



EQUAL EMPLOYMENT OPPORTUNITY PLAN - 2017

NC JUDICIAL BRANCH OF GOVERNMENT

PREPARED BY
NC ADMINISTRATIVE OFFICE OF THE COURTS / HUMAN RESOURCES DIVISION
AUGUST 2018

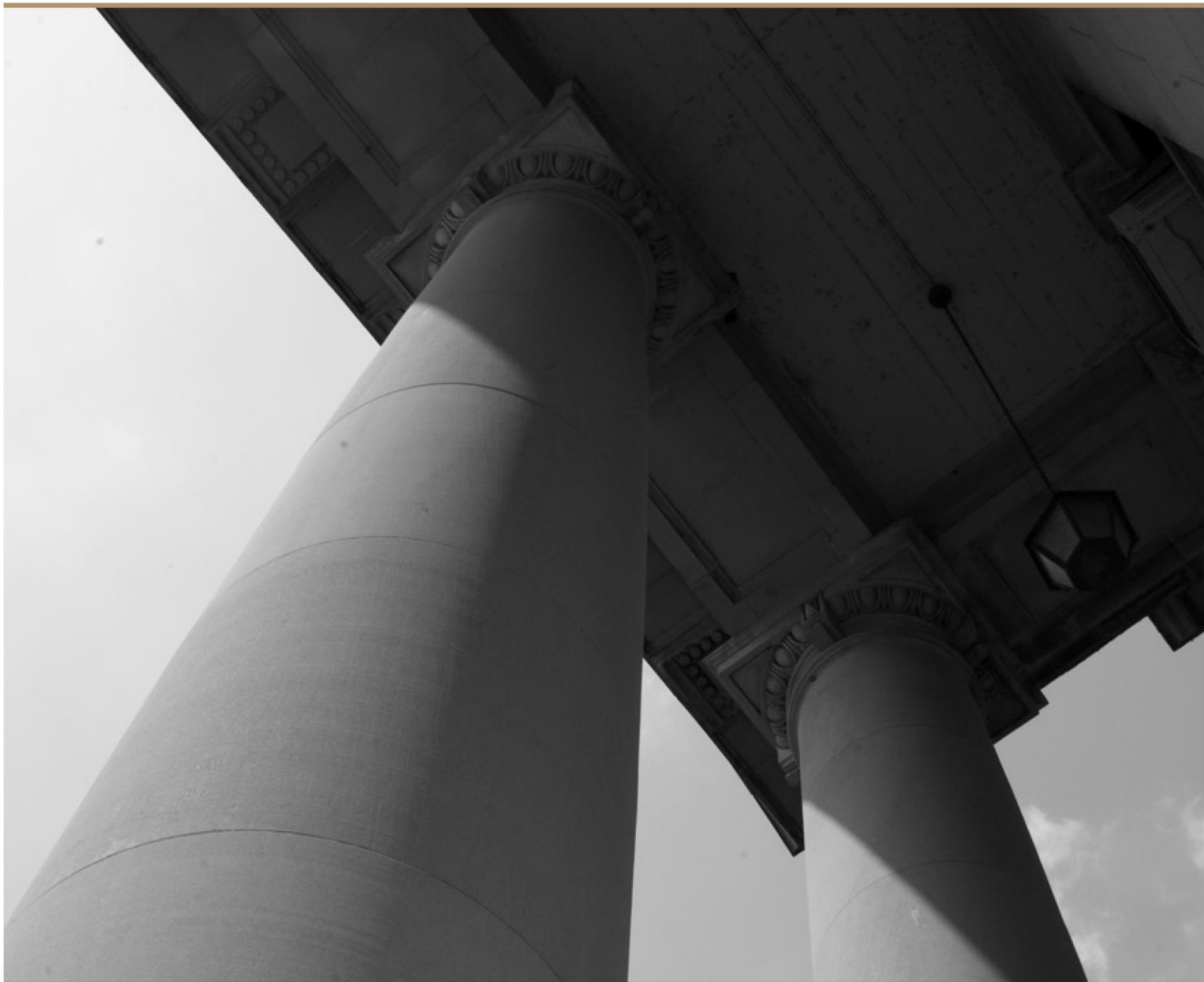




TABLE OF CONTENTS

| | Page |
|------------------------------------------------------------|-----------|
| INTRODUCTION | 5 |
| WORKFORCE DEMOGRAPHICS..... | 6 |
| Gender | 7 |
| Ethnic Origin | 7 |
| Gender and Ethnic Origin | 8 |
| Salaries..... | 8 |
| Workforce Data | 10 |
| Objectives and Steps | 12 |
| Recruitment and Retention | 13 |
| ELECTED AND APPOINTED OFFICIALS..... | 14 |
| Gender and Ethnic Origin | 15 |
| Salaries..... | 16 |
| APPLICANT DATA | 17 |
| NEW HIRES | 18 |
| PROMOTIONS AND TRANSFERS..... | 20 |
| REPORT DISSEMINATION | 21 |
| Internal | 21 |
| External..... | 21 |
| CONCLUSION | 22 |
| ADDENDUM..... | 23 |
| Occupational Category Definitions and Job Titles..... | 23 |
| Officials and Administrators..... | 23 |
| Professionals | 23 |
| Technicians..... | 26 |
| Protective Service Workers..... | 26 |
| Paraprofessionals..... | 27 |
| Administrative Support (Including Clerical and Sales)..... | 27 |
| Skilled Craft Workers | 28 |
| Service – Maintenance..... | 28 |





INTRODUCTION

The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people, as guaranteed by the Constitutions and laws of the United States and North Carolina, by providing a fair, independent, and accessible forum for the just, timely, and economical resolution of their legal affairs.

The NC Judicial Branch, comprised of district, superior, and appellate court divisions, is unified for purposes of jurisdiction, operation, and administration under a General Court of Justice and includes over 1,366 independently elected or appointed officials. The NC Administrative Office of the Courts (NCAOC) is the agency within the Judicial Branch tasked with providing operational and administrative support to the courts and their staff. NCAOC develops the uniform rules, forms, and methods for keeping the records of the courts, administers the budget, and authorizes expenditure of the funds appropriated by the General Assembly for the Judicial Branch.

As of December 31, 2017, there were 6,960 Judicial Branch employees, of which 1,368 (20%) were independently elected or appointed officials. Of the elected and appointed officials, 287 of them are designated as an independent hiring authority. The NC Judicial Branch of Government is exempt from North Carolina's State Human Resources Act (with the exception of Articles 6 and 7), and under common law of North Carolina all Judicial Branch employees are at-will with each person serving at the pleasure of a hiring authority.

While the EEO Policy is designed exclusively for the NCAOC, it is available for review by independent hiring authorities within the Judicial Branch. Hiring authorities are encouraged to adopt this program as it is written or to develop a similar program that addresses equitable and fair treatment for all employees and applicants.

POLICY STATEMENT

The NCAOC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, genetic information, or disability. In addition to federal law requirements, the NCAOC complies with applicable state laws governing

About the North Carolina Judicial Branch

The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people as guaranteed by the Constitutions and laws of the United States and North Carolina by providing a fair, independent and accessible forum for the just, timely and economical resolution of their legal affairs.

About the North Carolina Administrative Office of the Courts

The mission of the North Carolina Administrative Office of the Courts is to provide services to help North Carolina's unified court system operate more efficiently and effectively, taking into account each courthouse's diverse needs, caseloads, and available resources.



nondiscrimination in employment as outlined in North Carolina General Statutes Chapter 126, Article 6. Our policy applies to all terms and conditions of employment including recruiting, hiring, promotion, termination, reduction in force, disciplinary action, transfer, leave of absence, compensation, and training.

Any form of workplace harassment based on race, color, religion, sex (including pregnancy), national origin, age, genetic information, or disability is expressly prohibited.

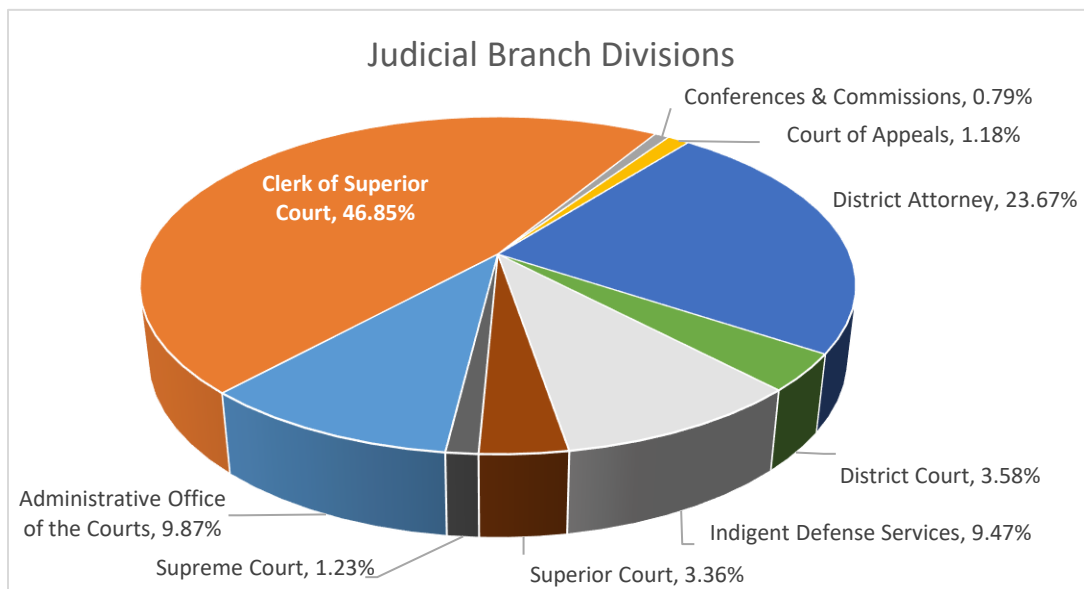
The NCAOC encourages and supports all Judicial Branch hiring authorities including independently elected and appointed officials across the state to follow this policy and overall philosophy regarding equal employment opportunity.

WORKFORCE DEMOGRAPHICS

The tables and charts below illustrate the demographics of the Judicial Branch and the Workforce Data section further analyzes those demographics by employment category. All data is as of December 31, 2017 unless otherwise noted.

Employees included in this analysis are comprised of those in the following nine divisions and excludes elected and appointed officials. Each division also notes the percentage of total employee representation in the Judicial Branch (excluding elected and appointed officials).

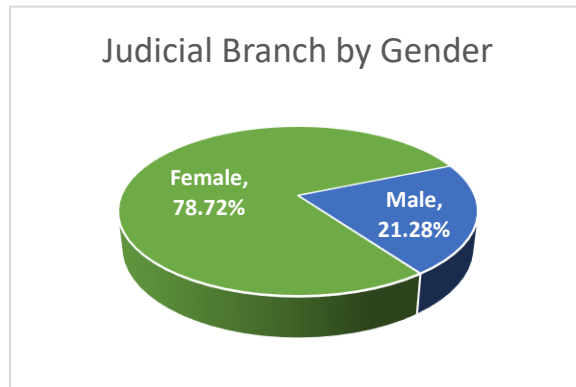
- Administrative Office of the Courts
- Clerk of Superior Court
- Conferences and Commissions
- Court of Appeals
- District Attorney
- District Court
- Indigent Defense Services
- Superior Court
- Supreme Court



The Conferences and Commissions division includes the Conference of Clerks of Superior Court, Conference of District Attorneys, Chief Justice’s Commission on Professionalism, Dispute Resolution Commission, Innocence Inquiry Commission, Judicial Standards Commission, Sentencing and Policy Advisory Commission, Equal Access to Justice, and the Pro Bono Resource Center.

Gender

Females significantly outnumber males across all Judicial Branch divisions (78.71% females to 21.29% males, figures that are practically unchanged for the past several years). This may be due to the large number of entry level administrative support positions, predominantly deputy clerk and legal assistant.



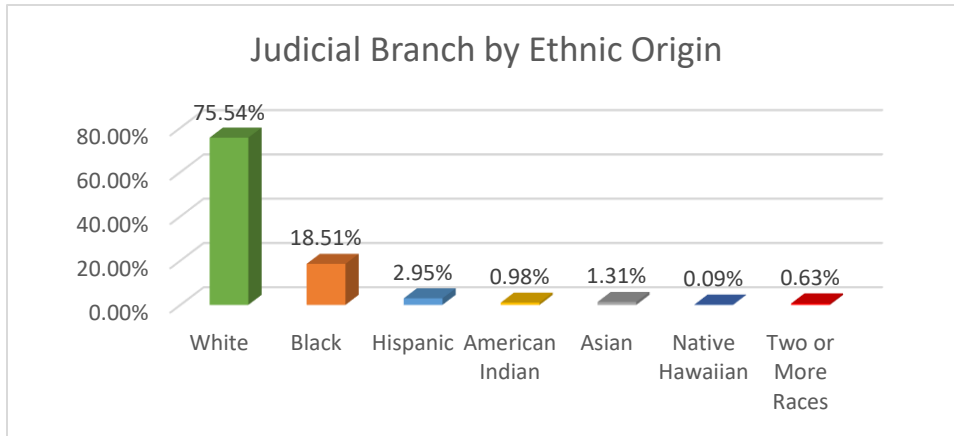
Ethnic Origin

The personnel system collects race / ethnic origin information for the following groups:

- White (Non-Hispanic / Latino)
- Black / African American (Non-Hispanic / Latino)
- Hispanic / Latino
- American Indian / Alaskan Native (Non-Hispanic / Latino)
- Asian (Non-Hispanic / Latino)
- Native Hawaiian / Other Pacific Islander (Non-Hispanic / Latino)
- Two or More Races

All employees identifying as Hispanic / Latino regardless of race are listed as Hispanic / Latino. In the charts that follow, an American Indian designation includes both American Indians and Alaskan Natives and a Native Hawaiian designation includes both Native Hawaiians and Other Pacific Islanders. Overall minority staffing (not including Black / African American employees) has improved for the past two years (a 22% improvement from 2015). Employment of Black / African American personnel remained stable at around 18% in the 2015 – 2017 time period. Measures to address the underutilization of minority groups are addressed in the Objectives and Steps section.

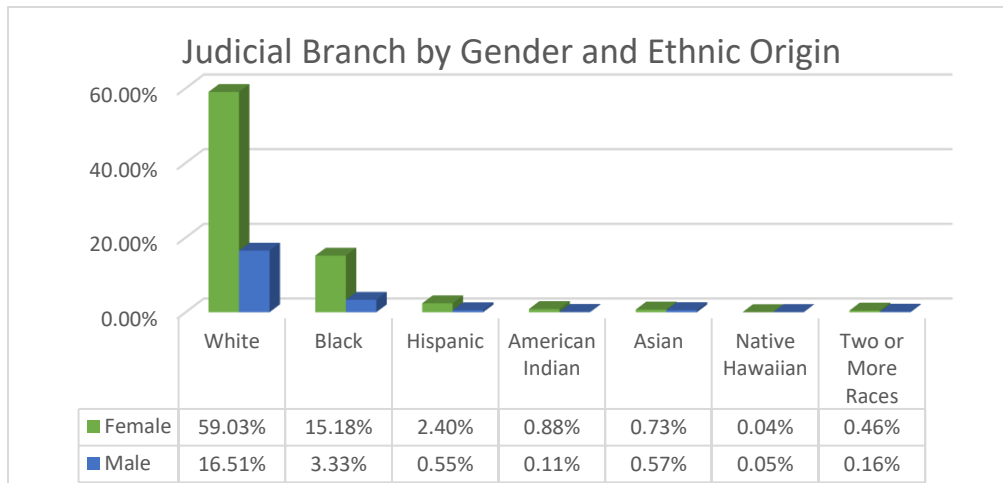




Gender and Ethnic Origin

This chart combines the gender and ethnic origin of Judicial Branch employees further refining the demographic composition of the Judicial Branch. As the individual Gender and Ethnic Origin charts indicate, white females continue to represent the largest group of employees.

Again, the Judicial Branch needs to improve its outreach to and retention of minority groups and males in most job categories as indicated in the subsequent Workforce Data section.



Salaries

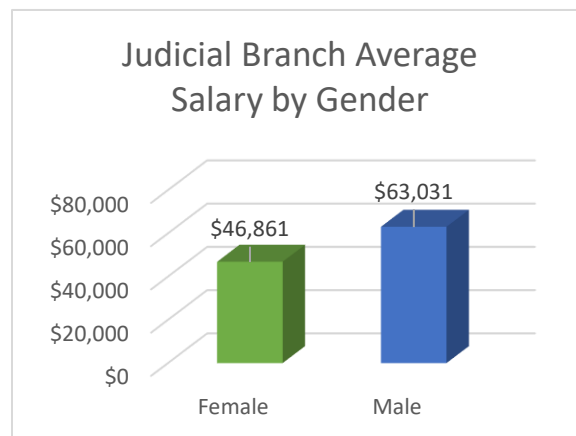
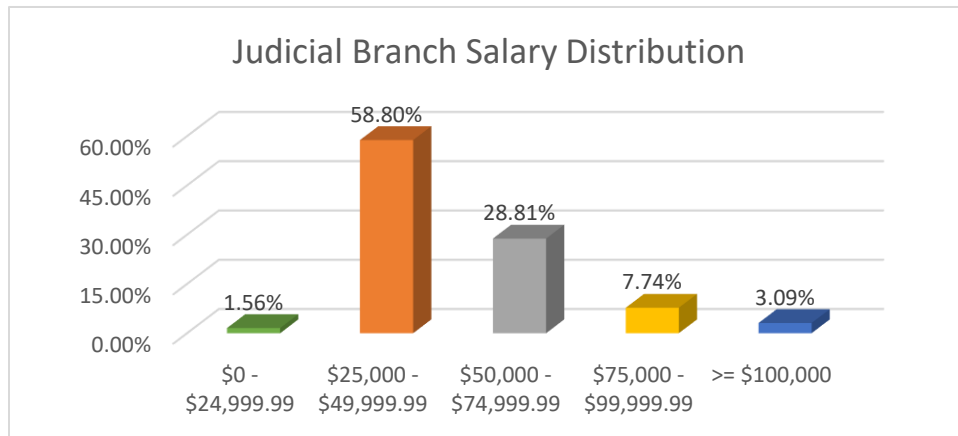
The average full-time salary for Judicial Branch employees in 2017 was \$51,065 with a minimum of \$29,000 and a maximum of \$142,665, excluding temporary positions. For part-time workers, the average salary was \$27,487 with a minimum of \$7,718 and a maximum of \$89,461, excluding temporary positions. Workers earning \$49,999 or less is 58.80%, a decrease of 10.05% from 2015. Those earning \$100,000 or more increased from 2% in 2015 to 3.09% in 2017.

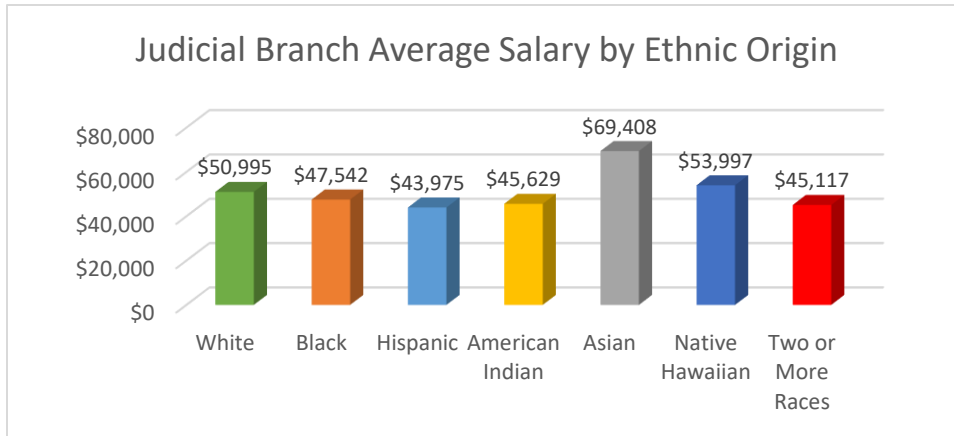


Overall, in both full-time and part-time positions, males generally receive slightly higher pay than females. This may be due to the high number of entry-level positions that tend to attract more women than men and although there are fewer men, they tend to occupy mid- and upper-level positions that offer higher salaries. For positions where salaries are set by statute, such as deputy clerks, there is gender pay equity.

There is little disparity in average salaries across ethnic groups indicating that when minorities are hired, there is a high level of fairness in pay across dominant and minority groups. Asians receive the highest average salary and this may be attributed to the concentration of this demographic group in advanced technical positions that generally command higher than average salaries.

Salaries have improved with the waning of the 2008 recession allowing for legislative raises and step increases to address issues of pay equity.





Workforce Data

Judicial Branch employees are compared to statewide labor force statistics of available workers collected from the U.S. Census Bureau, 2006 – 2010 American Community Survey, the latest figures available. ¹ In order to conform to the US Census American Data Survey job categories, employees classified under the EEOC’s EEO-05 Paraprofessional job category are grouped with the EEO-02 Professional job category in the data analysis and corresponding charts in this report.

The U.S. Census Bureau organizes employees in the following employment categories.

- Officials / Administrators
- Professionals
- Technicians
- Protective Services: Sworn
- Protective Services: Not Sworn
- Administrative Support
- Skilled Craft
- Service / Maintenance

NOTE The Judicial Branch does not employ individuals in the Protective Services: Not Sworn and Skilled Craft employment categories.

In 2017 the Judicial Branch implemented changes resulting from a class and compensation study. The changes affected classifications, job titles, and pay grades. The largest change affected workers classified as EEO-3 Technicians whose population changed from four (4) in 2016 to 97 in 2017.

The U.S. Department of Justice, Office of Justice Programs uses a corresponding Community Labor Survey. That data is employed for the Utilization Analysis Chart to identify underrepresentation of particular groups of employees.

¹ EEO-ALL06R-Geography-Wake County, North Carolina Estimate-Estimate: EEO 6r. State and Local Government Job Groups by Sex, and Race/Ethnicity for Residence Geography, Total Population - Universe: Civilian labor force 16 years and over. The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM). See http://factfinder.census.gov/bkmk/table/1.0/en/EEO/10_5YR/EEOALL6R/0500000US37183.



Utilization Analysis Chart
Workforce: NC Judicial Branch Excluding Elected and Appointed Officials
as of 12/31/2017
Relevant Labor Market: North Carolina

| 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 #/% | 3/20% | 0/0% | 2/13% | 0/0% | 0/0% | 0/0% | 1/7% | 0/0% | 6/40% | 0/0% | 3/20% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 249,770/50% | 9,170/2% | 25,670/5% | 1,705/0% | 6,340/1% | 155/0% | 1,640/0% | 785/0% | 158,140/32% | 5,105/1% | 35,280/7% | 1,210/0% | 3,860/1% | 180/0% | 1,420/0% | 450/0% |
| Utilization #/% | -30% | -2% | 8% | 0% | -1% | 0% | 6% | 0% | 8% | -1% | 13% | 0% | -1% | 0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 575/33% | 16/1% | 75/4% | 3/0% | 21/1% | 2/0% | 5/0% | 0/0% | 803/46% | 34/2% | 184/10% | 5/0% | 26/1% | 0/0% | 7/0% | 0/0% |
| CLS #/% | 243,085/32% | 7,945/1% | 31,890/4% | 1,195/0% | 15,880/2% | 160/0% | 2,315/0% | 1,175/0% | 341,970/46% | 11,420/2% | 72,400/10% | 3,455/0% | 12,395/2% | 80/0% | 3,145/0% | 1,625/0% |
| Utilization #/% | 0% | 0% | 0% | 0% | -1% | 0% | 0% | 0% | 0% | 0% | 1% | 0% | 0% | 0% | 0% | 0% |
| Technicians | | | | | | | | | | | | | | | | |
| Workforce #/% | 62/64% | 0/0% | 15/15% | 0/0% | 7/7% | 0/0% | 0/0% | 0/0% | 8/8% | 1/1% | 4/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 37,585/30% | 1,215/1% | 7,120/6% | 305/0% | 2,140/2% | 15/0% | 250/0% | 285/0% | 55,100/44% | 1,965/2% | 17,025/13% | 875/1% | 1,765/1% | 4/0% | 575/0% | 160/0% |
| Utilization #/% | 34% | -1% | 10% | 0% | 6% | 0% | 0% | 0% | -35% | -1% | -9% | -1% | -1% | 0% | 0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 36/39% | 3/3% | 13/14% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 30/33% | 1/1% | 8/9% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 44,280/60% | 1,330/2% | 12,390/17% | 515/1% | 275/0% | 30/0% | 490/1% | 125/0% | 7,465/10% | 580/1% | 6,450/9% | 155/0% | 40/0% | 10/0% | 64/0% | 25/0% |
| Utilization #/% | -21% | 1% | -3% | -1% | 0% | 0% | -1% | 0% | 23% | 0% | 0% | 1% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| Civilian Labor Force #/% | 2,340/37% | 195/3% | 515/8% | 0/0% | 15/0% | 0/0% | 24/0% | 15/0% | 2,365/38% | 80/1% | 685/11% | 0/0% | 0/0% | 15/0% | 4/0% | 0/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 237/7% | 12/0% | 79/2% | 3/0% | 4/0% | 1/0% | 3/0% | 0/0% | 2454/68% | 98/3% | 650/18% | 43/1% | 15/0% | 2/0% | 19/1% | 0/0% |
| CLS #/% | 284,835/27% | 14,585/1% | 62,460/6% | 1,785/0% | 7,045/1% | 140/0% | 3,235/0% | 1,445/0% | 500,035/47% | 25,130/2% | 139,515/13% | 5,555/1% | 9,915/1% | 450/0% | 6,395/1% | 2,315/0% |
| Utilization #/% | -20% | -1% | -4% | 0% | -1% | 0% | 0% | 0% | 21% | 0% | 5% | 1% | -1% | 0% | 0% | 0% |
| Skilled Craft | | | | | | | | | | | | | | | | |
| Workforce #/% | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ | 0/ |
| CLS #/% | 276,960/66% | 61,825/15% | 43,015/10% | 4,990/1% | 3,320/1% | 155/0% | 2,505/1% | 1,130/0% | 15,315/4% | 1,860/0% | 4,705/1% | 330/0% | 855/0% | 0/0% | 130/0% | 110/0% |
| Utilization #/% | | | | | | | | | | | | | | | | |
| Service/Maintenance | | | | | | | | | | | | | | | | |
| Workforce #/% | 10/83% | 0/0% | 2/17% | 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 #/% | 375,195/32% | 99,965/8% | 163,255/14% | 6,535/1% | 13,130/1% | 500/0% | 4,365/0% | 2,010/0% | 284,075/24% | 54,170/5% | 156,765/13% | 7,095/1% | 12,410/1% | 385/0% | 4,720/0% | 1,805/0% |
| Utilization #/% | 52% | -8% | 3% | -1% | -1% | 0% | 0% | 0% | -24% | -5% | -13% | -1% | -1% | 0% | 0% | 0% |

Administrative Support positions comprise 65% of all Judicial Branch positions. Professionals make up 31% with the remaining 4% allocated across the remaining job categories.

The Utilization Analysis Chart indicates a continued need to work towards objectives that address the underutilization of some minority groups in the Judicial Branch workforce. Employment categories where Judicial Branch employment is 2% or more below projected census data the Community Labor Survey and where Judicial Branch employment exceeds 30 or more employees include the following groups.

1. The Professionals job category indicates an underutilization of Asian males, -1%.
2. In the Technicians job category, white females were underutilized by -35% and black females were underutilized by -9%.
3. In the Protective Services: Sworn job category, white males showed underutilization by -21%.
4. In the Protective Services: Sworn job category, black males were underutilized (-3%, a decrease from -5% in 2015).
5. The Administrative Support job category indicates underutilization by several demographic groups. White Males (-20%), Hispanic Males (-1%), Black Males (-4%), Asian Males (-1%), Two or More Races Males (-0%), Asian Females (-1%), and Other Females (-0%). Although the racial



group Other is noted as being underutilized for both males and females in this job category, the personnel system does not collect information for employees identifying as Other.

Objectives and Steps

There are different reasons for the reported underutilization of the demographic groups and job categories noted above that may be correlated with the nature of the work performed by Judicial Branch staff, and differing population demographics from rural and urban areas across the state.

1. Address the underutilization of Asian males in the Professionals job category.

This represents a decrease of two employees from 2015 and is not representative of a trend or discriminatory practices.

2. Address the underutilization of white and black females in the Technician job category

In 2015, there were two male employees in the Technicians job category with corresponding underutilization of white females by -43% and black females by -14%. Due to the results of a compensation and classification study of positions in the NC Judicial Branch, several computer programmer positions were re-classed from the EEO-2 Professionals category to the EEO-3 Technician category bringing the total number of Technician positions up to 97 members (86.6% male and 13.4% female). The reclassification resulted in an improvement of the underutilization of white females by 8% and black females by 5%.

As with many IT related positions, there are fewer women in these roles due to a number of factors. Although high schools and universities are making strides to get more females into science, technology, engineering, and math (STEM) programs, women still lag behind men in this training.

3. Address the underutilization of white males in the Protective Services: Sworn job category.

The underutilization of white males and black males in the Protective Services: Sworn job category is mischaracterized. The Judicial Branch is nearly 79% female across all job categories. Males of all race/ethnic groups outnumber females of all race/ethnic groups in the Protective Services: Sworn category with white males representing 39.1% of all employees in this job category (a slight decrease from 40% in 2015). This job category is comprised exclusively by investigator positions. Many of the applicants and hires for investigator positions come from a law enforcement background which is also predominately male. With a limited number of positions, increasing the number of white males in the Protective Services job category may be detrimental to other race and ethnic groups.

4. Address the underutilization of black males in the Protective Services: Sworn job category.

Black males in the Protective Services: Sworn job category have parity with black females in this job category with 13 males and 8 females so employed. This minor difference considered in the context of limited positions and applicants who tend to have a law enforcement background



may be at odds with the state's demographics but are not indicative of bias in the hiring practices of Judicial Branch offices.

5. Address the underutilization of males from several demographic groups and Asian females in the Administrative Support job category.

The underutilization of males in the Administrative Support job category is a challenge as the Judicial Branch is nearly 79% female in all job categories. Employees in the Administrative Services category are 65% of all Judicial Branch employees and of these, 91% are females of all race and ethnic groups.

The disparity between male and female employment in the Administrative Services job category is difficult to remedy due to the nature of the positions in this job category. The positions in this category tend to be entry-level, clerical positions, or positions that deal with working with vulnerable populations such as children and victims, all of which tend to attract greater numbers of female applicants than male applicants.

The -1% underutilization of Asian females represents a loss of three employees from this demographic group and is not representative of a trend or discriminatory practices.

Recruitment and Retention

The Judicial Branch received only 2.84% of the overall 2017 – 2018 State budget, a minor increase from the 2.23% allotted in the 2015 – 2016 budget. This funding, however, still leaves the North Carolina Judicial Branch as one of lowest funded judiciaries in the country.

Since the 2008 recession the Judicial Branch faced \$80.6 million in budget cuts and had nearly 10% of its positions eliminated due to budget cuts. With minor increases in funding in the last two 2-year budget cycles and correlated increases in regained positions, the Judicial Branch is close to its pre-recession staffing numbers. The majority of posted positions are entry-level and do not require education or experience. Depending on the population density of the district the position serves, a hiring authority may receive in excess of 300 applications for one job opening.

The Judicial Branch had been unable to participate in career fairs in the past few years due to budget cuts and loss of positions. In the intervening years, the Judicial Branch has come to rely on technology as the primary tool for reaching applicants. There are two staff members who now service the Judicial Branch's recruitment needs across the state.

By statute nearly all positions, with limited exceptions, are required to be posted with the state's Employment Security Commission (see NCGS § 96-29). The Judicial Branch partners with the North Carolina Executive Branch to take advantage of the state's online recruiting tool and applicant tracking system, NeoGov. The use of this program satisfies the statute's requirements. The effectiveness of this



online recruiting system in attracting diverse applicants is further enhanced by its association with indeed.com, a job aggregator site with national reach. According to their own information, indeed.com aggregates job postings from thousands of websites including job boards, staffing firms, associations, and company career pages. Both indeed.com and NeoGov are free to applicants. The recruitment team also uses Facebook, Twitter, and LinkedIn to reach potential applicants. Difficult to fill, highly skilled computing positions may also be posted on Monster or Dice.

In an effort to recruit underutilized groups of people, the NCAOC, as the administrative support division of the Judicial Branch, takes the following actions.

1. Review recruitment methods, practices, and policies to ensure underutilized population groups are informed of our employment opportunities through internet advertising and posting positions with industry related websites. Job postings on the state government jobs website are simultaneously posted with a job site aggregator, at present and for the near future, this site is indeed.com.
2. Electronic recruitment has expanded to include the use of Facebook, Twitter, and LinkedIn to better meet applicants on their preferred job search platforms. These sites direct applicants to apply through the state government jobs website to ensure applications capture required demographic information.
3. The electronic recruiting system used by the NCAOC collects applicant demographics to better assess our outreach to minority groups. Applicant demographic data, however, is not made available to hiring managers to reduce potential bias in the selection process.
4. NCAOC continues to review all job descriptions and job postings to ensure no unnecessary barriers exist that would adversely affect underutilized groups and minorities.

In an effort to retain underutilized groups of people, the NCAOC, as the administrative support division of the Judicial Branch, takes the following actions.

1. Provide learning resources and assist hiring authorities with the applicant evaluation and selection process, interviewing procedures, and final selection process to improve the matching of qualified applicants to job requirements.
2. Monitor promotion policies and procedures to ensure hiring managers across the state provide equal employment opportunities for promotions and transfers for all qualified employees.

ELECTED AND APPOINTED OFFICIALS

There were 1,368 elected and appointed officials in the Judicial Branch in 2017. Elected positions (530) are those offices for which the voters directly elect a representative and include Judges, District Attorneys, and Clerks of Court. In the event an incumbent does not finish his/her term of office, the general statutes provide a designated authority to fill the vacancy by appointment of a person to

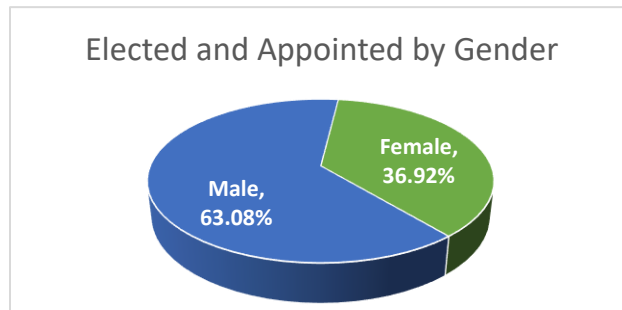


complete the remainder of the term. In this analysis, such positions are still counted as elected positions.

Appointed officials (838) are those appointed by the Governor, a Commission, or court official and include Public Defenders, emergency and special judges, magistrates, and certain high-level administrative positions in the appellate courts and the Administrative Office of the Courts. Although EEO policies do not apply to the election or appointment of these office-holders, a demographic analysis of this group provides interesting insights.

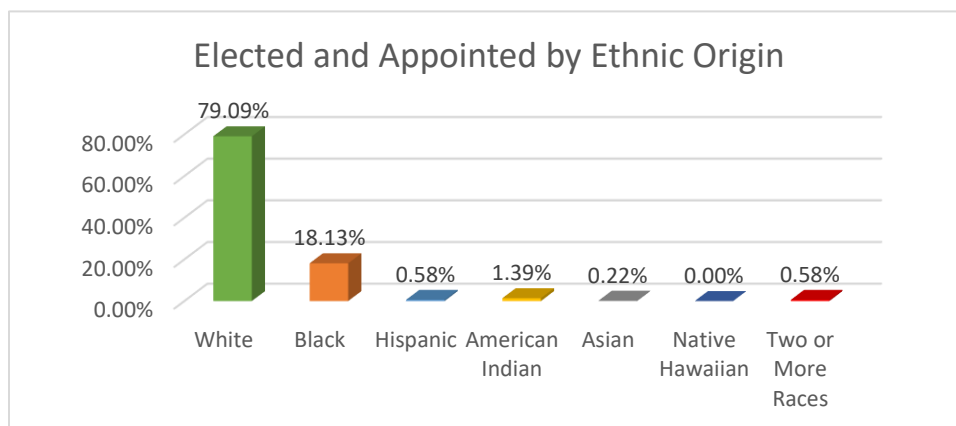
Gender and Ethnic Origin

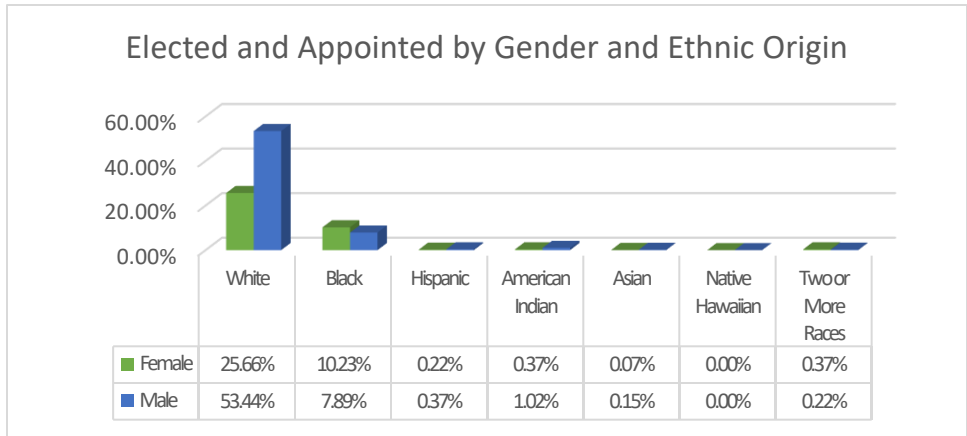
While women outnumber men in the Judicial Branch as a whole largely due to the entry-level, clerical nature of the majority of positions, among elected and appointed officials, males outnumber females by nearly 2:1. Numerous articles over the years have addressed the difficulty of women achieving parity in elected positions and political appointments. This analysis shows there is still a large gender gap within these positions.



The ethnic origin of elected and appointed officials is similar to that of the Judicial Branch as a whole with a slightly higher percentage of people identifying as American Indian among elected and appointed officials.

Since males outnumber females 2:1 among elected and appointed officials it is interesting to note that within this group, black females (10.23%) have a slight edge over black males (7.89%).

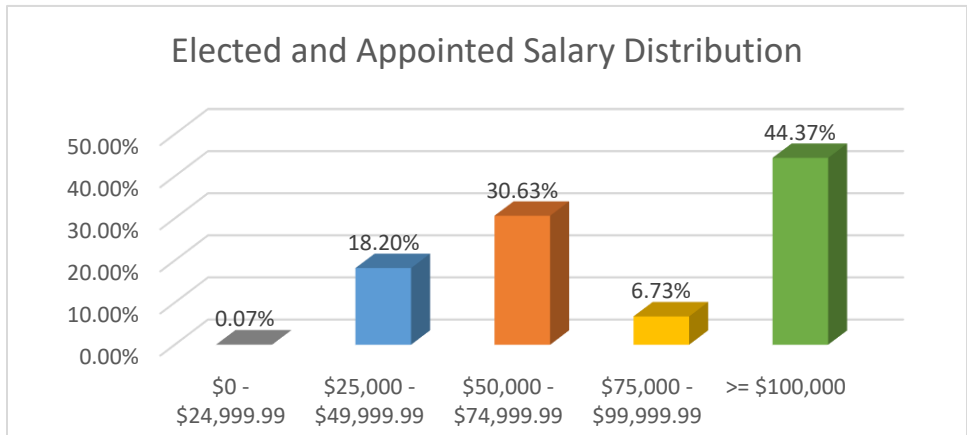


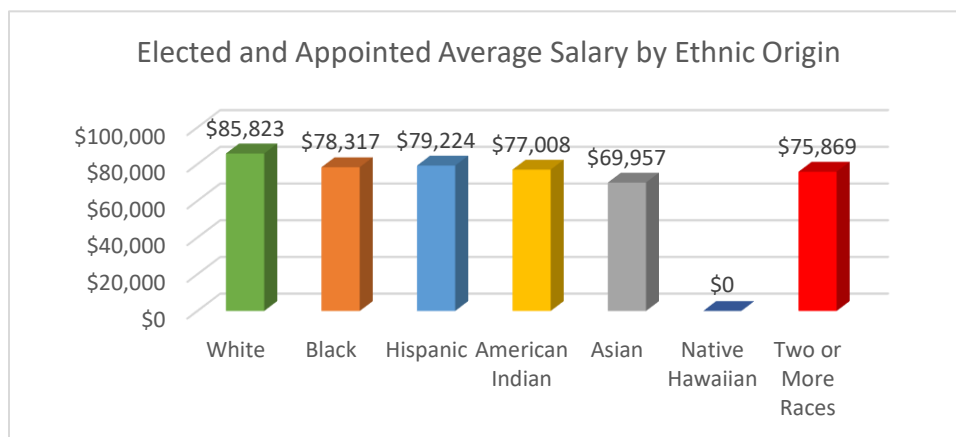
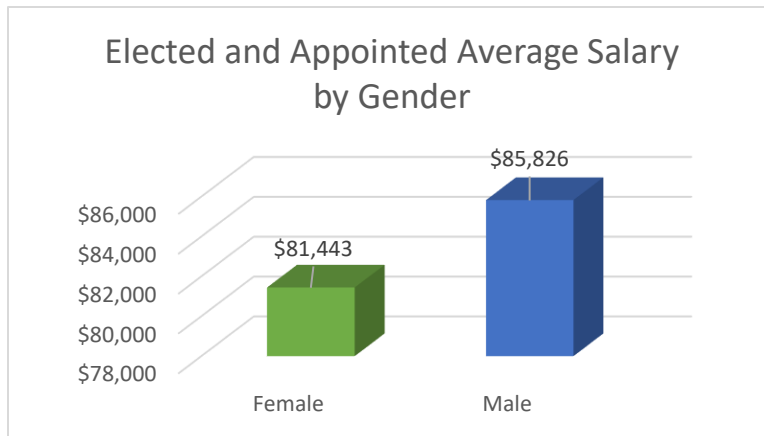


Salaries

Salaries and salary ranges for elected and appointed positions are generally determined by statute. The average full-time salary in 2017 was \$82,648 with a minimum of \$3,862 and a maximum of \$158,718. Slightly more than 44% of elected and appointed officials earn \$100,000 or more.

Where females are elected or appointed there is a high level of salary parity with their male peers. The lower average salaries among minority groups may be attributed to 49% of this group serving as magistrates, a job which has the lowest starting pay among elected and appointed officials. Elected and appointed officials identifying as white earn the highest average full-time salary at \$85,823.





APPLICANT DATA

In 2017 the Judicial Branch posted 549 open positions. The two staff members dedicated to recruiting processed an average of 46 postings each month, a 6.40% increase from the average postings in 2015. The Clerk of Superior Court offices had the highest number of postings (29%), followed by District Attorney offices (28%).

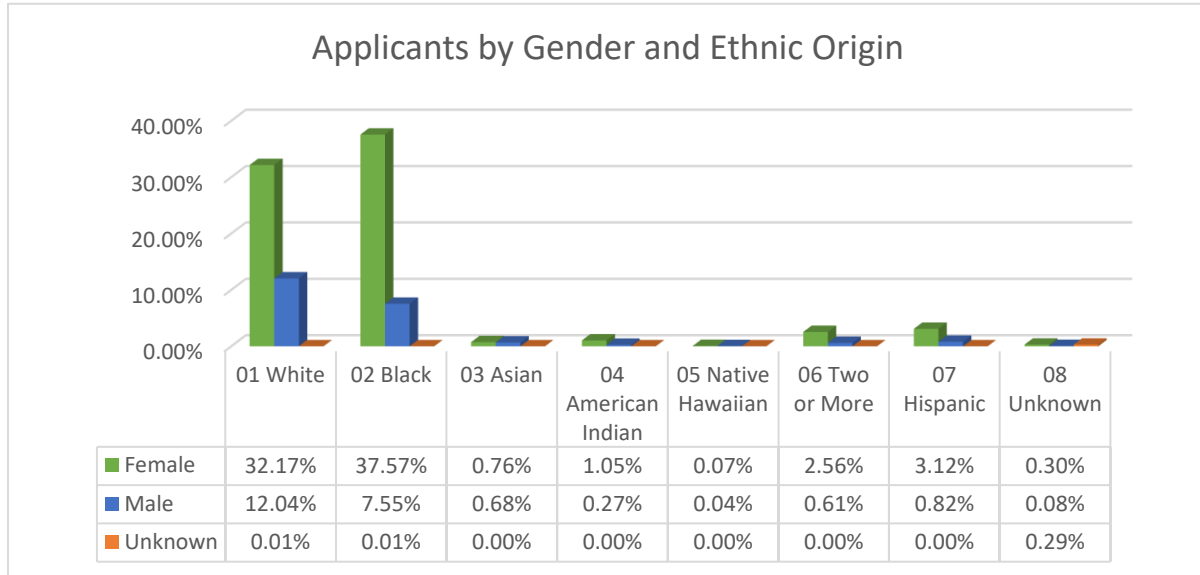
Of the 57,903 applications submitted to NeoGov, the state of North Carolina’s online recruiting system, 78% were from females and 22% from males, the same as 2016, and similar to the application ratios for 2015 (77% female, 23% male) and both 2013 and 2014 (79% female, 21% male).

There was a 12.55% increase in the number of applicants from 2015 (51,446 applicants). Although the total number of applicants for each ethnic group increased (with the exception of Native Hawaiians) as would be expected from the increase in the total number of applications, the ratio of black applicants and other minority applicants significantly changed. In 2015 white applicants outnumbered black applicants by 4% and in 2017 there were 2% more black applicants than white applicants.



The number of all minority groups combined (except black) increased 44.74% from 2015 to 2017. The largest demographic shift occurred among applicants identifying as two or more races with nearly 1.5 times the number of applicants as in 2015 electing this ethnic origin identification.

The increase in minority applicants may be due to the increasing reliance on technology to power recruiting practices. Meeting potential applicants on their preferred platforms, such as Facebook, Twitter, and LinkedIn may be more beneficial in reaching minority applicants than posting to the state government jobs website alone.



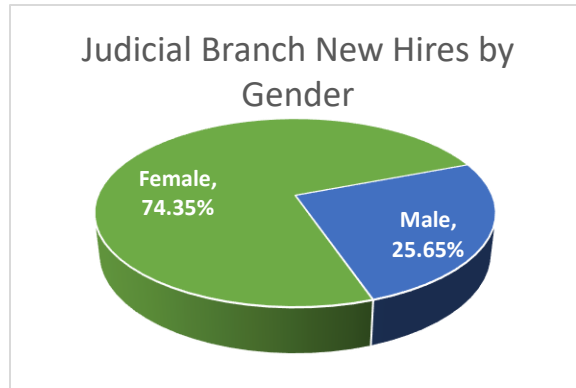
NEW HIRES

There were 732 new hires and re-hires during 2017 (an 18.06% increase from 2015), excluding elected and appointed officials. New hires for females increased slightly (74.45% female in 2017 compared to 71% in 2015) while male new hires decreased slightly (25.55% in 2017 compared to 29% in 2015). Minority hiring rose to 29.51% in 2017 from 28% in 2015.

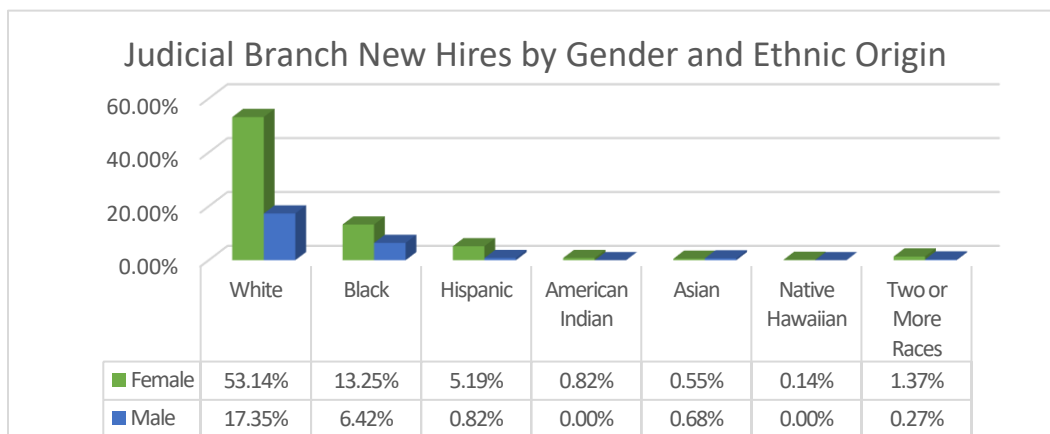
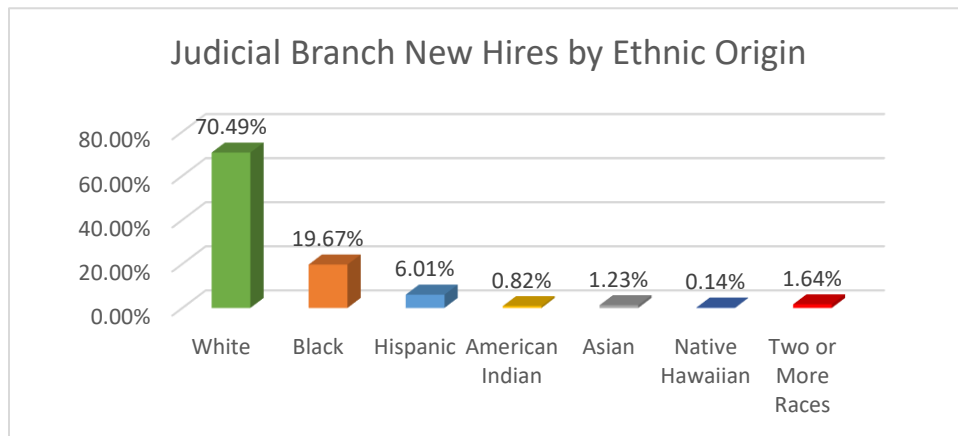
Of the minority hires, black or African American applicants remained at 67% and Hispanic/Latino applicants dropped to 20% (from 22% in 2015) with other minorities comprising the remaining 13% of applicants.

There were an average of 103 applications for each of the 549 positions posted (a 4% increase in positions from 2015). Females accounted for 78% of applications, and were hired for 74% of vacancies while males accounted for 22% applications, and were hired for 26% of vacancies.



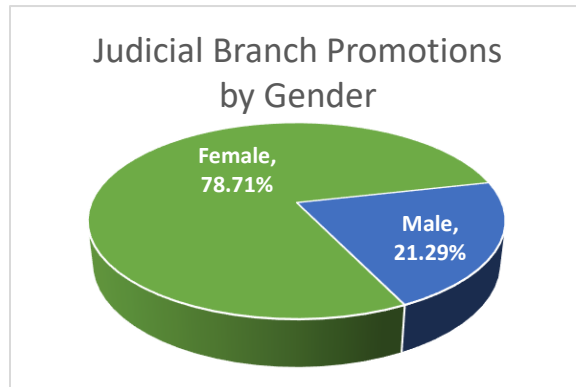


Both minority applicants and minority hiring increased in 2017. As noted earlier in this report, applicants identifying as two or more races applied at 1.5 times the rate as in 2015. Hiring among applicants identifying as two or more races increased by 50% from 2015. Hispanics saw the next largest gains with a 17% increase in applicants from 2015 and a 29% increase in hiring from 2015.

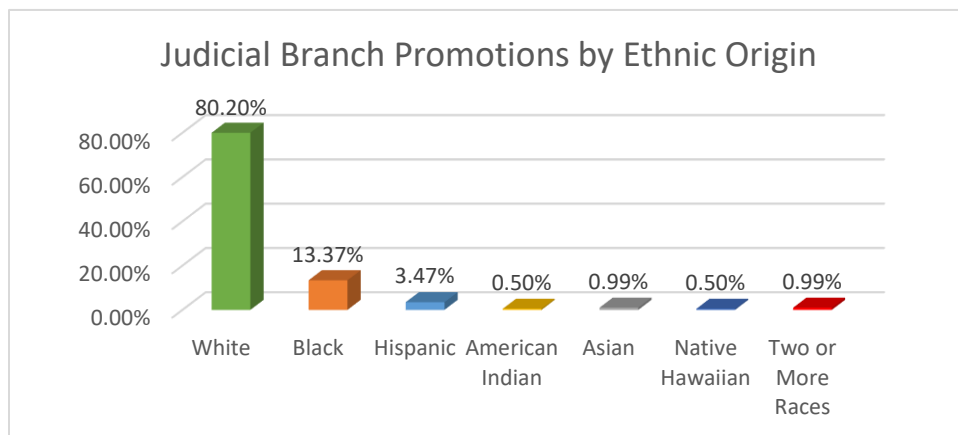


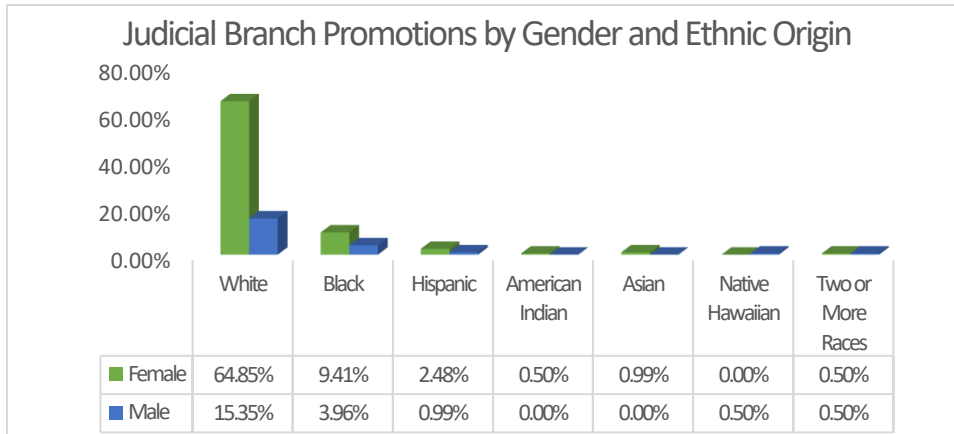
PROMOTIONS AND TRANSFERS

There were 202 promotions and transfers in 2017, excluding elected and appointed officials, a 7.45% increase from 2015. Female promotions of 79% matches the predominantly female workforce of 79% and is correspondingly true for male promotions.



Combined, minority groups were awarded 20% of all promotional opportunities, a decrease of 3% from 2015. Of the minority promotions, blacks and African Americans represent 13% of promotions and transfers with the remaining minority groups accounting for 7% of promotions and transfers.





REPORT DISSEMINATION

Internal

The 2017 EEO Plan for the NC Administrative Office of the Courts is made available to internal constituents by the following methods.

1. A copy will be included in a newsletter (HR News You Can Use) distributed to all Judicial Branch employees.
2. A copy will be posted on the Judicial Branch intranet (JUNO) with key words noted for search engine optimization.
3. A hard copy will be maintained in the Human Resources office for review upon request.
4. The statement, *All NC Judicial Branch agencies are Equal Opportunity Employers*, will continue to be included on all internal job postings.

Hiring authorities will continue to be reminded and encouraged to keep their EEO posters up to date and appropriately displayed.

External

The 2017 EEO Plan for the NC Administrative Office of the Courts is made available to interested external parties by the following methods.

1. A copy will be posted on the NC Judicial Branch's public website (www.nccourts.gov) with key words noted for search engine optimization.
2. The statement, *All NC Judicial Branch agencies are Equal Opportunity Employers*, will continue to be included on all external job postings.



3. The statement, *The North Carolina Judicial Department is an Equal Opportunity Employer*, will continue to be included on all job applications.
4. Third-party recruitment and staffing agencies will continue to be informed of our EEO policy and commitment.
5. A hard copy will be maintained in the Human Resources office for review upon request.

CONCLUSION

Equal employment opportunity continues to be emphasized by the NCAOC to all Judicial Branch work units. The nature of the work in the most common jobs means the Judicial Branch is likely to remain predominantly female. The NCAOC strives to encourage all managers, including the 20% of elected and appointed officials, to make our future workforce more diverse and representative of our local communities. We will continue in our efforts as indicated in this report to attract, recruit, and retain the best-qualified persons who will diligently serve our North Carolina court system.



ADDENDUM

Occupational Category Definitions and Job Titles

The occupational categories and corresponding definitions are derived from the US Equal Employment Opportunity Commission's instructions for completing the EEO-4 (state and local government) report form. See <http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>. In order to conform to the US Census American Data Survey job categories, employees classified under the EEOC's EEO-05 Paraprofessional job category are grouped with the EEO-02 Professional job category in the data analysis and corresponding charts in this report. Titles of elected and appointed officials are not included in this collection of job titles.

Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

| | |
|------------------------------------|----------------------------|
| Applications Development Manager | GAL Regional Administrator |
| Chief Information Security Officer | Trial Court Administrator |

Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

| | |
|------------------------------------|---------------------------------------|
| Access and Visitation Coordinator | Applications Analyst Programmer III |
| Accountant | Applications Analyst Programmer Spec |
| Accounting Supervisor I | Applications Development Manager |
| Accounting Supervisor III | Applications Systems Analyst III |
| Appellate Courts Director of IT | Assistant Appellate Defender |
| Applications Analyst Programmer I | Assistant Appellate Division Reporter |
| Applications Analyst Programmer II | Assistant Capital Defender |



| | |
|-------------------------------------------|-----------------------------------------|
| Assistant Clerk of Supreme Court | District Attorney Admin Asst I |
| Assistant Clerk of the Court of Appeals | District Attorney Admin Asst II |
| Assistant Director Staff Counsel | District Attorney Admin Asst III |
| Assistant District Attorney | District Court Trial Court Coordinator |
| Assistant Juvenile Defender | Employee Relations/ EEO Consultant |
| Assistant Legal Counsel | Enterprise Architecture Manager |
| Assistant Librarian for Public Services | Facility & Vehicle Services Manager |
| Assistant Librarian for Technical Servic | Family Court Administrator |
| Assistant Public Defender | Family Court Administrator I |
| Assistant Reporter of Decisions/ Attorney | Family Court Case Coordinator |
| Assistant to Special Counsel | Family Court Coordinator II |
| Benefits Specialist | Field Accounting Manager |
| Budget Analyst I | Field Acctg Policy & Training Analyst |
| Budget Analyst II | Financial Crimes Prosecutor |
| Budget Analyst Senior | Financial Management Analyst I |
| Business Systems Analyst | Financial Management Analyst II |
| Business Systems Analyst Supervisor | Financial Services Manager |
| Capital Case Coordinator | GAL Assistant to the Administrator |
| Caseflow Manager | GAL Associate Counsel |
| Chief Resource Prosecutor | GAL Attorney Advocate |
| Child Abuse Resource Prosecutor | GAL District Administrator |
| Child Trafficking Resource Prosecutor | GAL Volunteer Recruiter |
| Communications Dir, Equal Access-Justice | General Services Manager |
| Community Access & Outreach Admin. | Grants Accountant |
| Compensation Analyst | Grants Accounting Manager |
| Conference of DAs Staff Attorney | Homicide/ Arson Resource Prosecutor |
| Contracts Administrator | Human Resources Manager |
| Court Management Specialist I | IDS Assistant Director |
| Court Management Specialist II | IDS Auditor |
| Court Process Analyst | IDS Financial Analyst |
| Court Reporting Manager | IDS Fiscal Officer |
| Custody and Visitation Mediator | IDS Forensic Resource Attorney |
| Database Administrator | IDS Information Technology Director |
| Deputy Capital Defender | IDS Legal Associate |
| Deputy Director for Research & Training | IDS Research Director |
| Deputy Legal Counsel | Information & Communications Specialist |
| Digital Communications Project Manager | Innocence Commission Associate Director |
| Director of Central Staff | Innocence Commission Case Coordinator |
| Disaster Recovery Coordinator | Innocence Commission Investigator |
| Innocence Commission Staff Attorney | Research And Planning Associate Senior |



| | |
|----------------------------------------|------------------------------------------------------------|
| Innovation Fellow | Research and Planning Associate |
| Instructional Designer | Research and Policy Associate |
| Internal Audit Manager | Research and Policy Associate Senior |
| Internal Auditor | Research Assistant I |
| Interpreting Services Mgmt Specialist | Research Assistant II |
| IT Asset Management Specialist | Research Associate |
| IT Asset Manager | Resource Prosecutor |
| Jr. Web Developer | Safety & Workers Compensation Consultant |
| Judicial Standards Commission Counsel | Salary Administration Supervisor |
| Legal Counsel, Technology & Innovation | Sentencing & Policy Advisory Commission Associate Director |
| Legislative Liaison | Setoff Debt Collection Officer |
| Legislative Strategist | Social Worker |
| NC Courts Anniversary Program Manager | Software Test Engineer |
| Official Court Reporter - Resident | Spanish Interpreter |
| Official Court Reporter - Rover | Special Counsel |
| Operations Administrator | Special Counsel Supervising Attorney |
| Organization Development Manager | Special Projects Coordinator |
| Parent Representation Admin Asst | Staff Attorney I |
| Parent Representation Coordinator | Staff Attorney II |
| Procedural Help Desk Specialist | Staff Attorney III |
| Procurement Services Manager | Staff Court Interpreter |
| Procurement Specialist I | Superior Court Trial Court Coordinator |
| Procurement Specialist II | Supreme Court Staff Attorney |
| Procurement Specialist III | Systems Analyst I |
| Programs & Special Projects Manager | Systems Analyst II |
| Project Coordinator | Systems Analyst III |
| Public Defender Admin Asst I | Trial Court Research Assistant |
| Public Defender Admin Asst II | Veterans Treatment Court Case Manager |
| Public Defender Admin Asst III | Veterans Treatment Court Coordinator |
| Public Defender Admin Asst IV | Veterans Treatment Court Mentor Coord |
| Public Defender Administrator | Violence Against Women Resource Prosecutor |
| Records Management Specialist | w/a Director Office of Staff Counsel NC |
| Records Manager | W/A Research and Policy Associate |
| Recruiting Consultant | Web/Publications Designer |
| Reg Traffic Safety Resource Prosecutor | |
| Regional Defender | |
| Remote Public Access Specialist | |



Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

| | |
|------------------------------------------|--------------------------------------|
| Appellate Courts Appl Analyst Programmer | IT Support Supervisor |
| Appellate Courts Applications Programmer | Learning Technology Consultant |
| Computer Operations Supervisor | Multi Media Technician |
| Computing & Network Services Manager | Network Engineer |
| IT Access Administration Specialist | Network Implementation Supervisor |
| IT Help Desk Specialist | Network Infrastructure Supervisor |
| IT Help Desk Specialist Senior | Network Operations Center Specialist |
| IT Help Desk Supervisor | Network Operations Center Supervisor |
| IT Infrastructure & Ops Administrator | Network Security Specialist |
| IT Portfolio Manager | Network Security Specialist |
| IT Program Project Manager | Systems Programmer |
| IT Project Management Manager | Systems Programmer Senior |
| IT Project Manager I | Systems Programming Manager |
| IT Project Manager II | Systems Programming Supervisor |
| IT Project Manager III | Telecommunications Specialist I |
| IT Support Services Manager | Telecommunications Specialist II |
| IT Support Specialist | |

Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

| | |
|-----------------------------------|---------------------------------------|
| Capital Case Chief Investigator | Innocence Inq Comm Legal Investigator |
| Capital Case Investigator | Judicial Standards Comm Investigator |
| Capital Case Paralegal | Public Defender Chief Investigator |
| District Attorney Investigator | Public Defender Investigator |
| District Attorney Legal Assistant | |



Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

| | |
|-------------------------------------|------------------------------------------|
| Custody Mediation Program Assistant | HR Information Specialist |
| GAL Program Specialist I | Juvenile Defender Commun Off Mgr |
| GAL Program Specialist II | Resource Victim/ Witness Legal Assistant |
| GAL Specialist I | Supreme Court Chief Deputy Marshal |

(*NOTE* There are eight (8) EEO-05 Paraprofessional job titles that are grouped with EEO-02 Professional to conform to the American Community Survey form.)

Administrative Support (Including Clerical and Sales)

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

| | |
|----------------------------------------|-----------------------------------|
| Accounting Specialist I | Arbitration Coordinator |
| Accounting Specialist II | Assistant Clerk |
| Accounting Specialist III | Assistant Meeting Planner |
| Accounting Specialist IV | Capital Defender Legal Assistant |
| AD Database Manager/Paralegal | Caseflow Coordinator |
| Administrative Officer I | CDM Judicial Assistant |
| Administrative Officer II | COA Legal Assistant |
| Administrative Secretary | Computer Operator |
| Administrative Services Program Asst | Conference Planner/Registrar Temp |
| Administrative Specialist | Coordinator of Opinion Drafting |
| ADR Coordinator | Court Reporter Technician 17A |
| AOC Division Assistant | DA Victim Services Coordinator |
| Appellate Clerk I | Data Control Specialist |
| Appellate Clerk II | Deferred Payment Coordinator |
| Appellate Courts Print Shop Supervisor | Deputy Clerk |
| Appellate Defender Admin Asst III | Deputy Clerk/ Bookkeeper |
| Appellate Defender Legal Assistant | District Attorney Legal Assistant |



| | |
|------------------------------------------|----------------------------------------|
| District Court Judicial Assistant I | Legal Assistant II |
| District Court Judicial Assistant II | Legal Assistant III |
| Executive Assistant I | Library Technical Assistant |
| Executive Assistant II | Mail Clerk |
| Executive Assistant III | Micrographics Services Assistant |
| Executive Assistant to Asst Director AOC | Motion and Petitions Clerk |
| Executive Assistant to the AOC Director | Payroll Specialist II |
| Family Court Judicial Assistant | Printing Equipment Operator |
| Forms and Procedural Help Desk Manager | Printing Services Manager |
| Forms Design Specialist | Printing Staff Supervisor |
| GAL Program Assistant | Procurement Assistant |
| GAL Program Specialist I | Programs Administrative Specialist |
| GAL Supervisor | Public Defender Legal Assistant |
| Help Desk Specialist | Receptionist |
| Human Resources Assistant | Recruiting Specialist |
| IDS Administrative Assistant | Salary Administration Specialist I |
| Judicial Services Coordinator | Secretary II |
| Jury Coordinator | Setoff Debt Recoupment Assistant |
| Juvenile Court/ School Liaison | Special Counsel Legal Assistant |
| Juvenile Courtroom Clerk & Family Drug C | Superior Court Judicial Assistant I |
| Lead Jury Coordinator | Superior Court Judicial Assistant II |
| Legal Assistant I | Superior Court Trial Court Coordinator |

Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Not Applicable

Service – Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.



| | |
|-------------------------------|----------------------------------|
| Distribution Assistant | Distribution Services Supervisor |
| Distribution Services Manager | Facility Maintenance Coordinator |

