

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	Orange County Superior Court		
Address:	700 Civic Center Drive West, Santa Ana, CA, 92700-1994		
Recipient Type:	Direct Recipient	Law Enforcement Agency:	No
DUNS Number:	023226280	Vendor Number (only if direct recipient):	956000949
Name of Contact Person:	Ernest Montoya	Title of Contact Person:	Human Resources Officer
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Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Ernest Montoya** (*authorized official*), acknowledge that **Orange County Superior Court** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2017** (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 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 Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Orange County Superior Court** (*organization*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Ernest Montoya, Human Resources Officer

Ernest Montoya

10/19/2017

Print or Type Name and Title

Signature

Date

EEO Utilization Report

Organization Information

Name: Orange County Superior Court

City: Santa Ana

State: CA

Zip: 92700-1994

Type: State Court

Step 1: Introductory Information

Policy Statement:

In accordance with state and federal requirements, the court supports a policy of non-discrimination and equal employment opportunity (EEO). Superior Court will not discriminate in any policy, practice or procedure on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or other basis protected by law.

Following File has been uploaded:Discrimination and Harassment Policy.pdf

Step 4b: Narrative of Interpretation

The Superior Court's Human Resources Department reviewed the Utilization Analysis Chart and noted the following:

1. White males are under-represented in the following job categories: Officials (-24%), Professional (-15%) and Administrative Support (-16%).
2. Hispanic and Asian males are under-represented in the Administrative Support category by -3% for both ethnicities.
3. White females are under-represented in the Service/Maintenance category by -11%.

In reviewing the previous 2012 EEO Short Form, items 1 thru 3 were mentioned as under-represented, however since 2012 the Court has reduced, maintained or eliminated the negative under-represented percentages in a number of areas:

1. White males have improved in Officials by 6%, Administrative Support by 2%, and remained unchanged in the Professionals category.
2. Hispanic males have increased under-representation by 2% in the Professionals Category.
3. Asian males have remained unchanged in the Professionals category.
4. White females Professionals are no longer under-represented as they have improved by 1% which placed them in line with the County population.
5. White females in the Service/Maintenance category have improved by 2%.

The Courts workforce is primarily made up of Administrative Support workers which represents approximately 69.5% of employees. This Administrative Support population historically has more female applicants due to the clerical nature of the positions. From 2012 to 2014 the Court experienced a difficult budget climate which decreased the number of employees hired. In early 2015, the Court began recruiting efforts increasing the Administrative Support population by 12.3% of which 3.6% were males in all ethnicities. Overall the Court has increased the male population by 8% since 2012.

Now in 2017, the Court once again is experiencing a difficult budget climate and recruitment efforts have decreased and will continue to do so over the next two years.

Step 5: Objectives and Steps

1. Increase target outreach to the male & female population in all ethnicities in all categories to continue to increase the deficient populations in the areas as outlined in the analysis.

a. Human Resources will reach out to various local organizations and schools when external recruitments within impacted categories arise. Such organizations and schools may include Organization of Chinese Americans, Orange County Asian and Pacific Islander Community Alliance, Asian Business Association of Orange County, Orange County Hispanic Chamber of Commerce, Bradman University, California State, Chapman University, Coastline College, Golden West Community College, Irvine Valley College, Orange Coast College, Santa Ana Community College, South Coast College, and University of California.

As mentioned in the underutilization analysis narrative, the Court's need for external recruiting may continue to decrease over the next two years. In the interim, the Court will begin to develop networks with all local colleges and organizations in order to immediately distribute employment opportunities as they arise.

2. Continue to support a policy of non-discrimination and equal employment opportunity.

a. The Court will continue to support a policy of non-discrimination and equal employment opportunity in order to maintain a diverse workforce. The Court will continue to offer discrimination prevention classes to all staff on an ongoing basis.

Step 6: Internal Dissemination

1. Post the 2017 EEO Short Form on the Court's intranet site, which is available to all employees.
2. Remind all leadership employees of the EEO Short Form and its location during the HR Forum for management and supervisors.
3. Continue to train and update management and supervisors on the Court's non-discrimination/harassment trends, policies and procedures.

Step 7: External Dissemination

1. Provide an email contact on the Court's Employment section of the public website (www.occourts.org/employment) under the Recruitment Resources tab, so we may provide requesters with a copy within 24 hours of the request. The Court is in the process of updating the recruitment site and a download copy may be added in the future.
2. Keep a copy available for reading in the Human Resources reception area.

Utilization Analysis Chart
Relevant Labor Market: Orange County, 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
Officials/Administrators																
Workforce #/%	12/16%	9/12%	1/1%	0/0%	8/10%	0/0%	0/0%	1/1%	26/34%	10/13%	1/1%	0/0%	5/6%	0/0%	4/5%	0/0%
CLS #/%	91,890/40%	22,525/10%	2,760/1%	290/0%	20,055/9%	485/0%	1,310/1%	530/0%	53,685/23%	15,995/7%	3,290/1%	295/0%	14,675/6%	135/0%	910/0%	780/0%
Utilization #/%	-24%	2%	0%	-0%	2%	-0%	-1%	1%	10%	6%	-0%	-0%	0%	-0%	5%	-0%
Professionals																
Workforce #/%	43/15%	25/8%	0/0%	0/0%	30/10%	0/0%	7/2%	2/1%	72/24%	58/20%	3/1%	0/0%	44/15%	0/0%	6/2%	6/2%
CLS #/%	83,375/30%	15,905/6%	2,800/1%	250/0%	35,425/13%	430/0%	1,720/1%	1,000/0%	80,360/29%	19,175/7%	2,940/1%	295/0%	31,535/11%	245/0%	1,755/1%	690/0%
Utilization #/%	-15%	3%	-1%	-0%	-3%	-0%	2%	0%	-5%	13%	-0%	-0%	4%	-0%	1%	2%
Technicians																
Workforce #/%	7/37%	2/11%	0/0%	0/0%	6/32%	0/0%	1/5%	0/0%	2/11%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,410/25%	4,360/11%	450/1%	20/0%	6,030/16%	65/0%	270/1%	100/0%	7,450/20%	3,710/10%	480/1%	4/0%	5,360/14%	25/0%	160/0%	205/1%
Utilization #/%	12%	-1%	-1%	-0%	16%	-0%	5%	-0%	-9%	-4%	-1%	-0%	-14%	-0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,510/44%	5,710/26%	1,155/5%	55/0%	1,335/6%	60/0%	155/1%	125/1%	2,020/9%	995/5%	220/1%	45/0%	185/1%	10/0%	55/0%	60/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	5/56%	2/22%	0/0%	0/0%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	620/39%	175/11%	0/0%	10/1%	60/4%	0/0%	0/0%	15/1%	415/26%	225/14%	20/1%	0/0%	25/2%	0/0%	0/0%	20/1%
Utilization #/%	16%	11%	0%	-1%	18%	0%	0%	-1%	-26%	-14%	-1%	0%	-2%	0%	0%	-1%
Administrative Support																
Workforce #/%	49/5%	90/9%	8/1%	0/0%	30/3%	0/0%	8/1%	3/0%	312/31%	336/33%	32/3%	2/0%	92/9%	2/0%	39/4%	6/1%
CLS #/%	90,020/21%	53,105/12%	4,800/1%	370/0%	27,800/6%	555/0%	1,835/0%	1,315/0%	125,425/2%	77,775/18%	7,755/2%	920/0%	35,535/8%	995/0%	3,120/1%	2,145/0%

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
	%	%			%				9%	%			%			
Utilization #/%	-16%	-3%	-0%	-0%	-3%	-0%	0%	-0%	2%	15%	1%	-0%	1%	-0%	3%	0%
Skilled Craft																
Workforce #/%	4/57%	3/43%	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 #/%	36,245/32%	53,615/48%	1,695/2%	455/0%	10,020/9%	330/0%	745/1%	500/0%	1,885/2%	3,705/3%	140/0%	15/0%	2,460/2%	20/0%	100/0%	20/0%
Utilization #/%	25%	-5%	-2%	-0%	-9%	-0%	-1%	-0%	-2%	-3%	-0%	-0%	-2%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	2/6%	13/38%	1/3%	0/0%	3/9%	0/0%	0/0%	0/0%	0/0%	15/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	49,745/13%	142,830/38%	4,185/1%	410/0%	22,405/6%	765/0%	1,210/0%	1,540/0%	40,870/11%	84,800/22%	2,595/1%	505/0%	23,815/6%	490/0%	1,300/0%	1,440/0%
Utilization #/%	-7%	1%	2%	-0%	3%	-0%	-0%	-0%	-11%	22%	-1%	-0%	-6%	-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
Officials/Administrators	✓															
Professionals	✓															
Administrative Support	✓	✓			✓											
Service/Maintenance									✓							

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: Ernest Montoya

Human Resources Officer

10-26-2017

[signature]

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