



State Underutilization Report

2020

The 2020 Bureau of Equity and Inclusion report on the state of Wisconsin workforce compared to external availability, by job group.

Division of Personnel Management

Contact:
Department of Administration,
Division of Personnel Management
101 East Wilson Street, 4th Floor
P.O. Box 7855
Madison, WI 53707-7855

Website: <http://dpm.wi.gov>
Telephone: (608) 266-9820



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Malika S. Evanco, Administrator

June 3, 2020

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

From: Malika Evanco, 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 underutilizations report to support agency's compliance with 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 40.03(2) which states, "State agencies are encouraged to use the information provided in this report to review their current utilization of the available workforce and identify strategies to reduce and eventually eliminate this issue". This information may also serve as a monitoring tool to evaluate individual and state progress in the recruitment and retention of specific job classifications.

If you have questions regarding this report contact, Angela Nash, EEO/AA Program Compliance Consultant, Bureau of Equity and Inclusion at 608-266-0713 or email DOADPMBEI@wi.gov.

State Underutilization Analysis Report

The Division of Personnel Management (DPM), Bureau of Equity and Inclusion, 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, 2020 through June 30, 2023. The data used to compile the 2020 State Underutilization Analysis Report is from the 2010 United States Census Report, the American Community Survey Report and data extracted from the state's Human Resources Information System (HRIS) PeopleSoft State Transforming Agency Resources (STAR) system.

Agencies are required, as part of the development of their Equity and Inclusion (EI) plan, according to WI Chapter ER 43.03 (2), to conduct an analysis of the workforce to determine (among other things) which job groups are underutilization 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.

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(6m).

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, 2020.

Two-Standard Deviation Rule: The Two-Standard Deviation (2SD) calculation is the method the 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 and individuals who had identified as female in the HRIS PeopleSoft system as of 12/31/2019.

Explanation of Table Fields

Table 1 – 2020 Statewide Underutilization Analysis

The 2020-2023 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 2017 and 2020

A comparison of underutilization tables from current to previous is provided. This table provides a visual of the change in underutilized job groups from the 2017 report to the current. Where change/underutilization occurred, a reflection on the previous AA 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 - 2020-2023 Statewide Projected Availability Table

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 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.

- 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.

Underutilization Analysis: Key Findings

- Fourteen (14) or 35% of job groups are underutilized for women enterprise wide. This is an increase compared to the 2017-2020 report which indicates nine (9) or 22.5% of job groups underutilized for women enterprise wide.
- Ten (10) or 25% of job groups are underutilized for minorities enterprise wide. This is a decrease compared to the 2017-2020 report which indicates fifteen (15) or 37.5% of job groups underutilized for minorities enterprise wide.
- Nineteen (19) or 45% of entities have at least one job group underutilized for women.
- Thirteen (13) or 31% of entities have at least one job group underutilized for minorities.
- Eighteen (18) or 45% of job groups show that the state’s enterprise workforce is higher than the available total Wisconsin workforce availability for women. Eighteen (18) or 45% of job groups show the state’s enterprise workforce higher than then available state workforce availability percentage for minorities.

- 54% of Executive, Manager, and Supervisor job groups' current workforce percentage falls below the available workforce percentage for minorities.
- 47% of Professional, Technical, and Administrative Support job groups' current workforce percentage falls below the available workforce percentage for minorities
- 83% of Production, Skilled Labor, and Craft/Trade job groups' current workforce percentage falls below the available workforce percentage for minorities
- 27% of Executive, Manager, and Supervisor job groups' current workforce percentage falls below the available workforce percentage for women.
- 65% of Professional, Technical, and Administrative Support job groups' current workforce percentage falls below the available workforce percentage for women.
- 66% of Production, Skilled Labor, and Craft/Trade job groups' current workforce percentage falls below the available workforce percentage for women.

Table 1: 2020 Statewide Underutilization Analysis

Table with Availability Percentages

Effective: July 1, 2020 through June 30, 2023

Job Group #	Job Group Name	Availability %		Underutilization	
		Women	Minorities	Women	Minorities
001	Administrators – Senior Executives	47.8	11.4	DOC	Yes
002	Mid-Level Supervisors	48.0	8.2	DOC	No
003	Business and Program Area Supervisors	37.2	9.6	No	DOR, DNR
004	Financial Supervisors	60.3	8.7	No	No
005	Architect/Engineer Supervisor	7.0	5.5	No	No
006	Physical, Natural and Social Science Supervisors	43.2	22.0	Yes	Yes
007	Health and Social Services Supervisors	66.9	14.7	DMA	No
008	Education Supervisors	59.7	12.4	No	No
009	Protective Services Supervisors	38.5	20.0	Yes	Yes
010	Service, Qual Control and Compliance Sup	33.3	7.7	No	No
011	Mechanical and Maintenance Supervisors	3.4	4.2	No	No
016	Fiscal	57.4	8.1	DOR, DFI	No
019	Program Specialist	61.3	11.1	No	No
020	Business Professionals	61.3	11.1	DOC, DMA, DWD	DMA
025	Inspectors, Investigators, and Compliance	46.4	9.6	Yes	DATCP
028	Architects and Engineers	14.4	7.8	No	No
043	IS Professionals	38.1	14.3	Yes	No
044	Planning Policy and Research	45.9	8.7	No	DMA
049	Science Professionals	45.9	18.8	No	Yes
050	Environmental Specialists	19.7	10.5	No	Yes
057	Physicians and Health Care Practitioners	44.8	10.8	Yes	No
063	Health Care Professionals	90.0	7.8	Yes	No
106	Education and Training	68.0	13.2	Yes	Yes
112	Social Service Professionals	67.2	19.2	DMA	BOALTC, DOC, DMA
119	Legal Professionals and Paralegal	47.4	6.9	OSPD	No
127	Public Relations and Media Technicians	50.4	12.3	DOT	Yes
134	Health Care Technicians	86.5	14.5	Yes	DOC
147	Natural Science and Laboratory Technicians	49.7	16.2	Yes	Yes
159	Property Management	58.3	10.9	No	No
185	IS Support, Program and Service Technicians	29.3	9.4	Yes	No
195	Administrative Support	82.2	12.6	Yes	WHS, DNR
202	Administrative Support-Fiscal	82.2	19.7	DCF, DOR	Yes
226	Claims Determination	68.7	8.5	No	No
247	Public Safety	27.4	12.7	Yes	DMA, DNR, DVA, DOA
253	Food Production	61.4	16.2	No	DVA
262	Personal Care	85.4	22.8	Yes	No
301	Mechanical Equipment, Maintenance Repair	2.9	7.3	No	Yes
333	Craft and Trade	3.1	6.1	No	No
400	Power Plant	10	4.9	Yes	No
999	Production Laborers	31.0	20.1	No	DMA, DNR, DVA

Table 2: Statewide Underutilization Comparison of 2017 and 2020

Job Group #	2017		2020	
	Underutilization		Underutilization	
	Women	Minorities	Women	Minorities
001	No	DPI	DOC	Yes
002	DHS	DATCP, DNR	DOC	No
003	DOT	DNR	No	DOR, DNR
004	No	DHS, DOC	No	No
005	No	No	No	No
006	Yes	Yes	Yes	Yes
007	No	No	DMA	No
008	No	No	No	No
009	Yes	Yes	Yes	Yes
010	No	DATCP, DOC	No	No
011	Yes	Yes	No	No
016	DFI, DOC, DWD, OCI	DNR	DOR, DFI	No
019	No	DNR	No	No
020	No	ETF	DOC, DMA, DWD	DMA
025	DOT, DWD	DATCP	Yes	DATCP
028	DSPS	DOA	No	No
043	DOC, DOJ	DNR, DOJ, DPI, DWD	Yes	No
044	DOA	DMA, DOC, DOJ	No	DMA
049	No	Yes	No	Yes
050	No	Yes	No	Yes
057	DOC	No	Yes	No
063	No	DPI	Yes	No
106	DOC	Yes	Yes	Yes
112	DMA	DOC, DVA, BOALTC	DMA	BOALTC, DOC, DMA
119	No	No	OSPD	No
127	Yes	Yes	DOT	Yes
134	Yes	Yes	Yes	DOC
147	Yes	Yes	Yes	Yes
159	No	No	No	No
185	No	No	Yes	No
195	No	DATCP, DNR, DVA	Yes	WHS, DNR
202	No	Yes	DCF, DOR	Yes
226	No	No	No	No
247	Yes	DHS, DMA, DNR, DOA	Yes	DMA, DNR, DVA
253	No	Yes	No	DVA
262	DPI	DPI	Yes	No
301	DMA, DOC	Yes	No	Yes
333	Yes	Yes	No	No
400	Yes	Yes	Yes	No
999	No	Yes	No	DMA, DNR, DVA

Table 3: 2020-2023 Statewide Availability Table

Job Group #	2020-2023 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	47.8	49.2	No	11.4	7.6	Yes
002	48.0	51.4	No	8.2	9.4	No
003	37.2	67.7	No	9.6	11.6	No
004	60.3	65.7	No	8.7	13.6	No
005	7.0	28.2	No	5.5	6.8	No
006	43.2	31.5	Yes	22.0	3.9	Yes
007	66.9	74.7	No	14.7	18.7	No
008	59.7	50.0	No	12.4	7.7	No
009	38.5	21.8	Yes	20.0	8.1	Yes
010	33.3	44.9	No	7.7	6.1	No
011	3.4	17.6	No	4.2	2.7	No
016	57.4	56.5	No	8.1	15.6	No
019	61.3	59.9	No	11.1	18.0	No
020	61.3	64.2	No	11.1	10.1	No
025	46.4	40.5	Yes	9.6	8.0	No
028	14.4	20.5	No	7.8	8.3	No
043	38.1	34.4	Yes	14.3	15.0	No
044	45.9	58.6	No	8.7	13.2	No
049	45.9	68.6	No	18.8	8.3	Yes
050	19.7	38.5	No	10.5	3.3	Yes
057	44.8	33.3	Yes	10.8	10.4	No
063	90.0	83.3	Yes	7.8	10.4	No
106	68.0	59.6	Yes	13.2	8.5	Yes
112	67.2	76.1	No	19.2	22.1	No
119	47.4	55.6	No	6.9	10.1	No
127	50.4	43.4	No	12.3	3.8	Yes
134	86.5	65.3	Yes	14.5	16.5	No
147	49.7	20.2	Yes	16.2	1.9	Yes
159	58.3	56.1	No	10.9	8.2	No
185	29.3	19.8	Yes	9.4	10.3	No
195	82.2	79.4	Yes	12.6	15.5	No
202	82.2	80.8	No	19.7	10.5	Yes
226	68.7	72.3	No	8.5	12.8	No
247	27.4	21.9	Yes	12.7	12.7	No
253	61.4	74.6	No	16.2	14.9	No
262	85.4	78.0	Yes	22.8	44.0	No
301	2.9	4.9	No	7.3	4.6	Yes
333	3.1	1.3	No	6.1	4.5	No
400	10	0.9	Yes	4.9	3.7	No

999	31.0	20.1	No	41.1	18.7	No
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Table 4: Disaggregated Minority Group Underutilization

Job Group #	Underutilized for Minorities	2020-2023 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	Yes	No	No	No	No	No	No
002	No	No	No	No	No	No	Yes
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	Yes	No	No
007	No	No	No	No	No	No	Yes
008	No	No	No	No	No	No	No
009	Yes	Yes	No	Yes	No	No	No
010	No	No	No	Yes	No	No	No
011	No	No	No	No	No	No	No
016	No	No	No	No	No	No	Yes
019	No	No	No	No	No	No	No
020	No	No	No	No	No	No	No
025	No	No	No	No	No	No	No
028	No	No	No	No	No	No	Yes
043	No	No	No	No	No	No	Yes
044	No	No	No	No	No	No	Yes
049	Yes	Yes	No	No	No	No	No
050	Yes	Yes	Yes	No	No	No	Yes
057	No	No	No	No	No	No	No
063	No	No	No	No	No	No	Yes
106	Yes	No	No	Yes	No	No	No
112	No	No	Yes	No	No	No	Yes
119	No	No	No	No	No	No	Yes
127	Yes	No	No	No	Yes	No	No
134	No	No	No	No	No	No	Yes
147	Yes	Yes	No	Yes	Yes	No	Yes
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	Yes	Yes	No	Yes
226	No	No	No	No	No	No	No
247	No	No	No	No	No	No	Yes
253	No	No	No	No	No	No	Yes
262	No	No	No	No	No	No	Yes
301	Yes	No	No	Yes	Yes	No	No
333	No	No	No	No	No	No	No

400	No	No	No	No	No	No	No
999	No	No	No	No	Yes	No	No