

EEOP Utilization Report



Tue Jan 13 10:25:40 EST 2015

Step 1: Introductory Information

Grant Title:	Drug Court Fidelity & Certification Project	Grant Number:	2014-DC-BX-0069
Grantee Name:	New Mexico Administrative Office of the Courts	Award Amount:	\$153,540.00
Grantee Type:	State Government Agency		
Address:	237 Don Gaspar Rm. 25 Santa Fe, New Mexico 87501		
Contact Person:	Kent De Young	Telephone #:	505-827-1282
Contact Address:	237 Don Gaspar Rm. 25 Santa Fe, New Mexico 87501		
DOJ Grant Manager:		DOJ Telephone #:	

Policy Statement:

Equal Employment Opportunity

It is the continuing policy of the Administrative Office of the Courts to afford equal employment opportunity to qualified individuals in all decisions and procedures regarding recruitment, selection, promotion, and other terms and conditions of employment. All decisions and procedures regarding recruitment, selection, promotion, and other terms and conditions of employment shall be made without discrimination on the basis of race, religion, sex, age, national origin, ancestry, disability or medical condition, sexual orientation, socioeconomic status or political affiliations, and shall be in compliance with equal employment laws, the American Disabilities Act, and all other applicable federal and state laws. (42 U.S.C.A. §§12101)

The Administrative Office of the Courts has zero tolerance regarding any form of discrimination or harassment based upon the above. Administrative Office of the Court employees have a viable means for communicating and resolving unlawful discriminatory employment practices should they occur, through the New Mexico Judicial Branch Personnel Rules, specifically our Complaint and Grievance Policies.

Step 4b: Narrative Underutilization Analysis

The Administrative Office of the Courts Human Resources Division reviewed the Utilization Analysis (comparing the Courts workforce to the relevant labor market), and noted the following:

1. White females were under-represented in the following job categories: Professions (-12%), Technicians (-5%), and Administrative Support (-13%).
2. White males were significantly under-represented in the following job categories: Officials/Administrators (-21%), Technicians (-27%), and Administrative Support (-16%).
3. Hispanic or Latino males were under-represented in the following job category of Professionals (-13%).

Based on the noted utilization Analysis Chart, the NM Judicial Branch will make every effort to attract groups identified as being underutilized in target Job Categories, and will continue to recognize the importance of cultural diversity in the workplace. The largest area of underutilization identified is white males in technical positions.

Step 5 & 6: Objectives and Steps

1. Our objective is to provide equal employment opportunities for all under-represented categories when our organization fills vacancies that become available in the Technical job categories.

- a. Continue to post all vacancies on the NM Judicial Branch Website.
Continue to post vacancies in local newspapers, Bar Bulletins and nationwide dependent on applicant pool and Job Category.
Continue to use a group interview process to assure appropriate selection.
Continue to require that supporting documentation is provided by completing a hiring package to justify selection.
Communicate to all hiring supervisors and hiring managers the importance of creating a culturally diverse workforce.
Provide EEO and diversity training to supervisors, managers, and directors and employees.

Step 7a: Internal Dissemination

Posting information on bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report.

Step 7b: External Dissemination

Notifying applicants, vendors, and contractors in writing that the recipient has developed an EEOP Utilization Report and that it is available on request for review.

Utilization Analysis Chart
Relevant Labor Market: New Mexico

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 #/%	4/15%	3/11%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	11/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	34,950/36%	16,725/17%	945/1%	1,960/2%	1,050/1%	35/0%	505/1%	220/0%	24,515/25%	13,865/14%	505/1%	1,700/2%	485/0%	20/0%	179/0%	260/0%
Utilization #/%	-21%	-6%	-1%	-2%	3%	-0%	-1%	-0%	27%	-1%	-1%	-2%	-0%	-0%	-0%	-0%
Professionals																
Workforce #/%	38/22%	34/19%	1/1%	1/1%	2/1%	1/1%	0/0%	0/0%	37/21%	57/33%	1/1%	2/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	48,650/30%	17,755/11%	1,470/1%	2,415/1%	2,435/1%	50/0%	454/0%	480/0%	54,505/33%	24,440/15%	1,420/1%	4,870/3%	2,230/1%	20/0%	950/1%	640/0%
Utilization #/%	-8%	9%	-0%	-1%	-0%	1%	-0%	-0%	-12%	18%	-0%	-2%	-1%	-0%	-1%	-0%
Technicians																
Workforce #/%	2/1%	8/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	37/20%	119/64%	2/1%	15/8%	0/0%	0/0%	0/0%	2/1%
CLS #/%	7,430/28%	4,470/17%	260/1%	720/3%	290/1%	0/0%	120/0%	50/0%	6,560/25%	4,790/18%	115/0%	1,210/5%	300/1%	0/0%	195/1%	55/0%
Utilization #/%	-27%	-13%	-1%	-3%	-1%	0%	-0%	-0%	-5%	46%	1%	4%	-1%	0%	-1%	1%
Protective Services:																
Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,085/36%	8,145/36%	465/2%	1,295/6%	105/0%	10/0%	150/1%	65/0%	1,770/8%	2,035/9%	150/1%	325/1%	10/0%	0/0%	10/0%	4/0%
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 #/%	365/22%	360/21%	50/3%	60/4%	10/1%	0/0%	0/0%	0/0%	430/26%	310/19%	0/0%	65/4%	0/0%	0/0%	10/1%	15/1%
Utilization #/%																
Administrative Support																
Workforce #/%	0/0%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,965/16%	29,785/13%	1,545/1%	3,720/2%	565/0%	50/0%	750/0%	395/0%	66,325/30%	67,125/30%	2,550/1%	10,625/5%	1,520/1%	150/0%	1,220/1%	595/0%

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 #/%	-16%	37%	-1%	-2%	-0%	-0%	-0%	-0%	-13%	3%	-1%	-5%	-1%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	33,560/35%	46,690/48%	1,065/1%	8,595/9%	615/1%	10/0%	505/1%	175/0%	1,880/2%	1,755/2%	55/0%	1,350/1%	110/0%	0/0%	25/0%	40/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	41,290/18%	71,000/31%	2,630/1%	10,260/4%	1,490/1%	40/0%	1,030/0%	320/0%	30,445/13%	56,980/25%	1,950/1%	10,150/4%	1,820/1%	65/0%	555/0%	345/0%
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
Professionals	✓								✓							
Technicians	✓	✓		✓												

