

EEOP Short Form



Thu Aug 12 17:22:52 EDT 2010

Step 1: Introductory Information

Grant Title: Lane County Pretrial Monitoring **Grant Number:** 2006-WE-AX-0021
Grantee Name: Lane County Circuit Court, 2nd Judicial District **Award Amount:** \$135,880.00
Grantee Type: State Government Agency
Address: 125 E. 8th Avenue
Eugene, Oregon
97401
Contact Person: Elizabeth Rambo **Telephone #:** 541-682-4598
Contact Address: 125 E. 8th Avenue
Eugene, Oregon
97401
State Granting Agency: Lane County **Grant Number:** 2006-WE-AX-0021
Contact Name: Sue Love, OJD Grant Coordinator
Contact Address: 1163 State St.
Salem, Oregon
97301
Telephone #: 503-986-5881

Grant Title: Jackson Adult Drug Court Discretionary Restitution **Grant Number:** 2009-DC-BX-0054
Grantee Name: Jackson County Circuit Court, 1st Judicial District **Award Amount:** \$42,000.00
Grantee Type: State Government Agency
Address: 100 South Oakdale
Medford, Oregon
97501
Contact Person: Bob Kleker **Telephone #:** 541-776-7171
Contact Address: 100 South Oakdale
Medford, Oregon
97501
State Granting Agency: Jackson County HHS **Grant Number:** 2009-DC-BX-0054
Contact Name: Sue Love, OJD Grant Coordinator
Contact Address: 1163 State St.
Salem, Oregon
97301
Telephone #: 503-986-5881

Grant Title: VAWA Transition **Grant Number:** 06-VAWA-REOB-3218
Grantee Name: Oregon Judicial Department **Award Amount:** \$60,595.00
Grantee Type: State Government Agency
Address: 1163 State St.
Salem, Oregon
97301
Contact Person: Leola McKenzie **Telephone #:** 503-986-5942
Contact Address: 1163 State St.
Salem, Oregon
97301
State Granting Agency: Oregon Department of Justice **Grant Number:** 06-VAWA-3532
Contact Name: Sue Love, OJD Grant Coordinator
Contact Address: 1163 State St.
Salem, Oregon
97301
Telephone #: 503-986-5881

Grant Title: CPSD VAWA ARRA **Grant Number:** 09-ARRA-VAWA-3532
Grantee Name: Oregon Judicial Department **Award Amount:** \$85,795.00
Grantee Type: State Government Agency
Address: 1163 State St.
Salem, Oregon
97301
Contact Person: Leola McKenzie **Telephone #:** 503-986-5942
Contact Address: 1163 State St.
Salem, Oregon
97301
State Granting Agency: Oregon Department of Justice **Grant Number:** 09-ARRA-VAWA-3532
Contact Name: Sue Love, OJD Grant Coordinator
Contact Address: 1163 State St.
Salem, Oregon
97301
Telephone #: 503-986-5881

Grant Title: Douglas County Adult Drug Court **Grant Number:** M57010-09JAG
Grantee Name: Douglas County Circuit Court, 16th Judicial District **Award Amount:** \$97,679.00

Grantee Type: State Government Agency
Address: 1036 SE Douglas, Justice Bldg, Rm. 206
Roseburg, Oregon
97470
Contact Person: Jessie Larner **Telephone #:** 541-947-2401
Contact Address: 1036 SE Douglas, Justice Bldg. Rm. 206
Roseburg, Oregon
97470
State Granting Agency: Criminal Justice Commission **Grant Number:** M57010-09JAG
Contact Name: Sue Love, OJD Grant Coordinator
Contact Address: 1163 State St.
Salem, Oregon
97301
Telephone #: 503-986-5881

Grant Title: Jackson CJC M57 **Grant Number:** M57015-09JAG
Grantee Name: Jackson County Circuit Court, 1st Judicial District **Award Amount:** \$139,871.00
Grantee Type: State Government Agency
Address: 1101 West Main St., Ste 101
Medford, Oregon
97501
Contact Person: Bob Kleker **Telephone #:** 541-776-7171
Contact Address: 100 South Oakdale
Medford, Oregon
97501
State Granting Agency: Criminal Justice Commission **Grant Number:** M57015-09JAG
Contact Name: Sue Love, OJD Grant Coordinator
Contact Address: 1163 State St.
Salem, Oregon
97301
Telephone #: 503-986-5881

Grant Title: Union County Alcohol and Drug Court Program **Grant Number:** TC0011-09JAG
Grantee Name: La Grande Circuit Court, 10th Judicial District **Award Amount:** \$76,013.00

Grantee Type: State Government Agency

Address: 1008 K. Avenue
La Grande, Oregon
97850

Contact Person: Stephanie Miller

Telephone #: 541-962-9500

Contact Address: 1008 K. Avenue
La Grande, Oregon
97850

State Granting Agency: Criminal Justice Commission

Grant Number: TC011-09JAG

Contact Name: Sue Love, OJD Grant Coordinator

Contact Address: 1163 State St.
Salem, Oregon
97301

Telephone #: 503-986-5881

Grant Title: Josephine Mental Health Court

Grant Number: MH017-OJD-09BJA1

Grantee Name: Josephine County Circuit Court,
14th Judicial District

Award Amount: \$97,489.00

Grantee Type: State Government Agency

Address: 500 NW 6th St., Dept 17
Grants Pass, Oregon
97526

Contact Person: Kirk Brust

Telephone #: 541-476-2309

Contact Address: 500 NW 6th St., Dept. 17
Grants Pass, Oregon
97526

State Granting Agency: Criminal Justice Commission

Grant Number: MH017-OJD-09BJA1

Contact Name: Sue Love, OJD Grant Coordinator

Contact Address: 1163 State St.
Salem, Oregon
97301

Telephone #: 503-986-5881

Grant Title: Multnomah M57 START Drug
Court

Grant Number: M5026-09JAG

Grantee Name: Multnomah County Circuit Court,
4th Judicial District

Award Amount: \$29,163.00

Step 4b: Narrative Underutilization Analysis

See attachment

Step 5 & 6: Objectives and Steps

1. See attachment

a. See attachment

Step 7a: Internal Dissemination

See attachment

Step 7b: External Dissemination

See attachment

**Utilization Analysis Chart
Relevant Labor Market: Oregon**

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
Officials/Administrators														
Workforce #/%	19/36%	0/0%	0/0%	0/0%	1/2%	1/2%	0/0%	29/55%	1/2%	0/0%	1/2%	0/0%	0/0%	1/2%
CLS #/%	137,085/56%	4,490/2%	1,305/1%	965/0%	4,040/2%	215/0%	1,180/0%	88,195/36%	2,955/1%	865/0%	990/0%	2,630/1%	150/0%	630/0%
Utilization #/%	-20%	-2%	-1%	-0%	0%	2%	-0%	19%	1%	-0%	1%	-1%	-0%	2%
Professionals														
Workforce #/%	111/34%	8/2%	1/0%	0/0%	6/2%	0/0%	6/2%	172/53%	10/3%	1/0%	1/0%	3/1%	0/0%	8/2%
CLS #/%	129,855/43%	3,810/1%	1,870/1%	780/0%	7,175/2%	220/0%	1,035/0%	142,085/47%	4,810/2%	1,735/1%	1,350/0%	5,405/2%	185/0%	1,185/0%
Utilization #/%	-9%	1%	-0%	-0%	-1%	-0%	1%	5%	1%	-0%	-0%	-1%	-0%	2%
Technicians														
Workforce #/%	30/61%	1/2%	0/0%	0/0%	0/0%	0/0%	1/2%	15/31%	0/0%	0/0%	0/0%	1/2%	0/0%	1/2%
CLS #/%	14,775/41%	805/2%	280/1%	230/1%	745/2%	55/0%	105/0%	17,145/48%	640/2%	265/1%	170/0%	615/2%	55/0%	100/0%
Utilization #/%	20%	-0%	-1%	-1%	-2%	-0%	2%	-17%	-2%	-1%	-0%	0%	-0%	2%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	17,735/74%	660/3%	355/1%	500/2%	205/1%	35/0%	110/0%	4,060/17%	225/1%	60/0%	85/0%	50/0%	4/0%	35/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	915/43%	24/1%	0/0%	10/0%	15/1%	4/0%	10/0%	1,030/49%	50/2%	0/0%	25/1%	10/0%	4/0%	10/0%
Utilization #/%														
Administrative Support														
Workforce #/%	86/7%	10/1%	2/0%	0/0%	0/0%	1/0%	10/1%	946/79%	56/5%	12/1%	5/0%	18/2%	7/1%	42/4%
CLS #/%	112,710/28%	6,340/2%	2,560/1%	1,270/0%	3,165/1%	345/0%	1,455/0%	253,335/62%	11,995/3%	3,835/1%	3,475/1%	6,280/2%	625/0%	2,400/1%
Utilization #/%														

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 #/%	-20%	-1%	-0%	-0%	-1%	-0%	0%	17%	2%	0%	-0%	-0%	0%	3%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	142,515/83%	10,595/6%	1,190/1%	1,840/1%	2,250/1%	380/0%	1,395/1%	10,040/6%	840/0%	135/0%	140/0%	925/1%	25/0%	140/0%
Utilization #/%														
Service/Maintenance														
Workforce #/%	2/100%	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 #/%	233,385/46%	50,425/10%	5,160/1%	4,145/1%	7,645/1%	1,155/0%	2,865/1%	166,855/33%	23,170/5%	3,495/1%	3,255/1%	8,190/2%	570/0%	1,945/0%
Utilization #/%	54%	-10%	-1%	-1%	-1%	-0%	-1%	-33%	-5%	-1%	-1%	-2%	-0%	-0%

STEP 4B: UNDERUTILIZATION NARRATIVE

The Oregon Judicial Department (OJD) workforce data reflects the workforce as of June 30, 2010. Under the Administrative Support category, which equals 73% of the OJD workforce, most persons who apply for these jobs reside within the county where the jobs are located. The OJD historically uses county data to analyze this category, as well as the Service and Maintenance category, when submitting its Affirmative Action Report to the Oregon Legislature. The electronic format provided by USDOJ, Office of Justice Programs does not allow for mixing both statewide and countywide data. As a result, statewide data was used to evaluate these two EEO categories and the remaining EEO job categories used by the OJD. Countywide data as described above is available in the OJD's Affirmative Action Report.

Community labor statistics provided by the U.S. Census does not include data on persons with disabilities. The OJD maintains data on its workforce for this category but has omitted this information for lack of valid comparators.

In response to a USDOJ, Office of Justice Programs directive in 2006, the OJD developed a special database to capture the updated racial/ethnic categories required for this report. This included conducting a new survey of all OJD employees in early 2008.

A comparison of the OJD's workforce to the relevant labor force market for the state of Oregon indicates the underutilization in the following categories. To put these figures into proper perspective, the total number of employees in each category is included.

Officials and Administrators – total OJD workforce: 53

- Males – Whites are underutilized by -20%. Hispanics or Latinos are underutilized by -2. Blacks or African Americans are underutilized by -1%.
- Females – Hispanics or Latinos are underutilized by -1%. Asians are underutilized by -1%.

Professionals – total OJD workforce: 327

- Males – Whites are underutilized by -9%. Asians are underutilized by -1%.
- Females – Asians are underutilized by -1%.

Technicians – total OJD workforce: 49

- Males – Blacks or African Americans are underutilized by -1%. American Indians or Alaska Natives are underutilized by -1%. Asians are underutilized by -2%.

- Females – Whites are underutilized by -17%. Hispanics or Latinos are underutilized by -2%. Blacks or African Americans are underutilized by -1%.

Administrative Support – total OJD workforce: 1195

- Males – Whites are underutilized by -20%. Hispanics or Latinos are underutilized by -1%. Asians are underutilized by -1%.

Service and Maintenance – total OJD workforce: 2

- Males - Hispanics or Latinos are underutilized by -10%. Blacks or African Americans are underutilized by -1%. American Indians or Alaska Natives are underutilized by -1%. Asians are underutilized by -1%. Two or more races are underutilized by -1%.
- Females – Whites are underutilized by -33%. Hispanics or Latinos are underutilized by -5%. Blacks or African Americans are underutilized by -1%. American Indians or Alaska Natives are underutilized by -1%. Asians are underutilized by -2%.

ANALYSIS

With the exception of the underutilization of white males in the Officials and Administrator, Professional, and Administrative Support EEO job categories, the percentage of underutilization of both males and females in other races/ethnicities in all EEO job categories is -2% or less, except as noted below.

In the Service and Maintenance EEO job category, the number of employees (two) made it difficult to draw any reliable conclusion. Moreover, this category is measured against county data.

For females, the most significant underutilization is for white females in the Technicians EEO job category (-17%). This job category has historically attracted a greater number of male applicants because of the Information Technology (“IT”) technical support classifications. The IT classifications in this category provide hardware and software support in the courts and offices located throughout the state. And although the OJD uses statewide data to conduct its analysis, the data suggests that the geographic locations of these positions may not produce a quantifiable female applicant pool.

Efforts to hire diverse applicants and maintain gains in workforce diversity have been severely compromised due to an unprecedented budget shortfall in the 2009-11 biennium. This shortfall is resulting in program cuts, employee furloughs and layoffs; The OJD expects this trend to continue through at least the 2011-13 biennium.

STEP 5: OBJECTIVES

The OJD committed to ensuring equal employment opportunity and to valuing diversity in our courts and offices. Our goal is to employ a highly diversified workforce that provides great service to this state and represents the diverse population of Oregon.

In January 2010, the OJD acquired a software package to provide automated recruitment services to the courts and offices throughout the state. With this new software system called "Neogov," the OJD will be able to gather and evaluate applicant demographics in many different ways, such as recruitment by classification, county, region or state.

Reports can also be generated in various formats and will allow courts and offices to determine recruitment and outreach strategies.

The next EEOP will reflect OJD applicant demographics.

Based on the results of the underutilization analysis, the OJD established the following objectives:

- Recruit open competitively; use diverse interview panels where possible.
- Prioritize efforts to recruit people of color, women, and persons with disabilities to reflect an improved representation in all categories.
- Monitor all personnel practices and procedures, including training, hiring and promoting to ensure they are applied equally and in compliance with the Oregon Judicial Department EEOP.
- Review diversity goals and employ outreach strategies to achieve such goals.
- Provide developmental assignments and job rotations to current employees; provide internships to high school and college students.
- Promote efforts to utilize underfill recruitments and establish career ladders for current employees.
- Establish a positive climate for equal employment. Take necessary action(s) to prevent discrimination and harassment.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

The OJD has developed several strategies to achieve its EEOP objectives:

EEO Data

- Gather applicant demographics for analysis to determine recruitment and outreach strategies.
- Continue to provide a census form regarding race/ethnicity and disability status in the new employee packet information.
- Encourage administrative authorities to evaluate subordinate managers and supervisors for making good faith efforts in EEO/AA.

Training

- Continue to provide training programs for employees and judges, when and where possible, that include information on affirmative action and discrimination, including incorporating the affirmative action plan into the existing EEO module of supervisory training.
- Provide, when and where possible, a separate, comprehensive recruitment and selection training module to supervisors and leadworkers with a component on affirmative action and diversity.
- Continue to promote a region-wide supervisor forum to share best practices in areas of recruitment and selection and outreach strategies.

Publicize the Profession

- Participate in mock interviews of high school students to provide feedback on their skills and to solicit interest in the OJD.
- Encourage courts and offices to create internships for high school and college students interested in a career in the judicial branch.

Recruitment and Hiring

- Recruit open competitively; use diverse interview panels where possible.
- Continue to encourage courts and offices to use other popular web sites such as Monster.com and Craig's List to advertise OJD openings.
- Continue to post job announcements of professional-level positions on the National Center for State Courts website.

Employee Retention and Development

- Continue to provide a centrally coordinated mentorship program for new trial court administrators and division directors.
- Promote and support employee training and development for all employees.
- Develop opportunities for underfilling positions for those employees who do not meet the minimum qualifications and where recruitment for qualified individuals is difficult.
- Continue to provide a pay differential, where needed, for eligible department employees who possess bilingual skills.
- Advise employees and new hires of the Oregon Judicial Department's discrimination complaint procedures and handle all complaints in an effective and timely manner.

Other Initiatives

- Ensure OJD statewide committees and boards represent the diversity of the workforce.

STEPS 7a and 7b: INTERNAL and EXTERNAL DISSEMINATION

The EEOP will be accessible by all Oregon Judicial Department employees and interested parties on the OJD's internal and external web pages. The Human Resource Services Division Director, as delegated by the State Court Administrator, is responsible for implementing the EEOP.

Paper copies and other alternate formats will be made available to interested parties upon request.