

EEO Utilization Report

Organization Information

Name: Administrative Office Of PA Courts

City: Harrisburg

State: PA

Zip: 17106-1260

Type: State Court

Step 1: Introductory Information

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.

Following File has been uploaded:EEO Policy.pdf

Step 4b: Narrative of Interpretation

See Attachment

Following File has been uploaded:EEOP Short Form 2020 Attachments.doc

Step 5: Objectives and Steps

1. To encourage White Females to apply for vacancies in the Professional and Technician categories, and to encourage Black / African-American Females to apply for vacancies in the Professional category.

a. Because White and Black / African-American Females are underutilized in the Professional category, and White Females are underutilized in the Technician category, it is our goal to increase representation by evaluating our recruitment practices to ensure that White and Black / African-American Females receive equal opportunity to secure employment in these job categories.

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.

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

a. This includes a recent series of emails to all staff on this topic, as well as continued communications in the future to enhance awareness and promote acceptance.

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 four (4) vacant positions in the Professionals, Technicians, 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.

Step 6: Internal Dissemination

In accordance with the AOPCs Equal Employment Opportunity Plan dated 2016, 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 and informed as to the location of the Equal Employment Opportunity Plan.
- 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.
- o All employees will continue to be sent an annual reminder of the Non-Discrimination and EEO policies.

Step 7: External Dissemination

In accordance with the AOPCs Equal Employment Opportunity Plan dated 2016, 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
Officials/Administrators																
Workforce #/%	5/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%
CLS #/%	365,105/5 4%	8,570/1%	16,745/2%	215/0%	10,745/2%	20/0%	1,750/0%	640/0%	232,140/3 5%	6,215/1%	22,015/3%	240/0%	6,140/1%	25/0%	1,670/0%	565/0%
Utilization #/%	-13%	-1%	-2%	-0%	-2%	-0%	-0%	-0%	15%	-1%	-3%	-0%	-1%	-0%	8%	-0%
Professionals																
Workforce #/%	121/60%	1/0%	2/1%	0/0%	4/2%	0/0%	1/0%	0/0%	63/31%	3/1%	2/1%	0/0%	5/2%	0/0%	1/0%	0/0%
CLS #/%	405,765/3 7%	10,440/1%	25,215/2%	555/0%	29,635/3%	115/0%	2,220/0%	1,530/0%	527,855/4 8%	13,665/1%	43,785/4%	470/0%	23,130/2%	110/0%	3,230/0%	1,990/0%
Utilization #/%	22%	-0%	-1%	-0%	-1%	-0%	0%	-0%	-17%	0%	-3%	-0%	0%	-0%	0%	-0%
Technicians																
Workforce #/%	19/58%	0/0%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	10/30%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	65,295/35 %	1,680/1%	5,210/3%	95/0%	3,830/2%	20/0%	455/0%	255/0%	90,060/48 %	2,565/1%	11,585/6%	200/0%	4,015/2%	0/0%	710/0%	210/0%
Utilization #/%	23%	-1%	6%	-0%	-2%	-0%	-0%	-0%	-18%	-1%	-6%	-0%	-2%	0%	3%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	64,625/67 %	2,525/3%	12,295/13%	50/0%	725/1%	10/0%	620/1%	110/0%	9,315/10 %	900/1%	5,590/6%	45/0%	120/0%	35/0%	128/0%	50/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	4,510/36 %	200/2%	435/3%	15/0%	10/0%	0/0%	35/0%	15/0%	6,255/49 %	150/1%	960/8%	20/0%	30/0%	0/0%	45/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	5/10%	0/0%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	37/71%	3/6%	2/4%	0/0%	0/0%	0/0%	2/4%	0/0%

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	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
CLS #/%	449,620/29%	17,970/1%	42,365/3%	465/0%	12,555/1%	0/0%	3,160/0%	1,530/0%	846,465/5%	33,335/2%	93,965/6%	1,000/0%	16,945/1%	125/0%	6,525/0%	2,615/0%
Utilization #/%	-20%	-1%	1%	2%	-1%	0%	-0%	-0%	16%	4%	-2%	-0%	-1%	-0%	3%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	429,225/86%	16,710/3%	21,300/4%	380/0%	4,375/1%	130/0%	2,045/0%	850/0%	21,540/4%	1,325/0%	2,035/0%	20/0%	1,075/0%	0/0%	179/0%	50/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	732,190/45%	71,915/4%	89,965/6%	1,230/0%	20,840/1%	360/0%	6,940/0%	2,585/0%	541,895/3%	44,605/3%	78,330/5%	650/0%	19,155/1%	205/0%	5,100/0%	2,325/0%
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	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
Professionals									✓		✓					
Technicians									✓							
Administrative Support	✓															

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.

Certified As Final By: Denise Parise

Director of Human Resources

10-09-2020

[signature]

[title]

[date]