EEO Utilization Report

Organization Information

Name: Missoula County

City: Missoula

State: MT

Zip: 59802

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See attachment.

Following File has been uploaded:ATTACH EEOPLAN 2016-2018 POLICY STATEMENT.doc

Step 4b: Narrative of Interpretation

See attachment.

Following File has been uploaded:ATTACH EEOPLAN 2016-2018 NARRATIVE UNDERUTILIZATION.docx

Step 5: Objectives and Steps

1. Missoula Countys objective is to provide equal opportunities for all minorities in general when our organization fills vacancies that become available in the Technicians job category.

a. Review and update the "outreach list" used for posting job vacancies to ensure inclusion of organizations targeting women and minority job seekers.

b. The "Outreach list" will be reviewed and modified as needed within one month of submission of this EEOP to OCR.

2. Missoula Countys objective is to provide equal opportunities for White Males when our organization fills vacancies that become available in the Officials/Administrators, Professionals, and Administrative Support jobs.

a. Assess and monitor competitiveness of county pay plans specifically related to the ability to attract and successfully hire qualified applicants for Officials/Administrators, Professionals, and Administrative Support jobs.

b. Most pay plans covering administrative support positions are covered by collective bargaining agreements. These pay plans will be discussed as the contract terms expire and the contract is open for negotiation. The pay plan covering non-union professional jobs is reviewed annually during the budgeting cycle of May to August. The impact of lagging entry pay rates for professional jobs and recommendations to possibly address that will be included in that review.

3. Missoula Countys objective is to provide equal opportunities for women when our organization fills vacancies that become available in the Protective Services: Sworn and Service/Maintenance job categories.

a. Work with Sheriff's Department and Facility Services Department administrations to target recruitment activities toward the female applicant population for Protective Services - Sworn and Service/Maintenance job categories. Monitor recruitment data to observe numbers of initial female applicants and determine at what point in the selection process they "fall out" of consideration. Continue to review selection procedures to observe any adverse impact on female applicants.

b. Discussion of this underutilization will occur prior to each recruitment for sworn (and non-sworn) protective services positions and services/maintenance positions. Steps will be discussed to target/attract female applicants in that recruitment.

Step 6: Internal Dissemination

Post information on bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report. Post copy of EEOP Utilization Report on HR website. Include information in internal job postings stating that the recipient has developed an EEOP Utilization Report and that it is available on request for review.

Step 7: External Dissemination

Post copy of EEOP Utilization Report on county website. Include information in job postings that the recipient has developed an EEOP Utilization Report and that it is available on request for review.

Utilization Analysis Chart

Relevant Labor Market: Missoula County, Montana

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	31/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	38/53%	2/3%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,810/57%	20/0%	0/0%	0/0%	30/0%	0/0%	40/1%	0/0%	2,625/39%	95/1%	0/0%	60/1%	0/0%	0/0%	15/0%	0/0%
Utilization #/%	-14%	-0%	0%	0%	-0%	0%	-1%	0%	14%	1%	0%	0%	0%	0%	-0%	0%
Professionals																
Workforce #/%	45/21%	0/0%	0/0%	2/1%	0/0%	2/1%	0/0%	0/0%	151/71%	4/2%	0/0%	6/3%	0/0%	3/1%	0/0%	0/0%
CLS #/%	4,895/42%	70/1%	0/0%	25/0%	65/1%	0/0%	60/1%	15/0%	6,205/53%	120/1%	0/0%	165/1%	25/0%	0/0%	30/0%	20/0%
Utilization #/%	-21%	-1%	0%	1%	-1%	1%	-1%	-0%	18%	1%	0%	1%	-0%	1%	-0%	-0%
Technicians																
Workforce #/%	42/34%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	68/55%	3/2%	0/0%	9/7%	1/1%	0/0%	0/0%	0/0%
CLS #/%	560/36%	0/0%	15/1%	25/2%	70/5%	0/0%	45/3%	0/0%	695/45%	130/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	1%	-1%	-2%	-5%	0%	-3%	0%	10%	-6%	0%	7%	1%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	43/90%	1/2%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	545/76%	0/0%	4/1%	4/1%	0/0%	0/0%	20/3%	0/0%	145/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	14%	2%	-1%	2%	0%	2%	-3%	0%	-16%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	80/69%	4/3%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	28/24%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%
Civilian Labor Force #/%	115/74%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	3%	0%	1%	0%	1%	0%	0%	-2%	0%	0%	1%	0%	1%	0%	0%
Administrative Support																
Workforce #/%	49/13%	1/0%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%	305/84%	3/1%	0/0%	4/1%	0/0%	1/0%	0/0%	0/0%
CLS #/%	6,285/38%	170/1%	25/0%	20/0%	30/0%	0/0%	75/0%	0/0%	9,600/57%	60/0%	30/0%	200/1%	105/1%	4/0%	139/1%	0/0%
Utilization #/%	-24%	-1%	0%	0%	-0%	0%	-0%	0%	26%	0%	-0%	-0%	-1%	0%	-1%	0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Skilled Craft																
Workforce #/%	30/86%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,215/87%	70/1%	20/0%	200/4%	0/0%	0/0%	55/1%	0/0%	275/6%	0/0%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	-1%	4%	-0%	-4%	0%	0%	-1%	0%	3%	0%	0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	41/87%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	4/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,945/54%	130/1%	20/0%	335/2%	85/1%	75/0%	104/1%	20/0%	5,955/36%	155/1%	4/0%	235/1%	145/1%	0/0%	200/1%	35/0%
Utilization #/%	33%	1%	-0%	0%	-1%	-0%	-1%	-0%	-28%	-1%	-0%	-1%	-1%	0%	-1%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓															
Professionals	✓															
Technicians					✓					✓						
Protective Services: Sworn									✓							
Administrative Support	✓															
Service/Maintenance									✓							

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Ted Hughes	HR Projects Specialist	07-10-2017
[signature]	[title]	[date]

ATTACHMENT – POLICY STATEMENT EEO PLAN JULY 2017

EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT:
Missoula County's Human Resources Policies, revised and readopted July 1, 2011, include the following provisions with regard to Equal Employment Opportunity and non-discrimination:

301.00 EQUAL EMPLOYMENT OPPORTUNITY

In order to fulfill the requirements of this article the Department of Human Resources is authorized to take all measures that are deemed necessary or effective to provide for equal employment opportunity in county employment, so long as they are consistent with applicable federal or state law, and county policies.

Missoula County is committed to providing equal employment opportunities by providing all individuals who have the required qualifications an equal opportunity to compete for employment and advancement. Missoula County will not refuse employment or discriminate in compensation, benefits, or the other terms, conditions and privileges of employment based upon: race, color, national origin, gender, sexual orientation, religion, creed, age, marital status, political belief, physical or mental disability (including on the basis of pregnancy, childbirth or related medical condition), genetic conditions or predisposition to certain diseases, unless that factor has been established as a bona fide occupational qualification (BFOQ).

Day to day responsibility for the execution of both the letter and spirit of the policy will be the duty of each elected official, department head and supervisor. Any applicant for employment or any employee who believes he or she has been subjected to discrimination including harassment based upon any of these factors, should immediately contact the Human Resources Department and may also contact the Montana Human Rights Commission or the federal Equal Employment Opportunity Commission.

302.00 DIVERSITY AND NON-DISCRIMINATION

Missoula County's goals for equal employment opportunity shall include eliminating artificial barriers in employment and striving to achieve a work force that reflects the diversity of the county's population.

Except as may be required by a BFOQ or compliance with a lawful affirmative action plan or for government reporting requirements, Missoula County will not elicit information from applicants for employment concerning: race, color, national origin, gender, sexual orientation, religion, creed, age, marital status, political belief, physical or mental disability (including on the basis of pregnancy, childbirth or related medical condition), genetic conditions or predisposition to certain diseases.

Missoula County will ensure that there exists no employment management practice or standards that would adversely affect persons of a protected group unless there is a BFOQ.

303.00 REASONABLE ACCOMMODATION

Any employee or applicant with a disability who is otherwise qualified for employment may request a reasonable accommodation. Information regarding such a request for accommodation shall be considered confidential to the extent reasonably possible and such information shall not be released to anyone without the right or need to know.

Missoula County will consider all requests for reasonable accommodation from both applicants and employees with disabilities. Missoula County reserves the right to determine if accommodations are reasonable in accordance with state and federal guidance, and will provide reasonable accommodation unless an undue hardship would result.

Reasonable accommodation may include but is not limited to: providing or improving access; modifying work sites; modifying work schedules; reassigning non-essential functions; providing assistive devices; and retraining or reassigning employees to vacant positions.

Applicants for employment must submit a request for a reasonable accommodation in writing with their application. Employees may request a reasonable accommodation by contacting the supervisor, the department head, or the Department of Human Resources. An interactive dialogue will be established between the supervisor, the Human Resources department and employee regarding the requested accommodation and the employee may be asked to submit the request in writing. Employees will be provided a written confirmation of an approved accommodation.

Missoula County will provide reasonable accommodation for the religious beliefs of employees or prospective employees provided it does not constitute an undue hardship for the department.

304.00 RECRUITMENT AND SELECTION

It is Missoula County's policy:

- To conduct recruitment and selection activities with the goal of hiring employees who are best qualified and capable of performing the required work.
- To assure fair and consistent treatment of applicants during recruitment and selection processes in accordance with applicable federal and state law and administrative rules.
- To conduct recruitment activities to attract qualified applicants for vacant positions in accordance with section 301.00 of these policies.
- To establish minimum job related qualification standards for positions and to conduct job related selection procedures to fill vacant positions.

MISSOULA COUNTY EEO PLAN 2017
4b ATTACHMENT
NARRATIVE OF INTERPRETATION

This analysis addresses categories reflecting underutilization.

1. White males are under-represented in the following categories: Officials/Administrators (-14%), Professionals (-21%), and Administrative Support (-24%) jobs.
2. White females are under-represented in the following categories: Protective Services: Sworn (-16%) and Service/Maintenance (-28%) jobs.
3. Asian males are under-represented in Technicians (-5%) jobs.
4. Hispanic or Latino females in Technicians (-6%) jobs.

A review of the EEO Plan submitted two years ago confirms an uptick in the underutilization of white males in the categories Officials/Administrators, from -8% to -14%, and Professionals, from -17% to -21% and a slight decline in the Administrative Support category, from -26% to -24%. There was a decline in underutilization for white females in the Protective Services: Sworn category, from -18% in the last report to -16% in the current, and the Service/Maintenance category, from -31% to -28%. Also of note is the continued underutilization of Asian males in the Technician category, holding at -5%, as well as Hispanic or Latino females in the Technician category at -6%.

1. Underutilization of white males in the Officials/Administrators and Professionals job categories may reflect that local government wages generally are not as competitive as private sector wages and do not attract the primary bread winners from the dominant racial/ethnic group in the community, i.e., white males. Underutilization of white males in Administrative Support jobs likely reflects a continuing, though changing, profile of candidates who apply for traditional office support, clerical administrative jobs in this area.

As the unemployment rate in Montana and specifically Missoula County maintains at a low and steady rate just over 4%, the County will need to become more competitive to attract qualified applicants in a difficult labor market. Combined with the aging workforce retiring, it will make it more difficult for the County to find workers generally, including white males. This is repeatedly borne out by our inability to attract and retain workers for jobs with challenging work schedules such as Detention Officers and 9-1-1 Dispatchers.

2. Underutilization of white females in Protective Services jobs represents a re-current theme in underutilization for Missoula County. In the most recently completed recruitment for sworn officer, 3 of 25 applicants were female yet only one female applicant was successful in making the hiring list or gaining employment. In a roster of 48 sworn positions 2 (just over 4%) are currently female. Attitudinal barriers regarding

women in law enforcement likely have impacted the underutilization of females in protective services in the past though current Sheriff's administration has been more supportive of attracting female candidates. Also, Montana's veterans preference law has traditionally had an effect on the advancement of male candidates over female candidates but this is changing slowly as more women are serving in the military and qualify for veteran's preference post the Gulf, Iraqi and Afghanistan wars.

WHY AN EQUAL EMPLOYMENT OPPORTUNITY PLAN?

Equal Employment Opportunity Plans

An Equal Employment Opportunity (EEO) plan is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.