

# EEO Utilization Report

## Organization Information

Name: Administrative Office Of The Courts

City: Concord

State: NH

Zip: 03301

Type: State Court

## **Step 1: Introductory Information**

### **Policy Statement:**

The Judicial Branch is an equal opportunity employer. Discrimination in any action covered by the Judicial Branch's personnel rules on the basis of a protected group is prohibited. A protected group is defined as: Persons who are afforded certain protections in hiring and employment practices under state and/or federal law, including but not limited to, on the basis of: age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation, gender identity or gender expression, or any other class protected by federal or state law. This provision applies to all non-judicial employees of the Judicial Branch, regardless of the classification of their position.

Following File has been uploaded:Anti\_discrimination policy\_Supreme Court Order 2007-06.pdf

## **Step 4b: Narrative of Interpretation**

The underutilization report has been reviewed, and the New Hampshire Judicial Branch understands it shows underutilization in two categories.

White females were significantly underrepresented in the protective services (non-sworn) category, at a rate of -53%. As reported in 2015, 2017, and 2019, white males predominately apply for these positions.

White males were significantly underrepresented in the administrative support category, at a rate of -29%. This has increased slightly from the 2019 submittal of -27%.

Given there is little change from previous Utilization Analysis Charts, one reason for this may be that there is little turnover in these positions, barring a more diversified applicant pool for these positions.

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

### **1. To ensure equal employment opportunities for women when our organization fills vacancies that become available in the Protective Services (non-sworn) job category.**

- a. Recruit from within by educating employees in other job categories about career opportunities in Protective Services.
- b. Promote diversity and inclusion to all Judicial Branch employees. This will be accomplished by including a section in the Branch's Personnel Rules on diversity, orientation for new hires, and e-learning for existing employees.
- c. Encourage referrals from existing female employees in this job category, who can attest to their experience in such a role with the Judicial Branch.

### **2. Focus recruiting efforts on the Generation Z population , who may have less gender bias and less tolerance for gender stereotypes in the workplace.**

- a. Work with local colleges and universities to educate them on all available positions.
- b. Involve current employees (female employees in Protective Services and male employees in Administrative roles) in job fairs or presentations to attest to their experiences working in their respective jobs for the Judicial Branch.

### **3. To encourage males to apply for vacancies in the Administrative Support job category.**

- a. Encourage existing employees in other job categories to internally apply for positions in the Administrative Support job category. This may be accomplished through development of succession planning, and educating employees on career opportunities within the Judicial Branch.
- b. Promote diversity and inclusion to all Judicial Branch employees. This will be accomplished by including a section in the Branch's Personnel Rules on diversity, orientation for new hires, and e-learning for existing employees.

## **Step 6: Internal Dissemination**

1. The EEOP will be posted on the NH Judicial Branch Intranet for all employees to review.
2. The EEOP will be posted in the employee's-only areas of all court locations.
3. The EEOP will be reviewed with each new hire at orientation.

## **Step 7: External Dissemination**

1. Post the EEOP on the Branch's public-facing website.
2. Inform vendors doing business with the Judicial Branch of our EEOP.

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

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 #/%	50/58%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	34/40%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	45,940/57%	625/1%	375/0%	85/0%	920/1%	0/0%	249/0%	75/0%	31,240/39%	540/1%	150/0%	45/0%	455/1%	0/0%	310/0%	35/0%
Utilization #/%	1%	-1%	1%	-0%	-1%	0%	-0%	-0%	1%	-1%	-0%	-0%	1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	8/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	48,345/39%	960/1%	655/1%	65/0%	2,030/2%	15/0%	470/0%	130/0%	67,905/54%	1,005/1%	310/0%	170/0%	1,925/2%	0/0%	570/0%	70/0%
Utilization #/%	3%	-1%	-1%	-0%	-2%	-0%	-0%	-0%	3%	-1%	-0%	-0%	-2%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	7/41%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	7/41%	0/0%	0/0%	0/0%	2/12%	0/0%	0/0%	0/0%
CLS #/%	7,840/38%	170/1%	175/1%	20/0%	395/2%	4/0%	150/1%	0/0%	10,940/53%	275/1%	40/0%	15/0%	205/1%	0/0%	260/1%	20/0%
Utilization #/%	3%	-1%	5%	-0%	-2%	-0%	-1%	0%	-12%	-1%	-0%	-0%	11%	0%	-1%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,605/85%	79/1%	90/1%	65/1%	10/0%	0/0%	80/1%	0/0%	1,050/12%	0/0%	10/0%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	101/91%	2/2%	0/0%	1/1%	0/0%	0/0%	2/2%	0/0%	5/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	260/33%	25/3%	0/0%	4/1%	0/0%	0/0%	40/5%	4/1%	460/58%	0/0%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%
Utilization #/%	58%	-1%	0%	0%	0%	0%	-3%	-1%	-53%	0%	0%	0%	-1%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	22/5%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	376/90%	6/1%	2/0%	8/2%	1/0%	0/0%	1/0%	0/0%
CLS #/%	60,505/34%	1,645/1%	505/0%	130/0%	695/0%	25/0%	330/0%	180/0%	109,130/6%	2,175/1%	765/0%	150/0%	1,035/1%	15/0%	950/1%	165/0%

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
	%								1%							
Utilization #/%	-29%	-1%	-0%	-0%	-0%	-0%	-0%	-0%	29%	0%	0%	2%	-0%	-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 #/%	53,905/90%	1,215/2%	295/0%	135/0%	310/1%	15/0%	385/1%	70/0%	3,130/5%	95/0%	0/0%	0/0%	130/0%	0/0%	45/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	3/100%	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 #/%	78,180/48%	4,060/3%	1,455/1%	185/0%	2,185/1%	30/0%	545/0%	405/0%	68,305/42%	2,420/1%	835/1%	205/0%	2,170/1%	15/0%	400/0%	355/0%
Utilization #/%	52%	-3%	-1%	-0%	-1%	-0%	-0%	-0%	-42%	-1%	-1%	-0%	-1%	-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
<b>Protective Services: Non-sworn</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: Victoria Prestejohn

Human Resources Manager

02-09-2021

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