

# EEO Utilization Report

## Organization Information

Name: Oregon Judicial Department

City: Salem

State: OR

Zip: 97301-2563

Type: State Court

## **Step 1: Introductory Information**

### **Policy Statement:**

Judicial Department Personnel Rule 5

OJD provides equal employment opportunities to all employees and applicants for employment without unlawful regard to race, color, religion, national origin, sex, political affiliation, age, marital status, mental or physical disability, sexual orientation, genetic information, veteran status, or any other reason prohibited by law. This applies to all aspects of employment, including but not limited to, recruitment, hiring, training, promotion, transfer, and administration of all personnel policies, procedures, practices, programs, and services.

Following File has been uploaded:Unlawful Discrimination and Harassment.pdf

## Step 4b: Narrative of Interpretation

See attached.

Following File has been uploaded:Narrative of Interpretation Step 4b.pdf

## Step 5: Objectives and Steps

### **1. OJD gathers and makes available the data and information necessary for OJD courts and offices to identify areas needing improvement in reaching parity in all EEO categories.**

- a. The data is used for analysis and reports providing OJD courts and offices with information to prioritize their efforts in recruiting people of color, women, and persons with disabilities.
- b. OJD gathers applicant demographics for analysis/use by OJD courts and offices in prioritizing their efforts in recruiting people of color, women, and persons with disabilities.
- c. OJD processes and publishes Affirmative Action and EEO reports biennially to provide OJD courts and offices the information necessary to review their diversity goals, to identify the gains made during the current reporting period, in developing outreach strategies to achieve their goals, and to prioritize their efforts to recruit people of color, women, and persons with disabilities.
- d. OJD provides race, ethnicity, and disability status information for applicant pools upon request. to OJD courts and offices to assist them when reviewing their diversity goals, identifying the gains made during the current reporting period, in developing outreach strategies to achieve their goals, and to prioritize their efforts to recruit people of color, women, and persons with disabilities.

### **2. OJD monitors all personnel practices and procedures, including training, hiring, and promoting to ensure they are applied equally and in compliance with OJD EEO.**

- a. OJD monitors, encourages feedback, and evaluates personnel practices and procedures to improve processes and practices to ensure equal application and compliance related to OJD EEO.
- b. OJD encourages administrative authorities to evaluate subordinate managers and supervisors for making good faith efforts in EEO/AA.

### **3. OJD employs strategies for employee retention and development.**

- a. Courts and offices provide developmental assignments and job rotations to current employees.
- b. Courts and offices develop opportunities for underfilling positions for those employees who do not meet the minimum qualifications and where recruitment for qualified individuals is difficult.
- c. OJD provides a pay differential, where needed, for eligible employees who possess bilingual skills.
- d. OJD promotes and supports employee training and development for all employees.
- e. OJD promotes efforts to utilize underfill recruitments and establish career ladders for current employees.
- f. OJD provides a centrally coordinated mentorship program for new trial court administrators and division directors.
- g. OJD created and hired for an Access to Justice position. This position works to provide customized affirmative action and diversity training for individual courts management and staff.

### **4. OJD establishes a positive climate for equal employment and takes necessary actions to prevent discrimination and harassment.**

- a. OJD provides training videos for all courts and offices to educate staff on what harassment and discrimination are and that they are not tolerated.
- b. OJD advises employees and new hires of the OJD discrimination complaint procedures.
- c. OJD handles all discrimination and harassment complaints in an effective and timely manner.
- d. OJD purchased updated training videos for all courts and offices to educate staff on what harassment and discrimination are and that they not tolerated.

### **5. OJD encourages statewide and local committees and boards represent the diversity of the workforce.**

- a. OJD encourages administrative authorities and judges nominating or appointing members for committees and boards to consider the diversity of the workforce.

**6. OJD maintains and provides informational resources for use by judges, administrative authorities, committees, and hiring managers for use in identifying and employing outreach strategies to meet diversity goals.**

- a. OJD maintains information regarding advertising resources, community group contacts, community group outreach activities, job fairs and other outreach information for use by administrative authorities, judges, and hiring managers.

**7. OJD employs promotion and recruitment opportunities to reach people of color, women, and persons with disabilities for improved representation in all categories.**

- a. OJD participates in mock interviews of high school students to provide feedback on their skills and to solicit interest in OJD.
- b. OJD encourages courts and offices to create internships for high school and college students interested in a career in the judicial branch.
- c. Courts and offices use listservs, websites, and advertising with broad outreach or that are related to specific organizational groups to reach people of color, women, and persons with disabilities (e.g., publications or job sites related to ethnic or racial groups such as The Asian Reporter, El Hispanic, Urban League of Portland, etc.; listservs for organizations such as the Oregon Hispanic Bar Association, Oregon Gay and Lesbian Law Association, Oregon Women Lawyers, Oregon Minority Lawyers Association, etc.; alumni listservs and websites for universities and law schools; Craigs List, the National Center for State Courts, the Oregon State Bar, Monster.com, Mac's List, and Indeed).
- d. OJD encourages use of open competitive recruitments to reach people of color, women, and persons with disabilities.

**8. OJD provides training and resources for use by judges, administrative authorities, committees, and hiring managers to recruit people of color, women, and persons with disabilities and to maintain gains made during the current reporting period.**

- a. OJD continues to educate judges, administrative authorities, and hiring managers and promote use of open recruitments and diverse interview panels.
- b. OJD maintains, updates, and provides informational resources (e.g., advertising sources, outreach resources, and notification of outreach opportunities for job fairs, community group contacts, and community group outreach activities) for use by judges, administrative authorities, and hiring managers.
- c. OJD continues to provide training programs for employees and judges, when and where possible, that include information on affirmative action and discrimination, including incorporating the Affirmative Action Plan into the existing EEO module of supervisory training.
- d. OJD provides, when and where possible, a separate, comprehensive recruitment and selection training module to supervisors and leadworkers with a component on affirmative action and diversity.
- e. OJD continues to promote a region-wide supervisor forum to share best practices in the areas of recruitment and selection and outreach strategies.

## **Step 6: Internal Dissemination**

The EEO Utilization Report is accessible by all Oregon Judicial Department (OJD) employees and judges on OJD's internal and external web pages. The Human Resource Services Division Director, as delegated by the State Court Administrator, is responsible for implementing the EEOP.

Administrative Authorities are advised of the availability for use and distribution of the EEO Utilization and Affirmative Action Reports as they are updated and posted.

Participants of trainings such as the Supervisory CAMP are advised of the availability and location of the EEOP/Utilization Report and Affirmative Action Reports.

Paper copies and other alternate formats are made available to interested parties upon request.

## **Step 7: External Dissemination**

The Utilization Report is accessible by all Oregon Judicial Department (OJD) employees and interested parties on OJD's external web pages. The Human Resource Services Division Director, as delegated by the State Court Administrator, is responsible for implementing the EEOP.

Administrative Authorities are advised of the availability for use and distribution of the EEO Utilization and Affirmative Action Reports as they are updated and posted.

The Affirmative Action Report is disseminated to the Oregon Legislature each biennium.

Paper copies and other alternate formats are made available to interested parties upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Oregon**

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 #/%	21/38%	1/2%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	27/49%	2/4%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%
CLS #/%	118,680/52%	5,830/3%	1,615/1%	740/0%	4,290/2%	200/0%	1,815/1%	385/0%	84,295/37%	4,025/2%	1,260/1%	640/0%	3,175/1%	100/0%	1,610/1%	320/0%
Utilization #/%	-14%	-1%	-1%	-0%	-0%	-0%	-1%	-0%	12%	2%	1%	2%	0%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	71/24%	9/3%	1/0%	0/0%	4/1%	0/0%	3/1%	0/0%	178/59%	16/5%	4/1%	1/0%	6/2%	1/0%	7/2%	0/0%
CLS #/%	128,425/40%	5,350/2%	2,250/1%	615/0%	10,895/3%	340/0%	2,250/1%	920/0%	148,285/46%	7,335/2%	1,855/1%	835/0%	8,660/3%	185/0%	2,665/1%	815/0%
Utilization #/%	-16%	1%	-0%	-0%	-2%	-0%	0%	-0%	13%	3%	1%	0%	-1%	0%	1%	-0%
<b>Technicians</b>																
Workforce #/%	64/58%	4/4%	6/5%	1/1%	6/5%	0/0%	1/1%	0/0%	26/23%	0/0%	2/2%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	19,845/43%	945/2%	325/1%	205/0%	1,155/2%	20/0%	375/1%	40/0%	20,110/43%	1,015/2%	215/0%	290/1%	1,295/3%	60/0%	530/1%	65/0%
Utilization #/%	15%	2%	5%	0%	3%	-0%	0%	-0%	-20%	-2%	1%	-1%	-2%	-0%	-1%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,385/71%	1,200/4%	555/2%	260/1%	310/1%	55/0%	605/2%	155/1%	4,075/15%	340/1%	40/0%	25/0%	65/0%	65/0%	160/1%	15/0%
Utilization #/%	29%	-4%	-2%	-1%	-1%	-0%	-2%	-1%	-15%	-1%	-0%	-0%	-0%	-0%	-1%	-0%
<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 #/%	1,265/45%	44/2%	45/2%	15/1%	0/0%	0/0%	19/1%	0/0%	1,305/46%	34/1%	25/1%	20/1%	25/1%	0/0%	14/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	82/9%	14/1%	1/0%	1/0%	5/1%	0/0%	1/0%	0/0%	695/74%	76/8%	17/2%	5/1%	29/3%	6/1%	9/1%	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 #/%	141,055/30%	12,440/3%	3,030/1%	1,185/0%	5,525/1%	550/0%	2,630/1%	760/0%	257,925/55%	19,110/4%	3,615/1%	2,900/1%	9,240/2%	1,035/0%	5,560/1%	1,510/0%
Utilization #/%	-21%	-1%	-1%	-0%	-1%	-0%	-0%	-0%	19%	4%	1%	-0%	1%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	120,515/78%	16,235/11%	950/1%	1,305/1%	2,470/2%	470/0%	2,435/2%	490/0%	6,945/5%	670/0%	150/0%	155/0%	725/0%	70/0%	230/0%	20/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	18/13%	4/3%	0/0%	0/0%	1/1%	1/1%	0/0%	0/0%	90/67%	10/7%	4/3%	3/2%	1/1%	0/0%	2/1%	0/0%
CLS #/%	206,780/40%	61,700/12%	6,140/1%	3,090/1%	9,560/2%	1,015/0%	4,575/1%	1,200/0%	159,540/31%	36,315/7%	3,930/1%	2,565/0%	10,025/2%	1,165/0%	4,800/1%	1,035/0%
Utilization #/%	-27%	-9%	-1%	-1%	-1%	1%	-1%	-0%	36%	0%	2%	2%	-1%	-0%	1%	-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
<b>Officials/Administrators</b>	✓															
<b>Professionals</b>	✓															
<b>Technicians</b>									✓							
<b>Administrative Support</b>	✓	✓	✓													
<b>Service/Maintenance</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: Nancy Cozine

State Court Administrator

06-25-2020

---

[signature]

[title]

[date]