

# EEO Utilization Report

## Organization Information

Name: Maryland Judiciary

City: Annapolis

State: MD

Zip: 21401

Type: State Court

## **Step 1: Introductory Information**

### **Policy Statement:**

This Policy is established to ensure compliance with applicable laws governing the Judiciary's equal opportunity responsibilities concerning employees and applicants for employment.

The Judicial Branch recognizes and honors the value and dignity of each employee and the importance of providing employees with an opportunity to pursue a career in an environment free of discrimination, harassment, and retaliation.

This policy establishes the process for filing a complaint of discrimination, harassment, and retaliation and assigns responsibilities for reporting, investigating, and resolving such complaints.

The Judicial Branch has zero tolerance for discrimination, harassment, and retaliation, and shall take prompt remedial action, including appropriate disciplinary or remedial action, up to and including termination, to correct, remedy, and prevent unlawful discrimination, harassment, and retaliation.

## Step 4b: Narrative of Interpretation

This Report compares the statewide workforce in the Judiciary to statewide labor market statistics, since the primary source of our employees is the State of Maryland. The Administrative Office of the Court's Judiciary Human Resources Department ("JHRD") and Fair Practices Department ("FPD") reviewed the Utilization Report and Chart and note the following:

**Officials and Managers:** Three minority groups which were previously noted in 2016 as having a statistically significant underutilization are no longer marked as such: Hispanic males, Asian males, and Asian females. White males are underutilized (-17%) but at a lesser delta than in 2016 (-24%).

**Professionals:** Minority groups which continue to have a statistically significant underutilization are Asian males (-4%) and Asian females (-2%). White males are also underutilized (-10%). No significant underutilizations were noted in the **Technicians** category.

**Protective Services – Sworn:** Minority groups which are noted as having a statistically significant underutilization are Hispanic males (-2%), white females (-7%), and African American females (-4%). Relative to 2016, the underutilization of white females increased by one percentage-point; the underutilization of African American females decreased by two percentage-points. The Maryland Judiciary does not employ individuals in the **Protective Services: Non-Sworn** category.

**Administrative Support:** Minority groups which are noted as having a statistically significant underutilization are Hispanic males (-1%), African American males (-1%), and Asian males (-1%). White males are also underutilized (-15%). Statistically significant underutilizations were also noted in the category of "other" for both males and females (both -0%), but there is insufficient information to conduct a meaningful analysis. No significant underutilizations were noted in the **Skilled Craft** category. The Maryland Judiciary does not employ individuals in the **Service Maintenance** category.

The FPD and JHRD note that the minority groups with statistically significant underutilization for female employees are White (Protective Services – Sworn), African American (Protective Services – Sworn), and Asian (Professionals). The minority groups with statistically significant underutilization for male employees are Hispanic (Protective Services – Sworn and Administrative Support) and Asian (Professionals and Administrative Support). It is also noted that underutilization percentages for most minority groups have decreased slightly since the Judiciary's prior utilization report in 2016.

Due to its structure, the Maryland Judiciary has a wide variety of hiring managers making hiring decisions for a wide variety of positions. The pool of applicants for positions vary greatly based on geographic location, job requirements, and related factors. Within each job category there are also a wide variety of positions. For example, the Administrative Support category includes approximately 96 position titles; the Professional category covers 219 position titles. These factors increase the difficulty of reaching meaningful conclusions about likely causes of the noted underutilizations and possible barriers.

## Step 4b: Narrative of Interpretation

See attachment.

Following File has been uploaded:Narrative of Interpretation.docx

## Step 5: Objectives and Steps

**1. The Maryland Judiciary's overall objective is to provide equal employment opportunity and equal access to opportunities. This objective includes identifying trends which may impact participation of racial/ethnic groups at multiple levels of the Judiciary system. This objective also includes encouraging and maintaining a workforce that is representative of Maryland's Civilian Labor Force (CLF).**

a. The FPD, together with the JHRD, will evaluate trends in applications and hiring to better understand whether noted underutilizations reflect under-representation in the respective applicant pools, hiring outcomes, or other factors and use these evaluations to consider possible responses to barriers to full inclusion.

**2. To continue to incorporate the positive and continuing support of management at all levels to ensure equal employment opportunity without regard to race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity or expression, political affiliation, marital or family status, genetic information, or any other characteristic protected by state or federal law.**

a. The Judicial College of Maryland, with the JHRD and FPD, has developed an online, interactive New Employee Orientation for new Judiciary employees and supervisors which includes a training module on the Judiciary's EEO policies, including the Policy Prohibiting Discrimination, Harassment, and Retaliation, the Policy on Accommodation of Disabilities, and the Policy on Religious Accommodation.

b. The Judicial Branch has launched an online, interactive, in-depth course on preventing sexual harassment, and mandated completion by all personnel, including elected and appointed officials. Completion of the course is monitored to ensure all personnel complete the course.

c. The FPD provides in-person training when possible to support hiring managers and HR representatives throughout the Maryland Judiciary to identify and eliminate barriers to equal opportunity employment.

**3. To continue to inform all present and prospective employees of the Judiciary's Policy Prohibiting Discrimination, Harassment, and Retaliation and best workplace practices for building an inclusive work environment.**

a. The FPD and the JHRD will continue to collaborate to review dissemination and awareness of the EEO Policy among all Judiciary employees

b. The JHRD will continue to participate in minority job fairs. JHRD will evaluate the potential to utilize local minority newspapers and media outlets to advertise job opportunities. JHRD will review and revise the organization's recruitment strategies to ensure underutilized groups are targeted as identified by the internal analysis.

c. The FPD and JHRD will collaborate to evaluate training opportunities, including employee awareness of Professional and Technology Education opportunities offered by the Judicial College of Maryland as well as the Judiciary Educational Assistance Program that provides reimbursement for college course work for professional development.

**4. To provide equal employment opportunities for Black or African American women, White women, and Hispanic or Latino men when filling vacancies that become available in the Protective Services Sworn job category.**

a. The Fair Practices Officer (FPO) will review the composition of the applicant pool for vacancies in this job category in the last fiscal year to determine whether applicants were under-represented. The FPO will send a report of its findings, along with relevant observations and recommendations, to the JHRD within six months of the date of this report.

b. The JHRD will review the report from FPO and related internal information to determine whether any step in the selection process for these positions may have had a significant impact on reducing success for Black or African American women, White women, and Hispanic or Latino men. The JHRD will produce a written report of its findings and send to the FPO; and based on the results, consider modifying its candidate selection process.

c. The JHRD and FPD will confer on means to enhance outreach efforts to or remove potential barriers for Black or African American women, White women, and Hispanic or Latino men applicants in this job category.

## **Step 6: Internal Dissemination**

### Internal Communication

- \* Provide the EEO Utilization Report to all Talent Acquisition staff in the Judiciary Human Resources Department.
- \* Notify employees using announcements on the employee-intranet site that the EEO Utilization Report is available to all employees via the Fair Practices Department webpage.
- \* Continue to publish the Judiciary's Policy Prohibiting Discrimination, Harassment, and Retaliation ("Anti-Discrimination Policy") on intranet sites so it is available to all Judiciary employees and identify ways to improve access and knowledge of the Anti-Discrimination Policy.
- \* Continue to distribute the Anti-Discrimination Policy at orientation sessions for new judges.
- \* Continue to post federal and State Anti-Discrimination posters in prominent locations throughout the Judiciary.

## **Step 7: External Dissemination**

### External Communication

- \* Continue to publish the Judiciary's Anti-Discrimination Policy on internet sites so it is available to the public.
- \* Notify public users that the EEO Utilization Report is available via the Fair Practices Department webpage.
- \* Notify contractors and vendors that the EEO report is available via the Fair Practices Department webpage.
- \* Continue to include in all Judiciary job vacancy announcements, job advertisements, and letterhead used for recruitment purposes, and announcements about training programs, the statement, "The Maryland Judiciary is an Equal Opportunity Employer."
- \* Include in all Judiciary job vacancy announcements the statement, "The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed."

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

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 #/%	18/26%	0/0%	5/7%	0/0%	0/0%	0/0%	1/1%	0/0%	37/54%	0/0%	8/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	160,575/43%	8,305/2%	29,200/8%	270/0%	9,770/3%	15/0%	1,660/0%	890/0%	107,765/29%	6,105/2%	36,965/10%	475/0%	7,905/2%	145/0%	1,400/0%	770/0%
Utilization #/%	-17%	-2%	-1%	-0%	-3%	-0%	1%	-0%	25%	-2%	2%	-0%	-2%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	202/21%	19/2%	82/9%	0/0%	17/2%	0/0%	10/1%	0/0%	351/37%	23/2%	196/21%	1/0%	23/2%	0/0%	27/3%	0/0%
CLS #/%	183,270/31%	8,480/1%	39,595/7%	460/0%	29,915/5%	130/0%	2,470/0%	1,490/0%	217,420/37%	10,555/2%	67,040/11%	545/0%	25,485/4%	50/0%	2,940/0%	1,890/0%
Utilization #/%	-10%	1%	2%	-0%	-3%	-0%	1%	-0%	0%	1%	9%	0%	-2%	-0%	2%	-0%
<b>Technicians</b>																
Workforce #/%	12/25%	0/0%	9/19%	0/0%	2/4%	0/0%	0/0%	0/0%	9/19%	0/0%	12/25%	0/0%	2/4%	1/2%	1/2%	0/0%
CLS #/%	23,190/29%	1,570/2%	7,135/9%	50/0%	3,275/4%	0/0%	245/0%	330/0%	25,090/31%	1,285/2%	14,695/18%	95/0%	3,330/4%	50/0%	490/1%	80/0%
Utilization #/%	-4%	-2%	10%	-0%	0%	0%	-0%	-0%	-12%	-2%	7%	-0%	0%	2%	1%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	209/53%	3/1%	125/32%	1/0%	2/1%	0/0%	2/1%	0/0%	11/3%	0/0%	36/9%	0/0%	0/0%	0/0%	2/1%	0/0%
CLS #/%	27,320/46%	1,495/3%	14,965/25%	60/0%	515/1%	0/0%	325/1%	130/0%	5,525/9%	300/1%	7,875/13%	55/0%	160/0%	0/0%	270/0%	115/0%
Utilization #/%	7%	-2%	7%	0%	-0%	0%	-0%	-0%	-7%	-1%	-4%	-0%	-0%	0%	0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,895/32%	110/2%	745/13%	0/0%	25/0%	0/0%	30/1%	40/1%	1,725/29%	140/2%	1,070/18%	0/0%	20/0%	0/0%	65/1%	40/1%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	165/7%	13/1%	170/8%	1/0%	11/0%	0/0%	13/1%	0/0%	955/42%	86/4%	743/33%	6/0%	41/2%	1/0%	43/2%	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 #/%	145,405/2 2%	11,615/2 %	57,065/9 %	355/0% 	12,505/2 %	165/0% 	3,020/0% 	1,310/0% 	266,125/4 0%	21,765/3 %	117,320/1 8%	785/0% 	15,725/2 %	330/0% 	4,010/1% 	2,580/0% 
Utilization #/%	-15%	-1%	-1%	-0%	-1%	-0%	0%	-0%	2%	1%	15%	0%	-1%	-0%	1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	135,655/6 2%	31,465/14 %	31,135/14 %	400/0% 	5,280/2% 	250/0% 	1,640/1% 	1,080/0% 	6,265/3% 	1,095/1% 	2,725/1% 	80/0% 	925/0% 	0/0% 	110/0% 	130/0% 
Utilization #/%	5%	-14%	-14%	-0%	-2%	-0%	-1%	-0%	30%	-1%	-1%	-0%	-0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	147,775/2 6%	47,835/8 %	94,405/17 %	610/0% 	12,625/2 %	65/0% 	2,765/0% 	1,515/0% 	124,085/2 2%	35,040/6 %	82,330/14 %	575/0% 	15,085/3 %	125/0% 	2,725/0% 	1,335/0% 
Utilization #/%																

### 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: 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: Warren Hedges

Fair Practices Officer

05-13-2021

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