

Alaska Court System
EEOP Utilization Report - Underutilization Analysis
July 1, 2023

The court's workforce at the time of the review consisted of 573 full-time and part-time employees located in 37 communities throughout Alaska; the workforce includes 125 males and 448 females.

Court employees subject to the plan are assigned to four of the eight job categories: Officials/Administrators (22), Professionals (130), Technicians (11), Administrative Support (407) 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 308 employees, Anchorage accounts for 54% of employees subject to the plan. The five communities of Anchorage, Fairbanks, Juneau, Kenai, and Palmer account for 81% 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, in-person, 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 our larger communities 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. The Alaska Court System is also working on an official LinkedIn page to recruit applicants.

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, radio announcements, and through posting flyers in the community.

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

The Administrative Support category consists of 407 employees. This is the largest group of employees at the court system, comprising 71% of the workforce subject to the plan.

White males constitute 11.3% of the court's workforce in this category; they represent 22.4% of the community labor pool in Alaska. Male employees identified as Two or More Races constitute 0.5% of the court's workforce in this category; they represent 2.4% of the community labor pool in Alaska. Male employees identified as Black/African American constitute 0.5% in the court's workforce in this category; they represent 1.7% of the community labor pool in Alaska. Female employees identified as Two or More Races constitute 1% in the court's workforce in this category; they represent 4.4% of the community labor pool in Alaska.

The Professional category consists of 130 employees. This is the second largest group of employees at the court system, comprising 22.7% of the workforce subject to the plan.

Male employees identified as white constitute 25.4% of the court's workforce in this category; they represent 34.2% 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 2.8% of the community labor pool.

Objectives:

The court's objective is to ensure equal employment opportunities and encourage underutilized applicants to apply for vacancies in the Administrative Services and Professional job categories. The court adopts the following steps to encourage applications from males in the following categories: White, Black or African American, 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 Professional 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, 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 work with the National Center for State Courts to pilot their Court Opportunity Recruitment for All (CORA) program which utilizes the Blueprint for Racial Justice to examine the systemic changes needed to make equal justice under the law an enduring reality for all.
6. The Human Resources Department will include questions about the recruitment processes when doing the 30-day check in with new employees to evaluate the recruitment process and identify possible changes to encourage more underutilized applicants for positions in the Administrative Services and Professional job classes.

7. The court system will continue our employee referral program as a means to attract applicants in underrepresented groups.
8. The court will consult with the judicial diversity committee to get recommendations on how to increase the number of underutilized applicants for positions in the Administrative Support and Professional category.
9. The court will continue to have DEI training as a part of all annual manager development conferences.

10. The Human Resources Department will continue to invite DEI experts to present at management conferences.

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 continue with the management development courses as a way to disseminate information to supervisors about the plan to attract applicants in underutilized categories.

The EEOP Short Form will be included in the 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.