

EEO Utilization Report

Organization Information

Name: Yellowstone County Attorneys Office

City: Billings

State: MT

Zip: 59101

Type: County Attorney General or Prosecutor's Office

Step 1: Introductory Information

Policy Statement:

Employees of Yellowstone County and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, creed, religion, political affiliation, National origin, disability, marital status, sex or age.

Yellowstone County encourages applications from diverse candidates and candidates who support diversity.

Step 4b: Narrative of Interpretation

According to the data submitted it appears that we are underutilizing white men in administrative positions (-59%), however, in a voluntary poll of the office population, none of the male administrative positions replied/submitted their personal statistics. We do not believe there is actual underutilization in our small sample size of administrators.

It appears that we currently underutilized (-24%) white women professionals, however, 63% of our women professionals opted not to participate in submitting their personal statistics. We do not believe there is underutilization of white women in our office.

We currently underutilize (-31%) white males in administrative support positions. In the last two years we employed one male Victim/Witness Coordinator, he left the office prior to completion of his probation time due to unacceptable performance.

Legal Assistants and Victim/Witness Coordinators make up our administrative support team. These two positions are traditionally female-dominated positions, and according to the Bureau of Labor Statistics, in 2018 86% of paralegals and legal assistants were women. We typically receive few male applicants for legal assistant positions, in the last two years only one male application was received and other applicants were more qualified for the position.

Step 5: Objectives and Steps

1. To encourage White males to apply for vacancies in the Administrative Support job category

- a. To partner and advertise with local colleges (MSU-B and Rocky Mountain College) and Job Service to gain a greater perspective on recruitment efforts of White males for the Administrative Support job category. To create a recruitment action plan for White males for Administrative Support positions.
- b. Continue to review our selection processes for Legal Assistants and Victim/Witness Coordinators in order to avoid barriers that could create a disparate impact for males/White males in search of an administrative support role.

Step 6: Internal Dissemination

Distribute a hard copy of the EEOP Utilization Report to employees in a supervisory position.

Send and email to all employees with a copy of the EEOP Utilization Report attached.

Provide a copy of the EEOP Utilization Report to the County's Human Resources department.

Step 7: External Dissemination

Post a copy of the EEOP Utilization Report on the County Attorney's page of the Yellowstone County website.

Continue to include the county's non-discrimination statement on all Yellowstone County job announcements.

Encourage Human Resources department to have a copy of the report available at job fairs.

Utilization Analysis Chart
Relevant Labor Market: Yellowstone 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 #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,885/59%	80/1%	15/0%	35/0%	50/1%	0/0%	25/0%	0/0%	3,000/36%	100/1%	0/0%	30/0%	50/1%	0/0%	10/0%	15/0%
Utilization #/%	-59%	-1%	-0%	-0%	-1%	0%	-0%	0%	31%	32%	0%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	6/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/30%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%
CLS #/%	5,325/39%	190/1%	135/1%	145/1%	30/0%	0/0%	45/0%	20/0%	7,295/54%	105/1%	20/0%	125/1%	95/1%	10/0%	50/0%	40/0%
Utilization #/%	21%	-1%	-1%	-1%	-0%	0%	-0%	-0%	-24%	-1%	-0%	-1%	-1%	-0%	10%	-0%
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	850/43%	0/0%	0/0%	4/0%	10/1%	0/0%	0/0%	0/0%	1,075/54%	35/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	735/76%	4/0%	0/0%	15/2%	10/1%	0/0%	10/1%	0/0%	195/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	60/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/85%	0/0%	0/0%	0/0%	0/0%	0/0%	2/15%	0/0%
CLS #/%	6,705/31%	265/1%	55/0%	95/0%	35/0%	10/0%	40/0%	0/0%	13,470/62%	455/2%	35/0%	270/1%	55/0%	0/0%	154/1%	35/0%

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
Utilization #/%	-31%	-1%	-0%	-0%	-0%	-0%	-0%	0%	22%	-2%	-0%	-1%	-0%	0%	15%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	6,810/87 %	355/5%	25/0%	100/1%	30/0%	0/0%	75/1%	10/0%	385/5%	0/0%	0/0%	15/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	10,410/49 %	730/3%	180/1%	525/2%	95/0%	0/0%	99/0%	50/0%	8,110/38 %	530/2%	10/0%	390/2%	100/0%	40/0%	155/1%	25/0%
Utilization #/%																

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: Angeline Fox

Victim/Witness Coordinator Supervisor

11-21-2019

[signature]

[title]

[date]