

# EEOP Utilization Report



Tue Oct 27 14:47:49 EDT 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	Civil Commitment Name Change Data Interface to New Jersey State Police for Accessibility to NICS	<b>Grant Number:</b>	2015-NS-BX-K013
<b>Grantee Name:</b>	New Jersey Judiciary	<b>Award Amount:</b>	\$1,179,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	R.J. Hughes Justice Complex, 25 W. Market Street Trenton, New Jersey 08625		
<b>Contact Person:</b>	Hon. Glenn A. Grant	<b>Telephone #:</b>	609-984-0275
<b>Contact Address:</b>	R.J. Hughes Justice Complex, 25 W. Market Street Trenton, New Jersey 08625		
<b>DOJ Grant Manager:</b>	Stephanie L. Burroughs	<b>DOJ Telephone #:</b>	202-514-9012

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### Policy Statement:

Note: The below is the section from our Policy Statement on Equal Employment Opportunity, Affirmative Action and Anti-Discrimination.

#### \*Policy on Equal Employment Opportunity, Affirmative Action and Anti-Discrimination\*

The New Jersey Judiciary is committed to the principles of equal employment opportunity and prohibits discrimination by those who work for the Judiciary or those who come into contact with the courts. The New Jersey Judiciary promulgates this policy for implementation throughout the court system and prohibits discrimination in all aspects of court operations and in hiring, promotion and terms and conditions of employment on the basis of race, creed, color, national origin/nationality, ancestry, religion/religious practices or observances, age, sex, pregnancy, gender identity or expression, affectional or sexual orientation, marital status, civil union status, domestic partnership status, disability or perceived disability, atypical hereditary cellular or blood trait, genetic information, and status as a veteran or disabled veteran of, or liability for service in, the Armed Forces of the United States.

Accordingly, discrimination will not be tolerated whether it is practiced by judges, employees or non-employees, against court employees, attorneys, litigants, witnesses or others who come into contact with the court system. Managerial and supervisory personnel are required to ensure adherence to and compliance with this policy and, upon being informed of possible discrimination or harassment covered by this policy, are required to take appropriate and immediate action in response thereto.

## **Step 4b: Narrative Underutilization Analysis**

The below is a portion of our Utilization Narrative. Please see attached hard copy document for the complete Utilization Narrative:

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The Judiciary's workforce data used in the Utilization Analysis is as of July, 2015, and the Civilian Labor Statistics (CLS) are as of 2010, which is the most current information available for EEO Purposes. While current utilization of minorities and women in the Judiciary is favorable when compared to the 2010 CLS, the demographic changes over the last decade are clear. The Judiciary has therefore maintained a strong EEO program to ensure the organization keeps pace with the changing demographics in New Jersey. With respect to the EEO Job Categories, the Judiciary does not have any Protective Service Workers (sworn or non-sworn), and has only 9 employees in the Skilled Craft Worker and 13 employees in the Service Maintenance categories. A comparison of the Judiciary's statewide workforce to the 2010 CLS reveals the utilization of women and minorities in the various job categories.

Black females are favorably represented in all EEO Job Categories except two (Technicians and Service/Maintenance). Black males are underutilized in two categories (Administrative Support and Skilled Craft).

Hispanic females are favorably represented in all job categories except for three (Technicians, Skilled Craft, and Service Maintenance). Hispanic males are underutilized in five job categories (Officials/Administrators, Technicians, Administrative Support, Skilled Craft, and Service/Maintenance).

Asian females are underutilized in five job categories (Officials/ Administrators, Professionals, Technicians, Skilled Craft, and Service/Maintenance). Asian males are underutilized in six job categories (Officials/Administrators, Professionals, Technicians, Administrative Support, Skilled Craft, and Service/Maintenance).

White females are underutilized in two job categories (Professionals and Service/ Maintenance).....

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

**1. To ensure equal employment opportunity for Asian males when vacancies become available in the Official/Administrator, Professional, Technician, Administrative Support, Skilled Craft, and Service/Maintenance job categories.**

- a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Asian communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Asian representation throughout the Judiciary.
- b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Asian males. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Asian males to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Asian male applicants, and assuring fairness in the interview and selection process.
- c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Asian males in the job categories where they are underutilized.

**2. To ensure equal employment opportunity for Asian females when vacancies become available in the Official/Administrator, Professional, Technician, Skilled Craft, and Service/Maintenance job categories.**

- a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Asian communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Asian representation throughout the Judiciary.
- b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Asian females. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Asian females to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Asian female applicants, and assuring fairness in the interview and selection process.
- c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Asian females in the job categories where they are underutilized.

**3. To ensure equal employment opportunity for African-American males when vacancies become available in the Administrative Support and Skilled Craft job categories.**

- a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the African American communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with internal African American employees to gather feedback on effective outreach and other means of improving African American representation in job categories where underutilization exists within the Judiciary.
- b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for African American males. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for African American males to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of African American male applicants, and assuring fairness in the interview and selection process.
- c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to African American males in the job categories where they are underutilized.

**4. To ensure equal employment opportunity for African-American females when vacancies become available in the Technician and Service Maintenance job categories.**

- a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the African American communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with internal African American employees to gather feedback on effective outreach and other means of improving African American representation in job categories where underutilization exists within the Judiciary.
- b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for African American females. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for African American females to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of African American female applicants, and assuring fairness in the interview and selection process.
- c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to African American females in the job categories where they are underutilized.

**5. To ensure equal employment opportunity for Hispanic males when vacancies become available in the Officials/Administrators, Technicians, Administrative Support, Skilled Craft, and Service/Maintenance job categories.**

- a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Hispanic communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Hispanic

representation throughout the Judiciary.

b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Hispanic males. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Hispanic males to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Hispanic male applicants, and assuring fairness in the interview and selection process.

c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Hispanic males in the job categories where they are underutilized.

**6. To ensure equal employment opportunity for Hispanic females when vacancies become available in the Technicians, Skilled Craft, and Service/Maintenance job categories.**

a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Hispanic communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Hispanic representation throughout the Judiciary.

b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Hispanic females. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Hispanic females to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Hispanic female applicants, and assuring fairness in the interview and selection process.

c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Hispanic females in the job categories where they are underutilized.

**7. To ensure equal employment opportunity for White females when vacancies become available in the Professional and Service/Maintenance job categories.**

a. The New Jersey Judiciary EEO/AA Unit will continue to provide equality of opportunity to White females in all aspects of its recruitment and hiring process. As for the current underutilization of White females, they are underutilized in the Professional category (by -1.0%) and in the Service/ Maintenance category (-11.0%). Both of these underutilizations are deemed statistically insignificant since: a) there is only a very slight underutilization in the Professional category; and b) the total number of Service/Maintenance employees in the Judiciary is very small (13 out of 8,455 total employees = 0.2% of the Judiciary workforce). As such, it is determined that no remedial action steps will be taken at this time in this area.

**Step 7a: Internal Dissemination**

Posting the EEOP Utilization Report on the New Jersey Judiciary's InfoNet, an in-house electronic communication service that only employees can access.

Distributing a copy of the EEOP Utilization Report to all Judiciary supervisors and department heads.

**Step 7b: External Dissemination**

Posting a copy of the EEOP Utilization Report on the New Jersey Judiciary's website.

Including notice of the availability of the Utilization Report on brochure which is made available to the public.

**Utilization Analysis Chart**  
**Relevant Labor Market: New Jersey**

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 #/%	140/29%	12/2%	20/4%	0/0%	6/1%	0/0%	0/0%	0/0%	199/41%	33/7%	63/13%	1/0%	8/2%	0/0%	0/0%	0/0%
CLS #/%	240,820/47%	23,750/5%	18,195/4%	235/0%	27,205/5%	45/0%	1,510/0%	1,010/0%	145,190/28%	17,100/3%	22,140/4%	185/0%	14,530/3%	75/0%	1,450/0%	995/0%
Utilization #/%	-18%	-2%	1%	-0%	-4%	-0%	-0%	-0%	13%	4%	9%	0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	1086/23%	170/4%	238/5%	5/0%	66/1%	0/0%	0/0%	0/0%	1796/38%	449/10%	788/17%	7/0%	115/2%	0/0%	0/0%	0/0%
CLS #/%	242,435/31%	22,400/3%	26,210/3%	120/0%	52,095/7%	55/0%	1,830/0%	2,190/0%	306,305/39%	29,820/4%	43,330/6%	470/0%	46,160/6%	130/0%	2,370/0%	2,290/0%
Utilization #/%	-8%	1%	2%	0%	-5%	-0%	-0%	-0%	-1%	6%	11%	0%	-3%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	15/28%	1/2%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	30/56%	0/0%	4/7%	1/2%	1/2%	0/0%	0/0%	0/0%
CLS #/%	31,380/29%	5,020/5%	4,375/4%	40/0%	9,235/8%	4/0%	335/0%	325/0%	35,765/33%	5,510/5%	10,215/9%	150/0%	6,835/6%	50/0%	460/0%	235/0%
Utilization #/%	-1%	-3%	-0%	-0%	-8%	-0%	-0%	-0%	23%	-5%	-2%	2%	-4%	-0%	-0%	-0%
<b>Protective Services:</b>																
<b>Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	50,035/57%	9,260/11%	13,110/15%	190/0%	1,175/1%	0/0%	640/1%	400/0%	5,450/6%	2,005/2%	5,205/6%	4/0%	275/0%	10/0%	135/0%	90/0%
Utilization #/%																
<b>Protective Services: Non-Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	3,945/35%	430/4%	625/6%	0/0%	55/0%	0/0%	65/1%	30/0%	4,390/39%	640/6%	780/7%	0/0%	65/1%	0/0%	55/0%	35/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	167/5%	46/1%	79/2%	0/0%	28/1%	0/0%	0/0%	0/0%	1427/45%	463/15%	866/27%	7/0%	94/3%	0/0%	0/0%	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 #/%	271,005/2 5%	56,315/5 -4%	43,490/4 -1%	290/0%	31,420/3 %	70/0%	2,670/0%	2,135/0%	461,810/4 2%	98,555/9 %	92,280/8 %	660/0%	35,765/3 %	90/0%	4,175/0%	3,860/0%
Utilization #/%	-19%	-4%	-1%	-0%	-2%	-0%	-0%	-0%	3%	6%	19%	0%	-0%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	6/67%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	187,485/6 6%	53,365/19 %	19,570/7 %	245/0%	6,945/2%	145/0%	1,530/1%	1,815/1%	7,410/3%	3,855/1%	2,010/1%	0/0%	1,435/1%	0/0%	40/0%	230/0%
Utilization #/%	1%	-8%	-7%	-0%	-2%	-0%	-1%	-1%	9%	-1%	10%	0%	-1%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	8/62%	0/0%	4/31%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	259,335/2 6%	193,655/2 0%	77,650/8 %	680/0%	30,405/3 %	145/0%	3,200/0%	4,455/0%	187,130/1 9%	124,915/1 3%	69,055/7 %	595/0%	24,875/3 %	245/0%	2,360/0%	3,455/0%
Utilization #/%	35%	-20%	23%	-0%	-3%	-0%	-0%	-0%	-11%	-13%	-7%	-0%	-3%	-0%	-0%	-0%

### 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
Officials/Administrators	✓	✓			✓											
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 EEOP Utilization Report.

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

Certified As Final By: Glenn A. Grant

Administrative Director of the Courts

10-27-2015

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[signature]

[title]

[date]

## STEP 4B: UTILIZATION NARRATIVE

The Judiciary's workforce data used in the Utilization Analysis is as of July, 2015, and the Civilian Labor Statistics (CLS) are as of 2010, which is the most current information available for EEO Purposes. While current utilization of minorities and women in the Judiciary is favorable when compared to the 2010 CLS, the demographic changes over the last decade are clear. The Judiciary has therefore maintained a strong EEO program to ensure the organization keeps pace with the changing demographics in New Jersey. With respect to the EEO Job Categories, the Judiciary does not have any Protective Service Workers (sworn or non-sworn), and has only 9 employees in the Skilled Craft Worker and 13 employees in the Service Maintenance categories. A comparison of the Judiciary's statewide workforce to the 2010 CLS reveals the utilization of women and minorities in the various job categories.

Black females are favorably represented in all EEO Job Categories except two (Technicians and Service/Maintenance). Black males are underutilized in two categories (Administrative Support and Skilled Craft).

Hispanic females are favorably represented in all job categories except for three (Technicians, Skilled Craft, and Service Maintenance). Hispanic males are underutilized in five job categories (Officials/Administrators, Technicians, Administrative Support, Skilled Craft, and Service/Maintenance).

Asian females are underutilized in five job categories (Officials/Administrators, Professionals, Technicians, Skilled Craft, and Service/Maintenance). Asian males are underutilized in six job categories (Officials/Administrators, Professionals, Technicians, Administrative Support, Skilled Craft, and Service/Maintenance).

White females are underutilized in two job categories (Professionals and Service/Maintenance).

With respect to American Indians and Native Hawaiians/Other Pacific Islanders, the community labor statistics for this group show that the labor population is relatively small, approximately (0.1%), and this is also reflected in the Judiciary workforce.

The following are findings in reference to underutilization of women and minorities in the Judiciary's workforce by job category. Since the Civilian Labor Statistics for American Indians and Native Hawaiians/Other Pacific Islanders is less than 1%, underutilization will not be assessed for these ethnic categories.

Officials/Administrators – Hispanic males (-2.0%), Asian males (-4.0%) and Asian females (-1.0%).

Professionals – White females (-1.0%), Asian males (-5.0%) and Asian females (-3.0%).

Technicians – Black females (-2.0%), Hispanic males (-3.0%), Hispanic females (-5.0%), Asian males (-8.0%) and Asian females (-4.0%).

Administrative Support – Black males (-1.0%), Hispanic males (-4.0%), and Asian males (-2.0%).

Skilled Craft Workers – Black males (-7.0%), Hispanic males (-8.0%), Hispanic females (-1.0%), Asian males (-2.0%), and Asian females (-1.0%).

Service Maintenance Workers – Black females (-7.0%), Hispanic males (-20.0%), Hispanic females (-13.0%), Asian males (-3.0%), Asian females (-3.0%), and White females (-11.0%).