

# EEOP Short Form



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## Step 1: Introductory Information

<b>Grant Title:</b>	Translation of Protection from Abuse Order Document	<b>Grant Number:</b>	2009-VA-062-1611
<b>Grantee Name:</b>	AOPC	<b>Award Amount:</b>	\$197,860.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	601 Commonwealth Avenue, Suite 1500 Harrisburg, Pennsylvania 17106-1260		
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<b>State Granting Agency:</b>	PA Commission on Crime & Delinquency	<b>Grant Number:</b>	16.588
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### Policy Statement:

See Attachment

**Step 4b: Narrative Underutilization Analysis**

See Attachment

**Step 5 & 6: Objectives and Steps**

**Step 7a: Internal Dissemination**

See Attachment

**Step 7b: External Dissemination**

See Attachment

# Policy Statement:

## Hiring Objectives

It is the policy and the objective of the Unified Judicial System of Pennsylvania to recruit and employ the most qualified job applicants through an open and competitive hiring process which allows for a full, complete, and unbiased assessment of each applicant's relative knowledge, experience, skills, and abilities.

## Equal Opportunity

The Unified Judicial System of Pennsylvania will recruit, employ, and promote the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, ancestry, religious creed, disability, or other non-merit facts or considerations.

## Reasonable Accommodations for Individuals with Disabilities

The Unified Judicial System of Pennsylvania will provide reasonable accommodations to job 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.

Such reasonable accommodation will include -- but will not be limited to -- actions that may be necessary to ensure physical access to testing and interview facilities; actions that may be necessary to provide specially adapted application forms and testing materials as required/requested; and actions that may be necessary to ensure that hiring practices and procedures do not, in any way, discriminate against individuals with disabilities.

## Notice of Vacancies and Position Availability

It is the policy of the Unified Judicial System of Pennsylvania to fill new and vacant positions in a manner which provides fair and reasonable access to all individuals who may wish to seek such employment. Employers within the Unified Judicial System of Pennsylvania are encouraged: (1) to promote current employees to fill new or vacant positions when appropriate; and (2) to post notice of new and existing job vacancies to the extent that it is deemed appropriate and reasonable to do so.

## Compliance with State and Federal Laws

The hiring policies and procedures of the Unified Judicial System of Pennsylvania are intended to conform to all provisions of Rule 503 of the Rules of Judicial Administration, the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes and applicable regulations governing fair and non-discriminatory employment practices.

## Step 4b: Narrative Underutilization Analysis

A review of the Administrative Office of Pennsylvania Court's workforce (comparing AOPC's workforce to the relevant labor market in Pennsylvania) concludes:

- White females were significantly under-represented in the following job categories: Professionals (-13%) and Technicians (-20%).
- Black or African American males were significantly under-represented in the following job category: Professionals (-2%).
- White males were significantly under-represented in the following job category: Administrative Assistant (-12%).

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 -2% for Hispanic males, -6% for White females, and -3% for Black or African-American females; however, the total number of employees in this category was 11.

We will continue to monitor these areas to ensure that the impacted races/ethnicities are afforded attention in the recruitment and retention process. AOPC reviews its employment practices and procedures regularly to determine if they have a discriminatory effect even though the intent is neutral. 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.

## Step 5 & 6: Objectives and Steps

The AOPC is committed to making its workforce profile more closely reflect the available labor force in Pennsylvania. However, we must acknowledge that opportunities to recruit new employees are limited by the fiscal constraints under which state government continues to operate in addition to a turnover rate that has been historically less than industry averages.

Based on the results of the underutilization analysis, the AOPC has established the following objectives:

- Because White females are underutilized in both the Professionals and Technicians categories, it is our goal to increase representation by evaluating our recruitment practices to ensure that White females receive equal opportunity to secure employment in these job categories.
- Because Black or African American males are underutilized in the Professionals category, it is our goal to increase representation by evaluating our recruitment practices to ensure that Black or African American males receive equal opportunity to secure employment in this job category.

## Step 5 & 6: Objectives and Steps (Con't)

- The AOPC will review job requirements and hiring procedures (e.g. examine applicant tracking data; review job posting and advertising practices; evaluate the hiring, retention, and promotion rates for particular positions and job categories) to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the AOPC.
- Information derived from exit interviews will be used to support efforts to improve retention.
- Lastly, AOPC will increase efforts to collect data on applicants, thus increasing the probability of accurate information when comparing applicant and employee demographical data to statewide demographical data.

## Step 7a: Internal Dissemination

In accordance with the AOPC's Equal Employment Opportunity Plan dated 2007, the AOPC pledged to take the necessary steps to ensure that the EEOP would be disseminated both internally and externally. Those steps were implemented to include the following, and AOPC will continue to distribute the policy in the same manner:

- New employees will continue to be given a copy of the AOPC's Equal Employment Opportunity policies and informed as to the location of the Equal Employment Opportunity Plan.
- The EEO policies are and will continue to be included in the Personnel Policies of the UJS.
- 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.

## Step 7b: External Dissemination

In accordance with the AOPC's Equal Employment Opportunity Plan dated 2007, the AOPC pledged to take the necessary steps to ensure that the EEOP would be disseminated both internally and externally. Those steps were implemented to include the following, and AOPC will continue to distribute the policy in the same manner:

- The Equal Employment Opportunity Plan will continue to be placed on the Unified Judicial System's (UJS) website.
- The "Equal Opportunity Employer" statement will continue to be placed on all job postings, announcements, and applications.
- AOPC will continue to require its contractors to comply with the equal employment opportunity laws and guidelines in 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	8/73%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	436,310/57%	6,005/1%	16,840/2%	415/0%	8,390/1%	95/0%	1,465/0%	256,355/34%	5,315/1%	22,290/3%	470/0%	4,355/1%	85/0%	1,120/0%
Utilization #/%	15%	-1%	-2%	-0%	-1%	-0%	-0%	-6%	-1%	-3%	-0%	-1%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	107/54%	1/1%	0/0%	0/0%	6/3%	0/0%	0/0%	68/35%	2/1%	4/2%	0/0%	6/3%	0/0%	3/2%
CLS #/%	441,065/41%	8,120/1%	23,575/2%	440/0%	21,910/2%	135/0%	2,055/0%	510,950/48%	9,205/1%	40,750/4%	480/0%	14,310/1%	100/0%	2,020/0%
Utilization #/%	13%	-0%	-2%	-0%	1%	-0%	-0%	-13%	0%	-2%	-0%	2%	-0%	1%
<b>Technicians</b>														
Workforce #/%	48/54%	0/0%	2/2%	0/0%	4/4%	0/0%	1/1%	29/33%	1/1%	2/2%	0/0%	1/1%	0/0%	1/1%
CLS #/%	53,815/36%	795/1%	3,340/2%	185/0%	1,220/1%	10/0%	205/0%	78,510/52%	1,220/1%	8,230/6%	100/0%	1,635/1%	20/0%	305/0%
Utilization #/%	18%	-1%	0%	-0%	4%	-0%	1%	-20%	0%	-3%	-0%	0%	-0%	1%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	64,155/69%	1,850/2%	12,085/13%	150/0%	255/0%	30/0%	345/0%	8,170/9%	455/0%	4,655/5%	50/0%	100/0%	0/0%	85/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	3,145/32%	60/1%	355/4%	0/0%	30/0%	0/0%	4/0%	5,290/54%	90/1%	800/8%	0/0%	40/0%	0/0%	35/0%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	9/15%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	43/70%	1/2%	7/11%	0/0%	0/0%	0/0%	0/0%
CLS #/%	404,585/27%	9,780/1%	39,450/3%	470/0%	6,840/0%	100/0%	2,235/0%	901,620/60%	22,330/1%	102,360/7%	1,165/0%	11,085/1%	180/0%	3,295/0%

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 #/%	-12%	-1%	-1%	-0%	-0%	-0%	-0%	11%	0%	5%	-0%	-1%	-0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	515,185/87%	10,565/2%	22,755/4%	835/0%	3,470/1%	135/0%	1,790/0%	29,810/5%	1,145/0%	3,160/1%	60/0%	1,460/0%	4/0%	65/0%
Utilization #/%														
<b>Service/Maintenance</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	851,055/49%	43,530/3%	95,655/6%	1,585/0%	14,985/1%	295/0%	4,850/0%	598,720/35%	26,385/2%	79,240/5%	1,250/0%	13,505/1%	190/0%	3,470/0%
Utilization #/%														

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

