



EQUAL EMPLOYMENT OPPORTUNITY PLAN - 2019

NC JUDICIAL BRANCH OF GOVERNMENT

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

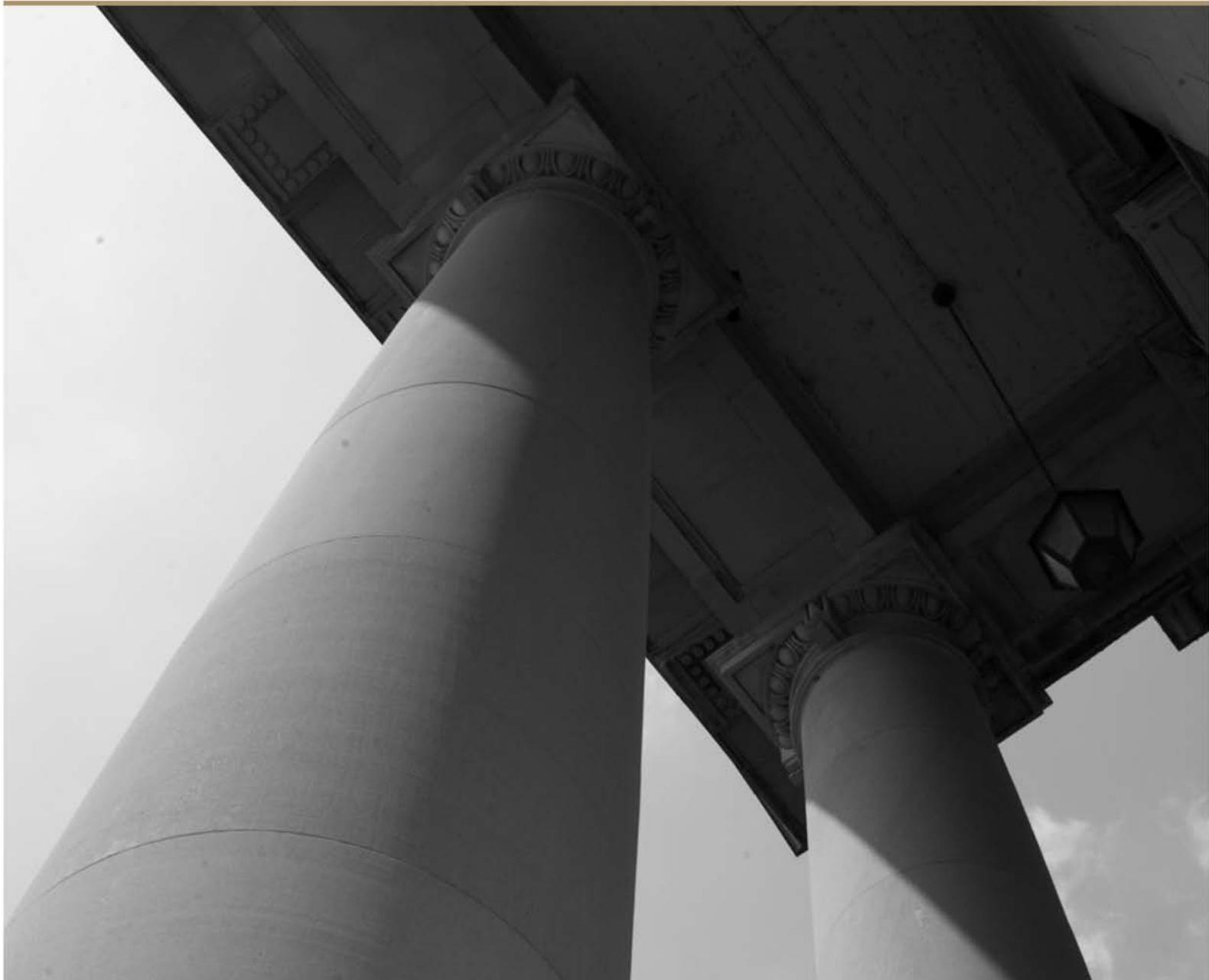




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About the North Carolina Judicial Branch

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 1,366 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, 2019, there were 7,053 Judicial Branch employees, of which 1,366 (19%) were independently elected or appointed officials. Of the elected and appointed officials, 289 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.



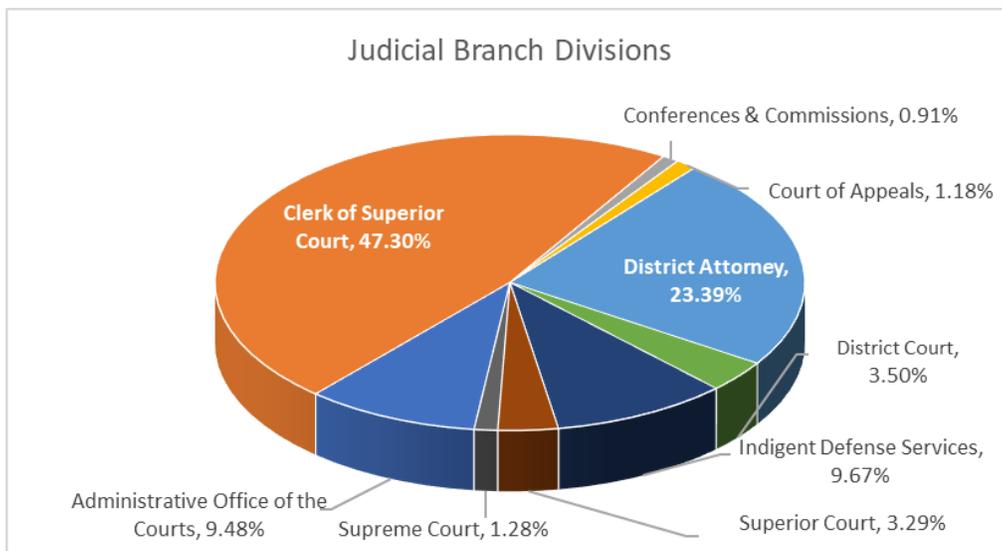
The NCAOC encourages and supports all Judicial Branch hiring authorities including independently elected and appointed officials across the state to follow this policy and overall philosophy regarding equal employment opportunity.

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, 2019 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

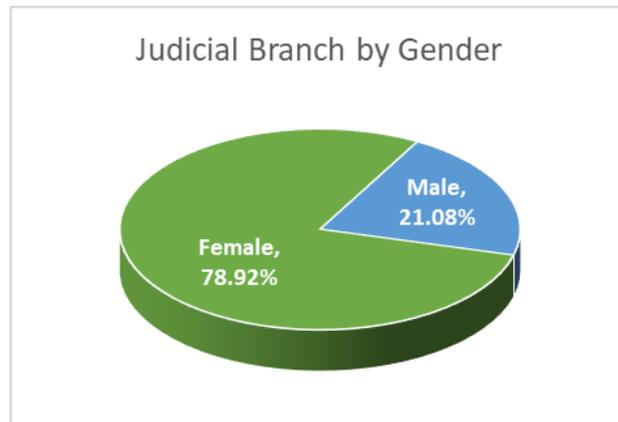


The Conferences and Commissions division includes the Conference of Clerks of Superior Court, Conference of District Attorneys, Chief Justice’s Commission on Professionalism, Dispute Resolution Commission, Innocence Inquiry Commission, Judicial Standards Commission, Sentencing and Policy Advisory Commission,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



Gender

Females significantly outnumber males across all Judicial Branch divisions (78.92% females to 21.08% 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

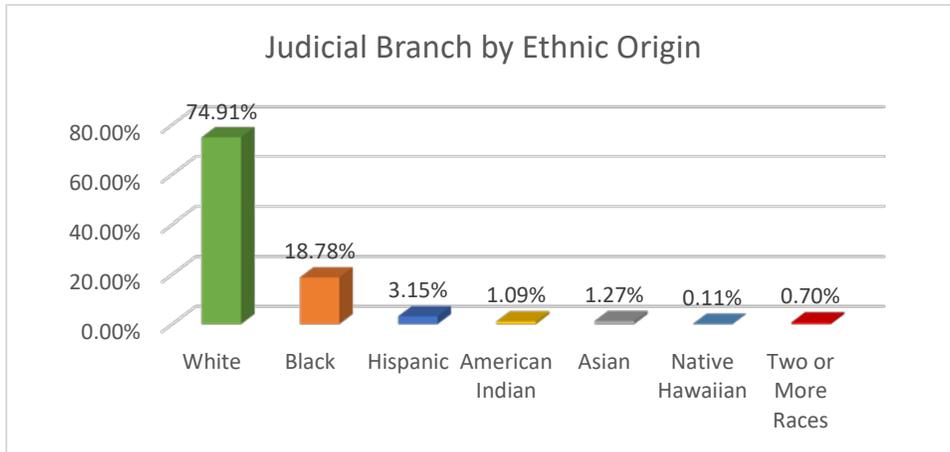
The personnel system collects race / ethnic origin information for the following groups:

- 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. The personnel system does not use the designation of Other. 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 21.93% improvement from 2017). Employment of Black / African American personnel remained stable at around 18% in the 2017 – 2019 time period. Measures to address the underutilization of minority groups are addressed in the [Objectives and Steps](#) section.

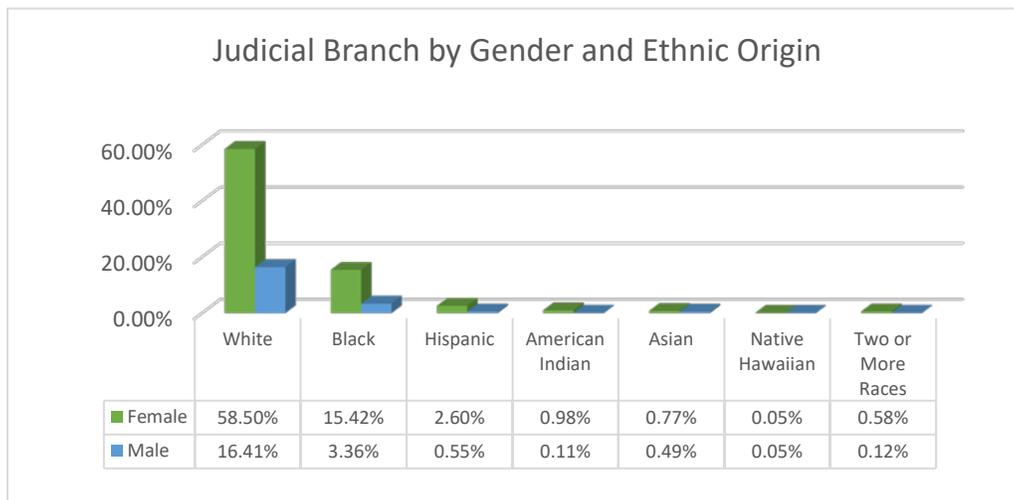




Gender and Ethnic Origin

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.

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

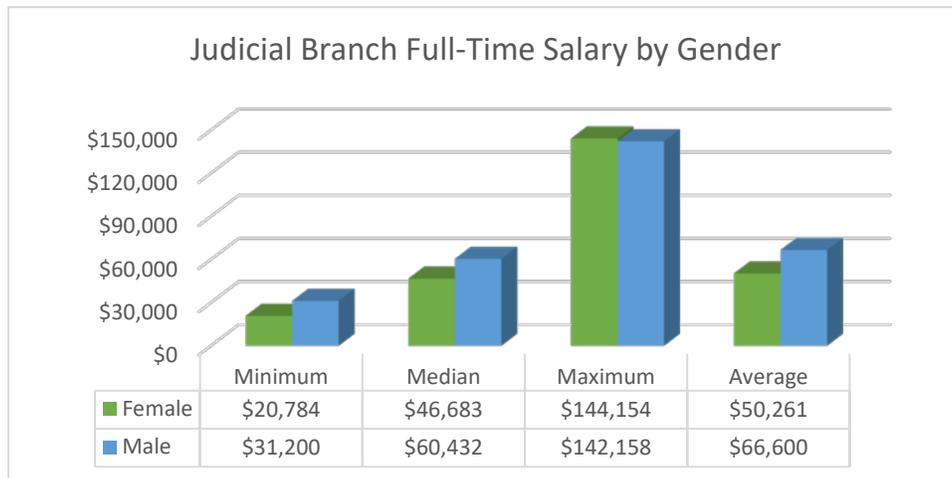
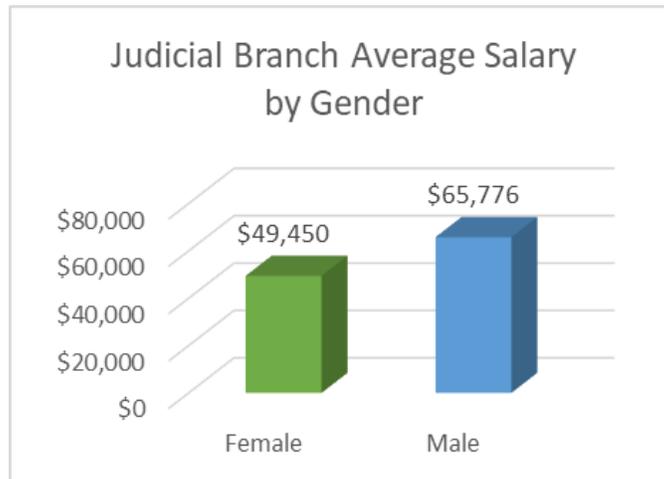


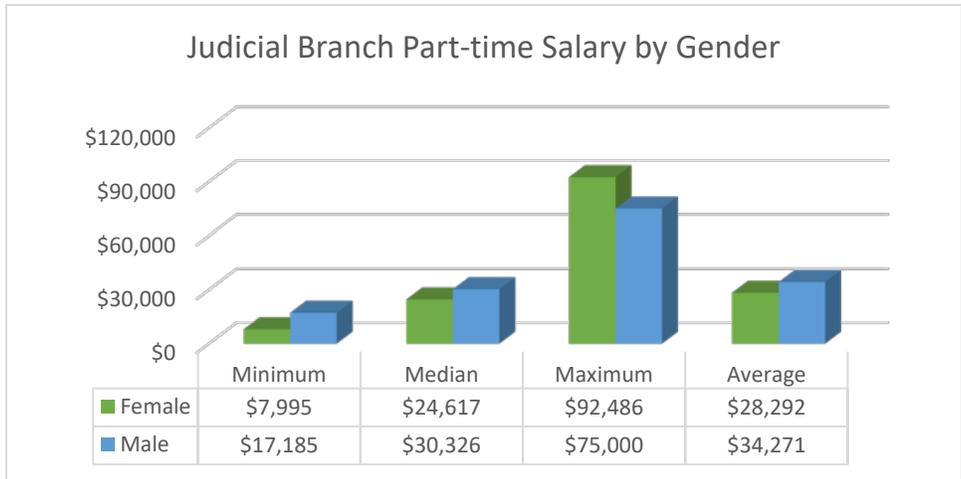
Salaries

The average full-time salary for Judicial Branch employees in 2019 was \$53,737 with a minimum of \$20,784 and a maximum of \$144,154, excluding temporary positions. For part-time workers, the average salary was \$29,232 with a minimum of \$7,995 and a maximum of \$92,486, excluding temporary positions. Workers earning \$49,999 or less is 55.90%, a decrease of 2.09% from 2017. Those earning \$100,000 or more increased from 3.09% in 2017 to 4.18% in 2019.

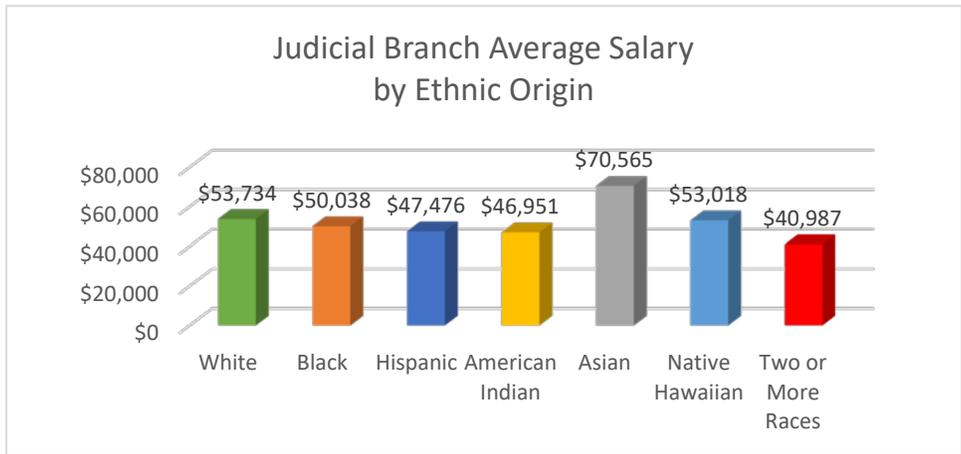


Overall, in both full-time and part-time positions, males generally receive slightly higher pay than females. This may be due to the high number of entry-level positions that tend to attract more women than men and although there are fewer men, they tend to occupy mid- and upper-level positions that offer higher salaries. For positions where salaries are set by statute, such as deputy clerks, there is gender pay equity. An exception occurs in high earners, where females earn slightly more than their male counterparts in full-time positions (1.4%) and by 23.32% in part-time positions.





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.



Workforce Data

Judicial Branch employees are compared to statewide labor force statistics of available workers based on labor market statistics from the U.S. Census Bureau. In previous years, the labor market statistics were from data compiled and analyzed by American FactFinder's (AFF) 2006 – 2010 American Community Survey. However, the US Census Bureau stopped releasing new AFF data in June 2019 and decommissioned AFF as its primary dissemination tool in 2020. The U.S. Department of Justice, Office of Justice Programs assesses relevant labor market data from the US Census' Community Labor Survey. That data is employed in the following Utilization Analysis Chart to identify underrepresentation of particular groups of employees. 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 As previously noted, the Judicial Branch’s personnel system does not use the demographic category of Other nor does it employ individuals in the Protective Services: Not Sworn and Skilled Craft employment categories, therefore, these demographic and employment categories are not analyzed.

Utilization Analysis Chart
NC Judicial Branch Excluding Elected and Appointed Officials - Workforce as of 12/31/19

Job Category	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Your Agency	7/31.8%	0/0%	3/13.6%	0/0%	1/4.5%	0/0%	0/0%	6/27.3%	0/0%	5/22.7%	0/0%	0/0%	0/0%	0/0%
North Carolina	249,770/49.9%	9,170/1.8%	25,670/5.1%	1,705/0.3%	6,340/1.3%	155/0%	1,640/0.3%	158,140/31.6%	5,105/1%	35,280/7%	1,210/0.2%	3,860/0.8%	180/0%	1,420/0.3%
Utilization % *	-18%	-2%	9%	0%	3%	0%	0%	-4%	-1%	16%	0%	-1%	0%	0%
Professionals														
Your Agency	590/33.2%	18/1%	74/4.2%	2/0.1%	19/1.1%	1/0.1%	3/0.2%	817/45.9%	35/2%	181/10.2%	6/0.3%	26/1.5%	1/0.1%	6/0.3%
North Carolina	243,085/32.4%	7,945/1.1%	31,890/4.3%	1,195/0.2%	15,880/2.1%	160/0%	2,315/0.3%	341,970/45.6%	11,420/1.5%	72,400/9.7%	3,455/0.5%	12,395/1.7%	80/0%	3,145/0.4%
Utilization % *	1%	0%	0%	0%	-1%	0%	0%	0%	0%	1%	0%	0%	0%	0%
Technicians														
Your Agency	54/68.4%	0/0%	12/15.2%	0/0%	5/6.3%	0/0%	0/0%	4/5.1%	1/1.3%	3/3.8%	0/0%	0/0%	0/0%	0/0%
North Carolina	37,585/29.7%	1,215/1%	7,120/5.6%	305/0.2%	2,140/1.7%	15/0%	250/0.2%	55,100/43.6%	1,965/1.6%	17,025/13.5%	875/0.7%	1,765/1.4%	4/0%	575/0.5%
Utilization % *	39%	-1%	10%	0%	5%	0%	0%	-39%	0%	-10%	-1%	-1%	0%	0%
Protective Services: Sworn														
Your Agency	38/40%	4/4.2%	13/13.7%	1/1.1%	0/0%	0/0%	0/0%	29/30.5%	1/1.1%	8/8.4%	1/1.1%	0/0%	0/0%	0/0%
North Carolina	44,280/59.7%	1,330/1.8%	12,390/16.7%	515/0.7%	275/0.4%	30/0%	490/0.7%	7,465/10.1%	580/0.8%	6,450/8.7%	155/0.2%	40/0.1%	10/0%	64/0.1%
Utilization % *	-20%	2%	-3%	0%	0%	0%	-1%	20%	0%	0%	1%	0%	0%	0%
Administrative Support														
Your Agency	235/6.4%	9/0.2%	86/2.3%	3/0.1%	3/0.1%	2/0.1%	4/0.1%	2,470/66.8%	111/3%	679/18.4%	49/1.3%	18/0.5%	2/0.1%	27/0.7%
North Carolina	284,835/26.7%	14,585/1.4%	62,460/5.9%	1,785/0.2%	7,045/0.7%	140/0%	3,235/0.3%	500,035/47%	25,130/2.4%	139,515/13.1%	5,555/0.5%	9,915/0.9%	450/0%	6,395/0.6%
Utilization % *	-20%	-1%	-4%	0%	-1%	0%	0%	20%	1%	5%	1%	0%	0%	0%
Service/Maintenance														
Your Agency	9/64.3%	0/0%	3/21.4%	0/0%	0/0%	0/0%	0/0%	1/7.1%	0/0%	1/7.1%	0/0%	0/0%	0/0%	0/0%
North Carolina	375,195/31.6%	99,965/8.4%	163,255/13.8%	6,535/0.6%	13,130/1.1%	500/0%	4,365/0.4%	284,075/23.9%	54,170/4.6%	156,765/13.2%	7,095/0.6%	12,410/1%	385/0%	4,720/0.4%
Utilization % *	33%	-8%	8%	-1%	-1%	0%	0%	-17%	-5%	-6%	-1%	-1%	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 differs from the Community Labor Survey by two standard deviations or more and where Judicial Branch employment exceeds 30 or more employees include the following groups.

1. **Professionals:** Majority and minority groups are well represented in this job category with a 1% underutilization of Asian males. This represents a decrease of two (2) employees from 2017 and is not representative of a trend or discriminatory practices.
2. **Technicians:** Females are generally under-represented with underutilization among white females at 39% and black females at 10%. In 2015, there were two male employees in the Technicians job category. Due to the results of a 2017 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%. In 2019, there was a voluntary reduction in force (VRIF) that impacted the gains made since 2017. The computing and technical fields remain dominated by males in all industries. This is reflective of broader social representation of women in technical positions that tends to be significantly lower than males. Continued outreach to female candidates in this field is warranted.
3. **Protective Services: Sworn:** Although white males represent 40% of employees in this category, the Community Labor Survey indicates they are under-represented by 20%, similar to figures for 2017. White male underutilization represents a decrease of two (2) employees from 2017 and is not representative of a trend or discriminatory practices. This underutilization of white males is balanced against the overrepresentation of white females by 20% and Hispanic males by 2%.
4. **Administrative Support:** The underutilization by several demographic groups is similar to that of 2017. The analysis reflects underutilization of white males by 20%; black males by 4%; Hispanic males by 1%; Asian males by 1%; and males identifying as two or more races by 0.2%. The underutilization of males of all demographic groups is likely due to the entry level, clerical nature of the positions in this job category. Despite recruitment efforts that target all races and genders, most applications for these positions still come from females. Interestingly, the number of black males in the Administrative Support category increased by nearly 9% between 2017 and 2019 which may indicate outreach efforts for this demographic are successful and should be continued.

The underutilization of Asian females by 0.4% is misleading as there was a 20% increase of employees who identify as Asian females between 2017 and 2019. Again, outreach efforts demonstrate some success and the minor underutilization of Asian females is balanced against



the overrepresentation of black females by 5% and Hispanic and American Indian females by 1% each.

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 Asian males in the Professionals job category

Judicial Branch employees in the Professionals job category represent the second highest percentage of our workforce (31.28%). Administrative Support is the highest at 65.03%. Professionals, however, have the most job titles (167) compared to Administrative Support, the next highest at 82 job titles.

The diversity of job titles in the Professionals job category notwithstanding, outreach to minority groups, is successful across other ethnic groups where the Judicial Branch matches or exceeds the rates expressed in the Community Labor Survey. The minor underutilization of Asian males in the Professionals job category may instead be due to differing demographics across rural and urban areas of the state.

2. 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 two or more standard deviations. Due to the results of a 2017 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. A 2019 voluntary reduction in force (VRIF) resulted in a reduction in Technicians to 79 members, with males representing 90% of this EEO category.

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 and subsequent employment.

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

The underutilization of white males in the Protective Services: Sworn job category is mischaracterized. The Judicial Branch is nearly 79% female across all job categories. In the



Protective Services: Sworn category, males of all race/ethnic groups outnumber females of all race/ethnic groups with white males representing 40% of all employees in this job category, a figure that remains unchanged in a statistically significant way for several years.

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. The number of District Attorney and Public Defender positions is determined by the state legislature and that limits the number of available investigator positions. Increasing the number of white males in the Protective Services job category may be detrimental to gains made in other gender and ethnic groups.

4. Address the underutilization of males of several ethnic origins 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. The Administrative Services category represents 65% of all Judicial Branch employees. Females of all race and ethnic groups represent nearly 91% of the Administrative Support category.

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. Administrative Support positions tend to be entry-level clerical positions, or positions that work with vulnerable populations such as children and victims, all of which tend to attract greater numbers of female applicants than male applicants.

5. Address the underutilization of Asian females in the Administrative Support job category.

The underutilization of Asian females by 0.4% is difficult to assess against the Judicial Branch's successful efforts to attract and retain diverse applicants as is evidenced by the overrepresentation of black females by 5% and Hispanic and American Indian females by 1% each. Asian females apply at correspondingly lower rates. The minor underutilization of Asian females may instead be due to differing demographics across rural and urban areas of the state.

Recruitment and Retention

The Judicial Branch received only 2.37% of the overall 2019 – 2020 State budget, a minor increase from the 2.19% allotted in the 2018 – 2019 budget. This funding leaves the North Carolina Judicial Branch as one of lowest funded judiciaries in the country.

The majority of posted positions are entry-level and do not require post-secondary education or experience. Job postings increased by 9% from 2017. Depending on the population density of the district the position serves, we may receive in excess of 300 applications for one job opening. An average 88 application submissions were received for all posted positions in all work units, a 15% decrease from



2019. This reflects general economic improvement and a decrease in unemployment during the 2017 – 2019 period.

The recession that started in 2008 impacted Judicial Branch resources affecting our ability to participate in career fairs for several 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.

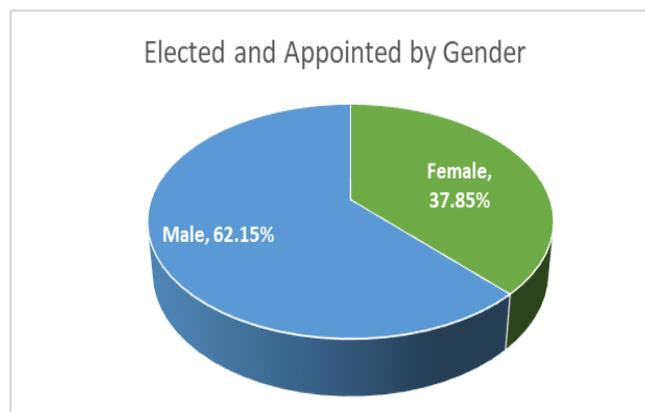
ELECTED AND APPOINTED OFFICIALS

There were 1,366 elected and appointed officials in the Judicial Branch in 2019. Elected positions (532) are those offices for which the voters directly elect a representative and include Supreme Court Justices, Court of Appeals Judges, Superior Court and District Court Judges, District Attorneys, and Clerks of Superior 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 (834) 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.

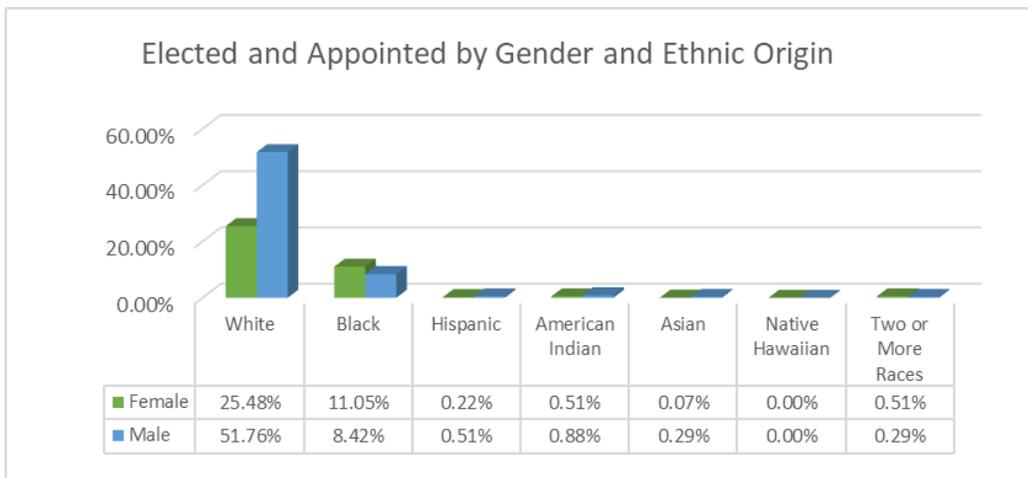
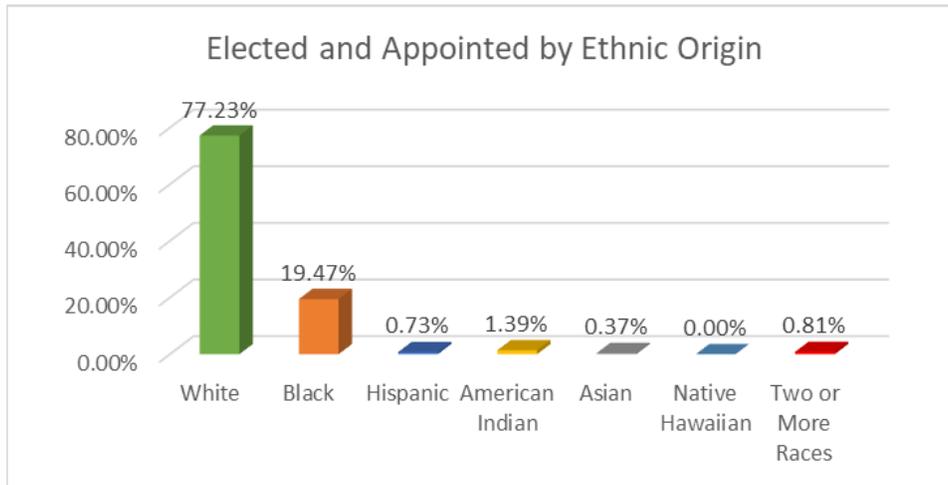
Gender and Ethnic Origin

While women outnumber men in the Judicial Branch as a whole largely due to the majority of positions being entry-level and clerical in nature, among elected and appointed officials, males (62.15%) significantly outnumber females (37.85%). 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.

With males outnumbering females among elected and appointed officials, it is interesting to note that within this group, black females (11.05%) have a slight edge over black males (8.42%).

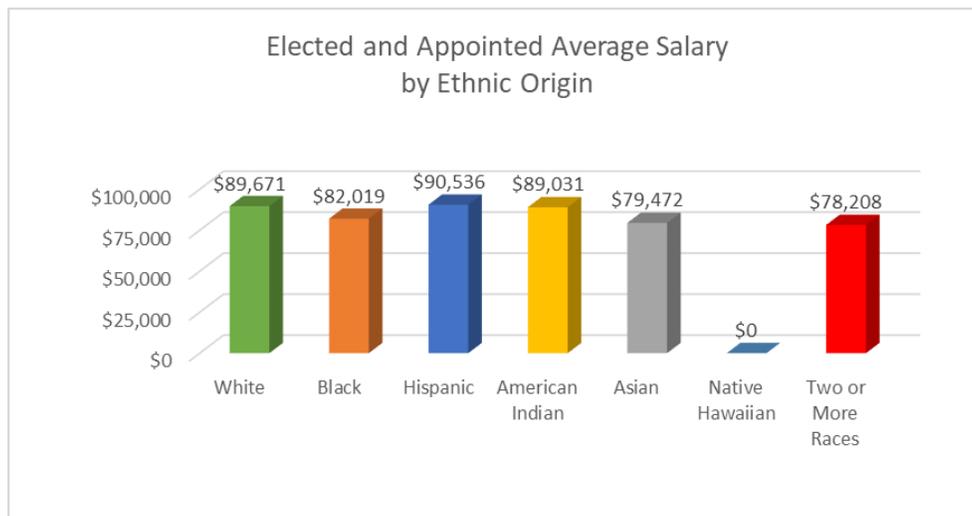
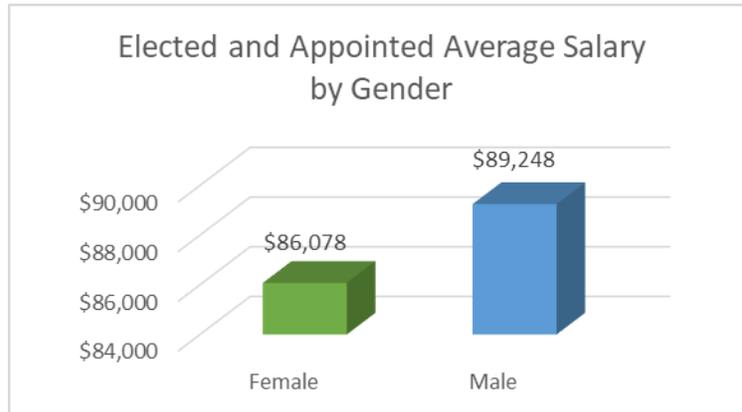


Salaries

Salaries and salary ranges for elected and appointed positions are generally determined by statute. The average full-time salary in 2019 was \$86,930 with a minimum of \$39,586 and a maximum of \$162,145. Slightly more than 46% of elected and appointed officials earn \$100,000 or more.



There is a high level of average salary parity between females and males among elected and appointed officials. The lower average salaries among minority groups may be attributed to 49% of this group serving as magistrates, a job that 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 2019 the Judicial Branch posted 598 open positions. The two staff members dedicated to recruiting processed an average of 50 postings each month, a 9% increase from the average postings in 2017. The Clerk of Superior Court offices had the highest number of postings (30%), followed by the District Attorney offices (28.6%).

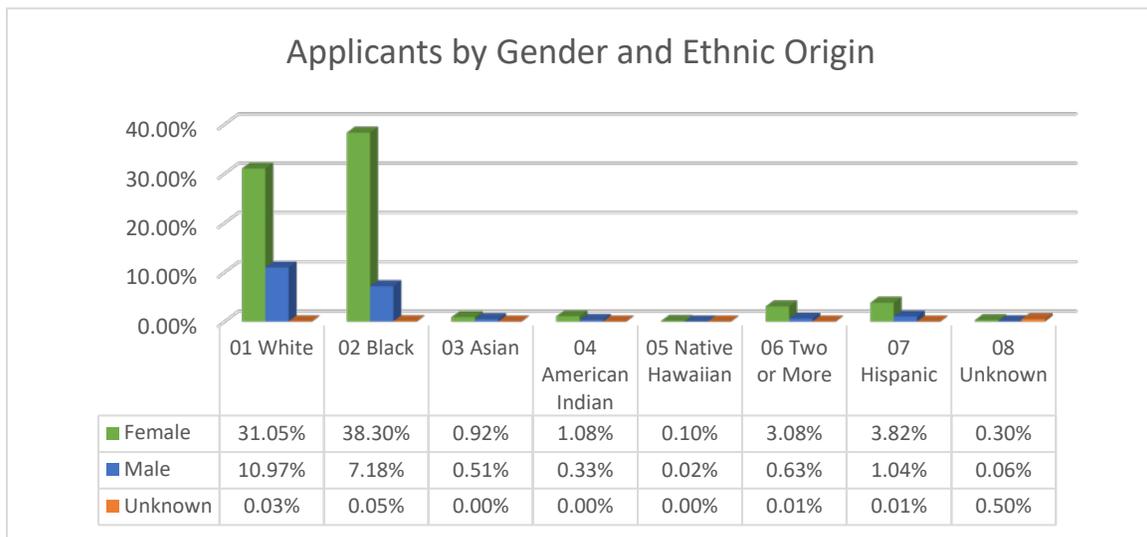


Of the 52,493 applications submitted to NeoGov, the state of North Carolina’s online recruiting system, 77.31% were from females and 21.60% from males, and 1.10% of unknown gender, which is similar to the application ratios for 2017 (77.58% female, 22.10% male).

There was a 9.34% decrease in the number of applicants from 2017 (57,903) with a corresponding decrease in the total number of applicants among white, black, and Asian ethnic groups. American Indian applicants increased by 14.73%, Native Hawaiians by 8.06%, Hispanics by 6.59%, and two or more races by 11.05%. The ratio of black applicants and other minority applicants remains unchanged at 55.78% for both 2017 and 2019.

The number of all minority groups combined (except black) increased 11.76% from 2017 to 2019. The largest demographic shift trend continues 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 2019 with an increase of 11.05% from 2017.

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.



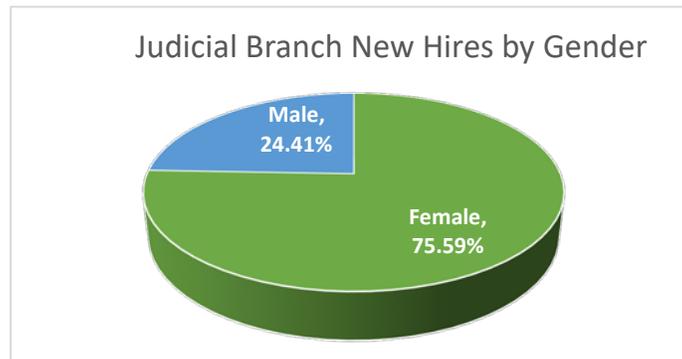
NEW HIRES

There were 762 new hires and re-hires during 2019 (a less than 1% increase from 2017), excluding elected and appointed officials. New hires for females increased slightly (1.53% from 2017) while male new hires decreased slightly (4.45% from 2017). Minority remained largely unchanged (29.51% in 2017 to 30.84% in 2019).

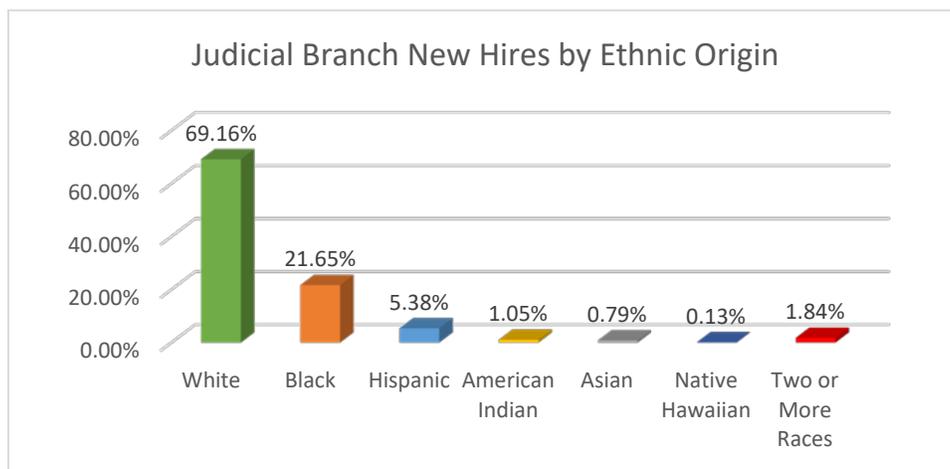


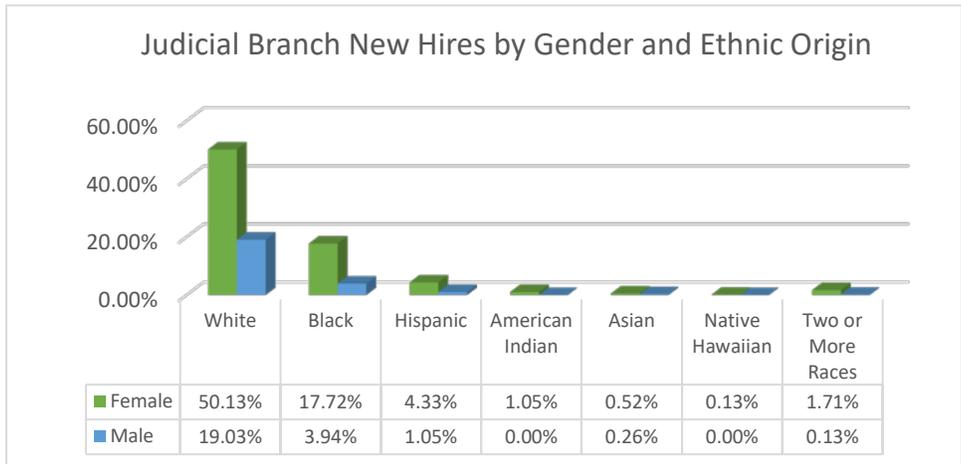
Of the minority hires, black or African American applicants rose by 10.07% from 2017. Native Americans saw the biggest increase in new hires, 28.08% from 2017. Compared to 2017, all other ethnic groups saw decreases in new hires (white -1.89%, Hispanic/Latino -10.49%, Asian -35.96, and those identifying as two or more races -3.94%).

There was an average of 88 applications for each of the 598 positions posted representing an 8.19% decrease in postings and a 14.56% decrease in applications. Females accounted for 77.21% of applications and were hired for 75.59% of vacancies while males accounted for 21.60% applications, and were hired for 24.41% of vacancies ratios that remained generally stable since 2017.



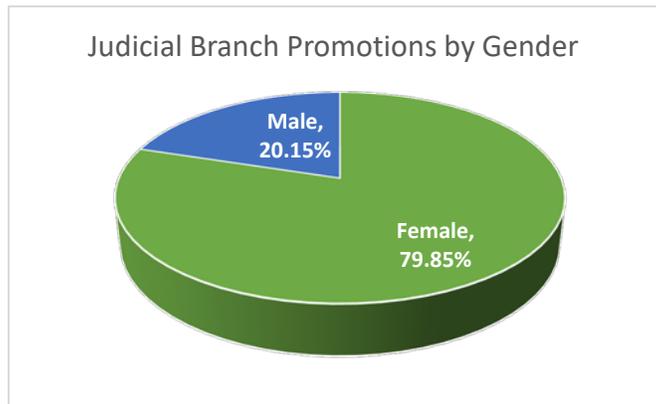
Minority applicants was unchanged from 2017 at 55.78%; however, minority hiring increased 24.96% in the same period. There were significant increases among Hispanic/Latino and American Indian ethnic groups in both applicants and hiring. From 2017 to 2019, Hispanic/Latino applicants increased by 6.59% with hiring increasing by 10.49%; those who identify as American Indian/Alaskan Native applicants increased by 14.73% with an increase in hiring of 28.08%. These increases in minority hiring indicate the measures put into place to improve minority hiring are accomplishing the goals and objectives NCAOC set out.





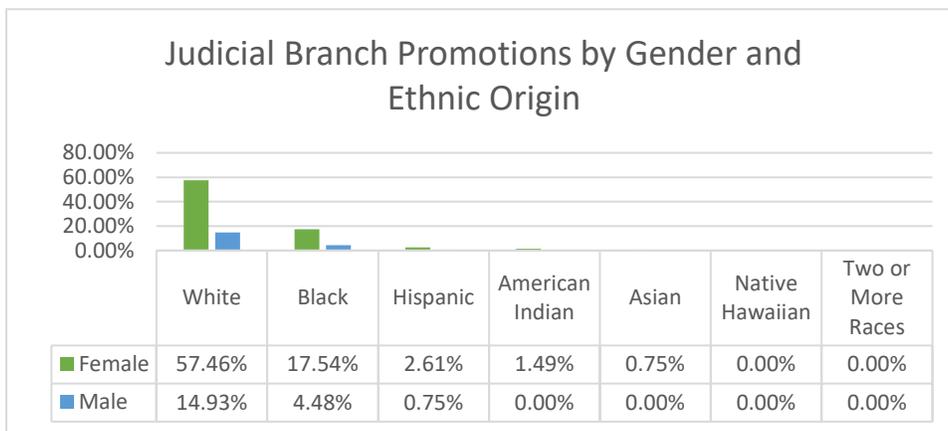
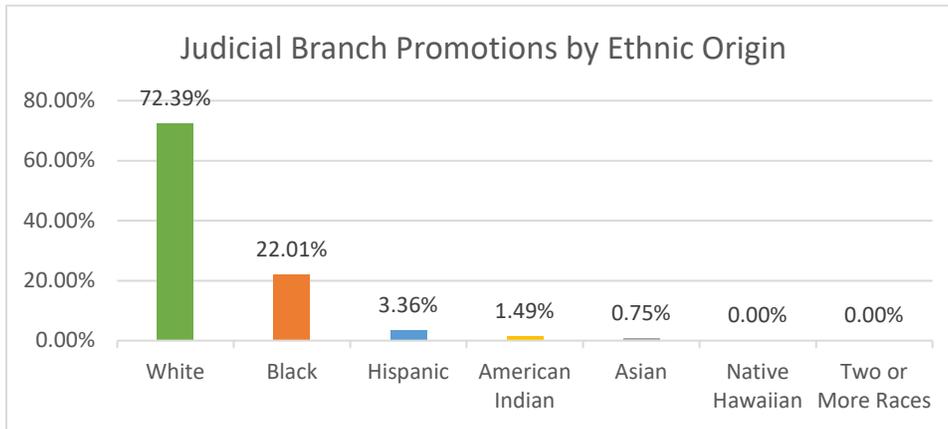
PROMOTIONS AND TRANSFERS

There were 268 promotions and transfers in 2019, excluding elected and appointed officials, a 32.67% increase from 2017. 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 impressive increase of 39% from 2017. Of the minority promotions, blacks and African Americans represent 22% of promotions and transfers with the remaining minority groups accounting for 6% of promotions and transfers.





POLICY AND REPORT DISSEMINATION

Internal

The 2019 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 Judicial Branch work units, 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 2019 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.

Chief Information Security Officer	IT EndPoint Services Manager
Computing Services Manager	Network Svcs Design and Eng Manager
Court Services Officer	Network Services Manager
GAL Regional Administrator	Network Svcs Ops and Admin Manager
General Services Officer	PMO and QA Administrator
Hadoop Architect	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	Accounting Supervisor III
Accountant	Appellate Courts Director of IT
Accounting Supervisor I	Applications Analyst Programmer I



Applications Analyst Programmer II	Cybersecurity Architect
Applications Analyst Programmer III	DA Admin Asst I
Applications Analyst Programmer Spec	DA Admin Asst II
Applications Development Manager	DA Admin Asst III
Assistant Appellate Defender	Database Administrator
Assistant Appellate Division Reporter	Deputy Capital Defender
Assistant Capital Defender	Deputy Director, Finance & Management
Assistant Clerk of Supreme Court	Deputy Legal Counsel
Assistant Clerk of the Court of Appeals	Deputy Parent Defender
Assistant District Attorney	Digital Communications Project Manager
Assistant Juvenile Defender	District Court Trial Court Coordinator
Assistant Legal Counsel	Drug Treatment Court Case Coordinator
Assistant Librarian for Public Services	EATJ Disaster Relief Coordinator
Assistant Librarian for Technical Services	Employee Relations Specialist
Assistant Parent Defender	Enterprise Architecture Manager
Assistant Public Defender	Facility Coordinator
Assistant Reporter of Decisions/Atty	Family Court Administrator
Assistant to Special Counsel	Family Court Administrator I
Asst. Director Staff Counsel	Family Court Case Coordinator
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 Analysis & Process Mgt Manager	Financial Management Analyst II
Business Systems Analyst	Financial Services Manager
Business Systems Analyst Supervisor	GAL Assistant to the Administrator
Capital Case Coordinator	GAL Associate Counsel
Caseflow Manager	GAL Attorney Advocate
Chief Regional Defender	GAL District Administrator
Chief Resource Prosecutor	Grants Accountant
Communications Dir, Equal Access-Justice	Grants Accountant Manager
Communications Specialist	Human Resources Manager
Compensations Analyst	IDS Assistant Director
Compensations Analyst Senior	IDS Financial Analyst
Contracts Administrator	IDS Fiscal Officer
COOP Coordinator	IDS Forensic Resource Attorney
Court Management Specialist I	IDS Legal Associate
Court Management Specialist II	IDS Research Director
Court Reporting Manager	Information and Communications Spec
Custody and Visitation Mediator	Information Assurance Coordinator



Innocence Inquiry Comm Assoc Dir	Research and Policy Associate Senior
Innocence Inquiry Comm Case Coord	Research Assistant I
Innocence Inquiry Comm Staff Attorney	Research Assistant II
Instructional Designer	Research, Policy & Planning Manager
Internal Audit Manager	Resource Prosecutor
Internal Auditor	Resource Prosecutor Child Abuse
Interpreting Services Mgt Specialist	Resource Prosecutor Homicide/Arson
IT Asset Management Specialist	Resource Prosecutor Juvenile Court
IT Asset Manager	Resource Prosecutor Reg Traffic Safety
Judicial Standards Comm Counsel	Resource Prosecutor Viol Against Women
Juvenile Contracts Grants Specialist	Resource Prosecutor White Collar Crimes
Juvenile Project Defender	Safety & COOP Manager
Legal Counsel, Technology & Innovation	Salary Administration Supervisor
Motor Fleet Coordinator	Senior Applications Developer
NC Courts Anniversary Program Manager	Senior Fellow
Official Court Reporter – Resident	Senior Risk Management Officer
Official Court Reporter – Rover	Sentencing & Pol Advis Comm Assoc Dir
Official Court Reporter	Setoff Debt Collection Officer
Operations Administrator	Social Worker
Organization Development Manager	Software Test Engineer
PD Admin Asst I	Spanish Interpreter
PD Admin Asst II	Special Counsel
PD Admin Asst III	Special Projects Coordinator
PD Admin Asst IV	Staff Attorney I
PD Administrator	Staff Attorney II
Pro Bono Program Manager	Staff Court Interpreter
Procedural Help Desk Specialist	Superior Court Trial Court Coordinator
Procurement Service Manager	Supreme Court Administrative Counsel
Procurement Specialist I	Supreme Court Staff Attorney
Procurement Specialist II	Supreme Court Staff Attorney II
Procurement Specialist III	Systems Analyst I
Programs & Special Projects Manager	Systems Analyst II
Project Coordinator	Systems Analyst III
Records Manager	Trial Court Research Assistant
Recovery Court Coordinator	Veterans Treatment Court Case Manager
Recruiting Consultant	Veterans Treatment Court Coordinator
Regional Defender	Veterans Treatment Court Mentor Coord
Remote Public Access Specialist	Volunteer Recruitment/Retention Spec
Research and Planning Associate	w/a Director Office of Staff Counsel NC
Research and Policy Associate	Web/Publications Designer



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.

App Crts IT Support/Help Desk Specialist	IT Support Supervisor
Appellate Crts Appl Analyst Programmer I	Multi Media Technician
Appellate Crts Appl Analyst Programmer II	Network Engineer
Computer Operations Supervisor	Network Operations Center Specialist
IT Access Administration Specialist	Network Security Specialist
IT Help Desk Specialist	Systems Programmer
IT Help Desk Specialist Senior	Systems Programmer Senior
IT Help Desk Supervisor	Systems Programming Supervisor
IT Project Manager II	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	PD Chief Investigator
Capital Case Investigator	PD Investigator
DA Investigator	Social Worker/Mitigation Specialist
Innocence Inquiry Comm Legal Invest	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	Payroll Specialist
GAL Program Specialist I	Procurement Technician
GAL Program Specialist II	Resource Victim/Witness Legal Assistant
Juvenile Defender Comm Off Manager	SC Chief Deputy Marshal
Micrographics Services Assistant	Worker's Compensation & LOA Specialist

(*NOTE* There are 10 (10) 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	Caseflow Coordinator
Accounting Specialist II	CDM Judicial Assistant
Accounting Specialist III	COA Legal Assistant
Accounting Specialist IV	Comm on Professionalism Executive Asst
AD Database Manager/Paralegal	Computer Operator
Admin Asst/Criminal Caseflow Mgt Coord	DA Legal Assistant
Administrative Officer I	DA Legal Assistant I
Administrative Officer II	DA Legal Assistant II
Administrative Secretary	DA Victim Services Coordinator
Administrative Services Program Asst	Data Control Specialist
ADR Coordinator	Deferred Payment Coordinator
AOC Division Assistant	Deputy Clerk
Appellate Clerk I	Deputy Clerk/Bookkeeper
Appellate Clerk II	District Court Judicial Assistant I
Appellate Clerk III	District Court Judicial Assistant II
Appellate Defender Admin Asst III	Executive Assistant I
Appellate Printing/Procurement Assistant	Executive Assistant II
Appellate Printing/Procurement Supv	Executive Assistant III
Arbitration Coordinator	Executive Assistant to AOC Director
Assistant Clerk	Executive Assistant to Asst Director AOC
Assistant Meeting Planner	Family Court Judicial Assistant
Capital Defender Legal Assistant	Forms and Procedural Help Desk Mgr
Capital Defender Legal Assistant III	Forms Design Specialist



GAL Program Assistant	PD Legal Assistant Senior
GAL Supervisor	Printing Equipment Operator
General Services Manager	Printing Staff Supervisor
Human Resources Assistant	Procurement Assistant
IDS Administrative Assistant	Programs Administrative Specialist
Judicial Services Coordinator	Project Coordinator
Jury Coordinator	Receptionist
Juvenile Court/School Liaison	Recruiting Specialist
Juvenile Courtroom Clerk & Family Drug C	Salary Administration Specialist I
Lead Jury Coordinator	Salary Administration Specialist II
Library Technical Assistant	Secretary I
Mail Clerk	Secretary II
Micrographics Services Assistant	Setoff Debt Recoupment Assistant
PD Legal Assistant	Special Counsel Legal Assistant
PD Legal Assistant I	Superior Court Judicial Assistant I
PD Legal Assistant II	Superior Court Judicial Assistant II
PD Legal Assistant III	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	Facilities and Maintenance Assistant
Distribution Services Manager	Facility and Maintenance Technician
Distribution Services Supervisor	Facility Maintenance Coordinator

