

EEOP Utilization Report



Tue May 17 14:57:10 EDT 2016

Step 1: Introductory Information

Grant Title:	VAWA	Grant Number:	A-VAWAMS-2017-MNJUD-00002
Grantee Name:	Minnesota Judicial Branch	Award Amount:	\$106,926.00
Grantee Type:	State Government Agency		
Address:	25 Rev. Dr. Martin Luther King Jr. Blvd St. Paul, Minnesota 55155		
Contact Person:	Key Pedretti	Telephone #:	651-282-2084
Contact Address:	25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155		
State Granting Agency:	Minnesota Department Of Public Safety Office of Justice Programs	Grant Number:	A-VAWAMS-2017-MNJUD-00002
Contact Name:	Cecilia Miller		
Contact Address:	445 Minnesota St St. Paul, Minnesota 55101		
Telephone #:	651-201-7300		

Policy Statement:

Non-Discrimination and Harassment Policy

It is the policy of the Minnesota Judicial Branch that discrimination and harassment in the workplace is prohibited.

Employment discrimination or harassment based on sex, race, color, creed, religion, national origin, age, veteran status, marital status, sexual orientation, disability, status with regard to public assistance, or local human rights commission activity will not be tolerated.

It is the responsibility of every judge and court employee to strive to create an environment free of harassment and discrimination. All judges and court employees are expected to treat other court employees, court users, and the public with dignity and respect and to comply with this policy. Violations of this policy will result in disciplinary action.

Equal Employment Opportunity Policy

It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age.

Step 4b: Narrative Underutilization Analysis

The Minnesota Judicial Branch has made a comparison of our workforce demographics to the available workforce for the state. Overall, our data is fairly reflective of the racial/ethnic populations, based on the 2010 Census data. Nevertheless, we are working to extend employment opportunities to all and to attract and hire a more diverse and culturally competent workforce.

The Judicial Branch has a high percentage of female (-87%) versus male employees (13%). A vast majority of our positions are related to administrative work which historically has been a female dominated position in our society. We found that areas of notable underutilization existed, including the following groups for white males:

Officials/Administrators: - 34%

Professionals: - 15%

Administrative Support: -27%

We also found that areas of notable underutilization existed for white females in the following group:

Technicians: - 34%

The following represents underutilization data of 2 or more standard deviations for males and females within various ethnic groups:

Black or African American males:

Officials/Administrators: - 1%

Administrative Support: -1%

Asian males:

Administrative Support: -1%

The total number of employees is 1981. We were unable to report demographic data for 127 employees. Of these 80 employees have not specified their racial/ethnic data. For the remaining 47 employees, there is no EEO reporting data. This may be due to the fact that these individuals chose not to respond to this request for this data.

The Judicial Branch utilizes the Minnesota Executive Branch's HRIS system which does not include a category for Native Hawaiian or other Pacific Islander or 2 or more races. It is likely that these respondents did not have a category that accurately reflected their identity. We are encouraging the Executive Branch to make updates to these categories. We do not have positions in the Protective Services, Skilled Craft and Service Maintenance categories.

Step 5 & 6: Objectives and Steps

1. Recruit and Retain a Workforce that Reflects the Communities We Serve

- a. Diversity Specialist to develop methods for recruiting and retaining males of all cultures/ethnicities as well as "nonwhite" women.
- b. Make community connections by conducting Community Dialogues and attending Job Fairs
- c. Enhance demographic data gathering methods

2. Build an Organizational and Workplace Culture that Values Diversity and Inclusiveness

- a. Analyze and use Quality Court Workplace Data (employee survey)
- b. Review results of 2 diversity-related questions and employee comments by court location
- c. Recommend action as appropriate
- d. Review and suggest updates to diversity-related policies and procedures

3. Develop a Culturally Sensitive and Culturally Competent Workforce

- a. Deliver quarterly "Cultural Perspectives" sessions, quarterly Why Diversity Matters sessions and other diversity/cultural competency training within districts and State Court Administration.

Step 7a: Internal Dissemination

- The EEOP Short Form will be disseminated to all employees and judges and stored on our intranet "CourtNet" site
- Copies of the EEOP Short Form will be made available upon request

Step 7b: External Dissemination

- The EEOP Short Form will be posted on our public website
- Copies of the EEOP Short Form will be made available upon request

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

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
Officials/Administrators																
Workforce #/%	30/21%	1/1%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	105/74%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	208,680/56%	3,465/1%	4,125/1%	695/0%	5,335/1%	50/0%	1,555/0%	465/0%	138,080/37%	2,770/1%	3,395/1%	945/0%	4,185/1%	80/0%	1,255/0%	350/0%
Utilization #/%	-34%	-0%	-1%	1%	-1%	-0%	-0%	-0%	38%	1%	-1%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	87/24%	3/1%	8/2%	0/0%	5/1%	0/0%	0/0%	0/0%	249/67%	5/1%	4/1%	0/0%	8/2%	0/0%	0/0%	0/0%
CLS #/%	204,195/39%	4,180/1%	7,510/1%	770/0%	14,510/3%	65/0%	1,675/0%	635/0%	267,005/51%	4,775/1%	7,075/1%	1,525/0%	10,215/2%	10/0%	2,345/0%	535/0%
Utilization #/%	-15%	0%	1%	-0%	-1%	-0%	-0%	-0%	17%	0%	-0%	-0%	0%	-0%	-0%	-0%
Technicians																
Workforce #/%	34/62%	3/5%	1/2%	0/0%	4/7%	0/0%	0/0%	0/0%	10/18%	2/4%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	32,785/37%	590/1%	945/1%	205/0%	2,480/3%	0/0%	395/0%	130/0%	45,665/52%	705/1%	1,405/2%	155/0%	1,730/2%	0/0%	450/1%	120/0%
Utilization #/%	24%	5%	1%	-0%	4%	0%	-0%	-0%	-34%	3%	-2%	-0%	-0%	0%	-1%	-0%
Protective Services:																
Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	22,405/68%	770/2%	1,305/4%	535/2%	560/2%	0/0%	159/0%	80/0%	6,130/19%	155/0%	275/1%	145/0%	170/1%	0/0%	150/0%	15/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,145/36%	25/1%	35/1%	0/0%	55/2%	0/0%	0/0%	0/0%	1,700/54%	80/3%	25/1%	30/1%	35/1%	0/0%	35/1%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	67/5%	6/0%	5/0%	0/0%	1/0%	0/0%	0/0%	0/0%	1113/86%	30/2%	32/2%	9/1%	26/2%	0/0%	0/0%	0/0%

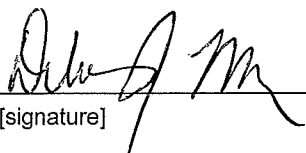
Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	229,855/33%	7,030/1%	10,050/1%	1,135/0%	7,205/1%	35/0%	2,385/0%	630/0%	401,855/57%	9,935/1%	16,040/2%	3,385/0%	11,180/2%	140/0%	4,235/1%	860/0%
Utilization #/%	-27%	-1%	-1%	-0%	-1%	-0%	-0%	-0%	29%	1%	0%	0%	0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	191,775/86%	7,720/3%	3,450/2%	1,190/1%	2,730/1%	120/0%	1,350/1%	335/0%	11,365/5%	580/0%	280/0%	105/0%	1,465/1%	30/0%	115/0%	20/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	328,120/44%	35,670/5%	22,230/3%	3,355/0%	15,890/2%	270/0%	3,730/1%	1,060/0%	265,775/36%	20,225/3%	17,875/2%	3,545/0%	15,030/2%	145/0%	3,510/0%	1,155/0%
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
Officials/Administrators	✓															
Professionals	✓								✓							
Technicians																
Administrative Support	✓		✓		✓		✓								✓	

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 Utilization Report.

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

 , HRD Director 5/24/2016

[signature] [title] [date]