



# Equal Employment Opportunity Plan

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An Equal Employment Opportunity Plan (EEO Plan) 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 Plan 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 funds 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), the Judicial Council workforce was compared to the State of California labor market.*

# EEO Utilization Report

## Organization Information

Name: Judicial Council Of California

City: San Francisco

State: CA

Zip: 94102

Type: State Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The Judicial Council is committed to a policy of equal employment opportunity for all applicants and employees. The Judicial Council does not discriminate on the basis of race, color, religious creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, family care status, military and veteran status, marital status, sexual orientation, or any other basis prohibited by law. The Judicial Council prohibits sex harassment and harassment of any individual on any of the other bases listed above.

## Step 4b: Narrative of Interpretation

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 following areas have been identified by the USDOJ as showing underutilization of two or more standard deviations at the Judicial Council.

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

### Officials/Administrators

No group under this job category is shown to be significantly under-represented.

### Professionals

Hispanic or Latino (-3%) females are shown to be under-represented in this job category.

### Technicians

No group under this job category is shown to be significantly under-represented.

### Administrative Support

White (-8%) and Hispanic or Latino (-5%) males are shown to be under-represented in this job category.

White (-7%) and Hispanic or Latino (-11%) females are also shown to be under-represented in this job category.

### Service Maintenance

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

## Step 5: Objectives and Steps

### 1. To encourage Hispanic or Latino females to apply for vacancies in the Professionals job category.

- a. Judicial Council Human Resources (HR) office will review the composition of the applicant pool for all vacancies in these job categories in the last year to determine if Hispanic or Latino females were under-represented.
- b. If Hispanic or Latino females are under-represented in the applicant pools for these job categories, HR will recommend that the Judicial Council enhance outreach efforts that target this population. For example, advertising on websites and in other media specifically targeting this group, participating in job fairs targeting this population, and building relationships with schools and community groups to build interest in positions at the Judicial Council.
- c. If this group is found not to be under-represented in the applicant pools of these job categories, HR will review the applicant flow data to determine whether any step in the selection process results in screening out this identified category. If so, HR will recommend that the Judicial Council consider modifying the selection process.

### 2. To encourage White and Hispanic or Latino males and females to apply for vacancies in the Administrative job category.

- a. Judicial Council Human Resources (HR) office will review the composition of the applicant pool for all vacancies in these job categories in the last year to determine whether White and Hispanic or Latino males were under-represented.
- b. If White and Hispanic or Latino males are under-represented in the applicant pools for these job categories, HR will recommend that the Judicial Council enhance outreach efforts that target this population. For example, advertising on websites and in other media specifically targeting this group, participating in job fairs targeting this population, and building relationships with schools and community groups to build interest in positions at the Judicial Council.
- c. If this group is found not to be under-represented in the applicant pools of these job categories, HR will review the applicant flow data to determine whether any step in the selection process results in screening out this identified category. If so, HR will recommend that the Judicial Council consider modifying the selection process.

**Step 6: Internal Dissemination**

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

**Step 7: External Dissemination**

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

**Utilization Analysis Chart  
Relevant Labor Market: 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 #/%	25/38%	3/5%	1/2%	1/2%	2/3%	0/0%	0/0%	0/0%	22/34%	4/6%	3/5%	1/2%	2/3%	0/0%	1/2%	0/0%
CLS #/%	805,425/38%	204,270/10%	45,140/2%	3,660/0%	172,275/8%	3,150/0%	14,500/1%	7,790/0%	503,630/24%	157,390/7%	52,335/2%	3,720/0%	130,970/6%	3,225/0%	12,650/1%	6,925/0%
Utilization #/%	1%	-5%	-1%	1%	-5%	-0%	-1%	-0%	10%	-1%	2%	1%	-3%	-0%	1%	-0%
<b>Professionals</b>																
Workforce #/%	103/25%	17/4%	5/1%	0/0%	47/11%	2/0%	5/1%	0/0%	111/27%	20/5%	19/5%	1/0%	71/17%	1/0%	8/2%	0/0%
CLS #/%	909,825/29%	180,800/6%	66,290/2%	3,860/0%	325,070/1%	3,435/0%	21,155/1%	12,085/0%	921,400/29%	247,345/8%	87,830/3%	4,685/0%	319,465/1%	3,520/0%	24,155/1%	13,155/0%
Utilization #/%	-4%	-2%	-1%	-0%	1%	0%	1%	-0%	-2%	-3%	2%	0%	7%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	6/26%	2/9%	1/4%	0/0%	5/22%	0/0%	1/4%	0/0%	2/9%	1/4%	1/4%	0/0%	4/17%	0/0%	0/0%	0/0%
CLS #/%	104,665/24%	40,410/10%	10,250/3%	665/0%	48,385/12%	945/0%	3,275/1%	1,575/0%	84,105/21%	43,270/11%	14,765/4%	735/0%	47,255/12%	665/0%	3,385/1%	2,085/1%
Utilization #/%	0%	-1%	2%	-0%	10%	-0%	4%	-0%	-12%	-6%	1%	-0%	6%	-0%	-1%	-1%
<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 #/%	131,560/4%	75,870/23%	30,035/9%	1,925/1%	19,875/6%	2,060/1%	3,780/1%	1,985/1%	24,965/8%	17,345/5%	9,995/3%	485/0%	3,605/1%	495/0%	1,205/0%	730/0%
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 #/%	6,110/30%	2,820/14%	1,035/5%	135/1%	1,315/6%	0/0%	185/1%	190/1%	4,750/23%	2,590/13%	725/4%	15/0%	455/2%	90/0%	129/1%	150/1%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	21/10%	14/7%	5/2%	0/0%	15/7%	2/1%	2/1%	0/0%	42/21%	17/8%	17/8%	0/0%	59/29%	3/1%	5/2%	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 #/%	789,770/18%	508,135/12%	95,030/2%	5,310/0%	242,305/6%	6,390/0%	21,875/1%	13,905/0%	1,208,745/28%	844,810/20%	166,325/4%	11,800/0%	321,240/7%	12,235/0%	37,235/1%	22,025/1%				
Utilization #/%	-8%	-5%	0%	-0%	2%	1%	0%	-0%	-7%	-11%	5%	-0%	22%	1%	2%	-1%				
<b>Skilled Craft</b>																				
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CLS #/%	502,010/39%	565,860/44%	38,845/3%	5,035/0%	85,055/7%	4,685/0%	10,830/1%	7,120/1%	26,515/2%	28,545/2%	3,635/0%	325/0%	16,650/1%	365/0%	670/0%	515/0%				
Utilization #/%	9%	4%	%	%	%	%	%	%	%	%	%	%	%	%	%	%				
<b>Service/Maintenance</b>																				
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/				
CLS #/%	667,880/15%	1,570,385/35%	117,095/3%	8,375/0%	235,965/5%	10,670/0%	22,085/0%	17,055/0%	526,735/12%	940,885/21%	97,565/2%	7,585/0%	239,870/5%	7,910/0%	19,360/0%	13,320/0%				
Utilization #/%	5%	/35%	%	%	%	%	%	%	2%	1%	%	%	%	%	%	%				

### 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
<b>Professionals</b>										✓						
<b>Administrative Support</b>	✓	✓							✓	✓						

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: Felizia Nava-Kardon

Principal Manager II

12-13-2019

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