

EEOP Utilization Report



Fri Sep 02 16:51:58 EDT 2016

Step 1: Introductory Information

Grant Title:	BJA FY 2013 Justice Information Sharing Solutions Program Full Proposal	Grant Number:	2013-DB-BX-K062
Grantee Name:	20th Circuit Court - Juvenile Services	Award Amount:	\$500,000.00
Grantee Type:	Local Government Agency		
Address:	12120 Fillmore Street West Olive, Michigan 49460		
Contact Person:	Kevin Bowling	Telephone #:	616-786-4123
Contact Address:	12120 Fillmore Street West Olive, Michigan 49460		
DOJ Grant Manager:	Ludmila Hago	DOJ Telephone #:	202-305-1780

Policy Statement:

The County is an Equal Opportunity Employer and will not discriminate with regard to religion, race, color, national origin, age, sex, height, weight, marital status, disability in treatment or genetic information, employment actions or access to programs and activities. Individuals who believe that they have been unlawfully discriminated against may file a complaint with the County Human Resources Director, who is designated as the EEO/ADA/Section 504 Compliance Officer. In the event of an alleged act of discrimination caused by the County Human Resources Director, the report shall be made to the County Corporation Counsel or to a member of the County Board. The County will ensure that a prompt and equitable resolution of the complaint is achieved. Each County supervisor, department head and elected official is required, as part of their overall job duties, to apply and enforce this policy.

Complete policy available upon request.

Step 4b: Narrative Underutilization Analysis

White males are underrepresented in Official/Admin. positions (-31%). While men are present at the mid-manager level, with the exception of the top-ranking position, Court Administrator, each division head is a female. This can be attributed, in part, to two factors. The first is that two Court divisions are significantly smaller and only utilize one administrative position, both currently filled by females. In the other two Court divisions, the heads have been working with the Court for decades, and have proven their abilities through time spent in other areas of the organization, eventually earning their current positions.

In addition to being disproportionately represented in Official/Admin. roles, white males are also underrepresented in Professional roles in the organization (-14%).

White females are disproportionately represented in the Protective Services: Non-sworn category (-19%). This area primarily reflects investigative, casework, and corrections staff. While there are a number of female employees who work in each of these areas, because of the nature of the job duties, such positions have historically seemed to attract more male applicants. Additionally, these positions range from entry level to top-tier positions. The proportionate number of males represented in entry level positions is higher than those in the upper levels.

In Admin. Support positions, white males are underrepresented (-30%). There has historically been very little staff turnover among Court staff. As a result, many of the people who currently occupy these positions are female. A significant number of these women are nearing retirement and entered the workforce at a time when there were fewer professional options available to women who did not have a college education. While it is well documented that a large shift has occurred in this area throughout the years, the 20th Circuit Court still feels the residual effects of the former social and economic climates.

Step 5 & 6: Objectives and Steps

1. To encourage qualified applicants from all backgrounds to apply for posted positions and to ensure the recruitment and hiring process contains no barriers for members of federally protected classes.

- a. The Court will continue to actively recruit qualified candidates through our internal college internship program.
- b. For future position postings, the Court will utilize County and Court contacts to advertise vacant positions to attract a wide range of diverse applicants.
- c. The Court will continue to actively recruit qualified candidates via the County Human Resources Employment Portal (www.miottawa.org).
- d. The Court will continue to utilize local university recruitment fairs; publicizing Court careers available to college graduates.

Step 7a: Internal Dissemination

1. When notices of new job postings are distributed to Court staff via email, include the EEOP policy.
2. The EEOP policy and EEOP utilization report will be internally disseminated to all staff via email.
3. This EEOP utilization report will be made available to all employees upon request through the Circuit Court Leadership Team.
4. This EEOP policy and utilization report will be posted on the Courts page of the County website.

Step 7b: External Dissemination

1. Post the EEOP policy and utilization report to the Court webpage.
2. Notify organizations and agencies affiliated with the Court that the EEOP policy and utilization report are available upon request.
3. The Court, through the Court Administrators office, will provide any interested parties with a copy of the EEOP policy and utilization report upon request.

Utilization Analysis Chart
Relevant Labor Market: Ottawa County, Michigan

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 #/%	4/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/64%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,315/59%	315/3%	30/0%	10/0%	140/1%	15/0%	70/1%	25/0%	3,965/32%	230/2%	70/1%	30/0%	70/1%	0/0%	25/0%	0/0%
Utilization #/%	-31%	-3%	-0%	-0%	-1%	-0%	-1%	-0%	32%	-2%	7%	-0%	-1%	0%	-0%	0%
Professionals																
Workforce #/%	5/28%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/61%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,555/42%	240/1%	95/1%	35/0%	260/1%	0/0%	40/0%	0/0%	9,065/50%	285/2%	135/1%	15/0%	375/2%	0/0%	85/0%	15/0%
Utilization #/%	-14%	4%	-1%	-0%	-1%	0%	-0%	0%	11%	4%	-1%	-0%	-2%	0%	-0%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,280/42%	55/2%	25/1%	0/0%	20/1%	0/0%	0/0%	0/0%	1,550/51%	65/2%	0/0%	0/0%	0/0%	0/0%	10/0%	10/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	520/83%	4/1%	20/3%	0/0%	0/0%	0/0%	10/2%	0/0%	55/9%	0/0%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	-1%	-3%	0%	0%	0%	-2%	0%	11%	0%	-2%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	27/48%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/36%	5/9%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	100/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	120/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	5%	0%	0%	0%	0%	0%	0%	-19%	9%	2%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	29/91%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,825/33%	340/1%	140/1%	15/0%	295/1%	0/0%	100/0%	10/0%	15,370/58%	735/3%	410/2%	125/0%	200/1%	0/0%	130/0%	30/0%

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
Utilization #/%	-30%	-1%	-1%	-0%	-1%	0%	-0%	-0%	33%	0%	2%	-0%	-1%	0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	9,335/86 %	475/4%	100/1%	45/0%	30/0%	0/0%	50/0%	0/0%	605/6%	70/1%	15/0%	0/0%	75/1%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	18,395/44 %	3,425/8%	725/2%	75/0%	585/1%	0/0%	140/0%	45/0%	14,720/35 %	2,610/6%	650/2%	45/0%	560/1%	15/0%	110/0%	100/0%
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
Protective Services: Non-sworn									✓							
Administrative Support	✓															

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 Utilization Report.

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

Certified As Final By: Kevin J. Bowling, JD

Circuit Court Administrator

09-02-2016

[signature]

[title]

[date]