

# EEO Utilization Report

## Organization Information

Name: Arizona Superior Court Maricopa County

City: Phoenix

State: AZ

Zip: 85003-2243

Type: County/Municipal Court

## Step 1: Introductory Information

### Policy Statement:

HR-315 Discrimination and Harassment Policy and Procedure

Section IV. Policy & Complaint Procedure

#### A. Policy

1. Discrimination and Harassment Prohibited. The Judicial Branch is an equal opportunity employer committed to providing an inclusive working environment that respects all of its employees. To that end, the Judicial Branch prohibits discrimination and harassment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, sexual orientation, gender, socioeconomic status, ethnicity, political affiliation, marital status, or other factors prohibited by law.
2. Compliance with Law. The Judicial Branch shall adhere to all state and federal laws prohibiting discrimination and/or unlawful harassment in the workplace.
3. All Aspects of Employment. This policy applies to all aspects of employment, including but not limited to, recruiting, hiring, training, employment, promotion, compensation, discipline, termination, or any other terms, conditions, or privileges of employment.

(4 page Policy is 1.57 MB, uploads below only allow 1 MB uploads)

## Step 4b: Narrative of Interpretation

The Human Resources office for Maricopa County Superior Court Department reviewed the Utilization Analysis Report comparison and noted the following:

1. White males were significantly underrepresented in the following job categories: Officials/Administrators (-15%), Professionals (-15%), and Administrative Support (-21%).
2. Asian males were significantly underrepresented in the Professionals job category (-3).
3. White females were underrepresented in the Protective Services: Non-Sworn job category (-28%).

The Superior Court of Arizona in Maricopa County has long been committed to providing equal employment opportunities to both protected and non-protected classes. Our overall success in the recruitment and hiring of women and minorities has apparently created a slight imbalance in a few areas.

In the Officials/Administrators category, white males are underrepresented by 15% compared to our labor market but account for 43% of all males employed in this category. Likewise, in the Professional category, white males are underrepresented by 15% compared to our labor market but account for 36% of all males employed in this category. This pattern can also be seen in the Administrative Support category where white males are underrepresented by 21% but account for 17% of all males employed in the category. This category has also traditionally been dominated by females. Asian males were underrepresented by 3% in the Professionals job category but account for 33% of all males employed in this category and were appropriately utilized in all other job categories across both genders.

In the Protective Services: Non-Sworn category, White females are significantly underrepresented by 28% compared to our labor market but were appropriately utilized in all other job categories across both genders. This category has also traditionally been dominated by males.

## Step 5: Objectives and Steps

### **1. Our objective is to encourage white males to apply for vacancies in the Officials/Administrators, Professionals, and Administrative Support job categories.**

- a. Our staffing and recruiting division will undertake a review of available organizational employment data related to the Officials/Administrators, Professional, and Administrative Support job categories in an attempt to determine any issues or practices that pose barriers to hiring more white males. This may include reviewing applicant data pools for recent recruitment of these positions, enhancing our outreach efforts to expand our applicant pools for each position; determine where there might be opportunities for in-house promotions or transfers; and meet with hiring managers to understand their selection decisions and seek ways to improve opportunities for white males. Job postings are currently posted on national websites for advertising including diversity outreach.
- b. Supervisory training will be provided regarding hiring practices to ensure all supervisors have consistent information.

### **2. Our objective is to provide equal employment opportunities for Asian males when Professional vacancies arise.**

- a. Our staffing and recruiting division will undertake a review of available organizational employment data related to the Professional job categories in an attempt to determine any issues or practices that pose barriers to hiring more Asian males. This may include reviewing applicant data pools for recent recruitment of these positions, enhancing our outreach efforts to expand our applicant pools for each position; determine where there might be opportunities for in-house promotions or transfers; and meet with hiring managers to understand their selection decisions and seek ways to improve opportunities for Asian males. Job postings are currently posted on national websites for advertising including diversity outreach.
- b. Supervisory training will be provided regarding hiring practices to ensure all supervisors have consistent information.

### **3. Our objective is to provide equal employment opportunities for white females to when vacancies in the Protective Services: Non-Sworn job arise.**

- a. Our staffing and recruiting division will undertake a review of all available organizational employment data related to the Protective Services: Non-Sworn job category in an attempt to determine any issues/practices that pose barriers

to hiring white females. This may include reviewing applicant data for recent recruitments of this position to ensure white females are given all possible considerations in the Protective Services: Non-Sworn job category; enhancing our outreach efforts with the white female population to make them aware of employment opportunities with our organization; determining where there are opportunities for promotion or transfers; & meet with hiring managers to understand their selection criteria and seek agreement on how to improve recruitment & retention of white females in this category. Job postings are currently posted on national websites for advertising including diversity outreach.

b. Supervisory training will be provided regarding hiring practices to ensure all supervisors have consistent information.

### **Step 6: Internal Dissemination**

The Human Resources office will distribute a copy of the EEOP Short Form to the Superior Court Department Chief, deputy chiefs, managers and supervisors. In addition, the EEO Utilization Report will be posted on the Superior Court intranet and we will make a physical copy available for employee review (for those without intranet access).

### **Step 7: External Dissemination**

The Human Resources Department will coordinate the posting of the EEO Utilization Report on the Superior Court public website and will make the physical report available to the public upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Maricopa County, Arizona**

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 #/%	15/33%	2/4%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%	20/43%	2/4%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	115,545/48%	16,880/7%	4,225/2%	905/0%	4,340/2%	185/0%	960/0%	550/0%	73,205/30%	14,950/6%	4,105/2%	990/0%	3,055/1%	155/0%	795/0%	335/0%
Utilization #/%	-15%	-3%	7%	-0%	-2%	-0%	-0%	-0%	13%	-2%	3%	-0%	1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	64/21%	20/7%	7/2%	3/1%	4/1%	0/0%	4/1%	0/0%	114/38%	57/19%	16/5%	1/0%	8/3%	0/0%	3/1%	0/0%
CLS #/%	115,995/36%	13,970/4%	6,550/2%	1,260/0%	12,920/4%	145/0%	1,220/0%	605/0%	128,930/40%	19,060/6%	7,475/2%	1,920/1%	8,075/3%	360/0%	1,650/1%	815/0%
Utilization #/%	-15%	2%	0%	1%	-3%	-0%	1%	-0%	-2%	13%	3%	-0%	0%	-0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	17,545/37%	3,420/7%	720/2%	355/1%	1,670/4%	30/0%	255/1%	90/0%	16,670/35%	3,435/7%	1,165/2%	475/1%	1,360/3%	35/0%	215/0%	95/0%
Utilization #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	19,495/57%	4,685/14%	1,850/5%	440/1%	350/1%	145/0%	290/1%	65/0%	4,470/13%	1,645/5%	530/2%	305/1%	45/0%	15/0%	29/0%	45/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	81/52%	24/15%	17/11%	0/0%	5/3%	0/0%	2/1%	0/0%	8/5%	17/11%	2/1%	1/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,065/43%	180/7%	45/2%	55/2%	0/0%	0/0%	20/1%	0/0%	820/33%	235/10%	10/0%	20/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	8%	9%	-2%	3%	0%	0%	0%	-28%	1%	1%	-0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	41/8%	40/8%	6/1%	0/0%	2/0%	0/0%	3/1%	0/0%	204/39%	179/34%	29/5%	9/2%	12/2%	0/0%	3/1%	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 #/%	143,520/28%	36,400/7%	8,865/2%	1,710/0%	4,760/1%	355/0%	1,745/0%	810/0%	207,140/41%	69,345/14%	13,805/3%	5,260/1%	7,990/2%	600/0%	3,335/1%	1,280/0%
Utilization #/%	-21%	0%	-1%	-0%	-1%	-0%	0%	-0%	-2%	20%	3%	1%	1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	1/50%	1/50%	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 #/%	79,770/49%	64,725/40%	3,870/2%	2,650/2%	1,845/1%	450/0%	895/1%	435/0%	4,390/3%	2,870/2%	300/0%	135/0%	765/0%	70/0%	60/0%	0/0%
Utilization #/%	1%	10%	-2%	-2%	-1%	-0%	-1%	-0%	-3%	-2%	-0%	-0%	-0%	-0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	6/50%	5/42%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	108,540/26%	117,670/28%	10,850/3%	4,520/1%	6,140/1%	505/0%	1,860/0%	650/0%	87,055/20%	66,680/16%	7,170/2%	3,830/1%	7,100/2%	430/0%	1,520/0%	790/0%
Utilization #/%	24%	14%	-3%	-1%	7%	-0%	-0%	-0%	-20%	-16%	-2%	-1%	-2%	-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>Officials/Administrators</b>	✓															
<b>Professionals</b>	✓				✓											
<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: Jennifer Fish

HR Director

09-21-2020

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