

EEOP Short Form



Fri Oct 19 14:47:02 EDT 2012

Step 1: Introductory Information

Grant Title:	FY12 Adult Drug Court Discretionary Grant Program: Enhancement	Grant Number:	2012-DC-BX-0003
Grantee Name:	Orange County Superior Court	Award Amount:	\$200,000.00
Grantee Type:	Local Government Agency		
Address:	700 Civic Center Drive West Santa Ana, California 92701		
Contact Person:	Kathryn Singh	Telephone #:	657-622-7706
Contact Address:	700 Civic Center Drive West Santa Ana, California 92701		
DOJ Grant Manager:	Kerri Vitalo-Logan	DOJ Telephone #:	202-353-9074

Policy Statement:

In accordance with state and federal requirements, the court supports a policy of non-discrimination and equal employment opportunity (EEO). Superior Court will not discriminate in any policy, practice or procedure on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or other basis protected by law.

Step 4b: Narrative Underutilization Analysis

The Superior Court's Human Resources Department reviewed the Utilization Analysis Chart and noted the following:

1. White females are under-represented in the Professionals (-6%) and Service/Maintenance (-13%) categories.
2. White males are under-represented in the Officials/Administrators (-30%), Professionals (-15%) and Administrative Support (-18%) categories.
3. Asian males are under-represented in the Administrative Support (-3%) category.

The Court's workforce is composed of 76% female compared to 67.6% of Orange County's labor market. Of the 76%, 60.5% are in the Administrative Support category, which historically has more female applicants due to the clerical nature of the positions.

The Administrative Support category contains many feeder classifications for the Professionals and Officials/Administrators categories. Since white males are under-represented in Administrative Support (-18%) category, that in turn affects the under-representation in the Professionals (-15%) and Officials/Administrators (-30%) categories.

Although white females are under-represented in the Service/Maintenance category, the entire category encompasses only 2.5% of the Court's entire workforce. Classifications within this category are 3.7% of 136 total classifications.

In reviewing the 2010 EEOP Short Form, Asian males were under-represented in three categories, compared to the current -3% in only one category (Administrative Support). As noted above, historically the classifications which are categorized as Administrative Support have more female than male applicants.

Due to the current budget climate, the need for external recruiting has decreased and will continue to do so over the next two years. Our entry level clerical recruitments for Legal Processing Specialist (LPS) and Office Assistant (OA) have not been open since 2010. 36% of Administrative Support employees are either an OA or LPS.

Step 5 & 6: Objectives and Steps

1. Increase outreach to target the Asian population in Orange County when the Court opens external recruitments within the Administrative Support category.

- a. Human Resources will reach out to various local organizations and schools when external recruitments within the Administrative Support category arise. Such organizations and schools may include Organization of Chinese Americans, Orange County Asian and Pacific Islander Community Alliance, Asian Business Association of Orange County, Golden West Community College, Irvine Valley College and Orange Coast College.

As noted in the underutilization analysis narrative, the Court's need for external recruiting will continue to decrease over the next two years. In the interim, the Court will begin to develop networks with all local colleges and organizations in order to immediately distribute employment opportunities as they arise.

2. Continue to support a policy of non-discrimination and equal employment opportunity.

- a. The Court will continue to support a policy of non-discrimination and equal employment opportunity in order to maintain a diverse workforce. The Court will continue to offer discrimination prevention classes to all staff on an ongoing basis.

Step 7a: Internal Dissemination

1. Post the EEOP Short Form on the Court's intranet site, which is available to all employees.
2. Continue to train management and supervisors on the Court's non-discrimination/harassment policies and procedures, along with other EEO related subjects.
3. A copy of the EEOP Short Form will be distributed electronically to Executive Management and Supervising Managers.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short Form on the Court's Employment section of the public website (www.occourts.org) under the General Employment Information tab.

Utilization Analysis Chart
Relevant Labor Market: Orange County, California

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 #/%	14/18%	7/9%	0/0%	1/1%	2/3%	0/0%	1/1%	33/43%	8/10%	2/3%	0/0%	5/6%	0/0%	4/5%
CLS #/%	118,680/48%	16,855/7%	2,045/1%	470/0%	18,595/8%	245/0%	2,185/1%	62,840/25%	11,525/5%	1,510/1%	350/0%	10,285/4%	215/0%	1,090/0%
Utilization #/%	-30%	2%	-1%	1%	-5%	-0%	0%	17%	6%	2%	-0%	2%	-0%	5%
Professionals														
Workforce #/%	63/21%	27/9%	0/0%	0/0%	28/9%	0/0%	6/2%	81/27%	51/17%	4/1%	0/0%	32/11%	0/0%	7/2%
CLS #/%	99,285/36%	11,830/4%	2,170/1%	410/0%	27,360/10%	230/0%	1,975/1%	92,225/33%	14,290/5%	2,400/1%	455/0%	21,770/8%	230/0%	1,575/1%
Utilization #/%	-15%	5%	-1%	-0%	-1%	-0%	1%	-6%	12%	0%	-0%	3%	-0%	2%
Technicians														
Workforce #/%	9/45%	1/5%	0/0%	0/0%	5/25%	0/0%	1/5%	2/10%	1/5%	0/0%	0/0%	1/5%	0/0%	0/0%
CLS #/%	6,255/26%	2,105/9%	300/1%	40/0%	3,225/14%	50/0%	280/1%	6,740/28%	1,655/7%	345/1%	35/0%	2,465/10%	30/0%	185/1%
Utilization #/%	19%	-4%	-1%	-0%	11%	-0%	4%	-18%	-2%	-1%	-0%	-5%	-0%	-1%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	11,460/57%	3,315/17%	430/2%	125/1%	1,350/7%	80/0%	295/1%	1,960/10%	745/4%	75/0%	15/0%	105/1%	0/0%	55/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	7/70%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	500/40%	110/9%	0/0%	15/1%	10/1%	4/0%	4/0%	370/29%	210/17%	4/0%	0/0%	30/2%	4/0%	0/0%
Utilization #/%	30%	21%	0%	-1%	-1%	-0%	-0%	-29%	-17%	-0%	0%	-2%	-0%	0%
Administrative Support														
Workforce #/%	52/5%	81/7%	6/1%	0/0%	22/2%	0/0%	7/1%	422/38%	349/31%	28/3%	2/0%	97/9%	2/0%	48/4%
CLS #/%	84,815/23%	31,095/8%	2,880/1%	490/0%	16,925/5%	450/0%	2,275/1%	146,300/39%	50,590/14%	4,245/1%	1,005/0%	26,630/7%	870/0%	2,985/1%
Utilization #/%	-18%	-1%	-0%	-0%	-3%	-0%	0%	-2%	18%	1%	-0%	2%	-0%	3%

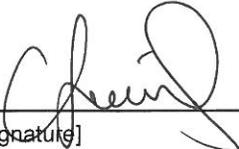
Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	50,610/45%	36,825/33%	1,090/1%	365/0%	10,945/10%	460/0%	1,315/1%	3,065/3%	3,530/3%	70/0%	25/0%	3,160/3%	10/0%	150/0%
Utilization #/%	35%	-33%	-1%	-0%	-10%	-0%	19%	-3%	-3%	-0%	-0%	-3%	-0%	-0%
Service/Maintenance														
Workforce #/%	4/10%	15/38%	0/0%	0/0%	5/13%	0/0%	0/0%	0/0%	14/36%	0/0%	0/0%	1/3%	0/0%	0/0%
CLS #/%	61,680/19%	109,745/33%	2,750/1%	575/0%	20,815/6%	705/0%	2,065/1%	44,060/13%	66,345/20%	1,265/0%	495/0%	20,010/6%	415/0%	1,375/0%
Utilization #/%	-8%	5%	-1%	-0%	7%	-0%	-1%	-13%	16%	-0%	-0%	-3%	-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	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	✓													
Professionals	✓							✓						
Administrative Support	✓				✓									
Service/Maintenance								✓						

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 Short Form.

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

 Staffing & Recruitment Officer 10/19/12
[signature] [title] [date]