

EQUAL EMPLOYMENT OPPORTUNITY PLAN 2020

Introduction

The Maryland Judicial Branch (the “Judicial Branch”) is responsible for managing the court system for the State of Maryland. Approximately 5,300 individuals of diverse backgrounds work in the Judicial Branch throughout Maryland’s 23 counties and Baltimore City. The Judicial Branch is comprised of several distinct parts. One part consists of the four-level court system. Another part is the Administrative Office of the Courts (“AOC”) which provides administrative services for the Judicial Branch, including operations such as human resources, procurement, payroll services, finance and budgeting, information technology, media relations, security and facilities management. Similarly, the District Court Headquarters provides centralized support statewide for that court. Additionally, there are judicial units, judicial committees, and other bodies which support the work of the Judicial Branch. Annually, millions of people access the courts’ programs and services as litigants, jurors, advocates, mediators and service providers. Every day, the courts and the AOC operate collaboratively to serve the people of Maryland and others who use the courts.

The Judicial Branch is an independent branch of government deriving its powers from the *Maryland Constitution*, Article IV, § 1, and the Maryland General Assembly, *Maryland Code, Courts & Judicial Proceedings Article*. The Judicial Branch operates on an annual legislative appropriation of close to \$599 million. Additionally, the Judicial Branch receives funding from direct and indirect federal grants.

The AOC’s Fair Practices Department (“FPD”) is the primary organizational unit charged with maintaining compliance with the myriad of equal opportunity laws both with respect to employees and the millions of users of the Judicial Branch’s programs and services. Functions of the FPD include the responsibility of administering an effective complaint process, investigating complaints of discrimination, harassment, and retaliation under the Judicial Branch’s *Policy Prohibiting Discrimination, Harassment, and Retaliation* (the “*Anti-Discrimination Policy*” or “the *Policy*”), providing guidance on the application of the *Policy* and of federal and state laws to employees and public users of the Judicial Branch programs and services, managing requests for reasonable accommodations based upon disability and religious beliefs or practice, and supporting training programs to build employee knowledge of the *Policy* and of federal and state laws. The FPD works collaboratively with other offices to develop and deliver workplace training related to diversity and equal opportunity. Because certain components in the Judicial Branch, such as Circuit Courts funded by local authorities, are not covered by the AOC’s personnel systems, the FPD has a more limited role but still works to support local EEO Coordinators and related equal employment opportunity goals.

EQUAL EMPLOYMENT OPPORTUNITY PLAN 2020

The Judicial Branch embraces the core values of equal opportunity, justice, inclusion and mutual respect. These core values guide our decisions to daily demonstrate the principles of equal opportunity as we relate to each other and the general public. It is with the foregoing values in mind that the following pages offer data, and recommendations for the Judicial Branch's continued progress toward the goal of equal opportunity for all.

EQUAL EMPLOYMENT OPPORTUNITY PLAN 2020

Relevant Laws

The State of Maryland Judicial Branch adheres to federal and state mandates to establish and maintain equal opportunity in employment. These mandates include, but are not limited to:

Maryland Fair Employment Practices Act, Md. Code Ann., State Gov't. § 20-601 et seq. – Makes it unlawful to discriminate against employees based on multiple protected characteristics. The FEPA also prohibits sexual harassment and pregnancy-related discrimination.

Maryland Code, State Gov't. Art. § 20-201, et seq. – Prohibits State government entities from discriminating against individuals in providing government services.

Age Discrimination in Employment Act (ADEA) – Makes it unlawful to discriminate against employees or job applicants based on age when they are 40 years of age or older.

Americans With Disabilities Act (ADA) – Prohibits discrimination based on disabilities in the areas of employment and public services.

Title VI, Civil Rights Act of 1964 – Prohibits discrimination based on race, color and national origin in programs or activities receiving federal financial assistance.

Title VII, Civil Rights Act of 1964 – Prohibits discrimination because of race, color, religion, sex or national origin, in any term, condition or privilege of employment. Title VII also prohibits sexual harassment and pregnancy-related discrimination.

Equal Pay Act – Prohibits sex discrimination compensation by barring employers from paying an employee “at a rate less than the rate at which it pays wages to employees of the opposite sex in such establishments for equal work on jobs, the performance of which requires equal skill, effort, responsibility, and which are performed under similar working conditions.”

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) – Prohibits employment discrimination against veterans and protects the civilian employment of active and reserve military personnel in the United States.

Family and Medical Leave Act – Permits employees to take up to 12 weeks of unpaid leave during any 12-month period for a serious health condition of the employee or close family member.

Executive Order 13166 – Requires federal-aid recipients must take steps to ensure meaningful access to programs and services by individuals with Limited English Proficiency.

EQUAL EMPLOYMENT OPPORTUNITY PLAN 2020

Policy Statement

The Judicial Branch recognizes and honors the value and dignity of each employee and the importance of providing employees with an opportunity to pursue a career in an environment free of discrimination, harassment, and retaliation. The Judicial Branch is committed to the principles of equal employment opportunity and strictly prohibits employment discrimination and harassment against any employee or applicant for employment because of the individual's race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity or expression, political affiliation, marital or family status, genetic information, or any other characteristic protected by state or federal law.

The Judicial Branch's *Anti-Discrimination Policy* establishes the process for filing a complaint of discrimination, harassment, and retaliation and assigns responsibilities for reporting, investigating, and resolving such complaints. The Judicial Branch has zero tolerance for discrimination, harassment, and retaliation, and shall take prompt remedial action, including appropriate disciplinary or remedial action, up to and including termination, to correct, remedy, and prevent unlawful discrimination, harassment, and retaliation.

The Judicial Branch's *Anti-Discrimination Policy* is designed to ensure fairness for employees, applicants, and those who use court services and programs. Through dedication to the principles of fairness and equal opportunity, we can effectively respond to the needs of those who work in the courts and those who use the courts. The Judicial Branch adheres to these principles by treating everyone, without exception, with respect and dignity. Compliance with the principles of equal employment opportunity will create a more inclusive and productive workforce and work environment.

All directors, managers and supervisors share the responsibility in the enforcement of the *Anti-Discrimination Policy*. Discrimination by directors, managers, administrative officials, elected officials and supervisors will not be tolerated. The recruitment, selection, appointment, compensation, assignment, promotion, transfer, discipline, and discharge of Judicial Branch employees shall be made without regard to race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity or expression, political affiliation, marital or family status, or genetic information.

The Judicial Branch embraces the core values of equal opportunity, justice, inclusion and mutual respect. These core values guide our decision to daily demonstrate the principles of equal opportunity not only as staff relate to each other, but also the general public. It is with the foregoing values in mind that the following pages offer data, findings and recommendations for the Judicial Branch's continued progress toward the goal of equal opportunity for all.



Pamela Harris
State Court Administrator
April 30, 2020

Dissemination

Internal Communication

- Provide the EEO Plan to all hiring managers in the Judiciary Human Resources Department (“JHRD”).
- Post the EEO Plan via the Fair Practices Department webpage so that it is available to all employees.
- Continue to publish the *Judicial Branch Policy Prohibiting Discrimination, Harassment, and Retaliation* on intranet sites so it is available to all Judicial Branch employees and identify ways to improve access and knowledge of the policy.
- Continue to require training on *Preventing Sexual Harassment* to all new employees, judges, and magistrates.
- Continue to include a dedicated module in online New Employee Orientation on the *Anti-Discrimination Policy*, the *Policy on Accommodation of Disabilities*, and the *Policy on Religious Accommodation* and provide similar training for all covered employees.
- Continue to distribute the *Anti-Discrimination Policy* at orientation sessions for new judges and provide access information to new employees.
- Continue to post federal and State anti-discrimination posters in prominent locations throughout the Judicial Branch.

External Communication

- Continue to publish the *Judicial Branch Policy Prohibiting Discrimination, Harassment, and Retaliation* on internet sites so it is available to the public (<https://mdcourts.gov/employeehandbook>).
- Post the EEO Plan via the Fair Practices Department webpage so that it is available to public users.
- Include in all Judicial Branch job vacancy announcements, job advertisements, and letterhead used for recruitment purposes, and announcements about training programs, the statement, “The Maryland Judiciary is an Equal Opportunity Employer.”
- Include in all Judicial Branch job vacancy announcements the statement, “The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Judiciary does not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed.”

Race & Ethnicity Categories

The data presented in this report refers to race and ethnicity and job categories recognized by the federal government. To better assist you, explanations of race, ethnicity and job categories are listed below.

Race and Ethnicity Categories:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Non-Hispanic or Latino): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

African American (Non-Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Asian (Non-Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaska Native (Non-Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Non-Hispanic or Latino): Persons who identify with two or more racial categories named above.

EQUAL EMPLOYMENT OPPORTUNITY PLAN 2020

EEO Job Categories

Job categories are those established by the U.S. Equal Employment Opportunity Commission (“EEOC”) for state and local government data collection and tabulated by the U.S. Census Bureau decennially.

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, ABC Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Professionals: Occupations that require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training that provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system 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 practice nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeant, 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, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes: research assistants, medical aids, child support workers, policy auxiliary, welfare services aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

EQUAL EMPLOYMENT OPPORTUNITY PLAN 2020

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-typists, 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 manager), craft apprentices/trainees/helpers, and kindred workers.

Recommendations

- The Maryland Judicial Branch's overall objective is to provide equal employment opportunity and equal access to opportunities. This objective includes eliminating barriers to full inclusion by identifying trends which may impact participation of racial/ethnic groups at multiple levels of the Judiciary system. This objective also includes removing barriers that would prevent the workforce from being representative of Maryland's Civilian Labor Force (CLF).
- To continue incorporating the positive support of management at all levels to ensure equal employment opportunity without regard to race, color, national origin, religion, sex, age, physical or mental disability, sexual orientation, gender identity or expression, political affiliation, marital or family status, genetic information, or any other characteristic protected by state or federal law.
- To continue to inform all present and prospective employees of the Judicial Branch's *Policy Prohibiting Discrimination, Harassment, and Retaliation* and best workplace practices for building an inclusive work environment.

STEPS TO ACHIEVE RECOMMENDATIONS

- Participate in job fairs throughout the State that target minorities.
- Continue to provide EEO training to Judicial Branch managers and supervisors, including those not under the personnel systems of the AOC and FPD.
- Continue to conduct active outreach to the minority community, colleges and universities to establish liaisons with those groups, to foster a positive relationship and recruit minorities for employment and volunteer opportunities.
- Reflect the visible diversity, including men and women, minorities, non-minorities, disabled persons, and senior individuals in literature and advertising about the Judicial Branch's workforce.
- Continue to provide training on EEO policies, ADA, diversity in the workplace, and sexual harassment to all Judicial Branch employees.
- Incorporate EEO policies and procedures in other training programs as appropriate.
- Continue to facilitate the effective delivery of on-the-job training to ensure each employee has the opportunity to acquire the skills necessary to successfully perform his/her position.
- All publicly advertised procurements and resulting contracts shall include the clause "The Maryland Judicial Branch is an Equal Opportunity Employer."

Appendices

Overview of Judicial Branch Workforce¹ as of April 1, 2020	A
Judiciary Workforce Utilization Chart	B
Summary of Applicants	C
Summary of Appointments	D
Summary of Personnel Actions	E
Summary of All Separations	F

¹ Statistical data used in Appendices reflects personnel compensated by the State of Maryland. This data does not include other personnel in the Judicial Branch, such as employees of the Circuit Courts, who are compensated by a county or the City of Baltimore. Elected and appointed officials are not included.

EEO JOB CATEGORIES	White		African American		Hispanic		Asian		American Indian Alaskan Native		Native Hawaiian or Other Pacific Islander		Multiracial		TOTALS			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Minority	Male	Female	Total
Officials and Administrators	29	70	9	32	0	1	1	0	0	0	0	0	0	4	47	39	107	146
	19.9%	47.9%	6.2%	21.9%	0.0%	0.7%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.7%	32.2%	26.7%	73.3%	100.0%
Professionals	190	303	74	178	17	14	16	21	0	1	0	0	10	22	353	307	539	846
	22.5%	35.8%	8.7%	21.0%	2.0%	1.7%	1.9%	2.5%	0.0%	0.1%	0.0%	0.0%	1.2%	2.6%	41.7%	36.3%	63.7%	100.0%
Technicians	8	9	7	10	0	0	2	0	0	0	0	0	0	1	20	17	20	37
	21.6%	24.3%	18.9%	27.0%	0.0%	0.0%	5.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.7%	54.1%	45.9%	54.1%	100.0%
Protective Services	236	11	126	32	5	0	2	0	1	0	0	0	1	2	169	371	45	416
	56.7%	2.6%	30.3%	7.7%	1.2%	0.0%	0.5%	0.0%	0.2%	0.0%	0.0%	0.0%	0.2%	0.5%	40.6%	89.2%	10.8%	100.0%
Administrative Support	174	996	168	790	12	84	11	44	1	6	0	1	14	44	1175	380	1965	2345
	7.4%	42.5%	7.2%	33.7%	0.5%	3.6%	0.5%	1.9%	0.0%	0.3%	0.0%	0.0%	0.6%	1.9%	50.1%	16.2%	83.8%	100.0%
Skilled Craft	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3
	66.7%	33.3%	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%	66.7%	33.3%	100.0%
Paraprofessionals	0	1	0	2	0	0	0	0	0	0	0	0	0	2	4	0	5	5
	0.0%	20.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	80.0%	0.0%	100.0%	100.0%
TOTAL	639	1391	384	1044	34	99	32	65	2	7	0	1	25	75	1768	1116	2682	3798
	16.8%	36.6%	10.1%	27.5%	0.9%	2.6%	0.8%	1.7%	0.1%	0.2%	0.0%	0.0%	0.7%	2.0%	46.6%	29.4%	70.6%	100.0%

* Identifying sex was not recorded for eleven employees and those numbers are not included in this data.

** Identifying race/ethnicity was not specified for an additional 38 employees.

EEO JOB CATEGORIES	White					African American					Hispanic					Asian					American Indian/ Alaskan Native					Native Hawaiian or Pacific Islander					Multiracial											
	Male	CLF	Δ (+/-)	Female	CLF	Δ (+/-)	Male	CLF	Δ (+/-)	Female	CLF	Δ (+/-)	Male	CLF	Δ (+/-)	Female	CLF	Δ (+/-)	Male	CLF	Δ (+/-)	Female	CLF	Δ (+/-)	Male	CLF	Δ (+/-)	Female	CLF	Δ (+/-)	Male	CLF	Δ (+/-)	Female	CLF	Δ (+/-)						
Officials & Administrators	29			70			9			32			0			1			1			0			0			0			0			0			0			4		
	19.9%	39.9%	-20.0%	47.9%	27.0%	20.9%	6.2%	9.5%	-3.3%	21.9%	13.1%	+9%	0.0%	2.2%	-2.2%	0.7%	1.7%	-1.0%	0.7%	2.7%	-2.0%	0.0%	2.1%	-2.1%	0.0%	0.1%	-0.1%	0.0%	0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	-0.4%	2.7%	0.4%	2.3%
Professionals	190			303			74			178			17			14			16			21			0			1			0			0			10			22		
	22.5%	29.5%	-7.0%	35.8%	33.9%	1.9%	8.7%	8.2%	0.5%	21.0%	14.0%	+7%	2.0%	1.5%	0.5%	1.7%	1.8%	-0.1%	1.9%	4.9%	-3.0%	2.5%	4.3%	-1.8%	0.0%	0.1%	-0.1%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.2%	0.5%	0.7%	2.6%	0.5%	2.1%
Technicians	8			9			7			10			0			0			2			0			0			0			0			0			0			1		
	21.6%	26.8%	-5.2%	24.3%	28.3%	-4.0%	18.9%	10.7%	8.2%	27.0%	20.5%	+7%	0.0%	2.1%	-2.1%	0.0%	1.5%	-1.5%	5.4%	4.4%	1.0%	0.0%	4.0%	-4.0%	0.0%	0.1%	-0.1%	0.0%	0.2%	-0.2%	0.0%	0.0%	0.0%	0.0%	0.1%	-0.1%	0.0%	0.3%	-0.3%	2.7%	0.7%	2.0%
Protective Services	236			11			126			32			5			0			2			0			1			0			0			0			1			2		
	56.7%	37.7%	19.0%	2.6%	7.9%	-5.3%	30.3%	30.9%	-0.6%	7.7%	17.6%	-10%	0.0%	2.3%	-2.3%	0.0%	0.6%	-0.6%	0.5%	0.8%	-0.3%	0.0%	0.2%	-0.2%	0.2%	0.1%	0.1%	0.0%	0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.9%	-0.7%	0.5%	0.4%	0.1%
Administrative Support	174			996			168			790			12			84			11			44			1			6			0			1			14			44		
	7.4%	20.0%	-12.6%	42.5%	36.4%	6.1%	7.2%	10.3%	-3.1%	33.7%	21.7%	+12%	0.5%	1.9%	-1.4%	3.6%	3.5%	0.1%	0.5%	1.9%	-1.4%	1.9%	2.4%	-0.5%	0.0%	0.1%	-0.1%	0.3%	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%	0.1%	-0.1%	0.6%	0.5%	0.1%	1.9%	0.7%	1.2%
Skilled Craft	2			1			0			0			0			0			0			0			0			0			0			0			0			0		
	66.7%	57.5%	9.2%	33.3%	2.6%	30.7%	0.0%	17.5%	-17.5%	0.0%	1.6%	-1.6%	0.0%	7.8%	-7.8%	0.0%	0.5%	-0.5%	0.0%	2.2%	-2.2%	0.0%	0.4%	-0.4%	0.0%	0.2%	-0.2%	0.0%	0.0%	0.0%	0.0%	0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%	0.9%	-0.9%	0.0%	0.0%	0.0%
Paraprofessionals	0			1			0			2			0			0			0			0			0			0			0			0			0			2		
	0.0%	57.5%	-57.5%	20.0%	2.6%	17.4%	0.0%	17.5%	-17.5%	40.0%	1.6%	+38.4%	0.0%	7.8%	-7.8%	0.0%	0.5%	-0.5%	0.0%	2.2%	-2.2%	0.0%	0.4%	-0.4%	0.0%	0.2%	-0.2%	0.0%	0.0%	0.0%	0.0%	0.1%	-0.1%	0.0%	0.0%	0.0%	0.0%	0.9%	-0.9%	40.0%	0.0%	40.0%
TOTALS	639			1391			384			1044			34			99			34			65			2			1			0			1			25			75		

CLF data provided by U.S. Census Bureau
EEO 6R. State and Local Government Job Groups by Sex, and Race/Ethnicity for Residence Geography, Total Population Universe: Civilian labor force 16 years and over
EEO Tabulation 2006-2010 (5-year ACS data)
Most current data as of April 2020.

**Appendix C: Summary of Applicants
by EEO Job Categories**

January 1, 2019 to December 31, 2019

EEO Class	American Indian			Asian			African American			Hispanic			Multiracial			Unspecified			Pacific Islander			White		
	NS	Female	Male	NS	Female	Male	NS	Female	Male	NS	Female	Male	NS	Female	Male	NS	Female	Male	NS	Female	Male	NS	Female	Male
1-Officl/Adm	0	5	2	0	6	30	1	311	144	0	24	10	0	36	17	52	20	13	0	2	0	4	199	183
2-Professnls	0	17	5	0	52	139	10	988	569	0	75	65	1	136	46	149	88	42	0	7	0	6	657	543
3-Technicns	0	1	2	0	2	15	1	90	86	0	6	6	0	7	11	17	5	6	0	1	0	3	35	81
4-Protct/Svc	0	0	1	0	4	4	0	147	296	0	3	22	0	12	7	23	2	9	0	0	0	0	21	171
5-Para-Prof*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6-Admin. Support	0	74	34	0	437	216	20	9,723	2,205	1	679	184	4	729	202	551	487	150	0	45	0	24	5,225	1,346
Total	0	97	44	0	501	404	32	11,259	3,300	1	787	287	5	920	283	792	602	220	0	55	0	37	6,137	2,324

NS: Not Specified

* No applications for Para-professional positions in CY 2019.

Appendix D: Appointments (Hires)

January 1, 2019 to December 31, 2019

ACTIONS	American Indian		Asian		African-American			Hispanic			Multiracial		Unspecified		Pacific Islander	White			Grand Total
	Female	Male	Female	Male	Female	Male	Unknown	Female	Male	Unknown	Female	Male	Female	Male	Female	Female	Male	Unknown	
New Hire	0.00%	0.00%	17	9	176	83	1	24	6	1	22	7	6	2	1	231	120	4	710
			2.00%	1.06%	20.73%	9.78%	0.12%	2.83%	0.71%	0.12%	2.59%	0.82%	0.71%	0.24%	0.12%	27.21%	14.13%	0.47%	83.63%
Rehire	0.00%	0.00%	1		18	14			2		1			1		19	9		65
			0.12%	0.00%	2.12%	1.65%	0.00%	0.00%	0.24%	0.00%	0.12%	0.00%	0.00%	0.12%	0.00%	2.24%	1.06%	0.00%	7.66%
Reinstatement	0.00%	0.00%			12	1		2			1					12	6	1	35
			0.00%	0.00%	1.41%	0.12%	0.00%	0.24%	0.00%	0.00%	0.12%	0.00%	0.00%	0.00%	0.00%	1.41%	0.71%	0.12%	4.12%
Transfer from State Agency	0.00%	0.00%		2	15	7	1				1			1		10	1	1	39
			0.00%	0.24%	1.77%	0.82%	0.12%	0.00%	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%	0.00%	1.18%	0.12%	0.12%	4.59%
Total	0.00%	0.00%	18	11	221	105	2	26	8	1	25	7	6	4	1	272	136	6	849
			2.12%	1.30%	26.03%	12.37%	0.24%	3.06%	0.94%	0.12%	2.94%	0.82%	0.71%	0.47%	0.12%	32.04%	16.02%	0.71%	100.00%

Appendix E: PERSONNEL ACTIONS

January 1, 2019 to December 31, 2019

ACTIONS	American Indian		Asian		African American			Hispanic			Multiple		Unknown		Pacific Isl	White			Grand Total
	Female	Male	Female	Male	Female	Male	Unknown	Female	Male	Unknown	Female	Male	Female	Male	Female	Female	Male	Unknown	
Appointment			18	11	221	105	2	26	8	1	25	7	6	4	1	272	136	6	849
	0.00%	0.00%	2.12%	1.30%	26.03%	12.37%	0.24%	3.06%	0.94%	0.12%	2.94%	0.82%	0.71%	0.47%	0.12%	32.04%	16.02%	0.71%	100.00%
Demotion					6	3		3								10	3		25
	0.00%	0.00%	0.00%	0.00%	24.00%	12.00%	0.00%	12.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	40.00%	12.00%	0.00%	100.00%
Promotion				1	90	22		13	6		5	1	1	1	1	112	50	2	305
	0.00%	0.00%	0.00%	0.33%	29.51%	7.21%	0.00%	4.26%	1.97%	0.00%	1.64%	0.33%	0.33%	0.33%	0.33%	36.72%	16.39%	0.66%	100.00%
Reclass			1		13	2		2								38	6		62
	0.00%	0.00%	1.61%	0.00%	20.97%	3.23%	0.00%	3.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	61.29%	9.68%	0.00%	100.00%
Separation	2		15	7	203	97	1	28	4		21	7	6	2	1	256	155	2	807
	0.25%	0.00%	1.86%	0.87%	25.15%	12.02%	0.12%	3.47%	0.50%	0.00%	2.60%	0.87%	0.74%	0.25%	0.12%	31.72%	19.21%	0.25%	100.00%
Transfer	1	1	1		25	14		3	2		2					29	13	1	92
	1.09%	1.09%	1.09%	0.00%	27.17%	15.22%	0.00%	3.26%	2.17%	0.00%	2.17%	0.00%	0.00%	0.00%	0.00%	31.52%	14.13%	1.09%	100.00%
Grand Total	3	1	35	19	558	243	3	75	20	1	53	15	13	7	3	717	363	11	2140
	0.14%	0.05%	1.64%	0.89%	26.07%	11.36%	0.14%	3.50%	0.93%	0.05%	2.48%	0.70%	0.61%	0.33%	0.14%	33.50%	16.96%	0.51%	100.00%

Appendix F: All Separations

January 1, 2019 to December 31, 2019

ACTIONS	American Indian		Asian		African-American			Hispanic			Multiracial		Unspecified		Pacific Islander	White			Grand Total
	Female	Male	Female	Male	Female	Male	Unknown	Female	Male	Unknown	Female	Male	Female	Male	Female	Female	Male	Unknown	
Contract End-Elig for Rehire					1	2										4	3		10
	0.00%	0.00%	0.00%	0.00%	0.12%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.50%	0.37%	0.00%	1.24%
Contract Not Renewed - DNH																	3		3
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.37%	0.00%	0.37%
Death						1										1	1		3
	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%	0.12%	0.00%	0.37%
Decline Position					3	1		1								3	1		9
	0.00%	0.00%	0.00%	0.00%	0.37%	0.12%	0.00%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.37%	0.12%	0.00%	1.12%
End of Assignment			1		21	15		1	1		4	1				16	5		65
	0.00%	0.00%	0.12%	0.00%	2.60%	1.86%	0.00%	0.12%	0.12%	0.00%	0.50%	0.12%	0.00%	0.00%	0.00%	1.98%	0.62%	0.00%	8.05%
Failed to Begin Work - DNH					3	2										1	2		8
	0.00%	0.00%	0.00%	0.00%	0.37%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%	0.25%	0.00%	0.99%
Involuntary Separation - DNH			1		6	2	1				1					4	5		20
	0.00%	0.00%	0.12%	0.00%	0.74%	0.25%	0.12%	0.00%	0.00%	0.00%	0.12%	0.00%	0.00%	0.00%	0.00%	0.50%	0.62%	0.00%	2.48%
Job Abandonment - DNH					1	1											1		3
	0.00%	0.00%	0.00%	0.00%	0.12%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%	0.00%	0.37%
Reject Initial Probation - DNH			1		7	5										2	2		17
	0.00%	0.00%	0.12%	0.00%	0.87%	0.62%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%	0.25%	0.00%	2.11%
Resignation	1		10	4	99	45		22	2		13	6	5	1		163	107	2	480
	0.12%	0.00%	1.24%	0.50%	12.27%	5.58%	0.00%	2.73%	0.25%	0.00%	1.61%	0.74%	0.62%	0.12%	0.00%	20.20%	13.26%	0.25%	59.48%
Resigned Improper Notice - DNH					16	5		1	1							8	8		39
	0.00%	0.00%	0.00%	0.00%	1.98%	0.62%	0.00%	0.12%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.99%	0.99%	0.00%	4.83%
Resigned in Lieu of Term - DNH				1	7	5		3								6	4		26
	0.00%	0.00%	0.00%	0.12%	0.87%	0.62%	0.00%	0.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.74%	0.50%	0.00%	3.22%
Retired In Lieu of Term DNH					2														2
	0.00%	0.00%	0.00%	0.00%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%
Retirement	1		1		23	9							1	1		34	5		75
	0.12%	0.00%	0.12%	0.00%	2.85%	1.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%	0.12%	0.00%	4.21%	0.62%	0.00%	9.29%
Term with Prejudice - DNH					1												1		2
	0.00%	0.00%	0.00%	0.00%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%	0.00%	0.25%
Terminated Due to Layoff																1			1
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%
Termination					1	1													2
	0.00%	0.00%	0.00%	0.00%	0.12%	0.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.25%
Termination Involuntary - DNH					2												3		5
	0.00%	0.00%	0.00%	0.00%	0.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.37%	0.00%	0.62%
Transfer to State Agency			1	2	10	3					3				1	13	4		37
	0.00%	0.00%	0.12%	0.25%	1.24%	0.37%	0.00%	0.00%	0.00%	0.00%	0.37%	0.00%	0.00%	0.00%	0.12%	1.61%	0.50%	0.00%	4.58%
Total	2	0	15	7	203	97	1	28	4	0	21	7	6	2	1	256	155	2	807
	0.25%	0.00%	1.86%	0.87%	25.15%	12.02%	0.12%	3.47%	0.50%	0.00%	2.60%	0.87%	0.74%	0.25%	0.12%	31.72%	19.21%	0.25%	100.00%