



# **Equal Employment Opportunity Plan**

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## TABLE OF CONTENTS

### Contents

JUDICIAL COUNCIL WORKFORCE MISSION.....	4
EEO STATEMENT AND POLICY .....	5
Additional Judicial Council Personnel Policies and Procedures .....	6
UTILIZATION ANALYSIS.....	7
Objectives and Steps .....	7
Internal Dissemination .....	8
External Dissemination .....	8
Judicial Council Classifications by Job Categories .....	9
JUDICIAL COUNCIL HIRING AND PROMOTIONAL PRACTICES.....	13
JUDICIAL COUNCIL REPRESENTATION BY ETHNICITY.....	14

## **JUDICIAL COUNCIL WORKFORCE MISSION**

The Judicial Council of California's Equal Employment Opportunity ("EEO") Plan ("EEO Plan") reiterates the agency's commitment to attract and retain a diverse workforce that is reflective of California's diverse communities through our employment practices, career development opportunities, and promotion of a welcoming, inclusive workforce.

The Judicial Council is committed to equal employment opportunities for all applicants and employees. The Judicial Council has numerous personnel policies in place to ensure fair recruitment, selection, and hiring practices. The success of the Judicial Council's EEO plan relies on leadership support, along with a commitment from office leaders, managers, supervisors, and employees to advance the plan's goals. In furtherance of this EEO Plan, the Judicial Council and its various offices take positive measures to ensure fair recruitment, selection, and hiring practices. For example, Judicial Council Human Resources actively engages in outreach to diverse communities to promote a more diverse, qualified pool of applicants. Judicial Council HR prioritizes promoting diversity through the agency's job postings, professional development programs, recruitment processes, Classification & Compensation changes, and the online tools and resources available to all Judicial Council employees.

In 2021, Judicial Council Human Resources expanded its diversity outreach efforts by adding more diversity recruiting sites where information about Judicial Council job openings is posted. In 2021, the agency also established a new relationship with the Professional Diversity Network so that Judicial Council jobs are automatically posted on a variety of targeted diversity sites. Lastly, in 2021, the Judicial Council participated in virtual career fairs which targeted prospective applicants from diverse communities and highlighted open positions at the Judicial Council.

The Judicial Council promotes the diversity of its employees and looks forward to continuing to cultivate an inclusive organization with individuals of diverse backgrounds at all levels of the organization.

## EEO STATEMENT AND POLICY

Policy Number 2.2, Equal Employment Opportunity, of the Judicial Council Personnel Policies and Procedures states:

### **(A) Equal Employment Opportunity**

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 or 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. For information about the types of conduct that may be considered impermissible harassment, please refer to the Judicial Council's Policy Against Harassment, policy 2.3. For information about the Judicial Council's internal procedures for addressing complaints of harassment or discrimination, please refer to the Judicial Council's Discrimination, Harassment, and Retaliation Complaint Resolution Policy, policy 9.2.

### **(B) Reasonable Accommodation**

When the need arises, the Judicial Council makes reasonable accommodations for disabled employees and for pregnant employees who request an accommodation for pregnancy, childbirth, or related medical conditions. Employees who would like to request reasonable accommodation of a disability or pregnancy-related condition should contact their supervisor or Human Resources, Integrated Disability Management Program staff.

The Judicial Council welcomes the religious and spiritual diversity of its employees. Employees requesting a reasonable accommodation because of religious observances should bring a request to the attention of their supervisor or Human Resources, Labor and Employee Relations Unit.

The Judicial Council will also provide reasonable accommodation for employees who have been the victim of domestic violence, sexual assault, or stalking who request accommodation for their safety at work. Employees requesting a reasonable accommodation for workplace safety for these reasons should bring a request to the attention of their supervisor or Human Resources, Labor and Employee Relations Unit.

### **(C) Application**

The Judicial Council's equal employment opportunity policy applies to all areas of employment including hiring, training, promotion, compensation, benefits, transfer, discipline, termination, and participation in Judicial Council sponsored events. It is the responsibility of every manager and employee to conscientiously follow this policy.

## **Additional Judicial Council Personnel Policies and Procedures**

The Judicial Council Human Resources issues policies and procedures for personnel administration directly relevant to equal employment opportunities, which apply to: (1) all regular and temporary employees of the Judicial Council; and (2) all applicants for employment with the Judicial Council.

**Personnel Policy 2.3 – Policy Against Harassment**, defines and prohibits harassment and articulates the Judicial Council’s commitment to providing a workplace free of harassment, which includes harassment based on race, color, religious creed, sex (including pregnancy, childbirth, 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 or veteran status, marital status, sexual orientation, or any other basis prohibited by law. The policy also details a procedure for reporting conduct that conflicts with the policy. The Judicial Council is responsible for ensuring that employees are provided with a copy of this policy on their first day of employment, posting the policy on The Hub for easy reference, and providing employees with training on how to prevent sexual harassment in the workplace.

**Personnel Policy 9.2 – Discrimination, Harassment, and Retaliation Complaint Resolution**, in keeping with the Judicial Council’s commitment to providing a work environment free of discrimination, harassment, and retaliation, the Judicial Council will take prompt and appropriate action in response to complaints of such conduct. This complaint policy also applies to complaints of retaliation for filing a complaint of discrimination or harassment or participating in an investigation of such complaints. The goal of this policy is to address complaints as soon as they arise while maintaining a cooperative and collegial work environment. The Judicial Council is responsible for ensuring that employees are provided with a copy of this policy on their first day of employment and posting the policy on The Hub for easy reference.

## UTILIZATION ANALYSIS

Per the U.S. Department of Justice (USDOJ), 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 Utilization Analysis was completed by comparing the Judicial Council's workforce to the California State labor market. The following 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 shown to be significantly under-represented.

### **Professionals**

White (-7%) males 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 (-9%) and Hispanic or Latino (-6%) males are shown to be under-represented in this job category. Hispanic or Latino (-12%) females are also shown to be under-represented in this job category.

## Objectives and Steps

1. **To encourage underrepresented groups to apply for vacancies in the Professionals and Administrative job categories.**
  - a) The 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 certain groups were under-represented.
  - b) HR prioritizes increasing the number of applicants from all diverse backgrounds while promoting fair and inclusive recruitment, selection, and hiring practices. With the goal of effectively reaching candidates with diverse backgrounds, HR researched numerous diversity sites and their pricing structures. In 2022, HR has partnered with the Professional Diversity Network (PDN) to offer comprehensive and inclusive options that allow the Judicial Council to post all external positions on the PDN website as well as their affiliate sites. The PDN networks aim to reach prospective applicants from a wide range of diverse communities such as Black and African Americans, Latino and Hispanic Americans, Asian Americans, persons with disabilities, persons from the LGBT community, women, veterans, and veterans with disabilities.
  - c) If any group is under-represented in the applicant pools for these job categories, HR will further enhance outreach efforts that target this population. For example, if Hispanic or Latinos are underrepresented, such outreach efforts may include advertising on websites and in other media such as LATCareers.com or LATpro.com; participating in job fairs such as hosted by the Hispanic/Latino Professional Association or The Hispanic Alliance for Career Enhancement; posting external vacancies on popular job sites such as Indeed.com and professional networking sites and building stronger relationships with local schools and community groups to build interest in positions at the Judicial

Council.

- d) HR will review the applicant flow data in the last year to determine whether any step in the selection process for these positions may have had a significant impact in screening out underrepresented groups in these categories. If so, HR will recommend that the Judicial Council consider modifying the selection process.
- e) HR will continue to educate hiring managers concerning diversity and inclusion employment practices and continue to recommend having a diverse interview panel when recruiting for all positions. In recent years, the Judicial Council's Center for Judicial Education and Research has provided mandatory anti-bias training for all Judicial Council management level employees which includes a component on recognizing implicit bias during the interview process. HR plans to analyze the composition of interview panels to promote diversity.

### **Internal Dissemination**

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

### **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 be obtained by the general public from HR.

## Judicial Council Classifications by Job Categories

The U.S. Census Bureau uses the following eight major job categories in collecting employment statistics for state or local government agencies:

1. Officials and Managers
2. Professionals
3. Technicians
4. Protective Services: Sworn
5. Protective Services: Non-sworn
6. Administrative Support
7. Skilled Craft
8. Service Maintenance

The U.S. Department of Justice requires that these same categories be used in developing the EEO Utilization Report. The Judicial Council has analyzed the detailed definitions of each category and has matched each Judicial Council classification to these job categories:

### **Administrative Support**

Admin Support Supervisor I  
Admin Support Supervisor II  
Administrative Assistant  
Administrative Coordinator  
Administrative Specialist  
Associate Analyst  
Associate Facilities Analyst  
Associate Fiscal Analyst  
Associate HR Analyst  
Communications Editor  
Executive Coordinator  
Facilities Assistant  
Facilities Specialist  
Facilities Support Supervisor  
Fiscal Services Coordinator  
Fiscal Services Specialist  
Fiscal Services Support Supervisor  
HR Support Supervisor  
Media/Telecom Support Supervisor  
Student Assistant

### **Officials and Administrators**

Administrative Director  
Chief Officer I  
Chief Officer II  
Director  
Director, Chief Counsel  
Manager  
Manager, Attorney  
Manager, Facilities Project Management  
Principal Advisor  
Principal Manager I  
Principal Manager I, Attorney  
Principal Manager I, Facilities Project Management  
Principal Manager II  
Principal Manager II, Attorney  
Principal Manager II, Facilities  
Special Consultant - Executive



**Professionals**

Analyst  
Application Develop. Analyst  
Attorney I  
Attorney II  
Audit Supervisor  
Auditor  
Business Systems Analyst  
Business Systems Supervisor  
Communications Analyst  
Communications Supervisor  
Education Developer  
Education Supervisor  
Engineer  
Engineering Supervisor  
Facilities Analyst  
Facilities Mgmt Administrator  
Facilities Operations Supvsr  
Facilities Supervisor  
Fiscal Analyst  
Fiscal Supervisor  
Human Resources Analyst  
Human Resources Supervisor  
Information Systems Sup I  
Information Systems Sup II  
Information Technology Architect  
Labor & Employee Relations Off  
Legislative Advocate  
Media Producer  
Media Production Supervisor  
Project Manager  
Security Coordinator  
Sr. Analyst  
Sr. Application Develop Analyst  
Sr. Auditor  
Sr. Business Systems Analyst  
Sr. Education Developer  
Sr. Facilities Analyst  
Sr. Fiscal Analyst  
Sr. Human Resources Analyst  
Sr. Project Manager  
Sr. Technology Analyst  
Supervising Analyst  
Supervising Attorney  
Technology Analyst

**Technicians**

Business Systems Coordinator  
Computer Support Specialist  
Computer Support Technician  
Construction Inspector  
Engineering Specialist  
Graphics/Production Specialist  
Media Technician  
Media/Telecom Specialist  
Technology Help Desk Coordinator

**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 #/%	19/28%	2/3%	2/3%	1/1%	3/4%	0/0%	2/3%	0/0%	24/35%	7/10%	3/4%	1/1%	3/4%	0/0%	1/1%	0/0%
CLS #/%	805,425/3 8%	204,270/1 0%	45,140/2 %	3,660/0% %	172,275/8 %	3,150/0% %	14,500/1 %	7,790/0% %	503,630/2 4%	157,390/7 %	52,335/2 %	3,720/0% %	130,970/6 %	3,225/0% %	12,650/1 %	6,925/0% %
Utilization #/%	-10%	-7%	1%	1%	-4%	-0%	2%	-0%	12%	3%	2%	1%	-2%	-0%	1%	-0%
<b>Professionals</b>																
Workforce #/%	93/22%	22/5%	7/2%	2/0%	47/11%	2/0%	4/1%	0/0%	112/26%	25/6%	20/5%	1/0%	84/19%	2/0%	10/2%	0/0%
CLS #/%	909,825/2 9%	180,800/6 %	66,290/2 %	3,860/0% %	325,070/1 0%	3,435/0% %	21,155/1 %	12,085/0 %	921,400/2 9%	247,345/8 %	87,830/3 %	4,685/0% %	319,465/1 0%	3,520/0% %	24,155/1 %	13,155/0 %
Utilization #/%	-7%	-1%	-0%	0%	1%	0%	0%	-0%	-3%	-2%	2%	0%	9%	0%	2%	-0%
<b>Technicians</b>																
Workforce #/%	5/24%	3/14%	1/5%	0/0%	4/19%	0/0%	0/0%	0/0%	2/10%	2/10%	1/5%	0/0%	3/14%	0/0%	0/0%	0/0%
CLS #/%	104,665/2 6%	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 #/%	-2%	4%	2%	-0%	7%	-0%	-1%	-0%	-11%	-1%	1%	-0%	3%	-0%	-1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	131,560/4 0%	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 #/%	18/9%	12/6%	5/3%	0/0%	12/6%	1/1%	3/2%	0/0%	44/23%	15/8%	20/10%	0/0%	52/27%	4/2%	7/4%	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 #/%	-9%	-6%	0%	-0%	1%	0%	1%	-0%	-5%	-12%	7%	-0%	19%	2%	3%	-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 #/%																
<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 #/%																

### 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
Professionals	✓															
Administrative Support	✓	✓								✓						

## **JUDICIAL COUNCIL HIRING AND PROMOTIONAL PRACTICES**

The Judicial Council promotes diversity first with the Judicial Council's policy and EEO statements on our application pages and postings that state that the Judicial Council is committed to a policy of equal employment opportunity for all applicants and employees. Policy 3.1, Hiring, from the Judicial Council Personnel Policies and Procedures states that "The Judicial Council conducts recruitments in an effort to promote a diverse pool of qualified applicants." Diversity is also promoted when recruiting external applicants by partnering with Professional Diversity Network (PDN) or previously, with Diversityjobs.com. These services take all positions that are posted to the Judicial Council's external [courts.ca.gov/careers](https://www.courts.ca.gov/careers) page and advertise them on their diversity-centered job sites, as well as any additional sites focused on underrepresented groups such as Black and African Americans, Latino and Hispanic Americans, Asian Americans, Native Americans, persons with disabilities, persons from the LGBT community, women, and persons over the age of fifty.

Additionally, every odd numbered year, the Judicial Council of California is required (under public law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972) to keep record of and report demographic data for all employees and provide it to the EEOC by filing an EEO-4 report. The Judicial Council complies with the EEOC guidelines and standardized specifications for race, gender, and job categories when reporting employee data.

The Judicial Council also files this EEO report with the Office for Civil Rights (OCR), Office of Justice Programs of the U.S. Department of Justice every odd year. The Judicial Council provides demographic employee data for all Judicial Council active employees only and as referenced above, the race, gender, and job categories follow federal guidelines. The Judicial Council's data is entered into the OCR system which generates the utilization report provided above (beginning on page 11). As previously, the data the Judicial Council provides is compared to labor market data from the State of California overall.

## JUDICIAL COUNCIL REPRESENTATION BY ETHNICITY

The charts below identify the Judicial Council employee population by ethnicity over the past three reporting periods: 2017, 2019 and 2021. It shows a measurable increase in the overall diversity population from 2017. In Fiscal Year 2017, 48.9% of the Judicial Council’s workforce self-identified as being members of ethnic minority groups. In 2021, 52.6% of the Judicial Council’s workforce identified as being members of ethnic minority groups, indicating that the Judicial Council’s efforts to attract and retain candidates from diverse backgrounds are making an impact.

