

ARKANSAS ADMINISTRATIVE OFFICE OF THE COURTS



EEOP Utilization Report

6/5/2016

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INTRODUCTORY INFORMATION

Grant Title: Adult Drug Court Discretionary Grant Program

Grant Number: 2013-DC-BX-0041

Grantee Name: Administrative Office of the Courts

Award Amount: \$1,281,156.00

Grantee Type: State Government Agency

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POLICY STATEMENT

It is the policy of the Administrative Office of the Courts that discrimination by an employee based upon race, creed, religion, national origin, age, sex or gender is prohibited and shall constitute grounds for dismissal. The AOC is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment. State law provides that no state agency or institution shall discriminate in hiring, promoting, administering disciplinary action, or any other way against employees based on their race, creed, religion, national origin, age, sex, or gender.

NARRATIVE UNDERUTILIZATION ANALYSIS

The AOC's Human Resources consulting with the AOC Office of Research and Statistics, as well as the State Office of Personnel Management, reviewed the Utilization Analysis (comparing the AOC workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following job categories: Technicians (-27%). This reflects a similar low representation in the existing CLF (27%) and a nationwide trend.
2. Black males were significantly under-represented in the following job categories: Officials/Administrators (-11%).
3. Males were significantly under-represented in the following job categories: Administrative Support (-18%). This reflects a similar low representation in the existing CLF (29%) and a nationwide trend.

In reviewing the EEOP Utilization Report we have been able to verify our success at becoming a more balanced workforce reflecting similar representation with the comparable civilian workforce. We are actively taking steps to improve our recruitment efforts.

OBJECTIVES AND STEPS

1. To encourage White Females to apply for vacancies in the Technical job categories.

a. The AOC Human Resources will review the composition of the applicant pool for all vacancies in these job categories moving forward to ensure white females are not under-represented. The HR will send a report of its findings, along with relevant observations and recommendations, to the AOC Director and Deputy Director within six months after a vacancy has closed.

b. The HR will review the applicant flow data that is required to keep under the EEOP regulations for all vacancies in future fiscal years in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out white female applicants. The HR will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HR will conduct a more detailed workforce analysis to identify particular AOC departments, offices, or job positions that represent significant underutilization of white females in this category. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the HR will create a recruitment action plan for implementation by the end of the next fiscal year.

2. To encourage Black Males to apply for vacancies in the Officials/Administrators job categories.

a. The AOC Human Resources will review the composition of the applicant pool for all vacancies in these job categories moving forward to ensure black males are not under-represented. The HR will send a report of its findings, along with relevant observations and recommendations, to the AOC Director and Deputy Director within six months after a vacancy has closed.

b. The HR will review the applicant flow data that is required to keep under the EEOP regulations for all vacancies in future fiscal years in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out black male applicants. The HR will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HR will conduct a more detailed workforce analysis to identify particular AOC departments, offices, or job positions that represent significant underutilization of black males in these categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the HR will create a recruitment action plan for implementation by the end of the next fiscal year.

3. To encourage Males to apply for vacancies in the Administrative Support job category.

a. The AOC Human Resources will review the composition of the applicant pool for all vacancies in these job categories moving forward to ensure males are not under-represented. The HR will send a report of its findings, along with relevant observations and recommendations, to the AOC Director and Deputy Director within six months after a vacancy has closed.

b. The HR will review the applicant flow data that is required to keep under the EEOP regulations for all vacancies in future fiscal years in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out male applicants. The HR will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HR will conduct a more detailed workforce analysis to identify particular AOC departments, offices, or job positions that represent significant underutilization of males in these categories. The workforce analysis may include interviews with both current and former employees. Based on the results of the analysis, as well as other data collected, the HR will create a recruitment action plan for implementation by the end of the next fiscal year.

INTERNAL DISSEMINATION

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an email to all employees, to let them know that the EEOP Utilization Report is available on the agency website.

EXTERNAL DISSEMINATION

1. Post a copy of the EEOP Utilization Report on the AOC Judiciary website.
2. Include on all job announcements for AOC positions that applicants may obtain a copy of the AOC EEOP Utilization Report on request.