

# EEO Utilization Report

## Organization Information

Name: Idaho Industrial Commission

City: Boise

State: ID

Zip: 83712

Type: State Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

The success of the Commission and the accomplishment of its mission are dependent upon our employees. For that reason, our Respectful Workplace Program begins with our commitment to selecting the best employees possible based on their skills and experience, giving all applicants an equal chance at employment and advancement. Discrimination in the hiring or advancement of employees is contrary to the policy of this Commission and to good business practice. Equal employment opportunity is more than just good business; it is the law. Discrimination in employment on the basis of race, color, national origin, religion, age, sex, or disability is strictly prohibited.

Therefore, the Industrial Commission will continue to take steps necessary to ensure that all aspects of the employment process (including recruiting, hiring, transfer, promotion, training, compensation, benefits, layoffs, terminations, and due process) do not discriminate against any individual on the basis of race, color, national origin, religion, age, sex, or disability. Industrial Commission employees will also refrain from discrimination when interacting with third parties outside the office.

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

The Industrial Commission is a medium sized agency with 138.25 full time positions. At the time of this report, the Commission had 136 active employees. Almost half of our professional and clerical employees work out of the 10 (ten) field offices located throughout the state.

A comparison of the Idaho workforce to the community labor statistics for the State of Idaho indicates underutilization of white males in the administrative support job category. This is not unexpected as our mission has a strong focus on social services and clerical functions, which demographically and traditionally attracts more qualified female applicants than male.

Community labor statistics also show that Black, Asian, Native Hawaiian/Pacific Islander, and American Indian/Alaskan Native Populations are very small in the State of Idaho (1.6% or less in each work category). Therefore, this plan will focus on Hispanic males, Hispanic females, and White females.

After reviewing the results of the underutilization analysis, the Idaho Industrial Commission has identified the following notable area(s):

Hispanic women are underutilized (2%) in the Officials/Administrators job category. Hispanic males are underutilized (2%) in the Administrative Support job category.

As positions become available, the Commission will make every effort to recruit qualified applicants within the strictures of the state classified system.

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

### **1. The Commissions objective is to increase representation in all the underutilized categories by targeting recruitment efforts to attract qualified candidates to apply for these state positions.**

- a. The Commission will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females or minorities equal employment opportunity to compete for positions with our agency.
- b. Continue to ensure that job postings are available to the Community Council of Idaho(formerly the Idaho Migrant Council) and the Hispanic Commission.
- c. Offer after-hours or telephone interview times to assist working applicants and those with childcare needs to compete for state positions.
- d. Within the strictures of the States classified employment system, the Industrial Commission will continue to work with the Division of Human Resources to address any underutilization through analysis of the states application, testing, position minimum requirements, and screening processes to ensure full and equitable access to qualified applicants.

## **Step 6: Internal Dissemination**

The EEO statement is clearly displayed on bulletin boards in all 10(ten) Industrial Commission offices using the Federal 9-in-1 posters.

Continue to include the Idaho Industrial Commissions EEO policy statement in the Employee Handbook.

Continue to review the Idaho Industrial Commission's EEO policy with agency supervisors and managers to ensure they remain familiar with agency objectives.

Continue to provide employees with initial and annual Respectful Workplace training to ensure that all employees are

familiar with the Idaho Industrial Commissions EEO policy.

### **Step 7: External Dissemination**

Continue to include the statement EEO/AA/VET/ADA/ADAAA/ADEA Employer in all newspaper announcements for Idaho Industrial Commission vacancies.

Continue to include the following in all vacancy announcements posted through the Idaho Division of Human Resources: Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation to satisfy testing requirements, please contact the Division of Human Resources.

Continue to include the following statement on our agency web employment page: The Idaho Industrial Commission is an EEO/AA employer. Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

Post a link to the agency employment page stating the following: The current Idaho Industrial Commission EEO Utilization Report can be found here.

Continue to include the statement Equal Opportunity Employer on Idaho Industrial Commission letterhead.

**Utilization Analysis Chart**  
**Relevant Labor Market: Idaho**

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 #/%	9/43%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/48%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	48,320/60%	1,825/2%	120/0%	180/0%	460/1%	20/0%	405/1%	135/0%	26,985/33%	1,390/2%	80/0%	275/0%	130/0%	4/0%	455/1%	20/0%
Utilization #/%	-17%	3%	-0%	-0%	-1%	-0%	-1%	-0%	14%	-2%	-0%	4%	-0%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	21/34%	1/2%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	30/49%	6/10%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	47,910/43%	1,910/2%	190/0%	225/0%	1,560/1%	65/0%	505/0%	220/0%	55,305/49%	2,255/2%	90/0%	505/0%	935/1%	65/0%	555/0%	150/0%
Utilization #/%	-8%	-0%	1%	1%	-1%	-0%	-0%	-0%	-0%	8%	-0%	-0%	1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,050/42%	285/1%	40/0%	55/0%	225/1%	0/0%	149/1%	10/0%	9,220/48%	515/3%	10/0%	155/1%	225/1%	15/0%	80/0%	95/0%
Utilization #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	8,190/76%	450/4%	40/0%	170/2%	60/1%	0/0%	105/1%	10/0%	1,555/14%	90/1%	35/0%	65/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<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 #/%	455/33%	15/1%	0/0%	10/1%	0/0%	0/0%	45/3%	0/0%	730/54%	80/6%	15/1%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	7/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	39/72%	5/9%	0/0%	2/4%	1/2%	0/0%	0/0%	0/0%
CLS #/%	54,390/31%	4,215/2%	395/0%	310/0%	350/0%	175/0%	625/0%	85/0%	103,570/5%	7,275/4%	430/0%	1,240/1%	885/1%	270/0%	1,240/1%	330/0%

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
	%								9%							
Utilization #/%	-18%	-2%	-0%	-0%	-0%	-0%	-0%	-0%	13%	5%	-0%	3%	1%	-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 #/%	56,625/82 %	6,800/10 %	440/1%	480/1%	290/0%	320/0%	680/1%	90/0%	2,945/4%	450/1%	105/0%	75/0%	80/0%	0/0%	40/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	85,065/43 %	22,040/11 %	715/0%	1,230/1%	1,060/1%	140/0%	1,455/1%	335/0%	67,395/34 %	12,505/6 %	330/0%	790/0%	1,560/1%	80/0%	1,060/1%	180/0%
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>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.

Certified As Final By: Lloyd Pierce

Human Resource Specialist

06-29-2018

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