



ADMINISTRATIVE OFFICE
of PENNSYLVANIA COURTS

EQUAL EMPLOYMENT OPPORTUNITY PLAN

2007

AGENCY

Administrative Office of Pennsylvania Courts
5001 Louise Drive
Mechanicsburg, PA 17055

GRANT TITLE/ NUMBER/FUNDING LEVEL/PERIOD

Pennsylvania Commission on Crime and Delinquency
Byrne Justice Assistance Grant Program
2005-JG-02-17642
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Introduction

In accordance with 28 CFR Chapter 1, Subpart E, and all relevant federal laws, rules and regulations, and in adherence with the equal employment opportunity provisions of the Personnel Policies of the Unified Judicial System (UJS), the Administrative Office of Pennsylvania Courts (AOPC) affirms its intent to ensure fair and equitable employment practices and hereby establishes this Equal Employment Opportunity Plan (EEOP). It is the policy of the Unified Judicial System to ensure that all applicants for employment as well as all employees will be treated impartially without regard to their race, color, age (40 and above), national origin, sex, ancestry, religious creed, military/veteran's status, and disability.

While the AOPC does not require employees to disclose their race ethnicity, the utilization numbers reported in this EEOP reflect the ethnic backgrounds that have been voluntarily disclosed by AOPC employees and job applicants. Where voluntary disclosure has not been made, identification is made by visual observation.

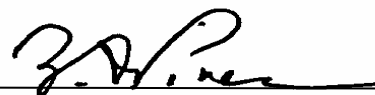
The available community workforce cited in this Plan is based upon the Census 2000 Special EEO File. Since the data should reflect the community which forms the grantee's hiring pool, state-wide statistics for Pennsylvania were chosen as the basis for this plan because (1) the AOPC maintains offices in Mechanicsburg, Philadelphia, and Pittsburgh, and (2) job announcements and posting for current vacancies are placed on Pennsylvania CareerLink, various job boards (Monster, CareerBuilder), college campuses throughout Pennsylvania as well as the Unified Judicial System's public website.

Through this EEOP, the Administrative Office strives to recruit and select qualified applicants from minority, female, and other protected groups to address underutilization and to achieve and maintain a workforce reflective of the respective community labor statistics. These efforts will be monitored in an ongoing effort to ensure that all reasonable and appropriate measures are taken to reach the AOPC's diversification goals. Compliance with this EEOP is the responsibility of all employees of the AOPC.

This EEO plan has been formulated in accordance with 28 CFR 42.301 et seq. and has been signed into effect as indicated below.

July 5, 2007

(Dated)



Zygmunt A. Pines, Esq.

Court Administrator of Pennsylvania

EEO Program Officials

COURT ADMINISTRATOR OF PENNSYLVANIA

Zygmunt A. Pines, Esquire

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The Court Administrator of Pennsylvania or his designees has overall responsibility for the EEO Plan and the Director of Human Resources is designated as the AOPC EEO Officer. The EEO Officer or his designees will have responsibility for the following:

- Investigating complaints of discrimination and unfair treatment;
- Developing policy statements for review and approval;
- Preparing written programs designed to institute and maintain equal employment opportunity within the AOPC;
- Disseminating EEO policy information both internally and externally;
- Overseeing the collection and analysis of employment data to identify problem areas;
- Delegating EEO responsibilities to Human Resources staff members and other appropriate personnel.

EEO Policies

Hiring Objectives

It is the policy and the objective of the Unified Judicial System of Pennsylvania to recruit and employ the most qualified job applicants through an open and competitive hiring process which allows for a full, complete, and unbiased assessment of each applicant's relative knowledge, experience, skills, and abilities.

Equal Opportunity

The Unified Judicial System of Pennsylvania will recruit, employ, and promote the most qualified applicants without regard to their race, color, age (40 and above), national origin, sex, ancestry, religious creed, military/veteran's status, or disability which does not interfere with the essential functions of the job with or without reasonable accommodation, if any.

Reasonable Accommodations for Individuals with Disabilities

The Unified Judicial System of Pennsylvania will provide reasonable accommodations to employees and job applicants with disabilities, as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions.

Such reasonable accommodation will include -- but will not be limited to -- actions that may be necessary to ensure physical access to testing and interview facilities; actions that may be necessary to provide specially adapted application forms and testing materials as required/requested; and actions that may be necessary to ensure that hiring practices and procedures do not, in any way, discriminate against individuals with disabilities.

Notice of Vacancies and Position Availability

It is the policy of the Unified Judicial System of Pennsylvania to fill new and vacant positions in a manner which provides fair and reasonable access to all individuals who may wish to seek such employment. Employers within the Unified Judicial System of Pennsylvania are encouraged: (1) to promote current employees to fill new or vacant positions when appropriate; (2) to post notice of new and existing job vacancies to the extent that it is deemed appropriate and reasonable to do so; and (3) strive to fill positions based on availability of minority workers with the appropriate skills for the job.

Compliance with State and Federal Laws

The hiring policies and procedures of the Unified Judicial System of Pennsylvania are intended to conform to all provisions of Rule 503 of the Rules of Judicial Administration, the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes and applicable regulations governing fair and non-discriminatory employment practices.

Utilization Analysis

A comparison of the Administrative Office of Pennsylvania Courts' workforce to the 2000 Community Labor Statistics for Pennsylvania provided by the US Census Bureau, indicates of the 56 race/ethnicity categories: 26 (46%) indicate no underutilization of women and minorities; 19 categories (34%) represent underutilization that is less than 1%; and only 10 categories (18%) indicate underutilization¹ of women and minorities (Note: One area of underutilization, white males, is not considered an objective since that category is not a minority group). We believe the underutilization numbers have minor significance when compared to the overall labor and AOPC workforce. Nevertheless, we will continue to monitor these areas and will ensure that the impacted races/ethnicities are afforded additional attention in the recruitment process.

For those categories where underutilization is greater than 1%, we will undertake a review and establish goals to ensure these groups are part of the action plan for correction. AOPC reviews its employment practices and procedures regularly to determine if they have a discriminatory effect even though the intent is neutral. If any are problematic, the AOPC will seek ways to minimize or eliminate such impact. The majority of this plan will focus on addressing those larger areas of underutilization; however, the AOPC welcomes the opportunity to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups.

A review of the utilization analysis (depicted in Attachment C) has identified the following areas of concern:

Job Category	Race/Ethnicity	Underutilization
Officials / Administrators	Black Males	2.2%
	Asian Males	1.1%
	White Females	6.9%
	Black Females	2.9%
Professionals	Black Males	2.2%
	White Females	11.2%
	Black Females	1.4%
Technicians	White Females	19.0%
	Black Females	4.1%
Administrative Support	Hispanic Females	1.5%

Note: The AOPC has no classifications which meet the criteria of the following categories: Protective Services Sworn and Non-Sworn, Skilled Craft, and Service Maintenance.

None of the underutilization described above is insurmountable and there are no permanent obstacles to achieving utilization. The next section of this Plan identifies specific objectives that support the AOPC's commitment to make its workforce more reflective of the labor force in Pennsylvania.

¹ Underutilization exists if a protected class constitutes a lesser percentage in the organization's workforce than it does in the availability analysis.

Objectives for Achievement

The AOPC is committed to making its workforce profile more closely reflect the available labor force in Pennsylvania. While the AOPC is prepared to take steps necessary, we must acknowledge that opportunities to recruit new employees are limited by the fiscal constraints under which state government continues to operate.

Based on the results of the underutilization analysis (Attachment C), the AOPC has established the following objectives:

- Because females are underutilized in at least one protected class of each job category with the AOPC, it is our goal to increase representation by evaluating our recruitment practices to ensure that females receive equal opportunity to secure employment. The AOPC will review job requirements and hiring procedures (e.g. examine applicant flow data; review job posting and advertising practices; evaluate the hiring, retention, and attrition rates for particular positions) to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the AOPC. Specifically, the AOPC will make reasonable efforts to attract qualified female applicants for the Officials/Administrators, Professionals, Technicians and Administrative Support job categories.
- Because Black or African Americans males (and Asian males in the Officials/Administrators only) are underutilized in the Officials/Administrators and Professionals job categories, it is the AOPC's objective to increase representation by targeting recruitment efforts in order to attract qualified male Black or African American and Asian candidates to apply for positions in these job categories. The AOPC will evaluate its current recruitment practices to ensure these protected classes are receiving equal opportunity to secure employment.
- Information derived from exit interviews will be used to support efforts to improve retention.

OFFICIALS / ADMINISTRATORS

This group contains 15 employees and encompasses all Senior Staff members and Department Managers within two levels of the Court Administrator of Pennsylvania. Approximately 27% of this group is female and 0% is minority (see Attachment A). Although the utilization analysis (represented in Attachment C) indicates statistically significant underutilization within the Black or African American and Asian males and the Black or African American and White females for this category, the other minority categories fall below 1%; therefore, the under representation can be remedied through normal recruiting and advertising efforts.

The AOPC will make every effort to recruit and promote minorities for the Officials/Administrators openings as they become available. A recruitment effort will include advertising in minority publications along with targeting major newspapers in the Metropolitan Areas within the state. Whenever appropriate, recruitment will be done regionally and / or nationally by advertising in professional publications and newspapers. The AOPC will also continue recruitment efforts through the Internet.

PROFESSIONALS

The AOPC employs 169 professional employees. Included in this job category are classifications such as attorneys, computer programmers, database technicians, budget, human resources, statistical, and management analysts. Minority representation in this job category indicates underutilization in the Black or African American male group and the Black or African American and White female group.

The AOPC will make every effort to recruit and promote minorities for the Professional openings through advertising (1) in minority publications, (2) in major publications in the applicable Metropolitan areas, and (3) on state-wide and national Internet job boards. Whenever appropriate, recruitment will be done regionally by advertising in professional publications and specific trade journals. This recruitment effort will take place throughout the year.

TECHNICIANS

This group consists of 69 employees. Included in this job category are classifications such as LAN technicians, computer operators, payroll and finance technicians, and second level administrative assistants. Minority representation in this job category indicates underutilization in the White and Black or African American female groups.

The AOPC will make every effort to recruit and promote minorities for Technical openings by advertising (1) in minority publications, (2) in the major newspapers (for the local area), and (3) on state-wide Internet job boards. The AOPC will also work with the local colleges and technical schools to advertise vacancies for positions in this category. This recruitment effort will take place throughout the year.

ADMINISTRATIVE SUPPORT

This group consists of 52 employees. Included in this job category are classifications such as help desk operators, administrative and clerical assistants, messengers, and receptionists. Minority representation in this job category indicates underutilization in the Hispanic female group.

The AOPC will make every effort to recruit minorities for Administrative Support openings by advertising (1) in minority publications, (2) in the major newspapers (for the local area), and (3) on the state-wide Internet job board. The AOPC will also work with the local colleges and technical schools to advertise vacancies for positions in this category. This recruitment effort will take place throughout the year.

Dissemination

The AOPC will take the necessary steps to ensure that the Equal Employment Opportunity Plan is disseminated both internally and externally. These steps will include the following:

External

- The Equal Employment Opportunity Plan will be placed on the AOPC's Internet job site which links to the website for the Unified Judicial System (UJS).
- The "Equal Opportunity Employer" statement will continue to be placed on all job postings, announcements, and applications.
- AOPC requires its contractors to comply with the equal employment opportunity laws and guidelines in employment practices.

Internal

- New employees will be given a copy of the AOPC's Equal Employment Opportunity policies and informed as to the location of the Equal Employment Opportunity Plan.
- The EEO policies are and will continue to be included in the Personnel Policies of the UJS.
- The AOPC posts the EEO policies and portions of the EEOP on employee bulletin boards in AOPC offices.
- The AOPC's EEOP will be reviewed and updated annually.

The instant EEO plan is the initial plan prepared and maintained by the AOPC. It is the responsibility of the Office of Human Resources to implement and manage the EEOP. A review of the program and progress will be made each year in writing to the Court Administrator to include but not limited to (1) analysis of the applicant flow data, (2) composition of AOPC employment statistics (e.g. promotions, terminations, etc), (3) the history of positions and any underlying issues, (4) use of recruiting sources (including the use of employment agencies), (5) minority recruitment, and (6) composition of employment interviews. Additional objectives will be established based on this extensive analysis. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policy.

AOPC Workforce

(This data includes all regular AOPC employees as of March 30, 2007)

Attachment A

Job Categories	Number of Employees Race/Ethnicity																
	Hispanic or Latino		Not-Hispanic or Latino											Totals			
	Male	Female	Male						Female					Male	Female	Total	
			White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native				Two or More Races
Total #	2	2	143	4	0	10	0	2	122	14	0	3	0	3	161	144	305
Total %	0.7%	0.7%	46.9%	1.3%	0.0%	3.3%	0.0%	0.7%	40.0%	4.6%	0.0%	1.0%	0.0%	1.0%	52.8%	47.2%	100%
Officials / Administrators	0	0	11	0	0	0	0	0	4	0	0	0	0	0	11	4	15
	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	26.7%	0.0%	0.0%	0.0%	0.0%	0.0%	73.3%	26.7%	100%
Professional	2	2	91	0	0	5	0	1	61	4	0	1	0	2	99	70	169
	1.2%	1.2%	53.8%	0.0%	0.0%	3.0%	0.0%	0.6%	36.1%	2.4%	0.0%	0.6%	0.0%	1.2%	58.1%	41.9%	100%
Technicians	0	0	34	3	0	5	0	0	23	1	0	2	0	1	42	27	69
	0.0%	0.0%	49.3%	4.3%	0.0%	7.2%	0.0%	0.0%	33.3%	1.4%	0.0%	2.9%	0.0%	1.4%	60.9%	39.1%	100%
Administrative Support	0	0	7	1	0	0	0	1	34	9	0	0	0	0	9	43	52
	0.0%	0.0%	13.5%	1.9%	0.0%	0.0%	0.0%	1.9%	65.4%	17.3%	0.0%	0.0%	0.0%	0.0%	17.3%	82.7%	100%

Community Labor Statistics* (CLS) - Pennsylvania

Attachment B

Job Categories	Number of Employees															
	Race/Ethnicity															
	Hispanic or Latino		Not-Hispanic or Latino												Total	
	Male	Female	Male						Female						Male	Female
White			Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races			
Total Labor Force	82095	67645	2782375	221035	810	57595	4125	13204	2407015	267320	629	47155	3665	10645	3175168	2817737
%	1.4%	1.1%	46.4%	3.7%	0.0%	1.0%	0.1%	0.2%	40.2%	4.5%	0.0%	0.8%	0.1%	0.2%	53.0%	47.0%
Officials / Administrators	6005	5315	436310	16840	95	8390	415	1465	256355	22290	85	4355	470	1120	470875	291265
	0.8%	0.7%	57.2%	2.2%	0.0%	1.1%	0.1%	0.2%	33.6%	2.9%	0.0%	0.6%	0.1%	0.1%	61.8%	38.2%
Professional	8120	9205	441065	23575	135	21910	440	2055	510950	40750	100	14310	480	2020	499370	580245
	0.8%	0.9%	40.9%	2.2%	0.0%	2.0%	0.0%	0.2%	47.3%	3.8%	0.0%	1.3%	0.0%	0.2%	46.3%	53.7%
Technicians	795	1220	53815	3340	10	1220	185	205	78510	8230	20	1635	100	305	59844	90330
	0.5%	0.8%	35.8%	2.2%	0.0%	0.8%	0.1%	0.1%	52.3%	5.5%	0.0%	1.1%	0.1%	0.2%	39.8%	60.1%
Administrative Support	9780	22330	404585	39450	100	670	470	2235	901620	102360	180	1545	1165	3295	465710	1046725
	0.6%	1.5%	26.8%	2.6%	0.0%	0.5%	0.0%	0.1%	59.6%	6.8%	0.0%	0.7%	0.1%	0.2%	30.8%	69.2%
Unemployed	1390	1500	13060	6980	10	495	45	255	17590	5835	50	665	90	250	22455	26120
	2.9%	3.1%	26.9%	14.4%	0.0%	1.0%	0.1%	0.5%	36.2%	12.0%	0.1%	1.4%	0.2%	0.5%	46.2%	53.8%

*Source: US Census Bureau, Census 2000 special tabulation

Utilization Analysis

(This data includes all regular AOPC employees as of March 30, 2007)

Attachment C

Job Group Category	Race/Ethnicity													
	Hispanic or Latino		Not-Hispanic or Latino											
			Male						Female					
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races
Officials / Administrators														
Workforce	0	0	11	0	0	0	0	0	4	0	0	0	0	0
Percentage	0.0%	0.0%	73.3%	0.0%	0.0%	0.0%	0.0%	0.0%	26.7%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS	6005	5315	436310	16840	95	8390	415	1465	256355	22290	85	4355	470	1120
Percentage	0.8%	0.7%	57.2%	2.2%	0.0%	1.1%	0.1%	0.2%	33.6%	2.9%	0.0%	0.6%	0.1%	0.1%
Utilization Difference %	0.8%	0.7%	-16.1%	2.2%	0.0%	1.1%	0.1%	0.2%	6.9%	2.9%	0.0%	0.6%	0.1%	0.1%
Professionals														
Workforce	2	2	91	0	0	5	0	1	61	4	0	1	0	2
Percentage	1.2%	1.2%	53.8%	0.0%	0.0%	3.0%	0.0%	0.6%	36.1%	2.4%	0.0%	0.6%	0.0%	1.2%
CLS	8120	9205	441065	23575	135	21910	440	2055	510950	40750	100	14310	480	2020
Percentage	0.8%	0.9%	40.9%	2.2%	0.0%	2.0%	0.0%	0.2%	47.3%	3.8%	0.0%	1.3%	0.0%	0.2%
Utilization Difference %	-0.4%	-0.3%	-12.9%	2.2%	0.0%	-1.0%	0.0%	-0.4%	11.2%	1.4%	0.0%	0.7%	0.0%	-1.0%
Technicians														
Workforce	0	0	34	3	0	5	0	0	23	1	0	2	0	1
Percentage	0.0%	0.0%	49.3%	4.3%	0.0%	7.2%	0.0%	0.0%	33.3%	1.4%	0.0%	2.9%	0.0%	1.4%
CLS	795	1220	53815	3340	10	1220	185	205	78510	8230	20	1635	100	305
Percentage	0.5%	0.8%	35.8%	2.2%	0.0%	0.8%	0.1%	0.1%	52.3%	5.5%	0.0%	1.1%	0.1%	0.2%
Utilization Difference %	0.5%	0.8%	-13.5%	-2.1%	0.0%	-6.4%	0.1%	0.1%	19.0%	4.1%	0.0%	-1.8%	0.1%	-1.2%
Administrative Support														
Workforce	0	0	7	1	0	0	0	1	34	9	0	0	0	0
Percentage	0.0%	0.0%	13.5%	1.9%	0.0%	0.0%	0.0%	1.9%	65.4%	17.3%	0.0%	0.0%	0.0%	0.0%
CLS	9780	22330	404585	39450	100	670	470	2235	901620	102360	180	1545	1165	3295
Percentage	0.6%	1.5%	26.8%	2.6%	0.0%	0.5%	0.0%	0.1%	59.6%	6.8%	0.0%	0.7%	0.1%	0.2%
Utilization Difference %	0.6%	1.5%	13.3%	0.7%	0.0%	0.5%	0.0%	-1.8%	-5.8%	-10.5%	0.0%	0.7%	0.1%	0.2%

This table indicates that Black and Asian Males, White, Black, and Hispanic Females are underrepresented in this category (represented by red shading). The percentages highlighted in yellow represent underutilization of less than 1%; therefore, the larger areas of underutilization identified by red shading will be addressed in this plan.