



# Equal Employment Opportunity Plan

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An Equal Employment Opportunity Plan (EEO) is a workforce\* report that some organizations must complete every two years as a condition for receiving federal Justice Department funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968. The purpose of the EEO is to make sure that recipients of financial assistance from the Justice Department are providing equal employment opportunities to men and women regardless of sex, race, or national origin. The Judicial Council of California received federal from programs through various state agencies. Examples of such programs include Judicial Review and Technical Assistance Project and our Violence Against Women Education Project.

*\* Please note: Based on direction from the U.S. Department of Justice (DOJ) and due to the limitations of its EEO reporting system, the Judicial Council workforce was compared to the San Francisco labor market. The DOJ bases its data on the zip code of the reporting agency's headquarter location.*

# EEOP Utilization Report



Fri Jan 29 17:28:24 EST 2016

## Step 1: Introductory Information

**Grant Title:** State Court Improvement - Data Program  
**Grant Number:** 2015G991512  
**Grantee Name:** Judicial Council of California  
**Award Amount:** \$682,613.00  
**Grantee Type:** State Government Agency  
**Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102  
**Contact Person:** Don Will  
**Telephone #:** 415-865-7668  
**Contact Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102  
**DOJ Grant Manager:** David Kelly  
**DOJ Telephone #:** 202-205-8709

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**Grant Title:** State Court Improvement and Training Program  
**Grant Number:** 2015G991513  
**Grantee Name:** Judicial Council of California  
**Award Amount:** \$682,613.00  
**Grantee Type:** State Government Agency  
**Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102  
**Contact Person:** Don Will  
**Telephone #:** 415-865-7668  
**Contact Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102  
**DOJ Grant Manager:** David Kelly  
**DOJ Telephone #:** 202-205-8709

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**Grant Title:** Judicial Review and Technical Assistance  
**Grant Number:** 14-2022  
**Grantee Name:** Judicial Council of California  
**Award Amount:** \$2,526,000.00  
**Grantee Type:** State Government Agency  
**Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102  
**Contact Person:** Don Will  
**Telephone #:** 415-865-7668  
**Contact Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102

**DOJ Grant Manager:** Ty Morgan

**DOJ Telephone #:** 916-212-2759

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**Grant Title:** Interdisciplinary Training  
**Grantee Name:** Judicial Council of California  
**Grantee Type:** State Government Agency  
**Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102

**Grant Number:** 14-2003  
**Award Amount:** \$2,181,683.00

**Contact Person:** Don Will  
**Contact Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102

**Telephone #:** 415-865-7668

**DOJ Grant Manager:** Jackie Shelley

**DOJ Telephone #:** 916-653-5025

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**Grant Title:** State Court Improvement - Basic Program  
**Grantee Name:** Judicial Council of California  
**Grantee Type:** State Government Agency  
**Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102

**Grant Number:** 2015G996437 and 2015G996471

**Contact Person:** Don Will  
**Contact Address:** 455 Golden Gate Avenue  
San Francisco, California  
94102

**Telephone #:** 415-865-7668

**DOJ Grant Manager:** David Kelly

**DOJ Telephone #:** 202-205-8709

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### **Policy Statement:**

Employment in the judicial branch is open to all persons on the basis of ability. Individuals are recruited, selected, promoted, and retained regardless of age, sex, race, color, ancestry, marital status, physical or mental disability, religion, national origin, medical condition, veteran status, sexual orientation, or any other factor protected by law. This policy applies to all areas of employment, including hiring, training, compensation, benefits, transfer, and social and recreational programs. Finally, the judicial branch prohibits the harassment of any individual on the basis of the characteristics listed above.

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

The Judicial Council of California reviewed the Utilization Analysis, comparing the Judicial Council's workforce with the State of California labor market, and noted the following:

Per the Department of Justice, in evaluating discriminatory practices in the workplace, courts have generally recognized that statistics showing underutilization of qualified employees (classified by race, national origin, or sex) by two standard deviations or more may be significant. The below areas have been identified by the USDOJ as showing underutilization of two or more standard deviations at the Judicial Council.

### **Officials/Administrators**

No group under this job category is significantly under-represented.

### **Professionals**

No group under this job category is significantly under-represented.

### **Technicians**

No group under this job category is significantly under-represented.

### **Administrative Support**

In this category, White and Asian males are under-represented by 8%. Males, overall, represented approximately 21.9% of all Administrative Support job applicants. However, of the 21.9% of male job applicants, approximately 15.15% were White (66 applicants, 8.33%) and Asian males (54 applicants, 6.82%).

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

### **1. To determine the reason for underutilization of White and Asian males in the Administrative Support job category and address**

- a. Judicial Council Human Resources (HR) office will review the composition of the applicant pool for all vacancies in the Administrative Support category to determine whether White and Asian males are underrepresented.
- b. If White and Asian males are underrepresented in the applicant pool, HR will recommend that the Judicial Council enhance outreach efforts that target the White and Asian population, for example, advertising on web sites and in other media specifically targeting these groups, participating in job fairs targeting these population, and building relationships with schools and community groups to build interest in positions at the Judicial Council.
- c. If these groups are found not to be underrepresented in the applicant pool, HR will review the applicant flow data to determine whether any step in the selection process results in screening out White and Asian applicants disproportionately. If so, HR will recommend that the Judicial Council consider modifying the selection process.

### **Step 7a: Internal Dissemination**

The Judicial Council disseminates its EEOP Utilization Report by posting it to our intranet which is accessible by all of our employees. We are also notifying all employees of this report's availability by email and copies of this report can be obtained through Human Resources.

### **Step 7b: External Dissemination**

The Judicial Council disseminates our EEOP Utilization Report by posting it to our public website: [www.courts.ca.gov](http://www.courts.ca.gov). Copies of this report can be obtained by the general public through Human Resources.

**Utilization Analysis Chart  
Relevant Labor Market: San Francisco 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	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 #/%	27/40%	1/1%	0/0%	0/0%	3/4%	0/0%	0/0%	0/0%	26/39%	2/3%	3/4%	0/0%	5/7%	0/0%	0/0%	0/0%
CLS #/%	40,125/36%	4,870/4%	2,475/2%	160/0%	11,790/11%	260/0%	1,105/1%	575/1%	28,005/25%	4,505/4%	2,395/2%	80/0%	12,800/12%	220/0%	925/1%	475/0%
Utilization #/%	4%	-3%	-2%	-0%	-6%	-0%	-1%	-1%	14%	-1%	2%	-0%	-4%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	129/28%	18/4%	8/2%	0/0%	45/10%	0/0%	3/1%	0/0%	147/31%	15/3%	27/6%	1/0%	68/15%	0/0%	7/1%	0/0%
CLS #/%	50,570/32%	6,295/4%	3,320/2%	145/0%	19,230/12%	105/0%	1,290/1%	865/1%	42,505/27%	6,000/4%	3,185/2%	165/0%	23,805/15%	155/0%	1,710/1%	1,005/1%
Utilization #/%	-4%	-0%	-0%	-0%	-2%	-0%	-0%	-1%	5%	-1%	4%	0%	-0%	-0%	0%	-1%
<b>Technicians</b>																
Workforce #/%	4/20%	1/5%	1/5%	0/0%	6/30%	0/0%	0/0%	0/0%	3/15%	1/5%	0/0%	0/0%	4/20%	0/0%	0/0%	0/0%
CLS #/%	4,025/30%	690/5%	175/1%	0/0%	2,305/17%	30/0%	195/1%	135/1%	1,915/14%	535/4%	335/3%	0/0%	2,760/21%	85/1%	105/1%	50/0%
Utilization #/%	-10%	-0%	4%	0%	13%	-0%	-1%	-1%	1%	1%	-3%	0%	-1%	-1%	-1%	-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 #/%	3,550/32%	1,320/12%	1,500/14%	20/0%	2,085/19%	90/1%	225/2%	80/1%	630/6%	515/5%	615/6%	0/0%	290/3%	20/0%	99/1%	10/0%
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 #/%	60/23%	25/9%	15/6%	0/0%	10/4%	0/0%	0/0%	0/0%	10/4%	10/4%	0/0%	0/0%	110/42%	0/0%	0/0%	25/9%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	20/12%	5/3%	3/2%	0/0%	6/4%	0/0%	2/1%	0/0%	58/36%	11/7%	19/12%	0/0%	34/21%	3/2%	0/0%	0/0%
CLS #/%	30,230/21%	9,135/6%	3,115/2%	90/0%	17,515/12%	255/0%	825/1%	685/0%	33,805/23%	12,510/9%	6,735/5%	255/0%	28,100/19%	370/0%	1,650/1%	910/1%

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 #/%	-8%	-3%	-0%	-0%	-8%	-0%	1%	-0%	13%	-2%	7%	-0%	2%	2%	-1%	-1%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	12,265/37%	10,075/30%	1,410/4%	105/0%	6,545/20%	220/1%	335/1%	210/1%	575/2%	450/1%	95/0%	0/0%	845/3%	50/0%	30/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	17,660/15%	25,390/21%	4,695/4%	160/0%	19,190/16%	290/0%	800/1%	560/0%	12,995/11%	13,465/11%	3,430/3%	190/0%	20,380/17%	240/0%	670/1%	450/0%
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
Administrative Support	✓				✓											