

# EEO Utilization Report

## Organization Information

Name: JUDICIARY COURTS OF STATE OF IOWA

City: DES MOINES

State: IA

Zip: 50319-5003

Type: State Court

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

The judicial branch is committed to providing a work environment that is free from all forms of unlawful discrimination and harassment on the basis of race, color, creed, sex, age, religion, national origin, citizenship status, sexual orientation, gender identity, mental or physical disability, marital status, genetic information, pregnancy or pregnancy related condition, military or veteran status or any characteristic protected by law. Discrimination, harassment, and/or retaliation, as defined by this policy, are strictly prohibited and will not be tolerated. In addition, discrimination and harassment of or against an individual because of an associated preference for, membership in, or affiliation with a foregoing protected group is prohibited.

Following File has been uploaded:11.3 Discrimination and Harassment.pdf

## Section 5: Narrative Interpretation of Data

The Judicial Branch Human Resources Deputy Director reviewed the Utilization Analysis, and the following was determined:

1. White males were under-represented in the following areas: Officials/Administrators (-4%); Technicians (-39%); Administrative Support (-24%)
2. Hispanic/Latino males were under-represented in the following areas: Officials/Administrators (-1%); Technicians (-4%)
3. Black/African American males were under-represented in the following areas: Administrative Support (-1%)
4. Asian males were under-represented in the following areas: Professionals (-2%); Administrative Support (-1%)
5. White females were under-represented in the following areas: Professional (-11%)
6. Asian females were under-represented in the following areas: Officials/Administrators (-1%)

## Section 6: Objectives and Steps

### 1. 1. Encourage White males to apply for vacancies in Officials/Administrators, Technicians, and Administrative Support job categories and White females to apply for vacancies in Professional job categories.

- a. The Judicial Branch Human Resources Department will review the applicant flow data in the identified underutilized categories to determine whether any steps in the selection process for these positions may have had a significant impact on screening out specific categories of applicants and based on the results will consider changes to the candidate selection process. Our screening and hiring processes have been modified over the years as necessary following reviews of the applicant pool versus our underutilized categories.
- b. The Judicial Branch will continue to utilize web technology to promote employment opportunities through an employment page on the State of Iowa Department of Administrative Services website. A bi-weekly email is sent to all Judicial Branch employees to notify them of vacancies and encourage them to share with anyone they feel is qualified for the positions. Word of mouth has proven to be a beneficial method for encouraging diverse candidates to apply for many of our positions.
- c. The Judicial Branch Human Resources Department will continue to leverage training resources to educate supervisors on the workplace environment and fair hiring practices. Regular training is provided by the Human Resources Department in the form of biennial roundtables and monthly leadership meetings. Completion of training as well as attendance at the roundtables and leadership meetings is tracked.
- d. The Judicial Branch Human Resources Department is currently in the process of a classification and compensation review project that will help determine if the minimum qualifications for each job classification are set correctly. Ensuring the minimum qualifications are correct for each job classification will help ensure the position is marketed to appropriate applicants. The review of our entire classification system is being undertaken in an effort to ensure we remove potential biases from our job descriptions and is viewed as a significant commitment to improving our diverse workforce.
- e. The Judicial Branch Human Resources Department will work with hiring managers at our locations across the state to enhance the outreach efforts in these job categories by encouraging participation at the local level in events such as (not all inclusive) local University, College, and Community College job fairs; Iowa Immigrant Entrepreneur Summit; Veterans career fairs; Building Diversity Networking Expos; Diversity career fairs; Greater Des Moines Partnership and local partnerships across the state; and local celebrations of diverse populations. Specifics for the foregoing are dependent upon the local area since the Judicial Branch has locations in all 99 counties across the state and the make-up of the population in all areas is vastly different than the next, so which outreach efforts will work best for the local area is where the effort will be placed. The Branch will look into the possibility of posting vacancies in publications that target diverse populations.

### 2. 2. Encourage Hispanic or Latino males to apply for vacancies in Officials/Administrators and Technicians job categories.

- a. The Judicial Branch Human Resources Department will review the applicant flow data in the identified underutilized categories to determine whether any steps in the selection process for these positions may have had a significant impact on screening out specific categories of applicants and based on the results will consider changes to the candidate selection process. Our screening and hiring processes have been modified over the years as necessary following reviews of the applicant pool versus our underutilized categories.

b. The Judicial Branch will continue to utilize web technology to promote employment opportunities through an employment page on the State of Iowa Department of Administrative Services website. A bi-weekly email is sent to all Judicial Branch employees to notify them of vacancies and encourage them to share with anyone they feel is qualified for the positions. Word of mouth has proven to be a beneficial method for encouraging diverse candidates to apply for many of our positions.

c. The Judicial Branch Human Resources Department is currently in the process of a classification and compensation review project that will help determine if the minimum qualifications for each job classification are set correctly. Ensuring the minimum qualifications are correct for each job classification will help ensure the position is marketed to appropriate applicants. The review of our entire classification system is being undertaken in an effort to ensure we remove potential biases from our job descriptions and is viewed as a significant commitment to improving our diverse workforce.

d. The Judicial Branch Human Resources Department will continue to leverage training resources to educate supervisors on the workplace environment and fair hiring practices. Regular training is provided by the Human Resources Department in the form of biennial roundtables and monthly leadership meetings. Completion of training as well as attendance at the roundtables and leadership meetings is tracked.

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### **3.3. Encourage Asian males to apply for vacancies in Professional job categories and Asian females to apply for vacancies in Officials/Administrator job categories.**

a. The Judicial Branch Human Resources Department will review the applicant flow data in the identified underutilized categories to determine whether any steps in the selection process for these positions may have had a significant impact on screening out specific categories of applicants and based on the results will consider changes to the candidate selection process. Our screening and hiring processes have been modified over the years as necessary following reviews of the applicant pool versus our underutilized categories.

b. The Judicial Branch will continue to utilize web technology to promote employment opportunities through an employment page on the State of Iowa Department of Administrative Services website. A bi-weekly email is sent to all Judicial Branch employees to notify them of vacancies and encourage them to share with anyone they feel is qualified for the positions. Word of mouth has proven to be a beneficial method for encouraging diverse candidates to apply for many of our positions.

c. The Judicial Branch Human Resources Department will continue to leverage training resources to educate supervisors on the workplace environment and fair hiring practices. Regular training is provided by the Human Resources Department in the form of biennial roundtables and monthly leadership meetings. Completion of training as well as attendance at the roundtables and leadership meetings is tracked.

d. The Judicial Branch Human Resources Department is currently in the process of a classification and compensation review project that will help determine if the minimum qualifications for each job classification are set correctly. Ensuring the minimum qualifications are correct for each job classification will help ensure the position is marketed to appropriate applicants. The review of our entire classification system is being undertaken in an effort to ensure we remove potential biases from our job descriptions and is viewed as a significant commitment to improving our diverse workforce.

e. The Judicial Branch Human Resources Department will work with hiring managers at our locations across the state to enhance the outreach efforts in these job categories by encouraging participation at the local level in events such as (not all inclusive) local University, College, and Community College job fairs; Iowa Immigrant Entrepreneur Summit; Veterans career fairs; Building Diversity Networking Expos; Diversity career fairs; Greater Des Moines Partnership and local partnerships across the state; and local celebrations of diverse populations. Specifics for the foregoing are dependent upon the local area since the Judicial Branch has locations in all 99 counties across the state and the make-up of the population in all areas is vastly different than the next, so which outreach efforts will work best for the local area is where the effort will be placed. The Branch will look into the possibility of posting vacancies in publications that target diverse populations.

#### **4. 4. Encourage Black or African American males to apply for vacancies in Administrative Support job categories.**

- a. The Judicial Branch Human Resources Department will review the applicant flow data in the identified underutilized categories to determine whether any steps in the selection process for these positions may have had a significant impact on screening out specific categories of applicants and based on the results will consider changes to the candidate selection process. Our screening and hiring processes have been modified over the years as necessary following reviews of the applicant pool versus our underutilized categories.
- b. The Judicial Branch will continue to utilize web technology to promote employment opportunities through an employment page on the State of Iowa Department of Administrative Services website. A bi-weekly email is sent to all Judicial Branch employees to notify them of vacancies and encourage them to share with anyone they feel is qualified for the positions. Word of mouth has proven to be a beneficial method for encouraging diverse candidates to apply for many of our positions.
- c. The Judicial Branch Human Resources Department will continue to leverage training resources to educate supervisors on the workplace environment and fair hiring practices. Regular training is provided by the Human Resources Department in the form of biennial roundtables and monthly leadership meetings. Completion of training as well as attendance at the roundtables and leadership meetings is tracked.
- d. The Judicial Branch Human Resources Department is currently in the process of a classification and compensation review project that will help determine if the minimum qualifications for each job classification are set correctly. Ensuring the minimum qualifications are correct for each job classification will help ensure the position is marketed to appropriate applicants. The review of our entire classification system is being undertaken in an effort to ensure we remove potential biases from our job descriptions and is viewed as a significant commitment to improving our diverse workforce.
- e. The Judicial Branch Human Resources Department will work with hiring managers at our locations across the state to enhance the outreach efforts in these job categories by encouraging participation at the local level in events such as (not all inclusive) local University, College, and Community College job fairs; Iowa Immigrant Entrepreneur Summit; Veterans career fairs; Building Diversity Networking Expos; Diversity career fairs; Greater Des Moines Partnership and local partnerships across the state; and local celebrations of diverse populations. Specifics for the foregoing are dependent upon the local area since the Judicial Branch has locations in all 99 counties across the state and the make-up of the population in all areas is vastly different than the next, so which outreach efforts will work best for the local area is where the effort will be placed. The Branch will look into the possibility of posting vacancies in publications that target diverse populations.

#### **Section 7: Dissemination Strategy: Internal**

1. Send an email to all managers and supervisors of the Judicial Branch with the EEOP Utilization Report attached and with instructions for it to be printed and posted at each worksite.
2. Send an email to all employees of the Judicial Branch with the EEOP Utilization Report attached.
3. Post a copy of the EEOP Utilization Report on the Judicial Branch Employee Resource Center SharePoint site, a Judicial Branch Human Resources site employees have access to.
4. Place a printed copy of the EEOP Utilization Report on the bulletin board in the employee breakroom area in the Judicial Branch building.

#### **Section 7: Dissemination Strategy: External**

1. Post of copy of the EEOP Utilization Report on the Judicial Branch public website.
2. Include on all job announcements for Judicial Branch positions that applicants may obtain a copy of the Judicial Branch EEOP Utilization Report upon request.
3. Notify all contractors and vendors doing business with the Judicial Branch that a copy of the Judicial Branch EEOP Utilization Report is available upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Iowa**

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 #/%	275/54%	2/0%	8/2%	0/0%	2/0%	0/0%	1/0%	218/42%	4/1%	3/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	118,775/58%	2,820/1%	1,320/1%	235/0%	1,925/1%	115/0%	950/0%	74,290/36%	1,665/1%	1,450/1%	140/0%	1,455/1%	0/0%	930/0%
Utilization #/%	-4%	-1%	1%	-0%	-1%	-0%	-0%	6%	-0%	-0%	-0%	-1%	0%	-0%
<b>Professionals</b>														
Workforce #/%	126/41%	8/3%	7/2%	0/0%	2/1%	0/0%	0/0%	137/44%	7/2%	13/4%	0/0%	5/2%	0/0%	3/1%
CLS #/%	102,630/35%	3,145/1%	2,625/1%	210/0%	6,385/2%	70/0%	1,520/1%	163,960/56%	4,245/1%	2,835/1%	325/0%	5,440/2%	90/0%	1,830/1%
Utilization #/%	6%	2%	1%	-0%	-2%	-0%	-1%	-11%	1%	3%	-0%	-0%	-0%	0%
<b>Technicians</b>														
Workforce #/%	21/11%	0/0%	3/2%	0/0%	0/0%	0/0%	0/0%	164/85%	2/1%	0/0%	1/1%	1/1%	0/0%	1/1%
CLS #/%	75,035/50%	6,805/4%	3,965/3%	260/0%	2,200/1%	115/0%	1,015/1%	52,665/35%	4,235/3%	1,885/1%	165/0%	2,020/1%	85/0%	1,120/1%
Utilization #/%	-39%	-4%	-1%	-0%	-1%	-0%	-1%	50%	-2%	-1%	0%	-1%	-0%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	13,595/73%	425/2%	535/3%	145/1%	155/1%	25/0%	350/2%	2,900/16%	110/1%	275/1%	4/0%	15/0%	0/0%	55/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Protective Services: Non-sworn</b>														
Workforce #/%	2/100%	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%
CLS #/%	1,140/41%	60/2%	35/1%	0/0%	4/0%	0/0%	25/1%	1,325/48%	85/3%	4/0%	4/0%	55/2%	0/0%	30/1%
Utilization #/%	59%	-2%	-1%	0%	-0%	0%	-1%	-48%	-3%	-0%	-0%	-2%	0%	-1%
<b>Administrative Support</b>														
Workforce #/%	55/7%	6/1%	1/0%	0/0%	0/0%	0/0%	1/0%	650/86%	27/4%	8/1%	0/0%	4/1%	0/0%	8/1%
CLS #/%	107,655/31%	4,365/1%	4,090/1%	275/0%	2,420/1%	75/0%	1,545/0%	204,815/59%	8,380/2%	4,675/1%	570/0%	2,850/1%	70/0%	2,675/1%

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
	%							%						
Utilization #/%	-24%	-0%	-1%	-0%	-1%	-0%	-0%	26%	1%	-0%	-0%	-0%	-0%	0%
<b>Skilled Craft</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	106,640/83%	8,370/7%	2,010/2%	270/0%	730/1%	10/0%	835/1%	8,220/6%	560/0%	130/0%	60/0%	135/0%	0/0%	220/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Service/Maintenance</b>														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	203,670/47%	22,465/5%	11,200/3%	940/0%	5,890/1%	350/0%	2,755/1%	156,060/36%	14,795/3%	8,630/2%	790/0%	5,225/1%	290/0%	3,230/1%
Utilization #/%	-47%	-5%	-3%	-0%	-1%	-0%	-1%	-36%	97%	-2%	-0%	-1%	-0%	-1%

### 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>Technicians</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.

Certified As Final By: Jill Knuth

Deputy Director of Human Resources

06-11-2024

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[signature]

[title]

[date]