subject to disciplinary action. Likewise, any employee(s) providing false information under this policy, interfering with, or failing to cooperate with any investigation is also subject to discipline.

III. PROHIBITION AGAINST RETALIATION

It is a violation of this policy to intimidate, coerce, threaten, or otherwise retaliate against any employee for complaining about discrimination or harassment, or participating in the investigation of a complaint described in this policy.

Any employee who feels they have been discriminated against is encouraged to contact the EEO Compliance Officer, Kristine Cadek; 150 East Gay Street, 18th Floor; Columbus, OH 43215; (614) 387-4254.

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CHAPTER 5 – EEO/PROFESSIONAL CONDUCT

➤ **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

It is the goal of the Attorney General to provide equal employment opportunities and treatment regardless of race, color, religion, sex, gender identity, age, national origin, ancestry, disability, or veteran status. Employees and/or persons applying for a position with the Attorney General's Office, who believe they have been discriminated against with regard to employment based upon the mentioned classes, may contact the EEO Compliance Officer to discuss the matter.

Employees are expected to adhere to all policies and procedures pertaining to equal employment opportunity. Any willful or deliberate violation of this policy by an employee of this agency will be cause for disciplinary action, up to and including termination.

I. POLICY

In accordance with all applicable federal and state laws, rules, regulations, and guidelines, it is the policy of the Attorney General's Office to maintain a working environment free from any discrimination and to strictly prohibit discrimination and harassment against employees and applicants on the basis of **race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, national origin, age (40 years or more), ancestry, disability, or veteran status**. This includes discriminatory harassment which adversely affects an employees' terms or conditions of employment, either directly or indirectly.

II. DISSEMINATION OF EEO MATERIAL

Dissemination of the EEO materials will occur via orientation, the policy and procedures manual, the AG Intranet, and/or posting of posters from the Ohio Civil Rights Commission and the Equal Employment Opportunity Commission. Updates and revisions of this policy will be circulated via inter-office memoranda or through the AG Intranet.

III. EQUAL EMPLOYMENT OPPORTUNITY STRATEGIC PLAN (EEOSP)

Every two years, the EEO Compliance Officer or a designee shall develop and publish an Equal Employment Opportunity Strategic Plan which is intended to address and correct any problem areas and to improve the Office's Equal Employment Opportunity Program.

IV. PROHIBITION AGAINST RETALIATION

It is a violation of this policy to intimidate, coerce, threaten, or otherwise retaliate against any employee for complaining about discrimination or harassment, or participating in the investigation of a complaint described in this policy.

The EEO Compliance Officer has full authority for the administration of this program. For more information, please contact: Kristine Cadek; 150 East Gay Street, 18th Floor; Columbus, OH 43215; (614) 387-4254.

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CHAPTER 5 – EEO/PROFESSIONAL CONDUCT

➤ **DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES**

Employees and/or applicants who believe they have been harassed/discriminated against because of race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, national origin, age, ancestry, disability, or veteran status may contact the EEO Compliance Officer (EEO Compliance Officer) to discuss the matter or file a complaint.

It is encouraged that the discrimination/harassment be reported immediately to any of the following:

1. The EEO Compliance Officer;
2. The Director of Human Resources, person holding a similar position or his/her designee;
3. Immediate Supervisor; or
4. The next level of management above the immediate supervisor.

I. FILING AND PRESENTATION OF COMPLAINTS

Any complaint of harassment or discrimination that is received by a supervisor or a manager should be submitted to the EEO Compliance Officer. All complaints are encouraged to be in writing and submitted to one of the above individuals no later than 30 days after the offending conduct occurs. All complaints will be thoroughly investigated.

- A. The EEO Complaint Form may be obtained from the EEO Compliance Officer, Human Resources, or from the AG Intranet. It is encouraged that a complainant completes the Complaint Form and returns it to the EEO Compliance Officer within 30 days of the alleged discriminatory act.
- B. The EEO Compliance Officer will acknowledge the receipt of the complaint to the complainant (or his/her representative) and advise the complainant, respondent and/or witness of the procedures set forth herein.

II. FREEDOM FROM REPRISAL OR INTERFERENCE

Complainants/respondents, their representatives, and witnesses will not be subject to restraint, interference, coercion, discrimination, or reprisal as a result of the presentation and processing of complaints. Any person who believes that they have experienced a reprisal may file a complaint pursuant to this procedure.

III. REJECTION OR CANCELLATION OF COMPLAINT

The EEO Compliance Officer may reject a complaint:

- A. Which was not filed in a timely manner,
- B. Where sufficient information is not supplied,
- C. Which sets forth identical matters filed by the same complainant which is pending before or has been decided by the Office or which is pending in or decided by another forum,
- D. Because of failure of the complainant to prosecute the complaint.



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The Officer shall reject those allegations in a complaint which are not within the scope of this procedure. A decision of the EEO Compliance Officer to dismiss a complaint at any point in the complaint process may be made with or without an investigation. Failure of a complainant to cooperate fully in the complaint process may result in the dismissal of the complaint. The complainant may withdraw the complaint at any point in the process. The Officer will inform the complainant of any decision to reject or dismiss a complaint.

IV. INFORMAL RESOLUTION OF COMPLAINTS

The EEO Compliance Officer will discuss the matters relating to the complaint with the aggrieved person and other necessary parties, and will attempt to resolve the complaint informally by reaching a mutual resolution between the Office and the complainant. The goal of a mutual agreement is for both parties to consider the matter(s) within the complaint to be sufficiently addressed. Any findings shall be discussed with legal counsel and/or the Director of Human Resources, person holding a similar position or his/her designee.

V. INTERNAL INVESTIGATION

- A. If the complaint cannot be resolved informally, the Officer will further investigate the matter in a prompt manner. The internal investigation will include a review of the circumstances and facts under which the alleged discrimination occurred.
- B. The Officer will complete an investigative file which may include affidavits of the complainant, person(s) committing the alleged discrimination, and witnesses as well as any other related documentation. **This file is a public record under Ohio Revised Code Section 149.43, except to the extent it contains records which are specifically exempt from disclosure.**
- C. At the conclusion of the investigation, the Officer or a designee will meet with the complainant to discuss the results of the investigation and methods of resolution.
- D. The Officer will notify the complainant and the respondent(s) of the disposition of the complaint, including dismissal, based on findings. The complainant has 10 calendar days from receipt of the notice of the disposition in which to notify the EEO Compliance Officer of his/her desire to engage in an internal appeal process.
- E. If the complainant fails to notify the Officer within 10 days of his/her desire to engage in the internal appeal process, the matter will be considered closed.

VI. INTERNAL APPEAL PROCESS

- A. An Independent Investigator will be named by the Director of Human Resources, person holding a similar position or his/her designee to conduct the Internal Appeal Process. The Investigator would be one who was not involved in the initial investigation or the incident giving rise to the complaint, and who does not have supervisory responsibility with respect to the complainant or the person who allegedly committed the discriminatory act.
- B. The EEO Compliance Officer will transmit the investigation file to the Independent Investigator for review. The Investigator may determine that further investigation is appropriate and proceed accordingly. This process will be conducted so as the complaint will be resolved in a timely manner.



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- C. The Investigator will conduct an investigation so as to bring out pertinent facts, including the production of pertinent documents. All evidence submitted to and accepted by the Independent Investigator will be made part of the investigation report. The investigation report will include a summary of all actions taken in the review and investigation. Upon completion, the complaint file and final report will be transmitted to the Director of Human Resources, person holding a similar position or his/her designee.
- D. The Director of Human Resources, person holding a similar position or his/her designee will make a decision based on the information in the complaint file and the investigation report. The Director will inform the complainant, his/her representative, and respondent(s) of the decision.

VII. FILING FORMAL CHARGES

If the complainant is dissatisfied with the results of the initial investigation and/or the internal appeals process, he or she can file formal charges with either of the following entities:

- 1. The Ohio Civil Rights Commission (**within 180 days of the act**).
- 2. The Federal Equal Employment Opportunity Commission (EEOC) **within 300 days** of the discriminatory act, or **30 days** after receiving notice that the Ohio Civil Rights Commission has terminated its processing of your charge, whichever is earlier.

VIII. INTERPRETATION OF PROCEDURES

- A. The aforementioned procedures shall not be construed and are not intended to limit or interfere with any rights which the complainant/respondent and/or witness is otherwise entitled, nor is it intended to create any legal contractual rights.
- B. The manner, method and scope of the aforementioned procedures, unless otherwise stated, shall be within the discretion of the Attorney General.

IX. DISCIPLINE

Violations of Discrimination/Harassment policies will not be permitted. Any employee who violates these policies will be subject to discipline, up to and including termination. Any employee, pursuant to these policies, found to have made false allegations, provides false information, interferes with, or fails to cooperate with any investigation is subject to discipline. Any supervisor who fails to report an allegation pursuant to these policies may be subject to disciplinary action.

Any employee who feels they have been discriminated against or harassed is encouraged to contact the EEO Compliance Officer; **Kristine Cadek; 150 East Gay Street, 18th Floor; Columbus, OH 43215; (614) 387-4254.**

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Equal Employment Compliance
Office 614-387-4254

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Columbus, Ohio 43215
Kristine.cadek@ohioattorneygeneral.gov
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Step 4b: Narrative Underutilization Analysis

Comparison of the Ohio Attorney General's Office workforce with the Civilian Labor Force from the 2010 U.S. Census Bureau of Labor Statistics reflects minimal underutilization of minorities and females within each of the 8 EEO job categories.

The following synopsis reflects underutilization of minorities and females within each of the categories:

Officials/Administrators: White males are underutilized by -10%. There is no other significant underutilization of minorities or women in this category.

Professionals: There is underutilization of white females in this category by -4%. There is no other significant underutilization of minorities in this category.

Technicians: There is underutilization of white females in this category by -15%. There is no other significant underutilization of minorities in this category.

Protective Services: Sworn Officers: There is underutilization of Black/African-American males in this category. There is no other significant underutilization in any of the other categories for minorities or females.

Administrative Support: White males are underutilized by -7% in this category. There is no other significant underutilization of minorities or women in this category.

Step 4b: Underutilization Analysis

The Attorney General's Office is made up primarily of professional personnel. However, there are a small percentage of law enforcement personnel who equal 5.6% of the staff population.

Attorney positions require advanced degrees and many other positions within the office require a bachelor degree as well.

According to the 2010 U. S. Census Bureau, Franklin County, Ohio has a racial and ethnic composition of 74.1% Caucasian, 19.8% African-American or Black, 0.3% American Indian or Alaska Native, 3.9% Asian, 1.8% "two or more races," and 3.1% Hispanic. Additionally the primary law enforcement offices in the Attorney General's Office are located in two rural counties, Madison and Wood Counties. In these counties, Caucasians comprise 90.7% and 95.5% of the population respectively. Thus, for the law enforcement and technical positions in



EEO Working Titles/Classifications for EEO-4 and EEOP

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| <p>Officials and Managers</p> | <p>Assistant Deputy Director of Law Enforcement Services, Assistant Section Chief, Attorney General, Chief Counsel, Chief Financial Officer, Chief Operating Officer, Communications Director, Deputy Attorney General for Law Enforcement, Deputy Chief Information Officer, Deputy Chief Information Officer-Director of Development, Deputy Director of Accounting, Deputy Director, Deputy Director of Education & Policy Development, Deputy Director of Enforcement, Deputy Director of In-house Collections, Deputy Director of Legal Operations, Deputy Director of Media Relations, Deputy Director of Professional Standards, Deputy Director of Special Counsel, Deputy Director of Quality Assurance, Deputy Director of Technology Services, Deputy Director of Third Party Vendors, Deputy Superintendent, Deputy Superintendent of Identification and OHLEG, Deputy Director of Outside Counsel, Deputy Superintendent of Major Crimes, Director of Administration at BCI&I, Director of Children’s Initiatives, Director of Constituent Services, Director of Consumer Education and Outreach, Director of General Services, Director of Human Resources, Director of Internal Audit, Director of Internal Collections, Director of IT Operations, Director of Library Services, Director of Missing Children Clearinghouse, Director of Legal Operations, Director of Non-Legal Operations, Director of Outside Counsel, Director of Policy and Legislation, Director of Program Development, Director of Publications, Director of Special Counsel and Third Party, Director of Technology Development, Director of Technology Services, Executive Director of OOCIC, Executive Director of OPOTA, First Assistant Attorney General, General Counsel, General Counsel for Law Enforcement Operations, Interim Chief Information Officer, Managing Attorney, Managing Attorney, Media Relations Director, Outreach Director, Regional Director for Central Ohio, Regional Director for Northeast Ohio, Regional Director for Southern Ohio, Regional Director for Western Ohio, Section Chief, Senior Advisor & Director of Policy and Public Affairs, Senior Advisor and Director of Major Litigation, , State Solicitor, Superintendent of BCI&I</p> |
| <p>Professionals</p> | <p>Accountant, Accounting Supervisor, Administrative Staff, Administrative Supervisor, Applications Analyst, Applications Developer, Assistant Attorney General, Assistant Chief of Security, Assistant Deputy Finance Director, Assistant Director of Consumer Advocacy, Assistant Director Education & Training, Assistant Internal Audit Director, Assistant Lab Director, Assistant Managing Attorney, Associate Assistant Attorney General, BCI Development Team Manager, BCI&I Business Manager, Business Support Project Manager, Cash Account Manager, Certification Officer, Charitable Activities Investigator Supervisor, Charitable Activities Major Case Investigator, Charitable Funds Auditor, Charitable Trust & Solicitation Analyst, Chief Accountant, Chief Deputy Solicitor, Chief Legal Counsel, Civilian Quality Assurance Specialist, Consumer Educator, Consumer Education Coordinator, Consumer Protection Chief Investigator, Consumer Protection Investigator, Contract Administrator,</p> |

Corrections Unit Coordinator, Court of Claims Investigator, Crime Lab Director, Crime Victims Claims Chief Investigator, Crime Victims Claims Investigator Supervisor, Crime Victims Claims Lead Investigator, Crime Victims Claims Specialist, Contract Administrator, Crime Victims Information Center, Criminal Intelligence Analyst, Criminal Intelligence Supervisor, Deputy Solicitor, Director of Support Staff and Technical Liaison, Director of Security/Field Specialist, Director of Systems and Infrastructure, Drug Abuse Awareness Outreach, Employee Training and Development Officer, Enterprise Fleet Coordinator, Enterprise Fleet Management Coordinator, Environmental Background Investigator, Equal Employment Opportunity Compliance Officer, Executive Director of Regional Training, Facilities Manager - Leased Facilities, Facilities Manager- AG owned, Facility Services Superintendent, Field Specialist, Finance Officer, Finance Specialist Manager, Financial Analyst, Financial Specialist, Forensic Accountant, Forensic Biologist, Forensic Computer Specialist, Forensic Laboratory Supervisor, Forensic Scientist, Fugitive Safe Surrender Coordinator, Grant Evaluator/Fiscal Auditor, Grant Evaluator, Grant Specialist, Graphic Designer, Human Resource Generalist, Human Resources Manager, Human Resources Senior Analyst, Identification Supervisor, Information Coordinator/Liaison, Internal Audit Manager, Internal Communication Coordinator, IT Application Manager, IT Development Team Manager, IT Internal Auditor, IT Project Analyst, Investigative Coordinator, Karas Fellow, Lab Supervisor, Law Enforcement Liaison, Law Enforcement Training Officer, Legal Technology Specialist, Legislative Liaison, Litigation Support Nurse, Manager for Accounting, Manager of HR Planning and Performance, Manager for Workforce Planning and Performance, Medicaid Special Agent, Medicaid Special Agent Supervisor, Northwest Ohio Regional Director, Nurse Analyst, Office Manager, Office Services Specialist, OHLEG Help Desk Supervisor, Operations Coordinator, Operations Supervisor, OPOTA Business Manager, OPOTC Drug Use Prevention Program, OPOTC Testing Coordinator, Organizational Change Management Lead, Organizational Change Management Specialist, Paralegal / Legal Assistant, Peace Officer Training Compliance Officer, Predatory Lending Investigator, Press Assistant, Principal Assistant Attorney General, Principal Investigator, Principal Research Librarian, Problem Resolution Officer, Process Improvement Analyst, Process Improvement Manager, Production Manager, Program Assistant, Program Manager, Project Director, Prosecution Case Analyst, Public Information Officer, Purchasing Manager, Purchasing/Accounts Payable Coordinator, Quality Assurance Administrator, Regional Representative North Central Ohio, Regional Representative Southeast Ohio, Risk Manager, Senior Assistant Attorney General, Security Director, Senior Charitable Funds Auditor, Senior Editor, Senior Financial Analyst, Senior Grants Manager, Senior Records Manager, Si Karas Fellow, Software & Database Development Engineer, Software Engineer, Special Counsel Supervisor, Special Events & Training Unit Manager, Special Projects Writer, Special Projects Writer, State Client Services Supervisor, State Director, Supervising Attorney, Hazardous Waste Unit, Supervising Attorney, ODNR Unit, Supervising Attorney, Water Unit, Surveillance Equipment Coordinator, Systems Engineer, Tax Special Counsel & Vendor Operations, Tech Support Manager, Technical Manager, Title Defect Rescission Administrator, Training Administrator in Investigations, Victim Services Coordinator, VOCA/SVAA Manager, Web Developer, Word Processing Specialist, Youth Violence Program Coordinator

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| Technicians | Computer Forensic Specialist, Computer Operator, Crime Lab Quality Assurance Administrator, Data Coordinator, Data Entry Operator, Data Entry Supervisor, Data Processor, e-Learning Specialist, Fingerprint Examiner, Fingerprint Technician, Forensic Audio/Video Analyst, IT Change Management Specialist, Network Analyst, Network Manager, Network Specialist, Personal Computer Administrator, Polygraph Examiner, Senior Fingerprint Examiner, Fingerprint Technician, Technical Specialist, Telecommunications Technician Coordinator |
| Protective Services: Sworn | Assistant Superintendent of BCI&I, BCI & I Agent In Charge, BCI & I Special Agent, BCI & I Special Agent Supervisor |
| Protective Services: Non-Sworn | None |
| Administrative Support | Account Clerk, Accounting Supervisor, Accounting Team Lead, Accounts Representative Supervisor, Administrative Assistant, Administrative Secretary, Administrative Staff, AFIS Operator, Assistant Program & Grants Manager, Assistant to Chief Operating Officer, Auto Title Rescission Fund Administrator, BWC Supervisor, Civilian Quality Assurance Manager, Claims Account Representative, Clerk, Complaint Specialist, Constituent Liaison, Constituent Liaison Officer, Constituent Liaison Supervisor, Consumer Complaint Specialist, Consumer Complaint Specialist Supervisor, Consumer Educator, Consumer Protection Data Analyst, Crime Victims Claims Lead Investigator, Economic Loss Specialist, eSORN Special Projects Coordinator, Executive Assistant, Executive Secretary, Facilities Assistant, Field Specialist, Finance Assistant/Billing Coordinator, Fixed Asset Coordinator, Fleet Manager, General Services Assistant, Help Center Shift Supervisor, Help Center Supervisor, Human Resources Assistant, Intermittent Publications Assistant, Investigative Administrative Assistant, Law Clerk, Legal Intern, Legal Research Assistant, Legal Secretary, Legal Secretary Floater, Legal Staff Project Manager, Management Analyst, Medicaid Fraud Analyst, Non Legal Intern, Office Assistant, Office Service Specialist Leader, Office Services Specialist, OHLEG Records Mgmt System Coordinator, Outreach Specialist, Policy Development Specialist, Press Assistant, Press Secretary, Process Improvement Analyst, Project Assistant, Project Coordinator, Project Analyst, Public Affairs Assistant, Public Information Unit Supervisor, Public Inquiries Assistant, Public Inquiries Assistant Lead, Purchasing Coordinator, Receptionist, Records Management Assistant, Records Management Officer, Research Librarian, Restitution Compliance Officer, Scheduler, Secretary, Telecommunications Assistant, Telephone Operator, Temporary Employee, Testing & Evaluation Administrator, Training and Employee Development Coordinator, Word Processing Specialist, Workers Compensation Specialist |
| Skilled Craft | Auto Mechanic , Automotive Body Repair Worker, Maintenance Repair Worker |
| Service Maintenance | Custodial Worker |