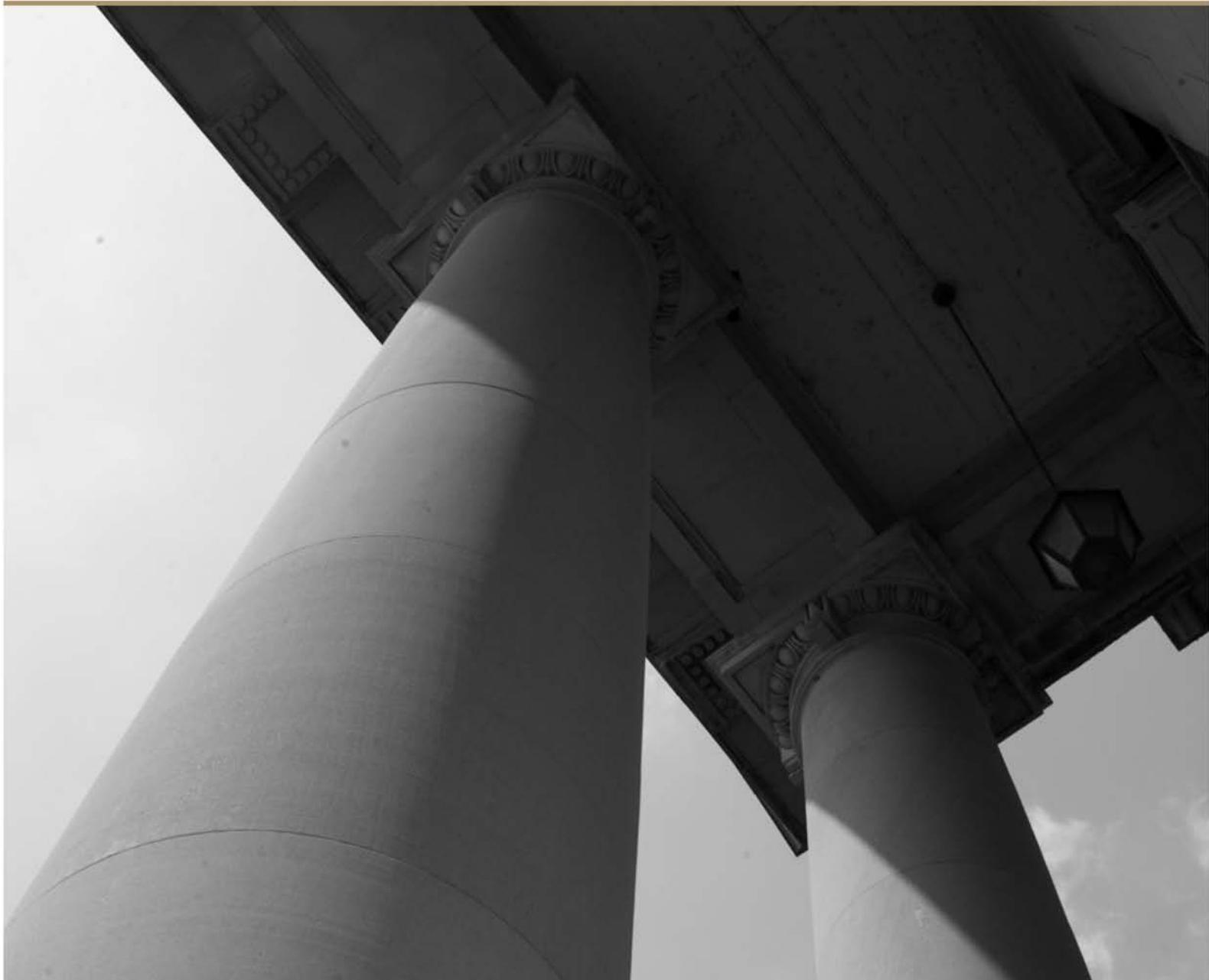




# EQUAL EMPLOYMENT OPPORTUNITY PLAN - 2018

## NC JUDICIAL BRANCH OF GOVERNMENT

PREPARED BY  
NC ADMINISTRATIVE OFFICE OF THE COURTS / HUMAN RESOURCES DIVISION  
APRIL 2020





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**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.



## 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 1,356 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, 2018, there were 6,959 Judicial Branch employees, of which 1,356 (20%) were independently elected or appointed officials. Of the elected and appointed officials, 288 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 5, 6, 7, and 14), 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 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.



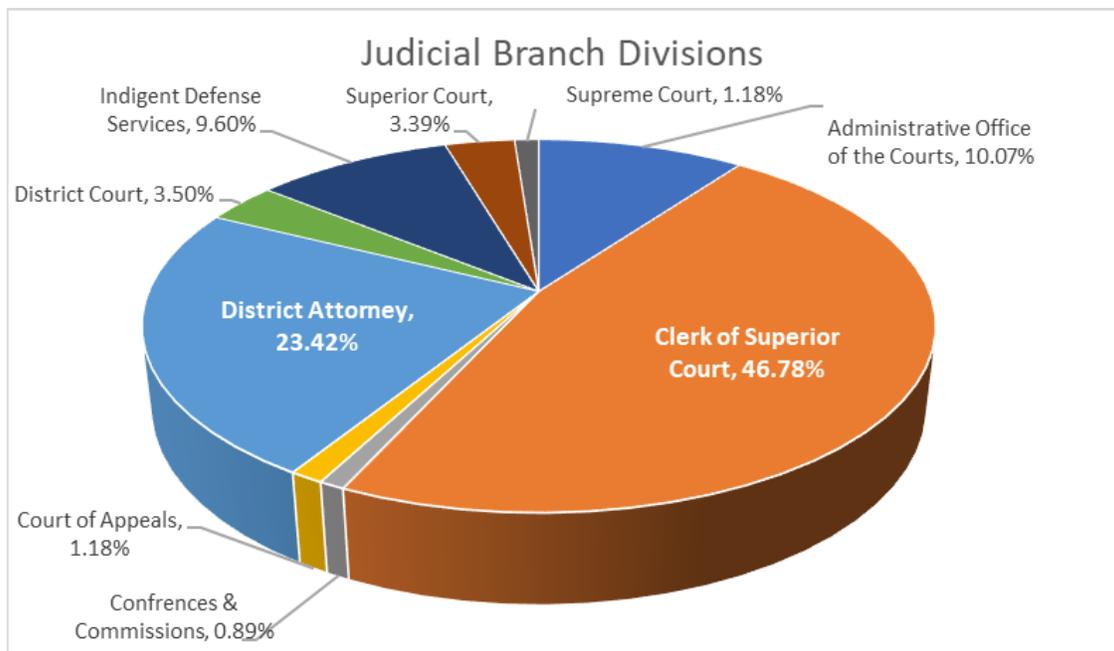
The NCAOC encourages and supports all Judicial Branch hiring authorities including independently elected and appointed officials across the state to follow this policy and overall philosophy regarding equal employment opportunity.

## 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, 2018 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

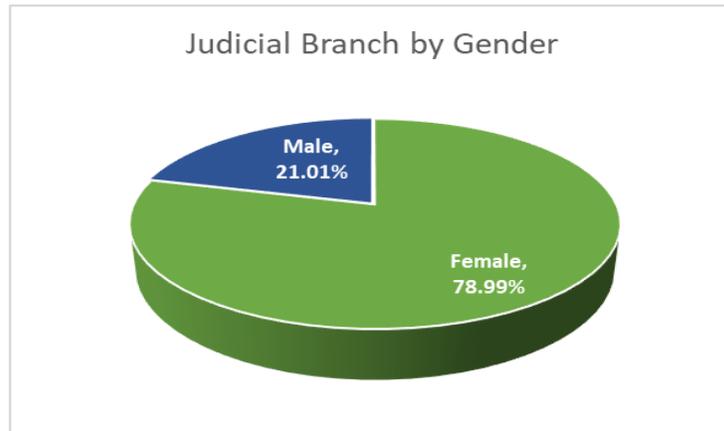


The Conferences and Commissions division includes the Conference of Clerks of Superior Court, Conference of District Attorneys, Chief Justice’s Commission on Professionalism, Dispute Resolution Commission, Innocence Inquiry Commission, Judicial Standards Commission, Sentencing and Policy Advisory Commission,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



## Gender

Females significantly outnumber males across all Judicial Branch divisions (78.99% females to 21.01% 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.



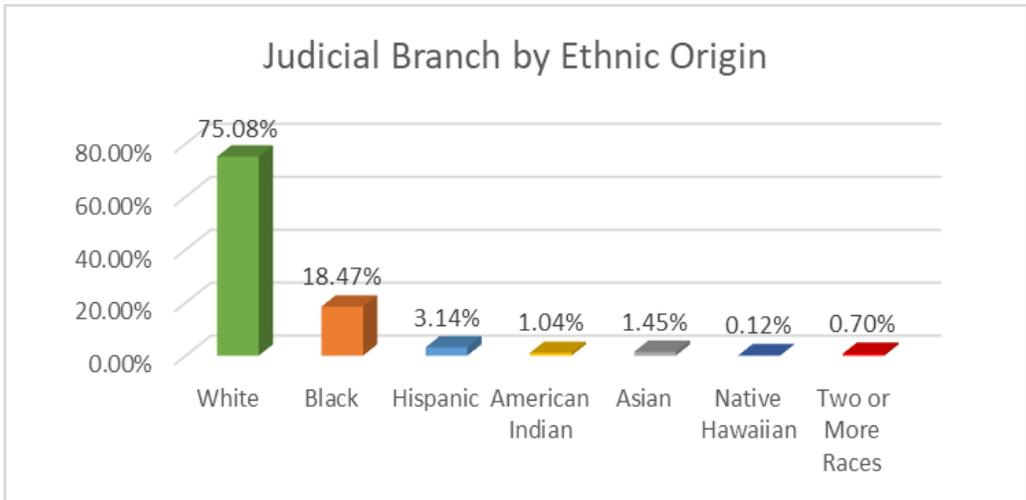
## Ethnic Origin

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 16.64% improvement from 2016). Employment of Black / African American personnel remained stable at around 18% in the 2016 – 2018. time period. Measures to address the underutilization of minority groups are addressed in the [Objectives and Steps](#) section.

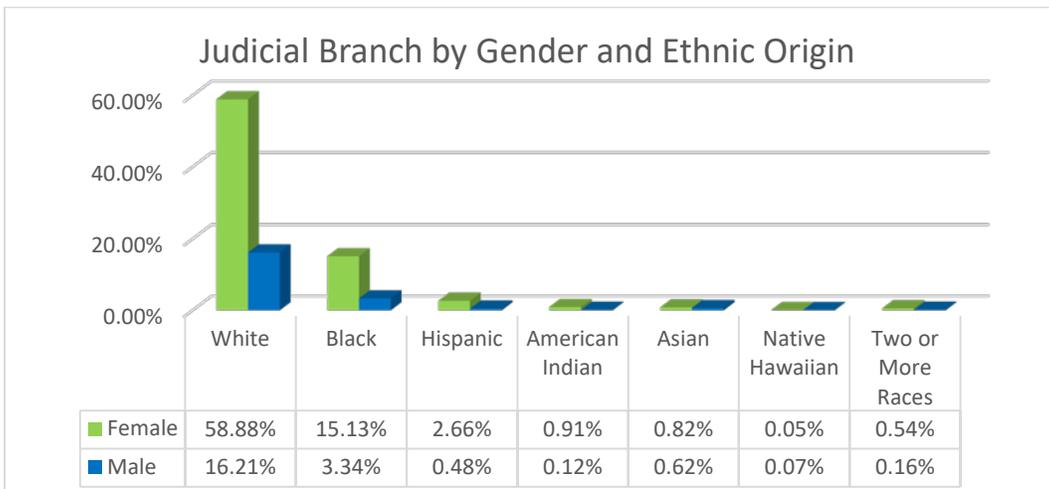




### Gender and Ethnic Origin

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 2018 was \$52,369 with a minimum of \$31,200 and a maximum of \$135,902, excluding temporary positions. For part-time workers, the

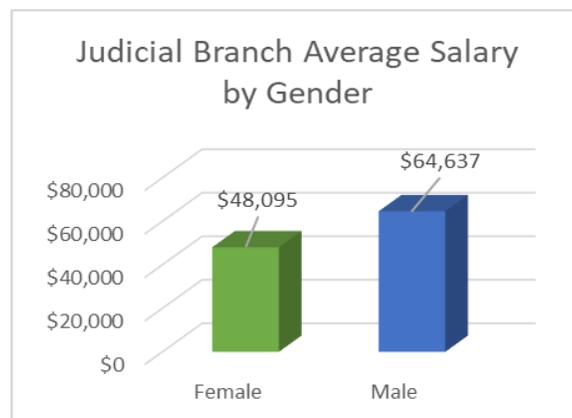
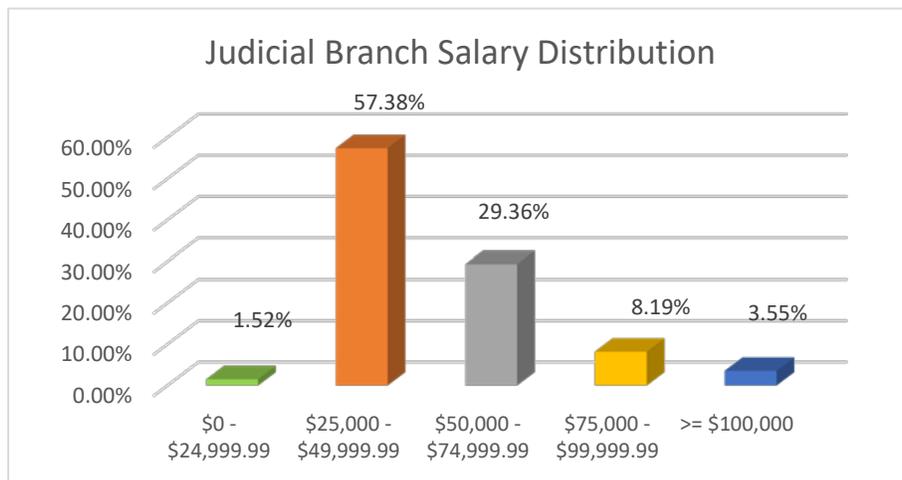


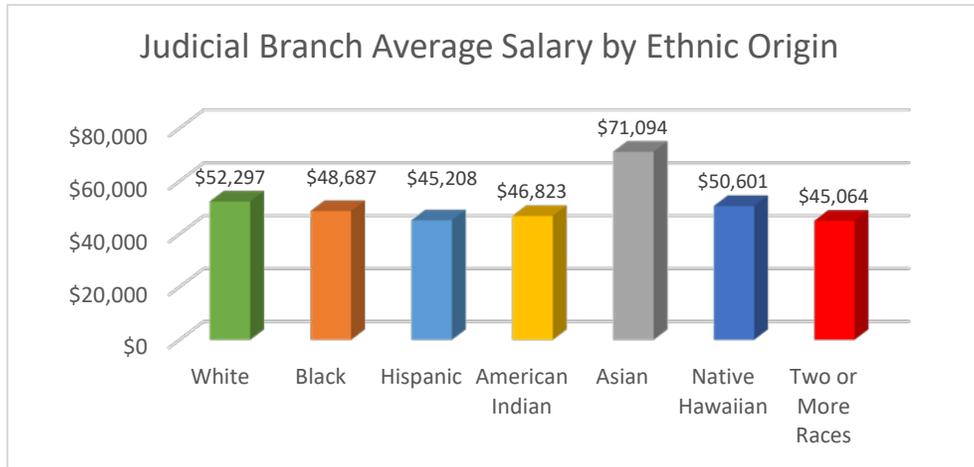
average salary was \$28,607 with a minimum of \$8,176 and a maximum of \$90,230, excluding temporary positions. Workers earning \$49,999 or less is 57.38%, a decrease of 4.95% from 2016. Those earning \$100,000 or more increased from 2.54% in 2016 to 3.55% in 2018.

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.<sup>1</sup> 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 the number of employees classified as EEO-3 Technicians, from four (4) in 2016 to 97 employees 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.

<sup>1</sup> 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](http://factfinder.census.gov/bkmk/table/1.0/en/EEO/10_5YR/EEOALL6R/0500000US37183).



## UTILIZATION ANALYSIS

NC Judicial Branch Excluding Elected and Appointed Officials - Workforce as of 12/31/18  
 compared to  
 North Carolina - U.S. Census Bureau, 2006-2010 American Community Survey

Job Category	Male							Female						
	W	B	H	AI/AN	Asian	Native Hawaiian / OPI	2 or More Races	W	B	H	AI/AN	Asian	Native Hawaiian / OPI	2 or More Races
<b>Officials/Administrators</b>														
Judicial Branch Workforce	14.3%	7.1%	0.0%	0.0%	7.1%	0.0%	7.1%	50.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	49.6%	5.3%	1.8%	0.3%	1.2%	0.0%	0.5%	31.5%	7.2%	1.1%	0.3%	0.8%	0.0%	0.4%
Utilization	-35.3%	1.8%	-1.8%	-0.3%	5.9%	0.0%	6.7%	18.5%	7.1%	-1.1%	-0.3%	-0.8%	0.0%	-0.4%
<b>Professionals</b>														
Judicial Branch Workforce	32.6%	3.8%	0.9%	0.2%	1.3%	0.1%	0.2%	45.9%	10.6%	1.9%	0.3%	1.6%	0.1%	0.5%
North Carolina ACS	31.9%	4.3%	1.1%	0.2%	2.1%	0.0%	0.5%	45.6%	9.9%	1.6%	0.5%	1.7%	0.0%	0.7%
Utilization	0.7%	-0.5%	-0.1%	0.0%	-0.8%	0.1%	-0.3%	0.3%	0.8%	0.3%	-0.2%	-0.1%	0.0%	-0.2%
<b>Technicians</b>														
Judicial Branch Workforce	62.1%	17.9%	0.0%	0.0%	7.4%	0.0%	0.0%	6.3%	5.3%	1.1%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	29.6%	5.9%	1.0%	0.2%	1.7%	0.0%	0.4%	43.3%	13.7%	1.6%	0.7%	1.3%	0.0%	0.6%
Utilization	32.5%	12.0%	-1.0%	-0.2%	5.6%	0.0%	-0.4%	-36.9%	-8.4%	-0.6%	-0.7%	-1.3%	0.0%	-0.6%
<b>Protective Services: Sworn</b>														
Judicial Branch Workforce	40.4%	13.8%	3.2%	1.1%	0.0%	0.0%	0.0%	33.0%	6.4%	1.1%	1.1%	0.0%	0.0%	0.0%
North Carolina ACS	58.2%	16.8%	1.8%	0.7%	0.4%	0.0%	0.9%	10.4%	9.5%	0.8%	0.2%	0.1%	0.0%	0.2%
Utilization	-17.8%	-3.0%	1.4%	0.4%	-0.4%	0.0%	-0.9%	22.6%	-3.1%	0.3%	0.9%	-0.1%	0.0%	-0.2%
<b>Administrative Support</b>														
Judicial Branch Workforce**	6.3%	2.4%	0.2%	0.1%	0.1%	0.1%	0.1%	67.4%	17.8%	3.1%	1.2%	0.5%	0.1%	0.6%
North Carolina ACS	26.0%	6.2%	1.4%	0.2%	0.6%	0.0%	0.5%	46.3%	14.0%	2.5%	0.5%	0.9%	0.0%	0.9%
Utilization	-19.7%	-3.8%	-1.2%	-0.1%	-0.5%	0.0%	-0.3%	21.1%	3.8%	0.6%	0.7%	-0.4%	0.0%	-0.3%
<b>Service &amp; Maintenance</b>														
Judicial Branch Workforce	76.9%	15.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	31.1%	14.8%	8.0%	0.6%	1.0%	0.0%	0.6%	23.4%	13.7%	4.6%	0.6%	1.0%	0.0%	0.6%
Utilization	45.8%	0.6%	-8.0%	-0.6%	-1.0%	0.0%	-0.6%	-23.4%	-6.0%	-4.6%	-0.6%	-1.0%	0.0%	-0.6%

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 from the 2006 – 2010 American Community Survey and where Judicial Branch employment exceeds 30 or more employees include the following groups.

- Officials/Administrators:** White females occupy the largest percentage employed in this category. There are no minority females employed in this job category. White males represent 20% of employees and black males and 2 or more races represent 20% in this job category. There are no placement goals or objectives.
- Professionals:** Majority and minority groups are well represented in this job category.
- Technicians:** There is no underutilization of black or other minority males in this category. Asian males show an over-representation of 5.5% compared to what is available in the labor force. Females are generally under-represented: white females (-37.0%); black females (-9.6%); other minority females (-3.2). Asian females have an availability of 1.3 in the labor force, however there are no Asian females employed in this job category. The placement goals will include strategies to attract females to this job category.



4. **Protective Services: Sworn:** Males are generally under-represented compared to availability in the labor force. White males were under-represented by -17.8%, which is an improvement from -19.1% in 2017. Black males were under-represented by -3%, which is an improvement from -3.5% in 2016 and -5.2% in 2015. Females are overrepresented (white females, 22.6%, Hispanic females, 0.3%, and American Indian / Alaskan Native, 0.9%).
5. **Administrative Support:** There are fewer males represented in each ethnic category, with the highest percentage being white males. Most applications for these positions come from females, despite recruitment efforts that target all races and genders. There is no significant under-representation for females.
6. **Service and Maintenance:** This category employees white males and black males and both groups are over-represented. Females are significantly under-represented compared to the availability in the labor force. There will be strategies implemented to ensure positions are marketed to all races and genders.

## Objectives and Steps

The NCAOC is committed to improving underutilization of minorities within the agency and the NC Judicial Branch.

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 white and black females in the Technician job category

In the Judicial Branch, Technician positions are mainly comprised of IT programmer positions. In previous EEO reports, this class of workers had been classified as Professionals and no ethnic group was underutilized by 2% or more. Due to the results of a compensation and classification study of positions in the NC Judicial Branch, several computer programmer positions were re-classed to the EEO-3 Technician category. Whereas in 2015 there were two (2) male members in this category, in 2017 there were 97 members in this group, 86.6% male and 13.4% female.

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.

### 2. 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.

**3. Address the underutilization of black males and other minority 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.

**4. Address the underutilization of white and black males in the Administrative Support job category.**

The underutilization of white and black 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, 90% are females of all race and ethnic groups.

The disparity between male and female employment among white and black males 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.

## Recruitment and Retention

The Judicial Branch received only 2.19% of the overall 2018 – 2019 State budget, a minor decrease from the 2.29% allotted in the 2016 – 2017 budget. This funding 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, we 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 entire Judicial Branch's recruitment needs.

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.

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.

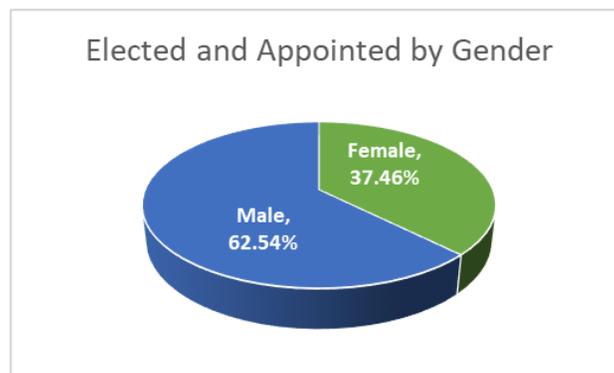
## ELECTED AND APPOINTED OFFICIALS

There were 1,356 elected and appointed officials in the Judicial Branch in 2018. Elected positions (526) 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 (830) 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.

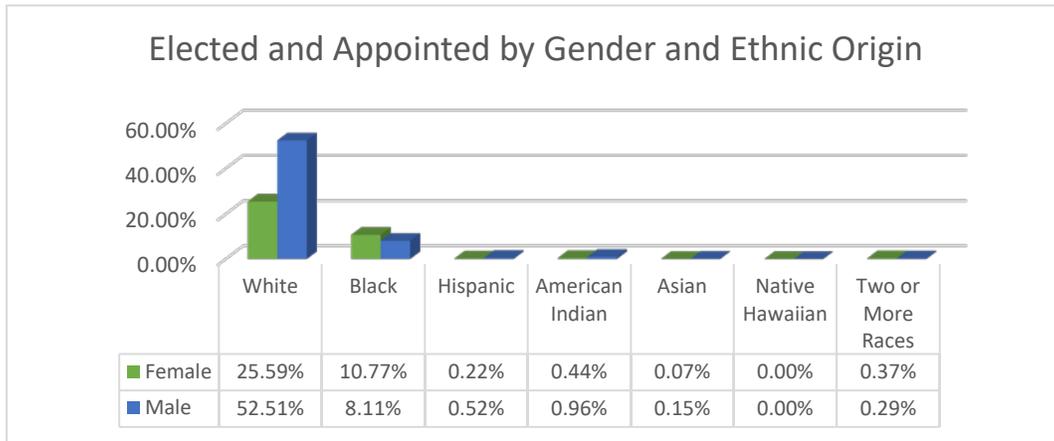
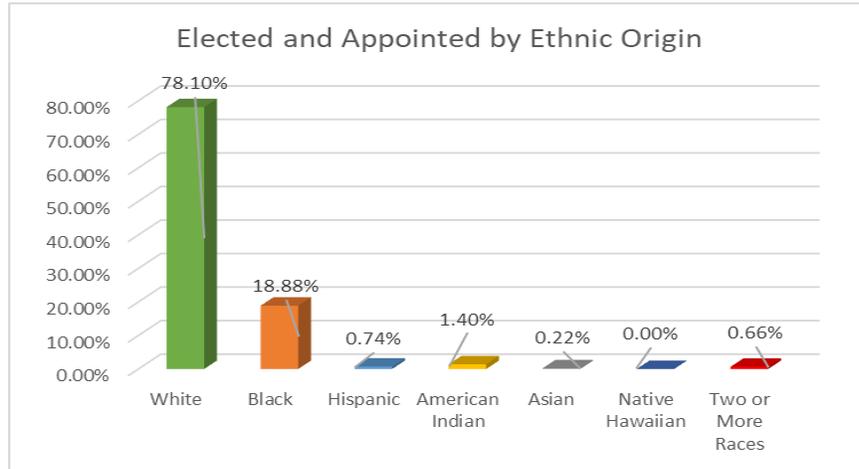
### Gender and Ethnic Origin

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 (10.77%) have a slight edge over black males (8.11%).



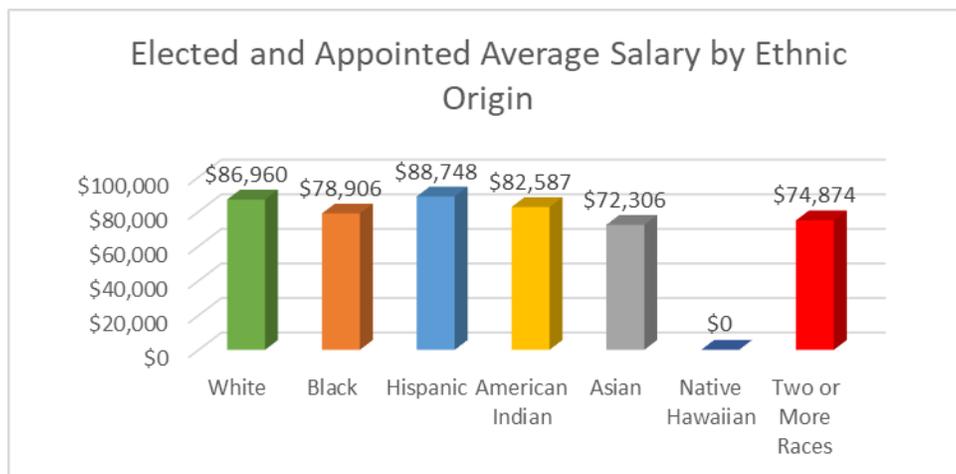
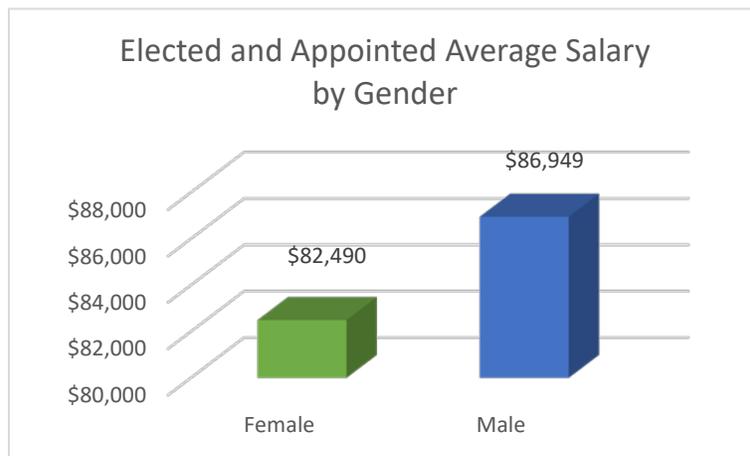
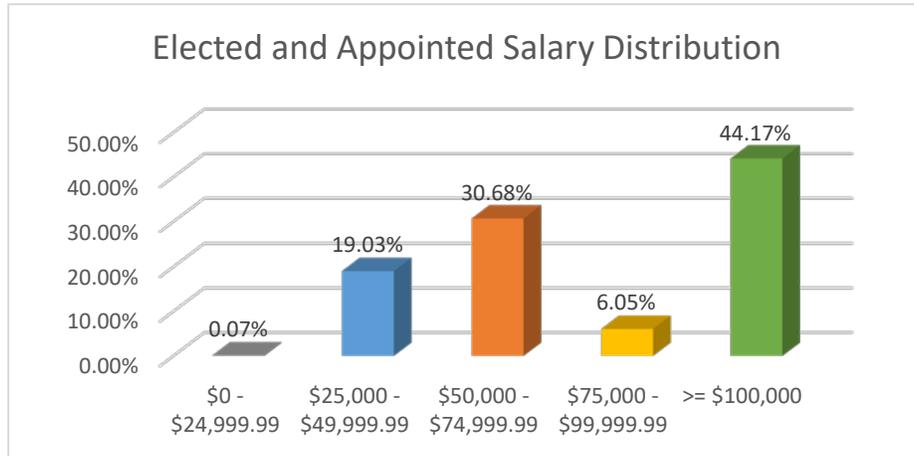
## Salaries

Salaries and salary ranges for elected and appointed positions are generally determined by statute. The average full-time salary in 2017 was \$84,036 with a minimum of \$38,620 and a maximum of \$158,190. 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 \$86,960.



# APPLICANT DATA

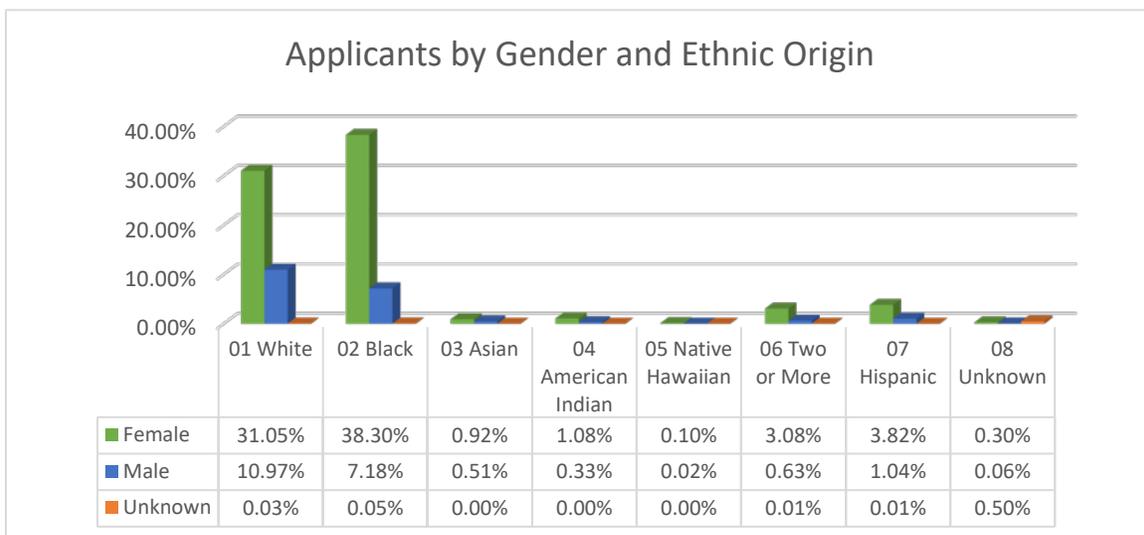
In 2018 the Judicial Branch posted 543 open positions. The two staff members dedicated to recruiting processed an average of 45 postings each month, a 2.27% increase from the average postings in 2016. The District Attorney offices had the highest number of postings (30%), followed by the Clerk of Superior Court offices (27%).

Of the 51,465 applications submitted to NeoGov, the state of North Carolina’s online recruiting system, 78.65% were from females and 20.74% from males, 0.61% unknown, which is similar to the application ratios for 2016 (78% female, 22% male).

There was a 7.42% increase in the number of applicants from 2016 (47,909). Although the total number of applicants for each ethnic group increased (with the exception of Native Hawaiians and Asians) 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%. Since 2015, black applicants have outnumbered white applicants by an average of 5.95% with 8.26% more black applicants than white applicants in 2018. There is a correlation between the steady increase of both black applicants and black employee population since 2016.

The number of all minority groups combined (except black) increased 31.88% from 2016 to 2018. The largest demographic shift occurred among applicants identifying as two or more races with nearly 1.5 times the number of applicants electing this ethnic origin identification as in 2015. This trend continued in 2018 with an increase of 48% from 2016.

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.

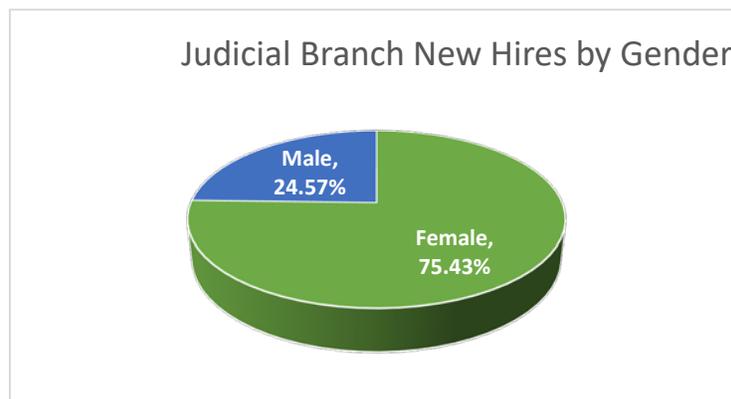


## NEW HIRES

There were 639 new hires and re-hires during 2018 (an 13.88% decrease from 2016), excluding elected and appointed officials. New hires for females increased slightly (75.4% female in 2018 compared to 74.45% in 2017) while male new hires decreased slightly (24.57% in 2018 compared to 25.55% in 2017). Minority hiring rose to 29.87% in 2018 from 27.6% in 2016.

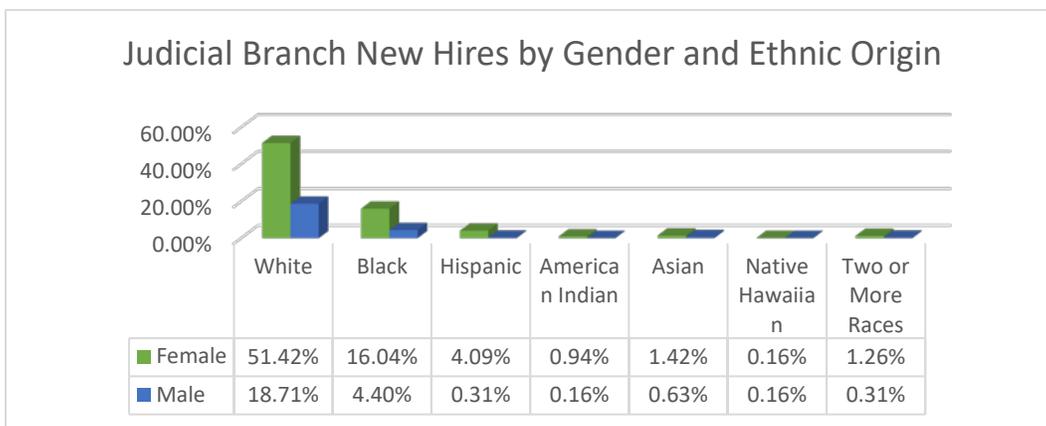
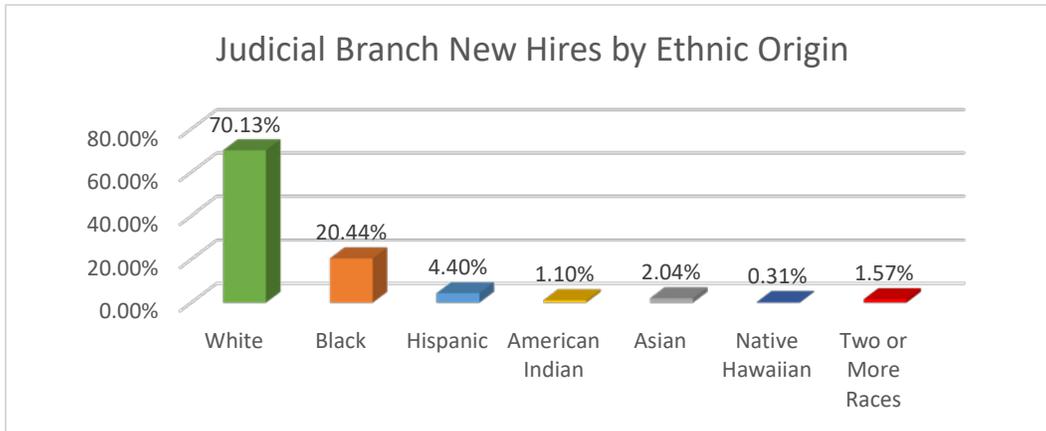
Of the minority hires, black or African American applicants rose slightly to 68.4% from 67% in 2017 and Hispanic/Latino applicants dropped to 14.7% (from 22% in 2016) with other minorities comprising the remaining 17% of applicants.

There was an average of 97 applications for each of the 543 positions posted (a 6.59% increase in positions from 2016). Females accounted for 78.65% of applications and were hired for 75.43% of vacancies while males accounted for 20.74% applications, and were hired for 24.57% of vacancies.



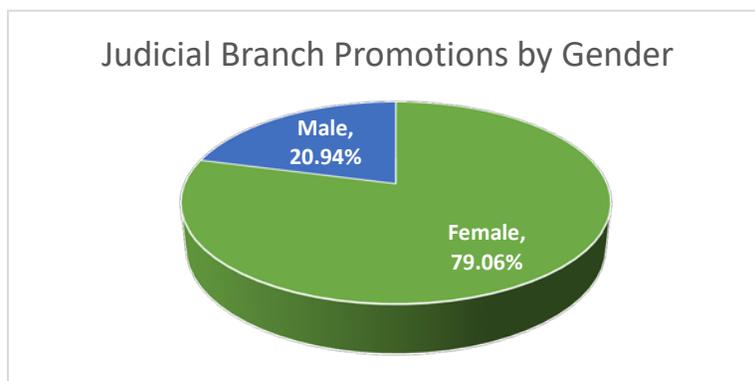
Both minority applicants and minority hiring increased in 2018, which has been a continuing trend. This trend indicates the measures put into place are accomplishing the goals and objectives NCAOC set out. There was a significant decrease in hiring those who identify as Hispanic (-37.78%), although, there was a significant increase in Hispanic applicants (38.19%). However, the Hispanic workforce has grown 16.73% since 2016, which is indicative of our ability to retain Hispanic employees.



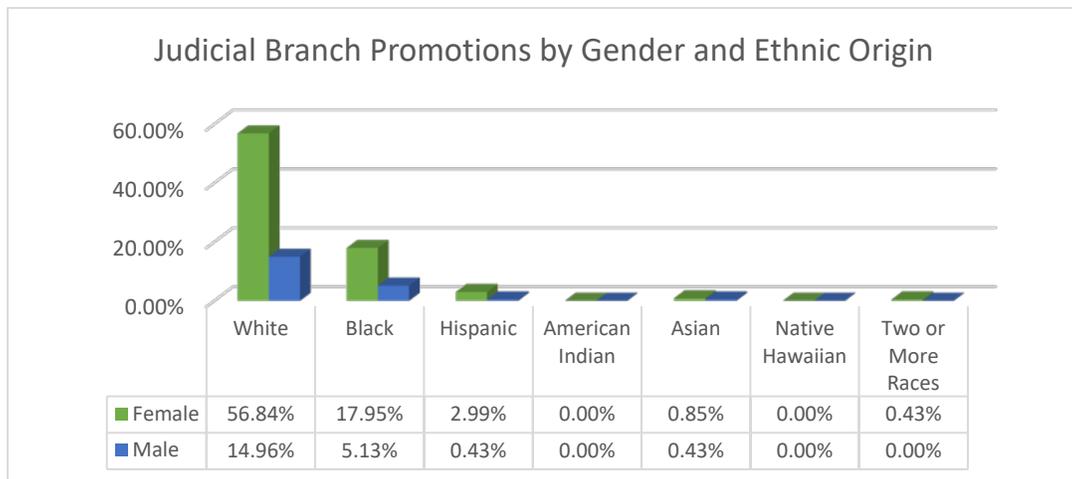
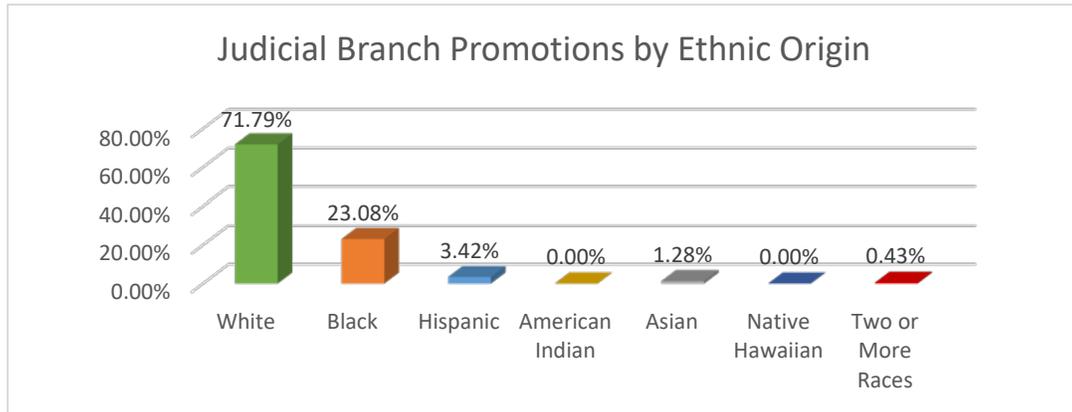


## PROMOTIONS AND TRANSFERS

There were 234 promotions and transfers in 2018, excluding elected and appointed officials, a 6.8% increase from 2016. Female promotions of 79% matches the predominantly female workforce of 79% and is correspondingly true for male promotions.



Combined, minority groups were awarded 28% of all promotional opportunities, an increase of 8% from 2017 and 2% from 2016. Of the minority promotions, blacks and African Americans represent 23% of promotions and transfers with the remaining minority groups accounting for 5% of promotions and transfers.



## POLICY AND REPORT DISSEMINATION

### Internal

The 2018 EEO Policy and Plan for the NC Administrative Office of the Courts is made available to internal constituents by the following methods.

1. The report will be included in a newsletter (HR News You Can Use) distributed to all Judicial Branch employees.



2. The report will be posted on the Judicial Branch intranet (JUNO) with key words noted for search engine optimization.
3. A hard copy of the report 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.
5. The EEO policy statement and summary is included in the new hire online orientation.
6. The EEO Policy is available on the intranet.
7. EEO posters are conspicuously displayed in areas throughout the branches, where applicants and employees have access.

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

## External

The 2018 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](http://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.

Parent Defender	GAL Regional Administrator
Chief Information Security Officer	Trial Court Administrator
Hadoop Architect	

### 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	IDS Fiscal Officer
Accountant	IDS Forensic Resource Attorney
Accounting Supervisor I	IDS Legal Associate
Accounting Supervisor III	IDS Research Director
Appellate Courts Director of IT	Information and Communications Specialist



Applications Analyst Prog Specialist	Innocence Inquiry Comm Assoc Dir
Applications Analyst Programmer I	Innocence Inquiry Comm Case Coordinator
Applications Analyst Programmer II	Innocence Inquiry Comm Investigator
Applications Analyst Programmer III	Innocence Inquiry Comm Staff Attorney
Applications Analyst Programmer Spec	Innovation Fellow
Applications Development Manager	Instructional Designer
Applications Systems Analyst III	Internal Audit Manager
Assistant Appellate Defender	Internal Auditor
Assistant Appellate Division Reporter	Interpreting Services Mgt Specialist
Assistant Capital Defender	IT Asset Management Specialist
Assistant Clerk of Supreme Court	IT Asset Manager
Assistant Clerk of the Court of Appeals	Judicial Standards Comm Counsel
Assistant Director Staff Counsel	Juvenile Court Resource Prosecutor
Assistant District Attorney	Legal Counsel, Technology & Innovation
Assistant District Attorney *	Legislative Strategist
Assistant Juvenile Defender	NC Courts Anniversary Program Manager
Assistant Legal Counsel	Official Court Reporter – Resident
Assistant Librarian for Public Services	Official Court Reporter – Rover
Assistant Librarian for Technical Services	Official Court Reporter – AOC Resident 23
Assistant Parent Defender	Official Court Reporter – AOC Resident 11A
Assistant Public Defender	Official Court Reporter – AOC Resident 19C
Assistant Reporter of Decisions	Official Court Reporter – AOC Resident 28
Assistant to Special Counsel	Operations Administrator
Benefits Specialist	Organization Development Manager
Budget Analyst I	PD Admin Asst I
Budget Analyst II	PD Admin Asst II
Budget Analyst Senior	PD Admin Asst III
Business Analysis & Process Mgt Manager	PD Admin Asst IV
Business Systems Analyst	Procedural Help Desk Specialist
Business Systems Analyst Supervisor	Procurement Service Manager
Capital Case Coordinator	Procurement Specialist I
Caseflow Manager	Procurement Specialist II
Chief Resource Prosecutor	Procurement Specialist III
Communications Dir, Equal Access-Justice	Programs & Special Projects Manager
Communications Specialist	Project Coordinator
Community Access & Outreach Admin.	Public Defender Administrator
Compensations Analyst	Records Management Specialist Temp



Conferences & Programs Coordinator	Records Manager
Contracts Administrator	Recruiting Consultant
Court Management Specialist I	Reg Traffic Safety Resource Prosecutor
Court Management Specialist II	Regional Defender
Court Reporting Manager	Remote Public Access Specialist
Custody and Visitation Mediator	Research and Planning Associate
DA Admin Asst I	Research and Policy Associate
DA Admin Asst II	Research and Policy Associate Senior
DA Admin Asst III	Research Assistant I
Database Administrator	Research Assistant II
Deputy Capital Defender	Research, Policy & Planning Manager
Deputy Director for Research & Training	Resource Prosecutor
Deputy Legal Counsel	Safety & Workers Compensation Consultant
Deputy Parent Defender	Salary Administration Supervisor
Digital Communications Project Manager	Senior Applications Developer
Disaster Recovery Coordinator	Senior Fellow
District Court Trial Court Coordinator	Sentencing & Policy Advis Comm Assoc Dir
EATJ Disaster Relief Coordinator	Setoff Debt Collection Officer
Employee Relations Specialist	Social Worker
Employee Relations/HR Policy Consultant	Software Test Engineer
Enterprise Architecture Manager	Spanish Interpreter
Family Court Administrator	Special Counsel
Family Court Administrator I	Special Counsel Supervising Attorney
Family Court Case Coordinator	Special Projects Coordinator
Family Court Coordinator II	Staff Attorney I
Field Accounting Manager	Staff Attorney II
Field Acctg Policy & Training Analyst	Staff Court Interpreter
Financial Crimes Prosecutor	Superior Court Trial Court Coordinator
Financial Management Analyst I	Supreme Court Staff Attorney
Financial Management Analyst II	Systems Analyst I
Financial Services Manager	Systems Analyst II
GAL Assistant to the Administrator	Systems Analyst III
GAL Associate Counsel	Trial Court Research Assistant
GAL Attorney Advocate	Veterans Treatment Court Case Manager
GAL District Administrator	Veterans Treatment Court Coordinator
General Services Manager	Violence Agnst Women Resource Prosecutor



Grants Accountant	Volunteer Recruitment/Retention Specialist
Homicide/Arson Resource Prosecutor	W/A Director Office of Staff Counsel NC
Human Resources Manager	Web/Publications Designer
IDS Accountant	White Collar Crimes Prosecutor
IDS Assistant Director	
IDS Financial Analyst	

### 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	Network Engineer
Appellate Courts Applications Programmer	Network Implementation Supervisor
Computer Operations Supervisor	Network Infrastructure Supervisor
Computing Services Manager	Network Operations Center Specialist
IT Access Administration Specialist	Network Operations Center Supervisor
IT Help Desk Specialist	Network Security Specialist
IT Help Desk Specialist Senior	Systems Programmer
IT Help Desk Supervisor	Systems Programmer Senior
IT Portfolio Manager	Systems Programming Supervisor
IT Project Manager I	Telecommunications Specialist I
IT Project Manager II	Telecommunications Specialist II
IT Project Manager III	
IT Support Services Manager	
IT Support Specialist	
IT Support Supervisor	
Learning Technology Consultant	
Multi Media Technician	

### 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	Public Defender Chief Investigator
Capital Case Investigator	Public Defender Investigator
District Attorney Investigator	Social Worker/Mitigation Specialist
District Attorney Legal Assistant	W/A Capital Case Paralegal
Judicial Standards Comm Investigator	

**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	Juvenile Defender Communications Off Manager
GAL Program Specialist I	Payroll Specialist
GAL Programs Specialist I Temp	Procurement Technician
GAL Program Specialist II	Resource Victim/Witness Legal Assistant
HR Information Specialist	Worker’s Compensation & LOA Specialist

(\*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	Executive Assistant I
Accounting Specialist II	Executive Assistant II
Accounting Specialist III	Executive Assistant III
Accounting Specialist IV	Executive Assistant to AOC Director
Administrative Officer I	Executive Assistant to Asst Director AOC
Administrative Officer II	Family Court Judicial Assistant
Administrative Secretary	Forms and Procedural Help Desk Manager
Administrative Services Program Asst	Forms Design Specialist



Administrative Specialist	GAL District Administrator
ADR Coordinator	GAL Program Assistant
AOC Division Assistant	GAL Supervisor
Appellate Clerk I	Human Resources Assistant
Appellate Clerk II	IDS Administrative Assistant
Appellate Courts Help Desk Specialist	Judicial Services Coordinator
Appellate Courts Print Shop Supervisor	Judicial Standards Comm Secretary II
Appellate Defender Admin Asst I	Jury Coordinator
Appellate Defender Admin Asst III	Juvenile Court/School Liaison
Appellate Defender Legal Assistant	Juvenile Courtroom Clerk & Family Drug C
Arbitration Coordinator	Lead Jury Coordinator
Assistant Clerk	Library Technical Assistant
Assistant Meeting Planner	Mail Clerk
Business Court Coordinator	Micrographics Services Assistant
Capital Defender Legal Assistant	Motions and Petitions Clerk
Capital Defender Legal Assistant III	Parent Defender Administrative Asst
Caseflow Coordinator	PD Legal Assistant
CDM Judicial Assistant	PD Legal Assistant I
COA Clerk Associate	PD Legal Assistant II
COA Legal Assistant	PD Legal Assistant III
Computer Operator	PD Legal Assistant Senior
Conference Planner/Registrar Temp	Printing Equipment Operator
Coordinator of Opinion Drafting	Printing Services Manager
Court Reporter Technician	Printing Staff Supervisor
DA Legal Assistant	Procurement Assistant
DA Legal Assistant I	Programs Administrative Specialist
DA Legal Assistant II	Receptionist
DA Victim Services Coordinator	Recruiting Specialist
Data Control Specialist	Salary Administration Specialist I
Deferred Payment Coordinator	Setoff Debt Recoupment Assistant
Deputy Clerk	Special Counsel Legal Assistant
Deputy Clerk/Bookkeeper	Superior Court Judicial Assistant I
District Court Judicial Assistant I	Superior Court Judicial Assistant II
District Court Judicial Assistant II	

**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	Facility and Maintenance Technician
Distribution Services Manager	Facility Maintenance Coordinator
Distribution Services Supervisor	

