

# EEO Utilization Report

## Organization Information

Name: Montana Judicial Branch

City: Helena

State: MT

Zip: 59601

Type: State Court

## **Step 1: Introductory Information**

### **Policy Statement:**

See Attachment

Following File has been uploaded:200\_nondiscrimination.pdf

## **Step 4b: Narrative of Interpretation**

In reviewing the Utilization Analysis Chart, the Human Resources Director for the Montana Judicial Branch made the following observations:

The only underutilized groups for the Montana Judicial Branch are White males in the categories of Officials/Administrators and Administrative Support, but White males are typically underutilized in Administrative Support positions and statistically make up less than 30% of this workforce. The Montana Judicial Branch has done a good job of maintaining a workforce that reflects the community it serves. That being said, the Montana Judicial Branch is committed to employment practices that are free from discrimination.

The Montana Judicial Branch will examine its recruitment and retention practices to see if there may be ways to attract more members of minority groups to apply for all positions. Additionally, recruitment and retention practices will be examined to determine methods for hiring and retaining more White males in certain job categories such as Officials/Administrator and Administrative Support positions.

## **Step 5: Objectives and Steps**

### **1. Identify any barriers in recruitment that might deter minority group members from applying for Montana Judicial Branch positions.**

- a. Examine job qualifications to determine if they adversely impact minority candidates.
- b. Examine the application process to determine if that process creates barriers to minority applicants through computer accessibility or other factors.

### **2. Target minority group members in recruitment campaigns for open positions within the Montana Judicial Branch**

- a. Work with colleges located on reservations to help inform students of job openings within the Montana Judicial Branch.
- b. Work with minority student groups/associations at local colleges and universities to disseminate information regarding open positions within the Montana Judicial Branch.

### **3. Target White Males in recruitment campaigns for open positions in the categories of Officials/Administrators and Administrative Support**

- a. Determine what barriers, if any, hinder the promotion or hiring of White males to Officials/Administrators positions.
- b. Identify what barriers, if any, hinder White males from being hired into Administrative Support positions.

## **Step 6: Internal Dissemination**

1. Post a copy of the Montana Judicial Branches Utilization Report on the Employee Information page of the Montana Judicial Branch website.
2. Send an email memorandum to all employees to let them know that a copy of the EEOP Utilization Report is available on request.
3. Include a hard copy of the EEOP Utilization Report in the Montana Judicial Branches Human Resources Office.

## **Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Report on the Montana Judicial Branches public website.
2. Include on all job announcements for Montana Judicial Branch positions that applicants may obtain a copy of the Montana Judicial Branches EEOP Utilization Report on request.
3. Notify contractors and vendors that do business with the Montana Judicial Branch that a copy of the Montana Judicial Branches EEOP Utilization Report is available on request.



**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 #/%	26/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	42/61%	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 #/%	-22%	-1%	-0%	-2%	-0%	-0%	-1%	-0%	27%	-1%	-0%	-0%	-0%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	61/38%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	93/58%	1/1%	1/1%	1/1%	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 #/%	-2%	-0%	0%	-1%	-0%	-0%	-0%	-0%	6%	-0%	0%	-1%	-0%	-0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	11/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/76%	0/0%	0/0%	0/0%	0/0%	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 #/%	-13%	-1%	-0%	-1%	-1%	0%	-0%	-0%	23%	-3%	0%	-2%	-0%	0%	-1%	-0%
<b>Protective Services: Sworn</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%
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 #/%	28%	-1%	-0%	-7%	-0%	-0%	-1%	0%	-16%	-0%	0%	-3%	0%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	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 #/%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	68/91%	0/0%	0/0%	4/5%	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%

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 #/%	-26%	-1%	-0%	-1%	-0%	-0%	-0%	-0%	28%	-1%	-0%	3%	-0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	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 #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	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 #/%																

### 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
<b>Officials/Administrators</b>	✓															
<b>Administrative Support</b>	✓															

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.

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[signature]

[title]

[date]