

# EEO Utilization Report

## Organization Information

Name: Administrative Office of PA Courts

City: Harrisburg

State: PA

Zip: 17106

Type: State Government

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.

## Section 5: Narrative Interpretation of Data

Please see the attached hard copy document.

## Section 6: Objectives and Steps

### 1. To encourage White Females to apply for vacancies in the Professional category.

- a. Because White Females are underutilized in the Professional category, it is our goal to increase representation by evaluating our recruitment practices to ensure that White Females receive equal opportunity to secure employment in this job category.
- b. HR will continue to work directly with online job boards to secure the maximum visibility for our job ads to help increase the applicant pool.

### 2. To encourage White Males to apply for vacancies in the Administrative Support category.

- a. Because White Males are underutilized in the Administrative Support category, it is our goal to increase representation by evaluating our recruitment and selection practices to ensure that White Males receive equal opportunity to secure employment in this job category.
- b. HR will continue to work directly with online job boards to secure the maximum visibility for our job ads to help increase the applicant pool.

### 3. The Administrative Office of PA Courts is focusing on increasing the understanding and importance of Diversity and Inclusion within our workforce.

- a. In March 2023, the AOPC launched a mandatory, online Diversity, Equity, and Inclusion training to all staff and will continue to provide this training to new employees as part of the onboarding process.

### 4. The Human Resources Department will evaluate possible reasons for underutilization, particularly in the affected job categories, to ensure no unnecessary barriers exist that would deny the identified groups equal employment opportunity with the AOPC.

- a. The evaluation will include: reviewing job requirements for each vacancy, including educational and skill requirements; reviewing advertising practices; reviewing applicant demographical data for all vacancies; reviewing the selection process; and evaluating promotion rates and practices. HR will then determine an appropriate plan for implementation which may include modifying relevant practices to ensure equal access to employment.
- b. It is important to note that currently there are only three (3) vacant positions in the Professionals or Administrative Support categories for which we are actively recruiting qualified applicants. Since this represents less than 1% of the AOPC position complement, a true and significant analysis becomes more difficult due to the small sample size.
- c. Information derived from exit interviews will be used to support efforts to improve retention, particularly among the identified underutilized categories, and to ensure that no gender or sex discrimination has occurred.

## Section 7: Dissemination Strategy: Internal

In accordance with the AOPCs Equal Employment Opportunity Plan dated 2020, the AOPC pledged to take the necessary steps to ensure that the EEOP would be disseminated internally. Those steps were implemented to include the following, and AOPC will continue to distribute the policy in the same manner:

- o New employees will continue to be given a copy of the Unified Judicial Systems Policy on Non-Discrimination and Equal Employment Opportunity.
- o The Non-Discrimination and EEO policies are and will continue to be included in the Personnel Policies of the UJS, which are distributed to all new employees.
- o The AOPC will continue to post the EEO policies and portions of the EEOP on employee bulletin boards in AOPC offices, as well as our intranet.

All employees will continue to be sent an annual reminder of the Non-Discrimination and EEO policies.

### **Section 7: Dissemination Strategy: External**

In accordance with the AOPCs Equal Employment Opportunity Plan dated 2020, the AOPC pledged to take the necessary steps to ensure that the EEOP would be disseminated externally. Those steps were implemented to include the following, and AOPC will continue to distribute the policy in the same manner:

- o The Equal Employment Opportunity Plan will continue to be placed on the Unified Judicial Systems (UJS) website.
- o The Equal Opportunity Employer statement will continue to be placed on all job postings, announcements, and applications.
- o AOPC will continue to require its contractors and vendors to comply with the equal employment opportunity laws and guidelines in their employment practices.

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

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
<b>Officials/Administrators</b>														
Workforce #/%	8/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/44%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%
CLS #/%	396,620/51%	13,815/2%	21,245/3%	445/0%	16,380/2%	55/0%	4,635/1%	272,575/35%	12,060/2%	28,610/4%	215/0%	10,080/1%	90/0%	4,425/1%
Utilization #/%	-1%	-2%	-3%	-0%	-2%	-0%	-1%	9%	-2%	-4%	-0%	-1%	-0%	6%
<b>Professionals</b>														
Workforce #/%	103/56%	0/0%	1/1%	0/0%	4/2%	0/0%	2/1%	61/33%	3/2%	4/2%	0/0%	6/3%	0/0%	0/0%
CLS #/%	441,540/35%	17,550/1%	29,330/2%	305/0%	42,080/3%	80/0%	7,450/1%	599,510/48%	23,720/2%	55,565/4%	720/0%	33,160/3%	130/0%	9,200/1%
Utilization #/%	21%	-1%	-2%	-0%	-1%	-0%	0%	-14%	-0%	-2%	-0%	1%	-0%	-1%
<b>Technicians</b>														
Workforce #/%	16/52%	0/0%	2/6%	0/0%	1/3%	0/0%	0/0%	11/35%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	223,610/44%	19,050/4%	19,785/4%	265/0%	10,090/2%	110/0%	3,310/1%	173,155/34%	19,615/4%	22,745/5%	160/0%	8,790/2%	85/0%	3,150/1%
Utilization #/%	7%	-4%	3%	-0%	1%	-0%	-1%	1%	-1%	-5%	-0%	-2%	-0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	65,460/62%	4,815/5%	13,810/13%	145/0%	645/1%	4/0%	1,415/1%	11,360/11%	1,250/1%	6,555/6%	4/0%	70/0%	65/0%	465/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
Civilian Labor Force #/%	5,020/38%	200/2%	810/6%	15/0%	115/1%	0/0%	165/1%	5,665/43%	210/2%	770/6%	4/0%	30/0%	0/0%	205/2%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Administrative Support</b>														
Workforce #/%	6/12%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	33/69%	2/4%	4/8%	0/0%	0/0%	0/0%	1/2%
CLS #/%	380,490/28%	23,055/2%	38,230/3%	520/0%	13,605/1%	135/0%	6,385/0%	718,815/54%	43,440/3%	84,625/6%	615/0%	19,405/1%	235/0%	11,285/1%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
	%							%						
Utilization #/%	-16%	-2%	-1%	2%	-1%	-0%	-0%	15%	1%	2%	-0%	-1%	-0%	1%
<b>Skilled Craft</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	372,145/82%	23,820/5%	18,635/4%	530/0%	4,280/1%	105/0%	4,270/1%	22,505/5%	2,825/1%	2,495/1%	75/0%	2,050/0%	4/0%	455/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Service/Maintenance</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	625,410/41%	89,540/6%	99,935/7%	1,180/0%	21,730/1%	155/0%	12,585/1%	476,815/32%	55,265/4%	91,725/6%	675/0%	21,825/1%	185/0%	11,615/1%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN

### Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
<b>Professionals</b>								✓						
<b>Administrative Support</b>	✓													

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

*Denise S. Paris*

Director of Human Resources

11/3/2023

[signature]

[title]

[date]



## Section 5: Narrative Interpretation of Data

The Administrative Office of Pennsylvania Court's Human Resources Department reviewed the Utilization Analysis (comparing AOPC's workforce to the relevant labor market in Pennsylvania) and noted the following:

- White Females were significantly under-represented in the following job category:
  - Professionals (-14%)
    - 61 employees in this category
- White Males were significantly under-represented in the following job category:
  - Administrative Support (-16%)
    - 6 employees in this category

Although the Utilization Analysis indicated other instances of under-representation, the actual number of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization. For example, in the Officials / Administrators category, the rate of utilization was -4% for Black or African American Females, and -3% for Black or African American Males; however, the total number of employees in this category was only 16.

The AOPC is committed to making its workforce profile more closely reflect the available labor force in Pennsylvania and we will continue to monitor these areas to ensure that the impacted categories (race and gender) are afforded attention in the recruitment and retention process. We review our employment practices and procedures regularly to determine – even though the intent is neutral -- if they have an unintended discriminatory outcome. If any are problematic, the AOPC will seek ways to minimize or eliminate such impact.

None of the underutilization described herein is insurmountable and there are no permanent obstacles to achieving utilization. However, we must acknowledge that opportunities to recruit new employees (or promote current employees) are limited by the fiscal constraints under which state government continues to operate, in addition to a turnover rate that historically has been less than industry averages (averaging approximately 8% annually from 2002 – 2022). Also, a tight labor market has led to fewer job applicants.

In reviewing the EEOP Utilization Report that the Administrative Office of PA Courts previously submitted to OCR, we were able to see significant improvement in the recruitment and retention of White Females in the Technicians job category (from -18% to 1%). We have formulated our current objectives and the steps to achieve them based on our successful recruitment efforts over the last two years.