

**Alaska Court System**  
**EEOP Utilization Report - Underutilization Analysis**  
**July 1, 2021**

The court's workforce at the time of the review consisted of 571 full-time and part-time employees located in 37 communities throughout Alaska; the workforce includes 117 males and 454 females.

Court employees subject to the plan are assigned to four of the eight job categories: Officials/Administrators (31), Professionals (129), Technicians (11), Administrative Support (397) and Skilled Craft (3). Two of the five categories contain fewer than 30 positions; a change in the race/gender code of a single employee could significantly alter the utilization statistics. The court has no employees assigned to the protective services (sworn), protective services (unsworn), or service/maintenance job categories.

With 234 employees, Anchorage accounts for 41% of employees subject to the plan. The five communities of Anchorage, Fairbanks, Juneau, Kenai, and Palmer account for 64% of all court employees subject to the plan. The remaining employees are located in smaller communities, many of which are in rural areas accessible only by air. Several court locations have only one employee.

Justices and judges are appointed by the governor and are subject to periodic retention elections. Law clerks typically serve only a one-year appointment; therefore, they are considered temporary employees. Employees in these job classes are not included in the utilization report.

Nearly all job vacancies are advertised through the State of Alaska's web-based recruitment system, Workplace Alaska. Resumes and cover letters for many of our positions are accepted via U.S. mail, fax, or scan/email. Upon request recruitment notices are published in local newspapers serving Alaska's smaller communities. After surveying new hires, we found that advertising in the newspapers in Anchorage, Fairbanks, or Juneau did not yield us any successful applicants. Over the course of the last year the court has made a concerted effort to utilize social media as a means of attracting new applicants. This is done through the Alaska Court System official Facebook page and also through local rural court Facebook pages.

Recruitment notices are posted on the Alaska Court System website and through the Alaska Bar Association web site. Weekly recruitment notices are distributed via e-mail to all court system employees. Recruitment notices for positions in small communities may also be disseminated through local cable channels and radio announcements.

The *Utilization Analysis Chart: Two or More Standard Deviations* indicates that underutilization occurs in the Administrative Support category.

The Administrative Support category consists of 397 employees. This is the largest group of employees at the court system, comprising 70% of the workforce subject to the plan.

White males constitute 10.3% of the court's workforce in this category; they represent 23% of the community labor pool in Alaska. Alaska Native/American Indian males constitute .8% of the court's workforce in this category; they represent 2% of the community labor pool in Alaska. Male employees identified as Two or More Races constitute 0% of the court's workforce in this category; they represent 1% of the community labor pool in Alaska. Male employees identified as Black/African American constitute 0% in the court's workforce in this category; they represent 2% of the community labor pool in Alaska. Female employees identified as Two or More Races constitute 0% in the court's workforce in this category; they represent 3% of the community labor pool in Alaska.

The Officials/Administrators category consists of 31 employees. This is the third largest group of employees at the court system, comprising 5% of the workforce subject to the plan.

White males constitute 23% of the court's workforce in this category; they represent 46% of the community labor pool in Alaska.

### **Objectives:**

The court's objective is to ensure equal employment opportunities and encourage underutilized applicants to apply for vacancies in the Administrative Services and Officials Administrative job categories. The court adopts the following steps to encourage applications from males in the following categories: White, Alaska Native/American Indian males, males identified as Two or More Races, and females identified as Two or More Races.

### **Steps:**

1. The court will review recruitment and employment information related to the Administrative Support and Officials Administrators categories to identify issues that may pose barriers for applicants (minimum qualifications, descriptions of job duties, job titles, retention rates, and applicant information for recent recruitments in various court locations and regions).
2. The Human Resources Analyst will be designated as the outreach coordinator to increase awareness of court employment opportunities among underutilized groups.
3. The court will expand its recruitment efforts at job fairs, universities, vocational schools, military outplacement services, Alaska Native organizations, and affinity groups.
4. The court will encourage hiring managers to consider underutilized applicants when filling classified positions in the Administrative Support category.
5. The Human Resources Department will convene a committee of hiring managers to evaluate the recruitment process and suggest possible changes to encourage more underutilized applicants for positions in the Administrative Services and Officials Administrators job classes.
6. The Human Resources Department will interview employees representing the underutilized categories to evaluate the recruitment process and identify possible changes to encourage more underutilized applicants for positions in the Administrative Services and Officials Administrators job classes.

7. The court system will continue our newly implemented employee referral program as a means to attract applicants in underrepresented groups.
8. The court will develop an action plan to increase the number of underutilized applicants for positions in the Administrative Support and Officials Administrators category.
9. The court will work with our clerical education manager to add a course catalog and training series around *Valuing Diversity*.
10. The Human Resources Department will invite State of Alaska EEO personnel to present training to ACS managers on the importance of equal employment opportunity and diversity.
11. Our current payroll system does not allow us to enter more than one race identifier. The Human Resources Department will work with the Division of Personnel to see if modifications can be made to the payroll system to allow for the collection of this data.

### **Internal Dissemination**

A copy of the EEOP Short Form will be posted on the Human Resources section of the court's intranet.

The HR Department will discuss the plan during new supervisor orientations and during periodic meetings with court supervisors and managers.

The EEOP Short Form will be included in the new supervisor handbook.

### **External Dissemination**

A copy of the EEOP Short Form will be posted on the recruitment section of the court's public website.

Printed copies of the EEOP Short Form will be distributed to State Law Libraries in Anchorage, Fairbanks, and Juneau.