



NORTH CAROLINA
ADMINISTRATIVE OFFICE
of the COURTS

Equal Employment Opportunity Plan - 2014 NC Judicial Branch of Government

Prepared By: Human Resources Division
December 2015



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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 1,260 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, 2014, there were 6,539 Judicial Branch employees, of which 1,338 were independently elected or appointed officials. Of the elected and appointed officials, 287 of them are designated as an independent hiring authority. The NC Judicial Branch of Government is exempt from North Carolina's State Human Resources Act (with the exception of Articles 6 and 7), and under common law of North Carolina all Judicial Branch employees are at-will with each person serving at the pleasure of a hiring authority.

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

POLICY STATEMENT

The NCAOC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, genetic information, or disability. In addition to federal law requirements, the NCAOC complies with applicable state and local 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, sex (including pregnancy), religion, national origin, age, genetic information, or disability is expressly prohibited.

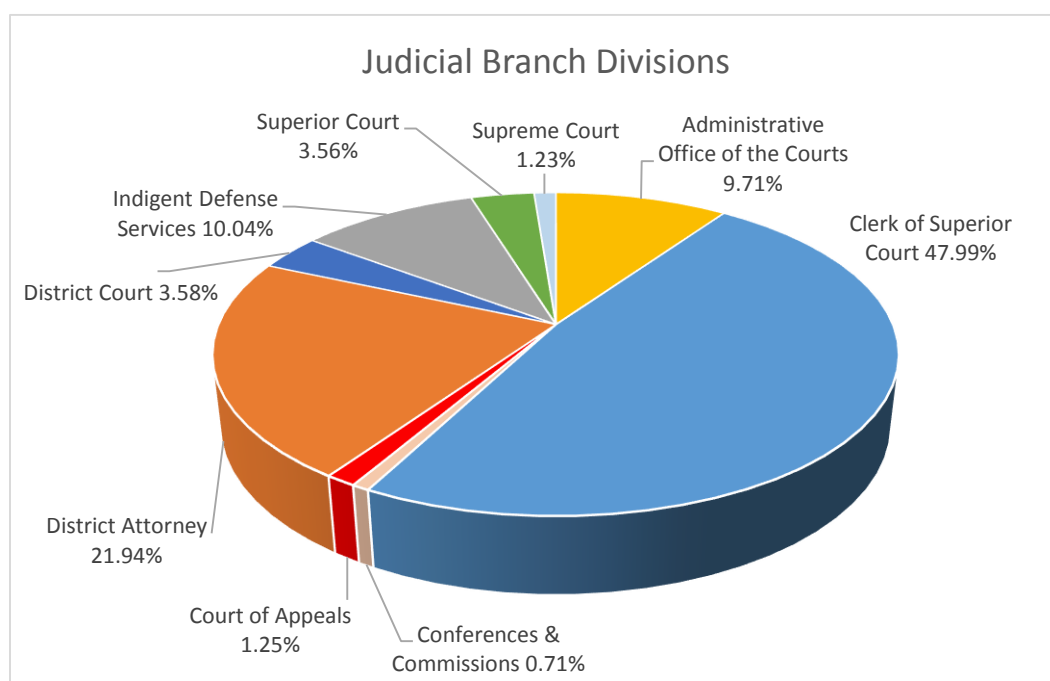
The NCAOC encourages and supports all Judicial Branch hiring authorities including independently elected and appointed officials across the state to follow this policy and overall philosophy regarding equal employment opportunity.

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, 2014 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).

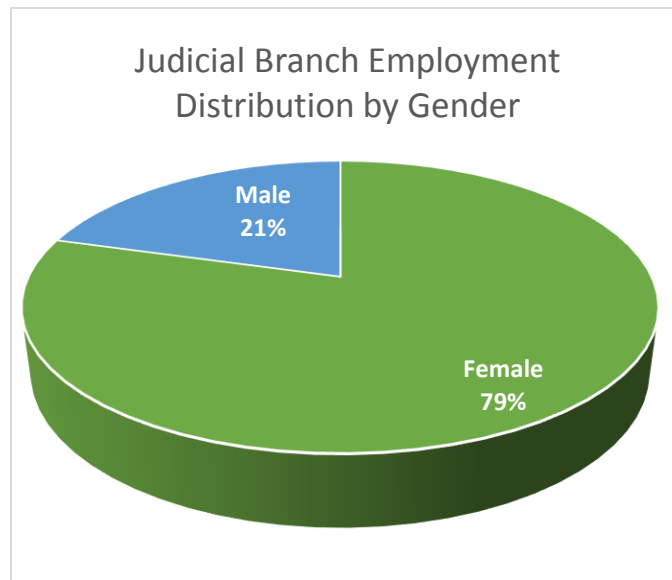
- Administrative Office of the Courts
- Court of Appeals
- Indigent Defense Services
- Clerk of Superior Court
- District Attorney
- Superior Court
- Conferences and Commissions
- District Court
- Supreme Court



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, and the Sentencing and Policy Advisory Commission.

Gender

Females significantly outnumber males across all Judicial Branch divisions (4,131 females to 1,071 males). This may be due to the large number of entry level positions (predominantly deputy clerk, and legal assistant).



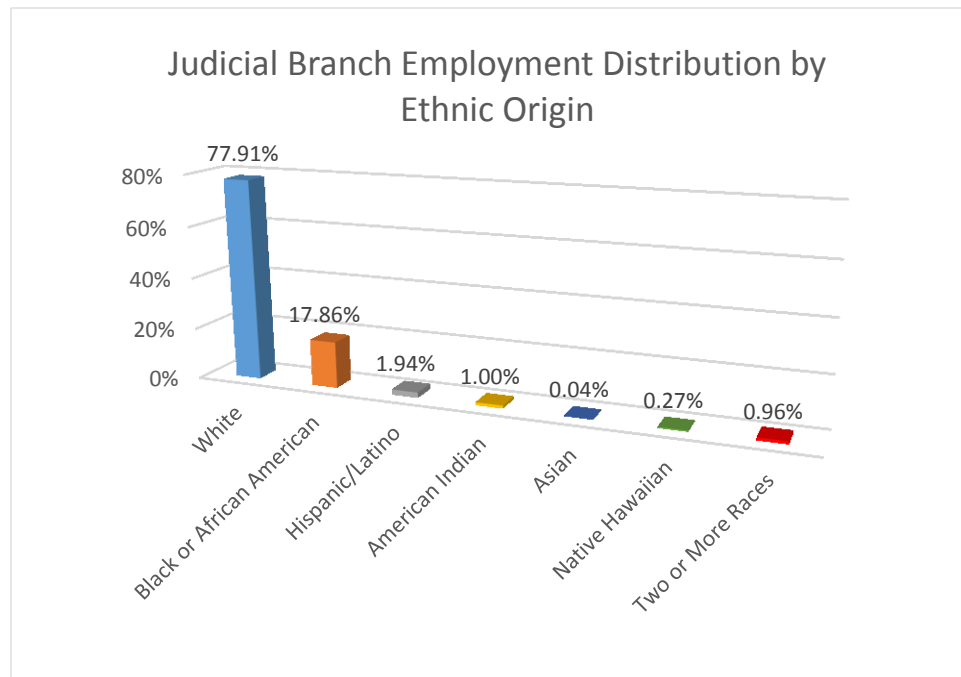
Ethnic Origin

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

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

All employees identifying as Hispanic / Latino regardless of race are listed as Hispanic / Latino. In the charts that follow, an American Indian designation includes both American Indians and Alaskan Natives and a Native Hawaiian designation includes both Native Hawaiians and Other Pacific Islanders.

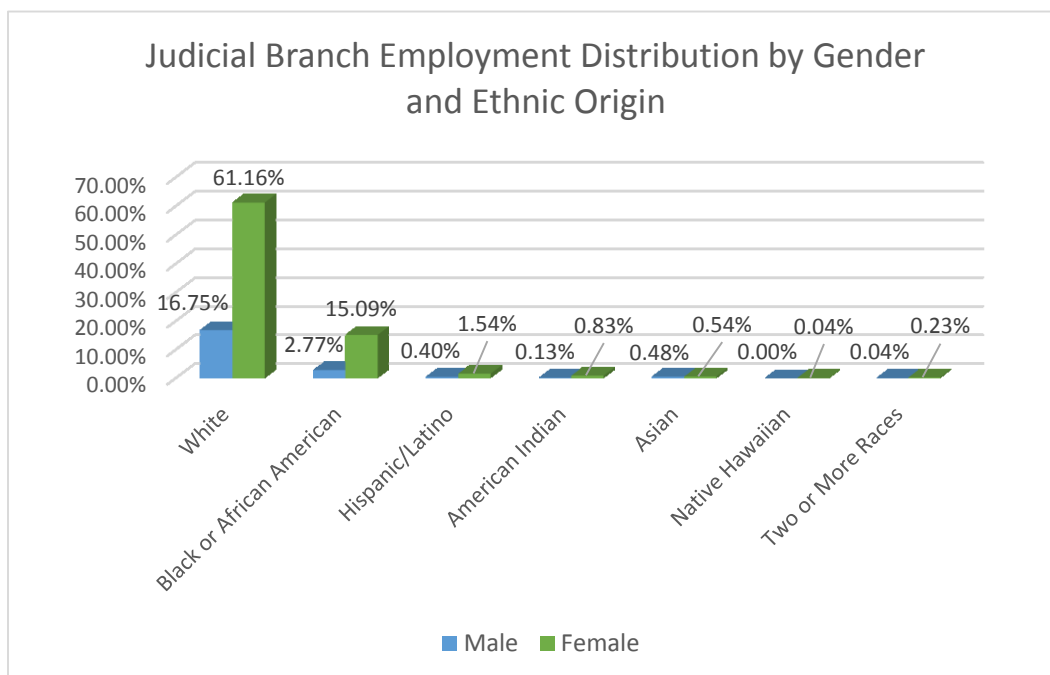
Ethnic origin data indicates the Judicial Branch needs to improve its outreach to and retention of minority groups. Measures to address the underutilization of minority groups are addressed in the [Objectives and Steps](#) section.



Gender and Ethnic Origin

This chart combines 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 represent the largest group of employees.

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



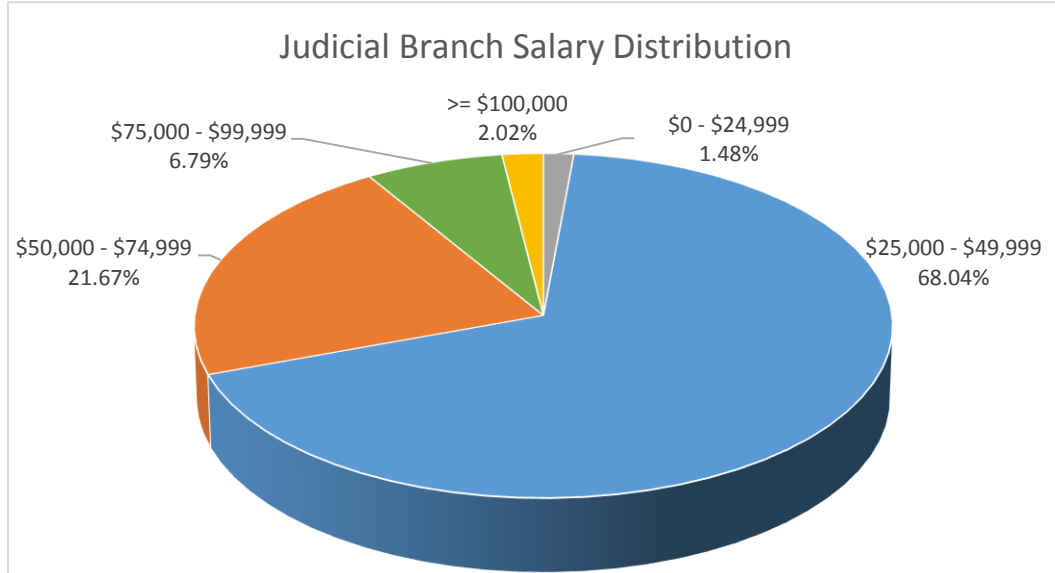
Salaries

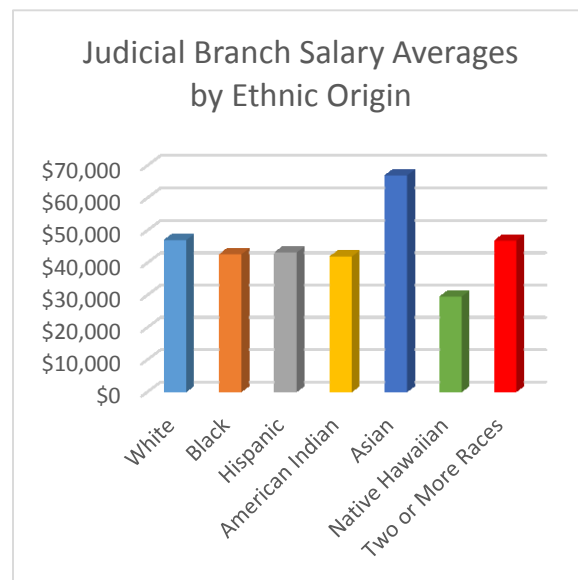
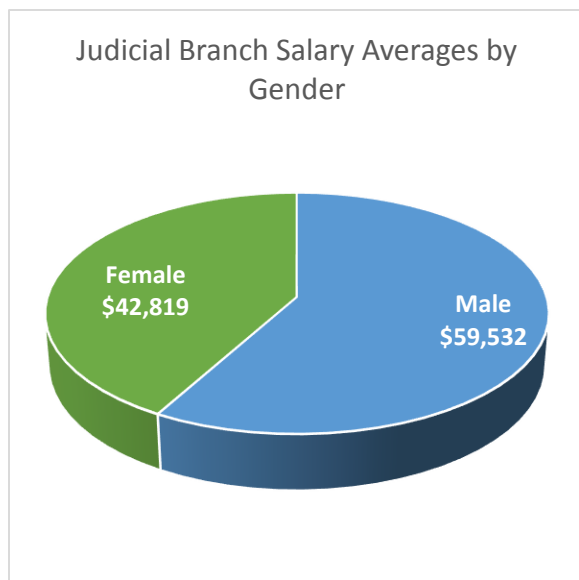
The average full-time salary for Judicial Branch employees in 2014 was \$46,866.74 with a minimum of \$26,153 and a maximum of \$130,991, excluding temporary positions. For part-time workers, the average salary was \$27,653.86 with a minimum of \$5,645 and a maximum of \$83,934.00, excluding temporary positions. Nearly 70% of workers earn \$49,999 or less with 2% earning \$100,000 or more.

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. For positions where salaries are set by statute, such as deputy clerks, there is gender equity.

There is little disparity in average salaries across ethnic groups indicating that when minorities are hired, there is a high level of pay equity across dominant and minority groups. Asians have a higher 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. The lower than average salary for Native Hawaiians and Other Pacific Islanders may be attributed to the low number of employees in this demographic group and that they are in entry-level clerical work positions.

Salaries largely remained stagnant since the recession of 2008 and legislative prohibitions on raises and step increases have limited the ability of hiring managers to address issues of pay equity. District Attorney offices, however, receive funding from state and federal grants that allows those offices more salary flexibility.





Workforce Data

Judicial Branch employees are compared to statewide labor force statistics of available workers collected from the U.S. Census Bureau, 2006 – 2010 American Community Survey, the latest figures available. ¹

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

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

NOTE The Judicial Branch does not employ individuals in the Protective Services: Not Sworn category and the Service / Maintenance employment category.

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

UTILIZATION ANALYSIS
Workforce: NC Judicial Branch Excluding Elected and Appointed Officials
as of 12/31/14
Relevant Labor Market: North Carolina

Job Category	Male						Female					
	W	B	H	A/PI	AI/AN	2 or More	W	B	H	A/PI	AI/AN	2 or More
Officials/Administrators												
Judicial Branch Workforce	40.9%	4.5%	0.0%	0.0%	0.0%	0.0%	45.5%	9.1%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	49.9%	5.1%	1.8%	1.3%	0.3%	0.5%	31.6%	7.0%	1.0%	0.8%	0.2%	0.4%
Utilization	-9.0%	-0.6%	-1.8%	-1.3%	-0.3%	-0.5%	13.9%	2.1%	-1.0%	-0.8%	-0.2%	-0.4%
Professionals												
Judicial Branch Workforce	35.2%	4.2%	0.6%	1.2%	0.3%	0.1%	46.0%	8.9%	1.7%	1.2%	0.3%	0.3%
North Carolina ACS	32.4%	4.3%	1.1%	2.1%	0.2%	0.5%	45.6%	9.7%	1.5%	1.7%	0.5%	0.6%
Utilization	2.8%	-0.1%	-0.5%	-0.9%	0.1%	-0.4%	0.4%	-0.8%	0.2%	-0.5%	-0.2%	-0.3%
Technicians												
Judicial Branch Workforce	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	29.7%	5.6%	1.0%	1.7%	0.2%	0.4%	43.6%	13.5%	1.6%	1.4%	0.7%	0.6%
Utilization	70.3%	-5.6%	-1.0%	-1.7%	-0.2%	-0.4%	-43.6%	-13.5%	-1.6%	-1.4%	-0.7%	-0.6%
Protective Services: Sworn												
Judicial Branch Workforce	42.6%	8.5%	2.1%	0.0%	0.0%	0.0%	33.0%	9.6%	3.2%	0.0%	1.1%	0.0%
North Carolina ACS	59.7%	16.7%	1.8%	0.4%	0.7%	0.9%	10.1%	8.7%	0.8%	0.1%	0.2%	0.1%
Utilization	-17.1%	-8.2%	0.3%	-0.4%	-0.7%	-0.9%	22.9%	0.9%	2.4%	-0.1%	0.9%	-0.1%
Administrative Support												
Judicial Branch Workforce	6.1%	1.8%	0.3%	0.1%	0.1%	0.0%	70.1%	18.5%	1.4%	0.3%	1.1%	0.2%
North Carolina ACS	26.7%	5.9%	1.4%	0.7%	0.2%	0.4%	47.0%	13.1%	2.4%	0.9%	0.5%	0.8%
Utilization	-20.6%	-4.1%	-1.1%	-0.6%	-0.1%	-0.4%	23.1%	5.4%	-1.0%	-0.6%	0.6%	-0.6%
Service & Maintenance												
Judicial Branch Workforce	71.4%	21.4%	0.0%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	31.6%	13.8%	8.4%	1.1%	0.6%	0.6%	23.9%	13.2%	4.6%	1.0%	0.6%	0.6%
Utilization	39.8%	7.6%	-8.4%	-1.1%	-0.6%	-0.6%	-16.8%	-13.2%	-4.6%	-1.0%	-0.6%	-0.6%

Administrative Support positions comprise 64% of all Judicial Branch positions. Professionals make up 33% 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 minorities in the Judicial Branch workforce. The 2014 EEO Utilization Report created for the U.S. Department of Justice, Office of Justice Programs notes there are five employment categories where two standard deviations exist between the Judicial Branch's workforce and the labor force population data for North Carolina that should be addressed.

1. In the Professionals job category, Asian males were underutilized (-1%).
2. In the Protective Services: Sworn job category, white males were underutilized (-17%).
3. Also in the Protective Services: Sworn job category, black males were underutilized (-8%).
4. The Administrative Support job category suggests an underutilization of white males (-21%), black males (-4%), Hispanic males (-1%), Asian males (-1%), and males identifying as Two or More Races (0%, no employees in this group).

5. The Administrative Support job category also indicates Hispanic females (-1%), Asian females (-1%), and females identifying as Two or More Races (0%, 7 employees in this group) were underutilized.

Objectives and Steps

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

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

While the Utilization Analysis Chart: Two or More Standard Deviations identified Asian males as being underutilized across the state in the Professional job category, 22 of the 25 Asian males employed by the Judicial Branch, work in Wake County. Compared to the 2006-2010 American Community Survey (ACS) data of EEO Tabulation for State and Local Government Job Groups by Sex, and Race/Ethnicity in Wake County, North Carolina, this level of utilization is 0.5% higher than ACS data.

It would be an undue hardship for us to analyze population demographics in all 100 counties in the state in which the Judicial Branch has offices to determine where we may need to take proactive measures to improve the recruitment and retention of Asian males. However, specific steps for addressing underutilization for all minority groups appears at the end of this section.

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

The underutilization of white males and black males in the Protective Services: Sworn job category is mischaracterized. The Judicial Branch is nearly 80% female across all job categories. Males of all race and ethnic groups outnumber females of all race and ethnic groups in the Protective Services: Sworn category with white males representing 43% of all employees in this job category. Therefore, although the state's demographic data may suggest an underutilization of white males in the Protective Services: Sworn job category, they represent the largest number of employees. This job category is comprised exclusively by investigator positions. Many of the applicants and hires for investigator positions come from a law enforcement background which is also predominately male. With a limited number of positions, increasing the number of white males in the Protective Services category may be detrimental to other race and ethnic groups.

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

Black males in the Protective Services: Sworn job category have parity with black females in this job category with 8 males and 9 females so employed. This minor difference considered in the context of limited positions and applicants who tend to have a law enforcement background may be at odds with the state's demographics but are not indicative of bias in the hiring practices of Judicial Branch offices.

4. Address the underutilization of males across several racial and ethnic groups in the Administrative Support job category.

The underutilization of males across several racial/ethnic groups in the Administrative Support job category is a challenge as the Judicial Branch is nearly 80% female across all job categories. Employees in the Administrative Services category are 64% of all Judicial Branch employees and of these, 93% are females of all race/ethnic groups.

The disparity between male and female employment across all racial and ethnic groups in the Administrative Services job category is difficult to remedy due to the nature of the positions in this job category. The positions in this category tend to be entry-level, clerical, positions or positions that 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 females across several racial/ethnic groups in the Administrative Support job category.

The underutilization of Hispanic females, Asian females, and females identifying as Two or More Races is likely due to the population distribution across urban and rural areas of the state. As noted above, it would be an undue hardship for us to analyze population demographics in all 100 counties in the state in which the Judicial Branch has offices to determine where we may need to take proactive measures to improve the recruitment and retention of minority females. With small variances between Judicial Branch employment and the state's demographics, we believe urban areas with greater concentrations of minority populations are equitably represented in Judicial Branch employment. In a largely rural state, however, this representation may not be clear.

Recruitment and Retention

In 2012, North Carolina ranked 45th out of the 50 states in terms of per capita spending on the Judicial Branch, only four places higher than 2007 based on source data provided by the National Center for State Courts. In the 2014-2015 fiscal legislative session, the Judicial Branch received only 2.23% of the overall State budget, a minor increase from the 2.21% allotted in the 2013-2014 budget.

Since the recession the Judicial Branch has faced \$80.6 million in budget cuts and in the past five years, the Judicial Branch had nearly 10% of its positions eliminated due to budget cuts. With such limited resources, the Judicial Branch has been unable to participate in career fairs as most, if not all such events, require registration fees and the absence of at least one of two staff members who now service the entire Judicial Branch's recruitment needs. Additionally, the majority of posted positions are entry-level and do not require education or experience. Depending on the population density of the district the position serves, we may receive in excess of 500 applications for one opening. For positions that require particular skill sets or educational requirements, budget and staffing cuts push many hiring managers to hire applicants with the required experience to ensure court systems continue to function as expeditiously as possible.

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 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.

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. 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.
3. Continue 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 & Appointed Officials

There are 1,338 elected and appointed officials in the Judicial Branch. Elected positions (528) are those offices for which the voters directly elect a representative and include Judges, District Attorneys, and Clerks of Court. In the event an incumbent does not finish his/her term of office, the general statutes provide a designated authority to fill the vacancy by appointment of a person to complete the remainder of the term. In this analysis, such positions are still counted as elected positions.

Appointed officials (810) are those appointed by the Governor, a Commission, or court official and include Public Defenders, emergency and special judges, magistrates, and certain high-level administrative positions in the appellate courts and the Administrative Office of the Courts.

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

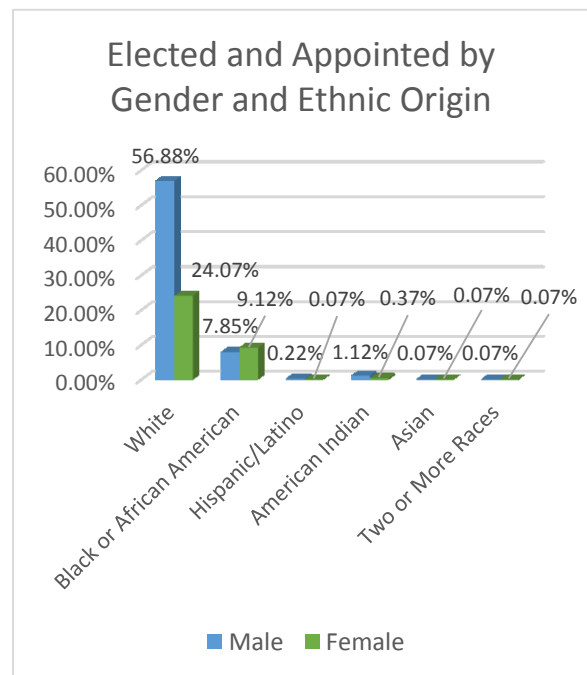
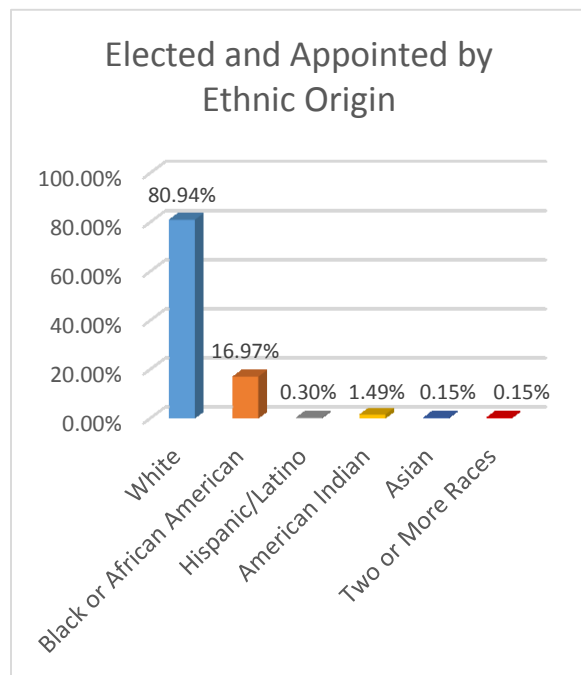
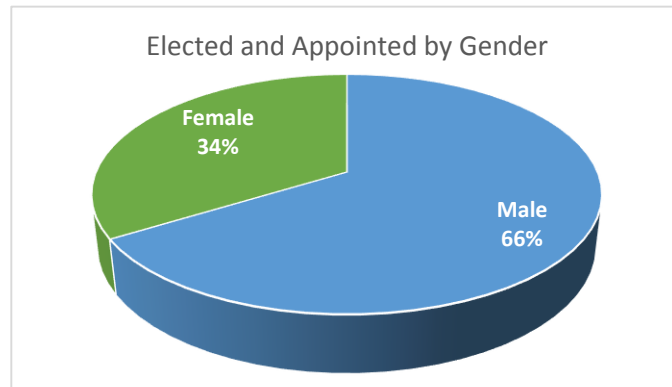
Gender and Ethnic Origin

While women outnumber men in the Judicial Branch as a whole largely due to the entry-level, clerical nature of the majority of positions, among elected and appointed officials, males outnumber females by

3:1. Numerous articles over the years have addressed the difficulty of women achieving parity in elected positions and political appointments. This analysis shows there is still a large gender gap in these positions.

The ethnic origin of elected and appointed officials is similar to that of the Judicial Branch as a whole with slightly higher percentages of people identifying as Hispanic and Two or More Races among elected and appointed officials.

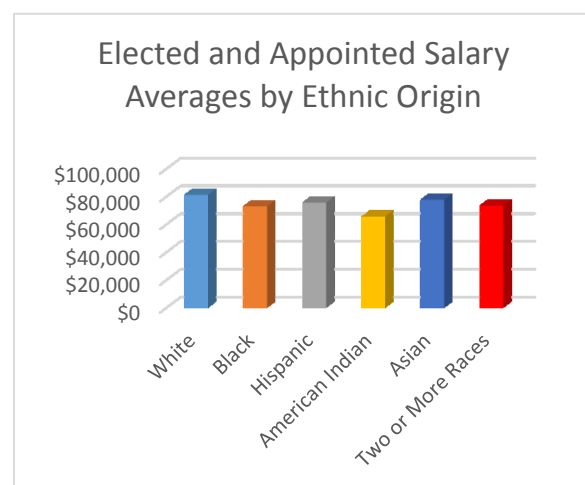
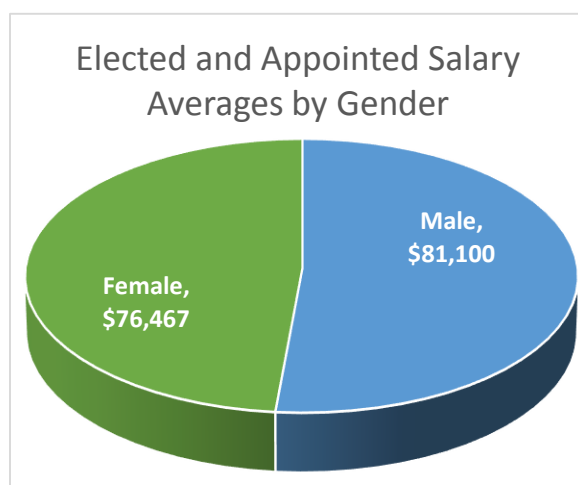
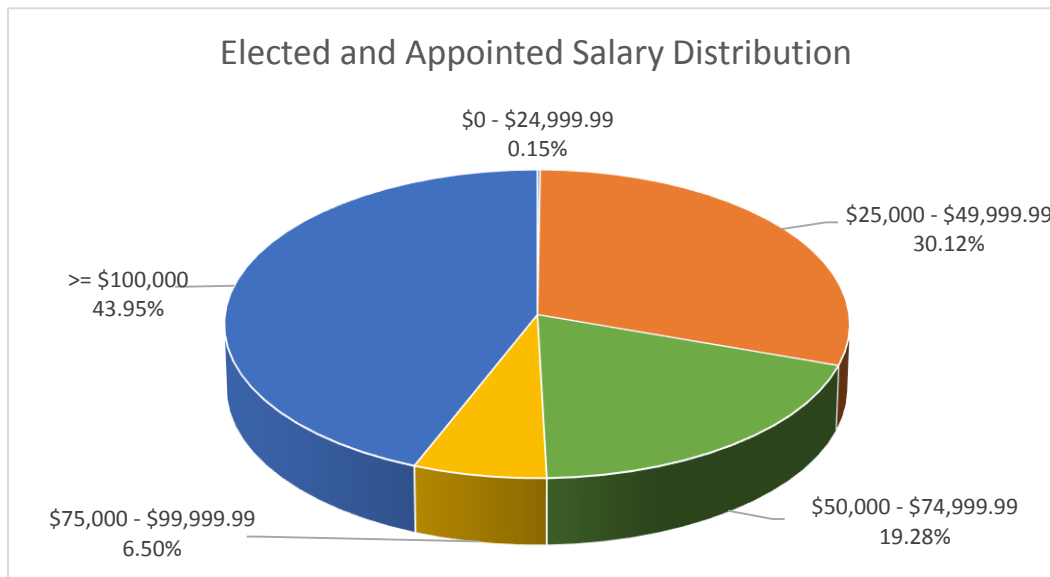
Since males outnumber females 3:1 among elected and appointed officials it is interesting to note that in this group, black females (9.12%) have a slight edge over black males (7.85%).



Salaries

Salaries and salary ranges for elected and appointed positions are generally determined by statute. The average full-time salary in 2014 was \$79,535 with a minimum of \$18,975 and a maximum of \$144,000. Nearly 44% of elected and appointed officials earn \$100,000 or more.

Where females are elected or appointed there is a high level of salary parity with their male peers. The lower average salaries among American Indians / Alaskan Natives may be attributed to 70% of this group serving as magistrates, a job which has the lowest starting pay among elected and appointed officials.



Applicant Data

In 2014 the Judicial Branch posted 430 open positions. The two staff members dedicated to recruiting processed an average of 36 postings and 4,600 applications each month. The Clerk of Superior Court offices had the highest number of postings (33%), followed by District Attorney offices (21%).

Of the 54,951 applications submitted online, 78% were from females and 22% from males which is similar to the application ratios for 2013 (79% and 21%, respectively) and corresponds to 2014 employee gender ratios (also 79% and 21%, respectively).

Due to a programming change in the administrative function of the applicant tracking system (ATS) sponsored by the Office of State Human Resources (OSHR), ethnic origin data for 2014-2015 is not available. The vendor, NeoGov, is attempting to correct the programming at the time of publication.

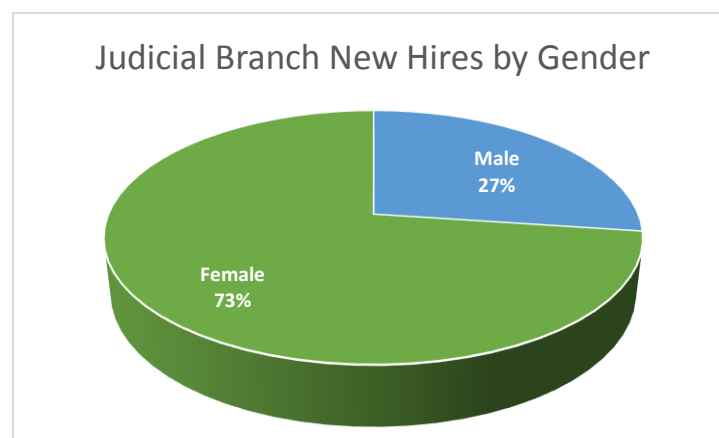
New Hires

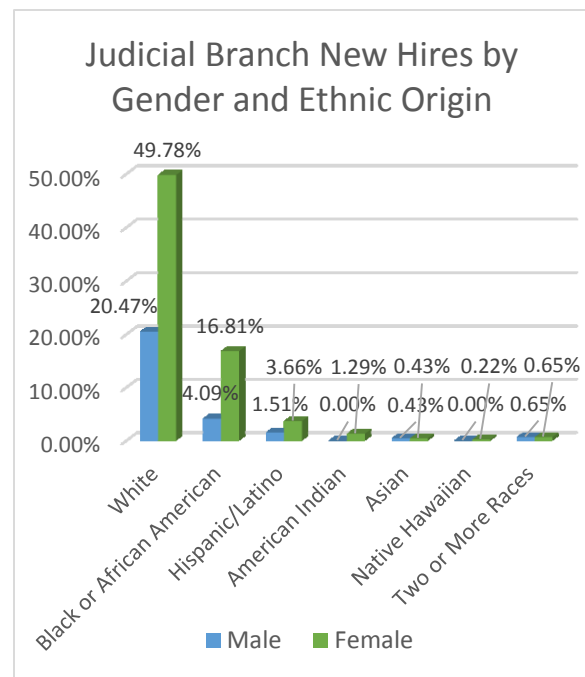
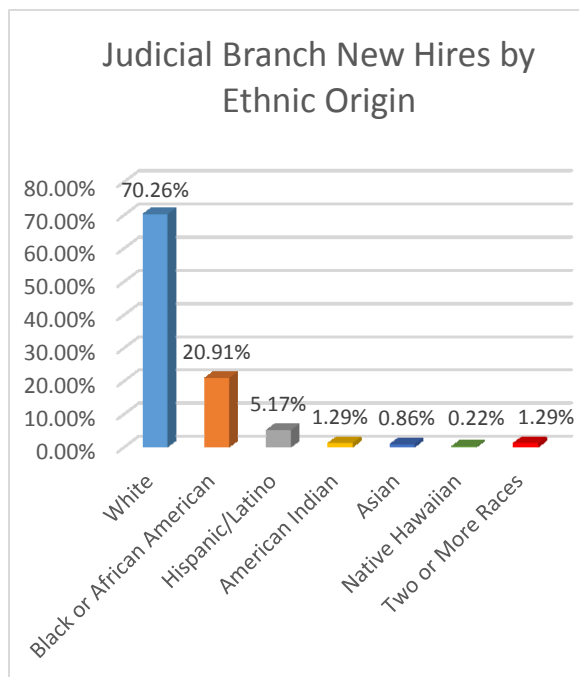
There were 464 new hires during 2014, excluding elected and appointed officials. New hires by gender (73% female, 27% male) nearly match the existing workforce, while minority hiring at 29.74% is slightly higher than the previous year (25%).

Of the minority hires, black or African American applicants were 70.29% (compared to 78% in 2013) and Hispanic/Latino applicants were 17.39% with other minorities comprising the remaining 12.32% of applicants. Combined, Hispanic/Latino and other minority hiring improved 7% over minority hiring in 2013.

There were an average of 128 applications for each of the 430 positions posted. Females accounted for 78% of applications, and were hired for 73% vacancies while males accounted for 22% applications, and were hired for 27% of vacancies.

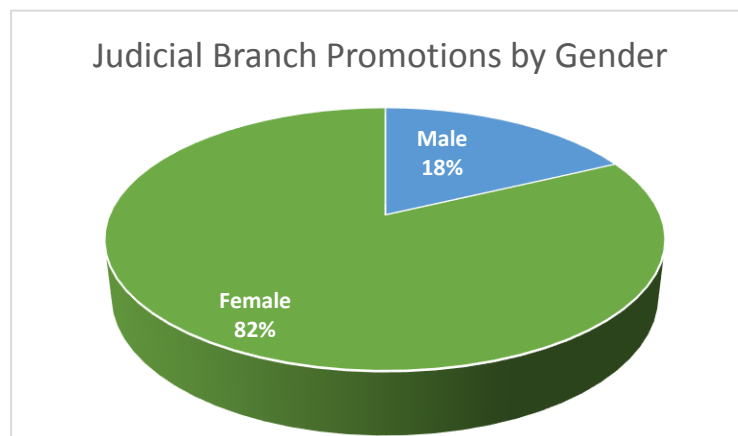
As noted in the Applicant Data section, applicant ethnic origin information is not available for 2014.

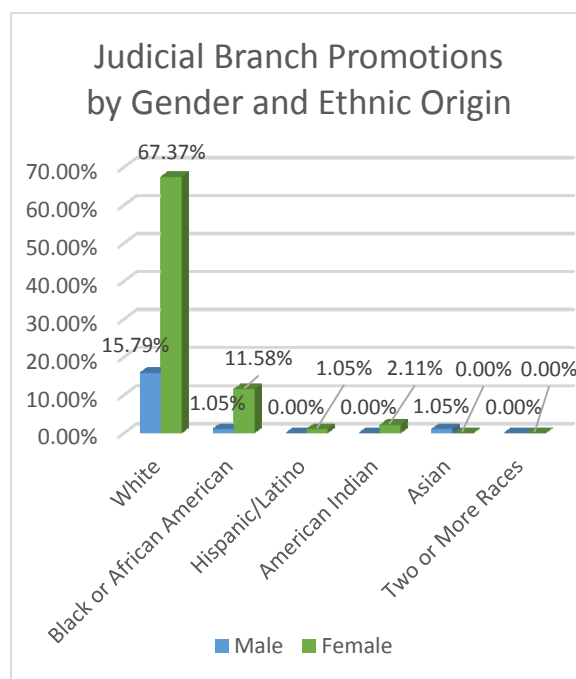
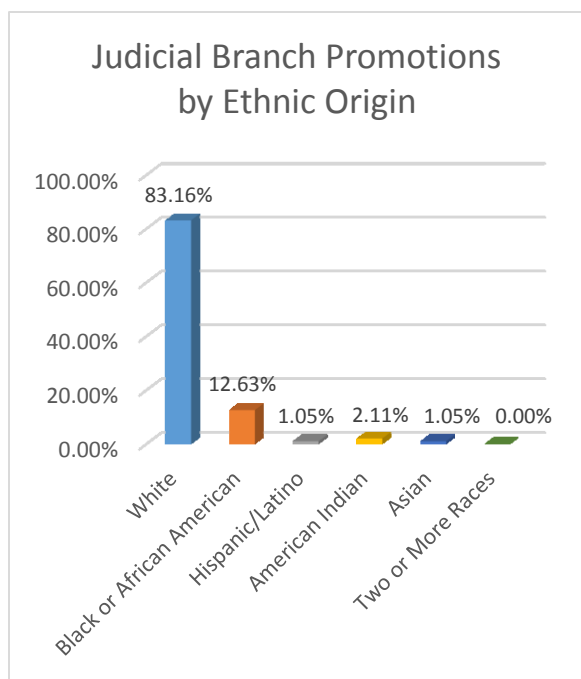




Promotions

There were 95 promotions in 2014, excluding elected and appointed officials. The 82% of promotions for female employees is in keeping with a workforce that is predominantly female by a similar margin. Combined, minority groups were awarded 16.84% of all promotional opportunities. Of the minority promotions, blacks and African Americans comprised 75% of the promotions with the remaining 25% spread across other ethnic groups. Although total minority promotions decreased by 2% over 2013 figures, promotions for other minority groups increased 25%.





Report Dissemination

Internal

The 2014 EEO Plan and accompanying 2014 EEO Utilization Report for the NC Administrative Office of the Courts is made available to internal constituents by the following methods.

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

External

The 2014 EEO Plan and accompanying 2014 EEO Utilization Report 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.org) 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 Paraprofessionals job category are grouped with Professionals in this report.

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.

Administrative Counsel To The Court	GAL Regional Administrator
Applications Development Administrator	Infrastructure & Ops Supp Serv Admin
Applications Development Manager	Systems Support Supervisor
Deputy Judicial Purchasing Officer	Trial Court Administrator

Professionals

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

Access and Visitation Coordinator	Information Systems Services Engineer
Accountant	Information Technology Manager
Accounting Supervisor I	Innocence Commission Staff Attorney
Accounting Supervisor III	Innocence Inquiry Commission Assoc Dir
Administrative Assistant	Innocence Inquiry Commission Investigator
Administrative Services Manager	Instructional Designer
Administrator of Technical Support/Opera	Internal Auditing Manager
Applications Analyst Programmer II	Internal Auditor
Applications Analyst Programmer III	Interpreting Services Mgmt. Specialist
Applications Analyst Programmer III Temp	IT Portfolio Manager
Applications Analyst Programmer Spec	IT Security Engineer

Applications Systems Analyst III	IT Security Engineer III
Assistant Administrator, AOC Network Ser	IT Systems Analyst
Assistant Appellate Defender	Juvenile Court/School Liaison
Assistant Appellate Division Reporter	LAN Architecture Engineer
Assistant Capital Defender	LAN Architecture Manager
Assistant Clerk Of Supreme Court	LAN Support Specialist
Assistant Director of IT	LAN Support Specialist Supervisor
Assistant District Attorney	Legislative Liaison
Assistant Legal Counsel	Mental Health Court Coordinator
Assistant Librarian	Messaging and Interfaces Team Lead
Assistant Public Defender	Official Court Reporter - Resident
Assistant Reporter of Decisions/Attorney	Official Court Reporter - Rover
Assistant To Special Counsel	Operations Administrator
Associate Counsel	Organization Development Administrator
Asst Administrator, Support Services	Parent Rep-Administrative Assistant
Benefits Specialist	Parent Representation Coordinator
Budget Analyst	Procedural Help Desk Specialist
Building Operations Manager	Procurement Specialist I
Business Relationship Prog Administrator	Procurement Specialist II
Business Systems Analyst	Project & Quality Mgmt. Administrator
Business Systems Analyst Supervisor	Project Coordinator
Capital Case Coordinator	Project Management Advisor
Caseflow Manager	Project Manager
CCIS-CC Trainer	Project Manager III
Chief Resource Prosecutor	Public Defender Admin Asst I
Child Abuse Resource Prosecutor	Public Defender Admin Asst II
Compensation Analyst	Public Defender Admin Asst III
Computer Room Supervisor	Public Defender Admin Asst IV
Contracts Administrator	Public Defender Administrator
Court Programs Specialist I	Records Management Specialist
Court Programs Specialist II	Records Manager
Court Reporting Manager	Regional Defender
Custody and Visitation Mediator I	Research and Planning Associate
Data Protection Manager	Research And Planning Associate Senior
Database Administrator	Research and Policy Associate
DCS Engineer	Research and Policy Associate Senior
DCS Supervisor	Research Assistant I
Deputy Capital Defender	Research Assistant II
Digital Communications Project Manager	Research Associate
Director of Information Technology	Resource Prosecutor
Disaster Recovery Coordinator	Resource Victim-Witness/Legal Assistant
Dispute Resolution Commission Dep Dir	Safety & Health Specialist
District Attorney Admin Asst I	Senior Accountant
District Attorney Admin Asst II	Senior Analyst
District Attorney Admin Asst III	Senior Java Programmer
District Court Trial Court Coordinator	Senior Server and Storage Engineer

Employee Relations/EEO Consultant	Senior Systems Programmer
Enterprise Architecture Manager	Senior Visual Basic / Java Programmer
Exchange Email System Engineer	Sentencing & Policy Advis Comm Assoc Dir
Family Court Administrator	Setoff Debt Collection Officer
Family Court Case Coordinator	Social Worker
Family Court Coordinator II	Software Engineer - AWARE Project
Field Accounting Manager	Software Test Engineer
Field Acctg Policy & Training Analyst	Spanish Interpreter
Field Support Manager	Special Counsel
Financial Crimes Prosecutor	Special Counsel Supervising Attorney
Financial Management Analyst	Special Projects Coordinator
Financial Services Manager I	Staff Attorney I
Financial Services Manager II	Staff Attorney II
Fostering Futures Project Coordinator	Staff Attorney III
GAL Assistant to the Administrator	Staff Court Interpreter
GAL Attorney Advocate	Superior Court Trial Court Coordinator
GAL District Administrator	Systems Analyst I
GAL Program Specialist I	Systems Analyst II
GAL Program Specialist II	Systems Analyst III
GAL Training Administrator	Technical Service Desk Manager
GAL Vol Recruiter/Communications Spec	Telecommunications Manager
GAL Volunteer Recruiter	Telecommunications Specialist
Grants Accountant	Telecommunications Specialist Senior
HR Web Design/Training Coordinator	Training Coordinator
Human Resources Compensation Manager	Unified Comm Operations Manager
Human Resources Manager	Veterans Treatment Court Coordinator
IDS Assistant Director	Violence Agnst Women Resource Prosecutor
IDS Auditor	VoIP Telecommunications Specialist
IDS Financial Analyst	WAN Engineer I
IDS Fiscal Officer	WAN Engineer II
IDS Forensic Resource Attorney	WAN Engineer III
IDS Legal Associate	Web/Publications Designer
IDS Research Director	White Collar Crimes Resource Prosecutor
Information & Communications Specialist	Windows Server Engineer

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.

Audio/Video Technician

Protective Service Workers

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

Capital Case Investigator	Public Defender Chief Investigator
District Attorney Investigator	Public Defender Investigator
Innocence Inq Comm Legal Investigator	Social Worker/Mitigation Specialist
Judicial Standards Comm Investigator	Capital Case Paralegal

Administrative Support (Including Clerical and Sales)

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

Accounting Specialist I	Executive Assistant to Asst Director AOC
Accounting Specialist II	Family Court Judicial Assistant
Accounting Specialist III	Forms and Procedural Help Desk Manager
Accounting Specialist IV	Forms Design Specialist
Acting GAL District Administrator	GAL Program Assistant
AD Database Manager/Paralegal	GAL Program Supervisor
Administrative Officer I	Help Desk Specialist
Administrative Officer II	Help Desk Specialist Senior
Administrative Secretary	HRIS Specialist
ADR Coordinator	Human Resources Assistant II
AOC Division Assistant	IDS Administrative Assistant
Appellate Clerk I	Judicial Services Coordinator
Appellate Clerk II	Jury Coordinator
Appellate Defender Admin Asst II	Juvenile Courtroom Clerk & Family Drug C
Appellate Defender Legal Assistant	Lead Jury Coordinator
Arbitration Coordinator	Legal Assistant I
Assistant Clerk	Legal Assistant II
Assistant Meeting Planner	Legal Assistant III
Assistant Print Shop Supervisor	Mail Clerk
Business Court Legal Assistant	Microfilm Services Assistant
Capital Defender Legal Assistant	Motion and Petitions Clerk
Caseflow Coordinator	Office Assistant
CDM Judicial Assistant	Payroll Specialist I
COA Legal Assistant	Payroll Specialist II
Computer Operator	Print Shop Supervisor
Conference Planner/Registrar	Printing Equipment Operator
Coordinator Of Opinion Drafting	Procurement Assistant

CSC Office Assistant	Production Support Specialist
DA Investigator/Worthless Check	Programs Administrative Specialist
DA Legal Assistant/Worthless Check	Public Defender Legal Assistant
DA Victim-Witness/Legal Assistant	Recruiting Specialist
Data Control Specialist	Remote Public Access Analyst
Deferred Payment Coordinator	Salary Administration Specialist I
Deputy Clerk	Salary Administration Specialist II
Deputy Clerk/Bookkeeper	Secretary I
District Court Judicial Assistant I	Secretary II
District Court Judicial Assistant II	Special Counsel Legal Assistant
Executive Assistant I	Superior Court Judicial Assistant I
Executive Assistant II	Superior Court Judicial Assistant II
Executive Assistant III	Victims Assistant

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.

Assistant Warehouse Supervisor	Programs & Special Projects Manager
Computer Equipment Coordinator	Warehouse Assistant
Facilities Maintenance Coordinator	Warehouse Supervisor