

AFFIRMATIVE ACTION REPORT
TO THE GOVERNOR: A STATISTICAL
ANALYSIS OF THE UTILIZATION
OF MINORITIES AND FEMALES
IN IOWA STATE GOVERNMENT
EMPLOYMENT FOR FISCAL YEAR
1977

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The Honorable Robert D. Ray
Governor of the State of Iowa
The State Capitol
Des Moines, Iowa

Dear Governor Ray:

In compliance with the requirements of Executive Order #15, the Iowa Civil Rights Commission hereby submits to you a report on the status of Affirmative Action in Iowa State Government Employment for fiscal year 1977.

This report serves as an evaluation of Affirmative Action efforts in Iowa State Government. It will show that some positive results have occurred, but will also show that much remains to be accomplished. It will serve not as a condemnation of Iowa State Government, but rather as an inducement towards greater efforts to secure equality of opportunity for ethnic-minorities, females, and handicapped individuals.

The Civil Rights Commission notes your past strong support for and executive leadership to gain equality of rights and opportunities for females, minorities, and handicapped persons. We are therefore encouraged that even greater progress will be reflected in the next annual report.

Respectfully,

Gretchen Bataille, Chairperson
Rachel Evans, Vice-Chairperson
Evelyn Villines, Secretary
Harriette Bruce, Commissioner
Lawson Tait Cummins, Commissioner
Jack Peters, Commissioner
Rev. Eugene Williams, Commissioner
Thomas Mann, Jr., Executive Director

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Notes to the Reader:

Due to the rather large size of this report, the author would like to offer a few recommendations on how the report can be read most expeditiously, yet gain a fairly thorough understanding of the report:

1. It is absolutely necessary to read the entire Preface Introduction, Elements and Definitions, Utilization Methodology and Definitions of Additional Terms Sections of the report.
2. Each reader should then select that agency(ies) in which he or she has the most interest. The narrative of each agency should be read prior to viewing the tables containing the data.
3. The Analysis of the total State Government Work Force should be read.
4. Finally, the "Conclusions, Findings and Recommendations" section of the report should be read in its entirety.

PREFACE

The Iowa Civil Rights Commission has a primary responsibility for the administration and enforcement of the Iowa Civil Rights Act of 1965, as amended. The Commission is a body of seven members appointed to staggered four year terms by the governor, with the advice and consent of the senate. Pursuant to Executive Order No. 15, issued by Governor Robert D. Ray on April 2, 1973, it is the duty of the Commission to monitor the Affirmative Action programs of all State of Iowa agencies. Further, according to Article IX of the Executive Order, all state agencies must report annually to the Iowa Civil Rights Commission in regard to their affirmative action efforts. Upon receipt and analysis of the relevant employment data, it is the responsibility of the Civil Rights Commission to issue a report on the status of Affirmative Action in Iowa State Government Employment.

INTRODUCTION

This report provides a statistical view of the employment force of sixty-two (62) Iowa State Government agencies for the Fiscal Year of 1977 (June 30, 1976 to July 1, 1977). Each agency's work force is broken down by race/ethnic composition and sex representation, according to job category and salary range. Additionally, the work force of each agency is viewed according to its composition by age groups and the number of handicapped employees, also broken down by job category and salary level. The purpose of such a statistical examination of an employment force, as compared to the state-wide labor force, is to allow interested parties to determine

the utilization of members of the protected classes in state government employment.¹

It is readily conceded that there are many elements of an effective Affirmative Action program and that a statistical analysis is not the sole method for evaluating the efficacy of any Affirmative Action Plan. However, a statistical examination provides an employer the opportunity to measure the results of Affirmative Action efforts. Statistical evaluation of any given work force, as a measurement device, can help to determine whether there are serious deficiencies in the utilization of qualified members of the protected groups in the work force, whether the numerical goals and objectives of an Affirmative Action plan are being attained, and may indicate those areas of the work force which need to be addressed more aggressively in terms of recruiting, hiring, training, and promoting qualified members of the protected classes.

Additionally, a statistical analysis of an employer's work force has been considered by the United States Supreme Court as being one valid method for either demonstrating or refuting the existence of discrimination. Justice Stewart, writing the majority opinion, stated recently that:

...our cases make it unmistakably clear that 'statistical analyses have served and will continue to serve an important role' in cases in which the issue of discrimination is a disputed issue. We have repeatedly approved the use of statistical proof, where it reached proportions comparable to those in this case, to establish a prima facie case of racial discrimination in jury selection cases. Statistics are equally competent in proving employment discrimination. We caution only that statistics are not irrefutable, they come in infinite variety and, like any other kind of evidence, they may be rebutted. In short, their usefulness depends on all of the surrounding facts and circumstances.²

One must realize that other "facts and circumstances" may operate to either mitigate or strengthen any conclusions which may be drawn from relevant statistics. A statistical analysis alone should not be viewed as the sole method to be used in determining the success or failure of an agency's affirmative action plan. Since a statistical analysis does not examine the good faith efforts which may have been implemented by an agency, any conclusions as to whether an agency is affording an equal employment opportunity to members of the protected classes should be made with the appropriate qualifications in mind. Some areas that fall beyond the purview of the statistical analysis contained in this report, yet are integral elements of any sound Affirmative Action Plan, include, among others: 1) recruitment sources that may have been contacted and recruitment methods which may have been implemented; 2) possible revisions in all areas of an agency's selection process in order to eliminate artificial and potentially discriminatory barriers that may function to deny equal employment opportunities to members of the protected classes; 3) the possible adoption of clear and fair personnel rules and regulations; 4) the precise operational function of an agency and the complete availability factors in regard to qualified individuals needed to perform specific job functions.

Despite the necessity of accepting these qualifications in regard to the statistical analysis, it is eminently clear that statistical analyses are most valid as one method of examining a given work force. In sum, it is necessary that this report be read in the context of a statistical analysis of the agencies'

utilization of members of the protected classes, rather than a definitive evaluation of their affirmative action efforts.

DEFINITIONS OF AFFIRMATIVE ACTION PLAN*

From the Department of Health, Education and Welfare's HIGHER EDUCATION

GUIDELINES:

Affirmative action requires the employer to do more than ensure employment neutrality with regard to race, color, religion, sex, national origin, or ancestry, age, physical disability (including blindness), criminal record or mental disorder. As the phrase implies, Affirmative Action requires the employer to make additional efforts to recruit, employ, and promote qualified members of groups formerly excluded. The premise of the Affirmative Action concept is that unless positive action is undertaken to overcome the effects of systemic institutional forms of exclusion and discrimination, a benign neutrality in employment practices will perpetuate the status quo ante indefinitely.

From the Office of Federal Contract Compliance (OFCC) AFFIRMATIVE ACTION

GUIDELINES:

An affirmative action program is a set of specific and result-oriented procedures to which a contractor commits himself to apply every good faith effort. The objective of those procedures, plus such good faith efforts, is equal employment opportunity. Procedures without effort to make them work are meaningless; and effort, undirected by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women, and

further, goals and timetables to which the contractor's good faith efforts must be directed to correct the deficiencies and, thus to achieve prompt and full utilization of minorities and women, at all levels and in all segments of its workforce where deficiencies exist.

BASIC ELEMENTS OF AN AFFIRMATIVE ACTION PLAN*

- A. Development or Reaffirmation of Policy
 - B. Dissemination of Policy
 - 1. Internal
 - 2. External
 - C. Assignment of Responsibilities
 - D. Utilization Analysis
 - E. Identification of Problem Areas
 - F. Goal and Timetables
 - G. Development and Execution of Programs
 - H. Comprehensive Programs
 - I. Internal Program Evaluation
 - J. Concluding Statement, Signature(s) and Date
-

DEFINITIONS

A. Development or Reaffirmation of Policy:

The statement of policy of an Affirmative Action Plan is usually one or two pages long. The statement of policy should cover all protected groups or classes and should cover all aspects of the employment process. Stating the legal requirements for an Affirmative Action Plan in this section would be appropriate. The statement of policy usually is, and should

be, signed by the chief executive officer and should be strongly worded.

B. Dissemination of Policy:

There are generally two goals of dissemination, internal and external. Internal dissemination of the policy should include notification to all employees of the agency's policy of equal employment opportunity and intent to take affirmative action to achieve that goal. Such dissemination should include specific training in terms of informing supervisors, other management personnel and others having responsibility for the Affirmative Action Plan as to the requirements of the Affirmative Action Plan, and specifically, their obligations and responsibility in terms of accomplishing the Affirmative Action Plan.

The external dissemination of the Affirmative Action Policy involves informing groups and other organizations serving protected groups of the agency's policy. Other aspects of external dissemination of policy involve subcontractors and others with whom the firm or municipality does business. Notice is given of the agency's affirmative action policy together with a commitment that it will not knowingly use subcontractors or others who impede the policy. A similar notification is sent to the union, if appropriate, pointing out present or proposed non-discrimination clauses in the collective bargaining agreement. A final area of external communications is advertising in which the agency indicates that it will not indicate an illegal preference in its advertising which limits or hinders the response of protected groups (Examples:

Young man wanted, salesman wanted, healthy person wanted) and/or statement in its employment advertising, and states that it will not use separate male and female columns.

C. Assignment of Responsibilities:

This section should spell out the responsibilities for implementation of the Affirmative Action Plan. The overall responsibility should start and end with the employer's chief executive officer. The person delegated with day-to-day responsibility for the program should be identified and their authority clearly delineated.

The responsibility for implementation should be detailed and precise. This responsibility should extend from the chief executive down to all supervisory personnel. The section should provide for adequate notice to all of these individuals of their responsibilities in the execution of the Affirmative Action Program and provides adequate learning vehicles to ensure that the person is prepared to carry out his or her responsibilities.

D. Utilization Analysis:

The utilization analysis consists of two separate and distinct operations. The first is an analysis of the employer's workforce by job category and salary level for each protected class. Second, this analysis should be structured in terms of comparison of the employer's representation of the protected classes to the availability of members of those protected classes in the relevant labor market area.

E. Identification of Problem Areas:

The identification of problem areas should begin with analysis

of the underutilization (or concentration) of protected groups which has been found to exist and to attempt to identify the reasons causing the underutilization (or concentration). For example, is the underutilization in a particular job category the result of inadequate recruitment; recruitment which is not aimed at members of a protected group; a poor reputation of the employer in the protected group's community; discriminatory hiring standards (for example: hiring criteria such as height-weight requirements, arrest-conviction records, high school diploma/college degree, union membership, wage garnishments, work experience, written tests, car ownership, personal recommendations, and written or spoken English should be closely analyzed for job relatedness); or a poor working environment which results in a disproportionate turnover of members of the protected group. A good identification process will cover all aspects of the employment process. At a minimum, the following areas: job qualifications and descriptions, recruitment, transfer, seniority, layoff, recall, discharge, job structuring, testing, selection, retention, terms and conditions of employment, training, counseling, evaluation and promotion (demotion) should be reviewed carefully. It will also cover these aspects in a comprehensive manner.

As previously noted, the identification of problem areas should touch on all aspects of the employment process. Thus, it should include a review of the employer's present recruitment and advertising policies, (including statistical data, where available), a review of the employer's hiring standards (including statistical data, where available), the various aspects of the employer's

benefit program, promotion data, and termination data (including discharge). This is just a sketch of the type of detail which should be covered in the identification of problem areas. This is by no means an exhaustive list of the items to be covered, but merely a few highlights of the aspects of the employment process which should be covered in any review of problem areas.

F. Establishment of Goals and Timetables:

A good Affirmative Action Plan will include specific and detailed goals and timetables which are designed to correct any underutilization of protected groups which the utilization analysis has disclosed. The timetables set should be for fixed periods of time. A good Affirmative Action Plan normally has a long range goal of parity with the distribution of protected groups in the population or labor force.

In setting short term goals, the employer should take into account the vacancies which will occur in the year for which the goals are set. This projection of vacancies should be specific and precise. That is, the vacancies should be defined by job classification and, if possible, job title. They should also be established in terms of the relevant job title. They should also be established in terms of the relevant job progression system because an opening in an upper level position often has a multiplier effect in that employees in lower level positions will move up as a result of the vacancy in the upper level position. The only way that goals can be meaningful in terms of the correction of underutilization is when they are specific as to the availability from which the employer can take affirmative action to correct its present underutilization of protected groups.

The underlying purposes of an Affirmative Action Plan, to correct underutilization, and to end discrimination, must be kept closely in mind. Goals and timetables are not affirmative action when they are so low as to perpetuate existing underutilization for unreasonable periods of time.

G. Development and Execution of Program:

The development and execution of programs should correspond closely to the identification of problem areas. The program which has been developed and executed to deal with each of the problem areas should be identified.

A specific program must be developed and executed which is designed to eliminate the problem area and correct the discriminatory action or underutilization which has been found to exist. Lines of authority and responsibility must be clearly drawn so that there is no question as to the responsibility should a particular aspect of the program not be implemented.

Also, specific time frames should be set for the development and execution of each aspect of the Affirmative Action Program.

H. Comprehensive Programs:

This element of an Affirmative Action Plan is more discretionary than the other elements. It would include specific affirmative steps related to the Affirmative Action Plan that do not precisely fit in the other sections. Examples of these include personnel serving on the board of a community agency, involvement with a civil rights group, participation in a National Alliance of Businessmen Program, paraprofessional or trainee programs designed

to provide members of protected groups with the requisite skills for employment with the employer, work study programs, scholarship programs designed to encourage members of protected groups to study in a particular field in which there is an underutilization of protected groups, and others.

I. Internal Program Evaluation:

The development and use of internal audit and reporting systems are designed to provide an evaluative system for the employer in monitoring the progress of its affirmative action program. These procedures serve two primary purposes. The first is that they allow the employer to evaluate its affirmative action program during the year and to take corrective action regarding the development and execution of programs or goals and timetables should the audit and reporting systems disclose that the affirmative action plan is not working as was anticipated. The second purpose of the audit and reporting systems is to serve as a mechanism for review of the progress achieved in the preceding year so that the next year's projections can be based on precise, factual data, and not guesses. Thus, long range goals may be altered because progress in achieving short range goals has exceeded expectations. A corollary to this is that the internal audit and reporting systems must continue to identify problem areas in the affirmative action plan and steps taken to correct these problems. This review of problem areas is similar to the original identification of problem areas performed when an affirmative action plan is originally developed. However, because of the precise statistical and other data which the affirmative action plan will have generated, this identification of problem

areas should be much more precise and, accordingly, that much more effective in eliminating impediments to equal employment opportunity.

J. Concluding Statement, Signature(s) and Date:

These provisions are generally not overly important in terms of the overall Affirmative Action Plan. However, the date can give the reviewer an idea of how long the plan has been in effect since its last review and may help the reviewer in determining how much statistical data should be available to support the statements of the employer in the plan. Also, if signatures are available here, they should include those of the chief executive officer of the employer and, probably, the signature of the affirmative action officer or person charged with the day-to-day administration of the Affirmative Action Plan.

(*Source: Status of Affirmative Action In Conneticut State Government. A Report to the Governor and the Conneticut General Assembly. State of Conneticut Commission on Human Rights and Opportunities, April, 1978.)

Definitions of Government - Wide Standard Race/Ethnic Categories*

White, not of Hispanic Origin - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black, not of Hispanic Origin - Persons having origins in any of the Black racial groups of Africa.

Hispanic - Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture of origin, regardless of race.

American Indian or Alaskan Native - Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

(*Source: Federal Register, Vol. 42, No. 64 - Monday, April 4, 1977 - Page 17,900)

Definitions of Handicapped Person*

The Iowa Civil Rights Commission recommends the following definition be used as a guideline in identifying "handicapped persons" in the agency's work force:

"Handicapped person" means any person who, (a) has a physical or mental impairment which substantially limits one or more major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.

(*Source: The Mental Disability Law Reporter: Reprint of Sec. 504, Rehabilitation Act of 1973, Pub. L. 93-112 March-April 1977)

Description of Job Categories*

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post - secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

Protective Service Workers: Occupation in which workers are entrusted with public safety security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, public auxiliary, welfare service aides, recreation assistants, homemakers aides, home health aides, and kindred workers.

Office and Clerical: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll desks and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal union training programs. Includes: mechanics and repairmen, electricians, heavy equipment operators, stationary engi-

neers, skilled machinery occupations, carpenters, compositors and typesetters and kindred workers.

Service - Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operative, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundkeepers, refuse collectors, construction laborers.

(*Source: Instruction Booklet:/1976, EEOC Form 164, State and Local Government Information (EEO-4, pp. 5-6)

AGENCY STATISTICAL ANALYSIS

A. Data Sources

The employment data contained in this report is based upon the computerized payroll records for full-time State Government employees for Fiscal Year 1977. In some instances, individual agencies may have made corrections to this data at the instructions of the State Merit Employment Department. The data contained in the charts for total State Government Employment were obtained from the EEO-4 report form for FY 1977.

In order to conduct any utilization analysis, it is necessary to select the "relevant labor market area"³ as the basis of comparison to the State Government Work Force. The "relevant labor market" chosen for this study is the Iowa Employed State Labor Force data as presented in the "State of Iowa: Manpower Information for Affirmative Action Programs - 1978" report.*

It could be argued that for those agencies whose personnel are predominantly located in Des Moines the relevant labor market area would be the Des Moines Standard Metropolitan Statistical Area (SMSA). However, the major concern in developing the methodology for this study was to establish one uniform source of comparison for all State Agencies. It is believed to be logical to assume that the primary geographic source of recruitment for Iowa State Government employees is the State of Iowa. Therefore, in the interests of consistency, which is the uniform application of a statistical standard

(*See Appendix A

of comparison, the Employed State Labor Force was selected as the relevant labor market.

There are several problems inherent in comparing State Government Employment to the State Labor Force data. Chief among these problems is that the job categories listed in the State Labor Force data are not exactly comparable to the job categories required of public employers on the EEO-4 report forms for the federal government. A second major problem is the fact that the percentages cited in the State Labor Force data are based on 1970 census calculations. Thus, this report, in essence, compares the FY 1977 State Government Work Force to the 1970 State Labor Force. Obviously, the use of 1970 Census data fails to take into account the dynamic movements that have occurred in the labor force between 1970 and 1977. For example, a considerable influx of women into the labor force since 1970 has been considered by some labor analysts to have occurred. A third major problem is the fact that the job functions performed by individuals in the respective job categories of the State Labor Force data are extremely varied, whereas, at least in some cases, the job duties performed by certain individuals in the respective job categories of the State Government Work Force may not be as varied. Given the present manner in which the two primary data sources, the State Labor Force data and the State Government Work Force data, are categorized and calculated, it is difficult, to develop a precise analytical tool. However, it is presently the best comparative data available to public employees in order to conduct a statistical utilization analysis. While the inadequacies and

limitations of this analytical method do exist, the analysis in this study takes them into account and where, possible, attempts to control for them or at least recognizes the possibility that other factors, statistical and non-statistical, may have an impact upon any comparisons made between the State Labor Force and the State Government Work Force.

Additionally, since the utilization method applied in this study solely lends itself to a study of the utilization of ethnic-minority group individuals and women in the State Government Work Force, a utilization analysis of the various age groups and handicapped individuals is not included. Where it seems appropriate, relevant comments about the utilization of individuals in the various age groups and handicapped employees have been made in the respective narrative analyses of the State Agencies. Perhaps in the near future, a workable utilization methodology will be developed for these protected classes.

A corollary problem, in regard to an assessment of the utilization of handicapped individuals in the State Government Work Force, is the initial problem of internally indentifying the actual number of handicapped employees within any given agency. It seems that several agencies are not certain about the legal, or technical definition of the term "handicapped" which is used as a guideline by the Iowa Civil Rights Commission.⁴ Obviously, according to established civil rights case law, an individual or individuals must be properly identified as member(s) of the

appropriate protected class. Technical assistance must be provided to those agencies which experience problems in accurately determining the number of handicapped employees in their organizations. Once a uniform application of the definition of the term "handicapped" is applied throughout state government, perhaps it will be possible to computerize the data on handicapped employment.

Finally, in regard to the source data contained in this report, the data for a few of the agencies is either missing or incomplete. Where this has occurred, it is noted in the utilization analysis section of the appropriate agencies.

B. The Development and Construction of a Utilization Methodology

As stated previously, the statistical basis for the utilization analysis employed in this report is the comparison of the ethnic - minority and female representations by job category and total agency work force of the sixty-two agencies in State Government to the corresponding ethnic-minority and female representations by job category in the Employed State Labor Force. This utilization methodology calculates only one (1) of the eight (8) availability factors listed by the Office of Federal Contract Compliance Programs. These eight factors should be calculated for every occupation as part of any analysis of the labor force:

minority and female populations of the recruitment areas; the size of minority and female unemployment in the area; the percentages of the employed minority and female labor forces as compared with the total employed labor force in the area; the general availability of minorities and females having requisite skills in an area in which the state government can reasonably

recruit; the actual availability of minorities and women having requisite skills in the normal recruitment area; the availability of promotable minorities and females within the organization; existence of promotable minorities and females within the organization; existence of training institutions capable of training persons in the requisite skills; the degree of training which the state government can reasonably undertake as a means of making all job types available to minorities and women.⁵

At first glance, it would appear that a utilization study which takes into account only one of the recommended eight availability factors as this report does, would provide at best, an "incomplete" picture of the actual status of Affirmative Action in State Government and, at worst, an "inaccurate or meaningless" measurement of that status. However, one must keep in mind the following points. First, the eight availability factors listed by the Office of Federal Compliance Programs were developed primarily for facilities, or plants, of private corporations which have federal government contracts rather than for public employers.

Second, at present, the State Government of Iowa has neither the fiscal nor personnel resources to compute the necessary data required for using the eight availability factors in a precise utilization. However, the State agencies, and State Government, must allocate the necessary personnel and fiscal resources in order to calculate the relevant availability factors. It is vital for State Government to move in this direction because the calculation of these recommended availability factors are essential to the development of the most preferred construct for an utilization study and, consequently, the soundest foundation for the implementation of effective Affirmative Action Programs.

Third, within the context of this report, the availability factor of the 'percentages of the employed minority and female labor forces as compared with the total employed labor force'⁶ has been used because the Employed State Labor Force data lends itself most readily to calculation as a basis of comparison to the State Government Work Force. Also, it is the primary and most relevant factor of the eight availability factors for the purpose of this report.

Fourth, two of the remaining seven availability factors,⁷ for differing reasons, are beyond either the resource capabilities of State Government or are not directly applicable to the purposes of this report. It would have been possible to calculate the populations of minorities and females within the State of Iowa, but population data, while necessary provides only the most general indication of availability. Also, it would have been possible to calculate the availability factor pertaining to the "size of minority and female unemployment in the area"⁸ but this would have been possible for only certain job categories.⁹ Therefore, these data could not have been consistently applied to all State Government job categories and for this reason have not been used.

Finally, the remaining five availability factors¹⁰ are very specific and must be adjusted by each individual agency to meet the realistic needs of its Affirmative Action Plan.

Despite all of the limitations of the utilization methodology applied in this report, it is absolutely necessary to retain the following points as one reads the utilization analysis of the

respective agencies: First the federal judiciary, specifically the Supreme Court, has repeatedly sanctioned the use of relevant and valid statistical evidence in specific cases of discrimination. Second, given the noted limitations of the data sources utilized, personnel and fiscal resources, and time restrictions; the utilization methodology developed for this report, in the opinion of the Iowa Civil Rights Commission, is the best possible. Finally, despite its limitations, the utilization analysis of the State Agencies presented, does give indications of definite and possible areas of underutilization and concentration of minorities and females within the State Government Work Force. Although the report is not a definitive study of the status of Affirmative Action in the State of Iowa's Government Work Force, it should provide the appropriate State Officials with a firmer grasp of those job categories in which their Affirmative Action efforts must be concentrated than has been provided previously.

C. Utilization Analysis and Interpretation

The prototype for analyzing agency performances, in regard to the utilization of ethnic-minorities and females, is a procedure used by the Office of Federal Contract Compliance Programs (OFCCP) in dealing with private industry. Underutilization is considered to exist, if in any job category the agency work force's ethnic-minority or female proportion is less than 80% of the ethnic-minority or female proportion in the State Labor Force. "Concentration" is considered to exist if in any job category the agency work force's ethnic-minority or female proportion is greater than 120% of the minority or female proportion in the State Labor Force.

Note: It is hypothesized throughout this study that "concentration" of ethnic-minorities and females in certain job categories (i.e. Professionals and Officials/Administrators), from which these protected classes have been largely excluded due to historical discrimination, is viewed as a positive element of an agency's Affirmative Action Plan. Where "concentration" of ethnic-minorties and females in certain other job categories (i.e. Office/Clerical) exists, it is described as a problem area because historically ethnic-minorities and females have been channeled into or "concentrated" in these job categories due to discriminatory factors.

As explained previously, the basis for comparison of the agency work force's utilization of ethnic-minorities and females is the State Labor Force. The following three charts depict the job categories as listed on the Employed State Labor Force table, the job categories used by the State Government Work Force as required for the EEO-4 report form; and finally the method in which they are "matched" for the purposes of this report:

Employed
State Labor Force
Job Categories

1. Professional, Technical & Related
 - a) Engineers
 - b) Medical & Health Workers
 - c) Teachers, Elementary & Secondary Schools
 - d) Other Professionals
2. Managers & Administrators, Non-Farm
3. Sales
 - a) Retail Stores
 - b) Other Sales Workers

4. Clerical
 - a) Stenographers & Typists
 - b) Other Clerical Workers
5. Craftsmen, Foremen & Related
 - a) Construction Craftsmen
 - b) Mechanics & Repairman
 - c) Machinists & Other Metal Craftsmen
 - d) Other Craftsmen
6. Operatives Except Transport
 - a) Durable Goods Manufacturers
 - b) Nondurable Goods Manufacturers
 - c) Nonmanufacturing
7. Transport Equipment Operatives
8. Laborers, Non-Farm
9. Service (Excluding Private Household)
 - a) Cleaning & Food Service
 - b) Protective Service
 - c) Personal Health & Other Services
10. Private Household Workers
11. Farm Workers

State Government Work
Force/EEO-4
Job Categories

1. Officials and Administrators
2. Professionals
3. Technicians
4. Protective Service Workers
5. Para-Professionals
6. Office Clerical
7. Skilled Craft Workers
8. Service/Maintenance

Comparative Job Categories
for Utilization Analysis

State Government	State Labor Force
1. Officials/Administrators	1. Managers & Administrators
2. Professionals, Technicians & Para-Professionals*	2. Professional Technical & Related
3. Protective Service Worker	3. Protective Service Worker
4. Office/Clerical	4. Clerical
5. Skilled Craft Workers	5. Craftsmen, Foremen & Related
6. Service/Maintenance	6. Service (Excluding Private Household & Protective Service)

The example below indicated an example of underutilization, according to the methodology used in this study:

	Job Category	%/Protected Class	#/Protected Class
Agency - X	Officials/ Administrators	11.1%/White Female	44/White Females
State Labor Force	Managers/ Administrators	15.9%/White Female	63/White Females
Utilization Factors		-4.8%/White Female	-19/White Females

*(Note: Throughout the report, this category is referred to as "Professional" but technically includes the Professionals, Para-Professionals and Technicians job categories.)

The data in the above example, and throughout the narrative of the specific State agencies, were calculated in the following manner:

1. The agency data was compiled by taking the total number of white females, 44, in the Official/Administrators category and calculating the percentage, 11.1%, of total Officials/Administrators, 397. In other words, 44 is 11.1% of 397.
2. The State Labor Force data was calculated by determining the percentage of white female Official/Administrators, 15.9%, in that job category. In order to derive the number 63, which is the standard for the community parity comparison, one merely multiplies the total number of Officials/Administrators, 397, within that job category, by the 15.9%. In other words, 397 multiplied by 15.9% is 63.
3. The critical number is 63, since it is the community parity number and hence the standard of comparison. In order to make a determination of definite, statistical underutilization, one determines that 44 is 80% less than 63. More specifically, 44 is 69.8% of 63.
4. In order to determine concentration, one calculates for the inverse of the above situation. For example, if there were 86 females Officials/Administrators, one would merely find that 86 is 130.3% of 397, since 130.3% is obviously greater than 120%, one has an example of concentration.

More specifically the reasons why the above chart is an example of underutilization is that for the agency to achieve "community parity" for white females in this job category ideally 15.9% of all of the agency's Officials/Administrators should be white females or,

in other words, the agency should have sixty-three white females as Officials/Administrators. Second, the agency's number of white female Officials and Administrators (44) is less than 80% of the number (63) which the agency should have to achieve community parity. According to the methodology of this study, this is an example of definite and statistically significant underutilization of white females in a specific job category.

The following table is an example of concentration:

	Job Category	%/Protected Class	#/Protected Class
Agency - Y	Office/ Clerical	2.1%/Minority Females	63/Minority Females
State Labor Force	Clerical	1.1%/Minority Females	34/Minority Females
Utilization Factors		+1.0%/Minority Females	+29/Minority Females

For the agency to achieve "community parity" in the Office/Clerical job category for minority females, 1.1% of its Office/Clerical workers, or 34, of those workers, should be minority females. In this example, 2.1%, or 63, of the agency's work force are minority females. It is an example of "concentration" because the agency's number of minority females (63) in this job category is greater than 120% of the minority

female number (34) needed for "community parity." Furthermore, it is a problem area because this type of concentration (minority females in clerical positions) can be viewed as a form of channeling, or "concentrating," members of this protected class in a traditional or stereotypical job function due to possible historical discriminatory factors.¹²

Note: The following points in regard to the primary data should be remembered:

- 1) In the Employed State Labor Force data, there may be some duplication of the Spanish-American figures due to the possibility that the figures may include nonwhite races in addition to white.¹³ Statistically, this means that the minority group representation in the Employed State Labor Force may range from 1.2% to 1.7%. For purposes of clarity and consistency, the upper limit of the range (1.7%) has been used throughout the report as the percentage of minority group representation in the Employed State Labor Force.
- 2) The EEO-4 forms for State Government provide separate categories to identify Asian/Pacific Islander employees and American Indian/Alaskan employees. For purposes of the utilization analysis and the fact that the State Labor Force data does not identify these groups separately, they have been combined and are referred to as "Other Minorities."

Definitions of Additional Terms
Contained in this Study

Statistically Significant Data - In a statistical context, one could view each job category as a sample of all individuals who could possibly represent that category of the Employed State Labor Force. The Employed State Labor Force of Iowa then is the total population, or universe, statistically speaking. Sampling theory dictates that a sample of less than 30, in all probabilities is too small to reflect accurately the universe or total population, especially one the size of Employed State Labor Force. (In reference to statistical significance see Statistics: A First Course, John E. Freund, Prentice-Hall, Inc. Englewood Cliffs, New Jersey, 1976, p. 208)

Underutilization - Statistically significant data demonstrate that ethnic-minorities or women are not being utilized by an employer in accordance with their availability in the relevant labor market.

Community Parity - The rate of employment of ethnic-minorities and women that is substantially identical to their availability in the labor market - Community refers to the relevant labor market, in this case, the Employed State Labor Force of Iowa.

Goals and Objectives - Numerical projections by an employer of future representation of ethnic-minorities and women if good faith affirmative action is successful.

Good Faith - An employer's serious and active efforts to assure that all aspects of the affirmative action plan are carried out.

Protected Class - This term refers to groups whose members have been subject to large scale employment discrimination and who are protected under the fair employment laws.

Availability - Means the availability of women and minorities in the relevant labor market.

Adjutant General

General Comments:

In FY 1977, the Adjutant General's staff was comprised of 144 full time employees. In none of the job categories are there statistically significant data generated in regard to the utilization of ethnic-minorities. In general terms, the agency could have a slightly larger representation of ethnic-minorities, numerically speaking, in its work force.

Problem Areas:

In only the Total Agency Work Force category, in regard to the utilization of White Females, are statistically significant numbers generated:

	Job Category	%/Protected Class	#/Protected Class
Adjutant General	Total Agency Work Force	13.2%/White Female	19/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	51/White Females
Utilization Factors		-22.4%/White Female	-32/White Females

This is underutilization of White Females because the agency's total work force representation should be 35.6% or 51 White Females to achieve community parity. Additionally the agency's total White Female representation (19) is less than 80% of its ideal community parity number of 51.

Although the numbers are not statistically significant, the overall underutilization of White Females can be traced to their underrepresentation in the Professional and Service/Maintenance job categories.

Summary:

The Adjutant General's office should concentrate its Affirmative Action efforts toward the recruitment, hiring, and training, and promotion of qualified females. Additionally, the agency should strive to achieve a slightly larger representation of qualified ethnic-minorities.

STATE AGENCY: Adjutant General

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M
Officials/Admin.	5										5					
Professionals	11										11					
Technicians	10					1					11					9.1
Protective Serv. Workers	46	1				1					48	2.1				2.1
Para-Professionals	1					1					2					50.0
Office Clerical	2					15					17					88.2
Skilled Craft Workers	31	1									32	3.1				
Serv./Maintenance	17					1					18					5.6
TOTAL	123	2				19					144	1.4				13.2

STATE AGENCY: Adjutant General

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000						1					1					100	
\$6,000 - \$7,999	7					4					11					36.4	
\$8,000 - \$9,999	32	1				8					41	2.4				19.5	
\$10,000 - \$12,999	52	1				6					59	1.7				20.3	
\$13,000 - \$15,999	21										21						
\$16,000 \$24,999	9										9						
\$25,000 +	2										2						
TOTAL	123	2				19					144	1.4				13.2	

STATE AGENCY: Adjutant General

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	20.0	2	40.0	2	40.0			5		
Professionals			4	36.4	5	45.5			2	18.2	11	1	9.1
Technicians			6	54.5	3	27.3	2	18.2			11		
Protective Serv. Workers	4	8.3	28	58.3	10	20.8	6	12.5			48		
Para-Professionals									2	100	2		
Office Clerical	1	5.9	7	41.2	5	29.4	4	23.5			17		
Skilled Craft Workers			6	18.8	16	50.0	10	31.3			32		
Service Maintenance			7	38.9	3	16.7	8	44.4			18		
TOTAL	5	3.5	59	41.0	44	30.6	32	22.2	4	2.8	144	1	.7

STATE AGENCY: Adjutant General

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	100									1		
\$6,000 - \$7,999	2	18.2	6	54.5	2	18.2	1	9.1			11		
\$8,000 - \$9,999			18	43.9	10	24.4	13	31.7			41		
\$10,000 - \$12,999	2	3.4	28	47.5	17	28.8	10	16.9	2	3.4	59		
\$13,000 - \$15,999			5	23.8	10	47.6	5	23.8	1	4.8	21		
\$16,000 - \$24,999			2	22.2	4	44.4	2	22.2	1	11.1	9	1	11.1
\$25,000 +					1	50	1	50			2		
TOTAL	5	3.5	59	41	44	30.6	32	22.2	4	2.8	144	1	.7

Commission on the Aging

General Comments:

The computerized data for FY 1977, provided by the State Merit Employment Department, on the Commission on the Aging could not be located. The agency did provide data based on an internal audit, but this data was calculated and categorized in such a manner that they were not usable for the purposes of this report.

Obviously, the Commission on the Aging views one of its major functions as being a model for the utilization of individuals in the 40 - 66+ age group categories as productive and meaningful employees. Although a very small agency (21 full time employees), the Commission on the Aging, as expected has a very strong representation of employees in the 40 - 66+ age groups.

Summary:

Obviously, without the appropriate primary data on the agency, it would be inappropriate to comment on aspects of the utilization of ethnic-minorities and females.

(Note: Due to the missing computerized data, the four agency tables on the Commission on the Aging could not be included in the report.)

Department of Agriculture

General Comments:

In FY 1977, the Department of Agriculture had 315 full-time employees. In none of the job categories are statistically significant numbers present in regard to the utilization of the various ethnic-minority groups. However, in general terms, the agency's overall representation of ethnic-minorities approximates their representation in the Employed State Labor Force.

Problem Areas:

The agency has definite, statistical underutilization of White Females in the Professional category and in the Total Agency Work Force category:

	Job Category	%/Protected Class	# Protected Class
Department of Agriculture	Professional	11.1%/White Females	27/White Females
State Labor Force	Professional	45.9%/White Females	112/White Females
Utilization Factors		-34.8%/White Females	-85/White Females

Underutilization exists in this job category because the agency's representation of White Females 11.1% and #27, does not achieve the community parity figures of 45.9% and #112 for White Females in the Employed State Labor Force. Furthermore, the agency's number of White Females (27) is less than 80% of its "needed" community parity figure of 112.

	Job Category	%/Protected Class	#/Protected Class
Department of Agriculture	Total Agency Work Force	27.3%/White Female	86/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	112/White Females
Utilization Factors		-8.3%/White Female	-26/White Females

The agency experiences overall underutilization of White Females because its representation of White Females, 27.3% and #86, is significantly less than the community parity figures of 35.6% and #112 as represented in the Employed State Labor Force. Also, the agency's numerical representation of White Females, 86, is less than 80% of its "expected" community parity figure of 112. The overall underutilization of White Females can be traced to their underutilization in the Professional job category.

Summary:

The Department of Agriculture should continue its affirmative efforts to approximate the ethnic-minority representation in the Employed State Labor Force.

The agency must concentrate its Affirmative Action efforts more vigorously in regard to the recruitment, hiring, training and promotion of females in the Professional job category. The agency must calculate all eight availability factors in order to get a more specific idea of what its actual goals and objectives should be in terms of hiring female professionals.

The Department of Agriculture also appears to be in need of technical assistance in the proper definition and identification of its handicapped workers.

STATE AGENCY: Department of
Agriculture

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	3					1					4					25	
Professionals	54		1			7			1		63		1.6	1.6		11.1	11.6
Technicians	156	1	1			18	1	1			178	1.1	1.1			10.1	11.1
Protective Serv. Workers																	
Para-Professionals						2					2					100	
Office Clerical	1					54	3	1			59	5.1	1.7			91.5	56.8
Skilled Craft Workers		1									1	100					
Serv./Maintenance	3	1				4					8	12.5				50	
TOTAL	217	3	2			86	4	2	1		315	2.2	1.3	.3		27.3	2.2

STATE AGENCY: Department of
Agriculture

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000	1					1					2					50	
\$6,000 - \$7,999	3	1				32	3	1			40	10	2.5			80	10
\$8,000 - \$9,999	15	2	1			30		1			49	4.1	4.1			61.2	2.0
\$10,000 - \$12,999	140					16	1				157	.6				10.2	.6
\$13,000 - \$15,999	19					5					24					20.8	
\$16,000 \$24,999	39		1			2			1		43		2.3	2.3		4.7	2.3
\$25,000 +																	
TOTAL	217	3	2			86	4	2	1		315	2.2	1.3	.3		27.3	2.2

STATE AGENCY: Department of
Agriculture

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	25	1	25	2	50			4		
Professionals			19	30.2	16	25.4	28	44.4			63		
Technicians			38	21.4	54	30.3	86	48.3			178		
Protective Serv. Workers													
Para-Professionals			1	50	1	50					2		
Office Clerical	2	3.4	30	50.9	14	23.7	13	22			59		
Skilled Craft Workers			1	100							1		
Service Maintenance	1	12.5	2	25	2	25	3	37.5			8		
TOTAL	3	1	92	29.2	88	27.9	132	41.9			315	0	0

STATE AGENCY: Department of
Agriculture

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000			1	50			1	50			2		
\$6,000 - \$7,999	3	7.5	22	55	11	27.5	4	10			40		
\$8,000 - \$9,999			24	50	15	30.6	10	20.4			49		
\$10,000 - \$12,999			30	19.1	47	29.9	80	51			157		
\$13,000 - \$15,999			11	45.8	4	16.7	9	37.5			24		
\$16,000 - \$24,999			4	9.3	11	25.6	28	65.1			43		
\$25,000 +													
TOTAL	3	1	92	29.2	88	27.9	132	41.9			315		

Attorney General

General Comments:

In FY 1977, the Attorney General's office employed 99 full-time employees. In none of the job categories, are significant data present to be able to provide a definite utilization analysis of the agency's ethnic-minority and female representation.

Problem Areas:

The Attorney General's office general representation of ethnic-minorities and females falls only slightly below the representation of these protected classes within the Employed State Labor Force.

Summary:

The Attorney General's office should calculate the appropriate availability factors to determine what realistic goals and objectives should be established in hiring ethnic-minorities and females. These efforts should be directed towards more closely approximating the ethnic-minority and female representation in the Employed State Labor Force.

STATE AGENCY: Attorney General

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	57					10	1				68	1.5			14.7	1.
Professionals	4					2					6				33.3	
Technicians																
Protective Serv. Workers	7					1					8				12.5	
Para-Professionals						17					17				100	
Office Clerical																
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	68					30	1				99	1.0			30.3	1.

STATE AGENCY: Attorney General

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000	1					1					2					50	
\$6,000 - \$7,999						9					9					100	
\$8,000 - \$9,999	4					6					10					60	
\$10,000 - \$12,999	11					11	1				23	4.3				47.8	4.3
\$13,000 - \$15,999	6					1					7					14.3	
\$16,000 - \$24,999	31										31						
\$25,000 +	15					2					17					11.8	
TOTAL	68					30	1				99	1.0				30.3	1.0

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			56	82.4	8	11.8	4	5.9			68		
Professionals			4	66.7	1	16.7	1	16.7			6		
Technicians													
Protective Serv. Workers			4	50	3	37.5	1	12.5			8		
Para-Professionals													
Office Clerical	6	35.3	10	58.8	1	5.9					17		
Skilled Craft Workers													
Service Maintenance													
TOTAL	6	6.1	74	74.7	13	13.1	6	6.1			99		

STATE AGENCY: Attorney General

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000			2	100							2		
\$6,000 - \$7,999	6	66.7	3	33.3							9		
\$8,000 - \$9,999			9	90	1	10					10		
\$10,000 - \$12,999			22	95.7			1	4.3			23		
\$13,000 - \$15,999			6	85.7	1	14.3					7		
\$16,000 - \$24,999			24	77.4	5	16.1	2	6.5			31		
\$25,000 +			8	47.1	6	35.3	3	17.6			17		
TOTAL	6	6.1	74	74.7	13	13.1	6	6.1			99		

Department of Banking

General Comments:

The Department of Banking employed 93 full-time employees in FY 1977. In none of the job categories were significant numbers present to measure the agency's utilization of ethnic-minorities. In two categories, the Professional job category and the Total Agency Work Force category, statistically significant data were generated to measure the agency's utilization of White Females.

Problem Areas:

The agency has a definite statistical underutilization of White Females in the Professional job category:

	Job Category	%/Protected Class	#/Protected Class
Department of Banking	Professional	3.8%/White Female	3/White Females
State Labor Force	Professional	45.9%/White Female	37/White Females
Utilization Factors		042.1%/White Female	-34/White Females

Underutilization exists due to the fact that the agency's utilization of White Females, 3.8% and #3, is significantly less than the community parity figures of 45.9% and #37 derived from the comparison to the Employed State Labor Force. Additionally, the agency's numerical representation of White Females is less than 80% of its "expected" community parity figure of 37.

	Category	%/Protected Class	#/Protected Class
Department of Banking	Total Agency Work Force	8.6%/White Female	8/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	33/White Females
Utilization Factors		-27.0%/White Female	-25/White Females

Overall underutilization exists within the agency's work force due to the fact that its proportion of white females, 8.6% and #8, is significantly less than the white female proportion, 35.6% and #33, based on the statistical comparison to the Employed State Labor Force.

Although, statistically significant data are not present in regard to measuring the utilization of ethnic-minorities, the agency could make an affirmative effort to increase their representation in its work force.

Summary:

The Department of Banking must calculate all eight availability factors in order to determine specifically what its goals and objectives should be in recruiting, hiring, training and promoting qualified female professionals and, in more general terms, of qualified ethnic-minorities.

STATE AGENCY: Department of Banking

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	7										7					
Professionals	76	1				3					80	1.3				3.8
Technicians																
Protective Serv. Workers																
Para-Professionals																
Office Clerical	1					5					6					83.3
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	84	1				8					93	1.1				8.6

STATE AGENCY: Department of Banking

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1						100
\$8,000 - \$9,999						3					3						100
\$10,000 - \$12,999	26	1				3					30	3.3					10
\$13,000 - \$15,999	21					1					22						4.6
\$16,000 \$24,999	33										33						
\$25,000 +	4										4						
TOTAL	84	1				8					73	1.1					8.6

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	14.3	5	71.4	1	14.3			7	1	14.3
Professionals			64	80	10	12.5	6	7.5			80	3	3.8
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			3	50			2	33.3	1	16.7	6	1	16.7
Skilled Craft Workers													
Service Maintenance													
TOTAL			68	73.1	15	16.1	9	9.7	1	1.1	93	5	5.4

STATE AGENCY: Department of Banking

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			1	100							1			
\$8,000 - \$9,999			1	33.3			2	66.7			3			
\$10,000 - \$12,999			29	96.7					1	3.3	30	1	3.3	
\$13,000 - \$15,999			21	95.5	1	4.5					22			
\$16,000 - \$24,999			16	48.5	11	33.3	6	18.2			33	2	6.1	
\$25,000 +					3	75	1	25			4	2	50.0	
TOTAL			68	73.1	15	16.1	9	9.7	1	1.1	93	5	5.4	

Beer and Liquor Control
Department

General Comments:

The Beer and Liquor Control Department had 651 full time employees in FY 1977. In none of the job categories are statistically significant numbers present to make definitive statements in regard to the utilization of ethnic-minorities. In two job categories, Office/Clerical and Service/Maintenance, there are significant data present to measure the utilization of White Females.

In regard to "handicapped" employees, the agency has 14 (2.2%) full-time employees of this protected class in its work force. This representation is a positive element of the agency's Affirmative Action efforts.

Problem Areas:

The agency has a definite, statistical underutilization of White Females in the Office/Clerical job category:

	Job Category	%/Protected Class	#/Protected Class
Beer and Liquor Control	Office/Clerical	33.3%/White Female	185/White Females
State Labor Force	Clerical	75.9%/White Female	422/White Females
Utilization Factors		-42.6%/White Female	-237/White Females

Underutilization of White Females in the Office/Clerical job category exists due to the fact that the agency's representation of this protected class, 33.3% and #185, falls well below the community parity figures, 75.9% and #422, as derived from the comparison to the Employed State Labor Force. Also, the agency's numerical representation of White Females, 185, is considerably less than 80% of the "expected" community parity figure of 422.

The Beer and Liquor Control Commission presents a unique deviation from state agencies in regard to the utilization of females in the Office/Clerical category. In most state agencies, in which statistically significant data are present in this job category, one generally finds a "concentration," defined as a problem area, of females. In light of this, it is rather interesting to note that there is definite underutilization of females in this category in the Beer and Liquor Control Department. To attempt an explanation for this phenomenon, without additional data and facts, would be to wander into the realm of pure speculation.

Although statistically significant data are not generated in regard to a utilization analysis of the various ethnic-minority groups in the Office/Clerical job category, the agency does have a numerical underrepresentation of these protected classes, particularly minority females, as compared to the Employed State Labor Force.

In the Service/Maintenance job category, underutilization of White Females also exists.

	Job Category	%/Protected Class	#/Protected Class
Beer and Liquor Control	Service/Maintenance	3.4%/White Female	2/White Females
State Labor Force	Service	70.0%/White Female	41/White Females
Utilization Factors		-66.6%/White Female	-39/White Females

In this job category, underutilization exists because the agency's White Female representation, 3.4% and #2, is below the community parity figures of 70.0% and #41 for this protected class, based on the calculated comparison to the State Labor Force.

Once again, although the data present are not statistically significant, it is worthwhile to note that 50% (5) of all ethnic-minority employees are in the Service/Maintenance job category. This is a variation on "concentrating" ethnic-minorities in a job category that is the result of possible historical discriminatory factors. It is also worth noting that the agency has no minority female employees.

Summary:

The Beer and Liquor Control Department must calculate all relevant availability factors in order to determine realistic goals and objectives

for the recruitment, hiring, training, and promotion of qualified females, particularly in the Service/Maintenance and Office/Clerical job categories. Furthermore, the agency must make a concentrated effort to recruit, hire, train, and promote qualified ethnic-minorities, especially Minority Females.

STATE AGENCY: Beer and Liquor Control
Department

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	7					1					8					12.5	
Professionals	6					2					8					2.50	
Technicians	11					1					12					8.3	
Protective Serv. Workers																	
Para-Professionals						2					2					100	
Office Clerical	366	5				185					556	.9				33.2	
Skilled Craft Workers	6																
Serv./Maintenance	52	3	2			2					59	5.1	3.4			3.4	
TOTAL	448	8	2			193					651	1.2	.3			29.7	

STATE AGENCY: Beer and Liquor Control
Department

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000	4					2					6					33.3	
\$6,000 - \$7,999	89	1				78					168	.6				46.4	
\$8,000 - \$9,999	177	6				83					266	2.3				31.2	
\$10,000 - \$12,999	153	1	2			29					185	.5	1.1			15.7	
\$13,000 - \$15,999	17					1					18					5.6	
\$16,000 \$24,999	6										6						
\$25,000 +	2										2						
TOTAL	448	8	2			193					651	1.2	.3			29.6	

STATE AGENCY: Beer and Liquor Control
Department

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					3	37.5	4	50	1	12.5	8		
Professionals			2	25	4	50	2	25			8		
Technicians			3	25	7	58.3	2	16.7			12		
Protective Serv. Workers													
Para-Professionals			1	50			1	50			2		
Office Clerical	22	4.0	140	25.2	177	31.8	216	38.8	1	.2	556	11	2.0
Skilled Craft Workers			2	33.3	1	16.7	3	50			6	1	16.7
Service Maintenance	6	10.2	23	39	17	28.8	13	22.0			59	2	3.4
TOTAL	28	4.3	171	26.3	209	32.1	241	37.0	2	.3	651	14	2.2

STATE AGENCY: Beer and Liquor Control
Department

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000					2	33.3	3	50	1	16.7	6		
\$6,000 - \$7,999	22	13.1	77	45.8	42	25	27	16.1			168		
\$8,000 - \$9,999	6	2.3	73	27.4	89	33.5	98	36.8			266	6	2.3
\$10,000 - \$12,999			18	9.7	64	34.6	103	55.7			185	5	2.7
\$13,000 - \$15,999			1	5.6	9	50	7	38.9	1	5.6	18	3	16.7
\$16,000 - \$24,999			2	33.3	2	33.3	2	33.3			6		
\$25,000 +					1	50	1	50			2		
TOTAL	28	4.3	171	26.3	209	32.1	241	37.0	2	.3	651	14	2.2

IOWA COMMISSION FOR THE BLIND

Utilization Analysis

General Comments:

In FY 1977, the Iowa Commission for the Blind had 114 full-time employees. Although the agency produces statistically significant numbers only in the combined Professional, Technicians and Para-Professionals category and the total Agency Work Force category for the protected class of females, in general one could say that the overall representation of ethnic-minorities and females in the agency work force either equals or exceeds the representations of these respective protected classes in the State Labor Force.

Obviously, the Commission for the Blind has a significant representation of "handicapped" employees in its Agency Work Force. The agency's utilization of "handicapped" individuals, in all job categories within the agency, provides an example of Affirmative Action in the employment of the handicapped.

Problem Areas:

The Iowa Commission for the Blind is a Non-Merit State Agency, which means that the matching of the agency's job classifications with the appropriate job categories, according to the instructions of the Equal Employment Opportunity Commission, is done by the agency itself. Due to the fact that this aspect of an Affirmative Action Plan is done internally, an external evaluation of the agency's utilization of the protected classes encounters a significant problem. According to Table No. 1, the Commission for the Blind has no Office/Clerical employees.

It is the opinion of the Commission for the Blind that those employees who perform the clerical job functions are to be categorized as Para-Professionals. This indicates a classic problem throughout many State Agencies: the proper matching of job classifications with the appropriate job categories for purposes of compiling the source data for the EEO-4 report form to the Federal Government. It is essential that the instructions issued by the Equal Employment Opportunity Commission, in regard to the proper definitions of the job categories, be understood thoroughly and be ascribed to as closely as possible. The net effect of failing to do this, in the case of the Commission for the Blind, results in a preponderance of employees being identified in the combined category of Professionals, Technicians, and Para-Professionals. Therefore, a utilization analysis of the representation of the ethnic-minorities and females in this category and, consequently, of the total Agency Work Force is, if not totally inaccurate, at best statistically skewed and therefore suspect in regard to the actual utilization of ethnic-minorities and females.

In the opinion of the author of this report, due to the reasons cited in the above section, it would be inappropriate to offer an interpretation of the utilization analysis of the Commission for the Blind. It is believed that the comments provided in the General Comments section of this agency's analysis will have to be sufficient.

Summary:

The Commission for the Blind is in need of proper technical assistance in the development of its Affirmative Action Plan, especially in regard to the appropriate identification of its job classifications with the corresponding job categories as defined by the Equal Employment

Opportunity Commission.

STATE AGENCY: Iowa Commission for the Blind

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1					2					3					66.7	
Professionals	30					15	1	1			47	2.1	2.1			31.9	4.3
Technicians	2					5					7					71.4	
Protective Serv. Workers																	
Para-Professionals	10	1				30					41	2.4				73.2	
Office Clerical																	
Skilled Craft Workers																	
Serv./Maintenance	14	1				1					16	6.3				6.3	
TOTAL	57	2				53	1	1			114	2.6	.9			46.5	1.8

STATE AGENCY: Iowa Commission for the Blind

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	3	1				10					14	7.1				71.4	
\$8,000 - \$9,999	17	1				15					33	3.0				45.5	
\$10,000 - \$12,999	7					12	1	1			21	4.8	4.8			57.1	9.5
\$13,000 - \$15,999	8					8					16					50.0	
\$16,000 - \$24,999	21					8					29					27.6	
\$25,000 +	1										1						
TOTAL	57	2				53	1	1			114	2.6	.9			46.5	1.8

STATE AGENCY: Iowa Commission for the
Blind

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			2	66.7	1	33.3					3	1	33.3
Professionals	1	2.1	21	44.7	15	31.9	10	21.3			47	18	38.3
Technicians			6	85.7	1	14.3					7	1	14.3
Protective Serv. Workers													
Para-Professionals			21	51.2	9	22.0	11	26.8			41	9	22.0
Office Clerical													
Skilled Craft Workers													
Service Maintenance	1	6.3	8	50	3	18.8	4	25.0			16	6	37.5
TOTAL	2	1.8	58	50.9	29	25.4	25	21.9			114	35	30.7

STATE AGENCY: Iowa Commission for the Blind

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	7.1	8	57.1	3	21.4	2	14.3			14	4	28.6	
\$8,000 - \$9,999			20	60.6	6	18.2	7	21.2			33	9	27.3	
\$10,000 - \$12,999	1	4.8	9	42.9	6	28.6	5	23.8			21	5	23.8	
\$13,000 - \$15,999			11	68.8	2	12.5	3	18.8			16	5	31.3	
\$16,000 - \$24,999			10	34.5	11	37.9	8	27.6			29	11	37.9	
\$25,000 +					1	100					1	1	100	
TOTAL	2	1.8	58	50.9	29	25.4	25	21.9			114	35	30.7	

Civil Rights
Commission

General Comments:

In FY 1977, the Civil Rights Commission had 25 full-time employees. The Commission acts as the State enforcement agency of the Iowa Civil Rights Act of 1965, as amended. Naturally, the agency has a firm commitment to Affirmative Action and, although a numerically small agency, its representation of the various protected classes is generally well above the numerical proportion of these protected classes in the Employed State Labor Force.

Problem Areas:

In none of the job categories of the agency are statistically significant data generated in regard to the utilization of ethnic-minorities and females. Perhaps, the agency could have a slightly higher numerical representation of White Females in the Professional job category.

Summary:

Internally, the Civil Rights Commission should maintain and improve upon, where possible, its representation of the various protected classes. Externally, the agency must serve as a catalyst for Affirmative Action in State Government, by providing technical assistance and sound guidance to the State agencies in the development of specific agency Affirmative Action Plans.

STATE AGENCY: Civil Rights
Commission

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Officials/Admin.	1	1																	
Professionals	5	1	2			1	3									8.3	25.0		
Technicians																			
Protective Serv. Workers																			
Para-Professionals	1					2											66.7		
Office Clerical						7	1										87.5 12.5		
Skilled Craft Workers																			
Serv./Maintenance																			
TOTAL	7	2	2			10	4										40.0 16.0		

STATE AGENCY: Civil Rights
Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	1					5					6					83.3	
\$8,000 - \$9,999						4	1				5	20				80	20
\$10,000 - \$12,999	3	1	1			1					6	16.7	16.7		16.7		
\$13,000 - \$15,999	2		1				2				5	40	20				40
\$16,000 \$24,999	1	1				1					3	66.7					33.3
\$25,000 +																	
TOTAL	7	2	2			10	4				25	24.0	8.0		40.0	16.0	

STATE AGENCY: Civil Rights
Commission

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	50	1	50					2		
Professionals			9	75.0	1	8.3	2	16.7			12		
Technicians													
Protective Serv. Workers													
Para-Professionals			3	100							3		
Office Clerical			5	37.5	4	50	1	12.5			8	1	12.5
Skilled Craft Workers													
Service Maintenance													
TOTAL			16	64.0	6	24.0	3	12.0			25	1	4.0

STATE AGENCY: Civil Rights
Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			5	83.3	1	16.7					6			
\$8,000 - \$9,999			1	20	3	60	1	20			5	1	20	
\$10,000 - \$12,999			4	66.7	1	16.7	1	16.7			6			
\$13,000 - \$15,999			5	100							5			
\$16,000 - \$24,999			1	33.3	1	33.3	1	33.3			3			
\$25,000 +														
TOTAL			16	64.0	6	24.0	3	12.0			25	1	4.0	

Commerce
Commission

General Comments:

In FY 1977, the Commerce Commission had 105 full-time employees. In none of the job categories were statistically significant data generated to provide an utilization analysis of ethnic-minorities. In two categories, the Professional job category and the Total Agency Work Force, significant data were generated to provide the statistical basis for a utilization analysis of White Females.

Problem Areas:

Underutilization of White Females exists in the Professional job category:

	Job Category	%/Protected Class	#/Protected Class
Commerce Commission	Professional	4.2%/White Female	3/White Females
State Labor Force	Professional	45.9%/White Female	33/White Females
Utilization Factors		-41.7%/White Female	-30/White Females

Underutilization exists due to the fact that the agency's representation of White Females, 4.2% and #3, for the Professional category falls below the community parity figures of 45.9% and #33, as compared to the calculated figures derived from the representation of White Females in this category of the Employed State Labor Force. Also,

the agency's numerical representation of White Females, 3, is less than 80% of its "expected" community parity figure of 33.

Underutilization of White Females exists in the Total Agency Work Force as well:

	Category	%/Protected Class	#/Protected Class
Commerce Commission	Total Agency Work Force	25.7%/White Female	27/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	37/White Females
Utilization Factors		-9.9%/White Female	-10/White Females

Underutilization of White Females within the Total Agency Work Force exists due to the fact that the agency representation of this protected class, 25.7% and #27, falls below the community parity figures of 35.6% and #37 of White Females, as derived from the comparison to the Employed State Labor Force. Furthermore, the agency numerical representation of White Females, 27, is less than 80% of the "expected" community parity figure of 37.

Although statistically significant data are not present for a utilization analysis of the various ethnic-minority groups, the agency could have a slightly greater overall numerical representation of ethnic-minorities in order to more closely approximate their numerical representation in the Employed State Labor Force.

Summary:

The Commerce Commission must calculate all relevant availability factors in order to establish realistic goals and objectives in terms of recruiting, hiring, training, and promoting of qualified female Professionals. Furthermore, the agency should attempt to more closely approximate the numerical representation of ethnic-minorities within its work force as compared to the Employed State Labor Force.

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M	
Officials/Admin.	9					1					10					10.0	
Professionals	39										39						
Technicians	26					2					28					7.1	
Protective Serv. Workers																	
Para-Professionals	3					1					4					25.0	
Office Clerical						23		1			24		4.2		95.8	4.2	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	77					27		1			105		1.0		25.7	1.0	

STATE AGENCY: Commerce Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	2					13					15					86.7	
\$8,000 - \$9,999	1					7		1			9		11.1		77.8	11.1	
\$10,000 - \$12,999	25					6					31				19.4		
\$13,000 - \$15,999	18										18						
\$16,000 - \$24,999	22										22						
\$25,000 +	9					1					10				10.0		
TOTAL	77					27		1			105		1.0		25.7	1.0	

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			2	20	3	30	5	50			10		
Professionals			24	61.5	10	25.6	4	10.3	1	2.6	39		
Technicians	1	3.6	7	25	15	53.6	5	17.9			28	1	3.6
Protective Serv. Workers													
Para-Professionals			2	50	1	25	1	25			4		
Office Clerical	4	16.7	12	50	4	16.7	4	16.7			24		
Skilled Craft Workers													
Service Maintenance													
TOTAL	5	4.8	47	44.8	33	31.4	19	18.1	1	1.0	105	1	1.0

STATE AGENCY: Commerce Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	4	26.7	8	53.3	3	20					15			
\$8,000 - \$9,999			5	55.6	1	11.1	3	33.3			9			
\$10,000 - \$12,999	1	3.2	17	54.8	8	25.8	5	16.1			31			
\$13,000 - \$15,999			6	33.3	8	44.4	4	22.2			18	1	5.6	
\$16,000 - \$24,999			7	31.8	10	45.5	4	18.2	1	4.5	22			
\$25,000 +			4	40	3	30	3	30			10			
TOTAL	5	4.8	47	44.8	33	31.4	19	18.1	1	1.0	105	1	1.0	

Office Of State
Comptroller

General Comments:

In FY 1977, the Office of State Comptroller had 47 full-time employees. In none of the job categories were statistically significant data generated to allow for an utilization analysis of either the ethnic-minority or female representation within the agency work force.

The agency's handicapped representation of 2, which comprises 4.3% of the entire agency work force, is a positive element of its Affirmative Action Plan.

Problem Areas:

Although no significant figures are present in order to conduct an utilization analysis, the agency could have a greater numerical representation of White Females in the Professional job category in order to more closely approximate that protected class's representation in the Employed State Labor Force.

Summary:

The Office of State Comptroller should establish reasonable goals and objectives in order to achieve a greater representation of qualified females in the Professional job category. The agency should also strive to improve upon its numerical representation of ethnic-minorities throughout its work force.

STATE AGENCY: Comptroller, Office of State

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M
Officials/Admin.	15										15					
Professionals	11										11					
Technicians							1				1	100				100
Protective Serv. Workers																
Para-Professionals																
Office Clerical	1					19					20					95.0
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	27					19	1				47	2.1				40.4 2.1

STATE AGENCY: Comptroller, Office of State

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						11					11					100	
\$8,000 - \$9,999						5					5					100	
\$10,000 - \$12,999	2					3	1				6	16.7				50.0	16.7
\$13,000 - \$15,999	8										8						
\$16,000 \$24,999	12										12						
\$25,000 +	5										5						
TOTAL	27					19	1				47	2.1				40.4	2.1

STATE AGENCY: Comptroller, Office of State TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			3	20	9	60	3	20			15	1	6.7
Professionals			8	72.7	1	9.1	1	9.1			11		
Technicians			1	100							1		
Protective Serv. Workers													
Para-Professionals													
Office Clerical	1	5	8	40	6	30	4	20	1	5	20	1	5.0
Skilled Craft Workers													
Service Maintenance													
TOTAL	1	2.1	20	42.6	16	34.0	8	17.0	2	4.3	47	2	4.3

STATE AGENCY: Comptroller, Office of State TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	9.1	6	54.5	4	36.4					11	1	9.1	
\$8,000 - \$9,999			1	20	1	20	2	40	1	20	5			
\$10,000 - \$12,999			3	50	1	16.7	2	33.3			6			
\$13,000 - \$15,999			6	75	1	12.5			1	12.5	8			
\$16,000 - \$24,999			4	33.3	6	50	2	16.7			12	1	8.3	
\$25,000 +					3	60	2	40			5			
TOTAL	1	2.1	20	42.6	16	34.0	8	17.0	2	4.3	47	2	4.3	

Comptroller;
Data Processing Department

General Comments:

The Data Processing Department of the Comptroller's Office had 136 full-time employees in FY 1977. In none of the job categories were statistically significant data generated to conduct an utilization analysis of ethnic-minorities within the agency. However, the agency's numerical representation of ethnic-minorities is slightly greater than the "expected" community parity figures, which are based on the comparison to their protected classes in the Employed State Labor Force.

In three categories, the Professional and Office/Clerical job categories, and the Total Agency Work Force category, statistically significant data are present to allow for an utilization of White Females in the respective categories.

The agency does have a representation of handicapped employees in its work force; eight (8) of its total agency work force are handicapped for a 5.9% representation. This is a positive element of the agency's Affirmative Action Plan.

Problem Areas:

Underutilization of White Females Exists in the Professional job category:

	Job Category	%/Protected Class	#/Protected Class
Comptroller, Data	Professional	25.0%/White Female	21/White Females
State Labor Force	Professional	45.9%/White Female	39/White Females
Utilization Factors		-20.9%/White Female	-18/White Females

There is underutilization of White Females because the agency's female representation, 25.0% and #21, in the Professional job category falls below the community parity figures of 45.9% and #39, based on the comparison to White Females in that job category within the State Labor Force. Additionally, the agency's numerical representation of White Females, 21, is less than 80% of the "expected" community parity figure of 39 for this job category.

"Concentration," as a problem area, of White Females exists in the Office/Clerical job category:

	Job Category	%/Protected Class	#/Protected Class
Comptroller, Data Processing	Office/Clerical	94.0%/White Female	47/White Females
State Labor Force	Office/Clerical	75.9%/White Female	38/White Females
Utilization Factors		+18.1%/White Female	9/White Females

Concentration, defined as a problem area exists due to the fact that the agency's White Female representation, 94.0% and #47, exceeds the community parity figures of 75.9% and 38 for this protected class within this specific category as derived from the statistical comparison to the Employed State Labor Force. Furthermore, the agency's White Female numerical representation, 47, in this job category is greater than 120% of the "expected" community parity figure of 38 for this protected class. This is an example of concentration as a problem area, because females have been "concentrated" in, or "channeled" into, Office/Clerical positions due to possible historical discriminatory factors.

Concentration of White Females exists in the Total Agency Work Force category:

	Category	%/Protected Class	#/Protected Class
Comptroller, Data Processing	Total Agency Work Force	50.7%/White Female	69/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	48/White Females
Utilization Factors		+15.1%/White Female	+21/White Females

Concentration of White Females exists in the Total Agency Work Force due to the fact that the agency's White Female representation, 50.7% and #69, exceeds the community parity figures of 35.6% and #48 for total White Female participation in the Employed State Labor Force.

Additionally, the agency's total numerical representation of White Females, 69, is greater than 120% of the "expected" community parity figure of 48 for this protected class. The overall concentration of White Females in the agency is due to the concentration of them in the agency's Office/Clerical job category. Therefore, the overall concentration of females can be defined as a problem area.

Summary:

The Data Processing Department of the Comptroller's Office should continue to maintain and, if possible, to improve upon its utilization of the various ethnic-minority groups.

In regard to females, the agency must calculate all eight availability factors in order to determine what its definite goals and objectives must be in regard to the recruitment, hiring, training, and promotion of qualified females for Professional positions. The agency should also strive to reduce its slight concentration of females in the Office/Clerical category.

STATE AGENCY: Comptroller Data Processing

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1					1					2					50.0	
Professionals	24		1	1		5					31		3.2	3.2		16.1	
Technicians	34	2		1		16					53	3.8		1.9		30.2	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical	1	1				47		1			50	2.0	2.0			94.0	2.0
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	60	3	1	2		69		1			136	2.2	1.5	1.5		50.7	.7

STATE AGENCY: Comptroller Data Processing

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					W	F	
Under \$6,000		1				1					2	50.0				50.0	
\$6,000 - \$7,999	1					26		1			28		3.6			92.9	3.6
\$8,000 - \$9,999	8					22					30					75.3	
\$10,000 - \$12,999	16	1				7					24	4.2				29.2	
\$13,000 - \$15,999	15	1		1		9					26	3.9		3.9		34.6	
\$16,000 - \$24,999	20		1			4					25		4.0			16.0	
\$25,000 +	1										1						
TOTAL	61	3	1	1		69		1			136	2.2	1.5	.7		50.7	

STATE AGENCY: Comptroller Data
Processing

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					2	100					2		
Professionals			24	77.4	6	19.4	1	3.2			31	1	3.
Technicians	3	5.7	44	83.0	6	11.3					53	5	9.
Protective Serv. Workers													
Para-Professionals													
Office Clerical	5	10.0	32	64.0	9	18.0	4	8.0			50	2	4.
Skilled Craft Workers													
Service Maintenance													
TOTAL	8	5.9	100	73.5	23	16.9	5	3.7			136	8	5.

STATE AGENCY: Comptroller Data
Processing

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	50.0	1	50.0							2		
\$6,000 - \$7,999	4	14.3	19	67.9	4	14.3	1	3.6			28	2	7.
\$8,000 - \$9,999	3	10.0	17	56.7	7	23.3	3	10.0			30		
\$10,000 - \$12,999			21	87.5	2	8.3	1	4.2			24	1	4.
\$13,000 - \$15,999			23	88.5	3	11.5					26	5	19.
\$16,000 - \$24,999			19	76.0	6	24.0					25		
\$25,000 +					1	100.0					1		
TOTAL	8	5.9	100	73.5	23	16.9	5	3.7			136	8	5.

Conservation
Commission

General Comments:

In FY 1977, the Conservation Commission had a staff of 492 full-time employees. In none of the job categories are significant data present to conduct an utilization analysis of the agency's ethnic-minority representation. In four categories, the Professional, Office/Clerical, and Service/Maintenance job categories, and the Total Agency Work Force, statistically significant data were generated to conduct an utilization of White Females in these respective job categories.

The Conservation Commission employed 9 handicapped employees, which is 1.8% of its entire work force, in FY 1977. This should be considered as a positive element of the agency's Affirmative Action Plan.

Problem Areas:

Underutilization of White Females exists in the agency's Professional job category:

	Job Category	%/Protected Class	#/Protected Class
Conservation Commission	Professional	3.9%/White Female	8/White Females
State Labor Force	Professional	45.9%/White Female	94/White Females
Utilization Factors		-42.0%/White Female	-86/White Females

Underutilization of White Females exists in this category due to

the fact that the agency's representation of this protected class, 3.9% and #8, falls below the community parity figures of 45.9% and #94, based on the comparison to White Females in this category within the Employed State Labor Force. Additionally, the agency's numerical representation of White Females, 8, in this category is less than 80% of the "expected" community parity figure of 94.

Concentration of White Females, as a problem area, exists in the Office/Clerical category:

	Job Category	%/Protected Class	#/Protected Class
Conservation Commission	Office/Clerical	100%/White Female	41/White Females
State Labor Force	Office/Clerical	75.9%/White Female	31/White Females
Utilization Factors		+24.1%/White Female	+10/White Females

Concentration of White Females exists in this category because the agency's representation of this protected class, 100% and #41, exceeds the community parity figures of 75.9% and #31, as derived from the comparison to White Females in this category within the Employed State Labor Force. This concentration is defined as a problem area because historically females have been "concentrated" in, or "channeled," into clerical functions due to possible discriminatory factors.

Underutilization of White Females exists in the agency's Service/Maintenance category:

	Job Category	%/Protected Class	#/Protected Class
Conservation Commission	Service/Maintenance	4.0%/White Female	4/White Females
State Labor Force	Service	69.0%/White Female	69/White Females
Utilization Factors		-65.0%/White Female	-65/White Females

Underutilization exists due to the fact that the agency's White Female representation, 4.0% and #4, in this category is below the community parity figures of 69.0% and #69. Furthermore, the agency's numerical representation of White Females, 4, in this job category is less than 80% of the "expected" community parity figure of 94.

As a consequence of the underutilization of White Females within the agency's Professional and Office/Clerical job categories, underutilization of White Females within the total agency work force exists:

	Category	%/Protected Class	#/Protected Class
Conservation Commission	Total Agency Work Force	10.8%/White Female	53/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	175/White Females
Utilization Factors		-24.8%/White Female	-122/White Females

Total Agency Work Force underutilization of White Females exists because the agency's representation of them, 10.8% and #53, is below the community parity figures of 35.6% and #175, as derived from the comparison to total White Female participation in the Employed State Labor Force.

Although no significant data were generated in order to conduct an utilization analysis of the agency's ethnic-minority representation, the data does give an indication that, within the entire agency work force, there is numerical underrepresentation of ethnic-minorities when compared to the "expected" community parity figures.

Summary:

The Conservation Commission must calculate the eight availability factors in order to establish realistic goals and objectives for the recruitment, hiring, training and promotion of qualified female Professionals and Service/Maintenance workers. Furthermore, the agency should work to reduce the concentration of White Females in the Office/Clerical category. Finally, the agency must strive to increase its ethnic-minority representation in order to more closely approximate these protected classes representation in the Employed State Labor Force.

STATE AGENCY: Conservation Commission, State

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	14										14						
Professionals	114			1		2					117			.9	1.7		
Technicians	77	1				2			1		81	1.2		1.2	2.5	1.7	
Protective Serv. Workers	128										128						
Para-Professionals	3					4					7					57.1	
Office Clerical						41					41					100.0	
Skilled Craft Workers	4										4						
Serv./Maintenance	96					4					100					4.0	
TOTAL	436	1		1		53			1		492	.2		.4	10.8	.2	

STATE AGENCY: Conservation Commission, State TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					W	M	
Under \$6,000																	
\$6,000 - \$7,999						20					20					100.0	
\$8,000 - \$9,999	80	1				20					101	1.0				19.8	
\$10,000 - \$12,999	164					12			1		178				.6	6.7	.6
\$13,000 - \$15,999	140					1					141					.7	
\$16,000 \$24,999	50			1							51				2.0		
\$25,000 +	2										2						
TOTAL	436	1		1		53			1		492	.2			.4	10.8	.2

STATE AGENCY: Conservation Commission,
State

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			3	21.4	5	35.7	6	42.9			14	3	21.4
Professionals			74	63.3	35	29.9	8	6.8			117	2	1.7
Technicians			50	61.7	17	21.0	14	17.3			81	2	2.5
Protective Serv. Workers			63	49.2	44	34.4	21	16.4			128		
Para-Professionals			4	57.1	3	42.9					7		
Office Clerical	3	7.3	18	43.9	12	29.3	8	19.5			41	2	4.9
Skilled Craft Workers					4	100					4		
Service Maintenance	1	1.0	62	62.0	16	16.0	21	21.0			100		
TOTAL	4	0.8	274	55.7	136	27.6	78	15.9			492	9	1.8

STATE AGENCY: Conservation Commission,
State

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	3	15	12	60	3	15	2	10			20		2	10
\$8,000 - \$9,999	1	1.0	79	78.2	9	8.9	12	11.9			101			
\$10,000 - \$12,999			117	66.1	36	20.3	24	13.6			177			
\$13,000 - \$15,999			56	39.7	63	44.0	23	16.3			141		4	2.8
\$16,000 - \$24,999			10	19.6	26	51.0	15	29.4			51		3	5.9
\$25,000 +							1	100			2			
TOTAL	4	0.8	274	55.7	136	27.6	78	15.9			492		9	1.8

Crime
Commission

General Comments:

In FY 1977, the Crime Commission employed 29 full-time employees. Due to the small number of employees, in none of the categories were statistically significant data present in order to conduct an utilization analysis of either the ethnic-minority groups or females. In general terms, the agency's numerical representation of these protected classes is comparable to their proportion in the Employed State Labor Force.

Problem Areas:

There are no definite nor discernable utilization problems within the Crime Commission.

Summary:

The Crime Commission should seek to maintain, and, if possible, improve upon its representation of ethnic-minorities and females.

STATE AGENCY: Crime Commission

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M	
Officials/Admin.	5					2					7					28.6	
Professionals	11					1					12					8.3	
Technicians	2					1					3					33.3	
Protective Serv. Workers																	
Para-Professionals						1					1					100.0	
Office Clerical						5	1				6	16.7				83.3	16.
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	18					10	1				29	3.5				34.5	3.

STATE AGENCY: Crime Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1					100	
\$8,000 - \$9,999						5	1				6	16.7				83.3	16.7
\$10,000 - \$12,999	1										1						
\$13,000 - \$15,999	7					2					9					22.2	
\$16,000 \$24,999	10					2					12					16.7	
\$25,000 +																	
TOTAL	18					10					29	3.5				34.5	3.5

STATE AGENCY: Crime Commission

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			7	100							7		
Professionals			9	75.0			3	25.0			12	1	8.3
Technicians			3	100							3		
Protective Serv. Workers													
Para-Professionals					1	100					1		
Office Clerical			6	100							6		
Skilled Craft Workers													
Service Maintenance													
TOTAL			25	86.2	1	3.4	3	10.3			29	1	3.4

STATE AGENCY: Crime Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			1	100							1			
\$8,000 - \$9,999			5	83.3	1	16.7					6			
\$10,000 - \$12,999			1	100							1			
\$13,000 - \$15,999			9	100							9			
\$16,000 - \$24,999			9	75.0			3	25.0			12	1	8.3	
\$25,000 +														
TOTAL			25	86.2	1	3.4	3	10.3			29	1	3.4	

Iowa Development
Commission

General Comments:

The Iowa Development Commission had 47 full-time employees. In none of the job categories were significant data generated to allow for an utilization analysis of the agency's ethnic-minority and female representation. In general terms, the agency's ethnic-minority and female representation is comparable to their respective proportions within the Employed State Labor Force.

Problem Areas:

There are neither definite nor discernable utilization problem areas in regard to the agency's ethnic-minority and female representations.

Summary:

The Iowa Development Commission should strive to maintain and, if possible, improve upon its ethnic-minority and female representation.

STATE AGENCY: Iowa Development
Commission

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	12										12						
Professionals	13					4	1				18	5.6				22.2	5.6
Technicians																	
Protective Serv. Workers																	
Para-Professionals						1					1					100	
Office Clerical	1					14					15					93.3	
Skilled Craft Workers						1					1					100	
Serv./Maintenance																	
TOTAL	26					20	1				47	2.1				42.6	2.1

STATE AGENCY: Iowa Development
Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	1					7					8					87.5	
\$8,000 - \$9,999						7					7					100	
\$10,000 - \$12,999	1					6					7					85.7	
\$13,000 - \$15,999	6						1				7	14.3					14.3
\$16,000 \$24,999	16										16						
\$25,000 +	2										2						
TOTAL	26					20	1				47	2.1				42.6	2.1

STATE AGENCY: Iowa Development
Commission

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			3	25.0	8	66.7	1	8.3			12		
Professionals			15	83.3	2	11.1	1	5.6			18		
Technicians													
Protective Serv. Workers													
Para-Professionals			1	100							1		
Office Clerical	2	13.3	9	60	2	13.3					15		
Skilled Craft Workers					1	100					1		
Service Maintenance													
TOTAL	2	4.3	28	59.6	13	27.7	4	8.5			47		

STATE AGENCY: Iowa Development
Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	2	25.0	3	37.5	2	25.0	1	12.5			8			
\$8,000 - \$9,999			5	71.4	1	14.3	1	14.3			7			
\$10,000 - \$12,999			7	100							7			
\$13,000 - \$15,999			5	71.4	1	14.3	1	14.3			7			
\$16,000 - \$24,999			8	50.0	8	50.0					16			
\$25,000 +					1	50.0	1	50.0			2			
TOTAL	2	4.3	28	59.6	13	27.7	4	8.5			47			

Iowa Drug Abuse
Authority

General Comments:

The Iowa Drug Abuse Authority had 18 full-time employees in FY 1977. Due to the small size of the agency, no significant statistical data were generated to allow for an utilization analysis of the agency's ethnic-minority and female representation. In general terms, the ethnic-minority and female representation within the agency is comparable to the representation of these respective protected classes within the Employed State Labor Force.

Problem Areas:

There are no problem areas, according to the methodology of this report, within the agency in regard to its ethnic-minority and female representation.

Summary:

The Iowa Drug Abuse Authority should strive to maintain and improve upon, if possible, its representation of ethnic-minorities and females within its work force.

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	2										2						
Professionals	5	1	1			3					10	10.0	10.0			30.0	
Technicians	1										1						
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						5					5						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	8	1	1			8					18	5.6	5.6			44.4	

STATE AGENCY: Iowa Drug Abuse Authority

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1					100	
\$8,000 - \$9,999						3					3					100	
\$10,000 - \$12,999	1					1					2					50.0	
\$13,000 - \$15,999	5	1				2					8	12.5				25	
\$16,000 - \$24,999	2		1			1					4		25.0			25.0	
\$25,000 +																	
TOTAL	8	1	1			8					18	5.6	5.6			44.4	

STATE AGENCY: Iowa Drug Abuse Authority

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			2	100							2		
Professionals			8	80	2	20					10		
Technicians			1	100							1		
Protective Serv. Workers													
Para-Professionals													
Office Clerical			5	100							5		
Skilled Craft Workers													
Service Maintenance													
TOTAL			16	89.9	2	11.1					18		

STATE AGENCY: Iowa Drug Abuse Authority

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			1	100							1			
\$8,000 - \$9,999			3	100							3			
\$10,000 - \$12,999			2	100							2			
\$13,000 - \$15,999			7	87.5	1	12.5					8			
\$16,000 - \$24,999			3	75	1	25					4			
\$25,000 +														
TOTAL			16	89.9	2	11.1					18			

Department of Environmental
Quality

General Comments:

In FY 1977, the Department of Environmental Quality employed 193 full-time workers. In none of the job categories, were significant data generated to conduct an utilization analysis of the agency's ethnic-minority representation. In general terms, the agency's proportion of ethnic-minorities approximates these protected classes' representations within the Employed State Labor Force.

In two job categories, Professional and Office/Clerical, significant data are present to conduct an utilization analysis of the agency's representation of White Females.

Problem Areas:

Underutilization of White Females exists in the Professional job category:

	Job Category	%/Protected Class	#/Protected Class
Department of Environmental Quality	Professional	16.3%/White Female	23/White Females
State Labor Force	Professional	45.9%/White Female	66/White Females
Utilization Factors		-29.6%/White Female	-43/White Females

The agency demonstrates underutilization of White Females in this job category due to the fact that the agency's representation of this protected class, 16.3% and #23, falls below the community parity figures of 45.9% and #66, which are based on the comparison to the White Female proportion in this category within the State Employed Labor Force. Additionally, the agency's numerical representation of White Females, 23, is less than 80% of the expected community parity figure of 66 for this protected class in this category within the Employed State Labor Force.

Concentration of White Females, as a problem area, exists in the Office/Clerical category:

	Job Category	%/Protected Class	#/Protected Class
Department of Environmental Quality	Office/Clerical	97.7%/White Female	42/White Females
State Labor Force	Office/Clerical	75.9/White Female	33/White Females
Utilization Factors		+21.8%/White Female	+9/White Females

Concentration of White Females within this category is demonstrated by the fact that the agency's representation of this protected class, 97.7% and #42, exceeds the community parity figures of 75.9% and #33 which are based on the comparison of White Females in this category within the Employed State Labor Force. Additionally, the agency's White Female numerical representation, 42, in this category is greater than 120% of the expected community parity figure of 33 for this protected

class within the corresponding job category of the Employed State Labor Force. Finally, this type of concentration is defined as a problem area because females have historically been "channeled" into, or "concentrated" in clerical positions due to possible discriminatory factors.

Summary:

The Department of Environmental Quality must calculate all eight availability factors in order to establish realistic goals and objectives in regard to the recruitment, hiring, training and promotion of qualified females for the Professional category positions. Also, the agency should strive to reduce its slight concentration of females in Office/Clerical category.

STATE AGENCY: Department of Environmental Quality

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	6										6						
Professionals	105			4		16			1		126			4.0	12.7	.8	
Technicians	10					4					14					28.6	
Protective Serv. Workers																	
Para-Professionals						3					3						
Office Clerical						42	1				43	2.3				97.7	2.3
Skilled Craft Workers																	
Serv./Maintenance	1										1						
TOTAL	122			4		65	1		1		193	.5		2.6	33.7	1.0	

STATE AGENCY: Department of Environmental Quality

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Other Minor.	Female	
																W	M
Under \$6,000																	
\$6,000 - \$7,999						25						25				100	
\$8,000 - \$9,999	2					14	1					17	5.9			82.4	5.9
\$10,000 - \$12,999	27					21			1			49			2.0	42.9	2.0
\$13,000 - \$15,999	44			2		3						49			4.1	6.1	
\$16,000 \$24,999	47			2		2						51			3.9	3.9	
\$25,000 +	2											2					
TOTAL	122			4		65	1		1			193	.5		2.6	33.7	1.0

STATE AGENCY: Department of Environmental Quality TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			5	83.3	1	16.7					6		
Professionals			109	86.5	12	9.5	5	4.0			126	2	1.6
Technicians			11	78.6	1	7.1	2	14.3			14		
Protective Serv. Workers													
Para-Professionals			1	33.3	1	33.3	1	33.3			3		
Office Clerical	5	11.6	26	60.5	6	14	6	14			43		
Skilled Craft Workers													
Service Maintenance							1	100			1		
TOTAL	5	2.6	152	78.8	21	10.9	15	7.8			193	2	1.0

STATE AGENCY: Department of Environmental
Quality

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	4	16.0	16	64.0	4	16.0	1	4.0			25			
\$8,000 - \$9,999	1	5.9	12	70.6	1	5.9	3	17.6			17			
\$10,000 - \$12,999			39	79.6	4	8.2	6	12.2			49			
\$13,000 - \$15,999			46	93.9	2	4.1	1	2.0			49			
\$16,000 - \$24,999			38	74.5	9	17.7	4	7.8			51	2	3.9	
\$25,000 +			1	50.0	1	50.0					2			
TOTAL	5	2.6	152	78.8	21	10.9	15	7.8			193	2	1.0	

Fair
Board

General Comments:

The Fair Board had 20 full-time employees in FY 1977. Due to the small number of employees, no significant data were generated in any of the categories to allow for an utilization analysis of either ethnic-minorities or females. In the most general terms, the agency's representation of ethnic-minorities closely approximates their proportion within the Employed State Labor Force.

Problem Areas:

Although no statistically significant data were present in regard to the agency's utilization of White Females, there is numerical underrepresentation of them within the Service/Maintenance category as compared to their representation in this category within the Employed State Labor Force.

Summary:

The Fair Board should strive to increase its numerical representation of White Females in the Service/Maintenance category in order to approximate more closely their representation in this category within the Employed State Labor Force. Also, the agency should strive to maintain or, if possible, increase its overall numerical representation of ethnic-minorities.

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	3										3						
Professionals																	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						4					4						100
Skilled Craft Workers																	
Serv./Maintenance	11				1	1					13					7.7	7.7
TOTAL	14				1	5					20					5.0	25.0

STATE AGENCY: Fair Board

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Under \$6,000																			
\$6,000 - \$7,999	1				1	2								25.0	50.0				
\$8,000 - \$9,999																			
\$10,000 - \$12,999	4					2										33.3			
\$13,000 - \$15,999	6					1										14.3			
\$16,000 - \$24,999	3																		
\$25,000 +																			
TOTAL	14				1	5								5.0	25.0				

STATE AGENCY: Fair Board

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			2	66.7			1	33.3			3	1	33.3
Professionals													
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			1	25.0	2	50.0	1	25.0			4		
Skilled Craft Workers													
Service Maintenance			3	23.1	4	30.8	6	46.2			13		
TOTAL			6	30.0	6	30.0	8	40.0			20	1	5.0

STATE AGENCY: Fair Board

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			1	25	2	50	1	25			4			
\$8,000 - \$9,999														
\$10,000 - \$12,999			2	33.3	2	33.3	2	33.3			6			
\$13,000 - \$15,999			2	28.6	2	28.6	3	42.9			7			
\$16,000 - \$24,999			1	33.3			2	66.7			3	1	33.3	
\$25,000 +														
TOTAL			6	30.0	6	30.0	8	40.0			20	1	50	

Department of
General Services

General Comments:

In FY 1977, the Department of General Services employed 286 full-time workers. In none of the categories, were significant data generated in order to allow for an utilization analysis of the agency's ethnic-minorities. In general terms, the total agency work force's numerical representation of ethnic-minorities is greater than their representation within the Employed State Labor Force.

Problem Areas:

Significant data were generated in three categories, Office/Clerical, Service/Maintenance, and the Total Agency Work Force, in regard to the agency's utilization of White Females. In the Office/Clerical and Total Agency Work Force categories there is no statistically significant underutilization or concentration of White Females. In the Service/Maintenance job category, underutilization of White Females exists:

	Job Category	%/Protected Class	#/Protected Class
Department of General Services	Service/Maintenance	24.1%/White Female	35/White Females
State Labor Force	Service	69.0%/White Female	100/White Females
Utilization Factors		-44.9%/White Female	-65/White Females

Underutilization of White Females in this category exists due to the fact that the agency's representation of this protected class, 24.1% and #35, falls below the community parity figures of 69.0% and #100, which were calculated based on the comparison to the White Female representation in the corresponding job category within the Employed State Labor Force. Also, the agency's numerical representation of White Females, 35, is less than 80% of their "expected" community parity figure, 100, for this job category.

An indication of a possible problem area occurs in regard to the fact that 92.6% (25) of the agency's ethnic-minority employees are concentrated in the Service/Maintenance or Office/Clerical job categories. The same is true for only 64.1% (166) of the white, or majority, employees. This may be a problem of concentration because, historically, minorities have been concentrated in "service," or clerical positions due to possible discriminatory factors.

Summary:

The Department of General Services must calculate all eight availability factors in order to establish realistic goals and objectives in regard to the recruitment, hiring, training, and promotion of qualified females for Service/Maintenance positions. Additionally, the agency should examine very closely its possible concentration of ethnic-minorities in the Service/Maintenance category. If possible, the agency should move to recruit, hire, train and, especially, promote qualified ethnic-minorities for/or into, more "upper level" job categories than almost the exclusive utilization of them in the Service/Maintenance category.

Note: Age & Handicapped data for Department of General Services could not be located.

STATE AGENCY: Department of
General Services

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M	
Officials/Admin.	11										11						
Professionals	11					4					15						26.7
Technicians	6					1					7						14.3
Protective Serv. Workers																	
Para-Professionals	1					2					3						66.7
Office Clerical	7	6				33					46	13.0					71.7
Skilled Craft Workers	43					14	2				59	3.4					23.73.4
Serv./Maintenance	91	8	1		1	35	9				145	11.7	.7	.7			24.16.2
TOTAL	170	14	1		1	89	11				186	8.7	.3	.3			31.13.8

AGENCY: Department of
General Services

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
per 000	1					6					7					85.7	
000 - 999	47	2	1			38	3				91	55	1.1			41.8	3.3
000 - 999	52	10			1	31	7				101	16.8			1.0	30.7	6.9
,000 - ,999	36	1				9	1				47	4.3				19.1	2.1
,000 - ,999	15	1				4					20	5.0				20.0	
,000 ,999	18					1					19					5.3	
,000 +	1										1						
TOTAL	170	14	1		1	89	11				286	8.7	.3	.3		31.1	3.8

Geological
Survey

General Comments:

In FY 1977, the Geological Survey agency had 40 full-time employees. In none of the categories were significant data generated to permit an utilization analysis of the agency's ethnic-minority and female representation. In the most general terms, the agency's numerical representation of ethnic-minorities closely approximates their proportional representation in the Employed State Labor Force.

Problem Areas:

Although the data present are not statistically significant, the agency's numerical representation of White Females in the Professional job category is less than their proportional representation in this category within the Employed State Labor Force.

Summary:

The Geological Survey agency should strive to achieve a greater numerical representation of females in the Professional job category in order to more closely approximate this protected class's proportional representation in the corresponding category within the Employed State Labor Force.

STATE AGENCY: Geological Survey

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	2										2						
Professionals	18	1				2					21	4.8				9.5	
Technicians	6					2					8					25.0	
Protective Serv. Workers																	
Para-Professionals	4										4						
Office Clerical						5					5					100	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	30	1				9					40	2.5				22.5	

STATE AGENCY: Geological Survey

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	3					3					6						50.0
\$8,000 - \$9,999	1					3					4						75.0
\$10,000 - \$12,999	10					2					12						16.7
\$13,000 - \$15,999	6										6						
\$16,000 - \$24,999	9	1				1					11	9.1					9.1
\$25,000 +	1										1						
TOTAL	30	1				9					40	2.5					22.5

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					2	100					2		
Professionals			16	76.2	1	4.8	4	19.0			21	1	4.8
Technicians			7	87.5			1	12.5			8		
Protective Serv. Workers													
Para-Professionals	1	25.0	3	75.0							4		
Office Clerical	1	20.0	3	60.0	1	20.0					5		
Skilled Craft Workers													
Service Maintenance													
TOTAL	2	5.0	29	72.5	4	10.0	5	12.5			40	1	2.5

STATE AGENCY: Geological Survey

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	2	33.3	4	66.7							6			
\$8,000 - \$9,999			3	75.0	1	25.0					4			
\$10,000 - \$12,999			10	83.3			2	16.7			12			
\$13,000 - \$15,999			6	100							6			
\$16,000 - \$24,999			6	54.5	2	18.2	3	27.3			11	1	9.1	
\$25,000 +					1	100					1			
TOTAL	2	5.0	29	72.5	4	10.0	5	12.5			40	1	2.5	

State Department
of Health

General Comments:

In FY 1977, the State Department of Health had 278 full-time employees. No significant data were generated in any of the categories to allow for an utilization analysis of the agency's ethnic-minority representation. In general, the agency's numerical representation of ethnic-minorities closely approximates their proportional representation within the Employed State Labor Force. In regard to White Females, significant data were present in three categories, Professional, Office/Clerical, and Total Agency Work Force, in order to conduct an utilization analysis of the agency's representation of this protected class. In the Professional job category, the agency demonstrates an affirmative utilization of White Females. The agency's numerical representation of handicapped employees, 9, which is 3.2% of its entire work force, is to be considered a positive element of the agency's Affirmative Action efforts.

Problem Areas:

Concentration of White Females exists in the Office/Clerical job category.

	Job Category	%/Protected Class	#/Protected Class
Department Of Health	Office/Clerical	95.1%/White Female	97/White Females
State Labor Force	Office/Clerical	75.9%/White Female	78/White Females
Utilization Factors		+19.2%/White Female	+19/White Females

Concentration is evidenced by the fact that the agency's White Female representation, 95.1% and #97, exceeds the community parity figures of 75.9% and #78, which were derived from the comparison to this protected class's representation in the corresponding job category of the Employed State Labor Force. Additionally, the agency's numerical representation of White Females, 97, is greater than 120% of the "expected" community parity figure of 78 for them in this job category within the Employed State Labor Force. This concentration is defined as a problem area because historically females have been "channeled" or concentrated in clerical positions due to possible discriminatory factors.

Due to the concentration of White Females in the Office/Clerical category, there is a concentration of this protected class in the Total Agency Work Force:

	Category	%/Protected Class	#/Protected Class
Department of Health	Total Agency Work Force	67.6%/White Female	188/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	99/White Females
Utilization Factors		+42.0%/White Female	+89/White Females

Concentration is evidenced by the fact that the agency's total representation of White Females, 67.6% and #188, exceeds the community parity figures of 35.6% and #99, which were derived from the comparison of this protected class to its total participation in the Employed State Labor Force. Also, the agency's total numerical representation of White Females, 188, is greater than 120% of their "expected" community parity figure of 99 for them within the total Employed State Labor Force.

Summary:

The Department of Health should strive to reduce its slight concentration of females in the Office/Clerical job category. The agency should attempt to maintain and, if possible, improve upon its representation of females in the Professional job category. Finally, the agency should also strive to maintain and, if possible, improve upon its ethnic-minority representation.

STATE AGENCY: State Department
of Health

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	11					3					14					21.4	
Professionals	45					73					118					61.9	
Technicians	26	1				12					39	2.6				30.8	
Protective Serv. Workers																	
Para-Professionals	1					2					3					66.7	
Office Clerical	2					97	3				102	2.9				95.1	2.9
Skilled Craft Workers						1					1					100	
Serv./Maintenance	1										1						
TOTAL	86	1				188	3				278	1.4				67.6	1.1

STATE AGENCY: State Department
of Health

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000						3					3					100	
\$6,000 - \$7,999						44	1				45	2.2				97.8	2.2
\$8,000 - \$9,999	4					45	1				50	2.0				90.0	2.0
\$10,000 - \$12,999	20	1				19	1				41	4.9				46.3	2.4
\$13,000 - \$15,999	24					46					70					65.7	
\$16,000 \$24,999	27					29					56					51.8	
\$25,000 +	11					2					13					15.4	
TOTAL	86	1				188					278	1.4				67.6	1.1

STATE AGENCY: State Department
of Health

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			6	42.9	4	28.6	3	21.4	1	7.1	14		
Professionals			48	40.7	43	36.4	25	21.2	2	1.7	118	2	1.7
Technicians			15	38.5	14	35.9	10	25.6			39	2	5.1
Protective Serv. Workers													
Para-Professionals			1	33.3	1	33.3	1	33.3			3		
Office Clerical	10	9.8	44	43.1	23	22.5	21	20.6	4	3.9	102	5	4.9
Skilled Craft Workers					1	100					1		
Service Maintenance					1	100					1		
TOTAL	10	3.6	114	41.0	87	31.3	60	21.6	7	2.5	278	9	3.2

STATE AGENCY: State Department
of Health

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	33.3			2	66.7					3		
\$6,000 - \$7,999	9	20.0	21	46.7	11	24.4	4	8.9			45		
\$8,000 - \$9,999			23	46.0	10	20.0	13	26.0	4	8.0	50	4	8.0
\$10,000 - \$12,999			18	43.9	15	36.6	8	19.5			41	2	4.9
\$13,000 - \$15,999			36	51.4	17	24.3	15	21.4	2	2.9	70	1	1.4
\$16,000 - \$24,999			14	25.0	25	44.6	16	28.6	1	1.8	56	2	3.6
\$25,000 +			2	15.4	7	53.8	4	30.8			13		
TOTAL	10	3.6	114	41.0	87	31.3	60	21.6	7	2.5	278	9	3.2

History and Archives

General Comments:

In FY 1977, History and Archives employed 27 full-time individuals. Due to the small size of the agency, no significant data were present to allow for an utilization analysis of either its ethnic-minority or female representation. In general terms, the agency's female numerical representation closely approximates this protected class's numerical proportion within the Employed State Labor Force.

Problem Areas:

A possible problem exists in regard to the fact that the agency's total ethnic-minority representation is located in the Service/Maintenance job category. This could be viewed as a form of concentration, since historically ethnic-minorities have been concentrated in "service" positions due to possible discriminatory factors.

Summary:

History and Archives should strive to maintain and, if possible, improve upon its utilization of females. Also, the agency should examine the fact that its ethnic-minority employees are to be found solely in the Service/Maintenance job category. The agency should examine all realistic possibilities of recruiting, hiring, training and promoting qualified ethnic-minorities for positions within other job categories.

STATE AGENCY: History & Archives

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	1										1					
Professionals						2					2					100
Technicians	1					1					2					50
Protective Serv. Workers	6										6					
Para-Professionals						2					2					100
Office Clerical	3					5					8					62.5
Skilled Craft Workers																
Serv./Maintenance	1		1	1		2	1				6	16.7	16.7	16.7	33.3	16.7
TOTAL	12		1	1		12	1				27	3.7	3.7	3.7	44.4	3.7

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	5		1			2					8		12.5			25.0	
\$8,000 - \$9,999	3			1		5	1				10	10.0			10.0	50.0	10.0
\$10,000 - \$12,999	2					4					6					66.7	
\$13,000 - \$15,999	1					1					2					50	
\$16,000 \$24,999	1										1						
\$25,000 +																	
TOTAL	12		1	1		12	1				27	3.7	3.7	3.7	44.4	3.7	

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.							1	100			1		
Professionals			1	50					1	50	2		
Technicians							2	100			2		
Protective Serv. Workers					2	33.3	3	50.0	1	16.7	6		
Para-Professionals			1	50.0	1	50.0					2		
Office Clerical	1	12.5	2	25.0	1	12.5	2	25.0	2	25.0	8		
Skilled Craft Workers													
Service Maintenance			1	16.7	2	33.3	3	50.0			6		
TOTAL	1	3.7	5	18.5	6	22.2	11	40.7	4	14.8	27		

STATE AGENCY: History & Archives

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	12.5	1	12.5	2	25.0	3	37.5	1	12.5	8			
\$8,000 - \$9,999			1	10	4	40	4	40	1	10	10			
\$10,000 - \$12,999			3	50			2	33.3	1	16.7	6			
\$13,000 - \$15,999							1	50.0	1	50.0	2			
\$16,000 - \$24,999							1	100.0			1			
\$25,000 +														
TOTAL	1	3.7	5	18.5	6	22.2	11	40.7	4	14.8	27			

Industrial
Commissioner

General Comments:

In FY 1977, the Industrial Commissioner's office had 20 full-time employees. In none of the job categories were statistically significant data present in order to conduct an utilization analysis of the agency's White Female representation. In general terms, the agency's White Female numerical representation closely approximates this protected class's numerical proportion within the Employed State Labor Force.

Problem Areas:

Although no significant data were present in terms of conducting an utilization analysis of ethnic minorities, the fact that the agency has no ethnic-minorities is a possible problem area which should be examined by the agency.

Summary:

The Industrial Commissioner's office should attempt to maintain and, if possible, improve upon its representation of White Females. The agency should make every effort to recruit and hire qualified ethnic-minorities.

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	6										6					
Professionals	1					1					2					50.0
Technicians																
Protective Serv. Workers																
Para-Professionals						1					1					100
Office Clerical						11					11					100
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	7					13					20					65.0

STATE AGENCY: Industrial Commissioner

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						7					7						100
\$8,000 - \$9,999						4					4						100
\$10,000 - \$12,999	1					1					2						50.0
\$13,000 - \$15,999						1					1						100
\$16,000 - \$24,999	5										5						
\$25,000 +	1										1						
TOTAL	7					13					20						65.0

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			3	50	3	50					6		
Professionals			1	50			1	50			2		
Technicians													
Protective Serv. Workers													
Para-Professionals			1	100							1		
Office Clerical	2	18.2	6	54.5	2	18.2	1	9.1			11		
Skilled Craft Workers													
Service Maintenance													
TOTAL	2	10.0	11	55.0	5	25.0	2	10.0			20		

STATE AGENCY: Industrial Commissioner

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	14.3	6	85.7								7		
\$8,000 - \$9,999	1	25.0	1	25.0	2	50.0						4		
\$10,000 - \$12,999							1	100				1		
\$15,000 - \$15,999			1	50.0			1	50.0				2		
\$16,000 - \$24,999			3	60.0	2	40.0						5		
\$25,000 +					1	100.0						1		
TOTAL	2	10.0	11	55.0	5	25.0	2	10.0				20		

Department of
Insurance

General Comments:

In FY 1977, the Department of Insurance had seventy-one full-time employees. In none of the job categories were significant data generated in order to conduct an utilization analysis of the agency's ethnic-minority and female representation. In general, the agency's numerical representation of these protected classes closely approximates their numerical proportion within the Employed State Labor Force.

Problem Areas:

Although the data are not statistically significant, the agency does demonstrate a numerical underrepresentation of White Females in the Professional job category as compared to their numerical proportion within the corresponding category of the Employed State Labor Force.

Summary:

The Department of Insurance should strive to recruit, hire, train and promote qualified females for Professional positions. Additionally, the agency should attempt to maintain and, if possible, improve upon its representation of ethnic-minorities.

Note: The age and handicapped data for the Insurance Department could not be located.

STATE AGENCY: Department of Insurance

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	6										6						
Professionals	33	1		1		7					42	2.4		2.4	16.7		
Technicians																	
Protective Serv. Workers																	
Para-Professionals	1					1					2					50	
Office Clerical						20			1		21			4.8	95.2	4.8	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	40	1		1		28			1		71	1.4		2.8	39.4	41.4	

STATE AGENCY: Department of Insurance

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000						2					2					100	
\$6,000 - \$7,999						8			1		9			11.1	88.9	11.1	
\$8,000 - \$9,999	1					10					11				90.9		
\$10,000 - \$12,999	1					5					6				83.3		
\$13,000 - \$15,999	12	1		1		3					17	5.9		5.9	17.6		
\$16,000 \$24,999	25										25						
\$25,000 +	1										1						
TOTAL	40	1		1		28			1		71	1.4		2.8	39.4	1.4	

Department of Job
Service

General Comments:

In FY 1977, the Department of Job Service had 1080 full-time employees. Significant data were not generated in any category in order to conduct an utilization analysis of the agency's ethnic-minority representation. In general terms, the agency's numerical representation of ethnic-minorities in the Professional, Office/Clerical, and Total Agency Work Force categories either matches or slightly exceeds the proportional representation of there various protected classes in the corresponding categories within the Employed State Labor Force.

With statistically significant data present in the Professional category, the agency demonstrates an utilization of White Females at a community parity level.

The agency submitted data in regard to its representation of handicapped employees. However, this data covered a different time period than the one being examined for the purposes of this study. Consequently, the data are not contained in this report.

Problem Areas:

The agency demonstrates statistically significant concentration, defined as a problem area, of White Females in the Office/Clerical categories:

	Job Category	%/Protected Class	#/Protected Class
Department of Job Service	Office/Clerical	96.7%/White Female	243/White Females
State Labor Force	Office/Clerical	75.9%/White Female	184/White Females
Utilization Factors		+20.8%/White Female	+59/White Females

This is concentration because the agency's representation of White Females, 96.7% and #243, exceeds the "expected" community parity figures of 75.9% and #184, based on the comparative calculations to the representation of this protected class in the corresponding category within the Employed State Labor Force. Additionally, concentration is evidenced by the fact that the agency's numerical representation of White Females, 243, is greater than 120% of community parity number of 184 for this protected class in the corresponding category of the Employed State Labor Force. Historically, females have been "channeled" into, or concentrated in Office/Clerical positions due to possible discriminatory factors.

As a consequence, of concentration in Office/Clerical category, concentration of White Females exists as a problem area, in the Total Agency Work Force.

	Category	%/Protected Class	#/Protected Class
Department of Job Service	Total Agency Work Force	52.0%/White Female	562/White Females
State Labor Force	Total Labor Force Participation	35.6%/White Female	385/White Females
Utilization Factors		+16/4%/White Female	+177/White Females

Concentration is evidenced by the fact that agency's total work force representation of White Females, 562, is greater than 120% of the expected community parity figure of 385.

Summary:

The Department of Job Service should affirmatively attempt to maintain and, if possible, improve upon its present numerical representation of members of the various ethnic-minority groups.

The Department of Job Service should strive to reduce the concentration of White Females in the Office/Clerical category.

Finally, the agency should more closely align its internal matching of job classifications with the proper EEO-4 job categories, according to EEOC guidelines and the State Merit Employment Department's categorization.

STATE AGENCY: Department of
Job Service

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	16					3					19					15.8	
Professionals	353	2	4		1	160	8	1		2	531	1.9	.9	.6	30.1	12.1	
Technicians	87		1			81	1	1			171	.6	1.2		47.4	1.2	
Protective Serv. Workers																	
Para-Professionals	18					77	6	3			104	5.8	2.9		74.0	8.7	
Office Clerical	1					235	5	1	1		243	2.1	.4	.4	06.7	2.9	
Skilled Craft Workers	3					4					7				57.1		
Serv./Maintenance	3					2					5				40.0		
TOTAL	481	2	5		1	562	20	6	1	2	1080	2.0	1.0	.4	52.0	2.7	

STATE AGENCY: Department of
Job Service

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
															W	M	
Under \$6,000						8					8					100	
\$6,000 - \$7,999	17					172	6	3	1		199	3.0	1.5	.5	86.4	5.0	
\$8,000 - \$9,999	51		1			161	5	1			219	2.3	.9		73.5	2.7	
\$10,000 - \$12,999	123	1	2			151	4	2		2	285	1.8	1.4	.7	53.0	2.8	
\$13,000 - \$15,999	179	1	2		1	59	5				247	2.4	.8	.4	23.9	2.0	
\$16,000 \$24,999	106					10					116				8.6		
\$25,000 +	5					1					6				16.7		
TOTAL	481	2	5		1	562	20	6	1	2	1080	2.0	1.0	.4	52.0	2.7	

STATE AGENCY: Department of
Job Service

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			3	15.8	12	63.2	4	21.1			19		
Professionals			233	43.9	194	36.5	99	18.6	5	0.9	531		
Technicians			117	68.4	44	25.7	10	5.8			171		
Protective Serv. Workers													
Para-Professionals			56	53.8	19	18.3	16	15.4	13	12.5	104		
Office Clerical	21	8.6	116	47.7	53	21.8	51	21.0	2	0.8	243		
Skilled Craft Workers			5	71.4	1	14.3	1	14.3			7		
Service Maintenance			3	60.0			2	40.0			5		
TOTAL	21	1.9	533	49.4	323	29.9	183	16.9	20	1.9	1080		

STATE AGENCY: Department of
Job Service

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	12.5	4	50	1	12.5	2	25.0			8		
\$6,000 - \$7,999	20	10.1	106	53.3	30	15.1	29	14.6	14	7.0	199		
\$8,000 - \$9,999			132	60.3	52	23.7	34	15.5	1	0.5	219		
\$10,000 - \$12,999			168	58.9	84	29.5	33	11.6			285		
\$13,000 - \$15,999			89	36.0	91	36.8	66	26.7	1	0.4	247		
\$16,000 - \$24,999			34	29.3	61	52.6	17	14.7	4	3.4	116		
\$25,000 +					4	66.7	2	33.3			6		
TOTAL	21	1.9	533	49.4	323	29.9	183	16.9	20	1.9	1080		

Bureau of
Labor

General Comments:

In FY 1977, the Bureau of Labor had 68 full-time employees. In none of the job categories were statistically significant data generated in order to conduct an utilization analysis of the agency's ethnic-minority and female representation. In general, the agency's numerical representation of ethnic-minorities slightly exceeds their proportional representation within the Employed State Labor Force.

The agency's numerical representation of handicapped employees, 3, which is 4.4% of the agency's work force, can be considered as a positive element.

Problem Areas:

Although the data are statistically insignificant, the agency does demonstrate a numerical underrepresentation of White Females in the Professional category as compared to their proportional representation within the corresponding category of the Employed State Labor Force.

Summary:

The agency should strive to recruit, hire, train and promote qualified females for Professional positions. Also, the agency should act to maintain or, if possible, improve upon its representation of the various ethnic-minority groups.

STATE AGENCY: Bureau of Labor

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M	
Officials/Admin.	2					1					3					33.3	
Professionals	11		2	1		1					15		13.3	6.7		6.7	
Technicians	28	1				2					31	3.2				6.5	
Protective Serv. Workers																	
Para-Professionals	1					2					3					66.7	
Office Clerical						14	2				16	12.5				87.5	12.5
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	42	1	2	1		20	2				68	4.4	2.9	1.5	29.4	2.9	

STATE AGENCY: Bureau of Labor

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	1					7	1				9	11.1				77.8	11.1
\$8,000 - \$9,999						7	1				8	12.5				87.5	12.5
\$10,000 - \$12,999	14	1				4					19	5.3				21.1	
\$13,000 - \$15,999	19		1			2					22		4.6			9.1	
\$16,000 - \$24,999	8		1	1							10		10.0	10.0			
\$25,000 +																	
TOTAL	42	1	2	1		20	2				68	4.4	2.9	1.5	29.4	2.9	

STATE AGENCY: Bureau of Labor

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			2	66.7	1	33.3					3		
Professionals			8	53.3	5	33.3	2	13.3			15	1	6.7
Technicians			10	32.3	15	48.4	6	19.4			31	1	3.2
Protective Serv. Workers													
Para-Professionals			2	66.7	1	33.3					3		
Office Clerical	3	18.8	8	50.0	3	18.8	2	12.5			16	1	6.3
Skilled Craft Workers													
Service Maintenance													
TOTAL	3	4.4	30	44.1	25	36.8	10	14.7			68	3	4.4

STATE AGENCY: Bureau of Labor

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	3	33.3	3	33.3	2	22.2	1	11.1			9	1	11.1	
\$8,000 - \$9,999			6	75.0	1	12.5	1	12.5			8			
\$10,000 - \$12,999			9	47.4	8	42.1	2	10.5			19			
\$13,000 - \$15,999			7	31.8	9	40.9	6	27.3			22	1	4.5	
\$16,000 - \$24,999			5	50.0	5	50.0					10	1	10.0	
\$25,000 +														
TOTAL	3	4.4	30	44.1	25	36.8	10	14.7			68	3	4.4	

Iowa Law Enforcement
Agency

General Comments:

In FY 1977, the Law Enforcement Agency had eighteen full-time employees. Due to the small numerical size of the agency, no statistically significant data are present in order to conduct an utilization analysis of the agency's ethnic-minority and female representation.

Problem Areas:

There are no definite, nor discernable, problem areas within the agency in regard to its ethnic-minority and female representation.

Summary:

The Iowa Law Enforcement Agency should attempt to maintain and, if possible, improve upon its representation of ethnic-minorities and females.

STATE AGENCY: Iowa Law Enforcement Agency

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	2										2						
Professionals	6	1				1					8	12.5				12.5	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						5					5					100	
Skilled Craft Workers	1										1						
Serv./Maintenance	1					1					2					50.0	
TOTAL	10	1				7					18	5.6				38.9	

STATE AGENCY: Iowa Law Enforcement Academy

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						2					2					100	
\$8,000 - \$9,999						3					3					100	
\$10,000 - \$12,999	2					2					4					50	
\$13,000 - \$15,999	3										3						
\$16,000 \$24,999	5	1									6	16.7					
\$25,000 +																	
TOTAL	10	1				7					18	5.6				38.9	

STATE AGENCY: Iowa Law Enforcement Academy

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					1	50.0	1	50.0			2		
Professionals			5	62.5	2	25.0	1	12.5			8	1	12.5
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			3	60.0	2	40.0					5		
Skilled Craft Workers					1	100					1		
Service Maintenance			1	50.0			1	50.0			2		
TOTAL			9	50.0	6	33.3	3	16.7			18	1	5.6

STATE AGENCY: Iowa Law Enforcement Agency

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			2	100							2			
\$8,000 - \$9,999			2	66.7	1	33.3					3			
\$10,000 - \$12,999			1	25.0	2	50.0	1	25.0			4			
\$13,000 - \$15,999			3	100.0							3			
\$16,000 - \$24,999			1	16.7	3	50.0	2	33.3			6			
\$25,000 +														
TOTAL			9	50.0	6	33.3	3	16.7			18	NA*	NA	

* Not Available

Legislative
Service Bureau

General Comments:

In FY 1977, the Legislative Service Bureau had twenty-four full-time employees. Due to the small size of the agency, no statistically significant data were generated in order to conduct an utilization analysis of the agency's ethnic-minority and female representation. In general, the agency's numerical representation of these protected classes closely approximates their proportional representation within the Employed State Labor Force.

Problem Areas:

There are no definite, nor discernable, problem areas in regard to the agency's representation of ethnic-minorities and females.

Summary:

The Legislative Service Bureau should continue to maintain and, if possible, improve upon its representation of ethnic-minorities and females.

STATE AGENCY: Legislative Service
Bureau

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1					1					2					50	
Professionals	9	1				7					17	5.9				41.2	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						5					5					100	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	10	1				15					24	4.2				54.2	

STATE AGENCY: Legislative Service Bureau

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$5,000																	
\$6,000 - \$7,999						1					1						100
\$8,000 - \$9,999						3					3						100
\$10,000 - \$12,999		1				4					5	20					80
\$13,000 - \$15,999	2					4					6						66.7
\$16,000 \$24,999	5					1					6						16.7
\$25,000 +	3										3						
TOTAL	10	1				13					24	4.2					54.2

STATE AGENCY: Legislative Service
Bureau

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					2	100					2		
Professionals			12	70.6	4	23.5			1	5.9	17		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical	1	20	3	60	1	20					5		
Skilled Craft Workers													
Service Maintenance													
TOTAL	1	42	15	62.5	7	29.2			1	4.2	24		

STATE AGENCY: Legislative Service
Bureau

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	100											1	
\$8,000 - \$9,999			2	66.7	1	33.3							3	
\$10,000 - \$12,999			3	60	2	40							5	
\$13,000 - \$15,999			4	66.7	2	33.3							6	
\$16,000 - \$24,999			5	83.3					1	66.7			6	
\$25,000 +			1	33.3	2	66.7							3	
TOTAL	1	4.2	15	62.5	7	29.2			1	4.2			24	

Legislature:
Senate Staff

General Comments:

In FY 1977, the State Senate Staff had nineteen full-time employees. Due to the small numerical size of the agency, no significant data were generated in order to conduct an utilization analysis of the agency's female representation. In general, the agency's numerical representation of White Females approximates this protected class's representation in the Total Employed State Labor Force.

Problem Areas:

Although the data are statistically insignificant, the Senate Staff has no ethnic-minority representation.

Summary:

The State Senate should attempt to recruit, hire and train qualified ethnic-minorities. Also, the agency should strive to maintain and, if possible, improve upon its representation of females.

Note: Due to the method in which the age and handicapped data were gathered for this agency, it was not possible to include them.

STATE AGENCY: Senate

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	2										2						
Professionals	8					2					10					20	
Technicians						2					2					100	
Protective Serv. Workers																	
Para-Professionals						1					1					100	
Office Clerical						4					4					100	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	10					9					19					47.4	

STATE AGENCY: Senate

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Other Minor.	Female	
																W	M
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999						1					1					100	
\$10,000 - \$12,999	7					5					12					41.7	
\$13,000 - \$15,999	2					3					5					60.0	
\$16,000 \$24,999	1										1						
\$25,000 +																	
TOTAL	10					9					19					47.4	

State Library
Commission

General Comments:

In FY 1977, the State Library Commission had 45 full-time employees. In none of the job categories were significant data present in order to conduct an utilization analysis of either the agency's ethnic-minority or female representation. In general, the agency's numerical female representation closely approximates the proportional representation of this protected class within the Employed State Labor Force.

Problem Areas:

Although the data are statistically insignificant, the agency's ethnic-minority representation (3) is entirely concentrated in the Service/Maintenance category. This could be defined as a problem area because historically ethnic-minorities have been "concentrated" in service positions due to possible discriminatory factors.

Summary:

The State Library Commission should affirmatively attempt to recruit, hire, train and promote qualified ethnic-minorities for positions other than ones in the Service/Maintenance category. Also, the agency should strive to maintain and, if possible improve upon its female representation.

STATE AGENCY: State Library Commission

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	2										2					
Professionals	2					9					11					81.8
Technicians	3					7					10					70
Protective Serv. Workers																
Para-Professionals	1					4					5					80
Office Clerical	3					10					13					76.9
Skilled Craft Workers																
Serv./Maintenance	1	1		1			1				4	50.0		25.0		25.0
TOTAL	12	1		1		30	1				45	4.4		2.2	66.7	2.2

STATE AGENCY: State Library Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Under \$6,000																			
\$6,000 - \$7,999	5			1		8	1				15	6.7		6.7	53.3	6.7			
\$8,000 - \$9,999	3					7					10				70				
\$10,000 - \$12,999	1	1				10					12	8.3			83.3				
\$13,000 - \$15,999						5					5				100				
\$16,000 \$24,999	3										3								
\$25,000 +																			
TOTAL	12	1		1		30	1				45	4.4		2.2	66.7	2.2			

STATE AGENCY: State Library Commission

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	50	1	50					2		
Professionals			6	54.5	4	36.4	1	9.1			11		
Technicians			4	40	3	30	3	30			10		
Protective Serv. Workers													
Para-Professionals	1	20	1	20	2	40	1	20			5		
Office Clerical	1	7.7	6	46.2	5	38.5	1	7.7			13	1	7.7
Skilled Craft Workers													
Service Maintenance			2	50	1	25	1	25			4		
TOTAL	2	4.4	20	44.4	16	35.6	7	15.6			45	1	2.2

STATE AGENCY: State Library Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	2	13.3	8	53.3	4	26.7	1	6.7			15	1	6.7	
\$8,000 - \$9,999			5	50	3	30	2	20			10			
\$10,000 - \$12,999			4	33.3	5	41.7	3	25.0			12			
\$13,000 - \$15,999			2	40	2	40	1	20			5			
\$16,000 - \$24,999			1	33.3	2	66.7					3			
\$25,000 +														
TOTAL	2	4.4	20	44.4	16	35.6	7	15.6			45	1	2.2	

State Merit Employment
Department

General Comments:

In FY 1977, the State Merit Employment Department had 53 full-time employees. In general, the agency's White Female numerical representation approximates this protected class's proportional representation in the Employed State Labor Force.

Problem Areas:

The Merit Employment Department's sole minority employee is found in the Office/Clerical category. Although the data are statistically insignificant, the above fact raises several questions in regards to the efficacy of the agency's Affirmative Action efforts. However, the questions are of a speculative nature and thus beyond the purview of this study.

Summary:

The State Merit Employment Department is not only State Government's central personnel system, but it also performs several vital functions in relation to the development and implementation of effective Affirmative Action Programs by most of the State agencies. It would seem reasonable to expect that the State Merit Employment Department could demonstrate a good faith effort by affirmatively attempting to recruit, hire, train and promote qualified ethnic-minorities for non-Clerical positions.

STATE AGENCY: State Merit Employment
Department

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	3					1					4					25.0	
Professionals	10					4					14					28.6	
Technicians	4					7					11					63.6	
Protective Serv. Workers																	
Para-Professionals						3					3					100	
Office Clerical						19			1		20				5.0	95.0	5.0
Skilled Craft Workers						1					1					100	
Serv./Maintenance																	
TOTAL	17					35			1		53				1.9	66.0	1.9

STATE AGENCY: Iowa Merit Employment
Department

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Under \$6,000						1										100			
\$6,000 - \$7,999						14			1					6.7	93.3	6.7			
\$8,000 - \$9,999	1					6										85.7			
\$10,000 - \$12,999	3					11										78.6			
\$13,000 - \$15,999	5					2										28.6			
\$16,000 \$24,999	7					1										12.5			
\$25,000 +																			
TOTAL	17					35								1.9	66.0	1.9			

STATE AGENCY: State Merit Employment
Department

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					2	50.0	2	50.0			4		
Professionals			12	85.7	1	7.1	1	7.1			14		
Technicians			11	100							11		
Protective Serv. Workers													
Para-Professionals			3	100							3		
Office Clerical	5	25.0	5	25.0	9	45.0	1	5.0			20		
Skilled Craft Workers			1	100							1		
Service Maintenance													
TOTAL	5	9.4	32	60.4	12	22.6	4	7.6			53		

STATE AGENCY: State Merit Employment
Department

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	100									1		
\$6,000 - \$7,999	4	26.7	5	33.3	6	40.0					15		
\$8,000 - \$9,999			4	57.1	2	28.6	1	14.3			7		
\$10,000 - \$12,999			12	85.7	2	14.3					14		
\$13,000 - \$15,999			7	100							7		
\$16,000 - \$24,999			4	50	2	25	2	25			8		
\$25,000 +							1	100			1		
TOTAL	5	9.4	32	60.4	12	22.6	4	7.6			53		

Iowa Natural Resources
Council

General Comments:

In FY 1977, the Iowa Natural Resources Council had 26 full-time employees. Due to the small numerical size of the agency, no statistically significant data were present in order to conduct an utilization analysis of agency's representation of the various protected classes.

Problem Areas:

Although the data are statistically insignificant, the agency demonstrates a numerical underrepresentation of females in the Professional category. Additionally, the agency does not employ any members of the various ethnic-minority groups.

Summary:

The Iowa Natural Resources Council should affirmatively attempt to hire, recruit, train and promote qualified females for Professional job category positions. The Iowa Natural Resources Council should demonstrate a good faith effort by attempting and, if possible, actually recruiting, hiring and training of qualified ethnic-minorities.

STATE AGENCY: Iowa Natural Resources Council

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	2										2						
Professionals	12					1					13						7.7
Technicians	3					1					4						25.0
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						7					7						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	17					9					26						34.6

STATE AGENCY: Iowa Natural Resources Council

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						3					3					100	
\$8,000 - \$9,999						3					3					100	
\$10,000 - \$12,999	4					1					5					20	
\$13,000 - \$15,999	4					2					6					33.3	
\$16,000 \$24,999	9										9						
\$25,000 +																	
TOTAL	17					9					26					34.6	

STATE AGENCY: Iowa Natural Resources Council

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					2	100					2		
Professionals			10	76.9	2	15.4	1	7.7			13		
Technicians			3	75.0	1	25.0					4		
Protective Serv. Workers													
Para-Professionals													
Office Clerical	2	28.6	1	14.3	2	28.6	1	14.3	1	14.3	7		
Skilled Craft Workers													
Service Maintenance													
TOTAL	2	7.7	14	53.9	7	26.9	2	7.7	1	3.8	26		

STATE AGENCY: Iowa Natural Resources
Council

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	2	66.7			1	33.3					3			
\$8,000 - \$9,999			1	33.3	1	33.3	1	33.3			3			
\$10,000 - \$12,999			3	60.0	1	20.0			1	20.0	5			
\$13,000 - \$15,999			6	100							6			
\$16,000 - \$24,999			4	44.4	4	44.4	1	11.1			9			
\$25,000 +														
TOTAL	2	7.7	14	53.9	7	26.9	2	7.7	1	3.8	26			

Board of Parole
Office

General Comments:

The computerized employment data of FY 1977, which provides an agency's racial and sexual composition, could not be located for the Board of Parole Office. Consequently, Tables #1 and #2 of the Board of Parole are not included in the study.

STATE AGENCY: Board of Parole Office

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	25.0	2	50.0	1	25.0			4		
Professionals					3	75.0			1	25.0	4		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical	1	33.3			1	33.3			1	33.3	3		
Skilled Craft Workers													
Service Maintenance													
TOTAL	1	9.1	1	9.1	6	54.5	1	9.1	2	18.2	11		

STATE AGENCY: Board of Parole Office

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap			
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%		
	#	%	#	%	#	%	#	%	#	%					
Under \$6,000															
\$6,000 - \$7,999	1	100											1		
\$8,000 - \$9,999										1	100		1		
\$10,000 - \$12,999			1	25.0	3	75.0							4		
\$13,000 - \$15,999					3	75.0				1	250		4		
\$16,000 - \$24,999								1	100				1		
\$25,000 +															
TOTAL	1	9.1	1	9.1	6	54.5	1	9.1	2	18.2			11		

Office of Planning
and Programming

General Comments:

In FY 1977, the Office of Planning and Programming had 77 full-time employees. Although no statistically significant data were generated in any of the categories, the agency's overall numerical representation of ethnic-minorities approximates the proportional representation of these various protected classes in the Employed State Labor Force.

Problem Areas:

Although the data are statistically insignificant, the agency demonstrates a numerical underrepresentation of females in the Professional category as compared to this protected class's proportional representation in the corresponding within the Employed State Labor Force.

Summary:

The Office of Planning and Programming should affirmatively attempt to recruit, hire, train and promote qualified females for Professional category positions. Also, the agency should strive to maintain and, if possible, improve upon its numerical representation of ethnic-minorities.

STATE AGENCY: Planning and Programming,
Office for

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	Fem W
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					
Officials/Admin.	8										8				
Professionals	42	2	1			9					54	3.7	1.9		16.7
Technicians						1					1				100
Protective Serv. Workers															
Para-Professionals						2					2				100
Office Clerical						12					12				100
Skilled Craft Workers															
Serv./Maintenance															
TOTAL	50	2	1			24					77	2.6	1.3		51.2

STATE AGENCY: Planning and Programming,
Office for

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						5					5						100
\$8,000 - \$9,999						5					5						100
\$10,000 - \$12,999	7					7					14						50
\$13,000 - \$15,999	18	2	1			6					27	7.4	3.7				22.2
\$16,000 \$24,999	24					1					25						4.0
\$25,000 +	1										1						
TOTAL	50	2	1			24					77	2.6	1.3				31.2

STATE AGENCY: Planning and Programming,
Office for

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Officials/Admins.			5	62.5	3	37.5					8			
Professionals			41	75.9	9	16.7					54			
Technicians			1	100							1			
Protective Serv. Workers														
Para-Professionals							2	100			2			
Office Clerical	2	16.7	6	50	2	16.7	2	16.7			12			
Skilled Craft Workers														
Service Maintenance														
TOTAL	2	2.6	53	68.8	14	18.2	8	10.7			77			

STATE AGENCY: Planning and Programming,
Office for

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	2	40.0	2	40.0			1	20.0			5			
\$8,000 - \$9,999			4	80.0			1	20.0			5			
\$10,000 - \$12,999			9	64.3	3	21.4	2	14.3			14			
\$13,000 - \$15,999			23	85.2	3	11.1	1	3.7			27			
\$16,000 - \$24,999			15	60.0	7	28.0	3	12.0			25			
\$25,000 +					1	100					1			
TOTAL	2	2.6	53	68.8	14	18.2	8	10.4			77			

Department of
Public Safety

General Comments:

In FY 1977, the Department of Public Safety had 800 full-time employees. In none of the categories were statistically significant data present in order to conduct an utilization analysis of the agency's ethnic-minority representation. In general terms, the agency's ethnic-minority representation closely approximates the proportional representation of these protected classes within the Employed State Labor Force.

In regard to the agency's utilization of White Females, significant data were present in three of the categories: Professional, Office/Clerical and Total Agency Work Force. In the Office/Clerical category, neither a problem of underutilization nor of concentration of White Females is in evidence.

Problem Areas:

Underutilization of White Females in the Professional category exists:

	Job Category	%/Protected Class	#/Protected Class
Department of Public Safety	Professional	9.2%/White Female	20/White Females
State Labor Force	Professional	45.9%/White Female	101/White Females
Utilization Factors		-36.8%/White Female	-81/White Females

Underutilization of White Females in the Professional category is evidenced by the fact that the agency's representation of White Females, 9.1% and #20, falls below the community parity figure of 45.9% and #101, which were derived from the comparison to the representation of this protected class in the corresponding category within the Employed State Labor Force. Additionally, the agency's numerical representation of White Females, 20, in this category is less than 80% of the "expected" community parity figure of 101.

Due to the underutilization in the Professional, the agency demonstrates overall underutilization of White Females:

	Category	%/Protected Class	#/Protected Class
Department of Public Safety	Total Agency Work Force	12.1%/White Female	97/White Female
State Labor Force	Total Work Force Participation	35.6%/White Female	285/White Female
Utilization Factors		-23.5%/White Female	-188/White Females

Underutilization is evidenced by the fact that the agency's total White Female representation, 12.1% and #97, falls below the community parity figures of 35.6% and #285, which were derived from the total White Female participation rate in the Employed State Labor Force. Additionally, the agency's White Female representation, 97, is less than 80% of the "expected" community parity figure of 285.

Summary:

The Department of Public Safety should, if possible, improve upon its ethnic-minority representation within its work force.

The agency must calculate all eight availability factors in order to establish realistic goals and objectives in terms of recruiting, hiring, training and promoting qualified females for positions in the Professional category.

STATE AGENCY: Department of
Public Safety

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
															W	M
Officials/Admin.	16										16					
Professionals	56	1		1		4					62	1.6		1.6	6.5	
Technicians	138					13	3				154	2.0			8.4	2.0
Protective Serv. Workers	453	7	3			11					474	1.5	0.6		2.3	
Para-Professionals						3					3				100	
Office Clerical	7					65	1	1			74	1.4	1.4		87.8	2.7
Skilled Craft Workers								1			1		100			100
Serv./Maintenance	14	1				1					16	6.3			6.3	
TOTAL	684	9	3	1		97	4	2			800	1.6	0.6	0.1	12.1	0.8

STATE AGENCY: Department of
Public Safety

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	10					29					39					74.4	
\$8,000 - \$9,999	45	4	1			34	1	2			87	5.8	3.5		39.1	3.5	
\$10,000 - \$12,999	146	3	2	1		27	3				182	3.3	1.1	0.6	14.8	1.7	
\$13,000 - \$15,999	348	1				5					354	0.3			1.4		
\$16,000 \$24,999	133	1				2					136	0.7			1.5		
\$25,000 +	2										2						
TOTAL	684	9	3	1		97	4	2			800	1.6	0.6	0.1	12.1	0.8	

STATE AGENCY: Department of
Public Safety

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			8	50.0	8	50.0					16		
Professionals			27	43.6	32	51.6	3	4.8			62	1	1.6
Technicians			79	51.3	62	40.3	12	7.8	1	0.6	154	1	0.6
Protective Serv. Workers	6	1.3	312	65.8	139	29.3	16	3.4	1	0.2	474		
Para-Professionals					1	33.3	2	66.7			3		
Office Clerical	8	10.8	33	44.6	24	32.4	9	12.2			74		
Skilled Craft Workers			1	100							1		
Service Maintenance	1	6.3	3	18.8	3	18.8	6	37.5	3	18.8	16		
TOTAL	15	1.9	463	57.9	269	33.6	48	6.0	5	0.6	800	2	0.3

STATE AGENCY: Department of
Public Safety

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	8	20.5	15	38.5	7	17.9	6	15.4	3	7.7	39			
\$8,000 - \$9,999	7	8.1	47	54.0	22	25.3	11	12.6			87			
\$10,000 - \$12,999			140	76.9	25	13.7	17	9.3			182			
\$13,000 - \$15,999			201	56.8	143	40.4	9	2.5	1	0.3	354	1	0.3	
\$16,000 - \$24,999			59	43.4	71	52.2	5	3.7	1	0.7	136	1	0.7	
\$25,000 +			1	50.0	1	50.0					2			
TOTAL	15	1.9	463	57.9	469	33.6	48	6.0	5	0.6	800	2	0.3	

Iowa Public Broadcasting
Network

General Comments:

In FY 1977, the Iowa Public Broadcasting Network had 82 full-time employees. In none of the categories were statistically significant data present in order to conduct an utilization analysis of the agency's ethnic-minority and female representation. In general, the agency's numerical representation of ethnic-minorities approximates the proportional representation of these protected classes within the Employed State Labor Force.

Problem Areas:

Although the data are statistically insignificant, the agency demonstrates a numerical underrepresentation of White Females in the Professional category as compared to this protected class's proportional representation in the corresponding category within the Employed State Labor Force.

Summary:

The Iowa Public Broadcasting Network should concentrate its Affirmative Action efforts upon recruiting, hiring, training and promoting of qualified females for Professional category positions. Also, the agency should attempt to maintain and, if possible, improve upon its ethnic-minority representation.

STATE AGENCY: Iowa Public Broadcasting Network

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M
Officials/Admin.	9										9					
Professionals	13					3	1				17	5.9			17.6	5.9
Technicians	42	1									43	2.3				
Protective Serv. Workers																
Para-Professionals	2					3	1				6	16.7			50.0	16.7
Office Clerical						6	1				7	14.3			85.7	14.3
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	66	1				12	3				82	4.9			14.6	3.7

STATE AGENCY: Iowa Public Broadcasting
Network

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
															W	M
Under \$6,000							1				1	100.0				100.0
\$6,000 - \$7,999						3					3				100.0	
\$8,000 - \$9,999	1					4	1				6	16.7			66.7	16.7
\$10,000 - \$12,999	23	1				3					27	3.7			11.1	
\$13,000 - \$15,999	32					2	1				35	2.9			5.7	2.9
\$16,000 \$24,999	7										7					
\$25,000 +	3										3					
TOTAL	66	1				12	3				82	4.9			14.6	3.7

STATE AGENCY: Iowa Public Broadcasting
Network

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			5	55.6	4	44.4					9		
Professionals			16	94.1	1	5.9					17		
Technicians			29	67.4	10	23.3	4	9.3			43		
Protective Serv. Workers													
Para-Professionals			5	83.3	1	16.7					6		
Office Clerical	2	28.6	4	57.1	1	14.3					7		
Skilled Craft Workers													
Service Maintenance													
TOTAL	2	2.4	59	72.0	17	20.7	4	4.9			82		

STATE AGENCY: Iowa Public Broadcasting Network

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	100									1		
\$6,000 - \$7,999	1	33.3	2	66.7							3		
\$8,000 - \$9,999			5	83.3	1	16.7					6		
\$10,000 - \$12,999			23	85.2	3	11.1	1	3.7			27		
\$13,000 - \$15,999			24	68.6	8	22.9	3	8.6			35		
\$16,000 - \$24,999			5	71.4	2	28.6					7		
\$25,000 +					3	100					3		
TOTAL	2	2.4	59	72.0	17	20.7	4	4.9			82		

State Board of Regents:
Board Office

General Comments:

In FY 1977, the Office of the State Board of Regents had 20 full-time employees. Due to the small number of employees, no statistically significant data were generated in order to conduct an utilization analysis of the agency's ethnic-minority and female representation. In the most general terms, the agency's numerical representation of these protected classes approximates their proportional representation within the Employed State Labor Force.

Problem Areas:

The agency demonstrates no definite, nor discernable, problems in regard to its representation of ethnic-minorities and females in its work force.

Summary:

The Office of the State Board of Regents should strive to maintain and, if possible, improve upon its ethnic-minority and female representation.

STATE AGENCY: State Board of Regents -
Board Office

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M
Officials/Admin.	5										5					
Professionals	4					3	1				7	14.3			42.9	14.3
Technicians																
Protective Serv. Workers																
Para-Professionals																
Office Clerical						7					7				100	
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	9					10	1				20	5.0			50.0	5.0

STATE AGENCY: State Board of Regents -
Board Office

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1					100	
\$8,000 - \$9,999						5					5					100	
\$10,000 - \$12,999						2					2					100	
\$13,000 - \$15,999	1					1	1				3	33.3				33.3	33.3
\$16,000 \$24,999	3					1					4					25.0	
\$25,000 +	5										5						
TOTAL	9					10	1				20	5.0				50.0	5.0

STATE AGENCY: State Board of Regents -
Board Office

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	20.0	3	60.0	1	20.0			5		
Professionals			7	87.5	1	12.5					8		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			4	57.1	1	14.3	2	28.6			7		
Skilled Craft Workers													
Service Maintenance													
TOTAL			12	60.0	5	25.0	3	15.0			20		

STATE AGENCY: State Board of Regents -
Board Office

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			=	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000													
\$6,000 - \$7,999			1	100							1		
\$8,000 - \$9,999			3	60.0	1	20.0	1	20.0			5		
\$10,000 - \$12,999			1	50.0			1	50.0			2		
\$13,000 - \$15,999			2	66.7	1	33.3					3		
\$16,000 - \$24,999			4	100.0							4		
\$25,000 +			1	20.0	3	60.0	1	20.0			5		
TOTAL			12	60.0	5	25.0	3	15.0			20		

Department of
Revenue

General Comments:

The computerized minority and sex employment data for FY 1977 of the Department of Revenue could not be located. Consequently, Tables Number 1 and Number 2 for the agency are not contained in the report.

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			6	50.0	3	25.0	3	25.0			12		
Professionals			68	47.9	42	29.6	32	22.5			142		
Technicians			29	50.9	12	21.1	16	28.1			57		
Protective Serv. Workers													
Para-Professionals			48	41.7	38	33.0	29	25.2			115		
Office Clerical	27	10.5	105	41.0	64	25.0	60	23.4			256		
Skilled Craft Workers													
Service Maintenance			6		85.7	1	14.3				7		
TOTAL	27	262		160		140					589		

STATE AGENCY: Department of Revenue

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	20.0	4	80.0							5		
\$6,000 - \$7,999	25	16.4	64	42.1	31	20.4	32	21.1			152		
\$8,000 - \$9,999	1	0.9	53	45.3	40	34.2	23	19.7			117		
\$10,000 - \$12,999			78	54.5	36	25.2	29	20.3			143		
\$13,000 - \$15,999			48	39.7	36	29.8	37	30.6			121		
\$16,000 - \$24,999			14	28.0	17	34.0	19	38.0			50		
\$25,000 +			1	100							1		
TOTAL	27	4.6	262	44.5	160	27.2	140	23.8			589		

Secretary of
State

General Comments:

In FY 1977, the Office of the Secretary of State had thirty-one full-time employees. Due to the small numerical size of the agency, no statistically significant data were generated in order to conduct an utilization analysis of its White Female representation. In the most general terms, the agency's representation of this protected class approximates its proportional representation within the Employed State Labor Force.

Problem Areas:

Although an utilization study is not possible, the fact that the agency has no ethnic-minorities raises questions about the agency's good faith efforts in regard to Affirmative Action. Such questions are definitely pertinent but an examination of them would fall beyond the purview of this report.

Summary:

The Office of the Secretary of State should demonstrate a good faith effort in regard to the possible recruitment, hiring and training of qualified ethnic-minorities.

STATE AGENCY: Secretary of State

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.						1					1						100
Professionals	1										1						
Technicians						1					1						100
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical	1					27					28						96.4
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	2					29					31						93.6

STATE AGENCY: Secretary of State

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000						1					1					100	
\$6,000 - \$7,999						16					16					100	
\$8,000 - \$9,999	1					6					7					85.7	
\$10,000 - \$12,999						5					5					100	
\$13,000 - \$15,999																	
\$16,000 \$24,999	1					1					2					50	
\$25,000 +																	
TOTAL	2					29					31					93.6	

STATE AGENCY: Secretary of State

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Officials/Admins.							1	100.0			1			
Professionals					1	100					1			
Technicians					1	100					1			
Protective Serv. Workers														
Para-Professionals														
Office Clerical	3	10.7	9	32.1	10	35.7	6	21.4			28			
Skilled Craft Workers														
Service Maintenance														
TOTAL	3	9.7	9	29.0	12	38.7	7	22.6			31			

STATE AGENCY: Secretary of State

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	100.0									1		
\$6,000 - \$7,999	2	12.5	8	50.0	5	31.3	1	6.3			16		
\$8,000 - \$9,999			1	14.3	3	42.9	3	42.9			7		
\$10,000 - \$12,999					3	60.0	2	40.0			5		
\$13,000 - \$15,999													
\$16,000 - \$24,999					1	50.0	1	50.0			2		
\$25,000 +													
TOTAL	3	9.7	9	29.0	12	38.7	7	22.6			31		

Department of
Soil Conservation

General Comments:

In FY 1977, the Department of Soil Conservation had 179 full-time employees. In none of the job categories were statistically significant data generated in order to conduct an utilization analysis of the agency's ethnic-minority representation. In three categories, Professional, Office/Clerical and Total Agency Work Force, statistically significant data were present to allow for an utilization analysis of White Females.

Problem Areas:

Although the data are not statistically significant, the agency demonstrates a numerical underrepresentation of ethnic-minorities as compared to the proportional representation of these protected classes within the Employed State Labor Force. In addition, the agency's sole ethnic-minority employee is located in the Office/Clerical category.

Underutilization of White Females exists in the Professional category:

	Job Category	%/Protected Class	#/Protected Class
Department of Soil Conservation	Professional	4.6%/White Female	3/White Females
State Labor Force	Professional	45.9%/White Female	30/White Females
Utilization Factors		-41.3%/White Female	-27/White Females

Underutilization is evidenced by the fact that the agency's White Female representation, 4.6% and #3, in the Professional category falls below the community parity figures of 45.9% and #30, which were derived from the comparison to the representation of this protected class in the corresponding category within the Employed State Labor Force. Additionally, the agency's numerical representation of White Females, 3, in this category is less than 80% of the "expected" community parity figure of 30.

Concentration, as a problem area, of White Females exists in the Office/Clerical category:

	Job Category	%/Protected Class	#/Protected Class
Department of Soil Conservation	Office/Clerical	99.1%/White Female	110/White Females
State Labor Force	Office/Clerical	75.9%/White Female	84/White Females
Utilization Factors		+23.2%/White Female	+36/White Females

Concentration is evidenced by the fact that the agency's White Female representation, 99.1% and #110, in the Office/Clerical category exceeds the community parity figures of 75.9% and #84, which were derived from the comparison to the representation of this protected class in the corresponding category within the Employed State Labor Force. This concentration is defined as a problem area because

historically females have been "channeled" into or concentrated in clerical positions due to possible discriminatory factors.

Due to the concentration of White Females in the Office/Clerical category, concentration of this protected class exists in the Total Agency Work Force.

	Category	%/Protected Class	#/Protected Class
Department of Soil Conservation	Total Agency Work Force	63.1%/White Female	113/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	64/White Females
Utilization Factors		+27.5%/White Female	+44/White Females

Concentration is evidenced by the fact that the agency's total White Female representation, 63.1% and #113, exceeds the community parity figures of 35.6% and #64, which were derived from the comparison of the participation rate of this protected class within the Employed State Labor Force. Finally the agency's White Female numerical representation, 113, is greater than 120% of the expected community parity figure of 64.

Summary:

The Department of Soil Conservation must demonstrate a good faith effort and affirmatively attempt to recruit, hire and train qualified ethnic-minorities for positions other than ones in the Office/Clerical category.

The agency must calculate all eight availability factors in order to establish realistic goals and objectives in terms of recruiting, hiring, training and promoting of qualified females for Professional category positions. Finally, the agency must attempt to reduce the concentration of females in the Office/Clerical category.

STATE AGENCY: Department of
Soil Conservation

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	3										3					
Professionals	7										7					
Technicians	2										2					
Protective Serv. Workers																
Para-Professionals	53					3					56					5.4
Office Clerical						110			1		111					99.1 1.0
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	65					113			1		179			.6	63.1	.6

STATE AGENCY: Department of
Soil Conservation

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999	11					56											
\$8,000 - \$9,999	27					55											
\$10,000 - \$12,999	16					2											
\$13,000 - \$15,999	6																
\$16,000 \$24,999	5																
\$25,000 +																	
TOTAL	65					113											

STATE AGENCY: Department of
Soil Conservation

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	33.3	1	33.3	1	33.3			3		
Professionals			2	28.6	3	42.9	2	28.6			7		
Technicians			2	100							2		
Protective Serv. Workers													
Para-Professionals	9	16.1	21	37.5	13	23.2	12	21.4	1	1.8	56		
Office Clerical	4	3.6	36	32.4	45	40.5	26	23.4			111	1	.9
Skilled Craft Workers													
Service Maintenance													
TOTAL	13	7.3	62	34.6	62	34.6	41	22.9	1	.6	179	1	.6

STATE AGENCY: Department of
Soil Conservation

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	8	11.8	29	42.6	24	35.3	6	8.8	1	1.5	68			
\$8,000 - \$9,999	5	6.1	24	29.3	30	36.6	23	28.0			82	1	1.2	
\$10,000 - \$12,999			5	27.8	4	22.2	9	50.0			18			
\$13,000 - \$15,999			3	50.0	1	16.7	2	33.3			6			
\$16,000 - \$24,999			1	20.0	3	60.0	1	20.0			5			
\$25,000 +														
TOTAL	13	7.3	62	34.6	62	34.6	41	22.9	1	.6	179	1	.6	

Department of
Public Instruction

General Comments:

In FY 1977, the Department of Public Instruction had 865 full-time employees. In none of the categories were significant data present in order to conduct an utilization analysis of the agency's ethnic-minority representation. In general, the agency's numerical representation of the various ethnic-minority groups either matches or exceeds the corresponding category within the Employed State Labor Force.

Due to the fact that the Vocational Rehabilitation division is part of the Department of Public Instruction, the agency has a strong representation of handicapped individuals, #167, which comprises 19.3% of the agency's total work force.

Significant data were generated in three categories in regard to the agency's utilization of White Females.

Problem Areas:

Underutilization of White Females exists in the Professional category:

	Job Category	%/Protected Class	#/Protected Class
Department of Public Instruction	Professional	28.3%/White Female	141/White Females
State Labor Force	Professional	45.9%/White Female	229/White Females
Utilization Factors		-17.6%/White Female	-88/White Females

Underutilization is evidenced by the fact that the agency's utilization of White Females, 28.3% and #141, is below community parity figures of 45.9% and #229 for this protected class in the corresponding category within the Employed State Labor Force. Additionally, the agency's numerical representation of White Females, #141, in this category is less than 80% of the "expected" community parity figure of 229.

Concentration, as a problem area, of White Females exists in the Office/Clerical category:

	Job Category	%/Protected Class	#/Protected Class
Department of Public Instruction	Office/Clerical	94.3%/White Female	274/White Females
State Labor Force	Office/Clerical	75.9%/White Female	225/White Females
Utilization Factors		+18.4%/White Female	+54/White Females

Concentration is evidenced by the fact the agency's White Female representation, 94.3% and #279, in the Office/Clerical category exceeds the community parity figures of 75.9% and #225, which were derived from the comparison of this protected class in the corresponding category within the Employed State Labor Force.

Also, the agency's numerical representation of White Females, #279, in this category is greater than 120% of the "expected" community parity figure of 225. This type of concentration is identified as a problem area because historically females have been "channeled" into, or

concentrated in clerical positions due to possible discriminatory factors.

Due to the concentration of White Females in the Clerical category, concentration of this protected class exists in the Agency's Total Work Force:

	Category	%/Protected Class	#/Protected Class
Department of Public Instruction	Total Agency Work Force	50.1%/White Female	433/White Females
State Labor Force	Total Work Force Participation	35.6%/White Female	308/White Females
Utilization Factors		+14.5%/White Female	+125/White Females

Concentration is evidenced by the fact that the agency's White Female representation, 50.1% and #43, exceeds the community parity figures of 35.6% and #308, which are based on the comparison to the total White Female participation rate in the Employed State Labor Force. Additionally, the agency's total White Female representation, 433, is greater than 120% of the expected community parity figure of 308.

Summary:

The Department of Public Instruction should continue to maintain and, if possible, improve upon its ethnic-minority representation.

The agency must calculate all eight availability factors in order to determine realistic goals and objectives for the recruitment, hiring, training and promotion of qualified females for Professional category position. Finally, the agency must strive to reduce its concentration

of females in Office/Clerical positions.

STATE AGENCY: Department of
Public Instruction

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	40		1			4					45		2.2			8.9	
Professionals	321	3	2		1	111	1	2			441	0.9	0.9	0.2	25.2	0.7	
Technicians	14					9	2				25	8.0				36.0	8.0
Protective Serv. Workers																	
Para-Professionals	10					21	2				33	6.1				63.6	6.1
Office Clerical	9		1			279	7				296	2.4	0.3			94.3	2.4
Skilled Craft Workers	2										2						
Serv./Maintenance	12	1	1			9					23	4.4	4.4			39.1	
TOTAL	408	4	5		1	433	12	2			865	1.9	0.8	0.1	50.1	1.6	

STATE AGENCY: Department of
Public Instruction

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000						27	1				28	3.6				96.4	3.6
\$6,000 - \$7,999	10		1			140	4				155	2.6	0.7			90.3	2.6
\$8,000 - \$9,999	20		1			134	5				160	3.1	0.6			83.8	3.1
\$10,000 - \$12,999	81	2				71	2	1			157	2.6	0.6			45.2	1.9
\$13,000 - \$15,999	80					24					104					23.1	
\$16,000 \$24,999	193	2	2		1	37		1			236	0.9	1.3	0.4		15.7	0.4
\$25,000 +	24		1								25		4.0				
TOTAL	408	4	5		1	433	12	2			865	1.8	0.8	0.1		50.1	1.6

STATE AGENCY: Department of
Public Instruction

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			5	11.1	27	60.0	13	28.9			45	25	55.6
Professionals			244	55.3	137	31.1	57	12.9	3	0.7	441	64	14.5
Technicians			15	60	5	20.0	5	20.0			25	3	12.0
Protective Serv. Workers													
Para-Professionals	3	9.1	16	48.5	8	24.2	6	18.2			33	7	21.2
Office Clerical	40	13.5	162	54.7	61	20.6	31	10.5	2	0.7	296	61	20.6
Skilled Craft Workers			1	50.0	1	50.0					2		
Service Maintenance			7	30.4	8	34.8	8	34.8			23	7	30.4
TOTAL	43	5.0	450	52.0	247	28.6	120	13.9	5	0.6	865	167	19.3

STATE AGENCY: Department of
Public Instruction

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	3	10.7	13	46.4	11	39.3			1	3.6	28		
\$6,000 - \$7,999	40	25.8	73	47.1	25	16.1	16	10.3	1	0.7	155		
\$8,000 - \$9,999			93	58.1	40	25.0	27	16.9			160	55	34.4
\$10,000 - \$12,999			127	80.9	14	8.9	16	10.2			157	31	19.8
\$13,000 - \$15,999			60	57.7	33	31.7	9	8.7	2	1.9	104	24	23.1
\$16,000 - \$24,999			82	34.7	108	45.8	46	19.5			236	41	17.4
\$25,000 +			2	80	16	64.0	6	24.0	1	4.0	25	7	28.0
TOTAL	43	5.0	450	52.0	247	28.6	120	13.9	5	0.6	865	167	19.3

Department of
Social Services

General Comments:

In FY 1977, the Department of Social Services had 8,137 full-time employees. In regard to the agency's utilization of the various ethnic-minority groups, statistically significant data were generated for the respective groups in the following categories:

Blacks - Professional
Total Agency Work Force

Hispanics - Professional
Total Agency Work Force

"Other" Minorities - Professional
Total Agency Work Force

Total Ethnic-Minorities - Professional
Total Agency Work Force

Minority Females - Professional
Total Agency Work Force

The agency's utilization of Blacks, "Other" Minorities, Minority Females and Total Ethnic-Minorities in the respective categories either matches or exceeds the community parity figures for these groups in the appropriate categories within the Employed State Labor Force. Consequently, the agency's Affirmative Action efforts in regards to the utilization of these protected classes have produced positive and meaningful statistical results.

In six of the seven categories, statistically significant data were present to conduct an utilization analysis of the agency's White Female representation. In the Officials/Administrators, Professional, Protective Service Workers and Service/Maintenance and Total Agency Work Force categories, the agency's utilization of White Females either

matches or exceeds the community parity figures for this protected class within the respective categories of the Employed State Labor Force. In short, the agency demonstrates positive statistical results in terms of its Affirmative Action efforts as they pertain to White Females in the previously mentioned categories.

Problem Areas:

Underutilization of Hispanics exists in the Professional category:

	Job Category	%/Protected Class	#/Protected Class
Department of Social Services	Professional	.3%/Hispanics	16/Hispanics
State Labor Force	Professional	.6%/Hispanics	31/Hispanics
Utilization Factors		-.3%/Hispanics	-15/Hispanics

Underutilization is widened by the fact that the agency's representation of Hispanics, .3% and #16, in the Professional category falls below the community parity figures of .6% and #31, which were derived from the comparison to Hispanics in the corresponding category within the Employed State Labor Force. Additionally, the agency's representation of Hispanics, 16, in this category is less than 80% of the "expected" community parity figure of 31.

Largely due to the underutilization of Hispanics in the Professional category, the agency demonstrates underutilization of Hispanics in its total work force:

	Category	%/Protected Class	#/Protected Class
Department of Social Services	Total Agency Work Force	.3%/Hispanics	22/Hispanics
State Labor Force	Total Work Force Participation	.5%/Hispanics	41/Hispanics
Utilization Factors		-.2%/Hispanics	-14/Hispanics

Underutilization is evidenced by the fact that the agency's representation of Hispanics, .3% and #22, falls below the community parity figures of .6% and #41, which were derived from the comparison to the total Hispanic participation rate in the Employed State Labor Force. Additionally, the agency's numerical representation of Hispanics, 22, is less than 80% of the expected community parity figure of 41.

Concentration, as a problem area, of White Females in the Office/Clerical category.

	Job Category	%/Protected Class	#/Protected Class
Department of Social Services	Office/Clerical	95.7%/White Female	1035/White Females
State Labor Force	Office/Clerical	75.9%/White Female	821/White Females
Utilization Factors		+19.8%/White Females	+214/White Females

Concentration is evidenced by the fact that the agency's representation of White Females, 95.7% and #1035, in this category exceeds the community parity figures of 75.9% and #821, which were derived from the comparison to the representation of this protected class in the corresponding category within the Employed State Labor Force. Additionally, the agency's numerical representation of White Females, #1035, is greater than 120% of the "expected" community parity figure of 821.

Summary:

The Department of Social Services should continue its positive utilization of Blacks, "Other" Minorities, Minority Females, and White Females in those categories where their utilization presently matches or exceeds community parity. In a statistical sense, Department of Social Services had produced significant results in terms of its Affirmative Action efforts as they pertain to the above mentioned protected classes in the relevant categories.

The agency must calculate all eight availability factors in order to establish realistic goals and objectives in terms of recruiting,

hiring, training, and promoting qualified Hispanics, especially for positions in the Professional category.

Finally, the agency must strive to reduce the concentration of White Females in the Office/Clerical category.

STATE AGENCY: Department of
Social Services

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M
Officials/Admin.	146	3				56	1				206	1.9			27.2	.5
Professionals	803	15	6	16	4	1041	13	3	5	2	1908	1.5	.5	1.4	54.6	1.2
Technicians	107	2		1		303	2		1		416	1.0		0.5	72.8	0.7
Protective Serv. Workers	552	9	3		5	43	1				613	1.6	.5	0.8	7.0	.2
Para-Professionals	626	13	5	3	2	2103	50	2	2	1	2806	2.2	.2	.3	74.9	2.0
Office Clerical	28			1		1035	14	1		3	1082	1.3	.1	.4	95.7	1.7
Skilled Craft Workers	329		1			118	1	1		1	451	.2	.4	.2	26.2	.7
Serv./Maintenance	252	8				389	3		2	1	655	1.7		.5	59.4	.9
TOTAL	2843	50	15	21	11	5087	85	7	10	8	8137	1.7	.3	.6	62.5	1.4

STATE AGENCY: Department of
Social Services

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
															W	M
Under \$6,000	157	4	1			249	9		1		421	3.1	.2	.2	59.1	2.4
\$6,000 - \$7,999	381	11	2	4	1	1669	29	1	1	1	2100	1.9	.1	.3	79.5	1.5
\$8,000 - \$9,999	566	11	3		3	1464	22	3	2	3	2077	1.6	.3	.4	70.5	1.4
\$10,000 - \$12,999	966	14	7	1	3	1141	20	2	2	3	2159	1.6	.4	.4	52.8	1.3
\$13,000 - \$15,999	426	3			1	469	4	1		1	905	.8	.1	.2	51.8	.7
\$16,000 \$24,999	285	5	1	3	1	93			1		389	1.3	.3	1.3	23.9	.3
\$25,000 +	62	2	1	13	2	2	1		3		86	3.5	1.2	20.9	2.3	4.7
TOTAL	2843	50	14	21	11	5087	85	7	10	8	8137	1.7	.3	.6	62.5	1.4

STATE AGENCY: Department of
Social Services

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			61	29.6	86	41.7	48	23.3	11	5.3	206		
Professionals	2	.1	1247	65.4	421	22.1	217	11.4	21	1.1	1908		
Technicians	7	1.7	255	61.3	84	20.2	65	15.6	5	1.2	416		
Protective Serv. Workers	47	7.7	290	47.3	153	25.0	115	18.8	8	1.3	613		
Para-Professionals	482	17.2	1204	42.9	656	23.4	438	15.6	26	.9	2806		
Office Clerical	82	7.6	508	47.0	302	27.9	175	16.2	15	1.4	1082		
Skilled Craft Workers	4	.9	115	25.5	161	35.7	158	35.0	13	2.9	451		
Service Maintenance	62	9.5	204	31.1	175	26.7	195	29.8	19	2.9	655		
TOTAL	686	8.4	3884	47.7	2038	25.0	1411	17.3	118	1.5	8137		

Note: No data was available on handicapped

STATE AGENCY: Department of
Social Services

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	237	56.3	144	34.2	26	6.2	12	2.9	2	.5	421		
\$6,000 - \$7,999	388	18.5	1087	51.8	415	19.8	198	9.4	12	0.6	2100		
\$8,000 - \$9,999	55	2.6	875	42.1	594	28.6	509	24.5	44	2.1	2077		
\$10,000 - \$12,999	5	.2	1205	55.8	524	24.3	399	18.5	26	1.2	2159		
\$13,000 - \$15,999	1	.1	418	46.2	279	30.8	193	21.3	14	1.5	905		
\$16,000 - \$24,999			133	34.2	164	42.2	80	20.6	12	3.1	389		
\$25,000 +			22	25.6	36	41.9	20	23.3	8	9.3	86		
TOTAL	686	8.4	3884	47.7	2038	25.0	1411	17.3	118	1.5	8137		

Department of
Transportation

General Comments:

In FY 1977, the Department of Transportation had 4,150 full-time employees. In the following categories, statistically significant data were present to conduct an utilization analysis of the agency's ethnic-minority representation:

Blacks - Total Agency Work Force

Total Ethnic Minority - Professional
Service/Maintenance
Total Agency Work Force

Minority Females - Total Agency Work Force

Only in the Total Agency Work Force category, are there no problems of either underutilization or concentration of ethnic-minorities.

In terms of the agency's utilization of White Females, significant data were present in five of the seven categories to allow for an utilization analysis to be conducted. Only in the Office/Clerical category, is there no evidence of either an underutilization category.

Problem Areas:

Underutilization of Blacks in the Total Agency Work Force exists:

	Category	%/Protected Class	#/Protected Class
Department of Transportation	Total Agency Work Force	.8%/Black	32/Blacks
State Labor Force	Total Work Force Participation	1.0%/Black	42/Blacks
Utilization Factors		-.2%/Black	-10/Blacks

Underutilization is evidenced by the fact that the agency's Black representation, .8% and #32, falls below the community parity figures of 1.0% and #42, which were derived from the comparison to the total Black participation rate in the Employed State Labor Force. Additionally, the agency's Black representation, #32, is less than 80% of the "expected" community parity figure of 42.

Underutilization of all ethnic-minority groups exists in the Professional category:¹⁴

	Job Category	%/Protected Class	#/Protected Class
Department of Transportation	Professional	1.4%/Ethnic-Minority	24/Ethnic-Minority
State Labor Force	Professional	2.0%/Ethnic-Minority	35/Ethnic-Minority
Utilization Factors		-.6%/Ethnic-Minority	-11/Ethnic-Minority

Underutilization is evidenced by the fact that the agency's ethnic-minority representation, 1.4% and #24, in the Professional category falls below the community parity figures of 2.0% and #35, which were derived from the comparison to the ethnic-minority participation rate in the corresponding category within the Employed State Labor Force. Furthermore, the agency's numerical representation of ethnic-minorities, 24, in this category is less than 80% of the "expected" community parity figure of 35.

Underutilization of ethnic-minorities exists in the Service/Maintenance category:¹⁵

	Job Category	%/Protected Class	#/Protected Class
Department of Transportation	Service/Maintenance	1.0%/Ethnic-Minorities	11/Ethnic-Minorities
State Labor Force	Service/Maintenance	2.0%/Ethnic-Minorities	34/Ethnic-Minorities
Utilization Factors		-1.0%/Ethnic-Minorities	-25/Ethnic-Minorities

Underutilization is evidenced by the fact that the agency's Ethnic-Minority representation, 1.0% and #11, in the Service/Maintenance category is below the community parity figures of 3.1% and #34, which were derived from the comparison to the ethnic-minority representation in the corresponding category within the Employed State Labor Force. Additionally, the agency's ethnic-minority representation, 11, in this category is less than 80% of the "expected" community parity figure of 34

Underutilization of Minority Females exists in the Total Agency

Work Force category:

	Category	%/Protected Class	#/Protected Class
Department of Transportation	Total Agency Work Force	.6%/Minority Female	23/Minority Females
State Labor Force	Total Work Force Participation	.8%/Minority Female	33/Minority Females
Utilization Factors		-.2%/Minority Female	-10/Minority Females

Underutilization is evidenced by the fact that the agency's Minority Female representation, .6% and #23, is below the community parity figures of .8% and #33, which were derived from the comparison to the Minority Female participation rate in the Employed State Labor Force. Additionally, the agency's Minority Female representation, 23, is less than 80% of the "expected" community parity figure of 33.

Underutilization of White Females exists in the Professional category:

	Job Category	%/Protected Class	#/Protected Class
Department of Transportation	Professional	7.3%/White Female	128/White Females
State Labor Force	Professional	45.9%/White Female	801/White Females
Utilization Factors		-28.6%/White Female	-673/White Females

Underutilization is evidenced by the fact that the agency's White Female representation, 7.3% and #128, in this category, falls below the community parity figures of 45.9% and #801, which were derived from comparison of White Females in the corresponding category within the Employed State Labor Force. Additionally, the agency's White Female representation, 128, is considerably less than 80% of the "expected" community parity figure of 801.

Underutilization of White Females exists in the Skilled Craft Workers job category:

	Job Category	%/Protected Class	#/Protected Class
Department of Transportation	Skilled Craft Workers	1.0%/White Female	6/White Females
State Labor Force	Skilled Craft Workers	5.4%/White Female	33/White Females
Utilization Factors		-4.4%/White Female	-27/White Females

Underutilization is evidenced by the fact that the agency's White Female representation, 1.0% and #6, in this category falls below the community parity figures of 5.4% and #33, which were derived from the comparison to the White Female representation in the corresponding category within the Employed State Labor Force. Additionally, the agency's White Female representation, 6, in this category is less than 80% of the expected community parity figure of 33.

Underutilization of White Females exists in the Service/Maintenance category:

	Job Category	%/Protected Class	#/Protected Class
Department of Transportation	Service/Maintenance	.7%/White Female	8/White Females
State Labor Force	Service/Maintenance	69.0%/White Female	767/White Females
Utilization Factors		-68.3%/White Female	-759/White Females

Underutilization is evidenced by the fact the agency's White Female representation, .7% and #8, in this category falls considerably below the community parity figures of 69.9% and #767, which were derived from the comparison to the representation of this protected class in the corresponding category within the Employed State Labor Force. Furthermore, the agency's White Female representation, #8, in this category is quite substantially less than 80% of the "expected" community parity figure of 767.

Obviously, due to the underutilization of White Females in the previously cited job categories, underutilization of this protected class exists in the Total Agency Work Force:

	Category	%/Protected Class	#/Protected Class
Department of Transporatation	Total Agency Work Force	16.5%/White Female	686/White Females
State Labor Force	Total Work Force Partic- ipation	35.6%/White Female	1477/White Females
Utilization Factors		-19.1%/White Female	-791/White Females

Underutilization is evidenced by the fact the agency's White Female representation, 16.5% and #686, falls well below the community parity figures of 35.6% and #1477, which were derived from the comparison to the total White Female participation rate in the Employed State Labor Force. Finally, the agency's White Female representation, 686, is dramatically less than 80% of the "expected" community parity figure of 1477.

Summary:

The Department of Transportation has several types of job functions which require highly specialized knowledge, skills and abilities. Consequently, it is absolutely imperative that the agency calculate all eight availability factors in order to correct its drastic underutilization of ethnic-minorities, especially Blacks, and females in all categories.

Regardless of the utilization methodology applied to the Department of Transportation, it is the professional opinion of the author of this study that the agency's Affirmative Action efforts have produced at best, mediocre, and, at worst, non-existent statistical results in

regard to the utilization of ethnic-minorities, particularly Blacks, and females. The agency must most definitely analyze restructure and redirect its Affirmative Action Program.

STATE AGENCY: Department of
Transportation

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M
Officials/Admin.	54					5					59				8.5	
Professionals	413	1	2	4	2	28			2		452	.2	.4	1.8	6.2	.4
Technicians	999	4	1	1	2	80	2				1089	.6	.1	.3	7.4	.2
Protective Serv. Workers	3										3					
Para-Professionals	178	1	2			20					201	.6	1.0		10.0	
Office Clerical	74	1	1			539	12	2	2	3	634	2.1	.5	.8	85	3
Skilled Craft Workers	594	1				6					601	.2			1.0	
Serv./Maintenance	1,092	10			1	8					1,111	.9		.1	.7	
TOTAL	3,407	18	6	5	5	686	14	2	4	3	4,150	.8	.2	.4	16.5	.6

STATE AGENCY: Department of
Transportation

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
																W	M
Under \$6,000						13	2			1	16	12.5			6.3	81.3	18.8
\$6,000 - \$7,999	35	2	1			300	9	1	1	1	350	3.1	.6	.6	85.7	3.4	
\$8,000 - \$9,999	850	9	2		2	252	1	1	1	1	1,119	.9	.3	.4	22.5	.4	
\$10,000 - \$12,999	1,479	5	1		1	99	2				1,587	.4	.1	.1	6.2	.2	
\$13,000 - \$15,999	635	2		1		16					654	.3		.2	2.5		
\$16,000 \$24,999	371		2	4	2	6			2		387		.5	2.1	1.6	.5	
\$25,000 +	37										37						
TOTAL	3,407	18	6	5	5	686	14	2	4	3	4,150	.8	.2	.4	16.5	.6	

STATE AGENCY: Department of
Transportation

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			18	30.5	35	59.3	6	10.2			59		
Professionals			179	39.6	194	42.9	78	17.3	1	.2	452		
Technicians	4	.4	559	51.3	400	36.7	126	11.6			1,089		
Protective Serv. Workers			1	33.3	1	33.3	1	33.3			3		
Para-Professionals	6	3.0	105	52.2	61	30.3	29	14.4			201		
Office Clerical	67	10.6	296	46.7	152	24.0	119	18.8			634		
Skilled Craft Workers	2	.3	149	24.8	268	44.6	182	30.3			601		
Service Maintenance	28	2.5	366	32.9	406	36.5	310	27.9	1	.1	1,111		
TOTAL	107	2.6	1,673	40.3	1,517	36.6	851	20.5	2	-	4,150	N/A	N/A

STATE AGENCY: Department of
Transportation

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	10	62.5	6	37.5							16		
\$6,000 - \$7,999	60	17.1	191	54.6	61	17.4	37	10.6	1	.3	350		
\$8,000 - \$9,999	36	3.2	575	51.4	295	26.4	213	19.0			1,119		
\$10,000 - \$12,999	1	.1	592	37.3	596	37.6	397	25.0	1	.1	1,587		
\$13,000 - \$15,999			199	30.4	327	50.0	128	19.6			654		
\$16,000 - \$24,999			106	27.4	211	54.5	70	18.1			387		
\$25,000 +			4	10.8	27	73.0	6	16.2			37		
TOTAL	107	2.6	1,673	40.3	1,517	36.6	851	20.5	2	--	4,150	N/A	N/A

Treasurer of
State

General Comments:

In FY 1977, the Office of the Treasurer had 19 full-time employees. Due to the small numerical size of the agency, no significant data were generated in order to conduct an utilization analysis of the agency's White Female representation. In the most general terms, the agency's representation of this protected class's representation within the Employed State Labor Force.

Problem Areas:

Although the data do not lend themselves to an utilization analysis of the agency's ethnic-minority representation, the fact that the agency has no ethnic-minorities raises questions about its good faith efforts in regard to its affirmative efforts to recruit, hire and train qualified ethnic-minorities. While such questions are pertinent, an examination of them falls beyond the purview of this study.

Summary:

The Office of the Treasurer of State should demonstrate a good faith effort in terms of attempting to recruit, hire and train qualified ethnic-minorities.

STATE AGENCY: Treasurer of State

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Other Minor.	Female W	M
Officials/Admin.	2										2						
Professionals	2										2						
Technicians						1					1						100
Protective Serv. Workers																	
Para-Professionals						3					3						100
Office Clerical						11					11						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	4					15					19						78.9

STATE AGENCY: Treasurer of State

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						3					3						100
\$8,000 - \$9,999						6					6						100
\$10,000 - \$12,999						6					6						100
\$13,000 - \$15,999																	
\$16,000 - \$24,999	4										4						
\$25,000 +																	
TOTAL	4					15					19						78.9

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.							2	100			2		
Professionals			1	50			1	50			2		
Technicians			1	100							1		
Protective Serv. Workers													
Para-Professionals							3	100			3		
Office Clerical	1	9.1	4	36.4	4	36.4	2	18.2			11		
Skilled Craft Workers													
Service Maintenance													
TOTAL	1	5.3	6	31.6	4	21.1	8	42.1			19		

STATE AGENCY: Treasurer of State

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	33.3	2	66.7							3			
\$8,000 - \$9,999			1	16.7	3	50	2	33.3			6			
\$10,000 - \$12,999			2	33.3	1	16.7	3	50			6			
\$13,000 - \$15,999														
\$16,000 - \$24,999			1	25			3	75			4			
\$25,000 +														
TOTAL	1	5.3	6	31.6	4	21.1	8	42.1			19			

Minor
Agencies

Utilization analyses of those agencies which had 15 or fewer full-time employees in FY 1977 were not conducted because it would have been impossible to generate statistically significant data. Collectively, these agencies closely approximate the proportional representation of ethnic-minorities and females in the Employed State Labor Force.

STATE AGENCY: Minor Agencies

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	14					6					20					30.0	
Professionals	19	2			1	8	2				32	12.5		3.1	25.0	6.3	
Technicians	3					2					5					40.0	
Protective Serv. Workers																	
Para-Professionals						3					3					100.0	
Office Clerical	1					41	1				43	2.3				95.4	2.3
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	37	2			1	60	3				103	4.9		1.0	58.3	2.9	

STATE AGENCY: Minor Agencies

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000						1					1					100	
\$6,000 - \$7,999						20	1				21					93.8	6.3
\$8,000 - \$9,999						18					18					100	
\$10,000 - \$12,999	8					8					16					50.0	
\$13,000 - \$15,999	7				1	6	2				16	12.5		6.3		37.5	12.5
\$16,000 \$24,999	20	2				7					29	6.9				24.1	
\$25,000 +	2										2						
TOTAL	37	2			1	60	3				103	4.9		1.0		58.3	2.9

STATE AGENCY: Minor Agencies

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			9	45.0	5	25.0	4	20.0	2	10.0	20	1	5.0
Professionals			13	40.6	13	40.6	6	18.8			32	1	3.1
Technicians			2	40.0	1	20.0	2	40.0			5	1	20.0
Protective Serv. Workers													
Para-Professionals			1	33.3	1	33.3	1	33.3			5		
Office Clerical	5	11.6	21	48.8	10	23.3	7	16.3			43	1	2.3
Skilled Craft Workers													
Service Maintenance													
TOTAL	5	4.9	46	44.7	30	29.1	20	19.4	2	1.9	103	4	3.9

STATE AGENCY: Minor Agencies

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000	1	100.0										1		
\$6,000 - \$7,999	4	19.1	10	47.6	4	19.1	3	14.3				21		
\$8,000 - \$9,999			12	57.1	4	23.5	1	5.9				17	1	5.9
\$10,000 - \$12,999			5	29.4	6	35.3	6	35.3				17	1	5.9
\$13,000 - \$15,999			8	47.1	6	35.3	3	17.7				17	1	5.9
\$16,000 - \$24,999			11	39.3	8	28.6	7	24.0	2	9.1		28	1	3.6
\$25,000 +					2	100.0						2		
TOTAL	5	4.9	46	44.7	30	29.1	20	19.4	2	1.9		103	4	3.9

STATE AGENCY: Iowa American Revolution
Bicentennial Commission

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Officials/Admin.																			
Professionals																			
Technicians																			
Protective Serv. Workers																			
Para-Professionals						1					1					100			
Office Clerical																			
Skilled Craft Workers																			
Serv./Maintenance																			
TOTAL						1					1					100			

STATE AGENCY: Iowa American Revolution
Bicentennial Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1						100
\$8,000 - \$9,999																	
\$10,000 - \$12,999																	
\$13,000 - \$15,999																	
\$16,000 \$24,999																	
\$25,000 +																	
TOTAL						1					1						100

STATE AGENCY: Iowa American Revolution
Bicentennial Commission

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Officials/Admins.														
Professionals														
Technicians														
Protective Serv. Workers														
Para-Professionals			1	100							1			
Office Clerical														
Skilled Craft Workers														
Service Maintenance														
TOTAL			1	100							1			

STATE AGENCY: Iowa American Revolution
Bicentennial Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			1	100							1			
\$8,000 - \$9,999														
\$10,000 - \$12,999														
\$13,000 - \$15,999														
\$16,000 - \$24,999														
\$25,000 +														
TOTAL			1	100							1			

STATE AGENCY: Arts Council

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M	
Officials/Admin.																	
Professionals						1					1					100	
Technicians						1					1					100	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical	1					2					3					66.7	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	1					4					5					80	

STATE AGENCY: Arts Council

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1					100	
\$8,000 - \$9,999						1					1					100	
\$10,000 - \$12,999	1					1					2					50	
\$13,000 - \$15,999						1					1					100	
\$16,000 \$24,999																	
\$25,000 +																	
TOTAL	1					4					5					80	

STATE AGENCY: Arts Council

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap			
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%		
	#	%	#	%	#	%	#	%	#	%					
Officials/Admins.															
Professionals					1	100							1		
Technicians								1	100					1	
Protective Serv. Workers															
Para-Professionals															
Office Clerical	1	33.3	2	66.7									3		
Skilled Craft Workers															
Service Maintenance															
TOTAL	1	20	2	40	1	20	1	20					5		

STATE AGENCY: Arts Council

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	100										1		
\$8,000 - \$9,999			1	100								1		
\$10,000 - \$12,999			1	50			1	50				2		
\$13,000 - \$15,999					1	100						1		
\$16,000 - \$24,999														
\$25,000 +														
TOTAL	1	20	2	40	1	20	1	20				5		

STATE AGENCY: Campaign Finance
Disclosure Commission

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	2										2					
Professionals																
Technicians	1										1					
Protective Serv. Workers																
Para-Professionals																
Office Clerical						1					1					100
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	3					1					4					25.0

STATE AGENCY: Campaign Finance
Disclosure Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999																	
\$10,000 - \$12,999	2					2					3					33.3	
\$13,000 - \$15,999																	
\$16,000 \$24,999	1										1						
\$25,000 +																	
TOTAL	3					1					4					25.0	

STATE AGENCY: Campaign Finance
Disclosure Commission

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			2	100							2		
Professionals													
Technicians					1	100					1	1	100
Protective Serv. Workers													
Para-Professionals													
Office Clerical					1	100					1		
Skilled Craft Workers													
Service Maintenance													
TOTAL			2	50.0	2	50.0					4	1	25.0

STATE AGENCY: Campaign Finance
Disclosure Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999														
\$10,000 - \$12,999			1	33.3	2	66.7					3		1	33.3
\$13,000 - \$15,999														
\$16,000 - \$24,999			1	100							1			
\$25,000 +														
TOTAL			2	50	2	50					4		1	25.0

STATE AGENCY: Career Education
Advisory Council

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Officials/Admin.																			
Professionals	2																		
Technicians																			
Protective Serv. Workers																			
Para-Professionals																			
Office Clerical						1										100			
Skilled Craft Workers																			
Serv./Maintenance																			
TOTAL	2					1										33.3			

STATE AGENCY: Career Education
Advisory Council

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999						1					1						100
\$10,000 - \$12,999	1										1						
\$13,000 - \$15,999																	
\$16,000 \$24,999	1										1						
\$25,000 +																	
TOTAL	2					1					3						33.3

STATE AGENCY: Career Education
Advisory Council

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Officials/Admins.														
Professionals			1	50	1	50					2			
Technicians														
Protective Serv. Workers														
Para-Professionals														
Office Clerical			1	100							1			
Skilled Craft Workers														
Service Maintenance														
TOTAL			2	66.7	1	33.3					3			

STATE AGENCY: Career Education
Advisory Council

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999			1	100								1		
\$10,000 - \$12,999			1	100								1		
\$13,000 - \$15,999														
\$16,000 - \$24,999					1	100						1		
\$25,000 +														
TOTAL			2	66.7	1	33.3						3		

STATE AGENCY: Citizens Aide/Ombudsman

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.						1					1						100
Professionals	1	1			1						3	33.3			33.3		
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						2					2						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	1	1			1	3					6	16.7			16.7	50.0	

STATE AGENCY: Citizens Aide/Ombudsman

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
															W	M
Under \$6,000																
\$6,000 - \$7,999																
\$8,000 - \$9,999						2					2				100	
\$10,000 - \$12,999																
\$13,000 - \$15,999					1						1			100		
\$16,000 \$24,999	1	1				1					3	33.3			33.3	
\$25,000 +																
TOTAL	1	1			1	3					6	16.7		16.7	50.0	

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					1	100					1		
Professionals			2	66.7	1	33.3					3		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			2	100							2		
Skilled Craft Workers													
Service Maintenance													
TOTAL			4	66.7	2	33.3					6		

STATE AGENCY: Citizens Aide/Ombudsman

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999			2	100							2			
\$10,000 - \$12,999														
\$15,000 - \$15,999					1	100					1			
\$16,000 - \$24,999			2	66.7	1	33.3					3			
\$25,000 +														
TOTAL			4	66.7	2	33.3					6			

STATE AGENCY: Economic Opportunity,
Office of

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.																	
Professionals	2	1									3	33.3					
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						1					1						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	2	1				1					4	25.0					25.0

STATE AGENCY: Economic Opportunity,
Office

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999						1					1					100	
\$10,000 - \$12,999																	
\$13,000 - \$15,999																	
\$16,000 \$24,999	2	1									3	33.3					
\$25,000 +																	
TOTAL	2	1				1					4	25.0				25.0	

STATE AGENCY: Economic Opportunity,
Office of

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Officials/Admins.														
Professionals					1	33.3	2	66.7			3			
Technicians														
Protective Serv. Workers														
Para-Professionals														
Office Clerical			1	100							1			
Skilled Craft Workers														
Service Maintenance														
TOTAL			1	25.0	1	25.0	2	50.0			4			

STATE AGENCY: Economic Opportunity,
Office of

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999			1	200								1		
\$10,000 - \$12,999														
\$13,000 - \$15,999														
\$16,000 - \$24,999					1	33.3	2	66.7				3		
\$25,000 +														
TOTAL			1	25	1	25	2	50				4		

STATE AGENCY: Iowa Energy Policy Council

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	2										2						
Professionals	2					1					3						33.3
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						2					2						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	4					3					7						42.9

STATE AGENCY: Iowa Energy Policy Council

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						2					2						100
\$8,000 - \$9,999																	
\$10,000 - \$12,999																	
\$13,000 - \$15,999	1										1						
\$16,000 \$24,999	2					1					3						33.3
\$25,000 +	1										1						
TOTAL	4					3					7						42.9

STATE AGENCY: Iowa Energy Policy Council

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	50							2		
Professionals			1	33.3	1	33.3	1	33.3			3		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			2	100							2		
Skilled Craft Workers													
Service Maintenance													
TOTAL			4	57.1	2	28.6	1	14.3			7		

STATE AGENCY: Iowa Energy Policy Council

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			2	100							2			
\$8,000 - \$9,999														
\$10,000 - \$12,999														
\$13,000 - \$15,999							1	100			1			
\$16,000 - \$24,999			2	66.7	1	33.3					3			
\$25,000 +					1	100					1			
TOTAL			4	57.1	2	28.6	1	14.3			7			

STATE AGENCY: Engineering Examiners,
Board of

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.																	
Professionals																	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						2					2						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL						2					2						100

STATE AGENCY: Engineering Examiners,
Board of

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1					100	
\$8,000 - \$9,999																	
\$10,000 - \$12,999						1					1					100	
\$15,000 - \$15,999																	
\$16,000 \$24,999																	
\$25,000 +																	
TOTAL						2					2					100	

STATE AGENCY: Engineering Examiners,
Board of

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Officials/Admins.														
Professionals														
Technicians														
Protective Serv. Workers														
Para-Professionals														
Office Clerical			1	50	1	50					2			
Skilled Craft Workers														
Service Maintenance														
TOTAL			1	50	1	50					2			

STATE AGENCY: Engineering Examiners,
Board of

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			1	100							1			
\$8,000 - \$9,999														
\$10,000 - \$12,999					1	100					1			
\$13,000 - \$15,999														
\$16,000 - \$24,999														
\$25,000 +														
TOTAL			1	50	1	50					2			

STATE AGENCY: Executive Council

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	1										1					
Professionals																
Technicians																
Protective Serv. Workers																
Para-Professionals																
Office Clerical						1					1					100
Skilled Craft Workers																
Serv./Maintenance																
TOTAL	1					1					2					50.0

STATE AGENCY: Executive Council

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999																	
\$10,000 - \$12,999																	
\$13,000 - \$15,999						1					1						100
\$16,000 - \$24,999	1										1						
\$25,000 +																	
TOTAL	1					1					2						50.0

STATE AGENCY: Executive Council

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.							1	100			1		
Professionals													
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical							1	100			1		
Skilled Craft Workers													
Service Maintenance													
TOTAL							2	100			2		

STATE AGENCY: Executive Council

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999														
\$10,000 - \$12,999														
\$13,000 - \$15,999							1	50			1			
\$16,000 - \$24,999							1	50			1			
\$25,000 +														
TOTAL							2	100			2			

STATE AGENCY: Commission on the Handicapped

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1										1						
Professionals	1					1					2					50.0	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						2					2					100.0	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	2					3					5					60.0	

STATE AGENCY: Commission on the Handicapped

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						1					1						100
\$8,000 - \$9,999						1					1						100
\$10,000 - \$12,999						1					1						100
\$13,000 - \$15,999	1										1						
\$16,000 \$24,999	1										1						
\$25,000 +																	
TOTAL	2					3					5						60.0

STATE AGENCY: Commission on the Handicapped

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	100							1	1	100
Professionals			1	50			1	50			2	1	50
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			1	50	1	50					2	1	50
Skilled Craft Workers													
Service Maintenance													
TOTAL			3	60	1	20	1	20			5	3	60.0

STATE AGENCY: Commission on the Handicapped

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999					1	100					1			
\$8,000 - \$9,999			1	100							1	1	100.0	
\$10,000 - \$12,999							1	100			1			
\$13,000 - \$15,999			1	100							1	1	100.0	
\$16,000 - \$24,999			1	100							1	1	100.0	
\$25,000 +														
TOTAL			3	60	1	20	1	20			5	3	60.0	

STATE AGENCY: Higher Education Facilities

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.						1					1					100	
Professionals	1						1				2	50.0					50.0
Technicians	1					1					2					50.0	
Protective Serv. Workers																	
Para-Professionals						1					1					100	
Office Clerical						5	1				6	16.7				83.3	16.7
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	2					8	2				12	16.7				66.7	16.7

STATE AGENCY: Higher Education Facilities

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						4	1				5	20.0				80.0	20.0
\$8,000 - \$9,999						2					2					100	
\$10,000 - \$12,999	1					1					2					50.0	
\$13,000 - \$15,999	1						1				2	50.0					50.0
\$16,000 \$24,999						1					1					100	
\$25,000 +																	
TOTAL	2					8	2				12	16.7				66.7	16.7

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.							1	100			1		
Professionals			2	100							2		
Technicians			1	50			1	50			2		
Protective Serv. Workers													
Para-Professionals							1	100			1		
Office Clerical	1	16.7	3	50	1	16.7	1	16.7			6		
Skilled Craft Workers													
Service Maintenance													
TOTAL	1	8.3	6	50	1	8.3	4	33.3			12		

STATE AGENCY: Higher Education Facilities TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	1	20	2	40	1	20	1	20			5			
\$8,000 - \$9,999			1	50			1	50			2			
\$10,000 - \$12,999			1	50			1	50			2			
\$15,000 - \$15,999			2	100							2			
\$16,000 - \$24,999							1	100			1			
\$25,000 +														
TOTAL	1	8.3	6	50.0	1	8.3	4	33.3			12			

STATE AGENCY: Iowa Housing
Finance Authority

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1										1						
Professionals																	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						1					1						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	1					1					2						50.0

STATE AGENCY: Iowa Housing
Finance Authority

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999						1					1					100	
\$10,000 - \$12,999																	
\$13,000 - \$15,999																	
\$16,000 \$24,999	1										1						
\$25,000 +																	
TOTAL	1					1					2					50	

STATE AGENCY: Iowa Housing
Finance Authority

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	100							1		
Professionals													
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			1	100							1		
Skilled Craft Workers													
Service Maintenance													
TOTAL			2	100							2		

STATE AGENCY: Iowa Housing
Finance Authority

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			2	100							2			
\$8,000 - \$9,999														
\$10,000 - \$12,999														
\$15,000 - \$15,999														
\$16,000 - \$24,999			1	100							1			
\$25,000 +														
TOTAL			3	100							3			

STATE AGENCY: Legislative Fiscal Bureau

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Officials/Admin.	3					1										25.0			
Professionals	3					2	1				6	16.7				33.3	16.7		
Technicians																			
Protective Serv. Workers																			
Para-Professionals																			
Office Clerical						1					1					100			
Skilled Craft Workers																			
Serv./Maintenance																			
TOTAL	6					4	1				11	9.1				36.4	9.1		

STATE AGENCY: Legislative Fiscal Bureau

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					W	M	
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999						1					1					100	
\$10,000 - \$12,999						1					1					100	
\$13,000 - \$15,999	3						1				4	25.0					25.0
\$16,000 - \$24,999	2					2					4					50.0	
\$25,000 +	1										1						
TOTAL	6					4	1				11	9.1				36.4	9.1

STATE AGENCY: Legislative Fiscal Bureau

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			2	50	2	50					4		
Professionals			6	100							6		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical					1	100					1		
Skilled Craft Workers													
Service Maintenance													
TOTAL			8	72.7	3	27.3					11		

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999					1	100					1			
\$10,000 - \$12,999			1	100							1			
\$13,000 - \$15,999			4	80	1	20					5			
\$16,000 - \$24,999			3	100							3			
\$25,000 +					1	100					1			
TOTAL			8	72.7	3	27.3					11			

STATE AGENCY: Occupational Safety
and Health Review

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1										1						
Professionals																	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						1					1						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	1					1					2						50

STATE AGENCY: Occupational Safety
and Health Review

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Under \$6,000																			
\$6,000 - \$7,999						1										100			
\$8,000 - \$9,999																			
\$10,000 - \$12,999																			
\$15,000 - \$15,999																			
\$16,000 \$24,999	1																		
\$25,000 +																			
TOTAL	1					1										50			

STATE AGENCY: Occupational Safety
and Health Review

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.							1	100			1		
Professionals													
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			1	100							1		
Skilled Craft Workers													
Service Maintenance													
TOTAL			1	50			1	50			2		

STATE AGENCY: Occupational Safety
and Health Review

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999			1	100							1			
\$8,000 - \$9,999														
\$10,000 - \$12,999														
\$13,000 - \$15,999														
\$16,000 - \$24,999							1	100			1			
\$25,000 +														
TOTAL			1	50			1	50			2			

STATE AGENCY: Pharmacy Examiners

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1										1						
Professionals	4										4						
Technicians	1										1						
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						3					3						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	6					3					9						33.3

STATE AGENCY: Pharmacy Examiners

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
															W	M
Under \$6,000						1					1					100
\$6,000 - \$7,999						1					1					100
\$8,000 - \$9,999						1					1					100
\$10,000 - \$12,999	1										1					
\$13,000 - \$15,999																
\$16,000 \$24,999	5										5					
\$25,000 +																
TOTAL	6					3					9					33.3

STATE AGENCY: Pharmacy Examiners

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Officials/Admins.							1	100			1			
Professionals					3	75	1	25			4			
Technicians			1	100							1			
Protective Serv. Workers														
Para-Professionals														
Office Clerical	1	33.3			2	66.7					3			
Skilled Craft Workers														
Service Maintenance														
TOTAL	1	11.1	1	11.1	5	55.6	2	22.2			9			

STATE AGENCY: Pharmacy Examiners

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Under \$6,000	1	100									1		
\$6,000 - \$7,999					1	100					1		
\$8,000 - \$9,999					1	100					1		
\$10,000 - \$12,999			1	100							1		
\$13,000 - \$15,999													
\$16,000 - \$24,999					3	60	2	40			5		
\$25,000 +													
TOTAL	1	11.1	1	11.1	5	55.6	2	22.2			9		

STATE AGENCY: Real Estate
Commission

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M	
Officials/Admin.	1										1						
Professionals	3										3						
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						4					4						100
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	4					4					4						50

STATE AGENCY: Real Estate
Commission

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					W	M	
Under \$6,000																	
\$6,000 - \$7,999						3					3					100	
\$8,000 - \$9,999						1					1					100	
\$10,000 - \$12,999	2										2						
\$13,000 - \$15,999	1										1						
\$16,000 \$24,999	1										1						
\$25,000 +																	
TOTAL	4					4					8					50	

STATE AGENCY: Real Estate
Commission

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.									1	100	1		
Professionals					3	100					3		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical	2	50	1	25.0			1	25.0			4		
Skilled Craft Workers													
Service Maintenance													
TOTAL	2	25.0	1	12.5	3	37.5	1	12.5	1	12.5	8		

STATE AGENCY: Real Estate
Commission

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999	2	66.7					1	33.3			3			
\$8,000 - \$9,999			1	100							1			
\$10,000 - \$12,999					2	100					2			
\$13,000 - \$15,999					1	100					1			
\$16,000 - \$24,999									1	100	1			
\$25,000 +														
TOTAL	2	25.0	1	12.5	3	37.5	1	12.5	1	12.5	8			

STATE AGENCY: Commission on the
Status of Women

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.						1					1					100	
Professionals																	
Technicians																	
Protective Serv. Workers																	
Para-Professionals																	
Office Clerical						1					1					100	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL						2					2					100	

STATE AGENCY: Commission on the
Status of Women

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999						1					1						100
\$10,000 - \$12,999																	
\$13,000 - \$15,999						1					1						100
\$16,000 \$24,999																	
\$25,000 +																	
TOTAL						2					2						100

STATE AGENCY: Commission on the
Status of Women

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	100							1		
Professionals													
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical			1	100							1		
Skilled Craft Workers													
Service Maintenance													
TOTAL			2	100							2		

STATE AGENCY: Commission on the
Status of Women

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999			1	100							1			
\$10,000 - \$12,999														
\$13,000 - \$15,999			1	100							1			
\$16,000 - \$24,999														
\$25,000 +														
TOTAL			2	100							2			

STATE AGENCY: Supreme Court
Code Editor

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Officials/Admin.	1					1					2					50.0	
Professionals																	
Technicians																	
Protective Serv. Workers																	
Para-Professionals						1					1					100	
Office Clerical						4					4					100	
Skilled Craft Workers																	
Serv./Maintenance																	
TOTAL	1					6					7					85.7	

STATE AGENCY: Supreme Court
Code Editor

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999																	
\$8,000 - \$9,999							4				4						100
\$10,000 - \$12,999							1				1						100
\$15,000 - \$15,999																	
\$16,000 \$24,999	1						1				2						50
\$25,000 +																	
TOTAL	1						6				7						85.7

STATE AGENCY: Supreme Court
Code Editor

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.					1	50.0			1	50.0	2		
Professionals													
Technicians													
Protective Serv. Workers													
Para-Professionals					1	100.0					1		
Office Clerical			1	25.0	1	25.0	2	50.0			4		
Skilled Craft Workers													
Service Maintenance													
TOTAL			1	14.3	3	42.9	2	28.6	1	14.3	7		

STATE AGENCY: Supreme Court
Code Editor

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap		
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%	
	#	%	#	%	#	%	#	%	#	%				
Under \$6,000														
\$6,000 - \$7,999														
\$8,000 - \$9,999			1	50.0	1	50.0					2			
\$10,000 - \$12,999					1	33.3	2	66.7			3			
\$13,000 - \$15,999														
\$16,000 - \$24,999					1	50.0				1	50.0	2		
\$25,000 +														
TOTAL			1	14.3	3	42.9	2	28.6	1	14.3	7			

STATE AGENCY: Board of Nurse
Examiners

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%				
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.	Female	
																		W	M
Officials/Admin.						1										100			
Professionals						3										100			
Technicians																			
Protective Serv. Workers																			
Para-Professionals																			
Office Clerical						7										100			
Skilled Craft Workers																			
Serv./Maintenance																			
TOTAL						11										100			

STATE AGENCY: Board of Nurse
Examiners

TABLE NO. 2 - Salary Levels by Race and Sex/
Full Time Employees

Salary Levels	Male Employees					Female Employees					TOTAL	%	%	%	%		
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.	Other Minor.
Under \$6,000																	
\$6,000 - \$7,999						5					5						100
\$8,000 - \$9,999						1					1						100
\$10,000 - \$12,999						1					1						100
\$13,000 - \$15,999						3					3						100
\$16,000 \$24,999						1					1						100
\$25,000 +																	
TOTAL						11					11						100

STATE AGENCY: Board of Nurse
Examiners

TABLE NO. 3 - Staff Composition by Age and Handicap/
Full Time Employees

Job Category	Age Groups										TOTAL	Handicap	
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%
	#	%	#	%	#	%	#	%	#	%			
Officials/Admins.			1	100							1		
Professionals					2	66.7	1	33.3			3		
Technicians													
Protective Serv. Workers													
Para-Professionals													
Office Clerical	1	14.3	3	42.9	1	14.3	2	28.6			7		
Skilled Craft Workers													
Service Maintenance													
TOTAL	1	9.1	4	36.4	3	27.3	3	27.3			11		

STATE AGENCY: Board of Nurse
Examiners

TABLE NO. 4 - Salary Levels by Age and Handicap/
Full Time Employees

Salary Levels	Age Groups										TOTAL	Handicap			
	18 - 21		22 - 39		40 - 54		55 - 65		66 +			#	%		
	#	%	#	%	#	%	#	%	#	%					
Under \$6,000															
\$6,000 - \$7,999	1	20	2	40	1	20	1	20			5				
\$8,000 - \$9,999			1	100							1				
\$10,000 - \$12,999							1	100			1				
\$13,000 - \$15,999					2	66.7	1	33.3			3				
\$16,000 - \$24,999			1	100							1				
\$25,000 +															
TOTAL	1	9.1	4	36.4	3	27.3	3	27.3			11				

STATE LABOR FORCE
Female Participation Rates

Job Category	TOTAL	White	Black	Other Races	Spanish American	Minority Group
Labor Force Employed (1977)	36.08	35.57	.44	.08	.19	.71
Professional, Technical, & Related	46.59	45.93	.42	.19	.24	.85
Managers & Administrators (Non-Farm)	16.17	15.94	.09	.03	.07	.19
Clerical	76.79	75.94	.70	.11	.33	1.13
Craftsmen, Foremen & Related	5.50	5.43	.07	.01	.01	.08
Cleaning, Food Service, Personal Health and Other Services	70.59	68.97	1.35	.15	.45	1.95
Other Protective Service	5.16	5.08	.13	NA	NA	.10

STATE LABOR FORCE

Participation Rates by Race/Ethnic Groups

Job Category	White	Black	Other Races	Spanish American	Minority Group
Labor Force Employed (1977)	98.79	.99	.21	.54	1.74
Professional, Technical, & Related	98.80	.77	.58	.63	1.98
Managers & Administrators (Non-Farm)	99.93	.27	.12	.38	.76
Clerical	99.46	.97	.15	.44	1.55
Craftsmen, Foremen & Related	98.80	.78	.10	.51	1.39
Cleaning, Food Service, Personal Health & Other Services	97.94	2.20	.27	.65	3.11
Other Protective Service	98.80	1.14	.12	.70	2.00

ANALYSIS OF TOTAL
STATE GOVERNMENT WORK FORCE
FULL-TIME EMPLOYEES FISCAL YEAR 1977

When one compares the Total State Government Work Force to the Total State Government Work Force to the Total Employed State Labor Force by category, one finds that the State Government's utilization of all ethnic-minority groups and females generally matches or exceeds the community parity standards of the Employed, State Labor Force. Undoubtedly, this is an indication that State Government as a whole has produced results in terms of its total Affirmative Action efforts. However, when one controls for the race/sex statistics of the Department of Social Services data from the calculations, one discovers the following areas of definite statistical underutilization:

	Category	%/Protected Class	#/Protected Class
*SGWF	Officials/ Administrators	11.1%/White Female	44/White Females
*SLF	Officials/ Administrators	15.9%/White Female	63/White Females
Utilization Factors		-4.8%/White Female	-19/White Females

	Category	%/Protected Class	#/Protected Class
SGWF	Professional	14.5%/White Female	1046/White Female
SLF	Professional	45.9%/White Female	2457/White Female
Utilization Factors		-26.4%/White Female	-1411/White Female

	Job Category	%/Protected Class	#/Protected Class
SGWF	Service/Maintenance	4.6%/White Female	70/White Females
SLF	Service/Maintenance	69.0%/White Female	1052/White Females
Utilization Factors		-65.4%/White Female	-982/White Females

	Job Category	%/Protected Class	#/Protected Class
SGWF	Skilled Craft Workers	3.8%/White Female	27/White Females
SLF	Skilled Craft Workers	5.4%/White Female	39/White Females
Utilization Factors		-3.1%/White Female	-12/White Females

	Job Category	%/Protected Class	#/Protected Class
SGWF	Service/Maintenance	4.6%/White Female	70/White Female
SLF	Service/Maintenance	69.0%/White Female	1052/White Females
Utilization Factors		-65.4%/White Female	-982/White Females

	Job Category	%/Protected Class	#/Protected Class
SGWF	Service/ Maintenance	.7%/Minority Female	11/Minority Females
SLF	Service/ Maintenance	2.0%/Minority Female	31/Minority Females
Utilization Factors		-1.3%/Minority Female	-20/Minority Females

In addition the following areas of concentration, defined as problem areas, exist:

	Job Category	%/Protected Class	#/Protected Class
SGWF	Office/ Clerical	2.6%/Ethnic- Minority	79/Ethnic- Minorities
SLF	Office/ Clerical	1.6%/Ethnic- Minority	44/Ethnic- Minorities
Utilization Factors		+1.0%/Ethnic- Minority	+30/Ethnic Minorities

	Job Category	%/Protected Class	#/Protected Class
SGWF	Office/ Clerical	2.1%/Minority Female	63/Minority Females
SLF	Office/ Clerical	1.1%/Minority Female	34/Minority Females
Utilization Factors		+1.0%/Minority Female	+29/Minority Females

* SGWF - State Government Work Force

* SLF - State Labor Force

By controlling for the Department of Social Services data, the following conclusion can be drawn: The Department of Social Services is carrying the major burden of implementing Affirmative Action in State Government. In fact, Department of Social Services data skews the Total State Government Work Force data, in regard to the utilization of the protected classes, to such a dramatic extent that the Total State Government Work Force data does not reveal an accurate picture of the statistical results of Affirmative Action in State Government. Admittedly, Department of Social Services comprises approximately 41% of the Total State Government Employment, however, it is only one (1) of sixty-two State Agencies reviewed in this report. Unfortunately, neither time nor factual data are available to analyze this phenomenon in its entirety.

STATE AGENCY: IOWA STATE GOVERNMENT
EMPLOYMENT FORCE

TABLE NO. 1 - Staff Composition by Race and Sex/
Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	% Black	% Hisp.	% Other Minor.	% Female	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					W	M
Officials/Admin.	494	5	2			100	2				603	1.2	.3		16.6	.3
Professionals	2867	34	20	28	5	1556	31	7	10	3	4561	1.4	.6	1.0	34.1	1.1
Technicians	1844	13	3	3	2	603	12	2	3		2485	1.0	.2	.3	24.3	.7
Protective Serv. Workers	1195	17	6		5	56	1				1280	1.4	.5	.4	4.4	.1
Para-Professionals	1007	15	7	3	2	2333	60	6	2	2	3437	2.2	.4	.3	67.9	2.0
Office Clerical	667	13	3	1		3384	57	12	6	6	4149	1.7	.4	.3	81.6	2.0
Unskilled Craft Workers	1013	3	1			145	3	2		1	1168	.5	.3	.1	12.4	.5
Transport/Maintenance	1658	36	5	2	2	459	14		2	1	2179	2.3	.2	.3	21.1	.8
TOTAL	10,745	136	47	37	16	8636	180	29	23	13	19,862	1.6	.4	.5	43.5	1.2

STATE AGENCY: Iowa State Government
 Employment Force
 Minus Department of
 Social Services

TABLE NO. 1a - Staff Composition by Race and Sex/
 Full Time Employees

Job Category	Male Employees					Female Employees					TOTAL	%	%	%	%	
	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.	White	Black	Hisp.	Asian/ Pac. Isl.	Am. Ind./ Alask.					Black	Hisp.
Officials/Admin.	348	2	2	-	-	44	1	-	-	-	397	.8	.5	-	11.1	.3
Professionals	2064	19	14	12	1	515	18	4	5	1	2653	1.4	.7	.7	19.4	1.1
Technicians	1737	11	3	2	2	300	10	2	2	-	2069	1.0	.2	.3	14.5	.7
Protective Serv. Workers	643	8	3	-	-	13	-	-	-	--	667	1.2	.5	-	2.0	-
Para-Professionals	381	2	2	-	-	231	10	4	0	1	631	1.9	1.0	.2	36.6	2.4
Office Clerical	639	13	3	-	-	2349	43	11	6	3	3067	1.8	.5	.3	76.6	2.1
Skilled Craft Workers	684	3	-	-	-	27	2	1	-	-	717	.7	.1	-	3.8	.4
Serv./Maintenance	1406	28	5	2	2	70	11	-	-	-	1524	2.6	.3	.3	4.6	.7
TOTAL	7902	86	32	16	5	3549	95	22	13	5	11,725	1.5	.5	.3	30.3	1.2

CONCLUSIONS, FINDINGS
and RECOMMENDATIONS

Based on the statistical analyses contained in this study, the following conclusions in regard to the status of Affirmative Action in Iowa State Government can be drawn:

First, the extent of the underutilization of ethnic-minorities, especially Blacks, is drastically understated due to the fact that the Unemployed State Labor Force data (a vital availability factor) could not be calculated as part of this study's utilization methodology.¹⁶ This is particularly persuasive when one considers the fact that the ethnic-minority, particularly Black, unemployment rate in the State of Iowa for 1977 was approximately twice as great as the majority population's unemployment rate.

Second, according to the methodology of this report, the underutilization of females, especially in the Professional category, is dramatic and pervasive throughout most of State Government.

Third, the Department of Social Services carries the major burden of implementing Affirmative Action in State Government. (See State Government Analysis Section)

Fourth, without a total commitment of all available personnel and fiscal resources, the realization of the proper goals of Affirmative Action and, of course, Executive Order No. 15 will never be realized in State Government.

In sum, the status of Affirmative Action in Iowa State Government, (save for certain agencies such as the Department of Social Services), flounders in the midst of inadequate technical expertise and, in general, the failure to achieve meaningful results in terms of recruiting, hiring, training and promoting qualified ethnic-minorities and females.

Therefore, on the basis of a 4-month statistical analysis, the following findings and recommendations are submitted to the Iowa Civil Rights Commission and to Governor Robert D. Ray in accordance with Executive Order No. 15:

Finding: Executive Order No. 15 contains no sanctions which would allow the Iowa Civil Rights Commission to take effective action against those State agencies which fail to comply with the directives of that Executive Order.

Recommendation: Executive Order No. 15 should be amended to contain, among other things, a specific enforcement mechanism, under the jurisdiction of the Iowa Civil Rights Commission, to insure compliance with that Executive Order. It is further recommended that the appropriate amendments to Executive Order No. 15 be patterned after Connecticut Public Act 75-536.¹⁷

Finding: The technical assistance essential to the planning and implementation of sound Affirmative Action Programs, needs to be provided to all State Agencies.

Recommendation: The Governor of the State of Iowa, the Affirmative Action Division of the Iowa Civil Rights Commission, the State Merit Employment Department, and Job Service of Iowa must work cooperatively to develop the necessary fiscal and personnel resources, in order to provide the State Agencies with the best possible primary source data to best calculate the eight availability factors. (Funding could be sought under the Federal Intergovernment Act.)

Finding: The implementation of sound Affirmative Action Programs and the subsequent result of actual Equal Employment Opportunity in State Government is merely a statement of policy.

Recommendation: A total revampment in the planning and implementation of most of the Affirmative Action Programs in State Government must be undertaken.

In sum, the State Government of Iowa has a large number of obstacles to overcome, and tasks to accomplish, before the goals of Affirmative Action, Equal Employment Opportunity, and Executive Order No. 15 will become realities for Iowa's ethnic-minority and female citizenry.

Footnotes

1 Status of Affirmative Action in Connecticut State Government.

April, 1978, p. 8

2 Teamsters (IBT) v. U.S., 14EPD 7579

3 Hazelwood School District v. U.S., 14 EPD para.7633

4 See "Definition of Handicapped" in this report, p. 15

5 Adapted from United States, General Services Administration,
Contract Compliance Handbook (April 12, 1977), p. 12. (Reference
for this footnote is State Government: Affirmative Action in
Mid-America, A Report prepared by the Iowa, Kansas, Missouri, and
Nebraska Advisory Committees to the United States Commission on
Civil Rights, pp. 2 and 7)

6 State Government: Affirmative Action in Mid-America, pp.2-3.

7 Ibid

8 Ibid

9 See Appendix "A" of this report.

The severest limitation of this report in regard to the utilization methodology is the absence of precise unemployment data of ethnic-minorities and females. This is vividly brought out when one considers the fact that the unemployment rate of minorities, particularly Blacks, was approximately twice as great as that of the majority population in Iowa in 1977. In essence, this means that the underutilization, particularly of Blacks, is drastically understated. However, it was simply impossible to construct a workable utilization methodology for the unemployment data.

Unemployment Rates
in Iowa - 1977

White	4%
Black	9.2%
Ethnic-Minorities	8.1%
Female	5.4%
White Female	5.3%
Black Female	9.4%
Minority Female	9.5%

- 10 State Government: Affirmative Action in Mid-America, p.2
- 11 Ibid p.3
- 12 Admittedly, the phrase "possible historical discriminatory factors" is nebulous. However, it is beyond the scope of this report to provide a valid historical analysis of those discriminatory factors.
- 14 The Department of Transportation should re-examine its Affirmative Action Plan to align it more closely with EEOC instructions.
- 15 The Service/Maintenance positions in DOT tend to have, relatively speaking, high salaries for such positions.
- 16 See Footnote 9
- 17 See Status of Affirmative Action in Connecticut State Government, April, 1978, p. 8



STATE OF IOWA

MANPOWER INFORMATION
FOR
AFFIRMATIVE ACTION PROGRAMS
1978

For further information contact:

This data in this report meet the minimum requirements of OFCC Revised Order Number 4, Subpart B, paragraph 60-2.11; Section (a), (1), (i) - (v) and (2), (i) - (v).

IOWA DEPARTMENT OF JOB SERVICE
Research & Statistics - Aff. Action
1000 East Grand Avenue
Des Moines, Iowa 50319

Telephone No: (515) 281-5754

MANPOWER INFORMATION FOR AFFIRMATIVE ACTION PROGRAMS

Area Coverage

The statistics included in this brochure are for the geographical area listed on the cover sheet. Individual brochures are available for the entire state and all counties.

Recruiting areas for different types of workers can vary. In general, most local employers recruit their workers and most local workers are employed within an immediate area. However, the labor market for some professional, managerial, and blue-collar shortage occupations is generally much broader geographically, with recruitment often conducted on a state, regional, or national basis. For such occupations, possible manpower resources in nearby areas or elsewhere should also be considered in setting Affirmative Action Program goals.

Statistical Data and Their Significance

The tables which follow are designed to provide labor market information to assist employers in evaluating utilization of women and minorities in their work forces and in establishing goals to improve such utilization.

All of these tables contain total figures which are broken down into female and minority components. Each table contains a particular type of statistical data that will be further explained below.

Table 1

This table contains population data from the 1970 Census. Spanish-American people, although considered a minority group, are not classified as a separate racial group. Spanish-Americans are included in Items 2 through 6, but are generally in the white race. Item 8 gives the total minority population which includes the racial minorities and Spanish-Americans. The labor force participation rate was obtained by dividing the number of people in the labor force by the population 16 years old and over.

Table 2

This table contains labor force, employment, and unemployment annual average estimates for the latest year available. This information was obtained by extrapolating data for minorities and females from the trend of total employment and unemployment between the 1970 Census and the latest annual average. The labor force equals employment plus unemployment. The unemployment rate equals the number of unemployed divided by the number in the labor force.

Table 3

This table contains the percent distribution of employed persons by major occupational groups and selected subgroups at the time of the 1970 Census. The first line of this table gives the most recent employment estimates (the employed column of Table 2). The 1970 percentages can be applied with relatively small error to these recent employment estimates. Changes in occupational distribution since 1970 are not believed to be great in most cases.

Table 4

This table contains the percent distribution of the last occupation of the experienced unemployed at the time of the 1970 Census. This table can be used to get a rough estimation of the occupational breakdown of people with work experience that are currently unemployed.

Table 5

This table shows the numbers of job applicants, by major occupational group, that were currently registered and seeking employment at local Job Service Offices on the date listed. In addition to female and minority breakdowns, this table also includes a selected age group breakdown.

Manpower Resources

Goals for utilization of minorities and women should take into consideration all manpower resources which include the employed, the unemployed, and persons of working age not in the labor force. In considering the employed as a source for achieving Affirmative Action Program goals, an analysis of the company's own employees -- its internal labor market -- can assume great significance. For many employers their own personnel can contribute importantly toward correcting under-utilization of minorities and women in job categories.

Various external sources can be of help in nondiscriminatory recruitment. Some of these include high schools, vocational and business schools, colleges and universities, and the Job Service of Iowa.

Services to Employers

The Job Service of Iowa is prepared to assist employers in nondiscriminatory recruitment. Its trained staff can also provide technical assistance in job analysis and job relationships; personnel record systems; recruitment, selection, assignment, and promotion procedures; and identification of training needs. All the offices of the Job Service of Iowa have current labor market information and can advise employers on available publicly-sponsored job training programs including government-financed on-the-job training.

IOWA

TABLE 1. POPULATION BY SEX AND MINORITY STATUS
1970

MINORITY STATUS	NUMBER		PERCENT DISTRIBUTION		LABOR FORCE PARTICIPATION RATE	
	TOTAL (1)	FEMALE (2)	TOTAL (3)	FEMALE (4)	TOTAL (5)	FEMALE (6)
1. TOTAL	2,824,376	1,451,509	100.0	100.0	57.7	40.0
2. WHITE	2,782,762	1,430,195	98.5	98.5	57.7	39.9
3. BLACK	32,596	16,638	1.2	1.1	59.3	49.8
4. AMERICAN INDIAN	2,992	1,564	0.1	0.1	NA	NA
5. ORIENTAL	3,420	1,861	0.1	0.1	NA	NA
6. OTHER RACES	2,606	1,251	0.1	0.1	<u>1/54.6</u>	<u>1/40.0</u>
7. SPANISH-AMERICAN	17,448	8,645	0.6	0.6	61.9	43.6
8. MINORITY GROUP*	59,062	29,959	2.1	2.1	59.3	46.7

1/ INCLUDES AMERICAN INDIAN AND ORIENTAL

NOTES: NA NOT AVAILABLE

*SUM OF SPANISH AMERICAN AND ALL RACES EXCEPT WHITE. SOME DUPLICATION POSSIBLE SINCE SPANISH AMERICAN MAY INCLUDE NONWHITE RACES AS WELL AS WHITE.

SUM OF INDIVIDUAL ITEMS MAY NOT EQUAL TOTALS BECAUSE OF ROUNDING.

SOURCE: CENSUS OF POPULATION 1970

STATE OF IOWA

TABLE 2. EMPLOYMENT STATUS BY SEX AND MINORITY STATUS FOR 1977

SEX AND MINORITY STATUS	PERSONS IN LABOR FORCE			PERCENTAGE BREAKDOWN			
	LABOR FORCE	EMPLOYED	UNEMPLOYED	LABOR FORCE	EMPLOYED	UNEMPLOYED	UNEMPLOYMENT RATE
BOTH SEXES							
TOTAL	1385000	1329000	55000	100.0	100.0	100.0	4.0
WHITE	1367400	1313000	54500	98.7	98.8	97.3	4.0
BLACK	14600	13200	1300	1.1	1.0	2.4	9.2
OTHER RACES	3000	2800	200	0.2	0.2	0.3	6.3
SPANISH AMERICAN	7700	7200	500	0.6	0.5	0.9	6.7
MINORITY GROUP *	25200	23200	2000	1.8	1.7	3.7	8.1
FEMALE							
TOTAL	506700	479500	27200	100.0	100.0	100.0	5.4
PERCENT OF BOTH SEXES	36.6	36.1	48.5				
WHITE	499100	472700	26500	98.5	98.6	97.3	5.3
BLACK	6400	5800	600	1.3	1.2	2.2	9.4
OTHER RACES	1200	1100	100	0.2	0.2	0.4	10.2
SPANISH AMERICAN	2700	2500	300	0.5	0.5	0.9	9.3
MINORITY GROUP *	10300	9400	1000	2.0	2.0	3.6	9.5

(*) - SUM OF SPANISH AMERICAN AND ALL RACES EXCEPT WHITE. SOME DUPLICATION IS POSSIBLE SINCE SPANISH AMERICAN MAY INCLUDE NONWHITE RACES IN ADDITION TO WHITE

NOTES- SUM OF INDIVIDUAL ITEMS MAY NOT EQUAL TOTALS BECAUSE OF ROUNDING

PERCENTAGES COMPUTED FROM UNROUNDED FIGURES

SOURCE- IOWA DEPARTMENT OF JOB SERVICE

TABLE 3. OCCUPATIONS OF EMPLOYED PERSONS, BY SEX AND MINORITY STATUS, 1970

OCCUPATION	BOTH SEXES						FEMALE					
	TOTAL	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	MINORITY GROUP*	TOTAL	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	MINORITY GROUP*
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ALL OCCUPATIONS—NUMBER 1977	1,329,000	1,313,000	13,200	2,800	7,200	23,200	479,500	472,700	5,800	1,100	2,500	9,400
NUMBER 1970	1,088,340	1,075,216	10,845	2,279	5,874	18,998	392,708	387,065	4,771	870	2,017	7,658
PERCENT 1970	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
PROF., TECHNICAL & RELATED	12.7	12.7	9.9	34.8	14.7	14.4	16.4	16.4	12.3	29.0	16.3	15.2
ENGINEERS	.8	.9	.0	2.4	1.0	.6	NA	NA	NA	NA	NA	NA
MEDICAL & HEALTH WORKERS	2.3	2.2	2.2	8.7	2.9	3.2	4.1	4.1	3.0	10.8	6.1	7.7
TEACHERS, ELEM. & SEC. SCHOOLS	3.6	3.7	2.0	2.1	4.0	2.6	7.1	7.1	3.8	4.8	4.9	4.2
OTHER PROFESSIONAL	6.0	5.9	5.7	21.7	6.8	7.9	5.1	5.1	5.5	13.3	5.2	6.3
MANAGERS & ADMINISTRATORS, NONFARM	8.7	8.8	2.4	4.9	6.1	3.8	3.9	3.9	1.7	2.9	3.4	2.3
SALES	6.6	6.7	2.2	3.2	4.2	3.0	7.5	7.6	3.3	5.2	5.1	4.0
RETAIL STORES	3.9	4.0	1.7	2.5	2.5	2.0	6.5	6.6	2.8	4.6	4.1	3.3
OTHER SALES WORKERS	2.7	2.7	.6	.7	1.7	1.0	1.0	1.0	.6	.6	1.0	.7
CLERICAL	14.8	14.9	14.4	10.2	11.9	13.1	31.5	31.6	23.6	19.1	26.0	23.7
STENOGR. & TYPISTS	3.7	3.7	3.6	2.2	3.3	3.3	10.0	10.0	7.9	5.7	9.3	5.0
OTHER CLERICAL WORKERS	11.1	11.1	10.8	8.0	8.6	9.8	21.5	21.6	15.7	13.3	16.7	18.7
CRAFTSMEN, FOREMEN & RELATED	11.8	11.8	9.3	5.6	11.2	9.4	1.8	1.8	1.9	1.0	.5	1.4
CONSTRUCTION CRAFTSMEN	3.3	3.3	1.8	1.3	2.7	2.0	NA	NA	NA	NA	NA	NA
MECHANICS & REPAIRMEN	2.8	2.8	1.9	1.4	3.2	2.3	NA	NA	NA	NA	NA	NA
MACHINISTS & OTHER METAL CRAFTSMEN	1.1	1.1	1.6	.4	1.5	1.4	NA	NA	NA	NA	NA	NA
OTHER CRAFTSMEN	4.5	4.5	4.0	2.4	3.8	3.8	NA	NA	NA	NA	NA	NA
OPERATIVES EXCEPT TRANSPORT	10.9	10.8	17.8	12.9	19.6	17.8	9.2	9.2	9.9	16.1	15.7	12.1
DURABLE GOODS MFG.	4.8	4.8	7.6	5.0	9.1	7.7	3.9	3.9	3.7	6.1	5.8	4.5
NONDURABLE GOODS MFG.	3.0	3.0	7.8	4.2	6.4	6.9	2.7	2.7	3.9	5.7	6.9	4.9
NONMANUFACTURING	3.1	3.1	2.5	3.7	4.0	3.1	2.6	2.6	2.3	4.3	3.0	2.7
TRANSPORT EQUIP. OPERATIVES	4.1	4.1	3.6	2.1	3.2	3.3	.5	.5	.4	.6	.6	.5
LABORERS, NONFARM	4.2	4.1	9.2	6.3	9.6	9.0	.9	.9	1.2	1.6	.7	1.1
SERVICE EXC. PRIV. HOUSEHOLD	12.2	12.1	26.3	15.3	14.6	21.3	22.6	22.4	35.7	20.7	27.8	31.9
CLEANING & FOOD SERVICE	7.2	7.2	14.6	7.7	7.6	11.6	12.8	12.8	16.8	8.2	12.9	14.7
PROTECTIVE SERVICE	.7	.7	.8	.4	.9	.8	.1	.1	.2	NA	NA	.1
PERSONAL HEALTH & OTHER SERVICES	4.3	4.2	10.9	7.2	6.1	8.9	9.7	9.5	18.7	12.5	14.9	17.0
PRIVATE HOUSEHOLD WORKERS	1.5	1.5	4.3	1.3	1.4	3.0	4.1	4.0	9.7	3.4	4.0	7.5
FARM WORKERS	12.5	12.6	.5	3.3	3.5	1.8	1.7	1.7	.2	.5	NA	.2

NOTES: NA NOT AVAILABLE

* SUM OF SPANISH AMERICAN AND ALL RACES EXCEPT WHITE. SOME DUPLICATION POSSIBLE SINCE SPANISH AMERICAN MAY INCLUDE NONWHITE RACES IN ADDITION TO WHITE.

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TABLE 4. LAST OCCUPATION OF THE EXPERIENCED UNEMPLOYED, BY SEX, AND MINORITY STATUS

MAJOR OCCUPATIONAL GROUP	BOTH SEXES					MINORITY GROUP*		FEMALE					MINORITY GROUP*		
	TOTAL	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	TOTAL	PERCENT OF ALL RACES	TOTAL	Total Female as a Percent of Total Both Sexes	WHITE	BLACK	OTHER RACES	SPANISH AMERICAN	TOTAL	PERCENT OF BOTH SEXES
TOTAL	36,145	35,195	835	115	307	1,257	3.5	17,112	47.3	16,655	389	68	136	593	47.2
PERCENT OF TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	---	100.0	---	100.0	100.0	100.0	100.0	100.0	---
PROF., TECHNICAL, & RELATED	6.9	7.0	0.7	13.0	7.8	3.6	1.8	7.6	51.7	7.6	1.5	22.0	10.3	5.9	77.8
SALES	5.2	5.3	0.6	5.2	2.3	1.4	1.0	7.3	66.8	7.5	1.3	8.8	5.1	3.0	100.0
CLERICAL	12.1	12.0	17.0	9.6	1.9	12.6	3.6	21.2	82.8	21.1	30.1	8.8	4.4	21.7	81.1
CRAFTSMEN, FOREMEN, & RELATED	13.6	13.6	12.1	13.0	3.6	10.1	2.6	1.9	6.8	1.9	5.4	0.0	2.9	4.2	19.7
OPERATIVES	27.5	27.6	23.7	15.6	31.6	24.9	3.1	27.5	47.4	27.8	19.8	14.7	32.3	22.1	41.9
NONFARM LABORERS	10.8	10.7	17.0	12.2	29.3	19.6	6.3	2.2	9.5	2.2	2.3	0.0	5.9	2.9	6.9
SERVICE, EXCEPT PRIVATE HOUSEHOLDS	14.8	14.5	26.5	18.3	16.0	23.1	5.4	21.6	68.8	21.2	34.4	30.9	22.0	31.2	63.6
SERVICE, PRIVATE HOUSEHOLDS	2.0	2.0	1.1	4.3	0.0	1.1	2.0	4.0	96.4	4.1	2.3	7.3	0.0	2.4	100.0
FARM WORKERS	4.7	4.8	0.0	4.3	2.6	1.0	0.8	1.8	18.3	1.9	0.0	0.0	5.9	1.3	61.5
LAST WORKED 1959 OR EARLIER ^{1/}	2.3	2.3	1.3	4.3	4.9	2.5	3.7	4.7	97.6	4.8	2.8	7.3	11.0	5.2	100.0

NOTES: *SUM OF SPANISH AMERICANS AND ALL RACES EXCEPT WHITE. SOME DUPLICATION POSSIBLE SINCE SPANISH AMERICANS MAY INCLUDE NONWHITE RACES IN ADDITION TO WHITE.
SUM OF DETAIL MAY NOT EQUAL TOTALS BECAUSE OF ROUNDING.

^{1/} OCCUPATION NOT AVAILABLE

SOURCE: CENSUS OF POPULATION 1970

IESC 1156 (10-73)

TABLE 5.

OCCUPATION OF JOB APPLICANTS AT LOCAL OFFICES OF THE JOB SERVICE OF IOWA BY SEX, MINORITY AND AGE STATUS ON DECEMBER 31, 1977 1/

MAJOR OCCUPATIONAL GROUPS	TOTAL	FEMALE	MINORI- TIES	AGE GROUP	
				UNDER 22	45 AND OVER
TOTAL.....	47,913	19,840	2,670	15,186	7,130
FULLY QUALIFIED APPLICANTS 2/					
PROFESSIONAL, TECHNICAL AND KINDRED.....	2,979	1,394	123	186	537
MANAGERIAL.....	1,105	271	28	80	259
CLERICAL.....	6,006	5,197	257	1,399	1,132
SALES.....	2,664	1,485	66	764	564
DOMESTIC SERVICE.. SERVICE, EXC. PVT. HSLD.....	479	388	30	175	158
AGRICULTURE.....	5,143	3,269	401	1,876	1,122
PROCESSING.....	1,030	128	39	505	164
MACHINE TRADES....	2,003	499	205	416	363
BENCH WORK.....	2,845	461	125	647	426
STRUCTURAL WORK...	2,685	1,742	138	589	520
TRANSPORTATION....	5,867	216	280	1,802	608
PACKAGING AND MATERIAL HANDLING.....	2,673	114	86	668	415
MISCELLANEOUS.....	3,933	708	292	1,585	358
TOTAL - FULLY QUALIFIED.....	422	167	24	96	93
	39,834	16,039	2,094	10,788	6,719
ENTRY APPLICANTS 3/					
PROFESSIONAL, TECHNICAL AND MANAGERIAL.....	765	315	39	121	32
CLERICAL AND SALES SERVICE.....	1,705	1,332	87	992	117
AGRICULTURE.....	1,000	603	84	673	82
PROCESSING.....	67	18	4	50	2
MACHINE TRADES....	424	163	34	181	24
BENCH WORK.....	483	87	32	262	11
STRUCTURAL WORK...	1,365	788	87	668	71
MISCELLANEOUS.....	690	28	46	391	20
TOTAL - ENTRY.....	1,580	467	163	1,060	52
	8,079	3,801	576	4,398	411

1 SOURCE - IOWA DEPARTMENT OF JOB SERVICE.

2 THESE APPLICANTS NEED LITTLE OR NO ADDITIONAL TRAINING TO MEET THE MINIMUM JOB REQUIREMENTS FOR THEIR SELECTED OCCUPATIONS.

3 THESE APPLICANTS NEED SOME ADDITIONAL TRAINING TO MEET THE MINIMUM JOB REQUIREMENTS FOR THEIR SELECTED OCCUPATIONS.



**EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION**

WASHINGTON, D.C.

State and Local Reporting Committee
2401 E Street, N.W.
Washington, D.C. 20506

1976

EEOC FORM 164, STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)

APPROVED BY GAO
B-180541 (R0096)

INSTRUCTION BOOKLET

Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to keep records and to make such reports to the Equal Employment Opportunity Commission as are specified in the regulations of the Commission. The applicable provisions of the law, Section 709(c) of Title VII, and the regulations issued by the Commission on May 14, 1973, are printed in full in the Appendix (4) to these instructions. School systems and educational institutions are covered by other employment surveys and are excluded from EEO-4.

In the interests of consistency, uniformity and economy, State and Local Government Report EEO-4 is being utilized by Federal government agencies that have responsibilities with respect to equal employment opportunity. A joint State and Local Reporting Committee with which this report must be filed represents these various Federal agencies. In addition, this report should bring about uniformity in State and local government recordkeeping and reporting and should serve as a valuable tool for use by the political jurisdictions in evaluating their own internal programs for insuring equal employment opportunity.

As stated above, the filing of Report EEO-4 is required by law; it is *not voluntary*. Under Section 709(c) of Title VII, the Attorney General of the United States may compel a jurisdiction to file this report by obtaining an order from a United States District Court.

1. WHO MUST FILE

Those who must file this report include (1) all States; (2) all other political jurisdictions which have 100 or more employees; and (3) an annual sample of those political jurisdictions which have 15-99 employees. The sample is rotated annually, so that none of the smaller jurisdictions will be required to file in consecutive years and all will be required to file in their turn. Sampled jurisdictions will be informed by receipt of the forms that they have been selected to report in a particular year.

2. WHO MUST KEEP RECORDS

Every political jurisdiction with 15 or more employees must make and keep records and statistics which would be necessary for the completion of Report EEO-4, as set forth in these instructions. Records must be kept for a period of 3 years. See regulations 1602.30 and 1602.31 in the Appendix (4).

Although the EEO-4 report requires the combining of agency data to complete the report, separate data for each agency must be maintained either by the agency itself or by the office responsible for preparing the EEO-4 report, and should be available upon request to representatives of Federal agencies.

3. HOW TO FILE

States should file a separate form for each function performed, maximum of 15 separate forms, for each Standard Metropolitan Statistical Area (SMSA), and a maximum of 15 forms for

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the rest of the State, covering all employees not employed in an SMSA. State reports should cover state employees only. Where SMSA's cross State lines, the state is responsible only for that state's employment in that SMSA.

Recipients below the State level (county, city, township, special district) should file one form for each function listed on page 1 of the form (if that function is performed), for a maximum of 15 forms. Jurisdictions should report only persons working for the jurisdiction.

Where interstate, intercounty, etc., boards, agencies, commissions, or other type special district governments exist, the forms should be submitted by the headquarters of the special district.

Blank forms will be sent to a central office for the political jurisdiction. In those jurisdictions where all data are available at a single location, forms may be completed by the central office. Where data are not available centrally, figures should be obtained by the central office from all agencies and aggregated into the proper forms by functions. [In both cases, a list of *all agencies covered* should accompany the forms.]

Enclosed with the forms is a summary page on which you are requested to check those functions for which you are submitting completed reports; functions for which you are not reporting; and functions for which you will be reporting at a later date. This will facilitate our own record-keeping, and minimize unnecessary follow-up correspondence. Full-time employment must also be reported on summary sheet.

The summary form also contains a provision where one official can certify as to the accuracy and completeness of the entire report from the jurisdiction. If such certification can be and is made by one official, a separate signature on every form will not be required.

The fact that a branch or agency of a government has separately elected officials, or is autonomous or semi-autonomous in its operations does not affect the legal status of the jurisdictions, nor the requirement that EEO-4 cover the entire jurisdiction. To the extent feasible, the report should cover all branches of the government. In any cases where that is not feasible, and data are not available to the central office of the government, *a list of agencies and addresses not included should accompany the report.*

In all cases, the original and 1 copy of all completed forms must be returned in one package.

4. WHEN TO FILE

This annual report must be filed with the Equal Employment Opportunity Commission no later than September 30th. Employment Figures should cover the payroll period which includes June 30.

5. WHERE TO FILE

The completed reports (in duplicate) should be forwarded to the P.O. Box indicated on the EEO-4 form. All requests for additional report forms should also be directed to this address.

6. REQUESTS FOR INFORMATION AND SPECIAL PROCEDURES

An employer who claims that preparation or the filing of Report EEO-4 would create undue hardships may apply to the Commission for a special reporting procedure. In such cases, the employer must submit in *writing* an alternative proposal for compiling and reporting information to the EEO-4 Coordinator, Equal Employment Opportunity Commission, 2401 E Street, N.W., Washington, D.C. 20506.

Only those special procedures approved in writing by the Commission are authorized. Such authorizations remain in effect until notification of cancellation is given. All requests for information should be sent to the same address.

7. ELECTED AND APPOINTED OFFICIALS

Section 701(f) of the Equal Employment Opportunity Act of 1972 contains an exemption for elected and certain appointed officials that is set forth in definition of "employee" in Appendix 1. Based on the legislative history of Section 701(f), the General Counsel of the Commission has ruled that this exemption was intended by the Congress to be construed narrowly. This ruling concluded that only the following persons would be included in the exemption:

- (1) State and local elected officials.
- (2) Such official's immediate secretary, administrative, legislative, or other immediate or first-line aide.
- (3) Such official's legal advisor.
- (4) Appointed cabinet officials in the case of a Governor, or heads of executive departments in the case of a Mayor or County Council.

No other persons appointed by an elected official are exempt under this interpretation. In no case is any person exempt who is appointed by an appointed official, whether or not the latter is himself exempt. Furthermore, as specified in Section 701(f), the exemption does not include employees subject to the civil service laws of a State government, governmental agency or political subdivision.

8. CONFIDENTIALITY

All reports and information from individual reports are subject to the confidentiality provisions of Section 709(e) of Title VII, and may not be made public by EEOC prior to the institution of any proceeding under Title VII. However, aggregate data may be made public in a manner so as not to reveal any particular jurisdiction's statistics. Barring prohibitive State or local legislation, a political jurisdiction may make its EEO-4 Report public at any time.

INSTRUCTIONS ON HOW TO PREPARE INFORMATION REPORTS

Definitions of Terms and Categories are
Located in the Appendix

SECTION A—TYPE OF GOVERNMENT

Check one box indicating type of government.

SECTION B—IDENTIFICATION

Indicate the name and central mailing address of the governmental jurisdiction if different from address label in top margin.

SECTION C—FUNCTION

The EEOC Form 164 is mailed in sets of up to 15. Please use a separate form for each function for which you are reporting. The data should be aggregated for all agencies performing a particular function. This also applies to unspecified functions which are to be combined in one report for Function 15. "Other." State education agencies, both agencies covering elementary and secondary schools and those covering higher education, should be included in Function 15.

If an agency's activities cover more than one of the form's specified functions, those activities should be separated and reported under separate functions, where it is feasible to do so. Where the political jurisdiction is unable to make such separa-

tion of data, the agency should be reported under the function that represents its dominant activity. For example, if a transportation department includes among other functions streets and highways and two-thirds of the employees of the department are engaged in street-and-highway activities, those employees should be separated out and reported separately if feasible. If not, the entire department should be reported in Function 2, Streets and Highways. *In no case, should more than one function be reported on a single form.*

To each report, attach a list giving the name and address of all agencies covered. If the data for any agency or branch of the government cannot be supplied by the central office of a jurisdiction, attach a list with the name and address of each agency not included.

SECTION D—EMPLOYMENT DATA AS OF JUNE 30

For purposes of this report, a person is an employee of a political jurisdiction if he is on the payroll of that jurisdiction, regardless of the source of the funds by which he is paid.

1. FULL-TIME EMPLOYEES

(For detailed explanation of job categories and race/ethnic identification, see Appendix.)

Employment data should include total full-time employment except those elected and appointed officials specified in section 7 above of these instructions. Where employees receive separate salaries or payments from two or more jurisdictions, but work full-time for one jurisdiction, they should be counted as full-time employees by that jurisdiction, and to the extent possible their annual salary should reflect their total earnings from all jurisdictions from which they are paid. Also, where a person is a full-time employee of a jurisdiction, but is employed in more than one function, he should be reported for the function which accounts for most of his work-time. Trainees should be counted in appropriate columns by job, salary, race, and sex. Every employee must be accounted for in one and only one of the categories. Definitions are included in the Appendix (2).

a. **Race/Sex Data**—Columns B through K should reflect employment for the categories indicated. The line totals for columns B through K should be entered in Column A.

b. **Occupational Data**—Employment data should be reported by annual salary within job category. Report each employee in *only one* job/salary category. In order to simplify and standardize the method of reporting, all jobs are considered as belonging in one of the broad occupations shown in the table. To assist you in determining how to place your jobs within the occupational groups, a description of job categories with examples follows in the Appendix (3). The list of examples is in no way exhaustive. *Total Lines—Report *total employment for this matrix*, as well as row totals.

c. **Annual Salary**—Where employees are paid on other than an annual basis, their regular earnings in the payroll period including June 30, except for overtime pay which is not regular and recurrent, but including all special increments that are part of their annual earnings, should be expanded and expressed in terms of an annual income.

2. OTHER THAN FULL-TIME EMPLOYEES

Employment data should include all employees not included in the full-time matrix, except those specifically exempted (see Section 7, Elected and Appointed Officials). Where employees are working part-time for different jurisdictions, and are on separate payrolls of different jurisdictions, they should be reported as part-time employees of the separate jurisdictions. Persons on the payroll of the jurisdiction for a specified temporary appointment, such as the public employment program, should be included in this category.

*Total Lines—Report *total employment for this matrix*, as well as row totals.

3. NEW HIRES DURING FISCAL YEAR

Include those employees who were hired during the fiscal year into permanent full time positions but who may have terminated employment prior to the end of the fiscal year. New Hires are included in Section D-1 if they were full time employees at the end of the fiscal year. Total Lines—Report *total employment for this matrix*, as well as row totals.

REMARKS

Include in this section any remarks, explanations, or other pertinent information regarding this report.

NOTE: List here the National Crime Informa-

tion Center (NCIC) numbers assigned by the U.S. Department of Justice to any criminal justice agencies whose data are included.

CERTIFICATION

Each form must be certified and signed by an official responsible for the information, unless a summary sheet has been certified and signed and submitted with the completed forms.

APPENDIX

1. DEFINITIONS APPLICABLE TO ALL EMPLOYERS

a. "Commission" refers to the Equal Employment Opportunity Commission established under Title VII of the Civil Rights Act of 1964.

b. "Employee" means an individual employed by a political jurisdiction, who is on the payroll of that jurisdiction, regardless of the source of the funds by which he is paid. The following is an exception from the definition, subject to the interpretation in Section 7 above of these instructions: The term "employee" shall not include any person elected to public office in any State or political subdivision of any State by the qualified voters thereof, or any person chosen by such officer to be on such officer's personal staff, or an appointee on the policymaking level or an immediate adviser with respect to the exercise of the constitutional or legal powers of the office. The exception set forth in the preceding sentence shall *not* include employees subject to the civil service laws of a State government, governmental agency or political subdivision.

c. "Full-time Employees"—Persons employed during this pay period to work the number of hours per week that represent regular full-time employment (excluding temporaries and intermittents).

d. "Other than Full-time Employees"—Persons employed during this pay period on a part-time basis. Include those daily or hourly employees usually engaged for less than the regular full-time work week, temporaries working on a seasonal basis (whether part-time or full-time) or hired for the duration of a particular job or operation, including public employment programs, and intermittents.

e. "New Hires During Fiscal Year"—Persons both with and without previous experience and transfers who were hired for the first time in this

jurisdiction or rehired after a break in service for permanent full-time employment.

2. RACE/ETHNIC IDENTIFICATION

An employer may acquire the race/ethnic information necessary for this section either by visual surveys of the work force, or from post-employment records as to the identity of employees. An employee may be included in the minority group to which he or she appears to belong, or is regarded in the community as belonging.

Since visual surveys are permitted, the fact that race/ethnic identifications are not present on agency records is not an excuse for failure to provide the data called for. ~~However, although the~~ Commission does not encourage direct inquiry as a method of determining racial or ethnic identity, this method is not prohibited in cases where it has been used in the past, or where other methods are not practical, provided it is not used for purposes of discrimination.

Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instructions or otherwise.

Please note that the General Counsel of the Commission has ruled, on the basis of court decisions, that the Commission has the authority to require the racial and ethnic identification of employees, regardless of any possibly conflicting state or local laws.

The concept of race as used by the Equal Employment Opportunity Commission does *not* denote clearcut scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic category.

NOTE: The category "HISPANIC" while not a race identification, is included as a separate ethnic category because of the employment discrimination often encountered by this group; for this reason do not include HISPANIC under either "white" or "black".

For the purposes of this report, the following race/ethnic categories will be used:

- a. The category "White" (not of Hispanic origin) : All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.
- b. The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups.
- c. The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. The category "Asian or Pacific Islanders": All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillipine Islands, and Samoa.
- e. The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America.

3. DESCRIPTION OF JOB CATEGORIES

a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

b. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

c. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained

through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

d. Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.

e. Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemakers aides, home health aides, and kindred workers.

f. Office and Clerical: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

g. Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.

h. Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety

of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundkeepers, refuse collectors, construction laborers.

4. LEGAL BASIS FOR REQUIREMENTS

Section 709(c), Title VII, Civil Rights Act of 1964

(As Amended by the Equal Employment Opportunity Act of 1972)

Recordkeeping; reports

Every employer, employment agency, and labor organization subject to this title shall (1) make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed, (2) preserve such records for such periods, and (3) make such reports therefrom as the Commission shall prescribe by regulation or order, after public hearing, as reasonable, necessary, or appropriate for the enforcement of this title or the regulations or orders thereunder. The Commission shall, by regulation, require each employer, labor organization, and joint labor-management committee subject to this title which controls an apprenticeship or other training program to maintain such records as are reasonably necessary to carry out the purposes of this title, including, but not limited to, a list of applicants who wish to participate in such program, including the chronological order in which applications were received, and to furnish to the Commission upon request, a detailed description of the manner in which persons are selected to participate in the apprenticeship or other training program. Any employer, employment agency, labor organization, or joint labor-management committee which believes that the application to it of any regulation or order issued under this section would result in undue hardship may apply to the Commission for an exemption from the application of such regulation or order, and, if such application for an exemption is denied, bring a civil action in the United States district court for the district where such records are kept. If the Commission or the court, as the case may be, finds that the application of the regulation or order to the employer, employ-

ment agency, or labor organization in question would impose an undue hardship, the Commission or the court, as the case may be, may grant appropriate relief. If any person required to comply with the provisions of this subsection fails or refuses to do so, the United States district court for the district in which such person is found, resides, or transacts business, shall, upon application of the Commission, or the Attorney General in a case involving a government, governmental agency or political subdivision, have jurisdiction to issue to such person an order requiring him to comply.

Title 29, Chapter XIV, Code of Federal Regulations

Subpart I—State and Local Governments Record-keeping

§1602.30 Records to be made or kept.

On or before September 30, 1974, and annually thereafter, every political jurisdiction with 15 or more employees is required to make or keep records and the information therefrom which are or would be necessary for the completion of report EEO-4 under the circumstances set forth in the instructions thereto, whether or not the political jurisdiction is required to file such report under § 1602.32 of the regulations in this part. The instructions are specifically incorporated herein by reference and have the same force and effect as other sections of this part.¹ Such records and the information therefrom shall be retained at all times for a period of 3 years at the central office of the political jurisdiction and shall be made available if requested by an officer, agent, or employee of the Commission under Section 710 of Title VII, as amended. Although agency data are aggregated by functions for purposes of reporting, separate data for each agency must be maintained either by the agency itself or by the office of the political jurisdiction responsible for preparing the EEO-4 form. It is the responsibility of every political jurisdiction to obtain from the Commission or its delegate necessary instructions in order to comply with the requirements of this section.

§1602.31 Preservation of records made or kept.

(a) Any personnel or employment record made

¹ NOTE.—Instructions were published as an appendix to the proposed regulations on Mar. 2, 1973 (38 FR 5662).

or kept by a political jurisdiction (including but not necessarily limited to application forms submitted by applicants and other records having to do with hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship) shall be preserved by the political jurisdiction for a period of 2 years from the date of the making of the record or the personnel action involved, whichever occurs later. In the case of involuntary termination of an employee, the personnel records of the individual terminated shall be kept for a period of 2 years from the date of termination. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII, the respondent political jurisdiction shall preserve all personnel records relevant to the charge or action until final disposition of the charge or the action. The term "personnel record relevant to the charge," for example, would include personnel or employment records relating to the person claiming to be aggrieved and to all other employees holding positions similar to that held or sought by the person claiming to be aggrieved; and application forms or test papers completed by an unsuccessful applicant and by all other candidates for the same position as that for which the person claiming to be aggrieved applied and was rejected. The date of final disposition of the charge or the action means the date of expiration of the statutory period within which a person claiming to be aggrieved may bring an action in a U.S. district court or, where an action is brought against a political jurisdiction either by a person claiming to be aggrieved or by the Attorney General, the date on which such litigation is terminated.

(b) The requirements of this section shall not apply to application forms and other preemployment records of applicants for positions known to applicants to be of a temporary or seasonal nature.

Subpart J—State and Local Government Information Report

§1602.32 Requirement for filing and preserving copy of report.

(a) On or before September 30, 1974 and annually thereafter, certain political jurisdictions subject to title VII of the Civil Rights Act of 1964, as

amended, shall file with the Commission or its delegate executed copies of "State and Local Government Information Report EEO-4" in conformity with the directions set forth in the form and accompanying instructions. The political jurisdictions covered by this regulation are (1) those which have 100 or more employees, and (2) those other political jurisdictions which have 15 or more employees from whom the Commission requests the filing of reports. Every such political jurisdiction shall retain at all times a copy of the most recently filed EEO-4 at the central office of the political jurisdiction for a period of 3 years and shall make the same available if requested by an officer, agent, or employee of the Commission under the authority of Section 710 of Title VII, as amended.

(b) For calendar year 1973, the requirements of paragraph (a) of this section shall be carried out on or before October 31, 1973.

§ 1602.33 Penalty for making of willfully false statements on report.

The making of willfully false statements on report EEO-4, is a violation of the United States Code, Title 18, Section 1001, and is punishable by fine or imprisonment as set forth therein.

§ 1602.34 Commission's remedy for political jurisdiction's failure to file report.

Any political jurisdiction failing or refusing to file report EEO-4 when required to do so may be compelled to file by order of a U.S. district court, upon application of the Attorney General.

§ 1602.35 Political jurisdiction's exemption from reporting requirements.

If it is claimed the preparation or filing of the

report would create undue hardship, the political jurisdiction may apply to the Commission for an exemption from the requirements set forth in this part by submitting to the Commission or its delegate a specific proposal for an alternative reporting system prior to the date on which the report is due.

§ 1602.36 Schools exemption.

The recordkeeping and report-filing requirements of subparts I and J shall not apply to State or local educational institutions or to school districts or school systems or any other educational functions. The previous sentence of this section shall not act to bar jurisdiction which otherwise would attach under § 1602.30.

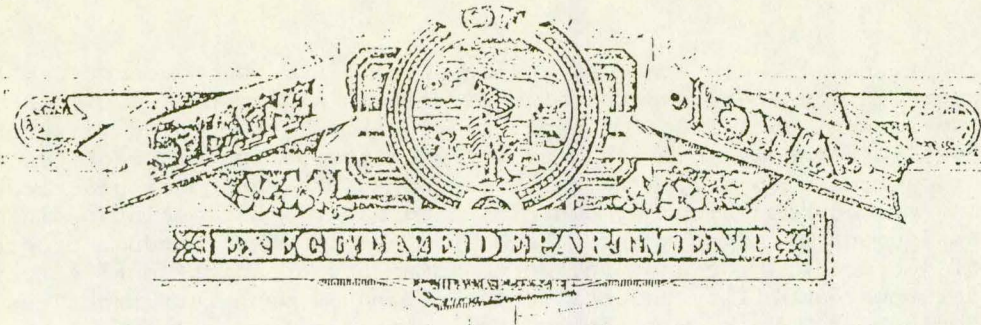
§ 1602.37 Additional reporting requirements.

The Commission reserves the right to require reports, other than that designated as the "State and Local Government Information Report EEO-4," about the employment practices of individual political jurisdictions or group of political jurisdictions whenever, in its judgment, special or supplemental reports are necessary to accomplish the purposes of Title VII. Any system for the requirement of such reports will be established in accordance with the procedures referred to in section 709(c) of Title VII and as otherwise prescribed by law.

Subpart K—Records and Inquiries as to Race, Color, National Origin, or Sex

§ 1602.38 Applicability of State or local law.

The requirements imposed by the Equal Employment Opportunity Commission in these regulations, subparts I and J, supersede any provisions of State or local law which may conflict with them.



EXECUTIVE ORDER NUMBER FIFTEEN

Preamble

The Constitutions of the United States of America and the State of Iowa call for political liberty and equality, and afford to all persons the equal protection of the law. Discriminatory practices based upon race, religion, national origin, sex, age and physical and mental disability betray the vision of the founding fathers and threaten the orderly procedures of democratic government.

The Congress of the United States has enacted a Civil Rights Law and has passed resolutions condemning discriminatory practices. This Law is known as Title VII of the 1964 Federal Civil Rights Act. The clear intent of this law and resolutions passed thereunder, is the assurance that the rights of the people to equal treatment shall not be abridged.

The General Assembly of the State of Iowa has enacted a Civil Rights Law and has passed resolutions condemning discriminatory practices. The clear intent of this law and resolutions passed by the General Assembly of the State of Iowa is to assure that the rights of the people to equal treatment shall not be abridged.

Fair and equal treatment of all persons, guaranteed by the Constitution, affirmed by the General Assembly, promoted by the Executive, is the public policy of the State of Iowa.

In recognition of the obligation of the State and to the limit of the authority vested in me by the Constitution and Laws of Iowa, I hereby proclaim the following CODE OF FAIR PRACTICES to be the official policy of the Executive Branch of the State of Iowa.

Article I STATEMENT OF POLICY

The State of Iowa has a special obligation to have its operations serve as a model for business, industry, labor and education. No state official who is responsible to the Governor shall therefore, in policy or in practice, discriminate on the basis of race, creed, color, religion, national origin, sex, age, physical or mental disability.

Article II APPOINTMENT, ASSIGNMENT, TRAINING, AND ADVANCEMENT OF EXECUTIVE PERSONNEL

State officials who are responsible to the Governor shall appoint, assign and advance employees solely on the basis of merit

and fitness. Each state agency responsible to the Governor shall promulgate a clear and unambiguous written Affirmative Action Program containing goals and time specifications in Personnel Administration. Each such agency shall regularly review its personnel practices and procedures with a view to correcting any such personnel practices and procedures which may contribute to discrimination in appointment, assignment or advancement. Each such agency shall conduct programs of job orientation and provide training and organizational structure for upward mobility and shall place emphasis upon fair practices in employment. Each such agency shall also bar from all employment application forms any inquiry as to race, creed, color, sex, age or physical or mental disability, except for statistical purposes unless it relates to a bona fide occupational qualification.

Article III STATE EMPLOYMENT SERVICES

All state agencies responsible to the Governor which provide placement or referral services for public or private employees shall refuse to fill any job order which specifies race, creed, color, religion, sex, age, physical or mental disability, as a condition of employment, assignment or advancement except where it relates to a bona fide occupational qualification. They shall, moreover, refer such prohibited requests to the Iowa Civil Rights Commission for investigation, conciliation and any other appropriate action.

Article IV PUBLIC SCHOOL TEACHERS

Pursuant to the provisions of the 14th Amendment of the Constitution of the United States and provisions of the Iowa Civil Rights Act of 1965, the State Superintendent of Public Instruction shall use every lawful means in the promoting of fair employment practices for duly certificated teachers.

Article V STATE EDUCATIONAL, COUNSELING, & TRAINING PROGRAMS

All educational and vocational guidance programs and their essential components, counseling and testing and all on-the-job training programs of state agencies responsible to the Governor, shall be administered in accordance with the provisions of the Iowa Civil Rights Act of 1965. Every state official responsible for the implementation of such programs shall be charged with the duty of seeking to provide equal opportunity for all, regardless of race, creed, color, religion, national origin, sex, age, and physical or mental disability except where it relates to a bona fide occupational qualification.

Article VI STATE SERVICES AND FACILITIES

Pursuant to the provisions of the 14th Amendment of the Constitution of the United States and the Iowa Civil Rights Act of 1965, equal treatment shall be guaranteed by all state agencies responsible to the Governor in performing their services to the public, and equal treatment shall be guaranteed in the use of state facilities. Those in charge of the various state facilities shall take especial care that no state facility is used in the furtherance of any discriminatory practices.

Article VII STATE LICENSING AGENCIES

Pursuant to the provisions of the 14th Amendment of the Constitution of the United States of America, all state licensing agencies shall insure that no license is granted, denied, or

revoked on the basis of race, sex, color, religion, national origin, or ancestry. Where a duly constituted state authority, in an official and lawful proceeding, determines that a licensee has, in his capacity as such, engaged in unlawful discriminatory practices under the Iowa Civil Rights Act, any licensing authority responsible to the Governor shall institute such disciplinary action, including revocation of license, as may be provided by statute or other regulation. In the event of such determination by a duly constituted state authority, the licensing agency concerned shall consider prior to re-issuance of a state license whether said licensee has made a bona fide effort to comply with Iowa law.

Article VIII STATE CONTRACTS AND SUBCONTRACTS

To insure compliance with the provisions of the Iowa Civil Rights Act of 1965, every state official who is responsible to the Governor and who is authorized to make contracts or subcontracts for public works or for goods or services shall cause to be inserted into every such contract or sub-contract a clause in which the contractor or sub-contractor is required to have on file a copy of his Affirmative Action Program containing goals and time specifications prior to making a bid for public works, goods, or services. These contractual provisions shall be fully enforced; any breach of them shall be regarded as a material breach of contract.

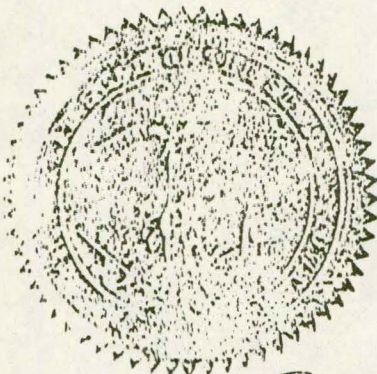
Article IX COMPLIANCE AND REPORTING

All state agencies responsible to the Governor shall cooperate fully with any persons authorized by the Governor, and it shall be the duty of the Iowa Civil Rights Commission to monitor and take whatever action necessary to assure compliance with this CODE OF FAIR PRACTICES. Each state agency shall report annually to the Iowa Civil Rights Commission between December 15 and January 1, all programs undertaken to effect this CODE, and the Iowa Civil Rights Commission shall report this information to the Governor not later than the 30th day of January each year.

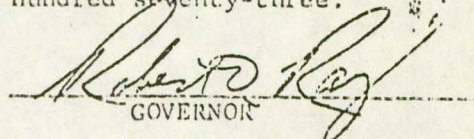
Article X PUBLICATION AND POSTING

Copies of this CODE OF FAIR PRACTICES shall be distributed to all state officials and appointing authorities. The CODE shall, further, be posted conspicuously in all state facilities. All state agencies responsible to the Governor shall cooperate with the Iowa Civil Rights Commission in posting, upon request, notices in state facilities information relating to the Iowa Civil Rights Act.

Executive Order Number Nine issued on October 11, 1967 relating to the Code of Fair Practice is hereby repealed and this Executive Order shall be in full force and effect in lieu thereof.



IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this 2 day of April in the year of our Lord one thousand nine hundred seventy-three.


GOVERNOR

Attest:


SECRETARY OF STATE