

**State of Montana – State EEO Program
Utilization Analysis**

**See KEY on last page of report

Workforce

Labor Force**

State Employees

Montana

Total # Female % Female # AI/AN # Other Minorities % All Minorities

SOC Match % Female % AI/AN % Other Minorities % All Minorities

Department: 515 Montana State Library

Run Date: 01/10/2017

EEO Category: 1 Official and Administrators

Function Group: 111 Top Executives

Job Code Job Code Title

111218	Operations Manager	1	1	100.00%	0	0	0.00%	11-1021	25.84%	2.87%	3.55%	6.42%
Total for Group: 111		1	1	100.00%	0	0	0.00%	Weighted Availability	25.84%			6.42%

Underutilization 0 0

Function Group: 113 Operations Specialties Mgrs

Job Code Job Code Title

113117	Administrative Services Mgr	1	1	100.00%	0	0	0.00%	11-3011	27.38%	4.76%	7.14%	11.90%
113217	Computer Information Sys Mgr	2	0	0.00%	0	0	0.00%	11-3021	32.37%	1.45%	2.80%	4.25%
Total for Group: 113		3	1	33.33%	0	0	0.00%	Weighted Availability	30.71%			6.80%

Underutilization 0 0

Total for EEO Category : 1 Official and Administrators

4	2	50.00%	0	0	0.00%	Weighted Availability	29.49%			6.71%
						Underutilization	0			0

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EEO Category: 2 Professionals

Function Group: 131 Business Operations

Job Code Job Code Title

131756	Training Development Spc	1	1	100.00%	0	0	0.00%	13-1151	48.28%	1.38%	5.17%	6.55%
131816	Management Analyst	2	2	100.00%	0	0	0.00%	13-1111	29.75%	1.17%	0.00%	1.17%
Total for Group: 131		3	3	100.00%	0	0	0.00%					

Weighted Availability **35.93%** **2.96%**

Underutilization **0** **0**

Function Group: 151 Computer Occupations

Job Code Job Code Title

151216	Computer Programmer	13	5	38.46%	0	0	0.00%	15-1131	17.93%	0.00%	8.70%	8.70%
151336	Software Developer Application	2	2	100.00%	0	0	0.00%	15-1132	27.83%	1.42%	5.66%	7.08%
151516	Computer Systems Analyst	2	1	50.00%	0	0	0.00%	15-1121	51.77%	2.13%	4.26%	6.38%
151615	Database Administrator	2	2	100.00%	0	0	0.00%	15-1141	53.62%	2.90%	8.70%	11.59%
151616	Database Administrator	3	0	0.00%	0	0	0.00%	15-1141	53.62%	2.90%	8.70%	11.59%
151816	Network Systems Analyst	3	1	33.33%	0	0	0.00%	15-1143	8.33%	0.00%	8.33%	8.33%
Total for Group: 151		25	11	44.00%	0	0	0.00%					

Weighted Availability **27.42%** **8.92%**

Underutilization **0** **-2**

Function Group: 254 Librarians Curators

Job Code Job Code Title

254216	Librarian	9	8	88.89%	0	1	11.11%	25-4021	86.29%	1.29%	0.00%	1.29%
Total for Group: 254		9	8	88.89%	0	1	11.11%					

Weighted Availability **86.29%** **1.29%**

Underutilization **0** **0**

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Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities		
Function Group: 259 Other Education												
<u>Job Code</u>	<u>Job Code Title</u>											
250917	Education Library Sup/Mgr	1	1	100.00%	0	0	0.00%	25-9099	59.70%	22.39%	1.19%	23.58%
Total for Group: 259		1	1	100.00%	0	0	0.00%	Weighted Availability	59.70%			23.58%
								Underutilization	0			0
Function Group: 273 Media Communication												
<u>Job Code</u>	<u>Job Code Title</u>											
273316	Public Relations Specialist	2	2	100.00%	0	0	0.00%	27-3031	46.81%	8.51%	8.51%	17.02%
Total for Group: 273		2	2	100.00%	0	0	0.00%	Weighted Availability	46.81%			17.02%
								Underutilization	0			0
Total for EEO Category : 2 Professionals		40	25	62.50%	0	1	2.50%	Weighted Availability	43.08%			7.53%
								Underutilization	0			-2

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EEO Category: 3 Technicians

Function Group: 151 Computer Occupations

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
151414	Computer User Support Technici	2	2	100.00%	0	0	0.00%	15-1150	32.71%	1.87%	0.00%	1.87%
151914	Data Control Tech	1	1	100.00%	0	0	0.00%	15-1199	30.06%	0.49%	2.94%	3.44%
Total for Group: 151		3	3	100.00%	0	0	0.00%	Weighted Availability	31.83%			2.39%
								Underutilization	0			0

Function Group: 254 Librarians Curators

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
254313	Library Technician	6	4	66.67%	0	0	0.00%	25-4031	92.86%	14.29%	0.00%	14.29%
Total for Group: 254		6	4	66.67%	0	0	0.00%	Weighted Availability	92.86%			14.29%
								Underutilization	-2			-1

Function Group: 433 Financial Clerks

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
433313	Accounting Technician	2	2	100.00%	0	0	0.00%	43-3031	93.22%	3.59%	2.02%	5.61%
Total for Group: 433		2	2	100.00%	0	0	0.00%	Weighted Availability	93.22%			5.61%
								Underutilization	0			0

Function Group: 436 Secretaries Admin Support

Job Code	Job Code Title	Total	# Female	% Female	# AI/AN	# Other Minorities	% All Minorities	SOC Match	% Female	% AI/AN	% Other Minorities	% All Minorities
436114	Administrative Assistant	1	1	100.00%	0	0	0.00%	43-6010	97.11%	6.44%	2.18%	8.63%
Total for Group: 436		1	1	100.00%	0	0	0.00%	Weighted Availability	97.11%			8.63%
								Underutilization	0			0

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SOC Match % Female % AI/AN % Other Minorities % All Minorities

Total for EEO Category : 3 Technicians

12 10 83.33% 0 0 0.00%

Weighted Availability 78.01% 9.40%

Underutilization 0 -1

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EEO Category: 6 Office/Clerical

Function Group: 431 Supv Office Admin Support

Job Code Job Code Title

431214	Administrative Support Sup	1	1	100.00%	0	0	0.00%	43-1011	73.29%	3.61%	2.48%	6.09%
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Total for Group: 431		1	1	100.00%	0	0	0.00%	Weighted Availability	73.29%			6.09%
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Underutilization	0	0
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Total for EEO Category : 6 Office/Clerical		1	1	100.00%	0	0	0.00%	Weighted Availability	73.29%			6.09%
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Underutilization	0	0
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Total for Agency: 515 Montana State Library		57	38	66.67%	0	1	1.75%	Weighted Availability	50.01%			7.84%
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Underutilization	0	-3
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KEY

AI/AN –Employees identified as American Indian or Alaskan Native or any combination of American Indian or Alaskan Native and another race/ethnicity.

Other Minorities –Employees identified as Hispanic or Latino, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, or any combination of an Other Minority and another non-AI/AN race/ethnicity.

All Minorities - Total of AI/AN and Other Minorities.

WEIGHTED AVAILABILITY - Weighted availability takes into account the proportional relevance of each job code total (employee count), rather than treating each job code total equally. This weighted average is used to calculate the labor force availability at the function group level and EEO category level for women and minorities. For example, when calculating the function group availability, a job code with 15 employees will carry more weight than a job code with only 2 employees for the weighted availability.

UNDERUTILIZATION - Underutilization occurs when the percentage of female and minority employees is less than their labor force availability. Underutilization is calculated for employees within each job group. EEO officers should use underutilization data, along with other relevant workforce data, to develop strategies, goals, and objectives aimed at increasing the future representation of minorities and women in occupations showing an underutilization. A negative number (e.g., -2) in the field indicates underutilization. A zero in the field indicates no underutilization.

****The utilization analysis report extracts labor force data from the US Census Bureau's American Community Survey (ACS). The Census Bureau surveys a *sample* of the population and produces an ACS five-year estimate. As an estimate, the ACS is subject to a margin of error greater than if the entire population were surveyed (such as in a Census). This report reflects Montana labor force data, including race and gender, from the last 2010 ACS 5-year estimate and encompasses data from 2006 – 2010.**