



State Underutilization Report

2023

The 2023 Bureau of Equity and Inclusion report on the state of Wisconsin workforce compared to external availability, by job group.

Division of Personnel Management

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**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION**

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Date: May 9, 2023

To: State Executive Human Resource Directors,
Equity and Inclusion Officers and Human Resources Managers

From: Jen Fogel, Division Administrator
Division of Personnel Management

Laurice McGinnis Lincoln, Director
Bureau of Equity and Inclusion

Subject: State Agency Underutilization Report

The Division of Personnel Management Bureau of Equity and Inclusion has prepared this underutilization report to support agency compliance with WI Chapter ER 43.03, which states, "Each agency shall prepare and file with the administrator an affirmative action and equal opportunity plan which shall be developed in accordance with standards and time schedules established by the administrator and include the following minimum components: . . . An analysis of the agency work force to determine if there are substantial disparities between the proportion of any affirmative action groups in either a classified civil service classification, grouping of classifications or similar functional group in the unclassified service, in the agency work force and the rate of that group's representation in that part of the state labor force qualified for employment in such classification, progression series or functional group in the relevant labor pool."

This underutilization report provides state agencies with data to conduct a workforce analysis as required in Chapter ER 43.03(2), which states, "An analysis of the agency work force to determine if there are substantial disparities between the proportion of any affirmative action groups in either a classified civil service classification, grouping of classifications or similar functional group in the unclassified service, in the agency work force and the rate of that group's representation in that part of the state labor force qualified for employment in such classification, progression series or functional group in the relevant labor pool." This information may also serve as a monitoring tool to evaluate individual agency and state progress in the recruitment and retention of specific job classifications.

If you have questions regarding this report contact, Suzanne Lidtke, Executive EI Specialist, Bureau of Equity and Inclusion, at 608-266-0713 or email DOADPMBEI@wi.gov.

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State Underutilization Analysis Report

The Division of Personnel Management (DPM), Bureau of Equity and Inclusion (BEI), triennially prepares a report that summarizes for each agency, the percentages of women and minorities available in the relevant job market, and the job groups that are underutilized for minorities and women. This report includes the Underutilization Analysis Tables for Wisconsin State Government, effective for the period of July 1, 2023 through June 30, 2026. The data used to compile the 2023 State Underutilization Analysis Report is from the 2014-2018 U.S. Census American Community Survey Report and data extracted from the state's human resources information system, PeopleSoft, also known as the State Transforming Agency Resources (STAR) system. The U.S. Office of Federal Contract Compliance Program (OFCCP) has directed contractors to use the 2014-2018 American Community Survey data when developing their affirmative action plans.

As part of the development of their Equity and Inclusion (EI) plans, agencies are required by WI Chapter ER 43.03(2), to conduct an analysis of the workforce to determine, among other things, which job groups are underutilized for minorities and women. Agencies will use the results of the underutilization analysis tables to help develop EI plan strategies aimed at reducing or eliminating identified underutilization, and as a monitoring tool for evaluation of their agency's hiring of minorities and women.

Underutilization Analysis: Key Findings

- Fifteen (15) or 37.5% of job groups are underutilized for women enterprise wide. This is a slight increase compared to the 2020-2023 report, which indicated fourteen (14) or 35% of job groups were underutilized for women enterprise wide.
- Eight (8) or 20% of job groups are underutilized for minorities enterprise wide. This is a decrease compared to the 2020-2023 report, which indicated ten (10) or 25% of job groups were underutilized for minorities enterprise wide.
- Twenty-four (24) or 60% of entities have at least one job group underutilized for women.
- Twelve (12) or 30% of entities have at least one job group underutilized for minorities.
- Twenty (20) or 50% of job groups show that the state's enterprise workforce is higher than the available total Wisconsin workforce availability percentage for women. Seventeen (17) or 42.5% of job groups show the state's enterprise workforce is higher than the available total state workforce availability percentage for minorities.

Definitions

Availability %: The availability percentage represents the percentage of women and minorities available statewide for individual job groups based on workforce data.

Disaggregated Minority Groups: The category 'Minorities' broken down by individual racial/ethnic minority group categories.

Entities: A term representing the 42 agencies, boards, commissions, and offices analyzed for this report.

Job Group: A name and code which identifies classifications with similar required training and skills, responsibility, pay range, and nature of work.

Minorities: Individuals who identify as American Indians or Alaskan Natives (Non-Hispanic or Latino), Asians (Non-Hispanic or Latino), Blacks or African Americans (Non-Hispanic or Latino), Hispanics or Latinos, Native Hawaiians or Other Pacific Islanders (Non-Hispanic or Latino), and Whites (Non-Hispanic or Latino), as defined according to WI Chapter ER 43.02(6m). Individuals who identify as Two or More races were also included in this report in Table 4 only.

Snapshot: Capture of measures at a specified point-in-time. Because workforce numbers fluctuate, a snapshot of the workforce is taken and used as a basis for analysis. The snapshot used for the utilization analysis of the workforce in this report is January 1, 2023.

Two-Standard Deviation Rule (2SD): Calculation method BEI uses to determine underutilization. The calculation of 2SD is a measurement of the statistical difference representing two levels of deviation from the means or to the observed value or variable. In this case, the observed value represents the current workforce, and the relevant available labor market represents the means. If the number of women and minority employees in the workforce, within an Equal Employment Opportunity (EEO) job group, is more than two 2SD below the expected number based on the percentage of availability in the relevant labor market, then the group is underutilized.

Underutilization: Having more than two 2SD below the expected number of minorities or women in a job group than would reasonably be expected by their availability in relevant labor force.

Underutilization Analysis: The underutilization analysis compares the percentage of women and minorities in the workforce represented in a job group, and the percentages of women and minorities available in the relevant job market. A job group is underutilized when women and minority representation fall below 2SD of their availability.

Women: Individuals who identified as female in the 2010 U.S. Census (2010 Census data used per OFCCP specifications) and individuals who had identified as female in the PeopleSoft system as of 1/1/2023.

Explanation of Table Fields

Table 1 - 2023 Statewide Underutilization Analysis

The 2023-2026 Statewide Underutilization Analysis provides a snapshot of the comparison of the percentage of women and minorities in a job group with the percentage of qualified women and minorities in the relevant labor market. The declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. This table can be used to apply good faith efforts to increase the future percentage of utilization of women and minorities in specific job groups.

- Fields highlighted in yellow represent job groups that are underutilized statewide for women/minorities, respectively.
- Individual fields with state agency acronyms indicate the specific job group is not underutilized statewide but is underutilized at the agency.

Availability percentage is: Total Census percentage multiplied by the number of employees in the job divided by the total of employees in the job group.

Table 2 - Statewide Underutilization Comparison of 2020 and 2023

A comparison of underutilization tables from previous to current is provided. This table provides a visual of the change in underutilized job groups from the 2020 report to the current. Where changes in underutilization occurred, a reflection on the previous EI Plan goals may provide direction on workforce planning strategies.

- Fields highlighted in yellow represent job groups that are underutilized statewide for women/minorities, respectively.
- Individual fields with state agency acronyms indicate the specific job group is not underutilized statewide but is underutilized at the agency.
- Availability percentage is: Total Census percentage multiplied by the number of employees in the job divided by the total of employees in the job group.

Table 3 - 2023-2026 Statewide Availability Table

The information provided in this table includes a comparison of the State of Wisconsin Available Workforce against the Wisconsin State Employee Workforce. The Total State Workforce Availability percentage for women and minorities can be used as a workforce planning tool to set recruitment applicant diversity goals when recruiting within a specific job group where positions are underutilized for women or minorities.

- Total State Workforce Availability % field reflects the percentage of women and minorities in the relevant labor market who are qualified for the specific job group.
- Current State Job Group % reflects the percentage of women and minorities in a job group employed by the State of Wisconsin at the time of the snapshot.

Table 4 - Disaggregated Minority Group Underutilization

Information provided in this table includes state-wide underutilization determination for minority groups disaggregated from the Minorities category for each job group. Individuals who identify as Two or More Races were included in this table.

- Fields highlighted in yellow represent job groups that are underutilized statewide for the category indicated.
- Individual agency disaggregated data is available from BEI upon request.

Table 1: 2023 Statewide Underutilization Analysis
Table with Availability Percentages
 Effective: July 1, 2023 through June 30, 2026

Job Group #	Job Group Name	Availability %		Underutilization	
		Women	Minorities	Women	Minorities
001	Administrators – Senior Executives	46.6	11.5	DNR	DOC
002	Mid-Level Supervisors	55.1	10.5	DNR	DNR
003	Business and Program Area Supervisors	60.3	12.6	No	No
004	Financial Supervisors	51.7	11.8	No	No
005	Architect/Engineer Supervisor	21.9	8.6	No	No
006	Physical, Natural and Social Science Supervisors	47.6	11.5	Yes	Yes
007	Health and Social Services Supervisors	51.8	11.8	DMA	No
008	Education Supervisors	47.6	11.5	No	No
009	Protective Services Supervisors	51.3	10.3	Yes	No
010	Service, Qual Control and Compliance Sup	48.0	12.3	No	No
011	Mechanical and Maintenance Supervisors	35.0	15.9	Yes	Yes
016	Fiscal	55.2	10.2	PSC	No
019	Program Specialist	56.4	12.9	No	No
020	Business Professionals	50.6	11.5	No	No
025	Inspectors, Investigators, and Compliance	46.0	10.8	DOT	DATCP
028	Architects and Engineers	26.9	9.4	Yes	DOA
043	IS Professionals	52.1	11.3	Yes	No
044	Planning Policy and Research	48.4	11.6	WHS	No
049	Science Professionals	47.8	11.2	No	No
050	Environmental Specialists	45.7	11.5	Yes	Yes
057	Physicians and Health Care Practitioners	59.8	8.2	Yes	No
063	Health Care Professionals	51.9	10.8	No	No
106	Education and Training	64.4	11.2	Yes	No
112	Social Service Professionals	54.3	14.5	DATCP	DOC
119	Legal Professionals and Paralegal	48.1	8.0	No	No
127	Public Relations and Media Technicians	50.6	11.6	DOA, ECB	No
134	Health Care Technicians	76.7	14.2	Yes	No
147	Natural Science and Laboratory Technicians	34.7	12.8	Yes	Yes
159	Property Management	47.6	11.5	No	No
185	IS Support, Program and Service Technicians	73.1	14.0	Yes	No
195	Administrative Support	17.3	14.7	CANB	DOC, DNR
202	Administrative Support-Fiscal	76.8	13.3	No	Yes
226	Claims Determination	47.6	11.5	No	No
247	Public Safety	52.3	10.0	Yes	DNR
253	Food Production	37.5	18.1	No	Yes
262	Personal Care	85.2	15.1	Yes	No
301	Mechanical Equipment, Maintenance Repair	30.1	21.3	Yes	Yes
333	Craft and Trade	3.3	8.4	No	No
400	Power Plant	4.3	9.9	Yes	No
999	Production Laborers	44.5	25.2	DOA	Yes

Table 2: Statewide Underutilization Comparison of 2020 and 2023

Job Group #	2020		2023	
	Underutilization		Underutilization	
	Women	Minorities	Women	Minorities
001	DOC	Yes	DNR	DOC
002	DOC	No	DNR	DNR
003	No	DOR, DNR	No	No
004	No	No	No	No
005	No	No	No	No
006	Yes	Yes	Yes	Yes
007	DMA	No	DMA	No
008	No	No	No	No
009	Yes	Yes	Yes	No
010	No	No	No	No
011	No	No	Yes	Yes
016	DOR, DFI	No	PSC	No
019	No	No	No	No
020	DOC, DMA, DWD	DMA	No	No
025	Yes	DATCP	DOT	DATCP
028	No	No	Yes	DOA
043	Yes	No	Yes	No
044	No	DMA	WHS	No
049	No	Yes	No	No
050	No	Yes	Yes	Yes
057	Yes	No	Yes	No
063	Yes	No	No	No
106	Yes	Yes	Yes	No
112	DMA	BOALTC, DOC, DMA	DATCP	DOC
119	OSPD	No	No	No
127	DOT	Yes	DOA, ECB	No
134	Yes	DOC	Yes	No
147	Yes	Yes	Yes	Yes
159	No	No	No	No
185	Yes	No	Yes	No
195	Yes	WHS, DNR	CANB	DOC, DNR
202	DCF, DOR	Yes	No	Yes
226	No	No	No	No
247	Yes	DMA, DNR, DVA	Yes	DNR
253	No	DVA	No	Yes
262	Yes	No	Yes	No
301	No	Yes	Yes	Yes
333	No	No	No	No
400	Yes	No	Yes	No
999	No	DMA, DNR, DVA	DOA	Yes

Table 3: 2023-2026 Statewide Availability Table

Job Group #	2023-2026 Availability/2 Standard Deviation Table					
	Women			Minorities		
	Total State Workforce Availability %	Current State Employee Job Group %	2 Standard Deviation Underutilized	Total State Workforce Availability %	Current State Employee Job Group %	2 Standard Deviation Underutilized
001	46.6	52.9	No	11.5	10.1	No
002	55.1	53.5	No	10.5	10.3	No
003	60.3	65.8	No	12.6	14.4	No
004	51.7	65.5	No	11.8	9.3	No
005	21.9	26.6	No	8.6	7.3	No
006	47.6	32.2	Yes	11.5	5.6	Yes
007	51.8	74.0	No	11.8	18.6	No
008	47.6	56.0	No	11.5	20.0	No
009	51.3	21.9	Yes	10.3	8.7	No
010	48.0	42.9	No	12.3	8.4	No
011	35.0	18.7	Yes	15.9	4.7	Yes
016	55.2	57.8	No	10.2	15.7	No
019	56.4	68.3	No	12.9	17.6	No
020	50.6	74.0	No	11.5	18.7	No
025	46.0	42.3	No	10.8	10.5	No
028	26.9	22.1	Yes	9.4	9.2	No
043	52.1	35.0	Yes	11.3	15.9	No
044	48.4	60.7	No	11.6	14.1	No
049	47.8	71.7	No	11.2	7.9	No
050	45.7	38.4	Yes	11.5	3.3	Yes
057	59.8	44.9	Yes	8.2	13.5	No
063	51.9	81.5	No	10.8	12.5	No
106	64.4	58.9	Yes	11.2	9.9	No
112	54.3	79.0	No	14.5	22.8	No
119	48.1	61.9	No	8.0	11.8	No
127	50.6	50.3	No	11.6	8.2	No
134	76.7	57.3	Yes	14.2	20.9	No
147	34.7	25.1	Yes	12.8	3.7	Yes
159	47.6	58.6	No	11.5	7.1	No
185	73.1	10.8	Yes	14.0	10.8	No
195	17.3	80.3	No	14.7	17.2	No
202	76.8	84.2	No	13.3	9.1	Yes
226	47.6	70.7	No	11.5	13.7	No
247	52.3	20.8	Yes	10.0	14.8	No
253	37.5	73.4	No	18.1	13.2	Yes
262	85.2	76.4	Yes	15.1	49.8	No
301	30.1	3.6	Yes	21.3	3.6	Yes
333	3.3	2.1	No	8.4	4.1	No
400	4.3	0.0	Yes	9.9	6.9	No
999	44.5	51.9	No	25.2	15.8	Yes

Table 4: Disaggregated Minority Group Underutilization

Job Group #	Underutilized for Minorities	2023-2026 Statewide Underutilized Job Groups by Disaggregated Minority Groups					
		Disaggregated Minority Groups					
		Asian	American Indian/Alaskan Native	Black/African American	Hispanic/Latino	Native Hawaiian/Other Pacific Islander	Two or More Races
001	No	No	No	No	No	No	No
002	No	No	No	No	No	No	No
003	No	No	No	No	No	No	No
004	No	No	No	No	No	No	Yes
005	No	No	No	No	No	No	No
006	Yes	Yes	No	No	No	No	Yes
007	No	Yes	No	No	No	No	Yes
008	No	No	No	No	No	No	No
009	No	No	No	No	No	No	No
010	No	No	No	No	No	No	No
011	Yes	Yes	No	No	Yes	No	No
016	No	No	No	No	No	No	No
019	No	No	No	No	No	No	Yes
020	No	No	No	No	No	No	No
025	No	No	No	No	No	No	No
028	No	No	No	Yes	No	No	No
043	No	No	No	No	No	No	Yes
044	No	No	No	No	No	No	No
049	No	No	No	No	No	No	No
050	Yes	Yes	No	Yes	No	No	Yes
057	No	No	No	No	No	No	No
063	No	No	No	No	No	No	No
106	No	No	No	No	No	No	No
112	No	Yes	No	No	Yes	No	No
119	No	No	No	No	No	No	No
127	No	No	No	No	No	No	No
134	No	No	No	No	No	No	No
147	Yes	Yes	No	No	No	No	No
159	No	No	No	No	No	No	No
185	No	No	No	No	No	No	No
195	No	No	No	No	No	No	Yes
202	Yes	No	No	No	No	No	No
226	No	No	No	No	No	No	No
247	No	No	No	No	No	No	Yes
253	No	No	No	No	Yes	No	No
262	No	No	No	No	No	No	No
301	Yes	Yes	No	Yes	Yes	No	No
333	No	No	No	No	No	No	No
400	No	No	No	No	No	No	No
999	Yes	No	No	No	Yes	No	No