

# EEO Utilization Report

## Organization Information

Name: Michigan Supreme Court

City: Lansing

State: MI

Zip: 48913

Type: State Court

Monday, January 14, 2019

## Step 1: Introductory Information

### Policy Statement:

THE MICHIGAN SUPREME COURT EMPLOYMENT MANUAL STATES:

#### 5.1 Equal Employment Opportunity

The Court will provide equal employment opportunities for all persons regardless of race, religion, color, sex, **sexual orientation, gender identity or expression**, height, weight, marital status, national origin, age, or disability. This policy is promulgated consistent with state and federal law, **as interpreted either by courts of competent jurisdiction, the Michigan Civil Rights Commission, or both**. See ELCRA, MCL 37.2102(1); PWDCRA, MCL 37.1202. The Court firmly supports equal opportunity and is committed to reviewing all aspects of employment, including recruitment, selection, retention, and promotion, to identify and eliminate barriers to providing all persons equal employment opportunities. Employees shall be treated in a nondiscriminatory manner, consistent with applicable state and federal laws, rules, regulations, and policies.

## Step 4b: Narrative of Interpretation

Upon reviewing the Office of Justice Programs Utilization Analysts Chart as part of the online EEO reporting process, we have been made aware that we are underutilized in the following categories:

- a) Professional (Male Black or African American);
- b) Professional (Male Asian);
- c) Professional (Female Black African American);
- d) Administrative Support (White Male).

Additional information follows, please see attachment:

Following File has been uploaded:2017 EEOC online reporting Utilization Report.docx

## Step 5: Objectives and Steps

### 1. Improve recruitment and outreach:

- a. We will refresh our online job postings in an effort to draw more passive and active candidates from the public.
- b. We will make additional efforts to attract applicants by attending and engaging in available networking sessions, job fairs, increasing social media activity and community resources like Michigan Works, Pure Michigan Talent Connect, and other centers with community outreach and communication programs.
- c. Improve significant underutilization by seeking groups out at locations where these candidates may exist, including sharing our job and/or promotional availabilities at professional preparation locations (i.e.; law schools in Michigan, the State Bar, professional boards, higher education locations with master's programs like U of M, Michigan State, Western, etc.)
- d. Continue to recruit at community organizations that include all cultures and communities, like Michigan Works, smaller cultural groups working with law schools, and share information across the board so that smaller demographic groups receive our employment information.

### 2. Ensure equal opportunity and reduce adverse impact/underrepresentation:

- a. We will continue to advertise all of our available job postings with the clear language that we are an Equal Opportunity Employer- this has, and will continue to be included on ALL of our job postings.
- b. We will add and emphasize Equal Opportunity language on all of our web-based promotions, in addition to language included on job posting documents.
- c. We will continue to review our applicant pool data to ensure we are making our postings available to all diverse, qualified applicants.
- d. We will continue to review recruitment and retention practices several times per year, in anticipation of and while going through the selection and onboarding process.
- e. We will continue our exit interview process with employees voluntarily separating from employment.
- f. We will continuously review our practices and open communication among our constituents, peers and the public to allow feedback regarding our equal employment mission.
- g. We will continually check and review our recruiting/retention/promotion practices so that we are always working to prevent bias or disparate impact against any demographic or group who should be included in equal opportunity employment.
- h. We will continue our background check process upon offer to qualified candidates selected for positions within the Supreme Court.

### 3. Continue communicating equal opportunity in promotion:

- a. We will continue to advertise promotion opportunities publicly, as we do with normal or entry-level job postings.
- b. As promotion opportunities arise, we will continue to communicate to current staff and public (when applicable).
- c. We shall continue to consider and check our promotional practices to ensure all candidates are aware of, and have an opportunity to compete for any job for which they are qualified.

d. We will continue to work with leadership and review our practices to ensure there the absence of barriers, biases or negative impact in the recruitment, selection, testing, background checks and retention process in our organization.

### **Step 6: Internal Dissemination**

Post the EEOP Utilization Report on our internal portal/website, to which all Supreme Court employees have access;  
Post information on our employee-accessible boards in employee break areas and employee entrances (in all of our locations) indicating how to obtain a copy of the EEOP Utilization Report electronically or through Human Resources;  
Keep copies of EEOP Utilization report readily available as requested via Human Resources;  
Distribute a copy of the EEOP Utilization Report to Supreme Court leadership, including all Supreme Court Justices;  
Send an electronic announcement to all employees stating that a copy of the EEOP Utilization Report is available on the internal portal/website, including a direct link to the report and notice that copies are also available through Human Resources.

### **Step 7: External Dissemination**

Post a copy of the EEOP Utilization Report on the One Court of Justice (Supreme Court) public website; and  
Notify applicants, vendors, and contractors electronically or in writing that the Michigan Supreme Court has developed an EEOP Utilization Report and that it is available for review via the Supreme Court Human Resources Department.

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

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 #/%	6/60%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	255,220/53%	5,405/1%	14,800/3%	715/0%	8,280/2%	130/0%	1,730/0%	670/0%	160,570/33%	4,575/1%	22,660/5%	870/0%	4,060/1%	4/0%	1,700/0%	480/0%
Utilization #/%	7%	-1%	7%	-0%	-2%	-0%	-0%	-0%	-3%	-1%	-5%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	65/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	89/56%	3/2%	2/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	297,180/38%	8,250/1%	21,935/3%	870/0%	27,195/4%	110/0%	2,765/0%	1,495/0%	344,175/44%	7,935/1%	39,810/5%	1,305/0%	17,240/2%	30/0%	3,500/0%	1,280/0%
Utilization #/%	2%	-1%	-3%	-0%	-4%	-0%	-0%	-0%	11%	1%	-4%	-0%	-2%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	9/64%	0/0%	1/7%	0/0%	1/7%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%
CLS #/%	42,025/34%	1,585/1%	2,730/2%	195/0%	2,255/2%	0/0%	545/0%	170/0%	61,650/50%	1,210/1%	7,955/6%	260/0%	2,500/2%	40/0%	785/1%	240/0%
Utilization #/%	30%	-1%	5%	-0%	5%	0%	-0%	-0%	-35%	-1%	-6%	-0%	5%	-0%	-1%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	44,070/61%	1,310/2%	10,540/15%	660/1%	230/0%	30/0%	730/1%	90/0%	8,335/12%	280/0%	5,265/7%	155/0%	15/0%	50/0%	175/0%	30/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	2/67%	0/0%	1/33%	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%
Civilian Labor Force #/%	2,580/39%	85/1%	450/7%	45/1%	10/0%	0/0%	34/1%	15/0%	2,855/43%	65/1%	310/5%	25/0%	80/1%	0/0%	80/1%	15/0%
Utilization #/%	28%	-1%	27%	-1%	-0%	0%	-1%	-0%	-43%	-1%	-5%	-0%	-1%	0%	-1%	-0%
<b>Administrative Support</b>																
Workforce #/%	1/2%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	46/85%	2/4%	3/6%	0/0%	0/0%	0/0%	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 #/%	315,780/29%	10,555/1%	35,330/3%	1,275/0%	7,445/1%	140/0%	3,350/0%	905/0%	603,360/54%	20,250/2%	87,405/8%	3,085/0%	9,350/1%	115/0%	6,850/1%	2,040/0%
Utilization #/%	-27%	-1%	1%	-0%	-1%	-0%	-0%	-0%	31%	2%	-2%	-0%	-1%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	294,020/83%	11,590/3%	19,315/5%	1,740/0%	2,130/1%	60/0%	2,590/1%	575/0%	15,825/4%	865/0%	2,870/1%	90/0%	410/0%	0/0%	210/0%	50/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	543,130/42%	49,460/4%	90,360/7%	3,775/0%	12,880/1%	225/0%	7,850/1%	1,865/0%	432,740/34%	30,425/2%	93,160/7%	3,235/0%	12,315/1%	250/0%	6,690/1%	1,630/0%
Utilization #/%																

### 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>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.

Certified As Final By: Abigail Tithof

HR Specialist

02-23-2017

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