

**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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|---|-----------------------------|-----------|-----------|--------------------|------------------|-----------|--------------|------------------------------|--------------------|------------------|-------|---------------|
| State Employees | | | | | | | | Montana | | | | |
| 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% |
|--------|----------------------------|---|---|---------|---|---|-------|---------|--------|-------|-------|-------|

| | | | | | | | | | | | | |
|-----------------------------|--|----------|----------|----------------|----------|----------|--------------|------------------------------|---------------|--|--|--------------|
| Total for Group: 431 | | 1 | 1 | 100.00% | 0 | 0 | 0.00% | Weighted Availability | 73.29% | | | 6.09% |
|-----------------------------|--|----------|----------|----------------|----------|----------|--------------|------------------------------|---------------|--|--|--------------|

| | | |
|-------------------------|----------|----------|
| Underutilization | 0 | 0 |
|-------------------------|----------|----------|

| | | | | | | | | | | | | |
|---|--|----------|----------|----------------|----------|----------|--------------|------------------------------|---------------|--|--|--------------|
| Total for EEO Category : 6 Office/Clerical | | 1 | 1 | 100.00% | 0 | 0 | 0.00% | Weighted Availability | 73.29% | | | 6.09% |
|---|--|----------|----------|----------------|----------|----------|--------------|------------------------------|---------------|--|--|--------------|

| | | |
|-------------------------|----------|----------|
| Underutilization | 0 | 0 |
|-------------------------|----------|----------|

| | | | | | | | | | | | | |
|--|--|-----------|-----------|---------------|----------|----------|--------------|------------------------------|---------------|--|--|--------------|
| Total for Agency: 515 Montana State Library | | 57 | 38 | 66.67% | 0 | 1 | 1.75% | Weighted Availability | 50.01% | | | 7.84% |
|--|--|-----------|-----------|---------------|----------|----------|--------------|------------------------------|---------------|--|--|--------------|

| | | |
|-------------------------|----------|-----------|
| Underutilization | 0 | -3 |
|-------------------------|----------|-----------|

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| State Employees | | | | | | Montana | | | | |
|-----------------|----------|----------|---------|--------------------|------------------|-----------|----------|---------|--------------------|------------------|
| Total | # Female | % Female | # AI/AN | # Other Minorities | % All Minorities | SOC Match | % Female | % AI/AN | % Other Minorities | % All Minorities |

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.**