

NORTH CAROLINA
ADMINISTRATIVE OFFICE
of the COURTS

Equal Employment Opportunity Plan - 2011 N.C. Judicial Branch of Government

Prepared By
Human Resources Division

June 29, 2012



POLICY STATEMENT

It is the policy of the North Carolina Administrative Office of the Courts (NCAOC) to provide full and equal employment opportunity for all qualified persons and to prohibit discrimination in employment because of race, color, national origin, sex, age, religion, creed, or disabling condition in accordance with Title VII of the Civil Rights Act of 1964 (as amended in 1991), the Age Discrimination Act of 1967, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act (GINA) of 2008 and North Carolina General Statutes Chapter 126, Article 6.

NCAOC will recruit, hire, train, and promote all persons without regard to race, color, national origin, sex, age, religion, creed, or disabling condition. NCAOC will administer all personnel actions including hiring, compensation, benefits, tuition assistance, training, promotion, transfers, reduction in force, disciplinary actions, and terminations uniformly without regard to race, color, national origin, sex, age, religion, creed, or disabling condition. NCAOC will promote a work environment free from discrimination.

NCAOC encourages all judicial branch hiring authorities to follow this policy and overall philosophy regarding equal employment opportunity.

INTRODUCTION

The judicial branch is, along with the executive and legislative branches, a separate but coordinate branch of North Carolina State Government. The judicial branch is comprised of one statewide General Court of Justice with an appellate division consisting of the Supreme Court and Court of Appeals and two trial courts, superior and district courts. The Supreme Court is the state's highest appellate court and has a Chief Justice and 6 associate justices. The Court of Appeals is an intermediate appellate court and has a Chief Judge and 14 judges. In the trial court divisions, the Superior Court Division is divided into 62 superior court judicial districts for electoral purposes; 50 districts for administrative purposes; and 8 divisions for rotation purposes. The Superior Court Division is served by elected resident superior court judges (with one senior resident superior court judge for each judicial district); by appointed special superior court judges; and by elected clerks of superior court – one per county. Like the Superior Court Division, the District Court Division is divided into judicial districts. At the present time, there are 42 district court districts and each district is served by one to fourteen elected district court judges (with one being appointed chief district court judge by the Chief Justice for each district); and by appointed magistrates for each county. There is also an elected district attorney for each of the state's 44 prosecutorial districts; an appointed public defender for 16 judicial districts; and an appointed appellate defender who provides services statewide. In addition, the Chief Justice appoints the following statutory officials: Clerk of Supreme Court, Supreme Court Librarian, and Supreme Court Reporter. The Chief Judge of the Court of Appeals appoints the Clerk of the Court of Appeals. Other statutory officials include the executive secretaries of the Judicial Standards Commission and the Conference of District Attorneys. The chairperson of the Commission or Conference appoints each executive secretary.

As of December 31, 2011, there were 6,204 permanent full-time employees, of which 287 were judicial branch hiring authorities. The judicial branch of Government is exempt from North Carolina's State Personnel Act, and under the common law of North Carolina all judicial branch employees are "employed at will," in that each serves at the pleasure of the hiring authority.

The North Carolina Administrative Office of the Courts is responsible for administrative matters for the judicial branch throughout the state. The Chief Justice of the Supreme Court appoints the

NCAOC Director and Assistant Director. The Assistant Director serves as administrative assistant to the Chief Justice. The NCAOC consists of the Director's Office, Assistant Director's Office, Purchasing Services, Human Resources, Financial Services, Court Services, Court Programs and Management Services, Technology Services, Legal and Legislative Services, Organizational Development and Planning, and Guardian ad Litem. There were 527 permanent full-time NCAOC employees as of December 31, 2011.

While the EEO Program is designed exclusively for the NCAOC, it is available for review by independent statutory hiring authorities within the judicial branch. Hiring authorities are encouraged to adopt this program as it is written or they have the option of developing a similar program that addresses equitable and fair treatment for all employees and applicants.

UTILIZATION NARRATIVE - NCAOC Workforce Only

The NCAOC workforce was compared to available workers in the Wake County area. As shown on the NCAOC Utilization Chart (Figure 1.1), NCAOC positions fall within these federal job categories: Officials/Managers, Professionals, Administrative Support, and Skilled Craft. NCAOC does not employ individuals in the Protective Services or Service/Maintenance job categories. A review of the Utilization Chart indicates a need to establish corrective goals and objectives that address the underutilization of minorities in the NCAOC's workforce.

Figure 1.1 NCAOC Utilization Chart

UTILIZATION ANALYSIS

**Administrative Office of the Courts - Workforce - As of 12/31/11
compared to
Wake County - Community Labor Statistics - 2010 Census Data**

Job Category	Male					Female				
	W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Managers										
AOC Workforce	38.00%	5.00%	0.00%	0.00%	2.00%	43.00%	13.00%	0.00%	0.00%	0.00%
Wake County CLS	48.80%	6.20%	1.80%	2.30%	0.10%	30.30%	7.00%	1.00%	1.40%	0.20%
Utilization	-10.80%	-1.20%	-1.80%	-2.30%	1.90%	12.70%	6.00%	-1.00%	-1.40%	-0.20%
Professionals										
AOC Workforce	36.00%	4.00%	1.00%	4.00%	0.00%	39.00%	10.00%	2.00%	2.00%	1.00%
Wake County CLS	37.30%	4.30%	1.40%	4.80%	0.10%	37.80%	8.40%	1.40%	3.40%	0.20%
Utilization	-1.30%	-0.30%	-0.40%	-0.80%	-0.10%	1.20%	1.60%	0.60%	-1.40%	0.80%
Administrative Support										
AOC Workforce	19.00%	5.00%	1.00%	0.00%	0.00%	46.00%	28.00%	0.00%	1.00%	1.30%
Wake County CLS	15.80%	7.60%	1.40%	0.90%	0.10%	49.30%	18.70%	3.20%	1.50%	0.10%
Utilization	3.20%	-2.60%	-0.40%	-0.90%	-0.10%	-3.30%	9.30%	-3.20%	-0.50%	1.20%
Skilled Craft										
AOC Workforce	67.00%	0.00%	0.00%	17.00%	0.00%	17.00%	0.00%	0.00%	0.00%	0.00%
Wake County CLS	48.70%	13.90%	28.50%	1.70%	0.30%	2.90%	1.70%	0.70%	0.60%	0.00%
Utilization	18.30%	-13.90%	-28.50%	15.30%	-0.30%	14.10%	-1.70%	-0.70%	-0.60%	0.00%

Black males are underutilized in the Officials/Managers, Professionals, Administrative Support and Skilled Craft job categories. Black females are underutilized in the Skilled Craft job category. Hispanic males are underutilized in the following job categories: Officials/Managers, Professionals, Administrative Support and Skilled Craft. Hispanic females are underutilized in the following job categories: Officials/Managers, Administrative Support, and Skilled Craft. Asian males are underutilized in the Officials/Managers, Professionals and Administrative Support job categories. Asian females are underutilized in the Officials/Managers, Professionals, Administrative Support and Skilled Craft job categories. American Indian males are underutilized in the following job categories: Professionals, Administrative Support and Skilled Craft. American Indian females are underutilized in Officials/Managers job category.

Areas for improvement are: Black males in the Administrative Support (underutilized by 2.6 percent) and Skilled Craft (underutilized by 13.9 percent) job categories; Hispanic males in the Skilled Craft (underutilized by 28.5 percent) job category; Asian males in the Officials/Managers job category (underutilized by 2.3 percent); Black females in the Skilled Craft job category (underutilized by 1.7 percent); and Hispanic females in the Administrative Support job category (underutilized by 3.2 percent). There are 6 NCAOC positions in the Skilled Craft job category; therefore, making increased utilization difficult. It is important to note that 87 percent of NCAOC permanent full-time employees work in either Professionals or Administrative Support job categories.

UTILIZATION NARRATIVE - Judicial Branch of Government Workforce

The following section describes the North Carolina Judicial Branch of Government workforce as compared to the statewide labor force statistics of available workers. NCAOC employees are included in the data analysis as well as employees of Indigent Defense Services, Conference of District Attorneys, Sentencing and Policy Advisory Commission, Dispute Resolution Commission, Judicial Standards Commission, Conference of Clerks of Superior Court, Innocence Inquiry Commission, and the Chief Justice's Commission on Professionalism. Judicial branch employees fall within the following federal job categories: Officials/Managers, Professionals, Technicians, Protective Services, Administrative Support and Skilled Craft. The Judicial branch does not employ individuals in the Service/Maintenance job category. A review of the Judicial Branch Utilization Chart (Figure 1.2) indicates a continued need to work towards goals and objectives that address the underutilization of minorities in the judicial branch workforce.

Black males are underutilized in the following job categories: Officials/Managers, Technicians, Administrative Support, Protective Services, and Skilled Craft. Black females are underutilized in the following job categories: Professionals, Technicians, and Protective Services. Hispanic males are underutilized in the following job categories: Officials/Managers, Professionals, Technicians, and Skilled Craft. Hispanic females are underutilized in the following job categories: Officials/Managers, Technicians, Professionals, Administrative Support and Skilled Craft. Asian males are underutilized in the Officials/Managers, Professionals, Technicians, Administrative Support, and Protective Services job categories. Asian females are underutilized the following job categories: Officials/Managers, Administrative Support, Technicians, Professionals, Skilled Craft, and Protective Services. American Indian males are underutilized in the following job categories: Technicians, Administrative Support, and Skilled Craft. American Indian females are underutilized in the following job categories: Officials/Managers, Professionals, Technicians, and Skilled Craft.

Possible areas for improvement are: Black males in the Technicians (underutilized by 5.9 percent), Administrative Support (underutilized by 5.4 percent), and Skilled Craft (underutilized by 10.8 percent) job categories; Black females in the Technicians (underutilized by 13.7 percent), and Protective Services (underutilized by 8.8 percent) job categories; and Hispanic males in the Skilled Craft (underutilized by 15.2 percent) job category. It is important to note that 97 percent of the judicial branch permanent full-time positions fall in the Professionals or Administrative Support job categories. There are only two (2) judicial branch employees in the Technicians job category and seven (7) employees in the Skilled Craft job category. It is difficult to increase utilization in Technicians and Skilled Craft job categories because of the low number of positions within these job categories.

Figure 1.2: Judicial Branch Utilization Chart

UTILIZATION ANALYSIS

NC Judicial Branch - Workforce - As of 12/31/11
 compared to
 North Carolina - Community Labor Statistics 2010 Census Data

Job Category	Male					Female				
	W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Managers										
Judicial Branch Workforce	40.00%	4.00%	0.00%	0.00%	1.00%	44.00%	12.00%	0.00%	0.00%	0.00%
North Carolina CLS	49.70%	5.30%	1.90%	1.20%	0.30%	31.40%	7.20%	1.10%	0.80%	0.30%
Utilization	-9.70%	-1.30%	-1.90%	-1.20%	0.70%	12.60%	4.80%	-1.10%	-0.80%	-0.30%
Professionals										
Judicial Branch Workforce	47.00%	6.00%	0.00%	1.00%	1.00%	35.00%	9.00%	1.00%	1.00%	0.00%
North Carolina CLS	31.90%	4.30%	1.10%	2.10%	0.20%	45.60%	9.90%	1.60%	1.70%	0.50%
Utilization	15.10%	1.70%	-1.10%	-1.10%	0.80%	10.60%	-0.90%	-0.60%	-0.70%	-0.50%
Technicians										
Judicial Branch Workforce	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	0.00%
North Carolina CLS	29.60%	5.90%	1.00%	1.70%	0.20%	43.30%	13.70%	1.60%	0.70%	0.61%
Utilization	20.40%	-5.90%	-1.00%	-1.70%	-0.20%	6.70%	-13.70%	-1.60%	-0.70%	-0.61%
Protective Services										
Judicial Branch Workforce	47.00%	8.00%	2.00%	0.00%	0.00%	31.00%	9.00%	2.00%	0.00%	1.00%
North Carolina CLS	31.71%	8.26%	1.09%	0.33%	0.00%	38.74%	17.87%	1.00%	0.09%	0.89%
Utilization	15.29%	-0.26%	0.91%	-0.33%	0.00%	-7.74%	-8.87%	1.00%	-0.09%	0.11%
Administrative Support										
Judicial Branch Workforce	5.00%	1.00%	3.00%	0.00%	0.00%	73.00%	18.00%	1.00%	0.00%	1.00%
North Carolina CLS	15.80%	6.40%	1.10%	0.40%	0.20%	54.50%	16.30%	2.60%	0.90%	0.70%
Utilization	-10.80%	-5.40%	1.90%	-0.40%	-0.20%	18.50%	1.70%	-1.60%	-0.90%	0.30%
Skilled Craft										
Judicial Branch Workforce	50.00%	0.00%	0.00%	13.00%	0.00%	25.00%	13.00%	0.00%	0.00%	0.00%
North Carolina CLS	66.20%	10.80%	15.20%	0.80%	1.40%	3.30%	0.70%	0.50%	0.20%	0.10%
Utilization	-16.20%	-10.80%	-15.20%	12.20%	-1.40%	21.70%	12.30%	-0.50%	-0.20%	-0.10%

OBJECTIVES

The NCAOC is committed to improving the underutilization of minorities within the agency and among the NC Judicial Branch of Government as a whole. Efforts will continue to recruit, hire, and promote more minorities in the job categories identified as underutilized. The NCAOC's objective is to match their workforce to the Wake County community labor statistics and to promote a judicial branch workforce that is representative of the available statewide labor force.

Newly published U.S. Census data indicates changes to the general population and available statewide Hispanic, Asian, and American Indian workers. According to U.S. Census data, the State's Hispanic population grew from 378,963 (2000) to 799,900 (2010), an increase of 111 percent. The Hispanic statewide labor force grew from 188,725 (2000) to 518,720 (2010), an increase of 174 percent. The State's Asian population grew from 113,689 (2000) to 208,960 (2010), an increase of nearly 84 percent. The Asian statewide labor force grew from 56,418 (2000) to 160,913 (2010), an increase of 185 percent. The State's American Indian population grew from 99,551 (2000) to 122,149 (2010), an increase of nearly 23 percent. The American Indian statewide labor force grew from 65,111 (2000) to 84,314 (2010), an increase of 29 percent.

The NCAOC is committed to the recruitment and employment of qualified minorities found in the Wake County community workforce. The NCAOC emphasizes the same equal employment philosophy to statewide judicial branch work units. Efforts will be made to increase representation of African Americans, Hispanics, Asians, and American Indians in the judicial branch workforce.

STEPS TO ACHIEVE OBJECTIVES

Judicial branch recruitment efforts go beyond the Wake County community to reach the entire State through the Internet and Employment Security Commissions. National employee searches are done from time to time. Employment opportunities may be advertised through the National Center for State Courts. The State of North Carolina has eleven historically black colleges and universities targeted to increase the recruitment of minorities. In addition, our State has three women's colleges and one predominantly American Indian university. When appropriate, the Human Resources recruiter attends Career Days at these universities and colleges. Several career fairs were attended throughout the year to various areas in North Carolina to seek out a more diverse workforce.

The State of North Carolina has five universities with law schools. One of the five is a historically black university. The Human Resources recruiter will continue to stay in contact with the Career Centers at these universities. Employment opportunities are forwarded to the Career Centers at these universities as a way to solicit diverse candidates.

Action Steps:

- Contact historically black colleges and universities within our State to establish a close rapport with their Career Centers and attend their Career Days/Fairs when appropriate.
- Review the recruitment methods, practices, and policies to insure that minorities and females are informed of our agency's employment opportunities.
- Monitor our promotion policies and procedures to make certain that the judicial branch provides an equal employment opportunity for promotions and transfers for African-Americans, Hispanics, Asians, and American Indians.
- Periodic review and discussion of judicial branch workforce breakdown by race and sex with the Human Resources Officer.
- The Human Resources Division will continue to screen employment applications for vacant positions.
- The Human Resources Division will continue to provide interview and selection training for hiring managers and supervisors.
- The NC Judicial Branch Human Resources Management Manual found on the agency's Intranet provides easy access to the EEO policy statement.
- Activities done in the year 2011 to achieve our objectives:
 - Attended career fairs at Mary E. Phillips High School, ECPI University, Wake Tech, and Fayetteville Tech
 - Developed and implemented use of the Reference Authorization Judicial Branch Applicant form, a fair and consistent method for collecting past job performance information on prospective new hires
 - Offered training on unlawful workplace harassment with emphasis on respect in the workplace
 - Developed an online survey that ensures applicant demographics remain confidential to avoid hiring manager bias in the interview selection process
 - Notified judicial branch hiring authorities of their responsibility to post the Equal Employment Opportunity labor poster in every work unit

DISSEMINATION

Internal Dissemination

1. Every hiring authority has access to the NC Judicial Branch Human Resources Management Manual, which includes the EEO policy.
2. The phrase "An Equal Opportunity Employer" is included on job opportunities that are posted internal to the current judicial branch workforce (i.e. promotional opportunities).

3. EEO posters are available on the intranet site and are conspicuously displayed in judicial branch work units.
4. EEO posters are available online for hiring authorities and employees to review.
5. The EEO policy summary is included in the new employee online orientation.

External Dissemination

1. Recruiting sources are informed of our EEO plan and commitment.
2. The phrase “An Equal Opportunity Employer” is included on job opportunities that are posted openly to the general public.
3. EEO information is listed on the judicial branch’s Application for Employment.
4. The EEO policy statement is displayed on our intranet website.

ADDITIONAL STATISTICAL DATA

NEW HIRES

In 2011, there were a total of 306 new hires: 98 were males (32 percent) and 208 (68 percent) were females. In 2011, 69 (23 percent) of the new hires were minorities. Of the minority new hires, 54 (78 percent) were black and 15 (22 percent) of the new hires were from another minority category.

In 2010, there were a total of 428 new hires: 150 were males (35 percent) and 278 (65 percent) were females. In 2010, 100 (23 percent) of new hires were minorities. Of the minority new hires, 82 (82 percent) were black and 18 (18 percent) of the new hires were from other minority categories.

Figure 1.3: Judicial Branch New Hires by Sex

Judicial Branch New Hires by Sex
Year 2011

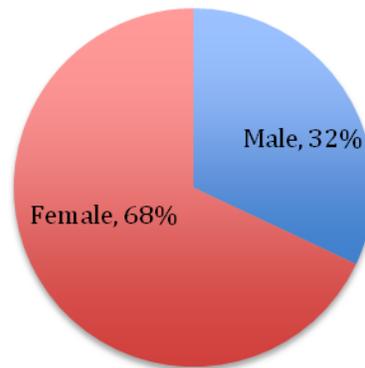
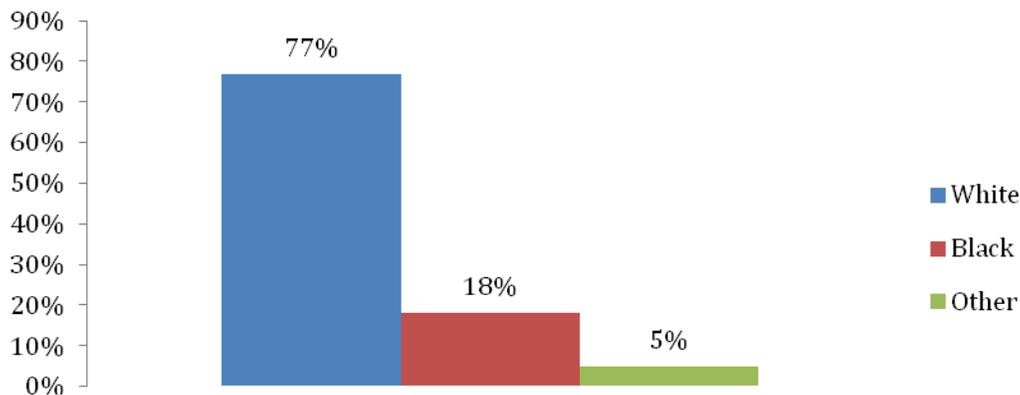


Figure 1.4: Judicial Branch New Hires by Race

Judicial Branch New Hires by Race
Year 2011



PROMOTIONS

In 2011, the judicial branch promoted 43 employees, 36 (84 percent) females and 7 (16 percent) males. Minorities were awarded 8 (19 percent) of all judicial branch promotional opportunities. Of the minority promotions, 6 (75 percent) were black and 2 (25 percent) were from another minority group.

In 2010, the judicial branch promoted 103 employees, 82 (80 percent) females and 21 (20 percent) males. Minorities were awarded 17 (17 percent) of all judicial branch promotional

opportunities. Of the minority promotions, 14 (82 percent) were black and 3 (18 percent) were from another minority group.

Figure 1.5: Judicial Branch Promotions by Sex

Judicial Branch Promotions by Sex Year 2011

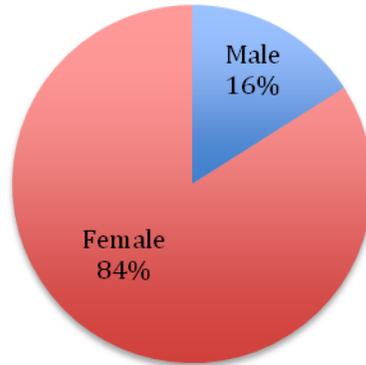
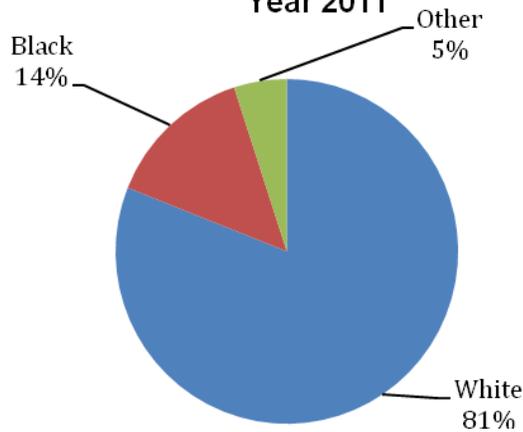


Figure 1.6: Judicial Branch Promotions by Race

Judicial Branch Promotions by Race Year 2011



NCAOC SALARIES

As of 12/31/11, the average salary of a NCAOC employee was \$62,796. Of the total NCAOC workforce 15 (3 percent) earned salaries between \$20,000 and \$29,999; 58 (11 percent) earned salaries between \$30,000 and \$39,999; and 99 (19 percent) earned salaries between \$40,000 and \$49,999.

Of the total females employed by the NCAOC 48 (17 percent) earned less than \$40,000 per year; while 246 females (83 percent) earned salaries of \$40,000 or more per year. Of the total males employed by the NCAOC 25 (10 percent) earned less than \$40,000 per year; while 205 (90 percent) earned salaries of \$40,000 or more per year.

Of the total minorities employed by the NCAOC 40 (31 percent) earned less than \$40,000 per year; while 91 minorities (69 percent) earned salaries of \$40,000 or more per year.

Figure 1.7 NCAOC Salary Ranges by Sex

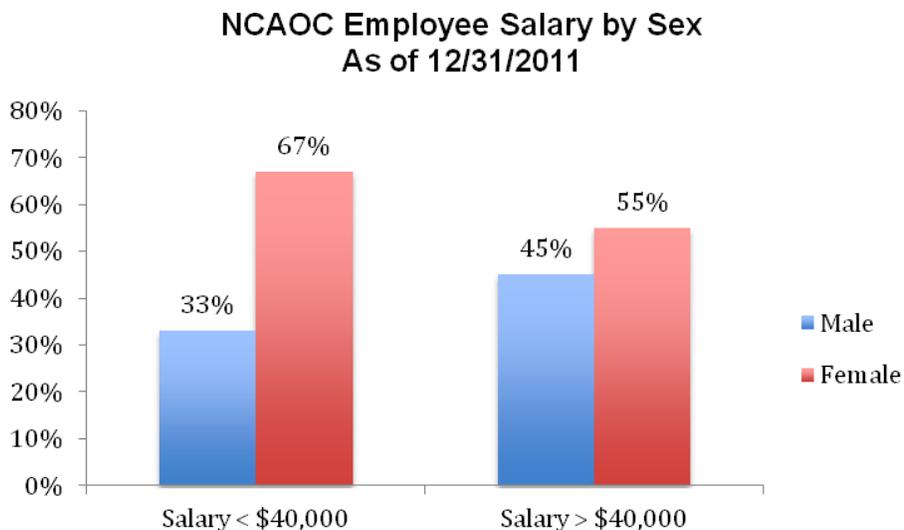
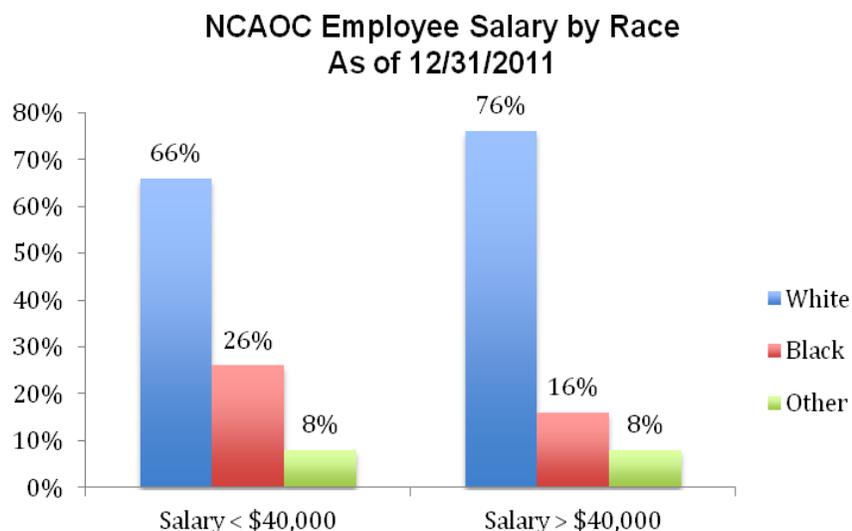


Figure 1.8: NCAOC Salary Ranges by Race



JUDICIAL BRANCH SALARIES

As of 12/31/11, the average annual salary of judicial branch employees was \$51,385. Many employee salaries are statutorily determined. Of the total judicial branch workforce 922 (15 percent) earned salaries between \$20,000 and \$29,999; 1,585 (26 percent) earned salaries between \$30,000 and \$39,999; and 1,518 (24 percent) earned salaries between \$40,000 and \$49,999.

Of the total females employed by the judicial branch 2,147 (49 percent) earned less than \$40,000 per year; 2,222 (51 percent) earned salaries of \$40,000 or more per year. Of the total males employed by the judicial branch 360 (20 percent) earned less than \$40,000 per year; while 1,456 (80 percent) earned salaries of \$40,000 or more per year.

Of the total minorities employed by the judicial branch 564 (43 percent) earned less than \$40,000 per year; while 744 minorities (57 percent) earned salaries of \$40,000 or more per year.

Figure 1.9: Judicial Branch Salary Ranges by Sex

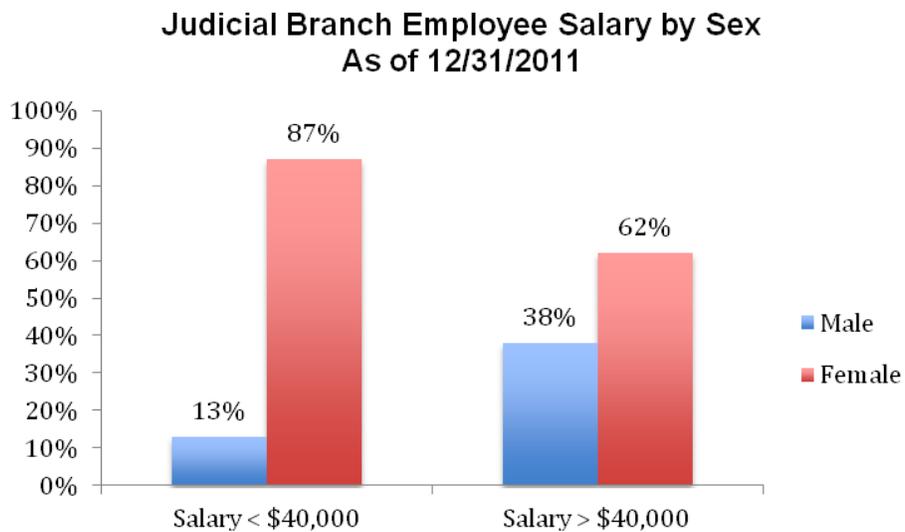
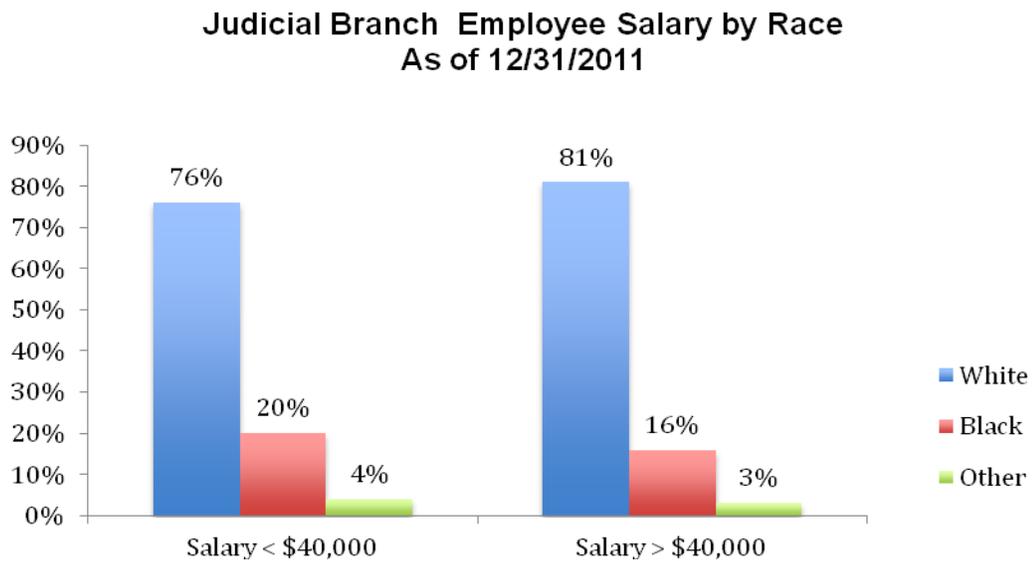


Figure 2.1: Judicial Branch Salary Ranges by Race

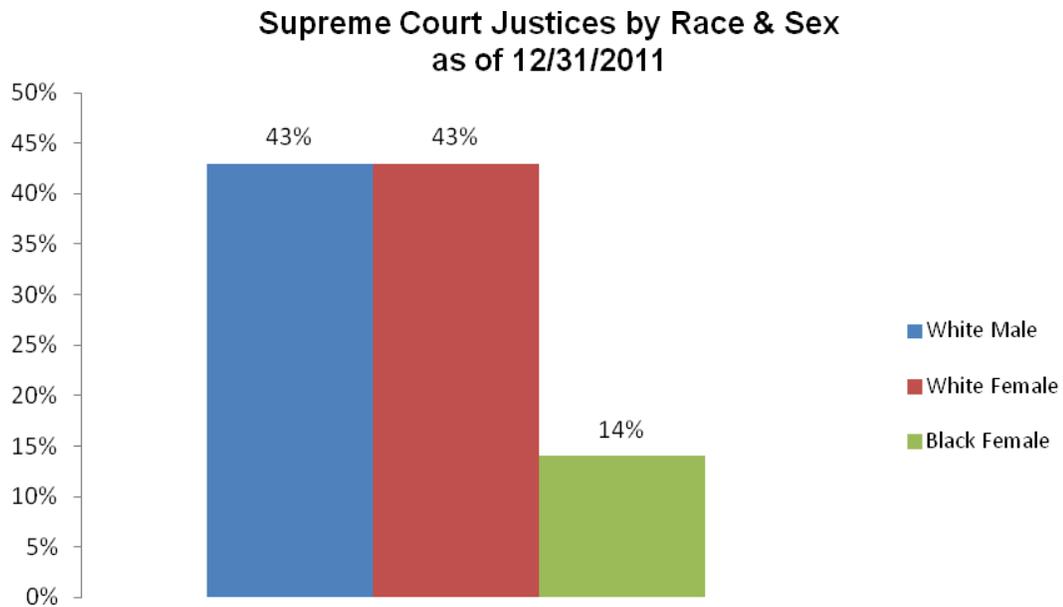


ELECTED OFFICIALS

The following data is based on race and sex of judicial branch elected officials as of December 31, 2011. Race and sex breakdown of elected officials is heavily related to choices made by the voting population of the State of North Carolina. There were 547 elected officials as of 12/31/11. These officials account for 9 percent of the judicial branch workforce.

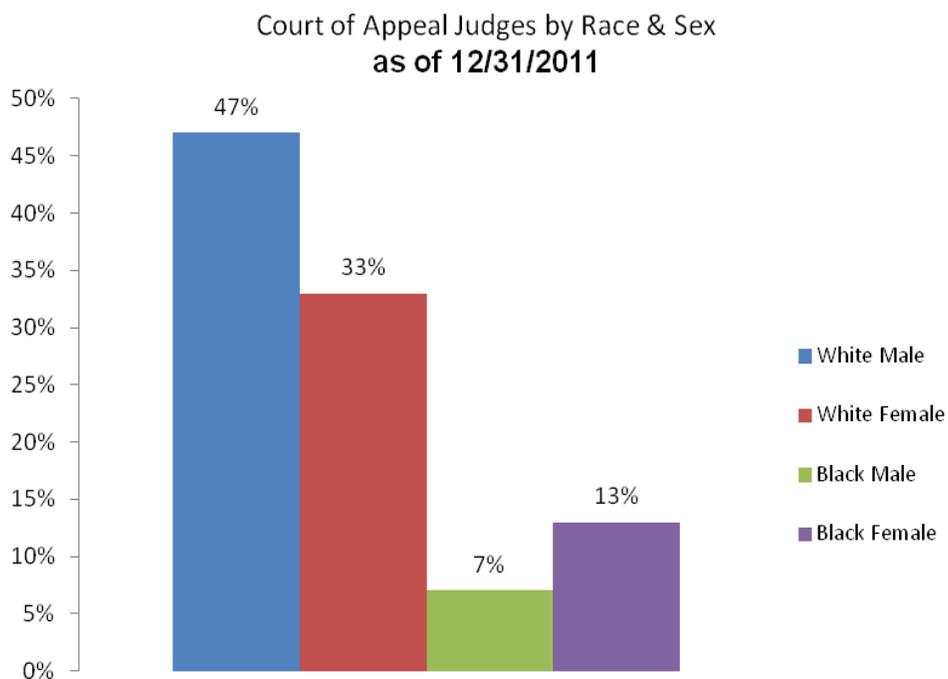
The Supreme Court was comprised of 3 white males (43 percent), 3 white females (43 percent) and 1 black female (14 percent).

Figure 2.2: Supreme Court Justices by Race & Sex



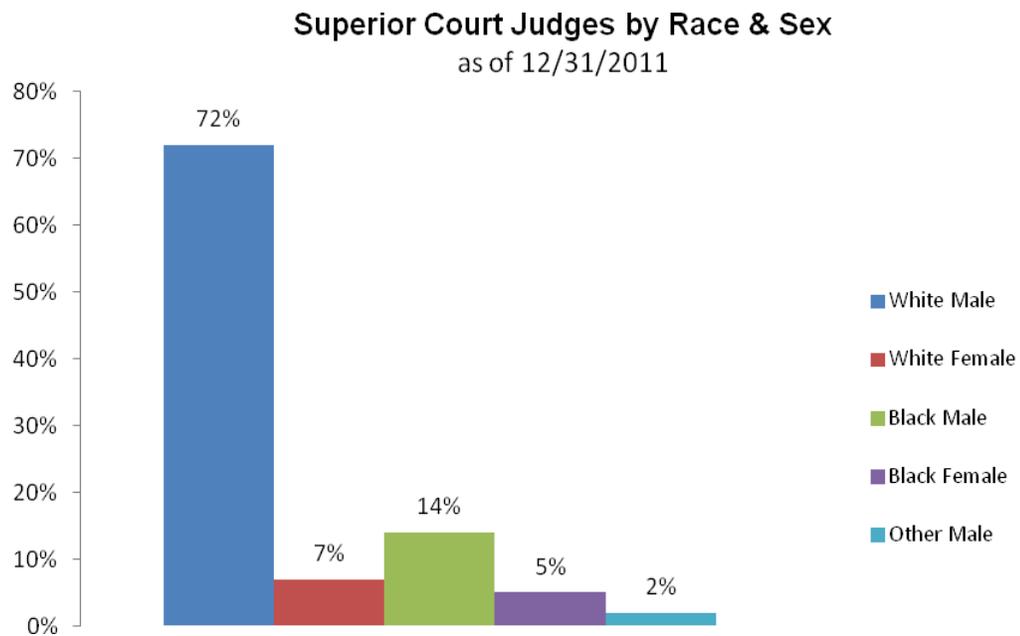
The Court of Appeals was comprised of 8 males (53 percent) and 7 females (47 percent). The race/sex breakdown of Court of Appeals judges was: 7 white males (47 percent), 1 black male (7 percent), 5 white females (33 percent), and 2 black female (13 percent).

Figure 2.3: Court of Appeals Judges by Race & Sex



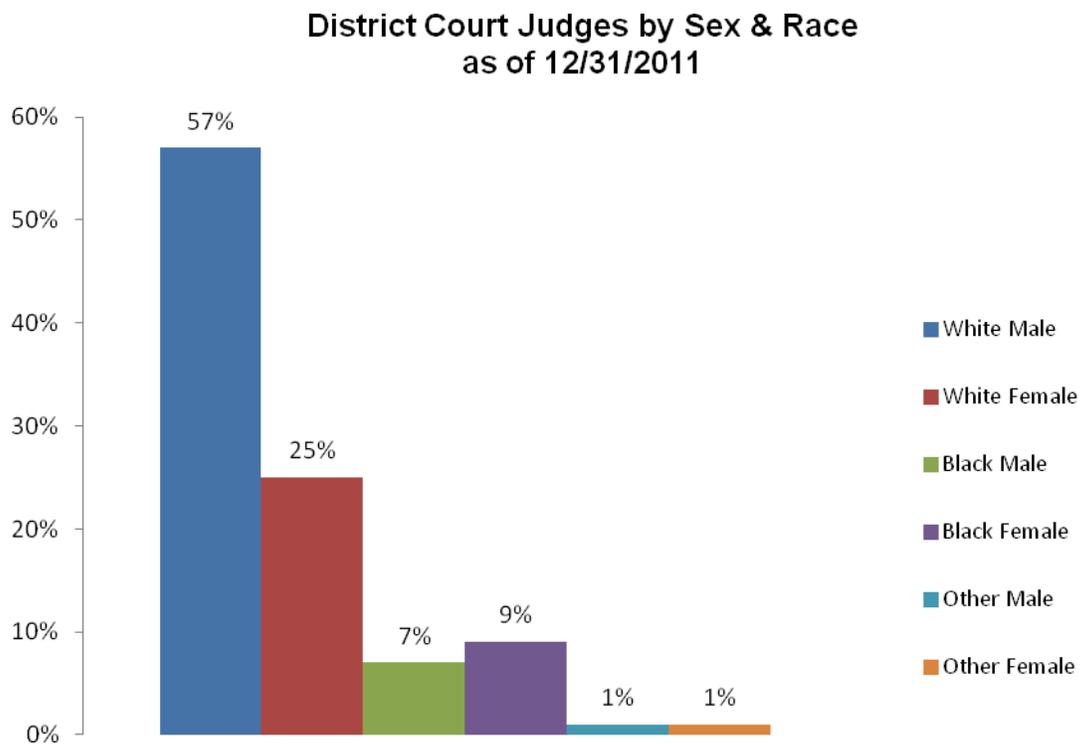
In Superior Court, there were 98 males (88 percent) and 14 females (12 percent). The race/sex breakdown of Superior Court judges was: 81 white males (72 percent), 15 black males (14 percent), 2 other minority males (2 percent), 8 white females (7 percent), and 6 black females (5 percent).

Figure 2.4: Superior Court Judges by Race & Sex



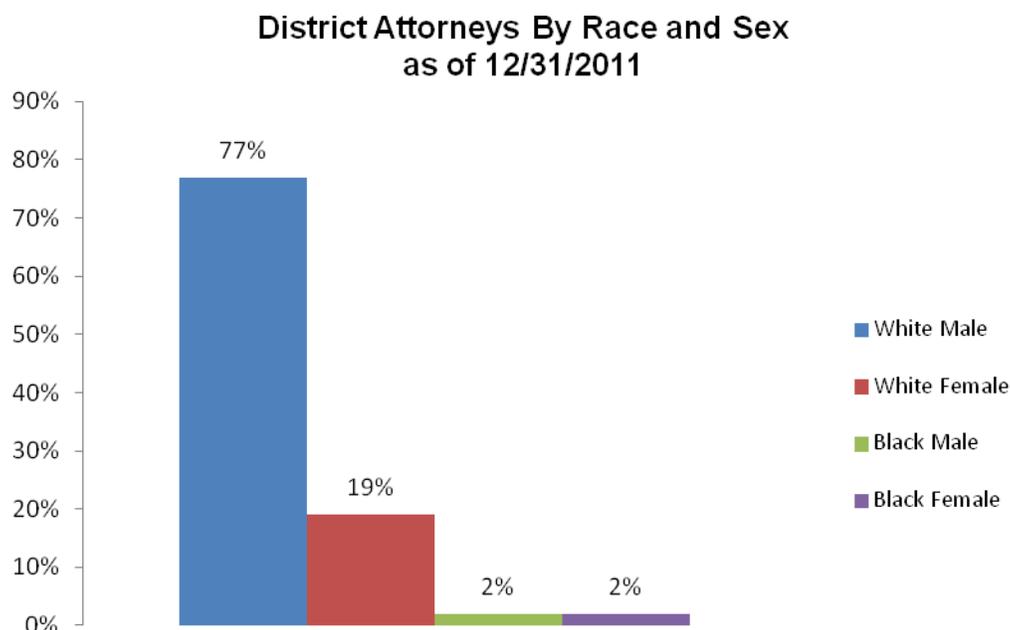
In District Court there were 174 males (65 percent) and 95 females (35 percent). The race/sex breakdown of District Court judges was: 152 white males (57 percent), 20 black males (7 percent), 2 other minority males (1 percent), 68 white females (25 percent), 2 other minority female (1 percent) and 25 black females (9 percent).

Figure 2.5: District Court Judges by Race & Sex



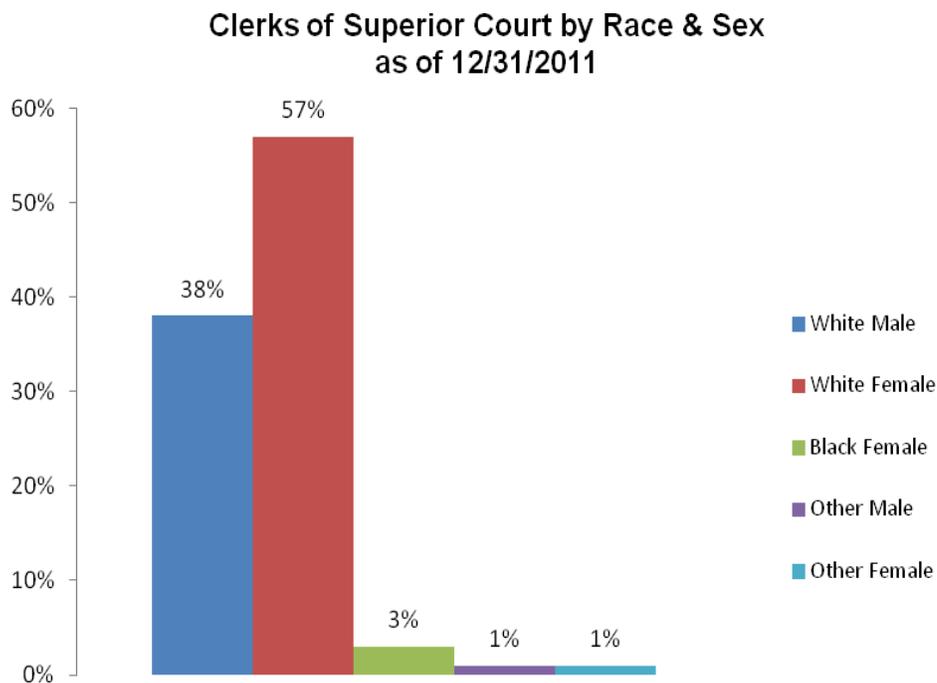
District Attorneys were comprised of 35 males (80 percent) and 9 females (20 percent). The race/sex breakdown of District Attorneys was: 34 white males (77 percent), 8 white females (19 percent), 1 black male (2 percent), and 1 black female (2 percent).

Figure 2.6: District Attorneys by Race & Sex



Clerks of Superior Court were comprised of 39 males (39 percent) and 61 females (61 percent). The race/sex breakdown for all Clerks of Superior Court was: 38 white males (38 percent), 57 white females (57 percent), 3 black females (3 percent), and 1 other minority female (1 percent), and 1 other minority male (1 percent).

Figure 2.7: Clerks of Superior Court by Race & Sex

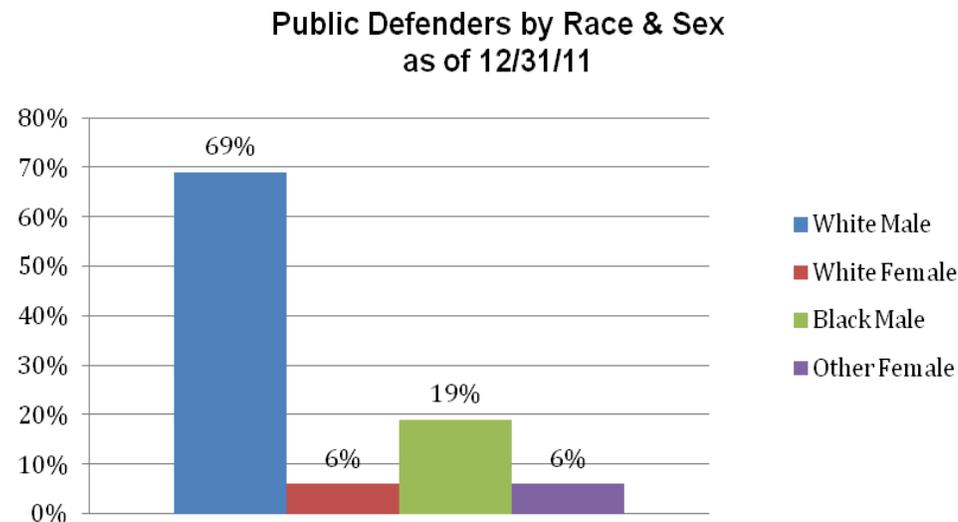


APPOINTED OFFICIALS

The following data is based on race and sex of judicial branch appointed officials as of 12/31/11. Appointed officials include those who hold Public Defender or Magistrate positions. There were 690 appointed officials as of 12/31/11. These officials account for 11 percent of the judicial branch workforce.

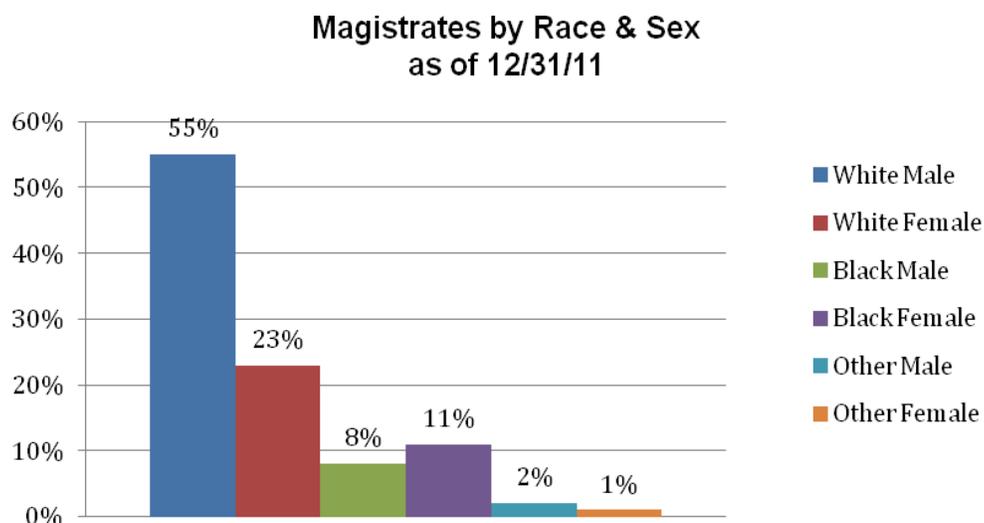
Public Defenders were comprised of 14 males (88 percent) and 2 females (12 percent). The race/sex breakdown of Public Defenders was: 11 white males (69 percent), 3 black males (19 percent), 1 white female (6 percent), and 1 American Indian female (6 percent).

Figure 2.8: Public Defenders by Race & Sex



Magistrates were comprised of 441 males (65 percent) and 232 females (35 percent). The race/sex breakdown for all Magistrates was: 372 white males (55 percent), 56 black males (8 percent), 13 other minority males (2 percent), 152 white females (23 percent), 75 black females (11 percent), and 5 other minority females (1 percent).

Figure 2.9: Magistrates by Race & Sex



ADDITIONAL NCAOC INFORMATION

Figure 3.1: NCAOC Workforce by Job Category

NC Administrative Office of the Courts

Workforce by Job Category - As of 12/31/11

Job Category	Total	Male					Female				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Managers	63	24	3	0	0	1	27	8	0	0	0
		38%	5%	0%	0%	2%	43%	13%	0%	0%	0%
Professionals	373	136	16	4	16	1	145	36	8	9	2
		36%	4%	1%	4%	0%	39%	10%	2%	2%	1%
Administrative Support	85	16	4	1	0	0	39	24	0	1	0
		19%	5%	1%	0%	0%	46%	28%	0%	1%	0%
Skilled Craft	6	4	0	0	1	0	1	0	0	0	0
		67%	0%	0%	17%	0%	17%	0%	0%	0%	0%

Total
527 Employees

Figure 3.2: NCAOC Employment by Race & Sex

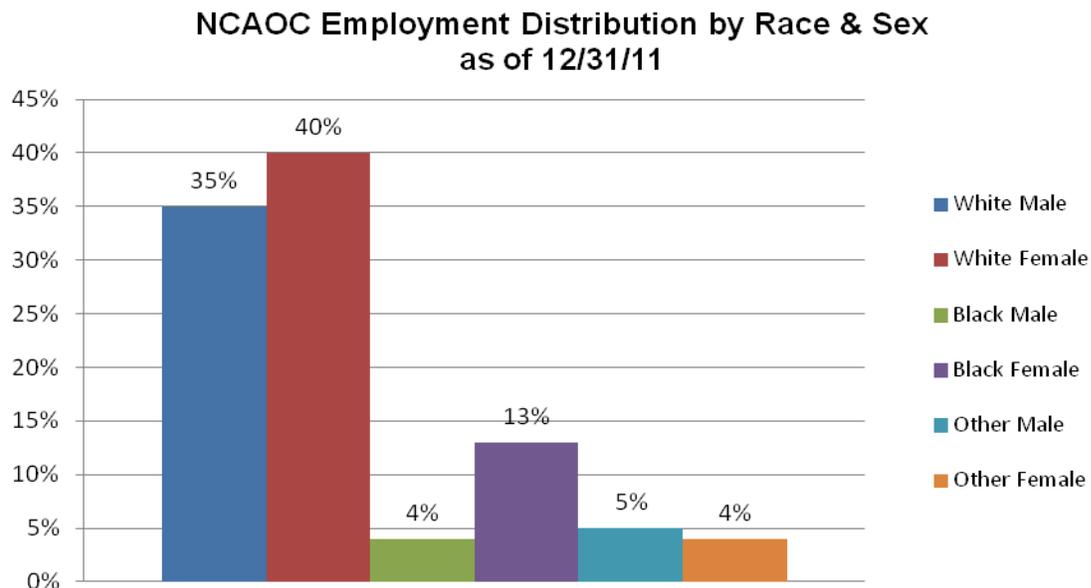


Figure 3.3: NCAOC Employment by Sex

NCAOC Employment Distribution by Sex as of 12/31/11

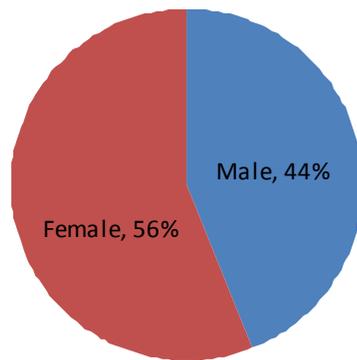
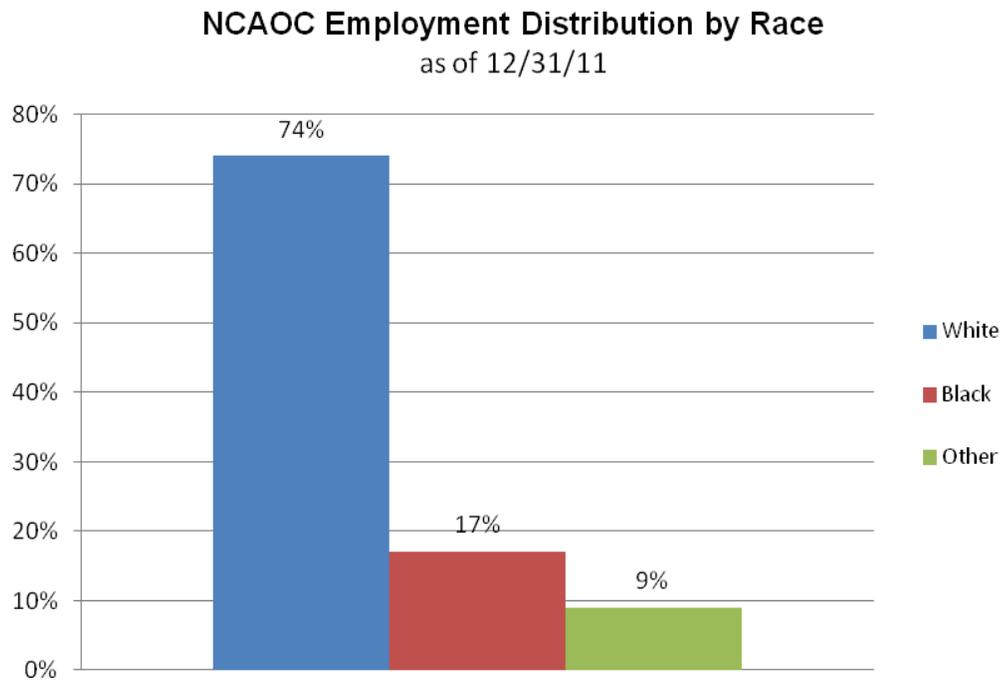


Figure 3.4: NCAOC Employment by Race



Additional Judicial Branch Information

Figure 3.5 Judicial Branch Workforce by Job Category

NC Judicial Branch of Government

Workforce by Job Category - As of 12/31/11

Job Category	Total	Male					Female				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Managers	78	31	3	0	0	1	34	9	0	0	0
		40%	4%	0%	0%	0%	44%	12%	0%	0%	0%
Professionals	2807	1307	166	12	23	20	976	243	23	23	10
		47%	6%	0%	1%	1%	35%	9%	1%	1%	0%
Technicians	2	1	0	0	0	0	1	0	0	0	0
		50%	0%	0%	0%	0%	50%	0%	0%	0%	0%
Protective Services	88	41	7	2	0	0	27	8	2	0	1
		53%	7%	3%	0%	0%	38%	10%	2%	0%	1%
Administrative Support	3221	147	44	5	0	3	2343	588	45	10	33
		5%	1%	4%	0%	0%	80%	20%	2%	0%	1%
Skilled Craft	8	4	0	0	1	0	2	1	0	0	0
		50%	0%	0%	13%	0%	25%	13%	0%	0%	0%
Service/Maintenance	No Judicial Branch employees in this job category.										

6204 Total Employees

Figure 3.6: Judicial Branch Employment by Race & Sex

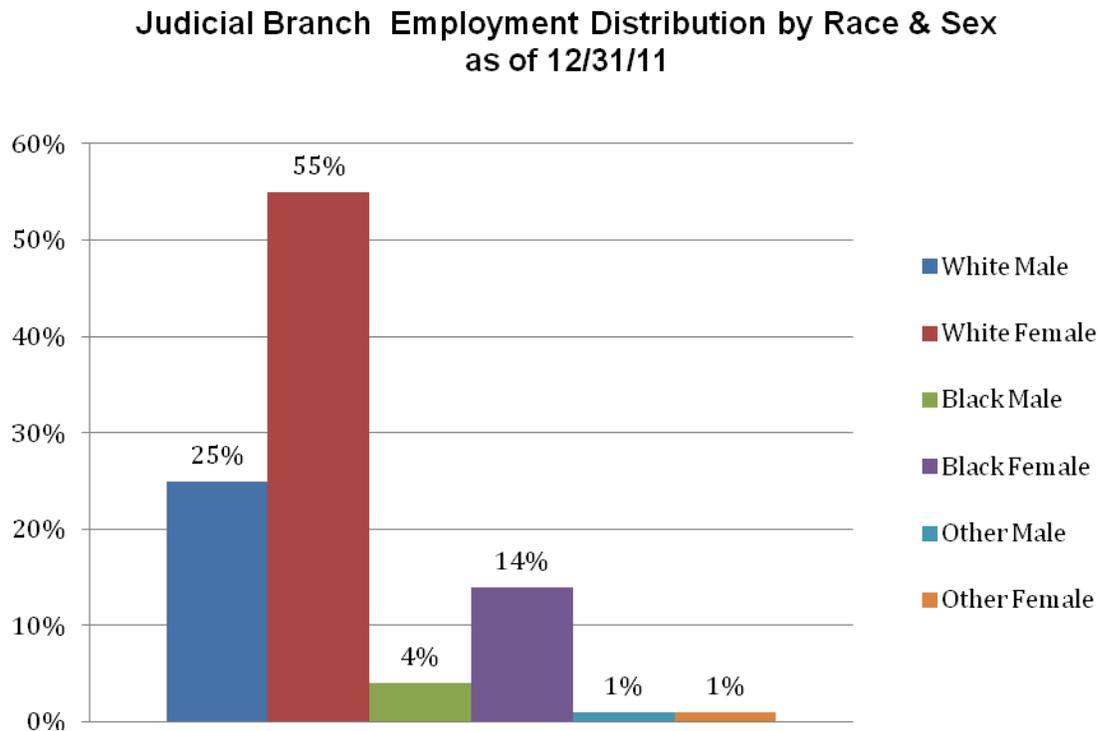


Figure 3.7: Judicial Branch Employment by Race

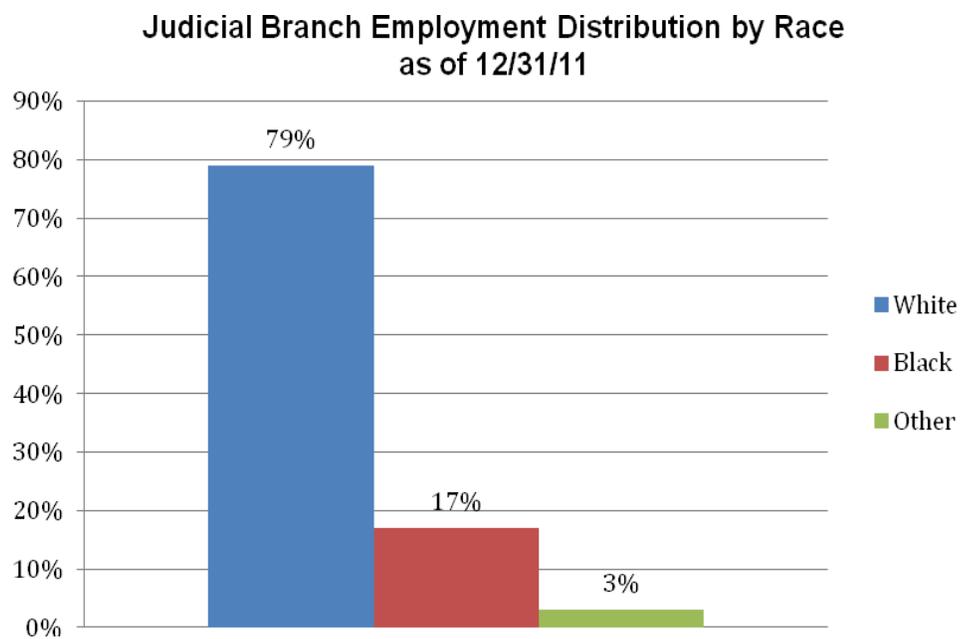
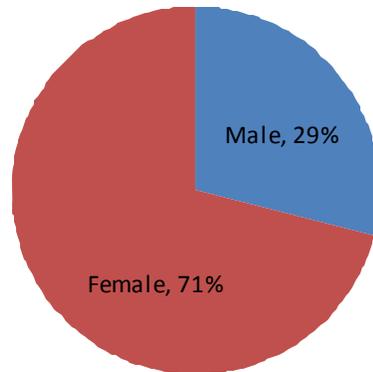


Figure 3.8: Judicial Branch Employment by Sex

**Judicial Branch Employment Distribution by
Sex
as of 12/31/11**



CONCLUSION

Equal employment opportunity continues to be emphasized by the NCAOC to all judicial branch work units. The NC Judicial Branch of Government workforce continues to be heavily dominated by female workers. As of December 31, 2011, the judicial branch workforce was comprised of 71 percent female and 21 percent minority. Minorities were hired for 23 percent of all judicial branch vacant positions in 2011. Minorities were awarded 19 percent of all judicial branch promotional opportunities in 2011. Elected and appointed officials made up 20 percent of the total judicial branch workforce. Utilization of minorities in the judicial branch workforce continues to be affected by the number of elected and appointed officials.

The judicial branch persistently strives to make the future workforce more diverse – one that will be more representative of underrepresented classes. We will continue in our efforts as indicated in this report to attract, recruit, and retain the best-qualified persons to very diligently serve our North Carolina court system.

Note: National data used throughout this report comes from the 2010 U.S. Census.

Addendum: Judicial Branch Job Titles by Occupational Category

Administrative Support

Accounting Specialist I	Executive Assistant III
Accounting Specialist II	Executive Assistant III
Accounting Specialist III	Forms Design Specialist
Accounting Specialist IV	Forms Manager
Accounting Supervisor I	Gal Program Assistant I
Accounting Supervisor II	Hr Web Design/training Coordinator
Accounting Supervisor III	Hris Specialist
Administrative Assistant	Human Resources Assistant
Administrative Officer I	Ids Administrative Assistant
Administrative Secretary	Judicial Scheduling Assistant
Aoc Administrative Assistant I	Judicial Services Coordinator
Aoc Division Assistant	Leave Specialist
Appellate Clerk I	Legal Assistant I
Appellate Clerk II	Legal Assistant II
Appellate Defender Legal Assistant	Legal Assistant III
Assistant Clerk	Mail Clerk
Assistant Warehouse Supervisor	Microfilm Services Assistant
Attorney Fee Coordinator	Office Assistant
Business Court Legal Assistant	Office Manager
Cdm Judicial Assistant	Payroll Specialist I
Coa Legal Assistant	Payroll Specialist II
Computer Equipment Coordinator	Pretrial Screener I
Computer Operator	Pretrial Screener II
Computer Room Supervisor	Procurement Assistant
Conference Planner/registrar	Programs Administrative Specialist
Coordinator Of Opinion Drafting	Public Defender Legal Assistant
Court Editorial Assistant	Receptionist
Csc Office Assistant	Secretary I
Da Legal Assistant/worthless Check	Secretary II
Da Victim-witness/legal Assistant	Special Counsel Legal Assistant
Deferred Payment Coordinator	Superior Court Judicial Assistant
Deputy Clerk	Superior Court Judicial Assistant I
Deputy Clerk/bookkeeper	Superior Court Judicial Assistant II
District Court Judicial Assistant I	Superior Court Trial Court Coordinator
District Court Judicial Assistant II	Training Coordinator
District Court Trial Court Coordinator	Visitation Monitor
Executive Assistant I	Warehouse Assistant
Executive Assistant II	Warehouse Supervisor

Officials and Administrators

Applications Dev Assistant Admin	Gal Services Administrator
Assistant Director Of Aoc	Human Resources Compensation Manager
Chief Information Officer	Human Resources Manager
Communications Director	Human Resources Officer
Court Programs Administrator	Ids Executive Director
Court Services Administrator	Ids Financial Analyst
Csc Conference Executive Director	Information Technology Manager
Da's Conference Director	Judicial Branch Education Manager
Deputy Chief Information Officer	Judicial Purchasing Officer
Deputy Director	Org Development & Planning Administrator
Deputy Judicial Purchasing Officer	Safety and Health Management
Director Administrative Office Of Courts	Senior Deputy Director Of Aoc
Financial Services Manager I	Sent Serv Regional Admin
Financial Services Manager II	Sentencing & Policy Advis Comm Assoc Dir
Financial Services Officer	Sentencing & Policy Advis Comm Exec Dir
Gal Regional Administrator	Sentencing Services And Contracts Admin

Management Related

Accountant	Instructional Designer
Administrative Services Manager	Instructional Designer/curriculum Spec
Benefits Specialist	Internal Auditing Manager
Budget Analyst	Internal Auditor
Compensation Analyst	Judicial Standards Executive Director
Deputy Director For Research & Training	Procurement Specialist I
Employee Development Consultant	Procurement Specialist II
Employee Relations Specialist	Records Management Specialist
Exec Dir Comm On Professionalism	Recruiting Specialist
Financial Management Analyst	Safety & Health Specialist
Gal Training Administrator	Salary Administration Specialist I
Gal Volunteer Recruiter	Salary Administration Specialist II
Grants Accountant	Setoff Debt Collection Officer
Ids Assistant Director	Special Projects Coordinator
Ids Auditor	Sr. Budget Analyst
Innocence Inquiry Commission Director	Technical Recruiter

Professionals

Access And Visitation Coordinator	Data Protection Coordinator
Administrative Counsel To The Court	Database Administrator
Appellate Defender	Deputy Legal Counsel
Appellate Defender Admin Asst I	Disaster Recovery Coordinator
Appellate Defender Admin Asst II	District Attorney
Applications Analyst Programmer II	District Attorney Admin Asst I
Applications Analyst Programmer III	District Attorney Admin Asst II
Applications Analyst Programmer Spec	District Attorney Admin Asst III
Applications Development Administrator	District Attorney Admin Asst IV
Applications Development Manager	Drug Treatment Court Case Coord
Assistant Appellate Defender	Drug Treatment Court Coord II
Assistant Capital Defender	Drug Treatment Court Coordinator I
Assistant Clerk Of Supreme Court	Drug Treatment Court District Admin
Assistant District Attorney	Emergency Judge
Assistant Juvenile Defender	Family Court Administrator
Assistant Legal Counsel	Family Court Case Coordinator
Assistant Public Defender	Field Support Manager
Assistant Supreme Court Librarian	Fingerprint Records Analyst
Assistant To Special Counsel	Gal Advocacy Specialist
Associate Counsel	Gal Attorney Advocate
Associate Justice Supreme Court	Gal District Administrator I
Audio/Video Technician	GAL Program Specialist II
Automation Support Analyst	GAL Program Specialist I
Automation Support Specialist	Gal Program Supervisor
Business Systems Analyst	Help Desk Administrator
Business Systems Analyst Supervisor	Help Desk Lead
Capital Case Coordinator	Help Desk Specialist
Capital Defender	Help Desk Specialist Senior
Capital Defender Legal Assistant	Ids Legal Associate
Chief Judge Court Of Appeals	Innocence Commission Staff Attorney
Chief Judge District Court	Judge Court Of Appeals
Chief Justice Supreme Court	Judge District Court
Chief Resource Prosecutor	Juvenile Case Manager
Clerk Of Court Of Appeals	Juvenile Court Coordinator
Clerk Of Superior Court	Juvenile Defender
Clerk Of Supreme Court	Lan Architecture Manager
Court Administrator	Lan Support Specialist
Court Programs Specialist I	Lan Support Specialist Supervisor
Court Programs Specialist II	Lan Systems Support Manager
Court Reporting Coordinator	Legal Counsel
Custody And Visitation Mediator I	Legal Research Specialist
Library Technical Assistant	Supreme Court Librarian

Professionals (Continued)

Magistrate	Spanish Interpreter
Mediated Settlement Administrator	Special Counsel
Mental Health Court Case Coordinator	Special Counsel Supervising Attorney
Network Infrastructure Services Manager	Special Judge
Network Systems Administrator	Staff Attorney I
Official Court Reporter	Staff Attorney II
Procedural Help Desk Specialist	Staff Attorney III
Production Support Specialist	Staff Attorney IV
Programs & Special Projects Manager	Staff Court Interpreter
Project Coordinator	Statistical Analyst I
Project Supv Communications And Grants	Superior Court Judge
Public Defender	Supreme Court Reporter I
Public Defender Admin Asst I	Supreme Court Reporter II
Public Defender Admin Asst II	Supreme Court Staff Attorney
Public Defender Admin Asst III	Systems Analyst I
Public Defender Admin Asst IV	Systems Analyst II
Quality Assurance Administrator	Systems Analyst III
Quality Assurance Analyst III	Systems Support Supervisor
Research & Planning Administrator	Technology Advisor
Research And Policy Associate	Telecommunications Manager
Research And Policy Associate Senior	Telecommunications Specialist
Research Assistant I	Telecommunications Specialist Senior
Research Assistant II	Trial Court Administrator
Resource Prosecutor	Victims Assistant
Senior Analyst	Voip Telecommunications Specialist
Senior Resident Superior Court Judge	Wan Engineer I
Senior Systems Programmer	Wan Engineer II
Sent Serv District Admin	Wan Engineer III
Social Worker	

Protective Services

Capital Case Investigator	Innocence Commission Investigator
Da Investigator/worthless Check	Judicial Standards Comm Investigator
District Attorney Investigator	Public Defender Chief Investigator
District Attorney Investigator (GRANT)	Public Defender Investigator

Skilled Craft

Assistant Print Shop Supervisor	Print Shop Supervisor
Facilities Maintenance Coordinator	Printing Equipment Operator

Technicians and Technologist

Ids Research Director

Addendum B: Description of Occupational Categories

DESCRIPTION OF OCCUPATIONAL CATEGORIES

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.

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.

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.

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.

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.

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.

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 groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

Source: U.S. Equal Opportunity Commission
<http://www.eeoc.gov/employers/eeo4survey/e4instruct.cfm>