

EEO Utilization Report

Organization Information

Name: Yellowstone County Attorneys Office

City: Billings

State: MT

Zip: 59101

Type: County Attorney General or Prosecutor's Office

Fri 10-16-2020 18:55:57 EDT

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 under utilizing white men in the Official/Administrator category (-59%), however, in a voluntary poll of the office population, none of the male administrative positions submitted their personal statistics. We do not believe there is an actual under utilization in this category.

It appears that we slightly under utilize white men in the Professionals category, however, only half of the male attorneys in our office responded to a voluntary poll. We do not believe there is an actual under utilization of white males in this category.

We currently under utilize (-31%) white males in administrative support positions. We have not had any male legal assistants or victim/witness coordinators except briefly since the Spring/Summer of 2019.

Legal Assistants and Victim/Witness Coordinators make up our administrative support team. These two positions are traditionally female-dominated positions. According to data from LinkedIn Talent Insights, women account for 87% of paralegal positions. See: <https://www.linkedin.com/pulse/women-87-paralegals-only-23-law-firm-partners-lets-find-george-anders>.

In 2018 and 2019, we only received one application from a male applying for a legal assistant position out of about 40 applicants. In 2018 and 2019, we received about 10 applications from males applying for Victim/Witness Coordinator positions out of about 77 applications. Out of these, we attempted to hire one male and he was released from employment prior to completion of his probation. Of the applications received for either of these positions it turned out that the female applicants were more qualified for the available 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-Billings and Rocky Mountain College), colleges across the state including Montana State University campuses and University of Montana campuses, and Job Service to gain a greater perspective on recruitment efforts of White males for Administrative Support jobs.
- b. To continue to review our selection processes for Legal Assistant and Victim/Witness Coordinator vacancies in order to avoid barriers that could create a disparate impact for males and white males in search of an administrative support role.

Step 6: Internal Dissemination

Email a copy of the EEO Utilization Report to employees in supervisory positions.

Send an email to all employees with a copy of the EEO Utilization Report attached.

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

Step 7: External Dissemination

Have a copy of the EEO Utilization Report posted on the Yellowstone County Attorney's webpage.

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

Encourage Yellowstone County's 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%	1/50%	1/50%	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%	14%	49%	0%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/55%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	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 #/%	-3%	-1%	-1%	-1%	-0%	0%	-0%	-0%	1%	-1%	-0%	-1%	-1%	-0%	9%	-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%	6/86%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	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%	24%	-2%	-0%	-1%	-0%	0%	14%	-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 10-16-2020

[signature]

[title]

[date]