

# EEOP Utilization Report



Thu Jul 28 17:30:32 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	<b>Grant Number:</b>	762 / 2009-WE-AX-0037
<b>Grantee Name:</b>	Colorado Judicial Department	<b>Award Amount:</b>	\$987,112.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	1300 Broadway, Suite 1200 Denver, Colorado 80203		
<b>Contact Person:</b>	Paulina Delora	<b>Telephone #:</b>	720-625-5872
<b>Contact Address:</b>	1300 Broadway, Suite 1200 Denver, Colorado 80203		
<b>DOJ Grant Manager:</b>	Mr. Cory Randolph	<b>DOJ Telephone #:</b>	888-549-9901

---

<b>Grant Title:</b>	Drug Court Discretionary Grant Program	<b>Grant Number:</b>	PTG601 / 2014 DC BX 0088
<b>Grantee Name:</b>	Colorado Judicial Department	<b>Award Amount:</b>	\$524,569.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	1300 Broadway, Suite 1200 Denver, Colorado 80203		
<b>Contact Person:</b>	Paulina Delora	<b>Telephone #:</b>	720-625-5872
<b>Contact Address:</b>	1300 Broadway, Suite 1200 Denver, Colorado 80203		
<b>DOJ Grant Manager:</b>	Mr. Cory Randolph	<b>DOJ Telephone #:</b>	888-549-9901

---

<b>Grant Title:</b>	Second Chance Act Prisoner Reentry Initiative	<b>Grant Number:</b>	R2C / 2013-MU-BX-0016
<b>Grantee Name:</b>	Colorado Judicial Department	<b>Award Amount:</b>	\$599,498.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	1300 Broadway, Suite 1200 Denver, Colorado 80203		
<b>Contact Person:</b>	Paulina Delora	<b>Telephone #:</b>	720-625-5872
<b>Contact Address:</b>	1300 Broadway, Suite 1200 Denver, Colorado		

80203

**DOJ Grant Manager:** Mr. Cory Randolph

**DOJ Telephone #:** 888-549-9901

---

**Grant Title:** Drug Court Discretionary Grant Program

**Grant Number:** SB3 / 2012-DC-BX-0037

**Grantee Name:** Colorado Judicial Department

**Award Amount:** \$841,667.00

**Grantee Type:** State Government Agency

**Address:** 1300 Broadway, Suite 1200  
Denver, Colorado  
80203

**Contact Person:** Paulina Delora

**Telephone #:** 720-625-5872

**Contact Address:** 1300 Broadway, Suite 1200  
Denver, Colorado  
80203

**DOJ Grant Manager:** Mr.Cory Randolph

**DOJ Telephone #:** 888-549-9901

---

**Grant Title:** Drug Court Discretionary Grant Program

**Grant Number:** TCG803 / 2014 DC BX K002

**Grantee Name:** Colorado Judicial Department

**Award Amount:** \$663,596.00

**Grantee Type:** State Government Agency

**Address:** 1300 Broadway, Suite 1200  
Denver, Colorado  
80203

**Contact Person:** Paulina Delora

**Telephone #:** 720-625-5872

**Contact Address:** 1300 Broadway, Suite 1200  
Denver, Colorado  
80203

**DOJ Grant Manager:** Mr. Cory Randolph

**DOJ Telephone #:** 888-549-9901

---

### **Policy Statement:**

The Colorado Judicial Department is dedicated to the principles and goals of fairness, equality, courtesy, and respect for all individuals. The Colorado Judicial Department is committed to equal employment opportunity for all people in all aspects of employment, including, but not limited to job offers, hiring decisions, promotions, transfers, resignations, terminations and discharges.

The Colorado Judicial Department will ensure that judicial officers, management, supervisory, and all other personnel comply with the letter and spirit of all federal, state, and local legislation, government regulations, and executive orders covering equal employment opportunity. They will base all employment decision on merit, without regard to race, national origin, gender, age, color, sexual orientation, religion, socioeconomic status or disability.

The Colorado Judicial Department values the individual diversity of all employees, applicants, volunteers, citizens, vendors and court users. Differences in age, race, ethnic heritage, religion, appearance, sexual orientation or any number of other distinguishing factors provide experiences, viewpoints, and ideas that can strengthen and enrich our work environment. Our goal is to create an environment that is inclusive, respectful, and equitable, and to employ the talents of people with different backgrounds, experiences, and perspectives to accomplish the various missions of the Colorado Judicial Department. The public's trust and confidence in our ability to accomplish our missions will be strengthened through increased diversity and inclusiveness.

## Step 4b: Narrative Underutilization Analysis

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

1. Although White males are shown as being underutilized in all the job categories, we believe this is accurate based on not receiving enough qualified White male applicants, the number of internal promotions and the lack of jobs available in the Technician, Protective Services: Sworn, Skilled Craft and Service/Maintenance job categories. In addition, some of the more administrative jobs within these job categories have been held/of interest to females versus males.
2. Hispanic or Latino males were not represented in the Skilled Craft job category in comparison to the labor market, but we currently do not have any jobs in this job category.
3. Hispanic or Latino males were underutilized in the Service/Maintenance job category, but jobs in our organization are limited in this category.
4. Based on the labor market in the Professionals and Administrative Support job categories, Asian males are underutilized.

We will continue our efforts in ensuring our workforce reflects that of our communities.

## Step 5 & 6: Objectives and Steps

- 1. To encourage Hispanic or Latino males to apply for vacancies in the Service/Maintenance job category, White males to apply for vacancies in all the job categories and Asian males to apply for vacancies in the Professionals and Administrative Support job categories.**

- a. A. We will do the following:

Conduct a detailed analysis to determine which districts represent a significant underutilization of the areas listed above, including interviewing current employees and exiting employees. We will use the information collected to create a recruiting and retention plan.

When posting jobs, HR will ensure our recruiting process is encouraging applicants from the areas listed above. This may include participating in local job fairs, hosting onsite job fairs, visiting workforce centers, etc.

Increase our recruiting efforts in venues that have been successful in attracting applicants in each of these areas such as LinkedIn, the National Center for State Courts' website, our external career page, America for Parole/Probation Association career page, etc.

Continue to ensure we give everyone fair and equal access to the recruiting process, removing any barriers and providing reasonable accommodation as requested.

## Step 7a: Internal Dissemination

1. The Human Resources Department will post a PDF copy of the EEOP Utilization Report on our intranet where employees can view and/or download it. An email with a link to the report on our intranet will be sent to all employees.
2. A hardcopy of the EEOP Utilization Report will be kept at the State Court Administrator's Office located at 1300 Broadway, Suite 1200, Denver, CO 80203.
3. Within 30 days of receiving the Justice Department's approval of the Colorado Judicial Department's EEOP Utilization Report, the Human Resources Department will ask each location to post written notice on their bulletin boards that employees regularly check, providing information on where employees can view and obtain a copy of the EEOP Utilization Report.

## **Step 7b: External Dissemination**

1. The Human Resources Department will post a PDF copy of the EEOP Utilization Report on the Colorado Judicial Department's external webpage where individuals can view and/or download it.
2. We will include a written statement in all job announcements and other communications with prospective employees notifying them that they may obtain a copy of the EEOP Utilization Report upon request.
3. Notify all contractors and vendors that a copy of the EEOP Utilization Report available upon request.
4. Hardcopies of the EEOP Utilization Report will be available upon request.
5. We will bring hardcopies of the EEOP Utilization Report 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 #/%	36/29%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	77/61%	8/6%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	182,105/5 2%	16,730/5 %	4,125/1%	640/0%	4,210/1%	90/0%	1,695/0%	725/0%	117,545/3 3%	13,485/4 %	3,995/1%	735/0%	3,160/1%	55/0%	1,600/0%	285/0%
Utilization #/%	-23%	-2%	-1%	-0%	-1%	-0%	-0%	-0%	28%	3%	-0%	1%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	361/34%	56/5%	10/1%	1/0%	7/1%	1/0%	2/0%	0/0%	519/49%	79/7%	16/2%	2/0%	5/0%	3/0%	0/0%	0/0%
CLS #/%	198,335/4 0%	14,240/3 %	5,850/1%	815/0%	10,475/2 %	215/0%	2,545/1%	1,175/0%	219,035/4 5%	19,135/4 %	5,625/1%	1,150/0%	8,345/2%	285/0%	3,115/1%	1,065/0%
Utilization #/%	-6%	2%	-0%	-0%	-1%	0%	-0%	-0%	4%	4%	0%	-0%	-1%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	18/41%	4/9%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	13/30%	3/7%	3/7%	0/0%	0/0%	1/2%	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 #/%	-0%	4%	-1%	-0%	3%	0%	-1%	-0%	-9%	0%	5%	-0%	-2%	2%	-1%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	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 #/%	-61%	-11%	-5%	-1%	-1%	-0%	-1%	-0%	85%	-3%	-1%	-0%	-0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	169/19%	56/6%	16/2%	2/0%	3/0%	1/0%	0/0%	0/0%	474/54%	128/15%	18/2%	4/0%	5/1%	1/0%	0/0%	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%	-1%	1%	-0%	0%	0%	-1%	-0%	13%	9%	2%	0%	-0%	0%	-2%	0%
<b>Administrative Support</b>																
Workforce #/%	154/10%	32/2%	6/0%	2/0%	4/0%	0/0%	0/0%	0/0%	1040/67%	244/16%	35/2%	12/1%	23/1%	3/0%	0/0%	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 #/%	-19%	-3%	-1%	-0%	-1%	-0%	-0%	-0%	19%	6%	-0%	0%	0%	0%	-1%	-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 #/%	11/9%	5/4%	4/3%	0/0%	1/1%	0/0%	0/0%	0/0%	80/63%	21/17%	2/2%	1/1%	1/1%	1/1%	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 #/%	-24%	-14%	1%	-0%	-1%	-0%	-1%	-0%	36%	4%	-0%	0%	-1%	1%	-1%	-0%



### 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: Non-sworn</b>	✓						✓								✓	
<b>Administrative Support</b>	✓	✓	✓		✓		✓								✓	✓
<b>Service/Maintenance</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 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.



[signature]

Chief of Staff

[title]

8/3/2016

[date]