



NORTH CAROLINA  
ADMINISTRATIVE OFFICE  
*of the* COURTS

## **Equal Employment Opportunity Plan - 2015 NC Judicial Branch of Government**

Prepared By: Human Resources Division  
May 2016





# Table of Contents

INTRODUCTION .....	1
POLICY STATEMENT .....	1
Workforce Demographics .....	2
Gender .....	2
Ethnic Origin.....	3
Gender and Ethnic Origin.....	4
Salaries .....	5
Workforce Data.....	6
Objectives and Steps.....	8
Recruitment and Retention .....	8
Elected & Appointed Officials.....	10
Gender and Ethnic Origin.....	10
Salaries .....	11
Applicant Data.....	12
New Hires.....	13
Promotions.....	14
Report Dissemination .....	15
Internal.....	15
External .....	15
Conclusion.....	16
Addendum .....	17
Occupational Category Definitions and Job Titles .....	17
Officials and Administrators.....	17
Professionals .....	17
Technicians.....	19
Protective Service Workers.....	20
Administrative Support (Including Clerical and Sales) .....	20
Skilled Craft Workers .....	21
Service-Maintenance .....	21



## 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 1,367 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, 2015, there were 6,638 Judicial Branch employees, of which 1,367 were independently elected or appointed officials. Of the elected and appointed officials, 286 of them are designated as an independent hiring authority. The NC Judicial Branch of Government is exempt from North Carolina's State Human Resources Act (with the exception of Articles 6 and 7), and under common law of North Carolina all Judicial Branch employees are at-will with each person serving at the pleasure of a hiring authority.

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

## POLICY STATEMENT

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

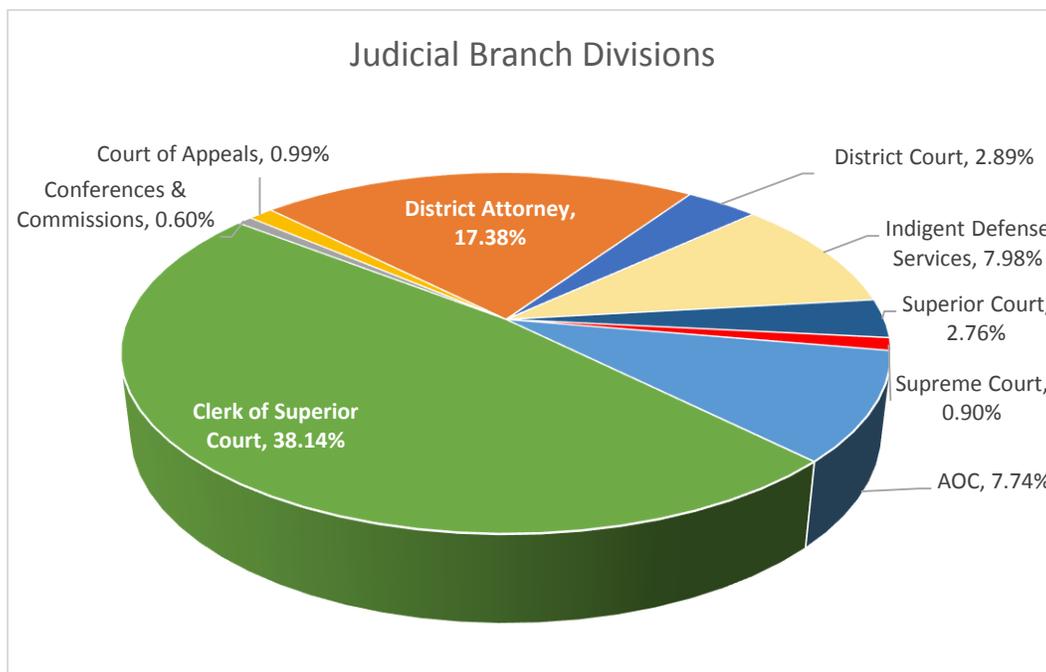
The NCAOC encourages and supports all Judicial Branch hiring authorities including independently elected and appointed officials across the state to follow this policy and overall philosophy regarding equal employment opportunity.

## 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, 2015 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

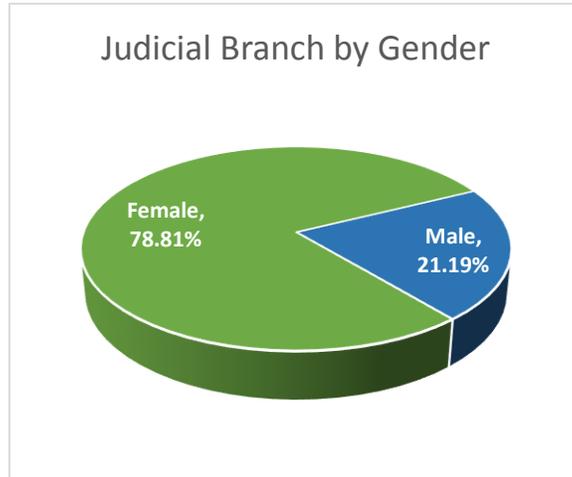


The Conferences and Commissions division includes the Conference of Clerks of Superior Court, Conference of District Attorneys, Chief Justice’s Commission on Professionalism, Commission on the Administration of Law and Justice, Dispute Resolution Commission, Innocence Inquiry Commission, Judicial Standards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

## Gender

Females significantly outnumber males across all Judicial Branch divisions (78.81% females to 21.19% males, unchanged from 2014). This may be due to the large number of entry level positions, predominantly deputy clerk and legal assistant.





## Ethnic Origin

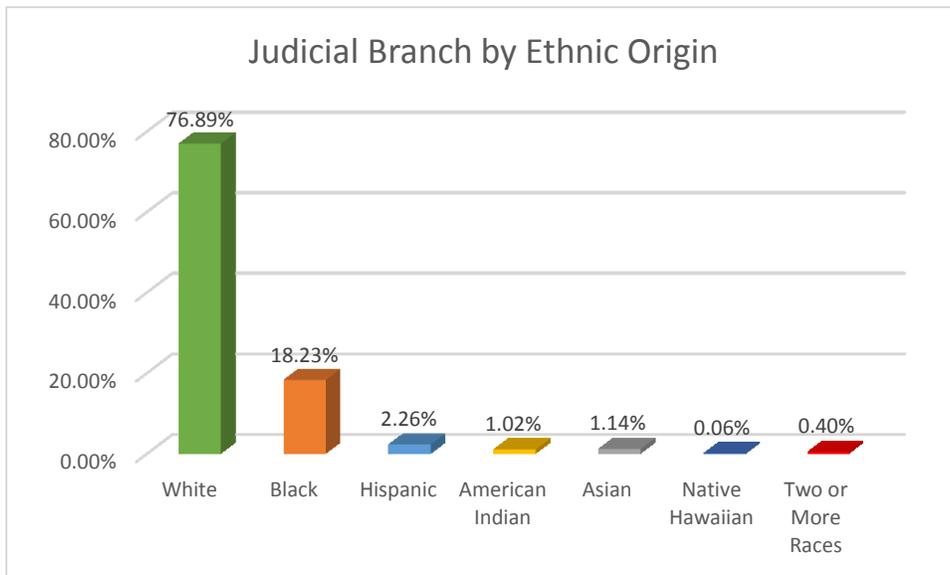
The personnel system collects race / ethnic origin information for the following groups:

- 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.

Although minority hiring and promotions have improved for the past two years, ethnic origin data indicates the Judicial Branch needs to continue 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.

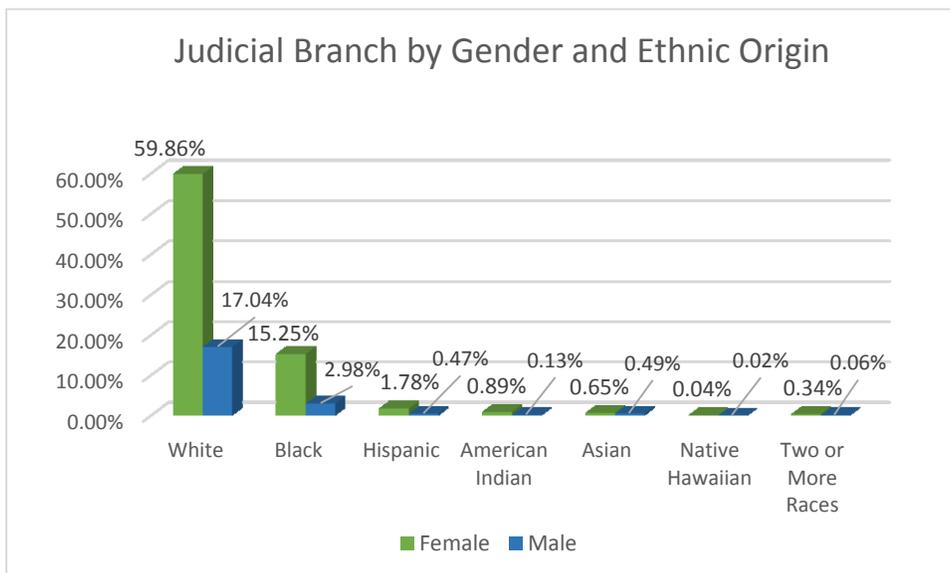




## Gender and Ethnic Origin

This chart combines 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 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.



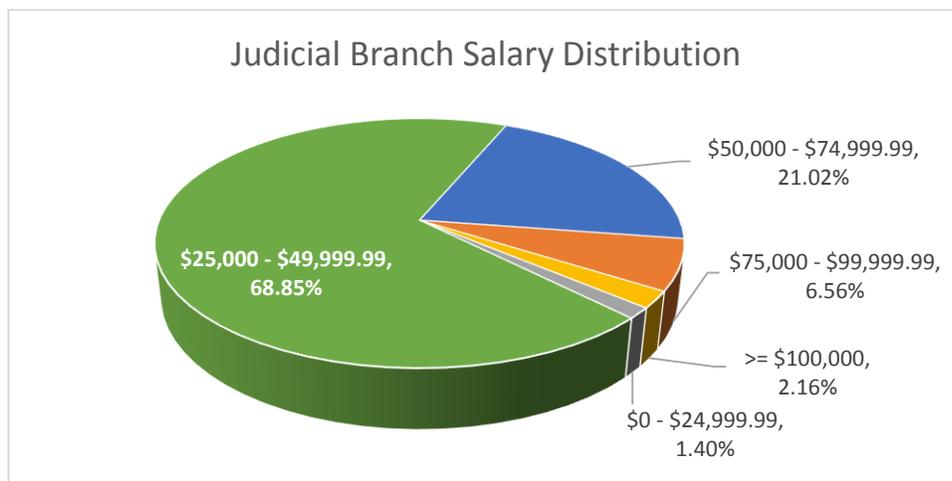
## Salaries

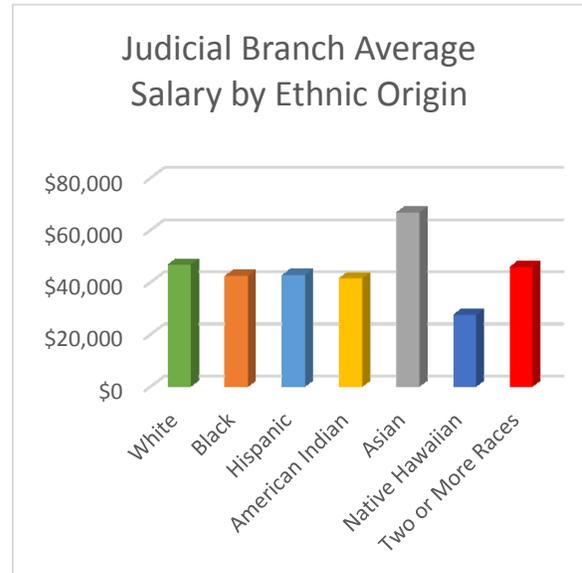
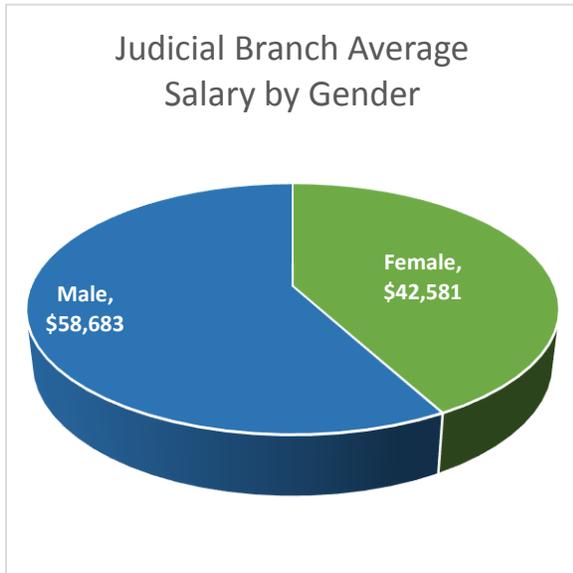
The average full-time salary for Judicial Branch employees in 2015 was \$46,575 with a minimum of \$28,223 and a maximum of \$133,304, excluding temporary positions. For part-time workers, the average salary was \$28,158 with a minimum of \$5,185 and a maximum of \$83,934, excluding temporary positions. Nearly 69% of workers earn \$49,999 or less with slightly more than 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 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 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. <sup>1</sup>

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.

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



## UTILIZATION ANALYSIS

NC Judicial Branch Excluding Elected and Appointed Officials - Workforce as of 12/31/15  
**compared to**  
 North Carolina - U.S. Census Bureau, 2006-2010 American Community Survey

Job Category	Male							Female						
	W	B	H	AI/AN	Asian	Native Hawaiian / OPI	2 or More Races	W	B	H	AI/AN	Asian	Native Hawaiian / OPI	2 or More Races
<b>Officials/Administrators</b>														
Judicial Branch Workforce	45.8%	4.2%	0.0%	0.0%	0.0%	0.0%	4.2%	37.5%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%
North Carolina ACS	49.6%	5.3%	1.8%	0.3%	1.2%	0.0%	0.5%	31.5%	7.2%	1.1%	0.3%	0.8%	0.0%	0.4%
Utilization	-3.8%	-1.2%	-1.8%	-0.3%	-1.2%	0.0%	3.7%	6.0%	1.1%	-1.1%	-0.3%	-0.8%	0.0%	-0.4%
<b>Professionals</b>														
Judicial Branch Workforce	35.2%	4.0%	0.9%	0.2%	1.3%	0.0%	0.1%	45.5%	9.3%	1.6%	0.3%	1.3%	0.0%	0.3%
North Carolina ACS	31.9%	4.3%	1.1%	0.2%	2.1%	0.0%	0.5%	45.6%	9.9%	1.6%	0.5%	1.7%	0.0%	0.7%
Utilization	3.2%	-0.3%	-0.2%	0.1%	-0.8%	0.0%	-0.4%	0.0%	-0.6%	-0.1%	-0.1%	-0.4%	0.0%	-0.4%
<b>Technicians</b>														
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%	0.0%	0.0%
North Carolina ACS	29.6%	5.9%	1.0%	0.2%	1.7%	0.0%	0.4%	43.3%	13.7%	1.6%	0.7%	1.3%	0.0%	0.6%
Utilization	70.4%	-5.9%	-1.0%	-0.2%	-1.7%	0.0%	-0.4%	-43.3%	-13.7%	-1.6%	-0.7%	-1.3%	0.0%	-0.6%
<b>Protective Services: Sworn</b>														
Judicial Branch Workforce	40.0%	11.6%	2.1%	0.0%	0.0%	0.0%	0.0%	32.6%	9.5%	3.2%	1.1%	0.0%	0.0%	0.0%
North Carolina ACS	58.2%	16.8%	1.8%	0.7%	0.4%	0.0%	0.9%	10.4%	9.5%	0.8%	0.2%	0.1%	0.0%	0.2%
Utilization	-18.2%	-5.2%	0.3%	-0.7%	-0.4%	0.0%	-0.9%	22.2%	0.0%	2.3%	0.9%	-0.1%	0.0%	-0.2%
<b>Administrative Support</b>														
Judicial Branch Workforce**	6.6%	2.1%	0.2%	0.1%	0.1%	0.0%	0.0%	68.4%	18.6%	1.9%	1.2%	0.4%	0.1%	0.4%
North Carolina ACS	26.0%	6.2%	1.4%	0.2%	0.6%	0.0%	0.5%	46.3%	14.0%	2.5%	0.5%	0.9%	0.0%	0.9%
Utilization	-19.4%	-4.1%	-1.2%	-0.1%	-0.6%	0.0%	-0.5%	22.1%	4.5%	-0.6%	0.7%	-0.5%	0.0%	-0.5%
<b>Service &amp; Maintenance</b>														
Judicial Branch Workforce	78.6%	21.4%	0.0%	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	31.1%	14.8%	8.0%	0.6%	1.0%	0.0%	0.6%	23.4%	13.7%	4.6%	0.6%	1.0%	0.0%	0.6%
Utilization	47.5%	6.7%	-8.0%	-0.6%	-1.0%	0.0%	-0.6%	-23.4%	-13.7%	-4.6%	-0.6%	-1.0%	0.0%	-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 some minority groups in the Judicial Branch workforce. Employment categories where Judicial Branch employment is 2% or more below projected census data from the 2006 – 2010 American Community Survey and where Judicial Branch employment exceeds 30 or more employees include the following groups.

1. In the Protective Services: Sworn job category, white males were underutilized (-18.2%, a 1.2% increase from 2014).
2. Also in the Protective Services: Sworn job category, black males were underutilized (-5.2%, a 2.8% decrease from 2014).
3. The Administrative Support job category suggests an underutilization of males across several racial/ethnic groups.

Note that although the percentages of employees belonging to the Technicians employment category are comprised of 100% white males, there are only two (2) employees in this employment category.

## Objectives and Steps

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

### **1. Address the underutilization of white males in the Protective Services: Sworn job category.**

The underutilization of white males and black males in the Protective Services: Sworn job category is mischaracterized. The Judicial Branch is nearly 79% female across all job categories. Males of all race/ethnic groups outnumber females of all race/ethnic groups in the Protective Services: Sworn category with white males representing 40% 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 job category may be detrimental to other race and ethnic groups.

### **2. 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 11 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.

### **3. Address the underutilization of males across several racial/ethnic groups in the Administrative Support job category.**

The underutilization of males across several racial and ethnic groups in the Administrative Support job category is a challenge as the Judicial Branch is nearly 79% female in all job categories. Employees in the Administrative Services category are 64% of all Judicial Branch employees and of these, 91% are females of all race and 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 deal with working with vulnerable populations such as children and victims, all of which tend to attract greater numbers of female applicants than male applicants.

## Recruitment and Retention

The Judicial Branch received only 2.23% of the overall 2015 – 2016 State budget, a minor increase from the 2.21% allotted in the 2013-2014 budget. This funding, however, still leaves the North Carolina Judicial Branch as one of the lowest funded judiciaries in the country. In Chief Justice Mark Martin's 2015 address to the NC General Assembly, he noted that NC ranked 45th out of 50 states in per capita spending.

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 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.

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

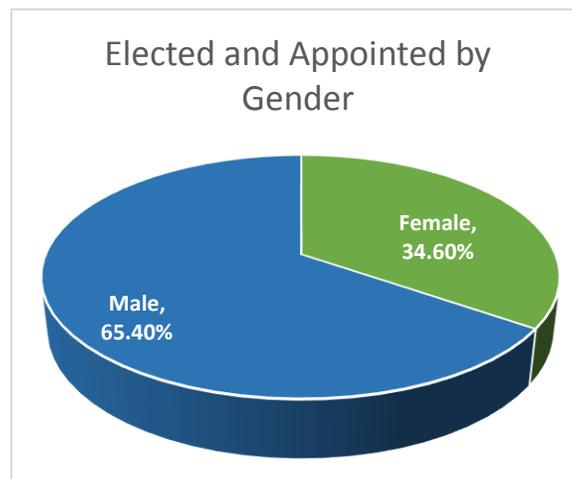
There are 1,367 elected and appointed officials in the Judicial Branch. Elected positions (531) are those offices for which the voters directly elect a representative and include Judges, District Attorneys, and Clerks of Court. In the event an incumbent does not finish his/her term of office, the general 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 (836) are those appointed by the Governor, a Commission, or court official and include Public Defenders, emergency and special judges, magistrates, and certain high-level administrative positions in the appellate courts and the Administrative Office of the Courts.

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

### Gender and Ethnic Origin

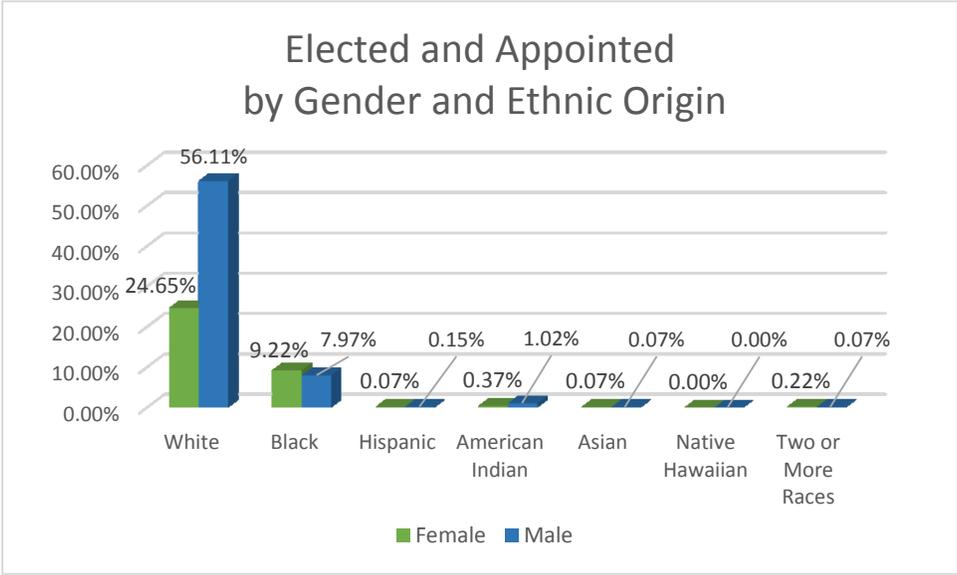
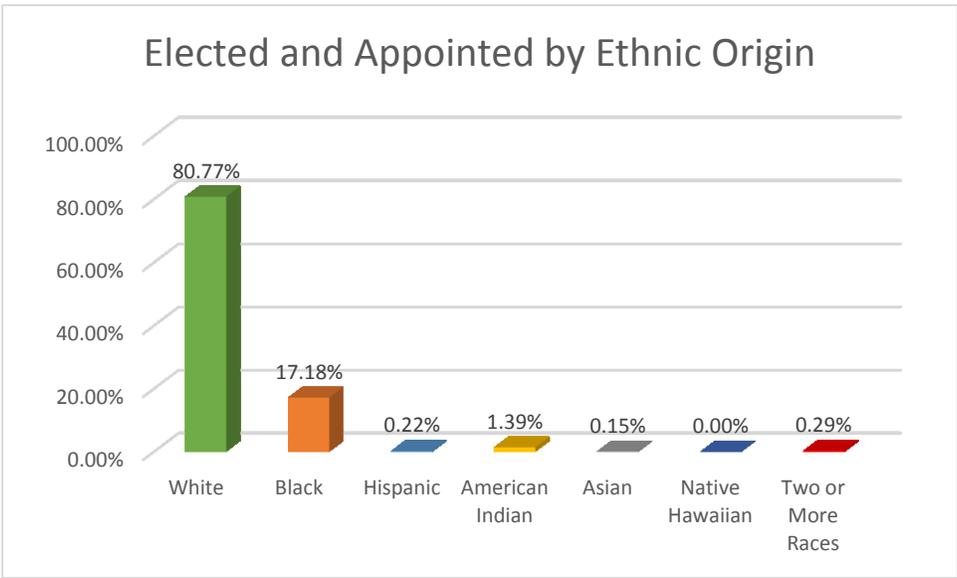
While women outnumber men in the Judicial Branch as a whole largely due to the entry-level, clerical nature of the majority of positions, among elected and appointed officials, males outnumber females by nearly 2:1. Numerous articles over the years have addressed the difficulty of women achieving parity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



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

Since males outnumber females 2:1 among elected and appointed officials it is interesting to note that within this group, black females (9.22%) have a slight edge over black males (7.97%).

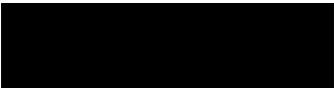


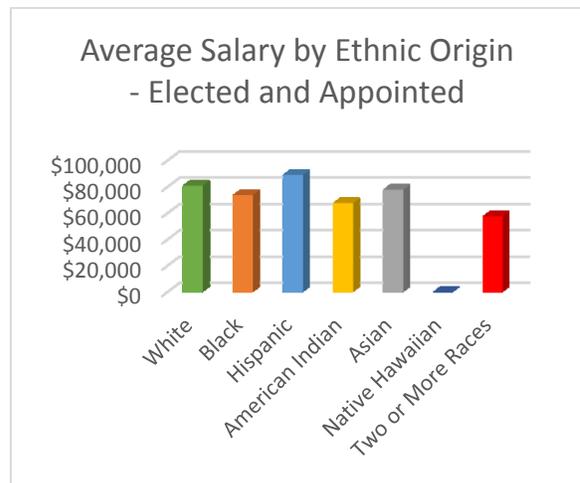
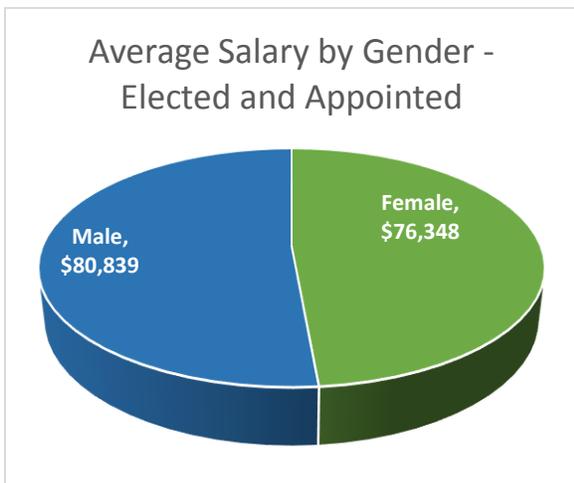
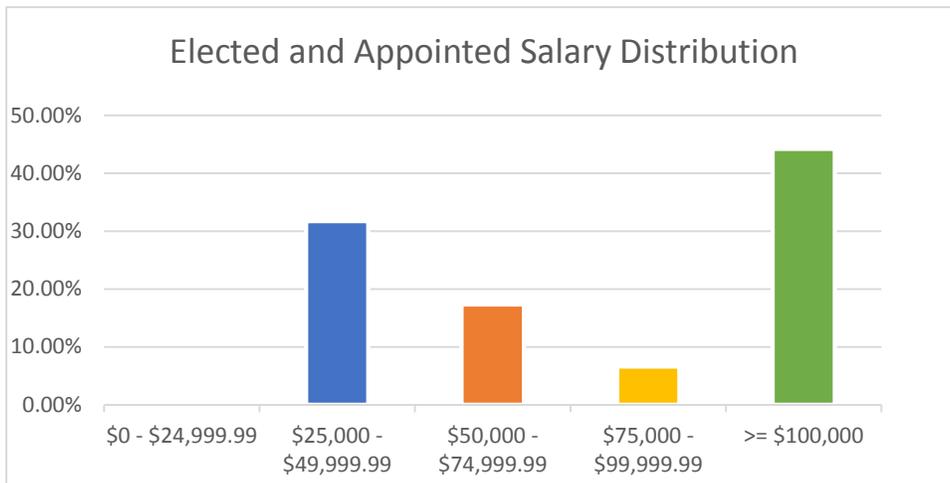


### Salaries

Salaries and salary ranges for elected and appointed positions are generally determined by statute. The average full-time salary in 2015 was \$77,353 with a minimum of \$35,275 and a maximum of \$144,000. Slightly more than 44% of elected and appointed officials earn \$100,000 or more.

Where females are elected or appointed there is a high level of salary parity with their male peers. The lower average salaries among American Indians / Alaskan Natives may be attributed to 68% of this group serving as magistrates, a job which has the lowest starting pay among elected and appointed officials. Elected and appointed officials identifying as Hispanic earn the highest average full-time salary at \$89,086.





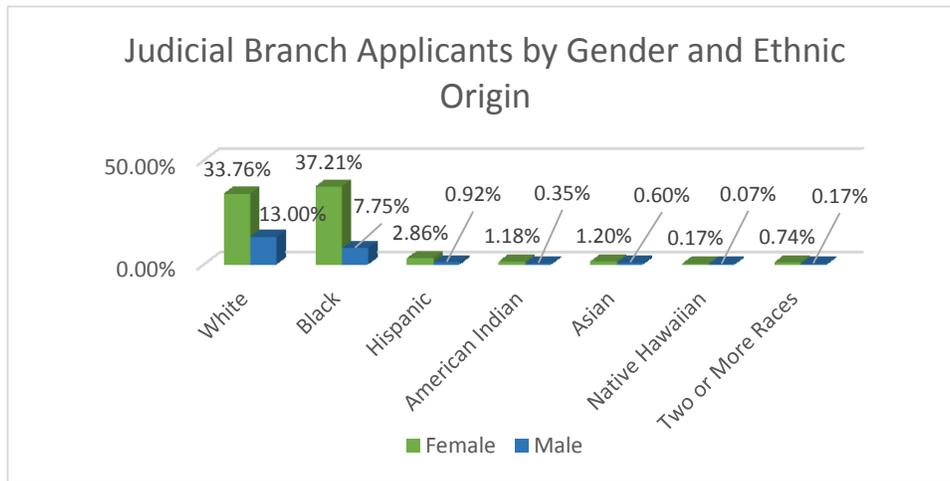
## Applicant Data

In 2015 the Judicial Branch posted 516 open positions. The two staff members dedicated to recruiting processed an average of 43 postings each month, a 20% increase from 2014. This increase is largely attributable to positions in District Attorney offices funded by a 15M grant from the US Department of Justice. The Clerk of Superior Court offices had the highest number of postings (30%), followed by District Attorney offices (29%).

Of the 51,446 applications submitted online, 77% were from females and 23% from males which is similar to the application ratios for both 2013 and 2014 (79% female and 21% male).

Applicant ratios of white and minority applicants is little changed from 2013, the most recent demographic data available. Data corruption in the 2014 applicant report is irreparable due to demographic coding changes enacted in mid-2014. Although there was a 15.28% decrease in the number of applicants from 2013 (60,725 applicants), the ratio of white applicants to minority applicants remains approximately 1:1.21.



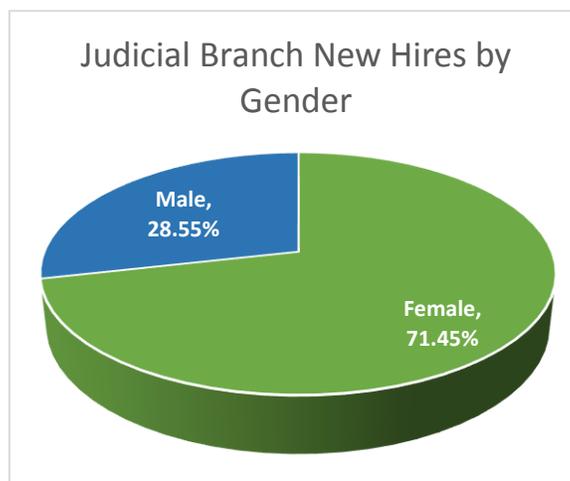


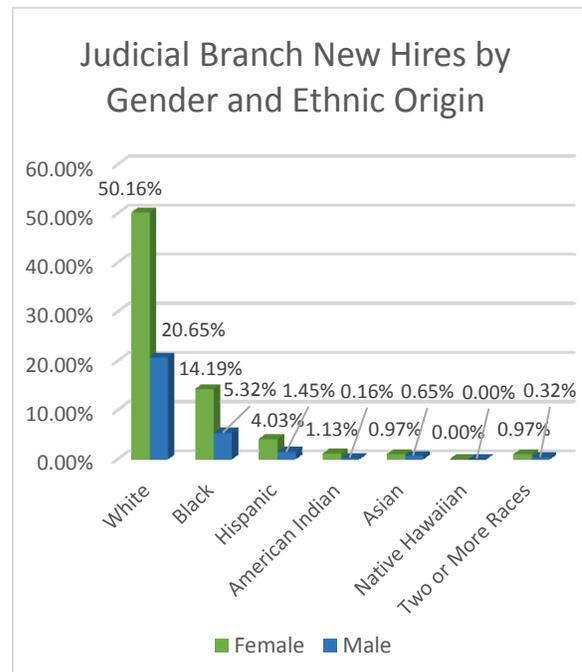
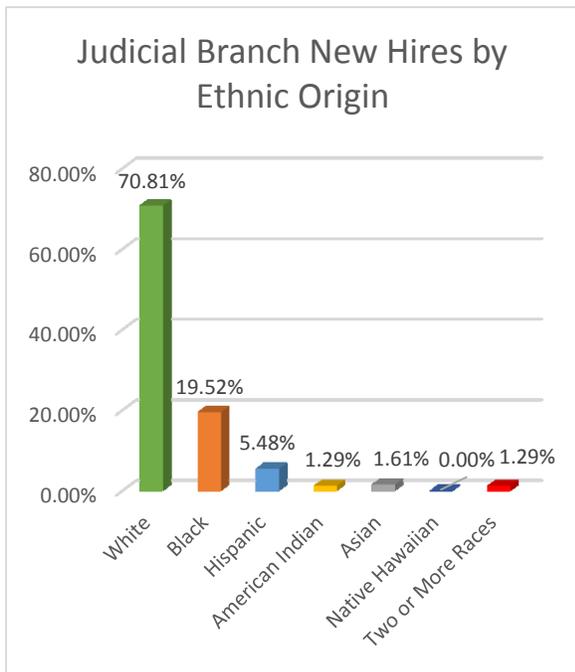
## New Hires

There were 620 new hires and re-hires during 2015 (a 34% increase from 2014), excluding elected and appointed officials. New hires by gender (71% female, 29% male) are only slightly different from 2014 (73% female, 27% male), while minority hiring at 29% remains unchanged.

Of the minority hires, black or African American applicants were 67% (compared to 70% in 2014) and Hispanic/Latino applicants were 19% with other minorities comprising the remaining 14% of applicants. Combined, Hispanic/Latino and other minority hiring improved 4% over minority hiring in 2014.

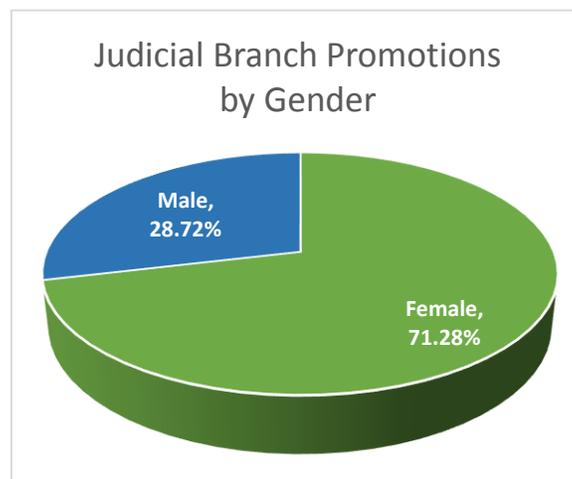
There were an average of 99 applications (a 23% decrease from 2014) for each of the 516 positions posted (a 20% increase from 2014). Females accounted for 77% of applications, and were hired for 71% vacancies while males accounted for 23% applications, and were hired for 29% of vacancies, all at rates little changed from 2014.

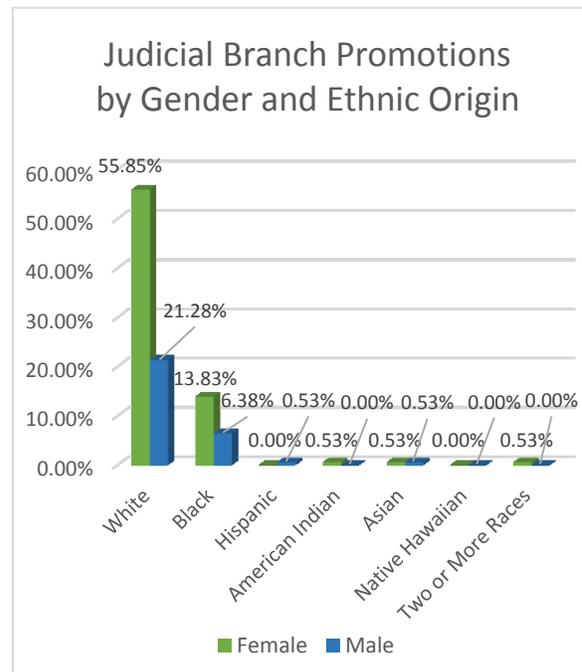
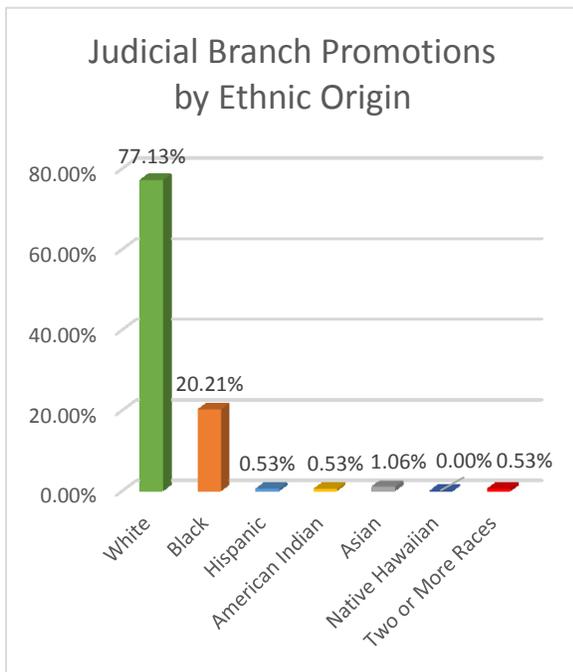




## Promotions

There were 188 promotions and transfers in 2015, excluding elected and appointed officials. Female promotions of 71% is slightly below the predominantly female workforce of 79%. Combined, minority groups were awarded 23% of all promotional opportunities, an increase of 6% from 2014. Of the minority promotions, blacks and African Americans had an increased rate of promotion from 75% in 2014 to 88% in 2015, a 13% increase. The remaining minority groups accounted for 22% of promotions, a decrease of 3% from 2014.





## Report Dissemination

### Internal

The 2015 EEO Plan for the NC Administrative Office of the Courts is made available to internal constituents by the following methods.

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

### External

The 2015 EEO Plan for the NC Administrative Office of the Courts is made available to interested external parties by the following methods.

1. A copy will be posted on the NC Judicial Branch's public website ([www.nccourts.org](http://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 21% 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. Titles of elected and appointed officials are not included in this collection of job titles.

### Officials and Administrators

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

Applications Development Administrator	Infrastructure & Ops Supp Serv Admin
Applications Development Manager	Judicial Standards Commission Counsel
Chief Information Security Officer	Procurement Services Manager
Chief Legal Counsel Governmental Affairs	Systems Support Supervisor
Enterprise Architecture Manager	Trial Court Administrator
GAL Regional 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	IDS Legal Associate
Accountant	IDS Research Director
Accounting Supervisor I	Information & Communications Specialist
Accounting Supervisor III	Information Systems Services Engineer
Accounting Supervisor III	Information Technology Manager
Acting Field Accounting Manager	Innocence Commission Case Coordinator
Administrative Assistant	Innocence Commission Staff Attorney
Administrator of Technical Support/Opera	Innocence Inquiry Commission Assoc Dir



Applications Analyst Programmer I	Instructional Designer
Applications Analyst Programmer II	Internal Auditing Manager
Applications Analyst Programmer III	Internal Auditor
Applications Analyst Programmer Spec	Interpreting Services Mgmt. Specialist
Applications Systems Analyst III	IT Asset Management Specialist
Assistant Administrator, AOC Network Ser	IT Portfolio Manager
Assistant Appellate Defender	IT Security Engineer
Assistant Appellate Division Reporter	IT Security Engineer III
Assistant Capital Defender	IT Systems Analyst
Assistant Clerk	Juvenile Court/School Liaison
Assistant Clerk Of Supreme Court	LAN Architecture Engineer
Assistant Director of IT	LAN Architecture Manager
Assistant District Attorney	LAN Support Specialist
Assistant Juvenile Defender	LAN Support Specialist Supervisor
Assistant Legal Counsel	Learning Technology Consultant
Assistant Librarian For Public Services	Legislative Liaison
Assistant Librarian For Technical Servic	Mental Health Court Coordinator
Assistant Public Defender	Messaging and Interfaces Team Lead
Assistant Reporter of Decisions/Attorney	Network Infrastructure Svcs Manager
Assistant To Special Counsel	Official Court Reporter - Resident
Associate Administrative Counsel W/A	Official Court Reporter - Rover
Associate Counsel	Operations Administrator
Asst Administrator, Support Services	Organization Development Administrator
Benefits Specialist	Parent Rep-Administrative Assistant
Budget Analyst I	Parent Representation Coordinator
Budget Analyst II	Procedural Help Desk Specialist
Budget Analyst Senior	Procurement Specialist I
Business Relationship Prog Administrator	Procurement Specialist II
Business Systems Analyst	Programs & Special Projects Manager
Business Systems Analyst Supervisor	Project & Quality Mgmt. Administrator
Capital Case Coordinator	Project Coordinator
Caseflow Manager	Project Management Advisor
Chief Resource Prosecutor	Project Manager III
Child Abuse Resource Prosecutor	Public Defender Admin Asst I
Compensation Analyst	Public Defender Admin Asst II
Computer Room Supervisor	Public Defender Admin Asst III
Conf of DAs Staff Attorney	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	Recruiting Consultant
Custody and Visitation Mediator I	Reg Traffic Safety Resource Prosecutor
DA Administrative Assistant II	Regional Defender
Data Protection Manager	Remote Public Access Lead Analyst
Database Administrator	Research and Planning Associate
DCS Engineer	Research And Planning Associate Senior
DCS Supervisor	Research and Policy Associate

Deputy Director For Research & Training	Research and Policy Associate Senior
Digital Communications Project Manager	Research Assistant I
Director of Central Staff	Research Assistant I
Director of Information Technology	Research Assistant II
Disaster Recovery Coordinator	Research Associate
Dispute Resolution Commission Dep Dir	Resource Prosecutor
District Attorney Admin Asst I	Resource Victim-Witness/Legal Assistant
District Attorney Admin Asst II	Safety & Health Specialist
District Attorney Admin Asst III	Senior Server and Storage Engineer
District Attorney Legal Assistant	Senior Systems Programmer
District Court Trial Court Coordinator	Sentencing & Policy Advis Comm Assoc Dir
Employee Relations/EEO Consultant	Server Systems Engineer
Exchange Email System Engineer	Setoff Debt Collection Officer
Executive Assistant III	SharePoint Administrator
Facility & Vehicle Services Manager	Social Worker
Family Court Administrator	Software Test Engineer
Family Court Administrator I	Spanish Interpreter
Family Court Case Coordinator	Special Counsel
Family Court Coordinator II	Special Counsel Supervising Attorney
Field Accounting Manager	Special Projects Coordinator
Field Support Manager	Sr. Quality Control Analyst
Financial Crimes Prosecutor	Staff Attorney I
Financial Management Analyst	Staff Attorney II
Financial Services Manager I	Staff Attorney III
Financial Services Manager II	Staff Court Interpreter
Fostering Futures Project Coordinator	Superior Court Trial Court Coordinator
GAL Assistant to the Administrator	Systems Analyst I
GAL Attorney Advocate	Systems Analyst II
GAL District Administrator	Systems Analyst III
GAL Program Specialist I	Technical Service Desk Manager
GAL Program Specialist II	Telecommunications Manager
GAL Training Administrator	Telecommunications Specialist
GAL Vol Recruiter/Communications Spec	Telecommunications Specialist Senior
GAL Volunteer Recruiter	Unified Comm Operations Manager
Grants Accountant	Veterans Treatment Court Coordinator
Human Resources Compensation Manager	Violence Agnst Women Resource Prosecutor
Human Resources Manager	VoIP Telecommunications Specialist
IDS Assistant Director	WAN Engineer II
IDS Auditor	WAN Engineer III
IDS Financial Analyst	Web/Publications Designer
IDS Fiscal Officer	White Collar Crimes Resource Prosecutor
IDS Forensic Resource Attorney	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	Judicial Standards Comm Investigator
District Attorney Investigator	Public Defender Chief Investigator
District Attorney Legal Assistant	Public Defender Investigator
Innocence Inq Comm Legal Investigator	Social Worker/Mitigation Specialist

### 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	Forms and Procedural Help Desk Manager
Accounting Specialist II	Forms Design Specialist
Accounting Specialist III	GAL Program Assistant
Accounting Specialist IV	GAL Supervisor
AD Database Manager/Paralegal	Help Desk Specialist
Administrative Officer I	Help Desk Specialist Senior
Administrative Officer II	HRIS Specialist
Administrative Secretary	Human Resources Assistant II
Administrative Services Program Asst	IDS Administrative Assistant
ADR Coordinator	Judicial Services Coordinator
Appellate Clerk I	Jury Coordinator
Appellate Clerk II	Juvenile Courtroom Clerk & Family Drug C
Appellate Defender Admin Asst II	Lead Jury Coordinator
Appellate Defender Legal Assistant	Legal Assistant
Arbitration Coordinator	Legal Assistant I
Assistant Clerk	Legal Assistant II
Assistant Meeting Planner	Legal Assistant III
Business Court Legal Assistant	Legal Hearing Officer
Capital Defender Legal Assistant	Library Technical Assistant
Caseflow Coordinator	Mail Clerk
CDM Judicial Assistant	Microfilm Services Assistant



COA Clerk Associate	Motion and Petitions Clerk
COA Legal Assistant	Payroll Specialist II
Computer Operator	Print Shop Supervisor
Conference Planner/Registrar	Printing Equipment Operator
Coordinator Of Opinion Drafting	Printing Services Manager
Court Reporter Technician 17A	Printing Staff Supervisor
DA Victim Services Coordinator	Procurement Assistant
DA Victim-Witness/Legal Assistant	Production Support Specialist
Data Control Specialist	Programs Administrative Specialist
Deferred Payment Coordinator	Public Defender Legal Assistant
Deputy Clerk	Recruiting Specialist
Deputy Clerk/Bookkeeper	Remote Public Access Analyst
District Attorney Legal Assistant	Salary Administration Specialist I
District Court Judicial Assistant I	Salary Administration Specialist II
District Court Judicial Assistant II	Secretary I
Executive Assistant I	Secretary II
Executive Assistant II	Special Counsel Legal Assistant
Executive Assistant III	Superior Court Judicial Assistant I
Executive Assistant to Asst Director AOC	Superior Court Judicial Assistant II
Family Court Judicial Assistant	Superior Court Trial Court Coordinator

### Skilled Craft Workers

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

Not Applicable

### Service-Maintenance

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

Computer Equipment Coordinator	Distribution Staff Supervisor
Distribution Assistant	Facilities Maintenance Coordinator
Distribution Services Manager	

