

# EEO Utilization Report

## Organization Information

Name: New Jersey Administrative Office Of The Courts

City: Trenton

State: NJ

Zip: 08625

Type: State Court

## **Step 1: Introductory Information**

### **Policy Statement:**

The New Jersey Judiciary is committed to the principles of equal employment opportunity and prohibits discrimination by those who work for the Judiciary or those who come into contact with the courts. The New Jersey Judiciary promulgates this policy for implementation throughout the court system and prohibits discrimination in all aspects of court operations and in hiring, promotion and terms and conditions of employment on the basis of race, creed, color, national origin/nationality, ancestry, religion/religious practices or observances, age, sex, pregnancy or breastfeeding, gender identity or expression, affectional or sexual orientation, marital status, civil union status, domestic partnership status, disability or perceived disability, atypical hereditary cellular or blood trait, genetic information, and status as a veteran or disabled veteran of, or liability for service in, the Armed Forces of the United States.

Accordingly, discrimination will not be tolerated whether it is practiced by judges, employees or non-employees, against court employees, attorneys, litigants, witnesses or others who come into contact with the court system. Managerial and supervisory personnel are required to ensure adherence to and compliance with this policy and, upon being informed of possible discrimination or harassment covered by this policy, are required to take appropriate and immediate action in response thereto.

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## **Step 4b: Narrative of Interpretation**

The Judiciary's workforce data used in the Utilization Analysis is as of May 2020, and the Civilian Labor Statistics (CLS) are as of 2010, which is the most current information available for EEO Purposes. While current utilization of minorities and women in the Judiciary is favorable when compared to the 2010 CLS, the demographic changes over the last decade are clear. The Judiciary has therefore maintained a strong EEO program to ensure the organization keeps pace with the changing demographics in New Jersey. With respect to the EEO Job Categories, the Judiciary does not have any employees in the Protective Service (sworn or non-sworn) or Skilled Craft categories, and has only 12 employees in the Service/ Maintenance category and 19 employees in the Technicians category. A comparison of the Judiciary's statewide workforce to the 2010 CLS reveals the utilization of women and minorities in the various job categories.

Please see attachment for additional information.

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## **Step 5: Objectives and Steps**

### **1. To ensure equal employment opportunity for Hispanic/Latina females.**

- a. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Hispanic/Latina females. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Hispanic/Latina females to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Hispanic/Latina female applicants, and assuring fairness in the interview and selection process.
- b. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Hispanic/Latina females in the job categories where they are underutilized.
- c. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Hispanic/Latino communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Hispanic/Latino representation throughout the Judiciary.

### **2. To ensure equal employment opportunity for Hispanic/Latino males.**

- a. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Hispanic/Latino males. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Hispanic/Latino males to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Hispanic/Latino male applicants, and assuring fairness in the interview and selection process.
- b. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Hispanic/Latino males in the job categories where they are underutilized.
- c. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Hispanic/Latino communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Hispanic/Latino representation throughout the Judiciary.

### **3. To ensure equal employment opportunity for Black/African American females.**

- a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Black/African American communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with internal Black/African American employees to gather feedback on effective outreach and other means of improving Black/African American representation in job categories where underutilization exists within the Judiciary.

b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Black/African American females. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Black/African American females to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Black/African American female applicants, and assuring fairness in the interview and selection process.

c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Black/African American females in the job categories where they are underutilized.

#### **4. To ensure equal employment opportunity for Black/African American males.**

a. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Black/African American communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with internal Black/African American employees to gather feedback on effective outreach and other means of improving Black/African American representation in job categories where underutilization exists within the Judiciary.

b. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Black/African American males. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Black/African American males to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Black/African American male applicants, and assuring fairness in the interview and selection process.

c. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Black/African American males in the job categories where they are underutilized.

#### **5. To ensure equal employment opportunity for Asian females.**

a. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Asian females. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Asian females to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Asian female applicants, and assuring fairness in the interview and selection process.

b. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Asian females in the job categories where they are underutilized.

c. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Asian communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Asian representation throughout the Judiciary.

#### **6. To ensure equal employment opportunity for Asian males.**

a. The New Jersey Judiciary EEO/AA Unit will evaluate and monitor promotional and hiring practices within our organization to ensure equal employment opportunity for Asian males. This will include assessment of areas where underutilization exists, and for each recruitment, taking steps to ensure no artificial barriers exist for Asian males to receive equality of opportunity to compete for the positions. This will also include recruitment efforts to broaden pools of Asian male applicants, and assuring fairness in the interview and selection process.

b. The Judiciary will prepare an annual workforce analysis in order to evaluate changing workforce demographics, continue its outreach efforts, and provide equality of opportunity to Asian males in the job categories where they are underutilized.

c. The New Jersey Judiciary EEO/AA Unit will focus its recruitment efforts to acquaint organizations and individuals in the Asian communities with statewide employment opportunities which become available in our organization. In this regard, the Judiciary will continue to participate in job fairs, utilize social media, and work with its Hispanic and Asian Working Group to gather feedback on effective outreach and other means of improving Asian representation throughout the Judiciary.

**Step 6: Internal Dissemination**

- Distributing a copy of the EEOP Utilization Report to all Judiciary supervisors and department heads.
- Posting the EEOP Utilization Report on the Judiciary's InfoNet, an in-house electronic communication service that only employees can access.

**Step 7: External Dissemination**

- Posting a copy of the EEOP Utilization Report on the Judiciary's website.
- Including a notice on brochures that the EEOP Utilization Report is available.

**Utilization Analysis Chart**  
**Relevant Labor Market: New Jersey**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	372/38%	26/3%	45/5%	1/0%	20/2%	1/0%	0/0%	0/0%	352/36%	59/6%	98/10%	1/0%	14/1%	0/0%	0/0%	0/0%
CLS #/%	240,820/47%	23,750/5%	18,195/4%	235/0%	27,205/5%	45/0%	1,510/0%	1,010/0%	145,190/28%	17,100/3%	22,140/4%	185/0%	14,530/3%	75/0%	1,450/0%	995/0%
Utilization #/%	-9%	-2%	1%	0%	-3%	0%	-0%	-0%	7%	3%	6%	0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	1041/19%	252/5%	294/5%	6/0%	83/2%	3/0%	0/0%	0/0%	1779/33%	707/13%	1032/19%	13/0%	164/3%	6/0%	0/0%	0/0%
CLS #/%	242,435/31%	22,400/3%	26,210/3%	120/0%	52,095/7%	55/0%	1,830/0%	2,190/0%	306,305/39%	29,820/4%	43,330/6%	470/0%	46,160/6%	130/0%	2,370/0%	2,290/0%
Utilization #/%	-12%	2%	2%	0%	-5%	0%	-0%	-0%	-6%	9%	14%	0%	-3%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	13/68%	0/0%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	2/11%	0/0%	1/5%	0/0%	0/0%	0/0%
CLS #/%	31,380/29%	5,020/5%	4,375/4%	40/0%	9,235/8%	4/0%	335/0%	325/0%	35,765/33%	5,510/5%	10,215/9%	150/0%	6,835/6%	50/0%	460/0%	235/0%
Utilization #/%	40%	-5%	7%	-0%	-8%	-0%	-0%	-0%	-27%	-5%	1%	-0%	-1%	-0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	50,035/57%	9,260/11%	13,110/15%	190/0%	1,175/1%	0/0%	640/1%	400/0%	5,450/6%	2,005/2%	5,205/6%	4/0%	275/0%	10/0%	135/0%	90/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	3,945/35%	430/4%	625/6%	0/0%	55/0%	0/0%	65/1%	30/0%	4,390/39%	640/6%	780/7%	0/0%	65/1%	0/0%	55/0%	35/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	132/5%	48/2%	67/3%	0/0%	19/1%	2/0%	0/0%	0/0%	1121/42%	439/17%	737/28%	6/0%	78/3%	5/0%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	271,005/25%	56,315/5%	43,490/4%	290/0%	31,420/3%	70/0%	2,670/0%	2,135/0%	461,810/42%	98,555/9%	92,280/8%	660/0%	35,765/3%	90/0%	4,175/0%	3,860/0%
Utilization #/%	-20%	-3%	-1%	-0%	-2%	0%	-0%	-0%	0%	8%	19%	0%	-0%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	187,485/66%	53,365/19%	19,570/7%	245/0%	6,945/2%	145/0%	1,530/1%	1,815/1%	7,410/3%	3,855/1%	2,010/1%	0/0%	1,435/1%	0/0%	40/0%	230/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	7/58%	0/0%	3/25%	0/0%	0/0%	0/0%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	259,335/26%	193,655/20%	77,650/8%	680/0%	30,405/3%	145/0%	3,200/0%	4,455/0%	187,130/19%	124,915/13%	69,055/7%	595/0%	24,875/3%	245/0%	2,360/0%	3,455/0%
Utilization #/%	32%	-20%	17%	-0%	-3%	-0%	-0%	-0%	-2%	-13%	-7%	-0%	-3%	-0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>	✓	✓			✓								✓			
<b>Professionals</b>	✓				✓		✓	✓	✓				✓		✓	✓
<b>Administrative Support</b>	✓	✓	✓		✓		✓	✓							✓	✓



I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Glenn Grant Acting Administrative Director of the Courts 6/22/20  
[signature] [title] [date]

## Attachments


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**GLENN A. GRANT, J.A.D.**  
Acting Administrative Director of the Courts

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www.njcourts.gov • Phone: 609-376-3000 • Fax: 609-376-3002

To: Justices, Judges and Judiciary Employees

From: Glenn A. Grant, J.A.D. 

Subj: Revised Judiciary Policy Statement on Equal Employment Opportunity,  
Affirmative Action and Anti-Discrimination

Date: January 23, 2018

Attached is the Revised New Jersey Judiciary Policy Statement on Equal Employment Opportunity, Affirmative Action and Anti-Discrimination, as approved by the Supreme Court to be effective immediately. The Policy Statement is an update of the version issued in June 2014 and is applicable to all judges and Judiciary staff, including the Municipal Courts.

New Jersey's Law Against Discrimination now requires employers to provide reasonable accommodations for breastfeeding mothers, and also prohibits discrimination on the basis of breastfeeding. The Revised Policy Statement continues to stress the Judiciary's unwavering commitment to the principles and goals of fairness, equality, and respect for all individuals at every level of the court system and to our court users and those who come into contact with the court system. I urge you to read the Policy Statement carefully. Compliance with the provisions of the Policy is not only our legal responsibility, it is also the right thing to do. Thank you for your cooperation and support.

Attachment

cc: Chief Justice Stuart Rabner  
Steven D. Bonville, Chief of Staff  
Janet Share Zatz, Assistant Director, HR  
Tonya N. Hopson, Chief, Judiciary EEO/AA Officer  
Meryl G. Nadler, Counsel to the Administrative Director

**Judiciary of the State of New Jersey**  
**Policy Statement on Equal Employment Opportunity, Affirmative Action**  
**and Anti-Discrimination**

The Chief Justice and Supreme Court of New Jersey declare the following to be the policy of the New Jersey Judiciary in order to ensure equal opportunity for all Judiciary employees including judges and applicants for employment, and in order to ensure that all court users, volunteers, attorneys, litigants, witnesses or others who come into contact with the court system are treated in a non-discriminatory manner with civility, dignity, and respect. All who serve in the Judicial Branch are responsible for implementing this policy. Judges, managers, and supervisors are to take all necessary steps to ensure that each employee's work environment is free of all forms of unlawful bias, harassment, and discrimination.

***Policy on Equal Employment Opportunity, Affirmative Action and Anti-Discrimination***

The New Jersey Judiciary is committed to the principles of equal employment opportunity and prohibits discrimination by those who work for the Judiciary or those who come into contact with the courts. The New Jersey Judiciary promulgates this policy for implementation throughout the court system and prohibits discrimination in all aspects of court operations and in hiring, promotion and terms and conditions of employment on the basis of race, creed, color, national origin/nationality, ancestry, religion/religious practices or observances, age, sex, pregnancy or breastfeeding, gender identity or expression, affectional or sexual orientation, marital status, civil union status, domestic partnership status, disability or perceived disability, atypical hereditary cellular or blood trait, genetic information, and status as a veteran or disabled veteran of, or liability for service in, the Armed Forces of the United States.

Accordingly, discrimination will not be tolerated whether it is practiced by judges, employees or non-employees, against court employees, attorneys, litigants, witnesses or others who come into contact with the court system. Managerial and supervisory personnel are required to ensure adherence to and compliance with this policy and, upon being informed of possible discrimination or harassment covered by this policy, are required to take appropriate and immediate action in response thereto.

***Overcoming Barriers to Equal Opportunity***

The Judiciary will continue to take appropriate action to remove barriers that may prevent minorities and women from full participation in the Judiciary's workforce and full enjoyment of all of the privileges of employment. An important factor in evaluating management performance is compliance with the Judiciary's policy of fair employment practices as embodied in the Judiciary's Master Plan for EEO/AA and Anti-Discrimination ("Master Plan"). Management will periodically review Judiciary employment practices in order to ensure that all applicants and employees and, in particular, persons who are members of groups that have been historically disadvantaged because of discrimination are receiving fair and equal consideration for job opportunities. Affirmative efforts to ensure fairness will be undertaken with respect to all employment practices, including but not limited to: recruitment, selection, hiring, training, promotion, transfer, discipline, discharge, demotion, layoff, re-employment after layoff, job assignment, compensation, and fringe benefits.

***Policy Against Racial/Ethnic, Religious and Other Forms of Bias, Harassment, and Hostile Work Environment***

The Judiciary prohibits all forms of unlawful bias, harassment, and discrimination in all of its operations, including humiliating or degrading jokes, insults or comments about one's race, creed, color, national origin/nationality, ancestry, religion, age, disability or perceived disability, sex, gender identity or expression, affectional or sexual orientation, or any other legally protected attribute. Harassment, coercion or intimidation of any individual based on these or other legally protected attributes is strictly forbidden. This prohibition extends to workforce management, all aspects of employment practices, the processing and adjudication of cases, and all programs, services and activities of the Judiciary.

***Policy Prohibiting Discrimination against Individuals with Disabilities***

The Judiciary is committed to complying with the Americans with Disabilities Act (ADA), the New Jersey Law Against Discrimination (NJLAD), and other applicable anti-discrimination statutes. The Judiciary will not discriminate against a court user, which includes litigants, witnesses, victims, spectators, jurors, attorneys, agency representatives, volunteers, probationers and participants in court programs, services and activities, on the basis of a disability regarding that individual's access to court proceedings, programs, services, and activities. In addition, the Judiciary will not discriminate on the basis of disability against any job applicant or employee regarding the terms, privileges, or conditions of employment. All Judiciary employees must remain qualified and able to perform the essential functions of the job, with reasonable accommodations where necessary. If a court user, qualified employee or job applicant believes that he/she has been treated unfairly because of a disability, he/she may file a discrimination complaint as described in the section entitled "Filing a Complaint."

***Policy on Reasonable Accommodations for Individuals with Disabilities***

The Judiciary will provide a reasonable accommodation for court users, qualified employees and job applicants with a disability, provided that the accommodation does not fundamentally alter the nature of a Judiciary program, service, or activity or impose an undue hardship upon the Judiciary.

The Judiciary will provide a reasonable accommodation for court users with a disability, enabling the individual to access and participate in court proceedings, programs, services and activities. A *court user* with a disability may request a reasonable accommodation by contacting the Local Title II ADA Coordinator. A list of Local Title II ADA Coordinators can be found in the Judiciary's brochure, "The New Jersey Judiciary's Title II ADA Procedures for Access to the Courts By Individuals with Disabilities," or on the Judiciary's website at njcourts.com.

## ***Policy Statement, Page Two***

The Judiciary will provide a reasonable accommodation for qualified employees and job applicants, provided that the individual is able to perform the essential functions of the job. A *qualified employee or job applicant* with a disability may request a reasonable accommodation by contacting the Local Title I ADA Coordinator listed in the Judiciary's brochure, "The New Jersey Judiciary's Title I ADA Procedures for Employees and Job Applicants with Disabilities," or on the Judiciary's website at njcourts.com.

### ***Policy Against Sexual Harassment***

The Judiciary prohibits sexual harassment. It is a form of discrimination that undermines the public's confidence in the Judiciary and the integrity of employment relationships, debilitates morale and may be destructive to its victims and their associates. *For detailed information defining sexual harassment, see the Master Plan.*

### ***Policy Against Discrimination Based on Gender Identity or Expression***

The Judiciary respects the individual humanity and worth of each person who comes in contact with the courts. Discrimination in any form based on a person's gender identity or expression is prohibited. Gender identity or expression is defined as having or being perceived as having a gender related identity or expression whether or not stereotypically associated with a person's assigned sex at birth. The Judiciary shall not treat job applicants, employees, or individuals who come into contact with the courts differently because of their actual or perceived gender identity or expression.

### ***Policy Against Discrimination Based on Affectional or Sexual Orientation***

The Judiciary is committed to treating all employees and court users equally, with dignity and respect. Discrimination in any form against any individual on account of his or her affectional or sexual orientation is prohibited. Affectional or sexual orientation is defined as male or female heterosexuality, homosexuality, or bisexuality by inclination, practice, identity or expression, having a history thereof, or being perceived, presumed or identified by others as having such an orientation. The Judiciary shall not treat job applicants, employees, or individuals who come into contact with the courts differently because of their actual or perceived affectional or sexual orientation.

### ***Policy on Consensual Dating in the Workplace***

Consensual dating relationships between Judiciary employees are generally not the Judiciary's business. However, when the two people currently or previously involved in such relationships work as supervisor and subordinate, the supervisor must promptly inform his or her immediate superior of the personal relationship so that the Judiciary may take action to change the reporting relationship between the individuals. This is necessary in order to eliminate any appearance of, or actual, impropriety in the workplace. All Judiciary employees, including justices and judges, are subject to the New Jersey Tort Claims Act, *N.J.S.A. 59:1-1, et seq.* Accordingly, failure to give proper notice to the supervisor's immediate superior may result in the denial of legal representation and indemnification by the State in the event that a discrimination or sexual harassment lawsuit is filed in connection with the relationship.

### ***Filing a Complaint***

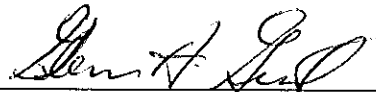
Employees, applicants, clients and users of the courts who have questions, problems or complaints regarding EEO, disability, sexual harassment, racial/ethnic bias, hostile work environment or other categories covered by the anti-discrimination laws may communicate their concerns to the judge, manager or supervisor in charge of the court program or service involved. If the complainant is dissatisfied with the handling of the matter, or if the complainant prefers, the complainant may contact the local EEO/AA Officer or may pursue his or her complaint according to the New Jersey Judiciary's discrimination and sexual harassment complaint procedures, which can be obtained from the local EEO/AA Officer and/or Access Coordinator. The Judiciary EEO/AA Unit at the Administrative Office of the Courts in Trenton can be contacted by calling (609) 815-2915. All complaints, inquiries, and investigations shall be handled in a confidential manner to the greatest extent possible. All Judiciary employees are to cooperate in the internal investigation of complaints. The local EEO/AA Officer can also provide information on other options available for filing complaints under state and federal complaint procedures.

### ***Prohibition Against Retaliation***

Retaliation in any form by anyone who serves in the Judicial Branch against any person who complains about discrimination, files a discrimination complaint or who assists in the investigation of such complaints is prohibited. A charge of retaliation may be raised at any step of the complaint procedures or may form the basis of a new complaint. Retaliation may result in legal liability even though the original discrimination complaint was unfounded and dismissed. Appropriate actions, up to and including discharge, will be taken against individuals who are found to have retaliated against a complainant or against any individual who assists in the investigation of a complaint.

### ***Dissemination and Compliance with Policy***

This Policy Statement on Equal Employment Opportunity, Affirmative Action and Anti-Discrimination will be (1) sent to all New Jersey Judiciary judges and employees, (2) distributed to new employees of the Judiciary, and (3) posted in areas visible to court users, volunteers, and job applicants. Discrimination and harassment based on any of the protected categories in this Policy Statement are illegal and, if engaged in by a Judiciary employee, will be deemed to constitute misconduct. Appropriate actions, up to and including discharge, will be taken against individuals who do not adhere to this policy. The New Jersey Judiciary has a moral responsibility and a legal responsibility for ensuring adherence to the provisions of this Policy Statement.



Hon. Glenn A. Grant, Acting Administrative Director

## STEP 4B: UTILIZATION NARRATIVE

The Judiciary's workforce data used in the Utilization Analysis is as of May 2020, and the Civilian Labor Statistics (CLS) are as of 2010, which is the most current information available for EEO Purposes. While current utilization of minorities and women in the Judiciary is favorable when compared to the 2010 CLS, the demographic changes over the last decade are clear. The Judiciary has therefore maintained a strong EEO program to ensure the organization keeps pace with the changing demographics in New Jersey. With respect to the EEO Job Categories, the Judiciary does not have any employees in the Protective Service (sworn or non-sworn) or Skilled Craft categories, and has only 12 employees in the Service/Maintenance category and 19 employees in the Technicians category. A comparison of the Judiciary's statewide workforce to the 2010 CLS reveals the utilization of women and minorities in the various job categories.

Hispanic/Latina females are favorably represented in all job categories except for two (Technicians and Service/Maintenance). Hispanic/Latino males are underutilized in four job categories (Officials/Administrators, Technicians, Administrative Support, and Service/Maintenance).

Black/African American females are favorably represented in all EEO Job Categories except one (Service/Maintenance). Black/African American males are underutilized in one category (Administrative Support).

Asian females are underutilized in four job categories (Officials/Administrators, Professionals, Technicians, and Service/Maintenance). Asian males are underutilized in five job categories (Officials/Administrators, Professionals, Technicians, Administrative Support, and Service/Maintenance).

White females are underutilized in three job categories (Professionals, Technicians and Service/Maintenance).

With respect to American Indians and Native Hawaiians/Other Pacific Islanders, the community labor statistics for this group show that the labor population is relatively small, approximately (0.1%), and this is also reflected in the Judiciary workforce.

The following are findings in reference to underutilization of women and minorities in the Judiciary's workforce by job category. Since the Civilian Labor Statistics for American Indians and Native Hawaiians/Other Pacific Islanders is less than 1%, underutilization will not be assessed for these ethnic categories.

Officials/Administrators – Hispanic/Latino males (-2%), Asian males (-3%) and Asian females (-1%).

Professionals – White females (-6%), Asian males (-5%) and Asian females (-3%).

Technicians – White females (-27%), Hispanic/Latino males (-5%), Hispanic/Latina females (-5%), Asian males (-8%) and Asian females (-1%).

Administrative Support – Black/African American males (-1%), Hispanic/Latino males (-3%), and Asian males (-2%).

Service/Maintenance – White females (-2%), Black/African American females (-7%), Hispanic/Latino males (-20%), Hispanic/Latina females (-13%), Asian males (-3%), and Asian females (-3%).