



2022 EQUAL EMPLOYMENT OPPORTUNITY PLAN

N.C. JUDICIAL BRANCH OF GOVERNMENT

PREPARED BY
N.C. ADMINISTRATIVE OFFICE OF THE COURTS / HUMAN RESOURCES DIVISION
MAY 2023

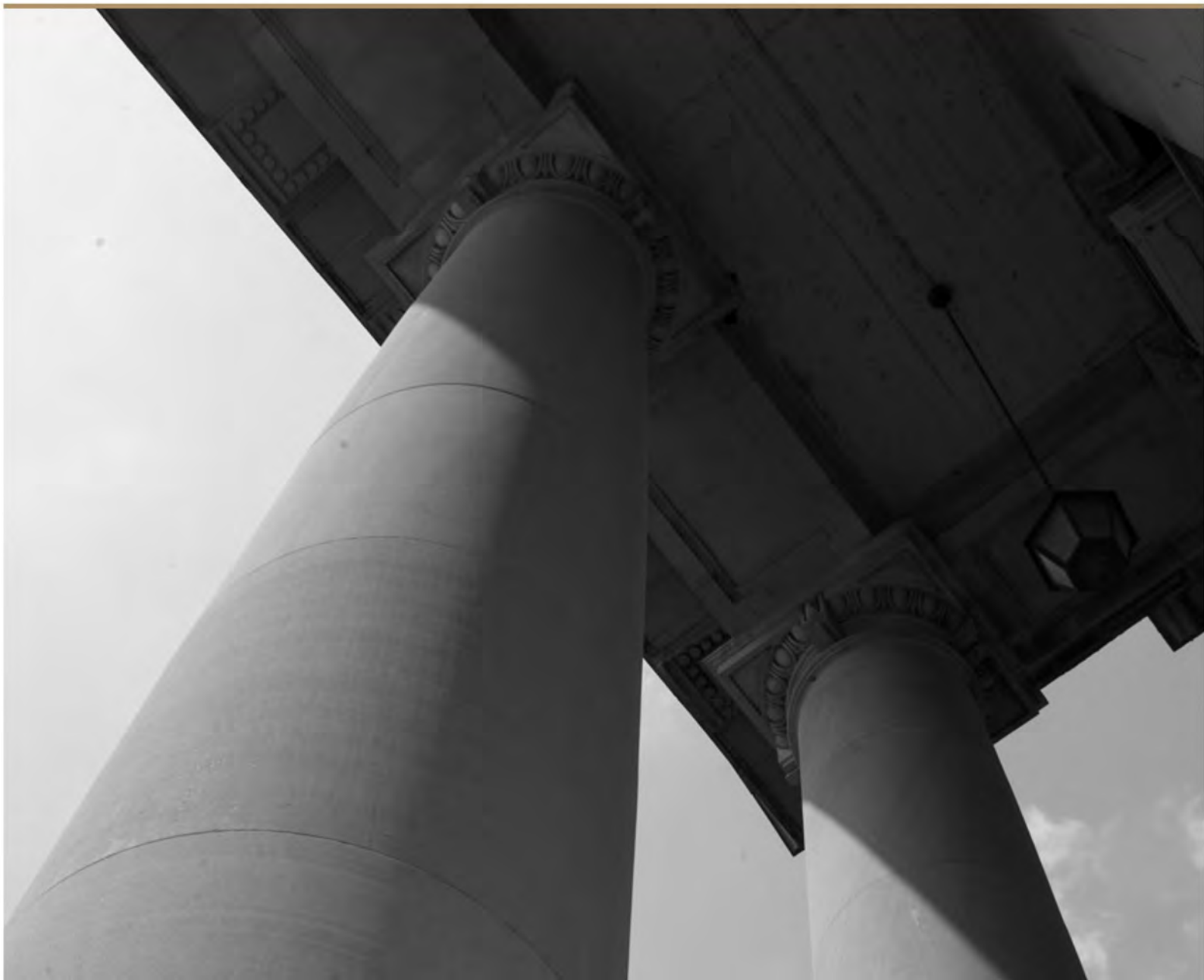




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About the North Carolina Judicial Branch

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 N.C. 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. The N.C. 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, 2021, there were 7,090 Judicial Branch employees, of which 1,385 (19.5%) were independently elected or appointed officials. Of the elected and appointed officials, 288 of them are designated as an independent hiring authority. The N.C. Judicial Branch of Government is exempt from North Carolina's State Human Resources Act (with the exception of Articles 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.

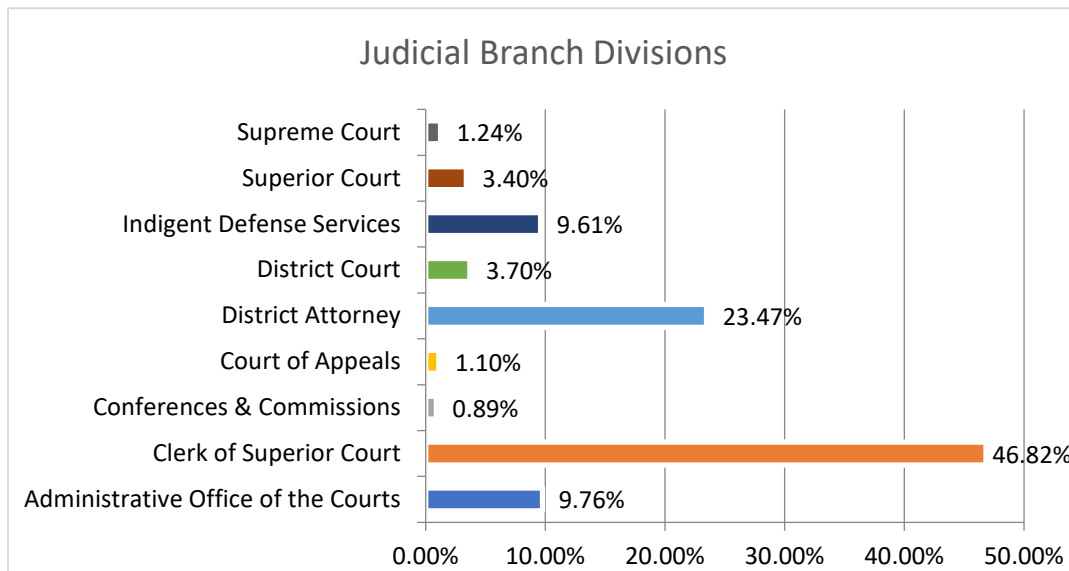


WORKFORCE DEMOGRAPHICS

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, 2021 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 ▪ Court of Appeals ▪ Indigent Defense Services
- Clerk of Superior Court ▪ District Attorney ▪ Superior Court
- Conferences and Commissions ▪ District Court ▪ Supreme Court

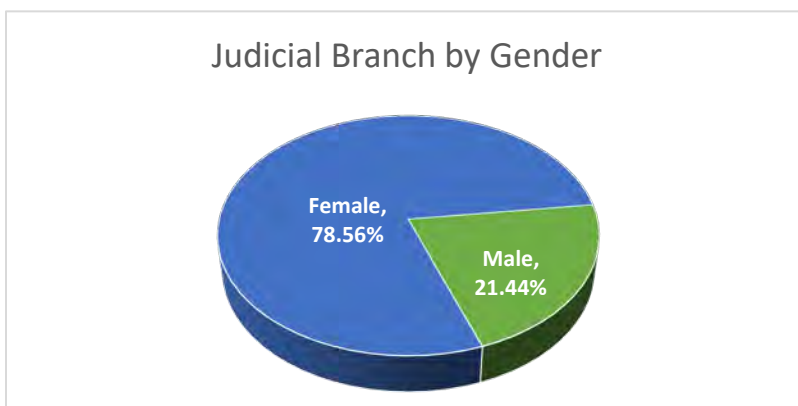


The Conferences and Commissions division includes the Conference of Clerks of Superior Court, Conference of District Attorneys, Chief Justice's Commission on Professionalism, Dispute Resolution Commission, Innocence Inquiry Commission, Judicial Standards Commission, Sentencing and Policy Advisory Commission, 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

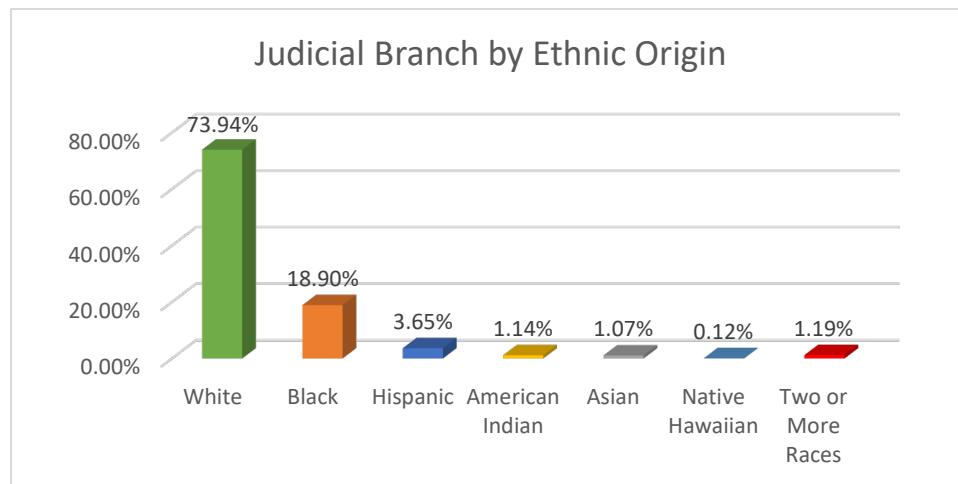
The personnel system collects race / ethnic origin information for the following groups:

- 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 from 6.31% in 2019 to 7.17% in 2021. Employment of Black / African American personnel remained stable at just under 19% in the 2019 – 2021 time period. Measures to address the underutilization of minority groups are addressed in the [Objectives and Steps](#) section.

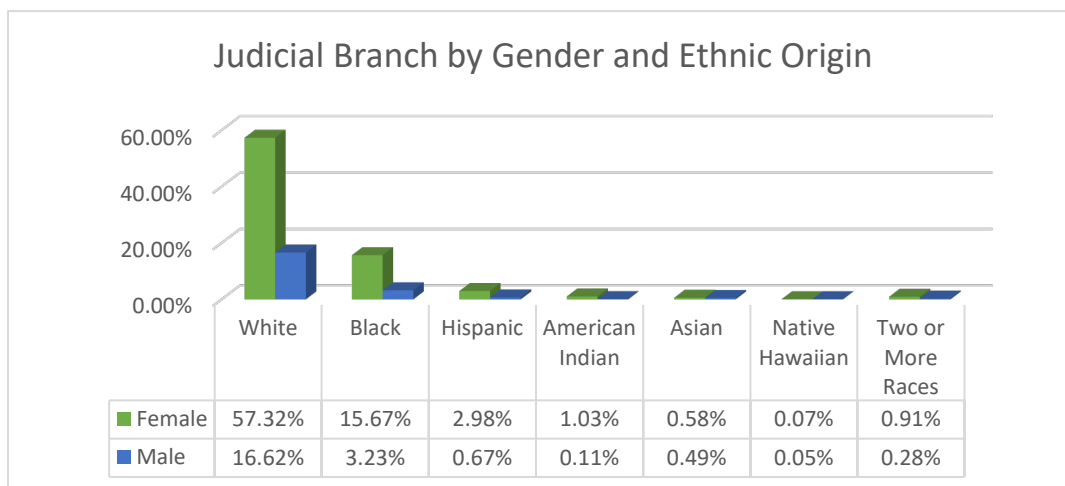




Gender and Ethnic Origin

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.



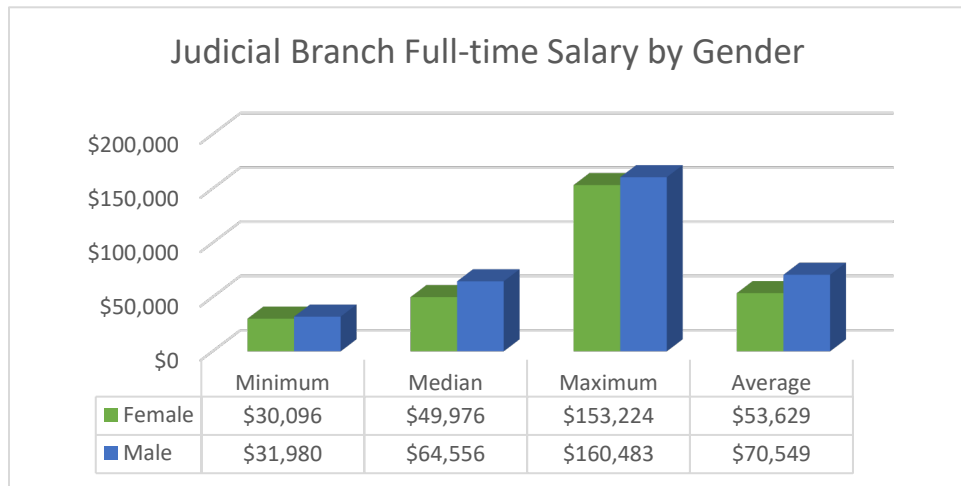
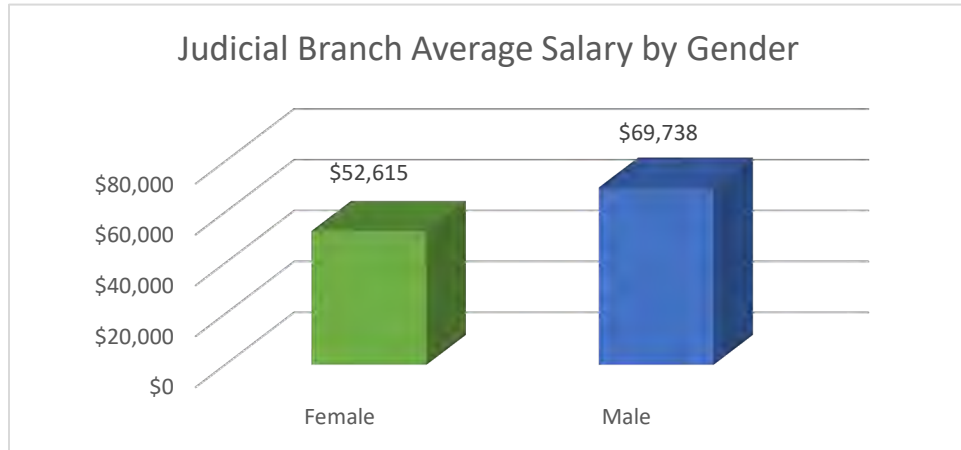
Salaries

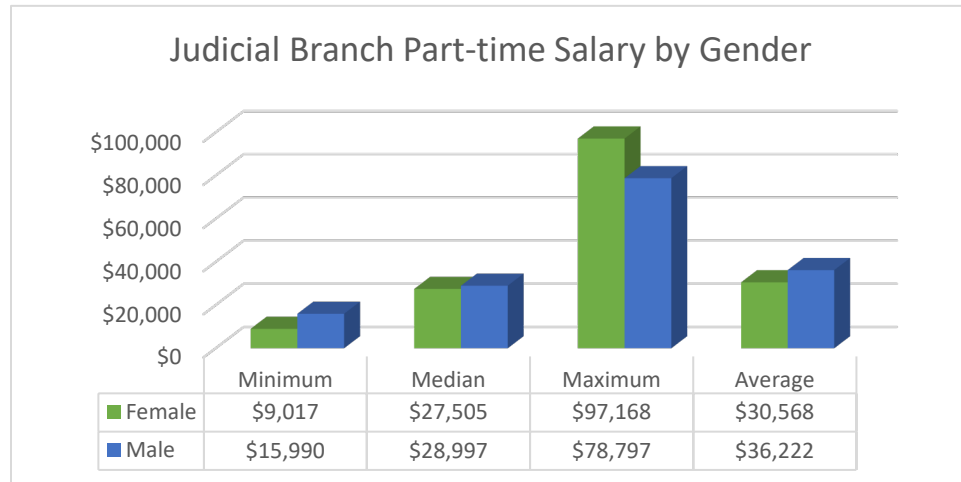
The average full-time salary for Judicial Branch employees in 2021 was \$57,302 with a minimum of \$30,096 and a maximum of \$160,483, excluding temporary positions. For part-time workers, the average salary was \$31,304 with a minimum of \$9,017 and a maximum of \$97,168, excluding temporary



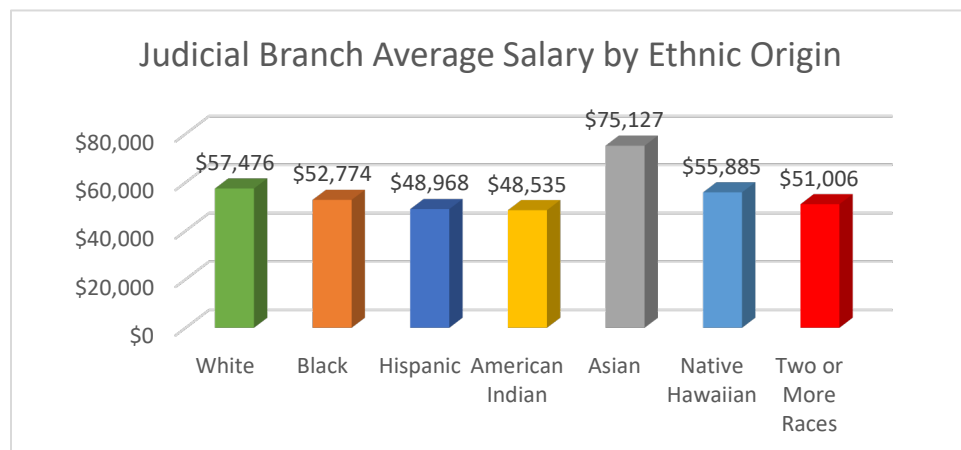
positions. Workers earning \$49,999 or less is 46.57%, a decrease of 10.77% from 2019. Those earning \$100,000 or more increased from 4.18% in 2019 to 5.57% in 2021.

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.



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 U.S. 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 U.S. 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 U.S. 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 N.C. Judicial Branch Excluding Elected and Appointed Officials - Workforce as of 12/31/21

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific	Two or More Races	Other
Officials/Administrators																
Workforce #/%	5/24%	0/0%	2/10%	0/0%	2/10%	0/0%	1/5%	0/0%	7/33%	0/0%	4/19%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	249,770/50%	9,170/2%	25,670/5%	1,705/0%	6,340/1%	155/0%	1,640/0%	785/0%	158,140/32%	5,105/1%	35,280/7%	1,210/0%	3,860/1%	180/0%	1,420/0%	450/0%
Utilization #/%	-26%	-2%	4%	0%	8%	0%	4%	0%	2%	-1%	12%	0%	-1%	0%	0%	0%
Professionals																
Workforce #/%	606/33%	20/1%	71/4%	1/0%	17/1%	1/0%	11/1%	0/0%	835/46%	37/2%	185/10%	7/0%	16/1%	1/0%	20/1%	0/0%
CLS #/%	243,085/32%	7,945/1%	31,890/4%	1,195/0%	15,880/2%	160/0%	2,315/0%	1,175/0%	341,970/46%	11,420/2%	72,400/10%	3,455/0%	12,395/2%	80/0%	3,145/0%	1,625/0%
Utilization #/%	1%	0%	0%	0%	-1%	0%	0%	0%	0%	1%	0%	0%	-1%	0%	1%	0%
Technicians																
Workforce #/%	44/72%	0/0%	7/11%	0/0%	3/5%	0/0%	1/2%	0/0%	4/7%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	37,585/30%	1,215/1%	7,120/6%	305/0%	2,140/2%	15/0%	250/0%	285/0%	55,100/44%	1,965/2%	17,025/13%	875/1%	1,765/1%	4/0%	575/0%	160/0%
Utilization #/%	42%	-1%	6%	0%	3%	0%	1%	0%	-37%	-2%	-10%	-1%	-1%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	37/39%	5/5%	13/14%	1/1%	0/0%	0/0%	0/0%	0/0%	30/32%	1/1%	6/6%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,280/60%	1,330/2%	12,390/17%	515/1%	275/0%	30/0%	490/1%	125/0%	7,465/10%	580/1%	6,450/9%	155/0%	40/0%	10/0%	64/0%	25/0%
Utilization #/%	-20%	4%	-3%	0%	0%	0%	-1%	0%	22%	0%	-2%	1%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	2,340/37%	195/3%	515/8%	0/0%	15/0%	0/0%	24/0%	15/0%	2,365/38%	80/1%	685/11%	0/0%	0/0%	15/0%	4/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	246/7%	13/0%	87/2%	4/0%	5/0%	2/0%	3/0%	0/0%	2393/65%	132/4%	696/19%	51/1%	17/0%	3/0%	32/1%	0/0%
CLS #/%	284,835/27%	14,585/6%	62,460/14%	1,785/1%	7,045/1%	140/0%	3,235/0%	1,445/0%	500,035/47%	25,130/2%	139,515/13%	5,555/1%	9,915/1%	450/0%	6,395/1%	2,315/0%
Utilization #/%	-20%	-1%	-4%	0%	-1%	0%	0%	0%	18%	1%	6%	1%	0%	0%	0%	0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	276,960/66%	61,825/15%	43,015/10%	4,990/1%	3,320/1%	155/0%	2,505/1%	1,130/0%	15,315/4%	1,860/0%	4,705/1%	330/0%	855/0%	0/0%	130/0%	110/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	10/59%	0/0%	4/24%	0/0%	1/6%	0/0%	0/0%	0/0%	1/6%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	375,195/32%	99,965/8%	163,255/14%	6,535/1%	13,130/1%	500/0%	4,365/0%	2,010/0%	284,075/24%	54,170/5%	156,765/13%	7,095/1%	12,410/1%	385/0%	4,720/0%	1,805/0%
Utilization #/%	27%	-8%	10%	-1%	5%	0%	0%	0%	-18%	-5%	-7%	-1%	-1%	0%	0%	0%

Administrative Support positions comprise 65% of all Judicial Branch positions. Professionals make up 32% with the remaining 3% 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 and a 1.7% underutilization of Asian females. This represents a decrease of two (2) male employees and ten (10) female employees from 2019. This is not representative of a trend or discriminatory practices.
2. **Technicians:** Females are generally under-represented with underutilization among white females at 37% and black females at 10%. 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 60% of employees in this category, the Community Labor Survey indicates they are under-represented by 18.5%, similar to figures for 2019. White male underutilization represents a decrease of one (1) employee from 2019 and is not representative of a trend or discriminatory practices. This underutilization of white males is balanced against the overrepresentation of white females by 22% and Hispanic males by 4%.
4. **Administrative Support:** The underutilization by several demographic groups is similar to that of 2019. 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%. 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 Hispanic males in the Administrative Support category increased between 2019 and 2021 which may indicate outreach efforts for this demographic are successful and should be continued.

The minor underutilization of Asian females is balanced against the overrepresentation of black females by 6% 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 N.C. 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 (32.04%). Administrative Support is the highest at 64.57%. 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. A 2019 voluntary reduction in force (VRIF) resulted in a reduction in Technicians from 97 to 79 members, with males representing 90% of this EEO category. In 2021 the number of technicians decreased to 61 total employees and males continue to represent 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 90% 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

There are 17 Asian females in this category which makes it challenging 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 6% 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 2.59% of the overall 2021 – 2022 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 6% from 2019. An average 45 application submissions were received for all posted positions in all work units, a 49% decrease from 2019. This reflects general difficulty of recruiting during the COVID-19 pandemic.

The COVID-19 pandemic also eliminated the availability of career fairs. Sometime in 2020, the Judicial Branch participated in web-based career fairs sponsored by North Carolina's Executive Branch which continues to the present. 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 1,385 elected and appointed officials in the Judicial Branch in 20219. Elected positions (539) 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.

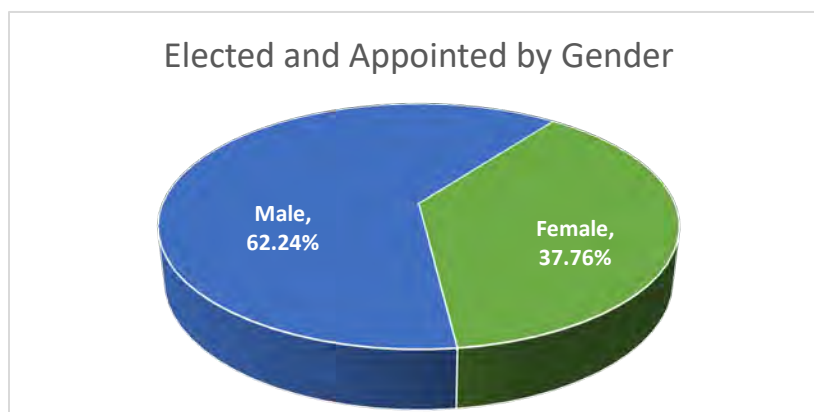
Appointed officials (846) are those appointed by the Governor, a Commission, or court official and include Public Defenders, Emergency and Special Judges, Magistrates, and certain high-level administrative positions in the appellate courts and the Administrative Office of the Courts.



Although EEO policies do not apply to the election or appointment of these office-holders, a demographic analysis of this group provides interesting insights.

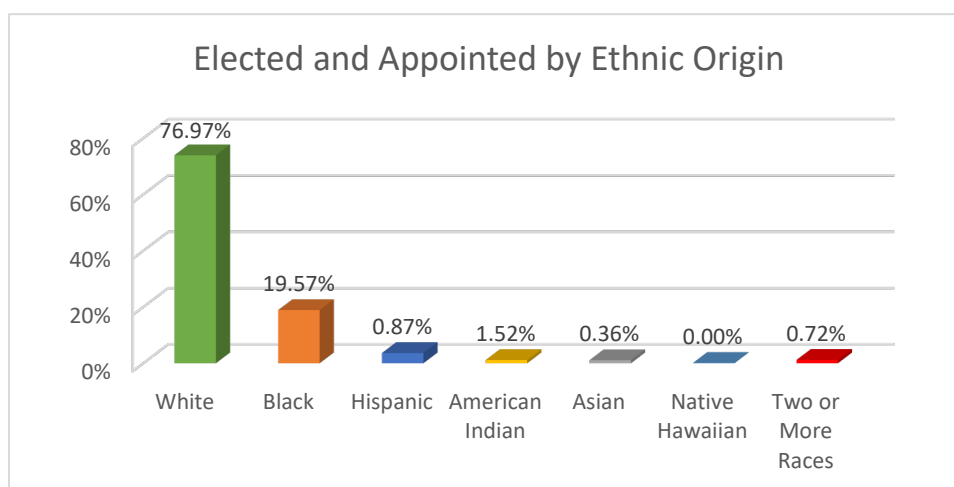
Gender and Ethnic Origin

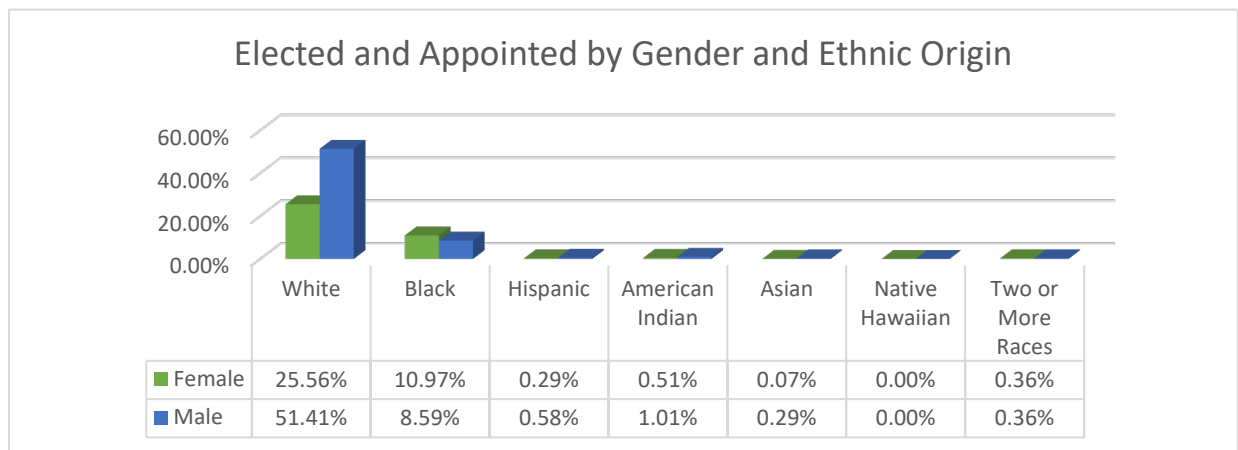
While women outnumber men in the Judicial Branch as a whole largely due to the majority of positions being entry-level and clerical in nature, among elected and appointed officials, males (62.15%) significantly outnumber females (37.85%). Numerous articles over the years have addressed the difficulty 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 Black or 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 (10.97%) have a slight edge over black males (8.59%).

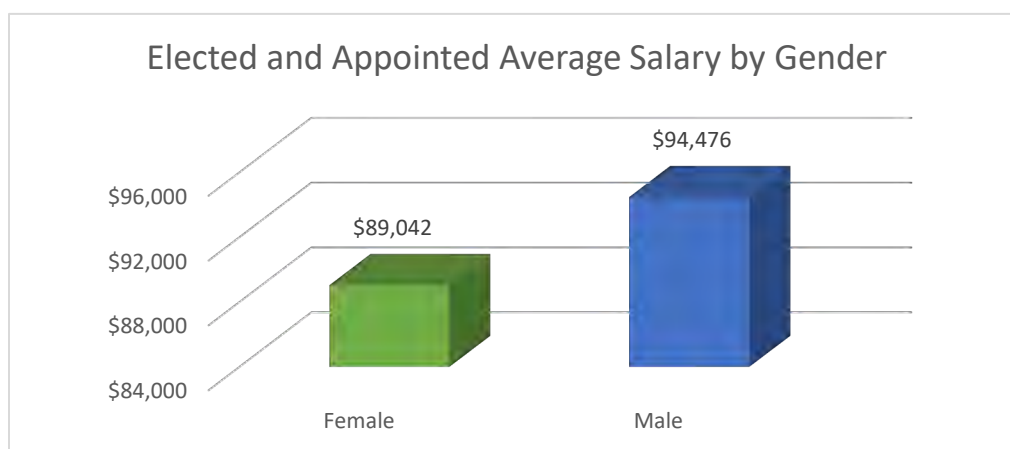


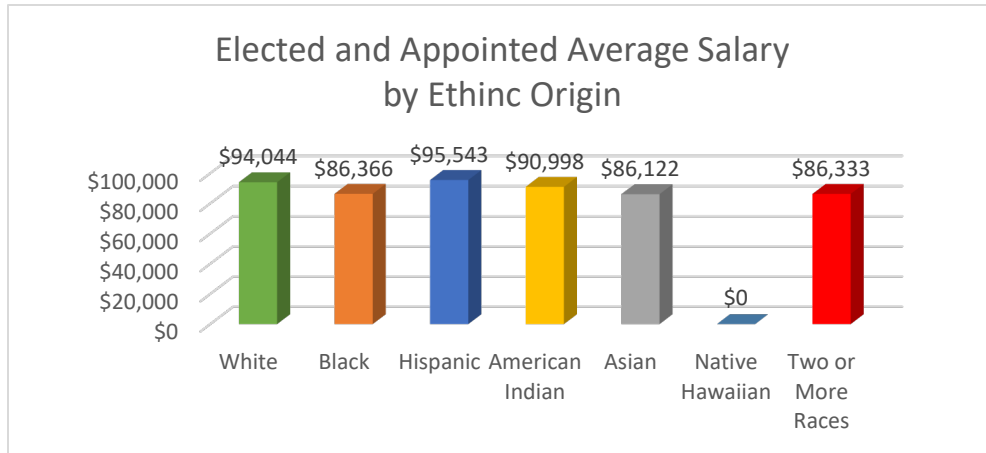


Salaries

Salaries and salary ranges for elected and appointed positions are generally determined by statute. The average full-time salary in 2021 was \$91,431 with a minimum of \$41,590 and a maximum of \$190,797. Slightly more than 47% 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 48% 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 \$94,044.





APPLICANT DATA

In 2021 the Judicial Branch posted 635 open positions. The two staff members dedicated to recruiting processed an average of 53 postings each month, a 6% increase from the average postings in 2019. The Clerk of Superior Court offices had the highest number of postings (33%), followed by the District Attorney offices (29%).

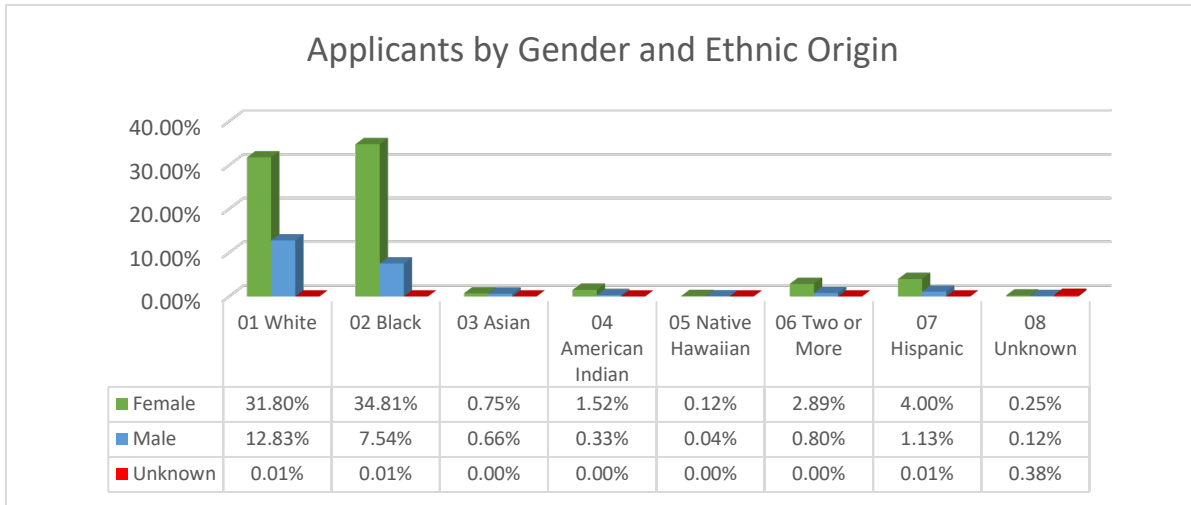
Of the 28,464 applications submitted to NeoGov, the state of North Carolina's online recruiting system, 76.13% were from females and 23.45% from males, and 0.41% of unknown gender, which is similar to the application ratios for 2019 (77.31% female, 21.60% male) despite the significant decrease (-46%) in applications from 52,493 in 2019 to 28,464 in 2021 due to the COVID-19 pandemic.

The decrease in the number of applicants was represented in each ethnic group. The ratio of black applicants and other minority applicants remains stable at 55.78% in 2019 and 55.35% in 2021.

The number of all minority groups combined (except black) also remained stable at 13% for both 2019 and 2021. In past years the largest demographic shift was among applicants identifying as two or more races. This is leveling with 3.89% identifying as two or more races in 2019 and 3.70% in 2021.

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.



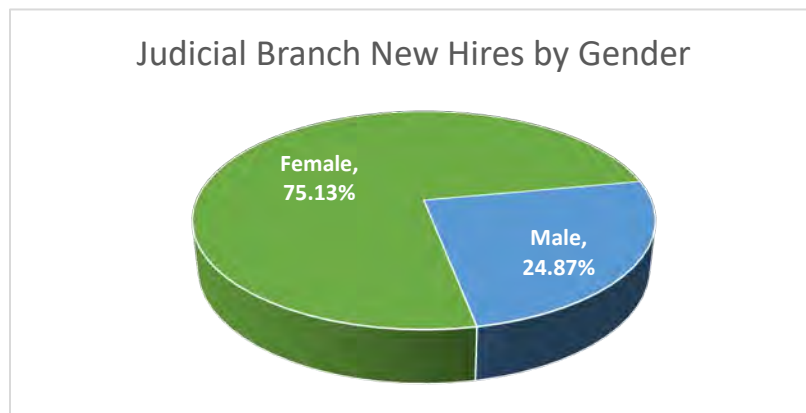


NEW HIRES

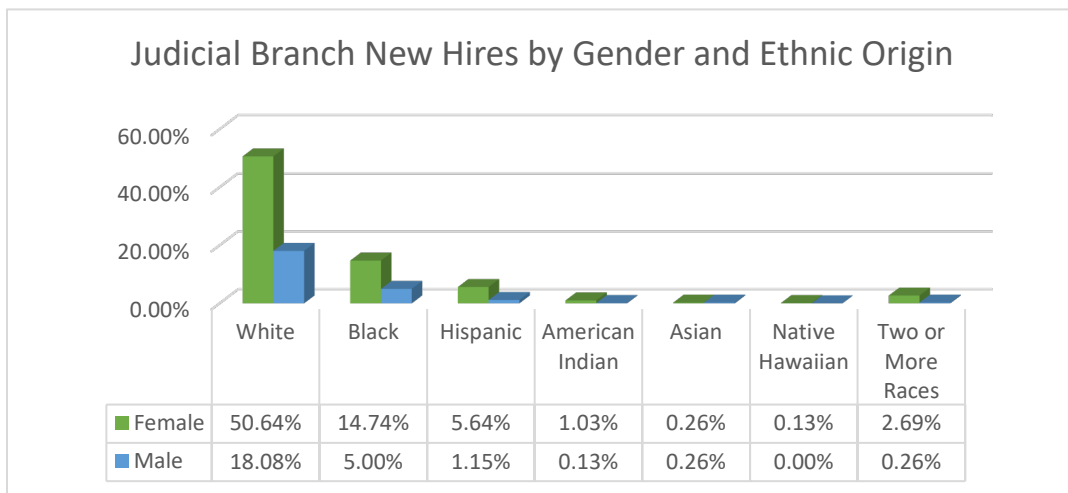
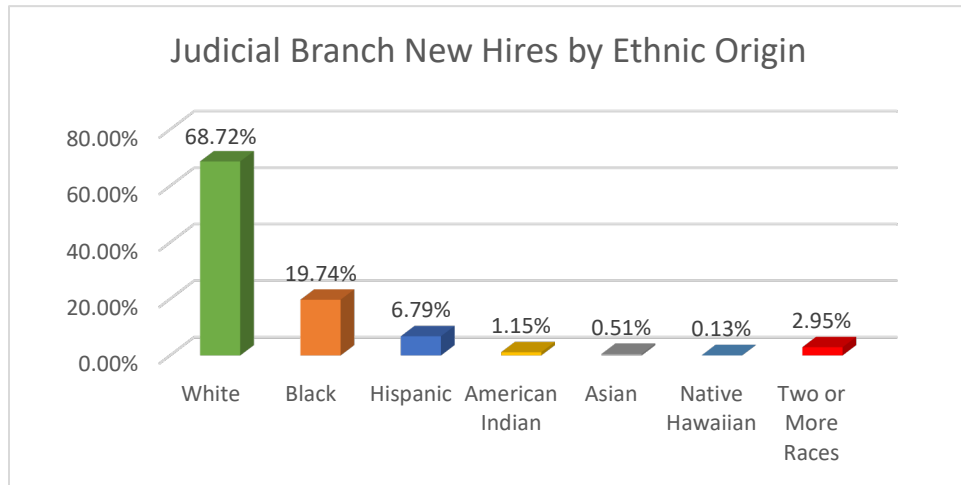
There were 780 new hires and re-hires during 2021 (a 2% increase from 2019), excluding elected and appointed officials. New hires for females remained the same at 75% as did males at 25%. Hiring among all minority groups improved slightly from 30.84% in 2019 to 31.28% in 2021.

Of the minority hires, Hispanics saw the biggest increase in new hires, 26.29% from 2019. Compared to 2019, all other ethnic groups saw decreases in new hires (white -0.64%, Black -8.82%, Asian -34.87, and Native Hawaiians -2.31%).

There was an average of 45 applications for each of the 635 positions posted representing an 6.18% increase in postings and a 46% decrease in applications. Females accounted for 76.13% of applications and were hired for 75.13% of vacancies while males accounted for 23.45% applications and were hired for 24.87% of vacancies, ratios that remained generally stable since 2019.

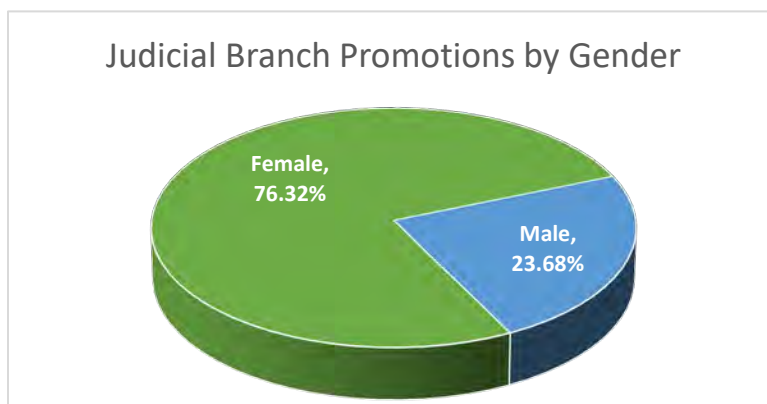


Minority applicants were generally unchanged from 55.78% in 2019 to 55.35% in 2021; however, minority hiring increased slightly from 30.84% in 2019 to 31.28% in 2021. There were increases among Hispanic/Latino, American Indian, and two or more ethnic groups in hiring despite the dramatic decrease in applications. From 2019 to 2021, Hispanic/Latino applicants increased by 11.2% with hiring increasing by 26.29%; those who identify as American Indian/Alaskan Native applicants increased by 10.11% with an increase in hiring of 9.90%. These increases in minority hiring indicate the measures put into place to improve minority hiring are accomplishing the goals and objectives NCAOC set out.

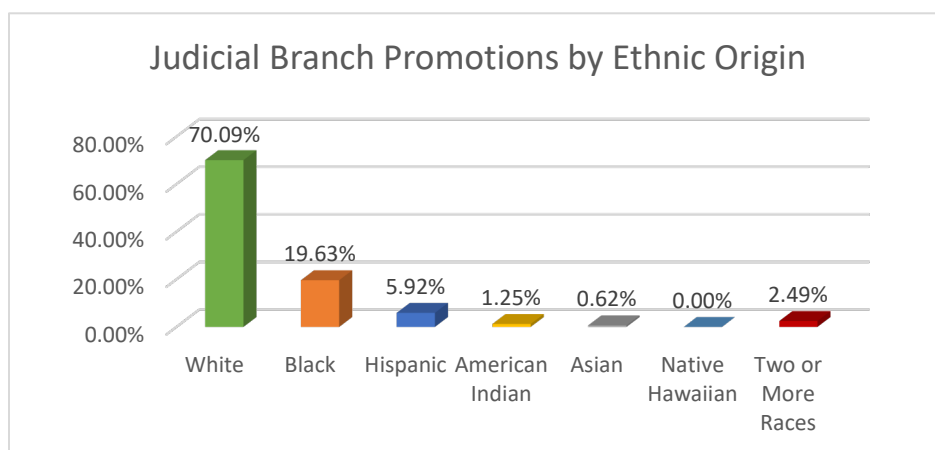


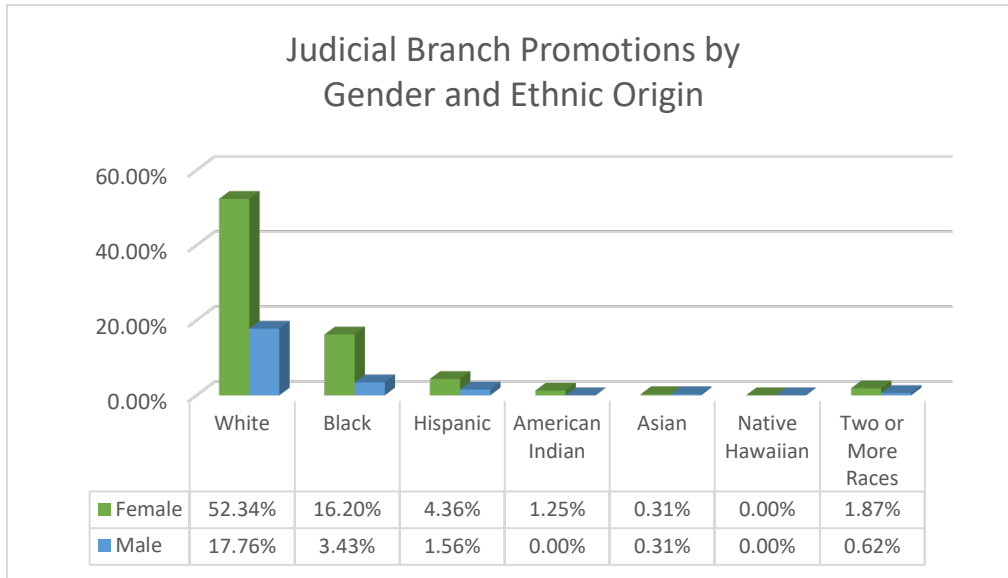
PROMOTIONS AND TRANSFERS

There were 321 promotions and transfers in 2021, excluding elected and appointed officials, a 19.78% increase from 2019. Female promotions of 76.32% matches the predominantly female workforce of 78.56% and is correspondingly true for male promotions.



Combined, minority groups were awarded 29.91% of all promotional opportunities, an increase of 8.33% from 2019. Of the minority promotions, blacks and African Americans represent 19.63% of promotions and transfers with the remaining minority groups accounting for 10.28% of promotions and transfers.





POLICY AND REPORT DISSEMINATION

Internal

The 2022 EEO Policy and Plan for the N.C. 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 N.C. 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 2022 EEO Plan for the N.C. Administrative Office of the Courts is made available to interested external parties by the following methods.

1. A copy will be posted on the N.C. Judicial Branch's public website (www.nccourts.gov) with key words noted for search engine optimization.
2. The statement, *All N.C. 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 U.S. 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 U.S. 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	Infrastructure & Cloud Services Manager
Computing Services Manager	Network Services Design and Eng Mgr
Court Administrator I	Network Services Manager
Court Administrator II	Network Services Ops and Admin Mgr
Court Administrator III	PMO and QA Administrator
GAL Regional Administrator	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	Accounting Supervisor I
Accountant	Accounting Supervisor III



Appellate Courts Director of IT	Consulting Attorney TEMP
Applications Analyst Prog Specialist	Contracts Administrator
Applications Analyst Programmer I	Contracts Specialist
Applications Analyst Programmer II	Court Administrator I
Applications Analyst Programmer III	Court Coordinator
Applications Analyst Programmer Spec	Court Management Specialist I
Applications Development Manager	Court Management Specialist II
Assistant Appellate Defender	Court Manager I
Assistant Appellate Division Reporter	Court Manager II
Assistant Capital Defender	Court Manager III
Assistant Clerk of Supreme Court	Court Reporting Coordinator
Assistant Clerk of the Court of Appeals	Court Reporting Manager
Assistant District Attorney	Custody and Visitation Mediator
Assistant District Attorney TEMP	Customer Relations Manager
Assistant Juvenile Defender	Cybersecurity Analyst
Assistant Legal Counsel	Cybersecurity Architect
Assistant Librarian For Public Services	Court Reporting Coordinator
Assistant Librarian For Technical Services	Court Reporting Manager
Assistant Parent Defender	Custody and Visitation Mediator
Assistant Public Defender	Database Administrator
Assistant Public Defender Temporary	DCS Infrastructure Supervisor
Assistant Reporter of Decisions/Attorney	DCS Services Supervisor
Assistant To Special Counsel	Deputy Capital Defender
Banking/Financial Accounts Manager	Deputy Legal Counsel
Benefits Specialist	Deputy Parent Defender
Benefits Specialist Senior	Distributed Computing Services Manager
Budget Analyst I	District Attorney Admin Asst I
Budget Analyst II	District Attorney Admin Asst II
Budget Analyst Senior	District Attorney Admin Asst III
Business Analysis & Process Admin	Drug Treatment Court Case Coordinator
Business Analysis & Process Mgt Manager	Drupal/Web Specialist
Business Systems Analyst	Database Administrator
Capital Case Coordinator	DCS Infrastructure Supervisor
Chief Regional Defender	DCS Services Supervisor
Child Abuse Resource Prosecutor	Deputy Capital Defender
Cloud Services Administrator	Deputy Legal Counsel
Cloud Services Architect	Deputy Parent Defender
Communications Dir, Equal Access-Justice	Distributed Computing Services Manager
Compensation Analyst	District Attorney Admin Asst I
Compensation Analyst Senior	District Attorney Admin Asst III



Drug Treatment Court Case Coordinator	Innocence Commission Case Coordinator
Drupal/Web Specialist	Innocence Inquiry Comm Staff Attorney
EATJ Disaster Relief Coordinator	Innocence Inquiry Comm Staff Attorney I
eCourts Communication Specialist	Innocence Inquiry Comm Staff Attorney II
Employee Relations/HR Policy Consultant	Innocence Inquiry Commission Assoc Dir
Endpoint Services Manager	Innocence Inquiry Commission Staff Atty
Endpoint Services Specialist	Instructional Designer
Enterprise Architecture Manager	Internal Audit Manager
Equal Access to Justice Admin Assistant	Internal Auditor
Family Court Case Coordinator	Interpreting Services Mgt Specialist
Field Accounting Manager	IT Asset Management Specialist
Financial Crimes Prosecutor	IT Asset Manager
Financial Management Analyst I	Judicial Standards Commission Counsel
Financial Management Analyst II	Judicial Support Center Supervisor
Financial Services Manager	Juvenile Court Resource Prosecutor
GAL Advocacy Specialist I	Legal Counsel, Technology & Innovation
GAL Advocacy Specialist II	NC Courts Anniversary Program Manager
GAL Assistant to the Administrator	Network Architect
GAL Associate Counsel	Network Engineer II
GAL Attorney	Network Engineer III
GAL Attorney Advocate	Network Security Architect
GAL Attorney Advocate TEMP	Network Security Specialist II
GAL District Administrator	Network Security Specialist III
GAL Training & Development Manager	Official Court Reporter - Resident
General Services Manager	Official Court Reporter - Rover
Grants Accountant	Organizational Development Manager
Grants Accounting Manager	Parent Rep Contracts Specialist
Homicide/Arson Resource Prosecutor	Privacy Officer
Human Resources Manager	Pro Bono Program Manager
Human Trafficking Comm Training Coord	Procedural Help Desk Specialist
IDS Accountant	Procurement Services Manager
IDS Assistant Director	Procurement Specialist I
IDS Fiscal Officer	Procurement Specialist II
IDS Forensic Resource Attorney	Procurement Specialist III
IDS Legal Associate	Project Coordinator
IDS Research Director	Project Coordinator/Technical Writer
IDS Staff Atty-Finance & Administration	Public Defender Admin Asst I
IIC Victim Resource Specialist	Public Defender Admin Asst II
Information & Communications Specialist	Public Defender Admin Asst III
Information Assurance Coordinator	Public Defender Admin Asst IV
Information Assurance Specialist	Public Defender Administrator



Records Management Specialist TEMP	Social Worker
Records Manager	Software Test Engineer
Recovery Court Coordinator	Spanish Interpreter
Recruiting Consultant	Special Counsel
Reg Traffic Safety Resource Prosecutor	Staff Attorney I
Regional Defender	Staff Attorney II
Remote Public Access Specialist	Staff Court Interpreter
Research and Planning Associate	Superior Court Trial Court Coordinator
Research and Policy Associate	Supreme Court Administrative Counsel
Research and Policy Associate Senior	Supreme Court Staff Attorney II
Research Assistant I	Systems Analyst I
Research Assistant II	Systems Analyst II
Research Associate	Systems Analyst III
Research, Policy & Planning Manager	Systems Analyst IV
Resource Prosecutor	Trial Court Research Assistant
Safety & COOP Manager	Unified Communications Architect
Salary Administration Manager	Veterans Treatment Court Case Manager
SAUSA Attorney	Veterans Treatment Court Coordinator
Senior Applications Developer	Veterans Treatment Court Mentor Coord
Senior Software Tester	Violence Agnst Women Resource Prosecutor
Sentencing & Policy Advis Comm Assoc Dir	w/a Director Office of Staff Counsel
Setoff Debt Collection Officer	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 Specialist
Appellate Crts App Analyst Progr. II	IT Support Supervisor
Appellate Crts Appl Analyst ProgrammerII	Multi Media Technician
Applied Technical Services Manager	Network Security Specialist
Computer Operations Supervisor	Systems Programmer
IT Access Administration Specialist	Systems Programmer Senior
IT Help Desk Specialist	Windows Engineer
IT Project Manager II	



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	Judicial Standards Comm Investigator
Capital Case Investigator	Public Defender Chief Investigator
DA Investigator TEMP-C19	Public Defender Investigator
District Attorney Investigator	Social Worker/Mitigation Specialist
District Attorney Investigator/Admin Asst	W/A Capital Case Paralegal
Innocence Inq Comm Legal 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
Judicial Law Clerk TEMP	Supreme Court Chief Deputy Marshal
Juvenile Defender Communications Off Mgr	Supreme Court Deputy Marshal
LOA Specialist	Workers' Compensation Coordinator
Micrographics Services Assistant	

(*NOTE* There are 13 EEO-05 Paraprofessional job titles that are grouped with EEO-02 Professionals 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 TEMP	Accounting Specialist II
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Accounting Specialist III	District Attorney Legal Assistant
Accounting Specialist IV	District Attorney Legal Assistant TEMP
AD Database Manager/Paralegal	District Court Judicial Assistant I - C19
Administrative Officer I	Executive Assistant I
Administrative Officer I TEMP	Executive Assistant II
Administrative Officer II	Executive Assistant III
Administrative Secretary	Executive Assistant to Asst Director AOC
Administrative Services Program Asst	Executive Assistant to the AOC Director
AOC Division Assistant	Facility Coordinator
Appellate Clerk I	Forms Design Specialist
Appellate Clerk II	Forms Design Specialist TEMP
Appellate Clerk III	GAL Program Assistant
Appellate Defender Admin Asst III	GAL Program Assistant TEMP C19
Appellate Defender Legal Assistant	GAL Program Specialist I
Appellate Printing/Procurement Assistant	GAL Supervisor
Appellate Printing/Procurement Supv	GAL Supervisor TEMP
Assistant Clerk	Human Resources Assistant
Assistant Clerk TEMP	IDS Administrative Assistant
Assistant Meeting Planner	Judicial Services Coordinator
Capital Defender Legal Assistant	Legal Assistant I
Caseflow Coordinator	Legal Assistant II
CDM Judicial Assistant	Legal Assistant III
COA Legal Assistant	Legal Assistant TEMP
Comm on Professionalism Executive Asst	Library Technical Assistant
Computer Operator	Mail Clerk
Court Assistant	Micrographics Services Assistant
Court Coordinator	Micrographics Services Assistant TEMP
Court Manager I	Motor Fleet Coordinator
Court Manager II	Parent Defender Administrative Assistant
Court Reporter Technician	Printing Equipment Operator
DA Legal Assistant	Printing Services Manager
DA Legal Assistant - C19	Printing Staff Supervisor
DA Legal Assistant TEMP	Procurement Assistant
DA Victim Services Coordinator	Programs Administrative Specialist
Data Control Specialist	Public Defender Legal Assistant
Data Control Specialist TEMP	Public Defender Legal Assistant Senior
DC Judicial Assistant I TEMP	Public Defender Legal Assistant TEMP
Deferred Payment Coordinator	Receptionist
Deputy Clerk	Recruiting Specialist
Deputy Clerk TEMP	Salary Administration Specialist I
Deputy Clerk/Bookkeeper	Salary Administration Specialist Senior



Secretary I	Superior Court Judicial Assistant I TEMP
Secretary II	Superior Court Judicial Assistant II
Setoff Debt Recoupment Assistant	Superior Court Judicial Asst II
Special Counsel Legal Assistant	Superior Ct Judicial Assistant II - TEMP
Staff Attorney/Senior Fellow	

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.

Custodian	Distribution Services Supervisor
Delivery Driver	Facilities & Maintenance Assistant
Distribution Assistant	Facilities & Maintenance Technician
Distribution Services Manager	Distribution Services Supervisor

