

# EEOP Short Form



Wed Oct 28 15:37:50 EDT 2009

## Step 1: Introductory Information

<b>Grant Title:</b>	Recovery Act Project	<b>Grant Number:</b>	2010-JAGR-00293
<b>Grantee Name:</b>	Minnesota Judicial Branch	<b>Award Amount:</b>	\$2,000,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155		
<b>Contact Person:</b>	Nancy Crandall	<b>Telephone #:</b>	651-282-5007
<b>Contact Address:</b>	25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155		
<b>DOJ Grant Manager:</b>	Claire Redmond	<b>DOJ Telephone #:</b>	651-201-7307

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### Policy Statement:

#### Discrimination and Harassment Policy Statement

It is the policy of the Minnesota Judicial Branch that discrimination and harassment in the workplace be prohibited. Discrimination or harassment based on sex, race, color, creed, religion, national origin, age, veteran status, marital status, sexual orientation, disability, or status with regard to public assistance 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 court employees are expected to treat other court employees, court users, and the public with dignity and respect and to comply with this policy. Court employees are prohibited from engaging in discriminatory or harassing behavior within the workplace.

## Step 4b: Narrative Underutilization Analysis

The Human Resources Division of the Minnesota Judicial Branch State Court Administrators Office 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 2000 Census data. Nevertheless, we are working to extend employment opportunities to all and to attract and hire a more diverse and culturally competent workforce.

We recognize that the underutilization scores were -1% for male and female Asian Officials/Administrators and for male Black or African American Technicians. Although small, this number is below the norm for the state of Minnesota.

The Judicial Branch has a high percentage of female (~84%) versus male employees (16%). A vast majority of our positions are related to administrative work which historically has been a female dominated position in our society. Following this trend, we found that areas of notable underutilization existed, including the following groups for white males:

- Officials/Administrators: -26%
- Professionals: - 18%
- Technicians: - 14%
- Administrative Support: -24%

The total number of employees is 2616. We were unable to report demographic data for 452 employees. Of these, 135 employees have not specified their racial/ethnic data. For the remaining 317 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 "non-white" women
- b. Make community connections by attending Community Events and Job Fairs
- c. Enhance demographic data gathering methods
- d. Promote and recruit participants in the Volunteer, Intern and Student Worker Program

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

- a. Analyze and use Quality Court Workplace Data (employee survey)  
Review results of 2 diversity-related questions and employee comments by court location  
Recommend action as appropriate
- b. Review and suggest updates to diversity-related policies and procedures
- c. Conduct best practice review of the Minnesota State Bar Association's Diversity and Gender Equity Best Practice Recommendations

### 3. Develop a Culturally Sensitive and Culturally Competent Workforce

- a. Deliver bi-monthly "Cultural Perspectives" sessions and other diversity/cultural competency training within districts and State Court Administration

- b. Develop a process and training for culturally competent interviewing practices

### **Step 7a: Internal Dissemination**

- The EEOP Short Form will be disseminated to all employees and judges and stored on our intranet "CourtNet" site
- Employees and judges will be notified that the EEOP is available upon request
- A hard copy of the EEOP Short Form will be displayed in the Minnesota Judicial Branch Human Resources Office
- Posting information in the cafeteria on how to obtain the EEOP Short Form

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

- The EEOP Short Form will posted on our public website
- The EEOP Short Form will posted on our employment website
- The EEOP Short Form will displayed in the Minnesota State Law Library
- 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	19/34%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%	33/59%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	236,965/60%	2,425/1%	3,340/1%	800/0%	3,280/1%	30/0%	690/0%	141,950/36%	1,705/0%	2,725/1%	1,060/0%	2,035/1%	65/0%	470/0%
Utilization #/%	-26%	1%	1%	2%	-1%	-0%	-0%	23%	-0%	1%	-0%	-1%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	81/24%	2/1%	5/1%	1/0%	5/1%	0/0%	0/0%	226/67%	5/1%	6/2%	4/1%	4/1%	0/0%	0/0%
CLS #/%	215,840/42%	3,025/1%	5,265/1%	1,035/0%	9,970/2%	100/0%	1,220/0%	257,220/50%	3,395/1%	5,350/1%	1,580/0%	6,200/1%	35/0%	800/0%
Utilization #/%	-18%	-0%	0%	0%	-0%	-0%	-0%	16%	1%	1%	1%	-0%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	63/20%	0/0%	0/0%	0/0%	2/1%	0/0%	0/0%	237/75%	1/0%	6/2%	3/1%	6/2%	0/0%	0/0%
CLS #/%	23,415/34%	305/0%	655/1%	185/0%	735/1%	4/0%	95/0%	41,215/60%	320/0%	840/1%	270/0%	640/1%	10/0%	150/0%
Utilization #/%	-14%	-0%	-1%	-0%	-0%	-0%	-0%	15%	-0%	1%	1%	1%	-0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	20,195/70%	355/1%	1,175/4%	590/2%	300/1%	4/0%	125/0%	5,540/19%	125/0%	305/1%	95/0%	75/0%	0/0%	15/0%
Utilization #/%														
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	740/34%	10/0%	20/1%	15/1%	0/0%	0/0%	0/0%	1,310/60%	0/0%	20/1%	35/2%	20/1%	0/0%	4/0%
Utilization #/%														
<b>Administrative Support</b>														
Workforce #/%	82/6%	5/0%	9/1%	1/0%	0/0%	0/0%	0/0%	1273/88%	23/2%	36/2%	6/0%	16/1%	0/0%	0/0%
CLS #/%	197,960/30%	4,025/1%	7,380/1%	1,120/0%	3,615/1%	55/0%	935/0%	417,150/63%	6,905/1%	12,755/2%	3,725/1%	7,535/1%	50/0%	1,885/0%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-24%	-0%	-0%	-0%	-1%	-0%	-0%	25%	1%	1%	-0%	-0%	-0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	230,445/87%	4,980/2%	3,660/1%	2,255/1%	2,890/1%	60/0%	725/0%	18,025/7%	555/0%	465/0%	240/0%	1,245/0%	0/0%	115/0%
Utilization #/%														
<b>Service/Maintenance</b>														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	350,185/48%	23,115/3%	16,170/2%	4,590/1%	10,710/1%	195/0%	2,610/0%	273,820/38%	12,370/2%	11,825/2%	4,135/1%	10,500/1%	110/0%	1,980/0%
Utilization #/%														

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 Short Form.

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

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[signature]

[title]

[date]