

# EEOP Utilization Report



Wed Apr 20 12:54:59 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	2015 NCHIP	<b>Grant Number:</b>	15-H01-91908
<b>Grantee Name:</b>	The Montana Department of Corrections	<b>Award Amount:</b>	\$764,457.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	5 S. Last Chance Gulch Helena, Montana 59601		
<b>Contact Person:</b>	Jodi Stone	<b>Telephone #:</b>	406-444-3930
<b>Contact Address:</b>	5 S. Last Chance Gulch Helena, Montana 59601		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

---

### Policy Statement:

It is the policy of the Montana Department of Corrections to provide services and equal employment opportunity (EEO) to all persons regardless of race, color, religion, creed, sex, sexual orientation, national origin, age, mental or physical disability, marital status, or political belief with the exception of special programs established by law. Likewise, the Department will not tolerate discrimination or harassment because of a persons marriage to or association with individuals in one of the previously mentioned protected classes. Additionally, the Department prohibits discrimination based on genetic information with respect to employment or state-sponsored group health plans in compliance with the Federal Genetic Information Nondiscrimination Act of 2008 (GINA). It is the Departments position that all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment. As such, the Department practices zero tolerance of harassment in any form.

The Department of Corrections makes a commitment to provide reasonable accommodation to any known disability that may interfere with an individuals ability to receive or participate in Department services or programs, an applicant's ability to compete in the selection process, or an employee's ability to perform the duties of the job.

The Department of Corrections guarantees employee protection against retaliation for lawfully opposing any discriminatory practice, including the filing of an internal grievance alleging unlawful discrimination, the filing of a union grievance, the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

## Step 4b: Narrative Underutilization Analysis

### Category - Professionals

Department Statement: The Department is not attracting through recruitment efforts a sufficient number of female candidates to these professional positions. The turnover rate for most of these positions is low, as many of these positions are career positions for the employees involved.

### Category - Protective Services Sworn-Officials

Department Statement: Historically the Department, like other law enforcement agencies, has experienced difficulty in recruiting qualified females and minorities to entry-level career law enforcement positions. Once selected for an entry-level position, it takes time for an officer or investigator to progress through the career chain to become eligible and qualified for the law enforcement manager positions. Law enforcement manager position availability is also very limited as the turnover rate is very low.

### Category - Protective Services Sworn Officers

Department Statement: Historically the Department, like other law enforcement agencies, has experienced difficulty in recruiting qualified females and minorities to entry-level career law enforcement positions.

### Category - Administrative Support

Department Statement: Historically, females have made up a majority of the applicant pools for these positions.

### Category - Skilled Craft

Department Statement: Position availability is very limited as the turnover rate is very low in these positions. The Department hired one female into a vacant skilled craft position. However, this resulted in under-representation for white males in this category.

## Step 5 & 6: Objectives and Steps

**1. The objective of the Montana Department of Corrections is to provide equal employment opportunity for white females in the Professionals job category; Native American males and females as well as white males in Protective Services Sworn Officials job category; Native American males and females, two or more races for males and white females in the Protective Services Sworn Officers; and white males in the Administrative Support and Skilled Crafts categories.**

- a. Prior to beginning the hiring process, the Department will review the Utilization Analysis and the Adverse Impact Report for the job category to determine if the position is attracting qualified women and/or minority applicants in numbers proportionate to their external availability.
- b. The Department will conduct external recruitments and extend the recruitment period for vacant positions in these categories to 15 working days, to allow coordination of referrals from female and minority organizations.
- c. Vacancy announcements for under-utilized positions will include the statement: Women and/or minorities are under-represented in this position and are encouraged to apply.
- d. The Department will send vacancy announcements to Native American recruitment sources, the Interagency Committee for Change by Women, and Disability Rehabilitation Centers across the State for all positions.
- e. The Department will continue to work with recruitment sources (organizations having effective contact with women, minority groups and persons with disabilities) to improve recruitment efforts.
- f. The Department will continue its efforts to attract qualified female and minority applicants by sending representatives to minority college career fairs, high school career activities, and EEO conferences.
- g. Hiring Managers will be trained by a Human Resource Generalist to ensure they understand the EEO Program Action Plan and are committed to its implementation.
- h. The Department will encourage the employment of women, minorities and people with disabilities who are not currently in the workforce by offering part-time employment, internships, or summer employment when possible.

### **Step 7a: Internal Dissemination**

The Department will make its Nondiscrimination/Equal Employment Opportunity (EEO) Policy Statement known internally by:

Placing the EEO Plan in the Department policy manual.

Publicizing it or the Nondiscrimination/EEO policy statement in a memo, annual report, and other publications.

Conducting meetings with administrators, supervisors and others responsible for its implementation, to explain the intent of the Nondiscrimination/EEO Policy Statement.

Providing information on the EEO Plan to employees through meetings, employee orientation, and training sessions.

Discussing the EEO Plan with union officials and requesting continued cooperation.

Placing the Nondiscrimination/EEO policy statement where it can be viewed (i.e. employee bulletin boards).

### **Step 7b: External Dissemination**

The Department will disseminate its EEO Plan and Policy Statement externally by:

Filing the EEO Plan with the State EEO Officer at the State Human Resources Division, Department of Administration for the state of Montana.

Posting the EEO Plan on our website.

Placing a statement on vacancy announcements that EEO is a policy of the Department.

Informing recruitment sources about the EEO Plan and asking that women, minorities, and people with disabilities are referred.

Informing organizations for women, minority groups and people with disabilities about the EEO Plan and providing them with a copy.

**Utilization Analysis Chart**  
**Relevant Labor Market: 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
<b>Officials/Administrators</b>																
Workforce #/%	33/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	33/49%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	37,565/60%	365/1%	65/0%	975/2%	180/0%	15/0%	365/1%	65/0%	21,050/34%	520/1%	40/0%	945/2%	125/0%	0/0%	185/0%	25/0%
Utilization #/%	-11%	-1%	-0%	-2%	-0%	-0%	-1%	-0%	16%	-1%	-0%	-0%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	128/55%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	92/40%	4/2%	1/0%	4/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	32,210/40%	625/1%	210/0%	955/1%	350/0%	4/0%	339/0%	85/0%	41,945/52%	695/1%	110/0%	1,420/2%	225/0%	40/0%	640/1%	140/0%
Utilization #/%	15%	1%	-0%	-1%	-0%	-0%	-0%	-0%	-13%	1%	0%	-0%	-0%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	34/34%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	63/62%	1/1%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	4,175/37%	100/1%	15/0%	155/1%	95/1%	0/0%	49/0%	15/0%	6,090/53%	310/3%	0/0%	265/2%	20/0%	0/0%	95/1%	15/0%
Utilization #/%	-3%	0%	-0%	-1%	-1%	0%	-0%	-0%	9%	-2%	0%	-1%	1%	0%	-1%	-0%
<b>Protective Services:</b>																
<b>Sworn-Officials</b>																
Workforce #/%	171/62%	4/1%	1/0%	6/2%	0/0%	0/0%	0/0%	0/0%	91/33%	2/1%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,485/72%	70/1%	10/0%	500/7%	10/0%	15/0%	64/1%	0/0%	1,265/16%	24/0%	0/0%	205/3%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	-10%	1%	0%	-4%	-0%	-0%	-1%	0%	16%	0%	0%	-2%	0%	0%	-0%	0%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	318/73%	11/3%	6/1%	4/1%	0/0%	0/0%	0/0%	0/0%	88/20%	3/1%	1/0%	3/1%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	22,400/54%	1,055/3%	35/0%	1,805/4%	85/0%	90/0%	650/2%	70/0%	13,300/32%	630/2%	55/0%	1,155/3%	125/0%	0/0%	254/1%	24/0%
Utilization #/%	20%	0%	1%	-3%	-0%	-0%	-2%	-0%	-12%	-1%	0%	-2%	-0%	0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																

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 #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	520/51%	0/0%	0/0%	25/2%	0/0%	0/0%	19/2%	0/0%	425/42%	4/0%	0/0%	15/1%	0/0%	4/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	7/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	56/82%	2/3%	0/0%	3/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35,245/30%	805/1%	270/0%	1,040/1%	100/0%	10/0%	365/0%	75/0%	74,700/63%	1,575/1%	110/0%	3,160/3%	415/0%	10/0%	965/1%	100/0%
Utilization #/%	-19%	-1%	-0%	-1%	-0%	-0%	-0%	-0%	20%	2%	-0%	2%	-0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	27/69%	2/5%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	9/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	44,405/87%	1,345/3%	110/0%	1,920/4%	95/0%	4/0%	680/1%	25/0%	2,360/5%	8/0%	0/0%	65/0%	30/0%	0/0%	35/0%	10/0%
Utilization #/%	-18%	2%	-0%	-1%	-0%	-0%	-1%	-0%	18%	-0%	0%	-0%	-0%	0%	-0%	-0%
<b>Services/Maintenance</b>																
Workforce #/%	22/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	64,240/49%	2,250/2%	375/0%	3,525/3%	415/0%	110/0%	945/1%	170/0%	51,485/39%	1,870/1%	175/0%	3,440/3%	845/1%	70/0%	1,105/1%	160/0%
Utilization #/%	20%	-2%	-0%	-3%	-0%	-0%	-1%	-0%	-8%	-1%	-0%	-3%	-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
Professionals									✓							
Protective Services: Sworn-Officials	✓			✓								✓				
Protective Services: Sworn-Patrol Officers				✓			✓		✓			✓				
Administrative Support	✓															
Skilled Craft	✓															

### Law Enforcement Category Rank 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
<b>Investigations Chief</b>																
Workforce #/%	1/100%	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%	0/0%	0/0%
<b>Correctional Officer Capt.</b>																
Workforce #/%	11/79%	1/7%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Correctional Officer Lt.</b>																
Workforce #/%	14/82%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Probation &amp; Parole Regional Administrator</b>																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Correctional Officer Sgt</b>																
Workforce #/%	48/86%	1/2%	0/0%	2/0%	0/0%	0/0%	0/0%	0/0%	5/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Probation &amp; Parole Officer II</b>																
Workforce #/%	10/56%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Crime Investigators</b>																
Workforce #/%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Probation &amp; Parole Officer</b>																
Workforce #/%	82/51%	2/1%	1/1%	3/0%	0/0%	0/0%	0/0%	0/0%	70/43%	2/1%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	318/73%	11/3%	6/1%	4/0%	0/0%	0/0%	0/0%	0/0%	88/20%	3/1%	1/0%	3/1%	0/0%	0/0%	0/0%	0/0%

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.

  
[signature] \_\_\_\_\_ [title] *CHRD* \_\_\_\_\_ [date] *04.20.16*