

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:

Yellowstone County will not discriminate against any employee or applicant for employment on the basis of race, creed, color, religion, sex, national origin, physical or mental disability, age, political ideas, or marital status. The Director of Human Resources is the Countys designated Equal Opportunity Officer. The Director will work with employees to resolve any complaints made or filed alleging a violation of this policy. Employees may also contact the Montana Human Rights Bureau or the Federal Equal Employment Opportunity Commission.

The County will not retaliate for making or participating in a complaint of discrimination.

Step 4b: Narrative of Interpretation

According to the data submitted it appears that we are underutilizing white men in the Official/Administrator category (-26%), however, in a voluntary poll of the office population, only one of the male administrative positions submitted their personal statistics. We do not believe there is actual underutilization in this category. It appears that we slightly underutilize white men in the Professionals category, however, only a third of the male attorneys in our office responded to a voluntary poll. We do not believe there is an actual underutilization 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 of 2021. Legal Assistants and Victim/Witness Coordinators make up our administrative support team. These two positions are traditionally female-dominated positions. According to Data USA, in 2019 86% of paralegals and legal assistants were female. See: <https://datausa.io/profile/soc/paralegals-legal-assistants#demographics>. In 2020, we received two male applicants for legal assistant, and one was initially hired. He did not successfully complete his probation. In 2021, in one victim/witness coordinator hiring pool we received one male applicant out of nine applicants. In the next hiring pool, we tried another method of application review by our Human Resources department allowing us direct access to every application submitted on Indeed. We received approximately 60 resumes, eight of which were male. Of these, a couple were interviewed, however, a female applicant was more qualified for the position.

Step 5: Objectives and Steps

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

- a. To partner and advertise with Montana colleges and Job Service to gain a greater perspective on recruitment efforts of 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 in search of an administrative support role.

Step 6: Internal Dissemination

A copy of the EEO Utilization Report will be emailed to supervisors.

A copy of the EEO Utilization Report will be emailed to all support staff and professionals.

A copy of the EEO Utilization Report will be provided to Yellowstone County's Human Resources department.

Step 7: External Dissemination

A copy of the EEO Utilization Report will be 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 #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	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 #/%	-26%	-1%	-0%	-0%	-1%	0%	-0%	0%	-3%	32%	0%	-0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	2/22%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	6/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	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 #/%	-17%	-1%	-1%	-1%	11%	0%	-0%	-0%	13%	-1%	-0%	-1%	-1%	-0%	-0%	-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%	10/83%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	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%	21%	-2%	-0%	15%	-0%	0%	-1%	-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 Supervisor

01-14-2022

[signature]

[title]

[date]