

Missoula County
Equal Employment Opportunity
Utilization Report
2023

(Prepared: January 2024)



EEO Utilization Report

Organization Information

Name: Missoula County

City: Missoula

State: MT

Zip: 59802

Type: County/Municipal Government

Section 1: EEO Policy Statement

Policy Statement:

Please see attached.

Section 5: Narrative Interpretation of Data

See Attachment

Section 6: Objectives and Steps

1. 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.

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

3. 2. Missoula Countys objective is to provide equal opportunities for White Males when our organization fills vacancies in categories where underutilization exists.

- a. Assess and monitor competitiveness of county pay plans specifically related to the ability to attract and successfully hire qualified applicants for 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.

Section 7: Dissemination Strategy: Internal

EEO Report will be emailed out to all employees through the county email system. 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.

Section 7: Dissemination Strategy: External

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 #/% | 38/58% | 0/0% | 0/0% | 2/3% | 0/0% | 0/0% | 0/0% | 22/34% | 1/2% | 0/0% | 1/2% | 1/2% | 0/0% | 0/0% |
| CLS #/% | 3,950/49% | 45/1% | 55/1% | 95/1% | 25/0% | 0/0% | 15/0% | 3,505/44% | 115/1% | 0/0% | 60/1% | 75/1% | 0/0% | 70/1% |
| Utilization #/% | 9% | -1% | -1% | 2% | -0% | 0% | -0% | -10% | 0% | 0% | 1% | 1% | 0% | -1% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 86/24% | 1/0% | 1/0% | 1/0% | 3/1% | 0/0% | 1/0% | 243/68% | 6/2% | 0/0% | 8/2% | 6/2% | 0/0% | 0/0% |
| CLS #/% | 5,880/41% | 85/1% | 0/0% | 70/0% | 260/2% | 20/0% | 45/0% | 7,475/52% | 160/1% | 25/0% | 55/0% | 115/1% | 0/0% | 305/2% |
| Utilization #/% | -16% | -0% | 0% | -0% | -1% | -0% | -0% | 17% | 1% | -0% | 2% | 1% | 0% | -2% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 52/38% | 1/1% | 0/0% | 1/1% | 0/0% | 0/0% | 0/0% | 71/52% | 2/1% | 3/2% | 3/2% | 2/1% | 0/0% | 1/1% |
| CLS #/% | 1,515/42% | 110/3% | 0/0% | 20/1% | 0/0% | 0/0% | 75/2% | 1,800/50% | 0/0% | 0/0% | 10/0% | 25/1% | 15/0% | 20/1% |
| Utilization #/% | -4% | -2% | 0% | 0% | 0% | 0% | -2% | 2% | 1% | 2% | 2% | 1% | -0% | 0% |
| Protective Services: Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 50/94% | 1/2% | 0/0% | 0/0% | 1/2% | 0/0% | 0/0% | 1/2% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 605/78% | 10/1% | 0/0% | 4/1% | 0/0% | 0/0% | 4/1% | 150/19% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 16% | 1% | 0% | -1% | 2% | 0% | -1% | -18% | 0% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 72/65% | 5/5% | 1/1% | 1/1% | 0/0% | 0/0% | 0/0% | 31/28% | 0/0% | 0/0% | 0/0% | 1/1% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 80/55% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 65/45% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | 10% | 5% | 1% | 1% | 0% | 0% | 0% | -17% | 0% | 0% | 0% | 1% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 76/19% | 3/1% | 0/0% | 3/1% | 0/0% | 0/0% | 0/0% | 283/73% | 8/2% | 2/1% | 10/3% | 4/1% | 0/0% | 1/0% |
| CLS #/% | 5,525/35% | 280/2% | 35/0% | 65/0% | 55/0% | 35/0% | 120/1% | 9,040/57% | 220/1% | 45/0% | 265/2% | 50/0% | 0/0% | 135/1% |
| Utilization #/% | -15% | -1% | -0% | 0% | -0% | -0% | -1% | 16% | 1% | 0% | 1% | 1% | 0% | -1% |
| Skilled Craft | | | | | | | | | | | | | | |

| 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 |
| Workforce #/% | 28/80% | 0/0% | 0/0% | 4/11% | 0/0% | 0/0% | 0/0% | 3/9% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 4,695/87% | 135/3% | 4/0% | 35/1% | 0/0% | 0/0% | 75/1% | 405/8% | 0/0% | 0/0% | 25/0% | 20/0% | 0/0% | 0/0% |
| Utilization #/% | -7% | -3% | -0% | 11% | 0% | 0% | -1% | 1% | 0% | 0% | -0% | -0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 26/79% | 1/3% | 0/0% | 2/6% | 0/0% | 0/0% | 0/0% | 4/12% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 8,385/48% | 400/2% | 125/1% | 345/2% | 30/0% | 0/0% | 310/2% | 6,380/37% | 450/3% | 20/0% | 390/2% | 175/1% | 20/0% | 310/2% |
| Utilization #/% | 30% | 1% | -1% | 4% | -0% | 0% | -2% | -25% | -3% | -0% | -2% | -1% | -0% | -2% |

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 |
| Professionals | ✓ | | | | | | | | | | | | | ✓ |
| Protective Services: Sworn | | | | | | | | ✓ | | | | | | |
| Protective Services: Non-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.



| | | |
|-------------|-------------------------------|----------------------|
| _____ | Human Resources Director_____ | _____01/08/2024_____ |
| [signature] | [title] | [date] |

POLICY STATEMENT EEO PLAN 2023
Attachment- Section 1

EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT:

Missoula County's Human Resources Policies, revised and readopted in 2023, include the following provisions with regard to Equal Employment Opportunity and non-discrimination:

301.00 EQUAL EMPLOYMENT OPPORTUNITY

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, gender identity or expression, 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, **gender identity or expression**, 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 are no employment or management practices 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.
- 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 2023

NARRATIVE OF INTERPRETATION- Section 5 Attachment

This analysis addresses categories reflecting underutilization.

- 1) White males are under-represented in the following categories: Professionals (-16%), and Administrative Support (-15%) jobs.
- 2) White females are under-represented in the following categories: Protective Services- Sworn (-18%), Protective Service- Non-Sworn (-17%), and Service/Maintenance (-25%) jobs.
- 3) Multiple Race males are under-represented in Professional (-1%)

A review of the EEO Plan submitted two years ago confirms the following changes:

- 1) A slight decline in underutilization of white males in the following categories: Professionals from -18% to -16%, Administrative Support from -18% to -15% and the Skilled Craft went from -3% to -7%. White males are no longer underrepresented in the Administrators category.
- 2) White females continue to be underrepresented in the Service/Maintenance jobs with utilization going from -10% to -25%.
- 3) Hispanic or Latino females are no longer under-represented in Administrative, Professional and Technician jobs but remain underrepresented in Service/Maintenance jobs.
- 4) Underutilization of Hispanic or Latino males continues in Administrative Support jobs holding at -1%.
- 5) American Indian or Alaska Native males are no longer underrepresented in Administrator and Skilled craft job.
- 6) American Indian or Alaska Native females are no longer underrepresented in Professional jobs.

Underutilization of males and females in the 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. Compared to two years ago Missoula County has made some improvements in the 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. Missoula County has also made improvements in other race categories where underutilization exists but has seen overall utilization in all race categories change in Technician jobs so comparison to two years ago for changes isn't possible. Protective Services: Sworn and non-sworn job classifications were separated this year so comparison is not possible with two years ago.

With an unemployment rate in Montana of 3% (November 2023) and an unemployment rate of 2.9% in Missoula County, 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. Missoula county has embarked on a multiple year review of wages, pay matrices, union contracts, and county policy with an outside firm to evaluate where Missoula County can make improvements to attract qualified applicants in the current difficult labor market.