

# EEO Utilization Report

## Organization Information

Name: Colorado Judicial Department

City: Denver

State: CO

Zip: 80203

Type: State Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The Judicial Department will not tolerate, condone or allow harassment or discrimination by any employee of the Judicial Department, volunteers, interns, judicial officers, customers, or any other individual conducting business at or with the Judicial Department. All employees are encouraged to report any violations of this policy. Supervisors are required to report any violations of this policy.

Following File has been uploaded:P Rules FY21 FINAL.pdf

## **Step 4b: Narrative of Interpretation**

The Human Resources Division has reviewed and analyzed the utilization analysis chart and noted the following:

1. White men were underutilized in all categories of employees except Protective Services: Sworn. However, this is in part due to the low proportion of white male applicants for Colorado Judicial Department positions. In addition, it is often the case that the most qualified applicants for judicial positions are current employees in the Professionals, Protective Services: Non-sworn, and Administrative Support categories which are disproportionately female and proportionately non-white.
2. Hispanic or Latino men were underutilized in the Protective Service: Non-sworn and Administrative Support categories.
3. Black/African American men were underutilized in the Administrative Support category.
4. Asian men were underutilized in the Professionals and Administrative Support categories.
5. Women of two or more races are underutilized in the Protective Services: Non-Sworn category.

## **Step 5: Objectives and Steps**

**1. Facilitate applications from White men for all positions, Hispanic or Latino men for Protective Services: Non-sworn and Administrative Support positions, Black/African American men for Administrative Support positions, Asian men for Professional and Administrative Support positions, and women of two or more races for Protective Services: Non-sworn positions**

- a. When posting jobs, the Human Resources Division will facilitate applications by underrepresented groups for the areas listed above by making the application process accessible and equitable. This commitment is outlined in the Department's personnel rules.
- b. The Department will include information on equitable hiring practices in its hiring manager training, including encouragements to use diverse hiring panels.
- c. The Department has, and will, utilize various strategies to ensure diverse applicant pools advance further in the process by replacing application screens for some postings for entry-level positions with short, ten-minute interviews or skills tests. This has increased the diversity of candidates who advance in application processes.
- d. As requested, the Human Resources Division provides screening services to judicial districts as a neutral evaluator of all applicants, including internal applicants.
- e. The Department will continue to increase recruiting efforts to attract applicants from diverse backgrounds by posting openings on LinkedIn, Handshake, and other platforms that specifically invite applicants of underrepresented groups to apply.

## **Step 6: Internal Dissemination**

1. A PDF copy of the utilization report will be posted on the intranet for employees to view.
2. A hard copy of the report will be kept at the State Court Administrator's office located at 1300 Broadway, Suite 1200, Denver, CO 80203.

## **Step 7: External Dissemination**

1. A PDF copy of the utilization report will be posted on the external webpage of the Colorado Judicial Department where individuals can view and/or download it.
2. A written statement will be included in all job announcements and other communications with prospective employees notifying them that they may obtain a copy of the utilization report.

3. All contractors and vendors will be notified that a copy of the utilization report is available upon request.
4. Hardcopies of the utilization report will be brought to job fairs so potential applicants can review it.

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

| 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 #/%                         | 301/35%     | 51/6%              | 7/1%                      | 0/0%                             | 7/1%      | 0/0%                                      | 1/0%              | 0/0%     | 393/46%     | 53/6%              | 16/2%                     | 3/0%                             | 12/1%    | 2/0%                                      | 3/0%              | 0/0%     |
| CLS #/%                               | 182,105/52% | 16,730/5%          | 4,125/1%                  | 640/0%                           | 4,210/1%  | 90/0%                                     | 1,695/0%          | 725/0%   | 117,545/33% | 13,485/4%          | 3,995/1%                  | 735/0%                           | 3,160/1% | 55/0%                                     | 1,600/0%          | 285/0%   |
| Utilization #/%                       | -16%        | 1%                 | -0%                       | -0%                              | -0%       | -0%                                       | -0%               | -0%      | 13%         | 2%                 | 1%                        | 0%                               | 1%       | 0%  | -0%               | -0%      |
| <b>Professionals</b>                  |             |                    |                           |                                  |           |   |                   |          |             |                    |                           |                                  |          |   |                   |          |
| Workforce #/%                         | 172/22%     | 24/3%              | 7/1%                      | 1/0%                             | 6/1%      | 1/0%                                      | 1/0%              | 0/0%     | 419/55%     | 98/13%             | 15/2%                     | 4/1%                             | 12/2%    | 1/0%                                      | 7/1%              | 0/0%     |
| CLS #/%                               | 198,335/40% | 14,240/3%          | 5,850/1%                  | 815/0%                           | 10,475/2% | 215/0%                                    | 2,545/1%          | 1,175/0% | 219,035/45% | 19,135/4%          | 5,625/1%                  | 1,150/0%                         | 8,345/2% | 285/0%                                    | 3,115/1%          | 1,065/0% |
| Utilization #/%                       | -18%        | 0%                 | -0%                       | -0%                              | -1%       | 0%  | -0%               | -0%      | 10%         | 9%                 | 1%                        | 0%                               | -0%      | 0%  | 0%                | -0%      |
| <b>Technicians</b>                    |             |                    |                           |                                  |           |   |                   |          |             |                    |                           |                                  |          |   |                   |          |
| Workforce #/%                         | 0/          | 0/                 | 0/                        | 0/                               | 0/        | 0/  | 0/                | 0/       | 0/          | 0/                 | 0/                        | 0/                               | 0/       | 0/  | 0/                | 0/       |
| CLS #/%                               | 25,750/41%  | 3,290/5%           | 740/1%                    | 105/0%                           | 1,215/2%  | 0/0%                                      | 350/1%            | 210/0%   | 23,815/38%  | 3,965/6%           | 875/1%                    | 190/0%                           | 1,065/2% | 0/0%                                      | 520/1%            | 240/0%   |
| Utilization #/%                       |             |                    |                           |                                  |           |   |                   |          |             |                    |                           |                                  |          |   |                   |          |
| <b>Protective Services: Sworn</b>     |             |                    |                           |                                  |           |   |                   |          |             |                    |                           |                                  |          |   |                   |          |
| Workforce #/%                         | 1/100%      | 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%                                      | 0/0%              | 0/0%     |
| CLS #/%                               | 25,650/61%  | 4,520/11%          | 2,130/5%                  | 365/1%                           | 500/1%    | 30/0%                                     | 470/1%            | 100/0%   | 6,125/15%   | 1,375/3%           | 555/1%                    | 155/0%                           | 155/0%   | 0/0%                                      | 35/0%             | 70/0%    |
| Utilization #/%                       | 39%         | -11%               | -5%                       | -1%                              | -1%       | -0%                                       | -1%               | -0%      | -15%        | -3%                | -1%                       | -0%                              | -0%      | 0%  | -0%               | -0%      |
| <b>Protective Services: Non-sworn</b> |             |                    |                           |                                  |           |   |                   |          |             |                    |                           |                                  |          |   |                   |          |
| Workforce #/%                         | 161/19%     | 44/5%              | 11/1%                     | 2/0%                             | 3/0%      | 2/0%                                      | 1/0%              | 0/0%     | 465/54%     | 139/16%            | 20/2%                     | 4/0%                             | 8/1%     | 3/0%                                      | 3/0%              | 0/0%     |
| Civilian Labor Force #/%              | 2,090/41%   | 380/7%             | 50/1%                     | 25/0%                            | 0/0%      | 0/0%                                      | 30/1%             | 10/0%    | 2,080/41%   | 270/5%             | 15/0%                     | 0/0%                             | 30/1%    | 0/0%                                      | 120/2%            | 0/0%     |
| Utilization #/%                       | -22%        | -2%                | 0%                        | -0%                              | 0%        | 0%  | -0%               | -0%      | 13%         | 11%                | 2%                        | 0%                               | 0%       | 0%  | -2%               | 0%       |
| <b>Administrative Support</b>         |             |                    |                           |                                  |           |   |                   |          |             |                    |                           |                                  |          |   |                   |          |
| Workforce #/%                         | 106/9%      | 33/3%              | 4/0%                      | 1/0%                             | 3/0%      | 0/0%                                      | 3/0%              | 0/0%     | 773/62%     | 237/19%            | 41/3%                     | 10/1%                            | 22/2%    | 4/0%                                      | 7/1%              | 0/0%     |

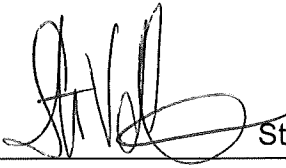
| Job Categories             | Male        |                    |                           |                                  |          |   | Female            |          |             |                    |                           |                                  |           |   |                   |          |
|----------------------------|-------------|--------------------|---------------------------|----------------------------------|----------|---|-------------------|----------|-------------|--------------------|---------------------------|----------------------------------|-----------|---|-------------------|----------|
|                            | 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 #/%                    | 182,885/29% | 30,900/5%          | 9,680/2%                  | 1,065/0%                         | 5,345/1% | 250/0%                                    | 2,915/0%          | 1,085/0% | 303,190/48% | 58,835/9%          | 14,305/2%                 | 2,320/0%                         | 8,590/1%  | 375/0%                                    | 4,410/1%          | 1,690/0% |
| Utilization #/%            | -21%        | -2%                | -1%                       | -0%                              | -1%      | -0%                                       | -0%               | -0%      | 14%         | 10%                | 1%                        | 0%                               | 0%        | 0%  | -0%               | -0%      |
| <b>Skilled Craft</b>       |             |                    |                           |                                  |          |   |                   |          |             |                    |                           |                                  |           |   |                   |          |
| Workforce #/%              | 0/          | 0/                 | 0/                        | 0/                               | 0/       | 0/  | 0/                | 0/       | 0/          | 0/                 | 0/                        | 0/                               | 0/        | 0/  | 0/                | 0/       |
| CLS #/%                    | 148,100/65% | 55,475/24%         | 4,155/2%                  | 1,645/1%                         | 2,370/1% | 260/0%                                    | 1,860/1%          | 540/0%   | 8,935/4%    | 2,050/1%           | 205/0%                    | 185/0%                           | 730/0%    | 10/0%                                     | 145/0%            | 75/0%    |
| Utilization #/%            |             |                    |                           |                                  |          |   |                   |          |             |                    |                           |                                  |           |   |                   |          |
| <b>Service/Maintenance</b> |             |                    |                           |                                  |          |   |                   |          |             |                    |                           |                                  |           |   |                   |          |
| Workforce #/%              | 0/          | 0/                 | 0/                        | 0/                               | 0/       | 0/  | 0/                | 0/       | 0/          | 0/                 | 0/                        | 0/                               | 0/        | 0/  | 0/                | 0/       |
| CLS #/%                    | 192,630/33% | 105,605/18%        | 14,640/3%                 | 2,195/0%                         | 9,445/2% | 590/0%                                    | 3,715/1%          | 1,225/0% | 154,545/26% | 71,445/12%         | 10,005/2%                 | 2,085/0%                         | 10,405/2% | 335/0%                                    | 3,360/1%          | 1,080/0% |
| 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                  | ✓     |                    |                           |                                  | ✓     |   |                   |       |       |                    |                           |                                  |       |   |                   |       |
| 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 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.



State Court Administrator

[signature]

[title]

July 8, 2021

[date]