

EQUAL EMPLOYMENT OPPORTUNITY

UTILIZATION OF WOMEN AND MINORITIES IN THE DEQ WORKFORCE

PLAN PURPOSE

To strive to have the Montana Department of Environmental Quality (DEQ) workforce closely reflect the labor force in Montana in the utilization of women and minorities.

GOALS AND OBJECTIVES

DEQ will make specific good faith efforts to

- Identify the underutilization of women and minorities
- Recruit and retain qualified women, minorities, and disabled persons
- Establish and maintain processes and procedures that ensure women and minorities have equal employment opportunity to secure employment and career opportunities at DEQ

UTILIZATION REVIEW

Appendix A summarizes DEQ's utilization of women and minorities data. Utilization or underutilization of women and minorities is documented by EEO Category and Occupation Group Code.

The DEQ Human Resource Office and DEQ Managers will strive to determine the cause for underutilization and take appropriate action to move to utilization of women and minorities in the DEQ workforce that reflects the labor force in Montana.

Recruitment Issues: The DEQ needs to attract qualified minority applicants in numbers proportionate to their external availability.

Upward Mobility Issues: The DEQ needs to advance qualified women and minorities.

UTILIZATION PLAN

Relevant Policies and Guidelines

State

State of Montana Equal Employment Opportunity Poster

State of Montana Nondiscrimination – Equal Employment Opportunity Complaint Resolution Procedure

Broadband Pay Plan Policy – 3.05.1

Disability and maternity Leave – 3.0315

Nondiscrimination – EEO – 3.0630

Persons with Disabilities Employment Preference – 3.0171

Reduction in Work Force – 3.0155

Veterans' Employment Preference – 3.0172

DEQ

DEQ Pay Plan Rules

DEQ Performance Management and Evaluation Policy – 3.1.0115

Recruitment and Selection Policy – 3.1.0165

Exit Interview Policy – 3.1.0202

Equal Employment Opportunity – 3.6.0605

Non-Discrimination in DEQ Services – 3.6.0606

DEQ Harassment Policy – 3.6.0621

Recruitment

The DEQ will strive to increase minority representation for underutilized Occupation Groups by evaluating the recruitment practice to encourage minorities to apply for employment at DEQ.

The DEQ may partner with Montana universities in attracting students in fields of study that are related to those required for DEQ positions.

The DEQ will consider employing minorities in student intern positions in order to introduce them to DEQ work and potential career opportunities while providing work experience for the student.

The DEQ will continue to work with recruitment sources that have effective contact with women and minorities and persons with disabilities to improve recruitment efforts.

Upward Mobility

DEQ managers may develop succession plans that prepare women and minorities for upward mobility opportunities.

Compensation

The DEQ Human Resource Office will ensure that all pay changes are made according to DEQ Pay Plan Rules and other relevant policies and procedures.

Training

Supervisors or managers using recruitment and selection processes in DEQ will be trained by a Human Resource Specialist. Supervisors and managers will be trained in regard to the Utilization Plan and the DEQ Recruitment & Selection Policy. They will also be asked to attend other relevant training offered on an annual basis.

Equal Employment Opportunity Awareness

- Vacancy announcements are posted on the DEQ Share Net
- An e-mail is sent to alert employees to a new announcement
- Training is offered by DEQ Human Resource Office on topics such as Job Profiles, Performance Management, How to Interview, FMLA, ADA, and Non-discrimination
- Career information and job mentoring are offered.

- Mobility assignments will be offered to provide an opportunity to try out various jobs at DEQ.

Utilization Annual Review

When the report is received, the DEQ Human Resource Office will review the data and present it to DEQ management. Changes in effort or approach will be discussed and incorporated into this Utilization Program Plan when agreed upon.

Termination

The DEQ HR Office will review the termination data to identify if women, minorities and employees with disabilities leave DEQ at rates substantially different from those of men, non-minority employees, and employees without disabilities.

DUTIES AND RESPONSIBILITIES FOR PROGRAM IMPLEMENTATION

Director:

Directs and supports the DEQ's Division Administrator's and Chief Officer's in their use of the plan.

EEO Officer/ADA Coordinator:

Reviews the Utilization Program Plan with managers and updates the Utilization Program Plan as necessary.

Implements and maintains utilization reporting and recordkeeping systems to measure the effectiveness of DEQ's Utilization Program Plan.

Documents changes that have occurred in regard to goals and objectives. New data should be available April of each year.

Continues to use the DEQ Employee Profile to ensure compensation is based on an individual's qualification and experience.

Annually updates the DEQ's Utilization or Underutilization Report and provides the updated report with the current year's data to Division Administrators and Chief Officers along with last year's data.

Assists managers in identifying what may be causing underutilization (employment barriers) and recommending appropriate action.

Keeps management informed of the latest developments in the area of utilization of women, minorities, and disabled persons.

Provides training opportunities for managers and supervisors in the area of Equal Employment Opportunity to ensure that managers and supervisors are informed of their

responsibility of leading and managing in the area of Equal Employment Opportunity at DEQ.

Ensures the review of the Utilization Program Plan by the Human Resource Specialist and hiring manager prior to beginning the recruiting/hiring process.

Ensures the EEO Policy Statement and Complaint Resolution Procedure is posted on official DEQ Bulletin Boards.

Ensures investigation and resolution of all EEO complaints.

Managers/Supervisors:

Responsible for implementing and adhering to the DEQ's Utilization Program Plan.

Lead by example in the treatment all persons in the workplace.

Responsible for being knowledgeable of the policies and guidance that is related to the Utilization Plan.

All Employees:

Carry out the DEQ Mission Statement, DEQ Guiding Principles, and DEQ Expectations of Employees – See Appendix B

Informs the supervisor, the DEQ EEO Officer or the Human Resource Office of any EEO concerns.

Participates in the DEQ's Utilization Program Plan whenever relevant.

EEO PROGRAM PLAN DISTRIBUTION:

Internal:

Each employee will receive a copy of this plan during new employee orientation.

The EEO Policy and Complaint Resolution Procedure will be reviewed at orientation and during appropriate DEQ trainings.

The DEQ's Utilization Program Plan will be posted on the DEQ Share Net.

External:

The DEQ's Utilization Program Plan will be posted on its web page.

APPENDIX A
11/29/2009

**2009 DEQ
UTILIZATION OR UNDER-
UTILIZATION
WOMEN & MINORITIES**

| EEO Category | 1 | Official & Administrators | # | Female | Minority |
|--------------|---|---|----|--------|----------|
| | | Occupational Group Code 111 - Div Admin | 9 | OK | -1 |
| | | Code 113 - FS/HR Mgr | 4 | -1 | OK |
| | | Code 119 - Const/Engr Mgr, Bureau Chiefs | 17 | OK | -2 |

| EEO Category | 2 | Professionals | # | Female | Minority |
|--------------|---|--|-----|--------|----------|
| | | Occupational Group Code 131 - Specialists/Mgmt Analysts (License,HR,Admin, Grant Cont) | 11 | OK | -1 |
| | | Code 132 - Account, Auditor, Budget Analyst, Financial Spec, Financial Op | 21 | OK | -2 |
| | | Group 151 - Computer Supv, Web Dev, Computer Sys Anal, Network Admin, Data Control Spec, Database Anal | 36 | OK | -1 |
| | | Group 172 - Engineers | 52 | OK | OK |
| | | Group 192 - Science Program Mgr, Env Scie Spec, Atmos Sci Spec | 198 | OK | -8 |
| | | Group 193 - Economist | 1 | OK | OK |
| | | Group 231 - Lawyer | 14 | OK | OK |
| | | Group 254 - Librarian | 1 | OK | OK |
| | | Group 273 - Public Relations | 6 | OK | OK |
| | | Group 299 - Occu Health Safety | 1 | OK | OK |
| | | Group 433 - Collections Spec | 1 | OK | OK |

| EEO Category | 3 | Technicians | # | Female | Minority |
|--------------|---|--|---|--------|----------|
| | | Occupational Group Code 151 - Data Control Tech | 6 | OK | OK |

| | | | | | |
|--------------|-----|--------------------------------|----|--------|----------|
| | | Code 433 - Acctg Tech | 6 | OK | OK |
| | | Code 434 - Lic Permit,HR Tech | 5 | OK | -1 |
| | | Code 436 - Admin Asst | 31 | OK | -2 |
| EEO Category | 4 | Office/Clerical | # | Female | Minority |
| | | Occupational Group | | | |
| | | Code 431 - Admin Supportt Supv | 2 | OK | OK |
| | | Code 436 - Legal Sec | 2 | OK | OK |
| | | Code 439 - Mail Clk, Admin Clk | 2 | OK | OK |
| EEO Category | 5 | Skilled Craft | # | Female | Minority |
| | | Occupational Group | | | |
| | | Code 492 - Elec Repair Tech | 1 | OK | OK |
| SUMMARY | FOR | DEQ | | Female | Minority |
| | | | | OK | -18 |

APPENDIX B:

MISSION STATEMENT:

The mission statement for DEQ is : “to protect, sustain, and improve a clean and healthful environment to benefit present and future generations”

DEQ GUIDING PRINCIPLES:

There are :

- Upholding the constitution
 - We will uphold, in a consistent manner, the Montana Constitution – Article IX, and all other statutes, regulations, and legal policies that are applicable to DEQ
 - Within the bounds of these laws and regulation, DEQ will strive to make decisions that balance public and private costs and benefits for the greatest public benefit
- Working for a clean and healthful environment
 - We recognize that most environmental regulations and standards are intended to protect the public health by preventing serious injury or illness
 - We recognize that the people of Montana value a quality environment and encourage everyone to share responsibility to protect its quality
 - We will encourage innovative thinking and seek practical, long-term solutions that serve the public interest and minimize the environmental effects of proposed actions
 - We will seek cost-effective ways to minimize impacts to the environment and will identify for decision makers and the public any legal or institutional barriers that keep them from being used.
- Working with the public
 - We respect the public and recognize the value it places on the environment and its interest in the work of DEQ. Therefore, we encourage public input to our analyses, decision making and all other aspects of DEQ’s work. We will provide the public with our analyses and the implications of DEQ’s decisions and any other information the citizens want within legal constraints. We will encourage and consider public input in our decision making processes and make open decisions that are clear, understandable, and accessible to the public.
- Improving cooperation and coordination
 - The various bureaus and divisions of DEQ will cooperate and coordinate among themselves and with federal, state, and local agencies, and other interested parties.
- Reaching potential with our employees
 - DEQ employees are an important asset. We will empower them to exercise professional judgement in carrying out their duties. We will provide them with a safe work place and the training and tools necessary to achieve DEQ’s mission.
 - We encourage team efforts and use of the expertise of DEQ’s employees to find solutions that meet the challenges we face.
 - We will seek a diversity of individuals and professions within DEQ.

ALL EMPLOYEES OF THE DEQ ARE EXPECTED TO:

- Fully support the DEQ mission statement and work within these guiding principles
- Be service-oriented, providing helpful assistance to the public and continually seeking better ways to improve long-term customer relations
- Be solutions-oriented
- Utilize and contribute to team efforts and keep colleagues and affected others informed of progress and events
- Make timely decisions and maintain objectivity in making decisions
- Act with honesty and integrity, strive for quality, be productive and innovative, and responsible for their actions
- Be fiscally responsible and consistently apply the State Constitution, applicable statutes, regulations and legal policies.