

EEOP Utilization Report



Wed Oct 19 09:10:02 EDT 2016

Step 1: Introductory Information

Grant Title:	FY 2014 OJJDP Drug Court Enhancement Grant	Grant Number:	2014-DC-BX -0086
Grantee Name:	Wayne County Third Circuit Court	Award Amount:	\$526,443.00
Grantee Type:	Local Government Agency		
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DOJ Grant Manager:	Leannetta Jessie	DOJ Telephone #:	202-532-0152

Policy Statement:

Following is the Third Circuit Court's policy relative to Equal Employment Opportunity.

The Court is an equal opportunity employer and does not discriminate against otherwise qualified individuals on the basis of age, gender, race, religion, color, national origin, handicap/disability, marital status, sexual orientation, gender identity, height, weight or any other legally protected status. The prohibition against employment discrimination may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. Unlawful discrimination may include, but is not limited to, employment actions related to recruitment, examination, transfer, appointment, training, promotion, or the administration of employee benefits. The Court is committed to complying with all applicable federal, state, and local laws that pertain to employment.

Step 4b: Narrative Underutilization Analysis

The Third Judicial Circuit reviewed the employee demographic data and found the following areas of underutilization:

1. White males are underutilized as Officials/Administrators, Professionals, and Administrative Support.
2. White females are underutilized in the following job categories: Professionals, and Administrative Support.
3. Asian females are underutilized in the Professional job category.
4. Asian males are underutilized in the Professional job category.

It appears that despite the Court's recruiting efforts, a major contributing cause to this underutilization is a limited pool of qualified applicants from the underutilized demographic populations. To help address this situation, the Court will continue to recruit at: regional Universities, and Job Fairs as well as post open positions on social media, post on SCAO websites and on Professional Society & Association websites. Community Labor Statistics indicate that Wayne County has no recognizable American Indian/Alaska Native, or Pacific Islander/Native Hawaiian population. Therefore, for purposes of this Plan, American Indian/Alaska Native, or Pacific Islander/Native Hawaiian will not be considered target populations. However, the Court would welcome the opportunity to increase its utilization of the American Indian/Alaska Native, or Pacific Islander/Native Hawaiian population, both male and female.

Step 5 & 6: Objectives and Steps

1. The Third Judicial Circuit remains committed to creating a workforce at all levels of employment that represents the community it serves, Although this area is recovering from high levels of unemployment, the Court will identify ways to address any underutilization in our workforce. Specifically, the Court will attempt to recruit White males for positions in Officials/Administrators, Professionals, and Administrative Support. We will attempt to recruit Asian males and females for positions in Professional positions. Finally the Court will attempt to attract qualified White females for Professional and Administrative Support positions.

a. The Court remains committed to developing and maintaining a diverse work force that is representative of our region. In furtherance of this goal, the Court will continue to recruit at and maintain close working relationships with local colleges and universities. It will also network with local, regional, specialty, and state community organizations and professional societies to develop relationships with and encourage applicants from these organizations. The Court will work with local law and professional schools to continue and enhance existing internship programs for students. It will continue to provide EEO training to supervisors and managers. Finally, the Court will encourage employees to take advantage of training opportunities that will encourage them to remain with and may enhance their opportunity for upward mobility within the Court.

Step 7a: Internal Dissemination

1. We will include the EEO policy statement in the Court's personnel policies and procedures manual and employee manual.
2. The EEOP Utilization report will be available upon request at the Human Resources Department.
3. We will include the EEOP Utilization report on the Court's intranet, our internal, electronic communication system.
4. We will conspicuously post positions and notices of the EEOP Utilization report on employee bulletin boards with information on how employees may obtain a hard copy from the Human Resources Department or an electronic version from the Court's intranet.

Step 7b: External Dissemination

1. We will include the EEO policy statement in all correspondence with recruiting sources.
2. We will continue to include in all written job announcements, help wanted or other recruitment communications, a statement that the Court is an equal opportunity employer.
3. We will post the EEOP Utilization report on the Court website, www.3rdcc.org.
4. Hard copies of the EEOP Utilization will be available upon request at the Human Resources Department.
5. We will notify vendors and suppliers of the Court's commitment to equal employment opportunity and indicate that the EEOP Utilization report is available at the Human Resources Department or the Court's website.
6. We will post a memo in the Human Resources Department explaining how applicants and members of the public may obtain a copy of the EEOP Utilization report.

Utilization Analysis Chart
Relevant Labor Market: Wayne 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 #/%	20/25%	1/1%	8/10%	0/0%	0/0%	0/0%	0/0%	0/0%	17/21%	0/0%	34/42%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	38,460/45%	1,085/1%	7,125/8%	65/0%	1,905/2%	40/0%	450/1%	220/0%	21,640/25%	955/1%	11,540/14%	80/0%	1,025/1%	0/0%	215/0%	155/0%
Utilization #/%	-21%	-0%	1%	-0%	-2%	-0%	-1%	-0%	-4%	-1%	28%	-0%	-1%	0%	1%	-0%
Professionals																
Workforce #/%	33/13%	1/0%	21/8%	0/0%	0/0%	0/0%	0/0%	0/0%	68/27%	3/1%	119/47%	0/0%	0/0%	0/0%	7/3%	0/0%
CLS #/%	49,575/34%	1,840/1%	9,045/6%	125/0%	7,560/5%	30/0%	360/0%	385/0%	49,205/34%	1,695/1%	20,495/14%	125/0%	4,750/3%	10/0%	740/1%	415/0%
Utilization #/%	-21%	-1%	2%	-0%	-5%	-0%	-0%	-0%	-7%	0%	33%	-0%	-3%	-0%	2%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,420/30%	360/2%	1,140/5%	55/0%	705/3%	0/0%	35/0%	35/0%	7,830/36%	205/1%	3,745/17%	40/0%	780/4%	35/0%	79/0%	55/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,320/41%	320/2%	6,340/31%	50/0%	45/0%	10/0%	175/1%	25/0%	1,490/7%	115/1%	3,305/16%	20/0%	0/0%	10/0%	45/0%	10/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	365/28%	10/1%	250/19%	4/0%	0/0%	0/0%	0/0%	15/1%	435/34%	50/4%	145/11%	0/0%	4/0%	0/0%	10/1%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	2/1%	0/0%	17/8%	0/0%	0/0%	0/0%	2/1%	0/0%	30/14%	7/3%	148/70%	0/0%	0/0%	0/0%	4/2%	0/0%
CLS #/%	45,805/25%	2,405/1%	14,940/8%	80/0%	2,105/1%	0/0%	650/0%	225/0%	73,600/39%	4,160/2%	38,965/21%	250/0%	1,830/1%	45/0%	1,105/1%	405/0%

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 #/%	-24%	-1%	0%	-0%	-1%	0%	1%	-0%	-25%	1%	50%	-0%	-1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	42,275/70%	2,905/5%	10,210/17%	245/0%	600/1%	10/0%	440/1%	125/0%	2,100/3%	85/0%	1,310/2%	0/0%	80/0%	0/0%	49/0%	10/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	75,485/33%	8,290/4%	39,790/17%	415/0%	3,575/2%	10/0%	1,290/1%	640/0%	49,170/22%	5,450/2%	40,100/18%	405/0%	2,240/1%	0/0%	920/0%	375/0%
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
Officials/Administrators	✓															
Professionals	✓				✓				✓				✓			
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: Zenell Brown

Executive Court Administrator

10-19-2016

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